



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

DEVAL L. PATRICK
GOVERNOR

RACHEL KAPRIELIAN
SECRETARY

HEATHER E. ROWE
DIRECTOR

**NOTICE TO SCHOOLS
CONDUCTING ASBESTOS ABATEMENT**

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Dear Superintendent:

The Department of Labor Standards (DLS) has received notification that asbestos abatement activity is scheduled in one of your school buildings over the next few weeks. DLS uses this information to monitor asbestos abatement contractors to ensure that workers and the public are not exposed to asbestos during abatement activities.

Protecting Workers and School Occupants:

Your contractor should contain the work area with polyethylene or solid barriers to make sure dust does not escape the work area and contaminate the school. If you have concerns about your contractor's work practices during the abatement project, please call DLS at 617-626-6960.

Maintaining Documentation Regarding Abatement

This is a reminder that you must update your Asbestos Management Plan and maintain documentation after asbestos abatement is completed. Under the Asbestos Hazard Emergency Response Act (AHERA) regulation, your school can be found in noncompliance if DLS inspects your school and the following documentation is not available:

- **Test Materials for Asbestos:** All suspect asbestos-containing materials should be tested before being disturbed by renovation or demolition. Examples of suspect materials include floor tile, ceiling tile, mastic, surfacing materials and insulation. Your school's Asbestos Management Plan may indicate if the materials have previously been tested. Use a certified Asbestos Inspector to collect samples. Add any new test results and the complete laboratory report to your current Asbestos Management Plan.
- **Update the school's Asbestos Management Plan.** The Management Plan contains a listing of asbestos-containing materials, location and quantity. The Local Education Agency's AHERA Designated Person should make a notation in the school's Asbestos Management Plan to show that specific material has been removed, repaired or encapsulated.

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- **Keep the Project Design:** When abatement involves more than three square feet or three linear feet of asbestos-containing material, schools must have a project design developed by a certified Project Designer. This differs from the architect or contractor specifications. It describes the methods for containment, abatement methods, and cleanup to ensure that asbestos dust does not contaminate other areas of the building. The Project Design should be site specific for each particular school, and the specific abatement tasks that will be conducted. Keep a copy of the project design with the school's Asbestos Management Plan.

Your asbestos contractor and asbestos consultant are required to provide each school with documents to demonstrate that the abatement project complied with AHERA. Insert these documents into the school's Asbestos Management Plan:

- **Keep Air Sample Reports.** At the conclusion of each phase of asbestos abatement, a Project Monitor will conduct a visual inspection and collect clearance air samples to show that the area is authorized for reoccupancy. The school should receive a complete laboratory report from the consultant. Keep all laboratory reports, and insert in your school's Asbestos Management Plan. A summary from the consultant is not adequate – ask for a complete laboratory report. The Project Monitor's name and certification number should also be provided.
- **Keep Contractor Logs:** Ask the contractor to provide a copy of the daily log which identifies the names of Asbestos Workers, Asbestos Supervisors, and their certification numbers. Keep this on file in your Asbestos Management Plan.
- **Keep the Waste Disposal Manifest:** When the contractor legally disposes of asbestos-containing material at an approved disposal site, the disposal site provides a Waste Manifest to the contractor. Keep this manifest on file – it proves that the school disposed of waste material in compliance with regulatory requirements.

An **Asbestos Abatement Checklist** and a **Guidance for Superintendents – General AHERA Requirements** bulletin are enclosed to assist you in your efforts to achieve compliance with the provisions of the AHERA regulation. You may also visit www.mass.gov/dols/AHERA for further information (click on the link for “Asbestos in Schools”).

For assistance with documentation requirements, please contact Janet McKenna at (413) 781-2676 or (617) 626-5673.

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