

(SAMPLE LETTER)

**Gardner Valley School
Gardner, Colorado 81040**

AHERA ASBESTOS NOTIFICATION

DATE: _____

Dear Parent/Staff Member,

In 1986, the Asbestos Hazard Emergency Response Act (AHERA) was signed into law requiring all public and non-profit private schools (K-12) to be inspected for the presence of Asbestos Containing Building Materials (ACBM). Garden Valley School completed the initial inspection as required by State and Federal laws and continues to monitor the status of any materials found to contain asbestos. A copy of the original inspection, subsequent re-inspections, and a Management Plan devised to keep in compliance with applicable regulations can be viewed at the main office of Garden Valley School. Copies of the reports and plans are available for nominal copying charges.

We, at Garden Valley Charter School, are committed to providing a safe and healthy environment for our children and staff. If you have any questions, please contact Rick Gonzales at the main office.

Sincerely,

Rick Gonzales
Gardner Valley School
25421 Highway 69
Gardner, Colorado 81040

NOTIFICATIONS

AHERA requires that all parties concerned with the building must be notified in writing about ASBESTOS CONTAINING BUILDING MATERIAL (ACBM) on an annual basis even if there is none present in the building. Parents must be notified either by a written letter to the local PTA for parent distribution, sending notes home with students, or by placing an article in the school newspaper. Teachers and staff must be informed by sending a letter to the Teachers Association and posting the notice in the staff break room. Records must be kept of all notifications and copies must be placed in the update section of this plan.

RESPONSE ACTIONS

If maintenance workers have received O & M or Worker training, they may repair less than 3 square feet of the material. If the disturbance is larger than 3 square feet, a licensed Asbestos Abatement Contractor should be called in.

Planned disturbances (remodeling, minor repairs,) need to be authorized by Rick Gonzales, the Designated Person or his designee. Planned disturbances must be only carried out under LEA-D supervision.

If an unplanned disturbance occurs, Emergency Response Procedures should be initiated.

NEW CONSTRUCTION

Any alterations or additions to the building must be documented.

If new construction or renovations take place, a statement signed by the architect or general contractor should be placed in the plan saying no asbestos containing products were used in the process.

Material Safety Data Sheets from all products used in small-scale renovation projects may be used to prove that asbestos free products were used.

OUTSIDE CONTRACTORS

All outside contractors working in the building must be notified of the ACBM present so that accidental disturbance of the material does not occur. A statement to give to each contractor is included in this section.



Workers Notification in Buildings Containing Asbestos

Information for workers and others (to be used in notification to workers if needed)

Workers should be notified for two reasons: (1) There may be a potential hazard in the area they have to run pipes or wires; and (2) informed persons are less likely to disturb the material and cause fibers to be released into the air. All employees' representatives likely to disturb ACM should be included in the notification program on a continuing basis. The specific information given to types of building workers will vary. For example, because building maintenance and service workers carry out certain tasks that office workers do not perform, they should receive additional information. Most important, operations and maintenance workers should receive the training they need to perform their tasks safely. For information on training requirements, see the OSHA regulations at [29 CFR § 1910.1001\(j\)\(7\) \(PDF\)](#) (53 pp, 408K, [about PDF](#)).

Whatever its form, the information given to building contractors and workers should address the following points to the extent they reflect building conditions:

- ACM has been found in the building and is in areas where the material could be disturbed.
- The condition of the ACM, and the response that is appropriate for that condition.
- Asbestos only presents a health risk when fibers become airborne and are inhaled. The mere presence of intact ACM may not represent a health risk.
- The ACM is found in the following locations (e.g., ceilings in Rooms 101 and G-323, walls in the lobby, above suspended ceilings in the first-floor corridor, on columns in the main entry, on pipes in the boiler room).
- Do not disturb the ACM (e.g., do not push sizable items against the ACM, do not damage thermal system insulation (TSI)).
- Report any evidence of disturbance or damage of ACM to (name, location, and phone number of the asbestos project manager (APM)) or LEA-D.
- Report any dust or debris that might come from the ACM or suspect ACM, any change in the condition of the ACM, or any improper action (relative to ACM) of building personnel to (name, location, and phone number of APM).
- Cleaning and maintenance personnel are taking special precautions during their work to professionally clean up any asbestos debris and to avoid disturbing ACM.
- All ACM is inspected periodically, and additional measures will be taken if needed to protect the health of building occupants.

AHERA Annual Notification Sample Letter

September 16, 2019

Dear Parents and Employees,

As you are aware, many older buildings and schools built prior to the early 1980s contain trace elements of asbestos materials. If the buildings have been properly surveyed and inspected, a management plans in place, and the materials are encased and properly maintained, this does not present a problem.

This notification is being made pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA) October 22, 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, Subpart E, et seq. effective December 14, 1987. These regulations are defined in the United States Environmental Agencies Regulations. Specifically, 40 CFR §763.84 requires that we notify you at least once a year of asbestos inspections, response actions, and any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus. Please reference the information below to learn more about our compliance with these requirements.

- We have a fully documented survey indicating where asbestos containing materials are located on our campus. This inspection was conducted by All Phase Environmental, Inc. (an AHERA-accredited asbestos Company) with a comprehensive tri annual re-inspection completed in 2021. We also accomplish mandatory semi-annual re-inspections every 6 months to assure all asbestos is intact and not posing any danger.
- We have an Asbestos Management Plan for managing and maintaining the asbestos containing building materials in-place and/or for their removal during future renovation activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances, and operations and maintenance recommendations are all documented in the Asbestos Management Plan complied by All Phase Environmental Consultants Inc., Pueblo, Colorado.

The Asbestos Management Plan is available for review in our front office. Should you have any questions or desire further information, please schedule an appointment by calling **719-578-2100** for further questions and/or review.