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**REQUIRED DOCUMENTATION FOR ABATEMENT PROJECTS  
FOR MANAGEMENT PLAN IN CENTRAL ADMINISTRATION OFFICE**

*(in accordance with AHERA, NESHAP, MAP, CT Asbestos-in Schools, CT Standards for Asbestos Abatement, and CT Licensure and Training Requirements for Persons Engaged in Asbestos Abatement & Asbestos Consultation Services*

- PROJECT NARRATIVE *(including design spec, and a detailed description of the location and scope of the abatement project)*
- STATE NOTIFICATION
- FEDERAL (EPA) NOTIFICATION *(if required)*
- PROJECT DESIGNER LICENSE & CURRENT REFRESHER
- ASBESTOS CONTRACTOR LICENSE FOR ALL CONTRACTORS
- CONTRACTOR DAILY LOGS *(with identification of site supervisor)*
- WORKER CERTIFICATION *(must show all certification including original training and all refreshers)*
- SUPERVISOR CERTIFICATION *(must show all certification including original training and all refreshers)*
- PROJECT MONITOR LICENSE & CURRENT REFRESHER
- PROJECT MONITOR DAILY LOGS
- VISUAL INSPECTOR *(specific certification not required under AHERA, however, Supervisor certification is considered adequate training)*
- FINAL VISUAL INSPECTION
- AIR SAMPLING DOCUMENTATION *(all sampling including background, worker personals, sampling during abatement, and final clearance. Must also include diagram showing placement of all pumps)*
- LANDFILL MANIFEST
- MEDICAL MONITORING DOCUMENTATION *(required under OSHA)*
  - PROOF OF MEDICAL SURVEILLANCE *(physician's signed statement allowing respirator)*
  - CURRENT FIT TEST DOCUMENTATION
- ALL OTHER REQUIREMENTS UNDER OSHA

**REQUIRED DOCUMENTATION FOR ABATEMENT PROJECTS  
FOR PLACEMENT IN MANAGEMENT PLANS IN SCHOOLS**

*(in accordance with AHERA, & CT Standards for Asbestos Abatement, and CT Licensure and Training Requirements  
for Persons Engaged in Asbestos Abatement & Asbestos Consultation Services)*

- PROJECT NARRATIVE *(which must include)*
  - DETAILED WRITTEN DESCRIPTION
  - METHODS USED
  - REASON FOR SELECTION
  - LOCATION OF ABATEMENT
  
- STATE NOTIFICATION
  
- FEDERAL (EPA) NOTIFICATION *(if required)*
  
- PROJECT DESIGNER LICENSE & CURRENT REFRESHER
  
- ASBESTOS CONTRACTOR LICENSE FOR ALL CONTRACTORS
  
- AIR SAMPLING DOCUMENTATION
  - NAME & SIGNATURE OF PERSON COLLECTING FINAL AIRS
  - DATE OF COLLECTION
  - LOCATION OF COLLECTION
  - NAME & ADDRESS OF LAB
  - ACCREDITATION OF LAB
  - DATE(S) OF ANALYSIS
  - RESULTS OF ANALYSIS
  - METHOD OF ANALYSIS
  - NAME & SIGNATURE OF PERSON PERFORMING ANALYSIS
  
- WORKER & SUPERVISOR CERTIFICATION
  - NAME & SIGNATURE
  - STATE OF ACCREDITATION & ACCREDITATION NUMBER OF ORIGINAL TRAINING
  - STATE OF ACCREDITATION & ACCREDITATION NUMBER OF CURRENT REFRESHER
  
- LANDFILL MANIFEST



STATE ASBESTOS-in-SCHOOLS (Sec. 19a-333-11(b), (g) "Recordkeeping")

- (b) For each preventive measure and response action taken for friable and nonfriable ACBM and friable and nonfriable suspected ACBM assumed to be ACM, the LEA shall maintain as part of the management plan the following:
- (1) a detailed written description of the measure of action, including methods used, the location where the measure or action was taken, reasons for selecting the measure or action, start and completion dates of the work, names and addresses of all contractors involved, and if applicable, their state of accreditation, and accreditation numbers, and if ACBM is removed, the name and location of storage or disposal site of the ACM

**Interpretation:**

"a detailed written description of the measure of action" & "A summary of the procedures used to comply with Sec. 19a-332a-5 through 12."

This includes diagram of: containments, placement of pumps for final air, summary of all procedures and methods used. This information can be documented either in a separate narrative, or in the Project Monitor's Daily Logs. If the daily logs are used, then they must become part of the abatement recordkeeping package, and consequently part of AMP.

**Project Design**

- Required for any response action performed in a school, but written design not mandated. This has significant implications shifting responsibility to the Project Monitor for clarity of procedure and process. These daily logs must detail all methods and procedures used so as to sufficiently recreate the design.

Required Documentation for School Abatement (including Major Asbestos Activities, Preventive Measures, and Response Actions)

1. detailed written description including reasons for selection, and all methods used
2. start & completion dates
3. landfill manifest
4. names & addresses & licenses of all contractors including any and all subcontractors
5. name & signature of air sampling professionals including Project Monitor license
6. locations of samples, dates collected
7. name, address, & dates of analysis, from lab
8. name, signature, state of accreditation, & accreditation number of all persons performing the activity

**B. STATE STANDARD FOR ASBESTOS ABATEMENT** (Sec. 19a-332a-4, "Recordkeeping")

The asbestos contractor & facility owner shall retain the records for 30 years following completion of the project

1. location & description of the project & estimated amount & type of ACBM involved
2. start & completion dates
3. summary of procedures used to comply with Sec. 19a-332a-5 through 12
4. name & address of authorized disposal facility & verification from that facility
5. the methodology & results of all air sampling conducted during the abatement process
6. complete list of names, ss# of workers, site supervisor(s), & other agents involved in the activity
7. log of control of access to work area
8. all records for compliance with the requirements of OSHA, CT OSHA, DEP, & EPA regs
9. documentation to demonstrate compliance with post abatement re-occupancy criteria established by Sec. 19a-332a-12.

Acceptable Documentation

1. Notification
2. Notification
3. use AHERA standard for detailed narrative
4. Landfill Manifest
5. Type, Location, Number, Calibration, Flow rate, Volume, Calculations, Results
6. as is
7. as is
8. Exactly what this means & what is accepted:

**OSHA & CT OSHA**

- personal air monitoring
- medical monitoring
- fit test (taken within the past 6 months)
- respiratory test (done within the past year)
- area sampling (if available)

**DEP**

- waste documentation (same as 4)

## EPA

### ▶ AHERA, NESHAP, MAP

- proof that the workers & site supervisor(s) are fully accredited
  - ▶ full history of certification which includes initial and all refreshers
  - ▶ Worker or Supervisor licenses from other states are *not* acceptable. CT does not have reciprocity with other states
- Project Designer license and most current refresher, & copy of spec (*if available*)
- Project Monitor license and most current refresher & copy of Daily Logs
- Any and all other documentation to indicate that the above requirements have been satisfied

### 9. Exactly what this means & what is accepted: AHERA and State AHERA requirements which include:

- Name & signature of person collecting air samples
- Locations where samples collected
- Date of collection
- Results of analysis
- Name & signature of person performing analysis
- Statement of accreditation by National Bureau of Standards: NVLAP

### C. Required Operations & Maintenance Documentation

- Name of each person performing the activity
- Start & completion date
- Location(s) of activity
- Description of activity including Preventive Measures taken
- Name & location of storage or disposal site of any ACM waste generated

✓ NOT TO BE DONE DURING SCHOOL HOURS

### D. Required Documentation for Fiber Release Episodes

- Date and location of the episode
- Method of repair
- Preventive Measures or Response Action taken
- Description of activity including
- Name of each person performing the work
- Name & location of storage or disposal site of any ACM waste is removed

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### Notes on Regulatory Procedure:

The primary regulation is the State Standard for Asbestos Abatement (*See flow chart*). All other applicable regulations are referenced in this Standard. For any given aspect of asbestos abatement, the most rigorous of all applicable regulations applies.

### E. LAB ANALYSIS INFO.

- Still free to schools, however you *must* use this code A00197/DPH along with the name of a school official. The results *can not* go directly to the consultant or consulting firm