

## 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 ACBM 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](http://www.mass.gov/dols/AHERA).*