



Instructions for Completing Your Asbestos Demolition/Renovation Notification Form

You are required to submit an **Asbestos Demolition/Renovation Notification Form (Notification)** for any demolition and select asbestos abatement activities.

It is not necessary to notify NHDES for a **Minor Asbestos Abatement Project**, a project with not more than 10 linear feet, 25 square feet, or 3 cubic feet of Regulated Asbestos Containing Material (RACM), or for abatement work completed by a homeowner per Env-A 1801.03.

It is your responsibility to obtain all the information necessary to complete the **Notification**. The information should be obtained during the bid process, or if not available at that time, request that the owner provide you with the information prior to your submittal of the **Notification** to NHDES. Be precise with the scheduled start and stop dates, days of the week, and time of day that the work will be performed.

Please note that the 10-day notification period is not effective until NHDES receives the complete **Notification** and the associated fee; except when NHDES grants a waiver of the 10-day notification requirement. Notification requirements are identified in Env-A 1804, *Notification and Fees*. NHDES will not accept an incomplete notification, and any abatement work performed prior to submittal of a timely and complete **Notification** is subject to NHDES enforcement actions.

The following instructions provide additional clarification for submitting a complete and timely **Notification**. Should you have any questions, please call (603) 271-1373.

Completing the Asbestos Demolition/Renovation Notification Form

Section I – Type of Notification (New, Revised, or Cancelled)

- a. Check the appropriate type of notification.
 - i. A **New Notification** is the first notice submitted to NHDES for any **Demolition** or **Major Asbestos Abatement Project**.
 - The **New Notification** must be received by NHDES at least 10 working days (i.e., Monday-Friday, not calendar days or holidays) prior to the project start date. An **Emergency** project that has received a NHDES waiver for the 10-day notification requirement is the only exception to this requirement.
 - When a **Minor Asbestos Abatement Project** encounters additional Asbestos Containing Materials (ACM) such that the total ACM to be abated equals a **Major Asbestos Abatement Project**, a **New Notification** and the appropriate fee must be received by NHDES at least 10 working days (i.e., Monday-Friday, not calendar days or holidays) prior to resuming work. Contact the NHDES to obtain a waiver of the 10-day notification requirement if necessary.
 - ii. A **Revised Notification** is required when there is a change in any information provided in Sections II through VIII of any previous **Notification** for a **Demolition** or **Major Asbestos Abatement Project**.
 - Notify NHDES within 24 hours of any revision to the project schedule.
 - ✓ Notification can be by phone, fax, or email (see contact information provided at the end of these instructions).
 - ✓ Within 48-hours, submit a completed **Revised Notification** to NHDES by mail with the appropriate fee.
 - Reasons for submitting a **Revised Notification** include:
 - ✓ Increase in the quantity or type of ACM to be abated.
 - ✓ Change in the **Project Type**.
 - ✓ Change in the transporter or disposal facility.
 - ✓ Change in the abatement or demolition contractors.
 - ✓ Change in the work schedule (i.e., project start or stop date, and the days and time of day that work will be performed.).
 - iii. A **Canceled Project** is a project that will no longer be completed. Please contact NHDES within 24 hours of canceling the project.

- This does not apply to an owner who cancels the work of one contractor only to hire another contractor to perform the work. In this instance, the existing **Notification** is still valid; however, the owner or its contractor must provide a **Revised Notification** to identify the new contractor and any change in the work or schedule.

Section II - Project Type (Demolition, Renovation, Pickup and Disposal, Emergency)

- a. Check all project types that apply to this notification.
 - i. **Emergency** projects are projects that necessitate that the work start prior to the required 10-day notification period.
 - **Emergency** projects require a waiver from NHDES. A waiver number can be obtained by calling, faxing, or emailing the request to NHDES as specified in Env-A 1804.05(a).
 - An **Emergency** project is one that requires immediate action due to public health or safety reasons, or an unexpected economic hardship. NHDES reserves the right to deny a waiver request if it does not meet the criteria of an emergency. Emergencies include:
 - ✓ Non-routine failure of a utility infrastructure such as a heating, water, or sewer system.
 - ✓ Cleanup or repair of structures damaged from fires, floods, etc.
 - ✓ Demolition or abatement ordered by a government agency.
 - ✓ Damage or deterioration of ACM such that it is determined that there is a potential for significant human exposure.
 - Obtain an **Emergency** waiver within 24 hours (or the next business day if on a weekend or holiday) of starting any emergency work.
 - Submit a completed **Notification**, to include a short description of the emergency, to NHDES within 48 hours of starting the emergency work.
 - ii. **Pick up and Disposal** projects apply to asbestos waste generated by a homeowner who completed their own asbestos abatement per Env-A 1801.03, and has contacted an abatement contractor or transporter to pick up and properly dispose of the asbestos waste.
 - iii. **Renovation** projects are either a stand-alone ACM abatement project, or ACM abatement conducted in conjunction with a building renovation.
 - iv. **Demolition** projects are:
 - Live Firefighter Training Activities conducted per Env-A 1003;
 - Entire building demolitions, including garages and sheds; or
 - Building additions that require the wrecking or removal of a load-supporting structure.

- ✓ All **Demolitions** require submission of a **Notification**, even if the inspector found no asbestos containing materials.
- ✓ All **Demolition Notifications** must identify the name of the asbestos inspector, date performed, and the results of the inspection.
- ✓ All **Demolition Notifications** must identify the start and stop dates of any asbestos abatement, or state that the ACM will be removed intact with the structural member.
- ✓ If a building is to be demolished, but is unsafe to inspect for ACM and/or must be demolished without abatement of known ACM; the building can be demolished as long as appropriate dust control measures are taken to prevent a release of asbestos fibers to the environment, and perimeter air monitoring is conducted to monitor the work. Subsequently, all demolition debris must be properly containerized and disposed of as ACM, under the direction of a NHDES licensed asbestos abatement contractor.

b. **Notification Fee Payment** - identify the fee payment due for the project.

Fees as specified in Env-A 1803.09:

\$300.00 - **Class "N" Major Asbestos Abatement Project** is any asbestos abatement project involving 260 linear feet, 160 square feet, or 35 cubic feet, or more of RACM.

\$50.00 - **Class "S" Major Asbestos Abatement Project** means any abatement project involving less than 260 linear feet, 160 square feet, or 35 cubic feet, but greater than 10 linear feet, 25 square feet, or 3 cubic feet of RACM that occurs as a stand-alone abatement project.

\$25.00 - Each **Revised Notification**.

- If the original amount of ACM to be abated fell within the **Class S** project and the **Revised Notification** includes an increase in the amount of RACM such that it becomes a **Class N** project, the fee due is \$275.00 (\$25 for the revision, and the difference between the **Class N** project fee of \$300 and the **Class S** project fee of \$50).

There is No Fee for a **Demolition** only project, except as follows:

- Subsequent revisions to Sections II through VIII of the **Demolition Notification** will require submittal of the \$25 **Revised Notification** fee.
- If during the demolition, ACM requires abatement and it meets the criteria of a **Major Asbestos Abatement Project**, submittal of a **New Notification** is required along with the appropriate fee payment.

There is No Fee for a **Pick up and Disposal** project.

Section III – Building Information

- a. Complete all required fields.

Section IV – ACM Inspection and Abatement Details

- a. **Asbestos Supervisor**

- i. Enter the name of the supervisor who will oversee the project, include their New Hampshire Asbestos Supervisor Certification Number (e.g., AS123456).

- b. **Asbestos Inspection**

- i. Enter the name of the company who performed the inspection.
- ii. Enter the date of the inspection.
- iii. Enter the type of inspection e.g., visual (or assumed), samples collected and analyzed, or a combination of visual and sampling.
- iv. Check the box “No ACM Present,” if asbestos was not found during the inspection.

- c. **Demolition and Abatement Schedules**

- i. Enter the start date and end date for all work.
 - For **Demolition** projects where ACM is abated prior to the demolition, enter the start and stop dates for both the **Asbestos Abatement Schedule** and the subsequent **Demolition Project Schedule**.
 - For **Demolition** projects where the structural member is removed with the ACM intact, enter the start and stop dates for the work in the **Asbestos Abatement Schedule**.
 - For **Renovation** projects where ACM is abated either as part of a building renovation, or as a standalone abatement with subsequent renovation, enter the start and stop dates in the **Asbestos Abatement Schedule**.
 - For **Pick Up and Disposal** enter pick up date in both the start date and the end date of the **Asbestos Abatement Schedule**.
- ii. Enter the day(s) of the week that the work will be performed.
- iii. Enter the time of day that the work will be performed.
- iv. Notify NHDES via phone, fax, or email of any change in this schedule at least 24 hours prior to any change in the start or stop dates, days of the week, or time of day that the work will be performed. Subsequently, submit a **Revised Notification** to NHDES to document the change.

- d. **ACM Present and ACM to be Abated**

- i. Enter the known quantity of friable and non-friable ACM that is present.
- ii. Enter the quantity of friable and non-friable ACM that will be abated.
- iii. Provide a short description of the location of the ACM in the building. You may also submit a copy of the asbestos survey report. Then identify the ACM that will be abated.
- iv. Provide a short description of the work practices to be employed during the abatement.
- v. Refer back to **Section II - Project Type, Notification Fee Payment** to determine any change in the fee payment due.

Section V – Property Owner Information

- a. Complete all required fields including the contact person and their contact phone number. Do not abbreviate names.

Section VI – Abatement or Demolition Contractor Information

- a. Enter the full and correct business name and address of the Abatement and Demolition contractor, including the contact person and their contact phone number. Do not abbreviate business names.

Section VII – ACM Waste Transporter

- a. Enter the full and correct business name and address of the transporter, including the contact person and their contact phone number. Do not abbreviate business names.

Section VIII – Final Waste Disposal Facility

- a. Enter the full and correct business name and address of the waste disposal facility, including the contact person and their contact phone number. Do not abbreviate business names.

Section IX – Certification

- a. Once you have completed the notification, sign your name and date the form. Please print your name to ensure NHDES accurately records it in our database.

Additional Instructions

Separate Notifications – When is a separate **Notification** required?

NHDES requires a separate **Notification** for each physical project location. Examples of conditions that require separate **Notifications** include:

- An apartment or condominium complex. Submit a separate **Notification** for each apartment or condominium unit, including common areas as appropriate.
- A building or series of connected buildings containing a variety of businesses. Submit a separate **Notification** for each business, including common areas as appropriate.
- A school with multiple buildings, including dormitories. Submit a separate **Notification** for each building, including common areas as appropriate. Additional reference to a specific room where work will take place should be provided on the **Notification**.
- Two or more buildings located on adjacent lots will be demolished and one single lot will be created. Submit a separate **Notification** for each building.

Phased Projects - What is a phased project?

Often larger buildings require that abatement work be conducted in phases and there will be periods of inactivity. NHDES must be notified of all phases of project activity, in order to monitor the project and perform inspections.

- a. **Notifications** submitted for work that has planned periods of inactivity require that you identify the work schedule and notify NHDES as follows:
 1. For the first phase of work, submit a **New Notification** with the first phase start and stop dates, or other schedule information.
 2. For each subsequent phase of work:
 - i. Contact NHDES 24 hours in advance of the start date of a new phase of work.
 - ii. Submit a **Revised Notification** with the start and stop date of new phases of work.
 3. For any change in the start date or when work is completed sooner than the stop date identified on the **Notification** for each phase of work:
 - i. Contact NHDES 24 hours in advance of the revised start or stop date.
 - ii. Submit a **Revised Notification** with the start and stop date of the new phase of work.
- b. Calculate the total ACM to be abated for all phases of the project.
- c. Determine the applicable fee for the project, based on the total ACM to be abated. Submit the total fee payment with the **New Notification**.

Submitting your completed Notification

1. For all required **Notifications**, submit the original signed copy of the **Notification** along with any supporting documents, and the appropriate fee payment. Make sure that you make copies for your records.

2. Fee payment - make checks and/or money orders payable to:

“Treasurer - State of New Hampshire”

3. Submit the completed **Notification**, the applicable fee and any supporting documents to:

**New Hampshire Department of Environmental Services
Air Resources Division
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Attn: Asbestos Management Section**

4. Submit a copy of the signed **Notification** to the code enforcement officer of the municipality where the job is located.

5. When communicating with NHDES, please adhere to the following:

Env-A 1801.04 Submissions To and Other Contact With DES.

(a) Any application, request, report, notification, or other information required or allowed by this chapter to be provided to the department in writing shall be sent or delivered as specified in Table 1801-1:

Table 1801-1: Methods of Submission with Address/Other Contact Information

Method of Submission	Address
First-class mail	P.O. Box 95, Concord, NH 03302-0095
Delivery (commercial service or in-hand)	29 Hazen Drive, Concord, NH

(b) Any notification required or allowed by this chapter to be provided to the department by telephone, fax, or email shall be directed as specified in Table 1801-2:

Table 1801-2: Contact Information for Telephone and Electronic Communications

Method of Contact	Contact Information
Email	asbestos@des.nh.gov
Telephone	603-271-1373
Fax	603-271-1381