

## **AHERA Procedures Hadley Public Schools (HPS)**

Schools are required to maintain asbestos-containing materials in good condition, in accordance with the EPA's Asbestos-Containing Materials in Schools Rule, 40 CFR 763.80 through 763.99. This regulation is commonly known as "AHERA." Schools are required to 1) identify asbestos-containing materials; 2) maintain asbestos-containing materials in good condition; 3) notify occupants; and 4) maintain records.

Every three years, HPS will inspect Hopkins Academy and the District Office. An accredited Asbestos Inspector will conduct the inspection. Hadley Elementary School is not subject to triennial inspections. The district has a letter on file from the building architect stating that materials used in the construction of HES were asbestos free. The district maintains a copy of inspection and reinspection reports, including sampling and laboratory reports in the District Office at 125 Russell Street.

Inspection/Reinspection reports contain an Asbestos Management Plan. The Plan includes a floor plan, and diagram or written description of all asbestos-containing materials in a building. The Plan includes:

- Identify and description of material;
- Whether the material is confirmed by testing, or assumed to contain asbestos;
- Location and quantity of material;
- Condition of material; and
- Recommendations by a licensed Management Planner for maintenance or abatement of material.

HPS conducts periodic surveillance every six months to monitor the condition of ACM.

The Director of Facilities is the Designated AHERA Administrator. The Director of Facilities is required to complete AHERA training. The Director of Facilities is responsible for implementing all recommendations in the Asbestos Management Plan and the Operations and Maintenance Program.

All custodial and maintenance staff who work in the vicinity of ACM are required to complete a 2-hour asbestos awareness training.

The district posts warning signs in custodial and maintenance areas where ACM is present. The district notifies custodians and maintenance staff of the types and locations of ACM. The district notifies vendors and contractors who may disturb ACM of the presence of ACM in their work area. A copy of the notification for vendors can be found [here](#).

The district distributes an annual notification to all parents, teachers, and staff. This notice is distributed through the school notification system (School Messenger). A template of the notice can be found [here](#).

Last reviewed: 10/23/2024