



South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2000

INSTRUCTIONS FOR THE ASBESTOS - DEMOLITION NOTIFICATION FORM

COMPLETED BY: Type the company business name and DBA as shown in the CSLB contractor license, name and phone number of the person completing the notification form, the date, check number, fee amount, and the contractor's project number (if any).

NOTIFICATION TYPE: Circle ORIGINAL for first time notification. Circle REVISION DATES to change the START or END project schedule dates. REVISIONS are for updating information on Notification in which the project End Date has not expired. Revision of site location address *requires a new notification*. Circle CANCELLATION to cancel a prior notification.

PROJECT TYPE: Circle a project description. For annual notifications and progress reports circle PLANNED RENOVATIONS.

SITE INFORMATION: Provide detailed information about the facility site location and/or building(s) where the asbestos removal or demolition is to occur, including a cross street. DESCRIBE WORK AND LOCATION by providing the specific work and areas within the facility or building. Examples: *remove VAT from main lobby, demo Monroe Hall, remove mastic from kitchen of Bldg. #2.*

PRESENT and PRIOR USE: Circle the present and prior use of the facility. For condominiums and apartments circle Public Bldg. For rental property circle Commercial. Circle House only for single family homes that owner occupied.

SITE OWNER: Name and address of the site legal owner, and name and telephone number of owner or contact person for owner.

REQUIRED BUILDING INFORMATION: Circle a YES or NO answer for each question. *Asbestos Surveys are required prior to renovation and demolition.* Asbestos must be removed prior to activities that may disturb it and/or prior to ALL demolitions.

PROJECT DATES: The actual start and end dates and work shifts of the Asbestos Removal or Demolition project. This includes set-up and clean-up. Changes of Renovation or Demolition project scheduled dates require a Revision Notification.

* **ASBESTOS AMOUNT TO BE REMOVED:** Enter the amount (in square feet) in the boxes labeled Friable, Class I, and Class II, and add the row to calculate the **TOTAL REMOVED**. Fee varies according to the total asbestos amount to be removed.

To convert linear feet to square feet multiply the factor 3.14 times the pipe diameter times the pipe length, all in feet.

* **ASBESTOS REMOVED FROM:** Circle surfaces, pipes or components to indicate from where the asbestos to be removed.

* **DESCRIBE TYPE(S) AND AMOUNT(S) OF ASBESTOS:** Enter the amount(s) under each type of material(s) to be removed.

CONTRACTOR INFORMATION: Name and DBA as shown in the CSLB contractor license and Company physical address - *No P O Boxes*. Notifications should be filled and submitted by the contractor performing the actual removal or demolition. Provide your California Contractor State License Board (CSLB), Cal/OSHA Registration, and AQMD identification number (ID). CSLB Abatement License and OSHA Registration are required to perform asbestos removal. The AQMD ID # is found in the contractor's District permits or invoices. For your convenience mail your notification and do not hand carry to AQMD because there is no designated staff to receive it. Mailing saves you valuable time, gas money, car wear and tear, and reduces traffic and air pollution.

WASTE TRANSPORTS: Name the companies transporting the asbestos and/or demolition waste to a landfill or any off-site storage.

LANDFILL: Name and address of the landfill where the waste will be sent. This includes demolition construction waste.

* **WASTE STORAGE SITE.** Provide the site location if the asbestos is going to a storage site prior to sending it to a landfill.

* **CONTROLS:** Enter the Rule 1403 Procedure Number (1, 2, 3, 4, or 5) or describe the asbestos work practices and engineering controls. **Procedure 1** is required for removing friable asbestos materials (i.e., acoustic, linoleum, stucco, etc.) **Procedure 2** is for small-scale, short duration jobs using glovebag or miniencllosures. **Procedure 3** is for manual removal methods using adequate wetting. **Procedures 4 and 5** require PRIOR written AQMD approval. Refer to Rule 1403 for specific procedural requirements.

* **ASBESTOS DETECTION PROCEDURES:** Describe the methods and procedures used to determine whether asbestos is present at the facility, including a description of the analytical methods used.

For **DEMOLITIONS** state when and who removed the asbestos. Demolitions require proof of prior asbestos survey and removal.

ORDERED DEMOLITIONS require a copy of the government agency legal notice ordering the demolition. Ordered demolitions require proof of prior asbestos survey, removal and disposal; and/or *prior written approval* from AQMD. See Procedure 5 Plan.

* **EMERGENCY REMOVAL:** Give the name and phone number of the person authorizing the emergency. Explain the reason(s).

CONTINGENCY PLAN: List actions to be followed if unexpected asbestos is found or nonfriable asbestos is rendered friable.

TRAINING AND INFORMATION CERTIFICATION: Use a "wet" or stamp signature to certify that your company provided the required asbestos training to the persons at the asbestos work site, and that the information given in the notification form is complete and accurate. *Notifications must be signed by the contractor doing the work, or its authorized company representative.*

SURVEY REQUIREMENT: Asbestos surveys are required prior to all renovation and demolition. Asbestos must be removed prior to renovation activities that may disturb the asbestos containing materials. *All* asbestos must be removed prior to building demolition.

* DEMOLITION notifications do not require this information. Asterisked information is required for asbestos removal notifications.

ASBESTOS/DEMOLITION RULE 1403 - GENERAL INFORMATION

NOTIFICATION REQUIREMENTS: Postmark notifications *14 calendar days prior* to starting any asbestos removal of 100 ft² or greater or *any* demolition. Notifications shall be filled, signed, paid, submitted and mailed by the contractor performing the removal and/or demolition job. Notifications without signature(s) will be returned. Renovations without asbestos do not require notification. Los Angeles City and Palm Springs Fire Departments, and Cal-OSHA require a separate Notification.

FEE REQUIREMENT: [Rule 301](#) (s) requires all notifications to be submitted with appropriate fees. *Fees are per notification and are not refundable.* Notifications submitted without appropriate fees will be returned, deemed incomplete, and referred to the compliance unit for follow-up. Projects conducted without a valid notification are subject to local and federal enforcement. Cancellation of notifications and removal projects less than 100 square feet are exempt from fees - other requirements may apply.

MAILING REQUIREMENT: Mail the notification and fee to **SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES, CA 90074-5641.** Mailing saves time, money and reduces traffic and air pollution.

REVISIONS: Fax revisions to 909-396-3342. Update the notifications as necessary, pencil in the change(s), write the reason for the revision at the top of the notification. Fees are per notification and multiple service charge fees may apply. Revisions increasing the asbestos amount or demolition size but remaining in the same amount/size category stated in a previous notification(s) require only a revision fee. Increase in amount/size category requires a revision fee and the entire fee for the higher applicable amount/size category. Notifications expire along with the project schedule end date and they can not be revised after the expired end date.

EMERGENCY NOTIFICATIONS: Fax emergencies to 909-396-3342. Emergencies are for immediate asbestos removals due to unsafe conditions, breakdowns, flood, earthquake, fire, and site contamination. **Emergencies and Ordered Demolitions** require a formal letter from the person confirming or agency authorizing the emergency. For **Ordered Demolitions** fax a copy of the court order or legal notice signed by a senior official from B&S, Code Enforcement, Fire or Police Dept. For emergency site contamination to clean-up disturbed asbestos fax a Procedure 5 for *prior* written approval. See Procedure 4/5 Plans.

FAX NOTIFICATIONS. Fax notifications are required for *Revisions, Emergencies, Ordered Demolitions, Electronic Notifications, and Cancellations.* Fax notifications to 909-396-3342 and within 48 hours of fax-time, postmark/mail the Original Notification with the fee to SCAQMD, ASBESTOS NOTIFICATIONS, FILE # 55641, LOS ANGELES, CA 90074-5641. Fax notifications are not instead of the Original signed notification required by local and federal law. For Emergencies include the letter authorizing the Emergency. For Ordered Demolitions include proof of asbestos survey, removal and disposal. For Ordered demolitions without prior asbestos removal submit a Procedure 5 Plan for *prior* written AQMD approval. Cancellations do not require mail follow-up.

DEMOLITIONS require 4 PRIOR steps: **1** Asbestos Survey, **2** Asbestos Removal, **3** AQMD Notification, **4** B&S permit. **ALL** demolitions require a notification by the contractor doing the demolition. Demolitions without prior asbestos removal require *prior written approval* from AQMD (See Procedure 5 Plan). Demolition is defined as the wrecking or taking out of a load-supporting structural member of a facility or the intentional burning of a structure. Dismantling of partitions and installation of windows and doors through load-supporting walls without asbestos is exempt from notification. **DEMOLITION BY INTENTIONAL BURNING** require 4 prior steps above plus 2 more steps: **5** Rule 444 "*training burn notification*" to SCAQMD at 800-442-4847 the day prior to burning, and **6** conduct the training burn on a burn day. Fire departments are responsible for obtaining an asbestos clearance, copies of the demolition notification, phoning AQMD the Rule 444 notification the day prior to the training burn, and coordinating with the demolition contractor to clean the site right after the training burn is completed.

RENOVATION is the removal, stripping, or altering of asbestos containing materials, and/or any activity involving the associated disturbance of asbestos in a facility. Renovations require an asbestos survey and removal prior to any activity that would disturb the asbestos. Building remodeling or renovations without asbestos do not require notification. See survey requirement.

PLANNED RENOVATION NOTIFICATIONS (PRN): There are two types of **PRN**, The first type is to notify for *Nonscheduled Asbestos Removals (AKA annual notifications)*. Nonscheduled Asbestos Removals are expected to occur based on past experience, but no exact date can be predicted for them. These notifications account for the cumulative asbestos amount removed from a facility during a calendar year in aggregated increments of less than 100 square feet each due to equipment breakdown or maintenance requirement. These notifications must be postmarked by December 17th, each year. *Individual Removals of 100 ft² or more require separate notification.* The second type is to notify for a series of *Scheduled Asbestos Removals* within a large facility, where each removal is greater than 100 square feet. These notifications require an attachment listing each individual project planned within the facility detailing the work locations/areas/buildings involved including its sizes, floors, ages and uses, the amounts and types of asbestos at each location/area/building, project scheduled dates, and asbestos types and amounts. Any project schedule change requires a Revision.

PROCEDURE 4/5 PLANS: These plans *require prior* approval by AQMD. To obtain approval fax the plan and notification to 909-393-3342 attention Asbestos Supervisor. For after hours fax and leave a message at 1-800-CUTSMOG for the asbestos supervisor. Within 48 hrs of Plan approval, postmark the hard copies of the plan, notification, and fees. Procedure 4 Plans are for dry removals. Procedure 5 plans are required for asbestos disturbances, site clean-ups, decontaminations, excavations, and demolitions with asbestos.

KEEP A COPY OF YOUR NOTIFICATION. State law requires you give a copy of the demolition notification to Building and Safety before issuance of a demolition permit. This law *does not* require proof of receipt or approval by AQMD. For your convenience, please mail the notification. Mailing saves you time, money, gasoline, and reduces traffic, energy use, and air pollution. For questions call the asbestos hotline at 909-396-2336. For Forms, instructions, and Rule 1403 go to our web site at

<http://www.aqmd.gov>

(SV1403 instructions 2006 rev Jun 22)