

## **INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR A MONTANA ASBESTOS ABATEMENT PROJECT PERMIT AND NESHAP DEMOLITION/RENOVATION NOTIFICATION FORM**

The Form is a dual-purpose form and serves as an application for an asbestos abatement project permit and/or a NESHAP building demolition/renovation notification. The building owner or contractor is responsible for completing the Form and submitting it to DEQ's Asbestos Control Program within the time requirements mentioned below. In Montana, an asbestos abatement project permit is required whenever 3 or more linear or square feet of regulated asbestos-containing materials (RACM) are abated in a building or other structure. In addition, if 3 or more linear or square feet of RACM is transported or disposed of, an asbestos abatement project permit is required. If the asbestos abatement project costs \$3000 or less, the application and respective fee should arrive at the Asbestos Control Program seven calendar days prior to the start of the project. If the project costs more than \$3000, or if a building or other structure is to be demolished, the demolition activity must be reported (notified) to the Asbestos Control Program using this notification form to arrive 10 working days prior to the start of the demolition activity. The following instructions are for applying for an Asbestos Abatement Project Permit. Follow the Building Demolition/Renovation Notification Instructions below if you are notifying of a building demolition/renovation activity. If your project involves asbestos abatement and it involves building demolition, refer to both sets of instructions. Some definitions and types of materials to be removed are listed on pages 4 and 5 for your reference.

### **DO NOT STAPLE THE CHECK AND THE PAPERWORK.**

### **ASBESTOS ABATEMENT PROJECT AND ANNUAL PERMIT**

1. **TYPE OF APPLICATION/PERMIT:** Check the applicable box.
2. **TYPE OF NOTIFICATION:** Check the applicable box. If the project requires revision or is cancelled, contact the Asbestos Control Program immediately. If the facility has an annual permit, check the appropriate box and indicate the annual permit number, if applicable.
3. **ASBESTOS ABATEMENT CONTRACTOR (Operator):** Fill in appropriate information requested on the asbestos abatement contractor.
4. **SITE INFORMATION:** Fill in the appropriate information requested on the site to be abated. **The latitude and longitude in decimal degrees (NN.NNNN / NNN.NNNN) and/or township, range, section information is required.** The local city/county office for the site city should have this information. The latitude longitude information should reflect the entrance to the property/building, not centered on the property/building itself.

You can also use the following websites to obtain this information:

GPS Visualizer: <http://gpsvisualizer.com/geocode>

Home TerraServer: <http://terraserver.homeadvisor.msn.com/>

NRIS: <http://maps2.nris.state.mt.us/topofinder1/SearchTool.asp?Datum=NAD83&MapSize=Small>

Montana Cadastral Mapping: <http://gis.mt.gov/>

For TerraServer, please note that the latitude/longitude provided are a central point, not the exact location of the site. Type the latitude/longitude information into the NRIS screen and then click on the picture until you get to the entrance property of the address. Then write the information reflected on the right side of the screen for the TRS and latitude/longitude.

5. **DEMOLITION/RENOVATION CONTRACTOR (Operator):** Fill in the appropriate information requested on the demolition or renovation contractor, if applicable. Please note that renovations and demolitions can be notified on the same application.
6. **SITE OWNER:** Fill in the appropriate information requested on the site owner.
7. **LOCATION PRESENT USE:** check the box identifying the building's present use.
8. **LOCATION PRIOR USE:** check the box identifying the building's prior use.
9. **PRE-RENOVATION/DEMOLITION INSPECTION INFORMATION:** check the box indicating presence of asbestos. **NOTE: Asbestos inspections are required prior to building demolition or renovation activity.** List the Montana-accredited asbestos inspector who inspected the building, fill in his/her name, date of inspection, the inspector's accreditation number, and his/her accreditation expiration date. **If the project is a private dwelling** for which abatement activity is not regulated, "Assumed" may be entered for the inspector's name. **Please note:** use of non-accredited inspectors may cause your application to be denied.
10. **TYPE OF AND APPROXIMATE AMOUNT OF ASBESTOS MATERIAL:** Write the volume to be removed in the Amount cell and check the box that corresponds with the amount (square feet (SF); linear feet (LF); cubic feet (CF). Indicate the type of asbestos material being removed (see Listing of Asbestos-Containing Materials). If the material being removed is not listed, write it in the appropriate block.
11. **SCHEDULED DATES FOR ASBESTOS ABATEMENT:** Indicate the start and end dates of the asbestos abatement project by month/day/year.
12. **SCHEDULED DATES FOR DEMOLITION/RENOVATION:** Indicate the start and end dates of the demolition or renovation activity by month/day/year.
13. **PROJECT DESIGN INFORMATION:** Check and fill in appropriate information on project design/description information. If you have an approved annual standard operating procedure (SOP), please reference the date of the SOP. If your approved SOP did not change from the previous year, you must attach a letter signed by an accredited project designer to the ACP stating that the SOP has not changed from the previous year. You must also still include a project design sketch for the project and a list of workers.
14. **RACM WASTE TRANSPORTER:** Fill in the requested information. If the Abatement Contractor and the Transporter are the same, check the box provided.
15. **WASTE DISPOSAL SITE:** Check the box where asbestos-containing material will be disposed.
16. **THIS SECTION APPLIES TO FACILITY DEMOLITIONS/RENOVATIONS:** Read, sign and date as applicable.
17. **THIS SECTION APPLIES TO ASBESTOS ABATEMENT PROJECTS:** Read, sign, and date.
18. **FOR AESTOS ABATEMENT PROJECTS PLEASE PROVIDE PER ARM 17.74.335:** The application, project design/description, project design sketch, list of accredited abatement personnel, copy of contract, and appropriate fee to the Asbestos Control Program within the required time deadlines. Also annotate the actual contract volume, the fee amount enclosed (**Actual Contract Volume for RACM removal x 10%**). **NOTE: If using a figure with cents, round up to the nearest penny.**), and the check number on the application.

19. **FOR EMERGENCY RENOVATIONS - APPLICATION MUST BE SUBMITTED WITHIN FIVE DAYS OF NOTIFICATION.** Complete the requested information. Also, if the demolition is ordered by a government agency, submit a copy of the government order.

### **BUILDING DEMOLITION/RENOVATION NOTIFICATION INSTRUCTIONS**

This Form must be completed for building demolitions where no regulated asbestos-containing material (RACM) is or will be present. As a Courtesy, the Form can also be completed and submitted to the Asbestos Control Program for renovation activities where no RACM abatement is necessary, but you want the Department aware of your activities.

1. **TYPE OF APPLICATION/PERMIT:** Check the applicable box.
2. **TYPE OF NOTIFICATION:** Check the applicable box. If the project requires revision or is cancelled, contact the Asbestos Control Program immediately. If the facility has an annual permit, check the appropriate box and indicate the annual permit number, if applicable.
3. **ASBESTOS ABATEMENT CONTRACTOR (Operator):** Fill in appropriate information requested on the asbestos abatement contractor.
4. **SITE INFORMATION:** Fill in the appropriate information requested on the site to be abated. **The latitude and longitude in decimal degrees (NN.NNNN / NNN.NNNN) and/or township, range, section information is required.** The local city/county office for the site city should have this information. The latitude longitude information should reflect the entrance to the property/building, not centered on the property/building itself.

You can also use the following websites to obtain this information:

GPS Visualizer: <http://gpsvisualizer.com/geocode>

Home TerraServer: <http://terraserver.homeadvisor.msn.com/>

NRIS: <http://maps2.nris.state.mt.us/topofinder1/SearchTool.asp?Datum=NAD83&MapSize=Small>  
Montana Cadastral Mapping: <http://gis.mt.gov/>

For TerraServer, please note that the latitude/longitude provided are a central point, not the exact location of the site. Type the latitude/longitude information into the NRIS screen and then click on the picture until you get to the entrance property of the address. Then write the information reflected on the right side of the screen for the TRS and latitude/longitude.

5. **DEMOLITION/RENOVATION CONTRACTOR (Operator):** Fill in the appropriate information requested on the demolition or renovation contractor, if applicable.
6. **SITE OWNER:** Fill in the appropriate information requested on the site owner.
7. **LOCATION PRESENT USE:** check the box identifying the building's present use.
8. **LOCATION PRIOR USE:** check the box identifying the building's prior use.
9. **PRE-RENOVATION/DEMOLITION INSPECTION INFORMATION:** check the box indicating presence of asbestos. **NOTE: Asbestos inspections are required prior to building demolition or renovation activity.** List the Montana-accredited asbestos inspector who inspected the building, fill in his/her name, date of inspection, the inspector's accreditation number, and his/her

accreditation expiration date. **Please note:** use of non-accredited inspectors may cause your application to be denied.

10. **TYPE OF AND APPROXIMATE AMOUNT OF ASBESTOS MATERIAL:** Indicate the type of asbestos material NOT being removed (see Listing of Asbestos-Containing Materials) as applicable. If abatement is determined to be necessary, complete this Form as an abatement project following the first set of instructions above.
11. **SCHEDULED DATES FOR ASBESTOS ABATEMENT:** Enter N/A. Abatement projects are required to be permitted.
12. **SCHEDULED DATES FOR DEMOLITION/RENOVATION:** Indicate the start and end dates of the demolition or renovation activity by month/day/year.
13. **PROJECT DESIGN INFORMATION:** Enter N/A.
14. **RACM WASTE TRANSPORTER:** Enter N/A.
15. **WASTE DISPOSAL SITE:** Enter N/A..
16. **THIS SECTION APPLIES TO FACILITY DEMOLITIONS/RENOVATIONS:** Read, sign and date as applicable. Submit the notification form to arrive to the Asbestos Control Program 10 working days prior to building demolition/renovation activities.
17. **THIS SECTION APPLIES TO ASBESTOS ABATEMENT PROJECTS:** Enter N/A.
18. **FOR ASESTOS ABATEMENT PROJECTS PLEASE PROVIDE PER ARM 17.74.335:** Not applicable for NESHAP/Courtesy notifications.
19. **FOR EMERGENCY RENOVATIONS - APPLICATION MUST BE SUBMITTED WITHIN FIVE DAYS OF NOTIFICATION.** N/A.

## DEFINITIONS

- "Asbestos abatement project" means the encapsulation, enclosure, removal, repair, renovation, placement in new construction, demolition of friable or potentially friable asbestos-containing material in a building or other structure, or the transportation or disposal of friable or potentially friable asbestos-containing material. The term does not include a project that involves less than 3 square feet in surface area or 3 linear feet of regulated asbestos containing material.
- "Category I non-friable ACM" means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than 1 percent asbestos as determined using the method specified in appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy.
- "Category II non-friable ACM" means any material, excluding Category I nonfriable ACM, containing more than 1 percent asbestos as determined using the methods specified in appendix E, subpart E, 40 CFR part 763, section 1, Polarized Light Microscopy that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure. Examples of Category II non-friable ACM include, but are not limited to cement asbestos products and hardened window putty.
- "Demolition" means 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. It also includes the moving of a facility.
- "Friable asbestos material" means any material containing more than 1 percent asbestos as determined using the method specified in appendix A, subpart F, 40 CFR part 763 section 1, Polarized Light Microscopy, that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.
- "Regulated asbestos-containing material (RACM)" means (a) Friable asbestos material, (b) Category I nonfriable ACM that has become friable, (c) Category I nonfriable ACM that will be or has been subjected to sanding, grinding, being reduced to powder or small fragments, mechanical chipping, drilling, cutting, sawing, intentionally burning, weathering, or abrading, or (d) Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations regulated by this subpart.
- "Renovation" means altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component. Operations in which load-supporting structural members are wrecked or taken out are demolitions.

**LIST OF ASBESTOS-CONTAINING MATERIALS**

<b><u>Code</u></b>	<b><u>Material</u></b>
A	Anthophyllite
AC	Air Cell
AI	Attic Insulation
AP	Asbestos Paper
AS	Asphalt Shingles
B	Boiler Insulation
BI	Breeching Insulation
C	Ceiling Tile
CAP	Cement Asbestos Pipe
CAS	Cement Asbestos Siding
CS	Contaminated Soil
CT	Ceiling Texture
DT	Duct Tape
DW	Duct Wrap
FI	Furnace Insulation
FP	Fireproofing
FT	Floor Tile
K	Karstolite

<b><u>Code</u></b>	<b><u>Material</u></b>
L	Linoleum
M	Mastic
MF	Mudded Fittings
Pi	Pipe Insulation
PLS	Plaster
RF	Roofing Felts
RT	Roofing Tar
SV	Sheet Vinyl
TB	Transite Boards
TI	Tank Insulation
TP	Tar Paper
TSI	TSI
V	Asbestos Vermiculite
WB	Wallboard
WI	Wall Insulation
WP	Window Putty
WT	Wall Texture
Z	Zonolite