# AHERA RESPONSE ACTION RECORDS CHECKLIST

Local Education Agency (LEA): 

LEA Designated Person: 

Name of School: 

Address: 

**Description of Response Action/Project Design:**

- [ ] Methods used
- [ ] Location of response action
- [ ] Start date
- [ ] Completion date

**Project Designer**

- [ ] Name
- [ ] Certification number

**Contractors and Workers Conducting Asbestos Activity**

- [ ] Name
- [ ] Address
- [ ] Certification number
- [ ] Name and location of storage/disposal site (attach waste shipment records)

**Clearance Documentation**

- [ ] Date a visual inspection was conducted
- [ ] Name of person performing the visual inspection
- [ ] Air samples were collected at completion of response action using aggressive methods
- [ ] Name and signature of person collecting air samples
- [ ] Certification number of project monitor collecting samples
- [ ] Date of collection
- [ ] Locations where samples were collected
- [ ] Air samples were analyzed by an accredited laboratory
- [ ] Laboratory name
- [ ] Laboratory certification (NVLAP, AIHA, or Massachusetts certification number)
- [ ] Method of analysis
  - [ ] Phase Contrast Microscopy (PCM)
    - (Chain of custody must show 5 samples plus one blank for each batch submitted)
  - [ ] Transmission Electron Microscopy (TEM)
    - (Chain of custody must show 13 samples submitted for each batch)
- [ ] Name and signature of analysts
- [ ] Results of analysis (attach lab report)

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Attachments:
- Project Design
- Sign in logs from Asbestos Contractor for each day of the project
- Daily logs from project monitor/consulting firm
- Chain of custody for any air samples collected
- Laboratory reports for final air clearance
- Waste shipment record

Update to Asbestos Management Plan After Completing a Response Action
- Copies of all Response Action Records in both copies of the school’s Management Plan, at the LEA administrative office and at the school.
- Detailed description of the locations of any Asbestos-Containing Building Material (ACBM) or suspect ACM which remains in the school once the Response Actions are undertaken.
- Revisions to the Operations and Maintenance Program if the Response Action results in the removal of asbestos that had required special cleaning, maintenance, or precautions.
- A re-evaluation of resources needed to manage in place the Asbestos-Containing Material (ACM) that remains in the building.

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. For questions and more information about AHERA, please visit www.mass.gov/dols/AHERA.