

# Annual Statement Instructions

**You must provide copies of the Annual Statement certifying compliance to:**

1. The governing body for the district or school
2. The parents of minor students
3. Any students 18 years of age or older
4. Oregon Department of Education – Office of School Facilities
  - a. **Must be submitted to ODE as a Word document**

## Instructions

1. Please read the Annual Statement instructions carefully.
2. Please complete all fields. If no Exposure Reduction Activities or Radon testing took place, please mark N/A to indicate that the entry has not been overlooked.
3. Any changes in plan details, responsible parties, contact information, or website addresses requires filing a new, updated HASS Plan in addition to the Annual Certification.

**Text that is highlighted in yellow** must be replaced with language that is specific to your school district, education service district, or public charter school. **Submitting the model Annual Statement with no additional information will not meet the statutory requirements.**

## Specific Instructions

1. Major Exposure Reduction Activities: Senate Bill 1062 requires inclusion of a summary of all major exposure reduction activities conducted under the plan since the preceding annual statement. This requirement may be satisfied by either inclusion of a comprehensive written summary **OR** completion of the Hazard Reduction Table as shown below.
2. If using the Hazard Reduction Table, please use the following instructions.
  - a) To complete the Activity, Type of Hazard, and Date, please use the drop down boxes by selecting “Click Here” or “Click” and select the answer that best matches your situation. Use additional rows if more than one reduction activity was performed at any given building. It is only necessary to complete entries for buildings where activity took place. If no hazard reduction activity took place at any building this year, fill out the first row as N/A to indicate the entry has not been overlooked.
  - b) The Building Identification Number (BIN) is the same number that is in the buildings collection run by the Office of School Facilities. To make this easier on the districts, ODE will provide a spreadsheet that will allow districts to easily acquire the BIN number for each of their buildings.
  - c) For “Cost”, enter the estimated cost associated with this remediation. In the event of “Major Remodel” or “Replace Building”, enter your best, good faith estimate on what the

cost would have been to remediate the listed hazard as a separate activity. **A common difficulty that districts face is the lack of funding for remediation. Collection of this data will be helpful for quantifying these needs for the legislature.**

d) Add additional rows as necessary. To add additional rows, click on the table, hover the cursor in the left margin next to the table until the “+” sign appears and then click on the “+” sign. Repeat as necessary. Alternatively, you can right click on a cell in the table, select “Insert”, select “Insert Rows Above” or “Insert Rows Below” and repeat as necessary. To populate the new rows, highlight a full row of completed text, right click, select “Copy”, then highlight all new rows all the way across, right click, and select the Paste Option “Overwrite Cells”.

3. **Please remember that the final document will be available for public inspection and as such, should be clean and well organized, using good grammar without typos. Please delete the instructions before submitting the final document.**

### Table Example

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A

# Annual Statement

Reedsport School District certifies the following:

## 1. Responsible Persons

The person responsible for implementing and administering the Healthy and Safe Schools (HASS) Plan is:

Name: Michael Schoppe  
Position Title: Maintenance Supervisor  
Phone Number: 541-271-9115  
Email Address: mschoppe@reedsport.k12.or.us  
Mailing Address: 100 Ranch Rd. Reedsport, Or. 97467

The person who is the designated Integrated Pest Management (IPM) Coordinator is:

Name: Michael Schoppe  
Position Title: Maintenance Supervisor  
Phone Number: 541-271-9115  
Email Address: mschoppe@reedsport.k12.or.us  
Mailing Address: 100 Ranch Rd. Reedsport, Or. 97467

The person responsible for Asbestos Hazard Emergency Response Act (AHERA) information is:

2. Name: Michael Schoppe
3. Position Title: Maintenance Supervisor
4. Phone Number: 541-271-9115
5. Email Address: mschoppe@reedsport.k12.or.us
6. Mailing Address: 100 Ranch Rd. Reedsport, Or. 97467
7. Copies of the Healthy and Safe Schools Plan

Copies of the plan are available at each of the following locations:

- Reedsport School District, 100 Ranch Rd. Reedsport, Or. 97467
- <https://www.reedsport.k12.or.us/>

## 8. Testing Certification

Reedsport School District certifies that it is in compliance with all plan components, including any and all testing required by any part of the plan.

## 9. Testing Results

Reedsport School District is current with all required testing as of the date of this document. Test results can be found on the Reedsport School District’s website at <https://www.reedsport.k12.or.us/> will also use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Tosh Tipton to be added to current district email lists and programs. Specific test results can be found as follows:

- Lead in Water: <https://www.reedsport.k12.or.us/wp-content/uploads/2019/06/water-report.pdf>
- Radon: [https://www.reedsport.k12.or.us/wp-content/uploads/2023/05/Radon-Retest-Report\\_District\\_2023.pdf](https://www.reedsport.k12.or.us/wp-content/uploads/2023/05/Radon-Retest-Report_District_2023.pdf)

## 10. Website Link Maintenance

Reedsport School District certifies that all website links for plan information and test results are current and functional.

## 11. Major Exposure Reduction Activities

Name of district, education service district, or public charter school has completed the following major activities, which resulted in reduced risk of exposure to hazardous materials:

Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
Reedsport Community Charter School	310	N/A	N/A	N/A	N/A
Reedsport Community Charter School	310	N/A	N/A	N/A	N/A
Highland Elementary	310	N/A	N/A	N/A	N/A

**12. Radon Testing Summary (Optional)**

Reedsport School District has completed radon testing at the following buildings this year and is providing the following summary:

Facility Name	Building Identification Number (BIN)	Number of radon tests conducted	Number of tests that exceed limits	Number of tests that exceed limits after remediation	Number of sites where remediation is still in process
Reedsport District Office	2001	56	N/A	N/A	0
Reedsport Community Charter School	310	N/A	N/A	N/A	0
Horizon Elementary	310	N/A	N/A	N/A	0

**I certify that the above information is true and accurate to the best of my knowledge.**

Michael Schoppe	Maintenance Supervisor	10/14/2024
<b>Electronic signature of Authorized Representative</b>	<b>Title</b>	<b>Date of Annual Certification</b>