

IEA, INC.

# PROPOSAL



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**2025 - 2028**

## **Environmental, Health and Safety Management Services**

**for**

**Northland Community Schools**

**JULY 2, 2025**

### PROPOSAL PROVIDED TO:

Mark Morrison  
Superintendent  
Northland Community Schools  
316 East Main Street  
Remer, MN 56672  
Phone: (218) 566-2351  
E-mail: [mmorrison@isd118.org](mailto:mmorrison@isd118.org)

### PROPOSAL CONTACT:

Grant Chapa  
Virginia & Brainerd Regional Manager  
IEA, Inc.  
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### PROJECT INTRODUCTION

The Institute for Environmental Assessment, Inc. (IEA) is pleased to offer this proposal to provide a knowledgeable support team to meet your Environmental, Health and Safety (EH&S) compliance needs. IEA will assist the District in the implementation of safety programs, identification of health and safety related hazards and overall consulting based on the District's needs.

This proposal includes traditional EH&S management services, online training services, as well as the option to proceed with regularly occurring projects.

To assist with budgeting, this proposal has the option to select to proceed with standard, regularly occurring services, including lead-in-water sampling, AHERA Third Year inspections, radon testing, and bleacher certification inspections that are due to be completed in the District within the contract period.

### SCOPE OF WORK

#### ***EH&S Management***

IEA will provide EH&S management services to assist in compliance with: Occupational Safety and Health Administration (OSHA), Minnesota Department of Education (MDE), Minnesota Pollution Control Agency (MPCA), National and Minnesota State Fire Code and other federal, state, and local regulations. Please see Appendix A for a list of possible related tasks.

IEA will review identified health and safety programs for compliance with applicable regulations. This program review will be documented as the annual program review which is required or recommended for most of the District's written programs. A final report will be developed, including details on each program, as well as recommendations and/or plans for bringing programs into compliance. Annual compliance tasks will be identified prior to the start of each fiscal year and communicated to the District via a scheduling letter.

#### ***Online Training***

IEA will provide health and safety training sessions using an online learning management system for the groups outlined below.

- Annual health and safety training for teaching, administrative, and support staff
- Annual health and safety training for food service staff
- Annual health and safety training for art department staff
- Annual health and safety training for industrial arts department staff
- Annual health and safety training for science department staff
- AHERA Designated Person training (completed by your District's Designated Person)
- Hazardous materials training (required to be completed by certain positions every three years)
- Automotive lift safety training (required to be completed annually by users)
- Asbestos 2-hour initial awareness training (required to be completed by all new maintenance or custodial staff)

## 2025-2028 Environmental, Health and Safety Management Services

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Annual training links will be prepared and distributed to District representatives, in early August each year. Other training courses listed above will be distributed to staff members as they are necessary. Maintenance, custodial and transportation staff sessions will remain completed in-person as a regular EH&S site visit listed on the scheduling letter.

### ***Individual Projects due to be Completed***

Project specific scope of works may be located in Appendix C.

## LIMITATIONS & ASSUMPTIONS

IEA will remain flexible to accommodate the District's needs; however, any project work outside of this scope of work or sampling, equipment fees or additional contractors, will be provided in a project-specific scope of work with an associated fee.

The District is expected to provide sufficient workspace and support resources (office supplies, equipment, clerical support, and internet connection) as required to perform services under this contract.

When electronic documents are submitted to the District, IEA is not responsible for changes made after the date of submittal.

Documents provided by IEA are developed for your exclusive use and are not intended to be shared, distributed or sold to any other party. While some firms maintain ownership of their written management plans, the work we do for your district is customized for you and becomes the property of your district.

Contract hours may be spent working at IEA's office for access to resources or references necessary to complete a task.

IEA will assist the District in compliance with applicable standards and regulations; however, actual compliance remains the responsibility of Northland Community Schools.

If project(s) are approved, the fees listed below are accurate following current guidelines/regulations/laws that are in place at the current time. Should guidelines/regulations/laws change, it may change the project requirement. IEA would provide a change order should that situation arise.

IEA does have online training options for Type III Driver training. This training is not included in this proposal, but a group rate can be provided upon request.

## SCHEDULE

IEA's services may commence on July 1, 2025, upon receipt of a signed proposal. IEA will schedule this project through a designated contact within the District.

This contract is valid July 1, 2025, through June 30, 2028.

## 2025-2028 Environmental, Health and Safety Management Services

### COMPENSATION

#### ***EH&S Management***

IEA's services will be billed on a per site visit basis of seven site visits each contract year. Please see the site visit rates listed below:

FY 2025-2026	FY 2026-2027	FY 2027-2028
\$875	\$1,040	\$1,120

Each site visit consists of an approximate eight-hour workday, including preparation time, administrative work, travel time, and site time.

Each written program is customized using a contact representative from the District. Should the contact person leave the District, all programs need to be updated to a new contact. Should this occur, IEA will add an additional site visit to that year(s) contract to complete the changes.

An annual fee of **\$500** will be charged to maintain current customized online training and to have access available for District staff to complete the listed training when necessary.

#### ***Individual Projects due to be Completed***

Projects listed below are due to be completed within the timeframe of this proposal. If approving project(s) listed below to be completed at the time they are due, please initial below.

PROJECT	TIMEFRAME DUE	ADDITIONAL COST
AHERA Third Year Inspection	February 2027	\$1,750
Radon Testing	February 2027	\$6,335

### PROPOSAL TERMS

Terms on payment of services are net 30 days after invoicing, with interest added to unpaid balances. Please review the attached General Conditions in Appendix B.

Should additional projects be approved in this proposal, IEA will continue to set up project specific billing.

Credit card payments are subject to a 3% service charge.

# 2025-2028 Environmental, Health and Safety Management Services

## AUTHORIZATION TO PROCEED

We appreciate the opportunity to present this proposal for Environmental, Health and Safety Management Services. Please sign this authorization to proceed and send to Grant Chapa at [grant.chapa@ieasafety.com](mailto:grant.chapa@ieasafety.com). Retain the original for your records.

IEA, Inc.



Grant Chapa  
Virginia & Brainerd Regional Manager

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Please proceed according to the above stated fees, terms, attached General Conditions, and proposal dated July 2, 2025.

Regularly occurring projects that are due within this contract cycle are listed below and can be approved now for budgeting purposes. IEA will only proceed with projects below that have been initialed.

PROJECT	TIMEFRAME DUE	ADDITIONAL COST	APPROVAL INITIALS
AHERA Third Year Inspection	February 2027	\$1,750	
Radon Testing	February 2027	\$6,335	

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO Number

# **Appendix A**

## *Possible Task List*

## **A Workplace Accident & Injury Reduction Program (AWAIR)**

- Develop and implement a written management plan for workplace accident and injury reduction.
- Develop and implement a written plan for OSHA-mandated safety committees.
- Conduct safety committee meetings at least quarterly to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze and control new or existing hazards.
- Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- Develop and document procedures for investigation of workplace accidents and corrective actions.

## **Air Permitting**

- Conduct assessment and perform calculations to identify equipment and processes that require an air discharge permit.
- Develop and implement a written management plan for air permitting, if applicable.
- Complete monthly and annual reports and submit to the Minnesota Pollution Control Agency.
- Maintain all air permitting records.

## **Americans with Disabilities Act (ADA)**

- Conduct an assessment of facilities to determine compliance with ADA.
- Recommend and coordinate projects to address identified ADA issues.

## **Asbestos**

- Complete six-month periodic inspections.
- Conduct asbestos awareness training as needed.
- Maintain all records.
- Maintain/implement written management plan.

## **Bleacher Safety**

- Develop and implement a written bleacher safety plan.

## **Bloodborne Pathogens Standard-Exposure Control Plan**

- Develop and implement a written Bloodborne Pathogens-Exposure Control Plan encompassing OSHA Standard 29 CFR 1910.1030.
- Survey the facility to identify job categories in which employees may be at risk for exposure (Exposure Control Plan exposure determination). Document this process.
- Train affected employees on proper specific and universal precaution methods and techniques.
- Develop post exposure procedures.
- Evaluate engineering controls and document on an annual basis.

## **Community Right to Know**

- Develop and implement a written Community Right to Know plan.
- Compile an inventory of products and develop product file.
- Complete annual Tier Two report and submit to Minnesota Emergency Response Commission and local fire department(s).

## **Compressed Gas**

- Develop and implement a written management plan for compressed gases.
- Conduct inventory and evaluation of compressed gases.
- Conduct annual audit of inventory, postings/warning labels, and documentation.
- Conduct annual training as needed for applicable employees in compressed gas handling and use, respiratory protection, and emergency response procedures.

## **Confined Space**

- Develop and implement a written management plan for confined space procedures.
- Conduct a workplace inventory and determine whether confined spaces are permit-required or non-permit required. Develop, distribute and post entry/exit permit requirements.
- Conduct annual review of program compliance, audit entry/exit procedural compliance, review permit use history and documentation, and provide initial and annual refresher training.

### **Electrical Safety**

- Develop and implement a written management plan for electrical safety.
- Conduct annual training for affected employees.

### **Emergency Action Plan**

- Review Emergency Action Plan and provide suggestions for plan development.
- Conduct training for staff on crisis management, troubled persons/staff recognition, and violence prevention.
- Coordinate response action with local agencies.
- Develop quick reference emergency procedures flip chart for employees.

### **Employee Right to Know (ERK)**

- Develop and implement a written management plan.
- Provide annual training for applicable employees.
- Maintain training records.

### **Ergonomics**

- Develop and implement a written management plan for ergonomics.
- Conduct an assessment of employees (office, custodial, etc.).
- Coordinate abatement of identified ergonomic issues.

### **Fall Protection**

- Develop and implement written management plan.
- Conduct an assessment of facilities.

### **Fire Protection / Fire Prevention**

- Develop and implement a written management plan for fire protection/prevention.
- Conduct an assessment of facilities.
- Conduct annual review/update of written plan.

### **First Aid/CPR**

- Develop and implement a written management plan for first aid/CPR.
- Survey the facility for first aid/CPR needs.

### **Forklift Safety**

- Develop a written plan if applicable.
- Provide required training
- Assist with inventory, inspection, and carbon monoxide monitoring.

### **Hoist / Lift / Crane Safety**

- Develop a written plan if applicable.
- Inventory of hoists
- Assist with inspection and supporting documentation
- Provide training
- Assist with required recordkeeping

### **Hazardous Waste**

- Develop and implement a written management plan for hazardous waste. These are defined as wastes that are toxic, combustible, corrosive, or reactive.
- Identify facility hazardous waste streams by functional areas and by waste stream types.
- Examine the potential for generating hazardous waste products each facility.
- Implement proper waste disposal procedures. Complete waste disposal manifests.
- Acquire an EPA generator number and MPCA annual permit for each building that generates hazardous waste.
- Provide training to affected employees. Conduct annual training if applicable according to VSQG or SQG criteria.
- Complete annual hazardous waste report for MPCA or local County government

### **Hearing Conservation**

- Develop and implement a written management plan for hearing conservation.
- Assess all facilities and employees for occupational noise exposure.
- Coordinate annual hearing tests for affected employees.
- Recommend noise abatement or administrative controls to reduce or eliminate employee exposure and coordinate the distribution of hearing protection devices.
- Conduct noise dosimeter testing.
- Conduct employee training and annual review/update of training records.

### **Indoor Air Quality (IAQ)**

- Develop, implement and maintain an IAQ management plan and building walk through.
- Provide training to employees in indoor air quality.
- Maintain appropriate IAQ records.
- Coordinate IAQ investigations.

### **Infectious Waste**

- Develop and implement a written management plan for infectious waste, if any. NOTE: Blood or other potentially infectious materials are covered under the Bloodborne Pathogens Standard.
- Identify sources of infectious waste in each facility.
- Review current infectious waste handling procedures.
- Evaluate current infectious waste recordkeeping forms and procedures (including archiving).
- Provide annual training to affected employees.

### **Integrated Pest Management (IPM)**

- Develop and implement a written management plan for integrated pest management.
- Prepare required notifications to the community.
- Coordinate with pest control companies to ensure proper pest management.



### **Lead Contamination Control Act**

- Develop and implement a written management plan for lead contamination control.
- Report testing results and provide recommendations for areas with excess lead levels present.

### **Lockout/Tagout**

- Develop and implement a written management plan for lockout/tagout.
- Assist with purchasing of appropriate locks and tags.
- Provide training for affected personnel.
- Conduct annual audit of compliance with lockout/tagout plan procedures.

### **OSHA Inspections**

- Conduct mock OSHA and other regulatory agency inspections.
- Participate in OSHA review of facility and provide management activity for programs.

### **OSHA Recordkeeping**

- Develop and implement a written management plan for OSHA recordkeeping.
- Assist with completion of OSHA 300 Log.
- Review and investigate accidents, develop trend information, and recommend procedures and policies to reduce occurrences.
- Assist with the management of the Workers' Compensation Program.

### **Personal Protective Equipment (PPE)**

- Develop and implement a written management plan.
- Conduct assessment of facilities to determine equipment needs.
- Provide training to employees on the proper care and usage of personal protective equipment.

### **Playground Safety**

- Develop and implement a written management plan for each playground.

- Conduct periodic site reviews, inspections and management plan updates.

### **Process Safety Management**

- Develop and implement a written process safety management plan.
- Provide employee training as required.
- Conduct periodic review/update of written plan.

### **Radon**

- Develop and implement a written management plan for radon.
- Provide recommendations for abatement for areas with excess radon levels present.

### **Respiratory Protection Program**

- Develop and implement a written management plan for respiratory protection.
- Conduct workplace evaluation to determine respiratory protection needs.
- Provide annual respiratory protection program training to applicable employees.
- Coordinate annual medical exams, conduct and document annual fit test and records update.

### **Underground Storage Tanks (USTs) / Aboveground Storage Tanks (ASTs)**

- Develop and implement a written management plan for underground and aboveground storage tanks.
- Complete an inventory of tanks including age, size, type, contents, spill protection, overfill devices, corrosion protection or leak detection systems.
- Develop and coordinate tank removal prioritization for under-equipped or leaking tanks.

### **Welding, Cutting or Brazing**

- Develop a written plan.
- Provide training and assist with required recordkeeping.

# **Appendix B**

## *General Conditions*

# General Conditions

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The word "Consultant" refers to the Institute for Environmental Assessment ("IEA"), the contracting company is referred to as the "Client". Client agrees to be bound by these General Conditions by accepting the Proposal and engaging Consultant.

The Agreement with you, the Client, is comprised of this Agreement and accompanying written proposal.

## 1. Scope of Work

Consultant will furnish and perform the professional services specified in Consultant's proposal (the "Proposal"). The services as set forth in the Proposal (the "Services") will be provided by Consultant's personnel at the location of the Client (the "Site") (hereinafter referred to as the "Project"). If any portion of the Proposal is inconsistent with this Agreement, the terms of this Agreement shall control:

Consultant's obligation to perform the Services shall terminate upon delivery of a final report within 45 days of Project completion.

In addition to the Proposal, Consultant and Client agree as follows:

### A. Right of Access

Unless otherwise agreed in writing, Client will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

### B. Confidential & Proprietary Information

The Consultant and Client agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other.

## C. General

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality. The AIHA-certified IEA laboratory will perform PCM analysis if specified. Other field PCM analysis will be completed by laboratory-approved field technicians, generally under AAR Guidelines.

## 2. Payment for Services

### A. Fee Schedule & Maximum Costs

The fee schedule in the Proposal specifies the amounts due to Consultant from Client for its Services performed under this Agreement.

### B. Schedule of Payment

Invoices will be submitted to Client once a month for services performed during the prior month. Payment to Consultant is due upon presentation to Client, and past due after thirty (30) days of receipt of the invoice, in which case a service fee of 1.5% monthly shall be added to the invoice, unless specifically arranged otherwise by Consultant and communicated in writing. Client reserves the right to question any item on any invoice and Consultant agrees, upon Client's request, to supply such documentation as is necessary to reasonably justify such invoice amount to Client's reasonable satisfaction. Client agrees to pay Consultant any costs of collection including reasonable attorneys' fees and costs if payment for Services are not made when due.

### C. Expert Fee Expenses

If Client requests Consultant to participate on behalf of Client in litigation regarding the subject matter of this Agreement, Client agrees to pay all of Consultant's expenses arising therefrom at the prevailing rate for Consultant's time plus out-of-pocket costs and expenses, including reasonable attorney fees incurred by Consultant in conjunction with the participation.

## 3. Indemnity & Insurance

### A. Indemnity

Consultant shall indemnify and hold harmless Client against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Consultant, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Consultant, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Consultant's proportion of the total fault which directly caused the damages. Client shall indemnify and hold harmless Consultant against losses, damages and claims, demands, actions, costs (including reasonable attorney fees), and fines of any kind resulting from any breach of this Agreement by Client, its employees, agents, subcontractors or licensees, of their obligation under this Agreement, or from any negligence or misconduct by Client, its employees, agents, subcontractors or licensees, but only for the proportion of damages which is equal to Client's proportion of the total fault which directly caused the damages.

### B. Limitation of Liability

EXCEPT AS EXPRESSLY SET FORTH IN SECTION 1(C) HEREOF, CONSULTANT DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL EITHER CONSULTANT OR CLIENT BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER FOR BREACH OF ANY WARRANTY, FOR BREACH OR REPUDIATION OF ANY OTHER TERM OR CONDITION OF THIS AGREEMENT, FOR NEGLIGENCE ON THE BASIS OF STRICT LIABILITY OR OTHERWISE.

# General Conditions (cont'd)

## C. Insurance

- (1) Consultant carries coverage and limits of liability insurance as follows:
  - (a) Workers Compensation with statutory limits.
  - (b) Employers' Liability with a minimum policy limit of \$1,000,000.00.
  - (c) Comprehensive General Liability with the following coverage:
    - I. Limit \$1,000,000.00 per occurrence
    - II. \$2,000,000.00 general aggregate
    - III. \$2,000,000.00 products completed/ operations aggregate
    - IV. \$1,000,000.00 personal and advertising injury
    - V. \$300,000.00 fire Damage (any one fire)
    - VI. \$25,000.00 medical expenses (any one person)
  - (d) Automobile insurance covering all owned, non-owned or hired automobiles used in connection with the work covering bodily injury and property damage with a minimum combined occurrence limit of \$1,000,000.00
  - (e) Professional Liability (claims made) with the following coverage:

\$1,000,000.00 per occurrence
  - (f) Contractor Pollution Liability (claims made):

\$1,000,000.00 each occurrence
  - (g) Umbrella Liability.

\$5,000,000.00 each occurrence
- (2) Client (or Owner if applicable), Subcontractors and Agents agree to provide Consultant, upon request, Certificate(s) of Insurance signed by the insurer evidencing insurance for premise liability, general liability, auto and workers comp. equal or greater than those limits carried by the Consultant.

- (3) Consultant shall promptly deliver to Client (or Owner if applicable), upon request, certificate(s) of insurance signed by the insurer for the policies described in (3) (C) above, or certified copies of such insurance policies indicating the existence of such coverage. IEA must be listed as both certificate holder and insured, or additional insured on each certificate of insurance.

## 4. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Client.

## 5. Independent Contractor

Consultant is an independent Contractor and shall not be considered an employee, partner or joint venturer of the Client for any purpose.

## 6. Restriction to hire employees of Consultant

Client agrees to refrain from hiring, contracting, or retaining the services of Consultant's employees during or within 12 months after the termination of Consultant's services. If Client hires an employee of Consultant in violation of this Section 6 without Consultant's written consent, Client shall pay Consultant a placement fee equal to twenty-five percent (25%) of such employee's annual wages.

## 7. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Client or the Consultant's Chief Financial Officer, as the case may be, at their addresses as set forth in the Proposal. The courts located in the State of Minnesota shall have exclusive jurisdiction in any actions commenced by Consultant or Client in connection with this Agreement, the Project or the Services.

## 8. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota. Parties agree to participate in pre-suit mediation prior to commencement of an action.

## 9. Extent of Agreement

This Agreement, together with the Proposal, represents the entire Agreement between Client and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Client and Consultant.

## 10. Termination

Upon completion of the Project, Consultant will, at Client's request, deliver to Client or its designee all records, documents or materials in its possession or control of Consultant which are owned by Client. The obligations and provisions of Sections 1B, 2, 3, 5, 6 and 10 shall survive completion of the Project or termination of this Agreement.

# Appendix C

*Project Specific Scope of Work,  
Limitations & Assumptions*

# Project Specific Scope, Limitations and Assumptions

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## AHERA THIRD YEAR INSPECTION

AHERA Third Year inspections are required by the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85, for all buildings owned or leased by non-profit K-12 school districts that contain asbestos-containing building materials (ACBM). All buildings covered by the Rule are to be re-inspected every three years by an accredited asbestos building inspector.

### *Scope of Work*

IEA will conduct an AHERA Third Year Re-Inspection, which is due to be completed within three years of the last inspection which was completed in February 2024. IEA will inspect the K-12 School, Early Childhood Building, and Bus Garage.

This service includes the following:

- Re-inspect previously identified ACBM and update changes in quantity, amount of damage, EPA condition assessment category, laboratory analysis, and other relevant issues. This work will be performed by a state-certified asbestos building inspector.
- Review inspection data and provide recommended response actions for friable, damaged ACBM. This work will be performed by a state-certified asbestos management planner.
- Provide a district copy of the reports in a three-ring binder as well as individual building copies in separate binders. These reports include three sections identifying damaged ACBM (Chart A), identified ACBM (Chart B), and identified suspect materials (Chart C). Each binder contains numbered tabs for the inclusion of the required periodic surveillance reports.
- Provide inspection reports in electronic format, upon request.

Any bulk samples collected and analyzed (by Polarized Light Microscopy) during the contracted inspection will be invoiced at \$23/per sample layer.

### *Limitations and Assumptions*

- The intent of the AHERA inspections is to comply with the requirements of the Environmental Protection Agency's (EPA's) Asbestos Hazard Emergency Response Act (AHERA) – 40 CFR Part 763.85. They are not intended to fulfill the requirements of the EPA's National Emissions Standard for Hazardous Air Pollutants (NESHAP) for required renovation or demolition inspections.

# Project Specific Scope, Limitations and Assumptions

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## **RADON TESTING (SHORT-TERM)**

According to Minnesota Statute 123B.571, school districts that receive authority to use long-term facilities maintenance revenue to conduct radon testing must conduct the testing according to MDH's 'Radon Testing Plan.' MDH recommends that schools initially be tested for radon and re-tested after significant changes occur to building structure or the HVAC system, or every five years.

Because radon levels have been found to vary significantly from room to room, MDH requires that measurements be taken in all occupied or intended to be occupied rooms in contact with the ground, or those located above unoccupied rooms in ground contact (e.g., rooms above basements, crawlspaces, or utility tunnels).

### ***Scope of Work***

IEA will conduct one site visit to deploy approximately 132 short-term radon test kits in the K-12 School and Early Childhood buildings.

IEA will conduct a second site visit within two to four days to collect the test kits.

Radon kits will be submitted to an accredited laboratory for analysis.

Once IEA has received results of the analysis, a final report will be developed, including the following information:

- Summary of the testing results
- Laboratory analysis documents
- Recommendations, including recommendations for any results above the Action Level

### ***Limitations and Assumptions***

- IEA is not responsible for radon kits that are misplaced or removed during the sampling period.
- IEA assumes access to all locations and information about the HVAC systems will be provided.
- The following conditions are required during the testing period: Closed-building (windows/exterior doors closed, HVAC set to normal and lowest seasonal ventilation, avoiding excessive operation of exhaust systems and no use of fireplaces). Delays and additional expense may occur when test locations are not readily accessible or where requirements for closed-building conditions are not observed per ANSI/AARST MALB 2014 (*with 1/21 revisions*).
- Testing will include following the MDH and ANSI/AARST MALB 2014 (*with 1/21 revisions*) requirements for quality assurance measurements by including duplicate radon kits and control radon kits (blanks), as required by the MDH radon measurement licensing program. Spiked radon kits and lab-transit blanks are part of IEA's internal quality assurance program.
- Additional detectors not listed above may be required to complete the project to MDH standards. If additional detectors are needed, IEA will bill additional detectors at \$18/each.