



AHERA RESPONSE ACTION RECORDS CHECKLIST

Local Education Agency (LEA): _____

LEA Designated Person: _____

Name of School: _____

Address: _____

Attachments to this Form:

- ☐ Project Design
- ☐ Sign in logs from Asbestos Contractor for each day of the project (names & license numbers of all workers)
- ☐ Daily logs from project monitor and asbestos contractor
- ☐ Chain of custody for any air samples collected (background and clearances)
- ☐ Laboratory reports for background air samples and final air clearance
- ☐ Notification form (ANF-001 form)
- ☐ Waste shipment record

The following information must be included on the documents that are attached to this form:

Clearance Documentation:

- ☐ Proof of Visual Inspection in work area--Name of person performing visual inspection & date
- ☐ Name & license number of the Asbestos Contractor
- ☐ Name, signature & license number of person collecting air samples
- ☐ Date & locations where air samples were collected
- ☐ Laboratory name, address and license number (NVLAP or AIHA, & Massachusetts certification number)
- ☐ Method of analysis
 - Phase Contrast Microscopy (PCM)
(Chain of custody must show 5 samples per area plus one blank for each batch submitted)
 - Transmission Electron Microscopy (TEM)
(Chain of custody must show 13 samples submitted per area for each batch-includes 3 blanks)
- ☐ Name and signature of analysts, and results of analysis
- ☐ Results of PCM or TEM analysis

*This checklist is provided as a courtesy by the Massachusetts Department of Labor Standards, to assist a Local Education Agency (LEA) with ensuring that the LEA's records are complete following an AHERA Response Action. This AHERA Response Action Checklist is **not** intended to provide a detailed overview of the AHERA regulations and should not be used as a substitute for such review.*