

Instructions for Steps to Inform Others

Purpose: To provide steps taken to inform others of actions taken as required by 40 CFR Part 763.93(e)(10) of the EPA Asbestos-Containing Materials in Schools; Final Rule and Notice.

Preparation: Enter the name of the LEA, the school, and the building in the top right-hand corner.

In the discussion section of this form, information should be included that describes steps taken to inform workers and building occupants, or their legal guardians, about inspections, reinspections, response actions, and post response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

The individual responsible for conducting the annual notification should be identified on this form (either by name or by position name) along with the time of year the notifications will be conducted. Also should describe how the Designee will document how the annual notification requirement was met (e.g., copies of the student handbook will be kept with the school's asbestos information).

Distribution: Attach to DHHS 3531, AHERA Management Plan Cover Sheet and mail to:

NCDHHS/Public Health
Health Hazards Control Unit
1912 Mail Service Center
Raleigh, North Carolina 27699-1912

For additional copies, please photocopy or refer to our website:
<http://www.epi.state.nc.us/epi/asbestos/forms.html>.