



## NEW YORK CITY PUBLIC SCHOOLS

June 25, 2025

### CUSTODIAL CIRCULAR NO. 25.012

**NOTE: All Circulars are to be kept in a permanent file.**

**TO ALL CUSTODIAN ENGINEERS**

#### **AHERA Management Plan Update**

**\*This circular shall supersede all prior circulars regarding a building’s “AHERA Management Plan.”**

As of February 14, 2025, [new regulations](#) from the New York City Department of Environmental Protection (NYC DEP) require all buildings to follow an updated protocol before the beginning of any work that may disturb building materials.

**Key Change: The AHERA management plan alone is no longer sufficient to confirm the presence of Asbestos Containing Material (ACM).**

Even if the AHERA book on file appears to confirm that materials are non-asbestos containing (non-ACM), that information must be verified through the new review process outlined below.

Custodian engineers must not allow any repair or renovation work to begin until they receive written confirmation from the Division of School Facilities, Health & Safety (EHS) Unit titled: **“Proceed with Work: Asbestos Clearance Granted”**.

To initiate an EHS ACM review:

- All contractors working in a NYCPS building must submit a scope of work to the EHS Unit. The scope of work must include the project location, description of work being performed, any plans or drawings, and the project duration. The EHS Unit will coordinate with a Certified Asbestos Investigator (CAI) to review the project’s scope of work, conduct a site visit, and determine if the materials in question are confirmed as non-asbestos containing (non-ACM).
- If further testing is needed, the EHS Unit will guide all stakeholders on the next steps before granting authorization to proceed.
- NYC School Construction Authority (SCA) contractors must adhere to the SCA’s updated Asbestos-Containing Material (ACM) protocols. Asbestos clearance for these contractors must be issued by the SCA’s Industrial & Environmental Hygiene (IEH). All asbestos clearance records, including survey reports and post-abatement clearance letters, must be maintained in the Custodian’s office for review by the EHS unit.

Once authorization to proceed has been granted, the custodian engineer will receive written confirmation from the EHS Unit titled: **“Proceed with Work: Asbestos Clearance Granted”**.

This updated protocol helps ensure the safety of all building occupants and must be followed without exception.

For questions or support, contact the Environmental Health and Safety (EHS) team at [EHSrequest@schools.nyc.gov](mailto:EHSrequest@schools.nyc.gov).