



## Tips on organizing and maintaining the AHERA Management Plan

The *Asbestos Management Plan* is an extensive collection of documents and records that demonstrate compliance with AHERA and 454 CMR 28.13. The plan must be routinely updated.

To maintain a complete, updated copy of the *AHERA Management Plan*, use a binder with the following sections:

1. **Designated Person information:** The appointment of the Designated Person, the signed *Designated Person statement*, any *Training certificates* received.
2. **Training documentation:** *Training roster* or certificates for each member of the maintenance and custodial staff.
3. **Annual Notifications:** Dated copies of each *Annual notification* and the method of notification.
4. **Outside Contractor Notifications:** Copies of signed *Outside contractor notifications* and method of notification.
5. **Operations and maintenance activities:** Documentation of any small repairs that are performed by school staff. Include the location of the work, date of work, description of what was done, the protective measures used, the name and signature of the person performing the work.
6. **Fiber-release episodes:** When asbestos is accidentally disturbed or dislodged, the school must take steps to clean up and decontaminate the area. Fiber-release episodes can be major (three feet or greater) or minor (less than three feet). You will need to document the area where the release occurred, the methods used to contain the area, methods used to clean, repair, and/or remove asbestos, the *Asbestos Contractor logs*, *Air test reports* (if any), *Project design* (if a major fiber release), and *Waste shipment record* if asbestos is removed.
7. **Response Action Records:** For each time that asbestos is removed or repaired, you will need the *Asbestos Contractor logs*, the *Final air clearance reports*, the *Project Monitor logs*, the *Project design* (if the work involves greater than 3 linear or square feet), the *Waste shipment record*, and a copy of the *Asbestos notification* submitted to the state.
8. **Reinspection Reports:** Copies of the *Three-year reinspection reports*. At a minimum, the most recent *Three-year reinspection report* should be maintained in the binder. If older *Reinspection reports* are maintained elsewhere, include a note that these reports are available upon request.
9. **Bulk Sample Reports:** The laboratory reports for any suspect materials that were sampled and analyzed for the presence of asbestos, including the name of the laboratory, name of analyst, date of analysis, and a breakdown of the contents of the sample. You should also obtain the *Chain-of-custody report* indicating the number of samples collected, the locations of samples, the date of collection, name, signature, and certification number of the person collecting the samples.
10. **Periodic surveillance:** Dated, signed copies of the *Surveillance report* performed every 6 months, documenting any changes in condition of the asbestos remaining in the school.