

Office of Facilities Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

July 28, 2023

MEMORANDUM

To: Travis J. Wiebe, Principal, Somerset Elementary School

From: Lynne M. Zárate, Director, Division of Sustainability and Compliance ⁸³

Subject: Annual Environmental Compliance Information—Somerset Elementary School
—ACTION REQUIRED

The purpose of this memorandum is to provide information regarding environmental compliance requirements at Montgomery County Public Schools (MCPS) facilities, and to provide guidance concerning the requirements for sharing information with school staff, parents, guardians, and other interested parties.

Asbestos Management Plan Availability Notification

Our records indicate that your school is not likely to contain asbestos. However, federal regulations for the *Asbestos Hazard Emergency Response Act* require that an annual notice be shared with the community at all schools. Also, if MCPS staff, students or the community want to view the current School Asbestos Management Plan that is updated semi-annually, please contact Derek Kwon, information listed at bottom of this Memorandum, or review instructions on the [Asbestos website](#).

Action Required:

- By **September 30, 2023**, please send notification of [Annual Notification of Asbestos Management Plan](#) to the parents/guardians of each student attending your school and to school staff.
- [Additional language](#) translations of this notification is available.

Caulk and Paint

Buildings constructed prior to 1978 may contain other embedded hazardous materials that need to be identified prior to renovation or disturbance of any caulk or paint.

Action Required:

- Contact Division of Sustainability and Compliance (DSC) staff to request an assessment, as needed.

Drinking Water and Lead Testing Program

Water flushing by building services staff:

- Before the start of every school year, and especially after a long break, the Maryland Department of the Environment (MDE) recommends whole-building flushing to remove stagnant water and associated contaminants. Please see [MDE guidance on School Building Flushing](#).

- In addition, building services staff should flush all drinking water outlets daily while school is in session to reduce the potential for any type of contamination in the water.
- Record results in the water flushing website at <https://waterflushtracking.mcpsmd.org/>

DSC tests drinking water for lead on a 3-year cycle:

- The most recent lead testing reports are posted to the [MCPS Drinking Water Testing Program website](#)
- If your school is scheduled to be tested this year, you will be notified at a later date.

Indoor Air Quality

Employees who believe they have been affected by a workplace indoor air quality problems should complete MCPS Form [230-23](#), Indoor Air Quality Complaint, and submit it to their principal/supervisor.

Action Required:

- After receiving MCPS Form [230-23](#), Indoor Air Quality Complaint, follow the process for reporting potential indoor air quality problems as outlined on the [Reporting IAQ Problems](#) web page.

Integrated Pest Management Annual Notification

Maryland laws and regulations for Integrated Pest Management (IPM) in Maryland public schools require that:

- Notification be sent home to parents/guardians of each student attending the school and distributed to all staff members each school year.
- Pesticide and herbicide applications within MCPS are rare, and applied only as a last resort or in an emergency situation, and only by licensed and registered pest control workers.
- If at any time a pesticide application becomes necessary, IPM staff will inform you and provide the necessary written notifications to be sent home with students.

Action Required:

- By **September 30, 2023**, send the [Annual IPM Notification](#) home to the parents/guardians of each student attending the school, and distribute to all staff members.

Note: [Additional language translations](#) of this notification are available on our webpage.

Recycling Program

Montgomery County Regulations 1-15 require recycling of paper, cardboard, commingled items (plastic, glass and metal bottles and cans), yard waste, and scrap metal. Recycling bins with appropriate lids and labels have been provided and placed throughout each school; and there are paper and commingled dumpsters outside the building for consolidation and collection by our vendor. MCPS also recycles many other voluntary products, including fluorescent lamps and ink/toner cartridges.

Action Required:

- Principals must ensure they have an effective program in place for staff, students and community users for recycling

Clothing/Donation Bins

The placement of donation bins on a school property creates several concerns including safety and security for our students, reducing parking spaces, preventing mowing of lawn areas and the potential to block sidewalks.

- Donation bins should not be placed on school property and must be removed if they are at your school.
- If there are special circumstances to be considered, please complete [MCPS Form 230-27, Facility Project Request Form](#) and submit for further evaluation.

If you have specific questions or need additional information, please contact Lynne Zárate at 240-740-3210, or via email at Lynne_M_Zarate@mcpsmd.org or contact the DSC staff members listed below:

Area	Contact Name	Telephone	Email
Asbestos	Derek Kwon	240-740-2331	Derek_H_Kwon@mcpsmd.org
Caulk or paint	Derek Kwon	240-740-2324	Derek_H_Kwon@mcpsmd.org
Drinking Water	Brian Mullikin	240-740-2324	Brian_A_Mullikin@mcpsmd.org
Indoor Air Quality	Brian Mullikin	240-740-2324	Brian_A_Mullikin@mcpsmd.org
Integrated Pest Management	Brian Mullikin	240-740-2331	Brian_A_Mullikin@mcpsmd.org
Recycling	John Meyer	240-314-4714	John_MeyerIII@mcpsmd.org
Sustainability Action Form	Richard Benjamin	240-314-4708	Richard_Benjamin@mcpsmd.org

LMZ:dms

Copy to:

Mr. Adams
 Mr. Benjamin
 Mr. Kwon
 Mr. Meyer
 Mr. Mullikin
 Ms. Susan E. Stringham