

the quality of work. The technical expert should be actively involved in evaluating bids. Information in Chapter 3 on specific problems with each abatement technique should be useful in evaluating bids.

- Be specific about what constitutes successful job completion. A thorough visual inspection to ensure adequate cleaning is an absolute necessity; air monitoring also should be considered (see Chapter 4 for a discussion on determining project completion).
- Encourage active competition for abatement contracts. Wide variation in price among contractors is the rule. Remember that successful abatement, not cost minimization, is the goal. A premium may well be justified to help assure success.

These suggestions are based on the past few years of experience with asbestos abatement in schools. Recall that the EPA Regional Asbestos Coordinator is available as a source of additional information and suggestions. The RAC should be contacted early in the process of developing a control plan.

2.5 Recordkeeping

Regardless of the corrective actions taken, the asbestos program manager should prepare thorough and detailed records of all findings and abatement actions. These should be retained in a permanent file. Information on the location and nature of any remaining asbestos-containing materials is critical to protecting building occupants and to controlling these materials during remodeling or building demolition.

EPA's Asbestos-in-Schools rule contains specific recordkeeping requirements. These include:

- the number and locations of samples used to determine if asbestos is present;
- a copy of the results of laboratory PLM analyses of the sampled material;
- the asbestos content of the material sampled in each area;
- a statement certifying that no friable asbestos-containing materials are present if no friable materials are found or if the tests for asbestos are negative; and
- a description of each building, indicating the location(s) and approximate area(s) in square feet of asbestos-containing materials.

In addition to information on the presence of asbestos-containing materials, the nature of potential exposure problems should be characterized and the type of abatement actions taken should be described. Specifically, this record might include:

- descriptions and photographs of the condition, accessibility, and other relevant characteristics of asbestos-containing material found in various parts of the building before corrective measures were taken (section 3.2 in Chapter 3 contains a discussion of assessing asbestos-containing materials);
- detailed descriptions of asbestos removal, enclosure, encapsulation, or other control measures applied to individual areas, including the date action was taken;
- ongoing efforts to monitor potential asbestos problems and employ special operating and maintenance practices;
- names of technical advisors and all consultants and contractors hired for asbestos-related work; and
- costs associated with all abatement actions.