



**MEMORANDUM**  
**Division of Operations**  
**District Safety Office**

**TO:** All Personnel, Parents and Guardians of Students  
**FROM:** Manager of Risk Management and Safety  
**SUBJECT:** Annual Notification of the Availability of the Asbestos Management Plan

In accordance with 40 CFR Part 763.84 (c) and Subpart E, Asbestos Hazard Emergency Response Act (AHERA) all employees, building occupants, or their legal guardians are notified of the availability of the Asbestos Management Plan for your facility. Management plans for your site are available during normal business hours for review in the main office. Copies of the plan can be made for a nominal price per copy. The plan is also available for review by employees; without cost or restriction, before work begins. Information provided in the management plan includes the recent facility survey, response actions planned or taken, and post periodic surveillance and re-inspections activities.

Manager of Risk Management and Safety