ASBESTOS MANAGEMENT PLAN

FOR

WESTFIELD PUBLIC SCHOOLS

CITY HALL OFFICES
59 Court Street, Westfield, MA

Prepared By:

ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089

Management Planner:

Edward Kolodziej
License #AP073070

Developed on: March 31, 2017
# Table of Contents

<table>
<thead>
<tr>
<th>Description</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>- Types and Uses</td>
<td></td>
</tr>
<tr>
<td>- Friable vs. Nonfriable ACBM</td>
<td></td>
</tr>
<tr>
<td>- Asbestos Health Risks</td>
<td></td>
</tr>
<tr>
<td>- AHERA Background</td>
<td></td>
</tr>
<tr>
<td>Management Plan Objectives</td>
<td>2</td>
</tr>
<tr>
<td>LEA and Designated Person’s Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>- LEA’s Responsibility</td>
<td></td>
</tr>
<tr>
<td>- Designated Person Responsibilities</td>
<td></td>
</tr>
<tr>
<td>- Asbestos Management Responsibilities</td>
<td></td>
</tr>
<tr>
<td>- Asbestos Recordkeeping Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Initial Inspection</td>
<td>4</td>
</tr>
<tr>
<td>- Identification of ACBM</td>
<td></td>
</tr>
<tr>
<td>- Physical Assessment</td>
<td></td>
</tr>
<tr>
<td>AHERA Reinspection and Recommended Response Actions</td>
<td>5</td>
</tr>
<tr>
<td>Periodic Surveillance</td>
<td>6</td>
</tr>
<tr>
<td>Annual Notification Letter</td>
<td>7</td>
</tr>
<tr>
<td>Notification to Short-Term Workers and Contractors</td>
<td>8</td>
</tr>
<tr>
<td>Education and Training</td>
<td>9</td>
</tr>
<tr>
<td>- Custodians and Maintenance Personnel</td>
<td></td>
</tr>
<tr>
<td>- Construction and Repair Contractors</td>
<td></td>
</tr>
<tr>
<td>Maintenance and Custodial Work Activities</td>
<td>10</td>
</tr>
<tr>
<td>- Introduction</td>
<td></td>
</tr>
<tr>
<td>- Custodial Activities</td>
<td></td>
</tr>
<tr>
<td>- Stripping of Asbestos-containing Floor Tiles</td>
<td></td>
</tr>
<tr>
<td>- Burnishing and Dry Buffing of Asbestos-Containing Floor Tile</td>
<td></td>
</tr>
<tr>
<td>- Accessing Areas above non-asbestos ceiling tiles which contain asbestos pipe insulation</td>
<td></td>
</tr>
<tr>
<td>- Removal of carpeting covering asbestos-containing floor tile</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents (continued)

<table>
<thead>
<tr>
<th>Description</th>
<th>Section Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos Emergency Response Actions</td>
<td>11</td>
</tr>
<tr>
<td>➢ General</td>
<td></td>
</tr>
<tr>
<td>➢ Minor Fiber Release Episode (&lt;3 SF or 3 LF)</td>
<td></td>
</tr>
<tr>
<td>➢ Major Fiber Release Episode (&gt;3 SF or 3 LF)</td>
<td></td>
</tr>
<tr>
<td>➢ Emergency Call-In Numbers</td>
<td></td>
</tr>
<tr>
<td>▪ School Contacts</td>
<td></td>
</tr>
<tr>
<td>▪ Abatement Contractor</td>
<td></td>
</tr>
<tr>
<td>▪ Environmental Consultant</td>
<td></td>
</tr>
<tr>
<td>Appendix A</td>
<td></td>
</tr>
<tr>
<td>Designated Person Statement</td>
<td></td>
</tr>
<tr>
<td>Appendix B</td>
<td></td>
</tr>
<tr>
<td>Custodial Training Records</td>
<td></td>
</tr>
<tr>
<td>Appendix C</td>
<td></td>
</tr>
<tr>
<td>Abatement Action Form</td>
<td></td>
</tr>
<tr>
<td>Appendix D</td>
<td></td>
</tr>
<tr>
<td>Licenses and Training Certification</td>
<td></td>
</tr>
<tr>
<td>Appendix E</td>
<td></td>
</tr>
<tr>
<td>Asbestos Bulk Sample Reports</td>
<td></td>
</tr>
</tbody>
</table>
1.0 INTRODUCTION

1.01. TYPES AND USES OF ASPEROS

Asbestos is a naturally occurring fibrous mineral. It differs from other minerals in its crystal development. The crystal formation of asbestos is in the form of long thin fibers. Three of the most common types are chrysotile, amosite, and crocidolite. The three least common types of asbestos are tremolite, actinolite and anthophyllite. Unlike most minerals, asbestos breaks up into fine, light fibers invisible to the naked eye.

Asbestos became a popular commercial product to manufacturers and builders in the early 1900's to the 1970's. Asbestos is durable, fire retardant, resists corrosion, and insulates well. It is estimated that 3,000 different types of commercial products contain some amount of asbestos. The use of asbestos ranges from paper products and brake linings to floor tiles and insulation. Some uses of asbestos are as follows:

<table>
<thead>
<tr>
<th>Acoustical Plaster</th>
<th>Electrical Panel Partitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asphalt Floor Tile</td>
<td>Breaching Insulation</td>
</tr>
<tr>
<td>Blown-in Insulation</td>
<td>Roofing Felt</td>
</tr>
<tr>
<td>Ceiling Tiles and Lay-in Panels</td>
<td>Chalkboards</td>
</tr>
<tr>
<td>Cement Pipes</td>
<td>Elevator Brake Shoes</td>
</tr>
<tr>
<td>Cement Siding</td>
<td>Boiler Insulation</td>
</tr>
<tr>
<td>Cement Wallboard</td>
<td>HVAC Duct Insulation</td>
</tr>
<tr>
<td>Construction Mastics (floor tile, carpet, ceiling tile, etc.)</td>
<td>Heating and Electrical Ducts</td>
</tr>
<tr>
<td>Decorative Plaster</td>
<td>Electrical Cloth</td>
</tr>
<tr>
<td>Elevator Equipment Panels</td>
<td>Spackling Compounds</td>
</tr>
<tr>
<td>Fire Blankets</td>
<td>Joint Compounds</td>
</tr>
<tr>
<td>Fire Curtains</td>
<td>Vinyl Wall Coverings</td>
</tr>
<tr>
<td>Fireproofing Materials</td>
<td>Base Flashing</td>
</tr>
<tr>
<td>Flooring Backing</td>
<td>Pipe Insulation (corrugated air-cell, block, etc.)</td>
</tr>
<tr>
<td>High Temperature Gaskets</td>
<td>Caulking/Putties</td>
</tr>
<tr>
<td>Laboratory Gloves</td>
<td>Wallboard</td>
</tr>
<tr>
<td>Laboratory Hoods/Table Tops</td>
<td>Adhesives</td>
</tr>
<tr>
<td>Packing Materials (for wall/floor penetrations)</td>
<td>Fire Doors</td>
</tr>
<tr>
<td>Spray-Applied Insulation</td>
<td>Roofing Shingles</td>
</tr>
<tr>
<td>Taping Compounds (thermal)</td>
<td>Thermal Paper Products</td>
</tr>
<tr>
<td>Textured Paints/Coatings</td>
<td>Electric Wiring Insulation</td>
</tr>
<tr>
<td>Vinyl Floor Tile</td>
<td>Ductwork Flexible Fabric Connections</td>
</tr>
</tbody>
</table>
1.02 FRIABLE VS. NONFRIABLE ACBM

Intact and undisturbed asbestos-containing material (ACM) does not pose a health risk. Asbestos becomes a problem when due to damage, disturbance, or deterioration over time, the material releases fibers into the air.

Friable ACBM will release fibers into the air more readily than nonfriable ACBM. Therefore, the AHERA Rule differentiates between friable and nonfriable ACBM. The regulations define friable ACBM as material that may be crumbled, pulverized, or reduced to powder by hand pressure when dry. Friable ACBM also includes previously nonfriable material when it becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure. Undamaged non-friable ACBM should be treated as friable if any action performed on the material will make them friable.

1.03 ASBESTOS HEALTH RISKS

Exposure to asbestos may result in asbestosis (a disease characterized by lung scarring, which reduces the lungs' ability to function), lung cancer, mesothelioma (always-fatal cancer arising in the chest or abdominal cavity), and other diseases. Asbestos-related diseases are often dose-response related (the greater the exposure to airborne fibers, the greater the risk of developing an illness) and have a latency period (typically 15 to 30 years).

Risks associated with low-level, non-occupational exposure (e.g., a building occupant who is not actually disturbing the asbestos) are not well established. The National Institute for Occupational Safety and Health (NIOSH) has determined, however, that there is no established safe level of exposure.

Asbestos pose little risk if it is well maintained. EPA only requires asbestos removal to prevent significant public exposure to airborne asbestos fibers during building demolition or renovation activities.

1.04 AHERA (Asbestos Hazard Emergency Response Act) Background

AHERA was enacted in 1986. The regulation requires LEAs (Local Education Agency) to identify the location of asbestos-containing materials, to develop Management Plans to manage properly these materials, and to take appropriate actions to control the release of asbestos fibers in their buildings. In addition to the original inspection, the regulation requires that LEAs conduct both 6-month periodic and 3-year annual re-inspections to reassess the condition of the asbestos-containing materials. Other requirements include providing asbestos awareness training to school staff, designating and training an individual (the Designated Person) to ensure that the LEA’s AHERA requirements, including an Operations and Maintenance Plan (O&M), are implemented properly for each school.
2.0 MANAGEMENT PLAN OBJECTIVES

A. The principal objective of the asbestos management plan is to protect the health and safety of the building occupants in facilities that have asbestos-containing building materials (ACBM). The management plan provides this protection by establishing procedures and guidelines to:

1. Identify asbestos-containing building materials within the educational facility.
2. Maintain ACBM in good condition
3. Ensure proper cleanup of asbestos fibers if released
4. Prevent release of asbestos fibers
5. Monitor the condition of the identified ACBM
6. Inform parents, guardians, staff, vendors and contractors of the locations of ACBM
7. Ensure properly trained and licensed personnel conduct asbestos related activities utilizing proper procedures
8. Document and retain records of all asbestos related activities
9. Comply with government regulations concerning asbestos
3.0 LEA (Local Education Agency) and Designated Person’s Responsibilities

3.01 LEA’S RESPONSIBILITY

Broadly stated, AHERA requires that each Local Education Agency (LEA) perform inspections to identify asbestos-containing materials in each of the public and private elementary and secondary schools under its authority; develop, implement and update asbestos management plans; take appropriate response actions; safely maintain asbestos-containing building materials (ACBM); and comply with AHERA’s recordkeeping requirements.

The LEA’s responsibility under the AHERA regulations is as follows:

1) Appoint a "designated person" to ensure proper implementation of the AHERA requirements.

2) Ensure that the designated person receives adequate training to perform duties assigned.

AHERA requires that the Designated Person be adequately trained to carry out his or her responsibilities. Due to the differing needs of school districts based on the size of the district and the amount and condition of the ACBM, AHERA does not list a specific training course or specific number of hours of training for the Designated Person. Further, AHERA does not require the Designated Person to be accredited. Specifically, the regulations note the training must include the following topics:

- health effects of asbestos;
- detection, identification and assessment of asbestos-containing building materials (ACBM);
- options for controlling asbestos-containing building materials; and
- asbestos management programs.
- relevant Federal and State regulations concerning asbestos, including AHERA and its implementing regulations and the regulations of the Occupational Safety and Health Administration, the U.S. Department of Transportation, and the U.S. Environmental Protection Agency

The LEA is overall responsible for assigning and training the designated person and ensuring the duties and responsibility of the designated person are performed.
3.02 DESIGNATED PERSON’S RESPONSIBILITIES

The AHERA Designated Person Information (Name, address, telephone number, and training documentation) is located in Appendix A.

ASBESTOS MANAGEMENT RESPONSIBILITIES

EPA requires public school districts and private non-profit schools to appoint an asbestos management coordinator, called the "AHERA Designated Person." This person is responsible for a number of asbestos-related activities, including the implementation of the plan for managing asbestos-containing building materials (ACBM) in the school buildings and compliance with the federal asbestos regulations.

The Designated Person’s Duties and Responsibilities for managing the ACBM in the school are as follows:

- Ensure that the activities of any persons who perform inspections, reinspections, and periodic surveillance, develop and update management plans, develop and implement response actions, and conduct operations and maintenance activities are in compliance with all of the AHERA requirements.

- Ensure that all custodial and maintenance workers are properly trained.

- Ensure that workers and building occupants or their legal guardians are notified at least annually about activities relating to ACBM.

- Ensure that short-term workers who may come in contact with asbestos in a school are provided the locations of ACBM and suspected ACBM assumed to be ACBM.

- Ensure that warning labels are properly posted.

- Ensure that management plans are available for inspection.

- Consider whether any conflict of interest may arise among personnel undertaking activities related to the ACBM in a school or schools.

ASBESTOS RECORDKEEPING RESPONSIBILITIES

As an asbestos program manager, the Designated Person must see to it that the following records are kept in the management plan:

- General information, such as the list of the names and addresses of all school buildings, whether the school building contains ACBM or suspected ACBM

- AHERA Designated Person information

- Inspection and reinspection reports, including assessments and recommendations and sampling results
• Description of the operations and maintenance program, including documentation on operations and maintenance activities

• Response action, fiber release episode and preventive measure documentation, including air clearance sampling, accreditation certificates of persons designing and conducting the activities, etc.

• Updated information on the locations of ACBM

• Information on future activities, such as a plan for reinspections, operations and maintenance (O&M) activities, periodic surveillance inspections, etc.

• Copies and information on required notifications

• Six-month periodic surveillance reports

• Documentation on the training for maintenance and custodial staff
4.0 INITIAL INSPECTION

A. An AHERA inspection must be conducted by an accredited and state licensed asbestos inspector or management planner. This involves visually inspecting buildings for friable and nonfriable ACBM, sampling such materials unless they are assumed to be ACBM, and having samples analyzed in accordance with AHERA regulations. Once the inspection is complete the inspector must submit the results to the LEA in an inspection report. There are two elements to an AHERA inspection: identification and physical assessment.

4.01 IDENTIFICATION OF ACBM

A. The initial inspection to identify all the ACBM in a building begins with locating and listing all "homogeneous areas" of material that are suspected to contain asbestos. A "homogeneous area" is an area of surfacing material, thermal system insulation, or miscellaneous material that is uniform in color and texture. Suspected ACBM in a homogeneous area or functional space must then be treated as ACBM unless samples are taken and the sample analyses show the material to be non-asbestos.

B. All material suspected to be ACBM must be assumed to be ACBM unless the homogeneous area is sampled, and the analysis of the samples shows them to be non-asbestos. Adequate number of samples must be taken or the area will be considered to be ACBM regardless of the results of the analyses.

C. The results of an AHERA inspection and the assessment must be documented in an inspection report. This report will be used by the management planner to make written recommendations on appropriate response actions.

4.02 PHYSICAL ASSESSMENT OF ACBM

A. Once the inspector has identified all of the ACBM in a building, he or she must perform a physical assessment of all TSI and friable material. Under § 763.88 of the AHERA Rule, the physical assessment of ACBM involves classifying the material into one of the following seven Physical Assessment Categories:

1. Damaged or significantly damaged thermal system insulation (TSI) ACBM
2. Damaged friable surfacing ACBM
3. Significantly damaged friable surfacing ACBM
4. Damaged or significantly damaged friable miscellaneous ACBM
5. ACBM with potential for damage
6. ACBM with potential for significant damage
7. Any remaining friable ACBM or friable suspected ACBM
The physical assessment may include the following considerations:

- Location and amount of the material
- Condition of the material, specifying:
  - Type of damage or significant damage
  - Severity of damage
  - Extent or spread of damage
- Whether the material is accessible
- Material's potential for disturbance
- Known or suspected causes of damage or significant damage
- Preventive measures that might eliminate the reasonable likelihood of undamaged ACBM from becoming significantly damaged
INITIAL INSPECTION REPORT
Prepared For:

Westfield Public Schools
94 N Elm St Suite 101
Westfield, MA 01085
Attn: Mr. Richard Jablonski

AHERA ASBESTOS INSPECTION FOR

City Hall Offices
59 Court Street

Prepared By:

ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089

ATC Project Number: 183BS00584

February 29, 2016
TABLE OF CONTENTS

1.0 Site Inspection ............................................................................................................................................. 1

2.0 Site Description ............................................................................................................................................... 2
  2.1 Survey Limitations ...................................................................................................................................... 2

3.0 Asbestos Inspection ........................................................................................................................................ 2
  3.1 Asbestos Protocol ....................................................................................................................................... 2
  3.2 Sampling Methodology ............................................................................................................................... 3
  3.3 Sample Collection ...................................................................................................................................... 3
  3.4 Sample Analysis (PLM) .............................................................................................................................. 3

4.0 Findings .......................................................................................................................................................... 4

5.0 Conclusions .................................................................................................................................................... 5

ATTACHMENTS

A ........................................................................................................ SUMMARY OF ASBESTOS-CONTAINING MATERIALS
B ................................................................................................. ACM INSPECTION/RECOMMENDED RESPONSE ACTION TABLE
C ................................................................................................ RECOMMENDED RESPONSE ACTION COST ESTIMATES
D ................................................................................................ SUMMARY OF NON-ASBESTOS MATERIALS
E ................................................................................................ LABORATORY REPORTS/CHAIN OF CUSTODY (PLM)
F ............................................................................................. INSPECTOR/MANAGEMENT PLANNER LICENSE AND CERTIFICATES
### LIST OF ACRONYMS AND ABBREVIATIONS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACBM</td>
<td>Asbestos-Containing Building Material</td>
</tr>
<tr>
<td>ACM</td>
<td>Asbestos-Containing Material</td>
</tr>
<tr>
<td>AHERA</td>
<td>Asbestos-Hazard Emergency Response Act</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>DPH</td>
<td>Department of Public Health</td>
</tr>
<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
</tr>
<tr>
<td>LBP</td>
<td>Lead Based Paint</td>
</tr>
<tr>
<td>NESHAP</td>
<td>National Emission Standards for Hazardous Air Pollutants</td>
</tr>
<tr>
<td>NOB</td>
<td>Non-Friable Organically Bound</td>
</tr>
<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
</tr>
<tr>
<td>PACM</td>
<td>Presumed Asbestos-Containing Material</td>
</tr>
<tr>
<td>PCB</td>
<td>Poly Chlorinated Bi-phenyl</td>
</tr>
<tr>
<td>PLM</td>
<td>Polarized Light Microscopy</td>
</tr>
<tr>
<td>RACM</td>
<td>Regulated Asbestos-Containing Building Material</td>
</tr>
<tr>
<td>TEM</td>
<td>Transmission Electron Microscopy</td>
</tr>
<tr>
<td>XRF</td>
<td>X-Ray Fluorescent</td>
</tr>
</tbody>
</table>
1.0 SITE INSPECTION SUMMARY

SITE: City Hall Offices
59 Court Street
Westfield, MA

The enclosed AHERA Asbestos Report was performed and prepared by ATC Group Services LLC. (ATC) The initial survey was conducted on January 19, 2016 by Lee Musante. Response Actions were recommended by a State of MA licensed Asbestos Management Planner. ATC’s visual observations and laboratory reports forms the basis for the conclusions contained in this report.

The following licensed and accredited inspectors performed the Inspection:

[Signature]
Lee Musante
Massachusetts Asbestos Inspector #: AI900509

[Signature]
Edward Kolodziej
Massachusetts Management Planner #AP073070

Report reviewed by:

[Signature]
Michael Matilainen CIH, CSP
Massachusetts Asbestos Designer #AD 071310
2.0 SITE DESCRIPTION

The facility located at 59 Court Street, Westfield, MA is a Multi-level masonry structure. Interior finishes in the school include: Sheetrock & Joint Compound, Ceiling Tiles, Window Glazing and Caulks, Various Floor Tiles.

2.1 SURVEY LIMITATIONS

ATC performed a limited survey to identify accessible suspect asbestos-containing materials in the above-mentioned building, according to AHERA protocols. The Asbestos Inspection included a visual assessment of suspect asbestos-containing materials and subsequent bulk sampling and analysis.

*Note:* The following areas and/or materials within the building were not part of ATC’s scope of work. They were therefore not accessible for inspection by ATC. It is not known whether or not suspect asbestos-containing materials exist in these areas:

- Interior of Walls, Floors and Ceilings
- Above Fixed Ceilings
- Interior of Boilers
- Gaskets/Valve Packings etc.
- Roofs
- Electrical Wiring
- Pipe Tunnels

3.0 ASBESTOS INSPECTION

ATC’s Scope of Work included a limited Asbestos Inspection of the above referenced building. Outlined below is a description of ATC’s testing methodology.

3.1 ASBESTOS PROTOCOL

ATC preformed a limited AHERA survey to identify suspect asbestos-containing materials in the above referenced building. The Asbestos Inspection included a visual assessment of accessible suspect asbestos-containing materials and subsequent bulk sampling and analysis.
3.2 SAMPLING METHODOLOGY

EPA and OSHA define ACBM as any material containing greater than one percent (>1%) asbestos. THE ACBM inspection and bulk sampling was performed in accordance with the methods outlined in the U.S. EPA guidance document titled, Guidance for Controlling Asbestos-Containing Materials in Buildings (Document No. 560/5-85/024). In addition, bulk sampling of asbestos was performed in accordance with 40 CFR Part 763., Asbestos Hazard Emergency Response Act (AHERA) requirements for number of samples and types of ACBM to be sampled. According to these requirements, materials are classified as either surfacing (e.g., ceiling plaster, wall plaster, spray-applied fireproofing), thermal system insulation (e.g., pipe insulation, pipe fitting insulation, boiler insulation), or miscellaneous materials (e.g., floor tile, ceiling tile, wallboard). The number of samples collected from each material varies based on the classification of the material and increases as the potential for a non-uniform mixture of asbestos in the material increases.

3.3 SAMPLE COLLECTION

Samples collected for asbestos analysis were obtained by qualified and certified (Certified State of Massachusetts Site Inspector) personnel utilizing proper safety measures such as wetting the material prior to sampling, cleaning up the area by wet wiping any resulting residual debris, and wearing proper protective equipment, as needed. In order to be certain of sampling the entire thickness of a material, coring tools and knives were utilized to penetrate all layers of a material. All collected samples were then placed in appropriately labeled airtight containers for shipment to the laboratory for analysis.

3.4 SAMPLE ANALYSIS (PLM)

Bulk samples were analyzed for asbestos content using Polarized Light Microscopy (PLM) with Dispersion Staining (EPA Method 600/R-93/116 Interim Method for the Determination of Asbestos in Bulk Building Materials). To qualify as asbestos-containing, the material must be determined to contain greater than or equal to one percent (≥1%) from a homogeneous material area set of samples.

Consequently, according to the EPA/AHERA and State of Massachusetts Department of Environmental Protection (MassDEP) criteria, all bulk samples from a homogeneous area
must be found to contain less than one percent (<1%) asbestos in order to be classified as non-asbestos-containing. Please note MassDEP also regulates the transport and disposal of asbestos that contains any amount of asbestos, including materials less than 1%.

4.0 FINDINGS

Asbestos-containing materials were detected in various material applications sampled in selected areas of the above mentioned building. There were other materials assumed to contain asbestos. Please refer to the laboratory results and chain of custody for specific sample locations.

Summary of Asbestos-Containing Materials: Refer to Attachment A

Asbestos-Containing Materials: Refer to Attachment B

Non-Asbestos Materials: Refer to Attachment C

5.0 CONCLUSIONS

Asbestos-containing materials were assumed and identified in several applications at the 59 Court Street Facility. The following response actions are required to be implemented as part of any renovation/demolition project:

A. In accordance with EPA’s National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations, all materials found to be asbestos-containing in the building will be required to be abated prior to renovation/demolition activities. In addition, all asbestos abatement work is required to be performed by a Massachusetts state licensed Asbestos Abatement Contractor in accordance with local, state and federal regulations.

B. Any suspect asbestos-containing material discovered during the course of renovation/demolition which is not included in this report shall be assumed to be asbestos-containing until further bulk sampling and analysis is performed.

C. The Massachusetts Department of Environmental Protection (DEP), as well as the U.S. Environmental Protection Agency (EPA) currently recognize Polarized Light Microscopy (PLM) analysis as an acceptable analytical method for determining the Asbestos content in non-friable, organically bound (NOB) materials.
However, comparative studies between PLM analysis and Transmission Electron Microscopy (TEM) analysis have shown that PLM analysis may yield false negative analytical results for NOB’s such as floor tiles.

ATC Group Services LLC recommends that, prior to Renovation/Demolition activities, one sample from each homogeneous area of floor tiles and other non-friable organically bound (NOB) materials that originally tested negative by PLM undergo confirmatory analysis by TEM, utilizing ELAP-198.4 TEM Method for Identifying and Quantifying Asbestos in NOB bulk samples.

D. For materials which contain less than 1 percent asbestos several OSHA requirements still apply. These include requirements regarding:

1.) the use of wet methods
2.) prompt clean-up and disposal of waste and debris contaminated with asbestos in leak tight containers
3.) and record keeping requirements associated with negative exposure assessment

These requirements apply as long as neither asbestos permissible exposure limit (PEL) is exceeded or might be exceeded.

Please note MassDEP also regulates the transport and disposal of asbestos that contains any amount of asbestos, including materials less than 1%.

E. The survey report is to be incorporated into the school’s asbestos management plan which includes but not limited to the following:

- Periodic Surveillances
- 3-Year Reinspections
- Notification
- Training
- Custodial & Maintenance Work Practices
- Prohibited Activities
- Recordkeeping Requirements

F. Implement recommended response actions identified in Attachment B.
Attachment A

Summary of Asbestos-Containing Materials
### Summary Asbestos-Containing Materials

**Westfield Public Schools**  
**City Hall Offices**

<table>
<thead>
<tr>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles*</td>
</tr>
<tr>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles Mastic*</td>
</tr>
<tr>
<td>Stair Tread Adhesive*</td>
</tr>
<tr>
<td>Wainscoting Wall Adhesive*</td>
</tr>
</tbody>
</table>

*Assumed Positive for Asbestos

▶ See Section 2.1 Survey Limitations
Attachment B

Asbestos-Containing Materials

Inspection / Recommended Response Action Table
## INSPECTION FINDINGS FOR ACBM

<table>
<thead>
<tr>
<th>Location Description</th>
<th>Material Description/ EPA Category</th>
<th>Quantity</th>
<th>Friability/ Results</th>
<th>Assessment Category (1-8)</th>
<th>Justification of assessment category</th>
<th>Initial Cleaning (Wet Methods and/or HEPA Vacuum)</th>
<th>Preventive measures, response actions, and initial/additional cleanings</th>
<th>Schedule Begin</th>
<th>Schedule End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Level Hallways</td>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles</td>
<td>350 SF</td>
<td>Non-Friable Assumed</td>
<td>5</td>
<td>Intact</td>
<td>Yes ☐ No ☒</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
<td>1\2016</td>
<td>1\2019</td>
</tr>
<tr>
<td>Basement Level Hallways</td>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles Mastic</td>
<td>350 SF</td>
<td>Non-Friable Assumed</td>
<td>5</td>
<td>Intact</td>
<td>Yes ☐ No ☒</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
<td>1\2016</td>
<td>1\2019</td>
</tr>
<tr>
<td>Stairs Between 1st Floor and Basement</td>
<td>Stair Tread Adhesive</td>
<td>192 SF</td>
<td>Non-Friable Assumed</td>
<td>5</td>
<td>Intact</td>
<td>Yes ☐ No ☒</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
<td>1\2016</td>
<td>1\2019</td>
</tr>
<tr>
<td>Throughout All Offices and Hallways (Areas A - H)</td>
<td>Wainscoting Wall Adhesive</td>
<td>1800 SF</td>
<td>Non-Friable Assumed</td>
<td>5</td>
<td>Intact</td>
<td>Yes ☐ No ☒</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
<td>1\2016</td>
<td>1\2019</td>
</tr>
</tbody>
</table>

**AHERA assessment category:** 1=Damaged or significantly damaged TSI ACBM, 2=Damaged friable surfacing ACBM, 3=Significantly damaged friable surfacing ACBM, 4=Damaged or significantly damaged friable miscellaneous ACBM, 5=ACBM with potential for damage, 6=ACBM with potential for significant damage, 7= any remaining friable ACBM or friable suspected ACBM, 8=Damaged Non-Friable ACM
Attachment C

Recommended Response Action Cost Estimates
<table>
<thead>
<tr>
<th>Recommended Response Action Cost Estimate Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westfield Public Schools</td>
</tr>
<tr>
<td>City Hall Offices</td>
</tr>
</tbody>
</table>

1. Removal                                      
   Not Applicable

2. Repair                                      
   Not Applicable

3. Enclosure                                   
   Not Applicable

4. Encapsulation                               
   Not Applicable

5. Operations & Maintenance                    
   $1,500.00
Attachment D

Non-Asbestos Containing Materials
<table>
<thead>
<tr>
<th>Non-Asbestos Containing Materials Table</th>
<th>Westfield Public Schools</th>
<th>City Hall Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>12&quot; x 12&quot; White Vinyl Floor Tile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12&quot; x 12&quot; White Vinyl Floor Tile Mastic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 2' Suspended White Ceiling Tiles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Floor Seam Filler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet Adhesive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joint Compound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plaster</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheetrock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skim on Plaster</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment E

Laboratory Reports/Chain-of-Custody (PLM)
### Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

<table>
<thead>
<tr>
<th>Sample</th>
<th>Description</th>
<th>Appearance</th>
<th>Non-Asbestos</th>
<th>Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 01-A</td>
<td>D END OF WALL C OFFICE MAIN RM - WALL PLASTER</td>
<td>Gray</td>
<td>3% Hair</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 02-A</td>
<td>D END OF WALL C OFFICE MAIN RM - SKIM COAT ON PLASTER</td>
<td>White</td>
<td>66% Gypsum</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 01-B</td>
<td>WALL B OFFICES MAIN ROOM - WALL PLASTER</td>
<td>Brown</td>
<td>45% Quartz</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 02-B</td>
<td>WALL B OFFICES MAIN ROOM - SKIM COAT ON PLASTER</td>
<td>White</td>
<td>60% Ca Carbonate</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 03-A</td>
<td>EXTERIOR WALL ROOM &quot;B&quot; (WALL 1) - SHEETROCK</td>
<td>Gray</td>
<td>5% Cellulose</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 04-A</td>
<td>EXTERIOR WALL ROOM &quot;B&quot; (WALL 1) - JOINT COMPOUND</td>
<td>White</td>
<td>15% Cellulose</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 03-B</td>
<td>1ST FLOOR HALLWAY (SEE DIAGRAM) - SHEETROCK</td>
<td>Gray</td>
<td>5% Cellulose</td>
<td>None Detected</td>
</tr>
</tbody>
</table>

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NiST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted. Estimated accuracy, precision and uncertainty data available upon request. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Reporting limit is 1%.

Samples analyzed by EMSL Analytical, Inc. New York, NY AIHA-LAP, LLC--IHLAP Accredited #102581, NVLAP Lab Code 101048-9, NYS ELAP 11506, NJ NY022, CT PH-0170, MA AA000170

<table>
<thead>
<tr>
<th>Sample</th>
<th>Description</th>
<th>Appearance</th>
<th>Non-Fibrous</th>
<th>Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 04-B</td>
<td>1ST FLOOR HALLWAY (SEE DIAGRAM) - JOINT COMPOUND</td>
<td>White Non-Fibrous Homogeneous</td>
<td>75% Ca Carbonate 25% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 03-C</td>
<td>FOOD SERVICE MAIN ROOM (SEE DIAGRAM) - SHEETROCK</td>
<td>Tan Non-Fibrous Homogeneous</td>
<td>50% Gypsum 47% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 04-C</td>
<td>FOOD SERVICE MAIN ROOM (SEE DIAGRAM) - JOINT COMPOUND</td>
<td>White Non-Fibrous Homogeneous</td>
<td>65% Ca Carbonate 35% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 05-A</td>
<td>CORNER CD MAIN ROOM OFFICES - 2' X 2' WHITE SUSPENDED CEILING TILE</td>
<td>Gray Fibrous Homogeneous</td>
<td>45% Cellulose 35% Min. Wool 20% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 05-B</td>
<td>COMMON 1ST FLOOR HALLWAY - 2' X 2' WHITE SUSPENDED CEILING TILE</td>
<td>Gray Fibrous Homogeneous</td>
<td>45% Cellulose 35% Min. Wool 20% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 05-C</td>
<td>FOOD SERVICE MAIN ROOM - X 2' WHITE SUSPENDED CEILING TILE</td>
<td>Gray Non-Fibrous Homogeneous</td>
<td>40% Min. Wool 35% Cellulose 20% Perlite 5% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
</tbody>
</table>
## Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

<table>
<thead>
<tr>
<th>Sample</th>
<th>Description</th>
<th>Appearance</th>
<th>% Fibrous</th>
<th>% Non-Fibrous</th>
<th>Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 06-A</td>
<td>WALL D MAIN ROOM OFFICES - CARPET ADHESIVE</td>
<td>Tan</td>
<td>100%</td>
<td>0%</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 06-B</td>
<td>BEHIND DOOR FOOD SERVICE MAIN ROOM - CARPET ADHESIVE</td>
<td>Gray</td>
<td>8% (Cellulose)</td>
<td>92% (Matrix)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 07-A</td>
<td>TOP OF FLOOR TILE FOOD SERVICE SIDE ROOM - CARPET ADHESIVE</td>
<td>Clear</td>
<td>100%</td>
<td>0%</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 08-A</td>
<td>BELOW CARPET FOOD SERVICE SIDE RM - 12” X 12” FLOOR TILE (WHITE)</td>
<td>Tan/White</td>
<td>35% Ca Carbonate</td>
<td>65% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 09-A</td>
<td>BELOW 12” X 12” FLOOR TILE SIDE RM - 12” X 12” FLOOR TILE MASTIC</td>
<td>White</td>
<td>22% Ca Carbonate</td>
<td>78% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 07-B</td>
<td>TOP OF FLOOR TILE FOOD SERVICE SIDE ROOM - CARPET ADHESIVE</td>
<td>Clear</td>
<td>4% (Cellulose)</td>
<td>96% (Matrix)</td>
<td>None Detected</td>
</tr>
<tr>
<td>CH 08-B</td>
<td>BELOW CARPET FOOD SERVICE SIDE ROOM - 12” X 12” FLOOR TILE (WHITE)</td>
<td>Tan</td>
<td>60% Ca Carbonate</td>
<td>40% Matrix</td>
<td>None Detected</td>
</tr>
</tbody>
</table>

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted. Estimated accuracy, precision and uncertainty data available upon request. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Reporting limit is 1%.

Samples analyzed by EMSL Analytical, Inc. New York, NY AIHA-LAP, LLC--IHLAP Accredited #102581, NVLAP Lab Code 101048-9, NYS ELAP 11506, NJ NY022, CT PH-0170, MA AA000170

Initial report from 01/22/2016 10:23:30
# Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy

<table>
<thead>
<tr>
<th>Sample</th>
<th>Description</th>
<th>Appearance</th>
<th>Non-Asbestos</th>
<th>Asbestos</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CH 09-B</td>
<td>Yellow</td>
<td>95% Fibrous</td>
<td>5% Matrix</td>
</tr>
<tr>
<td>031601618-0021</td>
<td>BELOW 12&quot; X 12&quot; FLOOR TILE SIDE ROOM - 12&quot; X 12&quot; FLOOR TILE MASTIC</td>
<td>Non-Fibrous Homogeneous</td>
<td>5% Non-fibrous (other)</td>
<td>None Detected</td>
</tr>
<tr>
<td></td>
<td>CH 10-A</td>
<td>Brown/Black</td>
<td>15% Cellulose</td>
<td>55% Matrix</td>
</tr>
<tr>
<td>031601618-0022</td>
<td>EAST END 1ST FLOOR HALL - BLACK FLOOR FILLER</td>
<td>Non-Fibrous Homogeneous</td>
<td>5% Glass</td>
<td>25% Non-fibrous (other)</td>
</tr>
<tr>
<td></td>
<td>CH 10-B</td>
<td>Black</td>
<td>15% Cellulose</td>
<td>20% Ca Carbonate</td>
</tr>
<tr>
<td>031601618-0023</td>
<td>WEST END 1ST FLOOR HALL - BLACK FLOOR FILLER</td>
<td>Non-Fibrous Homogeneous</td>
<td>65% Matrix</td>
<td>0% Non-fibrous (other)</td>
</tr>
</tbody>
</table>

EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. This report must not be used by the client to claim product certification, approval, or endorsement by NVLAP, NIST or any agency of the federal government. Non-friable organically bound materials present a problem matrix and therefore EMSL recommends gravimetric reduction prior to analysis. Samples received in good condition unless otherwise noted. Estimated accuracy, precision and uncertainty data available upon request. Unless requested by the client, building materials manufactured with multiple layers (i.e. linoleum, wallboard, etc.) are reported as a single sample. Reporting limit is 1%. Samples analyzed by EMSL Analytical, Inc. New York, NY AIHA-LAP, LLC--IHLAP Accredited #102581, NVLAP Lab Code 101048-9, NYS ELAP 11506, NJ NY022, CT PH-0170, MA AA000170

Initial report from 01/22/2016 10:23:30
The samples in this report were submitted to EMSL for analysis by Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 Method using Polarized Light Microscopy. The reference number for these samples is the EMSL Order ID above. Please use this reference number when calling about these samples.

Report Comments:

Sample Receipt Date: 1/20/2016  
Sample Receipt Time: 9:39 AM

Analysis Completed Date: 1/22/2016  
Analysis Completed Time: 9:37 AM

Analyst(s):

Emily Myint  PLM (10)

Kamel Alawawda  PLM (13)

Samples reviewed and approved by:

James Hall, Laboratory Manager  
or other approved signatory
Attachment F

Licenses and Certifications
CERTIFICATE OF ACHIEVEMENT

This certifies that

Lee Musante

has successfully completed the
Asbestos Site Inspector Refresher Training
40 CFR Part 763

Asbestos Accreditation Under TSCA Title II

Principal Instructor: Marcus Sessa

December 18, 2015
Examination Date

ATC Group Services LLC
73 William Frank Drive
West Springfield, MA 01089
(413) 781-0070

Examination Date
December 18, 2015
Certificate Number
SLAB 8316

Regional Training Manager: Gregory Nekroskie

The course

Certificate:

Examination Date
Examination Date
January 21, 2017

Certificate Number
SAP-3339

Date of Course
January 21, 2016

Principal Instructor: Brian Scott

Conducted by

AF Group Services, LLC

40 CFR Part 763
Asbestos Accreditation Under TSAC Title II
Asbestos Site Inspector Refresher Training

Edward Kolodziej

This certifies that

CERTIFICATE OF ACHIEVEMENT
Edward Kolodziej

This certifies that Edward Kolodziej has successfully completed the
Asbestos Management Planner Refresher Training conducted
by
ATC Group Services, LLC

West Springfield, MA 01089
73 William Franks Drive

40 CFR Part 763
Asbestos Accreditation Under TSCA Title II

Certificate of Achievement

Examination Date: January 21, 2016
Certificate Number: NPAAR-2798

Examination Date: January 21, 2016

Principal Instructor: Roman Zaring

(413) 781-0070

Edward Kolodziej

CERTIFICATE OF ACHIEVEMENT
5.0 AHERA REINSPECTION AND RECOMMENDED RESPONSE ACTIONS

A. At least once every three (3) years after the management plan is in effect the LEA will conduct a reinspection of all friable and non-friable known or assumed ACBM in each school building.

B. Reinspection will be made by an accredited and licensed inspector and for each area of a school building the inspector will:

1) Visually reinspect and reassess the condition of all friable known or assumed ACBM.
2) Visually inspect material that was previously considered nonfriable and touch the material to determine whether it has become friable since the last inspection or reinspection.
3) Identify any homogeneous areas in which material has become friable since the last inspection or reinspection.
4) Bulk samples may be collected and submitted for analysis for any homogeneous area of newly friable material that is already assumed to be ACBM.
5) Perform a physical assessment, in accordance with § 763.88 of the AHERA Rule, of the condition of the newly friable material in areas where samples are collected and of newly friable materials in areas assumed to be ACBM.
6) Reassess the condition of friable known or assumed ACBM previously identified.

C. As part of the three (3) year Reinspection a licensed Asbestos Management Planner will recommended response actions based on the inspectors results.

D. The three year reinspection report will be placed in this section of the management plan.
6.0 PERIODIC SURVEILLANCE

A. At least once every six months after a management plan is in effect, the LEA must conduct periodic surveillance in each building that contains ACBM or is assumed to contain ACBM. The surveillance does not have to be conducted by an accredited person, but it should be conducted either by the LEA designated person (if he or she is trained) or by someone who is appropriately trained on asbestos (such as a maintenance person).

B. Periodic surveillance involves a visual inspection of all areas that are identified in the management plan as ACBM or assumed ACBM. In evaluating each homogeneous area, the person conducting the surveillance must visually inspect all areas identified in the management plan as ACBM or suspected ACBM and record whether there are any changes in the condition of the material (including if there are no changes). The date of the surveillance, the name of the person conducting the surveillance, and any change in condition of the ACBM or assumed ACBM must be documented and included in the management plan within a reasonable amount of time, such as 30 days from the periodic surveillance.

C. Periodic surveillance shall utilize the forms provided in this section and will be maintained in the section of the management plan.
PERIODIC SURVEILLANCE REPORT
### AHERA 6-MONTH PERIODIC SURVEILLANCE

**School System:** Westfield Public Schools  
**Building:** City Hall Offices  
**Date(s) of Inspection:** 1/5/2017  
**Inspected By:** Lee Musante

<table>
<thead>
<tr>
<th>Location(s) of ACBM</th>
<th>Material Description/ EPA Category</th>
<th>Quantity</th>
<th>Friability</th>
<th>Previous Condition</th>
<th>Change in Condition (✓ = Change)</th>
<th>Changed Condition Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement Level Hallways</td>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles</td>
<td>350 SF</td>
<td>Non-Friable Assumed</td>
<td>Intact</td>
<td>Yes ✓</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
</tr>
<tr>
<td>Basement Level Hallways</td>
<td>12’ x 12’ Terrazzo Style Vinyl Floor Tiles Mastic</td>
<td>350 SF</td>
<td>Non-Friable Assumed</td>
<td>Intact</td>
<td>Yes ✓</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
</tr>
<tr>
<td>Stairs Between 1st Floor and Basement</td>
<td>Stair Tread Adhesive</td>
<td>192 SF</td>
<td>Non-Friable Assumed</td>
<td>Intact</td>
<td>Yes ✓</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
</tr>
<tr>
<td>Throughout All Offices and Hallways (Areas A - H)</td>
<td>Wainscoting Wall Adhesive</td>
<td>1800 SF</td>
<td>Non-Friable Assumed</td>
<td>Intact</td>
<td>Yes ✓</td>
<td>Maintain &amp; Follow O&amp;M Procedures</td>
</tr>
</tbody>
</table>

**Inspected By (Signature):**  
**Date:** January 5, 2017
7.0 ANNUAL NOTIFICATION LETTER

A. The Designated Person is responsible for annually informing parents, guardians and employees of the availability of the asbestos management plan. This notification is to be documented and maintained in the AHERA Management Plan.

B. ATC provided a sample of a notification letter from EPA Region 10. This letter or similar is required to be sent out at the beginning of the school year and a dated copy included in this section.
Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, [Name of School District or School] has conducted a reinspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on [Date of Reinspection], all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected [and found to be in good condition].

The law further requires an asbestos management plan to be in place by July 1989. [Name of School District or School] developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: [Name of Buildings]. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: [Name the Buildings]. During the next year, we plan to conduct the following asbestos related activities at the following school buildings [describe the activities and name the buildings].

It is the intention of [Name of School District or School] to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. [Name of AHERA Designated Person] is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to [him/her] at [telephone number].
8.0 NOTIFICATION TO SHORT-TERM WORKERS AND CONTRACTORS

A. The Designated Person is responsible for notifying short-term workers and contractors who come in contact with asbestos of:
   
a. Locations of identified or suspected ACBM
b. The availability of the AHERA Management Plan

B. The Designated Person will have the short-term worker and contractor notice signed by the company and placed into the AHERA Management Plan.

C. The “Short-Term Worker and Contractor Notice” will be sent out and signed by contract vendors initially and annually depending if the same vendor/contractor shall be performing activities in the school facility for over a year.
ASBESTOS SHORT-TERM WORKER AND CONTRACTOR NOTICE

Project Description: ____________________________________________________________

Prime Contractor/Vendor: _______________________________________________________

______________________________________

______________________________________

______________________________________

(Address)

I have been informed that asbestos-containing materials have been identified at:

City Hall Offices

The AHERA Management Plan has been made available to me to identify the locations of asbestos-containing building materials (ACBM) and suspected ACBM.

I am aware that it is my responsibility to inform my employees and any and all subcontractors and their employees of the presence of asbestos and the availability of the Management Plan.

Any incident involving the disturbance of asbestos-containing material and any questions will be reported to the Designated Person, Richard Jablonski (413-572-6495).

Project Manager (Print): ________________________________

(Prime Contractor/Vendor)

Project Manager (Signature): ________________________________

(Prime Contractor/Vendor)
9.0 EDUCATION AND TRAINING

A. Custodians and Maintenance Personnel

Asbestos awareness training will be conducted for all custodians and maintenance personnel who may conduct tasks where ACBM may be contacted or accidentally disturbed. Other persons who should be provided with the opportunity to participate in awareness training include the facility asbestos coordinator and any of the Facility employees and contractors. The training should include at a minimum the following areas of emphasis:

- Background information on asbestos
- Health effects of asbestos
- Locations of ACM at the Facility
- Recognition of ACM damage and deterioration
- Review of the O&M Program for the Facility
- Proper response to fiber release

Custodial and Maintenance workers shall receive a two- (2) hour asbestos hazard awareness training within sixty (60) days of hire and receive an annual refresher course.

Asbestos Awareness training course records shall be kept in Appendix B of the AHERA Management Plan.

B. Construction and Repair Contractors

If the facility asbestos coordinator determines that construction or repair work will be performed in an area where an ACM is known to exist, the contractor must have the proper level of training. The contractor must have the following training, which is dependent upon asbestos work activity:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Initial Training</th>
<th>Annual Refresher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Custodial Work</td>
<td>Asbestos Awareness</td>
<td>Asbestos Awareness</td>
</tr>
<tr>
<td>Repair &amp; Maintenance</td>
<td>16 HR OSHA – Class III</td>
<td>OSHA – Class III</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refresher Course</td>
</tr>
<tr>
<td>Asbestos Abatement</td>
<td>40 Hr EPA Supervisor Course</td>
<td>8 Hr Supervisor</td>
</tr>
<tr>
<td></td>
<td>32 Hr EPA Worker Course</td>
<td>8 Hr Worker</td>
</tr>
<tr>
<td></td>
<td><em>Supervisor requires to be on-site during project and both must be licensed by the state.</em></td>
<td></td>
</tr>
<tr>
<td>Project Monitor</td>
<td>40 Hr Project Monitor Course</td>
<td>8 Hr Project Monitor</td>
</tr>
<tr>
<td>Asbestos Site Inspector</td>
<td>24 Hr Site Inspector</td>
<td>4 Hr Inspector</td>
</tr>
<tr>
<td>Asbestos Management Planner</td>
<td>16 Hr Management Planner</td>
<td>8 Hr MP Ref</td>
</tr>
<tr>
<td></td>
<td><em>MP must be an accredited site inspector prior to taken the course</em></td>
<td></td>
</tr>
<tr>
<td>Asbestos Designer</td>
<td>24 Hr Project Designer</td>
<td>8 Hr Design Ref.</td>
</tr>
</tbody>
</table>
The Designated Person shall verify the credentials and training records of any construction and repair contractor performing work at this facility. The training records shall be included with the asbestos abatement documentation.
10.0 MAINTENANCE AND CUSTODIAL WORK ACTIVITIES

10.01 INTRODUCTION

A. Policy is not to have in-house employees and service contractors conduct activities that will disturb materials containing asbestos. However, there are housekeeping and maintenance activities during which maintenance and custodial staff may come into contact with ACBM. These work activities are to be carried out according to procedures described in this Asbestos O&M Program. The activities are as follows:

1. Stripping of Asbestos-Containing Floor Tile
2. Burnishing and Dry Buffing of Asbestos-Containing Floor Tile

10.02 CUSTODIAL ACTIVITIES

A. Stripping of Asbestos-Containing Floor Tile

1. Sanding of asbestos or presumed asbestos-containing floor tile is prohibited
2. Floor is to be kept adequately wet during the stripping operation
3. After stripping and before application of the new wax, the floor should be thoroughly cleaned, while wet
4. Machines cannot run at speeds greater than 300 rpm during stripping operations
5. Machine must be equipped with low abrasion pads

B. Burnishing and Dry Buffing of Asbestos-Containing Floor Tile

1. Sanding of asbestos or presumed asbestos-containing floor tile is prohibited
2. Activity can only be performed if there is a sufficient wax finish so that the pad cannot contact the asbestos-containing material

1. Carpeting shall be removed carefully so as not to detach asbestos floor tile
2. Carpeting shall be removed slowly and if asbestos floor tiles are to become detached then the Designated Person will be notified and the activity performed as an asbestos abatement project.
3. The carpeting shall be disposed of as construction debris if no asbestos floor tiles become detached during the removal of the carpeting
4. The asbestos floor tile shall then be wet cleaned
11.0 ASBESTOS EMERGENCY RESPONSE ACTIONS

The following procedures will be followed when asbestos is accidentally disturbed or unexpectedly encountered during routine maintenance, renovation or demolition work.

11.01 GENERAL

A. Work will stop and the affected area immediately isolated with the required asbestos OSHA warning signs barrier tape.

B. The responsible area Maintenance Supervisor or other person designated for this purpose will be immediately notified.

The Asbestos Coordinator or the designated asbestos consultant will be notified immediately. The Designated Person will determine if air samples are needed to document air quality conditions. The HVAC system will be modified where possible when and where necessary.

11.02 MINOR FIBER RELEASE EPISODE (< 3 SQUARE OR LINEAR FEET OF ACM)

A. If the Designated Person recognizes only a minor problem, corrective measures will be performed under the Designated Person’s directions to allow for safe resumption of work. Modification of the HVAC system may be required.

B. Many actions are available if a temporary disturbance has created minor debris. HEPA vacuuming and wet cleaning are necessary cleanup procedures. The Designated Person will make the O&M program required arrangements for the asbestos contractor to carry out these actions.

C. If an unexpected asbestos containing material is discovered during renovation:

1. Avoidance can be practiced where work flow is modified to avoid any contact or disturbance of the material.
2. Enclosure, encapsulation or repair are always options to control a minor amount of asbestos containing material.
3. Documentation of all actions is necessary.

11.03 MAJOR FIBER RELEASE EPISODE (> THAN 3 SQUARE OR LINEAR FEET OF ACM)

A. If the Designated Person feels a significant problem (i.e. asbestos debris on floor, potential fiber release in the air) has been created by the disturbed asbestos, all personnel will leave the area, the HVAC system will be modified. The area will then be secured from unauthorized entry and warning signs posted.

B. The Designated Person will review the asbestos survey report for information.
C. Designated Asbestos Consultant will be called in immediately if specification and abatement actions are required. (A response action in a school involving greater than 3 square or 3 linear feet of asbestos requires a design specification)

D. The Designated Person will arrange for actions to restore safe conditions before further work continues.

E. If the Designated Person recognizes that asbestos abatement will be required for any amount of asbestos, the coordinator will confirm that notifications have been made to the State of MA.

F. The Designated Person will document all actions that were taken to correct the situation. The “Abatement Action Form” shall be completed and maintained in Appendix C.

11.04 EMERGENCY CALL-IN NUMBERS

SCHOOL CONTACTS

Designated Person

Mr. Richard Jablonski    (413) 572-6495

ABATEMENT CONTRACTOR

Abide Environmental Contracting
483 Shaker Road
East Longmeadow, MA 01028
Attn: Chris Coopee
(413) 525-0644

ENVIRONMENTAL CONSULTANT

ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
Attn: Michael Matilainen
(413) 781-0070
Appendix A
As the Designated Person for the [Westfield Public Schools],
I assure that the responsibilities assigned to the Local Education Agency ("LEA")
pursuant to the Asbestos Hazard Emergency Response Act ("AHERA") 40 C.F.R. §763.84 have been or will be met.

signature

(name)

32 WEST SILVER ST
(address)

413-572-6495 R.JABLONSKI@SCHOOLS.OF.WESTFIELD.ORG
(telephone number/email address)

The Designated Person has received the following training:

AHERA DESIGNATED PERSON TRAINING COURSE
(title of course)

ATG GROUP SERVICES LLC GREGORY MORSE
(location of course/training provider)

12-17-2015
(date of course)

EIGHT
(number of hours)
CERTIFICATE OF ACHIEVEMENT

This certifies that

Richard Jablonski, Jr.

has successfully completed an

AHERA Designated Person Training Course

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

December 17, 2015

Date of Course

Not Applicable

Expiration Date

Regional Training Director, Gregory Marsch
8DP-0262
Certificate Number
December 17, 2015
Examination Date
DESIGNATED PERSON STATEMENT

I certify that as the person designated per 40 CFR 763.84(g) to ensure that the duties of the LEA as described in Section 3 of the AHERA Management Plan are conducted. As the designated person I received adequate training and understand the duties and recordkeeping requirements to maintain the AHERA Management Plan.

Date:____________________

Designated Person Name: (Print)________________________________________________________

Designated Person Name: (Signature)___________________________________________________

Address:___________________________________________________________________________

___________________________________________________________________________________

Telephone:__________________________________________________________________________

Training Course(s):__________________________________________________________________
APPENDIX B

CUSTODIAL TRAINING RECORDS
CERTIFICATE OF ACHIEVEMENT

This certifies that

Robert Sterling

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
Cardno ATC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Gregory Morsch
November 25, 2015
Date of Course

November 25, 2016
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11368
Certificate Number

November 25, 2015
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Paul Risko

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
Cardno ATC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Gregory Morsch
November 25, 2015
Date of Course

November 25, 2016
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11369
Certificate Number

November 25, 2015
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Rick Jablonski

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
Cardno ATC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Gregory Morsh
Principal Instructor: Gregory Morsh
November 25, 2015
Date of Course
November 25, 2016
Expiration Date

Gregory Morsh
Regional Training Manager: Gregory Morsh
2AH-11407
Certificate Number
November 25, 2015
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Richard Jablonski

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Matatainen
January 15, 2016
Date of Course
January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11491
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

William Bancroft

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Murtalainen
January 15, 2016

Date of Course

January 15, 2017
Expiry Date

Regional Training Manager: Gregory Morsch
2A1H-11483
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Steven Barrows

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducting by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Matilainen
January 15, 2016

Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11456
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Daniel Burns

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilaizen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11487
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Eric Roy

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Marinaitis
January 15, 2016
Date of Course
January 15, 2016
Expiration Date

Regional Training Manager: Gregory Muroch
2AH-11502
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Bryan Sabadosa

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

Principal Instructor: Michael Marnat
January 15, 2016
Date of Course
January 15, 2017
Expiration Date

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Regional Training Manager: Gregory Morsch
2AH-11503
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Joan Lemire Sabadosa

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

Principal Instructor: Michael Matilainen
January 15, 2016
Date of Course
January 15, 2017
Expiration Date

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Regional Training Manager: Gregory Moshch
2AH-11504
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Bob Gray

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(415) 781-0070

Principal Instructor: Michael Marilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsh
2AH-11488
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Michael Hebda

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mantilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Gregory Morsch
Regional Training Manager: Gregory Morsch
2AH-11489
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Nathan Hopson

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Waitila
January 15, 2016
Date of Course

Expiration Date

Gregory Morsch
Regional Training Manager: Gregory Morsch
2AFF-11490
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Nathan Hopson

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattila
January 15, 2016

Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11490
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Richard Jablonski

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Training held for Westfield Public
Schools, Westfield, MA.

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11491
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Susan B. Jensen

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Malukainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11492
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Daniel King

has successfully completed the

2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morich
2AH-11493
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Mark Poulin

has successfully completed the
2- Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

Expiration Date
January 15, 2017

Regional Training Manager: Gregory Morris
2AH-11497
Certificate Number
January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Don LeBlanc

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016

Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Moreau
2AH-11494
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Joseph Osowski

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

created by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michelle Matilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11495
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Carl Polastri

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
2AH-11496
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Mark Poulin

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Malliainen
January 15, 2016

Date of Course

January 15, 2017

Expiration Date

Regional Training Manager: Gregory Morsh
2AH-11497
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Bryan A. Puza

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

Gregory Morch

Regional Training Manager: Gregory Morch
2AH-11498
Certificate Number
January 15, 2016
Examination Date

Expiration Date

January 15, 2017
CERTIFICATE OF ACHIEVEMENT

This certifies that

Michael Reuss

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michigan Mattilaonen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Gregory March
Regional Training Manager: Gregory March
2AH-11499
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Mark Roberts

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

Principal Instructor: Michael Maileinen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Regional Training Manager: Gregory Morsch
2AH-11500
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Daniel F. Rose

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

Expiration Date

January 15, 2017

Regional Training Manager: Gregory Marsh
2A11-11501
Certificate Number

Examination Date

January 15, 2016
CERTIFICATE OF ACHIEVEMENT

This certifies that

Mike Sico

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Gregory Morsch
Regional Training Manager
2AH-11505
Certificate Number
January 15, 2016
Examination Date

Principal Instructor: Michael Mattilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Jeffrey Strycharz

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public
Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Mattila
January 15, 2016
Date of Course

Expiration Date

January 15, 2017

Gregory Morsch
Regional Training Manager: Gregory Morsch
2AH-11506
Certificate Number

January 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Joshua M. Vogel

has successfully completed the
2-Hour Asbestos Hazardous Awareness
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

Training held for Westfield Public Schools, Westfield, MA.

conducted by
ATC Group Services LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Michael Matilainen
January 15, 2016
Date of Course

January 15, 2017
Expiration Date

Regional Training Manager: Gregory Marsch
2AH-11507
Certificate Number

January 15, 2016
Examination Date
APPENDIX C

ABATEMENT ACTION FORM
ABATEMENT ACTION FORM

LEA NAME: ____________________________________________________________

SCHOOL NAME: ______________________________________________________

Use this form to document removal, enclosure, and encapsulation or repair materials greater than 3 Square or Linear Feet of Asbestos Containing Building Materials (ACBM). Provide one- (1) form for every abatement action.

1. Provide or attach detailed written description of abatement action.

   Starting Date: ________________    Completion Date: ________________

2. Name of Abatement Contractor: _______________________________________
   Address: __________________________________________________________
   License #: ______________________

3. Name of Abatement Designer: _________________________________________
   Address: __________________________________________________________
   License#/Agency: __________________________________________________

4. Air Monitoring Laboratory: __________________________________________
   Address: __________________________________________________________
   Accreditation#: ____________________
5. Name of Waste Disposal Site: ____________________________________________
   Address: _____________________________________________________________
   Date: _____________________________

6. Attach Air Monitoring Report which provides the following information:
   
a. Air Monitoring Final Clearance Report (TEM)
b. Location of Samples and Date Collected
c. General Description of Analyzing Method Used
d. Name of Analyst and Signature
e. Result of Analyses
f. Laboratory Accreditation Statement (if applicable)
APPENDIX D

LICENSES & TRAINING CERTIFICATION
CERTIFICATE OF ACHIEVEMENT

This certifies that

Lee Musante

has successfully completed the
4 Hour Asbestos Site Inspector Refresher Training
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

conducted by

ATC Group Services, LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Gregory Morsch
December 15, 2016
Date of Course
December 15, 2017
Expiration Date

Regional Training Manager: Gregory Morsch
SIAR - 5612
Certificate Number
December 15, 2016
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Edward Kolodziej

has successfully completed the
4 Hour Asbestos Site Inspector Refresher Training
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

conducted by

ATC Group Services, LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Thomas Dion
January 19, 2017
Date of Course

Expiration Date
January 19, 2018

Regional Training Manager: Gregory Morsch
SIAR-5632
Certificate Number
January 19, 2017
Examination Date
CERTIFICATE OF ACHIEVEMENT

This certifies that

Edward Kolodziej

has successfully completed the
8 Hour Asbestos Site Inspector/Management Planner Refresher Training
Asbestos Accreditation Under TSCA Title II
40 CFR Part 763

conducted by

ATC Group Services, LLC
73 William Franks Drive
West Springfield, MA 01089
(413) 781-0070

Principal Instructor: Thomas Dion
January 19, 2017
Date of Course

January 19, 2018
Expiration Date

Regional Training Manager: Gregory Morsch
MPAR-3046
Certificate Number
January 19, 2017
Examination Date
APPENDIX E

ASBESTOS BULK SAMPLE REPORTS