



MEMORANDUM

TO: All Asbestos Hazard Abatement Contractors

FROM: Mark Needham, Asbestos Program Administrator *MN*

SUBJECT: Procedures for Completing Prior Notification for Asbestos Hazard Abatement Project

DATE: October 22, 2007

The Ohio Department of Health (ODH) has created an online notification system that provides a licensed Asbestos Hazard Abatement Contractor (AHAC) the “**option**” of submitting original and revised Prior Notification for Asbestos Hazard Abatement Project forms via the internet and paying the required original notification fee by either credit card or e-check. Emergency and blanket prior notifications must still be submitted to ODH using current mail and fax procedures. For detailed online registration and access procedures, please refer to the October 22, 2007 memorandum titled “Online Prior Notification Access Procedures.”

The remainder of this memorandum details current mail and fax procedures for submitting prior notifications. A copy of the notification form has been attached for your use. All ODH forms and memorandums are available on the ODH website at www.odh.ohio.gov. We will not accept any computer reproductions of this form unless approved by the ODH.

The following is a line by line explanation of the notification form (refer to the enclosed notification form for the corresponding line numbers):

- Line 1 - Notifications must be sent to Revenue Processing at the address shown. This will enable ODH to properly process the fees submitted with the notification.
- Line 2 - A fee of **sixty-five dollars (\$65.00)** must be paid by check, either personal or certified, or a money order. Do not send cash. This fee is an administrative processing fee, not a fee for the project inspection.
- Line 3 - Notifications must be post marked at least ten (10) business days (Monday-Friday including holidays) before the set up date of each project. **We do not accept original notifications via FAX.**

Line 4 - Types of Notifications

Blanket - Blanket notifications shall not exceed the calendar year of January 1 through December 31. For detailed blanket notification procedures, refer to the September 10, 2003 memorandum titled "Criteria and Procedures Required for the Use of Blanket Notifications on Asbestos Hazard Abatement Projects." Please read this procedure carefully. Approval by ODH is required and all elements must be followed to maintain approval.

Original - This is the first notification submitted for a project. This is not a blanket or an emergency.

Emergency - The explanation of and "Emergency" is found in the rule 3701-34-03 (H) of the Ohio Administrative Code (O.A.C.). Please read that section of the rule carefully. If possible, verbal approval from ODH should be obtained before starting such asbestos abatement activity. All emergency notifications must be submitted with a letter explaining the situation and why the project is an emergency. A situation will be considered an emergency only if it is covered in this rule or if the asbestos-containing material has been assessed as significantly damaged by a certified Asbestos Hazard Evaluation Specialist and is causing a public health hazard. The emergency notification and letter may be faxed to ODH at (614) 752-4157 for approval and must be sent in the mail with the required notification fee. For detailed emergency notification procedures, refer to the January 15, 1999 memorandum titled "Emergency Prior Notifications."

Cancellation - ODH must be notified of all project cancellations before the set up date listed on the original notification. This may be done verbally but must be followed up in writing on a notification form. A notification of cancellation is required so that ODH does not waste man hours on inspections where the project is vacant.

Revision - Revisions must be submitted for any change that would render the information on the original notification no longer valid. Notifications are kept as permanent public record; therefore, revisions are required to keep these records valid. An ascending revision number must be entered in the space located next to the revision box to enable the ODH inspectors to keep track of revisions when doing inspections. **Please indicate the line number(s) that corresponds to the information that you have revised on the Notification form.** Once a project has reached the completion date and an extension of the completion date is needed, ODH must receive a revision to extend the completion date within **three (3) calendar days**. If ODH has not received the revision to extend the completion date within this time period, a new prior notification post marked ten (10) business days before set-up must be made.

Revisions and cancellations may be faxed to ODH at (614) 752-4157 and do not need to be followed up in the mail. All other notification types must be submitted by mail.

Line 8 - Only one asbestos hazard abatement specialist (AHAS) per project per shift. More than one AHAS can be on a project at the same time. However, ODH must have only one AHAS who is responsible for meeting the requirements established in O.A.C. 3701-34-05(C) and for the permanent record.

Line 9 - "Site Location" mean the exact location within a building or facility that the abatement activity will occur. This is needed so that ODH inspector can easily find that project.

Line 12 - Abatement Dates:

"Set Up" means the date when containment of the work area begins. This includes activities such as hanging polyethylene sheeting or glove bags and building decontamination structures. **This date should not change once the project has started.**

"Abatement" means the date when the asbestos-containing material is directly disturbed. The date when actual removal of the asbestos from structural components begins would be an example of this date. Also some activities, such as repair, may have the same set up date as the abatement date. **This date should not change once the project has started.**

"Completion" mean the date when all abatement activities have been completed. For example, if a work area containment was required, this would be the date the containment was taken down. This is not the date when all different trades have completed their parts of the project.

Please make sure that a revision is sent to ODH for any changes in the abatement dates. Approximately 30% of ODH project inspections have been found vacant (not started or completed) or with no contractor on the site. This problem continues to reduce project inspection efficiency and cost ODH resources and man power without any resulting benefits to the state or the industry.

If you have any questions in this matter please contact Josh Koch or me at (614) 466-0061.

Enclosed: Prior Notification of Asbestos Hazard Abatement Project form revised 8/03

Do Not Write in This Space

Postmark	Date Received	Notification No.	By
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Ohio Department of Health Prior Notification of Asbestos Hazard Abatement Project

Read carefully all the instructions and questions prior to completing the notification form.

- Notifications including check shall be typed and sent to the Ohio Department of Health, Attn: Revenue Processing, P.O. Box 15278, Columbus, Ohio 43215.
- Checks shall be made payable to: Treasurer, State of Ohio, for the amount of sixty-five dollars (\$65.00).
- Any licensed asbestos hazard abatement contractor who performs any asbestos hazard abatement projects within the State of Ohio shall submit prior notifications to the Director at least ten business days before beginning each planned asbestos hazard abatement project as required by Chapter 3701-34 of the Ohio Administrative Code.
- Type of notification original revision number _____ revised line(s) number _____
 emergency blanket cancellation
- Type of abatement involving at least 50 linear feet or 50 square feet
 removal repair encapsulation enclosure renovation

6. Owner name							
Address				City		State	ZIP
Contact					Contact telephone number ()		
7. License number		Abatement Contractor				Expiration	
Address				City		State	ZIP
Contact					Telephone number ()		
8. Certification number		Name of asbestos hazard abatement specialist for project				Expiration	
9. Project information—Building name							
Address				City		State	County
Site location (<i>specific</i>)							
10. Project description							
Type of asbestos material <input type="checkbox"/> surfacing <input type="checkbox"/> mechanical <input type="checkbox"/> other _____							
Asbestos removal from <input type="checkbox"/> pipe <input type="checkbox"/> boiler <input type="checkbox"/> other _____							
Engineering controls <input type="checkbox"/> AFD <input type="checkbox"/> glove bag <input type="checkbox"/> other _____							
11. Estimate of asbestos containing material							
linear feet				square feet			
12. Abatement dates							
set up		abatement			completion (acm work only)		
Hours of operation							
Days of the week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
13. Approved landfill—Name						EPA permit number	
City				State		Telephone number	
14. Name of person filing this notice						Date	