

NOTIFICATION LETTER

TO: EMPLOYEES, CONTRACTORS AND OUTSIDE SERVICE PERSONNEL

FROM: TRAVIS ANDERSON, ASBESTOS PROGRAM MANAGER

SUBJECT: ASBESTOS CONTAINING MATERIALS IN THIS BUILDING

We are concerned about the health and safety of our building occupants and staff, as well as Contractors and outside service personnel who work in our facility. We have recently had our facilities inspected and evaluated for asbestos-containing materials (ACM), by an inspector who is accredited by EPA. The asbestos survey indicated that friable and/or non-friable asbestos-containing materials are present in the facility.

We have developed an Operations and Maintenance (O&M) Plan for this building, which describes the location of the remaining ACM and the precautions and work practices to be used to be sure the material does not become friable. We will require all our personnel to review the O&M plan before beginning work in an area that contains ACM, and provide the necessary training for those who may come in direct contact with the ACM as a part of their work.

We will also provide all Contractors or outside service personnel who work on our facilities an opportunity to review the O&M Plan. Their review of the plan will alert them to any ACM in the area of their work. Any work in our facilities must strictly follow safe work practices to avoid disturbing ACM so that fibers become airborne.

We intend to fully comply with all relevant EPA, OSHA, and State regulations in this area and will be closely monitoring all asbestos activities. We look forward to working with all of you in the future to protect the health of everyone and provide a safe working environment. If you have any questions, or if you need additional information, please contact the Asbestos Program Manager, Travis Anderson.

Short-Term Worker Sign Off Sheet

Document Number _____

Building Number or Name: _____

Building Location: _____

The undersigned acknowledges the description of asbestos-containing materials located in the above building. They are also aware that if their work in any way may disturb this material or any suspected or previously unknown ACM, they are to contact the asbestos program manager immediately.

Date	Name	Signature	Company Representing	Description of Work

By signing this document, the above signed understands that to disturb any known or suspect ACM without properly notifying the asbestos program manager will cause them to incur all clean-up and/or repair costs associated with that disturbance.

Signature _____

Date _____

BUILDING OCCUPANT LETTER

Dear Building Occupant:

We are concerned about the health and safety of our building occupants and staff, as well as contractors and outside service personnel who work in our facility.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos properties made it an ideal building material for insulating, sound adsorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973 and most uses of asbestos products as building material were banned in 1978.

We have had our facility inspected by an accredited asbestos inspector. The inspector located, sampled, and rated the condition and hazard potential for all material in our facilities suspected of containing asbestos.

A copy of the asbestos inspection report is available for your inspection in our administrative offices during regular office hours by appointment. Travis Anderson is our Asbestos Program Manager and inquiries regarding the plan should be direct to her attention.

We have begun implementing the recommendations from the inspection report. We are intent on complying with federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to insure you and our employees have a healthy and safe environment.

Sincerely,

Travis Anderson
Gallatin Gateway School
Superintendent