

## **SECTION 7 NOTIFICATION**

The AHERA requirements call for a variety of notifications to be made. Those who must be notified or informed are parent, student and teacher organizations, school workers, and other building occupants. These notifications must be made regarding inspections, reinspections, response actions, post-response action activities, including periodic reinspection and surveillance activities.

The purpose of the notifications is alert workers, students and their parents to asbestos related activities that are occurring in the school. The regulation is relatively vague about the extent of notification that is required, however, it specifically requires that the students, parents and school workers be originally notified of the inspection and of the availability of the management plan for their review.

This can easily be accomplished using AOHS Form number 3, Annual Notification of Building Occupants, and retaining a copy for the LEA's files. This notification must also be issued yearly, preferably as a beginning of the year document, to all students and workers until all ACBM has been removed.

An additional form, AOHS Form number 3A, Notification of Asbestos Related Activities, is also provided to be used for notifying students, parents and school workers of any asbestos related activities that will be going on in the school. It is recommended that the notification form be used in conjunction with a brief letter or correspondence from the building principal or school

superintendent, before the commencement of any response actions (removals) or as the result of fiber release episodes, as well as, inspections, reinspections, or periodic reinspection and surveillance activities. A few general notes can be provided on form 3A with the correspondence attached.

At any time that either notification is used, a copy should be filed under the documentation section of Volume II of the AHERA compliance package.

ANNUAL NOTIFICATION OF BUILDING OCCUPANTS

TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ School has been inspected for the presence of asbestos-containing materials. The condition of these materials will be reviewed every six months until they have been removed from the building.

A written plan has been developed for managing these materials while they remain in place. This plan is on file in the office location identified below during normal business hours. Copies may be made on request at a cost of 10 cents per page.

FROM:

ASBESTOS COORDINATOR:		
SIGNATURE:	DATE:	
LOCAL EDUCATION AGENCY:		
SCHOOL BUILDING:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

NOTIFICATION OF ASBESTOS RELATED ACTIVITIES

TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The \_\_\_\_\_ School is currently involved in the asbestos related activity outlined below. All building occupants must be made aware of this activity so that questions may be directed to the asbestos coordinator named below.

A written plan has been developed for managing these materials while they remain in place. This plan is on file in the office location identified below during normal business hours. Copies may be made on request at a cost of 10 cents per page.

ASBESTOS RELATED ACTIVITIES:	
START DATE:	COMPLETION DATE:

FROM:

ASBESTOS COORDINATOR:		
SIGNATURE:	DATE:	
LOCAL EDUCATION AGENCY:		
SCHOOL BUILDING:		
ADDRESS:		
CITY:	STATE:	ZIP CODE: