



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Notification of Asbestos Inspection and Abatement Activities

NUMBER: MEM-078900

ISSUER: Mark Hovatter
Chief Facilities Executive

DATE: October 18, 2019

ROUTING
All Employees
All Offices

PURPOSE: The Asbestos Hazard Emergency Response Act (AHERA) requires the District to annually notify workers and building occupants, or their legal guardians, of the asbestos inspection and abatement activities that will be performed at District locations throughout the year. AHERA also requires the District to notify, in writing, parent, teacher, and employee organizations of the availability of site asbestos management plans and to include a copy of this notification in each site’s plan.

MAJOR CHANGES: This version replaces Memorandum No. MEM-061903, issued December 10, 2018 same title and office.

GUIDELINES: I. REQUIRED NOTIFICATION TO STAFF AND WORKERS

The site administrator must ensure that a copy of Attachment A is posted on the staff information board at the site and assure that the Asbestos Management Plan is available to contractors, such as telephone repair workers, utility workers or other non-District workers, for their review prior to commencing any work that may result in disturbance to building materials.

II. REQUIRED COMMUNICATION TO PARENTS AND GUARDIANS

The site administrator must ensure that the following information, required by law, is conveyed to parents and guardians; this information may be included as part of the next regular communication sent home with students:

“Every six months, personnel with specialized training will visit our school to check the condition of any asbestos-containing building material. A copy of the inspector’s written report will be included in the school’s Asbestos Management Plan. Minor asbestos abatement work may be performed due to normal maintenance activities during the coming year. Any large-scale abatement, if such occurs, will be preceded by a specific notice at that time. All abatement work will be followed by a report of such activities and will be included in our Asbestos Management Plan, which is available in the main office for review.”



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The following is the above information in Spanish:

“Cada seis meses, personal especializado visitara nuestra escuela para revisar las condiciones de cualquier material de construcción que contenga asbesto. Una copia del reporte escrito por el inspector será incluida en el plan de la escuela para el manejo del asbesto. Además puede que se realicen algunos trabajos menores de reducción de asbesto como resultado de las actividades normales de mantenimiento durante el próximo año. Cualquier disminución a gran escala, si se llega a realizar, será precedida por un aviso específico en ese momento. Se preparara un reporte de actividades acerca de cada uno de los trabajos de reducción y se incluirá en nuestro plan para el manejo del asbesto, el cual está disponible para su revisión en nuestra oficina principal.”

III. MATERIAL TO INCLUDE IN THE ASBESTOS MANAGEMENT PLAN

Attachment B is a copy of the “Notification of Availability of Asbestos Management Plans for Public Review.” The Site Administrator must ensure that this attachment is inserted in the Site Asbestos Management Plan under the tab titled “Management Plan Notification.”

IV. MAINTAINING THE ASBESTOS MANAGEMENT PLAN

Each District site is required by law to maintain an Asbestos Management Plan. The site administrator must ensure that these books are readily accessible (i.e. not in locked cabinets or rooms) and kept in the main office at all times. As updated information is provided, the site administrator must ensure that it is inserted into the “Asbestos Management Plan” book in the appropriate tab section indicated.

If a site cannot locate the Asbestos Management Plan, a replacement copy will be provided. Please contact Joe Vasquez at (213) 745-1450.

ASSISTANCE: For assistance or further information, please call Joe Vasquez, Asbestos Abatement Supervisor at (213) 745-1450.



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ATTACHMENT A

**Los Angeles Unified School District
Facilities Services Division**

NOTIFICATION OF ASBESTOS INSPECTION AND ABATEMENT ACTIVITIES

An inspection of asbestos-containing building materials is conducted twice yearly at this site. At least one of these inspections is a surveillance in which the inspector records the condition of the asbestos-containing material as compared to its condition on the previous inspection. Once every three years, the inspection involves a complete reassessment of each material and its location. This detailed inspection is conducted in lieu of the semiannual surveillance as it comes due.

Throughout the year, asbestos abatement activities may be conducted, as necessary, to facilitate maintenance work and renovation work. Most abatement involves small quantity, minor removals. Advance written notification will be provided of any planned abatement activity that will exceed a minor removal.

A written report will be provided upon completion of any inspection and/or abatement activity at this site. This report is required to be inserted into the Asbestos Management Plan book, which is maintained in the main office. For assistance call Joe Vasquez, Asbestos Abatement Supervisor at (213)745-1450.



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ATTACHMENT B

**INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Facilities Services Division**

TO: Parent, Teacher, and Employee Organizations **DATE:** October 18, 2019
FROM: Greta Galoustian, Complex Project Manager
SUBJECT: NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLANS FOR PUBLIC REVIEW

The Asbestos Hazard Emergency Response Act (AHERA) requires the District to annually notify, in writing, parent, teacher, and employee organizations of the availability of the AHERA Asbestos Management Plans.

Asbestos Management Plans at School and Office Sites

As of February 17, 1989, each site will maintain in its administrative office a complete, updated copy of the Asbestos Management Plans for that site. These plans are available for inspection, without cost or restriction, to workers before work begins in any area of a school or office building.

The asbestos management plans will also be available for inspection by representatives of the United States Environmental Protection Agency and the State, as well as the public, including parents, teachers, and other school personnel and their representatives, upon five working days' notice. The school may charge a reasonable cost to make copies of the Asbestos Management Plan.

Asbestos Management Plans at the Facilities Environmental Technical Unit

Additionally, the Facilities Environmental Technical Unit maintains a complete, updated set of Asbestos Management Plans for all District sites, which are available for inspection by any interested party during normal business hours at 1240 S. Naomi Avenue, Los Angeles, CA 90021.

If you have any questions regarding the availability of Asbestos Management Plans, these should be addressed to Joe Vasquez, Asbestos Abatement Supervisor at (213) 745-1450.

LIST OF ORGANIZATIONS NOTIFIED

Tenth District Parent Teachers Association	Thirty-First District Parent Teachers Association
United Teachers Los Angeles	Associated Administrators of Los Angeles
Los Angeles School Police Association	L.A. City and County School Employee Union Local 99
California School Employees Association	L.A. County Building and Construction Trades Council
Teamsters Local 572	

c: Austin Beutner
Mark Hovatter
Robert Laughton

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