

AHERA Management Plan and Asbestos Guidelines for Schools

AHERA was enacted in 1986. The purpose of AHEAR is, through the implementation of a management system referred to as the Management Plan, to safely manage asbestos containing materials found in schools. The Management Plan Book has been implemented with all Roman Catholic Dioceses of Portland Schools that has asbestos containing materials. The intent of the Management Plan Book, is to be a working tool and repository for:

- ◆ **Notifications** – Annual notices to workers, building occupants, parents and legal guardians of the availability of the management plan regarding asbestos identified in its school. Schools that **do not have** asbestos must also give notifications on an annual base, stating that there is no asbestos in their school.
- ◆ **Training Records** – Asbestos awareness training is provide to school staff and short-term workers who may come into contact with asbestos containing materials are provided with information regarding its location.
- ◆ **Subcontractor's sign-in** – All contractors, sub-contractors, individuals or organizations must sign in.
 1. Description of work to be performed.
 2. Building spaces, which will be involved in the work.
 3. The building spaces that are involved will be located in the Management Plan and reviewed with the Designated Person of the Diocese in order to identify any asbestos hazards.
 4. If work involves renovation / remodeling, then the Designated Person must be notified prior to the start of work.
 - ◆ A meeting with the contractor will be held prior to any renovation projects to avoid any potential impact to asbestos containing materials.
 - ◆ The Designated Person will check the management plan for information about the presence of asbestos containing materials where work is to be performed.
 - ◆ An impacted survey will be requested to verify the building materials for asbestos.
 5. A Maine State Certified Asbestos Inspector will do pre-renovation impact survey. If asbestos is detected, it will be properly removed according to AHERA regulation by an abatement firm, license with the State of Maine D.E.P.
- ◆ **6-Month Periodic Surveillance & 3-Year Re-Inspections** – An accredited inspector will do these inspections according to AHERA regulations. The Designated Person will accompany these inspections and review with the principal the Management Plan and inspection results.

- ◆ **Abatement Records** – All abatement records will be kept in the Management Plan and a copy of abatement records will be forwarded to the Diocese to be kept on file. Abatement records will include the following information:
 1. Certificate of Insurance
 2. Notification of Demolition & Renovation
 3. Design Plan
 4. Abatement Company / Person's Qualification
 - ◆ License
 - ◆ Certification
 - ◆ Annual Respirator Training and Fit Test Record
 - ◆ Asbestos Supervisor Certification
 5. Abatement Company / Person's Notes & Information
 - ◆ Daily Job Report
 6. Hygienist's Qualifications
 - ◆ Certification
 - ◆ Licenses
 7. Hygienist's Notes & Air monitoring
 8. Clearance Information
 9. Waste Shipment Records
 - ◆ Storage of asbestos.
 - ◆ Transportation of asbestos.
 - ◆ Destination (waste site) of asbestos.

- ◆ **Diagrams** – AS the 6-month periodic inspections and the 3-year re-inspections are expedited, diagrams will be updated and inserted in the Management Plan. Diagrams will also be incorporated for any new additional areas or expansions of school usage.