

HMS, Inc.  
HAZARD MANAGEMENT SERVICES, INC.  
209-577-8209

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TO: AHERA Clients

FROM: James E Sharp, President  
Hazard Management Services, Inc.

DATE: July 11, 1988

RE: AHERA-required School Documents

Hazard Management Services, Incorporated (HMS, Inc.) has been unable to secure certain documents from many of our clients which are needed to develop AHERA management plans. Perhaps we have been asking the wrong people because it has become evident in many schools that previous inspections and asbestos abatement projects have occurred but we have not received records which document these activities.

In order for your AHERA management plan to be correctly completed records of asbestos inspections and asbestos abatement activities must be included. Under 40 CFR Part 763 of AHERA the following documentation of asbestos-related activity prior to December 14, 1987 is required:

1. Date of inspection;
2. Location and square or linear footage of sampled material;
3. Laboratory analysis report;
4. Records of any abatement work undertaken. These abatement records should include, if applicable, the names and addresses of contractors, start and completion dates of the work, and air sampling analysis reports.

If your district has undertaken any abatement activities since December 14, 1987, then you must have all abatement related documentation required by AHERA under Section 763.94. Your records should include the following:

1. Description of action and method used;
2. Location of the abatement activity;
3. Reasons for selecting the measure or action;
4. Start and completion dates of the work;
5. Names and addresses of all contractors;
6. Contractor certification and accreditation documentation;

TO: AHERA Clients  
DATE: July 11, 1988  
RE: AHERA-required School Documents  
Page Two

7. Name and location of waste disposal site (waste manifest);
8. Name and signature of person(s) doing clearance air sampling;
9. Dates and locations of air samples;
10. Laboratory report including a statement that the laboratory meets the applicable requirements of AHERA.

All districts were required to maintain records of inspections for asbestos that were done to satisfy the Asbestos-in-Schools rule of May 27, 1982. We ask that you send us copies of these records so that we may incorporate them into the management plan as required. Send us, also, copies of your records documenting abatement activity prior to and after December 14, 1987. If you have no records, please notify us in writing.

Thank you for your cooperation. If you have any questions regarding these records or other AHERA-related matters, please feel free to call us at (209) 577-8209.

Send copies of records to P.O. Box 7012, Modesto, CA 95355-7012.

Sincerely,

Shirley Cartwright  
Project Coordinator

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