



# LEE COUNTY BUILDING INSPECTION

Building Inspection · Building Permits · Business License

Joey Davenport  
Chief Building Inspector

## PERMIT HOLDER AFFIDAVIT

### FOR PROJECTS INVOLVING DEMOLITION, WRECKING, RENOVATION OR LEAD BASE PAINT RENOVATION

\_\_\_\_\_  
Carol Lee  
Administrative Assistant

The undersigned hereby acknowledges that the issuance of this permit does not in any way grant permission to the owner, owner's representative or permit holder proceed with demolition, wrecking, or renovation prior to the filing of the ten day **"Project Notification for Asbestos Renovation, Encapsulation or Demolition"** required by Georgia Law and administered by the Georgia Environmental Protection Division. In most cases, Georgia Law requires both the owner and demolition contractor to assure the building is thoroughly inspected by an **Accredited Asbestos Inspector** for materials that contain asbestos and requires notification even if no asbestos is present in the building. Other environmental issues such as asbestos removal, lead abatement (**see info provided in packet**), ground contamination, etc., may have **EPD & EPA** regulations that could effect your project.

Undersigned \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Ph# \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Owner: \_\_\_\_\_

Email address \_\_\_\_\_

Lee County, Georgia  
102 Starksville Ave. N.  
Leesburg, GA 31763  
(229) 759-6000  
Fax: (229) 759-2346  
Web: www.lee.ga.us

*One of the first  
original counties of  
Georgia*

*Established  
June 9, 1825*

*Lee County is a thriving vibr*

**Demolitions must be permitted by  
owner or  
An affidavit signed by owner**

*ity, schools of excellence, and life*

**DANGER**

**ASBESTOS  
CANCER AND LUNG  
DISEASE HAZARD  
AUTHORIZED  
PERSONNEL ONLY  
RESPIRATORS AND  
PROTECTIVE  
CLOTHING ARE  
REQUIRED IN THIS  
AREA**

# OSHA FACT Sheet

Asbestos

## What is asbestos?

Asbestos is the name given to a group of naturally occurring minerals used in certain products, such as building materials and vehicle brakes, to resist heat and corrosion. Asbestos includes chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, and any of these materials that have been chemically treated and/or altered.

## What are the dangers of asbestos exposure to workers?

The inhalation of asbestos fibers by workers can cause serious diseases of the lungs and other organs that may not appear until years after the exposure has occurred. For instance, asbestosis can cause a buildup of scar-like tissue in the lungs and result in loss of lung function that often progresses to disability and death. Asbestos fibers associated with these health risks are too small to be seen with the naked eye, and smokers are at higher risk of developing some asbestos-related diseases.

## Are you being exposed to asbestos?

General industry employees may be exposed to asbestos during the manufacture of asbestos-containing products or when performing brake and clutch repairs. In the construction industry, exposure occurs when workers disturb asbestos-containing materials during the renovation or demolition of buildings. Employees in the maritime environment also may be exposed when renovating or demolishing ships constructed with asbestos-containing materials. In addition, custodial workers may be exposed through contact with deteriorating asbestos-containing materials in buildings.

## Are there any OSHA standards that cover workers exposed to asbestos?

Yes. The Occupational Safety and Health Administration (OSHA) has the following three standards to protect workers from exposure to asbestos in the workplace:

- 29 *CFR* 1926.1101 covers construction work, including alteration, repair, renovation, and demolition of structures containing asbestos.
- 29 *CFR* 1915.1001 covers asbestos exposure during work in shipyards.
- 29 *CFR* 1910.1001 applies to asbestos exposure in general industry, such as exposure during brake and clutch repair, custodial work, and manufacture of asbestos-containing products.

The standards for the construction and shipyard industries classify the hazards of asbestos work activities and prescribe particular requirements for each classification:

- **Class I** is the most potentially hazardous class of asbestos jobs and involves the removal of thermal system insulation and sprayed-on or troweled-on surfacing asbestos-containing materials or presumed asbestos-containing materials.
- **Class II** includes the removal of other types of asbestos-containing materials that are not thermal system insulation, such as resilient flooring and roofing materials containing asbestos.
- **Class III** focuses on repair and maintenance operations where asbestos-containing or presumed asbestos-containing materials are disturbed.
- **Class IV** pertains to custodial activities where employees clean up asbestos-containing waste and debris.

There are equivalent regulations in states with OSHA-approved state plans.

## What are the permissible exposure limits for asbestos?

Employee exposure to asbestos must not exceed 0.1 fiber per cubic centimeter (f/cc) of air, averaged over an 8-hour work shift. Short-term exposure must also be limited to not more than 1 f/cc, averaged over 30 minutes. Rotation of employees to achieve compliance with either permissible exposure limit (PEL) is prohibited.

## Are employers required to conduct exposure monitoring?

In construction and shipyard work, unless you are able to demonstrate that employee exposures will be below the PELs (a "negative exposure assessment"), you are generally required to conduct daily monitoring for workers in Class I and II regulated areas. For workers in other operations where exposures are expected to exceed one of the PELs, you must conduct periodic monitoring. In general industry, you must perform initial monitoring for workers who may be exposed above a PEL or above the excursion limit. You must conduct subsequent monitoring at reasonable intervals, and in no case at intervals greater than 6 months for employees exposed above a PEL.

## Must employers create regulated areas?

You must create controlled zones known as regulated areas that are designed to protect employees where certain work with asbestos is performed. You must limit access to regulated areas to authorized persons who are wearing appropriate respiratory protection. You must also prohibit eating, smoking, drinking, chewing tobacco or gum, and applying cosmetics in these areas. You must display warning signs at each regulated area. In construction and shipyards, workers must perform Class I, II, and III asbestos work (and all other

operations where asbestos concentrations may exceed a PEL) within regulated areas. In general industry, you must establish regulated areas wherever asbestos concentrations may exceed a PEL.

### What compliance methods must employers use to control exposures?

You must control exposures to or below the PELs using engineering controls and work practices to the extent feasible. Where feasible engineering controls and work practices do not ensure worker protection at the exposure limits, you must reduce employee exposures to the lowest levels achievable and then supplement them with respiratory protection to meet the PELs. In construction and shipyards, each work classification has specific control method requirements. In general industry, specific controls are prescribed for brake and clutch repair work. For example, you must prohibit certain practices, such as the use of compressed air, to remove asbestos.

### When are employers required to provide respiratory protection for workers?

You must provide and ensure the use of respirators when a PEL is exceeded. In construction and shipyards, you must require workers to use respirators when performing certain work. Generally, the level of exposure determines the type of respirator needed. In addition, the standards specify the type of respirator to be used for certain asbestos work. (See *CFR* 1910.134.) Employees must get respirator training and medical clearance to use respirators.

### Are employers required to provide protective clothing for workers?

Yes. For any employee exposed to airborne concentrations of asbestos that exceed a PEL, you must provide and require the use of protective clothing such as coveralls or similar full-body clothing, head coverings, gloves, and foot coverings. You must provide face shields, vented goggles, or other appropriate protective equipment wherever the possibility of eye irritation exists and require workers to wear them.

### Must employers provide hygiene facilities?

Yes. You must establish decontamination areas and hygiene practices for employees exposed above a PEL. In addition, employees may not smoke in work areas that might expose them to asbestos.

### Do OSHA standards require employers to provide training?

Yes. In construction and shipyards, you must provide training for employees exposed above a PEL and for employees involved in each identified work classification. The specific training requirements depend upon the particular class of work being performed. In general

industry, you must provide training to all employees exposed above a PEL. You must also provide asbestos awareness training to employees who perform housekeeping operations covered by the standard. You must place warning labels on all asbestos products, containers, and installed construction materials when feasible.

### What are employers required to provide concerning medical examinations?

In construction and shipyards, you must provide medical examinations for workers who, for 30 or more days per year, engage in Class I, II, or III work or experience exposure above a PEL. In general industry, you must provide medical examinations for workers who are exposed above a PEL.

### What are the recordkeeping requirements for asbestos exposures?

You must keep accurate records of the following:

- All measurements taken to monitor employee exposure to asbestos—30 years;
- Medical records, including physician's written opinions—duration of the employee's employment plus 30 years; and
- Training records—1 year beyond the last date of employment.

### How can you get more information on safety and health?

OSHA has various publications, standards, technical assistance, and compliance tools to help you, and offers extensive assistance through workplace consultation, voluntary protection programs, grants, strategic partnerships, state plans, training, and education. OSHA's *Safety and Health Program Management Guidelines* (*Federal Register* 54:3904-3916, January 26, 1989) detail elements critical to the development of a successful safety and health management system. This and other information are available on OSHA's website.

- For one free copy of OSHA publications, send a self-addressed mailing label to OSHA Publications Office, P.O. Box 37535, Washington, DC 20013-7535; or send a request to our fax at (202) 693-2498, or call us at (202) 693-1888.
- To order OSHA publications online at [www.osha.gov](http://www.osha.gov), go to **Publications** and follow the instructions for ordering.
- To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the "U.S. Department of Labor" listing in your phone book, or call toll-free at (800) 321-OSHA (6742). The teletypewriter (TTY) number is (877) 889-5627.
- To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website.

This is one in a series of informational fact sheets highlighting OSHA programs and standards. It does not impose any new compliance requirements or carry the force of legal opinion. For compliance requirements of OSHA standards or regulations, refer to *Title 29 of the Code of Federal Regulations*. This information will be made available to sensory impaired individuals upon request. Voice phone is (202) 693-1999. See also OSHA's website at [www.osha.gov](http://www.osha.gov).



## Guidance

Each owner or operator of a demolition and/or renovation activity must provide the Environmental Protection Division, Lead-Based Paint and Asbestos Program, with a written notice of their intent. Delivery of the notice must be made by U.S. Postal Service. **The written notice must be on the Asbestos Abatement or Demolition Project Notification form provided by the Division.** An Asbestos Project Notification form may be obtained directly from the EPD Lead-Based Paint and Asbestos Program. All RACM must be abated from the building prior to demolition. Notifications submitted for Abatement projects performed in conjunction with planned demolitions must include all Asbestos information regarding the project on one notification form. The project notification form should be completed by the Georgia licensed abatement contractor's agent. This agent is responsible for performing an inspection for the presence of RACM prior to the renovation/demolition activity. This inspection must take into consideration a building survey as may be required under AHERA. The abatement project requires a fee paid to the Division at the time notification is made. It is the building owners and contractors responsibility to properly evaluate both Category I and II asbestos materials to determine whether this material will be rendered friable due to the demolition activity. Where a planned demolition project reveals no RACM based on a building inspection, the demolition project notification may be completed by the demolition contractor or building owner.

Notification must be made prior to asbestos stripping, removal or any other activity, such as site preparation, that would break up, dislodge, or similarly disturb asbestos material, including demolition of buildings. The Georgia Rule 391-3-14 provides for a seven (7) calendar day notification requirement. The Federal NESHAP Rule requires a minimum ten (10) working day notification prior to project inception. To eliminate confusion and to comply with the Federal NESHAP Rule, which EPD is compelled to require and has authority to order under Georgia Rule 391-3-1-.02(9)(b)7, **EPD will adopt the ten (10) working day, (Monday through Friday), project notification requirement as of June 1, 1999.** Strict enforcement of this requirement will begin immediately thereafter. The postmark date will be counted as the first day of the ten (10) working day notification period. If the postmark falls on a week-end, the first day counted in the notification period will be the following Monday.

### *Regarding demolition project notification regulations:*

- All demolition projects are subject to the regulations, regardless of the amount of asbestos-containing material present.
- All residential structures/apartments are required to notify, if the demolition is part of a larger project, such as a D.O.T. road project, commercial or industrial development, or urban renewal project.
- Residential buildings at one location planned for demolition at the same time, or as part of the same planning or scheduling period, that are under the control of the same owner or operator, are considered part of the same project and subject to notification requirements.

### *Exemptions to demolition notifications:*

- Legal owners or residences where four (4) or fewer dwelling units are involved, unless part of a larger project (see definition above).

- Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects
- All resulting demolition wastes must be handled as asbestos-containing material and disposed of at a permitted landfill.

*Regarding renovations/abatement projects:*

- Under the Georgia Regulations, any project involving ten (10) or more continuous linear feet or ten (10) or more square feet of asbestos-containing material requires a project notification and fees paid.

For emergency asbestos abatement projects, the building owner and/or contractor must notify the Division by phone within 24 hours of initiating the project. The project notification must be submitted within seven (7) calendar days after commencement of such emergency project and must include a letter to explain the necessity of the emergency. Such justification shall include the date and hour the emergency occurred, a description of the sudden, unexpected event, and an explanation of how the event caused the unsafe condition, or would cause equipment damage or an unreasonable financial burden.

## **Asbestos Removal Fees**

The fee structure **only applies** to asbestos abatement projects where a notice must be filed. The fees must be included with the notification and are non-refundable. According to Rule 391-3-14-.03, a contractor shall remit a fee to the EPD based upon the following formula:

**\$0.10 per square foot** of friable asbestos-containing materials **plus \$0.10 linear foot** of friable asbestos-containing materials, with a **minimum of \$25** for any project; but **not to exceed \$50** for any small project or residential dwelling project **nor exceed \$1000** for any other project.

Notification forms for projects without fees, including project changes, notifications and courtesy notifications must be submitted to:

Georgia Environmental Protection Division  
Lead-Based Paint and Asbestos Program  
4244 International Parkway, Suite 104  
Atlanta, Georgia 30354

Notification forms requiring project abatement fees must be submitted to:

EPD - Asbestos Fees  
P.O. Box 101173  
Atlanta, Georgia 30392

If you need further assistance in this matter, please contact James Jackson at 404/363-7041 or Mark Gwin at 404/363-7043.

## DETAILED INSTRUCTIONS FOR COMPLETING THE GEORGIA EPD

### PROJECT NOTIFICATION FOR ASBESTOS ABATEMENT, ENCAPSULATION, AND/OR RENOVATION PROJECTS

The following instructions are a step-by-step guide through the notification completion process. If you have questions or need assistance with completion of the notification documents, please call the daily duty officer available Monday through Friday 8:00AM until 4:30PM at (404) 363-7026.

#### HOW TO SUBMIT YOUR NOTIFICATION?

<p><b>MAIL FEES TO THIS ADDRESS:</b> EPD ASBESTOS FEES LOCKBOX PO BOX 101173 ATLANTA, GEORGIA 30392</p> <p><b>Make check payable to: "EPD Asbestos Fees"</b> (SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS) DO NOT MAIL ORIGINAL NOTIFICATIONS TO THIS ADDRESS – THEY WILL BE SHREDDED</p>	<p><b>MAIL ORIGINAL NOTIFICATIONS TO THIS ADDRESS:</b> EPD ASBESTOS PROGRAM ATTN: ASBESTOS NOTIFICATIONS 4244 INTERNATIONAL PARKWAY, SUITE 104 ATLANTA, GEORGIA 30354</p> <p>If emergency project, include letter of explanation with original notification to office address.</p>
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**MAILED FORMS:** If your notification is a revision of a previously submitted notification where the fee amount **does not** change (a date change revision, for example), send the form directly to the EPD office at the street address shown on the right above (not the lockbox address).

#### SECTION 1A – WHAT TYPE OF NOTICE SHOULD YOU SUBMIT?

Asbestos Project Notifications will always fall into one of the following categories. ALWAYS check the box applicable to your current submittal:

- **ORIGINAL INITIAL** - The first time a project notification is submitted for the project to which the notification applies.
- **REVISION** – To notify the EPD of any changes to the project after the Original Initial notification has been submitted. To submit a revision, CHECK THE BOX in Section 1A and list the revision number. Also check the box in the heading of the section you are revising, strike through the incorrect information, and insert the correction. If additional fees are due, be sure to submit them to the lockbox and include the additional fee check information in the fee schedule. **DATE CHANGE REVISIONS SHOULD BE SENT DIRECTLY TO THE EPD OFFICE STREET ADDRESS.** For all revisions, re-sign and re-date the certification section of the project notification before resubmitting.

#### SECTION 1B – WHAT TYPE OF PROJECT ARE YOU CONDUCTING?

- **RENOVATION/ABATEMENT ONLY** – Where the project only involves the removal and disposal of asbestos containing materials. "Renovation" means the altering of, taking out, stripping, clean up, disposal of, or removal of friable or potentially friable asbestos containing materials from any facility, facility component or residential dwelling, equal to or greater than 10 square feet or 10 linear feet.
- **RENOVATION/ABATEMENT PRIOR TO DEMOLITION** - Removal/abatement of friable asbestos containing materials equal to or greater than 10 square feet or 10 linear feet in preparation for demolition activities to be performed after abatement. Notification for demolition projects must be submitted by the contractor performing those activities. If demolition activities are performed after renovation/abatement activities, please submit a separate PROJECT NOTIFICATION FOR DEMOLITION PROJECTS.
- **ENCAPSULATION** – A project in which special coatings approved for asbestos encapsulation will be used to cover the asbestos containing materials and prevent release of asbestos fibers. 'Encapsulation' means the process of coating, binding, or resurfacing walls, ceilings, pipes, or other structures with a sealant to prevent friable asbestos from becoming airborne.

#### SECTION 1C – EMERGENCY PROJECTS

- **EMERGENCY** – Abatement, renovation, and/or encapsulation projects that were unplanned, but result from a sudden, unexpected event that if not immediately attended to presents a safety or public health hazard, is necessary to protect equipment from damage, or is necessary to avoid imposing an unreasonable financial burden. EPD no longer grants emergency waivers for the project notification period. If the project is not a NESHAP project, proceed with the project. If the project is a NESHAP project, contact EPA Region 4. A letter of explanation regarding the emergency situation from the Owner of the Project, or their representative, must accompany the notification. Notification of the emergency situation should be submitted within 24 hours from the time of its occurrence, or from the time you are contacted with a request for emergency work to be performed.

#### SECTION 2 – SITE INFORMATION

- **PROJECT NAME** – Identify the exact location where abatement, renovation and/or encapsulation work is being performed. Provide the name of the building, company, or other description of all structures involved in the project. For example: "Vacant House", "Residence", "Commercial Bldg", "ABC Company", "Office Bldg"). If the project is part of a DOT road-widening project, please include parcel number and structure number.

- **PROJECT ADDRESS** – Street address that abatement, renovation, and/or encapsulation will be performed.
  - If project involves multiple buildings/structures at one location, list all addresses, building names, unit numbers, etc. Use a separate sheet of paper as an attachment, if necessary.
  - If project involves multiple buildings/structures at different addresses, you may group together those addresses on the same street and/or adjacent streets, (within a few block radius). Use a separate sheet of paper as an attachment, if necessary. Include a site map or diagram showing locations.
- **PROJECT CITY/ZIP/COUNTY** – Complete all areas. **YOU MUST LIST THE COUNTY.**
- **NEAREST MAJOR INTERSECTION** – For example: "State Hwy 41 near Windy Hill Rd"; "South Houston Lake Rd near State Hwy 96")
- **BLDG SIZE IN SQ. FEET** – Square foot measurement of the entire building (all floors and spaces) combined.
- **NUMBER OF FLOORS IN BUILDING** – Total number of floors in building, including sub-basement, basement, mezzanine, attic, and penthouse. Each level that can be occupied should be counted as a separate floor.
- **YEAR OF CONSTRUCTION** – For example, "1978".
- **IS THIS A RESIDENCE?** – Is this site currently a residence? Check Yes or No.
- **WILL SITE BECOME RESIDENCE?** – Will this site be converted into residence(s)? Check Yes or No.
- **IS THIS A CHILD-OCCUPIED FACILITY?** – "Child-occupied facility" means a building, or portion of a building constructed prior to 1978, visited by the same child, six years of age or under, on at least two different days within the same week (Sunday through Saturday period), provided each day's visit lasts at least three hours and the combined weekly visit lasts at least six hours. Child-occupied facilities include, but are not limited to, day-care centers, pre-schools and kindergarten classrooms. Check Yes or No.
- **SPECIFIC LOCATION OF ASBESTOS BEING REMOVED** – Provide specific area(s) of the structure that are being abated, encapsulated or renovated. For example: "Roof", "Kitchen Floor", "Steam Pipes in Basement", "Throughout Building", "Hallway", "Floor Number \_\_\_\_\_", "Room Number \_\_\_\_\_", etc).

### **SECTION 3 – ASBESTOS CONTRACTOR FIRM INFORMATION**

- **ASBESTOS CONTRACTOR FIRM NAME** – Name of the firm that will perform the asbestos renovation, encapsulation or abatement activities.
- **EMAIL ADDRESS** – Please provide email address. This is required for future online processing. If you do not currently have an email address, please obtain one.
- **STREET ADDRESS** – The actual physical location of the Asbestos Contractor Firm's place of business. **DO NOT USE A POST OFFICE BOX IN THIS SPACE!**
- **FIRM LICENSE NUMBER** – The number on the asbestos contractor firm license issued by Georgia EPD.
- **CITY/STATE/ZIP/PHONE/FAX** – You must complete each space.
- **GA AUTHORIZED AGENTS NAME** – Name of the person authorized by EPD as the Principal Agent for this company.
- **GA AGENT'S ID NUMBER** – The agent's number issued by EPD. Example: "50123"
- **EXPIRES** – The date on which the agent's authorization expires.
- **CELL PHONE** – The cellular number for the Principal Agent.
- **GEORGIA CERTIFIED RENOVATION FIRM** – Check YES or NO. Renovation activities (including asbestos abatement, encapsulation, partial demolition and renovation) performed on target housing (built before 1978) or child-occupied facilities (built before 1978) are subject to Georgia's Lead-Based Paint Renovation, Repair and Painting (RRP) Rules. Certification of a Renovation Firm is required to advertise or agree to perform these activities. A Renovator working for a Certified Firm must be trained and Georgia Certified to perform these activities. For more information, please see <http://epd.georgia.gov/lead-based-paint> or contact our daily duty officer available Monday through Friday 8:00AM until 4:30PM at (404) 363-7026. To apply to become a Georgia Certified Renovation Firm, register an account in GEOS, the Georgia EPD Online System. Go to [Geos.epd.georgia.gov/ga/geos/public](http://Geos.epd.georgia.gov/ga/geos/public) and click on "Create a new account." Select the "Application for Renovator Certification" and "Application for Renovation Firm Certification" to apply for Firm and Renovator certifications. Both certifications are required to perform RRP work in Georgia.

- **GEORGIA CERTIFIED RENOVATOR** – Check YES or NO. Renovation activities (including asbestos abatement, encapsulation, partial demolition and renovation) performed on target housing (built before 1978) or child-occupied facilities (built before 1978) are subject to Georgia's Lead-Based Paint Renovation, Repair and Painting (RRP) Rules. Certification of a Renovation Firm is required to advertise or agree to perform these activities. A Renovator working for a Certified Firm must be trained and Georgia Certified to perform these activities. For more information, please see <http://epd.georgia.gov/lead-based-paint> or contact our daily duty officer available Monday through Friday 8:00AM until 4:30PM at (404) 363-7026. To apply to become a Georgia Certified Renovation Firm, register an account in GEOS, the Georgia EPD Online System. Go to [Geos.epd.georgia.gov/ga/geos/public](https://geos.epd.georgia.gov/ga/geos/public) and click on "Create a new account." Select the "Application for Renovator Certification" and "Application for Renovation Firm Certification" to apply for Firm and Renovator certifications. Both certifications are required to perform RRP work in Georgia.  
**Need RRP Training?** Click [https://epd.georgia.gov/sites/epd.georgia.gov/files/RRP\\_Training\\_Providers\\_032116.pdf](https://epd.georgia.gov/sites/epd.georgia.gov/files/RRP_Training_Providers_032116.pdf) for a list of Georgia Accredited Training Providers.
- **GEORGIA CERTIFIED RENOVATION FIRM ID** – The Renovation Firm's ID number issued by Georgia EPD. Example: "50123". Please do not enter ID numbers issued by EPA. To apply to become a Georgia Certified Renovation Firm, register an account in GEOS, the Georgia EPD Online System. Go to [Geos.epd.georgia.gov/ga/geos/public](https://geos.epd.georgia.gov/ga/geos/public) and click on "Create a new account." Select the "Application for Renovator Certification" and "Application for Renovation Firm Certification" to apply for Firm and Renovator certifications. Both certifications are required to perform RRP work in Georgia.
- **GEORGIA CERTIFIED RENOVATOR ID** – The Renovator's ID number issued by Georgia EPD. Please do not enter the training certificate number or any ID numbers issued by EPA. To apply to become a Georgia Certified Renovation Firm, register an account in GEOS, the Georgia EPD Online System. Go to [Geos.epd.georgia.gov/ga/geos/public](https://geos.epd.georgia.gov/ga/geos/public) and click on "Create a new account." Select the "Application for Renovator Certification" and "Application for Renovation Firm Certification" to apply for Firm and Renovator certifications. Both certifications are required to perform RRP work in Georgia. **Need RRP Training?** Click [https://epd.georgia.gov/sites/epd.georgia.gov/files/RRP\\_Training\\_Providers\\_032116.pdf](https://epd.georgia.gov/sites/epd.georgia.gov/files/RRP_Training_Providers_032116.pdf) for a list of Georgia Accredited Training Providers.

#### **SECTION 4 – ASBESTOS CONTAINING MATERIAL(S) (ACM) INFORMATION**

- **IS ASBESTOS PRESENT?**
  - **YES** – A thorough inspection for the presence of asbestos has been conducted and the written results indicate that asbestos **IS** present.
  - **NO** – A thorough inspection for the presence of asbestos has been conducted and the written results indicate that asbestos **IS NOT** present.
  - **UNKNOWN** – It is unknown if an asbestos inspection has been performed, or an inspection has been performed but the results are unknown at this time.
  - **FRIABLE** – "Friable Asbestos-Containing Material" means any material containing more than 1 percent asbestos, by weight, and which when dry may be crumbled, pulverized, or reduced to powder by hand pressure or non-friable material that will be subjected to sanding, grinding, abrading or crushing.
  - **NON-FRIABLE** – "Non-Friable Asbestos-Containing Material" means any asbestos-containing material that does not meet the definition of "FRIABLE".
  - **BOTH** – Both "Friable" and "Non-friable" materials are present on this project.
- **DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE?**  
Was the portion of the abatement, renovation or encapsulation project or area described in Section 2 of this form, thoroughly inspected by an AHERA Accredited Asbestos Inspector? Check YES, NO or ASSUMED.
  - **ASSUMED ASBESTOS** – A thorough inspection for the presence of asbestos HAS NOT been conducted but based on the type of material(s) being disturbed, the decision has been made to treat the material(s) as ACM.
- **INSPECTOR NAME** – Name of individual who performed the inspection.
- **INSPECTOR PHONE** – Number at which the Inspector may be reached, starting with area code.
- **ACCREDITATION COURSE** – Name of course taken to obtain **ASBESTOS INSPECTOR** accreditation. For example: "Asbestos Inspector Initial" OR "Inspector Refresher"
- **CERTIFICATE NUMBER** – Number on the Asbestos Inspector Certificate of Course Completion issued by the Training Provider.
- **EXPIRES** – Expiration date on certificate issued by Training Provider.

#### **SECTION 5 – WORK SCHEDULES**

**IMPORTANT NOTICE: A 10 (TEN) WORKING DAY NOTIFICATION IS REQUIRED PRIOR TO COMMENCING ANY REGULATED ASBESTOS ACTIVITY. (Exception: Valid Emergency Projects)**

Working days are considered Monday through Friday. A holiday falling on these days will be counted as a working day.  
Working days are counted from the date of:

- US Post Office Postmark Date
- FedEx/UPS shipping date
- Electronic filing of project notification



Notifications postmarked on a Saturday or Sunday do not begin the 10 working day notification period until the following Monday.

- **ABATEMENT START DATE/END DATE** – Provide the project START date and END dates.
- **WORK DAYS** - Provide actual days of the week on which work will be performed – NOT the number of days worked per week. For example: "M, Tu, Th" or "M-F"
- **WORK HOURS** – Provide the actual times of the day the crew will be on site – NOT the number of hours worked per day. For example "7A – 4P" or "5P – MIDNIGHT". **PHASED PROJECTS** - If multiple buildings/structures are involved, break project into Phases, and identify project dates per Phase. Use an additional page to describe phased project start and stop dates and work hours in detail.

### **SECTION 6 – ACM TYPES INFORMATION AND FEE SCHEDULE**

Use this section to identify the type and total quantity of asbestos that will be disturbed during this project and calculate fees owed based on your findings. All ACM's identified in Section 4 must be described completely.

#### **ACM TYPE(S)**

- Step 1 – Locate the type of ACM you will be disturbing in COLUMN A. Use the Category 1, 2 and RACM headings in COLUMN B to determine the material's current status, then locate the category the material will **MOST LIKELY BECOME** as a result of your abatement activities in COLUMN C.
- Step 2 – Show the combined LINEAR FOOT (LF) and/or SQUARE FOOTAGE (SF) of the material to be disturbed in COLUMN D, E, or F, depending on the determination made from the code in COLUMN C.
- Step 3 – In COLUMN G, circle the corresponding ACM type code for any material amount listed in COLUMN(S) D, E, or F. In ROW G2, enter the type code(s) in the space(s) labeled CAT 1, CAT 2, and RACM.
- Step 4 – Total COLUMNS D, E, and F and insert the total(s) in the appropriate space(s) provided.

#### **DEFINITIONS:**

**CATEGORY 1 NON-FRIABLE ACM** includes asbestos-containing packing, gaskets, resilient floor covering, mastics, and asphalt roof products that contain greater than 1% asbestos. Category 1 materials that will likely become friable as a result of removal activity must be listed in the RACM category.

**CATEGORY 2 NON-FRIABLE ACM** includes any asbestos-containing material, excluding Category 1 non-friable ACM. These are primarily the asbestos-cement products. Category 2 materials that will likely become friable as a result of removal activity must be listed in the RACM category.

**RACM (Regulated Asbestos-Containing Material)** means friable asbestos containing material, Category 1 non-friable ACM that has become friable, Category 1 non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or Category 2 non-friable 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.

#### **FEE CALCULATION SECTION**

Step 1 – Use the check box to indicate whether the project is RESIDENTIAL (ROW H.) or NON-RESIDENTIAL (ROW I.).

Step 2 – Place the total from COLUMN F on the correct line provided in either "BOX H (A) – RESIDENTIAL" or "BOX I (A) – NON-RESIDENTIAL".

Step 3 – Multiply the number in BOX H (A) or I (A) by \$0.10 (Ten Cents - 10¢) and place the resulting amount in line H (B) or I (B), SUBJECT TO MINIMUM AND MAXIMUM FEES.

#### **MINIMUM AND MAXIMUM FEES:**

**RESIDENTIAL PROJECTS:** Residential projects are subject to a minimum fee of \$25 and a maximum fee of \$50 per dwelling unit.

**NON-RESIDENTIAL PROJECTS:** Non-residential projects are subject to a minimum fee of \$25 and a maximum fee of \$1,000.

#### **DEFINITIONS:**

**RESIDENTIAL PROJECT:** A residential dwelling means any family residence or apartment building with four or fewer dwelling units.

**NON-RESIDENTIAL PROJECT:** A non-residential project means any project conducted on any building that would fall outside the guidelines established by the definition of a residential dwelling. i.e.: any non-residential structure or any residential structure with five or more dwelling units.

**INCLUDE THE CHECK OR MONEY ORDER NUMBER FOR THE FEES DUE IN THE SPACE PROVIDED.**

## **SECTION 7 – WASTE TRANSPORTER, DISPOSAL SITE INFORMATION, AND BUILDING OWNER INFORMATION**

**WASTE TRANSPORTER:** Complete all areas

- NAME OF WASTE TRANSPORTER COMPANY
- TRANSPORTER CONTACT PERSON: Name of person at Transport Company to call, if necessary.
- ADDRESS/CITY/STATE/ZIP/PHONE/FAX: Complete all areas.

### **DISPOSAL SITE INFORMATION**

- WASTE DISPOSAL SITE NAME: Name of Landfill.
- DISPOSAL SITE COUNTY: Provide County name where the disposal site is located.
- ADDRESS/CITY/STATE/ZIP/PHONE/FAX: Complete all areas.

### **PROJECT OWNER**

- NAME: Name of legal owner of facility/property.
- OWNER'S REPRESENTATIVE: Name of person (other than Contractor) acting on behalf of Owner, particularly if completing and submitting this form, i.e. Consultant.
- OWNER'S STREET ADDRESS: For service of legal process if required.
- OWNER'S MAILING ADDRESS: If different than the street address.
- CITY/STATE/ZIP/PHONE/FAX: Complete all areas.
- TELEPHONE NUMBER: Number at which Owner or owner's representative may be reached, starting with area code.

## **SECTION 8 – WORK METHODS**

Enter the method(s) of abatement, renovation and/or encapsulation activity and a description of work practices and engineering controls to be used on this project. Describe fully what types of activities will be performed, the method(s) of removal that will be used, and controls in place to prevent asbestos emissions. Attach a separate sheet of paper if necessary to answer this section.

FOR EXAMPLE:

- "Wet spud bar and chemical removal of FT M with critical barriers. 1 negative air. Visual clearance only";
- "Wet spud bar removal of ACS over 6 mil plastic on ground. Place in plastic lined roll-off dumpster. Visual clearance only"

## **SECTION 9 - ADDITIONAL PROJECT INFORMATION**

- **WILL ASBESTOS REMAIN IN THE PROJECT AREA?** – Check YES, NO or UNKNOWN, and explain a YES or UNKNOWN answer.
- **WAS THIS SITE PREVIOUSLY ABATED?** – Check YES, NO or UNKNOWN
- **PRIOR ABATEMENT COMPANY/YEAR ABATED/CONTACT PERSON/PHONE** – If the project was previously abated, provide all requested information for the prior abatement company.

## **CERTIFICATION OF INFORMATION AND ACKNOWLEDGEMENT**

Provide all requested information – Do not leave any spaces blank and include signature.

- **PRINTED NAME** – Print or type full name of person submitting form.
- **PHONE** – Phone number of the person submitting the Project Notification.
- **SIGNATURE** – The person submitting this form must submit with their signature.
- **DATE** – Date project notification is signed.
- **REPRESENTING** – Check the appropriate title:
  - OWNER – Owner of Facility in which project is being performed
  - ABATEMENT CONTRACTOR – A Georgia Licensed Asbestos Abatement Contractor
  - OTHER – A contractor representing another trade involved on the project. For example: "General Contractor," "Sub Contractor," or "Consultant." If "Other" checked, provide company name and phone number of other company.
- **COMPANY NAME:** Name of company submitting the Project Notification.
- **ADDRESS:** Complete the mailing address including street, city, state and zip code. If "Other" checked, provide mailing address of other company.

**GEORGIA PROJECT NOTIFICATION FORM  
FOR ASBESTOS ABATEMENT, ENCAPSULATION, AND/OR RENOVATION**  
\*\*\*Do not use this form for DEMOLITION projects.\*\*\*

USE AN ATTACHMENT TO PROVIDE ADDITIONAL INFORMATION FOR ANY SECTION WHEN NEEDED TO PROVIDE COMPLETE DETAILS.  
**DO NOT LEAVE ANY SECTION BLANK – INSERT UNKNOWN OR N/A IF NEEDED.**

**MAIL FEES TO THIS ADDRESS:**  
EPD ASBESTOS FEES LOCKBOX  
POST OFFICE BOX 101173  
ATLANTA, GEORGIA 30392  
(SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS)  
DO NOT MAIL ORIGINALS TO THIS ADDRESS – THEY WILL BE SHREDED

**MAIL ORIGINAL NOTIFICATIONS TO THIS ADDRESS:**  
EPD ASBESTOS PROGRAM  
ATTN: ASBESTOS NOTIFICATIONS  
4244 INTERNATIONAL PARKWAY, SUITE 104  
ATLANTA, GEORGIA 30354

**SECTION 1A - TYPE OF NOTICE (USE THE APPROPRIATE CHECKBOX TO INDICATE THE TYPE OF NOTICE YOU ARE SUBMITTING)**

Original - Initial  REVISION # \_\_\_\_\_

**SECTION 1B - TYPE OF PROJECT**

CHECK IF SECTION REVISED

RENOVATION/ABATEMENT ONLY  RENOVATION/ABATEMENT PRIOR TO DEMOLITION  ENCAPSULATION

**SECTION 1C - EMERGENCY PROJECTS**

EMERGENCY (ATTACH LETTER OF EXPLANATION)

**SECTION 2 - SITE INFORMATION**

CHECK IF SECTION REVISED

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

PROJECT CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

NEAREST MAJOR INTERSECTION: \_\_\_\_\_

BLDG SIZE IN SQ. FT: \_\_\_\_\_ NUMBER OF FLOORS IN BUILDING: \_\_\_\_\_ YEAR OF CONSTRUCTION: \_\_\_\_\_

IS THIS A RESIDENCE?  YES  NO WILL SITE BECOME RESIDENCE?  YES  NO IS THIS A CHILD-OCCUPIED FACILITY? (SEE PG 5 FOR DEFINITION)  YES  NO

SPECIFIC LOCATION IN BUILDING OF ASBESTOS BEING REMOVED: \_\_\_\_\_

**SECTION 3 - ASBESTOS CONTRACTOR FIRM INFORMATION**

CHECK IF SECTION REVISED

ASBESTOS CONTRACTOR FIRM NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

CONTRACTOR'S STREET ADDRESS: \_\_\_\_\_ FIRM LICENSE #: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

GA AUTHORIZED AGENT: \_\_\_\_\_ GA AGENT'S ID: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

GA CERTIFIED RENOVATION (RRP) FIRM?  YES  NO GA CERTIFIED RENOVATOR?  YES  NO

GA CERTIFIED RENOVATION FIRM ID: \_\_\_\_\_ GA CERTIFIED RENOVATOR ID: \_\_\_\_\_

**SECTION 4 - ACM INFORMATION\* Required for Compliance of Georgia Rules**

CHECK IF SECTION REVISED

IS ASBESTOS PRESENT?  YES  NO  UNKNOWN  FRIABLE  NON-FRIABLE  BOTH

DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE?  YES  NO  ASSUMED ASBESTOS

INSPECTOR NAME: \_\_\_\_\_ INSPECTOR PHONE: \_\_\_\_\_

ACCREDITATION COURSE: \_\_\_\_\_ CERTIFICATE NUMBER: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**SECTION 5 - WORK SCHEDULES (10 WORKING DAY ADVANCE NOTIFICATION REQUIRED FOR NON-EMERGENCY NOTIFICATIONS!)**

CHECK IF SECTION REVISED

ABATEMENT START DATE	ABATEMENT END DATE	WORK DAYS (MON-SUN)	WORK HOURS (EX : 7A - 4P)
----------------------	--------------------	---------------------	---------------------------

**SECTION 6 - ACM AMOUNTS, TYPE CODES, AND FEE CALCULATION**

CHECK IF SECTION REVISED

FIRST, LOCATE THE MATERIAL TO BE REMOVED IN COLUMN A. COLUMN B SHOWS THE USUAL NESHAP CATEGORY FOR THE MATERIAL. COLUMN C SHOWS THE CATEGORY THE MATERIAL WILL LIKELY BECOME DURING ABATEMENT, AND THAT IS THE CODE THAT SHOULD BE USED FOR COMPLETING THIS FORM. NOW, ENTER THE SQ. FT AND/OR L.F. AMOUNTS OF ACM TO BE ABATED DURING THIS PROJECT UNDER THE CORRECT HEADING ACCORDING TO TYPE IN COLUMN D, E, AND/OR F. THEN, LOCATE THE CORRESPONDING TYPE CODE(S) FOR THE MATERIAL(S) IN COLUMN G AND ENTER THE CODES IN THE SPACES PROVIDED BEFORE PROCEEDING TO THE FEE CALCULATION SECTION.

Column A  ACM TYPE	Column B  USUAL NESHAP CATEGORY			Column C  WILL LIKELY BECOME WHEN ABATED	SF OR LF AMOUNT TO BE ABATED DURING PROJECT			Column G  ACM TYPE CODE
	Category 1	Category 2	RACM		Column D Category 1	Column E Category 2	Column F RACM	
ASBESTOS ASPHALT SHINGLES	√			1 or RACM				AAS
ASBESTOS CEMENT (TRANSITE) PANELS		√	√	2 or RACM				ACP
ASBESTOS CEMENT (TRANSITE) ROOFING		√	√	RACM				ACR
ASBESTOS CEMENT (TRANSITE) SIDING SHINGLES		√	√	RACM				ACS
ASBESTOS FLASHING	√		√	1				AF
ASBESTOS GASKET	√		√	1 or RACM				AG
BOILER INSULATION			√	RACM				BI
BUILT-UP ROOFING	√			1 or RACM				BUR
COVE (BASEBOARD) MOLDING MASTIC	√			1				CM
CEILING PLASTER			√	RACM				CP
CEILING TILE			√	RACM				CT
DUCT SEAM MASTIC	√			1				DSM
DUCT VIBRATION DAMPENERS	√		√	1 or RACM				DVD
EXTERIOR (OUTSIDE) DUCT INSULATION	√		√	RACM				EDI
FELT DUCT TAPE			√	RACM				FDT
FLOOR MASTIC	√			1				FM
FIREPROOFING			√	RACM				FP
FIREPROOFING AND OVERSPRAY			√	RACM				FPO
FLOOR TILE	√			1 or RACM				FT
FLOOR TILE AND MASTIC	√			1 or RACM				FTM
INTERIOR (INSIDE) DUCT INSULATION	√		√	RACM				IDI
JOINT COMPOUND ONLY			√	RACM				JC
LIGHT WEIGHT CONCRETE		√	√	RACM				LWC
OTHER: FLOOR LEVELING COMPOUND, CAULKING, ETC.		√	√	2 or RACM				OTR
PIPE INSULATION STRAIGHT RUNS			√	RACM				PI
PIPE INSULATION ELBOWS AND FITTINGS			√	RACM				PIE
RESILIENT FLOOR COVERINGS (SHEET FLOORING; LINOLEUM)	√		√	1 or RACM				RFC
ROOF MASTICS AND COATINGS	√		√	1				RMC
ROOFING SILVER COATING	√			1 or RACM				RSC
TEXTURED CEILING			√	RACM				TC
TEXTURED CEILING PLASTER			√	RACM				TOP
TANK INSULATION			√	RACM				TI
WALL BOARD AND JOINT COMPOUND			√	RACM				WB/C
WINDOW GLAZING	√		√	1 or RACM				WG
WALL PLASTER			√	RACM				WP
Row G: Enter the ACM Type Codes from Col. G for each Category Below.					Category 1 Total	Category 2 Total	RACM Total	
Category 1: _____								
Category 2: _____								
RACM: _____								

**CALCULATING FEES**

<b>Row H. IS THIS A RESIDENTIAL PROJECT</b> <input type="checkbox"/> YES (USE TOTAL FROM COLUMN F (RACM) TO COMPLETE THIS SECTION)			
RESIDENTIAL FEE SCHEDULE: \$0.10 PER LF/SF OF FRIABLE ACM WITH MINIMUM FEE: \$25 - MAXIMUM FEE: \$50 PER RESIDENCE/ DWELLING UNIT.	RESIDENTIAL PROJECT COLUMN F (RACM) TOTAL H (A). _____ SF/LF	X \$0.10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW H (B) \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$50 PER UNIT)
<b>Row I. IS THIS A NON-RESIDENTIAL PROJECT</b> <input type="checkbox"/> YES (USE TOTAL FROM COLUMN F (RACM) TO COMPLETE THIS SECTION)			
NON-RESIDENTIAL FEE SCHEDULE: \$0.10 PER LF/SF OF FRIABLE ACM WITH MINIMUM FEE: \$25 - MAXIMUM FEE: \$1,000 PER FACILITY.	NON-RESIDENTIAL PROJECT COLUMN F (RACM) TOTAL I (A). _____ SF/LF	X \$0.10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW I (B) \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$1,000)

CHECK NUMBER \_\_\_\_\_ FOR THE AMOUNT SHOWN IN THE TOTAL FEES DUE ABOVE. DATE CHECK ISSUED \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>SECTION 7 - WASTE TRANSPORTER, DISPOSAL SITE, AND BUILDING OWNER INFORMATION</b>				
<input type="checkbox"/> CHECK IF SECTION REVISED				
WASTE TRANSPORTER NAME			TRANSPORTER CONTACT PERSON:	
TRANSPORTER'S MAILING ADDRESS:				
CITY:	STATE:	ZIP:	PHONE:	FAX:
<b>All Detached Non-Friable and Friable ACM Must Go To an ACM Permitted Landfill.</b>				
DISPOSAL SITE NAME:			DISPOSAL SITE COUNTY:	
DISPOSAL SITE ADDRESS:				
CITY:	STATE:	ZIP:	PHONE:	FAX:
PROJECT OWNER NAME:			OWNER'S REPRESENTATIVE:	
OWNER'S STREET ADDRESS:				
OWNER'S MAILING ADDRESS (IF DIFFERENT):				
CITY:	STATE:	ZIP:	PHONE:	FAX:
<b>SECTION 8 - WORK METHODS: METHOD OF ABATEMENT AND/OR RENOVATION ACTIVITY (DESCRIPTION OF WORK PRACTICES, ENGINEERING CONTROLS, AND CLEARANCE METHODS)</b>				
<input type="checkbox"/> CHECK IF SECTION REVISED				
<b>SECTION 9 - ADDITIONAL PROJECT INFORMATION</b>				
<input type="checkbox"/> CHECK IF SECTION REVISED				
WILL ASBESTOS REMAIN IN THE PROJECT AREA? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN				
EXPLAIN 'YES' OR 'UNKNOWN':				
WAS THIS SITE PREVIOUSLY ABATED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN				
PRIOR ABATEMENT COMPANY:			YEAR ABATED:	
PRIOR COMPANY CONTACT PERSON:			PHONE:	
<b>CERTIFICATION OF INFORMATION AND ACKNOWLEDGEMENT</b>				
<input type="checkbox"/> CHECK IF SECTION REVISED				
<p>I, THE UNDERSIGNED, CERTIFY THAT AN INDIVIDUAL TRAINED IN THE PROVISIONS OF FEDERAL REGULATIONS (NESHAP/40 CFR PART 61 SUBPART M) WILL BE ON THE PROJECT SITE DURING ABATEMENT AND/OR RENOVATION ACTIVITIES DESCRIBED IN THE NOTIFICATION. EVIDENCE THAT THIS PERSON AND ALL OTHER PROJECT PERSONNEL HAVE ACCOMPLISHED APPROPRIATE TRAINING AND TRAINING CERTIFICATES WILL BE AVAILABLE FOR INSPECTION DURING NORMAL BUSINESS HOURS AND ANYTIME REGULATED ACTIVITIES ARE BEING CONDUCTED ON SITE.</p> <p>I FURTHERMORE UNDERSTAND THAT I AM RESPONSIBLE FOR THE ACCURACY AND COMPLETENESS OF THE INFORMATION SUBMITTED WITH THIS NOTIFICATION AND I SHALL PROMPTLY SUBMIT REVISIONS, SUPPORTING DOCUMENTS, AND PROJECT FEES.</p>				
PRINTED NAME:			PHONE:	
SIGNATURE:			DATE:	
REPRESENTING: <input type="checkbox"/> OWNER <input type="checkbox"/> ABATEMENT CONTRACTOR <input type="checkbox"/> OTHER _____				
<input type="checkbox"/> COMPANY NAME IF "OTHER" CHECKED:			ADDRESS IF "OTHER" CHECKED:	
<ul style="list-style-type: none"> <li>• Refer to the detailed instructions when in doubt about proper completion of any section.</li> <li>• Never leave blank spaces. Insert "N/A" or "Unknown" for any blank where you do not have the information requested.</li> <li>• Print responses neatly and legibly.</li> <li>• ALWAYS keep a copy of this form for your records and provide copies to all other involved parties.</li> <li>• EPD no longer accepts Fax only documents. <b>SUBMIT THE ENTIRE FORM VIA MAIL.</b></li> <li>• Never submit projects where fees are due without submitting the required fee.</li> </ul> <p><b>HOW TO SUBMIT</b></p> <p>1) Mail a <u>copy</u> of notification with fees to the EPD Lockbox at PO BOX 101173, ATLANTA, GA 30392. Make check or money order payable to: "EPD Asbestos Fees".</p> <p>2) Mail Original notification to the EPD Office Address at 4244 International Parkway, Suite 104, Atlanta, GA 30354. If emergency project, include letter of explanation with original notification to office address.</p> <p style="text-align: center;"><b>IT IS YOUR RESPONSIBILITY TO SUBMIT THIS FORM ACCURATELY AND COMPLETELY AND INCLUDE BY ALL APPLICABLE FEES.</b></p>				

# The New EPA Rule for Lead Based Paint

by John Adams, for the Atlanta Journal-Constitution

The new EPA "RRP rule" affects contractors, property managers and others who disturb known or presumed lead-based paint during renovation. The term renovation covers all activities done for compensation that disturb painted surfaces including most repair, remodeling and maintenance activities, such as window replacement, weatherization and demolition. The RRP rule applies to all renovation work performed in residential houses, apartments and child-occupied facilities such as schools and day-care centers built before 1978. Those affected by the RRP rule should read the complete rule, which is available on EPA's Web site at:

<http://www.epa.gov/lead/pubs/renovation.htm>.

Training, certification, and work practice requirements in the Renovation, Repair and Painting Rule are effective to any job in progress on April 22, 2010. Pre-renovation education requirements are effective now.

Requirements for Renovation Contractors Include:

## Certification and Training Requirements

\* Firms must have one or more "Certified Renovators" assigned to jobs where lead-based paint is disturbed. To become certified, a renovator must successfully complete an EPA-approved one-day training course conducted by an EPA-accredited training provider. To find the nearest provider in Georgia, call 404-997-2278 or toll free 888-373-0029 or visit [www.Renovate99.com](http://www.Renovate99.com). Total cost of the training is \$350 for a five year certification, less a \$50 discount for your association membership.

\* All renovation workers must be trained. Renovation workers can be trained on-the-job by a Certified Renovator to use lead safe work practices, or they can become Certified Renovators themselves. Many firms will choose to hire only Certified Renovators to satisfy this requirement.

\* What About Landlords Working in Their Own Property or Property Managers?

Landlords receive rental payments and maintenance personnel in rental property or child-occupied facilities receive wages or salaries derived from rent payments. This is considered compensation under the RRP rule. Therefore, renovation and repair activities performed by landlords or employees of landlords are covered by the rule. Work performed by landlords or their employees in pre-1978 housing and child-occupied facilities must be performed using lead safe work practices, if lead-based paint or presumed lead-based paint is disturbed.

Any landlord who becomes a Certified Renovator is automatically qualified to perform lead-safe repairs, renovations and turn-key jobs on his own property, and can hire non-certified workers to perform tasks under his supervision. Also, as an EPA Certified Renovator, the landlord may be able to avoid or divert liability by showing "good faith" efforts at providing lead-safe housing. In other words, it's cheap insurance.

\* I heard that this rule only applied to Investment Property. Am I missing something?

The EPA Renovate Repair Paint rule taking effect on April 22, 2010 applies to ALL pre-1978 housing in the United States, including private residences, manufactured housing and multi-

family dwellings, regardless of ownership. In the original version of the law, there was an exemption for owner-occupant housing, but that exemption has been removed by EPA.

\* What about Realtors, Brokers or Salespersons?

Generally, a real estate licensee need not become a Certified Renovator unless he or she want to perform covered renovations on target property. However, obtaining certification can help the licensee in several ways:

1.) Realtors who carry EPA Certified Renovator status will clearly understand when lead-safe work practices are required and when they are exempt. This will allow them to safely discuss proposed renovations or paint jobs prior to listing or making an offer on any home. About half the homes in America are considered target housing. In other words, it's cheap insurance.

2.) A Realtor who discusses or recommends any repairs or renovations and is not an EPA Certified Renovator may have some liability for any consequences of following that professional advice. Being able to discuss the topic safely will allow the agent to do a better job for his client.

3.) A Realtor who adds the title EPA CERTIFIED RENOVATOR to their list of professional designations will be seen as committed to the safety of both clients and workers, and will be seen as more professional than an agent who is not certified.

4.) A Realtor who simply cashes a check for a contractor from a client could be interpreted to have acted as and an agent in a fiduciary capacity for an illegal transaction, and might bear liability under the EPA Toxic Substances Control Act.

5.) Particularly on pre-1978 housing, a Realtor who can knowledgeably and safely discuss steps commonly needed to make a house more attractive and saleable will get the listing every time over a competitor who is not an EPA Certified Renovator.

6.) Completing this class as offered by **THE INSTITUTE FOR REAL ESTATE POLICY** qualifies you for 7 hours of continuing education credit under the rules of the Georgia Real Estate Commission (GREC).

Our GREC School Code is 900026. The name of the course as approved by GREC is EPA CERTIFIED RENOVATOR TRAINING. The GREC course code is 60153. American Renovator Training LLC has partnered with the **The Institute For Real Estate Policy**, to present this EPA accredited training. Training services provided by Seagull Environmental Management Co, Inc. Courses are approved for purposes of certification under Section 402 of TSCA for the Certified Renovator.

\* What about HVAC techs, electricians, plumbers and painters?

If they plan to conduct any work, repairs or renovations in pre-1978 housing, they **MUST** become EPA Certified Renovators in order to perform any work on target housing. After April 22, 2010, it is a violation of federal law to even OFFER to perform covered work on target housing.

Jobs requiring state licensure, such as contracting, plumbing, electrical or HVAC work will now have to be performed by a Certified Renovator if it is covered by the rule, which is 6 square feet for interior jobs and 20 square feet for exterior jobs on pre-1978 housing. Holding a state license does not exempt anyone from this rule.

\* What about hiring a "handy man" to just clean up and paint?

Even a handy-man who only offers to paint a room in target housing is covered by the rule. That's because typical prep work on a pre-1978 involves scraping, sanding and removal of screws on switch plates and outlet covers. These activities usually cause the job to fall inside the EPA rule on target housing.

\* What's the story on window replacement?

Any window replacement on pre-1978 housing is considered a covered repair. That's because the friction between the window frame and the track typically generates large concentrations of fine dust, and any attempt to remove those structural elements can create a lead hazard.

\* The Bottom Line

The point in all this is that this federal rule came into effect on Thursday April 22nd, and the easy way to be in compliance is to take the one-day EPA Certified Renovator course for only \$350 for a five year certification, minus \$50 for your association membership. Taking the course will bring you into compliance with the law, demonstrate your commitment to lead-safe handling practices, and equip you to protect yourself, your own family, and the occupants of the homes you work in.

We at American Renovator Training sponsor the finest in EPA accredited one-day courses on a regular basis in metro Atlanta and throughout the United States. Please visit [www.Renovate99.com](http://www.Renovate99.com) or call 404-997-2278 or toll free 888-373-0029 for info or to register. Classes fill quickly, and class size is limited due to EPA restriction.

Training services provided by Seagull Environmental Management Co, Inc. or National Center for Healthy Housing Inc. Courses are approved for purposes of certification under Section 402 of TSCA for the Certified Renovator.

**The Institute For Real Estate Policy** is an approved continuing education provider for the Georgia Real Estate Commission. Our School Code is 900026 and the COURSE CODE for this particular course is 60153

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Please reply to [johnadams@money99.com](mailto:johnadams@money99.com) or visit [www.Renovate99.com](http://www.Renovate99.com)

Call 404-997-2278 or toll free 888-373-0029 for more information!



# **LEAD SAFETY DURING RENOVATION**

As a contractor, you play an important role in protecting public health by helping prevent lead exposure. Ordinary renovation and maintenance activities can create dust that contains lead—even small amounts of lead can harm children and adults.

## **New Rules for Contractors**

Beginning April 2010 contractors performing work that disturbs lead-based paint in homes, child care facilities, and schools built before 1978 must:

- Be EPA certified, and
- Follow specific work practices to prevent lead contamination.

To learn more about how you can meet these requirements contact the National Lead Information Center at 1-800-424LEAD (5323) or visit [www.epa.gov/lead](http://www.epa.gov/lead).

Be prepared for these new requirements. Adopt the following simple practices and you can work safely with lead.

## **Talk to the Residents**

Explain the steps you will take to protect residents from lead:

- Set up work areas that will not expose residents.
- Minimize the dust.
- Leave the work area clean.

When working in homes, child care facilities and schools built before 1978 you must provide the *Renovate Right* pamphlet to residents, or the facility operator before the job begins. You must also provide information to families whose children attend the child care facility or school.

## **Set Up Safe Work Areas**

### **Select Appropriate Personal Protective Equipment**

- Review the lead-safety shopping list contained in this pamphlet to determine what items you need to safely perform the work.
- Ensure your workers have appropriate eyewear, clothing, and respiratory protection for the job.

The Work Area Should Be Contained So That No Dust or Debris leaves the work area.

### **WHAT TO DO INSIDE:**

- Use signs to keep residents and pets out of the work area.
- Remove furniture and belongings, or cover them securely with heavy plastic sheeting.
- Use heavy plastic sheeting to cover floors and other fixed surfaces like large appliances in the work area.
- When appropriate, use heavy plastic sheeting to separate the work area from the rest of the residence.
- Close and seal vents in the work area and, if necessary, turn off forced-air heating and air conditioning systems.

### **What To Do Outside:**

- Mark off the work area to keep non-workers away.
- Cover the ground and plants with heavy plastic sheeting.
- Close windows and doors near the work area.
- Move or cover play areas near the work area.

## Minimize the Dust:

### You Should Use Work Practices That Minimize Dust:

- Mist areas before sanding, scraping, drilling, and cutting.
- Score paint before separating components.
- Pry and pull apart components instead of pounding and hammering.
- Always use a shroud with HEPA vacuum attachment when using power tools and equipment.

## Do Not Use These Dangerous Practices When Working With

### Lead-Based Paint:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools unless equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100 degrees F.

## Leave the Work Area Clean

### On a Daily Basis You Should:

- Put trash and debris in heavy-duty plastic bags.
- Wrap waste building components, such as windows and doors, in heavy plastic sheeting and tape shut.
- Ensure everything, including tools, equipment, and even workers, are free of dust and debris before leaving the work area.
- HEPA vacuum the work area.
- Wash up and change out of work clothes before you and your workers go home. Remember, you do not want to bring lead-based paint dust home and expose your family.
- Remind residents to stay out of the work area.

### When the Job Is Complete, You Should Also:

- Remove the plastic sheeting carefully, mist with water, fold dirty side in, tape shut, and dispose of it.
- HEPA vacuum all surfaces, including walls.
- Wash the work area with a general purpose cleaner.
- Check your work carefully for lead dust because hazardous amounts may be minute and not easily visible. If you see any dust or debris, then re-clean the area.
- Perform a final clean-up check. Use disposable cleaning cloths to wipe the floor of the work area and compare them to a cleaning verification card to determine if the work area was adequately cleaned.
- To order a cleaning verification card and detailed instructions visit our website at [www.epa.gov/lead](http://www.epa.gov/lead) or contact the National Lead Information Center at 1-800-424-LEAD (5323).

**These Simple Practices Ensure That Your Jobs Are Better, Cleaner, And Safer. Your Customers Will Notice The Difference.**

To learn more about working safely with lead and upcoming requirements, contact the National Lead Information Center at 1-800-424-LEAD (5323) or visit EPA's Web site at [www.epa.gov/lead](http://www.epa.gov/lead).

April 23, 1999

## MEMORANDUM

**To:** Building Owners & Contractors  
**From:** Donald H. McCarty, Jr.  
Program Manager  
Lead-Based Paint & Asbestos Program  
**Subject: Asbestos Notification Requirements for Demolition , Renovation or Abatement Projects**

**Legal Authority:**

Georgia Department of Natural Resources Rules for Air Quality Control, Revised June 1998, Chapter 391-3-1-.02(9)(b)7, which includes by reference, Emission Standard for Asbestos, including work practices.

The U. S. Environmental Protection Agency's (EPA) National Emissions Standard for Hazardous Air Pollutants; Asbestos NESHAP Revision; Final Rule. 40 CFR Part 61 Subpart M, as amended; published in the Federal Register, dated Tuesday, November 20, 1990.

Georgia Department of Natural Resources Rules of Asbestos Removal and Encapsulation, Chapter 391-3-14.

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA). 40 CFR PART 763; published in the Federal Register; October 30, 1987.

**Purpose:**

This document provides guidance to Georgia building owners and contractors to ensure compliance with EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) notification requirements for demolition and asbestos abatement activity. This document explains the requirement of building survey as required by AHERA and enforced by U.S. EPA. Furthermore, this document clarifies the discrepancy between the Georgia Rules for Air Quality Control and Georgia Rules for Removal and Encapsulation regarding notification prior to the project.

The National Emission Standard for Hazardous Air Pollutants (NESHAP) requires a notification for all regulated demolition projects, whether or not

asbestos is present. The following definitions, explanations and exemptions are offered to assist the contractor in determining whether or not demolition and asbestos abatement projects must comply with the notification and fee requirements outlined in the referenced Georgia and Federal Rules.

Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects

## Definitions:

### **Regulated Asbestos Containing Material (RACM) means:**

- Friable asbestos material;
- Category I nonfriable ACM that has become friable;
- Category I nonfriable ACM that will become friable or has been subjected to sanding, grinding, cutting, or abrading; and
- Category II nonfriable ACM that has the high probability of becoming or has become crumbled, pulverized, or reduced to powder by forces expected to act on the material in the course of demolition or renovation operations regulated by this Subpart.

### **Friable Asbestos Material means:**

Any material containing more than one (1) percent asbestos as determined by Polarized Light Microscopy, that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

### **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.

Owners and operators of a demolition or renovation activity, must thoroughly inspect the affected facility or part of a facility where the demolition / renovation operation will occur, for the presence of friable and non-friable asbestos, including Category I & II nonfriable asbestos containing material (ACM). This should be done prior to the commencement of the activity.

**Category I Asbestos Materials means:** Floor covering\*, asphalt roofing products, packings and gaskets.

Effective June 1, 1999, Georgia licensed asbestos abatement contractors must be employed to remove asbestos-containing floor covering in a friable manner. Georgia requires notification and fees from floor covering abatement projects which will render the material friable; i.e. mechanical chipping. Methods such as, but not limited to, dry ice, infrared and chemical removal may be used to remove floor covering in a non-friable manner. Courtesy notifications will be expected to explain projects using removal methods to remove floor covering in a non-friable form.

**Category II Asbestos Materials means:** All remaining types of non-friable ACM not included in Category I that when dry cannot be crumbled, pulverized, or reduced to powder by hand pressure. Nonfriable asbestos - cement products such as transite is an example of Category II material.

- Asbestos Notification Requirements for Demolition & Renovation/Abatement Projects
- All resulting demolition wastes must be handled as asbestos-containing material and disposed of at a permitted landfill.

*Regarding renovations/abatement projects:*

- Under the Georgia Regulations, any project involving ten (10) or more continuous linear feet or ten (10) or more square feet of asbestos-containing material requires a project notification and fees paid.

For emergency asbestos abatement projects, the building owner and/or contractor must notify the Division by phone within 24 hours of initiating the project. The project notification must be submitted within seven (7) calendar days after commencement of such emergency project and must include a letter to explain the necessity of the emergency. Such justification shall include the date and hour the emergency occurred, a description of the sudden, unexpected event, and an explanation of how the event caused the unsafe condition, or would cause equipment damage or an unreasonable financial burden.

## **Asbestos Removal Fees**

The fee structure **only applies** to asbestos abatement projects where a notice must be filed. The fees must be included with the notification and are non-refundable. According to Rule 391-3-14-.03, a contractor shall remit a fee to the EPD based upon the following formula:

**\$0.10 per square foot** of friable asbestos-containing materials **plus \$0.10 linear foot** of friable asbestos-containing materials, with a **minimum of \$25** for any project; but **not to exceed \$50** for any small project or residential dwelling project **nor exceed \$1000** for any other project.

Notification forms for projects without fees, including project changes, notifications and courtesy notifications must be submitted to:

Georgia Environmental Protection Division  
Lead-Based Paint and Asbestos Program  
4244 International Parkway, Suite 104  
Atlanta, Georgia 30354

Notification forms requiring project abatement fees must be submitted to:

EPD - Asbestos Fees  
P.O. Box 101173  
Atlanta, Georgia 30392

If you need further assistance in this matter, please contact James Jackson at 404/363-7041 or Mark Gwin at 404/363-7043.