**Section 855.APPENDIX B Illustrations – Inspection and Management Plan Forms**

**Section 855.ILLUSTRATION I Outline for Asbestos Management Plan**

The management plan should be written to address all the requirements of the Asbestos Hazard Emergency Response Act as delineated in 40 CFR 763. However, the level of detail and presentation format should be easily understood and followed by individuals with limited technical background and expertise. The following is the format to be used by management planners for local educational agency facilities in Illinois:

|  |  |  |
| --- | --- | --- |
| Title Page: |  | Document title, name and address of school facility, name and IDPH license number of the inspector and management planer, date of inspection and building owner name and address. |
|  |
| Policy Statement: |  | A policy or position statement should be included to define the position of the building owner and management planner. This shall be signed by both parties. |
|  |
| Document Summary: |  | Prepared in accordance with guidance contained in 40 CFR 763.Procedure for updating the document (response action completion, interim 6 month and annual surveys).Responsible parties and certificates of documentation. |
|  |
| Table of Contents: |  | Sections and Appendices |
|  |
| Section I |  | General building descriptionGeneral facility layoutHistory of asbestos detection and abatement effortsSummary of the building inspection, including inspection protocol, number of samples collected, analytical protocol, quality control, and a listing of areas where ACM (Asbestos Containing Building Material) was identified. |
|  |
| Section II |  | ACBM functional characterization, assessment, and responses (each homogeneous functional area is addressed separately)Narrative descriptionACBM physical assessmentHazard assessmentResponse action determinedHealth and Safety measures |
|  |
| Section III |  | Surveillance and Reinspection6 month periodic surveillance, responsible personnel, tentative schedule, survey parameters, documentation providedThree year reinspection, licensed inspector and management planner, tentative schedule, survey parameters, documentation provided |
|  |
| Section IV |  | TrainingMandatory 2 hours training session for maintenance and custodial personnel, responsible individuals, course content, tentative scheduleOptional additional 14 hours for personnel potentially coming into contact with ACMB, responsible individuals, course content documentation of training |
|  |
| Section V |  | Operation and maintenance (including a policy statement of the intent to integrate O & M with response actions, and that contractors will accomplish all cleaning, recleaning, patch and spot repairs, etc.)Posting requirementsContingency plan for minor fiber release episodes and major fiber release episodesAsbestos coordinator responsibilitiesMethod of notificationDocumentation |
|  |
| Appendix A |  | Bulk sample results |
|  |
| Appendix B |  | Response action documentation, including location of response action for each functional area, type of response action (e.g., removal, cleaning), names and addresses of all contractors, IDPH license I.D. numbers of all contractors, starting and completion dates of the work, results of pre-, during, and post-abatement air sampling data, type and quality of material involved, disposal, cost |
|  |
| Appendix C |  | Six month periodic surveillance records, including general description (visually surveyed for changes in material conditions), date of survey, and name of surveyor |
|  |
| Appendix D |  | Three year reinspection records, including name and IDPH license I.D. number, copies of the license and accreditation certifications of inspector and management planner, date of inspection, visual inspection summary assessment of material conditions (type and extent of damage, accessibility, etc.), record of any bulk samples collected with locations and analytical results. |
|  |
| Appendix E |  | Training documentation, including certificates of 2-hour training courses for custodial and maintenance personnel, name of person who conducted the training, and additional training certificates for asbestos worker training program |
|  |
| Appendix F |  | Management Plan availability, including copies of notices posted and dates of such posting |

The above format has been designed in such a way as to allow the inclusion of additional information as the asbestos program progresses. It should be recognized that the management plan, with its O & M component, is a dynamic document intended to inform the reviewer of the past history and the progress and accomplishment of the various response actions undertaken or to be implemented. The appendices serve this function by permitting the insertion of new data and records as the program progresses. In this way, the document remains current without having to make major changes to the narrative text, which can become costly, inconvenient, and time consuming. This format also allows the management planner to design the forms.