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**Local Education Agency (LEA) Information**

## **I. Local Education Agency (LEA) Information**

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### **1.1 LEA Responsibilities**

The LEA shall:

- A. Ensure that the activities of any person or persons who perform inspections, reinspections and periodic surveillance, develop and update management plans, develop and implement response actions, including operations and maintenance.
- B. Ensure that all custodial and maintenance employees are properly trained as required by Environmental Protection Agency (EPA) 40 C.F.R 763. Asbestos Containing Materials in Schools; Final Rule and Notice, and the State of Connecticut Asbestos Containing Materials in Schools Regulations 19a-333-1 through 13.
- C. Ensure that workers, building occupants, or their legal guardians are informed at least once (1) each school year about inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.
- D. Ensure that short-term workers (e.g., telephone repair workers, utility workers, etc.) who may come in contact with asbestos in a facility are provided information regarding the location of Asbestos Containing Building Materials (ACBM) and suspected ACBM assumed to be Asbestos Containing Material (ACM).
- E. Ensure that warning labels are posted in accordance with #763.95 of the EPA 40 CFR, Asbestos Containing Materials in Schools Final rule and Notice.
- F. Ensure that management plans are available for inspection and notification of such availability has been provided.
- G.
  - 1. Designate a person to ensure that requirements under this section are properly implemented.
  - 2. Ensure that the designated person is qualified and receives adequate training to perform the duties assigned.
- H. Consider whether any conflict of interest may arise from the interrelationship among accredited personnel and whether that should influence the selection of accredited personnel to perform their activities.
- I. Maintain records.

1.2 **ASBESTOS PROGRAM MANAGER/DESIGNATED PERSON RESPONSIBILITIES**

The Asbestos Program Manager/Designated Person shall:

- A. Ensure that all LEA's responsibilities and requirements are properly implemented.
- B. Shall have adequate training to perform said duties and that such training shall provide the necessary basic knowledge of:
  1. Health effects of asbestos;
  2. Detection, identification, and assessment of ACM;
  3. Options for controlling ACBM;
  4. Asbestos management program;
  5. Relevant federal and state regulations concerning asbestos;  
and that this training consist of a minimum of two hours awareness training and 14 hours of disturbance training.
- C. Ensure each inspection and reinspection is performed by an accredited inspector.
- D. Ensure selection and implementation in a timely manner, the appropriate response actions consistent with the assessment of the inspection report. The response actions selected shall be sufficient to protect human health and the environment, and that action which is the least burdensome method to the LEA, and be consistent with the EPA 40 CFR, Part 763.90 Asbestos Containing Materials in Schools; Final Rule and Notice and State of Connecticut regulations.
- E. Ensure the implementation of the operations and maintenance plan (O&M).
- F. Perform periodic surveillance:
  1. At least once every six months after a management plan is in effect in each building that the LEA leases, owns, or otherwise uses as a school building that contains ACBM or is assumed to contain ACBM;
  2. Visually inspect all areas that are identified in the management plan ACBM or assumed ACBM;
  3. Record the date of surveillance, his/her name, and any changes of condition of the materials.
- G. Ensure that warning labels are attached immediately adjacent to any friable and non-friable ACBM and suspected ACBM assumed to be ACM located in routine maintenance areas (such as boiler rooms) at each school building as outlined in the Operations & Maintenance Plan (O&M).

**1.3 DESIGNATED PERSON STATEMENT**

The Local Education Agency's Program Manager (Designated Person) and Superintendent certify that the general LEA's responsibilities under AHERA 763.84 have been met or will be met.

**Program Manager:**

**Name:** William Birch **Phone Number:** (860)208-7769

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent:**

**Name:** \_\_\_\_\_ **Phone Number:** 860-923-9581

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**1.4 ASBESTOS PROGRAM MANAGER/DESIGNATED PERSON INFORMATION**

Name: William Birch

Address: 785 Riverside Drive  
N. Grosvenordale, CT 06255

Telephone # 860-935-9581

Training Courses: \_\_\_\_\_

Title	Location	Date Completed	# of Hours
AHERA Designated Person Self Study CTDPH		9/27 - 9/28/2003	6

Total Hours of Training: 6

Training Agency Information: CT. DPH web site On line Designated Person Training

Address:

City/State/Zip:

Telephone Number:

## **1.5 SHORT TERM WORKERS**

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Each LEA shall ensure that short-term workers are provided information regarding the location of asbestos containing building materials (ACBM) or assumed asbestos containing materials (ACM):

- A. Short term workers will check-in with the Main Office.
- B. Head Custodian, Maintenance Director or his/her designee will evaluate the scope of work to be performed and the location.
- C. Head Custodian, Maintenance Director or his/her designee will determine if the work to be performed is in an area with known or suspect asbestos containing material.
- D. Head Custodian, Maintenance Director or his/her designee will inform short term workers of the presence of asbestos containing materials prior to the start of any work and ensure that no improper disturbance is to take place.
- E. If known or suspect ACM is to be disturbed by the short-term workers, it can only be performed by workers properly training in disturbance work practices.