

**MANAGEMENT PLAN UPDATE  
PENN MANOR SCHOOL DISTRICT**

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## DEFINITIONS

This is an alphabetical listing of terms specific to this report and asbestos in general.

**ABATEMENT** - A general term used to refer to the various processes used to control asbestos materials in buildings. There are four alternative methods of abatement: removal of the asbestos, encapsulation of the asbestos, enclosure of the asbestos, or repair of the asbestos.

**ACCESSIBLE** - When referring to Assessment, means that the material is subject to disturbance by building occupants or custodial or maintenance personnel in the course of their normal activities. When referring to Inspection, means that the material was not concealed by construction or finish materials or otherwise obstructed from view during the building inspection.

**ACBM** - Asbestos-Containing Building Material

**ACM** - Asbestos-Containing Material

**AIR MONITORING** - The process of collecting samples of air and analyzing them to determine the amount of asbestos present. The goal of air monitoring is to determine the average number of asbestos fibers present per cubic centimeter of air. The overall monitoring procedure is also called Air Testing or Testing.

**AIR PLENUM** - Any space used to convey air in a building or structure. The space above a suspended ceiling is often used as an air plenum.

**AMOSITE** - An asbestiform mineral of the amphibole group containing approximately 50% silicon and 40% Iron (II) Oxide, and is made up of straight, brittle fibers, light gray to pale brown in color.

**ASBESTIFORM** - Minerals which, due to their crystal structures and chemical composition, tend to be separated into fibers and can be classified as a form of asbestos.

**ASBESTOS** - The general name for a group of asbestiform minerals (fibrous mineral forms) including chrysotile, amosite, crocidolite, tremolite, anthophyllite, and actinolite.

**ASBESTOS CONTAINING BUILDING MATERIAL (ACBM)** - Surfacing ACM, Thermal System Insulation ACM, or Miscellaneous ACM that is found in or on interior structural members or other interior parts of a building.

**ASBESTOS CONTAINING MATERIAL (ACM)** - Any material composed of asbestos of any type and in an amount greater than one percent (1%).

**ASBESTOS DEBRIS** - Pieces of ACM that can be identified by color, texture, or composition; or means dust, if the dust is determined by an accredited inspector to be ACM.

**ASBESTOS FIBERS** - Fibers with their length being greater than five microns (length to width ratio of 3:1), generated from an asbestos-containing material.

**ASBESTOS PROGRAM MANAGER** - Designated person having the responsibility for directing and managing asbestos control program activities and maintaining current status of the management plan.

**BUILDING OWNER** - The owner of the building in which asbestos abatement work is being performed or his authorized representative.

**BULK SAMPLING** - Refers to the collection and analysis of samples of suspected asbestos-containing materials. A small amount, or bulk, of the material is physically removed from the structure and tested by a laboratory for asbestos content.

**CEMENTITIOUS** - Asbestos-containing materials that are densely packed, granular and are non-friable.

**CHRYSOTILE (white asbestos)** - The only asbestiform mineral of the serpentine group which contains approximately 40% each of silica and magnesium oxide. It is the most common form of asbestos used in buildings.

**DAMAGE** - When referring to assessment of asbestos-containing material, means material which has deteriorated or sustained physical injury such that the internal structure (cohesion) of the material is inadequate or, if applicable, which has delaminated such that its bond to the substrate (adhesion) is inadequate or which for any other reason lacks fiber cohesion or adhesion qualities. Such damage or deterioration may be illustrated by the separation of ACM into layers; separation of the ACM from the substrate; flaking, blistering, or crumbling of the ACM surface; water damage; scrapes, gouges, mars or other signs of physical injury on the ACM. Asbestos debris originating from the ACM in question may also indicate damage.

**DAMAGED ASBESTOS-CONTAINING MATERIAL (ACM)** - Asbestos-containing material which has sustained damage over less than ten percent (10%) of its surface area.

**DISPERSION STAINING** - Used in conjunction with polarized light to identify bulk samples. A particle (fiber) identification technique based on the difference between light dispersion of a particle (fiber) and a liquid medium in which it is immersed.

**ENCAPSULATION** - The treatment of ACBM with a material that surrounds or embeds asbestos fibers in an adhesive matrix to prevent the release of fibers, as the encapsulant creates a membrane over the surface (bridging encapsulant) or penetrates the material and binds its components together (penetrating encapsulant).

**EPA** - Environmental Protection Agency

**EXPOSURE** - The presence of building occupants in an area in which they are subject to inhalation of airborne asbestos fibers.

**FRIABLE** - Material that, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure, and includes previously non-friable material after such previously non-friable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.

**FUNCTIONAL SPACE** - A room or group of rooms, or a space or group of spaces including crawl spaces or the space between a dropped ceiling and the floor or roof deck above, designated by a person accredited to prepare management plans as having in common space utilization (activity) and homogeneous ACBM, for the purpose of assessment and response action determination.

**HOMOGENEOUS** - Evenly mixed and similar in appearance and texture throughout.

**HOMOGENEOUS AREA** - An area or areas of suspected or confirmed asbestos-containing material that is uniform in color and texture, and for the purposes of an asbestos survey, is considered to consist of the same material at all locations designated by the inspector.

**MISCELLANEOUS MATERIAL** - Interior building material on structural components, structural members or fixtures, such as floor and ceiling tiles, and does not include surfacing material or thermal system insulation.

**NIOSH** - The National Institute for Occupational Safety and Health, established by the Occupational Safety and Health Act of 1970.

**NON-FRIABLE** - Material which when dry may not be crumbled, pulverized, or reduced to powder by hand pressure.

**O & M** - Operations & Maintenance (see Operations and Maintenance Program).

**OPERATIONS AND MAINTENANCE PROGRAM** - A program of notification, observation, and work practices to maintain ACBM in good condition, ensure clean up of asbestos fibers previously released, and prevent further release by minimizing and controlling ACBM disturbance or damage.

**OWNER** - The building owner or his authorized representative.

**PLM** - Stands for Polarized Light Microscopy.

**POLARIZED LIGHT MICROSCOPY** - An optical microscopic technique used to distinguish between different types of asbestos fibers by their shape and unique optical properties.

**PREVENTATIVE MEASURES** - Actions taken to reduce disturbance of ACM or otherwise eliminate the reasonable likelihood of the material's becoming damaged or significantly damaged.

**RANDOM SAMPLE** - A sample drawn in such a way that there is no set pattern and is designed to give a true representation of the entire population or area.

**REMOVAL** - The taking out or the stripping of substantially all ACM from a damaged area, a functional space, or a homogeneous area in a building.

**REPAIR** - Returning damaged ACM to an undamaged condition or to an intact state so as to prevent fiber release.

**RESPONSE ACTION** - A method, including removal, encapsulation, enclosure, or repair of asbestos-containing material that protects human health and the environment.

**SIGNIFICANTLY DAMAGED ASBESTOS-CONTAINING MATERIAL (ACM)** - Asbestos-containing material which has sustained damage over ten percent (10%) or more of its surface area.

**SUBSTRATE** - The material or existing surface located under or behind the asbestos-containing material.

**SURFACING MATERIAL** - Material in a building that is sprayed-on, troweled-on, or otherwise applied to surfaces, such as acoustical plaster on ceilings and fireproofing materials on structural members, or other materials on surfaces for acoustical, fireproofing, or other purposes.

**TEM** - Abbreviation for Transmission Electron Microscope.

**THERMAL SYSTEM INSULATION** - Material in a building applied to pipes, fittings, boilers, breeching, tanks, ducts, or other interior structural components to prevent heat loss or gain, or water condensation, or for other purposes.

**TRANSMISSION ELECTRON MICROSCOPY (TEM)** - A method of microscopic analysis which utilizes an electron beam that is focused onto a thin sample. As the beam penetrates (transmits) through the sample, the difference in densities produces an image on a fluorescent screen from which samples can be identified and counted.

**VIBRATION** - The periodic motion of friable ACM which may result in the release of asbestos fibers.

## CONSULTANT ACCREDITATION STATEMENT

### Management Planner

Name: Kenneth W. Houseman  
Company: Environmental Hazards Consulting, Inc.  
Mailing Address: One Penn Square  
Lancaster, Pennsylvania 17602  
Telephone Number: (717) 393-8861

### Certification

I certify as an EPA accredited management planner under Section 206(C) of Title II of the Act, that I have prepared or assisted in the preparation of this management plan update.



Signature



Date



**CONSULTANT ACCREDITATION STATEMENT**

**Management Planner**

**Name:** Don Farrell, II  
**Company:** Environmental Hazards Consulting, Inc.  
**Mailing Address:** One Penn Square  
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**Telephone Number:** (717) 393-8861

**Certification**

I certify as an EPA accredited management planner under Section 206(C) of Title II of the Act, that I have prepared or assisted in the preparation of this management plan update.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**CONSULTANT ACCREDITATION STATEMENT**

**Management Planner**

**Name:** Richard A. Ross  
**Company:** Environmental Hazards Consulting, Inc.  
**Mailing Address:** One Penn Square  
Lancaster, Pennsylvania 17602  
**Telephone Number:** (717) 393-8861

**Certification**

I certify as an EPA accredited management planner under Section 206(C) of Title II of the Act, that I have prepared or assisted in the preparation of this management plan update.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date



**ASBESTOS CERTIFICATION**  
**DEPARTMENT OF LABOR & INDUSTRY**

SEX	HEIGHT	EYES	BIRTHDATE
M	6'02	HZL	04/01/69

EXPIRATION DATE	ISSUE DATE
11/12/94	12/01/93

CERTIFICATION NUMBER	CLASSES
001520	05

KENNETH W HOUSEMAN SR  
RR 3 BOX 3083A  
WHITE CHURCH ROAD  
SEVEN VALLEYS PA 17360

SIGNATURE

NOT APPROVED FOR WORK IN MARYLAND SCHOOLS



**BIOSPHERICS® INCORPORATED**  
12051 Julian Creek Court  
Belleville, Maryland 20705  
(301) 419-3600

*This is to certify that*

Kenneth W. Houseman, Sr.

*has successfully completed  
an EPA approved course for*

Management Planners (Refresher)

*entitled*

**Asbestos Hazards, Abatement and Protection**

*given*

November 12, 1993

93-11-12-23

Certification Number

November 12, 1994

Certification Expires

*Kenn M. Manfany*

Instructor.

*Rachel Riley*

Course Director

**THIS TRAINER HAS SUCCESSFULLY PASSED OUR EXAMINATION.**

**PENNSYLVANIA ASBESTOS CERTIFICATION**

002247

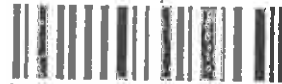


*Donald L. Farrell II*

Sex	Height	Eyes	Birth Date
M	6' 02"	GRN	05/29/60
Expires	Issue Date		
11/23/95	12/02/94		
Class			
MANAGEMENT PLANNER			

DONALD L FARRELL II  
1005 FOUNTAIN AVENUE

LANCASTER PA 17601



# ENVIROSAFE®

## TRAINING and CONSULTANTS

This certifies that DONALD L. FARRELL, II has successfully completed the **MANAGEMENT PLANNER RECERTIFICATION** class with a minimum passing score of 70% and has completed the requisite training for accreditation under TSCA II.

Certification Number 266-39-4686-A

Course Completion Date NOVEMBER 22, 1994

Expiration Date NOVEMBER 23, 1995

Director of Training John H. Lange

John H. Lange

811 Camp Home Road • Pittsburgh, PA 15237  
Phone: 412/635-9555 • Fax: 412/635-9770

**PENNSYLVANIA ASBESTOS CERTIFICATION**

001518



*Richard A. Ross*

Sex M Height 5' 10" Eyes BLU Birth Date 05/19/53

Expires 11/30/98 Issue Date 12/02/94

Class  
**MANAGEMENT PLANNER**

**RICHARD A ROSS**  
**1981 STERLING PLACE**

**LANCASTER PA 17601**



THE FOLLOWING INFORMATION PERTAINS TO DRIVER LICENSES ONLY

**LICENSE CLASSES**

A. Combination > 26,000/Tow > 10,000  
B. Single > 26,000/Tow < 10,001

C. Single/Comb < 26,001  
M. Motorcycle/Motor Driven Cycle

**COMMERCIAL RESTRICTIONS**

L. No air brakes  
B. No A buses  
C. No A/B buses

**COMMERCIAL ENDORSEMENTS**

H. Hazmat N. Tank  
X. Tank/Hazmat T. Db/Tpl trailers  
P. Passenger S. School bus

**RESTRICTIONS**

1. Corrective lenses  
2. Dual mirrors  
3. Automatic  
4. Special Equipment

5. Daylight only  
6. Classified driver  
7. Restricted license  
8. Motorcycle motor not > 5 brake hp



*This is to certify that*

**Richard A. Ross**

*has successfully completed the 1-Day Asbestos Management Planner Annual Refresher Course in accordance with PA Act 194-1990, EPA AHERA (40 CFR Part 763), and TSCA Title II.*

MPR-055-1194

Certificate Number

193-42-4414

Social Security Number

November 30, 1994

Course Date

November 30, 1995

Expiration Date

*Robert C. Winkler*

Course Instructor



STATUS OF ASBESTOS-CONTAINING BUILDING MATERIALS (ACBM)

- \* Hazard Potential - asbestos-containing material in damaged condition
- \* Priority Response - asbestos abatement recommended as soon as possible

Bldg. No.	Building Name and Location	No ACBM	Suspect ACBM		Confirmed ACBM		*Hazard Potential	*Priority Response
			Non-Friable	Friable	Non-Friable	Friable		
01	Martic Elementary School R.D. #2 Holtwood, PA	-	-	-	X	X	X	X
02	Marticville Middle School R.D. #1 Pequea, PA	-	-	-	X	-	-	-
03	Ann Letort Elementary School Route 1 Washington Boro, PA	-	-	-	X	-	-	-
04	Fred S. Eshelman Elem. School Leaman Avenue Millersville, PA	-	-	-	X	X	X	X
05	Ninth Grade Building East Cottage Avenue Millersville, PA	-	-	-	X	X	X	X
06	Penn Manor High School East Cottage Avenue Millersville, PA	-	-	-	-	X	X	X

FOLLOW UP TO RESPONSE ACTIONS  
MANAGEMENT PLAN UPDATE

Reinspection

As of July 1, 1991, in accordance with the Commonwealth of Pennsylvania "Asbestos Occupations Accreditation and Certification Act", the person or persons performing Reinspections shall be EPA AHERA Accredited and Commonwealth of Pennsylvania Licensed as Building Inspectors. The person or persons reviewing the reinspection report and preparing updates to the Management Plan shall be EPA Accredited and Commonwealth of Pennsylvania Licensed as Management Planners.

As of November 28, 1992 and as amended on February 3, 1994, AHERA Accredited personnel must meet the expanded training program requirements.

Operations and Maintenance

- Non-School Buildings

- As of November 28, 1993 and as amended on February 3, 1994, asbestos-related activities in all buildings, in addition to school buildings as defined under the AHERA regulations, which are under jurisdiction of the LEA, must be performed by EPA accredited personnel.

- Operations & Maintenance Program

- Implementation

As of July 1, 1991, in accordance with the Commonwealth of Pennsylvania "Asbestos Occupations Accreditation and Certification Act", any demolition, renovation, repair, construction, or maintenance activity that involves the repair, enclosure, encapsulation, removal, salvage, handling or disposal of any amount of material with the potential of releasing asbestos fibers from asbestos-containing material in any facility owned or operated by the LEA, whether or not that facility is covered under the EPA AHERA Regulations, shall be performed by persons accredited under the hereinbefore mentioned Act. Any activities which are regulated by the EPA AHERA Regulations in LEA facilities covered by the EPA AHERA Regulations shall be performed by persons who are also accredited under the EPA AHERA Regulations.

As of November 28, 1992 and as amended on February 3, 1994, AHERA Accredited personnel must meet the expanded training program requirements.

FOLLOW UP TO RESPONSE ACTIONS  
MANAGEMENT PLAN UPDATE

- Fiber Release Episodes

As of July 1, 1991, in accordance with the Commonwealth of Pennsylvania "Asbestos Occupations Accreditation and Certification Act", cleanup and repairs required as a response to a minor fiber release episode shall be performed by persons accredited under the hereinbefore mentioned Act and the EPA AHERA Regulations.

As of November 28, 1992 and as amended on February 3, 1994, AHERA Accredited personnel must meet the expanded training program requirements.

- General Building Work

- General

As of July 1, 1991, in accordance with the Commonwealth of Pennsylvania "Asbestos Occupations Accreditation and Certification Act" all activities conducted by LEA employees or outside Contractors which involve any amount of asbestos-containing materials shall be performed by persons accredited under the hereinbefore mentioned Act and the EPA AHERA Regulations.

As of November 28, 1992 and as amended on February 3, 1994, AHERA Accredited personnel must meet the expanded training program requirements.

- ACBM Disposal

When ACBM waste is to be transported to a disposal site, the LEA shall utilize the Waste Shipment Record included in the NESHAPS Regulations (40 CFR Part 61) revisions of November 20, 1990. All waste containers shall be properly labeled, shall include the LEA's name and address, and the transport vehicle shall be labeled, all in accordance with the revised NESHAPS Regulations.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF LABOR AND INDUSTRY

ASBESTOS OCCUPATIONS ACCREDITATION AND CERTIFICATION  
CONTRACTOR NOTIFICATION OF ASBESTOS ABATEMENT

1. Name of Contractor: \_\_\_\_\_  
Mailing or Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Tax ID Number: \_\_\_\_\_  
Pennsylvania Contractor Certification Number: \_\_\_\_\_

2. Location of Asbestos Abatement Project:  
Building Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
(Exact Location Within The Building)

3. Name of Facility Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

4. Estimated Amount of Asbestos Involved: \_\_\_\_\_

5. Scheduled Dates:  
Asbestos Removal (Renovation) Encapsulation: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
mm/dd/yy mm/dd/yy

6. Waste Disposal Site Name: (Landfill) \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Send Completed Form to: Asbestos Occupations Accreditation and Certification  
Department of Labor and Industry  
Bureau of Occupational and Industrial Safety  
Seventh and Forster Streets, Room 1529  
Harrisburg, Pennsylvania 17120

Completed By (Print or Type)	Title	Signature	Date

--

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL RESOURCES  
BUREAU OF AIR QUALITY CONTROL**

**DEMOLITION / RENOVATION NOTIFICATION**

Operator Project #:		Postmark:		Notification #:	
I. TYPE OF NOTIFICATION ( O - Original R - Revised C - Cancelled ) : NOTE: Please highlight changed information, if revised.				II. IS ASBESTOS PRESENT? ( Yes / No ):	
III. FACILITY INFORMATION ( Identify owner, removal contractor, and operator, if different from owner )					
OWNER NAME:					
Address:					
City:		State:		Zip:	
Contact:				Tel:	
REMOVAL CONTRACTOR:					
Address:					
City:		State:		Zip:	
Contact:				Tel:	
OPERATOR (if different from owner):					
Address:					
City:		State:		Zip:	
Contact:				Tel:	
IV. TYPE OF OPERATION ( D - Demo O - Ordered Demo R - Renovation E - Emer. Renovation ) :					
V. FACILITY DESCRIPTION ( Include building name, number and floor or room number )					
Bldg. Name:					
Address:					
City:		State:		Zip:	
Site Location:					
Building Size:		# of Floors:		Age in Years:	
Present Use:			Prior Use:		
VI. PROCEDURE, INCLUDING ANALYTICAL METHOD, IF APPROPRIATE, USED TO DETECT THE PRESENCE OF ASBESTOS MATERIAL:					
IS MATERIAL ASSUMED TO BE ASBESTOS?					
Building Inspector:				Pa. License #:	
VII. APPROXIMATE AMOUNT OF ASBESTOS, INCLUDING: 1. Regulated ACM to be removed 2. Category I ACM 3. Category II ACM	RACM To Be Removed	Nonfriable Asbestos Material To Be Removed		FOR DEMOLITION ONLY Nonfriable Asbestos Material <u>Not</u> To Be Removed	
		Cat I	Cat II	Cat I	Cat II
Floes (Linear Feet)					
Surface Area (F <sup>2</sup> )					
RACM Off Facility Component (F <sup>3</sup> )					
VIII. SCHEDULED DATES ASBESTOS REMOVAL ( MM/DD/YY )		Start:		Complete:	
IX. SCHEDULED DATES DEMO / RENOVATION ( MM/DD/YY )		Start:		Complete:	

Continued on page two

**NOTIFICATION OF DEMOLITION AND RENOVATION (continued)**

**X. DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK, AND SPECIFY LOCATION OF ASBESTOS:**

**XI. DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS TO BE USED TO REMOVE ACM AND TO PREVENT EMISSIONS OF ASBESTOS AT THE DEMOLITION AND RENOVATION SITE:**

<b>XII. WASTE TRANSPORTER #1 Name:</b>		
Address:		
City:	State:	Zip:
Contact Person:		Telephone:
<b>WASTE TRANSPORTER #2 Name:</b>		
Address:		
City:	State:	Zip:
Contact Person:		Telephone:
<b>XIII. WASTE DISPOSAL SITE Name:</b>		
Location:		
City:	State:	Zip:
Telephone:	Permit #:	

Continued on page three

**NOTIFICATION OF DEMOLITION AND RENOVATION (continued)**

**XIV. IF DEMOLITION ORDERED BY A GOVERNMENT AGENCY, PLEASE IDENTIFY THE AGENCY BELOW AND ATTACH COPY OF ORDER:**

Name:	Title:
Authority:	
Date of Order (MM/DD/YY):	Date Ordered to begin (MM/DD/YY):

**XV. FOR EMERGENCY RENOVATIONS**

Date and Hour of Emergency (MM/DD/YY):
Description of the Sudden, Unexpected Event:
Explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden:

**XVI. DESCRIPTION OF PROCEDURES TO BE FOLLOWED IN THE EVENT THAT UNEXPECTED ASBESTOS IS FOUND OR PREVIOUSLY NONFRIABLE ASBESTOS MATERIAL BECOMES CRUMBLED, PULVERIZED, OR REDUCED TO POWDER.**

**XVII. I CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF THIS REGULATION (40 CFR PART 61, SUBPART M) WILL BE ON-SITE DURING THE DEMOLITION OR RENOVATION AND EVIDENCE THAT THE REQUIRED TRAINING HAS BEEN ACCOMPLISHED BY THIS PERSON WILL BE AVAILABLE FOR INSPECTION DURING ALL WORKING HOURS.**

Printed Name/Title	(Signature of Owner/Operator)	(Date)
--------------------	-------------------------------	--------

**XVIII. I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.**

Printed Name/Title	(Signature of Owner/Operator)	(Date)
--------------------	-------------------------------	--------

**FOR OFFICIAL USE ONLY**

DEMOLITION / RENOVATION NOTIFICATION

Two (2) copies of the notification are to be completed, and one copy is to be sent to:

U. S. EPA - Region III  
 Asbestos - NESHAP Coordinator (3AT33)  
 841 Chestnut Building  
 Philadelphia, PA 19107

The second copy is to be sent *directly* to the appropriate Department of Environmental Resources office as indicated below. This copy should be addressed to the attention of the Regional Manager, Bureau of Air Quality Control. Exceptions for this second copy for Allegheny and Philadelphia Counties are noted below.

Bucks, Chester, Delaware, and Montgomery Counties

Lee Park, Suite 6010  
 555 North Lane  
 Conshohocken, PA 19428  
 (215) 832-6241

Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming Counties

Cross Valley Centre  
 667 North River Street  
 Wilkes-Barre, PA 18705-1011  
 (717) 826-2531

Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York Counties

One Ararat Blvd.  
 Harrisburg, PA 17110-9720  
 (717) 657-4587

Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union Counties

200 Pine Street  
 Williamsport, PA 17701-6575  
 (717) 327-3637

Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland Counties

400 Waterfront Drive  
 Pittsburgh, PA 15222-4745  
 (412) 442-4174

Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren Counties

1012 Water Street  
 Meadville, PA 16335-3494  
 (814) 332-6940

Philadelphia County  
 (Use Air Management Services form)

Assistant Director of Engineering  
 Air Management Services  
 Philadelphia Department of Public Health  
 500 South Broad Street  
 Philadelphia, PA 19146  
 (215) 875-5678

Allegheny County  
 (Use Allegheny County Health Department form)

Director  
 Allegheny County Health Department  
 Bureau of Air Pollution Control  
 301 39th Street  
 Pittsburgh, PA 15201  
 (412) 578-8133



**ACCESSIBLE ACBM  
WORKER/OCCUPANT NOTIFICATION POLICY**

**NOTIFICATION INFORMATION:**

Notification statements (Notices) concerning the updated Asbestos Control Program shall contain, at a minimum, the following information, in writing.

**Initial Notification**

"As required by the Asbestos Hazard Emergency Response Act, an inspection of our buildings has been completed and our asbestos management plan has been updated accordingly.

**Subsequent Notifications (to be made annually)**

"The following information is presented as an annual update of the School District's on-going asbestos control program activities."

**Re-Inspection Activities**

If a Re-Inspection is scheduled during the twelve month period from the date of the Notice, then that fact shall be stated in the Notice with the approximate date of the scheduled Re-Inspection by inclusion of the following statement.

"A Re-Inspection of our buildings, scheduled for           (date)           is a regular part of our continuing asbestos management program, and will be conducted by an EPA accredited inspector for the purpose of auditing the progress of our program. The results of this Re-Inspection will become a part of our Management Plan and be available as a part of that plan approximately 60 to 90 days after the completion of the physical examination by the inspection team."

**Surveillance Activities**

Because Surveillance Activities are conducted every six months, the following statement must be included in each Notice, if the building contains asbestos requiring surveillance.

"Every six months, in (Month) and (Month), we will have all of the asbestos-containing material in the buildings visually examined. The results of these observations are designed to enable the Asbestos Program Manager to take action on asbestos-containing materials before they present any risk to our staff or other occupants, and the written report will become a part of our Management Plan and be available within 30 days after the physical examination, along with the decisions of the LEA with regard to dealing with any unusual circumstances observed."

"In addition to this formal surveillance, all of our regular custodial and maintenance personnel have been trained to continuously observe the asbestos-containing materials in our facilities and report anything unusual which pertains to those materials immediately to the Asbestos Program Manager for follow-up. This is all a part of our continuing effort to maintain a safe environment for all of our occupants and staff."

**Response Action Activities**

If Response Actions have been scheduled to start or finish any time within the 12 month period from the date of the Notice, the following statement must be included in the Notice. The BUILDING NAME, DESCRIPTION OF ACTIVITY and BEGINNING and ENDING DATES are to be supplied by the Asbestos Program Manager.

"The following asbestos response actions, a part of our regular Management Plan, have been scheduled. Each of the Response Actions will be designed and conducted by EPA accredited personnel in accordance with the latest and best available technology and safety practices and procedures. At the end of each Response Action, and before the area is re-occupied by students or staff, air samples will be collected and analyzed in accordance with EPA Regulations and each area will be carefully inspected by our Asbestos Program Manager and/or an EPA accredited inspector to assure that the work has been properly completed and that, with respect to asbestos, the area is clean and safe for re-occupation."

**BUILDING NAME:** \_\_\_\_\_

**DESCRIPTION OF RESPONSE ACTION:** \_\_\_\_\_

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

**START DATE:** \_\_\_\_\_ **COMPLETION DATE** \_\_\_\_\_

## Availability of Current Management Plans

The following statement concerning the availability of the Management Plan must be included in each Notice.

"Our formal Asbestos Management Plan is available for inspection by any interested individual by appointment made through the Asbestos Program Manager's office at least one working day in advance. Because of the importance we attach to the Management Plan and its extent and complexity, a staff person familiar with the plan should be present to help and guide your examination of the plan in our offices.

If you wish a copy of the Management Plan, a copy will be furnished within thirty days of receipt of a written request at the cost of reproduction. Since the plan is extensive and is continuously growing, but is divided into building specific sections, please be sure to request only those parts of the Management Plan which you need.

## Timeliness of Notice

The following statement concerning the timeliness of notice should be included in each Notice.

"All subsequent Notices shall be prepared and made available within thirty days of the anniversary date of the Management Plan."

## METHOD OF NOTIFICATION:

Formal Notices will be made by the LEA in the following manner:

The LEA will, at a minimum make written notification to parent, teacher, and employee organizations. Additional notification may be made at the discretion of the LEA in the form of public meetings, press releases, advertisements, etc., when deemed appropriate to the nature of the Notice.

## NOTICES TO SHORT-TERM WORKERS AND CONTRACTORS:

No person may enter upon the premises to perform work on the facility's structure or systems without the explicit prior consent of the Asbestos Program Manager. In the event that asbestos will not be involved in the work to be performed, no further action shall be required. In the event that asbestos will be involved, the procedures set forth in the Management Plan will be followed prior to the performance of the work to ensure compliance with EPA, OSHA, State and Local Requirements.

WARNING LABEL POSTING:

Warning labels indicating the presence of asbestos-containing materials will be posted on all asbestos-containing materials in all routine maintenance areas. All labels will be prominently displayed in readily visible locations and shall remain posted until the labeled asbestos-containing material has been removed.

TRAINING  
MANAGEMENT PLAN UPDATE

INDIVIDUALS WHO MAY DISTURB ASBESTOS-CONTAINING MATERIAL

As of July 1, 1991, in accordance with Commonwealth of Pennsylvania "Asbestos Occupations Accreditation and Certification Act", custodial and maintenance personnel assigned to custodial and maintenance staff in asbestos-containing facilities whose normal activities would require disturbance of asbestos-containing materials, shall be trained and accredited under the provisions of the hereinafter mentioned Act.

As of November 28, 1992, and as amended on February 3, 1994, AHERA accredited personnel must meet the expanded training program requirements as addressed in Exhibit 'J'.