



Philadelphia Regional Center for Children's Environmental Health

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Methodology Used to Generate an Asbestos Hazard Report

1. Locate the school AHERA [Report on the Philadelphia School District Website](#) and click “View AHERA Reports by School” (shown below).

AHERA Inspections

The Asbestos Hazard Emergency Response Act (AHERA) requires the School District (SDP) to inspect schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

[View AHERA Inspection Reports by School](#)

This will open a google drive of AHERA reports organized by school. Search the school you are looking for and download the most recent PDF document.

2. Open the PDF document in Adobe. Select the data tables and then export the PDF into an excel document. Ensure to keep the pages that have the following: Introduction, Tables: C2, E1, B2, B3, Room by Room Log. For clarity we will call this the AHERA excel document.
3. In the AHERA excel document give each of the tables their own tab within the document. Eliminate “merged cells” by selecting all columns and rows that contain data and clicking the “Merge & Center” button on the Home ribbon at the top. Identify data that may have moved out of the correct column and move it back into the correct column.
4. Filter the room by room log to only have “Assumed/Confirmed” asbestos containing materials. Create another tab within the excel sheet and copy and paste all the information there. Label this tab “Assumed/Confirmed”.
5. In the assumed/confirmed list filter the “Amount of Damage” column for materials that have damage. Copy these materials that are damaged and place them in a separate tab labeled “Damaged materials”. Check that this list matches table C2.
6. Evaluating notifications for work done at the school on the [Office of the Controller Asbestos Projects in the SDP website](#): Search the school, click the permit number for each entry, click documents, download the most recent document that is labeled under Type “Asbestos listingdownload template”. It should open to an Asbestos Abatement and Demolition/Renovation Notification Form. Completion of asbestos abatement is not independently verified by the City.
7. In the AHERA excel document, under the “Damaged materials” tab (step5), add a column titled “Abated?”. Go through all the notification of asbestos demolition/abatement reports for this school that you downloaded (step 6) and see if any of these materials have been abated. The listing of materials that were impacted by the work fall under Box 12 of the document. The notification form notes the amount of ACM that was impacted and what



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work they planned for the material (Encapsulation = CAP, Removal = REM, Enclosure = CLO).

- a. For damaged ACM that has planned abatement write “Yes, # Square Feet(SF) or Linear Feet (LF) removed (or encapsulated etc.) in Month Year”.

Identifying Damage History

1. Open the “Damaged materials” tab that you created in step 5 above. Add a column titled “Previously damaged?”.
2. Open the google drive of AHERA reports that you used in step 1 above and find your school again. The School District has posted previous reports in the google drive that can be used to look up the damage history of all materials. Start with the oldest PDF on file, scroll down to the “Room by Room Log”.
3. Identify your first damaged material in your “Damaged materials” tab and look for this material in the Room by Room Log from the previous AHERA report that you have open. If there is damage in the older AHERA report, write “Damaged in 20XX” in your column. Repeat this process for all damaged materials with all previous AHERA reports listed on the google drive.

Determine the “Number of Spaces” with ACM:

1. From the “Assumed/Confirmed” tab copy all the “On Site Room Names” and their “Space Numbers” into a new tab and label it “Number of Spaces”. In the new tab, select the column of space names, click “data” on the top toolbar and click “remove duplicates”. If there is a bathroom for example in Classroom 100, count that bathroom as part of classroom 100, not as a separate space.
2. Create a column next to the space names titled, “Occupied by teachers/students?” And write “Yes” or “No”. From this we identify “X student and teacher occupied spaces contain ACM” on the report.