

2. Stop all work in the vicinity of the release until the Designated Person approves the commencement of work. The Contractor shall assume all responsibility for compliance with applicable regulations and WPS' procedures regarding discovery and notification of the presence of ACM.
3. Obtain a copy of insert from the *WPS Asbestos O&M Program and Resource Handbook - Asbestos Fiber Release Emergency Response* which can be obtained from the AMP on-site, or a hard copy through the Designated Person's office at DAB, 20 Irving Street, Worcester, MA, or electronically by fax or e-mail.
4. Complete the *Fiber Release Report* form located in the insert and submit it to the Designated Person.

WPS prohibits the purchase and use of any new ACM in WPS buildings - Contractors will notify the Architect (if applicable) and WPS' Designated Person, by phone at 508-799-3151 and in writing immediately upon becoming aware of any material and/or equipment included in on-site job materials or in contract documents that contain asbestos, so that alternative material and/or equipment can be used. Contractors who provide material and equipment that contain asbestos will be liable for the cost of removal of such material, and for mitigating any releases due to the unauthorized use of ACM. The Contractor shall obtain the acknowledgment of all suppliers and manufacturers of their liability for such removal.

Acknowledgement of this notification - The return of one signed copy of this letter constitutes your receipt of the above referenced information, and certification of your compliance with AHERA requirements. Please contact me at 508-799-3151 if you have any questions.

Sincerely,
 James Bedard
 Worcester Public Schools
 AHERA Coordinator

RECEIPT ACKNOWLEDGED BY:

NAME (please print): _____
 SIGNATURE: _____ DATE: _____
 TITLE: _____ COMPANY: _____

Office Use Only:

RETURNED TO FACILITIES DEPARTMENT:

 NAME DATE RECEIVED

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, ancestry, sex, gender, age, religion, national origin, gender identity or expression, marital status, sexual orientation, disability, pregnancy or a related condition, veteran status or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action, contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.