



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 ASBESTOS NOTIFICATION LETTER

Dear Employee:

December 16, 2003

In 1986 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 “the AHERA Management Plan” is available for your review in the administrative office of each facility or at the District Operations Center.

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 and current regulatory mandates.

You are encouraged to read carefully your facilities AHERA Management Plan for a list of known and suspect asbestos-containing materials in your building. Please note the location of asbestos-containing material and avoid any unnecessary disturbance of these materials. **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, located in the AHERA Management 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.

Only properly trained personnel are allowed to conduct any asbestos related activities in this district. By receiving this document, you are only being informed of the known asbestos-containing materials in the **West Linn-Wilsonville School District**, the availability of each facility’s AHERA Management Plan and 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 regarding asbestos containing materials or asbestos related activities in our facilities, please contact me at (503) 673-7041.

Sincerely,

A handwritten signature in blue ink that reads "Tim K. Woodley".

Tim K. Woodley, Asbestos Program Manager