Tips for Superintendents –
Sample Annual Written Notification

SAMPLE: Schools may adapt or expand this sample template in order to comply with minimum requirements to provide annual notification to staff and guardians. Keep a dated copy in each school's Management Plan. For more assistance with AHERA compliance, visit www.mass.gov/dols/ahera

INSERT YOUR LETTERHEAD

ANNUAL ASBESTOS NOTIFICATION LETTER

For School Year 2013-2014

Date: September 20##

Dear Staff, Guardians and Students:

A copy of our district's Asbestos Management Plan is available in each school and at the main administrative office during regular school hours.

The district continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos–containing materials in our schools should be directed to our district's AHERA Designated Person, __ (name) __ who can be reached at ___ (work location) __, and ___(email)_____ and ___ (phone)_____.