

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Asbestos Management Plan	AD Number: 3.208.1	Adopted: November 2024
Policy References: Board Policy 3.208 – Facilities Planning	Revised:	

1 An Asbestos Management Plan shall be maintained for all buildings leased, owned, or otherwise
 2 used as school buildings and will be updated to keep current with ongoing operations and
 3 maintenance, periodic surveillance, inspection, re-inspection, and response action activities. A
 4 copy of the plan will be maintained in the central office and the main office of each school building.
 5 The district website shall include information on the availability of the plan.

6 The following individual is identified as the Asbestos Hazard Emergency Response Act (AHERA)
 7 Manager: Larry Willeford, Maintenance Supervisor

8 The AHERA Manager shall ensure that the school district is in compliance with all federal laws
 9 relating to the Asbestos Hazard Emergency Response Act.

10 **TRAINING**

11 All members of the school district’s maintenance and custodial staff who work in a building that
 12 contains asbestos-containing building material (ACBM) shall receive awareness training of at least
 13 two (2) hours within sixty (60) days of employment.

14 The Maintenance Supervisor will develop and conduct such awareness training that will comply
 15 with federal law and will include, but not limited to, the following:

- 16 1. Information regarding asbestos and its various forms;
- 17 2. Information on the health effects associated with asbestos exposure;
- 18 3. Locations of ACBM identified throughout each school building in which the employee
 19 works;
- 20 4. Recognition of damage, deterioration, and delamination of ACBM;
- 21 5. Contact information for the AHERA Manager
- 22 6. Location of the management plan.

23 *Employees disturbing ACBM*

24 All members of maintenance and custodial staff who conduct any activities that will result in the
 25 disturbance shall receive fourteen (14) hours of training in addition to the two (2) hours described
 26 above. Such additional training will include, but not limited to, the following:

- 27 1. Descriptions of proper methods of handling as well as the detection and assessment of
 28 ACBM; and
- 29 2. Information and hands-on training of the proper use of respirator protection and other
 30 personal protection measures.

31 **EQUIPMENT**

32 Any employee who is directed to conduct maintenance in a building containing ACBM shall be
33 provided with the proper equipment and allowed to follow work practices that are necessary to
34 safely conduct such work in order to prevent potential exposure.

35 **SURVEILLANCE**

36 At least once every six (6) months after the management plan goes in to effect, the Maintenance
37 Supervisor will conduct a periodic surveillance of each building that the district leases, owns, or
38 otherwise uses as a school building that contains ACBM.

Legal References
40 CFR 763.93