



ASBESTOS SECTION INSTRUCTIONS – FOR CHILD CARE FACILITIES

The goal of the Clean Classrooms for Carolina Kids program is to identify and eliminate exposures to environmental hazards where North Carolina children learn and play. The Clean Classrooms for Carolina Kids program is a partnership between the North Carolina Department of Health and Human Services (NC DHHS) and RTI International in a joint effort to identify and restrict or mitigate exposure to lead and asbestos hazards across public schools and licensed child care facilities in the state.

Facilities must enroll in the Clean Classrooms for Carolina Kids program to fulfill North Carolina requirements ([10A NCAC 41C .1000](#)). The program is providing free facility-wide inspections without any out-of-pocket cost that meets all rule requirements from program launch to November 30, 2026.

The Clean Classrooms for Carolina Kids program includes three sections:

1. lead in drinking and cooking water,
2. lead-based paint, and
3. asbestos.

The following information will provide an overview on the importance of eliminating exposure to asbestos, North Carolina asbestos requirements, and instructions to complete the asbestos section of the Clean Classrooms for Carolina Kids program.

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Overview of Asbestos Hazards

Asbestos is a general term referring to a group of naturally occurring minerals that tend to separate into fibers and are resistant to corrosion and heat. Because of its physical properties, asbestos was commonly used in various building materials, such as ceiling tiles, cement, floor tiles, insulation, roofing, and woven materials.

Buildings built prior to 1988 are more likely to contain asbestos, but asbestos can also be found in buildings built after 1988. Facilities may have already safely removed asbestos-containing materials from their buildings, but some may still be present.

While asbestos has many useful properties for building materials, asbestos poses a concern for public health when asbestos-containing materials are not safely managed. When asbestos-containing materials are disturbed or damaged, tiny asbestos fibers can be released into the air. Airborne asbestos fibers may even settle in dust, which can be resuspended into the air when it is disturbed by routine activities in the building.

When these fibers are breathed in, they can get trapped in the lungs and remain there for a long time. They can also migrate from the lungs to other spaces in the body. Asbestos exposure irritates lung tissue and can lead to serious respiratory diseases and certain cancers, such as lung cancer and mesothelioma. Some of these diseases take many years to develop, so exposure in childhood can lead to the development of asbestos-related disease later in life.

There is no safe level of asbestos exposure for any type of asbestos fiber. Health risks from asbestos exposure increase with the length and frequency of exposure.

Overview of North Carolina Requirements

This is a legislatively mandated effort to address lead and asbestos hazards in North Carolina public schools, licensed child care centers, and licensed family child care homes. Participation will allow facilities to meet all rule requirements for identified lead and asbestos hazards, as required by law.

In 2019, North Carolina enacted [15A NCAC 18A .2816](#), requiring all licensed child care centers to test for lead in water at every tap used for drinking or cooking. In 2023, North Carolina enacted rules [NC 10A NCAC 41C.1001-1007](#) requiring all public schools and licensed child care facilities to:

- Test for lead in water used for drinking and cooking;
- Inspect for lead-based paint hazards; and
- Inspect for asbestos hazards.

The 2023 rule advances the foundation set by the 2019 rule by expanding the facility types, hazard types, and requirements for mitigating hazards. The rules specific to potential asbestos hazards in child care facilities are the following:

NC 10A NCAC 41C.1001 defines terms used throughout the North Carolina requirement including Department, licensed child care facility, public school, program, and responsible individual.

- For child care facilities, “responsible individual” means the operator or operator’s designee(s).

NC 10A NCAC 41C.1002 states which facilities are eligible to participate in the funding mechanisms. The cost to test for asbestos will be fully covered, while the cost for any mitigation activities will be fully reimbursable.

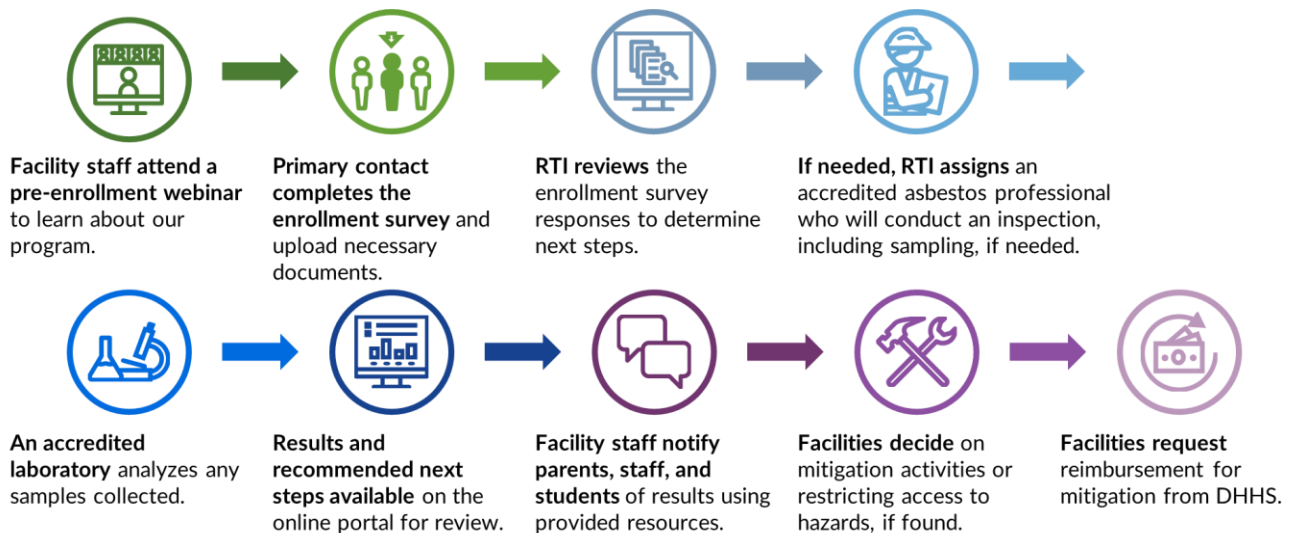
- Responsible individuals of the facility should keep accurate records of testing, inspection, abatement, and remediation. These records are required by the Department.

NC 10A NCAC 41C.1003 states that facilities are required to have an inspection conducted for asbestos hazards unless they meet the criteria to be exempt, and if needed, facilities are required to have appropriate abatement activities performed or restrict access to the hazards.

NC 10A NCAC 41C.1007 provides incorporated references.

Overview of Asbestos Section Steps for Child Care Facilities

Our program will help to provide information on identifying and eliminating exposure to asbestos hazards and walk your facility through completing an enrollment survey, uploading proper documentation, and coordinating with an accredited asbestos professional, if needed. Our program will also help to overview results and possible recommended actions.



To begin the asbestos section of the program, your facility will complete the following steps:

Pre-Enrollment

1. [Designate Primary Contact](#)
2. [Attend Pre-enrollment Webinar](#)
3. [Create an Account and Link to Your Facility](#)

Enrollment Survey

4. [Complete Section Training](#)
5. [Enroll Your Facility](#)

Document Review and Response Actions

6. [Document Review and Next Steps](#)
7. [Final Review and Recommendations](#)



1. Designate Primary Contact

Each facility will designate a primary contact for the asbestos section. The primary contact will be responsible for completing the enrollment survey and be the main point of contact for the asbestos section. Additional individuals can help to complete the enrollment survey, if needed.

- The primary contact should be familiar with any asbestos inspections that have been conducted at your facility.
- The primary contact should be familiar with the layout of the building(s); and
- The primary contact should be able to oversee the efforts to restrict access to or mitigate any identified hazards, if identified in your facility.



2. Attend Pre-enrollment Webinar

To access the online portal for enrollment, facility staff must first attend a pre-enrollment training webinar that will cover lead and asbestos background, program overview, participation, and preparing for enrollment. Our team will also be available for online questions and answers.

The webinars will be hosted on Zoom. You can go [HERE](#) to view available dates/times and register.

When you register for the webinar, you will receive a confirmation email. That email will include the link to join the webinar. We encourage you to join through an Internet browser or Zoom app to have access to both audio and video.



If you have any trouble, there is also the option to call into the webinar. Details for joining by calling into the webinar will also be available in the confirmation and reminder emails; you will need the webinar ID and passcode.

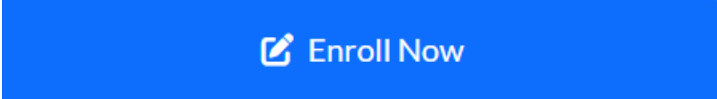
After attending the webinar, you will receive the enrollment PIN to enroll through the online portal.

You can expect a follow-up email reiterating information on how to access the online portal within 24 hours. If you have questions following the webinar, then you can contact us via call or text at 1-855-997-2864 or message at bit.ly/3CK-contact.



3. Create an Account and Link to Your Facility

Navigate to the main page [HERE](#) and click “Enroll Now” to get started.

 Enroll Now

Create an Account

1. Select the enrollment type (Child Care Facility).
2. Enter the enrollment PIN from the pre-enrollment training webinar.
3. Start typing the name of your child care facility and select from the drop-down list.



If you don't see your child care facility in this list, please contact us.

4. Enter your contact information to finish creating your account.
You will need access to the online portal throughout the program, so be sure to make note of the email address and password for your account.

Enrollment Dashboard and Program Details

The enrollment dashboard of the portal will show the facility name and address at the top and include details of your Facility Team and Program Details.

Menu

- **View Facility Data Mapper:** View public results from the lead in water, asbestos, and lead-based paint sections of the program.
- **Enroll A New Facility:** Start the enrollment process for another facility.
- **View My Other Facilities:** Navigate to another facility dashboard.
- **Contact Us:** View ways to contact our team via call, text, or email.

Sample Kits

View the status of any sampling kit(s). Tracking information is updated nightly. *Note: This is only applicable to lead in water sampling kit(s).*

Facility Team

List of users registered to the facility within the system.

Program Details

Review your facility's progress throughout each section of the program. You will see **Program Details** with each of the three sections listed: lead in water, lead-based paint, and asbestos.



A green checkmark indicates the step is complete.

For asbestos, there are six steps to follow your progress:

1. Training
2. Enrollment Survey
3. Survey Review by RTI
4. On-Site Visit
5. Facility Results & Recommendations
6. Facility Mitigation

Given the availability of accredited asbestos professionals and number of facilities, there may be delays in waiting for the Survey Review by RTI and the On-Site Visit.

If any actions are required of your facility or if there are any updates to your facility's progress, the facility team will receive an email notification. Notifications may include any of the following:

- Enrollment Survey: Started
- Enrollment Survey: Successfully Submitted
- Enrollment Survey: Changes Requested
- Professional Assigned for On-Site Visit
- Results and Recommendations Ready
- Completed Section Requirements

Prior to starting the survey, we recommend you gather required documents and information to fill out the asbestos enrollment survey. You will be asked to provide the following:

- ✓ Building information
- ✓ Student demographics
- ✓ Previous asbestos inspection report, if applicable
- ✓ Concerns about asbestos exposure
- ✓ Past and planned building renovations
- ✓ Property tax record



4. Complete Section Training

On your facility's dashboard, under **Program Details – Asbestos Section Status**, the first step is to complete training. Click the blue "Begin Training" button on the right to get started.

The training video is required to access the enrollment survey.



Note: This is a separate training from the pre-enrollment webinar described previously; each section of the program has a training video that will provide more specific information.

The training video shows you how to participate in the program and meet state requirements to identify and address potential asbestos hazards at your facility. The training will also briefly cover background on asbestos and overview section steps, how to complete the asbestos enrollment survey, and what happens after completing the enrollment survey, including RTI's review of your facility's documentation, potential next steps such as an asbestos inspection, and possible recommended actions based on each specific facility's conditions.



5. Enroll Your Facility

After finishing the section training, you will have access to the asbestos enrollment survey.

The enrollment survey includes seven different sections:

1. Welcome
2. Building Information
3. Student Demographics
4. Asbestos Questions
5. Renovations
6. Document Upload
7. Finalize

All questions are required before you can submit your survey for review. If any information is missing, you will be directed to fix the issue(s) prior to submitting.

If the lead-based paint enrollment survey has already been completed, the responses will auto-populate for the first three sections of the survey: welcome, building information, and student demographics.

The primary contact is responsible for reviewing all auto-populated information. It is important that the information is carefully reviewed for accuracy because the responses will affect other questions in the enrollment survey, and, ultimately, next steps for your facility.

You can sign out and come back to complete the survey at any time. However, you will need to save your progress on each page.



To view a list of all questions included in the enrollment survey, you can go [HERE](#).

To view an example of the enrollment survey, you can go [HERE](#).

Welcome

In this section, you can add any staff who should receive email notification updates about your facility's progress through the asbestos section of the program.

You may add staff who have not logged into the portal, but if these staff would like to view or edit your facility's enrollment survey, they must first attend the pre-enrollment training webinar and create an account to login.

In this section, you will also designate the primary contact for the asbestos section of the program as discussed in the first step – Error! Reference source not found..

Building Information

In this section, information about your facility and details about your building(s) will be collected. Required building information includes the child care facility and permit type, approximate size, facility ownership, age of building(s), and schedule of operations.

For the building age, you will need to list out individual buildings and the year built. It is important that you provide accurate information for the age of each building at your facility because the North Carolina rule allows for building age exemptions if **all** buildings were built after 1988. *More information on building age exemptions is addressed in **Number of** children enrolled during the latest year;*

- Age group of enrolled children;
- Percent of children eligible for free or reduced lunch;
- Percent of children eligible for subsidies, discounts, or scholarships; and
- Percent of students that identify as white, black, Hispanic or Latino, American Indian or Alaskan Native, Asian, Pacific Islander, or two or more races/ethnicities.

Asbestos Questions.

If you do **not** know the year built for any of the individual buildings, you will be asked to select a range:

- Before 1979
- Between 1979 – 1988
- Between 1989 – 1990
- Between 1991 – 2014
- After 2014



Note that if you do **not** know the year built and select a range, then your facility will **not** qualify for the building age exemption questions in the survey.

Student Demographics

In this section, information will be collected on student demographics and socioeconomics:

- Number of children enrolled during the latest year;
- Age group of enrolled children;
- Percent of children eligible for free or reduced lunch;
- Percent of children eligible for subsidies, discounts, or scholarships; and
- Percent of students that identify as white, black, Hispanic or Latino, American Indian or Alaskan Native, Asian, Pacific Islander, or two or more races/ethnicities.

Asbestos Questions

In this section, information will be collected about asbestos in your facility, previous asbestos inspections, and concerns about asbestos exposure.

As noted in the **In this** section, you can add any staff who should receive email notification updates about your facility's progress through the asbestos section of the program.

You may add staff who have not logged into the portal, but if these staff would like to view or edit your facility's enrollment survey, they must first attend the pre-enrollment training webinar and create an account to login.

In this section, you will also designate the primary contact for the asbestos section of the program as discussed in the first step – Error! Reference source not found..

Building Information section, the age of each building at your facility may qualify your facility to be exempt from the asbestos inspection requirements.

All buildings at the facility were built after 1988.

Building Age Exemption: Facilities that indicate all their buildings were built after 1988 will have the option to upload a property tax record that shows their buildings were built after 1988. If the property tax record can be uploaded, you will be skipped to the **In this** section, information will be collected on past and planned building renovations.

Facilities that have gone through major renovations since their most recent inspection may require additional sampling during an on-site visit if one is needed. If you indicate your facility has an upcoming renovation, your facility may be prioritized to receive an on-site visit, as needed.

Document Upload section of the survey to upload the record. You will not be required to complete the remaining survey questions.

Some or no buildings at the facility were built after 1988.

Facilities where some or no buildings were built after 1988 or where a property tax record cannot be uploaded will need to complete the remaining survey questions.

Center Inspection Information

Facilities will need to indicate if the facility already had an asbestos inspection and, if so, whether the most recent asbestos inspection was within the past three years.

Inspection History

If your facility has already been inspected for asbestos, you will be directed to add an inspection record from the most recent inspection/reinspection at your facility. You will need to provide the inspection date, whether the whole or partial facility was inspected, the name of the accredited asbestos professional, and the company that performed the inspection.

- You will be asked to upload or mail any available asbestos inspection reports.

Center Mitigation/Abatement Activity

If your facility has already been inspected, you will be asked about any mitigation or abatement activities that were performed to address asbestos-containing materials during the past three

years. We also ask whether your facility already has plans to mitigate or abate any asbestos-containing materials within the next three years.

- You will be asked to upload or mail the mitigation or abatement records.

Asbestos Concerns

Indicate any concerns about asbestos exposure, such as damaged floor tile.

- If you do have any concerns, please be sure to describe them.

Preferred Company

Indicate if there is a specific accredited asbestos professional your facility would like to review your provided documentation and perform an on-site visit, if needed.

- You will have the option to select your preferred company and whether you would like to be assigned to different company if your preferred company is unavailable.



We cannot guarantee that your preferred company will be assigned to your facility given the volume of work in this program, but we will prioritize previously established working relationships between facilities and companies.

Renovations

In this section, information will be collected on past and planned building renovations.

Facilities that have gone through major renovations since their most recent inspection may require additional sampling during an on-site visit if one is needed. If you indicate your facility has an upcoming renovation, your facility may be prioritized to receive an on-site visit, as needed.

Document Upload

In this section, you will be instructed to upload any documents that were indicated as available for electronic upload throughout the survey.

The U.S. EPA's air toxics regulations are intended to minimize the release of asbestos during activities involving the handling of asbestos. Any demolitions and renovations of facilities must be in accordance with the **National Emission Standards for Hazardous Air Pollutants (NESHAP)**, which requires areas or buildings to be inspected before renovation or demolition. The inspections include identification of possible asbestos-containing materials.



.pdf document type is recommended.

Remember to confirm that the document is legible and right side up.

If electronic documents are not available, then you will be asked to mail copies of the physical documents to RTI using the following address:

Attn: Laurie Stella
RTI International
Clean Classrooms for Carolina Kids
3040 E. Cornwallis Road
Johnson 2nd Floor
Research Triangle Park, NC 27709

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI.

It is strongly recommended that electronic documents are uploaded because mailing will slow down the process for your facility.

The following provides a summary of possible documentation that may be required by your facility:

- **Asbestos Inspection Report:** Most recent asbestos inspection report.
- **Mitigation/Abatement Records:** Records of any mitigation/abatement of identified asbestos-containing materials conducted in the past three years.
- **Property Tax Record:** This record should clearly display the year your facility was built. If you need help finding this record, instructions will be provided including a link to your county's tax record map.

Finalize

At this section, you are ready to submit your enrollment survey! You will be notified if any information is missing, and you can easily jump back to that section to fix the error.

You will need to certify that all documents are authentic, completed, and uploaded in full before clicking the "Submit Enrollment Survey" button.

ALL documents **must** be electronically uploaded to the online portal or mailed to RTI (using the address listed) to meet the State requirements.

Documentation should **not** be sent directly to the State.



6. Document Review

Documents will be reviewed to determine whether the information is acceptable. If incorrect documents are provided or information is missing, then you will receive an email notification to amend information (i.e., uploading a different document).

After our team reviews your enrollment survey, the next steps may be a facility exemption or an on-site visit, which could include an asbestos inspection or site verification.

Exemption

An exemption from the rule requirements means that your facility does not need an on-site visit for an asbestos inspection or site verification. There are two types of exemption:

1. **Full Building Age Exemption:** Facilities that were built after 1988 may be exempt if they provide a property tax record clearly displaying the year the facility was built.
2. **Prior Inspection Exemption:** Facilities may also be exempt if they provide documentation of an asbestos inspection conducted within the past three years. This inspection must meet all rule requirements and either have identified no asbestos hazards or any asbestos hazards that were identified must have been addressed. Documentation associated with these exemptions must be provided to the Clean Classroom for Carolina Kids program to meet the rule requirements for exemption.

If your facility is exempt, then the asbestos section is complete. No additional action is needed by the facility.

On-Site Visit: Asbestos Inspection

An asbestos inspection will be needed if your facility:

1. Has not been inspected for asbestos,
2. Had a previous asbestos inspection that was not within the past three years or does not meet the rule requirements, or
3. Has not provided documentation.

Our team will assign an accredited asbestos professional to perform your facility's inspection.

On-Site Visit: Site Verification

A site verification means an accredited asbestos professional will need to visit the facility to verify the condition of specific asbestos-containing materials. Site verifications may be required if asbestos hazards (i.e. damaged asbestos-containing materials) were identified in the most recent inspection report and those hazards have not been addressed or the facility does not provide documentation that hazards have been addressed.

Our team will assign an accredited asbestos professional to perform your facility's site verification.



7. On-Site Visits

Your facility will be notified if an on-site visit (asbestos inspection or site verification) is required.

Note: The following information does **not** apply if your facility qualifies for exemption. No additional action is needed by your facility.

How Your Facility Can Prepare

The primary contact has a key role when it comes to preparing for the on-site visit. The primary contact should:

1. Be available to schedule the date and time of the on-site visit once contacted by the accredited asbestos professional; and
2. Meet the accredited asbestos professional when they arrive, so the professional has access to the facility.
3. Have floor plans available during the on-site visit.

On-site visits are estimated to take between one to three days. However, the process is highly variable based on the size of the facility and information collected from the enrollment survey.



On-site visits can be scheduled during facility hours, during breaks, or on weekend.

Facilities can remain open during the on-site visit, but local areas may need to be closed at the discretion of the professional.

What Happens During an Asbestos Inspection

The accredited asbestos professional will perform the asbestos inspection according to the scheduled date and time agreed upon with the primary contact. The asbestos inspection process will likely include an inventory of suspect building materials, an assessment of the material's condition, and sampling of materials to identify if they contain asbestos.



The accredited professional will send any samples they collect to an accredited RTI-designated laboratory for analysis.

Once the analysis is complete, the accredited asbestos professional will write a results report and provide recommended response actions.



8. Viewing Results and Recommendations

Viewing Results

Your facility will be notified when results and recommended actions are ready to review in the portal. You will be able to easily view any asbestos hazards identified at your facility, as well as the full report and sample results.



Additional videos and resources will be available to help you understand your results report on the [Resources and Training](#) page [HERE](#).

No Identified Asbestos Hazards

If no asbestos hazards are identified by the accredited asbestos professional during the on-site visit, no additional action is required by the facility.

As defined by the rule, asbestos-containing materials are materials which contains more than 1% asbestos, including friable asbestos-containing material and nonfriable asbestos-containing material. **Asbestos hazards** are asbestos-containing materials identified to be in poor condition and categorized as damaged material. Properly managed asbestos-containing materials in good condition are not considered a hazard under this program.

Identified Asbestos Hazards

If asbestos hazards are identified, your results will indicate where the hazards are located. The following information may be included to summarize the identified hazards:

- Building
- Room or Room Equivalent
- Material Location
- Material Description
- Asbestos Percentage (%)
- Assessment
- Response Action

Recommendations

For each identified hazard, the accredited asbestos professional will recommend a response action depending on the condition and type of hazard.

Recommended response actions may include any of the following:

- Restrict Access
- Repair and Maintain
- Remove
- Enclose
- Replace
- Encapsulate
- Operations and Maintenance

The facility is required to restrict access to the hazard until it is mitigated/abated. If the facility chooses not to mitigate, they must restrict access to the hazard indefinitely.



Communicate

We encourage facilities to communicate with parents, staff, and students throughout the entire process. At a minimum, facilities should notify parents, staff, and students if asbestos hazards are identified. For tools to aid communication with your facility's stakeholders, please visit our Communication Toolkit [HERE](#).

Facility Data Mapper

Your facility's results and reports will be posted to the facility data mapper ([HERE](#)) five business days after the results are shared with your facility. The facility data mapper is designed for facilities and the community they serve to view the results. The facility data mapper provides a way for the facility to easily communicate the results of the program to staff, parents, caregivers, and students, whether the facility received an asbestos exemption, or if any asbestos hazards were identified, and any mitigation activities that were performed.

Since lead in water mitigation is provided by the Clean Classrooms for Carolina Kids program, this information will be readily accessible to the community through the facility data mapper and the public will be able to see the actions taken to get the lead out of the tap. However, asbestos mitigation activities are not provided by our program and will not appear in the facility data mapper unless the facility lists the actions taken in the portal.

Facilities should indicate whether access was restricted, or the hazards were mitigated, and upload clearance documentation in the portal once the mitigation or abatement activities are completed. By indicating these activities, the public can be aware of the actions your facility took to eliminate asbestos hazards where children learn and play.



Mitigation/Abatement

Facilities are responsible for any mitigation/abatement activities.

It is important to note facilities are responsible for deciding on any mitigation or abatement activities and scheduling those activities.

If facilities decide to mitigate/abate identified hazards, they are responsible for:

- Identifying an accredited professional,
- Scheduling the mitigation/abatement activities,
- Notifying NC DHHS of the mitigation/abatement activities, and
- Submitting for cost reimbursement from NC DHHS.



Please note that mitigation activities should be scheduled when the facility can be mostly unoccupied. Depending on the size of the mitigation area, the timeline can vary.

Facilities can use the following resources to learn more about asbestos and finding North Carolina accredited asbestos professionals.

- [About Asbestos Hazard Management](#)
- [Find Accredited Asbestos Professionals](#)
- [Notification Requirements](#)

Facilities will be expected to keep records of inspections and mitigation activities; records should be made available to the State upon request.



Reimbursement

While the costs of on-site visits and sampling are coordinated and completely covered by our program, mitigation activities are not. However, covered mitigation activities are fully reimbursable from NC DHHS.

You can visit NC DHHS's website [HERE](#) for more information on reimbursement and covered mitigation activities.



Contact Information

If you have any questions, we have resources available to help you!

Frequently Asked Questions (FAQs)	bit.ly/3CK-faq
Contact Us	bit.ly/3CK-contact
Call/Text	1-855-997-2864
Visit Our Home Page	bit.ly/3CK-home
About Page	bit.ly/3CK-about
Training and Resources	bit.ly/3CK-resources