

ASBESTOS MANAGEMENT PLAN

Fillable template aligned with AHERA (40 CFR Part 763) and OSHA (29 CFR 1910.1001 / 1926.1101)

How to use this template: Replace the bracketed prompts and fill in the tables below to document your building's asbestos-containing materials (ACM), inspections, response actions, and ongoing operations and maintenance (O&M) program. Delete any sections that do not apply to your facility. This template is a starting point only — confirm the specific requirements that apply to your building, jurisdiction, and occupancy with a qualified asbestos professional and current federal, state, and local regulations before finalizing.

1. Facility & Plan Administration

Facility / building name:

Address:

Building owner / operator:

Designated person (AHERA) / program manager:

Contact email and phone:

Plan effective date:

Next scheduled review date:

2. Regulatory Applicability

Identify which frameworks apply to this building. Check all that apply:

- AHERA — 40 CFR Part 763, Subpart E (public and non-profit private K-12 schools)
- OSHA General Industry — 29 CFR 1910.1001 (general building O&M and worker exposure)
- OSHA Construction — 29 CFR 1926.1101 (renovation, demolition, abatement work)
- EPA NESHAP — 40 CFR Part 61, Subpart M (renovation and demolition notifications)
- State / local asbestos program requirements: [enter applicable program(s)]

3. Asbestos-Containing Materials (ACM) Inventory

List each known or assumed ACM. Materials not sampled should be treated as ACM ("assumed") until laboratory analysis proves otherwise.

Location / Room	Material / Use	Type (surfacing, TSI, misc.)	Friable ? (Y/N)	Est. Quantity	Condition

4. Inspection & Assessment Records

Record the original inspection and each assessment of ACM condition.

Date	Inspector / Accreditation #	Areas Inspected	Assessment / Hazard Category	Samples Collected

5. Response Actions & Abatement

Document the selected response action for each material (repair, encapsulation, enclosure, removal, or O&M).

ACM / Location	Response Action	Reason	Contractor	Start Date	Completion Date

6. Operations & Maintenance (O&M) Program

Describe the O&M program used to manage in-place ACM and minimize fiber release during routine activities:

- Work practices and controls for activities that may disturb ACM
- Permit / work-authorization process before drilling, cutting, or renovation
- Cleaning procedures (HEPA vacuum, wet methods) and prohibited practices
- Personal protective equipment (PPE) and respiratory protection requirements
- Procedures for responding to fiber-release episodes and damaged ACM

O&M program administrator:

7. Periodic Surveillance (Every 6 Months)

AHERA requires visual surveillance of all known or assumed ACM at least once every 6 months.

Surveillance Date	Performed By	Areas Reviewed	Changes in Condition	Action Taken

Surveillance Date	Performed By	Areas Reviewed	Changes in Condition	Action Taken

8. Reinspection (Every 3 Years)

AHERA requires a full reinspection by an accredited inspector at least once every 3 years.

Reinspection Date	Accredited Inspector / #	Findings	Plan Updates Required	Next Due

9. Training & Awareness

Track awareness and accredited training for staff and maintenance / custodial workers.

Name	Role	Training Type	Date Completed	Refresher Due

10. Notification & Communication

- Annual written notification to building occupants, parents, and staff of plan availability and ACM activities (AHERA)
- Notification to workers and contractors of ACM locations before work begins
- NESHAP renovation/demolition notification to the appropriate regulatory agency, when applicable

Person responsible for notifications:

11. Recordkeeping

Maintain the following records and identify where each is stored:

- Inspection, reinspection, and surveillance reports
- Laboratory analysis results and sampling data
- Response action and abatement documentation, including disposal manifests
- Training records and accreditation certificates

- Notifications issued and contractor work authorizations

Records location / system:

12. Plan Review & Approval

Name	Title	Signature	Date

Review and update this plan at least annually, and whenever ACM is added, disturbed, abated, or changes condition.