

Policies of the Board of Education

Series 700: Support Services

ASBESTOS PROGRAM MANAGER

743-Rule (1)

The District shall have a designated person who is trained to oversee asbestos activities and ensure compliance with the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519).

The District Program Manager will oversee the following:

A. Development of an Asbestos Management Plan. The Management Planner must be accredited and trained through an EPA or state accreditation program. The plan must be developed for each school building and submitted to the State of Wisconsin. The plan must include background information on each school, information on the District's program manager, response actions, management plan development, statements of accreditation, notification, statement of assurance, follow-up to response actions, and inspection and re-inspection information.

B. Inspections. Re-Inspections and Periodic Surveillance. At least once every six months a periodic inspection of each building will take place. The inspection will be done by the Program Manager. The inspector must record the date of the inspection, his/her name and any observable changes in the condition of the material.

At least once every three years, the District must have an accredited inspector re-inspect all friable and non-friable asbestos containing building material and have the accredited inspector reassess specific materials in each school building. Results of these re-inspections must be included in the school's Management Plan.

C. Information Program for Workers and Building Occupants. The Management Plan must include a description of steps taken to inform workers and building occupants~ or their legal guardians, about the inspections, response actions, and post-response action activities, including periodic surveillance and re-inspection activities that are planned or in progress. This should take place at least once per year.

D. Develop Policy on Response Actions. With the guidance of the Management Planner, the Waunakee Community School District must select appropriate response actions consistent with the assessment and implement these actions in a timely manner. It is important for school officials to understand that the schedules which are developed for response actions, and included in their Management Plans, are enforceable by EPA. The development of the response action policy will be incorporated into the Management Plan.

E. Training of Custodial and Maintenance Employees. Before implementing the operations, maintenance, and repair provisions of the Management Plan, the District must ensure that all members of the maintenance and custodial staff who work in buildings that contain asbestos material receive general awareness training of at least two hours, whether or not they are required to work with asbestos. New custodial staff and maintenance employees must be trained after commencement of employment. Training must include:

- 1) Information regarding asbestos and its various uses and forms.
- 2) Information on health effects associated with asbestos exposure.
- 3) Locations of asbestos identified throughout each school building in which they work.
- 4) Recognition of damage, deterioration, and delamination of asbestos.
- 5) Name and telephone number of school's asbestos program manager.
- 6) Availability and location of the Management Plan.

The District must ensure that members of the District's maintenance and custodial staff who conduct any activities that may result in the disturbance of asbestos receive the awareness training outlined above, plus fourteen (14) hours of additional training. The Program Manager shall provide this training and cover:

- 1) Proper methods of handling asbestos.
- 2) Use of respiratory protection.
- 3) Other personal protection measures.
- 4) Hands-on training in good work practices.

F. Posting of Warning Labels: The Program Manager must make sure that warning labels are attached immediately adjacent to any friable and non-friable asbestos material in routine maintenance areas (such as boiler rooms) in each school building. Such material includes friable asbestos that was responded to by means other than removal, for example, encapsulation, and asbestos for which no response action was carried out. Classrooms, libraries, and lunchrooms are a few examples of rooms that are not considered routine maintenance areas.

All labels must be displayed in readily visible locations and remain posted until the asbestos that is labeled is removed. Warning labels must be made readily visible with large print or bright color, and shall read as follows:

CAUTION
ASBESTOS/HAZARDOUS
DO NOT DISTURB WITHOUT PROPER
TRAINING AND EQUIPMENT

G. Information Program Regarding the Location of Asbestos to Short-Term Workers:
The Program Manager shall make sure information is provided regarding the location of asbestos containing material and assumed asbestos containing material in the school building to short-term workers such as telephone repair workers, or building repair contractors.

H. Maintenance of Records: Waunakee Community Schools is required to keep in its Administrative Office a copy of the Management Plan that was submitted to the State of Wisconsin. If changes are made based on state review, the Waunakee Community Schools will be required to keep the revised Management Plan on file in the Administrative Office. Records of all activities performed after the original plan was submitted to the state must be collected and made available to the public for inspection.

The public may require the District to provide all information gathered during inspections and re-inspections as well as general information regarding the District’s asbestos control program.

1) Recordkeeping of Management Plan
The District will keep an updated copy of its Management Plan in its Administrative Office for each school under its administrative control. This plan will be available, without restriction, to the public, school personnel, parents, guardians, and representatives of EPA and the state, for inspection during normal business hours.

2) Recordkeeping of Other Information
Records will be kept of all relevant events occurring after submission of the Management Plan. These records will become part of the Management Plan and will include training of personnel and periodic surveillance reports (see attached copies), cleaning activities, response actions, and re-inspections and assessments.

State of Assurance: A state of assurance, signed by the Program Manager, stating that all District responsibilities have been fulfilled will be on file in the District’s Administrative Building.

Legal Ref.: Sections 254.21 Wisconsin Statutes
254.20
PI 99-519

Cross Ref.: 823, Access to Public Records
Asbestos Management Plan

Adopted: 4/11/88
Revised: March 1994
June 2002