

Permitting Procedure for Demolition

Is this for (5) or more dwelling units? Yes No

Is this for (4) or fewer dwelling units and part of a larger project? Yes No

Will this project involve the removal or encapsulation of asbestos? Yes No

If yes to any questions above, this permit may not be issued until you have presented this office with a copy of your "Georgia Project Notification Form For Asbestos Renovation, Encapsulation or Demolition" and certified return receipt to the EPD. Once we receive this information we will issue the permit 10 working days from the date on the certified return receipt.

EPD forms and contact information are included in this packet. Contact the EPD with any questions concerning asbestos removal requirements.

You will also need to have a plug or cap installed on the sanitary sewer lateral and this will need to be inspected by this office before demolition starts.

There are two inspections required by this office for demolition: (1) sanitary sewer cap/plug and (2) final inspection

I have read and understand the information listed above:

Print Name

Signature

Date



Environmental Protection Division

Georgia Department of Natural Resources

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Asbestos Notification Requirements

April 23, 1999

MEMORANDUM

To: Building Owners & Contractors
From: Donald H. McCarty, Jr.
 Program Manager
 Lead-Based Paint & Asbestos Program
Subject: **Asbestos Notification Requirements for Demolition , Renovation or Abatement Projects**

Legal Authority: Georgia Department of Natural Resources Rules for Air Quality Control, Revised June 1998, Chapter 391-3-1-.02(9)(b)7, which includes by reference, Emission Standard for Asbestos, including work practices.

The U. S. Environmental Protection Agency's (EPA) National Emissions Standard for Hazardous Air Pollutants; Asbestos NESHAP Revision; Final Rule. 40 CFR Part 61 Subpart M, as amended; published in the Federal Register, dated Tuesday, November 20, 1990.

Georgia Department of Natural Resources Rules of Asbestos Removal and Encapsulation, Chapter 391-3-14.

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA). 40 CFR PART 763; published in the Federal Register; October 30, 1987.

Purpose: This document provides guidance to Georgia building owners and contractors to ensure compliance with EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification requirements for demolition and asbestos abatement activity. This document explains the requirement of building survey as required by AHERA and enforced by U.S. EPA. Furthermore, this document clarifies the discrepancy between the Georgia Rules for Air Quality Control and Georgia Rules for Removal and Encapsulation regarding notification prior to the project.

The National Emission Standard for Hazardous Air Pollutants (NESHAP) requires a notification for all regulated demolition projects, whether or not

asbestos is present. The following definitions, explanations and exemptions are offered to assist the contractor in determining whether or not demolition and asbestos abatement projects must comply with the notification and fee requirements outlined in the referenced Georgia and Federal Rules.

Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects

Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects

Definitions:

Regulated Asbestos Containing Material (RACM) means:

- Friable asbestos material;



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- e Category I nonfriable ACM that has become friable;
- e Category I nonfriable ACM that will become friable or has been subjected to sanding, grinding, cutting, or abrading; and
- e Category II nonfriable ACM that has the high probability of becoming or has become crumbled, pulverized, or reduced to powder by forces expected to act on the material in the course of demolition or renovation operations regulated by this Subpart.

Friable Asbestos Material means:

Any material containing more than one (1) percent asbestos as determined by Polarized Light Microscopy, that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Demolition means:

The wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.

Owners and operators of a demolition or renovation activity, must thoroughly inspect the affected facility or part of a facility where the demolition / renovation operation will occur, for the presence of friable and non-friable asbestos, including Category I & II nonfriable asbestos containing material (ACM). This should be done prior to the commencement of the activity.

Category I Asbestos Materials means: Floor covering*, asphalt roofing products, packings and gaskets.

Effective June 1, 1999, Georgia licensed asbestos abatement contractors must be employed to remove asbestos-containing floor covering in a friable manner. Georgia requires notification and fees from floor covering abatement projects which will render the material friable; i.e. mechanical chipping. Methods such as, but not limited to, dry ice, infrared and chemical removal may be used to remove floor covering in a non-friable manner. Courtesy notifications will be expected to explain projects using removal methods to remove floor covering in a non-friable form.

Category II Asbestos Materials means: All remaining types of non-friable ACM not included in Category I that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure. Nonfriable asbestos - cement products such as transite is an example of Category II material.

Guidance

Each owner or operator of a demolition and/or renovation activity must provide the Environmental Protection Division, Lead-Based Paint and Asbestos Program, with a written notice of their intent. Delivery of the notice must be made by U.S. Postal Service. **The written notice must be on the Asbestos Abatement or Demolition Project Notification form provided by the Division.** An Asbestos Project Notification form may be obtained directly from the EPD Lead-Based Paint and Asbestos Program. All RACM must be abated from the building prior to demolition. Notifications submitted for Abatement projects performed in conjunction with planned demolitions must include all Asbestos information regarding the project on one notification form. The project notification form should be completed by the Georgia licensed abatement contractor's agent. This agent is responsible for performing an inspection for the presence of RACM prior to the renovation/demolition activity. This inspection must take into consideration a building survey as may be required under AHERA. The abatement project requires a fee paid to the Division at the time notification is made. It is the building owners and contractors responsibility to properly evaluate both Category I and II asbestos materials to determine whether this material will be rendered friable due to the demolition activity. Where a planned demolition project reveals no RACM based on a building inspection, the demolition project notification may be completed by the demolition contractor or building owner.

Notification must be made prior to asbestos stripping, removal or any other activity, such as site preparation, that would break up, dislodge, or similarly disturb asbestos material, including demolition of buildings. The Georgia Rule 391-3-14 provides for a seven (7) calendar day notification requirement. The Federal NESHAP Rule requires a minimum ten (10) working day notification prior to project inception. To eliminate

confusion and to comply with the Federal NESHAP Rule, which EPD is compelled to require and has authority to order under Georgia Rule 391-3-1-.02(9)(b)7, EPD will **adopt the ten (10) working day, (Monday through Friday), project notification requirement as of June 1, 1999.** Strict enforcement of this requirement will begin immediately thereafter. The postmark date will be counted as the first day of the ten (10) working day notification period. If the postmark falls on a week-end, the first day counted in the notification period will be the following Monday.

Regarding demolition project notification regulations:

- All demolition projects are subject to the regulations, regardless of the amount of asbestos-containing material present.
- All residential structures/apartments are required to notify, if the demolition is part of a larger project, such as a D.O.T. road project, commercial or industrial development, or urban renewal project.
- Residential buildings at one location planned for demolition at the same time, or as part of the same planning or scheduling period, that are under the control of the same owner or operator, are considered part of the same project and subject to notification requirements.

Exemptions to demolition notifications:

- Legal owners or residences where four (4) or fewer dwelling units are involved, unless part of a larger project (see definition above).
- Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects
- All resulting demolition wastes must be handled as asbestos-containing material and disposed of at a permitted landfill.

Regarding renovations/abatement projects:

- Under the Georgia Regulations, any project involving ten (10) or more continuous linear feet or ten (10) or more square feet of asbestos-containing material requires a project notification and fees paid.

For emergency asbestos abatement projects, the building owner and/or contractor must notify the Division by phone within 24 hours of initiating the project. The project notification must be submitted within seven (7) calendar days after commencement of such emergency project and must include a letter to explain the necessity of the emergency. Such justification shall include the date and hour the emergency occurred, a description of the sudden, unexpected event, and an explanation of how the event caused the unsafe condition, or would cause equipment damage or an unreasonable financial burden.

Asbestos Removal Fees

The fee structure **only applies** to asbestos abatement projects where a notice must be filed. The fees must be included with the notification and are non-refundable. According to Rule 391-3-14-.03, a contractor shall remit a fee to the EPD based upon the following formula:

\$0.10 per square foot of friable asbestos-containing materials **plus \$0.10 linear foot** of friable asbestos-containing materials, with a **minimum of \$25** for any project; but **not to exceed \$50** for any small project or residential dwelling project **nor exceed \$1000** for any other project.

Notification forms for projects without fees, including project changes, notifications and courtesy notifications must be submitted to:

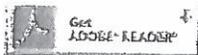
Georgia Environmental Protection Division
Lead-Based Paint and Asbestos Program
4244 International Parkway, Suite 104
Atlanta, Georgia 30354

Notification forms requiring project abatement fees must be submitted to:

EPD - Asbestos Fees
P.O. Box 101173
Atlanta, Georgia 30392

If you need further assistance in this matter, please contact James Jackson at 404/363-7041 or Mark Gwin at 404/363-7043.

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Georgia Environmental Protection Division
Georgia Department of Natural Resources
2 Martin Luther King Jr. Drive, Suite 1152 East Tower
Atlanta, GA 30334

Telephone: 404.657.5947 or 888.373.5947 (toll free throughout Georgia)
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**GEORGIA PROJECT NOTIFICATION FORM
FOR ASBESTOS RENOVATION, ENCAPSULATION, OR DEMOLITION**

USE AN ATTACHMENT TO PROVIDE ADDITIONAL INFORMATION FOR ANY SECTION WHEN NEEDED TO PROVIDE COMPLETE DETAILS.

DO NOT LEAVE ANY SECTION BLANK - INSERT UNKNOWN OR N/A IF NEEDED.

FOR PROJECTS WHERE FEES ARE DUE:
EPD ASBESTOS FEES LOCKBOX
POST OFFICE BOX 101173
ATLANTA, GEORGIA 30392
(SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS)

FOR PROJECTS WHERE FEES ARE NOT DUE:
EPD ASBESTOS PROGRAM
ATTN: ASBESTOS NOTIFICATIONS
4244 INTERNATIONAL PARKWAY, SUITE 104
ATLANTA, GEORGIA 30354

SECTION 1A - TYPE OF NOTICE (USE THE APPROPRIATE CHECKBOX TO INDICATE THE TYPE OF NOTICE YOU ARE SUBMITTING)

ORIGINAL - INITIAL REVISION # _____

SECTION 1B - TYPE OF PROJECT

CHECK IF SECTION REVISED

RENOVATION/ABATEMENT ONLY RENOVATION/ABATEMENT *PRIOR TO* DEMOLITION ENCAPSULATION
 DEMOLITION ONLY JOINT DEMOLITION/RENOVATION ORDERED DEMOLITION
 EMERGENCY COURTESY (FOR NON-FRIABLE PROJECTS OR UNDER TRIGGER QUANTITY PROJECTS *ONLY!!!*)

SECTION 2 - SITE INFORMATION

CHECK IF SECTION REVISED

PROJECT NAME:

PROJECT ADDRESS:

PROJECT CITY:

ZIP:

COUNTY:

NEAREST MAJOR INTERSECTION:

BLDG SIZE IN SQ. FT.:

AGE OF BUILDING IN YEARS:

NUMBER OF FLOORS IN BUILDING:

SPECIFIC LOCATION IN BUILDING OF ASBESTOS BEING REMOVED:

SECTION 3A - ABATEMENT CONTRACTOR

CHECK IF SECTION REVISED

ASBESTOS REMOVAL CONTRACTOR:

CONTRACTOR'S STREET ADDRESS:

COMPANY CERTIFICATE #:

CITY:

STATE:

ZIP:

PHONE:

FAX:

GA LICENSED AGENT:

GA AGENT'S ID:

EXPIRES:

CELL PHONE:

3B - DEMOLITION CONTRACTOR

CHECK IF SECTION REVISED

DEMOLITION CONTRACTOR:

DEMOLITION CONTRACTOR'S STREET ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX:

SECTION 4 - ACM INFORMATION* Required for Compliance of Georgia Rules

CHECK IF SECTION REVISED

IS ASBESTOS PRESENT? YES NO UNKNOWN

FRIABLE

NON-FRIABLE

BOTH

DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE? YES

NO

ASSUMED ASBESTOS

INSPECTOR NAME:

INSPECTOR PHONE:

ACCREDITATION COURSE:

CERTIFICATE NUMBER:

EXPIRES:

SECTION 5 - WORK SCHEDULES (10 WORKING DAY ADVANCE NOTIFICATION REQUIRED FOR NON-EMERGENCY NOTIFICATIONS!)

CHECK IF SECTION REVISED

ABATEMENT START DATE

ABATEMENT END DATE

WORK DAYS (MON-SUN)

WORK HOURS (EX : 7A - 4P)

DEMOLITION START DATE

DEMOLITION END DATE

WORK DAYS (MON-SUN)

WORK HOURS (EX : 7A - 4P)

SECTION 6 - ACM AMOUNTS, TYPE CODES, AND FEE CALCULATION

CHECK IF SECTION REVISED

FIRST, LOCATE THE MATERIAL TO BE REMOVED IN COLUMN A. COLUMN B SHOWS THE USUAL NESHAP CATEGORY FOR THE MATERIAL. COLUMN C SHOWS THE CATEGORY THE MATERIAL WILL LIKELY BECOME DURING ABATEMENT, AND THAT IS THE CODE THAT SHOULD BE USED FOR COMPLETING THIS FORM. NOW, ENTER THE SQ. FT AND/OR L.F. AMOUNTS OF ACM TO BE ABATED DURING THIS PROJECT UNDER THE CORRECT HEADING ACCORDING TO TYPE IN COLUMN D, E, AND/OR F. THEN, LOCATE THE CORRESPONDING TYPE CODE(S) FOR THE MATERIAL(S) IN COLUMN G AND ENTER THE CODES IN THE SPACES PROVIDED BEFORE PROCEEDING TO THE FEE CALCULATION SECTION.

Column A ACM TYPE	Column B USUAL NESHAP CATEGORY			Column C WILL LIKELY BECOME WHEN ABATED	SF OR LF AMOUNT TO BE ABATED DURING PROJECT			Column G ACM TYPE CODE
	Category 1	Category 2	RACM		Column D Category 1	Column E Category 2	Column F RACM	
ASBESTOS ASPHALT SHINGLES	√			1 or RACM				AAS
ASBESTOS CEMENT (TRANSITE) PANELS		√	√	2 or RACM				ACP
ASBESTOS CEMENT (TRANSITE) ROOFING		√	√	RACM				ACR
ASBESTOS CEMENT (TRANSITE) SIDING SHINGLES		√	√	RACM				ACS
ASBESTOS FLASHING	√		√	1				AF
ASBESTOS GASKET	√		√	1 or RACM				AG
BOILER INSULATION			√	RACM				BI
BUILT-UP ROOFING	√			1 or RACM				BUR
COVE (BASEBOARD) MOLDING MASTIC	√			1				CM
CEILING PLASTER			√	RACM				CP
CEILING TILE			√	RACM				CT
DUCT SEAM MASTIC	√			1				DSM
DUCT VIBRATION DAMPENERS	√		√	1 or RACM				DVD
EXTERIOR (OUTSIDE) DUCT INSULATION	√		√	RACM				EDI
FELT DUCT TAPE			√	RACM				FDT
FLOOR MASTIC	√			1				FM
FIREPROOFING			√	RACM				FP
FIREPROOFING AND OVERSPRAY			√	RACM				FPO
FLOOR TILE	√			1 or RACM				FT
FLOOR TILE AND MASTIC	√			1 or RACM				FIM
INTERIOR (INSIDE) DUCT INSULATION	√		√	RACM				IDI
JOINT COMPOUND ONLY			√	RACM				JC
LIGHT WEIGHT CONCRETE		√	√	RACM				LWC
OTHER: FLOOR LEVELING COMPOUND, CAULKING, ETC.		√	√	2 or RACM				OTR
PIPE INSULATION STRAIGHT RUNS			√	RACM				PI
PIPE INSULATION ELBOWS AND FITTINGS			√	RACM				PIE
RESILIENT FLOOR COVERINGS (SHEET FLOORING, LINOLEUM)	√		√	1 or RACM				RFC
ROOF MASTICS AND COATINGS	√		√	1				RMC
ROOFING SILVER COATING	√			1 or RACM				RSC
TEXTURED CEILING			√	RACM				TC
TEXTURED CEILING PLASTER			√	RACM				TCP
TANK INSULATION			√	RACM				TJ
WALL BOARD AND JOINT COMPOUND			√	RACM				WBJC
WINDOW/GLAZING	√		√	1 or RACM				WJG
WALL PLASTER			√	RACM				WP

Row G: Enter the ACM Type Codes from Col. G for each Category Below.

Category 1: _____
 Category 2: _____
 RACM: _____

Category 1 Total
 Category 2 Total
 RACM Total

CALCULATING FEES

Row H. IS THIS A RESIDENTIAL PROJECT YES

(USE TOTAL FROM COLUMN F (RACM) TO COMPLETE THIS SECTION)

RESIDENTIAL FEE SCHEDULE: \$0.10 PER LF/SF OF FRIABLE ACM WITH MINIMUM FEE: \$25 - MAXIMUM FEE: \$50 PER RESIDENCE/ DWELLING UNIT.	RESIDENTIAL PROJECT COLUMN F (RACM) TOTAL H (A). _____ SF/LF	X \$0.10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW H (B) \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$50 PER UNIT)
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Row I. IS THIS A NON-RESIDENTIAL PROJECT YES

(USE TOTAL FROM COLUMN F (RACM) TO COMPLETE THIS SECTION)

NON-RESIDENTIAL FEE SCHEDULE: \$0.10 PER LF/SF OF FRIABLE ACM WITH MINIMUM FEE: \$25 - MAXIMUM FEE: \$1,000 PER FACILITY.	NON-RESIDENTIAL PROJECT COLUMN F (RACM) TOTAL I (A). _____ SF/LF	X \$0.10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW I (B) \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$1,000)
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CHECK NUMBER _____ FOR THE AMOUNT SHOWN IN THE TOTAL FEES DUE ABOVE.

SECTION 7 - WASTE TRANSPORTER, DISPOSAL SITE, AND BUILDING OWNER INFORMATION

WASTE TRANSPORTER **CHECK IF SECTION REVISED**
 NAME: _____ TRANSPORTER CONTACT PERSON: _____
 TRANSPORTER'S MAILING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

All Detached Non-Friable and Friable ACM Must Go To an ACM Permitted Landfill.

DISPOSAL SITE
 NAME: _____ DISPOSAL SITE COUNTY: _____
 DISPOSAL SITE ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

PROJECT OWNER
 NAME: _____ OWNER'S REPRESENTATIVE: _____
 OWNER'S STREET ADDRESS: _____
 OWNER'S MAILING ADDRESS (IF DIFFERENT): _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

SECTION 8 - WORK METHODS: METHOD OF DEMOLITION AND/OR RENOVATION ACTIVITY (DESCRIPTION OF WORK PRACTICES, ENGINEERING CONTROLS, AND CLEARANCE METHODS) **CHECK IF SECTION REVISED**

SECTION 9 - ADDITIONAL PROJECT INFORMATION

CHECK IF SECTION REVISED
 WILL ASBESTOS REMAIN IN THE PROJECT AREA? NO YES UNKNOWN
 EXPLAIN 'YES' OR 'UNKNOWN': _____

IF NO ASBESTOS IS PRESENT, WAS THIS PROJECT PREVIOUSLY ABATED? NO YES UNKNOWN
 PRIOR ABATEMENT COMPANY: _____ YEAR ABATED: _____

PRIOR COMPANY CONTACT PERSON: _____ PHONE: _____

CERTIFICATION OF INFORMATION AND ACKNOWLEDGEMENT **CHECK IF SECTION REVISED**

I, THE UNDERSIGNED, CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF FEDERAL REGULATIONS (NESHAP/40 CFR PART 61 SUBPART M) WILL BE ON THE PROJECT SITE DURING DEMOLITION AND/OR RENOVATION ACTIVITIES DESCRIBED IN THE NOTIFICATION. EVIDENCE THAT THIS PERSON AND ALL OTHER PROJECT PERSONNEL HAVE ACCOMPLISHED APPROPRIATE TRAINING AND TRAINING CERTIFICATES WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS AND ANYTIME REGULATED ACTIVITIES ARE BEING CONDUCTED ON SITE.

I FURTHERMORE UNDERSTAND THAT I AM RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THE INFORMATION SUBMITTED WITH THIS NOTIFICATION AND I SHALL PROMPTLY SUBMIT REVISIONS, SUPPORTING DOCUMENTS, AND PROJECT FEES.

PRINTED NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

REPRESENTING: OWNER ABATEMENT CONTRACTOR DEMOLITION CONTRACTOR OTHER _____
 COMPANY NAME IF "OTHER" CHECKED: _____ ADDRESS IF "OTHER" CHECKED: _____

- REFER TO THE DETAILED INSTRUCTIONS WHEN IN DOUBT ABOUT PROPER COMPLETION OF ANY SECTION.
- NEVER LEAVE BLANK SPACES - INSERT 'N/A' OR 'UNKNOWN' FOR ANY BLANK WHERE YOU DO NOT HAVE THE INFORMATION REQUESTED.
- PRINT RESPONSES NEATLY AND LEGIBLY.
- ALWAYS KEEP A COPY OF THIS FORM FOR YOUR RECORDS, AND PROVIDE COPIES TO ALL OTHER INVOLVED PARTIES.
- EPD NO LONGER ACCEPTS 'FAX ONLY DOCUMENTS'. **SUBMIT THE ENTIRE FORM VIA MAIL.**
- NEVER SUBMIT PROJECTS WHERE FEES ARE DUE WITHOUT ATTACHING THE REQUIRED FEE CHECK OR MONEY ORDER.
- NOTIFICATIONS **WITH FEES MUST** BE MAILED TO THE EPD ASBESTOS FEES POST OFFICE ADDRESS.
- NOTIFICATIONS **WITHOUT FEES SHOULD** BE MAILED DIRECTLY TO THE EPD OFFICE ADDRESS. (ADDRESSES ARE ON THE FIRST PAGE.)
- DO NOT SUBMIT 'TWO-SIDED' PHOTO COPIES.
- If a Project Notification is submitted by someone other than the asbestos abatement or demolition contractor - such as the Consultant or Owner, A REVISED NOTIFICATION MUST BE SUBMITTED BY THE CONTRACTOR TO WHOM THE PROJECT IS AWARDED BEFORE WORK BEGINS. THE CONTRACTOR MUST SIGN THE CERTIFICATION OF THE REVISED NOTIFICATION FORM.

IT IS YOUR RESPONSIBILITY TO SUBMIT THIS FORM ACCURATELY AND COMPLETELY AND INCLUDE BY ALL APPLICABLE FEES.

**SUMMARY INSTRUCTIONS FOR COMPLETING THE GEORGIA EPD
PROJECT NOTIFICATION FOR ASBESTOS RENOVATION, ENCAPSULATION, OR DEMOLITION PROJECTS**

Complete the following Sections and provide the information requested according to the type of project being performed.

To Be Completed For Demolition Work (No fees due for Demolition Projects.)

Section 1A Type of Notice

Section 1B Type of Project

Section 2 - Site Information

Section 3B - Demolition Contractor

Section 4 - ACM Information Asbestos Inspection Required for Compliance of Georgia Rules.

Section 5 - Work Schedules for Demolition

Section 6 - ACM Amounts & Type Codes

- All ACM which already is or will become friable must be removed before demolition; only non-friable ACM may be remaining during the demolition and it must **ALL** be collected, packaged, labeled, transported and disposed as ACM Waste).
- If all ACMs have been removed from the project site, Page 2 is not required.

Section 7 - Waste Transporter and Disposal Site of Demolition Waste, and Building Owner (All Required)

Section 8 - Work Methods

Section 9 - Additional Project Information

Certification of Information and Acknowledgement

(No fees due for Demolition Projects.)

To Be Completed For Asbestos Removal and Encapsulation Projects (Fees due for Abatement Projects.)

Section 1A - Type of Notice

Section 1B - Type of Project

Section 2 - Site information

Section 3A - Abatement Contractor

Section 4 - ACM Information Asbestos Inspection Required for Compliance of Georgia Rules.

Section 5 - Work Schedules for Abatement and Encapsulation Projects.

Section 6 - ACM Amounts, Type Codes, and Fee Calculation

Section 7 - Waste Transporter, Disposal Site, and Building Owner Information

Section 8 - Work Methods

Certification of Information and Acknowledgment

To Be Completed for A Revision To A Prior Notification

Section 1A Type of Notice

Section(s) *All Sections, In Which the Prior Information Has Changed or Needs To Be Updated.*

- * *Check the Revision Box In Each of The Revised Sections and Update the Information.*

Certification of Information and Acknowledgment

DETAILED INSTRUCTIONS ARE AVAILABLE FOR FILLING OUT EACH OF THESE SECTIONS.

**DETAILED INSTRUCTIONS FOR COMPLETING THE GEORGIA EPD
PROJECT NOTIFICATION FOR ASBESTOS RENOVATION, ENCAPSULATION, OR DEMOLITION PROJECTS**

The Georgia EPD realizes that paperwork completion is tedious and time-consuming, but treats paperwork infractions with the same gravity with which it views work practice violations. It is incumbent upon all individuals engaged in regulated asbestos-related activities to become familiar with all state and federal requirements, including proper paperwork completion. The following instructions are a step-by-step guide that should lead you successfully through the notification completion process. Should you still have questions or need assistance with completion of the notification documents, please call the Asbestos Program at (404) 363-7026.

HOW SHOULD YOU SUBMIT YOUR NOTIFICATION?

<p style="text-align: center;">FOR PROJECTS WHERE FEES ARE DUE: EPD ASBESTOS FEES LOCKBOX POST OFFICE BOX 101173 ATLANTA, GEORGIA 30392 (SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS)</p>	<p style="text-align: center;">FOR PROJECTS WHERE FEES ARE NOT DUE: EPD ASBESTOS PROGRAM ATTN: ASBESTOS NOTIFICATIONS 4244 INTERNATIONAL PARKWAY, SUITE 104 ATLANTA, GEORGIA 30354</p>
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MAILED FORMS: If your notification is a courtesy notification (see explanation below); a demolition only notification (the only two types of projects that are fee exempt); or a revision of a previously submitted notification where the fee amount does not change (a date change revision, for example), send the form directly to the EPD office at the address shown on the right above (not the lockbox address).

WHAT TYPE OF NOTICE SHOULD YOU SUBMIT? (SECTION 1A)

Asbestos Project Notifications will always fall into one of the following categories. **ALWAYS** check the box () applicable to your current submittal:

- ORIGINAL INITIAL** - The first time a project notification is submitted for the project to which the notification applies.
- REVISION** - To notify the EPD of any changes to the project after the Original Initial notification has been submitted. To submit a revision, CHECK THE BOX () in Section 1A and list the revision number. Also check the box in the heading of the section you are revising, strike through the incorrect information, and insert the correction. If additional fees are due, be sure to submit them to the lockbox and include the additional fee check information in the fee schedule. **DATE CHANGE REVISIONS SHOULD BE SENT DIRECTLY TO THE EPD OFFICE STREET ADDRESS.** For all revisions, re-sign and re-date the certification section of the project notification before resubmitting.

WHAT TYPE OF PROJECT ARE YOU CONDUCTING? (SECTION 1B)

- RENOVATION/ABATEMENT ONLY** - Where the project only involves the removal and disposal of asbestos containing materials. "Renovation" means the altering of, taking out, stripping, clean up, disposal of, or removal of friable or potentially friable asbestos containing materials from any facility, facility component or residential dwelling, equal to or greater than 10 square feet or 10 linear feet.
- RENOVATION/ABATEMENT PRIOR TO DEMOLITION** - Removal/abatement of friable asbestos containing materials equal to or greater than 10 square feet or 10 linear feet in preparation for demolition activities to be performed by someone else.
- DEMOLITION ONLY** - Where the project only entails demolition of any structure that has been thoroughly inspected for the presence or absence of asbestos. "Demolition" means the wrecking or taking out of any load supporting structural member of a facility together with related handling operations, or the intentional burning of any structure. **Notification is required regardless of the presence or absence of asbestos containing materials.**
- ENCAPSULATION** - A project in which special coatings approved for asbestos encapsulation will be used to cover the asbestos containing materials and prevent release of asbestos fibers. "Encapsulation" means the process of coating, binding, or resurfacing walls, ceilings, pipes, or other structures with a sealant to prevent friable asbestos from becoming airborne.
- JOINT RENOVATION/DEMOLITION** - Where both renovation and demolition activities as described above will be conducted by the same Contractor. If demolition is to be conducted by a different company, that company must submit a separate notification.
- ORDERED DEMOLITION** - A demolition project ordered by a government agency. If the property has been condemned, the Order of Condemnation must be included with the project notification.

ADDITIONAL PROJECT NOTATIONS

- EMERGENCY** - Abatement, Encapsulation or Demolition projects that were unplanned, but result from a sudden, unexpected event that if not immediately attended to presents a safety or public health hazard, is necessary to protect equipment from damage, or is necessary to avoid imposing an unreasonable financial burden. Waiver of the required 10 working day notification period will be granted on a case-by-case basis. A letter of explanation regarding the emergency situation from the Owner of the Project, or their representative, must accompany the notification. EPD must be notified of the emergency situation within 24 hours from the time of its occurrence, or from the time you are contacted with a request for emergency work to be performed. Please call the EPD Asbestos Program's Duty Officer to discuss the situation and obtain their agreement on the emergency project. The main number for the Asbestos Program is 404-363-7026. The original notification, letter of explanation, and fee payment must be mailed to the Lockbox address within 7 days from the date of emergency work beginning.
- COURTESY** - A Courtesy Notification is **ONLY** submitted for small asbestos abatement/disturbance/encapsulation projects that involve friable asbestos removal of less than 10 square feet or 10 linear feet or for notification of non-friable asbestos removal projects.

SECTION 2 - SITE INFORMATION

PROJECT NAME - Identify the exact location where abatement or demolition work is going to take place. Provide the name of the building, company, or other description of all structures involved in the project here. For example: "Vacant House", "Residence", "Commercial Bldg", "ABC Company", "Office Bldg"). If the project is part of a DOT road-widening project, please include parcel number and structure number.

PROJECT ADDRESS - Street address where abatement, encapsulation, or demolition will take place.

*If project involves multiple buildings/structures at one location, list all addresses, building names, unit numbers, etc. Use a separate sheet of paper as an attachment, if necessary.

*If project involves multiple buildings/structures at different addresses, you may group together those addresses on the same street and/or adjacent streets, (within a few block radius). Use a separate sheet of paper as an attachment, if necessary. Include a site map or diagram showing locations.

- CITY/ZIP/COUNTY - Complete all areas. YOU MUST LIST THE COUNTY.
- NEAREST MAJOR INTERSECTION - For example: "State Hwy 41 near Windy Hill Rd"; "South Houston Lake Rd near State Hwy 96"
- BLDG SIZE IN SQ. FEET - Square foot measurement of the entire building (all floors and spaces) combined.
- AGE OF BLDG. IN YEARS - Age of building in years.
- NUMBER OF FLOORS IN BUILDING - Total number of floors in building, including sub-basement, basement, mezzanine, attic, and penthouse. Each level that can be occupied should be counted as a separate floor.
- SPECIFIC LOCATION OF ASBESTOS BEING REMOVED - Provide specific area(s) of the structure that are being abated or demolished. For example: "Roof", "Kitchen Floor", "Steam Pipes in Basement", "Throughout Building", "Hallway", "Floor Number _____", "Room Number _____", etc).

SECTION 3 – PROJECT CONTRACTORS

3A – ABATEMENT CONTRACTOR – Name of the company that will perform the asbestos renovation/abatement.

- CONTRACTOR STREET ADDRESS – The actual physical location of the Asbestos Removal Contractor's place of business. DO NOT USE A POST OFFICE BOX IN THIS SPACE!
- COMPANY CERTIFICATE NUMBER – The number issued on the contractor company certificate by the Georgia Lead-Based Paint and Asbestos Program.
- CITY/STATE/ZIP/PHONE/FAX – You must complete each space.
- LICENSED AGENTS NAME – Name of the person licensed by EPD as the Principal Agent for this company
- AGENT'S ID NUMBER – The agent's number issued by EPD. Example: "50123"
- EXPIRES – The date on which the agent's certificate expires.
- CELL PHONE – The cellular or pager number for the Principal Agent.

3B – DEMOLITION CONTRACTOR – Name of company performing work OTHER THAN asbestos removal.

- DEMOLITION CONTRACTOR'S STREET ADDRESS – The actual physical location of this Contractor's place of business. DO NOT USE A POST OFFICE BOX IN THIS SPACE!
- CITY/STATE/ZIP/PHONE/FAX – You must complete each blank.
(If more than 2 Contractors are involved with the project, use a separate sheet as an attachment to provide additional information)

SECTION 4 – ASBESTOS CONTAINING MATERIAL(S) (ACM) INFORMATION

IS ASBESTOS PRESENT?

- YES – A thorough inspection for the presence of asbestos has been conducted and the written results indicate that asbestos IS present.
- NO – A thorough inspection for the presence of asbestos has been conducted and the written results indicate that asbestos IS NOT present.
- UNKNOWN – It is unknown if an asbestos inspection has been performed, or an inspection has been performed but the results are unknown at this time.
- FRIABLE – "Friable Asbestos-Containing Material" means any material containing more than 1 percent asbestos, by weight, and which when dry may be crumbled, pulverized, or reduced to powder by hand pressure or non-friable material that will be subjected to sanding, grinding, abrading or crushing.
- NON-FRIABLE – "Non-Friable Asbestos-Containing Material" means any asbestos-containing material that does not meet the definition of "FRIABLE".
- BOTH – Both "Friable" and "Non-friable" materials are present on this project.

DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE?

Was the portion of the abatement project, or demolition area described in Section 2 of this form, thoroughly inspected by an AHERA Accredited Asbestos Inspector? Check the appropriate answer

- YES
- NO
- UNKNOWN
- ASSUMED ASBESTOS - A thorough inspection for the presence of asbestos HAS NOT been conducted but based on the type of material(s) being disturbed, the decision has been made to treat the material(s) as ACM.
- INSPECTOR NAME – Name of individual who performed the inspection.
- INSPECTOR PHONE – Number at which the Inspector may be reached, starting with area code.
- ACCREDITATION COURSE – Name of course taken to obtain ASBESTOS INSPECTOR accreditation. For example: "Asbestos Inspector Initial (AI)" OR "Inspector Refresher (AIR)"
- CERTIFICATE NUMBER – Number on the Asbestos Inspector Certificate of Course Completion issued by the Training Provider.
- EXPIRES – Expiration date on certificate issued by Training Provider.

SECTION 5 – WORK SCHEDULES

IMPORTANT NOTICE: A 10 (TEN) WORKING DAY NOTIFICATION IS REQUIRED PRIOR TO COMMENCING ANY REGULATED ASBESTOS ACTIVITY. (Exception: Valid Emergency Projects)
WORKING DAYS ARE CONSIDERED MONDAY THROUGH FRIDAY. A HOLIDAY FALLING ON THESE DAYS WILL BE COUNTED AS A WORKING DAY. WORKING DAYS ARE COUNTED FROM THE DATE OF:

- * US POST OFFICE POSTMARK DATE
- * FEDEX/UPS SHIPPING DATE
- * ELECTRONIC FILING OF PROJECT NOTIFICATION

NOTIFICATIONS POSTMARKED ON A SATURDAY OR SUNDAY DO NOT BEGIN THE 10 WORKING DAY NOTIFICATION PERIOD UNTIL THE FOLLOWING MONDAY.

FOR ALL PROJECTS

Provide the project START date and END dates. NOTE: If the Consultant or Project Owner is submitting the project notification, and project dates are as yet undetermined, submit dates as TBD (To Be Determined). THE ABATEMENT OR DEMOLITION CONTRACTOR WHO RECEIVES THE CONTRACT MUST SUBMIT A REVISION TO UPDATE THE PROJECT DATES BEFORE WORK BEGINS.

WORK DAYS - Provide actual days of the week on which work will be performed – NOT the number of days worked per week. For example: "M, Tu, Th" or "M-F"

WORK HOURS - Provide the actual times of the day the crew will be on site – NOT the number of hours worked per day. For example "7A – 4P" or "5P – MIDNIGHT"

PHASED PROJECTS - If multiple buildings/structures are involved, break project into Phases, and identify project dates per Phase. Use an additional page to describe phased project start and stop dates and work hours in detail.

SECTION 6 – ACM TYPES INFORMATION AND FEE SCHEDULE

Use this section to identify the type and total quantity of asbestos that will be disturbed during this project and calculate fees owed based on your findings. All ACM's identified in Section 4 must be described completely here.

ACM TYPE(S)

- e Step 1 - Locate the type of ACM you will be disturbing in COLUMN A. Use the Category 1, 2 and RACM headings in COLUMN B to determine the material's current status, then locate the category the material will **MOST LIKELY BECOME** as a result of your abatement activities in COLUMN C.
- e Step 2 - Show the combined LINEAR FOOT (LF) and/or SQUARE FOOTAGE (SF) of the material to be disturbed in COLUMN D, E, or F, depending on the determination made from the code in COLUMN C.
- e Step 3 - In COLUMN G, circle the corresponding ACM type code for any material amount listed in COLUMN(S) D, E, or F. In ROW G2, enter the type code(s) in the space(s) labeled CAT 1, CAT 2, and RACM.
- e Step 4 - Total COLUMNS D, E, and F and insert the total(s) in the appropriate space(s) provided.

DEFINITIONS:

CATEGORY 1 NON-FRIABLE ACM includes asbestos-containing packing, gaskets, resilient floor covering, mastics, and asphalt roof products that contain greater than 1% asbestos. Category 1 materials that will likely become friable as a result of removal activity must be listed in the RACM category.

CATEGORY 2 NON-FRIABLE ACM includes any asbestos-containing material, excluding Category 1 non-friable ACM. These are primarily the asbestos-cement products. Category 2 materials that will likely become friable as a result of removal activity must be listed in the RACM category.

RACM (Regulated Asbestos-Containing Material) means friable asbestos containing material, Category 1 non-friable ACM that has become friable, Category 1 non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or Category 2 non-friable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

FEE CALCULATION SECTION

Step 1 - Use the check box to indicate whether the project is RESIDENTIAL (ROW H.) or NON-RESIDENTIAL (ROW I.).

Step 2 - Place the total from COLUMN F on the correct line provided in either "BOX H (A) – RESIDENTIAL" or "BOX I (A) – NON-RESIDENTIAL".

Step 3 - Multiply the number in BOX H (A) or I (A) by \$0.10 (Ten Cents - 10¢) and place the resulting amount in line H (B) or I (B).

MINIMUM AND MAXIMUM FEES:

RESIDENTIAL PROJECTS: Residential projects are subject to a minimum fee of \$25 and a maximum fee of \$50 per dwelling unit.

NON-RESIDENTIAL PROJECTS: Non-residential projects are subject to a minimum fee of \$25 and a maximum fee of \$1,000.

DEFINITIONS:

RESIDENTIAL PROJECT: A residential dwelling means any family residence or apartment building with four or fewer dwelling units.

NON-RESIDENTIAL PROJECT: A non-residential project means any project conducted on any building that would fall outside the guidelines established by the definition of a residential dwelling. I.E. any non-residential structure, or any residential structure with five or more dwelling units.

IF FEES ARE DUE FOR ANY PROJECT, SHOW THE CHECK NUMBER IN THE SPACE PROVIDED.

SECTION 7 – BUILDING OWNER, WASTE TRANSPORTER, AND DISPOSAL SITE INFORMATION

WASTE TRANSPORTER: Complete all areas

- NAME OF COMPANY
- CONTACT NAME: Name of person at Transport Company to call, if necessary.
- ADDRESS/CITY/STATE/ZIP/PHONE/FAX

DISPOSAL SITE INFORMATION

- WASTE DISPOSAL SITE NAME: Name of Landfill.
- DISPOSAL SITE COUNTY: Provide County name.
- ADDRESS/CITY/STATE/ZIP/PHONE/FAX: Complete all areas.

BUILDING OWNER

- OWNER OF PROJECT SITE/FACILITY: Name of legal owner of facility/property.
- OWNER'S REPRESENTATIVE: Name of person (other than Contractor) acting on behalf of Owner, particularly if completing & submitting this form.
- OWNER'S STREET ADDRESS: For service of legal process if required.
- OWNER'S MAILING ADDRESS if different than the street address.
- CITY/STATE/ZIP/PHONE/FAX Complete all areas.
- TELEPHONE NUMBER: Number at which Contact person may be reached, starting with area code.

SECTION 8 – WORK METHODS

Enter the method(s) of demolition and/or renovation activity and a description of work practices and engineering controls to be used on this project. Describe fully what types of abatement and/or demolition activities are going to take place, the method(s) of removal and/or demolition that will be used, and controls in place to prevent asbestos emissions. Attach a separate sheet of paper if more room is needed to answer this section.

FOR EXAMPLE:

- "Wet spud bar and chemical removal of FT M with critical barriers. 1 negative air. Visual clearance only";
- "Wet spud bar removal of ACS over 6 mil plastic on ground. Place in plastic lined roll of dumpster. Visual clearance only"
- "Demo with front-end loader. Push down, wet, and machine load into 30 CY roll of dumpster"

SECTION 9 - ADDITIONAL PROJECT INFORMATION

- WILL ASBESTOS REMAIN IN THE PROJECT AREA? Please answer "YES", "NO", or "UNKNOWN", and explain a YES or UNKNOWN answer.
- IF NO ASBESTOS IS PRESENT, WAS THIS THE RESULT OF A PREVIOUS ABATEMENT?
- IF THE PROJECT WAS PREVIOUSLY ABATED, PROVIDE ALL REQUESTED INFORMATION FOR THE PRIOR ABATEMENT COMPANY.

CERTIFICATION OF INFORMATION AND ACKNOWLEDGEMENT
PROVIDE ALL REQUESTED INFORMATION - DO NOT LEAVE ANY SPACES BLANK AND INCLUDE SIGNATURE

PRINTED NAME - Print or type full name of person submitting form.

PHONE: Phone number of the person submitting the Project Notification.

SIGNATURE - The person submitting this form must submit with their signature.

DATE - Date project notification is signed

REPRESENTING - Check the appropriate title:

- OWNER - Owner of Facility in which project is being performed
- ABATEMENT CONTRACTOR – A Georgia Licensed Asbestos Abatement Contractor
- DEMOLITION CONTRACTOR – Demolition Contractor
- OTHER CONTRACTOR – A contractor representing another trade involved on the project. For example: "General Contractor," "Sub Contractor," or "Consultant."

COMPANY NAME: Name of company submitting the Project Notification.

ADDRESS: Complete the mailing address including street, city, state and zip code.

NOTE: If a Project Notification is submitted by someone other than the asbestos abatement or demolition contractor - such as the Consultant or Owner - in order to start the 10 working day notification period while the contract is out for bid, A REVISED NOTIFICATION MUST BE SUBMITTED BY THE CONTRACTOR TO WHOM THE PROJECT IS AWARDED BEFORE WORK BEGINS. THE CONTRACTOR MUST SIGN THE CERTIFICATION AREA OF THE REVISED NOTIFICATION FORM.