

Asbestos Submittal Tips

Your DEQ Online

December 2022



Asbestos Program

700 NE Multnomah St.

Suite 600

Portland, OR 97232

Phone: 503-229-5696

800-452-4011

Fax: 503-229-6124

DEQ is a leader in restoring, maintaining and enhancing the quality of Oregon's air, land and water.



State of Oregon
Department of
Environmental
Quality

This document was prepared by:

Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232

Contact: YourDEQOnline@deq.oregon.gov

Alternative formats: 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.oregon.gov.

Table of Contents

System Overview	5
1. Introduction	6
2. Abatement Project Notifications	6
2.1 Verify a New Facility Physical Address	6
2.1.1 Address by Latitude and Longitude	7
2.1.2 Wrong Site Address on Submitted Notification	9
2.2 Basic Information	9
2.2.1 Residential Renovation or Residential Demolition	10
2.3 Type of Project and Survey Information	10
2.4 Asbestos-Containing Material	11
2.5 Project Detail	13
2.5.1 Emergency Waiver Requested	13
2.5.2 Hours of Work	14
2.5.3 Days of Work	14
2.5.4 Project Status	14
2.5.5 Current and Prior Use of the Building	15
2.6 Project Supervisor	15
2.7 Check by Mail Payment	15
2.8 Assignment of Project Numbers	16
2.9 Amend a Project Notification	16
3. Air Clearance Sample Results	17
3.1 Basic Information	17
3.1.1 Location, Date and Air Clearance Results	18
3.2 Attach Air Clearance Results	19
3.3 Reporting Results for Multiple Projects	20
4. Abatement Contractor Licensing/Annual Notification Applications	21
4.1 Full Scale Asbestos Abatement Contractor License	21
4.2 Annual Small Scale Friable Notifications	22
4.2.1 Supervisor Information	23
4.2.2 Additional Questions	24
4.3 Annual Nonfriable Notifications	24
4.3.1 Licensed Asbestos Abatement Contractor	25
4.3.2 Additional Questions	26
4.4 DEQ Request for Nonfriable Projects	26
5. Quarterly Reports	26
5.1 Accessing Quarterly Reports	26
5.2 Adding Small Scale/Nonfriable Projects	27
5.2.1 Adding Completed Small Scale Projects	29

6. General Program Clarifications29
7. Asbestos Program Staff Contacts32
8. Helpdesk and Resources32

System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document provides information to asbestos abatement contractors and facility owners that submit asbestos project notifications, license applications and reports in Your DEQ Online.


[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

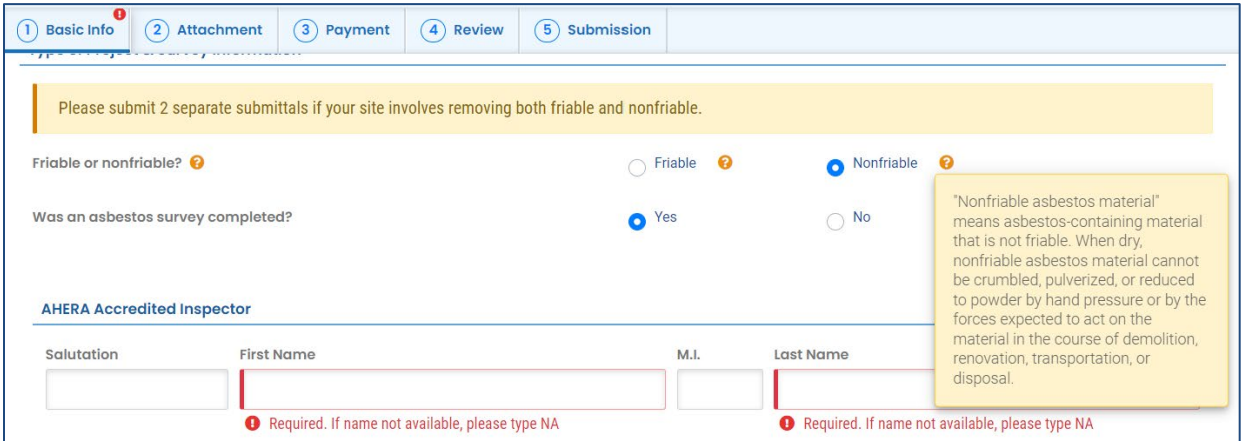
1. Introduction

This document provides additional information to asbestos abatement contractors and facility owners that submit asbestos project notifications, license applications and reports to DEQ in Your DEQ Online. The information is grouped by:




- 1. Abatement Project Notifications
- 2. Air Clearance Sample Results
- 3. Abatement Contractor Licensing/Annual Notification Applications
- 4. Quarterly Reports
- 5. General Program Clarifications

2. Abatement Project Notifications

Throughout the project notification there are tool tip icons  that provide additional information. Click on the icon to view the tip.





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

AHERA Accredited Inspector

Salutation First Name M.I. Last Name

 Required. If name not available, please type NA  Required. If name not available, please type NA

"Nonfriable asbestos material" means asbestos-containing material that is not friable. When dry, nonfriable asbestos material cannot be crumbled, pulverized, or reduced to powder by hand pressure or by the forces expected to act on the material in the course of demolition, renovation, transportation, or disposal.

2.1 Verify a New Facility Physical Address

If you are creating a new facility on the abatement project notification, it is critical that the correct address is provided for the physical location. **The physical location is the project site address.** To help ensure that there are no address misspellings, unnecessary spaces or improper use of commas after entering the physical location information, click on the red pin icon shown in the Google map.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Physical Location

Country
 United States Canada

Address Line 1
 700 NE Multnomah St

Address Line 2

City
 Portland

State
 OR (Oregon)

Zip Code
 97232

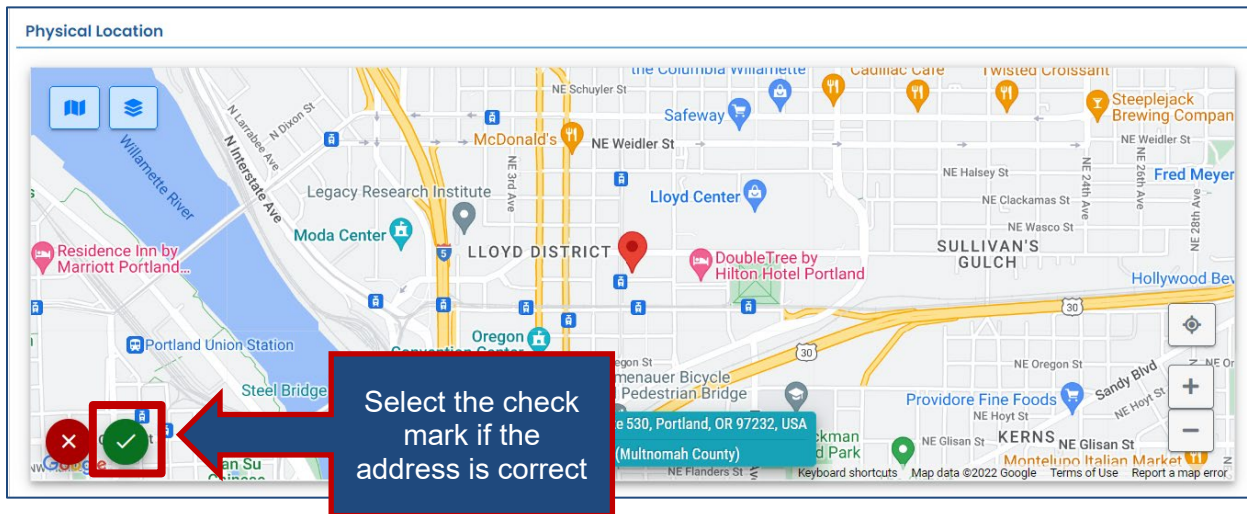
Latitude

Longitude

Required. **Required.**

Select the red pin to verify physical address

An address will be displayed in the map. Verify that the address is correct for the project site. If the address is correct, select the green check mark. This will autocorrect any misspellings, unnecessary spaces or incorrect use of commas in the physical location information.



If the address on the map is incorrect for the project site, select the red X mark so the address information will not be changed on the notification. There are times when the Google map will display a different or incorrect address.

2.1.1 Address by Latitude and Longitude

If the contractor only has the latitude and longitude coordinates for the physical location, enter the coordinates and click the red pin on the Google map to verify the address.

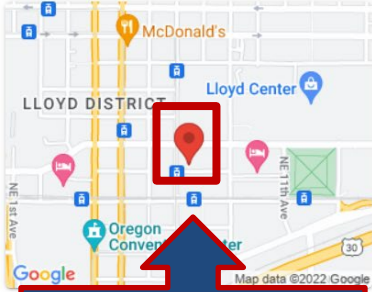
Physical Location

Country
 United States Canada

Address Line 1 Address Line 2
Required.

City State Zip Code
Required.

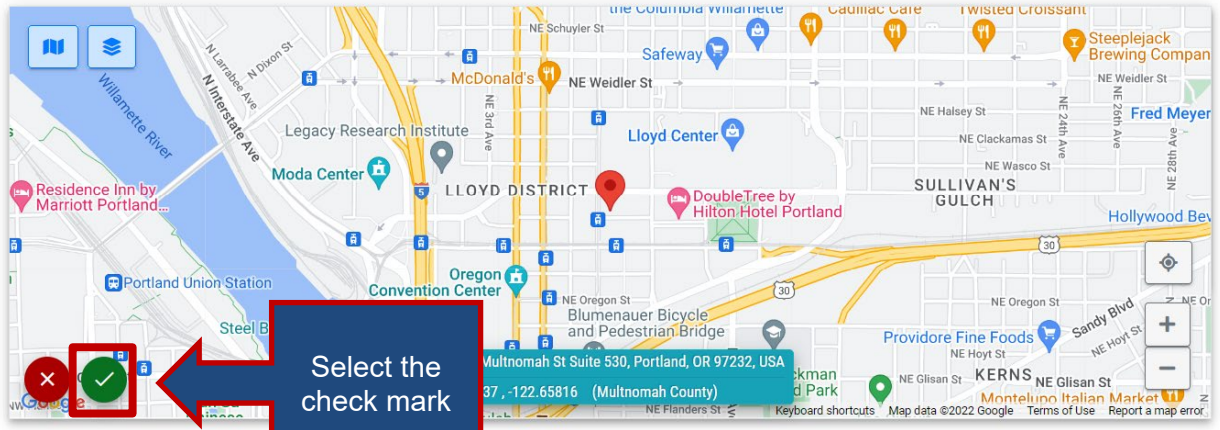
Latitude (45°31'51.37"N) Longitude (122°39'29.38"W)



Select the red pin to display the physical address

The address information will be displayed for the latitude and longitude coordinates. Select the green check mark, and the address will auto-populate in the notification.

Physical Location



Select the check mark


Physical Location

Country
 United States Canada

Address Line 1 Address Line 2

City State Zip Code

Latitude (45°31'51.37"N) Longitude (122°39'29.38"W)



2.1.2 Wrong Site Address on Submitted Notification

If the wrong physical location address was mistakenly listed on a notification that has already been submitted to DEQ, do the following to make the correction:

1. Amend and revise the project notification correcting the address information for the physical location. See the instructional guide for [Amending Asbestos Abatement Project Notifications](#) listed under the asbestos program resources.
2. After submitting the revised notification, email the appropriate [regional program contact](#). Provide the submittal number, the original physical location address listed in the notification and the corrected physical location address information. If the notification has already had the agency workflow completed, DEQ staff will have to submit a ticket to the YDO helpdesk to have the address corrected in the Master Sites module.

2.2 Basic Information

The basic information section requires the type of project, and there are four options: residential renovation, residential demolition, nonresidential renovation and nonresidential demolition. The difference between residential and nonresidential:

Basic Information

Is this an original or revision of project notification? Original Revision

Required

Type of Project

Residential renovation Residential demolition Nonresidential renovation Nonresidential demolition

Required

- **Residential** is a facility **used as a residence** and is a site-built home, modular home constructed off site, mobile home, condominium, duplex or a multi-unit facility consisting of four units or less. If the facility has more than four units in totality it is not a residence. OAR 340-248-0010(40)
- **Nonresidential** are all other types of facilities including apartments, commercial, schools, industrial, hospitals, condominiums, duplexes or other residences with more than four units (such as a housing complex with 20 duplexes).

When is a residence no longer considered a residence? There are four defined exceptions (OAR 340-248 0010(40):

1. When the residence is used by a fire department for training exercises, including Burn to Learn
2. When the residence is demolished as part of a larger project including urban renewal projects, highway construction projects, or property developed for commercial use, industrial use, or multi-unit residential buildings with more than four units

3. Renovated or demolished along with one or more other facilities on the same site by the same owner or operator as part of the same project
4. A residential dwelling unit located in a commercial facility

2.2.1 Residential Renovation or Residential Demolition

When residential renovation or residential demolition is chosen for the type of project, additional required questions will be displayed.

Basic Information

Is this an original or revision of project notification? Original Revision

Type of Project

Residential renovation ?
 Residential demolition ?
 Nonresidential renovation ?
 Nonresidential demolition ?

If residential, does the building have four or fewer dwelling units? Yes No

If residential, was the residential building constructed after January 1, 2004? Yes No

Required

If residential, does the building have four or fewer dwelling units? A residence is defined as having four dwelling units or less. DEQ wants to verify that the project site is a residence with four units or less. If the question is answered “No” that indicates that there are more than four units and the project is not residential. The type of project would need to be changed to either nonresidential renovation or nonresidential demolition.

If residential, was the residential building constructed after January 1, 2004? Residential buildings constructed **prior** to Jan. 1, 2004 undergoing renovation or demolition must have an accredited inspector perform an asbestos survey and report. If the residence was constructed **after** Jan. 1, 2004, an asbestos survey is not required OAR 340-248-0250(1)(c). If this question is answered “Yes”, DEQ recognizes that an asbestos survey may not have been performed and the survey section of the notification may indicate that there is no survey.

2.3 Type of Project and Survey Information

If an asbestos survey was not completed, an additional clarification question is displayed, “Are you saying asbestos is present in the project area due to”

Type of Project & Survey Information

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

Friable or nonfriable? ?

Friable ? Nonfriable ?

Required

Was an asbestos survey completed?

Yes No

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

Required

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>

There are three choices for the answer:

1. “Assumption that asbestos materials are present.” **This option applies if no samples were collected and the owner or operator is assuming the material or materials contain asbestos.**
2. “An AHERA plan is available that assumes or has sample results showing asbestos.” **This option only applies to schools.**
3. “Other.” **This option is never acceptable if the project is a demolition.** When Other is chosen, the contractor is required to provide information on what is meant by “Other.” Under what circumstance can listing “Sample or Samples” apply? Two examples are provided:
 - a. If the owner occupant of a private single unit residence is performing the renovation project themselves, the owner can collect their own samples. Listing homeowner samples in this scenario is acceptable. However, if the homeowner decides to hire a contractor to perform the renovation these samples no longer apply and an asbestos survey by an accredited inspector is required.
 - b. If previous samples were collected prior to 2018 that identify a particular material as asbestos-containing. For example, during a renovation project in 2007 samples of popcorn texture were collected from a residence and the texture contained 3% asbestos. In 2007 popcorn texture was abated from three rooms. In 2022 the remaining popcorn texture will be abated. The historic samples of popcorn texture can still be used.

2.4 Asbestos-Containing Material

The asbestos-containing material (ACM) section of the project notification is where the ACMs are individually entered by selecting the add new icon **+ New** for each ACM. **Lumping all the ACMs in one entry is not acceptable.**

Asbestos-containing Material

Please list the ACMs to be abated during the project

Filter by name, identifier ...

Description	Location of asbestos containing material	% Asbestos by Weight
1 Popcorn texture	Throughout	2-3
2 Sheet vinyl	Kitchen and bath	25
3 Duct wrap and tape	Ducting under the house	65
4 VAT and mastic	Back porch	5-10

+ New

Select add new for each ACM.

Total quantity of asbestos-containing material

Residential abatement project

Enter the exact Total quantity of asbestos containing material:

Linear Feet: 75

Square Feet: 2202

The section of the project notification that requires the quantity of ACM, in linear and square feet, is for the amount of ACM that will be abated and does not include asbestos-containing waste material (ACWM).

ACM is defined as a material containing more than one-percent asbestos by weight. OAR 340-248-0010(8).

ACWM is defined as waste that contains or is contaminated by asbestos-containing material. ACWM includes, but is not limited to:

- a. Waste asbestos tailings or commercial asbestos
- b. Waste generated by a source subject to OAR 340-248-0205 through 340-248-0280
- c. Filters from control devices
- d. Bags or containers that previously contained commercial asbestos
- e. Asbestos abatement project waste including:
 - Disposable equipment and clothing
 - Material used to establish a negative pressure enclosure
 - Demolition or renovation debris
 - HEPA filters
 - Other asbestos abatement project waste that cannot be decontaminated OAR 340-248-0010(9)

The notification rule OAR 340-248-0260(2)(a) identifies that the notification and fee are for ACM.

Total quantity of asbestos-containing material
<p>Projects with less than 40 linear feet or 80 square feet of asbestos-containing material.</p> <p>Projects from 40 to 259 linear feet or 80 to 159 square feet of asbestos-containing material.</p> <p>Projects from 260 to 1,299 linear feet or 160 to 799 square feet of asbestos-containing material.</p> <p>Projects from 1,300 to 2,599 linear feet or 800 to 1,599 square feet of asbestos-containing material.</p> <p>Projects from 2,600 to 4,999 linear feet or 1,600 to 3,499 square feet of asbestos-containing material.</p> <p>Projects from 5,000 to 9,999 linear feet or 3,500 to 5,999 square feet of asbestos-containing material.</p> <p>Projects from 10,000 to 25,999 linear feet or 6,000 to 15,999 square feet of asbestos-containing material.</p> <p>Projects from 26,000 to 259,999 linear feet or 16,000 to 159,999 square feet of asbestos-containing material.</p> <p>Projects 260,000 linear feet or more or 160,000 square feet or more of asbestos-containing material.</p> <p>Residential abatement project</p> <p>Nonfriable abatement project</p>
Required


Use the following to identify which materials should be listed under linear feet versus square feet:

- Pipe insulation, heat duct tape and AC water/sewer pipe are materials that are quantified under linear feet on the notification. In addition, caulking and window putty that were applied in a linear application, such as around a window or along the seam of a roof, can be provided in linear feet on the notification.
- The quantity of most other materials must be provided under square feet. These materials can include but are not limited to wall or ceiling textures, coatings or taping mud; sheet vinyl, vinyl floor tile and mastics; tank, boiler and heating unit insulation; attic or wall insulation materials; built-up roofing, felts, silver roof paint and Nicolite roof paper; acoustical tiles; fireproofing; cement siding, roofing or panels.
- Residential projects and nonfriable projects have a flat fee and commercial project fees are based on square and/or linear feet of ACM. If the project is residential or nonfriable, select the appropriate project type instead of based on the quantity of ACM to avoid being overcharged

2.5 Project Detail

2.5.1 Emergency Waiver Requested

It is unnecessary for the contractor to call or email the regional asbestos program contact to request an emergency waiver. The online project notification form includes a question that asks if the project is an emergency. If answered “Yes” there is a follow-up question asking “Emergency Waiver Requested.” When answered “Yes” this qualifies as a request for the emergency waiver by the contractor or owner/operator.

Is this an emergency?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Emergency Waiver Requested?		<input checked="" type="radio"/> Yes	<input type="radio"/> No

2.5.2 Hours of Work

Hours of work means the **actual work hours** the abatement contractor or owner/operator will be performing abatement activity at the project site such as 8-4:30, 7-5, etc. This question is not asking for the number of hours in the day, such as 8, that the abatement project will be occurring.

Project Detail		
Is this an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Project Start Date	Project Completion Date	Notification Fee
09/04/2022	10/03/2022	126
Hours of Work	Days of Work	Project Status ?
8-5	Monday-Tuesday	Active

2.5.3 Days of Work

Days of work means the **actual days of the week** the abatement project will be occurring at the project site such as M-F, Th-F, etc. This question is not asking for the number of days in the week, such as three days, that the abatement project will be occurring.

Project Detail		
Is this an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Project Start Date	Project Completion Date	Notification Fee
09/04/2022	10/03/2022	126
Hours of Work	Days of Work	Project Status ?
8-5	Monday-Tuesday	Active

2.5.4 Project Status

The purpose of the project status field is to provide additional information on the project such as the project will be in phases, the project is on hold or the crew will return to site.

Project Detail		
Is this an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Project Start Date	Project Completion Date	Notification Fee
09/04/2022	10/03/2022	126
Hours of Work	Days of Work	Project Status ?
8-5	Monday-Tuesday	Active
Type of Facility		

The project statuses may include: On Hold as of (date), Return to site (date), Active, Complete, Canceled, Phased project, etc

2.5.5 Current and Prior Use of the Building

Current use is what the building is being used for at the time of the renovation or demolition project that requires an asbestos abatement project. An example would be that the facility is a doctor's office. Do not list occupied or vacant because that question has already been answered on the form.

Prior use is what the building was used for in the past. An example would be that the facility was used as a residence.

Important note: If the facility was used as a residence in the past yet currently is used as a doctor's office, this facility would have to be notified as a nonresidential renovation or a nonresidential demolition.

Current use of the building
Doctor's office

Prior use of the building
Residence

2.6 Project Supervisor

If the project supervisor's name is not in the dropdown menu, search for and choose "Not Available in Dropdown." In addition, contact the [NW Region asbestos program staff](#) and provide the certified supervisor's name(s) and certification number(s) that could not be located in the dropdown menu so this issue can be resolved.

Project Supervisor

Select your Supervisor

20690 Not Available in Dropdown

Lic No NA

2.7 Check by Mail Payment

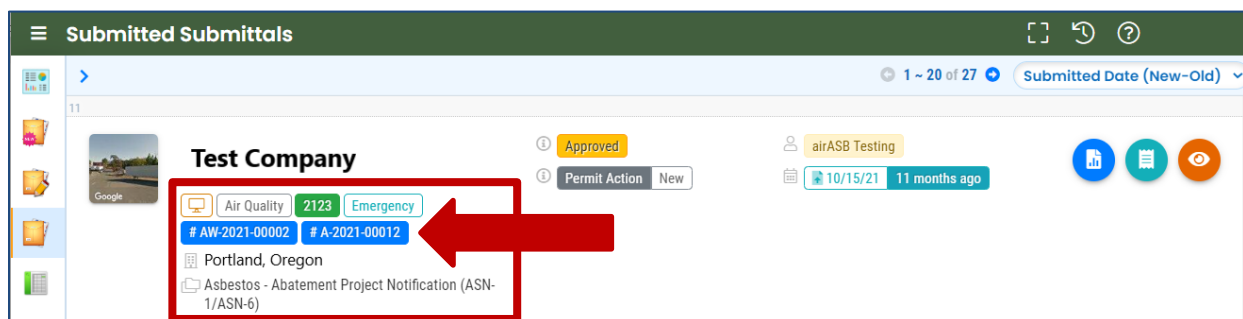
If check by mail is chosen as the fee payment method, the clock for the five- or 10-day waiting period begins when DEQ receives the payment. In addition, for an emergency project the fee must be received by DEQ within three days of the start date of the project. OAR 340-248-

0260(2)(b). The contractor must take into consideration the number of days it may take the post office to deliver the fee and receipt to the PO Box listed on the submittal receipt.

2.8 Assignment of Project Numbers

Once a project notification is submitted to DEQ, asbestos program staff review the submittal and generate project numbers. Each project notification will have an asbestos project number assigned. The project number will begin with the letter “A,” will include the year and then a unique number such as A-2022-01466. This number will be linked when completing the air clearance report submittal after the project has been completed.

If the project is an emergency, an emergency waiver number will be assigned. The emergency waiver number will begin with the letters “AW,” will include the year and then a unique number such as AW-2022-00586.

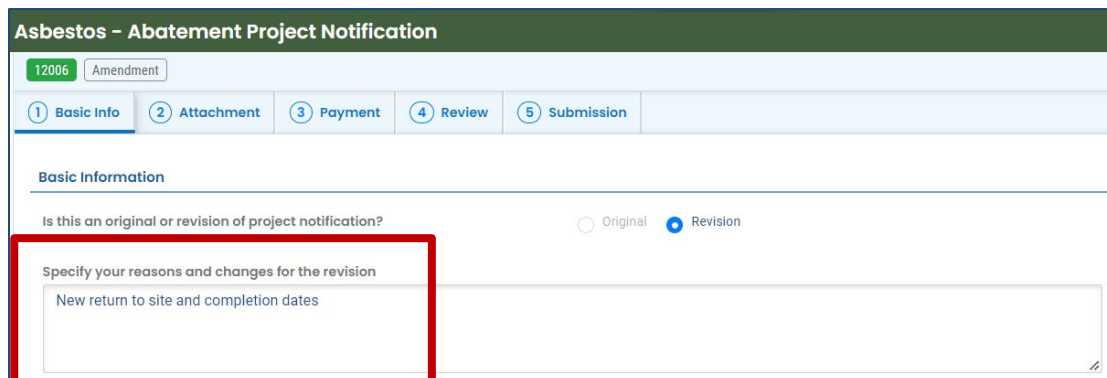


2.9 Amend a Project Notification

To amend/revise a project notification, see the instructional guide for [Amending Asbestos Abatement Project Notifications](#) listed under the asbestos program resources.

Important tips:

- When the contractor chooses to amend/revise the notification, the revision must include a description of the information being changed on the notification in the box “Specify the reasons and changes for the revision.” Secondly, the information being revised must be changed in the sections of the notification. For example, change the start and completion date of the project.



- Any project amendment that results in a fee change must be communicated to DEQ through the YDO Correspondence tab. In addition, an email must be sent to the appropriate [regional asbestos program contact](#) alerting them of this change.
- Any project amendment that changes the project to an emergency must be communicated to DEQ through the YDO Correspondence tab. In addition, an email must be sent to the appropriate [regional asbestos program staff](#) alerting them of this change. DEQ will have to assign an emergency waiver number.

3. Air Clearance Sample Results

Air clearance is required when the project is greater than 160 square feet or 260 linear feet and performed within a negative pressure enclosure (NPE). For each project that meets the air clearance requirement, each NPE requires at least one air clearance sample collected and analyzed by a third party who is NIOSH 582 certified. OAR 340-248-0270(8)(k)

However, if the size of the NPE is less than 160 square or 260 linear feet of ACM then air clearance is not necessary. If mini NPE's will be utilized, include this information in the Method of Abatement section of the notification and include the approximate square/linear feet of the mini NPE's. NPE(s) cannot be purposely subdivided into smaller units in order to avoid the air clearance requirement.

Air clearance results must be received by DEQ within 30 days from the completion date of the project. It is the responsibility of the asbestos abatement contractor to submit the Air Clearance Sample Results submittal and the associated third-party report to DEQ.

The Air Clearance Sample Results submittal is intended for the contractor to include all air clearances performed during a project. For large scale abatement projects that run for up to one year, there often can be many air clearances performed over a period of many months. One air clearance sample results submittal can be completed to provide the information for all the air clearances performed during the project.

3.1 Basic Information

There are three questions on the Basic Information tab:

1. The first question asks for the name of the person or company that performed the abatement. **Answer: This will be the name of the asbestos abatement contractor.**
2. The second question asks for the name of the monitoring company. **Answer: This will be the name of the third party that collected the air clearance sample(s).**
3. The third question asks for the phone number of the person or company that performed the abatement. **Answer: This will be the contact phone number of the asbestos abatement contractor.**

1 Basic Info	2 Attachment	3 Payment	4 Review	5 Submission
--------------	--------------	-----------	----------	--------------

Name of person or company that performed the abatement

Required.

Name of monitoring company

Phone number of person or company that performed the abatement

Required.

3.1.1 Location, Date and Air Clearance Results

For each air clearance shown on the third-party report, select the add new icon **+ New** in the location/date and containment/result sections for each air clearance result. As an example, if three air clearances were performed then there needs to be three location/dates and three corresponding containments/results.

Important note: The location and containment results **must be completed**. Listing “see attached report” is not acceptable.

Location and Date that the monitoring was performed	
Location	Date
Kitchen	10/03/2022
2nd floor bedrooms	10/17/2022
Basement	11/01/2022
+ New	
Describe containment(s) and clearance results below	
Containment	Result
Center of containmet	0.0039 f/cc
NW side of containment	<16.00 s/mm2
SE side of containment	LOD

Description of Terms

Location: Location represents where in the facility the air clearance was collected such as the kitchen, basement, 2nd floor, throughout, etc.

Date: The date is the actual date the air clearance was collected.

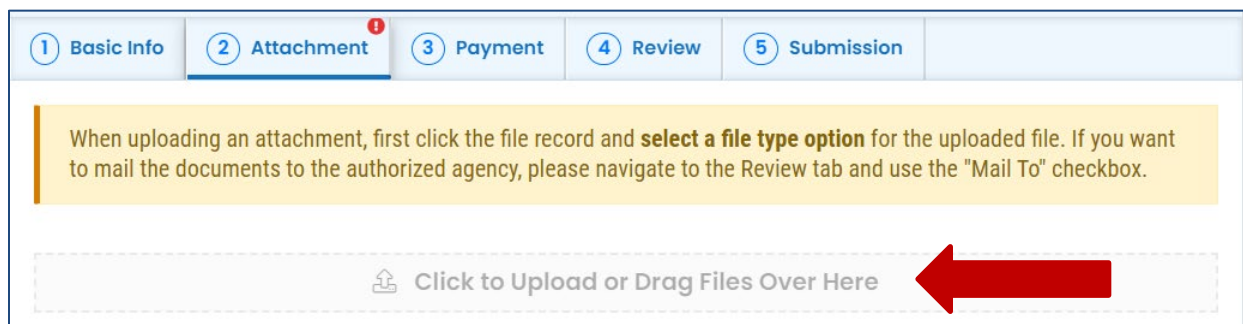
Containment: Containment represents where in the containment the air clearance was collected. Generally, the air clearance is collected from the center of the containment and listing center of containment is appropriate. However, for TEM air clearances a minimum of five air clearances per containment are required. Listing each location where the TEM air clearance was collected within the containment is appropriate such as the SE corner of containment, NW corner of containment, stairwell, etc.

Result: PCM (Phase Contrast Microscopy) air clearances are the most common air clearances. Results are to list the fibers per cubic centimeter (f/cc) result e.g. 0.002 f/cc. A passing PCM air clearance can have no more than 0.01 f/cc. OAR 340-248-0270(8)(k)

TEM (Transmission Electron Microscopy) air clearance is an alternative to PCM and typically associated with abatement performed in schools. Results are to list the structures per square millimeter (s/mm²) e.g. <15.2 s/mm². A passing TEM air clearance can have no greater than 70 s/mm². OAR 340-248-0270(8)(k)(C)(v)

3.2 Attach Air Clearance Results


On the Attachment tab, the third-party air clearance results must be attached. Notice the red exclamation mark on the tab. The mark indicates that there is information or a task that has not been completed. If the information or task is not completed the report cannot be submitted. Click to upload and choose the file to be attached.

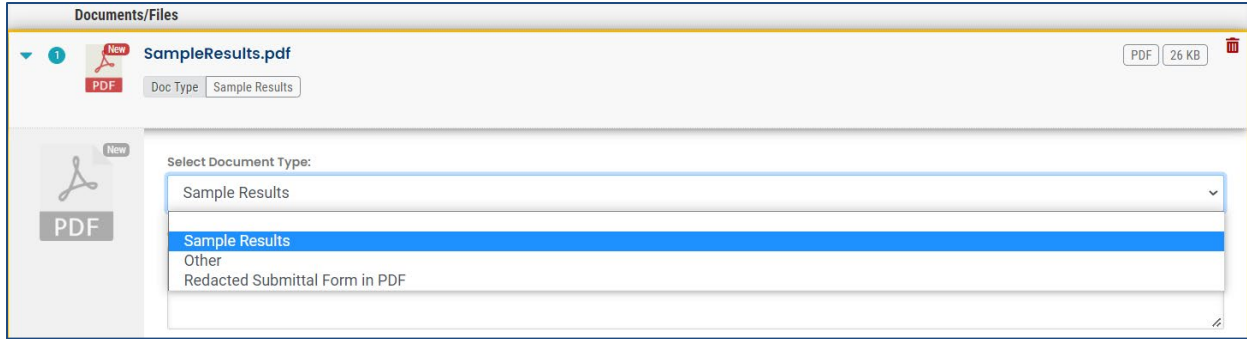


1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

When uploading an attachment, first click the file record and **select a file type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

Once the third-party report(s) has been attached click on the blue arrow icon . Select the document type from the drop down menu and choose **Sample Results**.

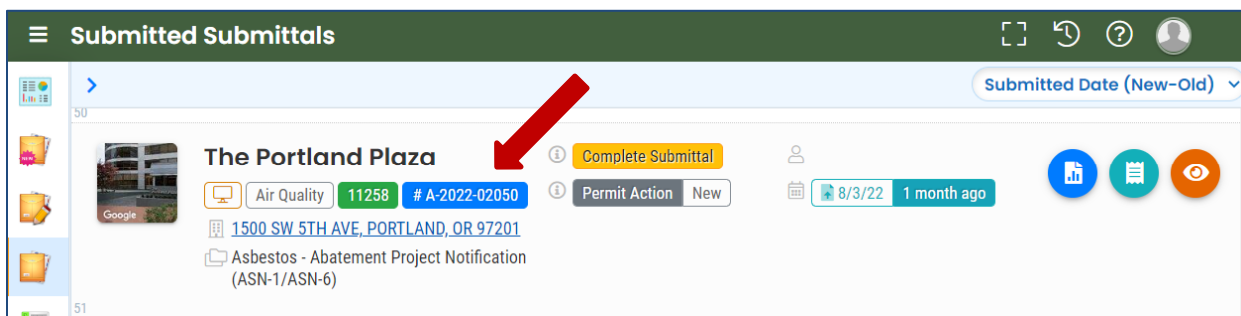


3.3 Reporting Results for Multiple Projects

There may be a project site that has had several asbestos abatement projects performed by different asbestos abatement contractors. In this scenario, the correct asbestos abatement project needs to be chosen for the air clearance sample results submittal.


As an example, the Portland Plaza located at 1500 SW 5th Ave in Portland has had numerous asbestos abatement projects performed by several asbestos abatement contractors. When a contractor is attempting to complete the air clearance sample results submittal for one of their projects at this location, they need to **link the project to the correct project number**. The following information should be reviewed first:

1. Open the asbestos abatement project notification(s) for this location and identify what unit number or location (e.g. unit 400) for the abatement project and the project date(s). Confirm that the air clearance is for that location at the facility and performed within the project date(s).
2. Once the correct project is identified for the corresponding air clearance, make note of the project number. The project number is in a blue block and includes a number that begins with A – e.g. A-2022-02050.



When the contractor is completing the air clearance sample results submittal, they will be able to link the correct project number.

Select a facility

 **The Portland Plaza**
1500 SW 5TH AVE, PORTLAND, OR 97201

136125 Latitude 45.5134 Longitude -122.68

Project Number (ID)

Type here to filter list...

Project ID	Issued Date	Effective Date
274736	2022-02-10	
274974	2022-02-18	
275277	2022-03-02	
277402	2022-05-27	
278567	2022-07-18	
278945	2022-08-02	

4. Abatement Contractor Licensing/Annual Notification Applications

4.1 Full Scale Asbestos Abatement Contractor License

Complete the required form fields even if “Provide Via Attachment” is selected.


Related Certifications/Licenses/Oregon OSHA Competent Person

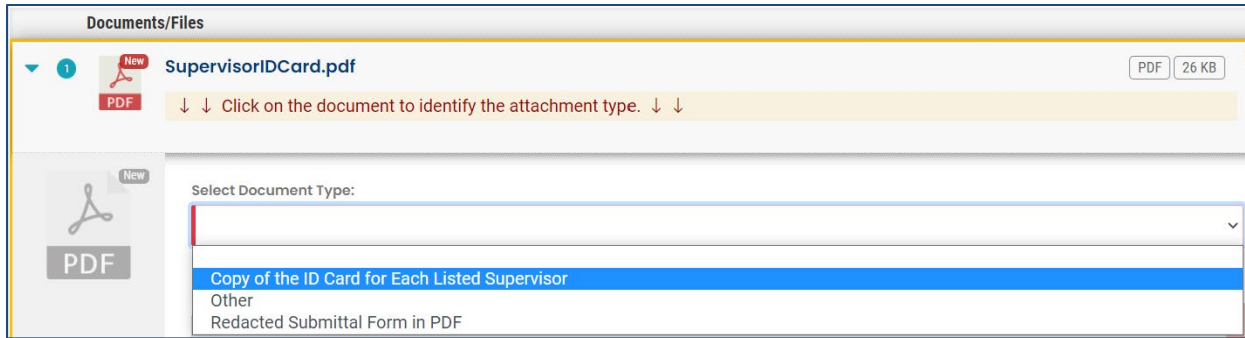
List below or on an attached sheet of paper all asbestos-related Certificates and licenses issued to the applicant during the one year period immediately preceding this application submittal

Provide via attachment

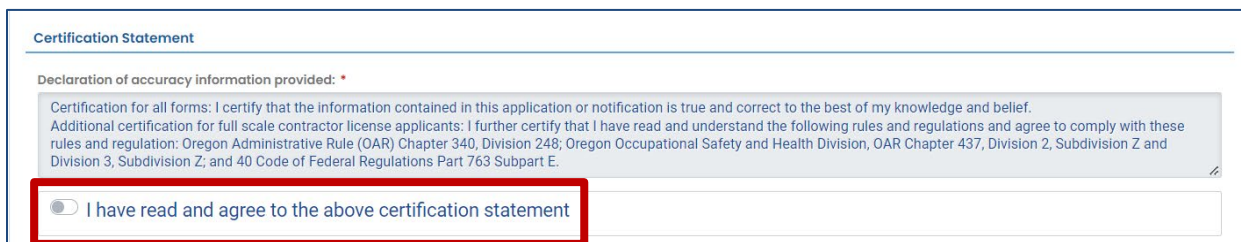
Name	License/Certification Number	Issuing Agency and Type of Certification/License
<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Item

After uploading the supervisor certification, click on the blue arrow icon  and select “Copy of the ID Card for Each Listed Supervisor” from the drop down menu. The license application cannot be submitted if “Other” is selected.



Under the Submission tab, make sure to select the button next to “I have read and agree to the above certification statement.”



4.2 Annual Small Scale Friable Notifications

Annual small scale friable notifications can be submitted by licensed asbestos abatement contractors and facility owners or operators. Small scale abatement is where less than 40 linear or 80 square feet of ACM is removed for each project. Projects cannot be subdivided to then qualify as small scale. OAR 340-248-0260(3)

Licensed asbestos abatement contractors that have an annual small scale friable notification may conduct small scale projects anywhere, at any time and then report the small scale projects on the quarterly report.

Facility owners or operators that have an annual small scale friable notification must have appropriately certified asbestos workers and asbestos supervisors perform the small scale abatement. The facility owner or operator may conduct small scale projects only at their own facility, at any time and then report the small scale projects on the quarterly report.

After choosing the annual small scale friable ACM notification, questions specific to this notification will be displayed.

Asbestos - Abatement Contractor Licensing Application

12011 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

General Information

For Annual Small Scale Friable ACM Notification: Facility owners or operators, or contractors who plan to conduct friable asbestos abatement or maintenance projects on a yearly basis, where no more than 40 linear feet or 80 square feet of asbestos-containing material is removed at each project, must file this form annually to notify DEQ of their intent to conduct those projects. (OAR 340-248-0260(3))

For Annual Nonfriable ACM Notification: Annual nonfriable asbestos abatement projects may only be performed at schools, colleges, and facilities where certified asbestos abatement workers perform removal work. This form must be filed annually to notify the DEQ of their intent to conduct nonfriable projects. (OAR 340-248-0260(4))

The annual notice is not considered complete until DEQ receives the appropriate fee and all required information.

Quarterly Reporting Requirement: Quarterly reporting is required for all annual projects using DEQ form. These reports summarize the small-scale friable and nonfriable abatement projects completed during each calendar-quarter that are covered by the annual notification form(s). DEQ must receive quarterly reports by the 15th day of the month immediately following the end of each calendar quarter (April 15, July 15, October 15, and January 15).

Is this application for new, renewal, or modification?

Select your license type?

Are you completing this form on behalf of a Facility or Contractor?

4.2.1 Supervisor Information

A certified supervisor is required to be present during small scale projects. Each certified supervisor that may perform small scale abatement must be added by clicking the add new icon

Supervisor Information

Please attach a copy of current certified supervisor card in Attachment Tab for each supervisor listed below.

Required.

Click on the blue arrow icon and search for the certified supervisor's name. Once the name is located, click on the name to add it to the supervisor information.

Select your Supervisor

Search by name, business name...

Attach a copy of the supervisor card(s) under the Attachments tab. An annual notification application will be considered incomplete and sent back for correction.

4.2.2 Additional Questions

In the additional questions section, the start date and end date must be provided. These dates represent when the annual notification (year in length) begins and ends. For example, 6/1/22 through 5/31/23.

4.3 Annual Nonfriable Notifications

Annual nonfriable abatement can only be performed at facilities, schools or colleges. Appropriately certified asbestos workers must perform the nonfriable abatement. The certified asbestos workers performing the nonfriable abatement can be staff of the facility, school, college or by a licensed asbestos abatement contractor working under the annual nonfriable notification for the facility, school or college. There is no quantity limitation for annual nonfriable abatement performed under the annual nonfriable notification. The facility, school or college then reports the nonfriable projects on the quarterly report.

Important note: A licensed asbestos abatement contractor cannot submit an annual nonfriable notification submittal for their own use at multiple facilities.

After choosing the annual nonfriable notification, questions specific to this notification will be displayed.

Asbestos – Abatement Contractor Licensing Application

12011 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

General Information

For Annual Small Scale Friable ACM Notification: Facility owners or operators, or contractors who plan to conduct friable asbestos abatement or maintenance projects on a yearly basis, where no more than 40 linear feet or 80 square feet of asbestos-containing material is removed at each project, must file this form annually to notify DEQ of their intent to conduct those projects. (OAR 340-248-0260(3))

For Annual Nonfriable ACM Notification: Annual nonfriable asbestos abatement projects may only be performed at schools, colleges, and facilities where certified asbestos abatement workers perform removal work. This form must be filed annually to notify the DEQ of their intent to conduct nonfriable projects. (OAR 340-248-0260(4))

****The annual notice is not considered complete until DEQ receives the appropriate fee and all required information.****

Quarterly Reporting Requirement: Quarterly reporting is required for all annual projects using DEQ form. These reports summarize the small-scale friable and nonfriable abatement projects completed during each calendar-quarter that are covered by the annual notification form(s). DEQ must receive quarterly reports by the 15th day of the month immediately following the end of each calendar quarter (April 15, July 15, October 15, and January 15).

Is this application for new, renewal, or modification?

Select your license type?

Are you using a DEQ-licensed asbestos abatement contractor? Yes No

4.3.1 Licensed Asbestos Abatement Contractor

If the facility, school or college will be using a licensed asbestos abatement contractor for nonfriable abatement performed under their annual nonfriable notification, the contractor information must be provided on the annual notification.

Are you using a DEQ-licensed asbestos abatement contractor? Yes No

Asbestos Abatement Contractor Information

Contractor Name

Phone Number Fax Number Email Address

Country United States Canada

Address Line 1 Address Line 2

City State Zip Code

Is mailing address different from above address? Yes No

4.3.2 Additional Questions

In the additional questions section of the annual notification, the start date and end date must be provided. These dates represent when the annual notification (year in length) begins and ends. For example, 6/1/22 through 5/31/23.

Additional Questions	
Start Date	End Date
06/01/2022	05/31/2023

4.4 DEQ Request for Nonfriable Projects

DEQ can request a list of scheduled nonfriable projects or nonfriable projects being conducted at the time of the request, performed under the annual nonfriable notification. OAR 340-248-0260(4)(f)

5. Quarterly Reports

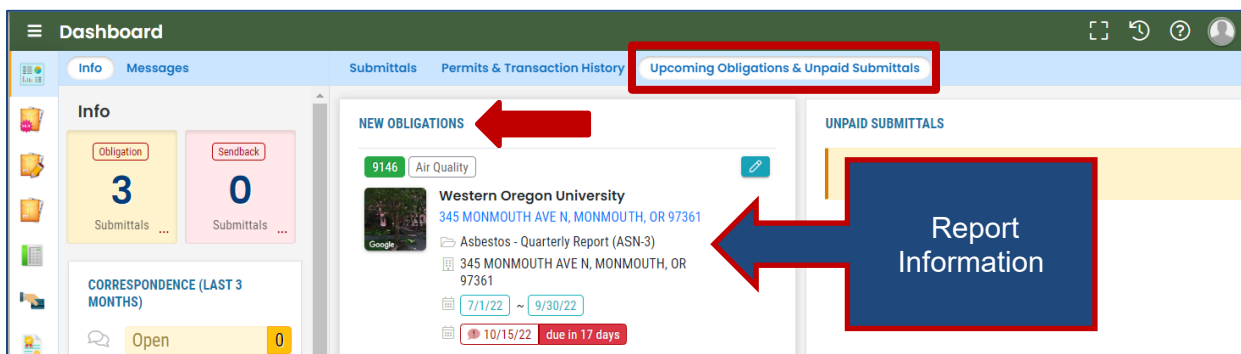
Once the annual notification is submitted, DEQ asbestos program staff will generate four quarterly reports for the annual notification. If you do not have quarterly reports available, please contact [the DEQ asbestos program contact](#) for assistance.

Quarterly reports are due by the 15th day after the end of the quarter. OAR 340-248-0260(3)(c) & 340-248-0260(4)(c). Each quarter is for a three (3) month period:

- Jan. 1 - March 31 (1st Quarter) Quarterly Report due by April 15
- April 1 - June 30 (2nd Quarter) Quarterly Report due by July 15
- July 1 – Sept. 30 (3rd Quarter) Quarterly Report due by October 15
- Oct. 1 - Dec. 31 (4th Quarter) Quarterly Report due by January 15

5.1 Accessing Quarterly Reports

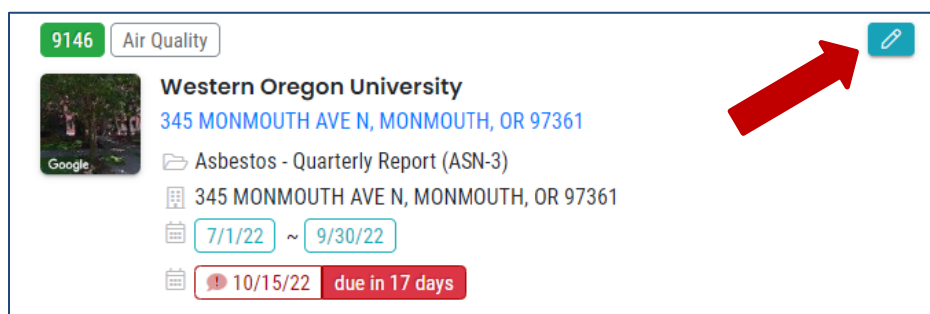
On the public user's dashboard under "Upcoming Obligations" section, quarterly reports associated with the annual small scale friable notification or the annual nonfriable notification will be displayed.



The following information is provided for each quarterly report listed under New Obligations:

- The four digit number in the green block is the unique submittal number for each quarterly report.
- The first line identifies the contractor or facility name. The second line is the contractor or facility address shown in blue font.
- The third line identifies that this report is for the Asbestos – Quarterly Report (ASN-3).
- The fifth line displays the date ranges for the quarter shown in turquoise.
- The sixth line, shown in red, shows the due date of the quarterly report. Also, in the red block it identifies either how long until the report is due or how many days the report is past due.

To begin the report, select the blue pencil icon.



5.2 Adding Small Scale/Nonfriable Projects

In the Basic Information tab under the project information section, select the add new icon

+ New to add a small scale friable project or a nonfriable project performed under the annual nonfriable notification. Specific information about the project is required. Clarification of some of the required information is provided:

- **Type of ACM:** List the actual asbestos-containing material that was abated such as sheet vinyl, pipe insulation, popcorn texture, VAT, etc. **Listing “Friable or Presumed ACM” is not acceptable.**
- **Amount of friable ACM abated:** List the amount of Friable ACM abated. Choose from the drop down menu either linear or square feet depending on the ACM abated.
- **Amount of nonfriable ACM abated:** List the amount of Nonfriable ACM abated. Choose from the drop down menu either linear or square feet depending on the ACM abated.

Project Information

Residential Building


Project Information

Description of Facility
Residential Building

Type of ACM
Sheet vinyl flooring and caulking around window

Select your facility (project site) Create new facility (project site)

Select your facility (project site)

 **"D-6" Private Residence**
698 6th Street, Lake Oswego, OR 97034 190470 Latitude 45.4237 Longitude -122.67

Project Start Date: 05/10/2022 Project Completion Date: 05/10/2022

Name of the certified worker or competent person: John Jones Certification Number: 123456

Amount of friable ACM abated: 45 square feet Amount of nonfriable ACM abated: 6 linear feet

Note: A contractor or facility owner/operator that has an Annual Small Scale Friable notification can also perform small scale (less than 40 linear or less than 80 square feet) nonfriable abatement under this notification and report under their quarterly report.

Project Information

Description of Facility
School

Type of ACM
VAT (nonfriable)

Select your facility (project site) Create new facility (project site)

New facility (project site) not on the list

Country
 United States Canada

Address Line 1: 830 SE 24th Address Line 2:

City: Albany State: OR (Oregon) Zip Code: 97322

Project Start Date: 04/06/2022 Project Completion Date: 04/06/2022

Name of the certified worker or competent person: Mark Smith Certification Number: 112233

Amount of friable ACM abated: 0 square feet Amount of nonfriable ACM abated: 25 square feet

5.2.1 Adding Completed Small Scale Projects

A running list of the completed small scale friable projects or nonfriable projects performed under an annual nonfriable notification can be added to the quarterly report. After adding the information for each small scale/nonfriable project, click the save icon. At the end of the quarter submit the quarterly report.

6. General Program Clarifications

- A. **Silver roof paint:** Silver roof paint used on any layer of roofing is considered friable ACM. In addition, silver paint used on any other surface (walls, equipment, etc.) is also considered friable ACM.
- B. **Condominiums:** For a condominium to be considered a residence for the project notification, there can only be **four or fewer** condos in a building and each condo must be individually owned, or there are only four or fewer condos in total at the facility regardless of ownership.

For multiple condos where there are **more than four units**, regardless of ownership, the project notification would be either nonresidential renovation or nonresidential demolition and notified based on the square and/or linear footage of ACM. This type of facility is considered an installation and is not residential.

Installation “means a building or a group of buildings or structures at a single demolition or renovation site that under the control of the same owner or operator, or under the control of owner or operators of demolition or renovation activities that are under common control.” OAR 340-248-0010(28)

This also applies to other type of facilities with a group of duplexes, triplexes, fourplexes and other type of multi-unit complexes. These types of facilities are considered installations and are not residential.

- C. **Survey expiration:** There is no rule that specifies that an asbestos survey has an expiration date. However, consideration must be made to verify that the prior survey may not include the area that may be renovated or demolished in the future. As an example, a 2005 survey was performed of the first floor of a commercial building. A planned demolition is targeted for next year for the entire commercial facility. An asbestos survey for the entire commercial facility will be required.
- D. **Composite analysis:** As of November 2018, distinct layers cannot be composited for analysis. When a sample consists of two or more distinct layers or materials, each layer must be treated separately and the results must be reported by individual layer.
- **Plaster and stucco:** If plaster and stucco wall or ceiling systems are layered, and the layers can be distinguished, then the layers must be analyzed separately. Where a plaster or stucco wall system is constructed in layers, and the asbestos-containing layer becomes a distinguishable but "non-separable" component of the wall system, the results of the analysis of the individual layer(s) may include a small amount of the other layers when analyzed. For example, a

skim or brown coat layer may contain a small amount of the base coat layer in the analysis of the skim coat layer.

- **Add-on materials (surfacing):** All materials "added" to wallboard or other base materials (such as sprayed-on materials, paint, ceiling or wall texture) must be analyzed separately, if possible. The results of the analysis of those individual layers of "add-on" material cannot be averaged with the result of the analysis of wallboard for a composite result but must be analyzed and reported separately. Where a thin coating of one material is applied over another material and the materials cannot be separated without compromising the layers, the analysis may include a small amount of the base layer. If for example, a paint layer containing asbestos is spread over a wallboard layer, and the paint layer cannot be separated from the wallboard, then a small amount of the wallboard layer may be included in the sample of the paint.
- **Joint compound and wallboard:** When joint compound or tape is applied to wallboard, it becomes an integral part of the wallboard and in effect becomes one material forming a wall or ceiling system. Therefore, a bulk sample of the system that contains the joint compound, tape and wallboard may be analyzed to identify the asbestos percentage of the system. Surfacing materials or other layers that can be separated must not be included in the analysis.

EPA Asbestos NESHAP Clarification regarding Analysis of Multi-Layered Systems
1/5/94

- E. **NPE Barrier requirements during a friable project:** Any area where friable asbestos materials are to be abated must be enclosed with a NPE prior to and during abatement.

Barrier requirements:

The barrier must cover all gaps in the area surrounding the asbestos abatement, including doorways, windows, HVAC systems, drains, plumbing, and other gaps with plastic with a minimum thickness of 6 mil.

Plastic sheeting that does not cover a gap in the abatement area, but is used to protect structural components or equipment, does not have to have a thickness of 6 mil.

Waste handling and disposal:

The material used to establish a NPE is considered Asbestos-Containing Waste Material (ACWM), and must be packaged and disposed of in accordance with [DEQ regulations](#).

- F. **Exceptions for use of NPE during a friable project:** There are several specific NPE exceptions found in OAR 340-248-0270(8)(e)(F):

“ A negative pressure enclosure is **not required** for abatement of **friable** asbestos-containing material when:

- i. Abating asbestos-containing **petroleum-based roofing products or cement asbestos roofing**; or

- ii. Abating a **total project amount** of asbestos-containing material that may be contained in a **single glove bag.**”

The exception for the single glove bag is specific to the total project amount of ACM that is abated in a single glove bag. If use of more than one glove bag is necessary during the friable abatement project, then NPE is required.

G. **Notification fee refund:** OAR 340-248-0270(9) lays out the requirements for a notification fee refund. If a complete fee refund request is received, DEQ may refund the fee. All of the following information and documentation must be submitted in writing to the appropriate regional asbestos program staff:

1. The request for a fee refund must be made in writing to DEQ and must be **submitted prior to the project’s original start date.**
2. A copy of the original notification and the most recent revision.
3. Proof that the contractor was awarded the contract for the project prior to submitting the notification to DEQ.
4. Verification of payment to DEQ (YDO fee payment receipt).
5. Proof that the ACM or ACWM was present at the project site, such as survey results. If the material is assumed to be ACM and treated as such in order to avoid survey and lab costs, provide a photo or written description of the material.

H. **Work practice variance requests:** The most common work practice variance requests DEQ receives is for a variance of the NPE requirement (OAR 340-248-0270(8)(e)(D) and use of mechanical equipment outside of NPE (OAR 340-248-0270(8)(g). In addition, less common variance requests include a waiver for dry removal (OAR 340-248-0270(8)(c)(A) and turning off the NPE during the project (OAR 340-248-0270(8)(e)(D).

What is the process for requesting a work practice variance?

1. A work practice variance request must be submitted in writing to DEQ.
2. Submit the request before the variance is necessary for the project and provide ample time for DEQ program staff to review the variance request.
3. Submit the variance request to the appropriate regional asbestos program staff.
4. The written proposal should include a description of the project, the reasons for the variance request, the abatement and disposal work practices that will be employed during the project and any other relevant information.
5. Include a PDF copy of the project notification.

The written request can be emailed to the appropriate regional asbestos program staff or the written request can be included as an attachment in the YDO submittal of the project notification. If the contractor is choosing to attach the written request as an attachment in the YDO submittal, send a follow-up email to the asbestos program staff alerting them of the variance request.

When is a variance request not required? When the contractor is requesting a variance of the NPE requirement, a variance request of the air clearance requirement is unnecessary. If NPE will not be used during the project then the air clearance requirement does not apply.

7. Asbestos Program Staff Contacts

- Northwest Region Portland Office - Clackamas, Clatsop, Columbia, Multnomah, Tillamook & Washington Counties: Naveed Mir, 503-229-5982 or email: deq.nwrasbestos@deq.oregon.gov
- Eastern Region Bend Office - Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, Wallowa & Wheeler Counties: Eric Shafer, 541-633-0493 or email: eric.shafer@deq.oregon.gov or Tom Hack, 541-278-4626 or email: tom.hack@deq.oregon.gov
- Western Region Salem Office - Benton, Lincoln, Linn, Marion, Polk & Yamhill Counties: Dottie Boyd, 503-378-5086 or email: dottie.boyd@deq.oregon.gov
- Western Region Medford Office - Jackson, Josephine, & Eastern Douglas Counties: Jennifer Horton, 541-776-6089 or email: jennifer.horton@deq.oregon.gov
- Western Region Coos Bay Office – Western Douglas, Coos & Curry Counties: Martin Abts, 541-269-2721, ext. 222 or email: martin.abts@deq.oregon.gov

Asbestos Abatement Contractor License Questions:

- Naveed Mir, email: deq.nwrasbestos@deq.oregon.gov; phone: 503-229-5982.

8. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).