



# OHIO DEPARTMENT OF HEALTH

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Ted Strickland/Governor

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## MEMORANDUM

TO: All Asbestos Hazard Abatement Contractors  
FROM: Mark Needham, Supervisor, Environmental Abatement Section *MSN*  
SUBJECT: Online Prior Notification Access Procedures  
UPDATED: October 19, 2010

The Ohio Department of Health (ODH) Environmental Abatement & Licensing System (EALS) allows a licensed Asbestos Hazard Abatement Contractor (AHAC) to submit Prior Notification for Asbestos Hazard Abatement Project forms via the internet and pay the original notification fee by either credit card or e-check. The EALS system became accessible in 2007.

The online prior notification procedure is optional and is intended for use in the place of current mail and fax procedures for original and revised prior notifications. Emergency and blanket prior notifications must still be submitted to ODH using current mail and fax procedures.

An AHAC must first complete the EALS User Account Request registration form which may be accessed by following these steps:

1. Log onto the ODH website located at [www.odh.ohio.gov](http://www.odh.ohio.gov),
2. Under the "A-Z Index", select "A",
3. Select "Asbestos",
4. Select "Online Notification",
5. Click on "User Account".
6. Under "Environmental Abatement & Licensing System (EALS) – Asbestos & Lead Professionals", click on "EALS User Account Request".

Once the form has been completed and submitted to ODH, a Username and Password will be e-mailed back to the AHAC. **Only one EALS User Account per AHAC will be permitted.** The AHAC must then return to the "Online Notification" section of the ODH Asbestos Program website and click on "User Login" to access the ODH Web Access Manager (ODH recommends saving this login web address as a Favorite in your Internet Preferences). At this point, the AHAC must complete the following steps to reach their AHAC Homepage:

1. Enter the Username and Password and click on "Login" (The system will prompt a Password change during the first login attempt),
2. Under the Application Name, click on "Environmental Licensing - External",
3. Click on "Select" in front of the license # and Company Name.

From the Homepage, the AHAC may review instructions on how to submit original notifications or revise/search for existing notifications. If you have any questions regarding the Online Prior Notification Procedures, please contact Josh Koch or Mark Needham at (614) 466-0061.