

IEA, INC.

LAKEVILLE AREA PUBLIC SCHOOLS



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610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

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Management Plan for Asbestos

DECEMBER 2014

IEA PROJECT #201410558



Asbestos Management Plan

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Contact: Ed Nelson, Buildings & Grounds Supervisor
Phone Number: 952-232-2047
Email Address: ed.nelson@isd194.org

1.0 Introduction

The Asbestos Hazard Emergency Response Act (AHERA) requires all school districts to conduct inspections in each school building to detect asbestos-containing building materials (ACBM). These inspections and additional information related to asbestos management are to be maintained in building-specific management plans.

This plan is a living document that must be kept current and must be available for review by staff, parents, students, and the general public during normal business hours without cost or undue restrictions.

2.0 Responsibilities

This living plan requires several actions to be performed by the district. Some of the key elements to be performed are outlined below. The list does not include all the requirements but provides a brief synopsis of actions.

1. Appoint and train a “Designated Person” who will be the district’s representative for asbestos related matters to insure that requirements are being implemented.

Ed Nelson, Buildings & Grounds Supervisor, has successfully completed the Designated Person training. His training certificate is located in Appendix B.

2. Written notification of the availability of the management plan is provided to parents, guardians, and staff each school year. This notice should also identify the asbestos-related activities, to include inspections, re-inspections, response actions, etc., that are planned or in progress.

Lakeville Area Public Schools provides staff, parents, and guardians with an annual asbestos notification (see Appendix A). The annual notification is distributed by each building through their school calendar or newsletter. Copies of these notifications are kept on file with the Management Plan records indefinitely.

3. Provide two-hour asbestos awareness training to new custodial and maintenance staff and an annual refresher (required by OSHA) thereafter. Those custodial and maintenance staff who require such trainings are those who work in buildings that have known or assumed ACBM.

The last training for Lakeville Area Public Schools custodians and maintenance staff was conducted on January 20, 2014. Training records are maintained at the district office.

The following buildings in Lakeville Area Public Schools have known or assumed ACBM:

- Christina Huddleston Elementary
- John F. Kennedy Elementary
- Kenwood Trail Middle School
- Lakeville Area Learning Center
- Orchard Lake Elementary

4. Provide an initial “Operations and Maintenance (O&M)” 14-hour training to those custodial and/or maintenance persons who might disturb ACBM and an annual refresher (required by OSHA) thereafter.

Lakeville Area Public Schools chooses to contract out all asbestos work. District employees are not authorized or trained to conduct asbestos O&M.

5. Conduct periodic surveillance (6 month inspections) on a consistent basis in all school buildings that contain confirmed or assumed ACBM.

Lakeville Area Public Schools has contracted with IEA, Inc. to conduct the required periodic surveillances. Documentation of inspections is maintained with the management plan (as listed in #7).

6. Contract for triennial re-inspection (three-year inspections) with accredited building inspectors and management planners.

Lakeville Area Public Schools has contracted with IEA, Inc. to conduct the required triennial re-inspections. Documentation of inspections is maintained with the management plan (as listed in #7).

7. Maintain each copy of the management plan on a current, up-to-date basis.

A master copy of all building inspections for the district is maintained in the district office. Each building also maintains a copy of their respective facility reports in the following locations:

School	Location in Building
• Christina Huddleston Elementary	• Principal's Office
• John F. Kennedy Elementary	• Principal's Office
• Kenwood Trail Elementary	• Principal's Office
• Lakeville Area Learning Center	• Main Office
• Orchard Lake Elementary	• Main Office

8. Notify short-term workers of the location of ACBM in school buildings in which they might work.

Short term workers must sign a notification acknowledgement form (see Appendix C). This information is provided to the contractors by the Designated Person and is maintained on file with the Management Plan records.

9. Affix and maintain asbestos caution labels adjacent to ACBM in routine maintenance areas.

Lakeville Area Public Schools posts caution stickers in boiler rooms, tunnels, pipe chases, etc. to caution employees and contractors from disturbing the ACBM.

All questions regarding asbestos management should be addressed to the Designated Person. His contact information is:

Ed Nelson
Buildings & Grounds Supervisor
952-232-2047
ed.nelson@isd194.org

Appendix A

Annual Asbestos Notification



Annual Asbestos Notification

2014-2015 SY

All parents, teachers, and employee organizations of Lakeville Area Public Schools need to be informed that the district has a complete and updated management plan dealing with Asbestos Containing Building Materials (ACBM) located within the district.

Building specific management plans are available for viewing by interested parties, Monday through Friday, 8:00 a.m. through 3:00 p.m. in the Principal's office at the following buildings: Kenwood Trail Middle School, Christina Huddleston Elementary School, John F. Kennedy Elementary School, Orchard Lake Elementary School, and Area Learning Center. A master copy of the management plan is located in the Buildings and Grounds Department at the District Office.

As required by Federal Law, the condition of the asbestos in our schools is surveyed every six months as part of an ongoing operations and maintenance program. Concerns identified from these inspections are remedied by a professional asbestos abatement contractor in a timely manner. The most recent surveillance was completed in **June 2014**.

The Environmental Protection Agency (EPA) and the Minnesota Department of Health recommends that asbestos-containing materials (ACM) be maintained in-place whenever possible. Therefore, Lakeville Area Public Schools have limited its asbestos removal to areas where renovation or maintenance activities are planned. **Asbestos-containing floor tile and mastic was removed this summer at the Alternative Learning Center as part of the planned flooring project. There are no planned asbestos abatement projects for the 2014-2015 school year unless its condition deteriorates or it becomes necessary due to renovation.**

If you have any questions regarding this matter, you may contact the District's Asbestos Designated Person, Ed Nelson, at (952)-232-2047.

Appendix B

Designated Person Training Certificate



*Creating Solutions for
Healthy Indoor EnvironmentsSM*

CORPORATE
9201 West Broadway, #600
Brooklyn Park, MN 55445
800-233-9513 ■ 763-315-7900

MANKATO
610 N Riverfront Drive
Mankato, MN 56001
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ROCHESTER
210 Wood Lake Drive SE
Rochester, MN 55904
507-281-6664

OMAHA
7887 "L" Street
Ralston, NE 68127
800-765-2746 ■ 402-339-6240

www.ieainstitute.com

Institute for Environmental Assessment, Inc.
A Minnesota Corporation


Ed Nelson

has attended and satisfactorily completed a course for

Asbestos “Designated Person”

As required under 40 CFR Part 763.84(g)

COURSE LOCATION: Lakeville District Office
DATE OF ISSUE: April 5, 2013


Matt Lindberg
Trainer

Appendix C

Short-Term Worker Acknowledgment

SHORT TERM WORKER ACKNOWLEDGMENT

I have been informed of the location(s) of the asbestos-containing material (ACM) in this facility in the area(s) where I will be performing work. I understand that ACM may be undetected, especially if it is located within or behind existing structures. I further understand that if I encounter or suspect ACM, I must cease work and contact the building administration staff. I am knowledgeable in the appropriate procedures to work around or near ACM.

Company Name

Date

Address

Phone

City, State

Signature of people doing the work:

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature and Date

Signature of Building Representative

Date Received

This form, when completed, should be forwarded to the District's Designated Person for Asbestos:

Ed Nelson, Buildings & Grounds Supervisor
Lakeville Area Public Schools
8670 210th St. West
Lakeville, MN 55044