



Asbestos Notification System User Guide



Iowa Department of Natural Resources
Air Quality Bureau
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Getting Started

How to Use this Guide

Use the Table of Contents to jump directly to the relevant section

Whenever you see  click the button to get additional instructions

Go to Web Site

The Asbestos Notification System starts from <https://programs.iowadnr.gov/asbestos/>

Create Account

All new users will need to create a new account

An account registers you with the system and protects the security of your activity

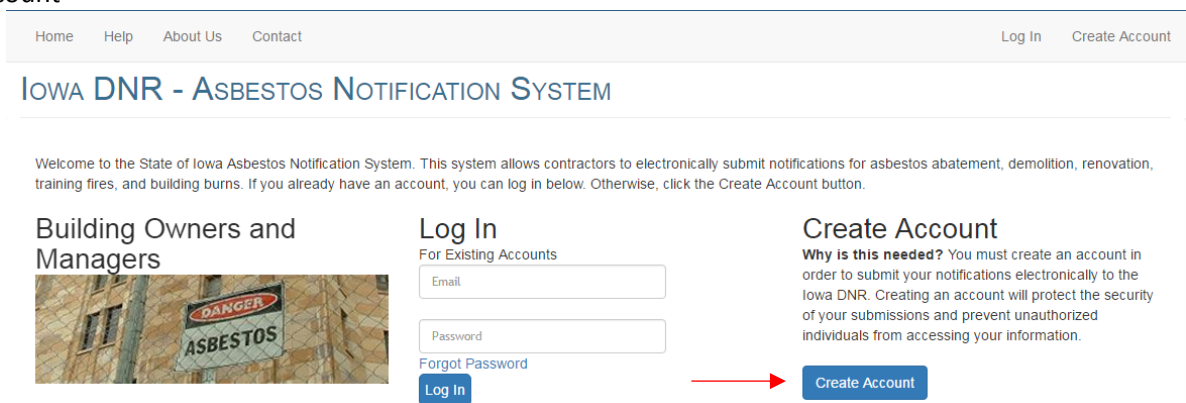
Registered Public Users

New public users need to complete the following five steps:

1. Create Account
 - 1.1. Establish username and password
 - 1.2. Provide contact information
 - 1.3. Select 5 security questions
2. Complete Email Verification
 - 2.1. Receive email from Asbestos Notification System
 - 2.2. Verify email address is valid by clicking embedded link
 - 2.3. Log In
3. Request Notification Submission Rights
4. Complete Identity Proofing
 - 4.1. Begin identity proofing
 - 4.2. Establish identity from user information
 - 4.3. Request proof of identity from third party
5. Complete Electronic Signature
 - 5.1. Begin electronic signature
 - 5.2. Review and sign Electronic Signature Agreement
 - 5.3. Accept certification of truth and accuracy
 - 5.4. Log In
 - 5.5. Answer security question
 - 5.6. Sign file

Step-by-Step Instructions

Create Account



The screenshot shows the top navigation bar with links for Home, Help, About Us, Contact, Log In, and Create Account. The main heading is "IOWA DNR - ASBESTOS NOTIFICATION SYSTEM". Below this is a welcome message: "Welcome to the State of Iowa Asbestos Notification System. This system allows contractors to electronically submit notifications for asbestos abatement, demolition, renovation, training fires, and building burns. If you already have an account, you can log in below. Otherwise, click the Create Account button." There are three main sections: "Building Owners and Managers" with an image of a "DANGER ASBESTOS" sign, "Log In" with fields for Email and Password, and "Create Account" with a "Why is this needed?" section. A red arrow points to the "Create Account" button.

1. Click the *Create Account* button
2. Complete the form *Register Account*

Username/Password

* Username(Email)

* Password

* Confirm Password

Password must:

- Begin with a letter
- Be between 8 and 15 characters - Not contain the User ID
- Not contain the word 'password'
- Contain only letters and numbers
- Contain at least one lowercase and one uppercase letter
- Contain at least one number

- Username is your complete email address
- Password must be between 8 and 15 characters and begin with a letter
- Password must contain at least one number, lowercase and uppercase letter
- Password **cannot** use special characters
- Password **cannot** contain your username or the word 'password'
- Passwords expire every 60 days
- Reset your password by clicking the Forgot Password link above the Log In button

Contact Information

* First Name

* Last Name

* OrganizationName

* Please search Organization by clicking on Search Organization button

→

* Address

Address 2

* City

* State

* Zip Code

* Primary Phone

Cell Phone

1. Enter your first and last name
2. Click the *Search Organization* button
3. Search for your organization by Company Name or Address
4. Enter a primary phone number



5. If your primary phone is not a cell phone, please provide a cell phone number

Security Questions

* Security Question 1

* Answer

* Security Question 2

* Answer

* Security Question 3

* Answer

* Security Question 4

* Answer

* Security Question 5

* Answer

→

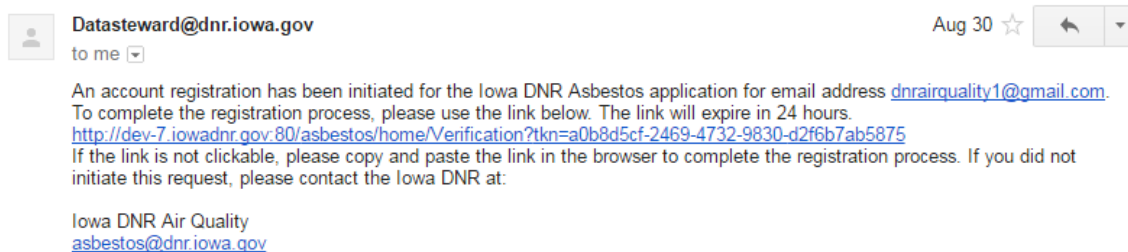
6. Select 5 questions that only you can answer and click the *Create Account* button
 - Answers must be minimum of 4 characters long
 - The system will go to the *Manage Account* screen and display your Username and Contact Information

You will see this message

*To complete your account registration, you must complete the Email Verification Step

You can close your browser

Complete Email Verification



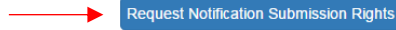
1. Go to your email account and open "Iowa DNR Asbestos User Verification"
2. Click the link embedded in the email and you will go to the *Manage Account* screen
3. Complete the steps below for requesting notification submission rights
4. These steps only need to be done one time

Request Notification Submission Rights

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Manage Account

* Your account has been registered and you have rights to input Notification data and view Notifications for which you have been granted rights. You do not have rights to do the official submission of Notifications. To request rights to submit Notifications, click the 'Request Notifications Submission Rights' button.



- Registering a username grants you the ability to create notifications
- **Responsible Officials** need additional rights to submit notifications and this requires proof of identity and an electronic signature
- Identity Proofing protects the integrity of your notifications
- The Electronic Signature Agreement is legally binding similar to a wet ink signature on paper notifications

1. Click the *Request Notification Submission Rights* button and the system will go to the identity proofing step

Complete Identity Proofing

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Manage Account

* To do the official submission of Notifications, you must first complete the Identity Proofing step, then create an Electronic Signature Agreement.



1. Click the *Complete Identity Proofing* button
2. Complete the form *Establish Proof of Identity*

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Establish Proof of Identity

As a Responsible Official, you are required to establish proof of identity using LexisNexis® Services prior to signing/submitted electronic reports through Asbestos Notification System. Please verify the information below is correct before proceeding.

NOTE: In using LexisNexis® electronic identity proofing service, Iowa DNR will neither store nor have access to your personal information.

User Information

UserName	dnairquality2@gmail.com
FirstName	Joe
LastName	Smith

I have reviewed the name presented above and I would like to proceed with LexisNexis® identity proofing.



1. Click the checkbox "I have reviewed the name presented above and I would like to proceed with LexisNexis® identity proofing"
2. Click the *Proceed* button
3. Complete the form *Request Proof of Identity*

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Request Proof of Identity

Personal Information

Iowa DNR will neither store nor have access to your personal information.

MM/DD/YYYY

* First Name

* Last Name

Middle Initial

* Last 4 of SSN

* Date of Birth(D~~DD~~MM/YYYY)


* Mailing Address

* City

* State

* Zip

* Phone


 [Request Identity Proof](#)

- Identity proofing is based on your personal information
 - DNR **does not** retain this information
1. Enter your personal mailing address **not** your company mailing address
 2. Click the *Request Identity Proofing* button
- The system will go to the *Manage Account* screen where you can begin the Create Electronic Signature step

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Manage Account

Your account has been registered and you can enter Notifications. You have also completed the Identity Proofing step. To do the official submission of Notifications, you must now complete the Electronic Signature Step

 [Create Electronic Signature](#)

1. Click the *Create Electronic Signature* button
- The system will go to the *Electronic Signature Agreement*

Complete Electronic Signature

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Electronic Signature Agreement

ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the Iowa Department of Natural Resources to sign the electronic documents submitted to DNR's Asbestos Notification System, and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Air Quality
Address:	7900 Hickman Road Suite 1
City, State, Zip:	Windsor Heights, IA, 50324
Country:	USA
Phone Number:	515-725-8231
Registrant's Name:	Joe Smith
User Name:	dnrairquality2@gmail.com

I, **Joe Smith**,
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Iowa DNR Asbestos Notification System user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual. I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the Iowa DNR at asbestos@dnr.iowa.gov as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) I agree to notify Iowa DNR within ten working days if my duties change and I no longer need to interact with the Iowa DNR on behalf of my organization. I agree to make this notification by notifying Iowa DNR staff at asbestos@dnr.iowa.gov.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(5) Understand that Iowa DNR Asbestos Notification System reports the last date my user identification and password were used immediately after successfully logging into Asbestos Notification System.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to Iowa DNR, I will receive an e-mail at my registered e-mail address; This e-mail will inform me that a submission has been made to Iowa DNR from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

(8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Iowa DNR as soon as possible, but no later than 24 hours, after receipt.

(9) Agree to contact Iowa DNR if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what Iowa DNR has received from me by contacting Iowa DNR at asbestos@dnr.iowa.gov.

(11) Agree to notify the Iowa DNR if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting Iowa DNR as soon as this change in relationship occurs and to sign a surrender certification at that time.

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of electronic signature holder: Joe Smith

Signature: _____

Date: _____

→ [Sign Electronically](#)

1. Click the *Sign Electronically* button and the system will go to the truth and accuracy certification

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Signature Device Authorization

Certification Acknowledgement

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

→ [Accept](#) [Decline](#)

2. Click the *Accept* or *Decline* button
 - The *Accept* button continues the process and the system will go to the signature device steps
 - The *Decline* button stops the process

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Signature Device Authorization

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log in

3. Enter your password and click the *Log In* button

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Signature Device Authorization

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Answer Secret Question

Question
Where did you graduate from high school?

Answer

Answer

4. Answer the security question and click the *Answer* button

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Signature Device Authorization

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Answer Secret Question

Question
Where did you graduate from high school?

Answer

east

Sign File

Click Sign to complete your submission.

Sign

5. Click the *Sign* button
 - The system will go to the *Home* screen

[Home](#) [Search](#) [Notifications](#) [Account](#) [Help](#) [About Us](#) [Contact](#)

Log Out - Joe Smith

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Welcome Joe Smith

Your registration has been successfully completed.

Select what you would like to do next:

- [Submit a Building Demolition / Renovation Notification](#)
- [Submit a Bridge Demolition / Renovation Notification](#)
- [Submit a Training Fire / Demolished Building Burn Notification](#)
- [Request Rights to View Notifications Submitted by Others Within Your Company](#)
- [Request to Revoke Rights to View the Notifications Submitted by Other Operators](#)

You're ready to use the system

Building Notifications from Registered Public Users

Create New Building Notification

Notification required of asbestos abatement from building or demolition of building

Select from list on *Home* screen

Select what you would like to do next:

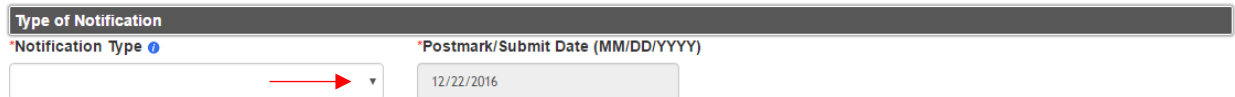
- **Submit a Building Demolition / Renovation Notification**
- Submit a Bridge Demolition / Renovation Notification
- Submit a Training Fire / Demolished Building Burn Notification
- Request Rights to View Notifications Submitted by Others Within Your Company
- Request to Revoke Rights to View the Notifications Submitted by Other Operators

1. Click on *Submit a Building Demolition/Renovation Notification* and a new notification will open

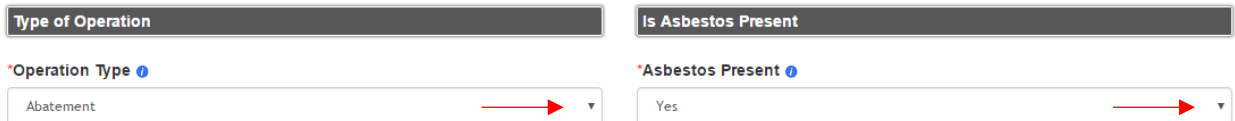
Create Abatement Notification

Asbestos abatement (removal) from a building

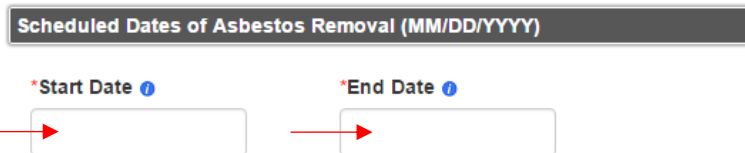
Step 1



1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over ⓘ for detailed definitions of any field
 - Only required fields display on screen



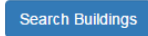
2. Select Type of Operation = Abatement from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list







4. Enter Scheduled Dates of Asbestos Removal
 - Postmark/Submit Date must be at least 10 days before beginning the activity
 - Start Date must be before End Date




Facility Description




* Please search buildings by clicking on the 'Search Buildings' button



→ 


*Building Name 

*Address 1  Address 2  *County 

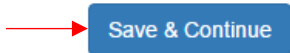
*City  *State  *Zip Code 

*Building Size (Sq Ft)  *Number of Floors  *Year Constructed 

*Present Use  *Prior Use 

*Asbestos Location 

5. Find an existing facility (building) by clicking the Search Buildings button
- If the building is not in the system, complete the form *Facility Description*
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists
 - c. Enter size, number of floors, year of original construction, present and prior use
 - d. Year of construction, present and prior use are populated from drop-down lists
 - e. Provide a specific location where asbestos to be removed is located

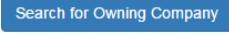


6. Click the Save & Continue button and the system will go to Step 2

Step 2




Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owning Company' button

→ 

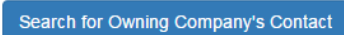
*Owner Name





*Owner Address 1 Owner Address 2

*City  *State  *Zip Code 

1. Find a building owner by clicking the *Search for Owning Company* button

* Please search for the owning company's contact by clicking on the 'Search for Owning Company's Contact' button

→ 

*Contact First Name  *Contact Last Name  *Telephone Number  Ext. 

2. Find the name and phone of contact by clicking the *Search for Owning Company's Contact* button

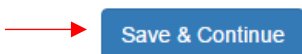
* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate Search button

- Abatement Contractor will be blank
- If you are both the project operator and the abatement contractor, click the *Copy Data from Operator* button
- If the you are **not** the abatement contractor, please search for the contracting company and contact information

4. Click the appropriate Search button



5. Click the Save & Continue button and the system will go to Step 3

Step 3

1. Enter the Total Surface Area from which RACM will be removed
 - The value entered must be in numbers
2. Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known

In Sq Ft, quantify the Total Surface Area from above

Floor Materials <input type="text"/>	Ceiling Materials <input type="text"/>	Interior Wall Systems <input type="text"/>	Spray-On Materials <input type="text"/>
Roofing Materials <input type="text"/>	Asbestos Cement Board <input type="text"/>	Window Glaze/Caulk <input type="text"/>	Other <input type="text"/>

- Facility components and pipes are **not** included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

Procedure, including analytical method, used to detect the presence of asbestos materials

*Test Method

3. Select the test method used to detect the presence of asbestos materials from drop-down list
 - Selecting *Assumed Asbestos* will hide the Asbestos Inspector section below
 - All other options require an inspector

Asbestos Inspector

* Please search for the inspector by clicking the 'Search for Inspector' button

4. Find an inspector by clicking the Search for Inspector button
5. Enter the inspector's license number (must be ##-#### & without the letter "I" for Iowa)
6. Enter the date the property was inspected (must be before Postmark/Submit date)

Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions (check all that apply)

Adequately Wet Materials Glove Bag Seal in Leak-Tight Containers Encapsulate

Negative Air Containment Seal in Leak-Tight Wrapping Mini-enclosure Lined Container

Other

7. Click the checkbox for at least one of the work practices used to prevent asbestos emissions

8. Click the Save & Continue button and the system will go to Step 4

Step 4

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

→ ←

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

→ ←

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat steps above

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

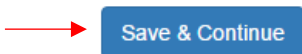
→ ←

*Company Name *Telephone Number

*Address 1 Address 2

*City *State *Zip Code

2. Find a waste disposal site by clicking the Search for Waste Site 1 button
 - If there is a secondary waste disposal site, click the Search for Waste Site 2 button



3. Click the Save & Continue button and the system will go to Step 5

Step 5

Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR ⓘ

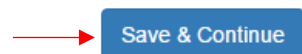
- I Agree
1. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) ⓘ

→ No file chosen

2. If you have a file related to the abatement notification, click the Choose File button and select file to upload



3. Click the Save & Continue button and the system will go to Step 6

Step 6

Demolition and Renovation of a Building



Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.



1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$100.00

Payment Information

Frequency One Time

Payment Amount \$100.00

Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Sample Check 123456789 1215

123 Main St. Anytown, MO 12345 DATE _____

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

MEMO _____

123456789 055 11111111 001215

Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings

This is a business account



1. Enter your bank routing number and account number
 - Bank account type defaults to Checking
2. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total.

I accept the Terms and Conditions

Confirm [Back](#)

3. Click the checkbox beside *I accept the Terms and Conditions*
4. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number: **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card **Pay with eCheck (ACH)**

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment



State of Iowa TEST site
Amount Due \$105.00

Payment Information

Frequency One Time
Payment Amount \$105.00
Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number	<input type="text"/>	
Expiration Date	Month <input type="text"/> Year <input type="text"/>	
Card Security Code	<input type="text"/>	
Card Billing Address	<input checked="" type="radio"/> Use my contact information address <input type="radio"/> Use a different address	

[Continue](#) [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016

5. Review the payment details

[Confirm](#) [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016
Status	PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree *Certifier's Title

- 9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
- 10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct.
I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

- 11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
- 12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

- 13. Enter your password
- 14. Click the *Log In* button

Answer Secret Question

Question

Where did you first meet your spouse?

Answer

Answer

- 15. Enter the answer to the security question
- 16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.



17. Click the *Sign Copy of Record* button

Create Demolition Notification

Demolition of building when asbestos already removed or under threshold

Step 1

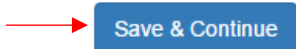
1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over ⓘ for detailed definitions of any field
 - Only required fields display on screen

2. Select Type of Operation = Demolition from drop-down list
3. Select Is Asbestos Present = No – Abatement has already occurred
Or
No – Asbestos found is under NESHAP limits

4. Enter Scheduled Dates of Demolition
 - Postmark/Submit Date must be at least 10 days before beginning the activity
 - Start Date must be before End Date

5. Find an existing facility (building) by clicking the Search Buildings button
 - If the building is not in the system, complete the form Facility Description
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists

- c. Enter size, number of floors, year of original construction, present and prior use
- d. Year of construction, present and prior use are populated from drop-down lists
- e. Asbestos Location is not required on demolition notifications

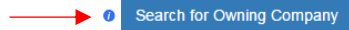


6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owning Company' button



*Owner Name

*Owner Address 1

Owner Address 2

*City

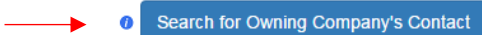
*State

*Zip Code



1. Find a building owner by clicking the *Search for Owning Company* button

* Please search for the owning company's contact by clicking on the 'Search for Owning Company's Contact' button



*Contact First Name

*Contact Last Name

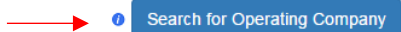
*Telephone Number

Ext.



2. Find the name and phone of contact by clicking the *Search for Owning Company's Contact* button

* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button



*Operator Company Name

*Operator Address 1

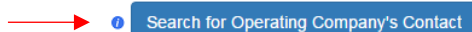
Operator Address 2

*City

*State

*Zip Code

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button



*Contact First Name

*Contact Last Name

*Telephone Number

Ext.

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and operating company contact information

3. Click the appropriate *Search* button

- Demolition Contractor will be blank
- If you are both the project operator and the demolition contractor, click the *Copy Data from Operator* button
- If the you are **not** the demolition contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button



5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

1. Find an inspector by clicking the *Search for Inspector* button
2. Enter the inspector's license number (must be ##-#### & without the letter "I" for Iowa)
3. Enter the date the property was inspected (must be before Postmark/Submit date)

4. Click the checkbox for at least one method of demolition



5. Click the *Save & Continue* button and the system will go to Step 4

Step 4

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

→ ←

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

→

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat steps above

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

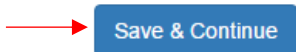
→

*Company Name *Telephone Number

*Address 1 Address 2

*City *State *Zip Code

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button



3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR ⓘ

→ * I Agree

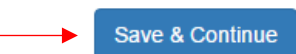
1. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) ⓘ

→ No file chosen

2. If you have a file related to the demolition notification, click the *Choose File* button and select file to upload



3. Click the *Save & Continue* button and the system will go to Step 6

Step 6

Demolition and Renovation of a Building



Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification.
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6

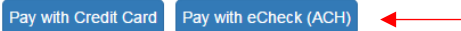


1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.



1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site
Amount Due \$100.00

Payment Information

Frequency One Time
Payment Amount \$100.00
Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Sample Check 1234567890 1215
 123 Main St. Anytown, MO 12345
 PAY TO THE ORDER OF \$ _____ DOLLARS
 MEMO _____
 Bank Routing Number: 123456780
 Bank Account Number: 055 11111111
 Check Number (not required): 001215
 Personal Check | Business Check
 Bank Routing Number:
 Bank Account Number:
 Bank Account Type: Checking Savings
 This is a business account

Continue [Cancel](#)

2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total.

I accept the Terms and Conditions

Confirm [Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

[Pay with Credit Card](#) [Pay with eCheck \(ACH\)](#)

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$105.00

Payment Information

Frequency One Time

Payment Amount \$105.00

Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number



Expiration Date Month Year

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

[Continue](#) [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

5. Review the payment details

[Confirm](#) [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016
Status	PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree

*Certifier's Title

9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree

*Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

13. Enter your password
14. Click the *Log In* button

Answer Secret Question

Question
Where did you first meet your spouse?

Answer

15. Enter the answer to the security question
16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

17. Click the *Sign Copy of Record* button

Create Emergency Renovation Notification

Building renovation mandated by emergency conditions

Step 1

Type of Notification

*Notification Type ⓘ *Postmark/Submit Date (MM/DD/YYYY)

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over ⓘ for detailed definitions of any field
 - Only required fields display on screen

Type of Operation **Is Asbestos Present**

*Operation Type ⓘ *Asbestos Present ⓘ

2. Select Type of Operation = Emergency Renovation from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list

Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

*Start Date ⓘ *End Date ⓘ

4. Enter Scheduled Dates of Asbestos Removal
 - Start Date must be before End Date

Facility Description

* Please search buildings by clicking on the 'Search Buildings' button

→ [Search Buildings](#)

*Building Name

*Address 1 Address 2 *County

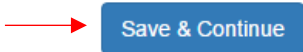
*City *State *Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed

*Present Use *Prior Use

*Asbestos Location

5. Find an existing facility (building) by clicking the *Search Buildings* button
- If the building is not in the system, complete the form *Facility Description*
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists
 - c. Enter size, number of floors, year of original construction, present and prior use
 - d. Year of construction, present and prior use are populated from drop-down lists
 - e. Provide a specific location where asbestos to be removed is located



6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owning Company' button

→ [Search for Owning Company](#)

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

1. Find a building owner by clicking the *Search for Owning Company* button

* Please search for the owning company's contact by clicking on the 'Search for Owning Company's Contact' button

→ [Search for Owning Company's Contact](#)

*Contact First Name *Contact Last Name *Telephone Number Ext.

2. Find the name and phone of contact by clicking the *Search for Owning Company's Contact* button

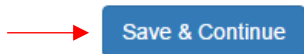
* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate *Search* button

- Abatement Contractor will be blank
- If you are both the project operator and the abatement contractor, click the *Copy Data from Operator* button
- If the you are **not** the abatement contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button



5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

1. Enter the Total Surface Area from which RACM will be removed
 - The value entered must be in numbers
2. Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known

In Sq Ft, quantify the Total Surface Area from above

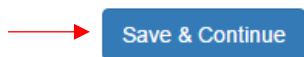
Floor Materials <input type="text"/>	Ceiling Materials <input type="text"/>	Interior Wall Systems <input type="text"/>	Spray-On Materials <input type="text"/>
Roofing Materials <input type="text"/>	Asbestos Cement Board <input type="text"/>	Window Glaze/Caulk <input type="text"/>	Other <input type="text"/>

- Facility components and pipes are **not** included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions (check all that apply)

<input type="checkbox"/> Adequately Wet Materials	<input type="checkbox"/> Glove Bag	<input type="checkbox"/> Seal in Leak-Tight Containers	<input type="checkbox"/> Encapsulate
<input type="checkbox"/> Negative Air Containment	<input type="checkbox"/> Seal in Leak-Tight Wrapping	<input type="checkbox"/> Mini-enclosure	<input type="checkbox"/> Lined Container
<input type="checkbox"/> Other			

3. Click the checkbox for at least one of the work practices used to prevent asbestos emissions



4. Click the *Save & Continue* button and the system will go to Step 4

Step 4

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat the steps above

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

→

*Company Name

*Telephone Number

*Address 1 Address 2

*City *State *Zip Code

- Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button



- Click the *Save & Continue* button and the system will go to Step 5

Step 5

If Emergency Renovation, Please Complete this Section

*Date of Emergency (MM/DD/YYYY) *Time of Emergency

*Description of the emergency or sudden event

*Explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden

- Enter the date and time of the emergency situation
- Enter a description of the event
- Enter a description of unsafe conditions, equipment damage or financial burden

Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR



- Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved)



- If you have a file related to the emergency renovation notification, click the *Choose File* button and select file to upload



- Click the *Save & Continue* button and the system will go to Step 6

Step 6

Demolition and Renovation of a Building



Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification.
- Review the notification

- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$100.00

Payment Information

Frequency One Time

Payment Amount \$100.00

Payment Date Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Sample Check 1215
 123 Main St.
 Anytown, MO 12345

PAY TO THE ORDER OF _____ \$ _____
 _____ DOLLARS

MEMO _____

⑆123456780⑆ 055 11111111⑆ 001215⑆

Bank Routing Number Bank Account Number Check Number (not required)

Personal Check [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account



2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total.

I accept the Terms and Conditions

Confirm [Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card **Pay with eCheck (ACH)**

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment

State of Iowa TEST site
Amount Due \$105.00

Payment Information

Frequency One Time
Payment Amount \$105.00
Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due

- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number	<input type="text"/>	
Expiration Date	Month <input type="text"/> Year <input type="text"/>	
Card Security Code	<input type="text"/>	
Card Billing Address	<input checked="" type="radio"/> Use my contact information address <input type="radio"/> Use a different address	

[Continue](#) [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016

5. Review the payment details

[Confirm](#) [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016
Status	PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree *Certifier's Title

- 9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
- 10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

- 11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
- 12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

- 13. Enter your password
- 14. Click the *Log In* button

Answer Secret Question

Question

Where did you first meet your spouse?

Answer

Answer

- 15. Enter the answer to the security question
- 16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

Sign Copy of Record

- 17. Click the *Sign Copy of Record* button

Create Ordered Demolition Notification

Building demolition mandated by a government agency order

Step 1

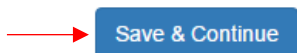
1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over for detailed definitions of any field
 - Only required fields display on screen

2. Select Type of Operation = Ordered Demolition from drop-down list
3. Select Is Asbestos Present = Yes

4. Enter Scheduled Dates of Demolition
 - Start Date must be before End Date



5. Find an existing facility (building) by clicking the *Search Buildings* button
 - If the building is not in the system, complete the form *Facility Description*
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists
 - c. Enter size, number of floors, year of original construction, present and prior use
 - d. Year of construction, present and prior use are populated from drop-down lists
 - e. Provide a specific location where asbestos to be removed is located

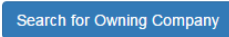


6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

Facility Information (Identify Owner and Operator)


* Please search for the owning company by clicking on the 'Search for Owing Company' button

→ 

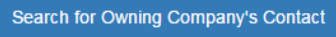
*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

-  1. Find a building owner by clicking the *Search for Owing Company* button

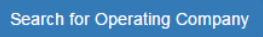
* Please search for the owning company's contact by clicking on the 'Search for Owing Company's Contact' button

→ 

*Contact First Name *Contact Last Name *Telephone Number Ext.

-  2. Find the name and phone of contact by clicking the *Search for Owing Company's Contact* button

* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button

→ 

*Operator Company Name

*Operator Address 1 Operator Address 2


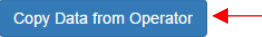
*City *State *Zip Code

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate *Search* button

Demolition Contractor

* Please search for the demolition contractor by clicking on the 'Search for Demolition Contractor' button

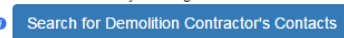
→   ←

*Contractor Company Name *IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the demolition contractor's contact by clicking on the 'Search for Demolition Contractor's Contacts' button

→ 

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Demolition Contractor will be blank
- If you are both the project operator and the demolition contractor, click the *Copy Data from Operator* button
- If the you are **not** the demolition contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button

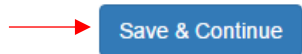


5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

1. Click the checkbox for at least one of the work practices used to prevent asbestos emissions

2. Click the checkbox for at least one method of demolition



3. Click the *Save & Continue* button and the system will go to Step 4

Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat the steps above

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button



3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

If Demolition was Ordered by Government Agency, Identify the Agency and Attach a Copy of the Order

*First Name of Responsible Official	*Last Name of Responsible Official	*Title	*Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Authority/Agency	*Date of Order (MM/DD/YYYY)		
<input type="text"/>	<input type="text"/>		
*Attach a Copy of the Order (Only the most recent upload will be saved)			
<input type="button" value="Choose File"/> No file chosen			

1. Enter the name, title, and phone number of the responsible official issuing order
2. Enter the name of the agency and authority issuing order
3. Enter date of order (must be before Postmark/Submit date)
4. Attach copy of order

Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR



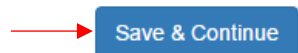
5. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved)

No file chosen

6. If you have a file related to the ordered demolition notification, click the *Choose File* button and select file to upload



7. Click the *Save & Continue* button and the system will go to Step 6

Step 6

Demolition and Renovation of a Building

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card
Pay with eCheck (ACH)
←

1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$100.00

Payment Information

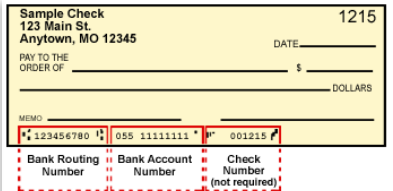
Frequency One Time

Payment Amount \$100.00

Payment Date Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method



123456780
055 11111111
001215

Bank Routing Number
Bank Account Number
Check Number (not required)

← [Personal Check](#) | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings

This is a business account

Continue
[Cancel](#)

2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$100.00

Payment Date 12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total

I accept the Terms and Conditions

Confirm

[Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card

Pay with eCheck (ACH)

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment


State of Iowa TEST site
Amount Due \$105.00

Payment Information


Frequency	One Time
Payment Amount	\$105.00
Payment Date	Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number 

Expiration Date Month Year

Card Security Code 

Card Billing Address Use my contact information address
 Use a different address

 [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

5. Review the payment details

 [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

Status PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree

9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

13. Enter your password
14. Click the *Log In* button

Answer Secret Question

Question

Where did you first meet your spouse?

Answer

Answer

15. Enter the answer to the security question
16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

Sign Copy of Record

17. Click the *Sign Copy of Record* button

Create Renovation Notification

Building renovation when asbestos already removed or under threshold

Step 1

Type of Notification

*Notification Type

*Postmark/Submit Date (MM/DD/YYYY)

12/22/2016

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over ⓘ for detailed definitions of any field
 - Only required fields display on screen

Type of Operation	Is Asbestos Present
*Operation Type ⓘ Renovation	*Asbestos Present ⓘ Yes

2. Select Type of Operation = Renovation from drop-down list
3. Select Is Asbestos Present = Yes
 - Or No – Abatement has already occurred
 - Or No – Asbestos found is under NESHAP Limits

Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

*Start Date ⓘ *End Date ⓘ

→ →

4. Enter Scheduled Dates of Demolition
 - Postmark/Submit Date must be at least 10 days before beginning the activity
 - Start Date must be before End Date

Facility Description

* Please search buildings by clicking on the 'Search Buildings' button

→ ⓘ Search Buildings

*Building Name ⓘ

*Address 1 ⓘ Address 2 ⓘ *County ⓘ

*City ⓘ *State ⓘ *Zip Code ⓘ

 IA

*Building Size (Sq Ft) ⓘ *Number of Floors ⓘ *Year Constructed ⓘ

*Present Use ⓘ *Prior Use ⓘ

5. Find an existing facility (building) by clicking the *Search Buildings* button
 - If the building is not in the system, complete the form *Facility Description*
 - Enter building name and physical location
 - County and city are populated from drop-down lists
 - Enter size, number of floors, year of original construction, present and prior use
 - Year of construction, present and prior use are populated from drop-down lists

→ Save & Continue

6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owning Company' button

→ ⓘ Search for Owning Company


*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

1. Find a building owner by clicking the *Search for Owning Company* button

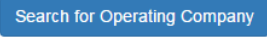
* Please search for the owning company's contact by clicking on the 'Search for Owning Company's Contact' button

→ 

*Contact First Name *Contact Last Name *Telephone Number Ext.

2. Find the name and phone of contact by clicking the *Search for Owning Company's Contact* button

* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button


→ 

*Operator Company Name

*Operator Address 1 Operator Address 2

*City *State *Zip Code

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button

→ 


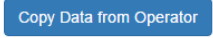
*Contact First Name *Contact Last Name *Telephone Number Ext.

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate *Search* button

Demolition Contractor

* Please search for the demolition contractor by clicking on the 'Search for Demolition Contractor' button


→   ←

*Contractor Company Name *IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code


* Please search for the demolition contractor's contact by clicking on the 'Search for Demolition Contractor's Contacts' button

→ 

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Demolition Contractor will be blank
- If you are both the project operator and the demolition contractor, click the *Copy Data from Operator* button
- If the you are **not** the demolition contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button

→ 

5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

Approximate Amount of Asbestos

Non-friable Asbestos-Containing Material not to be Removed
Category I and II ⓘ

Total Surface Area (Sq Ft)

Facility Component(s) (Cu Ft)

Pipe (Linear Ft)

1. Enter the amount of asbestos that will not be removed

Procedure, including analytical method, used to detect the presence of asbestos materials

*Test Method ⓘ

2. Select the test method used to detect the presence of asbestos materials from drop-down list
 - Selecting *Assumed Asbestos* will hide the Asbestos Inspector section below
 - All other options require an inspector

Asbestos Inspector

* Please search for the inspector by clicking the 'Search for Inspector' button

*Inspector First Name

*Inspector Last Name

*Telephone Number Ext.

*A License Number ⓘ

*Date Inspected (MM/DD/YYYY) ⓘ

3. Find an inspector by clicking the *Search for Inspector* button
4. Enter the inspector's license number (must be ##-#### & without the letter "I" for Iowa)
5. Enter the date the property was inspected (must be before Postmark/Submit date)

Description of Planned Demolition or Renovation Work (backhoe, bulldozer, hand removal, etc.) ⓘ

Backhoe Bulldozer Hand Removal

Implosion Skid Loader Other

6. Click the checkbox for at least one method of renovation

7. Click the *Save & Continue* button and the system will go to Step 4

Step 4

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button

- If the you are **not** the waste transporter, please search for the transporting company and contact information
1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button

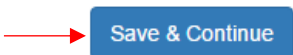


3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

1. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

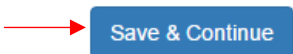
2. If you have a file related to the renovation notification, click the *Choose File* button and select file to upload



3. Click the *Save & Continue* button and the system will go to Step 6

Step 6

- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7

2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$100.00

Payment Information

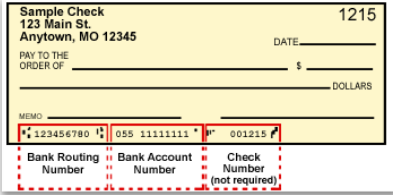
Frequency One Time

Payment Amount \$100.00

Payment Date Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method



Personal Check | Business Check

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings

This is a business account

2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$100.00

Payment Date 12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total.

I accept the Terms and Conditions

Confirm

[Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card

Pay with eCheck (ACH)

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment


State of Iowa TEST site	Amount Due \$105.00
--------------------------------	----------------------------

Payment Information


Frequency	One Time
Payment Amount	\$105.00
Payment Date	Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number 

Expiration Date Month Year

Card Security Code 

Card Billing Address Use my contact information address
 Use a different address

 [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

5. Review the payment details

 [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

Status PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



 I Agree

9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

13. Enter your password
14. Click the *Log In* button

Answer Secret Question

Question
Where did you first meet your spouse?

Answer

Answer

15. Enter the answer to the security question
16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

Sign Copy of Record

17. Click the Sign Copy of Record button

Continue Unfinished Building Notification

Pending notifications display on *Home* screen

Unfinished Notifications

Building Demolition/Renovation							
Notification #	Building	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
16-9548-R0 Continue Remove	Derelict 2 123 any street Des Moines IA 50310	Polk			12/22/16	Original	Demolition

1. Click on *Continue* to open the notification at Step 1
2. Review data previously entered

3. Continue through each step to submit

Refer to [table of contents](#) for step-by-step instructions by type of operation

Remove Unfinished Notification

Delete an incomplete notification by selecting from table of pending notifications on *Home* screen

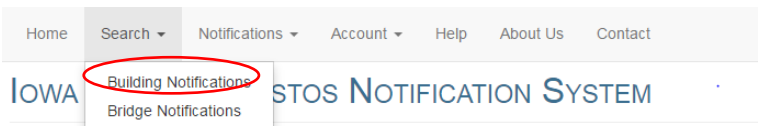
Unfinished Notifications

Building Demolition/Renovation							
Notification #	Building	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
16-9548-R0 Continue Remove	Derelict 2 123 any street Des Moines IA 50310	Polk			12/22/16	Original	Demolition

1. Click on *Remove* and the notification will be removed from the system

Revise Submitted Building Notification

Completed submissions can be revised



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status

Complete

▼ **Building Detail**

Building Name Address City County

▶ **Submitter Detail**

▶ **Notification Detail**

▶ **Operator Detail**

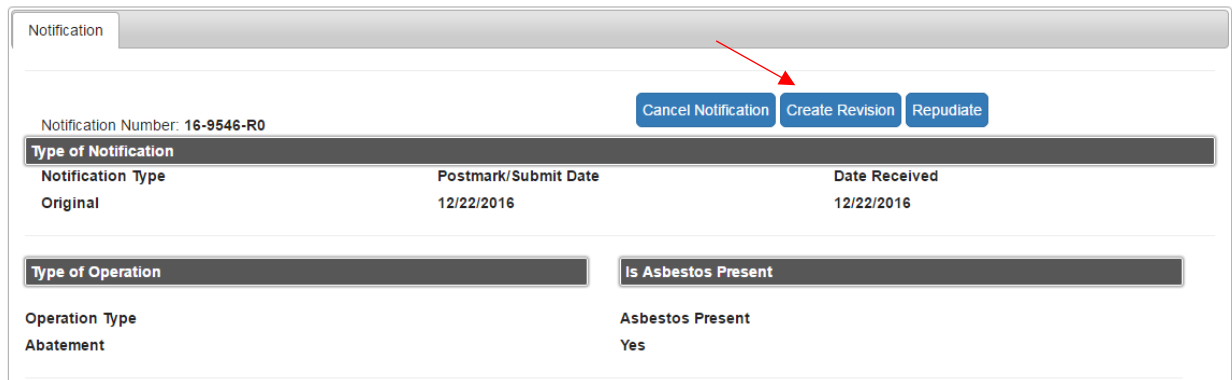


2. Search by Notification Status defaults to Complete
3. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-9546-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Abatement	Copy of Record
16-9552-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Renovation	Copy of Record

4. Select the notification to revise
5. Click on *Edit*

Edit Building Demolition Renovation



Notification

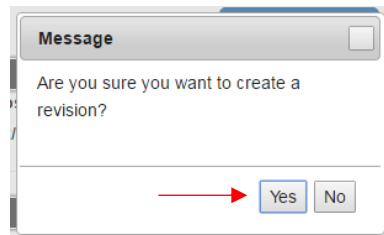
Notification Number: 16-9546-R0

Cancel Notification Create Revision Repudiate

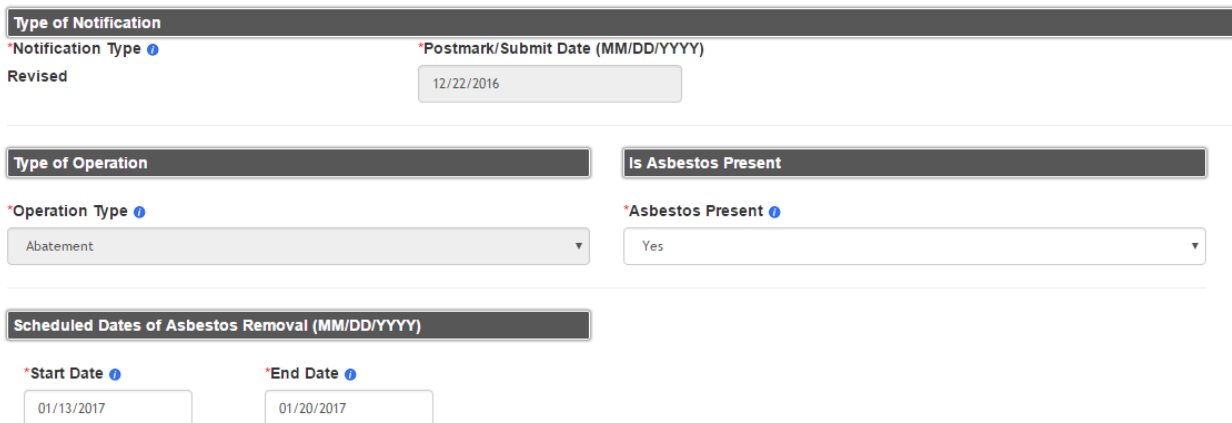
Type of Notification		
Notification Type	Postmark/Submit Date	Date Received
Original	12/22/2016	12/22/2016

Type of Operation	Is Asbestos Present
Operation Type Abatement	Asbestos Present Yes

- Notification opens in edit mode
6. Click the *Create Revision* button



7. Click the *Yes* button; Or click the *No* button to cancel action



Type of Notification	
*Notification Type ⓘ	*Postmark/Submit Date (MM/DD/YYYY)
Revised	12/22/2016

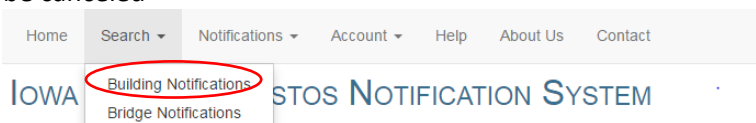
Type of Operation	Is Asbestos Present
*Operation Type ⓘ	*Asbestos Present ⓘ
Abatement	Yes

Scheduled Dates of Asbestos Removal (MM/DD/YYYY)	
*Start Date ⓘ	*End Date ⓘ
01/13/2017	01/20/2017

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

Cancel Submitted Building Notification

Completed submissions can be canceled



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status

Complete

Building Detail

Building Name Address City County

Submitter Detail

Notification Detail

Operator Detail

Search

2. Search by Notification Status defaults to Complete
3. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-9546-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Abatement	Copy of Record
16-9552-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Renovation	Copy of Record

4. Select the notification to cancel
5. Click on *Edit*

Edit Building Demolition Renovation

Notification

Notification Number: 16-9552-R0

[Cancel Notification](#) [Create Revision](#) [Repudiate](#)

Type of Notification

Notification Type	Postmark/Submit Date	Date Received
Original	12/22/2016	12/22/2016

Type of Operation

Operation Type	Is Asbestos Present
Renovation	Yes

- Notification opens in edit mode
6. Click the *Cancel Notification* button

Message

Are you sure you want to cancel the notification?

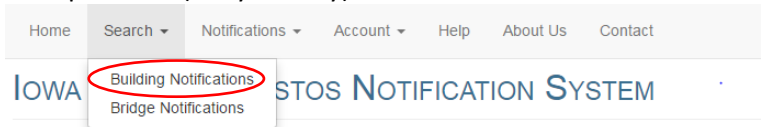
Yes No

7. Click the *Yes* button; Or click the *No* button to cancel action

- The system creates a copy of the previous notification at Step 7
- Follow instructions to submit notification

Repudiate Submitted Building Notification

Completed submissions can be repudiated (deny validity)



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status

Complete

▼ Building Detail

Building Name Address City County

▶ Submitter Detail

▶ Notification Detail

▶ Operator Detail

Search

2. Search by Notification Status defaults to Complete

3. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-9546-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Abatement	Copy of Record
16-9546-R1 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Revised	Abatement	Copy of Record
16-9551-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/23/16	Original	Ordered Demolition	Copy of Record Ordered Demolition
16-9552-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Original	Renovation	Copy of Record
16-9552-C0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/22/16	Canceled	Renovation	Copy of Record

4. Select the notification to repudiate

5. Click on *Edit*

Edit Building Demolition Renovation

Notification

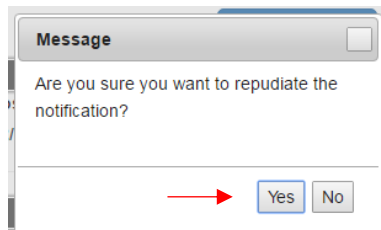
Notification Number: 16-9551-R0

Cancel Notification Create Revision Repudiate

Type of Notification		
Notification Type	Postmark/Submit Date	Date Received
Original	12/23/2016	12/23/2016

Type of Operation	Is Asbestos Present
Operation Type Ordered Demolition	Asbestos Present Yes

- Notification opens in edit mode
6. Click the *Repudiate* button



7. Click the *Yes* button; Or click the *No* button to cancel action

Repudiate Notification

To Repudiate the Notification, please send email to asbestos@dnr.iowa.gov along with the notification number and the reason for repudiating the record.

8. Send an email to asbestos@dnr.iowa.gov with notification number
9. Provide reason for repudiating the record

Bridge Notifications from Registered Public Users

Create New Bridge Notification

Notification required of asbestos abatement from bridge or demolition of bridge

Select from list on *Home* screen

Select what you would like to do next:

- [Submit a Building Demolition / Renovation Notification](#)
- [Submit a Bridge Demolition / Renovation Notification](#)
- [Submit a Training Fire / Demolished Building Burn Notification](#)
- [Request Rights to View Notifications Submitted by Others Within Your Company](#)
- [Request to Revoke Rights to View the Notifications Submitted by Other Operators](#)

1. Click on *Submit a Bridge Demolition/Renovation Notification* and a new notification will open

Create Abatement Notification

Asbestos abatement (removal) from a bridge

Step 1

1. Type of Notification

*Notification Type Postmark/Submit Date (MM/DD/YYYY)

12/23/2016

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over for detailed definitions of any field

2. Type of Operation	3. Is Asbestos Present
<p>*Operation Type</p> <input type="text" value="Abatement"/>	<p>*Asbestos Present</p> <input type="text" value="Yes"/>

2. Select Type of Operation = Abatement from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list
 - Required fields are indicated with a red asterisk (*)

4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)	5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)
<p>*Start Date *End Date</p> <input type="text"/> <input type="text"/>	<p>Start Date End Date</p> <input type="text"/> <input type="text"/>

4. Enter Scheduled Dates of Asbestos Removal
 - Postmark/Submit Date must be at least 10 days before beginning the activity
 - Start Date must be before End Date
 - Skip Scheduled Dates of Demolition or Renovation

6. Facility Description		
* Please search bridges by clicking on 'Search Bridges' Button		
FHWA Number	*Road/Route	City
<input type="text"/>	<input type="text"/>	<input type="text"/>
*County	*Bridge Size (Sq Ft)	
<input type="text"/>	<input type="text"/>	
*Directions To Bridge		
<input type="text"/>		
*Number of Decks	*Year Constructed	
<input type="text"/>	<input type="text"/>	
*Asbestos Location		
<input type="text"/>		



5. Find an existing facility (bridge) by clicking the *Search Bridges* button
 - If the bridge is not in the system, complete the form *Facility Description*
 - a. Enter FHWA Number and Road Name/Number
 - b. County and city are populated from drop-down lists
 - c. Enter bridge size and directions to bridge
 - d. Enter number of decks
 - e. Year of construction is populated from drop-down list
 - f. Provide a specific location where asbestos to be removed is located

Save & Continue

6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

7. Facility Information (Identify Owner and Operator, if Applicable)

→ [Search Owners](#)

* Please Search Owners by clicking on Search Owners Button

*Owner Name

*Owner Address 1

*City

Owner Address 2

*State

*Zip Code

→ [Search Owing Company's Contact](#)

* Please Search Owing Company's Contact

*Contact First Name

*Contact Last Name

*Telephone Number

Ext.

1. Find a bridge owner by clicking the *Search Owners* button
2. Find the name and phone of contact by clicking the *Search Owing Company's Contact* button

* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button

→ [Search for Operating Company](#)

*Operator Company Name

*Operator Address 1

*City

Operator Address 2

*State

*Zip Code

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button

→ [Search for Operating Company's Contact](#)

*Contact First Name

*Contact Last Name

*Telephone Number

Ext.

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate *Search* button

8. Asbestos Abatement Contractor (if applicable)

→ [Search Abatement Contractors](#) [Copy Data from Operator](#) ←

* Please Search Abatement Contractors by clicking on Search Abatement Contractors Button

*Contractor Company Name

*Contractor Address 1

*City

Contractor Address 2

*State

*Zip Code

*IA Permit Number

→ [Search Abatement Company's Contact](#)

* Please Search Abatement Company's Contact

*Contact First Name

*Contact Last Name

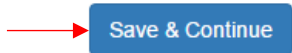
*Telephone Number

Ext.

- Abatement Contractor will be blank
- If you are both the project operator and the abatement contractor, click the *Copy Data from Operator* button
- If the you are **not** the abatement contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button

5. Skip Demolition Contractor



6. Click the *Save & Continue* button and the system will go to Step 3

Step 3

11a. Approximate Amount of Asbestos(for Abatement purposes only)

	Regulated Asbestos-Containing Material (RACM) to be Removed	Non-friable Asbestos-Containing Material not to be Removed Category I and II
*Total Surface Area (Sq Ft)	<input type="text"/>	<input type="text"/>
*Facility Component(s) (Cu Ft)	<input type="text"/>	<input type="text"/>
*Pipe (Linear Ft)	<input type="text"/>	<input type="text"/>

1. Enter the Total Surface Area from which RACM will be removed
 - The value entered must be in numbers
2. Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known

11b. Quantify in Sq Ft the Total Surface Area from 11a

NOTE: If you do not check the box before the Surface Area Type your amount will not be saved and will not count toward the total surface area for 11a.

Asbestos Cement Board	Spray-On Materials	Caulk	Expansion Joints
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gasket Material	Waterproofing Membranes	Drainage Scuppers	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Facility components and pipes are **not** included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

12. Procedure, including analytical method, if appropriate, used to detect the presence of asbestos materials

*Test Method

3. Select the test method used to detect the presence of asbestos materials from drop-down list

10. Asbestos Inspector

* Please search for the inspector by clicking the 'Search for Inspector's button

4. Find an inspector by clicking the *Search for Inspector* button
5. Enter the inspector's license number (must be ##-#### & without the letter "I" for Iowa)
6. Enter the date the property was inspected (must be before Postmark/Submit date)

13. Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions (check all that apply)

*At least one is required

Adequately Wet Materials Glove Bag Seal in Leak-Tight Containers Encapsulate

Negative Air Containment Seal in Leak-Tight Wrapping Mini-enclosure Lined Container

Other

7. Click the checkbox for at least one of the work practices used to prevent asbestos emissions

8. Skip Description of Planned Demolition or Renovation Work



9. Click the *Save & Continue* button and the system will go to Step 4

Step 4

15. Waste Transporter(s)

* Please search for the waste transporter by clicking on 'Search for Waste Transporter 1' button

→

←

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

→

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat steps above

16. Waste Disposal Site(s)

* Please search for waste site by clicking on the 'Search for Waste Site 1' button

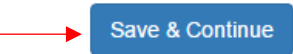
→

*Company Name *Telephone Number Ext.

*Address 1 Address 2

*City *State *Zip Code

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button



3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

17. Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

*STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR



1. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

18. Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) ⓘ

Choose File No file chosen

2. If you have a file related to the abatement notification, click the *Choose File* button and select file to upload

Save & Continue

3. Click the *Save & Continue* button and the system will go to Step 6

Step 6

Demolition and Renovation of a Bridge



Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6

Save & Continue

1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

Pay with Credit Card Pay with eCheck (ACH)

1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$100.00

Payment Information

Frequency One Time

Payment Amount \$100.00

Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Sample Check
123 Main St.
Anytown, MO 12345
DATE _____ 1215
PAY TO THE ORDER OF _____ \$ _____
DOLLARS
MEMO _____
123456780 055 11111111 001215
Bank Routing Number Bank Account Number Check Number (not required)
Personal Check | Business Check
Bank Routing Number
Bank Account Number
Bank Account Type Checking Savings
 This is a business account

[Continue](#) [Cancel](#)

2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site
Payment Amount \$100.00
Payment Date 12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total

I accept the Terms and Conditions

[Confirm](#) [Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site
Payment Amount \$100.00
Payment Date 12/14/2016
Status SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

[Pay with Credit Card](#) [Pay with eCheck \(ACH\)](#)

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment

State of Iowa TEST site



Amount Due \$105.00

Payment Information

Frequency One Time
Payment Amount \$105.00
Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number 
Expiration Date Month Year
Card Security Code 
Card Billing Address Use my contact information address
 Use a different address

[Continue](#) [Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site
Payment Amount \$105.00
Payment Date 12/22/2016

5. Review the payment details

[Confirm](#) [Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016
Status	PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree

*Certifier's Title

9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree

*Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

13. Enter your password
14. Click the *Log In* button

Answer Secret Question

Question
Where did you first meet your spouse?

Answer

15. Enter the answer to the security question
16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

17. Click the Sign Copy of Record button

Create Demolition Notification


Demolition of bridge when asbestos already removed or under threshold

Step 1

1. Type of Notification

*Notification Type

*Postmark/Submit Date (MM/DD/YYYY)

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
 - Hover mouse over  for detailed definitions of any field

2. Type of Operation

3. Is Asbestos Present

2. Select Type of Operation = Demolition from drop down list
3. Select Is Asbestos Present = No – Abatement has already occurred from drop-down list
 - Required fields are indicated with a red asterisk (*)

4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

*Start Date *End Date

5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date End Date

- Skip Scheduled Dates of Asbestos Removal
4. Enter Scheduled Dates of Demolition or Renovation
 - Postmark/Submit Date must be at least 10 days before beginning the activity
 - Start Date must be before End Date

6. Facility Description

* Please search bridges by clicking on 'Search Bridges' Button

→ [Search Bridges](#)

***FHWA Number**

***Road/Route**

City

***County**

***Bridge Size (Sq Ft)**

***Directions To Bridge**

***Number of Decks**

***Year Constructed**

Asbestos Location



5. Find an existing facility (bridge) by clicking the *Search Bridges* button
 - If the bridge is not in the system, complete the form *Facility Description*
 - a. Enter FHWA Number and Road Name/Number
 - b. County and city are populated from drop-down lists
 - c. Enter bridge size and directions to bridge
 - d. Enter number of decks
 - e. Year of construction is populated from drop-down list
 - f. Asbestos Location is not required on demolition notifications



6. Click the *Save & Continue* button and the system will go to Step 2

Step 2

7. Facility Information (Identify Owner and Operator, if Applicable)

→ [Search Owners](#)

* Please Search Owners by clicking on Search Owners Button

***Owner Name**

***Owner Address 1**

Owner Address 2

***City**

***State**

***Zip Code**

→ [Search Owing Company's Contact](#)

* Please Search Owing Company's Contact

***Contact First Name**

***Contact Last Name**

***Telephone Number**

Ext.



1. Find a bridge owner by clicking the *Search Owners* button
2. Find the name and phone of contact by clicking the *Search Owing Company's Contact* button

* If you are not the operator of the project, please search for the operating company by clicking on the 'Search for Operating Company' button

- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information

3. Click the appropriate *Search* button
4. Skip Asbestos Abatement Contractor

- Demolition Contractor will be blank
- If you are both the project operator and the demolition contractor, click the *Copy Data from Operator* button
- If the you are **not** the demolition contractor, please search for contracting company and contact information

5. Click the appropriate *Search* button

6. Click the *Save & Continue* button and the system will go to Step 3
7. Skip Approximate Amount of Asbestos
8. Skip Quantify in Square Feet the Total Surface Area
9. Skip Procedure, including analytical method, if appropriate used to detect the presence of asbestos materials
10. Skip Asbestos Inspector
11. Skip Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions

Step 3

1. Click the checkbox for at least one method of demolition



2. Click the *Save & Continue* button and the system will go to Step 4

Step 4

15. Waste Transporter(s)

* Please search for the waste transporter by clicking on 'Search for Waste Transporter 1 button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If the you are **not** the waste transporter, please search the transporting company and contact information

1. Click the appropriate *Search* button
 - If there is a second Waste Transporter, repeat steps above

16. Waste Disposal Site(s)

* Please search for waste site by clicking on the 'Search for Waste Site 1' button

*Company Name *Telephone Number Ext.

*Address 1 Address 2

*City *State *Zip Code

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
 - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button



3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

17. Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

*STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR



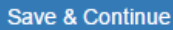
1. Click the checkbox beside *I Agree* to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release

18. Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) 

 No file chosen

2. If you have a file related to the demolition notification, click the *Choose File* button and select file to upload



3. Click the *Save & Continue* button and the system will go to Step 6

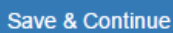
Step 6

Demolition and Renovation of a Bridge



Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification.
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the *Pay with eCheck* button

Make a Payment

My Payment

State of Iowa TEST site
Amount Due \$100.00

Payment Information

Frequency One Time
Payment Amount \$100.00
Payment Date Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Sample Check 1234567890 1215
 123 Main St. Anytown, MO 12345
 PAY TO THE ORDER OF \$ _____ DOLLARS
 MEMO _____
 Bank Routing Number: 123456780
 Bank Account Number: 055 11111111
 Check Number (not required): 001215
 Personal Check | Business Check
 Bank Routing Number:
 Bank Account Number:
 Bank Account Type: Checking Savings
 This is a business account

Continue [Cancel](#)

2. Enter your bank routing number and account number
 - Bank account type defaults to Checking
3. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a service fee is added to the transaction, I understand that the service fee displayed will be included in the total.

I accept the Terms and Conditions

Confirm [Back](#)

4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004054066**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$100.00
Payment Date	12/14/2016
Status	SCHEDULED

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

Payment

The asbestos notification fee is \$100. If you choose to pay by credit card, there is a \$5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

[Pay with Credit Card](#) [Pay with eCheck \(ACH\)](#)

1. Click the *Pay with Credit Card* button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due \$105.00

Payment Information

Frequency One Time

Payment Amount \$105.00

Payment Date Pay now

- Iowa's electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

Card Number



Expiration Date

Month Year

Card Security Code

Card Billing Address

- Use my contact information address
 Use a different address

[Continue](#)

[Cancel](#)

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description State of Iowa TEST site
State of Iowa TEST site

Payment Amount \$105.00

Payment Date 12/22/2016

5. Review the payment details

[Confirm](#)

[Back](#)

6. Click the *Confirm* button

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST004072640**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$105.00
Payment Date	12/22/2016
Status	PROCESSED

7. Review the confirmation
8. Return to Step 7 to submit notification

Payment

Please submit your copy of record within 24 hours of having submitted payment.

Payment was received: 12/14/2016, 04:52 PM

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.



I Agree

*Certifier's Title

9. Click the checkbox beside "I Agree" to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree

*Submitter's Title

* You must agree to the statements above by checking the corresponding checkbox before proceeding.

11. Click the checkbox beside "I Agree" to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

13. Enter your password
14. Click the *Log In* button

Answer Secret Question

Question
Where did you first meet your spouse? →

Answer

Answer

15. Enter the answer to the security question
16. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.



17. Click the *Sign Copy of Record* button

Continue Unfinished Bridge Notification

Pending notifications display on *Home* screen

Bridge Demolition/Renovation							
Notification #	Bridge	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
16-9522-R0 Continue Remove	Bridge FHWA # 1456 E 11th Street Des Moines IA	Polk			12/27/16	Original	Demolition

1. Click on *Continue* to open the notification at Step 1
 2. Review data previously entered
 3. Continue through each step to submit
- Refer to [table of contents](#) for step by step instructions by type of operation

Remove Unfinished Notification

Delete an incomplete notification by selecting from table of pending notifications on *Home* screen

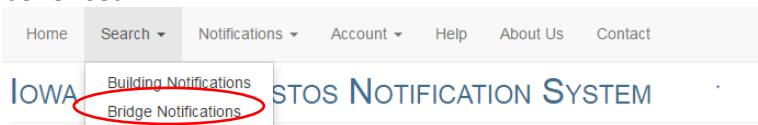
Unfinished Notifications

Bridge Demolition/Renovation							
notification #	Bridge	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
16-9522-R0 Continue Remove	Bridge FHWA # 1456 E 11th Street Des Moines IA	Polk			12/27/16	Original	Demolition

1. Click on *Remove* and the notification will be removed from the system

Revise Submitted Bridge Notification

Completed submissions can be revised



1. Click on *Search* and select *Bridge Notifications*

Bridge Notification Search

Search Notifications

Search by Notification Status

Complete

Bridge Detail

FHWA Number Road/Route City County

Submitter Detail

Notification Detail

Operator Detail

→

2. Search by Notification Status defaults to Complete
3. Click the *Search* button

	Bridge	Submitter	Postmark/Submit Date	Notification	Operation	Documents
View Edit	16-8206-R0 Bridge FHWA # 5056 I-35 Warren County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record Miscellaneous Attachment
View Edit	16-8233-R0 Bridge FHWA # 1456 E 11th Street Des Moines IA Polk County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record

4. Select the notification to revise
5. Click on *Edit*

Edit Bridge Demolition Renovation

Notification

Notification Number: 16-9449-R1

1. Type of Notification

Notification Type	Postmark/Submit Date	Date Received
Revised	12/14/2016	12/14/2016

2. Type of Operation

Operation Type
Demolition

3. Is Asbestos Present

Asbestos Present
No - Abatement has already occurred

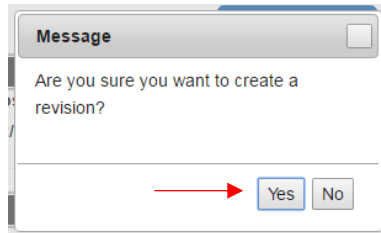
4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

Start Date	End Date

5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date	End Date
01/03/2017	01/03/2017

- Notification opens in edit mode
6. Click the *Create Revision* button



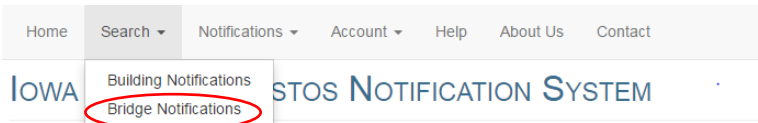
7. Click the *Yes* button; Or click the *No* button to cancel action

1. Type of Notification			
*Notification Type	*Postmark/Submit Date (MM/DD/YYYY)		
Revised	12/27/2016		
2. Type of Operation		3. Is Asbestos Present	
*Operation Type	*Asbestos Present		
Demolition	No - Abatement has already occurred		
4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)		5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)	
Start Date	End Date	*Start Date	*End Date
		01/03/2017	01/03/2017

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

Cancel Submitted Bridge Notification

Completed submissions can be canceled



1. Click on *Search* and select *Bridge Notifications*

Bridge Notification Search

Search Notifications

Search by Notification Status

Complete

Bridge Detail

FHWA Number Road/Route City County

Submitter Detail

Notification Detail

Operator Detail



- Search by Notification Status defaults to Complete

2. Click the *Search* button

	Bridge	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-8206-R0 View Edit	Bridge FHWA # 5056 I-35 Warren County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record Miscellaneous Attachment
16-8233-R0 View Edit	Bridge FHWA # 1456 E 11th Street Des Moines IA Polk County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record

3. Select the notification to cancel
4. Click on *Edit*

Edit Bridge Demolition Renovation

Notification

Notification Number: 16-9449-R1
 →
Cancel Notification
Create Revision
Repudiate

1. Type of Notification

Notification Type	Postmark/Submit Date	Date Received
Revised	12/14/2016	12/14/2016

2. Type of Operation

 Operation Type
 Demolition

3. Is Asbestos Present

 Asbestos Present
 No - Abatement has already occurred

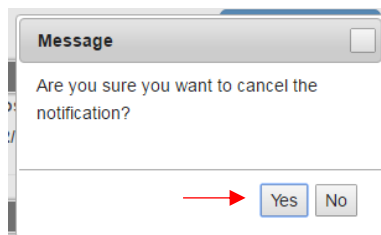
4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

Start Date	End Date

5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date	End Date
01/03/2017	01/03/2017

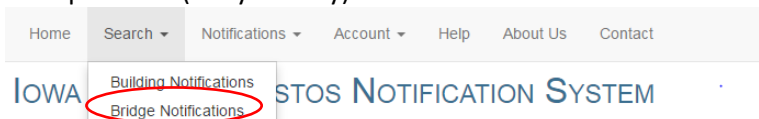
- Notification opens in edit mode
5. Click the *Cancel Notification* button



6. Click the *Yes* button; Or click the *No* button to cancel action
- The system creates a copy of the previous notification at Step 7
 - Follow instructions to submit notification

Repudiate Submitted Bridge Notification

Completed submissions can be repudiated (deny validity)



1. Click on *Search* and select *Bridge Notifications*

Bridge Notification Search

Search Notifications

Search by Notification Status

Complete

Bridge Detail

FHWA Number Road/Route City County

Submitter Detail

Notification Detail

Operator Detail

→

- Search by Notification Status defaults to Complete

2. Click the *Search* button

	Bridge	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-8206-R0 View Edit	Bridge FHWA # 5056 I-35 Warren County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record Miscellaneous Attachment
16-8233-R0 View Edit	Bridge FHWA # 1456 E 11th Street Des Moines IA Polk County	DNR LeAnn Larsen	12/08/16	Original	Abatement	Copy of Record

3. Select the notification to repudiate
4. Click on *Edit*

Edit Bridge Demolition Renovation

Notification

Notification Number: 16-9449-R1

1. Type of Notification

Notification Type	Postmark/Submit Date	Date Received
Revised	12/14/2016	12/14/2016

2. Type of Operation

Operation Type
Demolition

3. Is Asbestos Present

Asbestos Present
No - Abatement has already occurred

4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

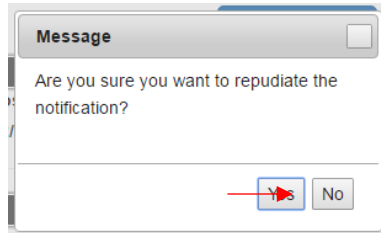
Start Date	End Date

5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date	End Date
01/03/2017	01/03/2017

- Notification opens in edit mode

5. Click the *Repudiate* button



6. Click the Yes button; Or click the No button to cancel action

Repudiate Notification

To Repudiate the Notification, please send email to asbestos@dnr.iowa.gov along with the notification number and the reason for repudiating the record.

7. Send an email to asbestos@dnr.iowa.gov with notification number
8. Provide reason for repudiating the record

Training Fire Notifications from Registered Public Users

Create New Training Fire Notification

Notification required of a Training Fire—Demolition or a Controlled Burn of a Demolished Building

Select from list on *Home* screen

Select what you would like to do next:

- [Submit a Building Demolition / Renovation Notification](#)
- [Submit a Bridge Demolition / Renovation Notification](#)
- [Submit a Training Fire / Demolished Building Burn Notification](#)
- [Request Rights to View Notifications Submitted by Others Within Your Company](#)
- [Request to Revoke Rights to View the Notifications Submitted by Other Operators](#)

1. Click on *Submit a Training Fire/Demolished Building Burn Notification* and a new notification will open

Create Training Fire Notification

Building burn for the purposes of training public or industrial employees in firefighting methods

Step 1

1a. Type of Notification

*Operation Type

Training Fire

1b.

*Notification Type

Original

*Postmark/Submit Date (MM/DD/YYYY)

12/27/2016

1. Select Type of Operation = Training Fire from drop-down list
 2. Select Notification type = Original from drop-down list
- Required fields are indicated with a red asterisk (*)

2. Fire Department or City official responsible for the burn

→ [Search Fire Department or City Official](#)

* Please search for the fire department or city official by clicking on the "Search Fire Department or City Official" button

*Name

*Address 1 Address 2

*City *State *Zip Code

→ [Search Fire Department or City Official Contact](#)

* Please search for the fire department or city official contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

(Documentation of City Council approval is required for all demolished building burns.)

3. Find the fire department conducting building burn by clicking the *Search Fire Department or City Official* button
4. Find the name and phone of the contact by clicking the *Search Fire Department or City Official Contact* button
- Documentation of City Council approval needs to be part of file attached in Step 3

3. Building Owner

→ [Search for Building Owner](#)

* Please Search for the building owner by clicking on the "Search for Building Owner" button

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

→ [Search Building Owner's Contact](#)

* Please search for the building owner's contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

5. Find a building owner by clicking the *Search for Building Owner* button
6. Find the name and phone of contact by clicking the *Search Building Owner's Contact* button

→ [Save & Continue](#)

7. Click the *Save & Continue* button and the system will go to Step 2

Step 2

4 & 5. Facility Description

→ [Search Buildings](#)

* Please search for the building by clicking on the "Search Buildings" button

*Building Name

*Address 1 Address 2 *County

*City *State *Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed

*Present Use *Prior Use

1. Find an existing facility (building) by clicking the *Search Buildings* button

- If the building is not in the system, complete the form *Facility Description*
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists
 - c. Enter size, number of floors, year of original construction, present and prior use
 - d. Year of construction, present and prior use are populated from drop-down lists

6. Person conducting thorough inspection for asbestos-containing materials [ACM]

→

* Please search for the inspector by clicking the "Search Inspectors" button

*Inspector First Name

*Inspector Last Name

*Telephone Number Ext.

2. Find an inspector by clicking the *Search Inspectors* button

7. Laboratory analysis method used to check samples for asbestos fibers

*Test Method

3. Select the test method used to detect the presence of asbestos materials from drop-down list

8. Was/is asbestos containing material [ACM] present in the building?

*Asbestos Present

Yes No

If "Yes," attach a summary of how the material was/will be removed. If an asbestos NESHAP notification was previously submitted for the removal, please attach a copy of the previous notification.

Note: All asbestos containing material (ACM) must be removed before building demolition.

4. Click either Yes or No radio button
 - If an asbestos NESHAP notification was previously submitted, bundle it with other required documents attached in Step 3

→

5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

9a. Will asphalt roofing layers be removed prior to demolition or burning? If yes, go to step 10.

→ If "No," complete 9b and 9c.

1. Select Yes or No from drop-down list
 - If Yes skip next two questions

9b. Have all asphalt roofing layers been analyzed and found to not contain asbestos?

→

If "No," the asphalt roofing must be removed prior to the demolition and burn. Results of all asphalt roofing analyses must be attached to this notification.

2. Select Yes or No from drop-down list
 - Documentation of asphalt roofing analysis needs to be bundled with other required documents attached in Step 3

9c. First or Second Burn

*If non-asbestos asphalt roofing will remain on the structure during the burn, this notification is for the burn for this calendar year. (NOTE: The limit on burning two structures per calendar year with asphalt roofing applies to both training fires and controlled burns of demolished buildings.)

3. Select if this is the first or second burn in the calendar year

10. Dates (MM/DD/YYYY)

Burn Dates *Start *Complete

Alternate Dates *Start *Complete

NOTE: For demolished building burns, notification must be postmarked or hand-delivered to the DNR at least **thirty (30) days** before the proposed burn start date and at least **10 working days** prior to the start of the demolition. For training fires, notification must be postmarked or hand-delivered to the DNR at least **ten working days** before the proposed burn start date.

4. Enter the proposed burn dates
5. Skip Provide an explanation of why alternative methods of debris management are not being used to dispose of the building
6. Skip Describe what methods will be used to notify nearby residents of the proposed burn

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) ⓘ

Choose File No file chosen

7. Bundle all required documents and upload a single attachment



8. Click the *Save & Continue* button and the system will go to Step 6
 - Step 4 & 5 are not required for Training Fire Notifications

Step 6



- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6



1. Click the *Save & Continue* button and the system will go to Step 7
 - (Fees are not required for notifications of training fires)

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct. I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. ⓘ

I agree *SubmitterTitle

2. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
3. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

→

Log In

4. Enter your password
5. Click the *Log In* button

Answer Secret Question

Question

Where did you first meet your spouse?

Answer

→

Answer

6. Enter the answer to the security question
7. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

→ Sign Copy of Record

8. Click the *Sign Copy of Record* button

Create Demolished Building Burn Notification

Controlled burn of a demolished building by a city government

Step 1

1a. Type of Notification

*Operation Type

Demolished Building Burn

1b.

*Notification Type

Original

*Postmark/Submit Date (MM/DD/YYYY)

12/28/2016

1. Select Type of Operation = Training Fire from drop-down list
2. Select Notification type = Original from drop-down list
 - Required fields are indicated with a red asterisk (*)

2. Fire Department or City official responsible for the burn

→ [Search Fire Department or City Official](#)

* Please search for the fire department or city official by clicking on the "Search Fire Department or City Official" button

*Name

*Address 1 Address 2

*City *State *Zip Code

→ [Search Fire Department or City Official Contact](#)

* Please search for the fire department or city official contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

(Documentation of City Council approval is required for all demolished building burns.)

3. Find the fire department conducting building burn by clicking the *Search Fire Department or City Official* button
4. Find the name and phone of the contact by clicking the *Search Fire Department or City Official Contact* button
- Documentation of City Council approval needs to be part of file attached in Step 3

3. Building Owner

→ [Search for Building Owner](#)

* Please Search for the building owner by clicking on the "Search for Building Owner" button

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

→ [Search Building Owner's Contact](#)

* Please search for the building owner's contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

5. Find a building owner by clicking the *Search for Building Owner* button
6. Find the name and phone of contact by clicking the *Search Building Owner's Contact* button

→ [Save & Continue](#)

7. Click the *Save & Continue* button and the system will go to Step 2

Step 2

4 & 5. Facility Description

→ [Search Buildings](#)

* Please search for the building by clicking on the "Search Buildings" button

*Building Name

*Address 1 Address 2 *County

*City *State *Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed

*Present Use *Prior Use



1. Find an existing facility (building) by clicking the *Search Buildings* button
 - If the building is not in the system, complete the form *Facility Description*
 - a. Enter building name and physical location
 - b. County and city are populated from drop-down lists
 - c. Enter size, number of floors, year of original construction, present and prior use
 - d. Year of construction, present and prior use are populated from drop-down lists

6. Person conducting thorough inspection for asbestos-containing materials [ACM]

→

* Please search for the inspector by clicking the "Search Inspectors" button

*Inspector First Name *Inspector Last Name *Telephone Number Ext.

2. Find an inspector by clicking the *Search Inspectors* button

7. Laboratory analysis method used to check samples for asbestos fibers

*Test Method

3. Select the test method used to detect the presence of asbestos materials from drop-down list

8. Was/is asbestos containing material [ACM] present in the building?

*Asbestos Present

→ Yes No

If "Yes," attach a summary of how the material was/will be removed. If an asbestos NESHAP notification was previously submitted for the removal, please attach a copy of the previous notification.

Note: All asbestos containing material (ACM) must be removed before building demolition.

4. Click either Yes or No radio button
 - If an asbestos NESHAP notification was previously submitted, bundle it with other required documents attached in Step 3

→

5. Click the *Save & Continue* button and the system will go to Step 3

Step 3

9a. Will asphalt roofing layers be removed prior to demolition or burning? If yes, go to step 10.

→ If "No," complete 9b and 9c.

1. Select Yes or No from drop-down list
 - If Yes skip next two questions

9b. Have all asphalt roofing layers been analyzed and found to not contain asbestos?

→

If "No," the asphalt roofing must be **removed** prior to the demolition and burn. **Results of all asphalt roofing analyses must be attached to this notification.**

2. Select Yes or No from drop-down list
 - Documentation of asphalt roofing analysis needs to be bundled with other required documents attached in Step 3

9c. First or Second Burn

*If **non-asbestos** asphalt roofing will remain on the structure during the burn, this notification is for the burn for this calendar year. (NOTE: The limit on burning two structures per calendar year with asphalt roofing applies to **both** training fires and controlled burns of demolished buildings.)

3. Select if this is the first or second burn in the calendar year

10. Dates (MM/DD/YYYY)

Burn Dates *Start *Complete

Alternate Dates *Start *Complete

NOTE: For demolished building burns, notification must be postmarked or hand-delivered to the DNR at least **thirty (30) days** before the proposed burn start date and at least **10 working days** prior to the start of the demolition. For training fires, notification must be postmarked or hand-delivered to the DNR at least **ten working days** before the proposed burn start date.

4. Enter the proposed burn dates

11. Provide an explanation of why alternative methods of debris management are not being used to dispose of the building.

*Explanation

5. Enter an explanation of what alternative disposal methods were explored and why burning was chosen to dispose of some or all of the building

12. Describe what methods will be used to notify nearby residents of the proposed burn.

*Describe

6. Briefly describe what method(s) the city used to notify nearby residents

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) ⓘ

Choose File No file chosen

7. Bundle all required documents and upload a single attachment

Save & Continue

8. Click the *Save & Continue* button and the system will go to Step 4

Step 4

13a. Is the building being, or has it been, mechanically demolished before the controlled burn will occur?

▼ If "Yes," complete 13b & c. If "No," complete 13d.

NOTE: The NESHAP notification for demolition must be submitted at least **10 working days** prior to the start of demolition. If an asbestos NESHAP notification for the demolition was previously submitted, please attach a copy with this notification.

1. Select Yes or No from drop-down list

- If No skip next two questions

13b. Dates (MM/DD/YYYY)

Demolition Dates *Start *Complete

2. Enter dates of scheduled demolition

13c. Demolition Contractor Information

[Search Demolition Contractors](#)


* Please search demolition contractors by clicking on the 'Search Demolition Contractors' button

*Contractor Name

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

3. Find the demolition contracting company by clicking the *Search Demolition Contractors* button



* Please Search Demolition Company Contacts by clicking on the 'Search Demolition Contractor' button

*Contact First Name <input type="text"/>	*Contact Last Name <input type="text"/>	*Telephone Number <input type="text"/>	Ext. <input type="text"/>
--	---	--	-------------------------------------

4. Find the name and phone of contact by clicking the *Search Demolition Contractor Contacts* button

13d. If building has not been, or will not be, demolished prior to burning, please indicate why the proposed burn will not qualify as a training fire (check all that apply).

- Building not safe to enter (dilapidated and/or no longer standing)
- Building is too close to neighboring buildings
- Fire fighter training exercise not being conducted
- Other (please briefly summarize)

5. Click the checkbox best describing the reason why the city has elected to conduct a demolished building burn rather than a training fire

14a. Will the demolished building burn occur at the original building address indicated in question #4?

Selecting "No" means the demolished building will be moved to another location prior to burning, so also complete 14b, c, and d as applicable.

6. Select Yes or No from drop-down list

- If Yes skip next three questions

14b. Exact burn site location (give site address, coordinates and/or attach a map).

Burn Site Location

NOTE: A city may establish a burn site outside the city limits provided they meet the established requirements. The burn site must be at least 0.6 miles from the nearest building inhabited by a person (including both residences and businesses).

7. Provide the exact location of the building burn site

14c. Will additional buildings be included in the proposed burn?

If "Yes," complete 14d.

8. Select Yes or No from drop-down list

- If No skip the next question

14d. Indicate the original addresses for all other buildings to be included in this proposed burn:

Other Addresses

NOTE: A complete notification is required for **each** building to be burned. Please attach completed notifications for all buildings to be burned at this location on this proposed date.

9. Provide the original addresses for all other buildings to be included in this burn



10. Click the *Save & Continue* button and the system will go to Step 5

Step 5

15. Total Square feet of demolished building material to be burned at the site

NOTE: The sum total square feet of building material for each burn may not exceed 1700 square feet.

1. Indicate the total square feet of all demolished building materials to be burned

16. Approximate time that burn will occur

*Start time

*End time

NOTE: A demolished building burn may be conducted only between the hours of 6 AM and 6 PM.

2. Enter the start and end time for the burn

17. Distance from nearest inhabited building

If the burn is located outside the city limits please provide the exact distance, in miles, from the burn site to the nearest building inhabited by a person (including both residences and businesses).

3. Indicate the approximate distance, in miles, from the burn sit to the nearest building inhabited by a person

18. Number of demolished building burns within city city limits

Including this proposed burn, how many demolished building burns will your city have conducted within city limits in this calendar year?

4. Indicate how many demolished building burns, including the proposed burn, the city has conducted with the calendar year

Save & Continue

5. Click the *Save & Continue* button and the system will go to Step 6

Step 6

Demolition and Renovation of a Bridge

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

- This page displays a summary of your notification
 - Review the notification
1. Click steps on top banner to go back and make any necessary corrections
 2. Continue until you are back to Step 6

Save & Continue

3. Click the *Save & Continue* button and the system will go to Step 7
 - (Fees are not required for notifications of controlled building burns)

Step 7

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct.

I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I agree

*SubmitterTitle

1. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
2. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

dnrairquality2@gmail.com

Log In

3. Enter your password
4. Click the *Log In* button

Answer Secret Question

Question

Where did you first meet your spouse?

Answer

Answer

5. Enter the answer to the security question
6. Click the *Answer* button

Sign File

Click 'Sign Copy of Record' to complete your submission.

Sign Copy of Record

7. Click the *Sign Copy of Record* button

Continue Unfinished Training Fire Notification

Pending notifications display on *Home* screen

Training Fire-Demolition or a Controlled Burn of a Demolished Building						
Notification #	Building	County	Submitter	Postmark/Submit Date	Notification	Operation
17-9677-R0 Continue Remove	Derelict 2 123 any street Des Moines IA 50310	Polk		01/03/17	Original	Training Fire

1. Click on *Continue* to open the notification at Step 1
2. Review data previously entered
3. Continue through each step to submit

- Refer to [table of contents](#) for step by step instructions by type of operation

Remove Unfinished Notification

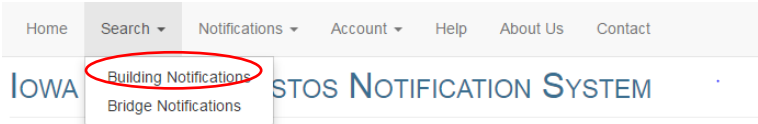
Delete an incomplete notification by selecting from table of pending notifications on *Home* screen

Training Fire-Demolition or a Controlled Burn of a Demolished Building						
Notification #	Building	County	Submitter	Postmark/Submit Date	Notification	Operation
17-9677-R0 Continue Remove	Derelict 2 123 any street Des Moines IA 50310	Polk		01/03/17	Original	Training Fire

1. Click on *Remove* and the notification will be removed from the system

Revise Submitted Training Fire Notification

Completed submissions can be revised



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status
Complete

Building Detail
Building Name: Address: City: County:

Submitter Detail

Notification Detail
Notification Number: - -R
Notification Type:
Operation Type: Training Fire
Postmark Begin Date: Postmark End Date:

Operator Detail

2. Search by Notification Status defaults to Complete
3. Click the triangle beside Notification Detail
4. Select Operation Type = "Training Fire" from drop-down list
5. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
17-9677-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	01/03/17	Original	Training Fire	Copy of Record

6. Select the notification to revise
7. Click on *Edit*

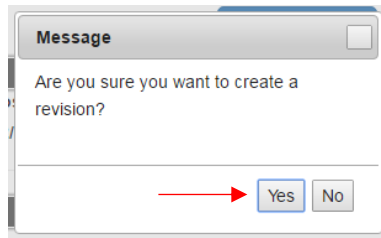
Edit Training Fire-Demolition or a Controlled Burn of a Demolished Building

Notification

Notification Number: 17-9677-R0

1a. Type of Notification
Operation Type
Training Fire

- Notification opens in edit mode
8. Click the *Create Revision* button



9. Click the Yes button; Or click the No button to cancel action

1a. Type of Notification

*Operation Type
 Training Fire

1b.

*Notification Type
 Revised

*Postmark/Submit Date (MM/DD/YYYY)
 1/3/2017

2. Fire Department or City official responsible for the burn

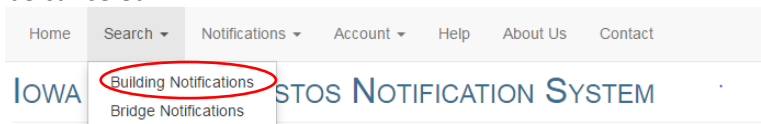
Search Fire Department or City Official

* Please search for the fire department or city official by clicking on the "Search Fire Department or City Official" button

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

Cancel Submitted Training Fire Notification

Completed submissions can be canceled



1. Click on Search and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status
 Complete

Building Detail

Building Name Address City County

Submitter Detail

Notification Detail

Notification Number Notification Type Operation Type
 -R Training Fire

Postmark Begin Date Postmark End Date

Operator Detail

Search

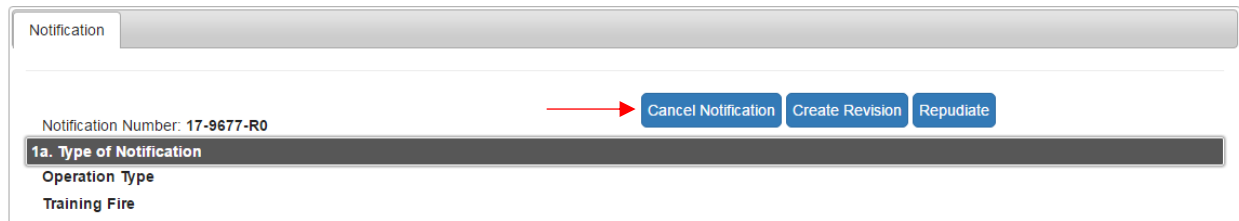
2. Search by Notification Status defaults to Complete
3. Click the triangle beside Notification Detail

4. Select Operation Type = "Training Fire" from drop-down list
5. Click the *Search* button

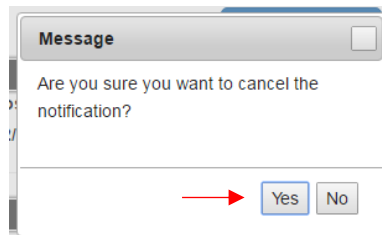
	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
17-9677-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	01/03/17	Original	Training Fire	Copy of Record

6. Select the notification to cancel
7. Click on *Edit*

Edit Training Fire-Demolition or a Controlled Burn of a Demolished Building



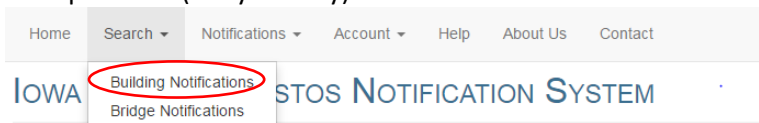
- Notification opens in edit mode
8. Click the *Cancel Notification* button



9. Click the *Yes* button; Or click the *No* button to cancel action
- The system creates a copy of the previous notification at Step 7
 - Follow instructions to submit notification

Repudiate Submitted Training Fire Notification

Completed submissions can be repudiated (deny validity)



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search Notifications

Search by Notification Status
 Complete

Building Detail

Building Name: Address: City: County:

Submitter Detail

Notification Detail

Notification Number: - -R Notification Type: Operation Type: Training Fire

Postmark Begin Date: Postmark End Date:

Operator Detail

2. Search by Notification Status defaults to Complete
3. Click the triangle beside Notification Detail
4. Select Operation Type = "Training Fire" from drop-down list
5. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
17-9677-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	01/03/17	Original	Training Fire	Copy of Record

6. Select the notification to cancel
7. Click on *Edit*

Edit Training Fire-Demolition or a Controlled Burn of a Demolished Building

Notification

Notification Number: 17-9677-R0

1a. Type of Notification

Operation Type
Training Fire

- Notification opens in edit mode
8. Click the *Repudiate* button

Message

Are you sure you want to repudiate the notification?

9. Click the *Yes* button; Or click the *No* button to cancel action

Repudiate Notification

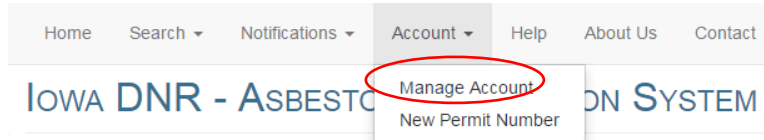
To Repudiate the Notification, please send email to asbestos@dnr.iowa.gov along with the notification number and the reason for repudiating the record.

10. Send an email to asbestos@dnr.iowa.gov with notification number
11. Provide reason for repudiating the record

Manage Account Information

Manage Account Security

Maintain user account credentials



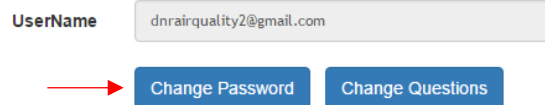
1. Click on *Account* and select *Manage Account*

Change Password

Use the following rules to create a new password

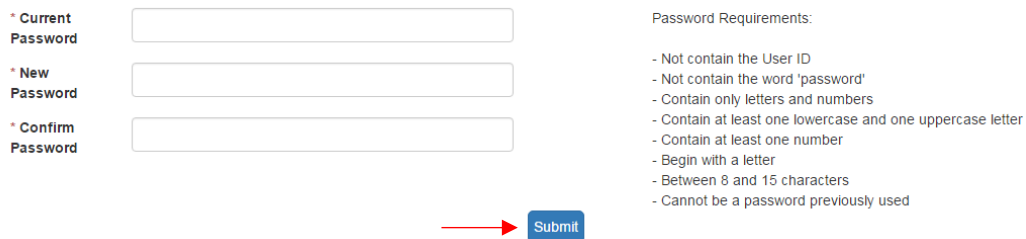
- Password must be between 8 and 15 characters **and** begin with a letter
- Password must contain at least one number, lowercase and uppercase letter
- Password **cannot** use special characters
- Password **cannot** contain your username or the word 'password'

Username/Password

A screenshot of the user profile page. The 'UserName' field contains 'dnrairquality2@gmail.com'. Below the field are two buttons: 'Change Password' and 'Change Questions'. A red arrow points to the 'Change Password' button.

1. Click the *Change Password* button

Change Password

A screenshot of the 'Change Password' form. It has three input fields: '* Current Password', '* New Password', and '* Confirm Password'. To the right, there are 'Password Requirements:' listed: '- Not contain the User ID', '- Not contain the word 'password'', '- Contain only letters and numbers', '- Contain at least one lowercase and one uppercase letter', '- Contain at least one number', '- Begin with a letter', '- Between 8 and 15 characters', and '- Cannot be a password previously used'. A red arrow points to the 'Submit' button.

2. Enter current password
3. Enter new password twice to confirm
4. Click the *Submit* button

Change Security Questions

- Security questions protect the integrity of your account
- Select 5 questions from a list of 20 options

Username/Password

UserName

[Change Password](#) [Change Questions](#)

1. Click the *Change Questions* button

Security Questions

* Security Question 1

* Answer

* Security Question 2

* Answer

* Security Question 3

* Answer

* Security Question 4

* Answer

* Security Question 5

* Answer

* Password

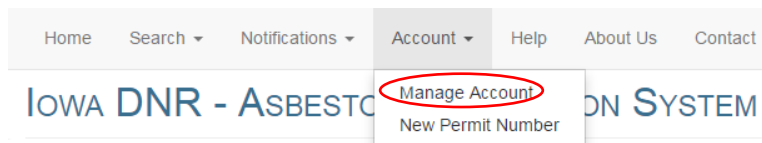
[Change Questions](#)

2. Select 5 questions and enter 5 answers
 - Answers must be at least 4 characters
3. Click the Change Questions button

Manage Contact Information

Maintain your address and phone number

- This feature allows you to personalize the address associated with your user id
- This will not update the address associated with notifications for your organization



1. Click on *Account* and select *Manage Account*

Change Organization Address

Update your company address (changes address for company name)

Contact Information

* **FirstName**

* **LastName**

* **Organization**

* **Address1**

Address2


* **City**

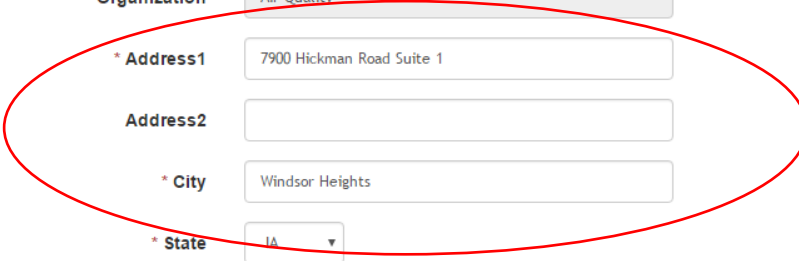
* **State**

* **Zip**

* **PrimaryPhone**

CellPhone





2. Enter street address, city, state and ZIP code
3. Click the *Edit Account* button

Change Phone Number

Update your direct dial phone number (changes phone number connected to your name)

Contact Information

* **FirstName**

* **LastName**

* **Organization**

* **Address1**

Address2


* **City**

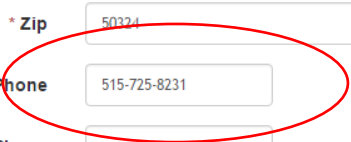
* **State**

* **Zip**

* **PrimaryPhone**

CellPhone

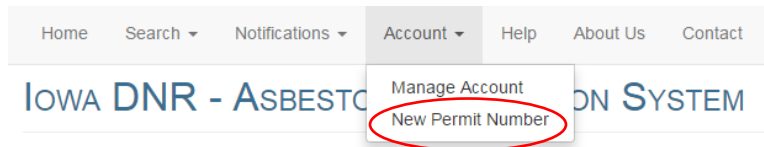




1. Enter primary phone and cell phone
2. Click the *Edit Account* button

New Permit Number

Update company's permit number



1. Click on *Account* and select *New Permit Number*

Add New Permit Number

2. Enter new permit number
3. Click the *Save Permit Number* button

Search

Search is an integral function of the Asbestos Notification System

Search Organization

Search organization when creating new user account and when creating new and revised notifications

- Owning Company
- Operating Company
- Abatement Contractor
- Demolition Contractor
- Waste Transporter
- Building Owner (Training Fire)

Search Existing Companies

Search companies containing all or part of text entered in Company Name or Address fields

Search Organization

- Search for a company by entering text in the Company Name or Address fields for a list of companies containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave Company Name and Address empty, a complete list of all companies will be shown.
- If the company you're looking for is not found, add it by clicking the 'Add New Company' button.

1. Type all or part of company name and click the *Search* button
2. Type all or part of company street address and click the *Search* button

Select	Company Name	Permit Number	Address
2459	Abate That	9111	123 Abate St Abate IA 50000
2455	Abate This		15 15th Street Des Moines IA 50310

*Please select a company from the list or click the 'Add New Company' button to add a new company.

3. Select correct company name by clicking on the *number* in far left column

Add New Company

If the company is not found using Search, click the *Add New Company* button

Search Organization

- Search for a company by entering text in the Company Name or Address fields for a list of companies containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave Company Name and Address empty, a complete list of all companies will be shown.
- If the company you're looking for is not found, add it by clicking the 'Add New Company' button.

Company Name

Address

1. Click the *Add New Company* button and a box will open to enter new company information

Add New Company

*Company Name

Permit Number (If Applicable)

*Address 1

Address 2

*City

*State

*Postal Code

*Phone Number

2. Enter company name
3. Enter abatement or demolition permit number if applicable
4. Enter street address, city, state and ZIP Code
5. Enter company phone number
6. Click the *Save* button

Search Building

Search building when creating new and revised building notifications

Search Existing Buildings

Search buildings containing all or part of a city or county name, or all or part of a street address

Search Buildings

- Search for a building by entering part of the building's address and/or selecting the building's city and/or county.
- For a list of all buildings, leave the City, County and Address blank

City

County

Address

1. Type all or part of city or county name
2. Type all or part of the street address
3. Leave city, county, and address blank for complete listing
4. Click the *Search* button

Select	Building Name	Address	County
1	Theta Chi Fraternity House	1320 34th St Des Moines IA 50311	Polk
11	N/A	409 E Granger Ave Des Moines IA 50315	Polk
12	N/A	1322 23rd St Des Moines IA 50311	Polk
14	N/A	1509 E 36th Ct Des Moines IA 50317	Polk
22	Meredith Hall	2507 University Ave Des Moines IA 50311	Polk
23	Dial Computer Center	2410 Forest Ave Des Moines IA 50311	Polk
28	Field House	2701 Forest Ave Des Moines IA 50311	Polk

1 2 3 4 5 >

*Please select a building from the list

5. Select correct building by clicking on the *number* in far left column

Add New Building

If the building is not found using Search, fill out the form on the notification entry screen

Search Bridges

Search bridges when creating new and revised bridge notifications

Search Existing Bridges

Search bridges containing all or part of a city or county name, or all or part of a road name

Add New Bridge

If the bridge is not found using Search, fill out the form on the notification entry screen

Search Inspector

Search asbestos inspectors when creating new and revised notifications

Search Asbestos Inspectors

Search inspectors containing all or part of name

Search Inspectors

- Search for the inspector by entering text in the First Name or Last Name fields for a list of inspectors containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave First Name and Last Name empty, a complete list of all inspectors will be shown.
- If the inspector you're looking for is not found, add it by clicking the 'Add New Inspector' button.

First Name

Last Name

→

1. Type all or part of inspector's first or last name and click the *Search* button

Select	Contact Name	Phone Number
49115	Johnny Tester	515-123-4567

* Please select Inspector from the list or Add New Inspector

2. Select correct inspector by clicking on the *number* in far left column

Add New Inspector

If the inspector is not found using Search, click the *Add New Inspector* button

Search Inspectors

- Search for the inspector by entering text in the First Name or Last Name fields for a list of inspectors containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave First Name and Last Name empty, a complete list of all inspectors will be shown.
- If the inspector you're looking for is not found, add it by clicking the 'Add New Inspector' button.

First Name Last Name

1. Click the *Add New Inspector* button and a box will open to enter new company information

Add New Inspector

Add Inspector

*First Name *Last Name *Telephone Number Ext.

2. Enter inspector name
3. Enter inspector phone number
4. Click the *Save* button

Search Waste Site

Search waste disposal sites when creating new and revised notifications

[Search Existing Waste Disposal Site](#)

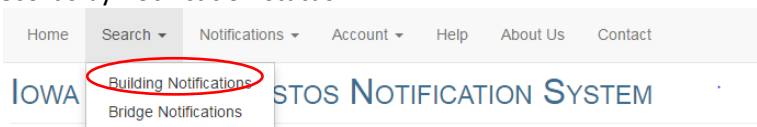
[Add New Waste Disposal Site](#)

Search Notifications

Search notifications when reviewing, revising, or canceling notifications

Search Repudiated Notifications

Search repudiated records by notification status



1. Click on *Search* and select *Building Notifications*

Building Notification Search

Search by Notification Status

Repudiated

2. Select Notification Status = Repudiated from drop-down list

3. Click the *Search* button

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
16-9551-R0 View Edit	Derelict 2 123 any street Des Moines IA 50310 Polk County	Air Quality Joe Smith	12/23/16	Original	Ordered Demolition	Copy of Record Ordered Demolition

Troubleshooting

I didn't get a verification email

If you did not receive a verification email, click the *Resend Email Verification* button

*To complete your account registration, you must complete the Email Verification Step



My password expired and I don't know how to reset it

Passwords expire every 60 days

Reset your password by clicking the *Forgot Password* link above the *Log In* button

Log In
For Existing Accounts

[Forgot Password](#)

- The system will send an email with a temporary password
- Click the link embedded in the email to unlock your account and change your password

I failed the identity proofing, now what do I do?

Send an email to asbestos@dnr.iowa.gov and ask for a paper copy of the Subscriber Agreement to sign and submit notifications

My account is locked because I gave the wrong answer to the security question

Send an email to asbestos@dnr.iowa.gov and with your name, organization and username. Advise that your user account is locked. You may be asked to verify your credentials. DNR staff can unlock your account and you will receive an email notification to login and change your questions.

You will be unable to submit notifications until you update your security questions. You can use the same questions/answers as originally submitted.

I clicked on a miscellaneous attachment but nothing happens

Right click and select "Open Link" or "Save Link" to force the file to open/save.

I need to change the name or the address of my company

The system was designed such that an existing company with a new address will be treated as a new organization in order to retain the history of the company's previous address for those notifications already submitted with the old address. Therefore, to change a company's address, simply "Add New Company" and enter the company name and new address information and then use the new record with the new address on future notifications.