



# Amending Asbestos Abatement Project Notifications

Sept. 17, 2021

Oregon Department of Environmental Quality  
Air Quality – Asbestos Program  
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Portland OR 97232

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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

## 1. Introduction

The Oregon Department of Environmental Quality Asbestos program ([OAR 340, Division 248](#)) includes Asbestos Abatement Project Notification requirements for contractors/facility owners/operators to submit notification of an asbestos abatement project, accompanied by the appropriate fee. Notification must be submitted by the facility owner or operator, the owner or operator of a demolition or renovation activity, or by the contractor. A notification revision (in Your DEQ Online identified as an “amendment”) must be submitted by the facility owner or operator, the owner or operator of a demolition or renovation activity, or the contractor.

For additional information about how to register a Your DEQ Online account, navigate the Your DEQ Online system, and view the Asbestos Abatement Notification and Air Clearance User Guide, visit the Your DEQ Online help page at <https://yourdeqonlinehelp.oregon.gov>.

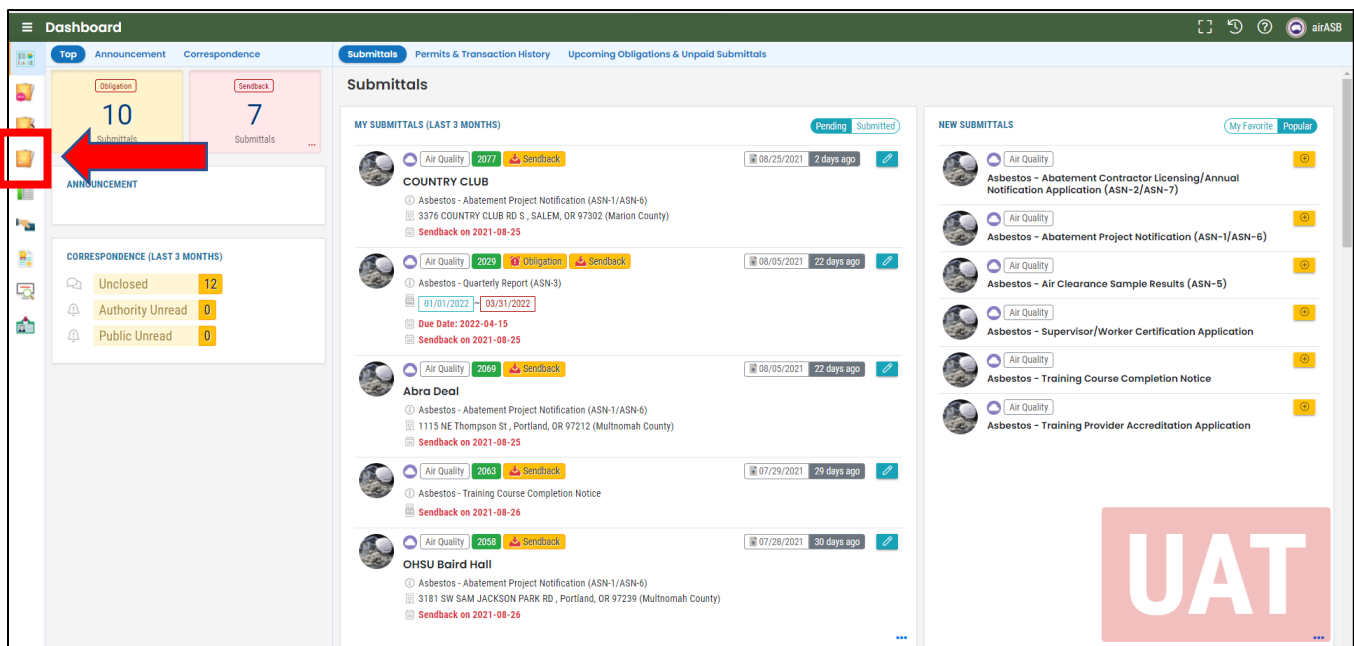
### I. How to amend a Project Notification (ASN 1 & 6)

There are two amendment categories depending on the type of revisions you attempt to make. The first option describes revisions to projects that do not require additional payment. The second option outlines the steps to take when the quantity of asbestos-containing material to be abated has increased to a higher fee category or you are requesting the project be changed from a non-emergency to an emergency abatement project.

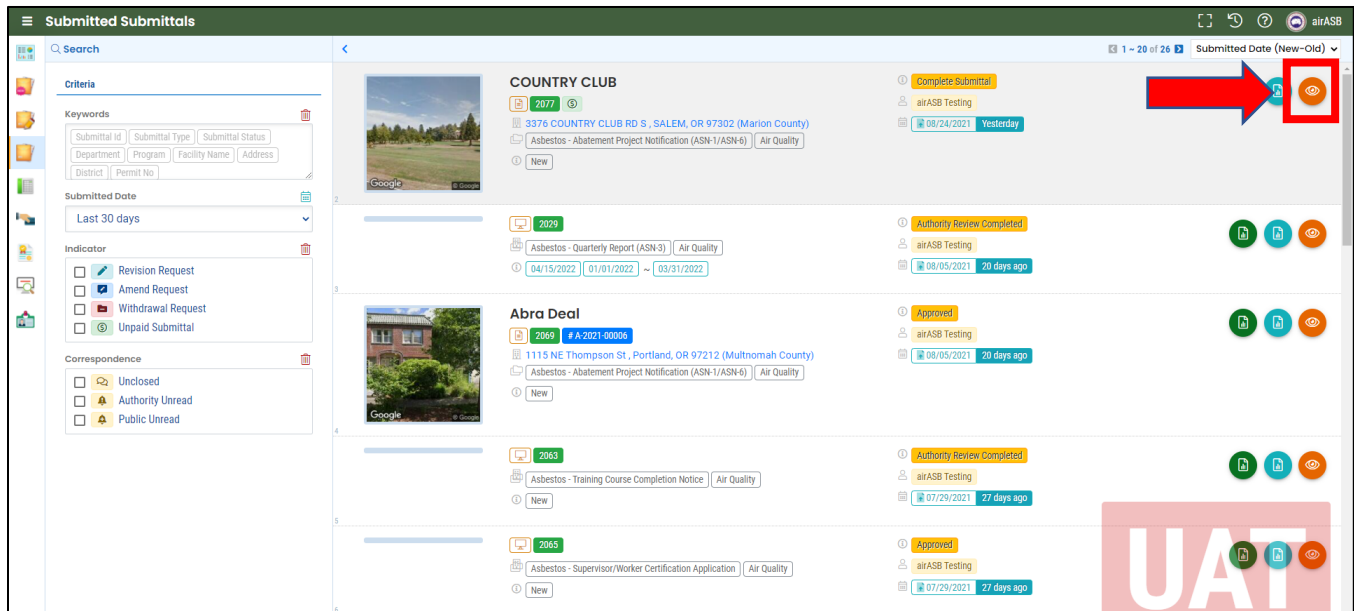
#### A. Amendment option 1: No additional payment required

In the event you need to revise an abatement project notification to change project start and completion dates, place the project “on hold,” change the certified supervisor, or update the hours of abatement, take the following steps to “amend” and resubmit your notification.

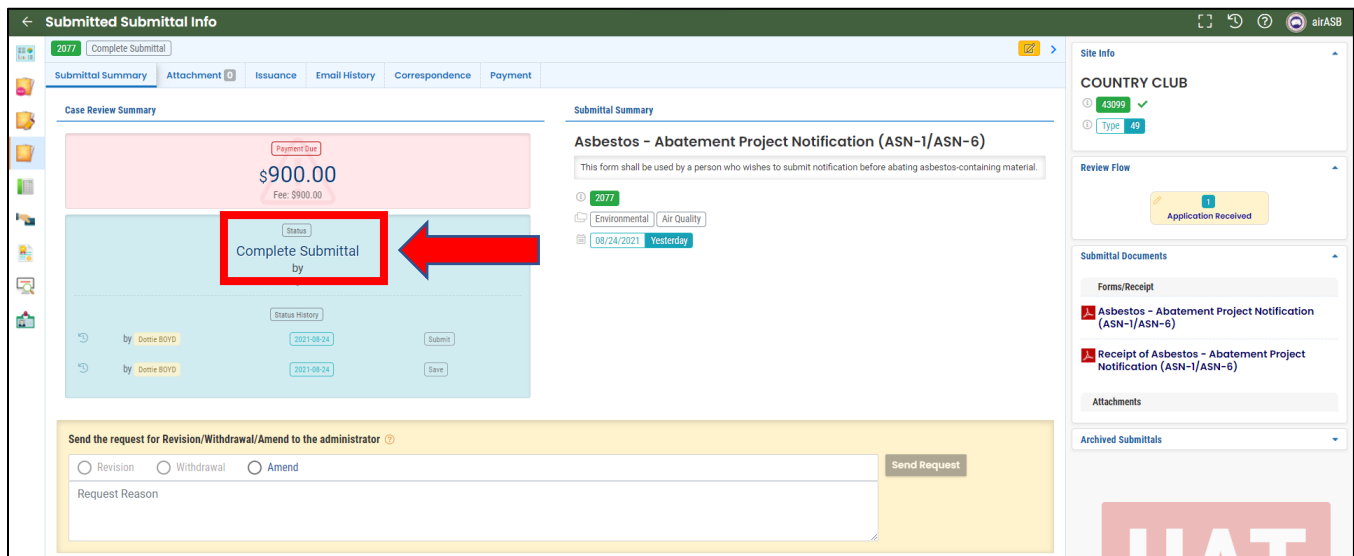
1. Log in to Your DEQ Online and click on the “Track Submittal Status” icon on the left side of the screen.



2. Click on the orange eye icon to view the project notification submittal status.



The “Submitted Submittal” Info screen displays the submittal status. The submittal status updates to “Amendment” after the amend action is complete.



- Click the “Amend” button which activates the red “Amend” button.
- Click on the red “Amend” button to unlock the submittal and make changes.

The screenshot shows the 'Submitted Submittal Info' page for a 'Complete Submittal' (2077). The 'Case Review Summary' section displays a payment due of \$900.00 and a status of 'Complete Submittal by Dotie Boyd' dated 2021-08-24. The 'Submittal Summary' section shows the title 'Asbestos - Abatement Project Notification (ASN-1/ASN-6)' and a status of '2077' with 'Environmental' and 'Air Quality' categories. A red circle with the number 3 highlights the 'Amend' button in the 'Send the request for Revision/Withdrawal/Amend to the administrator' section. Another red circle with the number 4 highlights the 'Amend' button in the 'Attachments' section.

The status of the notification displays “Amendment”.

- Click the yellow pencil icon to open the form for editing.

The screenshot shows the 'Submitted Submittal Info' page for an 'Amendment' (2077). The 'Case Review Summary' section displays a payment due of \$900.00 and a status of 'Amendment by Dotie Boyd' dated 2021-08-24. The 'Submittal Summary' section shows the title 'Asbestos - Abatement Project Notification (ASN-1/ASN-6)' and a status of '2077' with 'Environmental' and 'Air Quality' categories. A red circle with the number 5 highlights the yellow pencil icon in the top right corner of the page. Another red circle with the number 6 highlights the 'Amend' button in the 'Attachments' section.

6. At this point, the form will be unlocked for editing and the save icon will display in the lower right-hand corner.

The screenshot shows the 'Asbestos - Abatement Project Notification' form. The 'Basic Information' section is active. A red circle with the number 6 points to a save icon (a purple square with a white 'S') located in the bottom right corner of the form area. The form includes fields for 'Owner', 'Public User', 'Pre-Requisite Question', 'Select a facility', and 'Basic Information'.

7. Click the "Revision" radio button.  
8. Indicate what information has changed by entering it into the text box.

The screenshot shows the 'Asbestos - Abatement Project Notification' form. The 'Basic Information' section is active. A red circle with the number 7 points to the 'Revision' radio button, which is selected. A red circle with the number 8 points to a text box labeled 'Specify your reasons and changes for the revision' with the placeholder text 'Start and end date, work hours and work time revised.' The form includes fields for 'Select a facility', 'Basic Information', and 'Project Record - Project Number'.

9. Make the necessary changes to the notification form and then click the save icon.

The screenshot shows the 'Asbestos - Abatement Project Notification' form. The 'Project Detail' section is highlighted with a red box. The form includes fields for 'Project Start Date' (09/15/2021), 'Project Completion Date' (09/17/2021), 'Hours of Work' (8-4:30), 'Days of Work' (W-F), 'Notification Fee' (900), and 'Project Status' (Active). A red arrow points from the 'Save' icon (a pink square with a white floppy disk) in the bottom right corner of the form.

10. Next, go to the "Submission" tab to complete the revision. To do this, click the certification statement, answer your security question and enter your PIN number, then click the "Submit" button. This saves the revision (amendment) and displays the receipt. Notice that the submittal number did not change.

The screenshot shows the 'Submission' tab of the 'Asbestos - Abatement Project Notification' form. A red arrow points to the 'I have read and agree to the above certification statement' checkbox. Another red arrow points to the 'Submit' button at the bottom left. The form includes a 'Security Question & PIN Number' section with a security question, a PIN field, and a 'Security Precautions' section. The 'Submit' button is highlighted with a red box.

11. To print the receipt, click the “Print” button and then click the “Finish” button. Every time you need to amend the notification, follow these same steps.

**Asbestos - Abatement Project Notification**

2077 Complete Submittal

1 Receipt

1/ASN-6)

**Payment Detail**

Payment Date	Fee Amount	Paid Amount	Payment Method
	900	0	Check
Total:	900	0	

**Certification**

**Certification Statement:** I hereby certify that I am the facility owner or operator, the owner or operator of a demolition or renovation activity, or the contractor with authority to submit this notification for the facility located at the address or location specified.

**Certification Question:** where did you first meet your spouse?

**Certification Question Answer:** \*\*\*\*\*

**PIN Number:** \*\*\*\*\*

**Responsible Official:** airASB Testing

**Sender IP Address:** 159.121.206.56

**Attachment List**

**Finish** **Print**

**Submittal Information**

**Asbestos - Abatement Project Notification (ASN-1/ASN-6)**

Air Quality Asbestos

140004 New

This form shall be used by a person who wishes to submit notification before abating asbestos-containing material.

Oregon Administrative Rule 340-248-0260 (Emission Standards and Procedural Requirements: Asbestos Abatement Notification Requirements) requires that: (1) Except as otherwise noted, the person submitting the notification must provide the following information:

**All Attachment Requirements**

No attachment required for current submittal.

**Site Info**

**COUNTRY CLUB**

Google

#### B. Amendment option 2: Additional payment required

There is an additional step when a change in the project results in a notification fee change. Any project amendment that results in a fee change must be communicated to DEQ through the “Correspondence” tab and by sending an email to the regional program staff.

1. To locate the notification to request a fee change, go to the “Track Submittal Status” section and open the submittal by clicking on the orange eye icon.

**Submitted Submittals**

Search

Criteria

Keywords

Submitted Date

Indicator

Revision Request

Amend Request

Withdrawal Request

Unpaid Submittal

**COUNTRY CLUB**

2077

3376 COUNTRY CLUB RD S, SALEM, OR 97302 (Marion County)

Asbestos - Abatement Project Notification (ASN-1/ASN-6) Air Quality

Complete Submittal

airASB Testing

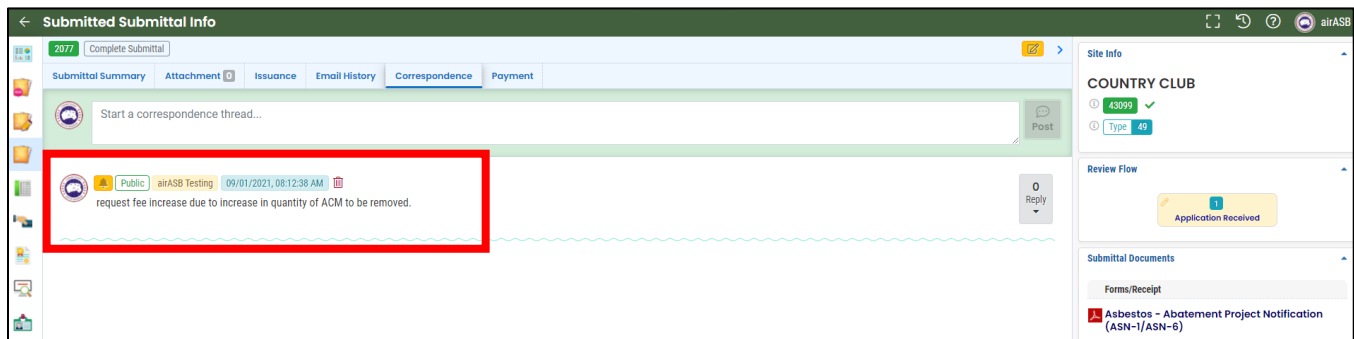
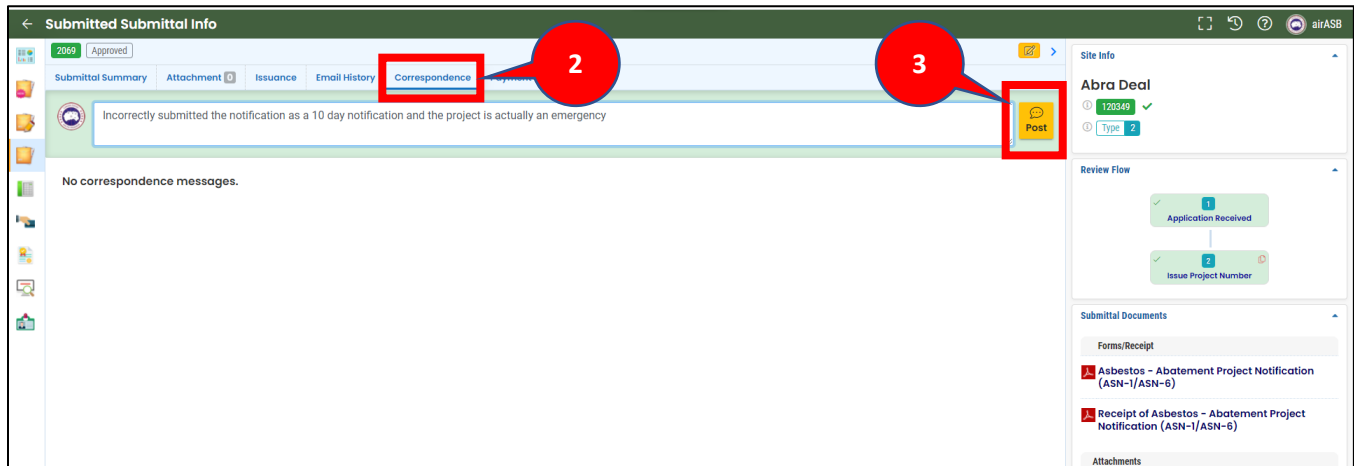
06/30/2021 2 days ago

Submitted Date (New-Old)

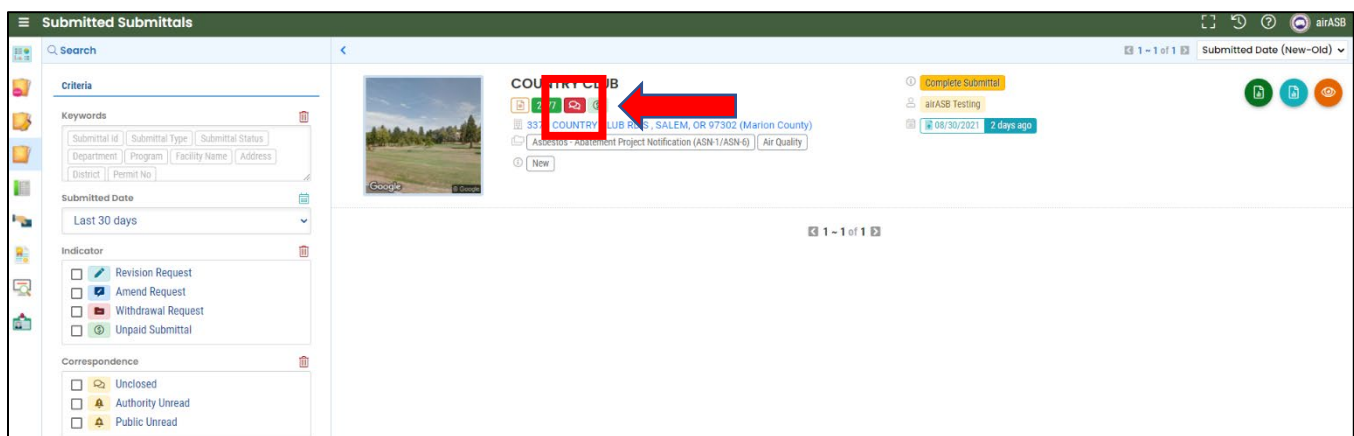
1 - 1 of 1



2. From the “Submitted Submittal” screen, go to the “Correspondence” tab.
3. Type the request into the message text box explaining the reason for the fee change and click the yellow “Post” button. The message you entered will then appear below the text box.



Once you post the message, an indicator icon will appear on the agency’s portal. A red chat bubble appears to indicate when you have a correspondence message from DEQ staff.



4. To view the reply message from DEQ, click on the orange eye icon to access the “Correspondence” tab as shown in steps 1 and 2 above.

Submitted Submittal Info

2077 Complete Submittal

Submittal Summary Attachment 0 Issuance Email History Correspondence Payment

Start a correspondence thread...

Post

Agency Kara Master 09/01/2021, 08:38:46 AM  
Thank you and noted.

Public airASB Testing 09/01/2021, 08:12:38 AM  
request fee increase due to increase in quantity of ACM to be removed.

### C. Amendment examples that result in a fee change

#### *Example 1: Residential project should be nonresidential project*

The original notification was incorrectly submitted as a residential project with a fee of \$100, but the project site is nonresidential (such as commercial or multi-unit apartments) and the fee should be based on the square or linear footage of the project. Follow steps 1-8 to amend a notification found on pages 3-6 of this document.

1. From the submitted notification form, change the *Total quantity of ACM* from “Residential abatement project” to the category for the quantity of square or linear footage you listed on the notification.

Asbestos - Abatement Project Notification

2077 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Description Location of asbestos containing material % Asbestos by Weight

VAT and mastic throughout

New

Total quantity of asbestos-containing material

Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.

Projects with less than 40 linear feet or 80 square feet of asbestos-containing material.

Projects from 40 to 259 linear feet or 80 to 159 square feet of asbestos-containing material.

Projects from 260 to 1,299 linear feet or 160 to 799 square feet of asbestos-containing material.

Projects from 1,300 to 2,599 linear feet or 800 to 1,599 square feet of asbestos-containing material.

Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.

Projects from 5,000 to 9,999 linear feet or 3,500 to 5,999 square feet of asbestos-containing material.

Projects from 10,000 to 25,999 linear feet or 6,000 to 15,999 square feet of asbestos-containing material.

Projects from 26,000 to 259,999 linear feet or 16,000 to 159,999 square feet of asbestos-containing material.

Projects 260,000 linear feet or more or 160,000 square feet or more of asbestos-containing material.

Residential abatement project

Nonresidential abatement project

Method of abatement

wet methods, regulated area

Method of disposal

barrels

Send Back Attachments

Submittal Information

Asbestos - Abatement Project Notification (ASN-1/ASN-6)

Air Quality Asbestos

T40004 New

This form shall be used by a person who wishes to submit notification before abating asbestos-containing material.

Oregon Administrative Rule 340-248-0260 (Emission Standards and Procedural Requirements: Asbestos Abatement Notification Requirements) requires that: (1) Except as provided under ORS 345-5.05-5.08-0260, written

All Attachment Requirements

No attachment required for current submittal.

Site Info

COUNTRY CLUB

3376 COUNTRY CLUB RD S, SALEM, OR 97302

2. Change the *Type of Project*.
3. Click the save button.

**Asbestos - Abatement Project Notification**

2021 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Specify your reasons and changes for the revision  
Start and end date, work hours and work time revised.

Project Record - Project No.

**Type of Project**

☐ Residential renovation ☐ Residential demolition ☒ Nonresidential renovation ☐ Nonresidential demolition

**Type of Project & Survey Information**

Please submit 2 separate submittals if your site involves removing both friable and nonfriable.

Friable or nonfriable? ☒ Friable ☐ Nonfriable

Was an asbestos survey completed? ☐ Yes ☒ No

Are you saying asbestos is present in the project area due to

☒ Assumption that asbestos materials are present  
☐ An AHERA plan is available that assumes or has sample results showing asbestos  
☐ Other

Contact a regional inspector if a waiver request will meet rule requirements: <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Program-Contacts.aspx>

**Submittal Information**

Asbestos - Abatement Project Notification (ASN-1/ASN-6)

☐ Air Quality ☒ Asbestos

☐ 140004 ☒ New

This form shall be used by a person who wishes to submit notification before abating asbestos-containing material.

Oregon Administrative Rule 340-248-0260 (Emission Standards and Procedural Requirements: Asbestos Abatement Notification Requirements) requires that: (1) Except as otherwise noted, this form type must be submitted with a fee of \$100.

**All Attachment Requirements**

No attachment required for current submittal.

**Site Info**

COUNTRY CLUB

Google

4. Make sure to pay the additional fee that appears on the “Payment” tab.
5. Go to the “Submissions” tab to click the certification statement, answer your security question and enter your PIN number, and then click the “Submit” button.

#### *Example 2: Non-emergency project changes to emergency project*

The original notification was incorrectly submitted as a regular 5- or 10-day notification and it is an emergency project, or the project changes to an emergency project due to emergency reasons. This requires changing information in the *Project Detail* section of the notification.

1. Change the project to an emergency by clicking on “Yes,” which will request the emergency waiver, and also select or enter the reason for the emergency.
2. Change the project start and completion dates if applicable.
3. Click the save button.

**Asbestos - Abatement Project Notification**

2077 | Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Contractor/Owner/Operator

Select your Contractor

312 ECI - Enviroemx Contracting, Inc. Rodriguez, Jose Lic No FS-2007-00724

Jose Rodriguez

**Project Detail**

Is this an emergency? ☒ Yes ☐ No

Emergency Waiver Requested? ☒ Yes ☐ No

Reasons for the request: ☒ Financial Hardship ☐ Fire ☐ H2O ☐ Other

Project Start Date: 09/21/2021 Project Completion Date: 09/24/2021

Notification Fee: 1350

Project Status: Active

Hours of Work: 8-4:30 Days of Work: W-F

Type of Facility: Commercial

Is the facility occupied? ☐ Yes ☒ No

Building, floor, room, or unit# where the abatement will occur: Throughout

Current use of the building: Country Club

**Site Info**

COUNTRY CLUB

3376 COUNTRY CLUB RD S, SALEM, OR 97302

4. Make sure to pay the additional fee on the "Payment" tab.
5. Go to the "Submission" tab to click the certification statement, answer your security question and enter your PIN number, and then click the "Submit" button.

*Example 3: Quantity of ACM increases to a higher category*

During the project, an additional quantity of asbestos-containing material is identified that changes the *Total quantity of ACM* on the notification to a higher category, resulting in an additional fee.

1. Select the category that corresponds to the new quantity of ACM.

**Asbestos - Abatement Project Notification**

2092 | Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please list the ACMs to be abated during the project

Description	Location of asbestos containing material	% Asbestos by Weight
ceiling panels	lab in basement	3

**Total quantity of asbestos-containing material**

Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.

Projects with less than 40 linear feet or 80 square feet of asbestos-containing material.

Projects from 40 to 259 linear feet or 80 to 159 square feet of asbestos-containing material.

Projects from 260 to 1,299 linear feet or 160 to 799 square feet of asbestos-containing material.

Projects from 1,300 to 2,599 linear feet or 800 to 1,599 square feet of asbestos-containing material.

Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.

Projects from 5,000 to 9,999 linear feet or 3,500 to 5,999 square feet of asbestos-containing material.

Projects from 10,000 to 25,999 linear feet or 6,000 to 15,999 square feet of asbestos-containing material.

Projects from 26,000 to 259,999 linear feet or 16,000 to 159,999 square feet of asbestos-containing material.

Projects 260,000 linear feet or more or 160,000 square feet or more of asbestos-containing material.

Residential abatement project

Nonfriable abatement project

Method of abatement: wet

Method of disposal: landfill

2. Change the square or linear footage to the new quantity.
3. Click the save button.

Asbestos - Abatement Project Notification

2077 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Contact a regional inspector if a waiver request will meet rule requirements: <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Program-Contacts.aspx>

**Asbestos-containing Material**

Please list the ACMs to be abated during the project

Description	Location of asbestos containing material	% Asbestos by Weight
VAT and mastic	throughout	

[New](#)

Total quantity of asbestos-containing material

Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.

Enter the exact Total quantity of asbestos containing material:

Linear Feet:

Square Feet:

Performed in a negative pressure enclosure (NPE)? ☒ Yes ☐ No

Please Submit Asbestos - Air Clearance Sample Results

Method of abatement

wet methods, regulated area

[Save](#)

**Submittal Information**

Asbestos - Abatement Project Notification (ASN-1/ASN-6)

Air Quality Asbestos

140004 New

This form shall be used by a person who wishes to submit notification before abating asbestos-containing material.

Oregon Administrative Rule 340-248-0260 (Emission Standards and Procedural Requirements: Asbestos Abatement Notification Requirements) requires that: (1) Except as provided under 340-248-0260, written notification of a

**All Attachment Requirements**

No attachment required for current submittal.

**Site Info**

COUNTRY CLUB

[Google](#)

4. Make sure to pay the additional fee on the “Payment” tab.
5. Go to the “Submission” tab to click the certification statement, answer your security question and enter your PIN number, and then click the “Submit” button.

*Example 4: Nonfriable project changes to a friable nonresidential project*

When a nonfriable project changes to a friable nonresidential project, depending on the quantity category, it may result in an increase in the project notification fee.

1. Change the *Type of Project* from a nonfriable to a friable project.

Asbestos - Abatement Project Notification

2077 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Type of Project

☐ Residential renovation ☐ Residential demolition ☒ Nonresidential renovation ☐ Nonresidential demolition

**Type of Project & Survey Information**

Please submit 2 separate submittals if your site involves removing both friable and nonfriable.

Friable or nonfriable? ☐ Friable ☒ Nonfriable

Was an asbestos survey completed? ☐ Yes ☒ No

Are you saying asbestos is present in the project area due to

☒ Assumption that asbestos materials are present

☐ An AHERA plan is available that assumes or has sample results showing asbestos

☐ Other

Contact a regional inspector if a waiver request will meet rule requirements: <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Program-Contacts.aspx>

**Asbestos-containing Material**

Please list the ACMs to be abated during the project

Description	Location of asbestos containing material	% Asbestos by Weight
VAT and mastic	throughout	

[New](#)

[Save](#)

**Submittal Information**

Asbestos - Abatement Project Notification (ASN-1/ASN-6)

Air Quality Asbestos

140004 New

This form shall be used by a person who wishes to submit notification before abating asbestos-containing material.

Oregon Administrative Rule 340-248-0260 (Emission Standards and Procedural Requirements: Asbestos Abatement Notification Requirements) requires that: (1) Except as provided under 340-248-0260, written notification of a

**All Attachment Requirements**

No attachment required for current submittal.

**Site Info**

COUNTRY CLUB

[Google](#)

2. In the dropdown for the *Total quantity of ACM*, choose the correct category based on the square or linear footage for the project.
3. Click the save button.

The screenshot shows the 'Asbestos - Abatement Project Notification' form. The 'Attachment' tab is selected. A dropdown menu for 'Total quantity of asbestos-containing material' is open, showing categories like 'Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.' and 'Nonfriable abatement project'. A red box highlights this dropdown, and a red circle with the number '2' points to it. At the bottom right, a save button (a square with a floppy disk icon) is highlighted with a red circle and the number '3'.

4. Make sure to pay the additional fee on the “Payment” tab.
5. Go to the “Submission” tab to click the certification statement, answer your security question and enter your PIN number, and then click the “Submit” button.

## 2. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult the following:

For more information, training and resources, go to Your DEQ Online Help:

<https://yourdeqonlinehelp.oregon.gov>

For technical assistance:

[Your DEQ Online Helpdesk](#)

(Not compatible with Internet Explorer)

For Your DEQ Online questions:

503-229-6184

[YourDEQOnline@deq.state.or.us](mailto:YourDEQOnline@deq.state.or.us)

To reach Asbestos staff according to their region:

### Abatement Project Notifications:

- Northwest Region Portland Office - Clackamas, Clatsop, Columbia, Multnomah, Tillamook & Washington Counties: Naveed Mir, 503-229-5982 or email: [deqnwrasbestos@deq.state.or.us](mailto:deqnwrasbestos@deq.state.or.us)

- Eastern Region Bend Office - Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, Wallowa & Wheeler Counties: Paula Laswell, 541-633-2000 or email: [laswell.paula@deq.state.or.us](mailto:laswell.paula@deq.state.or.us)
- Western Region Salem Office - Benton, Lincoln, Linn, Marion, Polk & Yamhill Counties : Dottie Boyd, 503-378-5086 or email: [boyd.dottie@deq.state.or.us](mailto:boyd.dottie@deq.state.or.us)
- Western Region Medford Office - Jackson, Josephine, & Eastern Douglas Counties: Jennifer Horton, 541-776-6089 or email: [Jennifer.horton@deq.state.or.us](mailto:Jennifer.horton@deq.state.or.us)
- Western Region Coos Bay Office – Western Douglas, Coos & Curry Counties: Martin Abts, 541-269-2721, ext. 222, or email: [abts.martin@deq.state.or.us](mailto:abts.martin@deq.state.or.us)