**PURPOSE:**
To describe the process for completing periodic surveillances, inspections, and removing asbestos from schools/facilities in accordance with the Asbestos Hazard Emergency Response Act (AHERA).

**PROCESS SUMMARY:**

**ANNUAL NOTIFICATION**
- Environmental abatement (EA) staff prepares notification of Asbestos Management plans, obtains proper approvals and distributes the notification to the school principals.
- School principals distribute the notification to the parents, complete a Verification Of Notification Action form and return it to the asbestos office.

**PERIODIC SURVEILLANCES & INSPECTIONS**
- EA staff visits schools/facilities every 6 months for periodic surveillances and every 3 years for inspections. The results of the surveillances and inspections help to determine work priorities.
- EA staff completes a surveillance or inspection, the appropriate form (which is reviewed and approved by the asbestos project manager (as defined by AHERA)), makes recommendations and distributes the reports.

**ASBESTOS ABATEMENT**
- A problem is reported with an asbestos containing material (ACM) through a work order to EA staff, who determine whether asbestos is present. If there is no asbestos, then the work order is re-routed to the appropriate depot for completion.
- Once a problem with asbestos is discovered, EA staff completes an on-site evaluation of the project and determines the materials and logistics that will be required.
- EA staff prepares and submits an Asbestos Project Notification to the Maryland Department of the Environment (MDE) and the Federal EPA Region 3. EA staff notifies the school/facility of the type of remediation required and the project schedule.
- EA staff hires contractors as needed.
- Based on the size of the project, EA staff posts notification signs at the project location. Under 159 square feet does not require advanced posting. However, a project size of 160 square feet or more requires notification signs to be posted a minimum of three days in advance.
- An independent industrial hygiene (IH) contractor collects air samples and evaluates air quality and asbestos levels before commencement, during abatement and after completion. IH contractor provides the results to EA staff and the abatement contractor.
- EA staff or an abatement contractor sets up the containment, completes the asbestos abatement and makes any necessary adjustments throughout the abatement if required.
- Once the air quality is at an acceptable level for clearance, EA staff/abatement contractor completes tear down of the containment, properly removes and disposes of the ACM and provides information to the asbestos office and/or the IH contractor for the AHERA Response Action (RA) document. Once the RA document is complete, the environmental health specialist reviews, approves, distributes, and stores the document accordingly.
- If an abatement contractor is involved, the contractor submits an invoice for payment. If proper disposal of the ACM is complete and appropriate documentation has been submitted to the IH contractor, then EA staff processes the invoice for payment in full. However, if either item is incomplete, then EA staff processes up to a maximum of 90% of the entire contracted amount for payment. The remaining balance will be processed for payment only after proper disposal and documentation submission are complete.
Air quality (clearance) acceptable?

No

Yes

EA staff/abatement contractor begins abatement.

Industrial hygiene (IH) contractor collects air samples and provides results to EA staff and abatement contractor.

EA staff/abatement contractor continues abatement.

IH contractor collects air samples and provides results to EA staff and abatement contractor.

IH contractor collects final air samples and provides results to EA staff and abatement contractor.

Abatement complete?

No

Yes

Air quality acceptable?

No

Yes

IH contractor submits final air clearance report to EA staff and abatement contractor.

Abatement process continued from page 1.

Abatement process continued on page 3.
Abatement process continued from page 3.

**EA staff/abatement contractor completes tear down of containment and properly removes ACM from site.**

**EA staff/abatement contractor properly disposes of ACM.**

**EA staff/abatement contractor provide information/job report to the asbestos office and the IH contractor.**

**IH contractor completes AHERA Response Action (RA) document and submits it to the environmental health specialist/asbestos office.**

**Environmental health specialist reviews the RA document.**

**RA complete and acceptable?**

- **No**
  - Environmental health specialist requests revisions/clarification from the appropriate party.

- **Yes**
  - **RA document distributed to the school/facility.**
  - **Work order updated and completed.**

**Abatement contractor only**

**Abatement contractor only**

**Abatement contractor submits an invoice to the asbestos office.**

**Proper disposal complete and documentation submitted to IH contractor?**

- **No**
  - Environmental health specialist requests revisions/clarification from the appropriate party.

- **Yes**
  - **EA staff processes a maximum of 90% of the entire contracted amount for payment.**
  - **Asbestos staff process for payment in full in FMS.**

**Once proper disposal and documentation submission are complete, EA staff processes the remaining balance for payment.**

**Abatement complete.**
School completes Verification Of Notification Action form and returns it to the asbestos office.

EA staff distributes the notification to school principals.

School distributes notification to parents.

EA staff follow up with those schools that have not returned the form.

Has every school returned form?

If No:
- EA staff follow up with schools that have not returned the form.

If Yes:
- Staff prepares annual notification explaining the Asbestos Management Plans and sends to the director of the Division of Maintenance (DOM).
- Director completes and approves the notification, obtains approval from the chief operating officer, and returns it to EA staff.
- EA staff distributes the notification to school principals.
- School distributes notification to parents.
- EA staff follow up with those schools that have not returned the form.
- Stored in asbestos office.
- Annual notification complete.