User Guide for Asbestos Program Submittal of Full-Scale Asbestos Abatement Contractor Licensing Applications

August 3, 2021

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

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DEQNWRasbestos@deq.state.or.us

Table of Contents

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

1. Introduction

The Oregon Department of Environmental Quality Asbestos Program (OAR 340, Division 248) includes the licensing requirements for contractors to perform full-scale asbestos abatement in Oregon. Prior to performing asbestos abatement in Oregon, contractors must apply to DEQ for an asbestos abatement contractor's license. Asbestos is a known carcinogen and there is no known safe level of exposure. DEQ requires contractors who perform asbestos abatement to read and understand Oregon and federal asbestos rules and regulations to protect the health of employees and the public.

I. Navigating the Your DEQ Online 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.
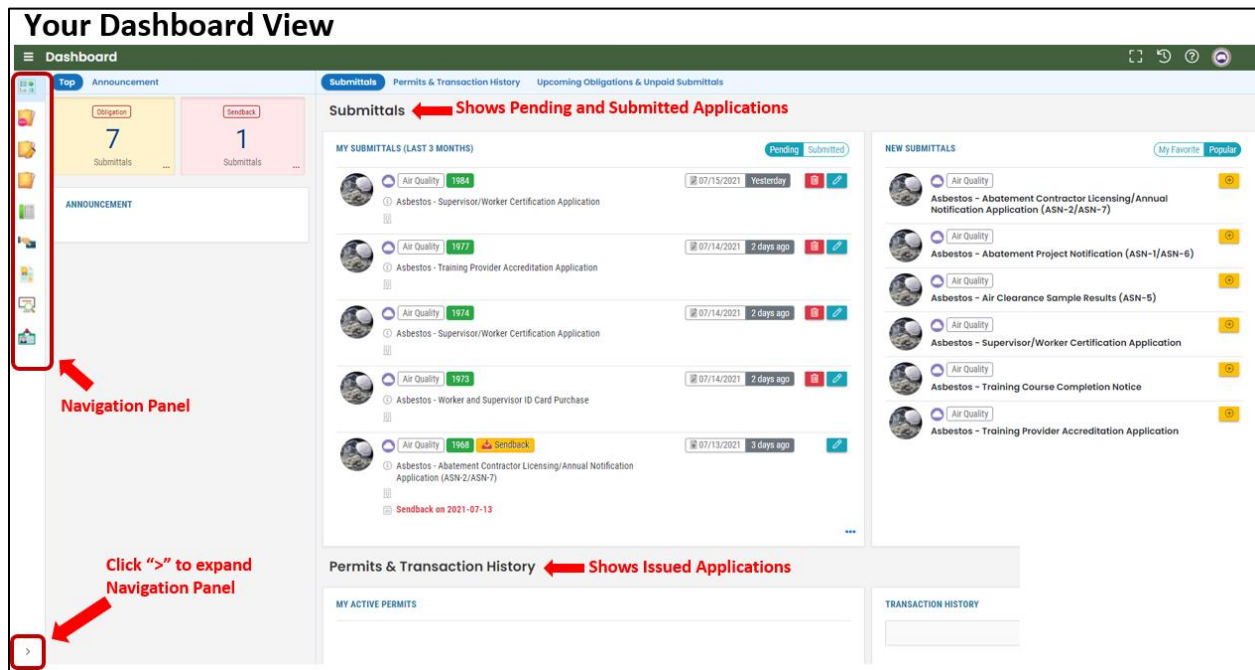
The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by clicking on the ⟩ button at the bottom left side of the screen.
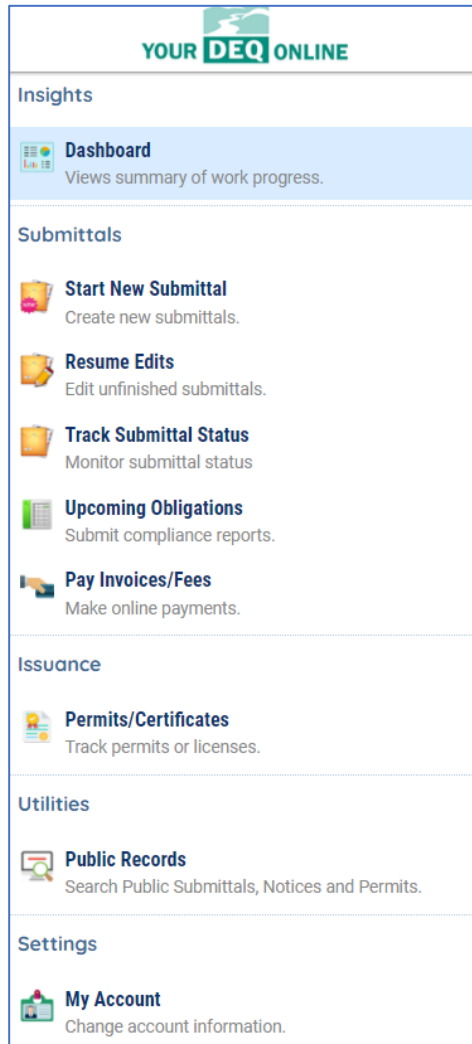
Your Dashboard: Quick Links

Quick links help you start typical activities.

Your Dashboard: Quick Links

Dashboard

Hover over each icon for 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 application for asbestos abatement contractor licensing, 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 application, view the submittal receipt and track your submittal status.

Upcoming Obligations: Displays any upcoming obligations for which a submittal can be started.

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. 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 Asbestos Abatement Licensing application.

Loading: This icon will appear while the system processes is an action.

Save: Click ths 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.
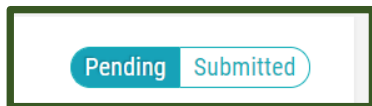
Submittal Selection: Click this button to toggle between pending and submitted obligations on their dashboard.

Requirement: This note will appear when a particular field in a submittal is required.

Add: Click this button to add multiple sets of data.

Expand: Click this button to expand.

Delete: Click this button to delete the information.

2.   Establish an Account

I.   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 applying to DEQ for an asbestos abatement contractor license, select a Responsible Official account. When establishing links to Submittal Groups, select the "Asbestos" group.

Pursuant to OAR 340, Division 248, each asbestos abatement contractor license application submitted by a regulated entity under the Asbestos Program 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.   Asbestos Abatement Contractor Licensing Submittal

I.   Starting Asbestos Abatement Contractor License Application

The Responsible Official or delegated Consultant/Preparer may initiate a submittal for an Oregon Asbestos Abatement Contractor License Application. From your account's dashboard, use quick links to maneuver through the system. From there, follow the steps illustrated below to apply for the license online.

Start a New Submittal

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

Start a New Contractor License Application

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 ⊘ will still appear next to the "Basic Info" tab.

Basic Info Tab

Always click the "save" button before proceeding to the next tab.

Basic Info Tab

A Submittal ID number will be generated by the system and assigned to your application. This number will be used for tracking the application's submittal status and looking up the application 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.

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 application under the Basic Info tab. If the required attachment is not included, you will not be able to submit your application until you have returned to the Attachment tab and uploaded a copy of each certified supervisor's ID card.

Attachment Tab

Select "Copy of ID Card" from dropdown for each supervisor added on the Basic Info tab.

Click save

III.   Making a Payment

Proceed to the "Payment" tab and click the blue "Pay Amount Due" box.

Payment Tab

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 payment coupon and mail paper check to address as indicated on the payment coupon.

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

e-Pay steps in secure Financial Information Management System (FIMS)

Payment Tab: ACH e-Payment Option

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

Click "save" icon.

Option 2: Check by Mail
1. Select Check by Mail.
2. Check the confirmation box.
3. Click "save" icon.

Payment Tab: Check by Mail Option

Note: By following these three steps, you enable to system to produce a Submittal Receipt after your submittal is finalized. That Submittal Receipt contains important information with instructions and bank mailing address to use when mailing your payment by check.

IV.   Reviewing the Submittal

The Review tab allows the applicant to download a PDF copy of their application to review the information prior to final submission. The Review tab will indicate if required fields are incomplete.

Review Tab

Click to review application before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click "save" after making changes.

Sample PDF file

Review Tab: Application PDF

Asbestos - Abatement Contractor Licensing Application

Department of Environmental Quality, State of Oregon

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

DEQ USE ONLY	
Submittal ID: 1911	Submitted Date:

General Information

If this application for new, renewal, or modification? **New**

License Type: **Full Scale Contractor License**

Asbestos Abatement Contractor Information

Contractor Name: **Captain Planet Environmental**

Mailing Address: **123 Earth Way**

Phone Number: **555-555-5555**   Fax Number: Email Address: **cpenviro@enviro.com**

City: **Portland**   State: **OR**   ZIP Code: **97232**

Is mailing address different from above address? **No**

Supervisor Information

Full Name(Business Name):   **Marty Martinson**

Certification No: **S15715**

Workers Compensation Coverage – choose the option that applies? **The applicant employs one or more persons and makes contributions toward workers compensation coverage**

License Details

Are you registered with the Oregon construction contractors board (CCB) in Salem, Oregon? **Yes**

enter your CCb registration number

555555

Are you registered with Oregon Secretary of State (SOS)? **Yes**

enter your SOS registration number

555555

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

Related Enforcement Actions

List below or on an attached sheet of paper any asbestos-related enforcement Actions that you have received, including certificates or licenses suspended or revoked during the one year period immediately preceding this application Submittal

< Page: 1 of 2 >

V.   Resume Editing the Submittal

If you are unable to complete the application 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 help you locate the application and continue with the submittal.

After logging into your account, the Dashboard screen will appear. Use the Quick Links to navigate to the "Resume Edits" area to view the Pending Submittals and locate your unfinished application.

Alternatively, you may access the pending application using the "**...**" icon.

Your Dashboard: Quick Links – Resume Edits

Your Dashboard: Pending Submittals

After completing all required fields and finishing the application, 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 application is true and correct. Answer your account security question and PIN number. These were part of the account registration process.

Submission Tab

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

Next, click the now activated "Submit".

Submission Tab

Completing the fields activates the "Submit" button.

Submission Confirmation

Submittal Receipt (Paid in Full): Application PDF

Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600   Oregon, OR 97232-4100   Create Date: 7/7/2021

Submittal Summary   Submittal ID: **1911**

Application: **Asbestos - Abatement Contractor Licensing/Annual Notification Application (ASN-2/ASN-7)**

Submitted By: **airASB Testing**   Email: **eain_kelton@enfotech.com**

Owner Information: **airASB Testing**   Email: **eain_kelton@enfotech.com**

Submitted Date: **07/07/2021**

Form Detail

Submittal Name: **Asbestos - Abatement Contractor Licensing/Annual Notification Application (ASN-2/ASN-7)**

Submission Method: **Online**

Payment Information (PAID IN FULL)

Processing Fee: **$1,000.00**   Convenience Fee: **(None)**   Total Amount Due: **(None)**
Payment Method: **ePayment (ACH)**   Paid Amount: **$1,000.00**   Date Paid: **7/7/2021 4:44:32 PM**
Confirmation Number: **DEQTST000001959**

Certification

Certification Statement: **I hereby apply for a license as an Asbestos Abatement Contractor in the State of Oregon as stated or described in this application and certify that the information contained in this application is true and correct to the best of my knowledge and belief. I further certify that I have read and understand the following rules and regulations and agree to comply with these rules and regulation: Oregon Administrative Rule (OAR) Chapter 340, Division 248; Oregon Occupational Safety and Health Division, OAR Chapter 437, Division 2, Subdivision Z and Division 3, Subdivision Z; and 40 Code of Federal Regulations Part 763 Subpart E.**
Certification Question: **what is the last name of your favorite teacher?**
Certification Question Answer: ******
PIN Number: ******
IP Address: 159.121.206.56

Responsible Official: airASB Testing

Submittal Receipt (Balance Due): Application PDF

Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600   Oregon, OR 97232-4100   Create Date: 7/7/2021

Submittal Summary   Submittal ID: **1916**

Application: **Asbestos - Abatement Contractor Licensing/Annual Notification Application (ASN-2/ASN-7)**

Submitted By: **airASB Testing**   Email: **eain_kelton@enfotech.com**

Owner Information: **airASB Testing**   Email: **eain_kelton@enfotech.com**

Submitted Date: **07/07/2021**

Form Detail

Submittal Name: **Asbestos - Abatement Contractor Licensing/Annual Notification Application (ASN-2/ASN-7)**

Submission Method: **Online**   Fee Program ID: **3**   Fund Code: **ASBLICEN**

Payment Information (BALANCE DUE)

Processing Fee: **$1,000.00**   Convenience Fee: **(None)**   Payment Method: **Check**   Paid Amount: **(None)**   Date Paid: **(None)**

Total Amount Due: $1,000.00

To complete your submittal, send a copy of this Submittal Receipt and payment to:

Department of Environmental Quality
DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208

Make check payable to: **Department of Environmental Quality**

> Mail check payment to the bank address on this receipt.

Certification

Certification Statement: **I hereby apply for a license as an Asbestos Abatement Contractor in the State of Oregon as stated or described in this application and certify that the information contained in this application is true and correct to the best of my knowledge and belief. I further certify that I have read and understand the following rules and regulations and agree to comply with these rules and regulation: Oregon Administrative Rule (OAR) Chapter 340, Division 248; Oregon Occupational Safety and Health Division, OAR Chapter 437, Division 2, Subdivision Z and Division 3, Subdivision Z; and 40 Code of Federal Regulations Part 763 Subpart E.**
Certification Question: **where did you first meet your spouse?**
Certification Question Answer: ******
PIN Number: ******
IP Address: 159.121.206.56

Additionally, an email will be automatically generated and sent to you to confirm DEQ received the submittal which will appear in 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.

Tracking a Submittal

Click the "eye" icon to view the submission status.

Submittal status includes multiple tabs. If you have uploaded any attachments as part of the application, they will appear in the Attachment tab. If DEQ approves the application, the License Approval Letter will be accessible using the Issuance tab.

| Submittal Summary | Attachment 1 | Issuance | Email History | Correspondence |

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, this will show that your application is in the "Completeness and Technical Review" step which will prompt DEQ staff to review your submittal. If additional information is required to process the application, DEQ will "send back" the application in the system. Refer to the "Submittal Send Back" in Section VIII for instructions. You can track the application review process from the Review Flow section.

Tracking a Submittal: Review Flow

Submittal status will also change once the application has been approved by DEQ.

The "Review Flow" box shows the current status of the submittal.

2. **Issuance Tab**

Once DEQ issues the license, the Issuance Tab displays the electronic version of the approved Asbestos Full-Scale Contractor License. The full-scale contractor license number will also be displayed.

3. **Email History Tab**

The Email History tab will display email(s) exchanged with the applicant regarding the submission (Ex. submission received, application send back, application approved).
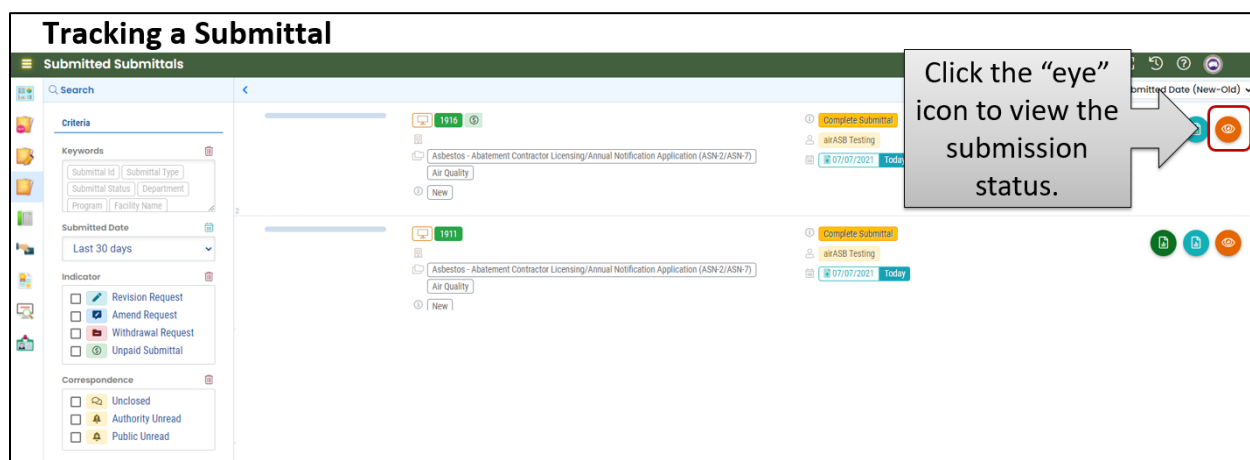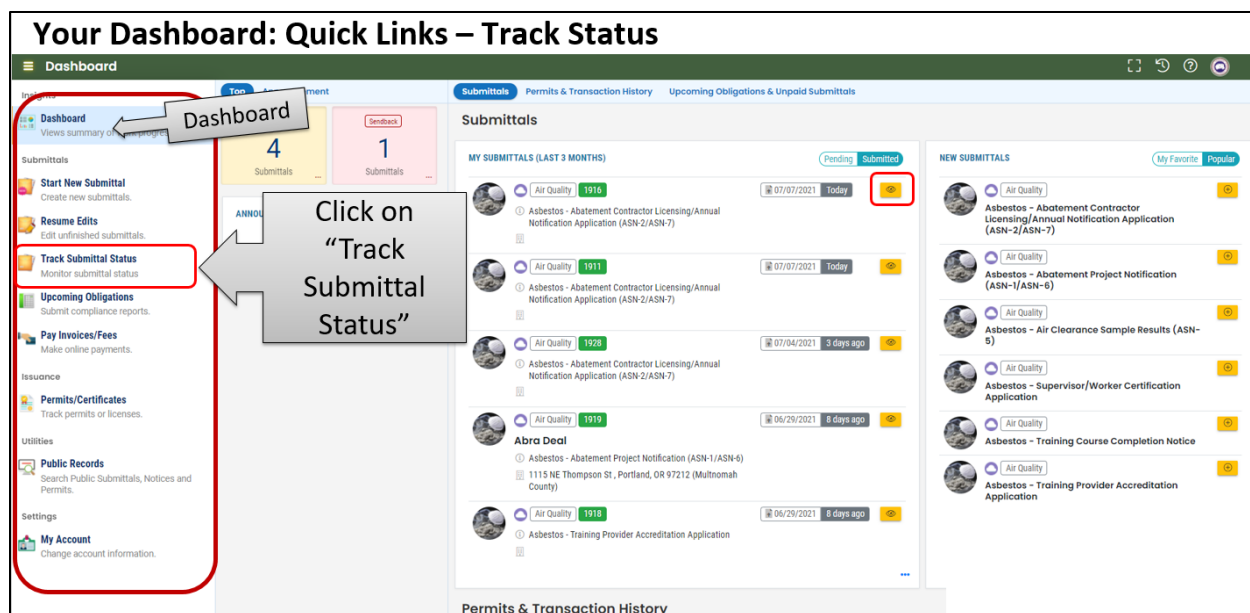

4. **Correspondence Tab**

The Correspondence tab allows you to initiate messages with DEQ.

VIII.   Making Corrections

Amending the Application

After submission of your application, you may identify an error on the application which you would like to revise. To make revisions, locate the application from the Track Submittal Status area.

Your Dashboard: Quick Links – Track Status

Click on "Track Submittal Status"

Dashboard

Tracking a Submittal

Click the "eye" icon to view the submission status.

Open the application 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".

Click "Amend"

1

3 Click yellow pencil to enter application to make changes and resubmit.

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

This Amend action will unlock the application to allow for changes and resubmittal 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 application has been sent back for additional information. To edit the application, search for the "Sendback" icon on the application submittal.

Tracking a Submittal: Send Back

Application will appear in Pending Submittals with "Sendback" icon.

Select the application by clicking on the pencil icon.

Tracking a Submittal: Send Back

Returned submittal may also be viewed in Pending Submittals.

Tracking a Submittal: Send Back – Basic Info

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

Revise any missing or incomplete information.

Remember to click save!

Follow the remainder of the submittal steps to resubmit to DEQ with requested information.

4. Application Renewal Submittal

If you have previously submitted a full-scale contractor license application using Your DEQ Online and DEQ approved it, you will also submit your license renewal application using Your DEQ Online.

1. To begin the license renewal application, navigate to your current license in the system under Permits/Certificates.

Start License Renewal Application Submittal
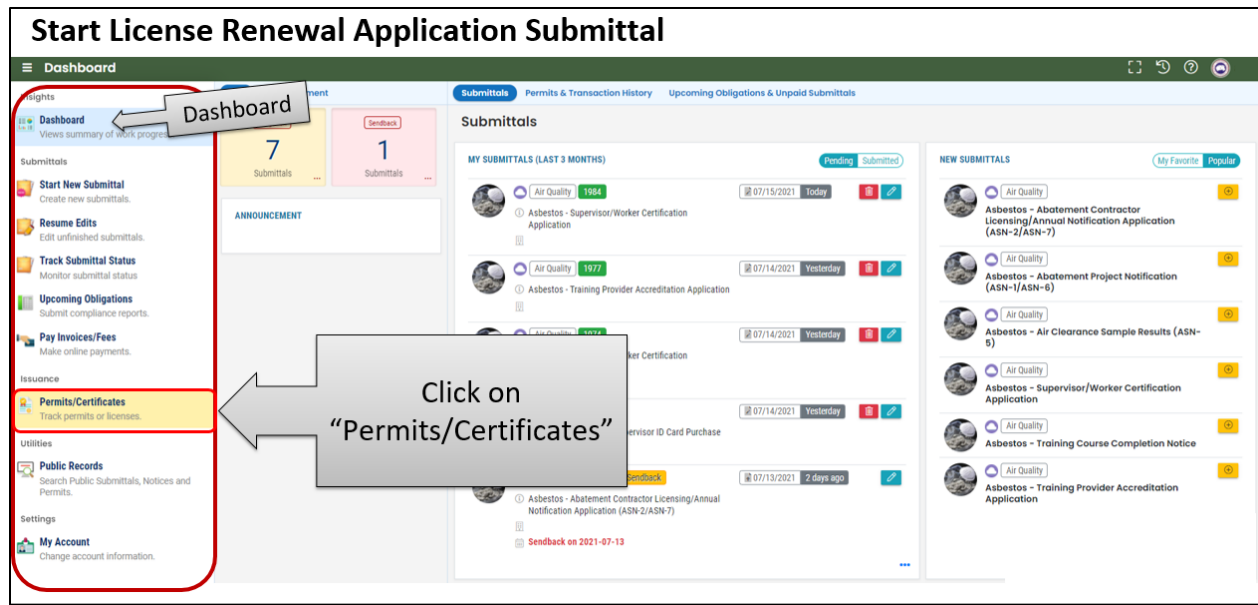
2. Once in the PLC section, find your current license using the search features on the left to filter by "Asbestos - Full Scale Contractor License".

Search PLC
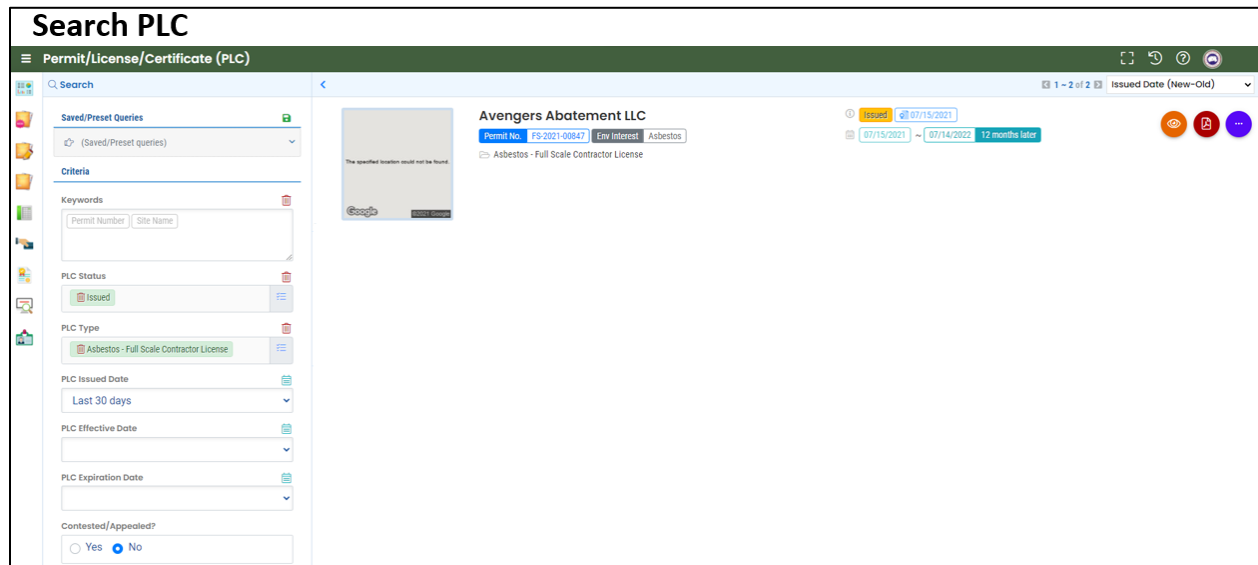
3. Click on the purple ••• button to view more actions and click the pencil to open the renewal application.

Permit/License/Certificate (PLC)

Click the "…" icon to view more actions.

Then click "pencil" icon to begin renewal.

4. Update any expired or outdated information, including the certified supervisor.

License Renewal Application Submittal

Update information and click "save" icon. Be sure to update the certified supervisor information!

Save icon

License Renewal Application Submittal

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.

5. 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

For technical assistance:
Your DEQ Online Helpdesk
(Not compatible with Internet Explorer)

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

For Asbestos Program Licensing questions:
DEQNWRasbestos@deq.state.or.us