



**1364 Farmville Rd., Memphis, Tennessee 38122**  
**(901) 416-1681**

Reply to the Office of:  
Gene Sides, Manager  
Office of Major Construction

DATE: Friday, June 10, 2022

FROM: Gene Sides, Manager  
Office of Major Construction

SUBJECT: Asbestos in Schools – Formal Notification

REFERENCE: U.S. Environmental Protection Agency Regulations 40 CFR, Part 763 –  
Asbestos Containing Materials in Schools, Final Rule and Notice (Federal  
Register Volume 52, No. 210, Friday, October 30, 1987)

The Environmental Protection Agency issued a final rule under Section 203 of Title II of the Toxic Substances Control Act (TSCA), 15 U.S.C. 2643, and effective December 14, 1987, to require all educational agencies to identify Asbestos Containing Materials in their school buildings and take the appropriate actions to control release of Asbestos Fibers. The local educational agencies are required to describe their activities in management plans which must be made available to all concerned persons and submitted to State Governors. This final rule requires that local educational agencies use specially trained and certified persons to conduct inspections for asbestos, develop management plans, and design or conduct major actions to control asbestos.

The Division of Facilities and Real Estate Management, Memphis City Schools, has developed a plan for each school facility that shows where Asbestos Containing Materials or suspected Asbestos Containing Materials are to be found therein. This plan is available in the main office at each of our schools or facilities.

Therefore, any short-term worker/vendor/contractor installing services/equipment or making repairs in any facility of Shelby County Schools will be responsible for determining whether or not their work will be in an area with Asbestos Containing Materials, it will be imperative that Shelby County Schools, Division of Facilities and Real Estate Management, Office of Facilities Support, be advised and approve performance of such work before it is started.

## ATTACHMENT "A"

MEMO, Friday, June 10, 2022

FROM:

TO: Contractors/Vendors Accomplishing Maintenance/Repairs or Installing Equipment in  
Shelby County Schools Facilities

SUBJECT: Asbestos in Schools – Formal Notification

The aforementioned regulations are extremely important. Violations of Title I of TSCA by persons other than local education agencies can result in civil penalties to you of up to \$25,000.00 per day. In addition, criminal penalties may be assessed to individuals who knowingly and willfully commit such violations.

Prior to completing any work in any Shelby County School Facility, you must complete Attachment A Form No. I (Certification of Receipt of Asbestos Notification), and return it to the Office of Procurement Services.

If your work will require the penetration of Asbestos Containing Material or the disturbance of Asbestos Containing Material in any school facility, please complete Attachment A Form No. II (Request of Approval to Disturb Asbestos) and forward it immediately to the Office of Procurement Services. Do not proceed until you have been contacted by the Asbestos Designated Person for Shelby County Schools.

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Attachment A Forms:

- I. Certification of Receipt of Asbestos Notification
- II. Request for Approval to Disturb Asbestos

**ATTACHMENT "A" FORM I**

**Certification of Receipt of Asbestos Notification**

In accordance with the requirements of Environmental Protection Agency Regulations, Shelby County Schools has notified my company of the location of the Asbestos Information Folders/Asbestos Management Plans in each of Shelby County Schools Facilities in which I may be required to work. I understand that specially trained and certified persons are required to conduct inspections for asbestos, develop management plans, and design or conduct any action that might result in the disturbance of asbestos. All personnel in my firm who may be required to do work in Shelby County Schools have been instructed as to the possible locations of the asbestos containing materials in school buildings and of the location of the Asbestos Information Folders/Management Plans. No worker who has not received the proper and required training will disturb or remove any asbestos from and Shelby County Schools facility (this certification will be completed and forwarded to Shelby County Schools).

VENOR COMPANY NAME:

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Authorized signature (Must be an Officer of the Company)

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DATE

**ATTACHMENT "A" FORM II**

**Request for Approval to Disturb Asbestos**

If your work will require the penetration of asbestos containing material or disturb any asbestos containing material in a school facility, please complete the information below and send it to the Office of Procurement Services. You will be advised on the approval to do said work and of any precautions necessary. After your request is reviewed, you will receive a written approval to proceed.

**Brief description of work to be performed**

School/Facility Name:

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Address of School/Facility:

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Specific Areas or Room Numbers:

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Complete Description of Work Required and Asbestos to be disturbed:

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Qualified Personnel (Included Name(s) and Training Received):

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**VENDER COMPANY NAME**

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**AUTHORIZED SIGNATURE**

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**DATE**