



Instructions for Completing the Asbestos Demolition/Renovation Notification Form

Air Resources Division/Compliance Bureau
Asbestos Management and Control Program

RSA/Rule: RSA 141-E:4, I and II and Env-A 1800



New Hampshire Code of Administrative Rule Env-A 1804 requires the owner or operator of a renovation activity that involves a major asbestos abatement project, or any demolition activity, to submit, by mail or hand-delivery, a completed Asbestos Demolition/Renovation Notification Form and associated fee to the New Hampshire Department of Environmental Services (NHDES) and the local government official, as applicable for the worksite location, at least 10-working days (i.e., Monday through Friday, not including state holidays) before the start of the demolition or renovation project. A major asbestos abatement project is any asbestos abatement project that involves more than 10 linear feet of regulated asbestos-containing material (RACM) on pipes or ducts, 25 square feet of RACM on the surface of structures other than pipes or ducts, or 3 cubic feet of RACM.

The owner or operator of demolition activity that does not involve an asbestos abatement project, or even when no asbestos-containing material (ACM) is in a facility, is also required to submit, by mail or hand-delivery, a completed Asbestos Demolition/Renovation Notification Form to NHDES and the local government official at least 10-working days before the start of the demolition. There is no fee for notification of a demolition activity that does not involve an asbestos abatement project.

Notification to NHDES is not required prior to renovation activity that involves a minor asbestos abatement project, which is any asbestos abatement renovation activity that involves not more than 10 linear feet of RACM on pipes or ducts, 25 square feet of RACM on the surface of structures other than pipes or ducts, or 3 cubic feet of RACM. The term does not include larger projects that are divided into smaller, minor project segments.

Notification to NHDES prior to a renovation activity that involves a major asbestos abatement project is not required for homeowners who personally conduct their own asbestos abatement under certain conditions described under Env-A 1803.01.

Under Env-A 1804.08, a transport and disposal notification is required to be submitted to NHDES prior to any transport disposal of ACM. Therefore, owners or operators of minor asbestos abatement projects, homeowners who conduct their own asbestos abatement, or any person who transports and disposes of ACM where asbestos abatement was not involved (i.e., RACM was not involved) are required to submit a transport and disposal notification.

Should you have any questions, please call (603) 271-1373 or email asbestos@des.nh.gov.

Submitting A Completed Notification

1. For all required notifications, submit the original signed copy of the notification along with any supporting documents, and the applicable fee payment. Make sure that you retain 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, with the applicable fee to:

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

4. Submit a copy of the signed notification to the local government official, as applicable, where the project is located at least 10 working days prior to the planned activity.

Terms Used in These Instructions

Please note that the following terms used in these instructions are defined under New Hampshire Code of Administrative Rule Env-A 1800, *Asbestos Management and Control*.

Active waste disposal site	Inactive waste disposal site
Asbestos	Installation
Asbestos abatement	Major asbestos abatement project - Class N
Asbestos abatement entity	Major asbestos abatement project - Class S demolition
Asbestos abatement supervisor	Major asbestos abatement project - Class S renovation
Asbestos-containing material (ACM)	Minor asbestos abatement project
Asbestos inspector	Nonfriable asbestos-containing material
Contractor	Owner or operator (O/O)
Demolition	Person
Emergency asbestos abatement project	Regulated asbestos-containing material (RACM)
Facility	Renovation
Friable asbestos material	Utility infrastructure
	Working day

Completing the Asbestos Demolition/Renovation Notification Form

All sections of the Asbestos Demolition/Renovation Notification Form must be completed, except as noted in these instructions.

Section I – Type of Notification

- a. Check the appropriate type of notification: New Notification; Revised Notification; Corrected Notification; or Cancelled Project.
 - i. A **new notification** is the initial notification submitted to NHDES for any demolition, for a renovation that involves a major asbestos abatement project, for an emergency asbestos abatement project, or for transport and disposal.
 - A hardcopy, new notification and associated fee, as applicable, must be received by NHDES at least 10 working days (i.e., Monday through Friday, not including state holidays) prior to any demolition (no fee for demolition activity that does not involve an asbestos abatement project), and any renovation activity that involves a major asbestos abatement project.
 - A hardcopy, new notification for an emergency asbestos abatement project must be received by NHDES no later than 48 hours after beginning an emergency asbestos abatement project.
 - A hardcopy, new notification for transport and disposal of ACM must be received by NHDES prior to transport and disposal of ACM.
 - If an owner or operator submits a notification for a major asbestos abatement project – Class S, which requires a \$50 fee, but then that project becomes a major asbestos abatement project – Class N, which requires a \$300 fee, then the owner or operator should submit a corrected notification with a \$250 fee to account for the difference between the Class S and Class N major asbestos abatement projects.
 - ii. A **revised notification** and associated \$25 fee is required to be submitted to NHDES when there is a start date change, a completion date change, or a break in operation of the asbestos abatement project that differs from the information that was submitted to NHDES on a new notification that has already been submitted to NHDES for a demolition activity that involves asbestos abatement or for a renovation activity that involves major asbestos abatement project.
 - A hardcopy, revised notification and \$25 fee must be received by NHDES prior to the revised or original start date, whichever is earlier, or prior to the original completion date in the event of an extension or overrun.

- The owner or operator must notify NHDES via telephone, fax, or email within 24 hours of changing the date(s) or interrupting the operation; and submit to NHDES a hardcopy of the revised notification within one business day of the change or interruption.
 - For each revised notification with a revised start date that will begin on a date earlier than the original or previously revised start date, the revised notification and associated fee would need to be received by NHDES by mail or hand-delivery at least 10 working days prior to recommencing the asbestos abatement activities.
 - For each revised notification with a revised start date that will begin on a date after the original start date, notify NHDES and submit the revised, hardcopy notification to NHDES within one business day of the change
- iii. A **corrected notification** should be submitted to NHDES after a new notification has already been submitted to NHDES for corrections to sections II through IX of a previous notification for a demolition, renovation, emergency asbestos abatement project, or transport and disposal. A corrected notification should not be submitted for a start date change, a completion date change, or a break in operation, which requires a **revised notification**. There is no fee for submittal of a corrected notification.
- Some common reasons for submitting a **corrected notification** include:
 - ✓ The amount of RACM to be abated changes by at least 20 percent.
 - ✓ Change in the project type (see Section II – Project Type, below, of these instructions).
 - ✓ Change in the waste transporter or disposal facility.
 - ✓ Change in the asbestos abatement or demolition contractors if the operator who submitted the prior notification is not the asbestos abatement or demolition contractor. See **cancelled project** for procedures if the person that submitted a prior notification is no longer involved in the notified activity.
 - ✓ Change in date for a demolition notification.
 - ✓ Change in date for transport and disposal notification.
- iv. A **cancelled project** notification should be submitted to NHDES when a notification has previously been submitted to NHDES for a demolition, renovation, emergency asbestos abatement project, or transport and disposal of ACM, and the activity has not started and will be cancelled. Please contact NHDES within 24-hours of canceling a project.
- If an owner or operator that is not the asbestos abatement contractor submitted a

notification form, and the asbestos abatement contractor listed on a previously submitted form must be changed, a cancelled project notification is not needed. In this instance, the existing notification is still valid; however, the owner or operator should provide a corrected notification to identify the new asbestos abatement contractor.

- If an owner or operator, including an asbestos abatement contractor, submitted a notification form for an activity, and is no longer associated with that activity prior to the start of the activity, a cancelled project notification could be submitted and that owner or operator could submit with the cancelled project notification a request for a refund of the notification fee. The request should include a description of why a refund is being requested. An owner or operator that is associated with that activity would need to submit a new notification and associated fee, as applicable, for the activity.

Section II - Project Type

- a. Check **all** project types that apply to the notification: Demolition; Renovation; Transport and Disposal; and Emergency Asbestos Abatement Project. For example, demolition and renovation should both be checked if both a demolition and renovation will be involved during the project. If dates are not known for an activity, then the box for that activity should not be checked, and a separate notification form should be submitted for that activity when the dates are known. For example, if the dates of a renovation activity are known, but the dates of a demolition activity are not known, then only check the box for renovation, and submit another notification when the demolition dates are known.
 - i. **Demolition** projects require submittal of the notification form, even if no ACM is contained in the facility that will be demolished. Demolition is the wrecking or taking out of any load-supporting structural member of a facility together with any related handling operations or the intentional burning of any facility.
 - Common demolition projects include:
 - ✓ The wrecking or removal of any load-supporting structural member containing or covered by RACM;
 - ✓ Live Firefighter Instruction Training Activities conducted per Env-A 1003; and
 - ✓ Entire or partial building or structure demolitions, including garages and sheds.
 - ii. **Renovation** projects require submittal of the notification if the project will involve a major asbestos abatement project, which is abatement of RACM that exceed the following: 10 linear feet on pipes or ducts, 25 square feet on the surface of other facility components, or 3 cubic feet. Renovation is altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component. A facility component is any part of a facility including equipment.

- iii. **Transport and disposal** of ACM require submittal of the notification prior to transport. This type of notification is required for transport of ACM for minor asbestos abatement projects or for ACM removed by homeowners who performed their own asbestos abatement in accordance with Env-A 1801.03. This type of notification is also required when asbestos abatement is not conducted, but ACM is being transported (i.e., RACM was not affected, but ACM was removed).
- The date of the transport of ACM should be entered in the space provided.
- iv. **Emergency asbestos abatement projects** are demolition activities that involve asbestos abatement, or renovation activities that involve major asbestos abatement projects, that require immediate action due to public health reasons, safety reasons or economic hardship, which were not planned but resulted from sudden, unexpected events.
- Owners or operators of an emergency asbestos abatement project are required to notify NHDES by telephone (603-271-0885), fax (603-271-1381), or email (asbestos@des.nh.gov) as early as possible prior to starting an emergency asbestos abatement project or, if prior notice is not possible, within 24 hours of starting an emergency asbestos abatement project with the information required on the notification form.
 - The date of the sudden, unexpected event that caused the emergency should be entered on the form.
 - A description of the sudden, unexpected event, and why immediate action is needed to address public health, public safety, or economic hardship, should be provided with the notification on a supplemental page.
 - Owners or operators of an emergency asbestos abatement project are not subject to the 10-working day notification period prior to the start date of a demolition activity or a renovation that involves a major asbestos abatement project and are instead required to submit the notification form to NHDES and local government official, as applicable, no later than 48 hours after beginning an emergency asbestos abatement.
 - Emergency asbestos abatement projects include, but are not limited to, the following:
 - ✓ Non-routine failure of a utility infrastructure such as a heating, water, or sewer system.
 - ✓ Cleanup or repair of a facility damaged by fires, floods, or other natural disasters.
 - ✓ Demolition or asbestos abatement ordered by a federal, state, or local government official because a facility is declared unsafe by a municipal official.
 - ✓ Damage or deterioration of ACM such that it is determined that there is imminent

potential for significant human exposure.

b. Fee Enclosed – Identify and submit the appropriate notification fee specified by Env-A 1804.09.

- Make checks or money orders payable to: “Treasurer - State of New Hampshire”.

\$300.00 - **Major Asbestos Abatement Project – Class N** is any asbestos abatement project that occurs in the context of demolition or renovation that affects a minimum of 260 linear feet of RACM on pipes or ducts, 160 square feet of RACM on the surface of structures other than pipes or ducts, 35 cubic feet of RACM.

\$50.00 - **Major Asbestos Abatement Project – Class S**

- Any asbestos abatement project that occurs in the context of a renovation and involves less than 260 linear feet of RACM on pipes or ducts, 160 square feet of RACM on the surface of structures other than pipes or ducts, or 35 cubic feet of RACM, but more than 10 linear feet, 25 square feet or 3 cubic feet of RACM.
- Any asbestos abatement project that occurs in the context of a demolition and involves less than 260 linear feet of RACM on pipes or ducts, 160 square feet of RACM on the surface of structures other than pipes or ducts, or 35 cubic feet of RACM.
- If the original amount of RACM to be abated fell within the thresholds of a Class S project, and owner or operator discovers that there is an increase in the amount of RACM to be abated such that the major asbestos abatement project becomes a Class N project, the fee due is \$250.00 for the difference between the Class N project fee of \$300 and the Class S project fee of \$50.

\$25.00 – A revised notification is required for each change to a demolition, renovation, or emergency asbestos abatement project, that requires notification and involves a start date change, a completion date change, or a break in operation that is different from the notification that was most recently submitted to NHDES.

There is No Fee for the following notifications:

- A demolition notification if the demolition activity does not involve an asbestos abatement project.
- Transport and disposal notification if it does not involve an asbestos abatement project.
- A corrected notification (i.e., a change that does not involve a start date change, a completion date change, or a break in operation of a renovation activity that

involves a major asbestos abatement project or demolition project that involves asbestos abatement).

- A cancelled project notification.

Section III – Facility Information

- a. Complete all fields that apply to the facility. For example, the “number of floors” field would not apply to a facility that is a utility infrastructure or active or inactive disposal sites.

Section IV – Inspection for Asbestos-Containing Material and Work Details

- a. Asbestos Abatement Supervisor to Perform Abatement– Required for all notifications for demolitions that involve asbestos abatement, renovations, and emergency asbestos abatement project. Not required for notifications that are only for a demolition that does not involve asbestos abatement, or for transport and disposal.
 - i. Enter the name of the New Hampshire certified asbestos abatement supervisor who will oversee the project, and include their New Hampshire asbestos supervisor certification identification number (e.g., AS123456).
- b. Asbestos Inspection Conducted by – Required for all notifications for demolitions, renovations, and emergency asbestos abatement projects. Not required for notifications for transport and disposal. NHDES may request a copy of the asbestos inspection report for the facility.
 - i. Enter the name of the asbestos inspector who conducted the inspection.
 - ii. Enter the date of the inspection.
 - iii. Check all the type(s) of inspection that were conducted by the asbestos inspector: visual (or assumed ACM); analytical testing or samples collected and analyzed, or a combination of visual and sampling.
 - iv. Check the box “No ACM Present,” only if the asbestos inspector did not identify any ACM during the inspection.
 - v. If an inspection of the facility is not possible because the facility is being demolished under an order of a state or local government agency, issued because the facility is structurally unsound and in danger of imminent collapse, an inspection is not required, but the owner or operator should implement appropriate dust control measures to prevent a release of asbestos fibers to the environment, and perimeter air monitoring should be conducted to monitor the work. Subsequent to the demolition, all demolition debris must be properly containerized and disposed of as ACM under the direction of a New Hampshire licensed asbestos abatement entity. The owner or operator should enclose a copy of the government

agency order to the notification form, and provide the following information with the notification:

- ✓ The name, title, and authority of the State or local government representative who has ordered the demolition;
 - ✓ The date that the order was issued; and
 - ✓ The date on which the demolition was ordered to begin.
- c. Asbestos Abatement and Demolition Start and End Dates – Required for all notifications for demolitions, renovations, and emergency asbestos abatement projects. Not required for notifications for transport and disposal.
- i. Enter the start date and end date for demolition and asbestos abatement work, as applicable.
 - For demolition projects where RACM is abated prior to the demolition, enter the start and end dates for both asbestos abatement and demolition. If the demolition dates are not known, and the owner or operator decides to not list dates for demolition, then the demolition box of Section II of the notification form should not be checked, and a separate notification form for demolition should be submitted when the demolition dates are known.
 - The start and end dates should never be “to be determined”. If a start or end date is not known, include estimated start and end dates on the new notification, and submit a revised notification and \$25 fee for changes to those dates for major asbestos abatement projects and emergency asbestos abatement projects; or a corrected notification for changing those dates for demolition and transport notifications.
 - ii. Enter the day(s) of the week (i.e., Monday through Sunday) and times during the day that an asbestos abatement project will be performed. This is required for demolitions that involve asbestos abatement, and renovations and emergency projects that involve a major asbestos abatement project. Not required for a notification of a demolition activity that does not involve asbestos abatement, or notification for transport and disposal.
 - iii. For notifications of demolitions that involve asbestos abatement and for renovations that involve a major asbestos abatement project, a hardcopy, revised notification and associated fee, as applicable, must be received by NHDES prior to the revised or original start date, whichever is earlier, or prior to the original completion date in the event of an extension or overrun. A revised notification cannot be used to avoid the requirement of NHDES receiving the new notification at least 10-working days prior to the actual project start date.
- d. ACM Present/Transport & Disposal and ACM to be Abated – Required for all notifications, except for demolition notifications where no asbestos of a facility is disturbed.

- i. In the “ACM Present/Transport & Disposal” columns enter one of the following:
 - The quantities of all friable and non-friable ACM that is known to be present in the facility regardless of whether or not it all will be abated. Linear feet (ft) should only be used for ACM on pipes and ducts; square feet (ft²) should be used for ACM on the surface of facility components other than pipes and ducts; and cubic feet (ft³) should be used for all other ACM; or
 - For notifications for transport and disposal, enter the quantities of all friable and non-friable ACM that will be transported and disposed of from a facility.
 - ii. In the “ACM to be Abated” columns, for notifications for demolitions that involve asbestos abatement, for renovations that involve a major asbestos abatement project, and for emergency asbestos abatement projects, enter the quantities of all friable and non-friable ACM that will be abated. Linear feet (ft) should only be used for ACM on pipes and ducts; square feet (ft²) should be used for ACM on the surface of facility components other than pipes and ducts; and cubic feet (ft³) should be used for all other ACM.
- e. In the area under “List Types of Asbestos and Location in Facility”, enter that information for all notifications for demolitions that involve asbestos abatement, for renovations, and for emergency asbestos abatement projects that involve a major asbestos abatement project. Not required for notifications for a demolition that does not involve the removal of ACM, and for transport and disposal of ACM.
- i. Provide a brief description of the location in or on the facility where the ACM that is to be abated is located, and include whether the material is friable, Category I nonfriable asbestos-containing material, or Category II nonfriable asbestos-containing material.
 - ii. Provide a short description of the asbestos abatement work practices to be employed during the major asbestos abatement project, and attach additional pages to the notification form as needed.

Section V – Property Owner Information

- a. Completion of Section V, except for the email field, is required for all notifications. Do not abbreviate names.

Section VI – Asbestos Abatement Contractor Information

- a. Completion of Section VI is required for all notifications for demolitions that involve asbestos abatement, and for renovations and emergency asbestos abatement projects that involve a major asbestos abatement project. Do not abbreviate business names. The email field is optional. Not required for demolition notifications that do not involve asbestos abatement, and

transport and disposal notifications.

Section VII – Demolition Contractor Information

- a. Completion of Section VII is required for all demolition notifications. Do not abbreviate business names. The email field is optional. Not required for notifications for only renovation, transport and disposal, or emergency asbestos abatement projects.

Section VIII – Asbestos-Containing Material Waste Transporter

- a. Completion of Section VIII is required for all notifications except for demolition notifications that do not involve removal of ACM.

Section IX – Final Waste Disposal Facility

- a. Completion of Section IX is required for every notification. For disposal for ACM, ensure that the final waste disposal facility is permitted to accept asbestos waste.

Section X – Certification

- a. Completion of Section X is required for every notification. Once a notification is complete, enter all the information for the owner or operator who is responsible for the notification, and ensure that the owner or operator signs the notification.

Additional Instructions

When are separate Asbestos Demolition/Renovation Notification Forms required for a facility?

A separate notification is required for each, separate facility. Examples of situations that require separate Asbestos Demolition/Renovation Notification Form include the following:

- Each portion of a building, or a series of physically connected buildings, that contains a different owner and operator is a separate facility.
- If an owner or operator already submitted a notification for a demolition activity that involves asbestos abatement, or renovation or emergency asbestos abatement project that involves a major asbestos abatement project at a facility, and is adding an additional major asbestos abatement project at a new location of the same facility, a new notification and associated fee is required for the additional major asbestos abatement project.
- An installation is any building or structure or any group of buildings or structures at a single demolition or renovation site that are under the control of the same owner or operator (or owner or operator under common control). Only one notification is required for an installation.

When is a separate Asbestos Demolition/Renovation Notification form required for a phased project?

- Often a larger facility requires that demolition or asbestos abatement projects be conducted in phases, and there may be periods during a phased project without demolition or asbestos abatement activity. A new notification with the start and end dates of the overall project and associated fee is required for the overall project. Included with the new notification should be supplemental pages that describe each phase of the phased project, including start and end dates for each phase, and information about each phase of the project that might not fit on the new notification form for the overall project. If exact dates are not known for each phase, estimated dates may be submitted. If the owner or operator later determines that the start and end dates of a phase are different than what was submitted with the new notification, a revised notification with the associated \$25 fee should be submitted to change the start and end dates of the regulated activities of each phase. If a revised start date of the project is earlier than the original start date of the project, the owner or operator shall mail or hand-deliver the revised notification and notification fee such that the NHDES receives the revised notification at least 10 working days before the revised start date of the project. If the start and end dates of the overall project changes, then a revised notification is required to change the overall start and end dates.

How should an owner or operator notify NHDES if a break in operation in a project is needed?

- If the operator needs to stop work for a period of time that occurs within the start and end dates that were in the new notification, which would be a break in operation, then a revised notification and associated \$25 fee should be submitted. The revised notification should include both start and end dates for the first and second phase of the project, never a "TBD". If the start date or end date of the second phase are unknown, put an estimated start date or end date on the notification form. If the start date or end date of the second phase needs to be revised, submit another revised notification with the revised start or end date.
- For each revised notification with a revised start date that will begin on a date earlier than the original or previously revised start date, the revised notification and associated fee would need to be received by NHDES by mail or hand-delivery at least 10 working days prior to recommencing the asbestos abatement activities.