



Worcester Public Schools

Worcester, Massachusetts



Facilities Management
Department

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Worcester, Massachusetts 01606

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Kristen Tran
Environmental Health and Safety Coordinator

August 29, 2022

Dear Contractor Representative:

This letter serves as notice that the Worcester Public Schools (WPS) Operations and Maintenance (O&M) Program for Asbestos Management has been updated. Many, but not all, WPS school buildings have asbestos-containing building material (ACM).

Any work that has the potential to disturb ACM must be performed by WPS' designated accredited asbestos contractor.

Examples of the types and locations of ACM - common in some of WPS' buildings include, but are not limited to:

- | | |
|------------------------------------|--|
| ▪ ACM Fireproofing | above ceilings, within column enclosures, pipe and duct chases |
| ▪ ACM pipe fittings and insulation | on pipes |
| ▪ ACM floor tile & mastic | on floors |
| ▪ ACM ceiling tiles and plaster | on ceilings and walls |
| ▪ ACM cement transite board | ceilings and walls |
| ▪ ACM thermal system insulation | HVAC systems and ductwork |

Note: In areas where "sprayed-on ACM" is present on the ceiling surface, locations above all suspended ceiling tiles and all ceiling materials & surfaces are assumed to be asbestos contaminated, and work must only be performed by accredited asbestos workers.

Where to obtain information - The *Asbestos Management Plan (AMP)* with site-specific information for each building is available for your review at each school building and at the Facilities Management office, 115 NE Cutoff, Worcester, MA 01606, during business hours. We update these AMPs as new information is generated. Thus, if you have questions about the information you review, please contact the Environmental Coordinator, the Designated Person, at 508-799-3151.

What to do if asbestos is discovered - If ACM or suspected ACM is discovered in the area designated for work, or discovered during work that has commenced, the Contractor assumes responsibility to immediately notify the Designated Person, and all workers of existing or suspected asbestos conditions.

Work shall not continue until the Designated Person, upon proper notification from the Contractor or Subcontractor, has had the suspected ACM analyzed. This testing will be done promptly by WPS. If the Contractor proceeds to work after notification by WPS not to proceed, the Contractor shall become liable for all costs associated with mitigation of the release.

If there is a fiber release of ACM during contract work - the Contractor will:

1. Immediately contact the Environmental Coordinator (the Designated Person), at 508-799-3151 for guidance on how to proceed.
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 the Facilities Management office, 115 NE Cutoff, Worcester, MA 01606, 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,



Kristen Tran
Worcester Public Schools
AHERA Designated Person

RECEIPT ACKNOWLEDGED BY:

NAME (please print): _____

SIGNATURE: _____ DATE: _____

TITLE: _____ COMPANY: _____

Office Use Only:

RETURNED TO FACILITIES DEPARTMENT:

NAME

DATE RECEIVED