



GUIDANCE TO ASBESTOS HAZARD ASSESSMENT GRANT RECIPIENTS

Since 2022, the Technical Assistance Program (TAP) awarded a total of **123** school districts with the Asbestos Hazard Assessment grant. If your district received this grant, we've outlined the next steps you need to take to get this work completed.

STEP 1: SCHEDULE YOUR 3-YEAR ASBESTOS INSPECTION

Start by finding an [Accredited Asbestos Inspector](#) using Oregon's Department of Environmental Quality list and schedule your district's next inspection. Please note that this list is not comprehensive and districts are still responsible for checking that the inspector's accreditation is valid.

STEP 2: CONSIDER A WEB-BASED SYSTEM FOR ASBESTOS MANAGEMENT

Talk with your [Accredited Asbestos Inspector](#) or find an Environmental Health & Safety (EH&S) management software company that offers this service. The costs associated with upgrading to a new system and annual subscription fees are eligible for reimbursement under the grant.

STEP 3: DETERMINE TRAINING NEEDS OF FACILITY PERSONNEL

Schedule staff training with one of the [Accredited Asbestos Training Providers](#). Most AHERA training has an annual refresher requirement.

STEP 4: SCHEDULE & TRACK PERIODIC SURVEILLANCE WORK

Appropriately trained district personnel may perform 6-month surveillance. Ensure staff doing this work code time to Function Code 2540 / Object Code 112 or 114.



STEP 5: REQUEST REIMBURSEMENT

Districts are first required to submit a signed copy of the district's grant agreement by **no later than June 1st** of the year of award.

Electronic copies of the following documentation must be sent via email to the TAP Administrator, [Leanna Heiman](#) for review and approval before reimbursement can be processed:

- Invoices from Accredited Asbestos Training Providers that include a description of the training taken;
- Invoices from Accredited Asbestos Inspectors that include a description of the scope of work performed;
- Invoices from an Environmental Health & Safety (EH&S) management software company that includes a description of the work entailed for upgrading to a web-based record-keeping system and annual subscription fees incurred within the project period; and
- Financial report for Function Code 2540 / Object Code 112 or 114 specific to the appropriately trained district personnel's earned wages while performing re-inspection, sampling, and/or surveillance of asbestos-containing materials.

*Asbestos abatement, asbestos disposal costs, and travel costs associated with attending trainings are **not** eligible for reimbursement. Please be ready to submit your payment claim in EGMS at the same time you submit your documentation. Districts may submit up to two payment claims over the two-year project period.*

ADDITIONAL RESOURCES

[EPA – Asbestos and School Buildings](#)