

Asbestos Notification Instructions

A Notification of Demolition and Renovation Form is required to be turned in at least 10-working days prior to the start of any renovation that will create or disturb **any amount of** Regulated Asbestos-Containing Material (RACM) and every demolition project. The 10-working days is a federal and state regulatory requirement that was written to give regulators enough time to plan so that they can visit renovation projects while they are active or demolition projects before they start, to determine if they have had a thorough inspection. This wait is required in every state.

These instructions have been created to help you fulfill this requirement. We will accept forms from other states as long as they have all of the required project information. All notification forms must be signed in order for them to be valid. Incomplete notification forms may result in the delayed start of a project or even enforcement action. The notification must be legible and received no later than 10-working days prior to the beginning of the asbestos removal activity or demolition project. Please submit this form to:

Air Quality Division, Asbestos Program
200 West 17th Street, Suite 300
Cheyenne, WY 82002

OR Email to:
asbestos.notice@wyo.gov
Or Fax to:
307-777-6937

Revisions of this notice are required if any of the basic information on the notice (work dates, abatement contractor, disposal locations) changes. The notice is also required to be revised if the amount of material increases or decreases by more than 20%.

- I. **Facility Description:** The facility refers to the building that is being renovated or demolished. It often has a name such as "Hilltop Grocery" or you may use something more generic such as "Vacant Home" if it is not named. The address must include the street number, street name, city and state and must be accurate. Add floor numbers and room numbers where smaller renovations are to be conducted within larger facilities. The Site Description should include a specific description of the types and amounts of asbestos-containing building materials that are being disturbed or removed. More than one building may be listed if it is on the same lot (such as Keepers Real Estate and shed).
- II. **Facility Information:** Enter the name, address, contact person and telephone number of the following:
 - a. Owner: Legal owner of the site at which asbestos is being removed or demolition planned.
 - b. Removal Contractor: Asbestos abatement contractor used to remove, stabilize or clean up asbestos material in the facility.
 - c. Other Operator: Demolition contractor, General contractor or any other person who leases, operates, controls or supervises the site.
 - d. *If additional parties share responsibility for the site, demolition activity, renovations or ACM removal; include complete information (including name, address, contact person, and telephone number) on additional sheets submitted with this form.*
 - e. Building Size: Provide approximate size in square feet.
 - f. Number of Floors: Enter the number of floors including basement or ground level floors.
 - g. Age in Years: Enter the approximate age of the facility.
 - h. Present Use: Identify the primary use of the facility (Hospital, School, Public Building, Commercial, Residential etc.).
 - i. Prior Use: Identify previous uses of the facility.

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Type of Operation:

- j. D=DEMO (Demolition): A project that includes 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.
- k. O=ORDERED DEMO: Demolitions of facilities that are structurally unsound and in danger of imminent collapse may be ordered by government agencies that control public safety. A copy of the demolition order document (including contact information), or a copy of a signed, stamped report from a licensed structural engineer must accompany this type of notification form.
- l. R=RENOVATION: A project that means altering a facility or one or more facility components in any way, including the stripping or removal of RACM from a facility component (but not removal of a load-supporting member).
- m. E=EMERGENCY RENOVATION: A renovation operation that was not planned but results 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.

III. **Is Asbestos Present?** Answer “Yes” or “No” regardless of the amount or type of asbestos.

IV. **Procedure Used to Detect the Presence of Asbestos Material:** If an inspection was performed, please state the individual/company that performed the inspection(s) and the date of the inspection(s). Describe the analytical methods employed if you know them (bulk analysis, composite sampling, Polarized Light Microscopy, point counting Transmission Electron Microscopy, or other).

V. **Scheduled Dates Asbestos Removal (MM/DD/YY):** Enter the scheduled dates for asbestos removal work, which includes any work which may break up, dislodge, or disturb asbestos material, such as salvage operations. *(Site preparation and salvage operations can be undertaken previous to the start date only if the asbestos-containing material is not disturbed).*

VI. **Schedules Dates Demo/Renovation (MM/DD/YY):** Enter the scheduled dates for the renovation and/or demolition activity. If you are not sure of the exact dates, provide the entire date range and send additional emails revising the dates as the project proceeds (within 10-working days of the start of the project).

a. *NOTE: If the asbestos removal, demolition activity or renovation work is going to be performed in separate phases, attach a separate piece of paper with the dates and a description of each phase.*

VII. **Scheduled Work Hours:** Enter the work hours and the days you will be working.

VIII. **Approximate Amount of Asbestos:**

Use the following units when reporting amounts of asbestos:

Linear Feet for insulation around pipes and elbows only (TSI).

Square Feet for most asbestos containing materials (including caulking and glazing).

Cubic Feet should be used only for debris being cleaned up.

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- a. RACM to be removed: List the amount of friable asbestos material, nonfriable asbestos-containing material that has become friable and nonfriable asbestos-containing material that has been, or will become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.
- b. Nonfriable Asbestos Material To Be Removed: For renovation and demolition projects, list the amount of nonfriable asbestos-containing material that will be removed in an intact state (without becoming regulated).
- c. Nonfriable Asbestos Material Not To Be Removed: For demolition projects only – list the amount of nonfriable asbestos-containing material that will remain in the building during demolition.

Category I = nonfriable asbestos-containing (>1%) packings, gaskets, resilient floor covering, and asphalt roofing products.

Category II = nonfriable asbestos-containing (>1%) material not in Category I such as tar-based coatings, cement asbestos materials, cloth-covered wiring, etc.).

- IX. **Description of Planned Demolition or Renovation Work, and Method(s) to be Used:** Describe the location and types of asbestos-containing material which will be affected during this project. Describe the general steps and methods that will be followed to remove this project's asbestos-containing material.
- X. **Description of Engineering Controls and Work Practices to be Used to Control Emissions of Asbestos:** Describe the work practices and engineering controls selected to prevent the release of asbestos fibers during the asbestos removal work, such as negative pressure containment, wetting, use of HEPA vacuums, et al. Be as specific as possible.
- XI. **Type of Notification:**
 - i. O=Original: This is the first notification for an upcoming project.
 - ii. R=Revised: This notification is a revision of a prior notification. Specify in email or cover letter what the changes are (don't make us look for them).
 - iii. C=Cancelled: Project has been cancelled. Note: An email is acceptable to cancel a project.
 - iv. WPR Notice: Leave blank.
- XII. **Waste Transporter:** Enter the names, addresses, contact persons, and telephone numbers of the persons or companies responsible for transporting ACM from the removal site to the waste disposal site. If the removal contractor or owner is the waste transporter, state "same as removal contractor" or "same as removal owner".
- XIII. **Waste Disposal Site:** Identify the waste disposal site, including the complete name, physical location, and telephone number of the facility. If ACM is to be disposed of at more than one site, provide complete information for each disposal location on an additional sheet submitted with the form and clearly indicate which type of waste will be taken to which site.
- XIV. **If Demolition Was Ordered by a Government Agency, Please Identify the Agency:** Provide the name of the responsible official, title and agency or authority under which the demolition order was issued.

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- XVI. **If Applies - For Emergency Renovations:** Provide the date and time of the unexpected event. Provide a short description of the event and the unsafe conditions, equipment damage, or financial burden resulting from the event. A separate letter from the Owner must be received that provides enough detail to evaluate whether a renovation meets requirements for an emergency. (See Emergency Waiver instructions for more information).
- XVII. **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:** Describe what actions and work practices will be taken to address these unexpected events and keep asbestos emissions to a minimum.
- XVIII. **Certification of Presence of Trained Supervisor:** The notifying individual must certify that a person trained in asbestos-removal procedures will supervise the demolition or renovation. This trained individual is responsible for the activity on-site.
- XIX. **Required Verification:** Certify the accuracy and completeness of the information provided by signing and dating the notification form. Notifications that are not signed, will not be processed.

Associated Definitions

ACM: Stands for Asbestos Containing Material. Any material containing more than 1% of six types of asbestos minerals: Chrysotile, Crocidolite, Tremolite, Actinolite, Amosite or Anthophyllite.

Category I nonfriable ACM: asbestos-containing packings, gaskets, resilient floor covering (floor tile, sheet vinyl and mastics), and asphalt roofing products (roof tar, roof shingles, rolled roofing, built-up tar on flat roofs) containing more than 1% asbestos.

Category II nonfriable ACM: includes any material, excluding Category I nonfriable ACM, containing more than 1% asbestos...that when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure (cement asbestos products, cloth-covered wiring, tar-based coatings).

Friable: any material containing more than 1% asbestos....that, when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

Regulated Asbestos-Containing Material (RACM): (a) Friable asbestos material, (b) Category I nonfriable ACM that has become friable, (c) Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting, abrading or extensive breakage, or (d) Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.