Amending Asbestos Abatement Project Notifications

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Air Quality – Asbestos Program
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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.
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.
3. Click the “Amend” button which activates the red “Amend” button.
4. Click on the red “Amend” button to unlock the submittal and make changes.

The status of the notification displays “Amendment”.

5. Click the yellow pencil icon to open the form for editing.
6. At this point, the form will be unlocked for editing and the save icon will display in the lower right-hand corner.

7. Click the “Revision” radio button.
8. Indicate what information has changed by entering it into the text box.
9. Make the necessary changes to the notification form and then click the save icon.

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.
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.

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.
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.

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

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

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.
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.

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

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
• 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
• Western Region Salem Office - Benton, Lincoln, Linn, Marion, Polk & Yamhill Counties : Dottie Boyd, 503-378-5086 or email: 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
• 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

Other Asbestos Program questions:

• Kara Master at 503-229-6351 or email: master.kara@deq.state.or.us
• Audrey O’Brien at 503-209-9182 or email: obrien.audrey@deq.state.or.us