

## MEMORANDUM

TO.: All Staff, Faculty and Parents/Guardians  
FROM: Woodbury Heights Elementary School Administration  
DATE: July 2016  
RE: Annual Asbestos Management Notification

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This memorandum shall serve as the annual notification to interested parties regarding asbestos management activities performed by and for the Woodbury Heights Board of Education, as required by 40 CFR Part 763.93(g)(4) (Asbestos Hazard Emergency Response Act).

Copies of the Asbestos Management Plan are available to the public for viewing during normal business hours (8:00 AM to 3:30 PM) Monday through Friday at the Woodbury Heights Elementary School located at 100 Academy Avenue in Woodbury Heights, New Jersey 08097.

The firm of Horizon Environmental Group, Inc., P. O. Box 316, Thorofare, New Jersey 08086, was retained by the Woodbury Heights Board of Education to act as Designated Person from July 1, 2016 to June 30, 2017. Horizon Environmental Group, Inc. shall provide accredited personnel to perform the Designated Person activities required under AHERA. The next required inspections of the school facilities are scheduled to take place in November 2016 and May 2017. The results of any inspections are presented at the next scheduled Board of Education meeting within one month of completion of the preparation of the inspection report. Awareness training for custodial staff and other interested persons shall be performed as needed.

All questions regarding this notification or any activities related to asbestos-containing materials may directed to the Board of Education Office at (856) 848-8203.

Thank you for your cooperation.