

Annual Statement Instructions

You must provide copies of the Annual Statement certifying compliance to:

1. The governing body for the district or school
2. The parents of minor students
3. Any students 18 years of age or older
4. Oregon Department of Education – Office of School Facilities
 - a. **Must be submitted to ODE as a Word document**

Instructions

1. Please read the Annual Statement instructions carefully.
2. Please complete all fields. If no Exposure Reduction Activities or Radon testing took place, please mark N/A to indicate that the entry has not been overlooked.
3. Any changes in plan details, responsible parties, contact information, or website addresses requires filing a new, updated HASS Plan in addition to the Annual Certification.

Text that is highlighted in yellow must be replaced with language that is specific to your school district, education service district, or public charter school. **Submitting the model Annual Statement with no additional information will not meet the statutory requirements.**

Specific Instructions

1. Major Exposure Reduction Activities: Senate Bill 1062 requires inclusion of a summary of all major exposure reduction activities conducted under the plan since the preceding annual statement. This requirement may be satisfied by either inclusion of a comprehensive written summary **OR** completion of the Hazard Reduction Table as shown below.
2. If using the Hazard Reduction Table, please use the following instructions.
 - a) To complete the Activity, Type of Hazard, and Date, please use the drop down boxes by selecting “Click Here” or “Click” and select the answer that best matches your situation. Use additional rows if more than one reduction activity was performed at any given building. It is only necessary to complete entries for buildings where activity took place. If no hazard reduction activity took place at any building this year, fill out the first row as N/A to indicate the entry has not been overlooked.
 - b) The Building Identification Number (BIN) is the same number that is in the buildings collection run by the Office of School Facilities. To make this easier on the districts, ODE will provide a spreadsheet that will allow districts to easily acquire the BIN number for each of their buildings.
 - c) For “Cost”, enter the estimated cost associated with this remediation. In the event of “Major Remodel” or “Replace Building”, enter your best, good faith estimate on what the

cost would have been to remediate the listed hazard as a separate activity. **A common difficulty that districts face is the lack of funding for remediation. Collection of this data will be helpful for quantifying these needs for the legislature.**

- d) Add additional rows as necessary. To add additional rows, click on the table, hover the cursor in the left margin next to the table until the “+” sign appears and then click on the “+” sign. Repeat as necessary. Alternatively, you can right click on a cell in the table, select “Insert”, select “Insert Rows Above” or “Insert Rows Below” and repeat as necessary. To populate the new rows, highlight a full row of completed text, right click, select “Copy”, then highlight all new rows all the way across, right click, and select the Paste Option “Overwrite Cells”.

3. **Please remember that the final document will be available for public inspection and as such, should be clean and well organized, using good grammar without typos. Please delete the instructions before submitting the final document.**

Table Example

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
ABC Elementary	19580100	Install Filters	Lead in Water	Oct 2019	\$1,800
ABC Elementary	19580100	Re-pipe	Lead in Water	Nov 2019	\$11,300
DEF Elementary	19580200	Adjust HVAC	Radon	May 2020	\$26,000
GHI Elementary	19580300	Replace Fixtures	Lead in Water	Oct 2019	\$3,600
		Replace Fixtures			
		Replace Fixtures			
JKL Middle	19582000	Remove Asbestos	Asbestos	Apr 2020	\$230,000
JKL Middle	19582001	Remove Lead Paint	Lead in Paint	Apr 2020	\$150,000
MNO High	19583003	Encapsulate Hazard	Asbestos	Dec 2019	\$23,500

Annual Statement

Medford School District (MSD) certifies the following:

1. Responsible Persons

The person responsible for implementing and administering the Healthy and Safe Schools (HASS) Plan is:

Name: Ron Havnear

Position Title: Executive Director of Security, Leadership and Facilities

Phone Number: 541.840.4315

Email Address: ron.havnear@medford.k12.or.us

Mailing Address: 900 Kenyon Street Medford, OR 97501

The person who is the designated Integrated Pest Management (IPM) Coordinator is:

Name: Jeffrey Morejohn

Position Title: Grounds Supervisor

Phone Number: 541.842.1141

Email Address: Jeff.Morejohn@medford.k12.or.us

Mailing Address: 900 Kenyon Street Medford, OR 97501

The person responsible for Asbestos Hazard Emergency Response Act (AHERA) information is:

Name: Ron Havnear

Position Title: Executive Director of Security, Leadership and Facilities

Phone Number: 541.840.4315

Email Address: ron.havnear@medford.k12.or.us

Mailing Address: 900 Kenyon Street Medford, OR 97501

2. Copies of the Healthy and Safe Schools Plan

Copies of the plan are available at each of the following locations:

- 900 Kenyon Street Medford, OR 97501
- <https://www.medford.k12.or.us/Page/3761>

3. Testing Certification

Medford School District certifies that it is in compliance with all plan components, including any and all testing required by any part of the plan.

4. Testing Results

Medford School District is current with all required testing as of the date of this document. Test results can be found on the Medford School District Facilities' website at <https://www.medford.k12.or.us/Domain/85>. Medford School District will also use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Ron Havnhear to be added to current district email lists and programs. Specific test results can be found as follows:

- Lead in Water: <https://www.medford.k12.or.us/Page/3776>
- Radon: <https://www.medford.k12.or.us/Page/3764>

5. Website Link Maintenance

Medford School District certifies that all website links for plan information and test results are current and functional.

6. Major Exposure Reduction Activities

Medford School District has attached a comprehensive summary of major activities completed that resulted in reduced risk of exposure to hazardous materials.

OR

Medford School District has completed the following major activities, which resulted in reduced risk of exposure to hazardous materials:

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
Abraham Lincoln Elementary	20481800	Replace Fixtures	Lead in Water	Jan 2023	\$743.00
Griffin Creek Elementary	20480100	Replace Fixtures	Lead in Water	Jan 2023	\$743.00
Hoover Elementary	20480200	Replace Fixtures	Lead in Water	Feb 2023	\$1,548.00
Howard Elementary	20480300	Replace Fixtures	Lead in Water	Feb 2023	\$743.00
Jackson Elementary	20480400	Replace Fixtures	Lead in Water	Jan 2023	\$1,486.00
Jacksonville Elementary	20480500	Replace Fixtures	Lead in Water	Feb 2023	\$1,694.00
Jacksonville Elementary	20480500	Install Filters	Lead in Water	May 2023	\$116.00
Jefferson Elementary	20480600	Remove Asbestos	Asbestos	Aug 2022	\$420.00
Kennedy Elementary	20480900	Replace Fixtures	Lead in Water	Feb 2023	\$743.00
Lone Pine Elementary	20480700	N/A	N/A	N/A	\$0.00
Oak Grove Elementary	20480800	Replace Fixtures	Lead in Water	Feb 2023	\$743.00

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
Oak Grove Elementary	20480800	Remove Asbestos	Asbestos	Aug 2022	\$450.00
Ruch Community School (K-8)	20481100	Remove Asbestos	Asbestos	Dec 2022	\$838.00
Washington Elementary	20481200	Replace Fixtures	Lead in Water	May 2023	\$1,486.00
Wilson Elementary	20481300	Remove Asbestos	Asbestos	Aug 2022	\$43,034.00
Hedrick Middle School	20481400	N/A	N/A	N/A	\$0.00
McLoughlin Middle School	20481500	N/A	N/A	N/A	\$0.00
MOA (Bartlett Street)	20481900	Replace Fixtures	Lead in Water	Jan 2023	\$743.00
MSD Education Center	20482100	Install Filters	Lead in Water	Apr 2023	\$58.00
MSD Education Center	20482100	Replace Fixtures	Lead in Water	Jun 2023	\$2,550.00
MSD Education Center	20482100	Remove Asbestos	Asbestos	Jul 2023	\$17,616.14
North Medford High School	20481700	Replace Fixtures	Lead in Water	Jan 2023	\$2,229.00
South Medford High School	20481600	N/A	N/A	N/A	\$0.00
Columbus Warehouse	20480000	N/A	N/A	N/A	\$0.00
Maslow	20480001	Replace Fixtures	Lead in Water	Jan 2023	\$743.00
District Office (Biddle Road)	20480002	Replace Fixtures	Lead in Water	Jan 2023	\$743.00
District Office (Excel Avenue)	20480003	N/A	N/A	N/A	\$0.00
Central High School (Royal Ave)	20482000	N/A	N/A	N/A	\$0.00

7. Radon Testing Summary (Optional)

Medford School District has completed radon testing at the following buildings this year and is providing the following summary:

Facility Name	Building Identification Number (BIN)	Number of radon tests conducted	Number of tests that exceed limits	Number of tests that exceed limits after remediation	Number of sites where remediation is still in process
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]

Facility Name	Building Identification Number (BIN)	Number of radon tests conducted	Number of tests that exceed limits	Number of tests that exceed limits after remediation	Number of sites where remediation is still in process
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]
[district data]	[district data]	[district data]	[district data]	[district data]	[district data]

I certify that the above information is true and accurate to the best of my knowledge.

Sign here 	Executive Director of Security, Leadership and Facilities	20 Sept 23 Date here
Electronic signature of Authorized Representative	Title	Date of Annual Certification