



# West Linn-Wilsonville School District 3JT

## ADMINISTRATION BUILDING

P.O. Box 35 · West Linn, Oregon 97068 · (503) 673-7000 or Fax (503) 673-7001

### EMPLOYEE NOTIFICATION LETTER

Dear Employee:

10/09/00

An environmental health & safety consulting firm completed a study to determine the presence, location, and quantity of asbestos-containing materials at the **West Linn – Wilsonville School District**. The facilities were inspected in accordance with the Environmental Protection Agency guidelines for asbestos-containing materials (i.e., 40 CFR 763). This study is available for your review in the main office of each facility.

Asbestos poses a widespread concern for everyone since it was used extensively in buildings and homes constructed up to the late 1970's for insulation, acoustical purposes, and/or fire retardation. During that time, asbestos was a government-approved building material and considered almost a miracle substance because of its fire retardant and insulating properties. Airborne asbestos fibers are a health hazard and have been linked with different types of abdominal and lung cancers. We are, therefore, committed to taking corrective measures, when and where appropriate, and our asbestos control efforts will be based on the advice of experts knowledgeable in asbestos abatement techniques.

You are encouraged to read carefully the list of known and suspect asbestos-containing materials located in the main office of each building. Please note the location of asbestos-containing material and avoid any unnecessary disturbance of the material. **West Linn-Wilsonville School District** has also designed an Operations & Maintenance Plan to ensure that the remaining asbestos-containing materials at our facility remain in good condition. The Asbestos Operations and Maintenance Plan includes specific requirements for the safe handling and removal of asbestos-containing material and should be consulted prior to beginning any work on or near asbestos-containing materials.

By receiving this document, you are only being informed of the known asbestos-containing materials in the **West Linn-Wilsonville School District**, the Asbestos Operations & Maintenance Plan for safe handling of asbestos-containing materials, and that asbestos may produce adverse health effects if proper control techniques are not used. Our goal is to provide training and knowledge so that exposure to our employees and contractors does not occur. Our policy of hiring licensed asbestos abatement contractor to perform all work involving asbestos-containing materials will continue.

If you have any questions or concerns, please contact me.

Sincerely,

Tim K. Woodley, Asbestos Program Manager