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**TO:** ALL PRINCIPALS  
**FROM:** SUE ANN BELL, DIRECTOR OF MAINTENANCE, GROUNDS AND PLANT OPERATION  
**THROUGH:** BLAINE YOUNG, CHIEF INFORMATION AND OPERATIONS OFFICER  
**SUBJECT:** ACTION REQUIRED – ANNUAL ASBESTOS NOTIFICATION  
**DATE:** 7/1/2015

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This memo is a reminder of the State and Federal regulations requiring school systems to maintain certain documentation in their Asbestos Management Plans in all district buildings. This plan verifies that your building was inspected for asbestos-containing materials and is noted accordingly. This same program has been in place since 1989.

The following documents are included with this document:

1. Annual Asbestos Notice – English
2. Annual Asbestos Notice - Spanish
3. Asbestos Checklist of Procedures

**The “Annual Asbestos Notice” must be distributed to all employees in your building and parents of your school.** A copy of the notice is to notify the occupants and patrons that the building has been inspected for asbestos-containing materials and a management plan is available for their review. The Annual Asbestos Notice can be published and presented in a copy of your Student Handbook, Bulletin, Newsletter or Flyer. You must provide documentation of **how** the Annual Asbestos Notice was distributed. The Asbestos Management Plan should be kept in the main office and available for review when requested. A copy of the notice should be permanently displayed in plain view in the office of your building, the cafeteria, the custodian’s office and teacher’s lounges.

**PLEASE DO NOT DESTROY LAST YEAR’S NOTICE. IT SHOULD BE FILED IN YOUR ASBESTOS MANAGEMENT PLAN.**

The Asbestos Checklist (with the school name and date) and a copy of the notification of the Annual Asbestos Notice (Parent/Student Bulletin, Newsletter or Flyer) must be sent to Charles Noland, Maintenance Department, by October 1, 2015. This documentation can be scanned and emailed or sent in the school mail to Charles Noland.

If you have any questions, please contact Charles Noland at [nolanch2@tulsaschools.org](mailto:nolanch2@tulsaschools.org) or (918)833-8006.