User Guide for Asbestos Program
Submittal of Annual Small Scale
Friable and Annual Nonfriable ACM
Abatement Notifications and
Quarterly Reporting

August 3, 2021

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Air Quality – Asbestos Program
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Contact: Asbestos Program Regional Staff
https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Program-Contacts.aspx
# Table of Contents

1. **INTRODUCTION** ........................................................................................................................................... 4

   I.  **NAVIGATING THE SYSTEM** .................................................................................................................. 4

       *Dashboard* .............................................................................................................................................. 4

       *Icons* ..................................................................................................................................................... 6

2. **ESTABLISHING AN ACCOUNT** ..................................................................................................................... 7

   I.  **ACCOUNT REGISTRATION** .................................................................................................................... 7

3. **ANNUAL SMALL SCALE FRIABLE ACM ABATEMENT NOTIFICATION SUBMITTAL** ............................................ 7

   I.  **STARTING ANNUAL SMALL SCALE FRIABLE ACM ABATEMENT NOTIFICATION** ...................................... 7

   II. **ATTACHMENTS** ..................................................................................................................................... 12

   III. **MAKING A PAYMENT** .......................................................................................................................... 13

       *Option 1: Payment by ACH e-Payment* ..................................................................................................... 14

       *Option 2: Check by Mail* .......................................................................................................................... 17

4. **ANNUAL NONFRIABLE ACM ABATEMENT NOTIFICATION SUBMITTAL** ....................................................... 32

   I.  **STARTING ANNUAL NONFRIABLE ACM ABATEMENT NOTIFICATION** .................................................. 32

   II. **ATTACHMENTS** ..................................................................................................................................... 37

   III. **MAKING A PAYMENT** .......................................................................................................................... 38

       *Option 1: Payment by ACH e-Payment* ..................................................................................................... 39

       *Option 2: Check by Mail* .......................................................................................................................... 41

   IV. **REVIEWING THE SUBMITTAL** ................................................................................................................ 42

   V.  **RESUME EDITING THE SUBMITTAL** ...................................................................................................... 44

   VI. **COMPLETING THE SUBMITTAL** ............................................................................................................. 44

   VII. **TRACKING SUBMITTAL STATUS** .......................................................................................................... 48
VIII. MAKING CORRECTIONS .................................................................................................................. 51
   Amending the Submittal ..................................................................................................................... 51
   Submittal Send Back ........................................................................................................................... 54
5. ANNUAL NOTIFICATION RENEWAL SUBMITTAL ........................................................................ 56
6. QUARTERLY REPORTING OBLIGATIONS ....................................................................................... 58
   I. STARTING QUARTERLY REPORT OBLIGATION SUBMITTAL ...................................................... 59
   II. ATTACHMENTS ............................................................................................................................ 63
   III. MAKING A PAYMENT .................................................................................................................. 63
   IV. REVIEWING THE SUBMITTAL ..................................................................................................... 63
   V. RESUME EDITING THE SUBMITTAL ............................................................................................. 65
   VI. COMPLETING THE SUBMITTAL .................................................................................................. 65
   VII. TRACKING SUBMITTAL STATUS ............................................................................................... 68
7. HELPDESK AND RESOURCES ....................................................................................................... 69

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 Requirements (OAR 340, Division 248) include the notification requirements for entities that perform annual small scale friable and annual nonfriable asbestos abatement projects in Oregon. Prior to conducting asbestos abatement projects under the annual notification(s) in Oregon, contractors or facilities must submit the notification(s) to DEQ according to OAR 340-248-0260. Also, each asbestos abatement project performed under an annual notification must be reported to DEQ quarterly.

Asbestos is a known carcinogen and there is no known safe level of exposure. DEQ regulations require that anyone performing abatement of asbestos-containing material, or ACM, follow Oregon and federal asbestos rules and regulations to protect the health of employees and the public.

DEQ’s Asbestos Program uses Your DEQ Online to receive and process submittals including:

1. Annual Small Scale Friable Asbestos Abatement Project Notification (ASN-2)
2. Annual Nonfriable Asbestos Abatement Project Notification (ASN-7)
3. Quarterly Reporting (ASN-3)

I. Navigating the System
The Your DEQ Online system is designed to work with Safari or Google Chrome browsers. DEQ recommends using one of these browsers to optimize the user’s ability to navigate the system. Internet Explorer is not a recommended browser.

Dashboard
The Dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.
The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by clicking on the button at the bottom left side of the screen.

**Your Dashboard: Quick Links**

Quick links help you start typical activities.

Hover over each icon for an expanded description or click the dashboard button at the top to see them all.
**Dashboard:** This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.

**Start New Submittal:** Your DEQ Online is used by the asbestos program for a variety of submittals. To submit an annual notification, select “Start New Submittal.”

**Resume Edits:** Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

**Track Submittal Status:** Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt and track your submittal status.

**Upcoming Obligations:** Displays any upcoming obligations for which a submittal can be started, including the Quarterly Report.

**Pay Invoices/Fees:** Allows for online payment of invoices or fees to DEQ.

**Permits/Certificates:** Allows you to search for and view all DEQ issued permits and licenses. Please note: “permits” in this context means “notifications.”

**Public Records:** Allows you to search for and view all published submittal records.

**My Account:** Allows you to change your contact information, account type, facility linkage, and other account options.

**Icons**

You will see the following common icons as you navigate the system and submit your Annual Small Scale Friable or Annual Nonfriable ACM Abatement Notification.

- **Loading:** This icon will appear while the system processes is an action.
- **Save:** Click this icon to save changes made on a page.
- **Edit:** Click this icon to edit the selected submission.
- **View:** Click this icon to view a selected submission.
2. Establishing an Account

1. Account Registration

Resources are available to assist in Public Account Registration online at yourdeqonlinehelp.oregon.gov. If you are the Responsible Official for a company, and will be submitting an annual small scale friable or annual nonfriable asbestos abatement notification, select a Responsible Official account. When establishing links to Submittal Groups, select the “Asbestos” group.

Pursuant to OAR 340, Division 248, each asbestos abatement project performed under an annual notification is reported quarterly. The annual notification and quarterly reports must be submitted by a regulated entity under the Asbestos Program, and must be certified by a designated representative. The Responsible Official designation within Your DEQ Online corresponds to the designated representative required under this rule.

3. Annual Small Scale Friable ACM Abatement Notification Submittal

1. Starting Annual Small Scale Friable ACM Abatement Notification

The Responsible Official or delegated Consultant/Preparer may initiate a submittal for an annual small scale friable ACM notification. From your account’s dashboard, use quick links to maneuver through the system. From there, follow the steps illustrated below to submit the annual notification online.
Start a New Submittal

Use the first quick link to “start new submittal.” This leads to the New Submittal page.

Start a New Annual Notification

Click the yellow “+” button to get started.
List of Submittal Tabs

Under the “Basic Info” tab, complete all required information. If a required field is left blank or unanswered, the icon will still appear next to the “Basic Info” tab.
### Basic Info Tab – Annual Small Scale Friable ACM Notification

Selecting "Abatement Contractor" will open the section below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name</td>
<td>Enter the contractor's name</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter the contractor's phone number</td>
</tr>
<tr>
<td>Fax Number</td>
<td>Enter the contractor's fax number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Enter the contractor's email address</td>
</tr>
<tr>
<td>Quantity</td>
<td>Enter the quantity of asbestos material to be removed</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the address line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Enter the address line 2</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Enter the zip code</td>
</tr>
</tbody>
</table>

Selecting "Facility" will open the section below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School, College, or Facility</td>
<td>Enter the school, college, or facility name</td>
</tr>
<tr>
<td>Contact Person Name</td>
<td>Enter the name of the contact person</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>Enter the contact phone number</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the address line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Enter the address line 2</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Enter the zip code</td>
</tr>
</tbody>
</table>
Always click the “save” button before proceeding to the next tab.
A Submittal ID number will be generated by the system and assigned to your submittal. Use this number to track the annual notification’s submittal status and look up the submittal if you are unable to fully complete it during the submittal process.

**Basic Info Tab**

Once Basic Info is complete and is saved, a submittal ID # will be generated by the system for submittal tracking.

**Basic Info Tab – Annual Small Scale Friable ACM Notification**

Remember to attach a copy of the Supervisor ID Card to the Attachment Tab.

**II. Attachments**

On the Attachment tab, upload or drag a copy of the Oregon ID Card for each of the certified supervisors listed on the notification form under the Basic Info tab. You will not be able to submit your annual notification until you have returned to the Attachment tab and uploaded a copy of the certified supervisor’s ID card.
III. Making a Payment

Proceed to the “Payment” tab and click the blue “Pay Amount Due” box.
The options for payment are currently electronic fund transfer through ACH e-Payment or by check.

1. **ACH e-Payment**: Make an electronic fund transfer.
2. **Check by Mail**: Print submittal receipt and mail along with paper check to the US Bank lockbox address as indicated.

**Option 1: Payment by ACH e-Payment**

1. **Select ACH e-Payment**.
2. **Launch e-Pay**.
3. **After submitting bank payment information, return to this page and click “save.”**

**Payment Tab: ACH e-Payment Option**

1. **1.** Select ACH e-Payment.
2. **2.** Launch e-Pay.

This launches the secure payment module where you enter bank routing number and account information to submit payment. After completion, this window reappears.
e-Pay steps in secure Financial Information Management System (FIMS)

1. Review contact information for accuracy

2. Enter bank account information

3. Click “Continue”

4. Check box to accept terms

5. Click “Confirm”
Payment Tab: ACH e-Payment Option

The processed ACH e-payment will appear as "Paid".

Click “save” icon.

Returns to the Submittal

Return to Home
Option 2: Check by Mail

1. Select Check by Mail.
2. Check the confirmation box.
3. Click “save” icon.

By following these three steps, you enable the system to produce a Submittal Receipt after your submittal is finalized. The submittal receipt contains instructions and bank mailing address to use when mailing your payment by check.

IV. Reviewing the Submittal

The Review tab allows you to download a PDF copy of the annual notification to review the information prior to final submission. The Review tab will also indicate if there are any required fields that are not complete.
Review Tab

Click to review notification before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click “save” after making changes.
V. Resume Editing the Submittal

If you are unable to complete the annual notification at any point in the process, you may return to the system at a later time to resume editing the submittal. The following steps will guide you through locating the annual notification and continuing with the submittal.

After logging into your account, the Dashboard screen will appear. Using the Quick Links, navigate to the “Resume Edits” area to view the Pending Submittals and locate your unfinished annual notification. Alternatively, you may access the pending submittal using the “…” icon.
After completing all required fields and finishing the annual notification, go to the Submission tab.

VI. Completing the Submittal
On the Submission tab, the Responsible Official is in charge of certifying the information contained within the annual notification is true and correct. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the activated “Submit” button.

Completing the fields activates the “Submit” button.

Check the acknowledgement box and answer your security question and PIN number.
Submission Confirmation

Confirmed!

Click either this button or the lower “Print” button to open your Submittal Receipt. If mailing a check, you must use the bank address on the receipt.
Mail check payment to the bank address on this receipt.
You will receive an automatic email confirming receipt of the submittal. You may review this from the Tracking Submittal Status section.

### Submission Confirmation Email

Dear acb3 Testing: The email serves to inform you that we have received your submission. Submission Name: Asbestos - Abatement Contractor (Non-Clearing) Annual Notification Application [033-1] 07/15/2021 11:34:30 AM Submitted By: acb3 Testing Thank you for using the Environmental Data Management System (YourDEQOnline). If you have any questions, please contact the Oregon DEQ at DEQOnlineSupport@oregon.gov. Regards, YourDEQOnline Team

### VII. Tracking Submittal Status

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.
Submittal status includes multiple tabs (below). If you have uploaded any attachments as part of the annual notification, they will be accessible via the Attachment tab. Once the annual notification has been reviewed by DEQ, an annual notification acknowledgement ID number will be assigned and viewable in the Issuance tab.

1. Submittal Summary

The Submittal Summary tab displays the current status of your submission on the right side of the page under Review Flow. Immediately after successful submission, you will receive an email confirming receipt of your submittal which is accessible via the Email History tab. The Review Flow will change from yellow to green as DEQ conducts a review of the submittal. If additional information is required to process the submittal, DEQ will “send back” the annual notification in the system. Refer to the “Submittal Send Back” in Section VIII of this document for instructions.
2. Issuance Tab

The Issuance tab displays the electronic version of the Annual Small Scale Friable ACM Notification Acknowledgement letter and ID number as issued by DEQ.

3. Email History Tab

The Email History tab will display email sent to you regarding this submission, for example, submission received, application send back or application approved.
4. **Correspondence Tab**

The Correspondence tab allows you to initiate messages with DEQ.

VIII. **Making Corrections**

Amending the Submittal

If you identify an error that needs to be corrected, or other revision after submission of your annual small scale friable ACM notification, you have the ability to revise the submittal. To make revisions, locate the annual notification from the Track Submittal Status area using the Submittal ID number.
Open the notification to view the submittal detail. From the Submittal Summary tab, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator.”
1. Click “Amend”

2. The red “Amend” button will activate. Click this to unlock the submittal for editing.

3. Click yellow pencil to enter notification to make changes and resubmit.
This Amend action will unlock the submittal to make changes and resubmit to DEQ.

**Submittal Send Back**

If DEQ identifies missing or incomplete information, you will receive notification by email outside of the Your DEQ Online system to inform you that the notification has been sent back for additional information. To edit the notification, search for the “Sendback” icon on the submittal and click the pencil icon to begin edits.
Tracking a Submittal: Send Back

Notification will appear in Pending Submittals with “Sendback” icon.

Select the annual notification by clicking on the pencil icon.

Tracking a Submittal: Send Back

Returned submittal may also be viewed in Pending Submittals.
Follow the remainder of the submittal steps to resubmit to DEQ with requested information.

4. **Annual Nonfriable ACM Abatement Notification Submittal**

   I. **Starting Annual Nonfriable ACM Abatement Notification**

   The Responsible Official or delegated Consultant/Preparer may initiate a submittal for an annual nonfriable ACM notification. From your account’s dashboard, use quick links to maneuver through the system. From there, follow the steps illustrated below to submit the annual notification online.

Start a New Submittal

[Image: Tracking a Submittal: Send Back – Basic Info]

A send back reason will appear on the right-hand side.

Revise any missing or incomplete information and resubmit.

Remember to click save!

Use the first quick link to “start new submittal.” This leads to the **New Submittal** page.

[Image: Your DEQ Online: User Guide for Annual Asbestos Notifications and Quarterly Reporting]

32
Start a New Annual Notification

List of Submittal Tabs

Submittal Tabs

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

Under the “Basic Info” tab, complete all required information. If a required field is left blank or unanswered, the 📚 icon will still appear next to the “Basic Info” tab.
Basic Info Tab

Use the drop down to select the Annual Notification.

Basic Info Tab

Answer all required fields to complete the form.
Basic Info Tab – Annual Nonfriable ACM Notification

Selecting “Yes” will open the section below.

Basic Info Tab – Annual Nonfriable ACM Notification

Click “+New” to open the dropdown and select the certified supervisor(s).
Always click the “save” button before proceeding to the next tab.

The system generates and assigns a submittal ID number to your annual notification. Use this to track the notification’s submittal status and look up the notification if you are unable to fully complete it during the submittal process.
II. Attachments

On the Attachment tab, if you select the option of using an asbestos abatement contractor with a certified supervisor, you must upload or drag a copy of the Oregon ID Card for each of the certified supervisors listed on the annual notification form from the Basic Info tab. You will not be able to submit your annual notification until you have returned to the Attachment tab and uploaded a copy of each certified supervisor’s ID card.
III. Making a Payment

Proceed to the “Payment” tab and click the blue “Pay Amount Due” box.
The options for payment are currently electronic fund transfer through ACH e-Payment or by check.

1. **ACH e-Payment:** Make an electronic fund transfer.
2. **Check by Mail:** Print submittal receipt and mail along with paper check to the US Bank lockbox address as indicated.

**Option 1: Payment by ACH e-Payment**
1. Select ACH e-Payment.
2. Launch e-Pay.
3. After submitting bank payment information, return to this page and click “save.”
e-Pay steps in secure Financial Information Management System (FIMS)

1. Review contact information for accuracy
2. Enter bank account information
3. Click “Continue”
4. Check box to accept terms
5. Click “Confirm”
Option 2: Check by Mail

1. Select Check by Mail.
2. Check the confirmation box.
3. Click “save” icon.

The processed ACH e-payment will appear as “Paid.”

Returns to the annual notification.
By following these three steps, you enable the system to produce a submittal receipt after your submittal is finalized. The receipt contains instructions and bank mailing address to use when mailing your check.

IV. Reviewing the Submittal

Use the Review tab to download a PDF copy of the annual nonfriable ACM notification to review the information prior to final submission. The Review tab will also indicate if there are any required fields that are not complete.
Click to review notification before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click “save” after making changes.
V. Resume Editing the Submittal

If you are unable to complete the annual notification at any point in the process and need to return to the system at a later time to resume editing the submittal, the following steps will guide you through locating the notification and continuing with the submittal.

After logging into your account, the Dashboard screen will appear. Using the Quick Links, you can navigate to the “Resume Edits” area to view the Pending Submittals and locate your unfinished annual notification. Alternatively, you may access the pending submittal using the “…” icon.

After completing all required fields and finishing the notification, go to the Submission tab.

VI. Completing the Submittal

On the Submission tab, the Responsible Official is in charge of certifying the information contained within the annual notification is true and correct. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the now activated “Submit”.

- Completing the fields activates the “Submit” button.
- Check the acknowledgement box and answer your security question and PIN number.
Submission Confirmation

Confirmed!

Submit summary:
- Submission ID: 2022
- Submitted By: arAAR Testing
  503-229-9949
  srnta@emtech.com
- Submitted Date: 2021-07-23
- Owner Information:
  arAAR Testing
  503-229-9949
  srnta@emtech.com

Feasibility:
- Submittal Name: Asbestos - Abatement Contractor Licensing/Annual Notification Application (ASH-2/ASN-7)
- Submitted Method: Online Submission

Click either this button or the lower “Print” button to open your Submittal Receipt. If mailing a check, you must use the bank address on the receipt.
Mail check payment to the bank address on this receipt.
You will receive an automatically generated email to confirm receipt of the submittal which will be viewable from the Tracking Submittal Status section.

VII. Tracking Submittal Status

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.
Submittal status includes multiple tabs (below). If you have uploaded any attachments as part of the annual notification, they will be accessible via the Attachment tab. Once the annual notification has been reviewed by DEQ, an annual notification acknowledgement ID number will be assigned and will be accessible using the Issuance tab.

1. **Submittal Summary**

The submittal summary tab displays the current status of your submission on the right side of the page under Review Flow. Immediately after successful submission, you will receive an email confirming receipt of your submittal which is accessible via the Email History tab. The Review Flow will change from yellow to green as DEQ conducts a review of the submittal. If additional information is required to process the submittal, DEQ will “send back” the annual notification in the system. Refer to the “Submittal Send Back” in Section VIII for instructions.
As the submittal progresses through the review process, it will be reflected in the Review Flow section, until the acknowledgement letter and ID number has been assigned.

2. Issuance Tab

The Issuance tab displays the electronic version of the Annual Nonfriable ACM Notification Acknowledgement letter once it is issued by DEQ.

![Submittal Issuance]

Click icon to download a copy of the DEQ issuance document.

![Submittal Issuance: Acknowledgement PDF]

ACKNOWLEDGEMENT OF ANNUAL NOTIFICATION FOR NONFRIABLE ASBESTOS ABATEMENT PROJECTS
Oregon Department of Environmental Quality
700 NE Multnomah St., Suite 600
Portland, OR 97202-4100
(503) 222-8982

Subject to Provisions of ORS 468A.700-740 and OAR 340-248

Notification from:
Morton University
111 College Avenue
Portland, OR 97202

Annual Nonfriable Notification Number:
AN-2021-00004

EXPIRATION DATE: July 23, 2022

INFORMATION RELIED UPON:
Annual Notifications for Nonfriable Asbestos Projects received on July 23, 2022.

The facility owner, college or school must submit an Annual Notification Form for abatement of nonfriable asbestos-containing material from July 23, 2021 through July 23, 2022. Please make sure to comply with all conditions required to conduct asbestos abatement in the State of Oregon, subject to the terms and conditions of Oregon Administrative Rules (OAR) Chapter 540 Division 348, including the conditions listed below:

1. This notification may be used only for nonfriable asbestos abatement projects at a facility, college or school where the facility owner, school district or appropriate personnel have properly trained and certified personnel to remove asbestos.
2. The facility owner, college or school must ensure that asbestos abatement work is conducted in compliance with OAR 340-246.0364 through 340-246.0365 and other applicable rules and federal asbestos abatement regulations.
3. Only those persons who have been certified by DEQ to abate asbestos substances are permitted to perform the abatement work.
4. Provide to DEQ a summary report of all nonfriable asbestos abatement projects conducted during the previous three months by the 15th day of the month following the end of the calendar quarter. The summary report must include the information specified in 340-246.0364 through 340-246.0365 for each project.
5. Provide to DEQ, upon request, a list of asbestos abatement projects that are scheduled or are being conducted at the time of the request.
6. This notification is for a year and must be renewed each year. The facility owner, college or school that intends to conduct annual nonfriable asbestos abatement for the calendar year must submit a renewal application and pay the appropriate fee.
7. The contractor must allow DEQ personnel access to each project site and all pertinent records at all reasonable times for the purpose of making inspections, collecting samples, obtaining data, reviewing and copying asbestos abatement project records, inspecting and certifying asbestos abatement operations, and otherwise conducting all necessary regulatory functions.
3. Email History Tab

The Email History tab will display email sent to you regarding this submission, for example, submission received, application send back or application approved.

![Email History Tab Example](image)

4. Correspondence Tab

The Correspondence tab allows you to initiate messages with DEQ.

![Correspondence Tab Example](image)

VIII. Making Corrections

Amending the Submittal

After submission of your annual notification, you may identify an error on the notification form which you would like to revise. To make revisions, locate the submittal from the Track Submittal Status area.
Open the annual notification to view the submittal detail. From the Submittal Summary tab, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator.”
1. Click “Amend”

2. The red “Amend” button will activate. Click this to unlock the submittal for editing.

3. Click yellow pencil to enter submittal to make changes and resubmit.
Amending an Annual Nonfriable ACM Notification

This Amend action will unlock the submittal and enable you to make changes and resubmit.

Submittal Send Back
If during review of your annual notification DEQ identifies missing or incomplete information, you will receive notification by email outside of the Your DEQ Online system. This will detail questions or requests for you to revise your notification. DEQ will send back your submittal to make necessary revisions and resubmit. To revise the annual notification, search for the “Sendback” icon on the submittal and click the pencil icon to begin edits.

Tracking a Submittal: Send Back – Email History

Remember to click save!
Tracking a Submittal: Send Back

Notification will appear in Pending Submittals with “Sendback” icon.

Select the annual notification by clicking on the pencil icon.

Returned submittal may also be viewed in Pending Submittals.
Follow the remainder of the submittal steps to resubmit to DEQ with requested information.

5. **Annual Notification Renewal Submittal**

If you have previously submitted an annual notification using Your DEQ Online and it was acknowledged by DEQ, you may also renew the annual notification using Your DEQ Online.

1. To begin the annual notification renewal submittal, navigate to your current annual notification in the system under Permits/Certificates.

### Start Annual Notification Renewal Submittal

- **Dashboard**
  - Click on "Permits/Certificates"
2. Once in the PLC section, find your current annual notification using the search features on the left to filter by either “Asbestos Annual Nonfriable Notification” or “Asbestos Small Scale Friable Notification.”

3. Click on the purple button to view more actions and click the pencil to open the renewal submittal. This renewal process is the same for both annual small scale friable and annual nonfriable ACM notifications.
4. Update any expired or outdated information, including the certified supervisor if one was added from the Supervisor Information dropdown.

5. Once all of the applicable information has been updated, follow the remaining steps outlined in Section 3 of this Guide to complete each of the tabs, including payment and submission.

6. Quarterly Reporting Obligations

As part of the requirements for annual small scale friable and annual nonfriable asbestos abatement project notifications, entities performing work under these annual notifications must report to DEQ a
summary of all small scale friable and nonfriable projects conducted in the previous three months by the 15\textsuperscript{th} day of the month following the end of the calendar quarter.

- January – March \(\rightarrow\) reported by April 15
- April – June \(\rightarrow\) reported by July 15
- July – September \(\rightarrow\) reported by October 15
- October – December \(\rightarrow\) reported by January 15

I. Starting Quarterly Report Obligation Submittal
The Responsible Official or delegated Consultant/Preparer must submit quarterly a list of asbestos abatement projects performed under their annual small scale friable or annual nonfriable notification. From your account’s dashboard, use quick links to maneuver through the system. From there, follow the steps illustrated below to submit the quarterly report online.

**Upcoming Obligations: Quarterly Reporting**

Use the quick link to open the “Upcoming Obligations”.

Click on “pencil” icon to begin quarterly report.

Reporting obligations are initiated by asbestos program staff after receiving the annual notification.
List of Submittal Tabs

Under the “Basic Info” tab, complete all required information. If a required field is left blank or unanswered, the icon will appear next to the “Basic Info” tab.

Select the applicable annual notification type.

Select the applicable reporting quarter.
Basic Info Tab – Quarterly Reporting

Click “+New” button to complete Project Information.

Basic Info Tab – Quarterly Reporting

Select the facility from the dropdown list. Or...
...create a new facility by entering the address of the project.

Click “+New” to add all projects performed during the quarter.
Always click the “save” button before proceeding to the next tab.

II. Attachments
Attachments are not required as part of this submittal.

III. Making a Payment
Payment is not required as part of this submittal.

IV. Reviewing the Submittal
The Review tab allows you to download a PDF copy of the quarterly report to review the information prior to final submission. The Review tab will also indicate if there are any required fields that are not complete.
Click to review before submitting. Make any necessary changes and click “save” before proceeding to Submission tab.

Sample PDF file

Review Tab: Quarterly Report PDF

Asbestos – Contractor Quarterly Report

DEQ
700 NE Multnomah Street, Suite 600  Oregon, OR 97232-4100  503-229-5437  7/23/2021

DEQ USE ONLY

Submittal ID: 2027  Submitted Date:

Report Type
Please select the report type: Annual Nonfriable Notification Quarterly Report
Reporting Quarter: 3rd Quarter due October 15th

Facility Information
New Facility
Physical address: 101 College Avenue
City: Portland  State: OR  ZIP Code: 97232

Project Information
Description of Facility: School
Project Start Date: 2021-07-15  Project Completion Date: 2021-07-16
Type of ACM: floor tile and mastic
Name of the certified worker or competent person: Fred Falcon  Certification Number: F12345
Amount of friable ACM abated:  Amount of nonfriable ACM abated: 45 square feet
V. Resume Editing the Submittal

If you are unable to complete the quarterly report at any point in the process and need to return to the system to resume editing the report, the following steps will guide you through locating the reporting obligation and continuing with the submittal.

After logging into your account, the Dashboard screen will appear. Using the Quick Links, you can navigate to the “Resume Edits” area to view the Pending Submittals and locate your unfinished quarterly report.

VI. Completing the Submittal

On the Submission tab, the Responsible Official is in charge of certifying the information contained within the report is true and correct. Answer your account security question and PIN number. These were part of the account registration process.
Next, click the activated “Submit”.

Completing the fields activates the “Submit” button.

Check the acknowledgement box and answer your security question and PIN number.
Submission Confirmation

Confirmed!

Click “Print” to print a copy of the submittal receipt.

Submittal Receipt PDF

Submittal Receipt

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Oregon, OR 97232-4100

Create Date: 7/23/2021

Submittal ID: 2027

Application: Asbestos - Quarterly Report (ASN-3)
Submitted By: airASB Testing
Owner Information: airASB Testing
Email: sony_su@enfotech.com
Submitted Date: 07/23/2021

Form Detail
Submittal Name: Asbestos - Quarterly Report (ASN-3)
Submission Method: Online

Payment Information

There is no payment due at this time.

Certification
Certification Statement: I hereby certify that I am a contractor with authority to submit this report for the facility located at the address or location specified.
Certification Question: what is your favorite song?
Certification Question Answer: ********
PIN Number: ******
IP Address: 158.122.206.56
Responsible Official: airASB Testing
An email will be automatically generated and sent to you confirming receipt of the submittal, which will be accessible to review from the Tracking Submittal Status section.

VII. Tracking Submittal Status

Once you have completed the submittal, open the Track Submittal Status page by using the navigation pane on the left side of the Dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.

Your Dashboard: Quick Links – Track Status

Tracking a Submitted Quarterly Report

Submittal status includes multiple tabs (below). If you have uploaded any attachments as part of the quarterly report, they will be accessible via the Attachment tab.

1. Submittal Summary tab

The submittal summary tab displays the current status of your submission on the right side of the page under Review Flow. Immediately after successful submission, this will show that your report is in the
“Application Received” step. The Review Flow box will turn green once DEQ Staff have reviewed and confirmed receipt of your submittal.

2. **Issuance tab**

There is no issuance for this submittal.

3. **Email History tab**

The Email History tab will display email sent to you regarding this submission.

4. **Correspondence tab**

The Correspondence tab allows you to initiate messages with DEQ.

7. **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 Help page or contact the Your DEQ Online Helpdesk.

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

[https://yourdeqonlinehelp.oregon.gov](https://yourdeqonlinehelp.oregon.gov)

For technical assistance:

[Your DEQ Online Helpdesk](mailto:Your DEQ Online Helpdesk)
(Not compatible with Internet Explorer)

For Your DEQ Online questions:
503-229-6184
YourDEQOnline@deq.state.or.us

For Asbestos Program questions:
Regional Asbestos Program Contacts