



Patricia L. Taylor
Chief Operating Officer

To: Lead Facility Managers

From: Lynn A. Crivello

Date: October 1, 2012

Re: 6-Month Asbestos Surveillance Report & Management Plan Notice Letter

Federal law requires CPS to conduct a surveillance of asbestos containing building materials identified in schools once every six months. To comply with this requirement you must complete the 6-month asbestos surveillance report and send it to Lynn Crivello, CPS Environmental Services Manager, 125 S. Clark St., 17th floor, General Services Route (GSR) 125 no later than October 18, 2012. **If you fail to submit the surveillance report by October 18, 2012, an environmental consultant will be retained to complete the surveillance. The consultant's fee will be charged to your school's O & M budget line. NO EXTENSIONS WILL BE ALLOWED.**

To complete the surveillance report you must assess the condition of each material listed on it. The report lists the asbestos present in your school and its condition at the time of the last 3-year re-inspection and 6-month surveillance. If changes are identified please circle the **“YES”** in the change in assessment category column and record the LOCATION of the removal/damage and an estimated QUANTITY of the damage in the boxes next to **“FALL 2012”**. If no damaged or removed materials have been identified please circle **“NO”** in the change in assessment category column. No additional information will need to be provided for materials identified as having **“NO”** change. If none of the HA's have changed, check mark the box in the upper left-hand corner of the 1st page. **Please note previous comments when determining a change in condition.**

The person conducting the surveillance must record **his/her name** on the report, their **phone number** and the **date completed**. No special licensing or certification is required for the person conducting the surveillance and under no circumstances should the asbestos containing material be touched or disturbed.

****Please complete the management plan notice distribution section at the top of the survey as well. The form is attached at the back of the survey in case one was not completed earlier.*

DO NOT FAX SURVEYS! FAXED COPIES WILL NOT BE ACCEPTED.

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Your school surveillance report can be found by going to the following address:
(You must use a CPS computer to access the following website)

- Go to: <http://cps.edu/6month>
- Select your school on the drop down list and click the “View” button

Print your surveillance report, complete it, and send a copy via GSR to:

Lynn A. Crivello
CPS Environmental Services Manager
125 S. Clark St., 17th floor
GSR 125

DO NOT FAX SURVEYS.

SEND HARD COPY THROUGH THE GSR OR DELIVER IN PERSON.

The surveillance report must be photocopied with the original placed in your school’s Asbestos Management Plan. Please verify that the copy submitted to our office contains all pages. If you do not find your school’s surveillance report contact Catherine Krick at cakrick@cps.edu.

All surveillance reports must be received by our office no later than OCTOBER 18, 2012. If we do not receive them by that time, a consultant will be retained to perform the surveillance. The funding for the consultant will be taken from your school’s O&M budget line. The cost of the 6-month surveillance will be approximately \$360.

Please check back to the drop down list as we will be posting the date we received your surveillance report on a daily basis.

cc: Tom Tyrell
Cory Davis
LFM
FM
Flavia Hernandez
Claudia Quezada

DO NOT FAX REPORTS! SEND THROUGH GSR OR DELIVER IN PERSON.