

# FRESNO COUNTY OFFICE OF EDUCATION

## ASBESTOS HAZARD PROCEDURE STANDARD OPERATION PROCEDURE # 839

Effective: March 25, 2013

Initiated by: Jeff Becker

Approved by: Jan M. Biggs

Fresno County Office of Education Standard Operation Procedure (“SOP”) # 839 provides guidance for the maintaining of safe working and learning environments for staff and students. This SOP is intended to assist staff in implementing Superintendent/Board Policy and Administrative Regulation 3514 and to comply with the Asbestos Hazard Emergency Response Act (AHERA).

The Superintendent delegates the responsibility and authority for developing, implementing, and maintaining FCOE’s Asbestos Management Plan (“AMP”) as required by AHERA to the Director of the Facilities & Operations Department (“Director”). The Director’s duties include, but are not limited to, the following:

1. Maintenance of each FCOE school building’s AMP (“Site AMP”) at the site’s office and in the Master AMP retained at the Facilities & Operations Department office. These plans are to be available for review at the sites and the Facilities & Operations office during normal business hours.
2. Review and updating, if required, of the AMPs by an accredited management planner every three years, at a minimum.
3. The required semi-annual on-site inspection of buildings that contain asbestos material, or are assumed to contain asbestos material. Documentation of the inspections, including any findings, shall be maintained in both the Site and Master AMPs.
4. In collaboration with the Deputy Superintendent of Educational Services and the Human Resources (“HR”) Administrator, delivery and documentation of the annual AHERA notifications as required. The Director shall retain a copy of the annual notification for auditing purposes.
  - a. The Director is responsible for obtaining written confirmation that all custodial and maintenance personnel who work in a building covered by an AMP have completed, at a minimum and within 60 days of FCOE employment, a two-hour asbestos awareness and safety training course.
  - b. The Director shall confirm that the Human Resources (HR) Department has obtained a signed acknowledgement from each FCOE employee that he/she has received an annual asbestos notification as required by the AHERA. The HR Administrator or designee shall file acknowledgments in the employee’s personnel file. (See, Exhibit 1, attached.)

- c. A “short-term worker” who provides services to FCOE at a school building that contains or is assumed to contain asbestos material shall be provided written notice prior to providing any services at the site that he/she may come into contact with asbestos containing materials. The notification shall include a description and/or diagram of the location of the asbestos materials, and instructions regarding what services the worker is to perform.

The Director shall determine if notification to a short-term worker is required. The determination shall be based on the nature and/or location of the particular services to be provided by the short-term worker.

- d. Annual notification shall be made to parents/guardians of students who attend a school building with an AMP through the Parent/Student Handbook which is distributed to FCOE students at the beginning of the school year and upon a student’s enrollment. The Director shall maintain a copy of the Parent/Student notification, identified by school year, in the Master AMP. (See, Exhibit 1, attached.)
- e. The Director shall ensure that a copy of the AMP is provided to an individual within five business days of FCOE’s receipt of his/her request.

Requests for a copy of the AMP or for more information should be directed to:

Fresno County Office of Education  
Attn: Facilities & Operations Director  
1111 Van Ness Avenue  
Fresno, CA 93721  
Telephone: (559) 497-3705

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**Fresno County Office of Education  
SOP # 839 - Exhibit 1**

**Asbestos Management Plan  
Annual Notifications pursuant to 40 CRF 763.93**

Fresno County Office of Education (“FCOE”) shall, at least once each school year, provide written notification to students and their parents/guardians, staff, employee organizations, and school related organizations (e.g., PTA, school advisory groups) of the availability of a complete, updated asbestos management plan (AMP) for asbestos-containing materials in FCOE school buildings. The notice shall include information about inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

The Director of the FCOE Facilities & Operations Department shall be responsible for the updating and disbursement of annual notifications. In addition, the Director shall ensure that the AMP Master Plan includes documentation of the distribution of updated notices to all persons/groups as required by law and a dated copy of the annual notifications.

The Director shall make the Annual Notification of Asbestos Management Plan in English and Spanish available to FCOE departments for inclusion in employee packets, parent/student handbooks, and FCOE-related organization information guides. Departments may alter font for consistency with department documents.

**Annual Notification of Asbestos Management Plan**

**The Fresno County Office of Education maintains its management plan (AMP) for asbestos containing material in school buildings. A copy of each site’s AMP is available for review at the site office and at the FCOE Facilities & Operations Department office during normal business hours. The AMP includes information about any inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress for the school building site. For a copy of the AMP, contact FCOE Facilities & Operations at: (559) 497-3705.**

**Notificación Anual del Plan de Manejo de Asbestos**

**La Oficina de Educación del Condado de Fresno mantiene su plan de manejo de materiales (AMP) que contienen asbesto en los edificios escolares. Una copia de la AMP del sitio está disponible para su consulta en la oficina del sitio y en las instalaciones de FCOE y oficinas del Departamento de Operaciones durante las horas normales de trabajo. La AMP incluye información acerca de las inspecciones, acciones de respuesta, y la respuesta posterior a las actividades de acción, incluidas las actividades periódicas de inspección y vigilancia re-que están en curso o previstas para el sitio de construcción de la escuela. Para obtener una copia de la AMP, póngase en contacto con FCOE Instalaciones y Operaciones en: (559) 497-3705.**

**SHORT-TERM WORKER ASBESTOS NOTIFICATION**

To: Individuals, Contractors, Vendors and other Short Term Workers

From: Jeff Becker, Director  
Fresno County Office of Education Facilities & Operations Department

Re: Notification to short term workers who may come into contact with asbestos at a school building (AHERA § 763.84(d); 40 CRF 763.93).

Date: 2012-1013 School Year

The Asbestos Hazard Emergency Response Act (AHERA § 763.84(d)) requires that all non-Fresno County Office of Education (“FCOE”) employees, who perform short-term work in a school building, such as telephone repair workers, plumbers, etc., be notified of the known or assumed asbestos containing building materials (ACBM) in school buildings.

FCOE maintains its management plan (AMP) for asbestos-containing material in school buildings. A copy of each site’s AMP is available for your review at the site office and at the FCOE Facilities & Operations Department office at 1111 Van Ness, Fresno, California, during normal business hours. The AMP includes information about any inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities, that are planned or in progress.

You are performing work at the following location(s) which contain asbestos containing building materials (ACBM) and suspected ACBM assumed to be asbestos containing material:

| <b>Site (identify site by name and address, and provide site contact)</b>                                | <b>Location/diagram of ACBM or suspected ACBM at site</b> | <b>Additional Information</b> |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------|
| <b>Instructions regarding where you are to provide services, and where work should not be performed:</b> |                                                           |                               |

For a copy of the AMP and for additional information, contact FCOE Facilities & Operations at (559) 497-3705.

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