

Indiana Department of Environmental Management
Office of Air Quality

INSTRUCTIONS FOR PREPARING ASBESTOS DEMOLITION/RENOVATION NOTIFICATIONS

All notifications to the IDEM must be submitted on State Form Number 44593 in accordance with 326 IAC 14-10-3(b). **All of the required information requested on the form must be provided. Incomplete notifications will be returned for revision.** If you have questions, please call (317) 233-3861.

Demolition/renovation fees will be assessed quarterly to owners/operators submitting notifications during the previous quarter in accordance with 326 IAC 14-10-5.

Notifications should be submitted to one of the following:
Email: AsbestosDemoReno@idem.in.gov; Fax number: (317) 233-3257;
Mail: IDEM, Office of Air Quality
100 N. Senate Ave., Room N1003
Indianapolis, IN 46204

I. **Type of Notification - 326 IAC 14-10-3**

If this is the **Original Notification**, please check the appropriate space on the notification form. *An original notice must be postmarked or delivered at least ten (10) working days before the start date of asbestos stripping/removal procedures or demolition start date specified on the notification.*

A. If this is a **Revised Notification**, please check the appropriate space on the notification form.

A revised notification is required, if:

1. The amount of regulated asbestos-containing material changes by at least 20%; or
2. There is a change in the following:
 - a. Asbestos stripping/removal or demolition start date;
 - b. Asbestos abatement or demolition contractor;
 - c. Asbestos waste disposal site.

3. **All revisions must include a copy of the notice being revised.**

The revised notice must be delivered at least two (2) working days or postmarked at least five (5) working days if using U.S. Postal Service or commercial delivery before the start date of asbestos stripping/removal or the demolition start date specified on the notice being revised.

B. If this is a **Canceled Notification**, please check the appropriate space on the notification form.

C. If the notification is submitted as a courtesy, please check **Courtesy Notification**.

II. **Facility Information - 326 IAC 14-10-3(d)(3) and (16)**

Either the owner or operator must submit the notice.

- A. Specify the name, address, telephone number, email address, and contact information of the owner/operator.
- B. The **owner** means the individual(s) who own(s), lease(s), or control(s) the property. The **operator** means the individual(s) who enters into a contract and control(s) or supervise(s) the demolition or renovation operation.
- C. Specify the name, address, telephone number, email address, Indiana license number and license expiration date, of the following (if applicable):
 1. Licensed asbestos removal contractor;
 2. Demolition contractor;
 3. Licensed asbestos building inspector who conducted the asbestos inspection prior to demolition or renovation; and
 4. Project designer which is required for asbestos projects at schools K-12.

III. **Type of Operation - 326-IAC 14-10-3(d)(4)**

Indicate the type of operation to be conducted. Demolition, ordered demolition, renovation, and emergency renovation operations are defined in 326-IAC 14-10-2.

- A. Ordered demolitions and emergency renovation operations have additional Notification requirements. The owner/operator must also complete Section XV or XVI on page 2 of the notification form.
- B. Demolition by intentional burning must comply with an Open Burning Approval in accordance with 326 IAC 4-1-4.1.

IV. **Is Asbestos (including nonfriable asbestos) Present? – 326 IAC 14-10-1(a)(1)**

- A. If asbestos is present, indicate “yes”.
- B. If asbestos is not present, indicate “no”.

V. **Procedures/Analytical Methods Used to Detect the Presence and Amount of Asbestos Materials - 326 IAC 14-10-3(d)(6)**

If samples were taken, describe how the presence of asbestos was detected and, if samples were analyzed. Specify how the amount of asbestos was determined either by visual approximation, use of a tape measure or other measuring device, blueprints, or pacing. Analytical methods could include sample analyses by a polarized light microscope with dispersion staining. For samples that test under 10% asbestos content; an owner or operator may:

- A. Elect to assume material to be greater than 1% asbestos; or
- B. Have the samples verified by point counting by an accredited laboratory.

VI. **Approximate Amount of Asbestos to be Removed - 326 IAC 14-10-3(d)(7)**

- A. Provide an estimate of the amount of regulated (friable) asbestos-containing material (RACM) to be removed as follows:
 - 1. Linear feet (Ln.Ft) on pipes;
 - 2. Square feet (Sq.Ft) (surface area) on other facility components;
 - 3. Total cubic feet (Cu.Ft) (volume) on all facility components; and
 - 4. Total amount on or off all facility components where length or area could not be measured previously.
- B. Provide an estimate of the approximate amount of Category I and Category II nonfriable asbestos-containing material in the affected part of the facility that will be removed before demolition.
- C. Provide an estimate of the approximate amount of Category I and Category II nonfriable asbestos-containing material in the affected part of the facility that will not be removed before demolition. Category II nonfriable asbestos-containing material that will not be removed prior to demolition must have a low probability that the materials will become friable during demolition.

VII. **Scheduled Starting and Completion Dates of Asbestos Removal Project - 326 IAC 14-10-3(d)(9)(A)**

Provide the actual date that asbestos stripping and/or removal will begin (Start Date) and the date the asbestos stripping and/or removal will be completed (End Date).

VIII. **Scheduled Dates of Demolition/Renovation - 326 IAC 14-10-3(d)(9)(B) and (C)**

Provide the date the demolition/renovation operation will begin (Start Date) and the date the demolition/renovation operation will be completed (End Date). For example: A renovation project may be scheduled from February 1 through March 15, 2018, however, the actual asbestos removal will occur from February 15 through 20, 2018. Demolition **must** start on the demolition start date stated on the most recent notification. Asbestos stripping/removal **must** start on the asbestos stripping/removal start date stated on the most recent notification.

- IX. Facility Description - 326 IAC 14-10-3(d)(5) and (8)**
Include the building name, floor and room number(s) where the demolition or renovation will take place. Provide enough detail that an unfamiliar inspector can find the asbestos project without asking anyone.
- X. Description of planned Demolition or Renovation Work, Methods/Techniques to be Used, and Affected Facility Components - 326 IAC 14-10-3(d)(10)**
Briefly describe the methods to be used to conduct the demolition or renovation. For renovations, these methods may include gross removal, glove bag removal, hand stripping or scraping. For demolitions, methods may include demolition with an excavator, a wrecking ball, or unbolting panels or sections and carefully lowering to the ground. Affected facility components may include pipe wrap, floor tile, sprayed-on insulation, transite, etc.
- XI. Description of Work Practices and Engineering Controls To Be Used To Prevent Emissions of Asbestos At the Site, Including Asbestos Stripping, Removal, and Waste Handling Procedures and the Procedures to Prevent Non-Friable Asbestos Material from Becoming Friable in the Course of the Project 326 IAC 14-10-3(d)(11)**
- A. Provide a description of the work practices and engineering controls to be used at the site. Examples of work practices and engineering controls to prevent asbestos emissions at the site would include: the use of water or wetting agents, containments, and negative air units during removal; placing into leak-tight containers or wrapping with six (6) mil thick polyethylene plastic sheeting which is properly labeled prior to disposal, etc.
- B. Provide a description of the removal and waste handling procedures to be used at the site. Examples of removal and waste handling procedures to prevent nonfriable material from becoming friable would include: removing by sections or units taking care not to crumble, pulverize, or reduce to powder, using water to prevent any emissions, placing into leak-tight containers or wrapping with six (6) mil thick plastic which is properly labeled prior to disposal (including name or waste generator and location at which the waste was generated), etc.
- XII. Description of Procedures to be Followed in the Event that Unexpected Asbestos is Found or Previously Non-Friable Asbestos Material Becomes Crumbled, Pulverized or Reduced to Powder - 326 IAC 18-1-1 and 326 IAC 14-10-3(d)(12).**
- A. If the amount of unexpected asbestos or previously nonfriable asbestos material is >3 Ln.Ft on pipes, >3 Sq.Ft on other facility components, or a total of >0.75 Cu.Ft on or off all facility components, then a licensed asbestos contractor (unless in-house licensed personnel are utilized) with licensed personnel must implement the asbestos removal project in accordance with the requirements of 326 IAC 14-10.
- B. If there is a change in the amount of affected asbestos-containing material, a revised demolition/renovation notification must be submitted to the IDEM, which reflects the change in the amount of affected asbestos-containing material in accordance with 326 IAC 14-10.
The revised notice must also reflect the new asbestos removal start date, if applicable.
- XIII. Asbestos Waste Transporter - 326 IAC 14-10-3(d)(18) [REQUIRED FOR ABATEMENT PROJECTS ONLY]**
Provide the asbestos waste transporter's name, street address, city, state, zip code, contact person, and telephone number and email address.
- XIV. Asbestos Waste Disposal site - 326 IAC 14-10-3(d)(13) [REQUIRED FOR ABATEMENT PROJECTS ONLY]**
Provide the name, street address, city, state, zip code, waste disposal site contact person, email address and telephone number of the sanitary landfill where the asbestos-containing waste material will be deposited.

XV. **Ordered Demolition - 326 IAC 14-10-3(d)(15)**

- A. Provide the agency name of the state or local governmental agency that has ordered the demolition and the date the ordered demolition is to begin.
- B. Provide the contact name, phone number and email address.
- C. Provide the authority for the demolition order and the date of the order. The authority is the applicable state or local regulation or ordinance under which the demolition order has been issued.
- D. Attach a copy of the demolition order to the notice.

XVI. **Emergency Renovations - 326 IAC 14-10-3(d)(17)**

IDEM suggests that the asbestos abatement contractor contacts IDEM asbestos personnel prior to submitting an emergency renovation notification.

If the project involves an emergency renovation operation, the owner/operator must specify:

- A. The date and hour that the emergency occurred;
- B. A description of the sudden unexpected event; and
- C. An explanation of how the event has caused emergency conditions

An "emergency renovation operation" is a renovation operation that was not planned but results from a sudden, unexpected event that if not immediately addressed, presents a safety or public health hazard or is necessary to protect equipment from damage. This term includes operations necessitated by non-routine failures of equipment.

XVII. **Certification Statement and Signature by Owner/Operator - 326 IAC 14-10-3(d)(14)**

By signing the notification form, you are certifying that the information on the form is correct and you will comply with applicable federal, state and local regulations and ordinances. Failure to provide the owner/operator name, signature, date signed, email and the title of the person signing the form will result in the notification form being returned for correction.