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**ACTION REQUIRED BY: September 6, 2019**

Division of Maintenance  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

June 27, 2019

MEMORANDUM

To: Principals and Administrators of Non-Asbestos-Containing Facilities  
Through: Mr. James Song, Director, Department of Facilities Management   
From: Lynne Zárate, Director, Division of Maintenance   
Subject: ACTION—Annual Asbestos Management Plan Notification

**Summary**

- The purpose of this memorandum is to inform you of actions that are required of local education agencies to comply with the federal *Asbestos Hazard Emergency Response Act of 1986* (AHERA).
- AHERA requires Montgomery County Public Schools (MCPS) to inspect their schools for asbestos-containing materials and prepare management plans to prevent or reduce asbestos hazards. AHERA requires parents/guardians, school staff, and other interested parties to be notified of the condition of asbestos-containing materials in their facilities and of any asbestos management activities.
- Since no asbestos-containing products were used in the construction of your school, an architect/engineer exclusion letter verifying “no asbestos present” is the Asbestos Management Plan. The information can be found on the *myMCPS* portal under *My Collaboration Sites, Environmental Services*.

**Action**

- To comply with AHERA regulations, you are required to provide a copy of the memorandum “Availability of Asbestos Management Plan” (Attachment A) to parents/guardians of all students and circulate among staff members. A Spanish version is provided as Attachment B.
- Please sign the verification of notification document (Attachment C) and keep a copy on file with the Asbestos Management Plan at your facility.
- Send the original signed verification of notification document by **Friday, September 6, 2019**, via the Pony to the Asbestos Abatement Unit/Pest Control, Facilities Maintenance Depot.

**Questions**

- Please contact Mr. John Conaway, environmental health specialist, Environmental Services/Indoor Air Quality Unit, Division of Maintenance at 240-740-2331 or via e-mail.

LZ:cr

Attachments

Copy to:

Executive Staff

Mr. Carey


Mr. Conaway

Mr. Mullikin

Selected School Administrative Secretaries

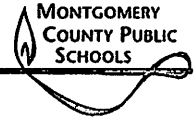
Mr. Koutsos

Approved: \_\_\_\_\_



Andrew M. Zuckerman, Chief Operating Officer

# Division of Maintenance



8301 Turkey Thicket Drive, Building A, First Floor  
Gaithersburg, MD 20879  
(240) 740-2500

Attachment A

## MONTGOMERY COUNTY PUBLIC SCHOOLS AVAILABILITY OF ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop Asbestos Management Plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

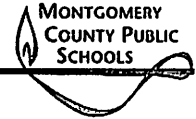
These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. This plan contains information on the designated person, architect's or engineer's letter, notification process, assurances, and dated copies of the annual notification.

**For new buildings, those completed after October 12, 1988, our "management plan" consists of the exclusion documentation including this notification. This documentation means that, to our knowledge, no asbestos-containing building materials were used or specified for use in this building.**

You can review this plan during normal business hours without cost or restriction.

If you have questions, please contact Mr. John Conaway, environmental health specialist, Environmental Services/Indoor Air Quality Unit, Division of Maintenance, at 240-740-2331 or [John\\_D\\_Conaway@mcpsmd.org](mailto:John_D_Conaway@mcpsmd.org).

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Attachment B

## MONTGOMERY COUNTY PUBLIC SCHOOLS DISPONIBILIDAD DE PLAN DE CONTROL DE ASBESTO

En octubre 1986, el Congreso de los Estados Unidos promulgó la legislación Asbestos Hazard Emergency Response Act (AHERA). Bajo esta ley, se desarrollaron regulaciones integrales para abordar problemas de asbesto en escuelas elementales y secundarias públicas y privadas. Estas regulaciones exigen que la mayoría de las escuelas hagan inspecciones de asbesto/amianto friable y no friable, desarrollen planes de control de asbesto que aborden los riesgos de asbesto en edificios escolares, e implementen acciones para responder de manera oportuna.

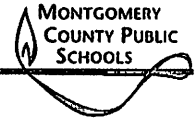
Estas regulaciones asignan a las escuelas muchas responsabilidades nuevas. Nuestro programa para cumplir con estas responsabilidades se detalla en nuestro plan de control de asbesto. Este plan contiene información sobre la persona designada, la carta del arquitecto o del ingeniero, el proceso de notificación, las garantías, y copias fechadas de la notificación anual.

**Para edificios nuevos, aquellos que se teminaron de construir después del 12 de octubre, 1988, nuestro "plan de control" consiste de la documentación de exclusión, incluyendo esta notificación. Esta documentación significa que, a nuestro conocimiento, no se usaron o especificaron materiales de construcción que contenían asbesto para uso en este edificio.**

Usted puede revisar este plan durante el horario laboral normal sin costo o restricción.

Si tiene preguntas, comuníquese con el Sr. John Conaway, Especialista en Salud Ambiental, Environmental Services/Indoor Air Quality Unit, Division of Maintenance, al 240-740-2331 o [John\\_D\\_Conaway@mcpsmd.org](mailto:John_D_Conaway@mcpsmd.org).

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Attachment C

## MONTGOMERY COUNTY PUBLIC SCHOOLS VERIFICATION OF NOTIFICATION ACTION BY SCHOOL PRINCIPALS OR FACILITY ADMINISTRATORS

In compliance with the *Asbestos Hazard Emergency Response Act of 1986* (AHERA), I hereby verify that copies of the Annual Notification of Asbestos Management Plan availability have been distributed to the following parties as indicated:

- Provided to parents/guardians of all students.
- Provided to the president of the local Parent Teacher Student Association.
- Circulated among all staff members of the school or administrative center.

The Annual Notification was distributed on or about: \_\_\_\_\_  
(Date)

The signed original of this verification has been filed in the Asbestos Management Plan for this school or facility.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Facility Number

\_\_\_\_\_  
Date Signed

Please send a copy of this completed verification document by **September 6, 2019**, via the Pony to the Asbestos Abatement Unit/Pest Control, Facilities Maintenance Depot.

If you have questions, please contact Mr. John Conaway, environmental health specialist, Environmental Services/Indoor Air Quality Unit, Division of Maintenance, at 240-740-2331 or [John\\_D\\_Conaway@mcpsmd.org](mailto:John_D_Conaway@mcpsmd.org).