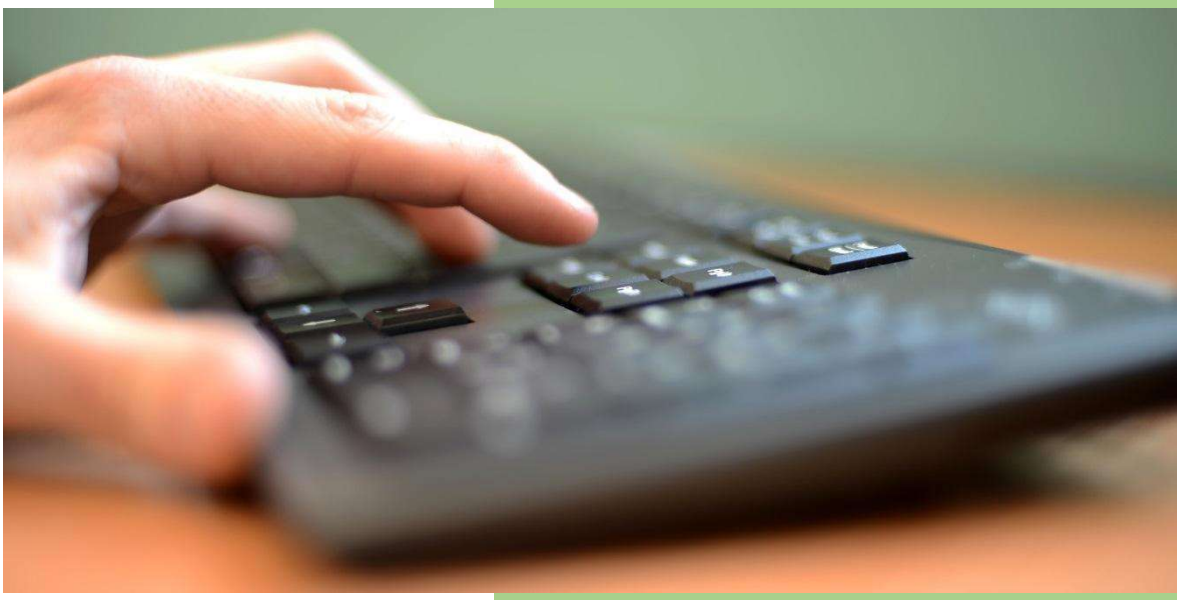
IOWA DEPARTMENT OF NATURAL RESOURCES

Asbestos Notification System User Guide



Iowa Department of Natural Resources
Air Quality Bureau
1/2025

WELCOME

Welcome to the Asbestos Notification System. This user manual is set up to assist with navigating the online application process, providing step-by-step instructions for the different types of notifications, as well as how to complete electronic payments. If at any time questions arise, please contact Norma Gentry at (515) 423-6415 or email at norma.gentry@dnr.iowa.gov.

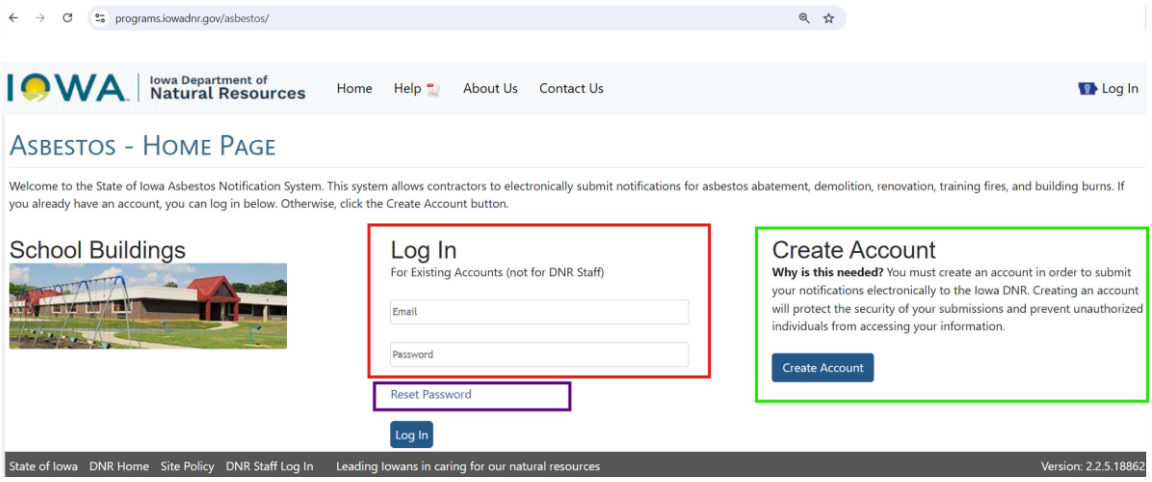
This manual provides easy navigation between sections by using the bookmarks. Using the bookmarks will take you to that section for your review.

GETTING STARTED

To begin using the notification system, a user needs to have an account created.

The starting point is the web address. Go to https://programs.iowadnr.gov/asbestos/.

The website will open on the Home Page:



The sections on this page are:

- Create Account Section (green section) - New users will need to create a new account
- Log In Section (red section) - existing users may sign in with the email address and password
- Reset Password (purple section) - Use this whenever the password needs to be reset

Additional details for each of these sections is presented below.

NOTE: Users that have an existing account with either Stormwater or General Permits may use that account to sign into the Asbestos Notification system.

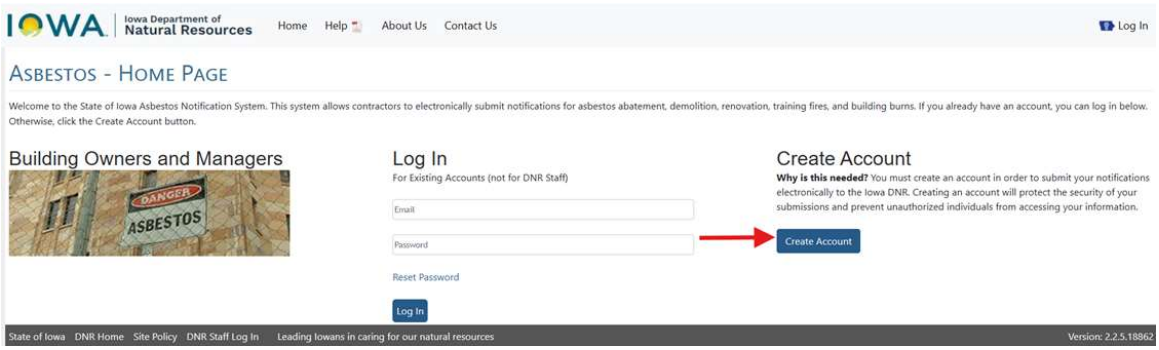
CREATE AN ACCOUNT

An account is needed in order to use the online notification system. Below is an overview of the process, and following is a step-by-step flow of the process.

OVERVIEW

- The *Create Account* button will open to the Register Account form
- Complete the sections in the Register Account form
- At the end of the form is a *Create Account* button
- When the *Create Account* button is clicked
  - The system will go the Manage Account screen
  - An email will be sent to the email (username)
- Open the email and complete the email verification to activate the Editor role

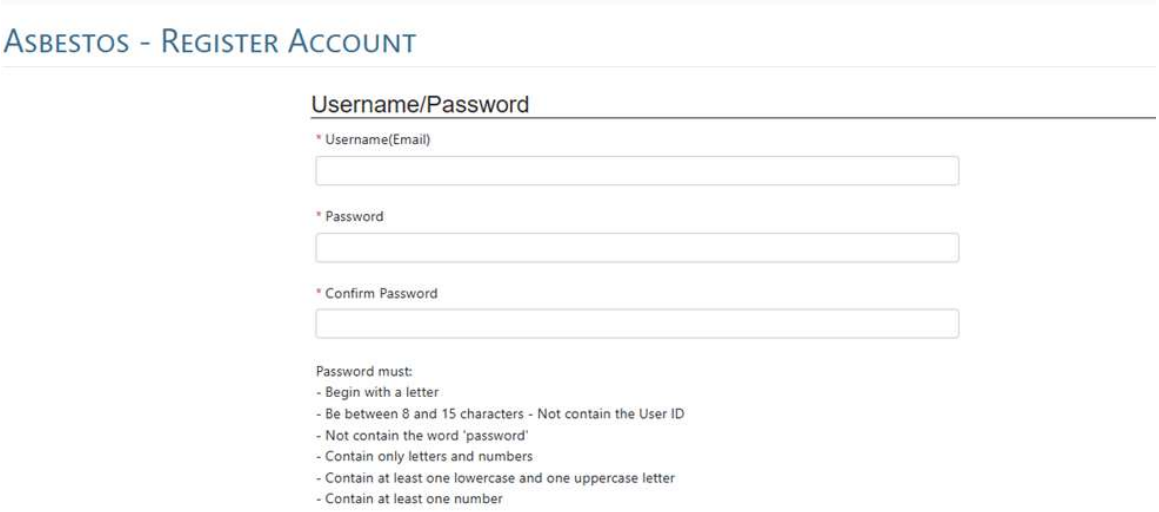
CREATE AN ACCOUNT - STEP BY STEP INSTRUCTIONS



- Click the *Create Account* button
- The Register Account form opens. Complete the form *Register Account*

Register Account Form

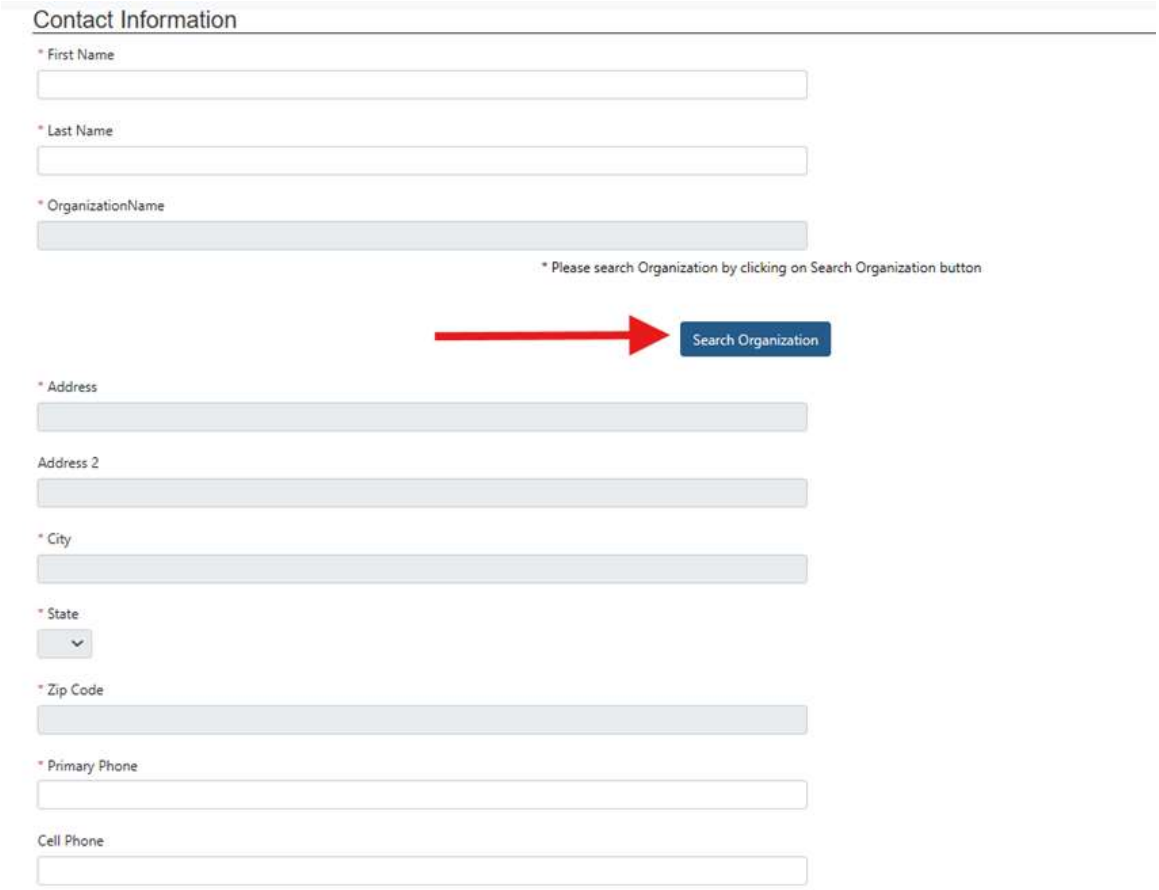
The first part of the Register Account Form is where the username and password are set. Follow the requirements as noted.



- Username is your complete email address
- Password **cannot** contain your username or the word ‘password’
- Passwords expire every 60 days. When expired, use the Reset Password link to reset

Contact Information

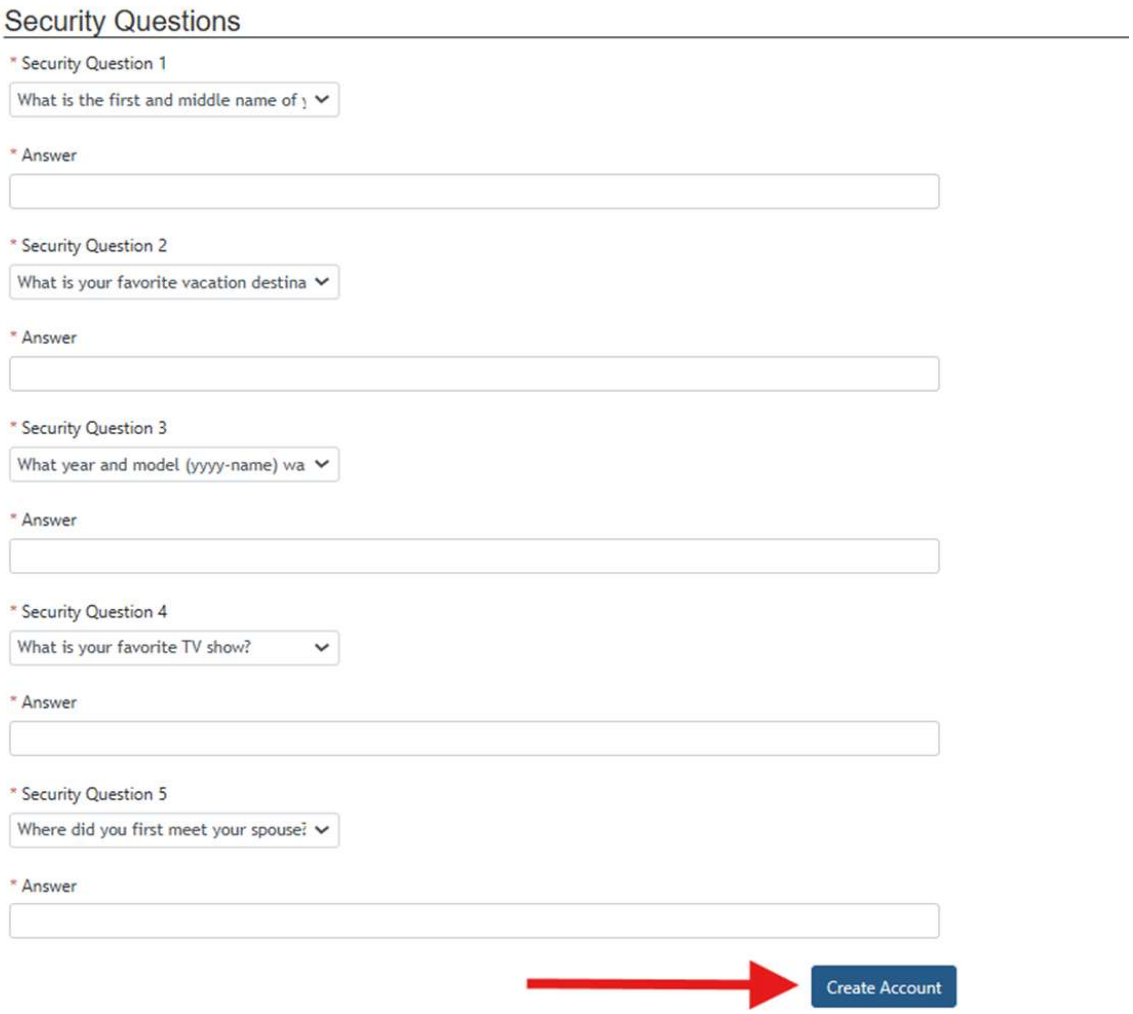
The second part of the Register Account Form is the Contact Information. This section establishes the user First Name, Last Name and Organization.



- Enter your first and last name
- Click the *Search Organization* button
- Search for your organization by Company Name (See *Search Organization* for more information)
- If your Company Name is not found, you may add it by clicking the *Add New Company* button
- Enter a primary phone number
- If your primary phone is not a cell phone, please provide a cell phone number

Security Questions

The last section of the Register Account Form is the Security Questions. These questions are used as part of the security validation at certain times in the application submission process.

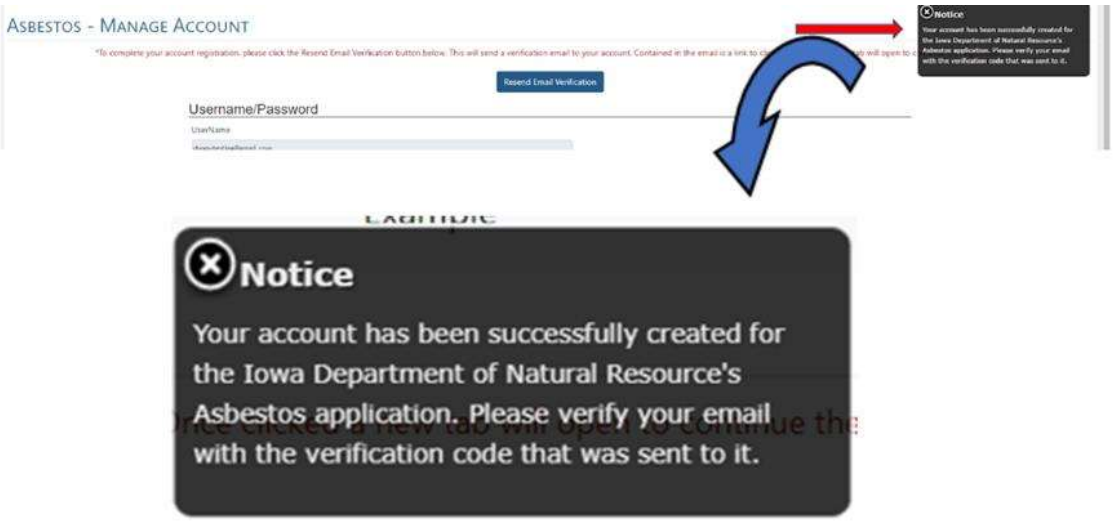


- Select 5 questions that only you can answer
- Answers must be minimum of 4 characters long
- Click ***Create Account*** button when finished

After the Create Account button is clicked, the process goes to the Manage Account page. Instructions are provided that will continue the registration process as shown in the Complete Email Verification section.

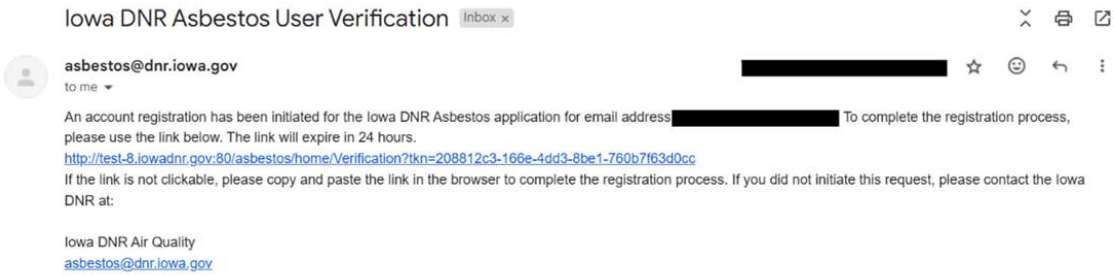
Complete the Email verification process

When returned to the Manage Account page, there should be a Notice box indicating that the account has been successfully created:



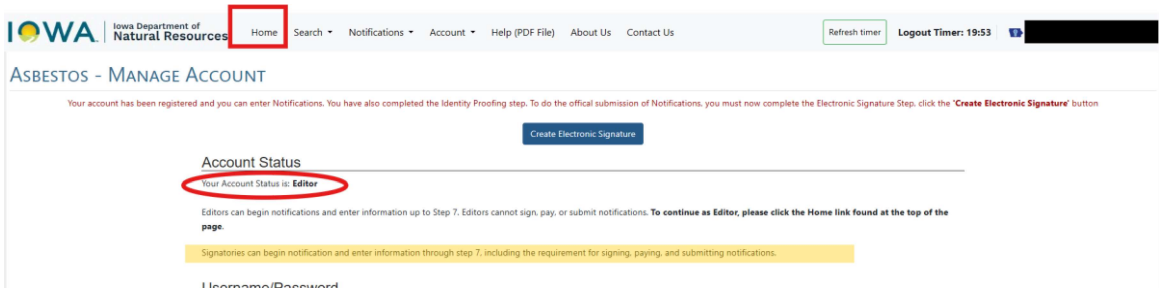
- The system will go to the *Manage Account* screen and display your Username and Contact Information along with this message
- At this point, you should close your browser tab (A new browser session will be provided via the email link)
- Navigate to the email address and open the email that was sent

Sample of email for Create Account



- Click the link embedded in the email and you will go back to the *Manage Account* screen. If you did not log out of the prior session, when this opens, you will remain logged in and continue the registration process

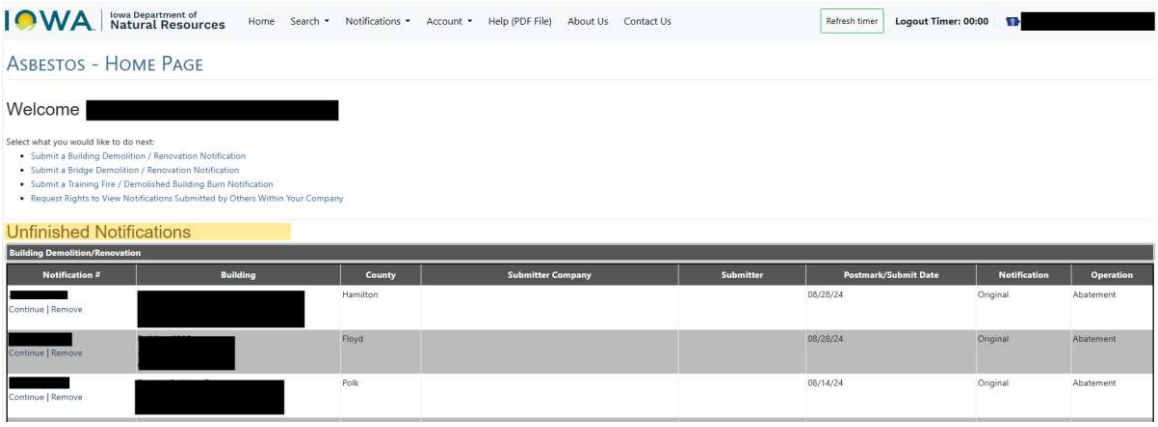
Manage Account Screen



- Your account will now be in the Editor role. Follow the instructions on the screen, or see *Role Definitions* to change the role to Signatory if you need to be able to sign, pay, and submit notifications
- Or, to continue in the Editor role, click the Home link at the top of the page to be taken to the dashboard Home page. The dashboard Home Page will provide ability to enter notifications, and displays unfinished notifications in a table below the menu selection section

Registered User Dashboard Home Page

Once the account is created, the registered user dashboard home page will be the page to use for entering new notifications, continuing existing unfinished notifications, or searching for notifications entered by the registered user.



- This is an example of the dashboard home page
- Menus are available at the top for navigation
- Unfinished notifications are displayed in the table
- If this is the first time on this page, the Unfinished Notifications table will be empty

Notice that each unfinished notification has a way for the user to Continue or Remove notifications.

Continue or remove unfinished building notifications

On the dashboard, unfinished notifications will be displayed. Each notification has a Continue or a Remove link.



To Continue:

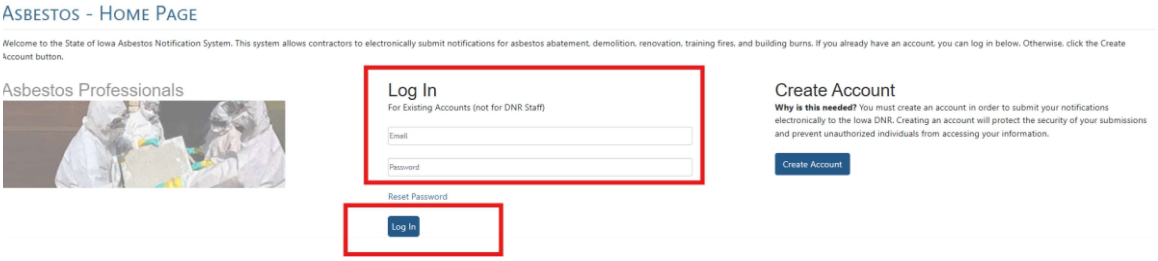
- Click on Continue to open the notification at Step 1
- Review data previously entered
- Continue through each step to submit

To Remove:

- Click on Remove and the notification will be removed from the system

LOGIN

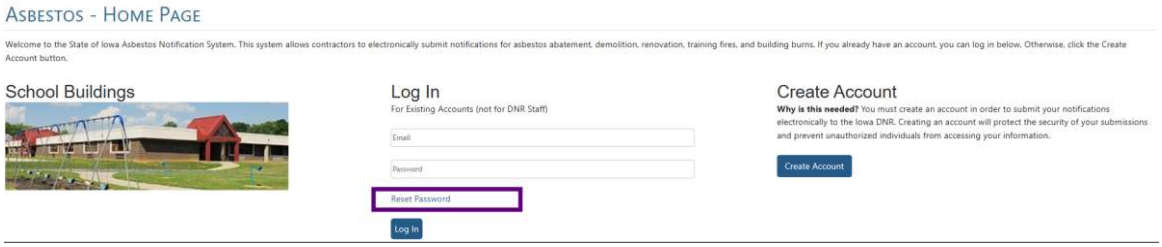
This section is used when an account has been registered.



- Enter the username and corresponding password
- Click Log In
- The user will then be directed to the Dashboard Home Page

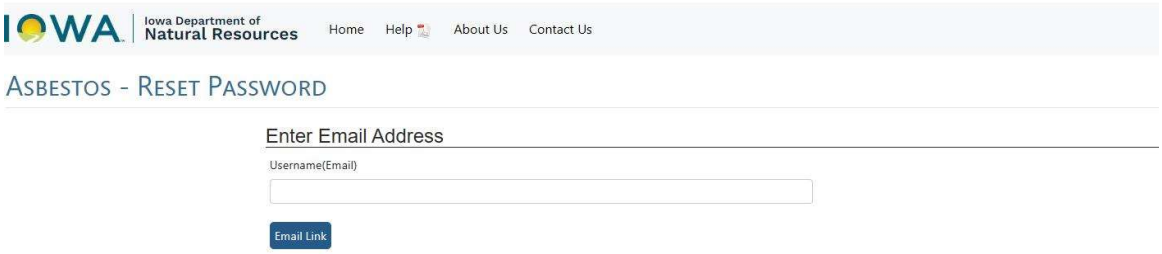
RESET PASSWORD

This section is used to reset the password. If at any time the user is not able to successfully log in, clicking the Reset Password button and resetting the password may be enough to allow a successful login. If issues persist, contact Norma Gentry at (515) 423-6415 or email at norma.gentry@dnr.iowa.gov.



- Click the Reset Password link

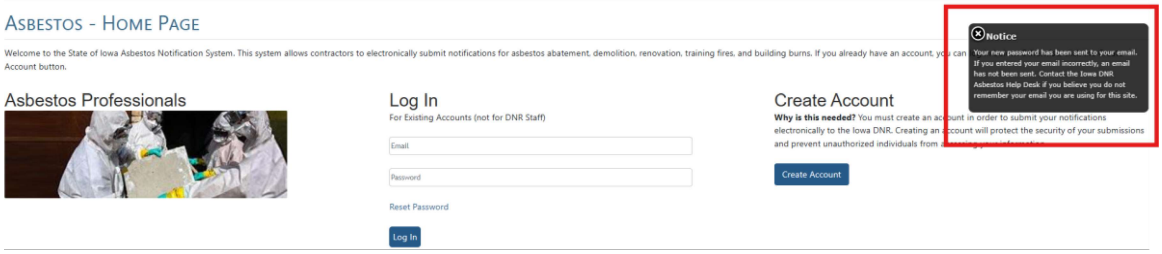
Once the link is clicked, the user will be directed to the Reset Password screen:



- Enter Username
- Click Email Link

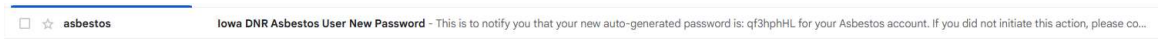
When the Email Link button is clicked, a message should appear in the upper right.

Example of confirmation message that new password is sent to email address:

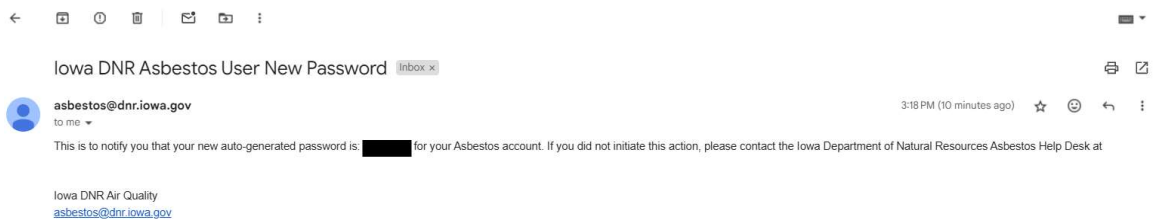


- An email will be sent to the email address, which is the same as the username

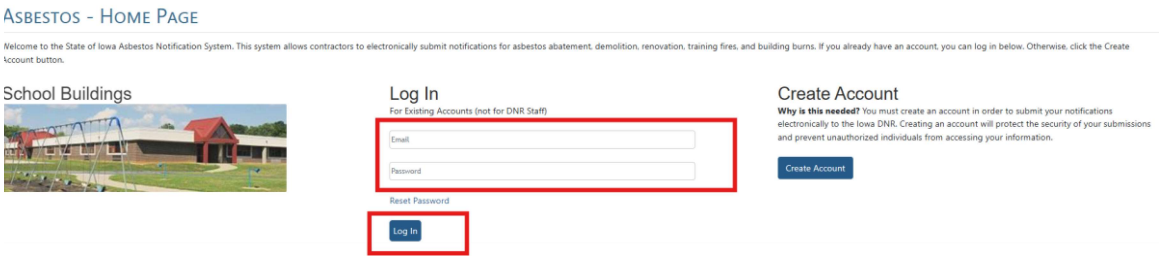
Navigate to the email account. An example of what the email should look like is provided below:



Open the email to get the temporary password:

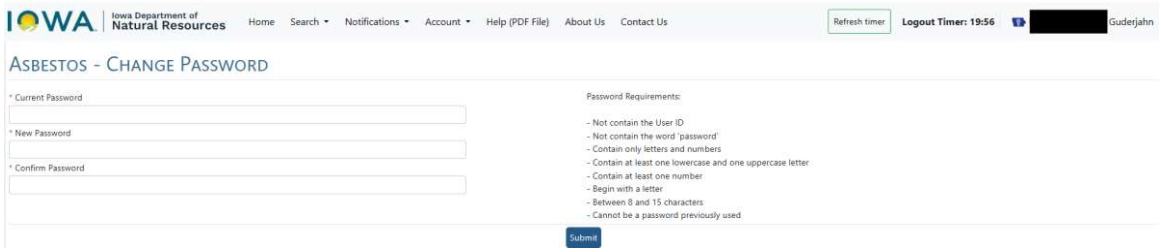


- Copy the temporary password - See below about copying the temporary password
- Navigate to the Home Page



- Enter the username (email)
- Enter the temporary password
- Click Log In

User will be directed to the Change Password screen:



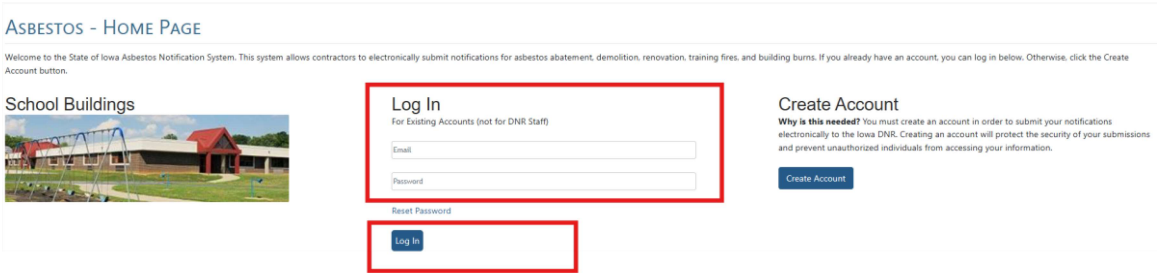
- Enter the temporary password as Current Password
- Enter a new password (Cannot reuse a prior password)
- Enter the new password again in the Confirm Password section
- Click Submit

Once Submit is clicked and the password change is successful, the following screen will appear:

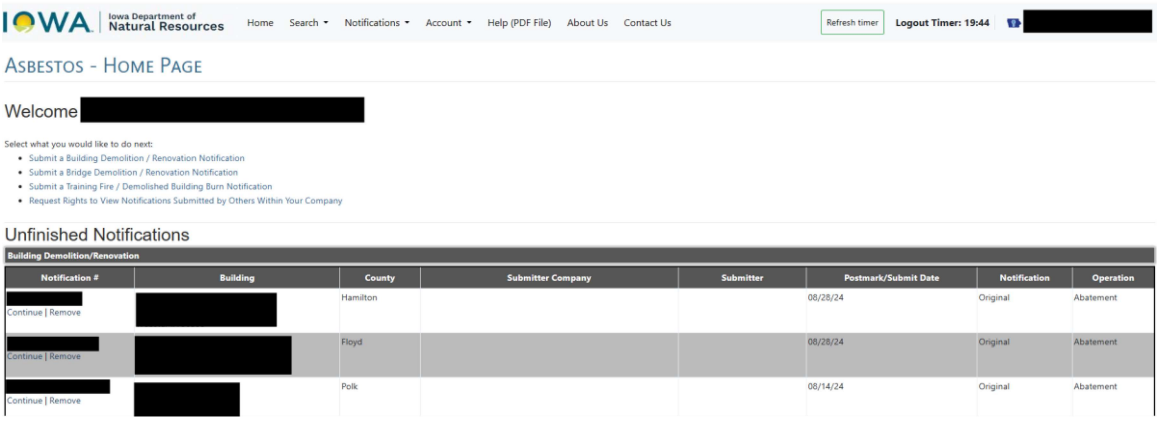


- Click Continue

You will be directed back to the Home Page:



- Now user will use their username (email address) and the new password and click log in
- The user will then be directed to the Dashboard Home Page

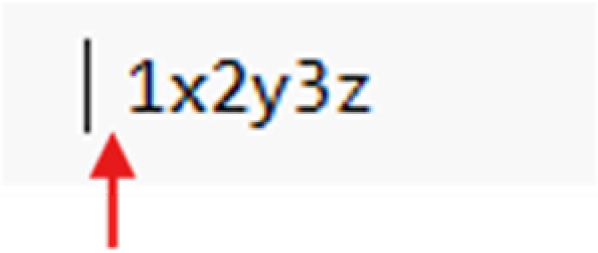


COPYING THE TEMPORARY PASSWORD

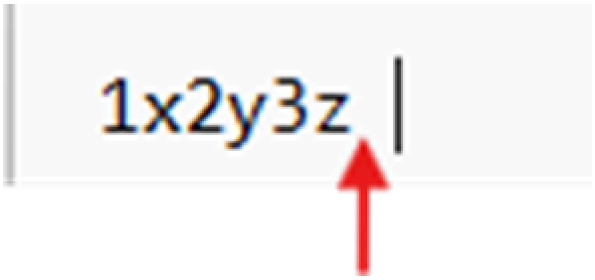
When copying the temporary password, it is important to copy it exactly as displayed. Sometimes numbers and letters look the same, making it difficult to distinguish between them. For example, the number 1 looks similar to the lowercase letter l (L). It is also important not to have any additional spaces before or after the temporary password. This may happen when the password is copied from the email.

If using the copy/paste feature, use a text editor such as Notepad to check to see if there are any additional spaces tied to the copied password.

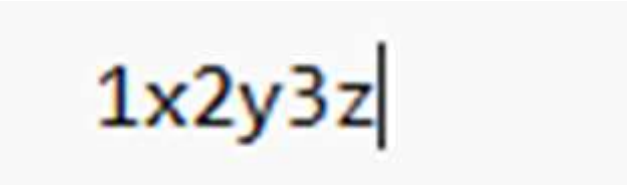
This is an example of an extra space at the beginning of the temporary password:



This is an example of an extra space at the end of the temporary password:



This is an example of a correct copy of the temporary password:



ROLE DEFINITIONS

The Role definition is important as to what actions can be completed throughout the notification process. Roles are either Editor or Signatory. The Signatory role is available after the Editor role is established.

EDITOR ROLE

This role grants the ability to create notifications. Editor role cannot pay/submit. The Editor role is created once the Create Account process is finished and the link provided in the email is clicked.

SIGNATORY ROLE

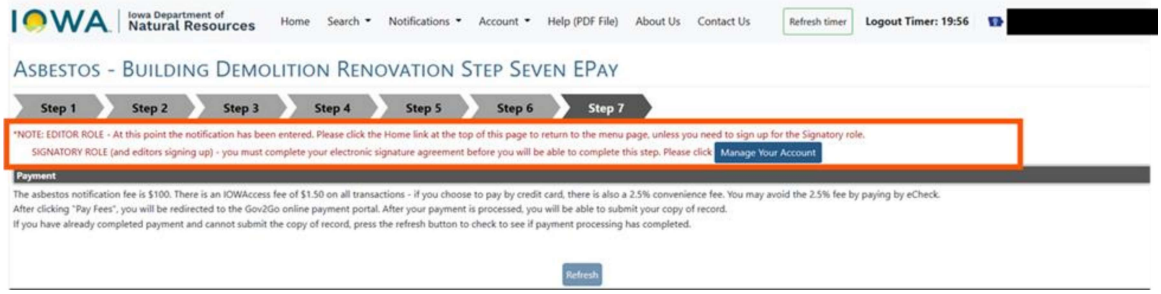
This role grants the ability to create notifications, complete the payment process and submit the notification. Other requirements and privileges are:

- With approval from Asbestos Administrator, can view all notifications for the organization
- Requires proof of identity and an electronic signature
- Identity Proofing protects the integrity of your notifications
- The Electronic Signature Agreement is legally binding similar to a wet ink signature on paper notifications

A user in either role can start and fill in the information for a notification up through Step 6. It is on Step 7 of the notification that the difference in the roles becomes apparent.

Below is what the Editor will see on Step 7:

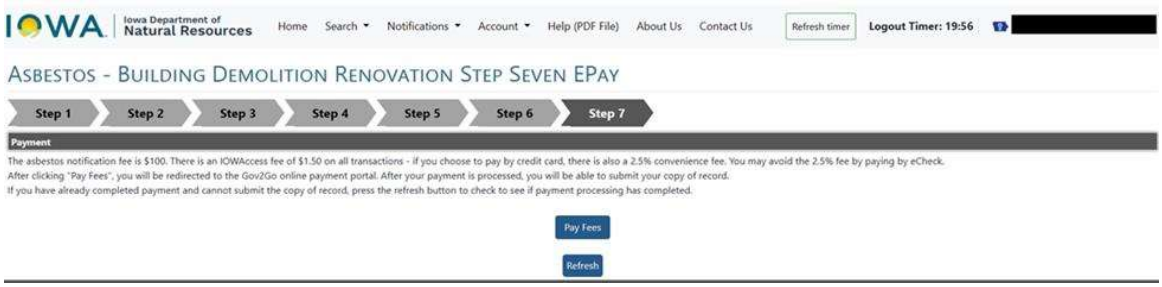
Step 7 - Editor Role



- At this point, the notification has been completed as far as possible based on the Editor role
- To continue the notification through the signature/certification and payment process, it can be picked up and continued with someone in the Signatory role
- Or the user can click Manage Your Account button to start the process of establishing the Signatory role

Once user has established the Signatory role, this is what Step 7 will look like:

Step 7 - Signatory Role



- The Signatory can click the Pay Fees button to continue with the payment process
- See below for step-by-step instructions on how to change from Editor Role to Signatory Role

To Become A Signatory

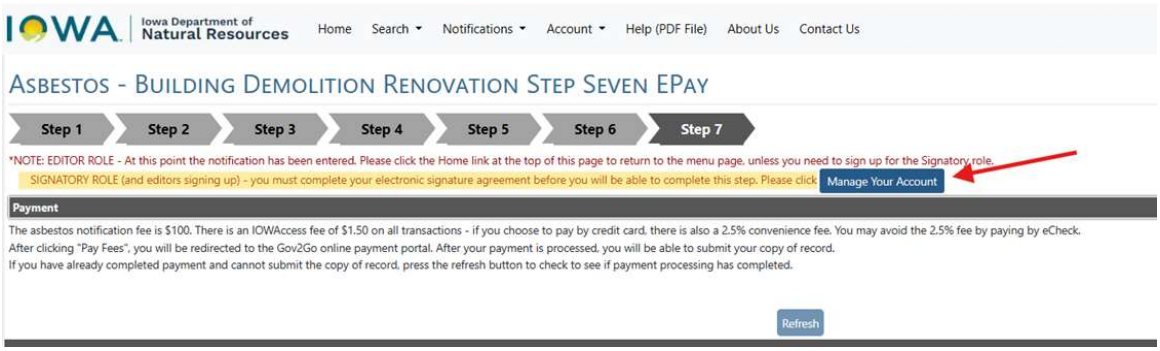
The Signatory role can be active in two different ways:

- While entering a notification, and clicking the Manage Your Account button on Step 7
- On Home screen, clicking Manage Account button

Both ways will navigate to the Manage Account page and from there the process is the same.

SIGNATORY ROLE - STEP-BY-STEP INSTRUCTIONS

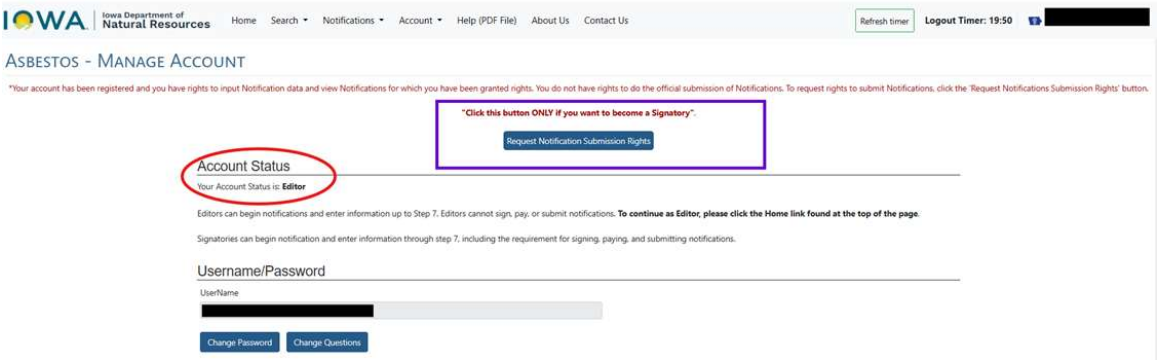
Below is the Step-By-Step instructions on how to change from the Editor Role to the Signatory role on Step 7:



- Click Manage Your Account button

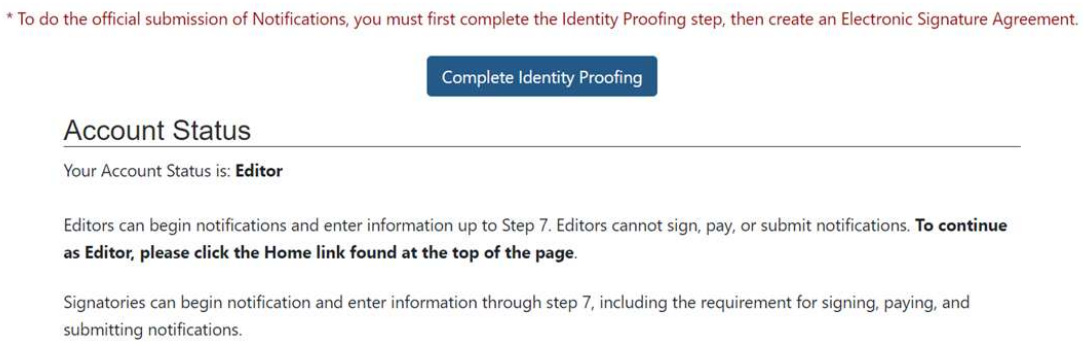
After clicking the button the next screen presented is the Manage Account page, which contains the Request Notification Submission Rights button.

Request Notification Submission Rights Button



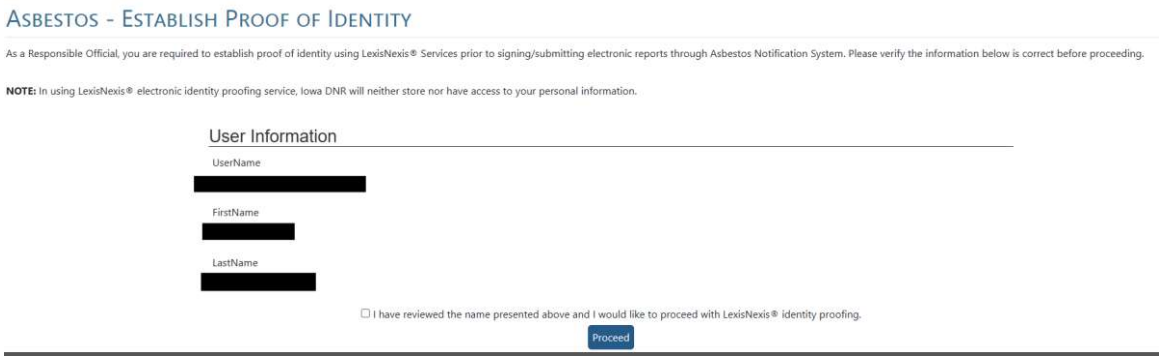
- On the Manage Account page, click the Request Notification Submission Rights button
- The red message at the top will change, and the button will change to Complete Identity Proofing

Complete Identity Proofing Button



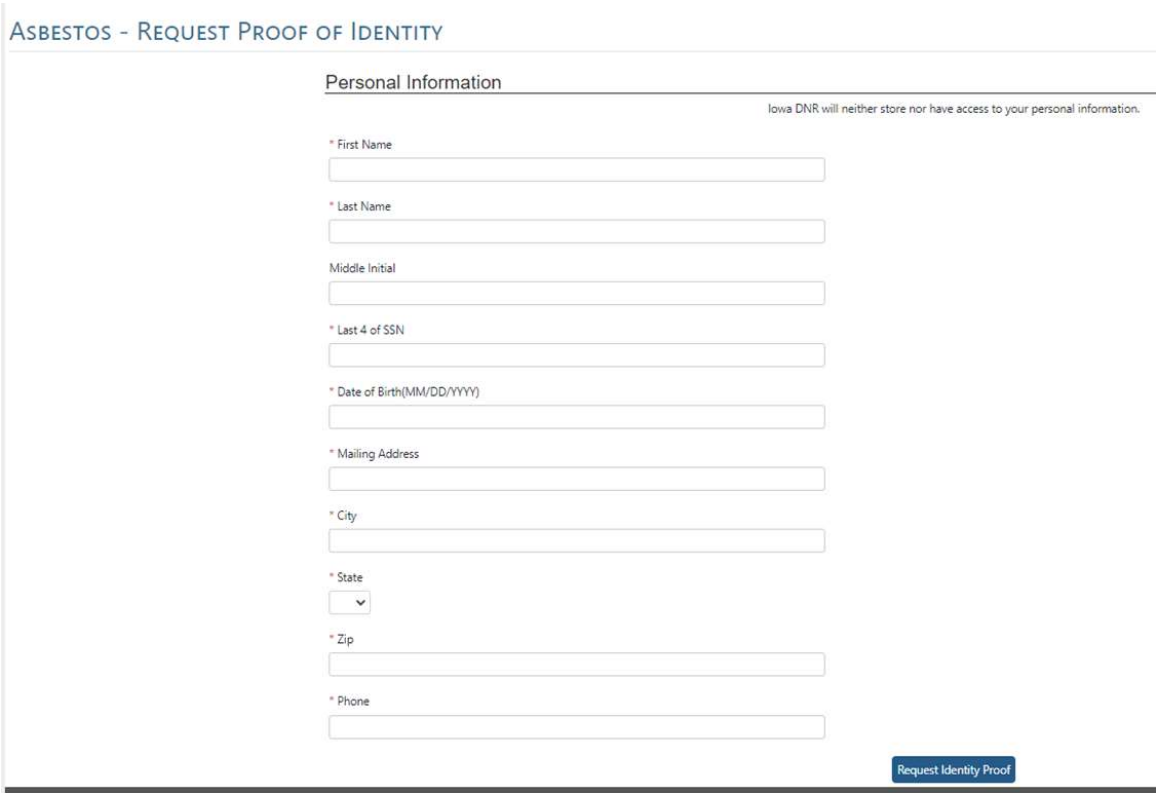
- Click the Complete Identity Proofing button
- Clicking the button opens the Establish Proof Of Identity page

Complete the form Establish Proof of Identity



- Read the instructions
- Check the checkbox
- Click Proceed, and the Request Proof of Identity page will open

Request Proof of Identity Page



- Complete the form *Request Proof of Identity*
- Identity proofing is based on your personal information
- DNR **does not** retain this information
- Enter your **personal mailing address** not your company mailing address
- Click the *Request Identity Proofing* button

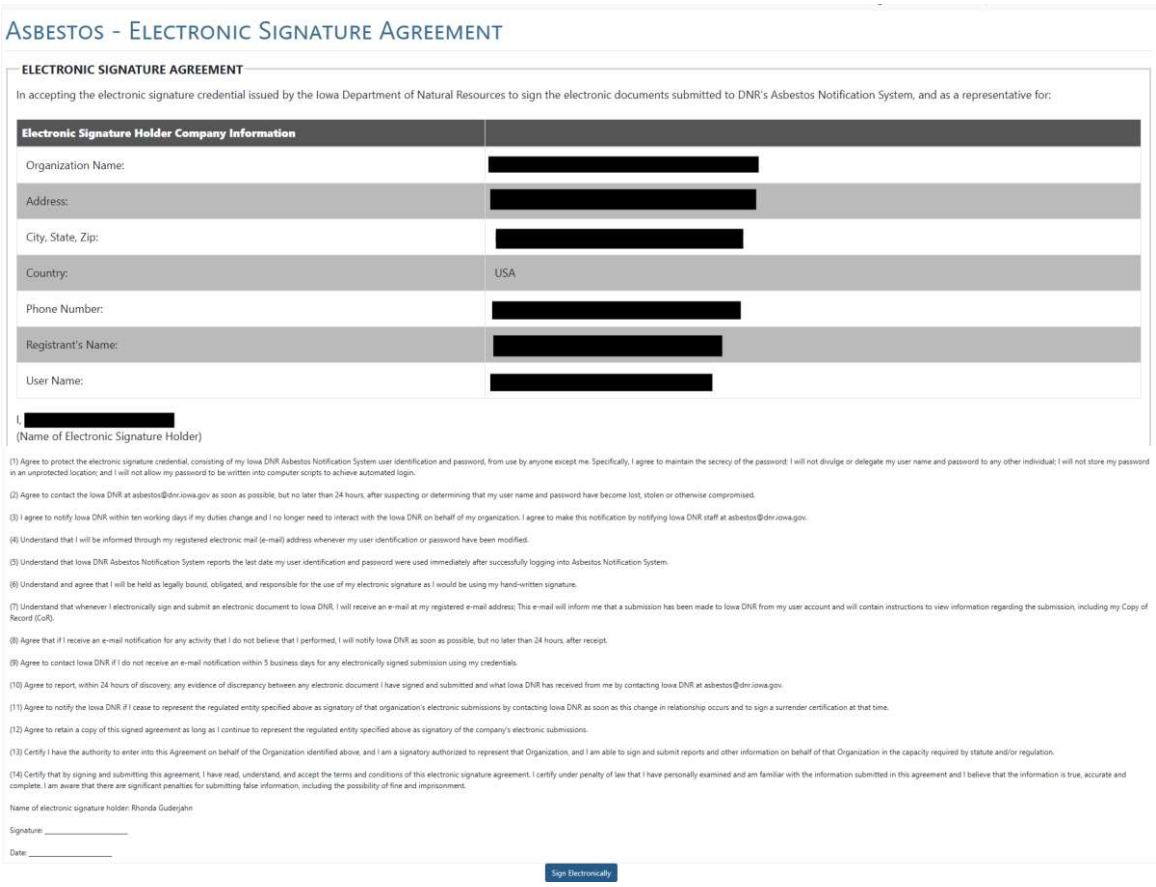
The system will go back to the *Manage Account* screen where you can begin the Create Electronic Signature step.

Create Electronic Signature Button



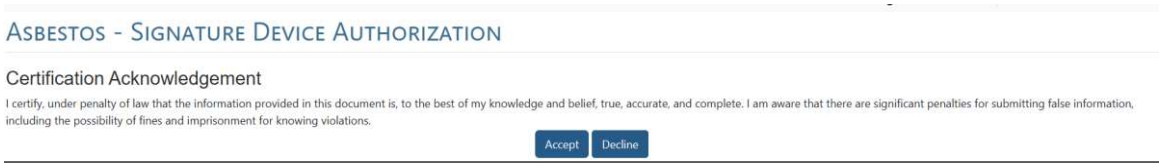
- Click Create Electronic Signature button
- This will take you to the Complete Electronic Signature page

Complete Electronic Signature Page



- Click the *Sign Electronically* button and the system will go to the Signature Device Authorization page

SIGNATURE DEVICE AUTHORIZATION PAGE



- Click the *Accept* or *Decline* button
- The *Accept* button continues the process and the system will go to the signature device Authorization page
- The *Decline* button stops the process

Clicking Accept, the first step of the Authorization page appears:



- Enter your password and click the *Login* button

The next section becomes available:



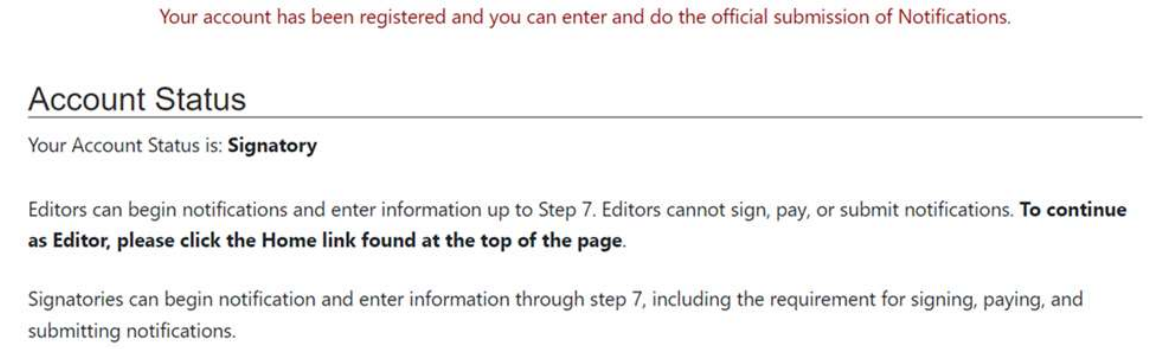
- Answer the security question and click the *Answer* button

The last section becomes available:



- Click the *Sign* button and the next screen shows your account as Signatory Account

The Account Status page is displayed:



The setup for the Signatory role is complete.



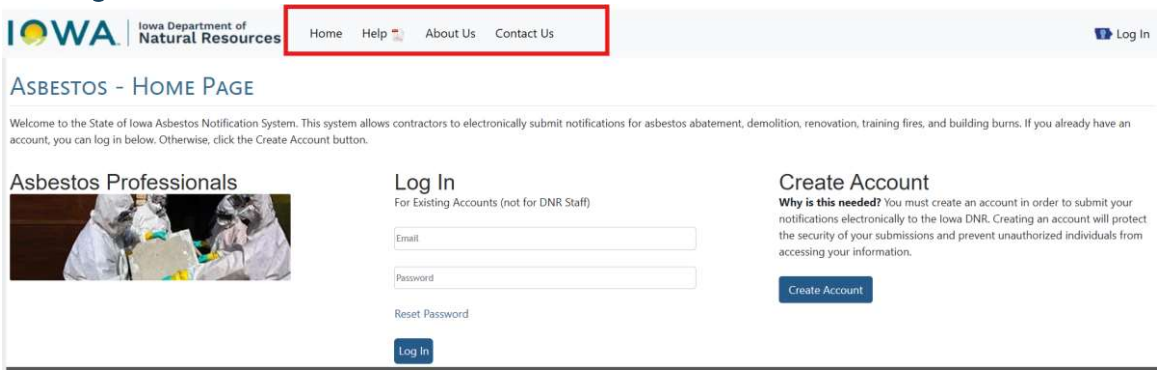
You're ready to use the system. Click the Home link at the top of the page to get to the Home screen which will contain the menu options to proceed.

EXPLORING SEARCH LINKS AND SEARCH BUTTONS

Throughout the Asbestos Notification system, there are various links and buttons. Most of these will be explored in detail in other sections of this manual. This section is an overview of the links and buttons available.

SEARCH LINKS

Home Page - Not Signed In

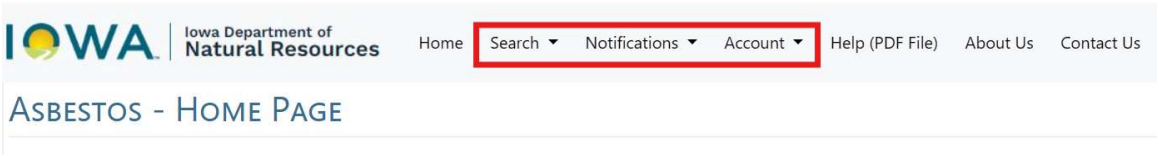


On the Home Page, before the user signs in, there are menu choices at the top of the screen. Since the user is not logged in, these menu choices are limited.

- Home - When not signed in, will take the user back to the Home Page
- Help - When clicked, opens the user manual
- About Us - Redirects the user to the DNR website
- Contact Us - Provides contact information

Home Page - Signed In

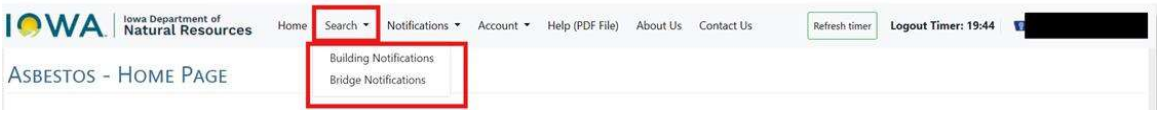
When a user signs in, the menu options expand and contain additional links:



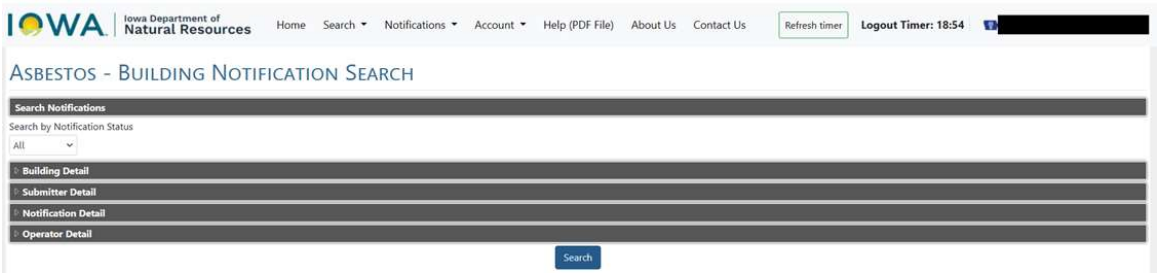
- Search link - Provides a way for the user to search for notifications
- Notifications link - Another way to get to blank forms that can be completed for
  - Building Demolitions/Renovation
  - Bridge Demolition
  - Iowa Training Fire - Demolition or Controlled Burn of a Demolished Building
- Account link - This is where the user can complete various tasks such as
  - Change to Signatory Role
  - Change Password
  - Change Security Questions

USING THE SEARCH LINK

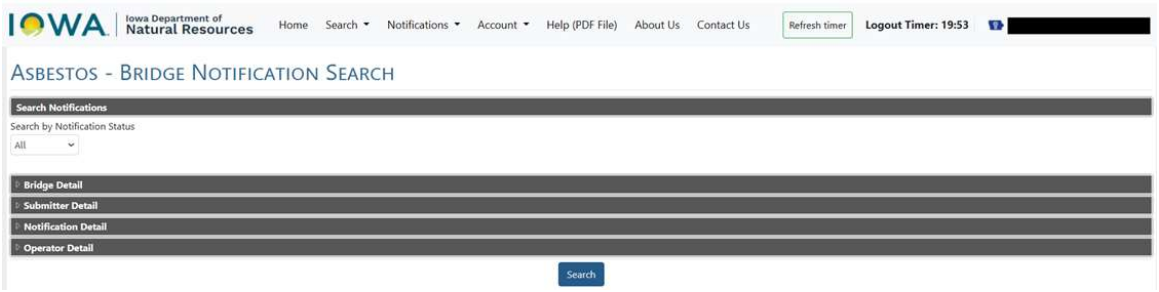
Clicking the Search link provides the ability to search for Building Notifications or Bridge Notifications. NOTE that training fires and demolished building burns are considered as Building Notifications.



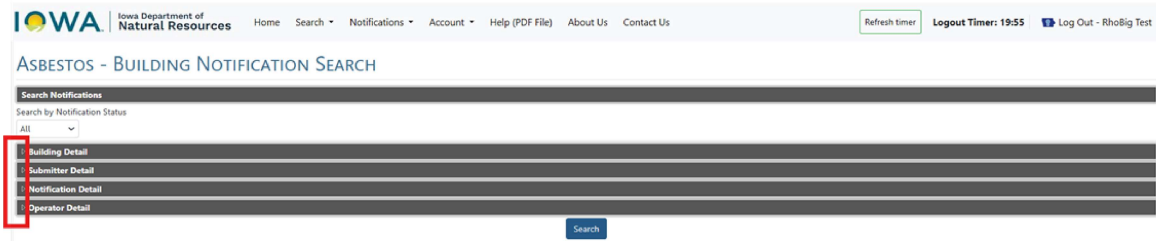
Example page when Building Notifications is selected:



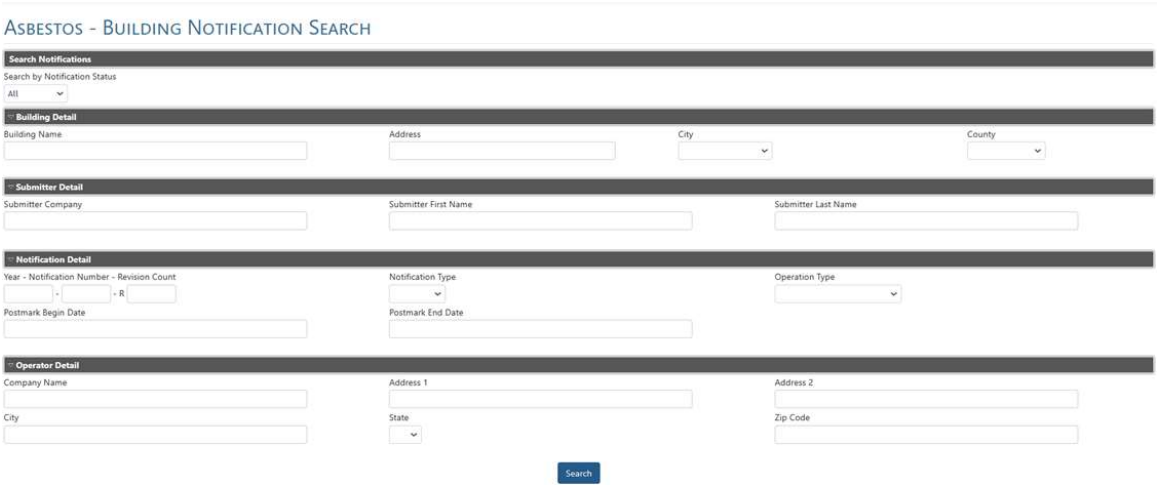
Example page when Bridge Notifications is selected:



Note the carats on the left of each section. When clicked, the section will expand:



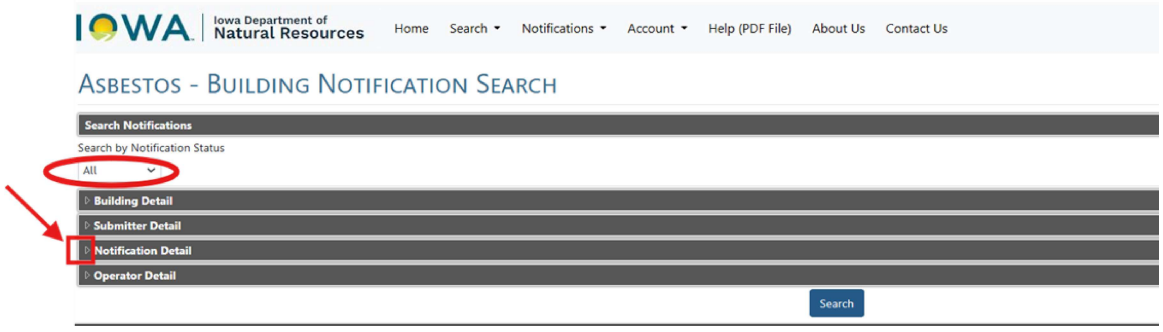
Example of page showing all sections expanded:



- A Search can be performed on any of these fields
- Search results will only provide details of notifications for the logged in user
- Note if the notification number is known, it is not necessary to fill out the year or the revision count
- Example: Notification Number shows as 24-111111-00. In this case, the Year is 2024, the numbers after the year are the Notification Number, and the last 2 digits are the revision number
- Any/all of these fields may or may not be filled in with data. The more data of boxes filled in, the less results returned

- When finished entering details, click Search and results will be displayed in the grid that appears
- Reminder - Building Notifications and Bridge Notifications will not be shown from the same search. Only notifications based on the selected Search (Building or Bridge) from the Search link will show

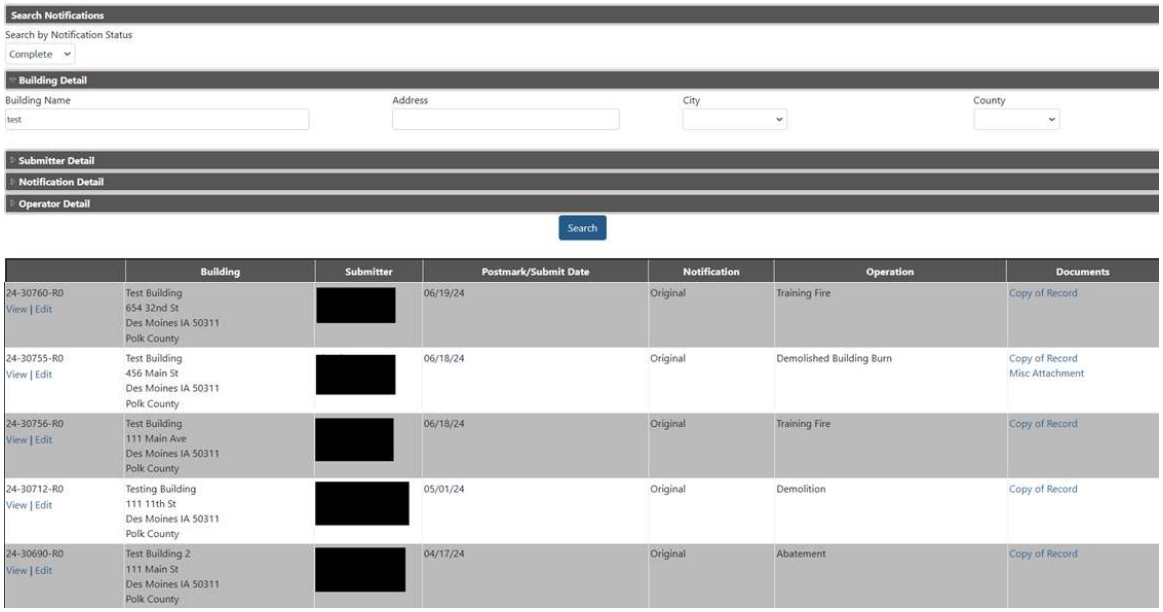
Example of a Building search for a completed notification:



- Search Notifications default to All. To search for a completed notification, change this to Complete
- At this point the Search button could be clicked, and a list of completed notifications for the selected type (Buildings or Bridges) for the organization will be displayed
- OR, if a specific notification is sought, click the triangle beside Notification Detail and the menu will expand and enter details
- Click Search button

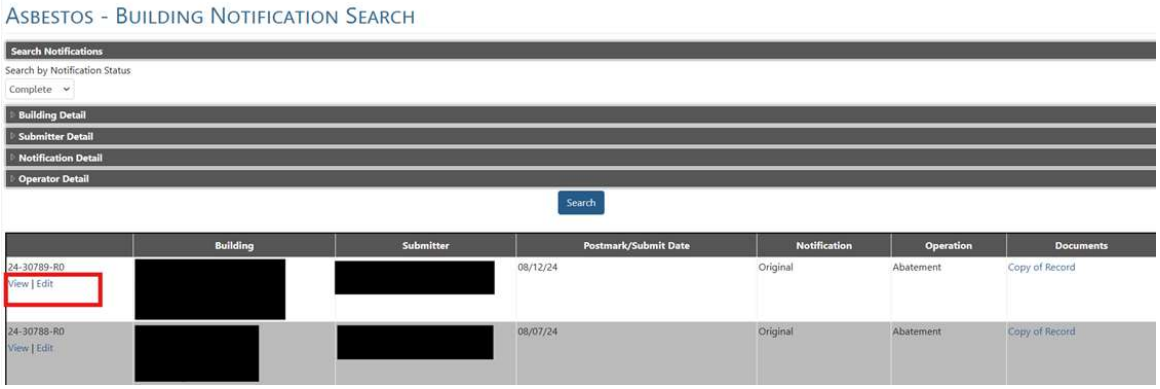
The results grid will be displayed.

This is an example of searching for a building by Building Detail:



VIEW/EDIT OPTIONS

When the list is returned, each notification has an option to either View, or Edit:



Clicking View:

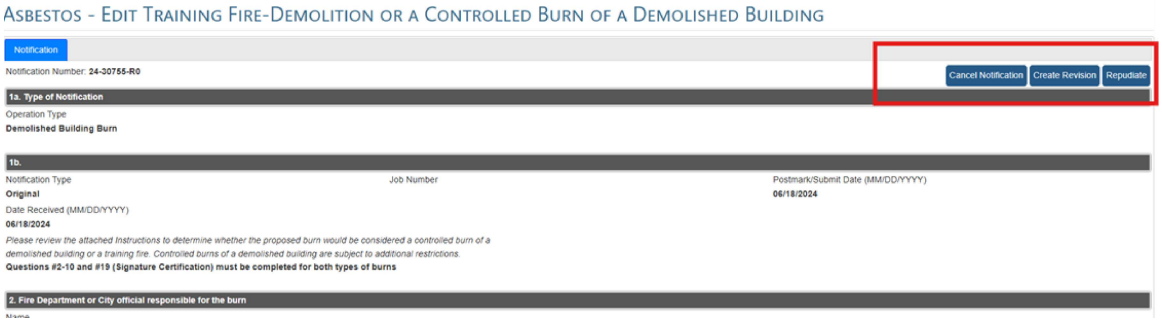
This only provides a view of the notification and provides details for each of the fields as originally completed.

Example of the View option:

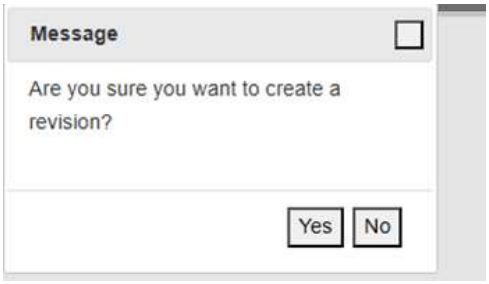


Clicking Edit:

After Edit is clicked, the screen that follows will provide buttons to perform actions for Cancel, Revision, or Repudiate for the selected notification:



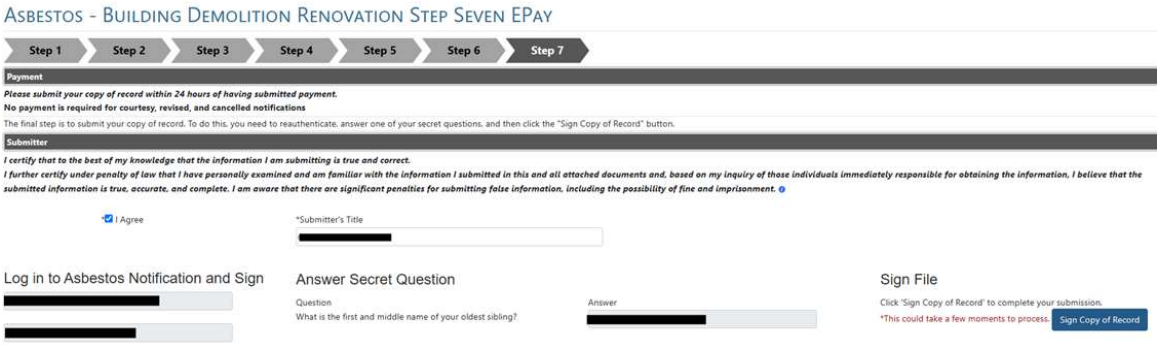
- Click on the appropriate action and A message box will appear



- Click the Yes button to revise, cancel, or repudiate the notification
- Or click the No button to cancel action

If the Yes button is clicked, the next screen to appear will be determined based on which action was selected.

If the Cancel Notification button is clicked:



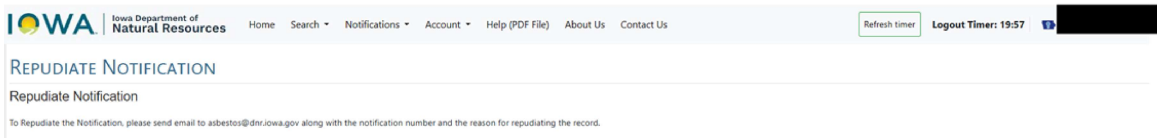
- Check the I Agree checkbox.
- Enter the Submitter Title
- Enter the password and click Log In
- Answer the Secret Question
- Click Sign Copy of Record

If the Create Revision is clicked:



- The system creates a copy of the previous notification at Step 1
- Note that the Notification Type now shows as Revised
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 business days notification window, if applicable

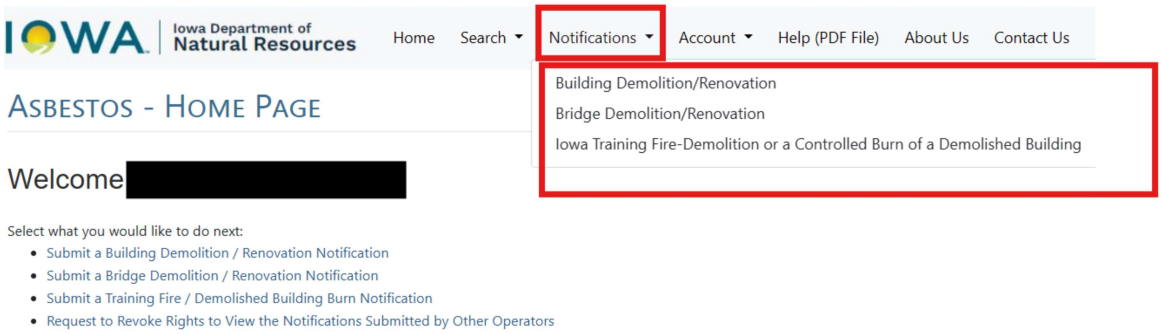
If Repudiate is clicked:



- You will see this notice with instructions on how to complete the repudiation. To complete the process:
  - Send an email to asbestos@dnr.iowa.gov with notification number
  - Provide reason for repudiating the record

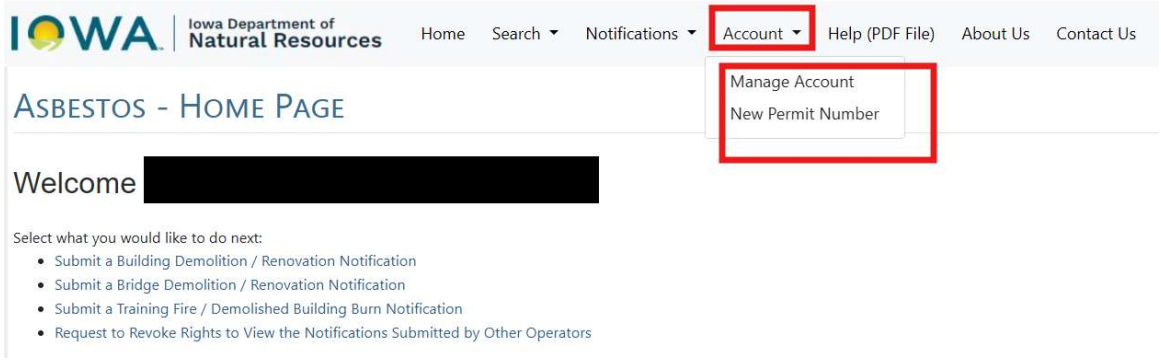
USING THE NOTIFICATIONS LINK

Clicking Notifications link provides a way to access blank forms for each type of notification. These forms are the same as what is presented in the Submit section under the Welcome.



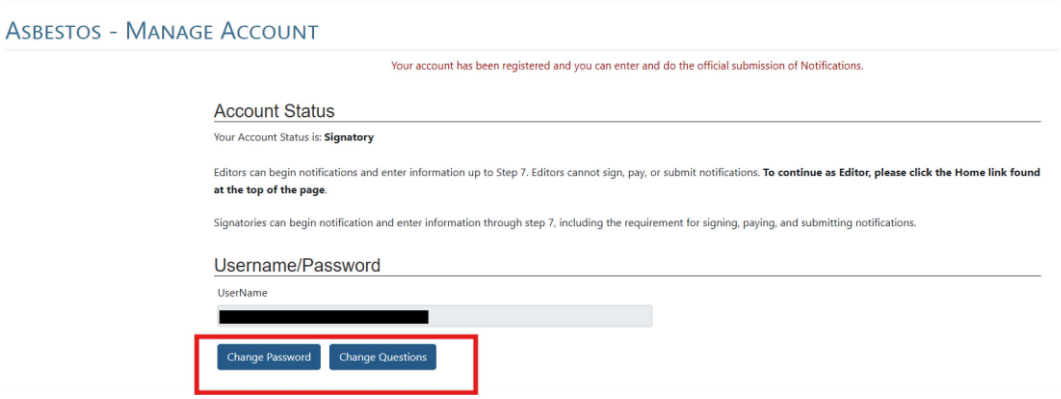
USING THE ACCOUNT LINK

Clicking the Account link provides a way to manage various aspects of the user account, and also provides a way for an organization to add a permit number if it applies.

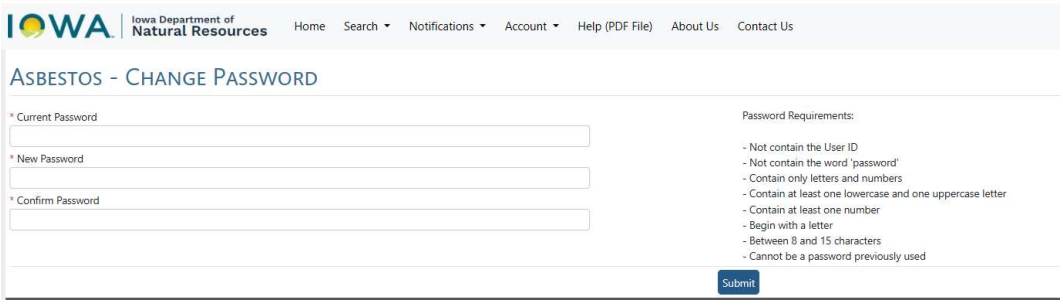


- Click Account
- Clicking Manage Account

When Manage Account is clicked, the form opens and displays the Account Status (user role). In this case, it is showing as Signatory. See Role Definitions for additional details. The form also has buttons available to click to Change Password, or Change Questions.

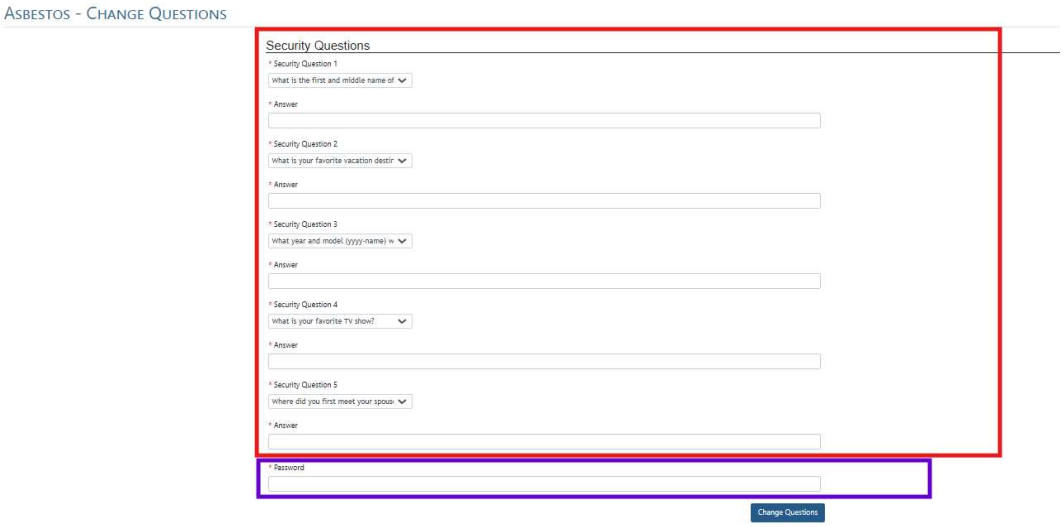


Clicking Change Password:
This will allow the password to be changed. Follow the requirements for changing the password.



- Enter current password
- Enter new password
- Enter new password again in the Confirm Password
- Click the *Submit* button

Clicking Change Questions:
When clicked, the form opens to a page displaying the security questions. There are 5 questions that are required, along with corresponding answers. Use the dropdown feature of the box to display a list of questions:



When finished with the selection process, the last box requires your login password. Enter your password and click the Change Questions button at the bottom of the form.

NEW PERMIT NUMBER

When Permit Number is clicked, the screen presented allows the user to enter in the Permit Number, if one is required. The Permit Number is a 4-digit Permit Number, and is one that comes from the Department of Inspection and Appeals and Licensing (DIAL) and is only required for Asbestos Contractors. This number renews every year and the new permit number will need to be updated here:



- Enter the 4 digits
- Click Save Permit Number

SEARCH BUTTONS

Search is an integral function of the Asbestos Notification System and occurs when creating your account, entering a notification, or searching for existing notifications. Contained within the notification pages are Search buttons and each button when clicked will provide the appropriate search page for that section.

The types of search pages provided are:

- Search Buildings (or Bridges)
- Search Organization
- Search Inspector
- Search Contacts

Each search page provides a way to search the data, or to make a new entry.

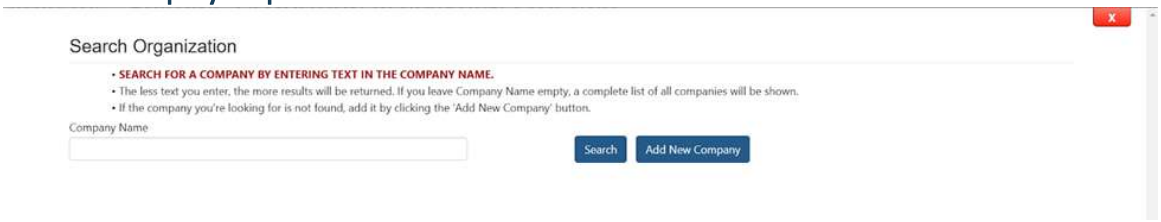
It is highly recommended that before adding a new entry, a search be performed first. Searching for an existing entry will help eliminate duplication in the tables.

Search Buildings (or Bridges) will be explained in their respective section. Search Organization, Inspector, and Contacts are the same among the different sections and are detailed below.

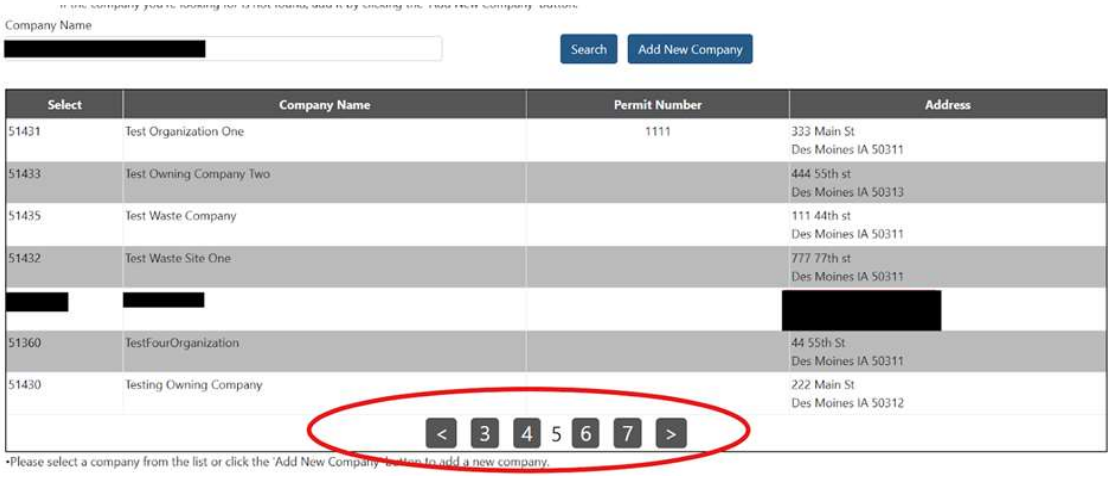
SEARCH ORGANIZATION PAGE

The Search Organization Page will open when specific search buttons are clicked. When presented with this page, refer to the following steps to complete the Search:

Search Organization - Step-by-step instructions

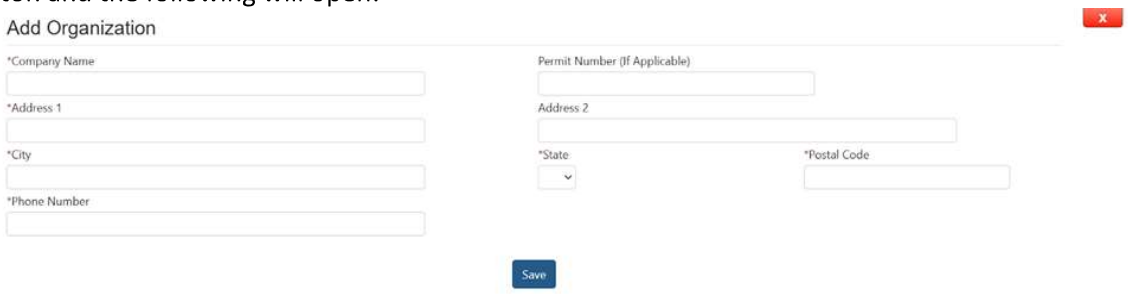


- Before adding a New Company, first search by Company Name to see if it exists
- Type all or part of a company name and click the *Search* button
- A minimum of 3 letters is needed to start a Search



- If there are several search results, paging is provided at the bottom
- Identify which company is correct for your organization, if present
- To choose a specific company, click on the numbers in the left-hand column called *Select*
- Once selected, the information will fill in the blank spaces on the screen where the Search button was clicked

If your company name is not on the list, or this is the first notification being entered for your company, click *Add New Company* button and the following will open:



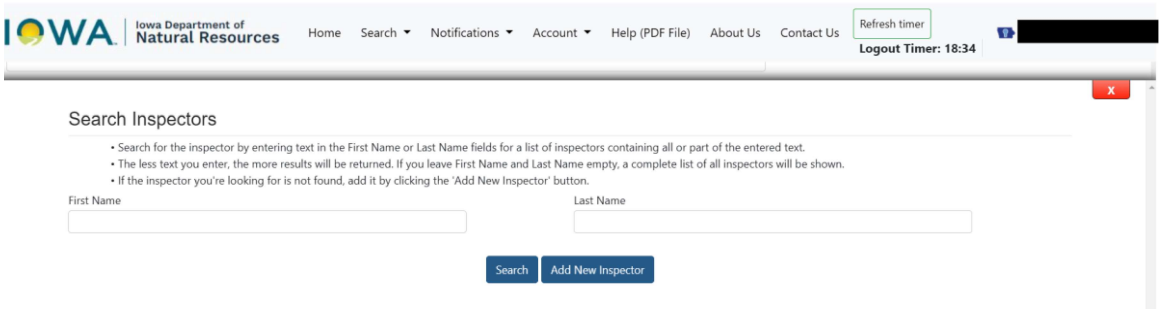
- Fill in the fields presented and click *Save*
- Note the Permit Number is not required and the 4-digit Permit Number is one that comes from DIAL and only for Asbestos Contractors (required on notifications)

SEARCH INSPECTOR PAGE

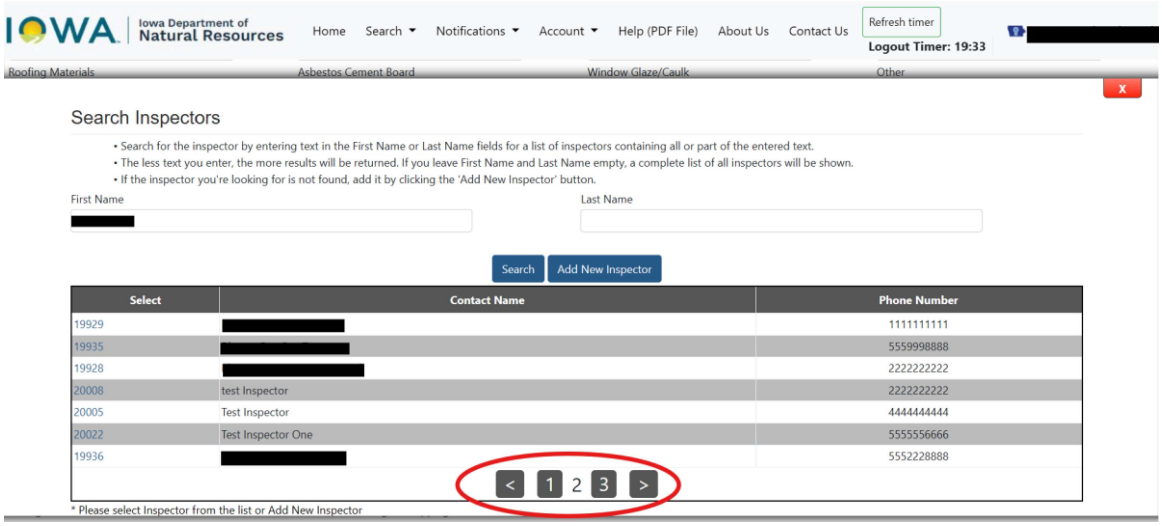
The Search Inspector Page will open when specific search buttons are clicked. When presented with this page, refer to the following steps to complete the page.

Search Inspector - Step-by-step instructions

Click Search for Inspector button and this screen will open:

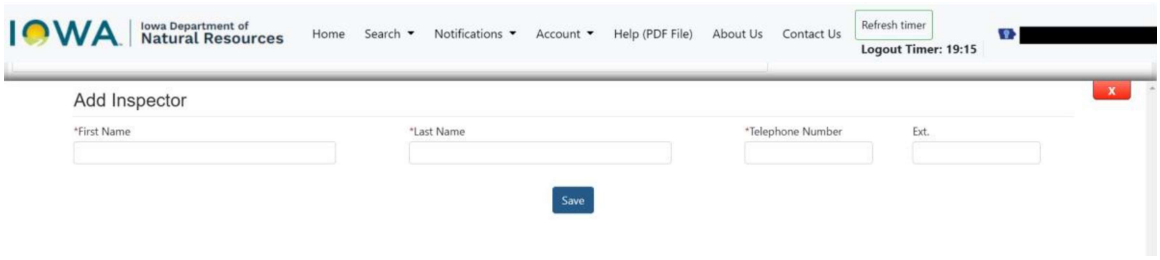


- Before adding a New Inspector, first search for the name to see if it exists
- Type full or partial first name and click *Search*
- Or type full or partial last name and click *Search*



- If there are several search results, paging is provided at the bottom
- Identify which Inspector is correct, if present
- To choose a specific Inspector, click on the numbers in the left-hand column called *Select*
- Once selected, the information will fill in the blank spaces on the screen where the Search button was clicked

If the Inspector name is not on the list, click *Add New Inspector* button and the following will open:



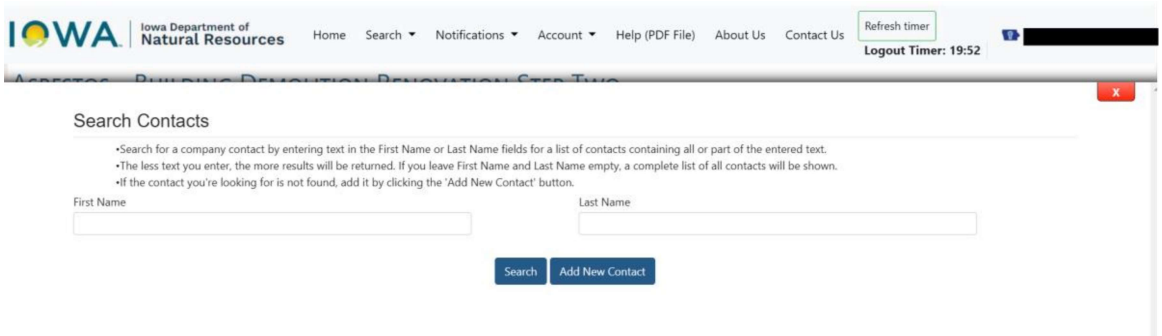
- Enter details in the fields and click *Save*

SEARCH CONTACT PAGE

The Search Contact Page will open when specific search buttons are clicked. When presented with this page, refer to the following steps to complete the page.

Search Contacts - Step-by-step instructions

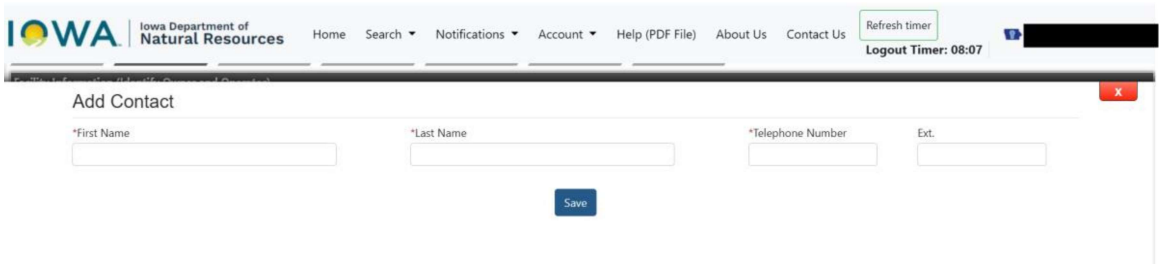
Click *Search Contact* button and this screen will open:



- Before adding a New Contact, first search for the name to see if it exists
- Type full or partial first name and click *Search*
- Or type full or partial last name and click *Search*
- **NOTE** - leave both First Name and Last Name blank and click *Search*

- Any existing contacts for this organization (business) will appear on the list
- Choose the correct contact person by clicking the numbers in the *Select* column

If the contact name is not on the list, click *Add New Contact* button and the following will open:



- Enter details in the fields and click *Save*

BULDING NOTIFICATIONS FROM REGISTERED PUBLIC USERS

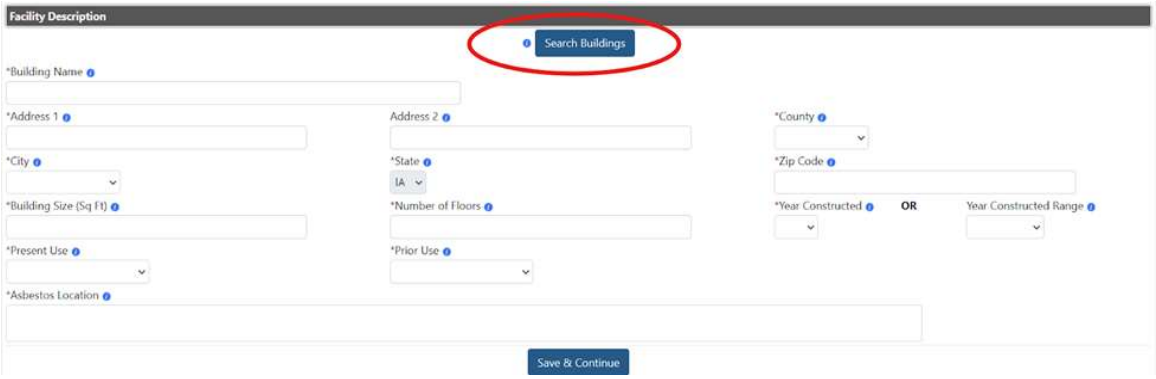
This section will take you step-by-step through the process of submitting a notification for Buildings. In this section you will encounter a Search Buildings button, presented at the beginning for each type of Notification.

Other Search buttons are covered under the step-by-step processes found in the Search section.

Presented below is the Search process for Buildings, when encountered.

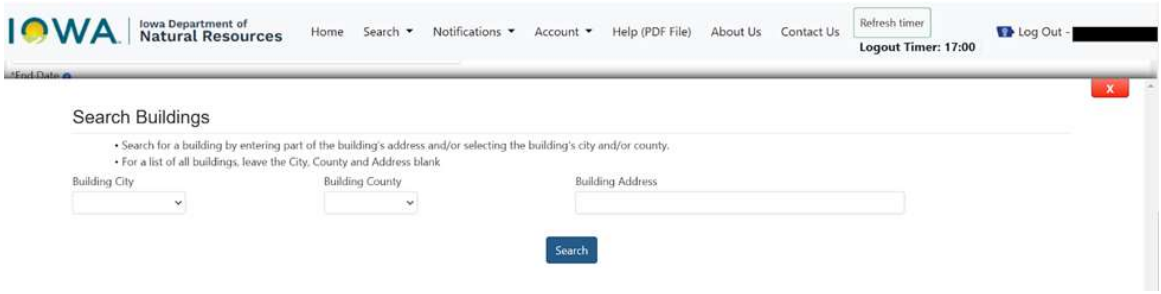
SEARCH BUILDINGS - STEP-BY-STEP INSTRUCTIONS

While entering a building notification you will encounter the Search Buildings button:



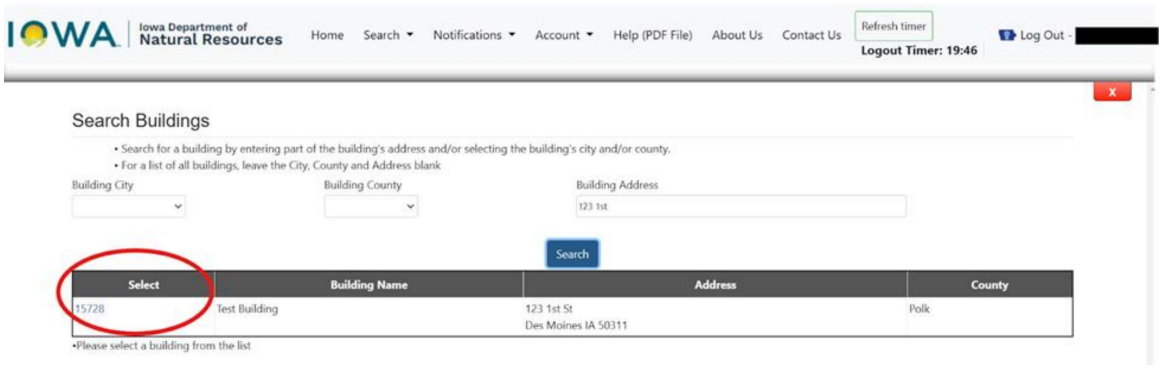
- To search for an existing building, click Search Buildings

The Search Buildings page opens:



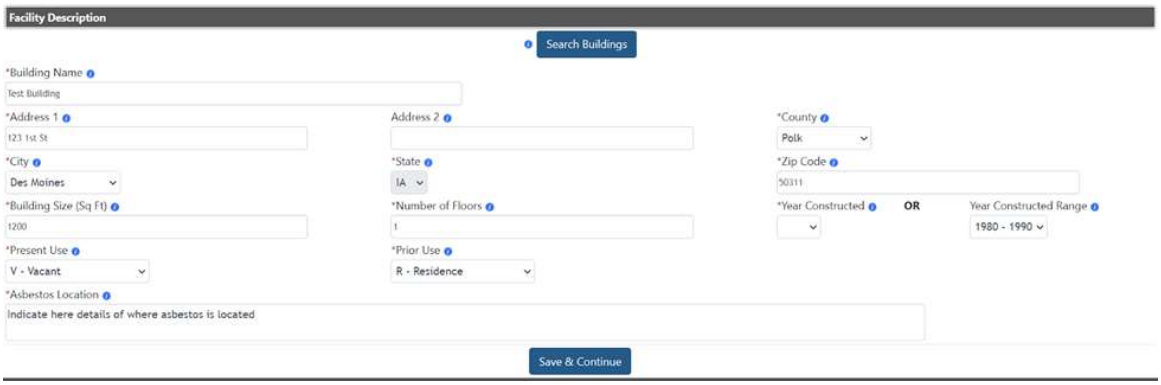
- Follow instructions provided on the page and click Search button

After Search is clicked, any matches will be displayed in the following search list:



- To choose a specific building, click on the numbers in the left-hand column called Select
- Once selected, the information will fill in the blank spaces on the screen

If the building is not found in the Search list, return back to the Facility Description page and enter details in the fields provided. Example:

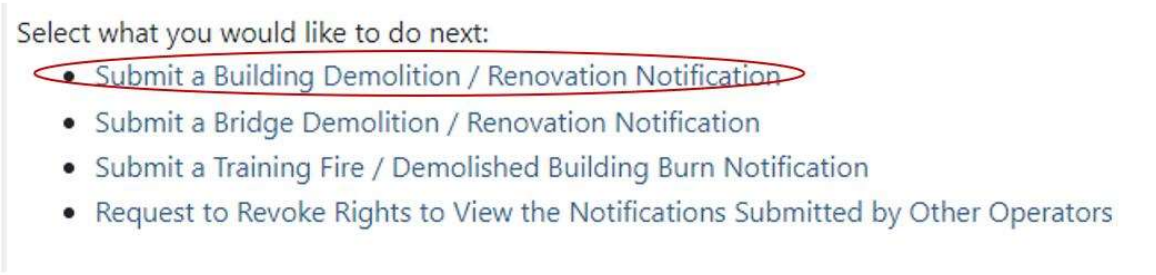


- Click Save & Continue when finished

CREATE NEW BUILDING NOTIFICATION

A Building Notification is required for asbestos abatement from a building or demolition of a building.

Select from the list on the *Home* screen:

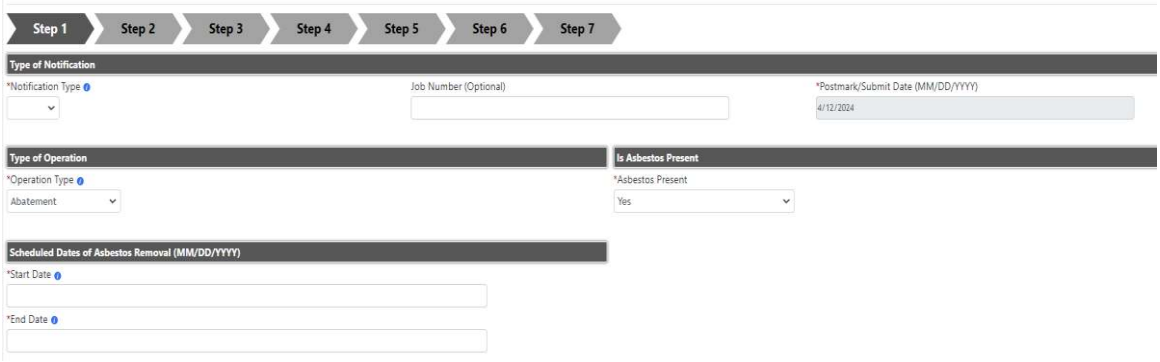


- Click on Submit a Building Demolition/Renovation Notification and a new notification will open

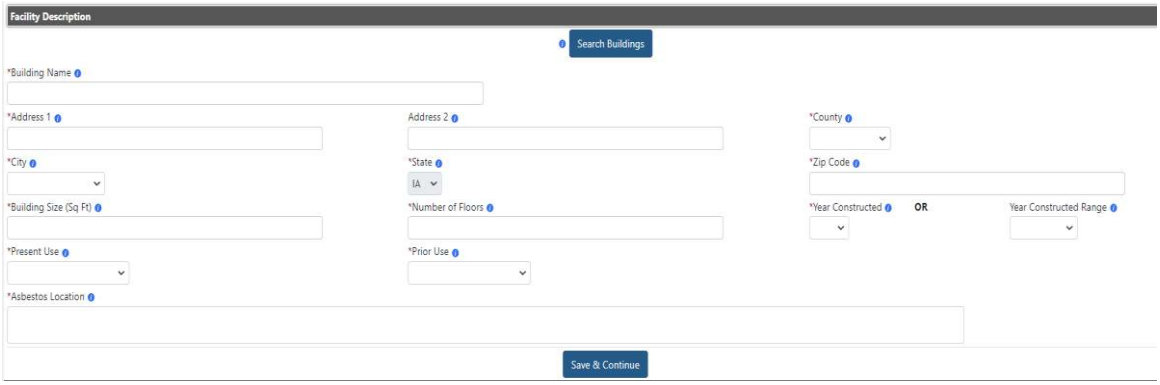
CREATE ABATEMENT NOTIFICATION

The asbestos abatement notification is used for removal of asbestos from a building.

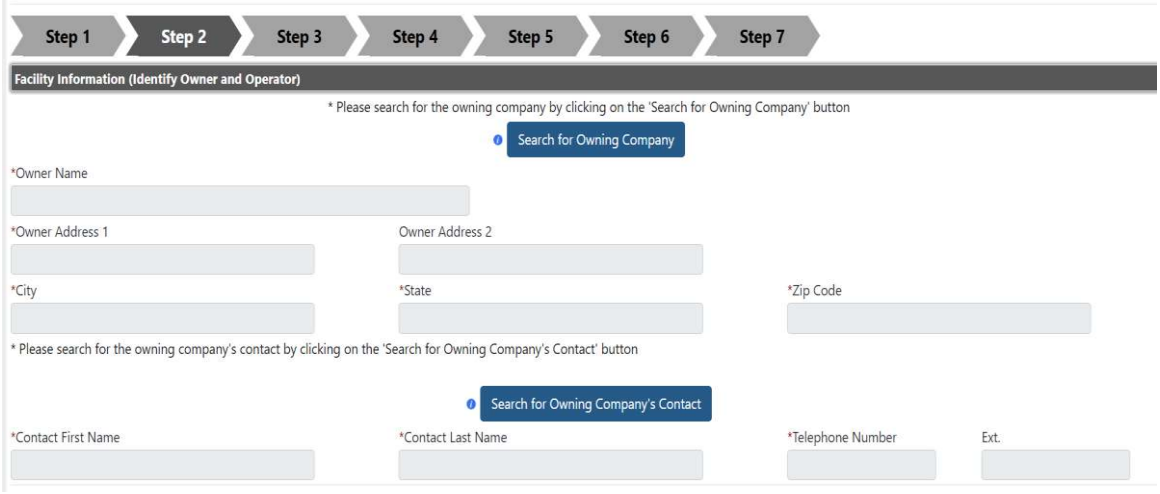
The process begins on Step 1:



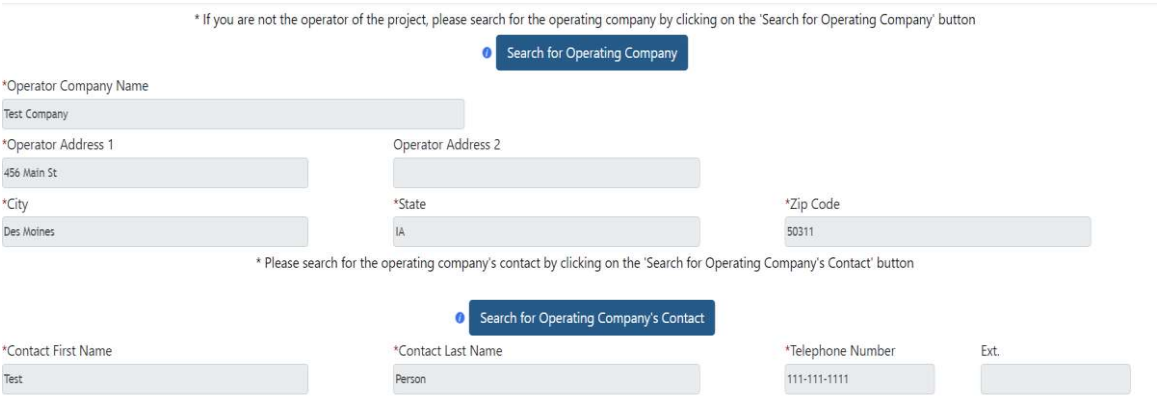
- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Abatement from drop-down list
- Is Asbestos Present - In this case, will automatically fill in with Yes
- Scheduled Dates of Asbestos Removal - Enter the Start date and the End date
- NOTE: Postmark/Submit Date must be at least 10 business days before beginning the activity
- Start Date must be before End Date



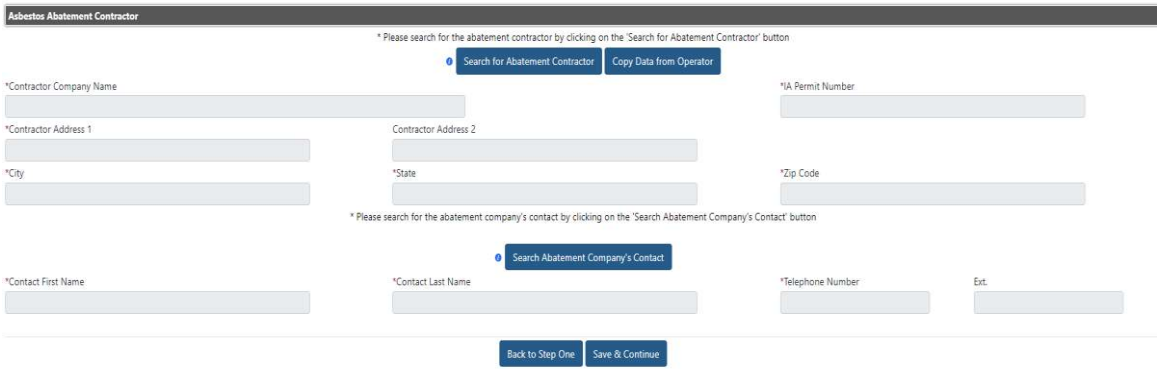
- Find an existing facility (building) by clicking the Search Buildings button
- Refer to Search Buildings - Step-by-step for more information
- Provide a specific location where asbestos to be removed is located
- Click the Save & Continue button and the system will go to Step 2



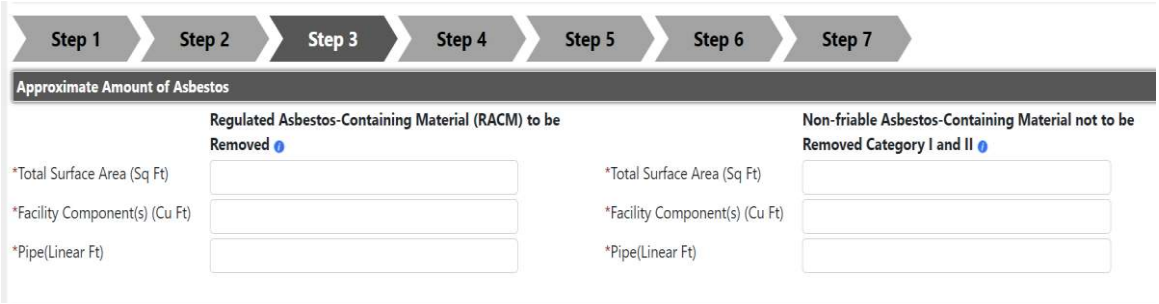
- Find a building owner by clicking the Search for Owning Company button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



- If you are both the project operator and the abatement contractor, click the Copy Data from Operator button
- If you are not the abatement contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



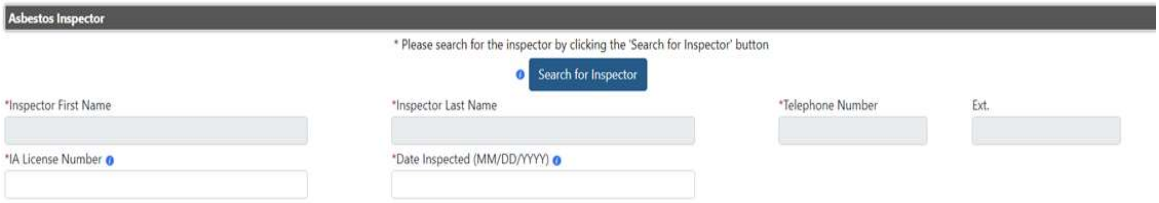
- Enter the Total Surface Area from which RACM will be removed
- The value entered must be in numbers
- Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known



- Facility components and pipes are not included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Other is chosen, include details in the Surface Other Description
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section



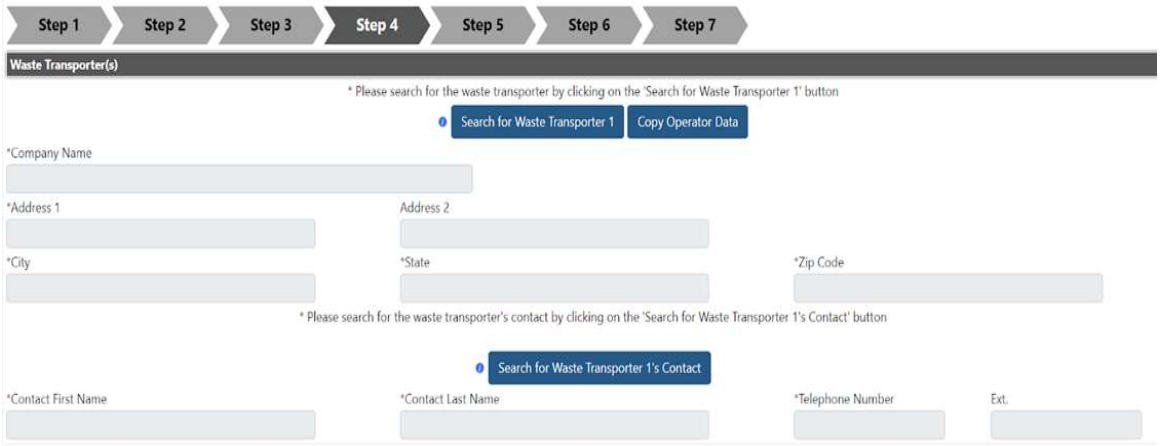
- Select the test method used to detect the presence of asbestos materials from drop-down list
- Selecting Assumed Asbestos will hide the Asbestos Inspector section below
- All other options require an inspector



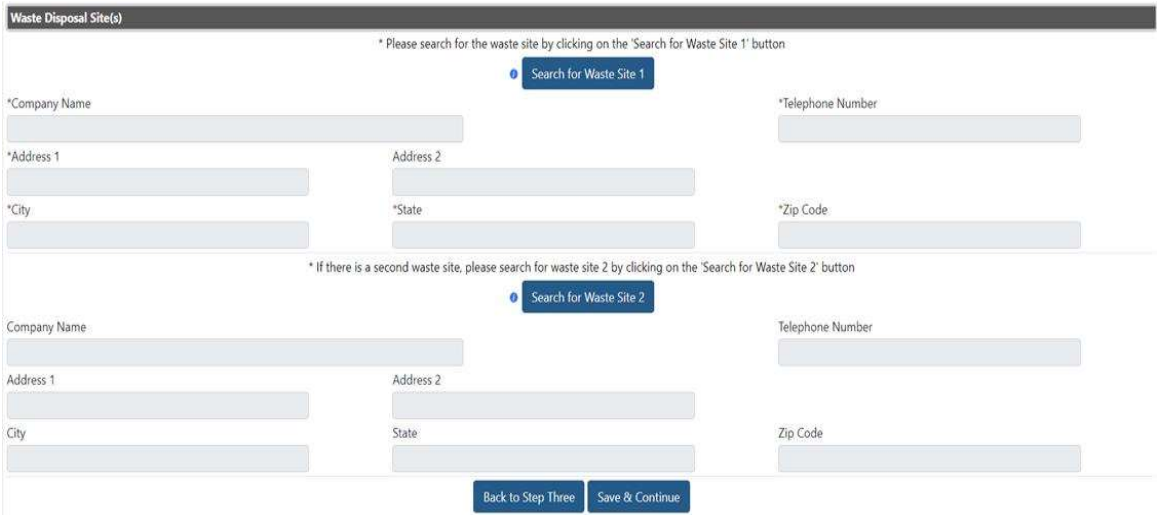
- Find an inspector by clicking the Search for Inspector button
- Enter the inspector's license number The format must be ##-#### or ##-##### and without the letter "I" for Iowa
- Enter the date the property was inspected. The inspected date must be before the Postmark/Submit date



- Click the checkbox for at least one of the work practices used to prevent asbestos emissions
- Click the Save & Continue button and the system will go to Step 4



- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the abatement notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:

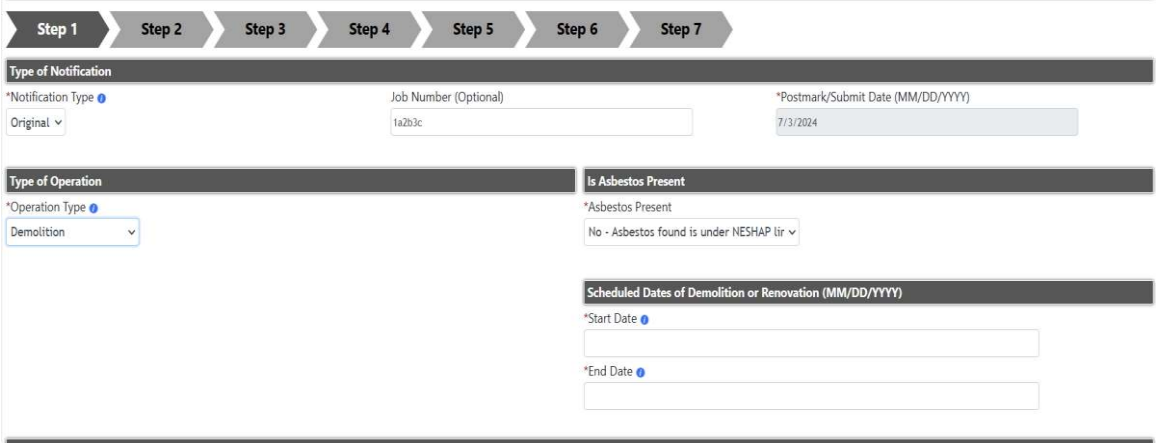


- Click the Save & Continue button and the system will go to Step 7
- See Step 7 section for more information
- After payment is complete, you will return to Step 7 to submit the notification

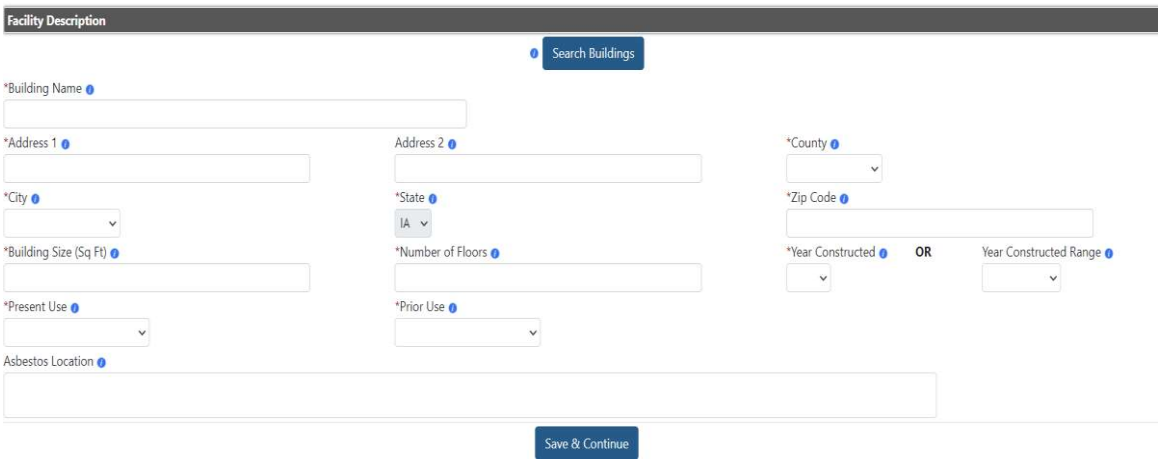
CREATE DEMOLITION NOTIFICATION

The Demolition Notification is used for notifications on buildings where the asbestos has already been removed or is under the threshold specified in the federal requirements.

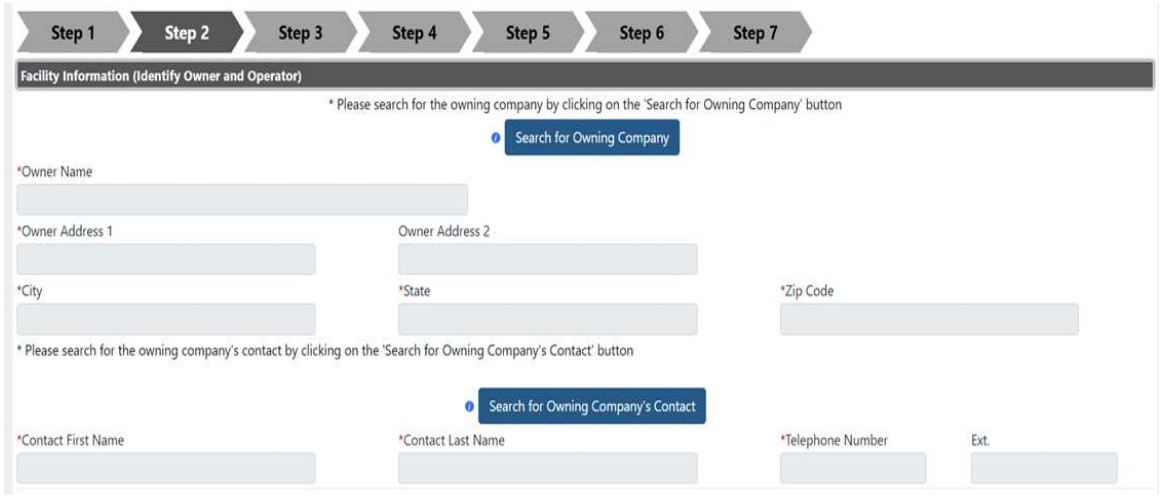
The process begins on Step 1:



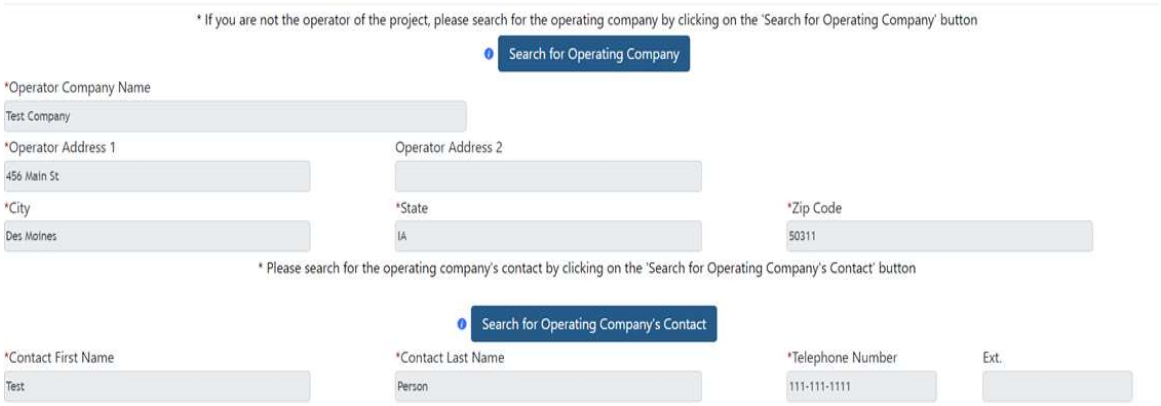
- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Demolition from drop-down list
- Is Asbestos Present - in this case it will automatically fill in with No- Asbestos found is under NESHAP limit, but this could be changed to No- Abatement has already occurred, whichever is applicable
- Scheduled Dates of Demolition or Renovation - Enter the Start date and the End date
- NOTE: Postmark/Submit Date must be at least 10 business days before beginning the activity
- Start Date must be before End Date



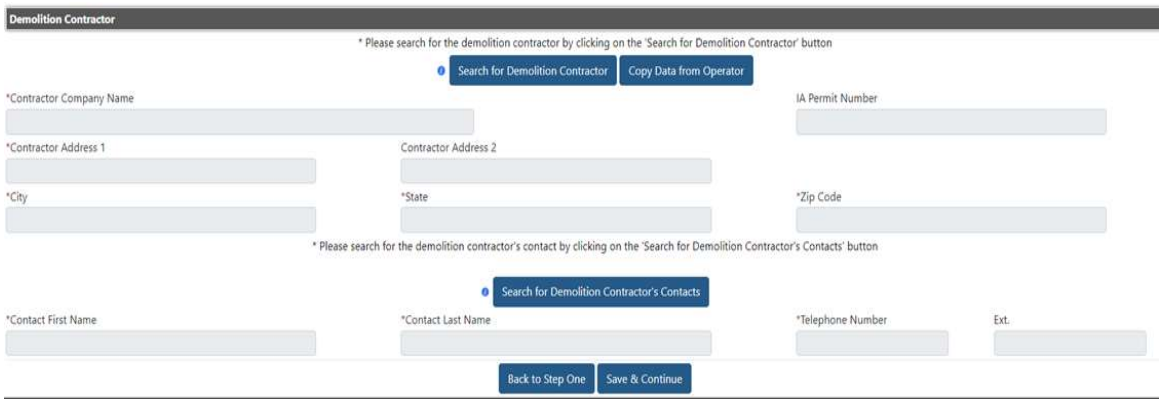
- Find an existing facility (building) by clicking the Search Buildings button
- Refer to the section Search Buildings for step-by-step instructions
- Click the Save & Continue button and the system will go to Step 2



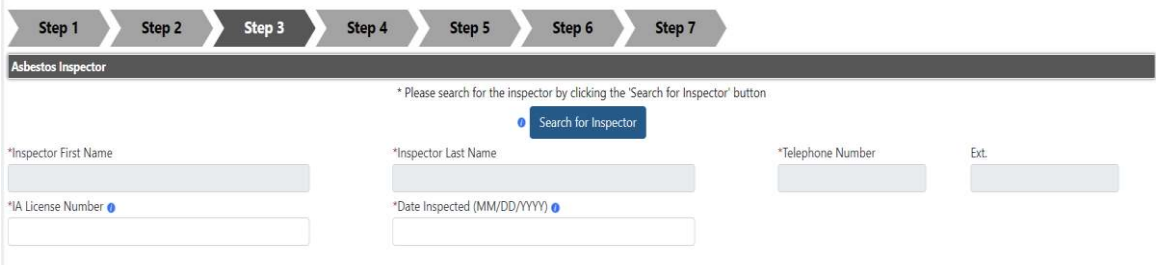
- Find a building owner by clicking the Search for Owning Company button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



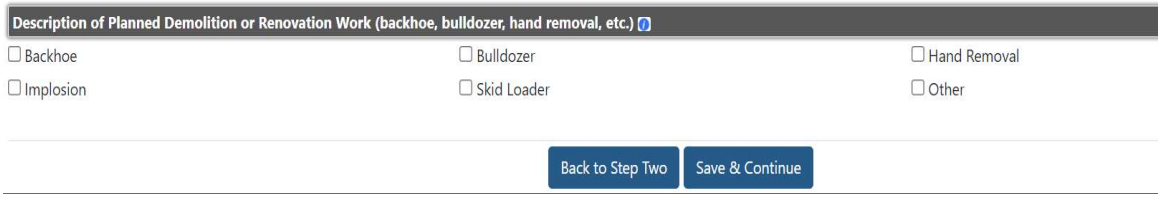
- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and operating company contact information



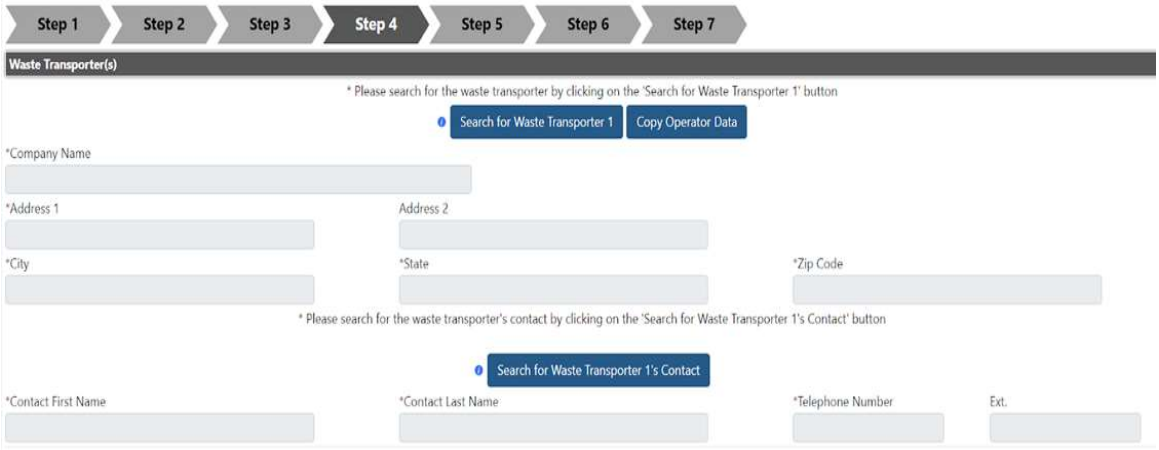
- If you are both the project operator and the demolition contractor, click the Copy Data from Operator button
- If you are not the demolition contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



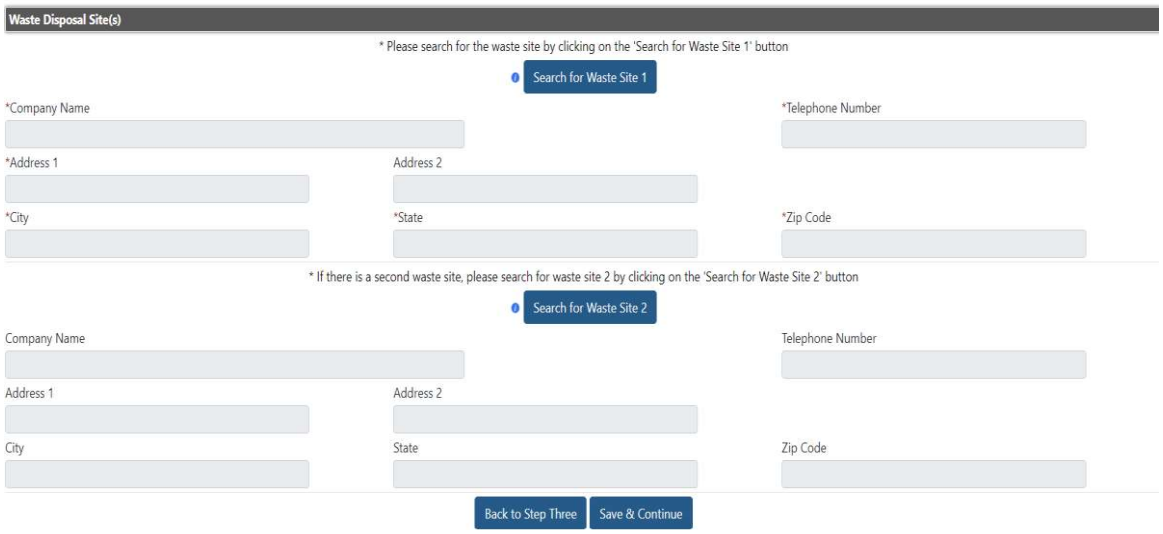
- Find an inspector by clicking the Search for Inspector button
- Enter the inspector's license number. The format must be ##-#### or ##-##### and without the letter "I" for Iowa
- Enter the date the property was inspected. The inspected date must be before the Postmark/Submit date



- Click the checkbox for at least one method of demolition
- Click the Save & Continue button and the system will go to Step 4



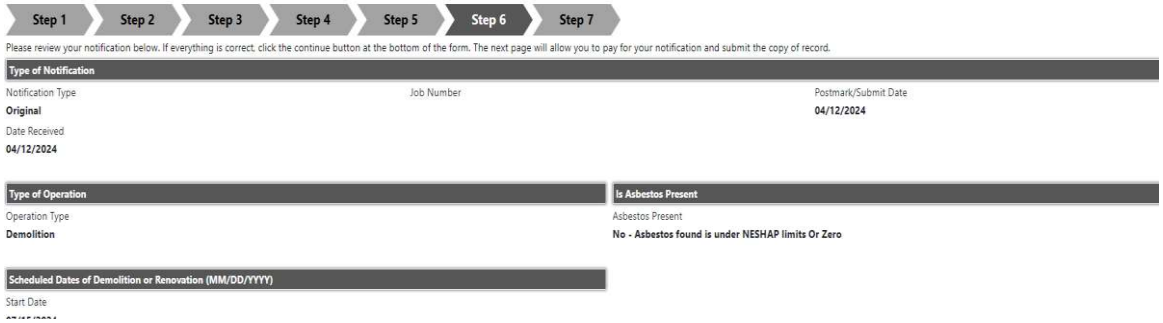
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the demolition notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page.
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:



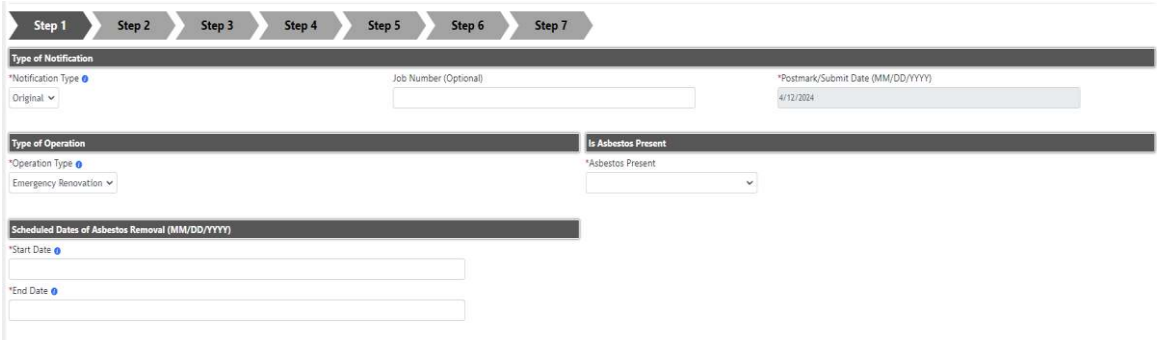
- Click the Save & Continue button at the bottom of the page and the system will go to Step 7

CREATE EMERGENCY RENOVATION NOTIFICATION

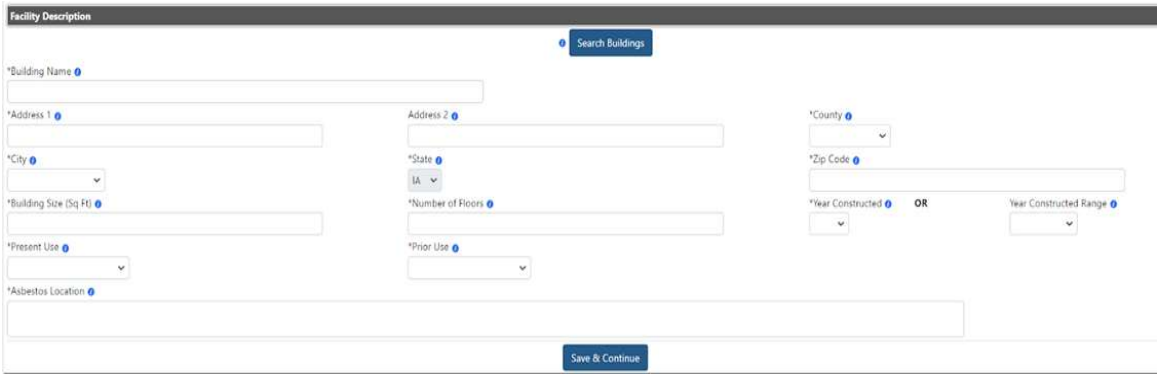
Use the Emergency Renovation notification for building renovations that are mandated by emergency conditions.

Fees are *not required* when the total amount of Regulated Asbestos Containing Material (RACM) are under National Emission Standard for Hazardous Air Pollutants (NESHAP) reporting limits.

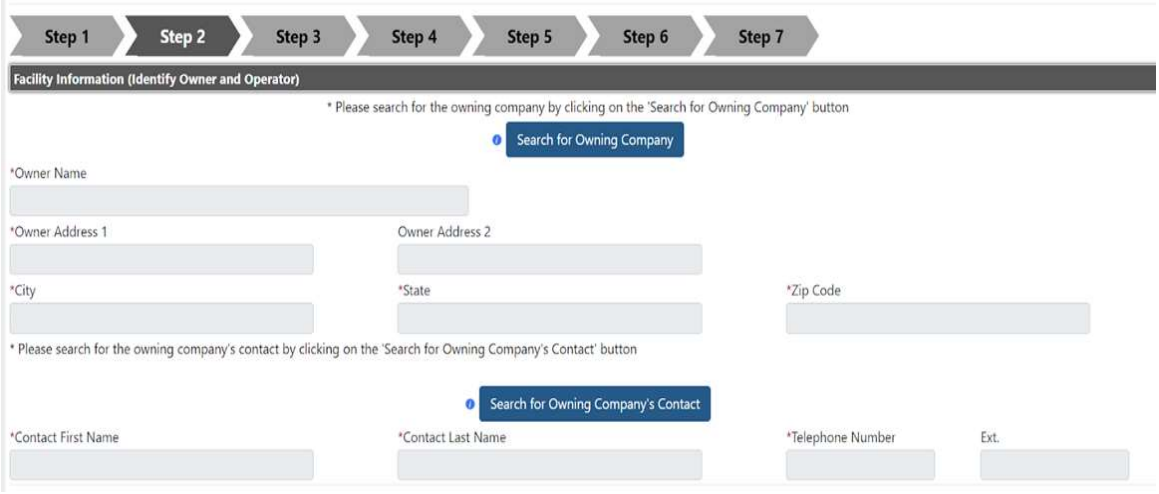
The process begins on Step 1:



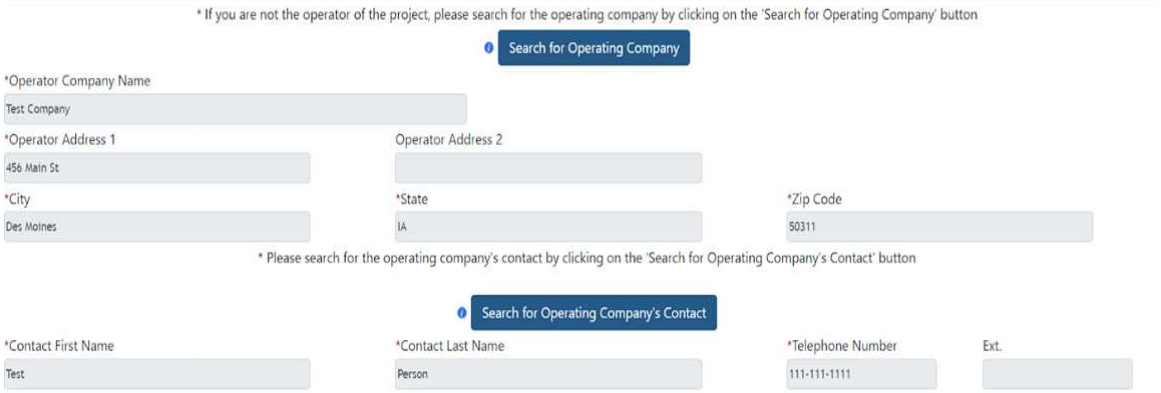
- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Emergency Renovation from drop-down list
- Is Asbestos Present - In this case, will automatically fill in with Yes
- Scheduled Dates of Asbestos Removal - Enter the Start date and the End date
- Start Date must be before End Date



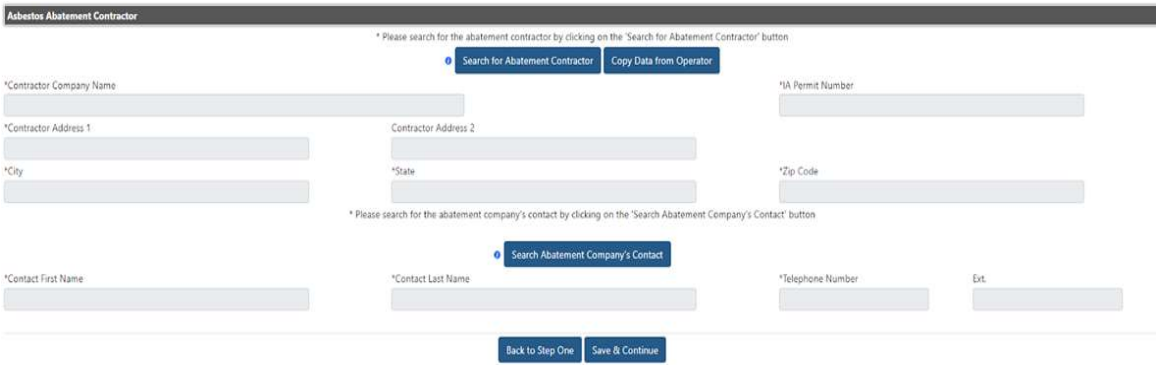
- Find an existing facility (building) by clicking the Search Buildings button
- Refer to the section Search Buildings for step-by-step instructions
- Provide a specific location where asbestos to be removed is located
- Click the Save & Continue button and the system will go to Step 2



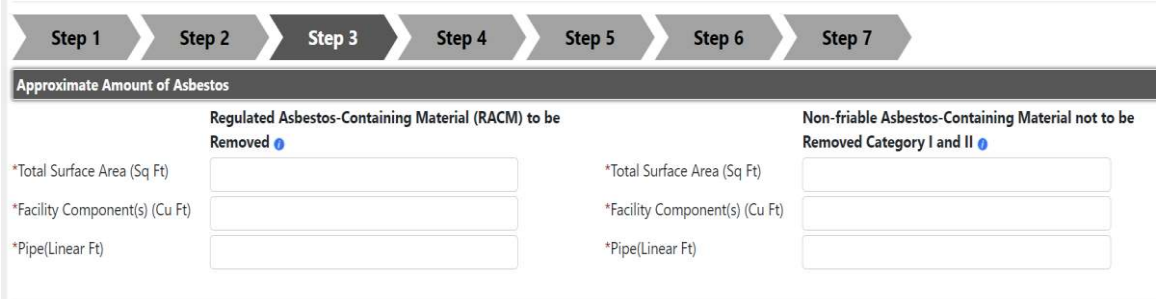
- Find a building owner by clicking the Search for Owning Company button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



- If you are both the project operator and the abatement contractor, click the Copy Data from Operator button
- If you are not the abatement contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



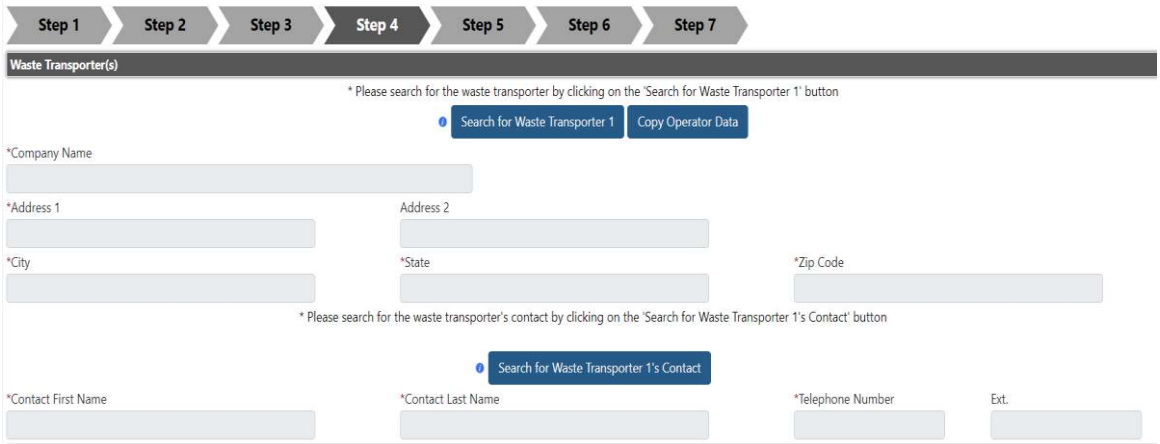
- Enter the Total Surface Area from which RACM will be removed
- The value entered must be in numbers
- Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known



- Facility components and pipes are not included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Other is chosen, include details in the Surface Other Description
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

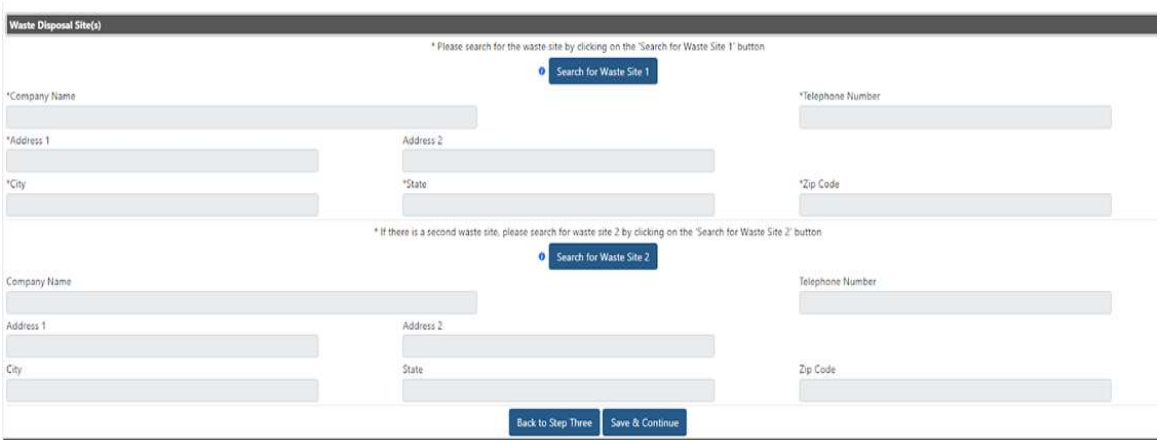


- Click the checkbox for at least one of the work practices used to prevent asbestos emissions
- Click the Save & Continue button and the system will go to Step 4

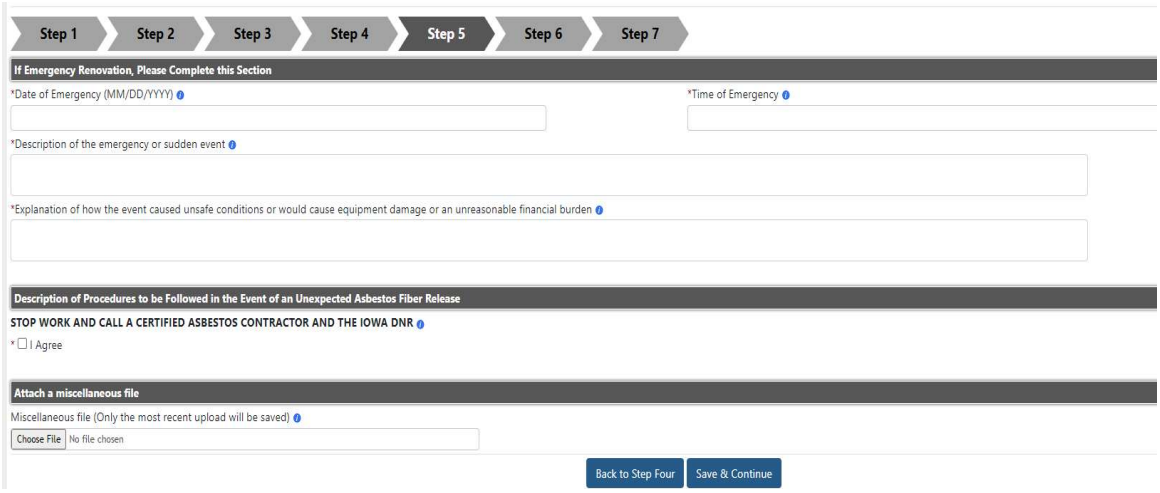


- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company

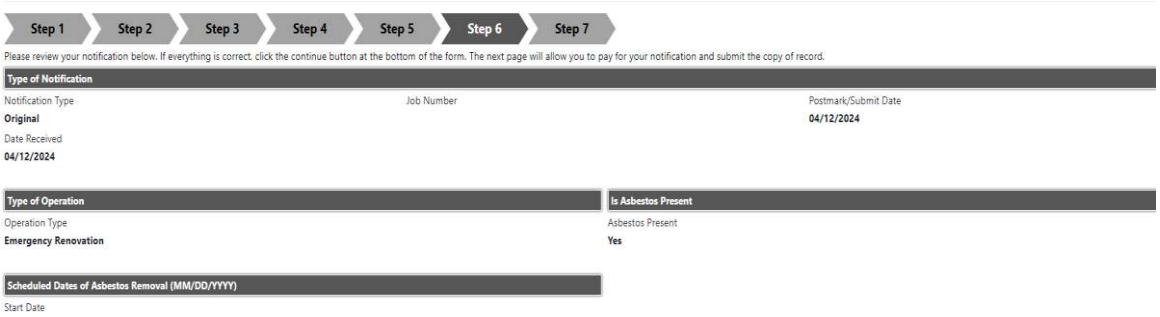
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Enter the date and time of the emergency situation
- Enter a description of the event
- Enter an explanation/description of unsafe conditions, equipment damage or financial burden
- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the emergency renovation notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page.
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:

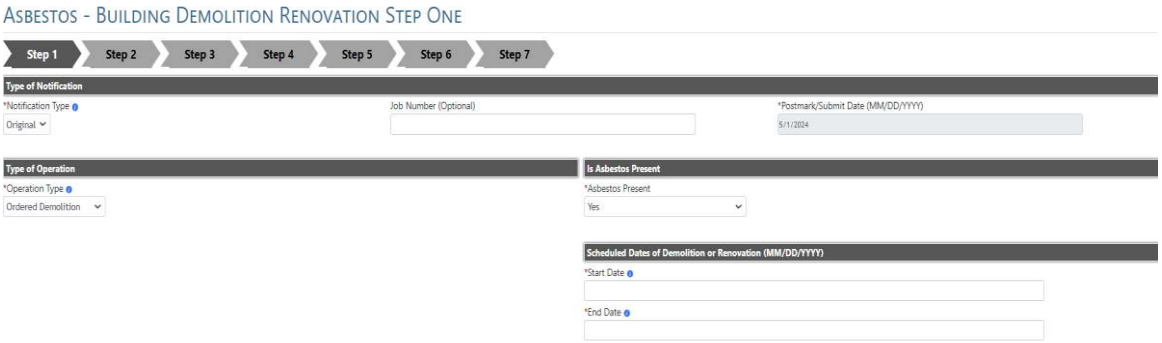


- Click the Save & Continue button and the system will go to Step 7
- Return to Step 7 to submit notification

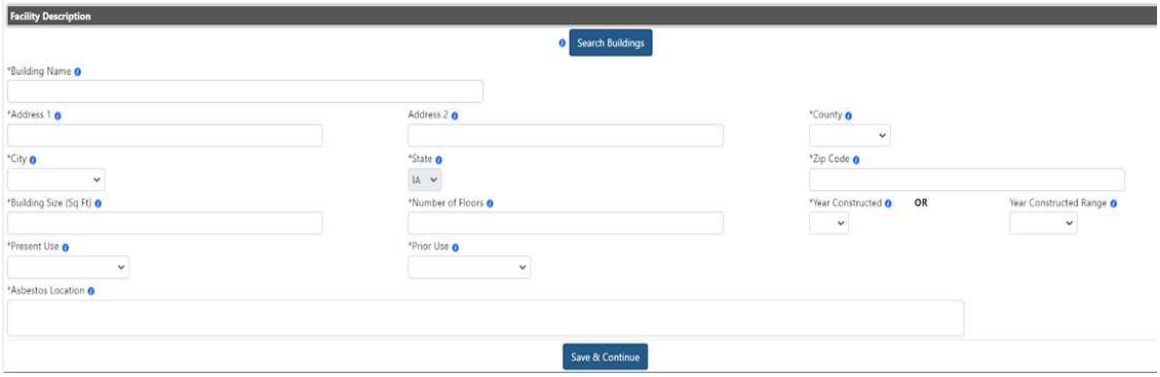
CREATE ORDERED DEMOLITION NOTIFICATION

The Ordered Demolition notification is used for building demolitions mandated by a government agency order.

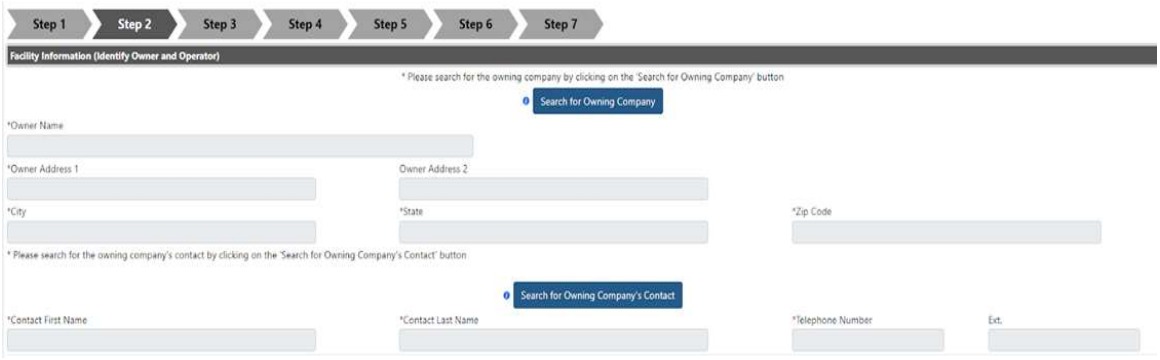
The process begins on Step 1:



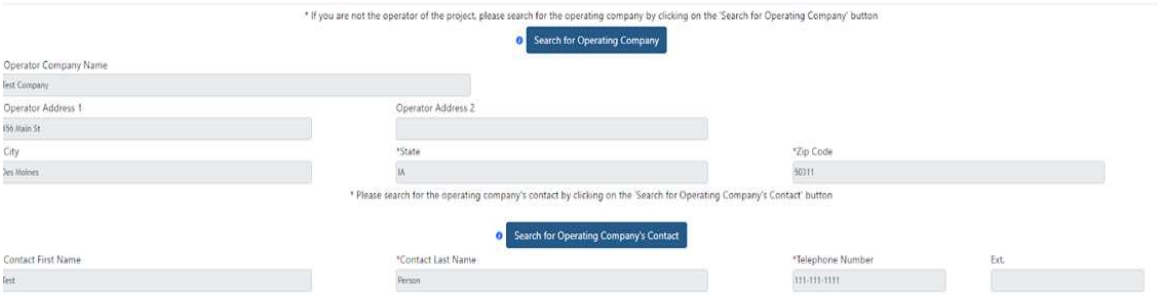
- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Ordered Demolition from drop-down list
- Is Asbestos Present - In this case, will automatically fill in with Yes
- Scheduled Dates of Demolition or Renovation - Enter the Start date and the End date
- Start Date must be before End Date



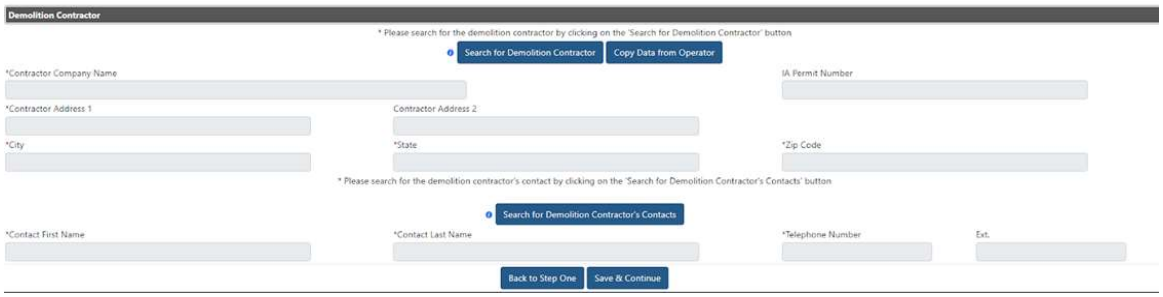
- Find an existing facility (building) by clicking the Search Buildings button
- If the building is not in the system, complete the details in the boxes in the Facility Description
- Provide a specific location where asbestos to be removed is located
- Click the Save & Continue button and the system will go to Step 2



- Find a building owner by clicking the Search for Owning Company button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



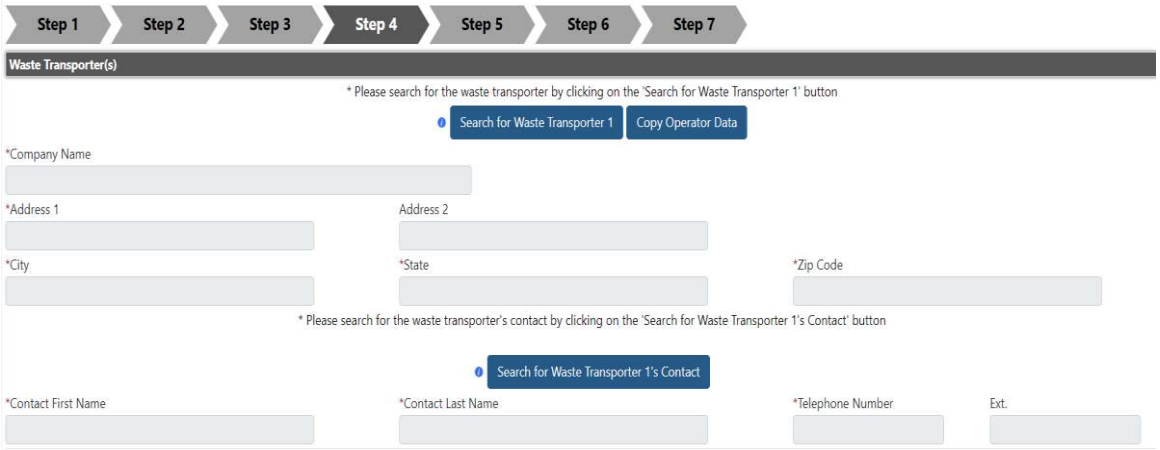
- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



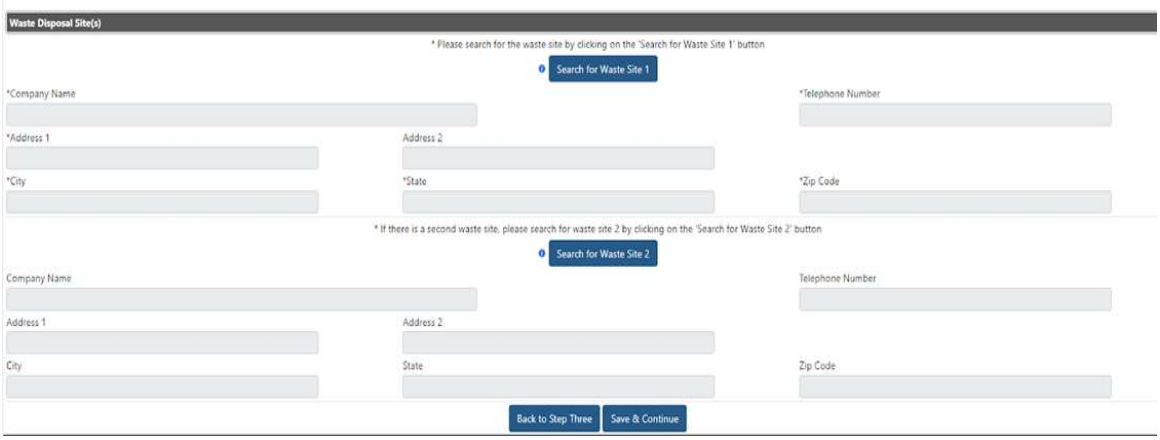
- If you are both the project operator and the demolition contractor, click the Copy Data from Operator button
- If you are not the demolition contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



- Click the checkbox for at least one of the work practices used to prevent asbestos emissions
- Click the checkbox for at least one method of demolition
- Click the Save & Continue button and the system will go to Step 4



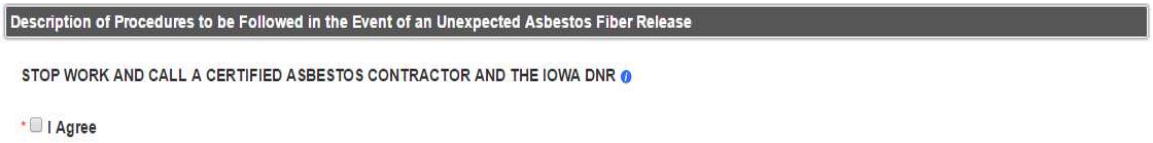
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



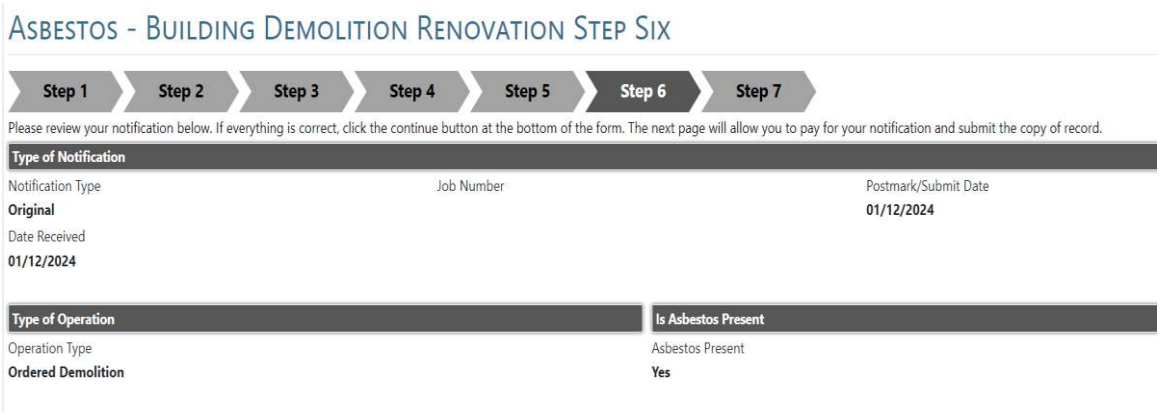
- Enter the name, title, and phone number of the responsible official issuing order
- Enter the name of the agency and authority issuing order
- Enter date of order (must be before Postmark/Submit date)
- Attach copy of order (Required)



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release



- If you have a file related to the ordered demolition notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:

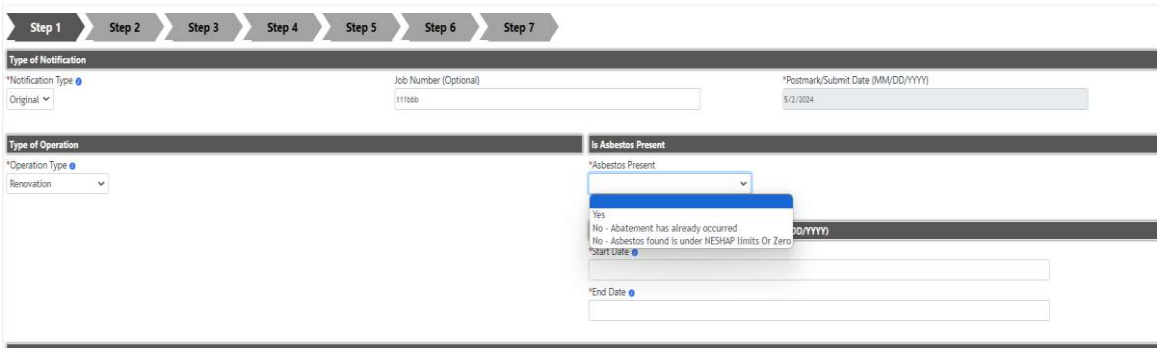


- Click the *Save & Continue* button and the system will go to Step 7

CREATE RENOVATION NOTIFICATION

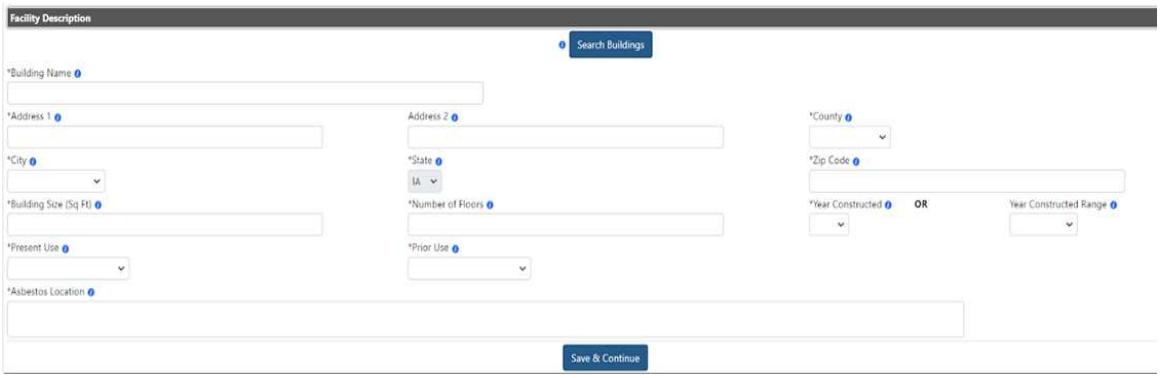
Use the building renovation notification when asbestos has already been removed or is under regulatory threshold.

The process begins on Step 1:

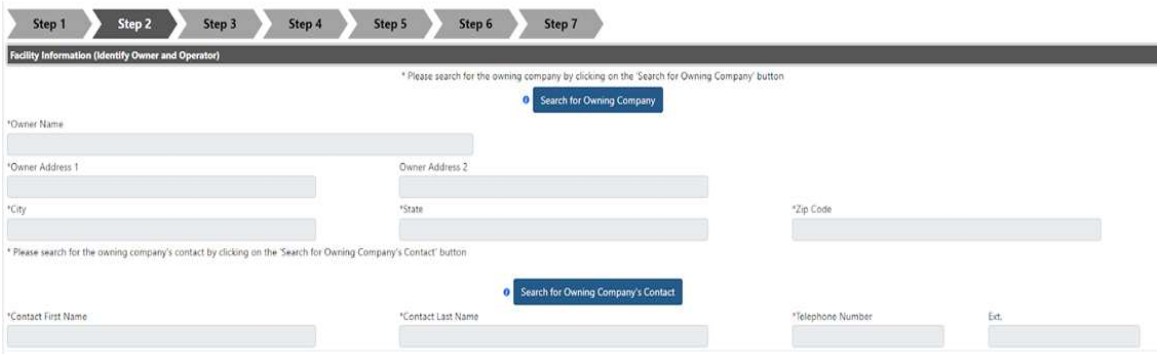


- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Renovation from drop-down list
- Is Asbestos Present - choose one of the following:
  - Yes
  - No - Abatement has already occurred
  - No - Asbestos found is under NESHAP Limits
- Scheduled Dates of Asbestos Removal - Enter the Start date and the End date

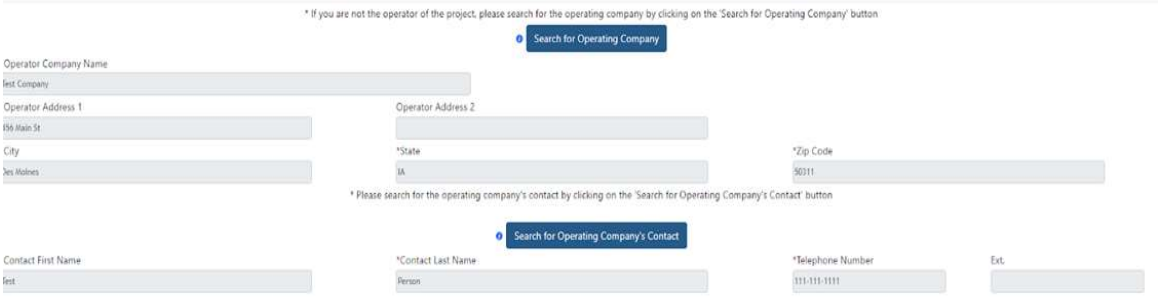
- Postmark/Submit Date must be at least 10 business days before beginning the activity
- Start Date must be before End Date



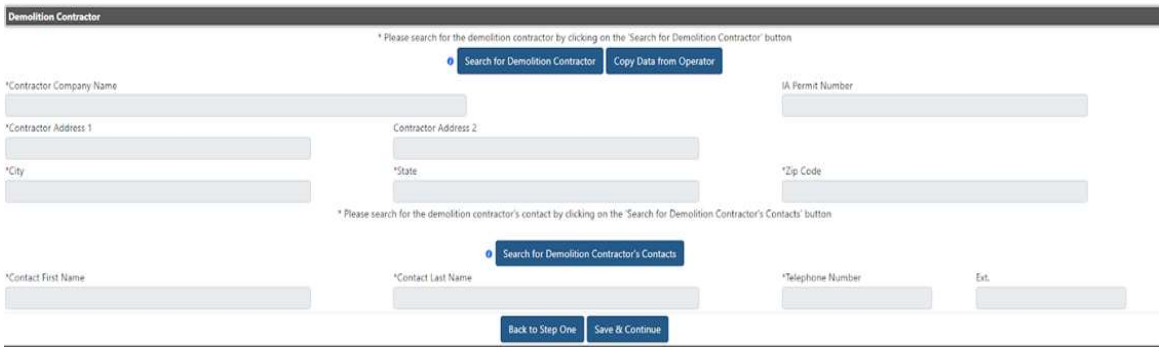
- Find an existing facility (building) by clicking the Search Buildings button
- Refer to Search Buildings - Step-by-step for more information
- Click the Save & Continue button and the system will go to Step 2



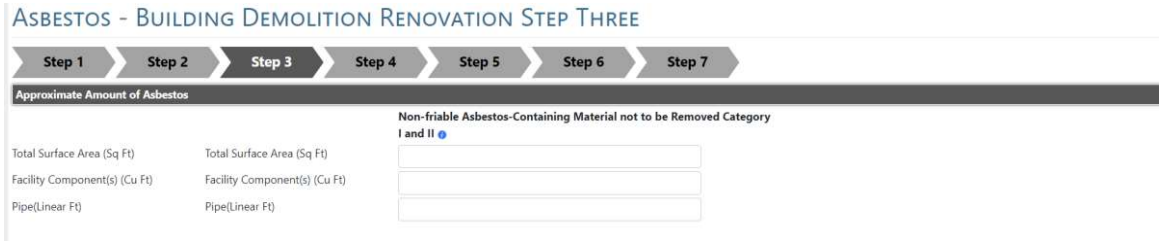
- Find a building owner by clicking the Search for Owning Company button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



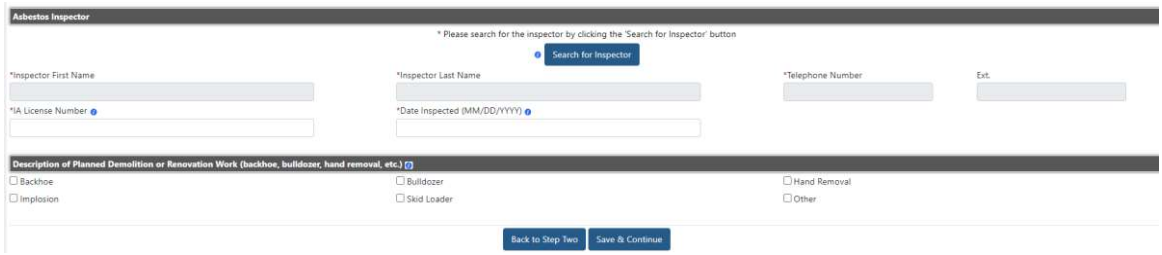
- If you are both the project operator and the abatement contractor, click the Copy Data from Operator button
- If you are not the abatement contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



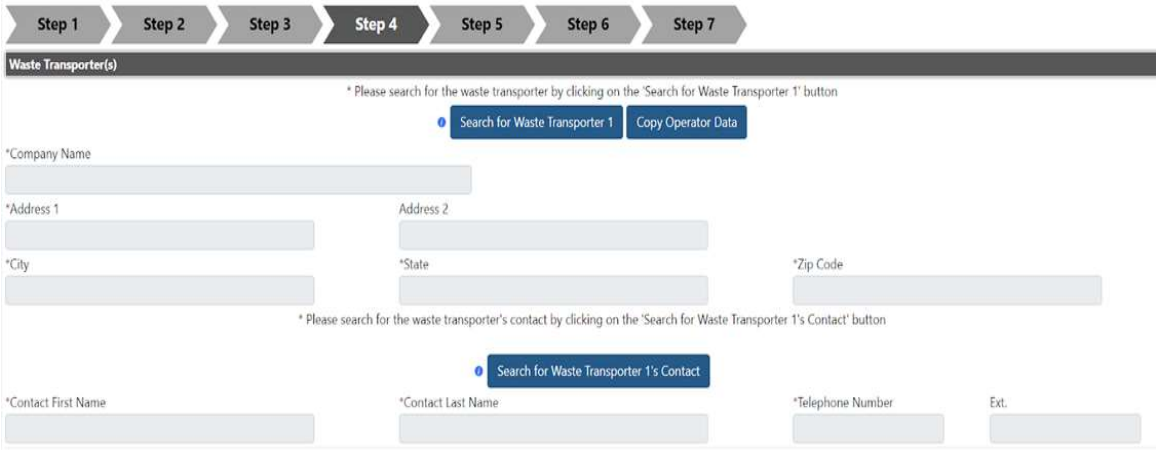
- Enter the amount of asbestos that will not be removed



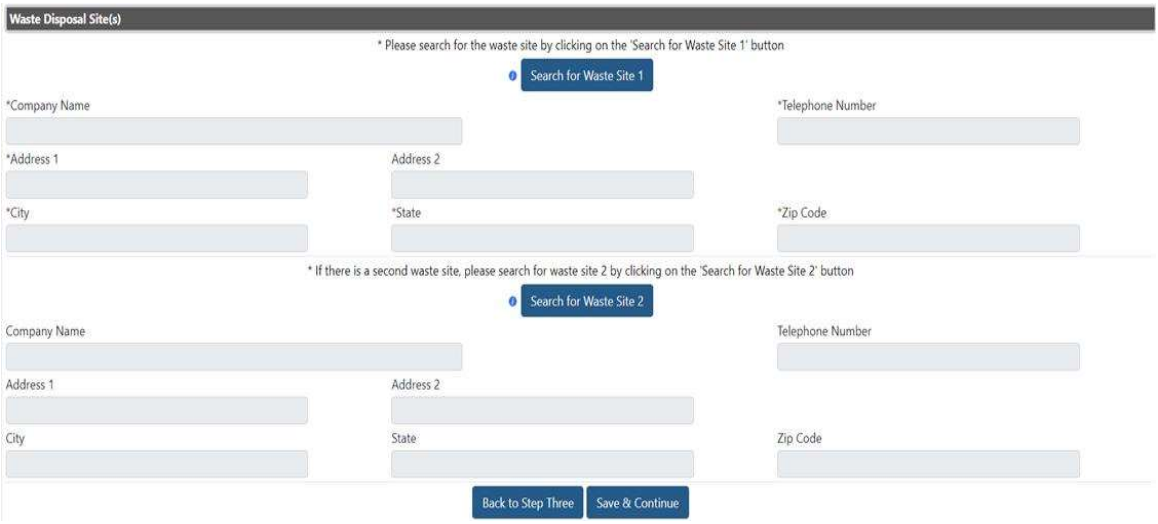
- Select the test method used to detect the presence of asbestos materials from drop-down list
- Selecting Assumed Asbestos will hide the Asbestos Inspector section below
- All other options require an inspector



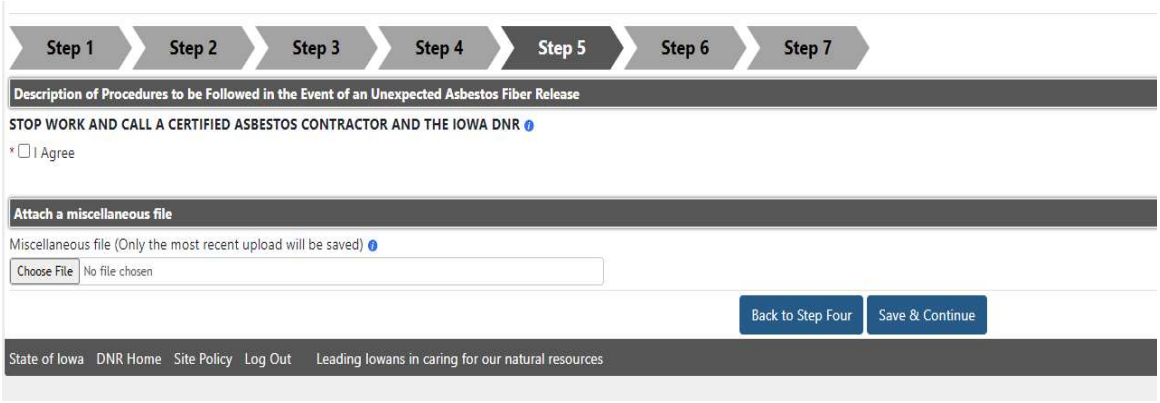
- Find an inspector by clicking the Search for Inspector button
- Enter the inspector's license number. The format must be ##-#### or ##-##### and without the letter "I" for Iowa
- Enter the date the property was inspected. The inspected date must be before the Postmark/Submit date
- Click the checkbox for at least one method of renovation
- Click the Save & Continue button and the system will go to Step 4



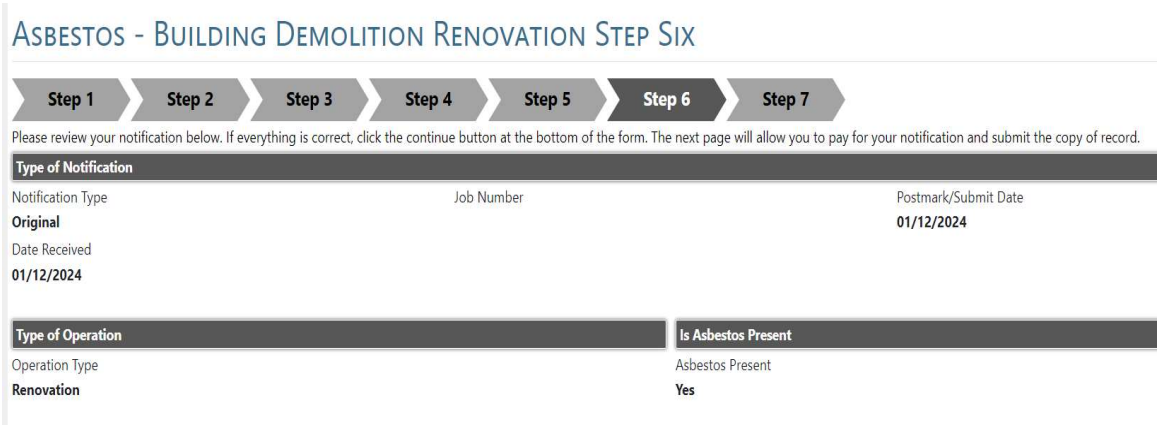
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the renovation notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:



- Click the Save & Continue button and the system will go to Step 7

BRIDGE NOTIFICATIONS FROM REGISTERED PUBLIC USERS

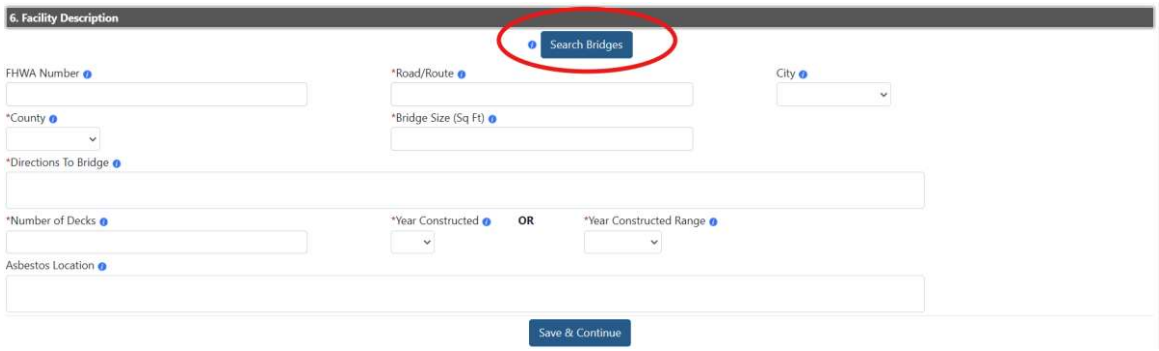
This section will take you step-by-step through the process of submitting a notification for Bridges. In this section you will encounter a Search Bridges button, presented at the beginning for each type of Notification.

Other Search buttons are covered under the step-by-step processes found in the Search section.

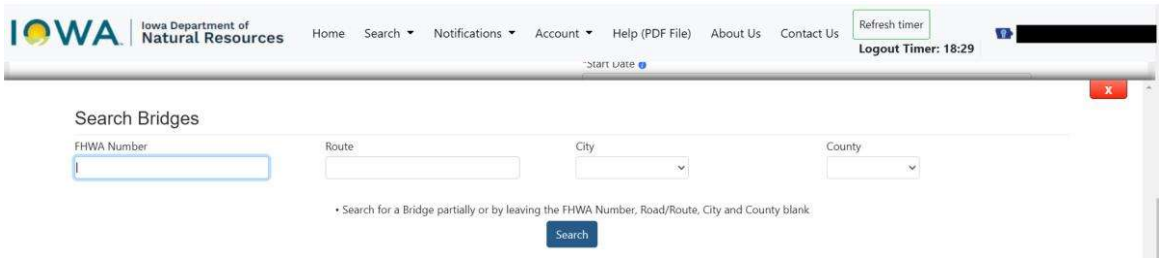
Presented below is the Search process for Bridges, when encountered.

SEARCH BRIDGES - STEP-BY-STEP

While entering a bridge notification you will encounter the Search Bridges button:

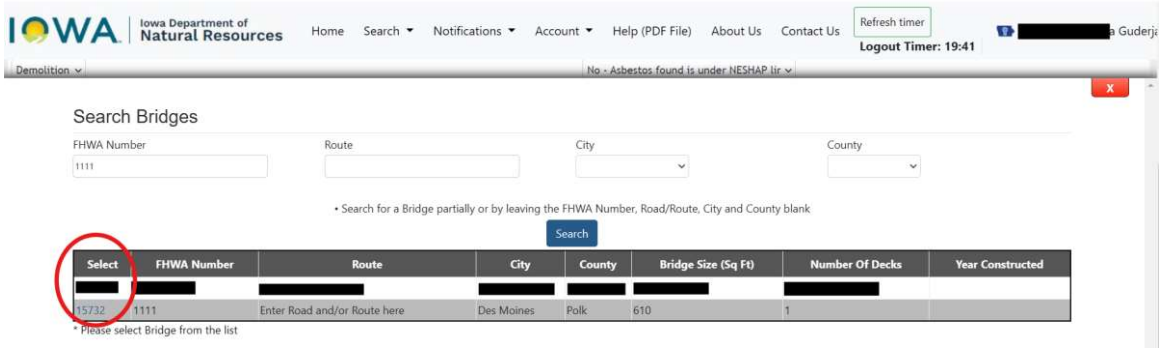


- To search for an existing bridge, click Search Bridges



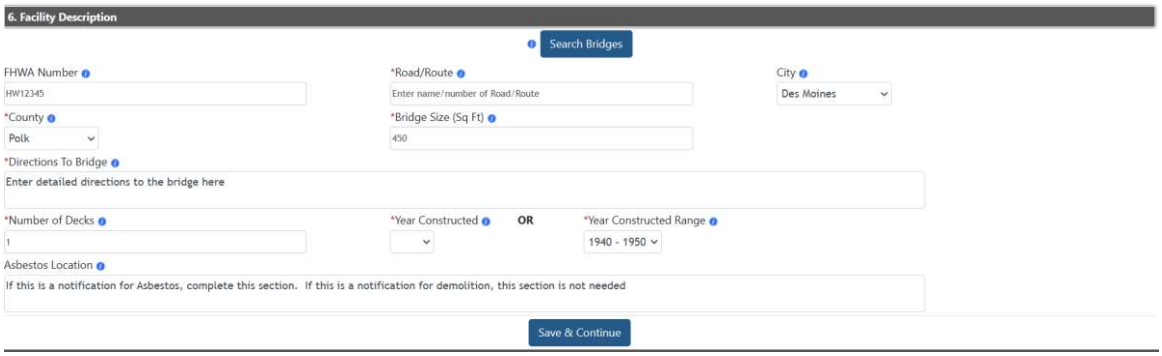
- Follow instructions provided on the page and click Search button

After Search is clicked, any matches will be displayed in the following search list:



- To choose a specific bridge, click on the numbers in the left-hand column called *Select*
- Once selected, the information will fill in the blank spaces on the screen

If the bridge is not found in the Search list, return back to the Facility Description page and enter details in the fields provided. Example:

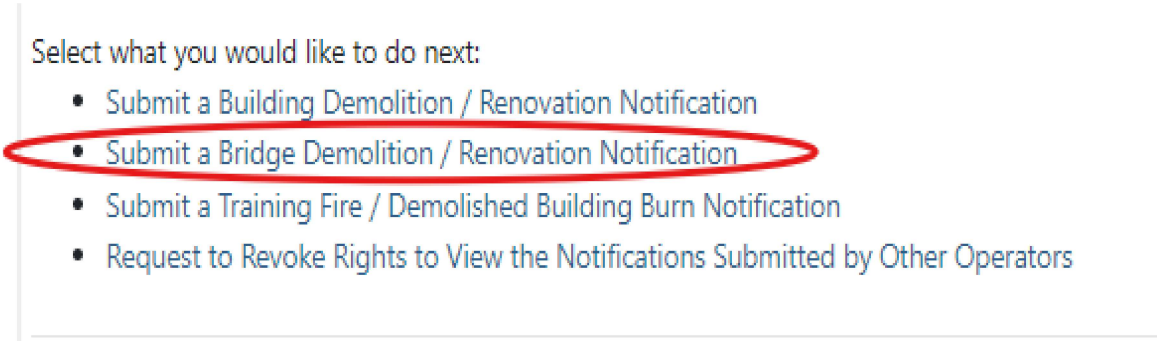


- Click Save & Continue when finished

CREATE NEW BRIDGE NOTIFICATION

The New Bridge Notification is required for asbestos abatement from bridges or demolition of bridges

- Select from list on *Home* screen

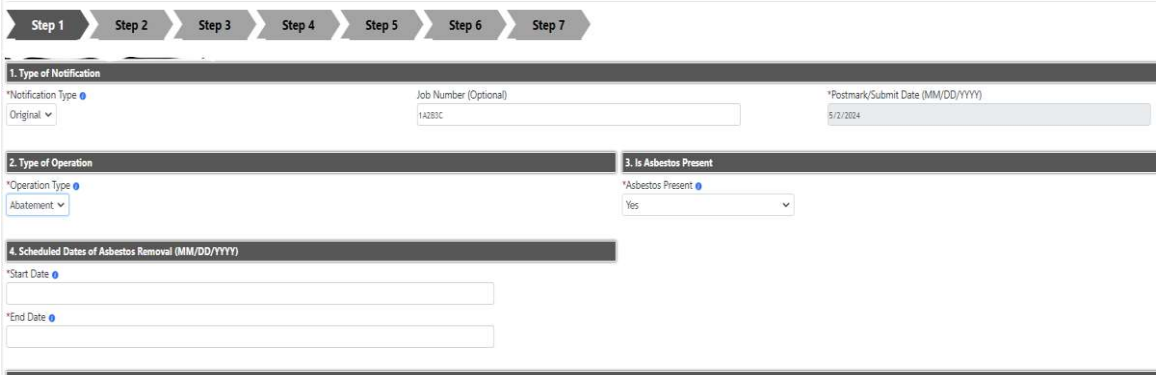


- Click on Submit a Bridge Demolition and a new notification will open

CREATE ABATEMENT NOTIFICATION

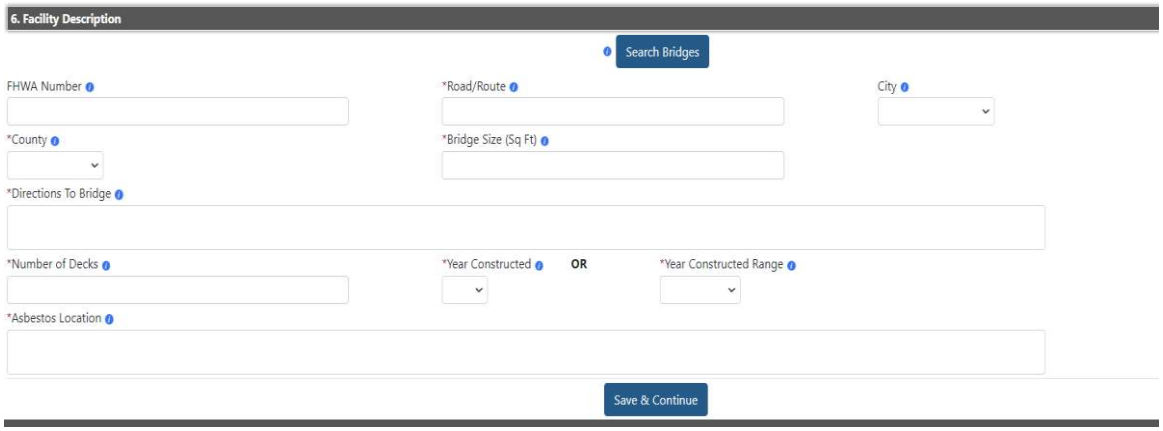
The asbestos abatement notification is used for removal of asbestos from a bridge.

The process begins on Step 1:

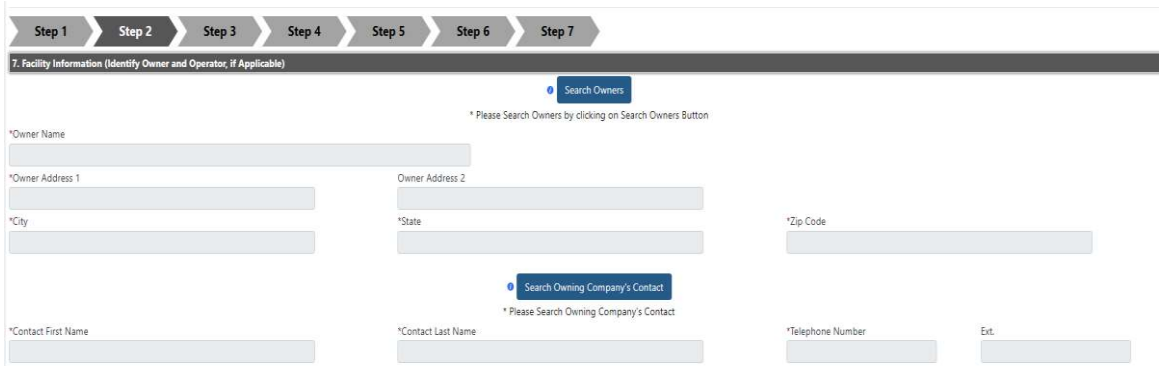


- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Abatement from drop-down list
- Is Asbestos Present - In this case, will automatically fill in with Yes
- Scheduled Dates of Asbestos Removal - Enter the Start date and the End date

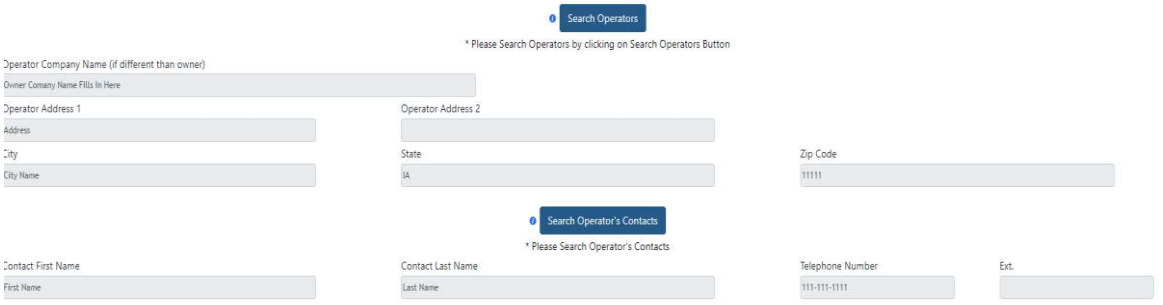
- Postmark/Submit Date must be at least 10 business days before beginning the activity
- Start Date must be before End Date



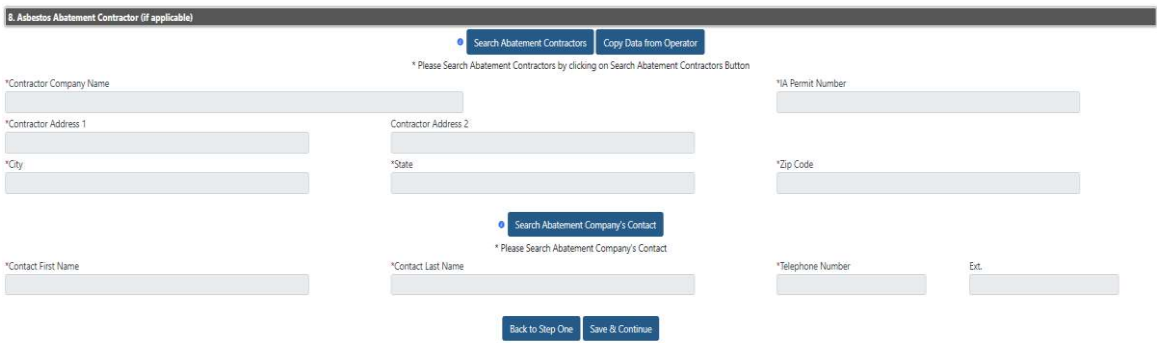
- Find an existing facility (bridge) by clicking the Search Bridges button
- Refer to Search Bridges - Step-by-step for more information
- Provide a specific location where asbestos to be removed is located
- Click the Save & Continue button and the system will go to Step 2



- Find a bridge owner by clicking the Search Owners button
- Find the name and phone of contact by clicking the Search for Owning Company's Contact button



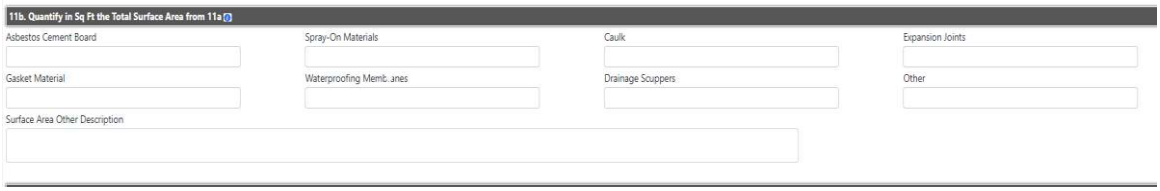
- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



- If you are both the project operator and the abatement contractor, click the Copy Data from Operator button
- If you are not the abatement contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



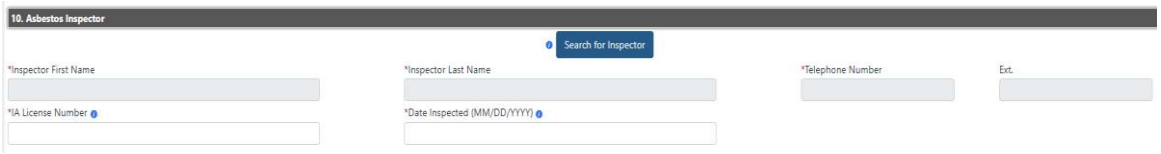
- Enter the Total Surface Area from which RACM will be removed
- The value entered must be in numbers
- Complete the volume from facility components if asbestos containing materials have been removed from facility components and the volume of debris is known



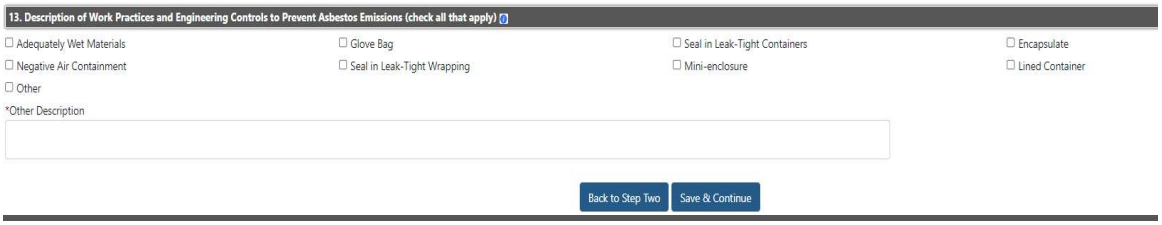
- Facility components and pipes are not included in the Total Surface Area to be quantified
- Break down the amount of RACM to be removed by the type of material
- The value entered must be in numbers
- The sum of the separate materials must equal the amount entered in the previous question
- If Other is chosen, include details in the Surface Other Description
- If Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section



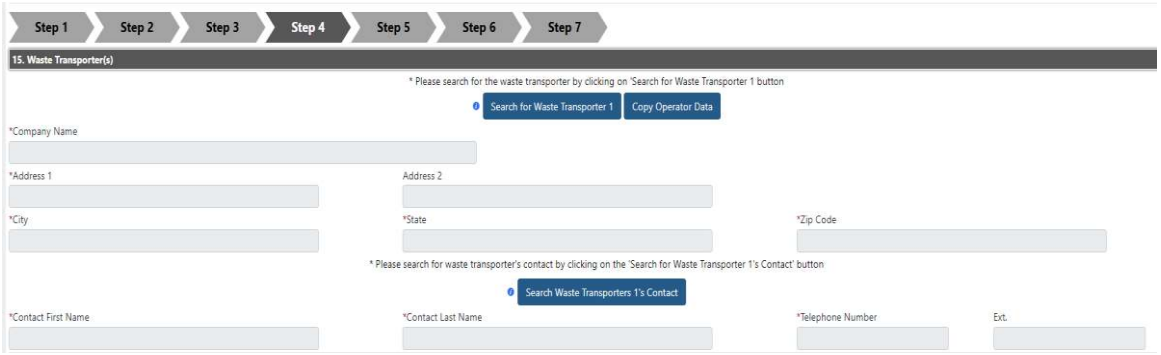
- Select the test method used to detect the presence of asbestos materials from drop-down list



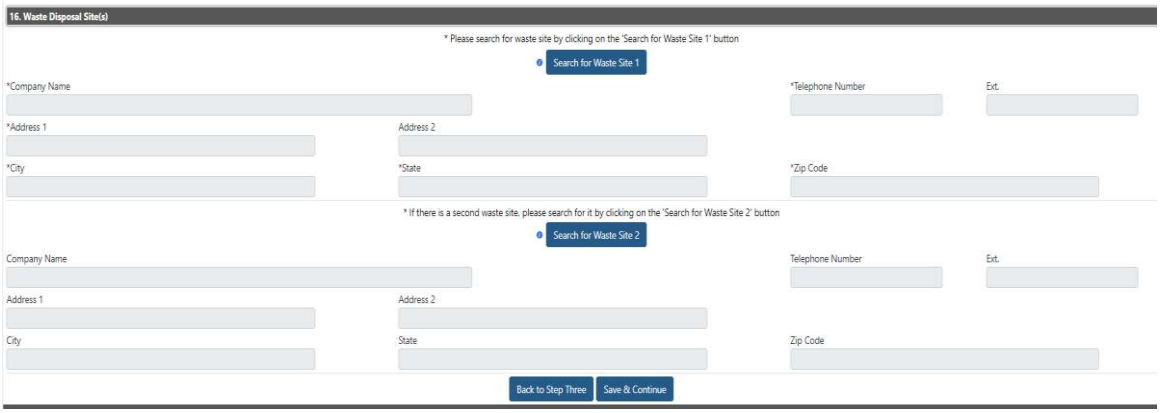
- Find an inspector by clicking the Search for Inspector button
- Enter the inspector's license number. The format must be ##-#### or ##-##### and without the letter "I" for Iowa
- Enter the date the property was inspected. The inspected date must be before the Postmark/Submit date



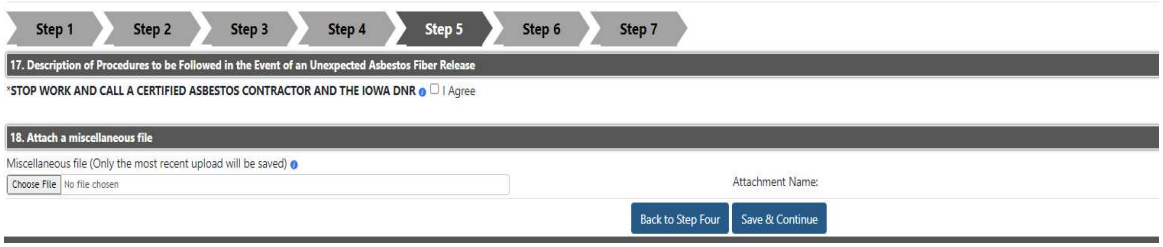
- Click the checkbox for at least one of the work practices used to prevent asbestos emissions
- Click the Save & Continue button and the system will go to Step 4



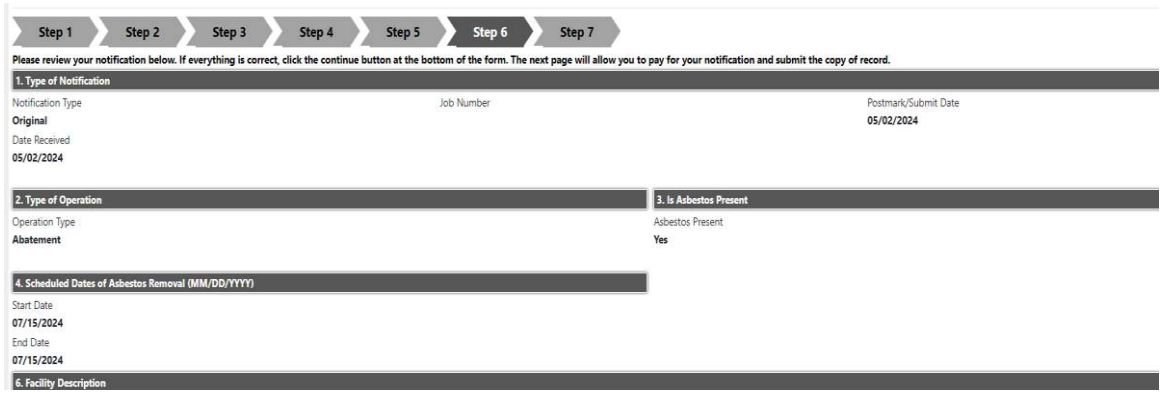
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the abatement notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page
- Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:

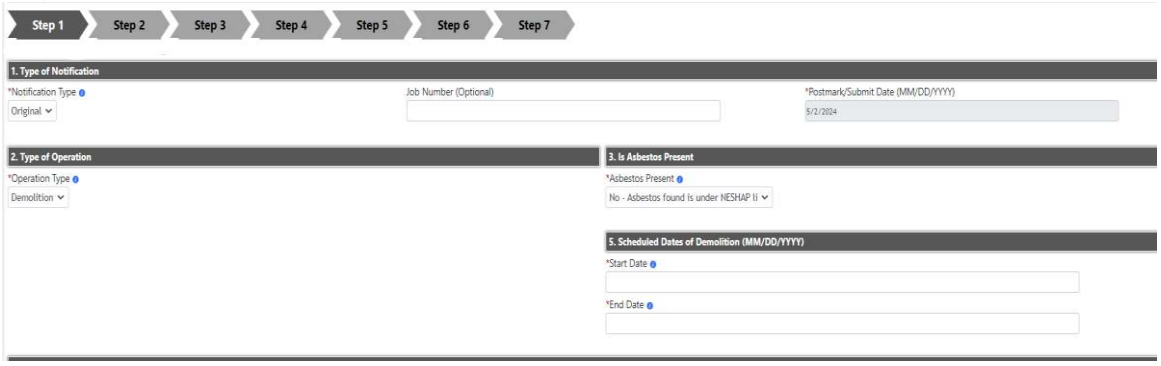


- If everything is correct, click the Save & Continue button and the system will go to Step 7
- Return to Step 7 to submit notification

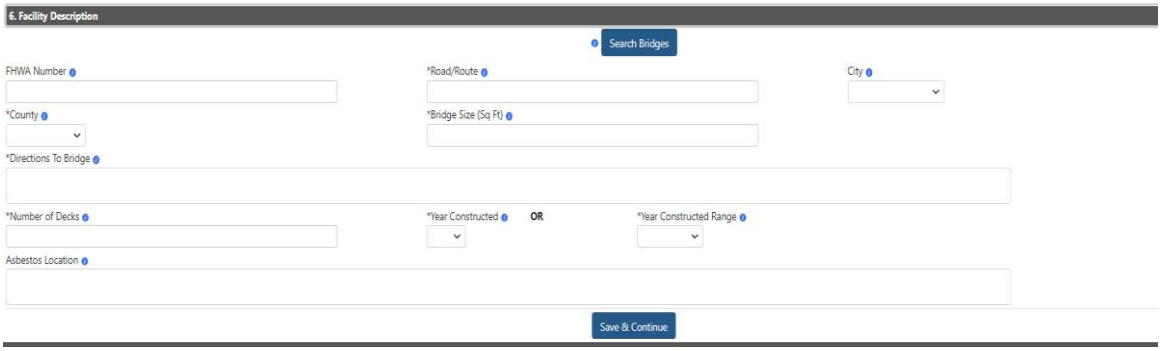
CREATE DEMOLITION NOTIFICATION

The Demolition Notification is used for demolition of a bridge when asbestos has already been removed or is under the regulatory threshold.

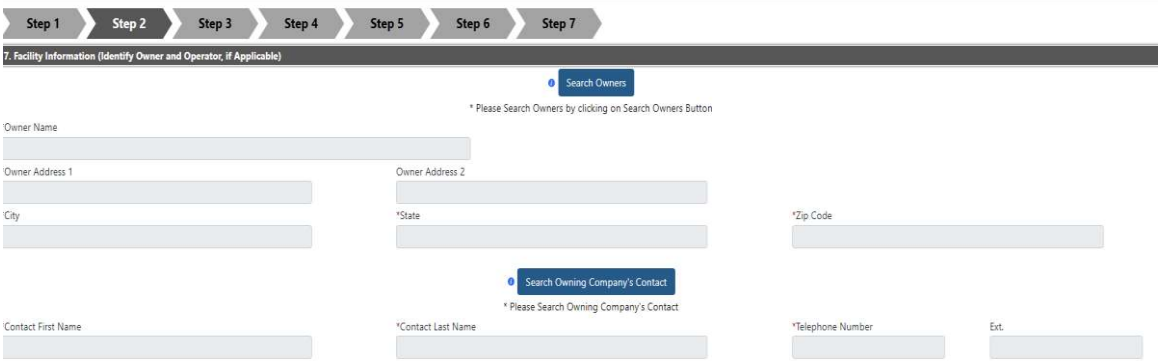
The process begins on Step 1:



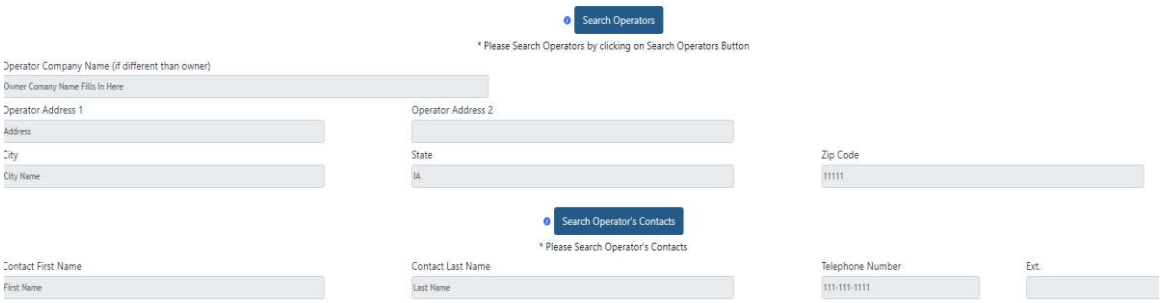
- Notification Type - Select Type of Notification (Annual or Original) from drop-down list
- Job Number - Enter Job Number (Optional field)
- The Postmark/Submit Date will automatically fill in and cannot be changed
- Type of Operation - Select the type. In this case select Demolition from drop-down list
- Is Asbestos Present - In this case, will automatically fill in with No-Asbestos found is under NESHAP limits or Zero
- Scheduled Dates of Demolition - Enter the Start date and the End date
- NOTE: Postmark/Submit Date must be at least 10 business days before beginning the activity
- Start Date must be before End Date



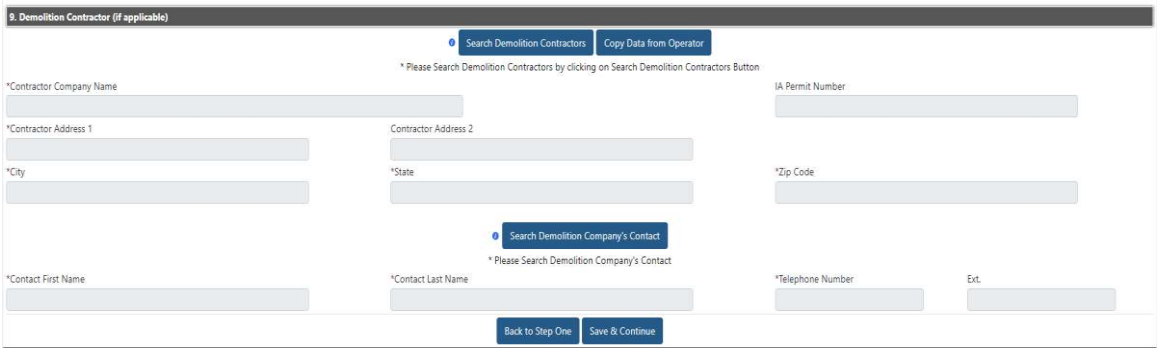
- Find an existing facility (bridge) by clicking the Search Bridges button
- Refer to the section Search Bridges for step-by-step instructions
- Click the Save & Continue button and the system will go to Step 2



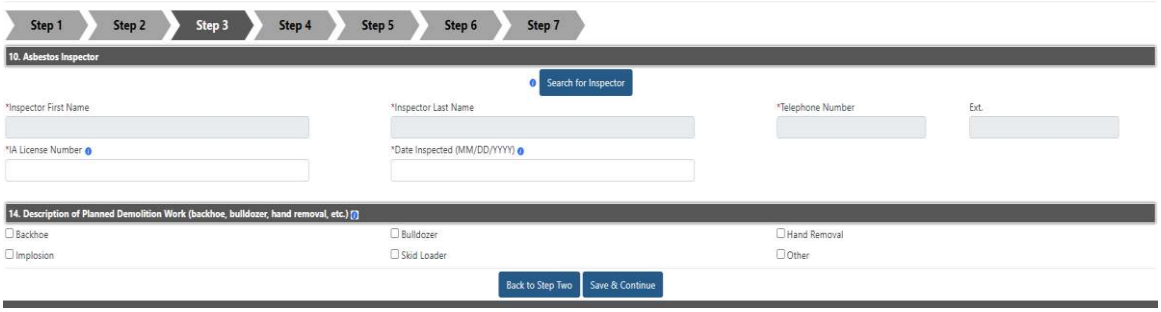
- Find a bridge owner by clicking the Search Owners button
- Find the name and phone of contact by clicking the Search Owning Company's Contact button



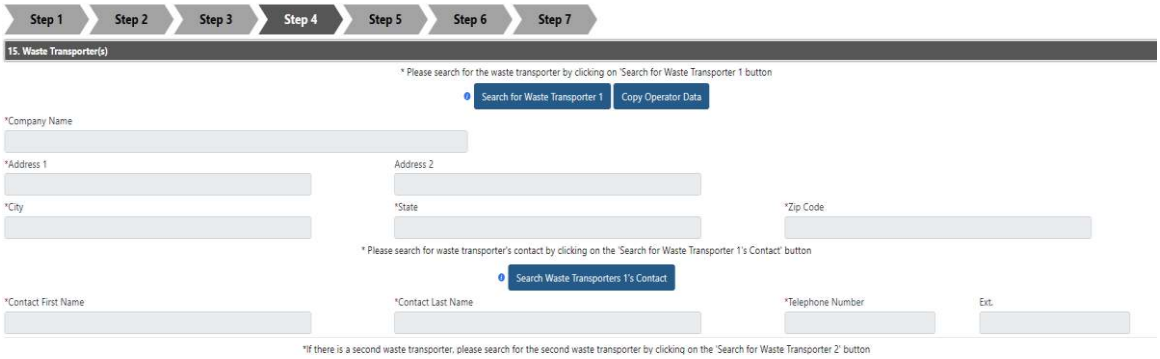
- Operating Company will populate with the company name and address associated with your username
- If you are not the operator of the project, please search for the operating company and contact information



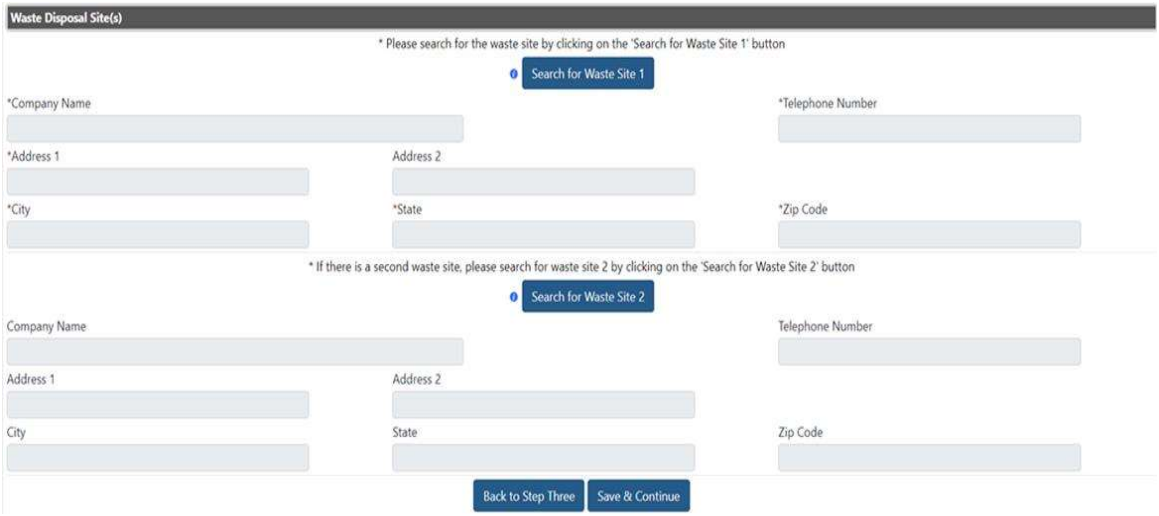
- If you are both the project operator and the demolition contractor, click the Copy Data from Operator button
- If you are not the demolition contractor, please search for the contracting company and contact information
- Click the Save & Continue button and the system will go to Step 3



- Find an inspector by clicking the Search for Inspector button
- Enter the inspector's license number. The format must be ##-#### or ##-##### and without the letter "I" for Iowa
- Enter the Date Inspected. Inspection date must be before the postmark date
- Click the checkbox for at least one method of demolition
- Click the Save & Continue button and the system will go to Step 4



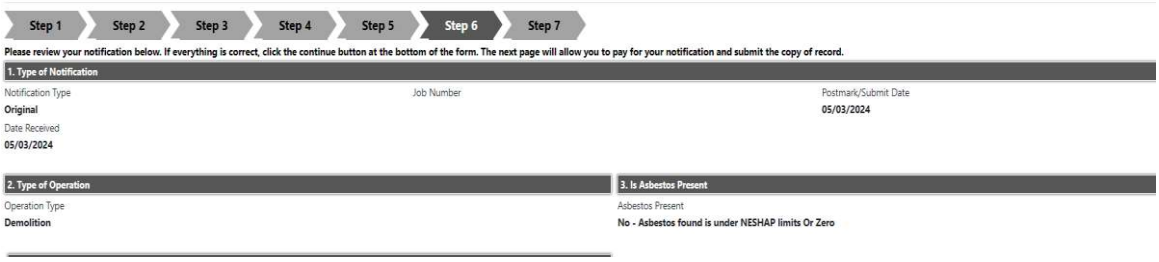
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please click Search for Waste Transporter to find the appropriate transporting company and contact information
- Find the name and phone of contact by clicking the Search for Waste Transporter 1's Contact button
- If there is a second Waste Transporter, repeat steps above for Waste Transporter 2



- Click Search for Waste Site 1 button to find the appropriate waste site, or enter a new waste site
- If there is a second site, click the Search for Waste Site 2 button and then Search/Choose existing waste site, or enter a new waste site
- Click the Save & Continue button and the system will go to Step 5



- Click the checkbox beside I Agree to indicate that you will stop work and call a certified asbestos contractor and the Iowa DNR in the event of an unexpected asbestos fiber release
- If you have a file related to the demolition notification, click the Choose File button and select file to upload
- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- If changes/corrections are needed on any prior page, click the steps on the top banner to return to that page. Once corrections are made, click Save and continue at the bottom of the page. Click Save and Continue on any remaining pages to return to Step 6

Below is a sample of the bottom of the Summary Page:



- Click the Save & Continue button and the system will go to Step 7
- Return to Step 7 to submit notification

TRAINING FIRE NOTIFICATIONS FROM REGISTERED PUBLIC USERS

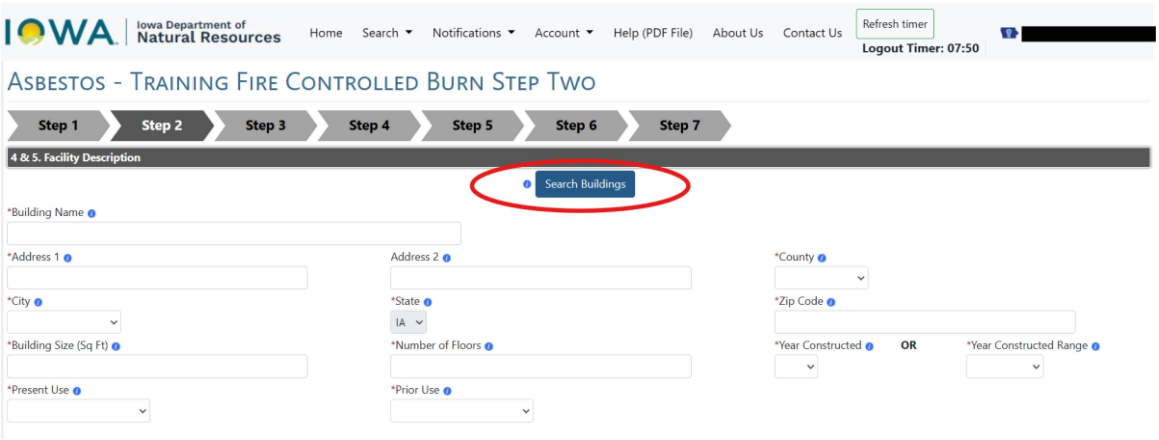
This section will take you step-by-step through the process of submitting a notification for Training Fires and Building Burns. In this section you will encounter a Search Buildings button, presented on Step 2 of the Notification process.

Other Search buttons are covered under the step-by-step processes found in the Search section.

Presented below is the Search process for Buildings, when encountered.

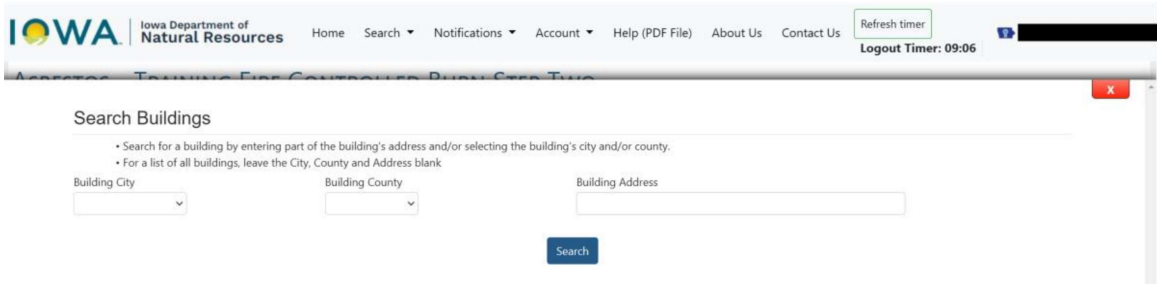
SEARCH BUILDINGS TRAINING FIRES AND BUILDING BURNS - STEP-BY-STEP

While entering a Training Fires and Building Burns notification, you will encounter the Search Buildings button on Step 2:



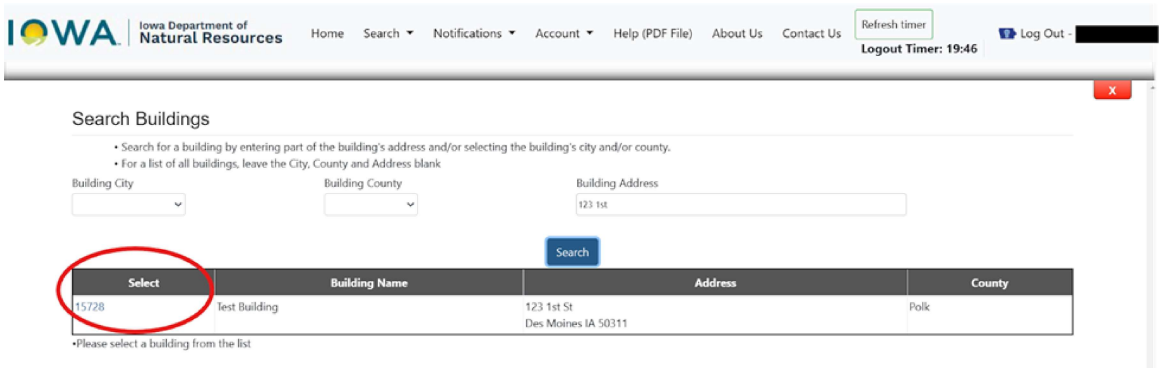
- To search for an existing building, click Search Buildings

The Search Buildings page opens:



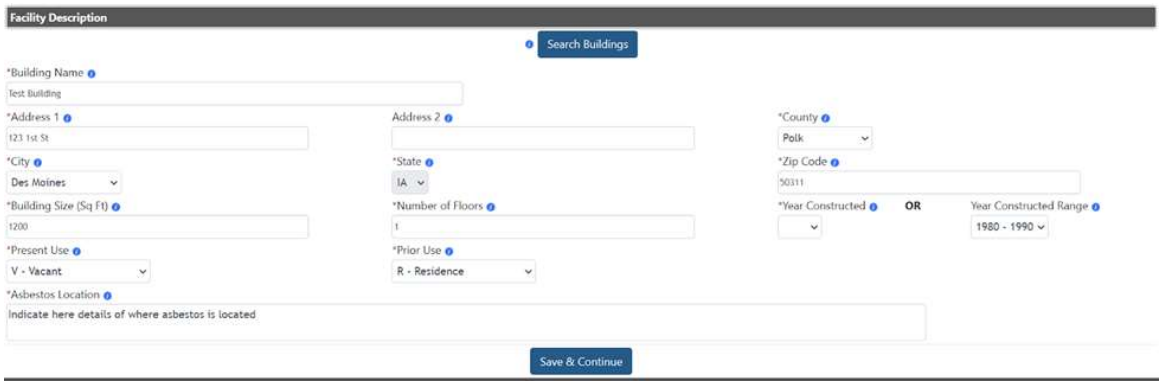
- Follow instructions provided on the page and click Search button

After Search is clicked, any matches will be displayed in the following search list:



- To choose a specific building, click on the numbers in the left-hand column called *Select*
- Once selected, the information will fill in the blank spaces on the screen

If the building is not found in the Search list, return back to the Facility Description page and enter details in the fields provided. Example:



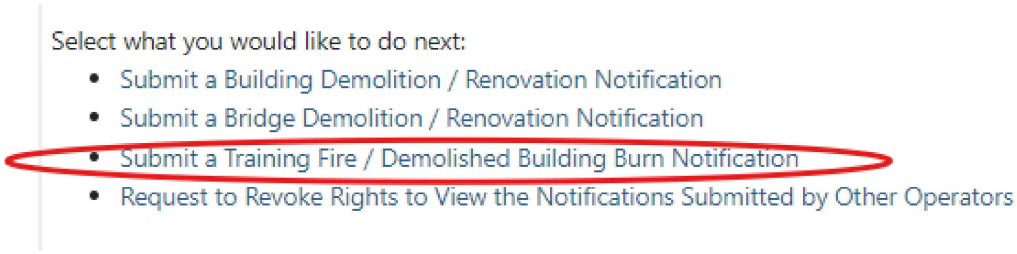
- Click Save & Continue

CREATE NEW TRAINING FIRE NOTIFICATION

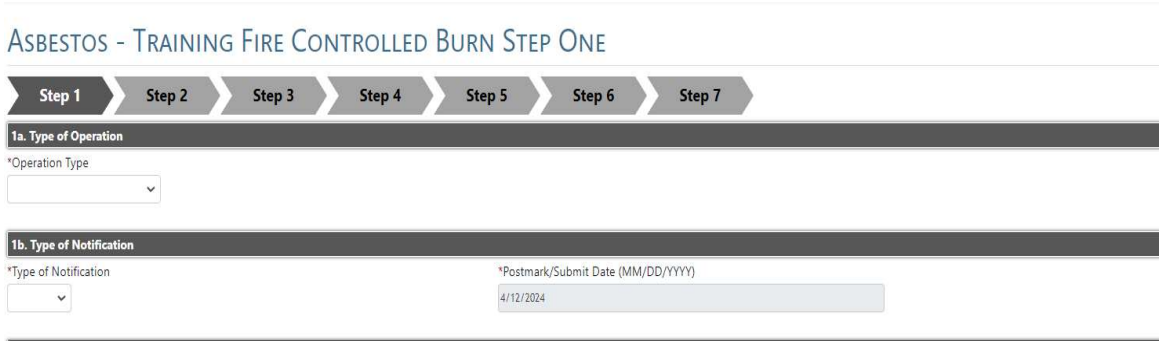
This notification is required for a Training Fire - Demolition or a Controlled Burn of a Demolished Building.

These types of building burns are used for training public or industrial employees in firefighting methods.

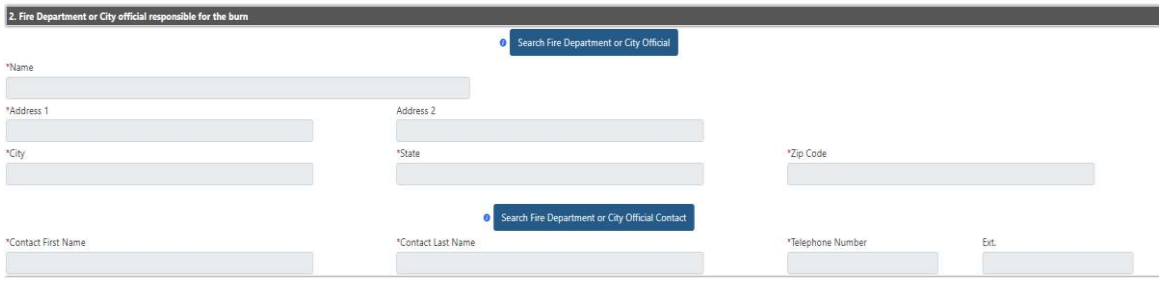
Select from list on *Home* screen:



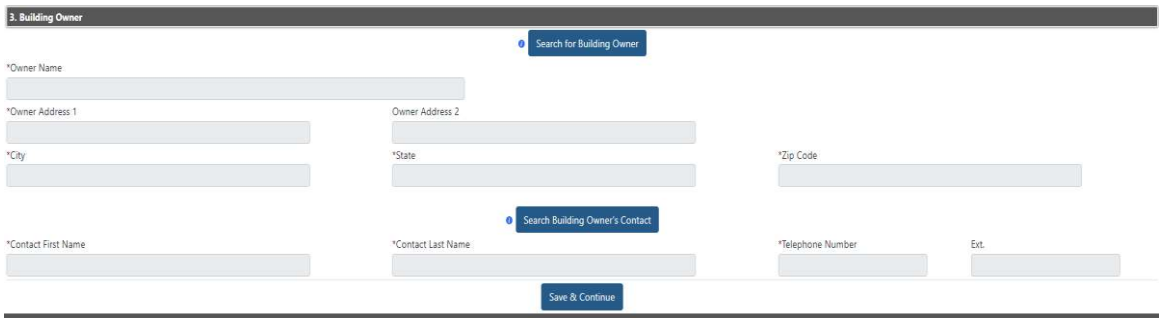
- Click on Submit a Training Fire/Demolished Building Burn Notification and a new notification will open:



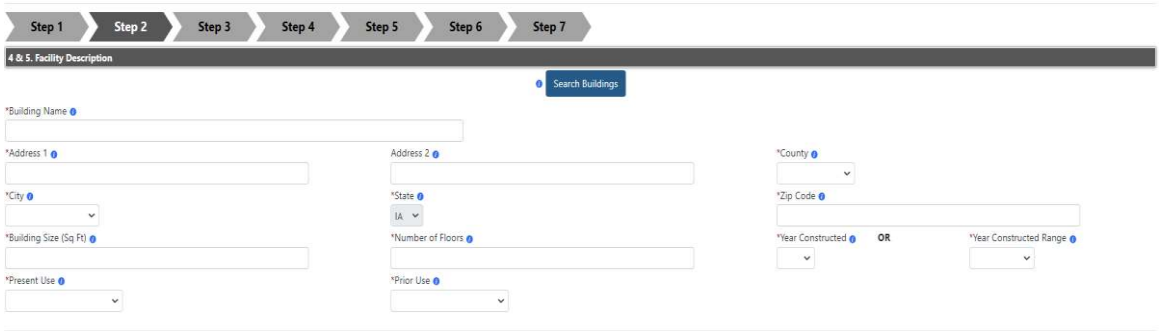
- Type of Operation - Select the type. In this case select Training Fire from drop-down list
- Type of Notification = Select Original
- The Postmark/Submit Date will automatically fill in and cannot be changed



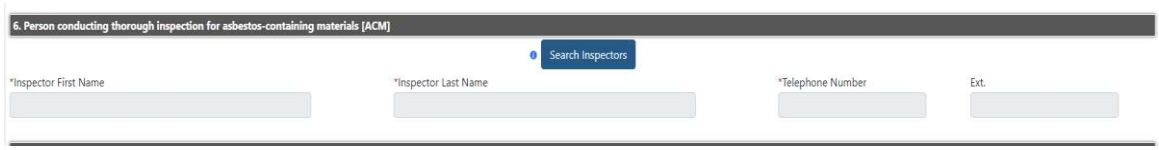
- Find the fire department conducting building burn by clicking the Search Fire Department or City Official button
- See Search Organization - step by step instructions for detail on how to complete the search
- Find the name and phone of the contact by clicking the Search Fire Department or City Official Contact button
- See Search Contacts - step-by-step instructions for detail on how to complete the search



- Find an existing facility (building) by clicking the Search Buildings button
- See Search Organization - step by step instructions for detail on how to complete the search
- Find the name and phone number of the Owner Contact by clicking the Search Building Owner's Contact button
- See Search Contacts - step-by-step instructions for detail on how to complete the search
- Click the Save & Continue button and the system will go to Step 2



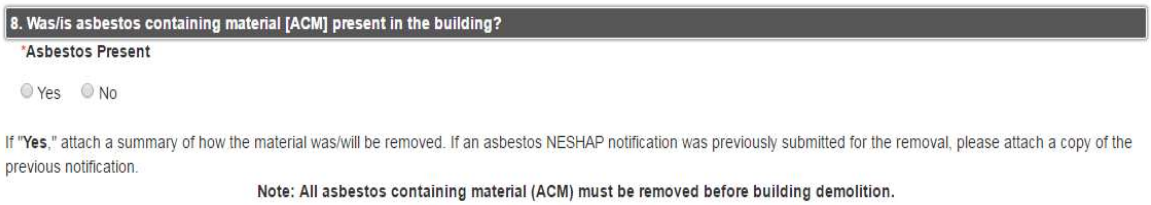
- Find an existing facility (building) by clicking the Search Buildings button
- Refer to Search Buildings Training Fires and Building Burns - Step-by-step for more information
- If the building is not in the system, complete the details in the boxes in the Facility Description



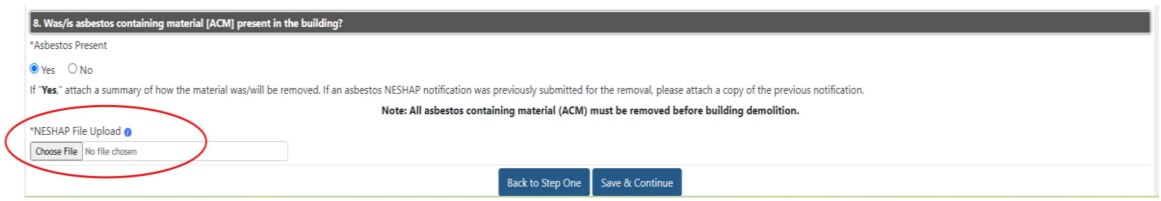
- Find an inspector by clicking the Search Inspectors button
- See Search Inspector - step-by-step instructions



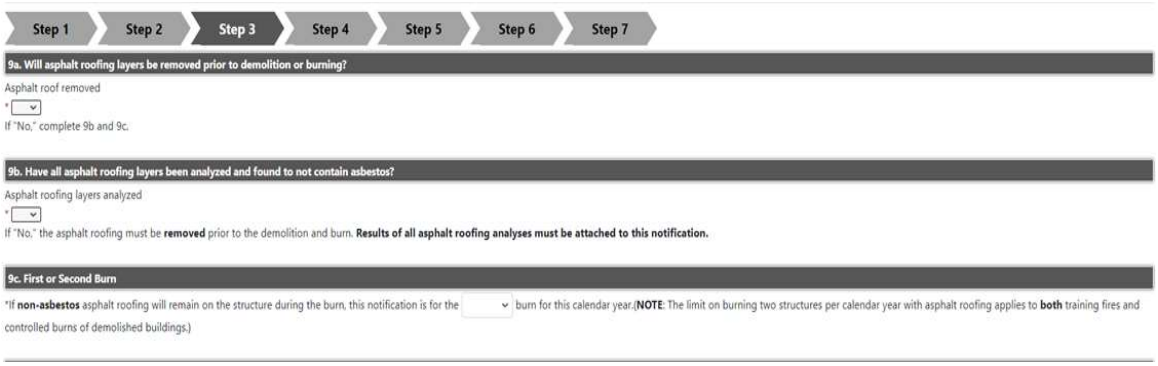
- Select the test method used to detect the presence of asbestos materials from drop-down list
- Attach a copy of the Lab Report. This is required for Training Fire



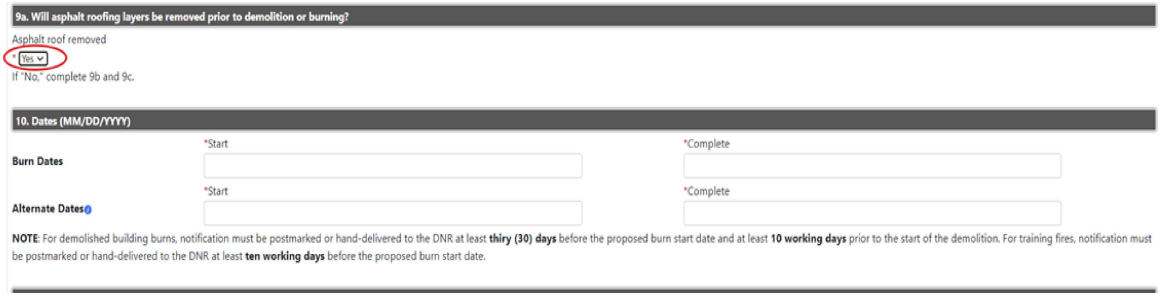
- If Yes is clicked, this is what the screen will look like. Notice there is now a field where the Lab Report can be uploaded



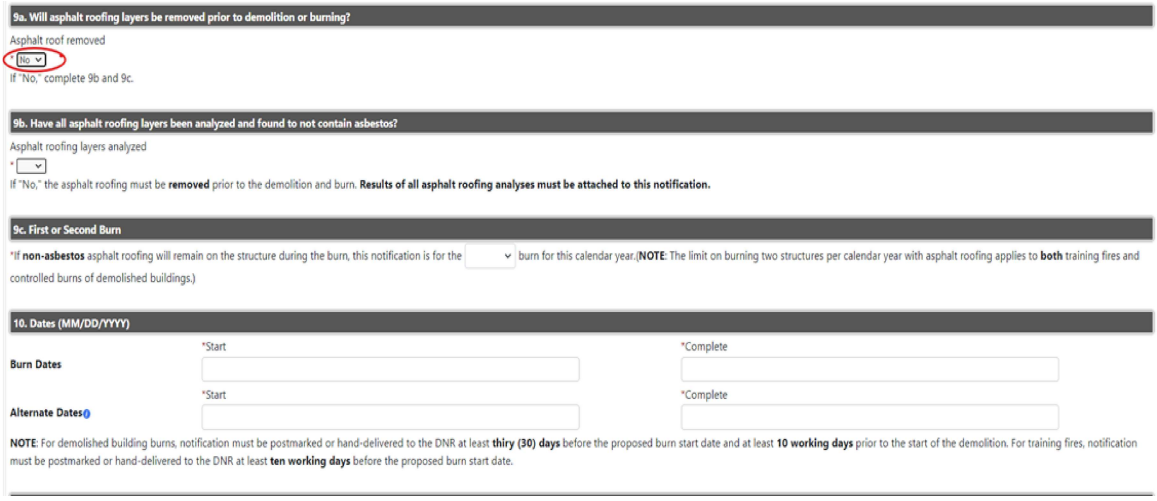
- Attach a copy of the NESHAP file. NOTE - this is a required field when the Asbestos Present is marked Yes. The screen will not advance until the NESHAP file is uploaded.
- Click Save and Continue to advance to Step 3



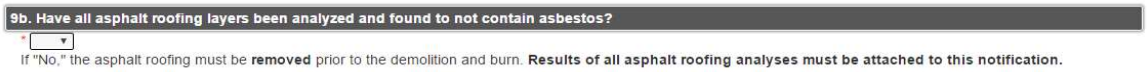
- Select Yes or No from drop-down list in 9a



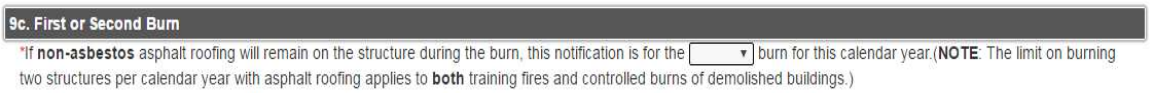
- If Yes is selected in 9a, continue to 10



- If No is selected in 9a, continue to 9b, 9c then to 10



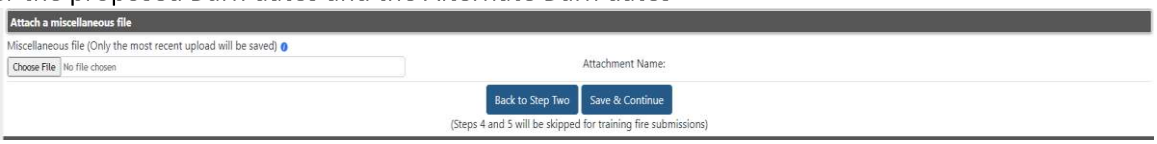
- Select Yes or No from drop-down list
- Documentation of asphalt roofing analysis needs to be bundled with other required documents attached in Step 3 (at the bottom of the page) in the Miscellaneous file section



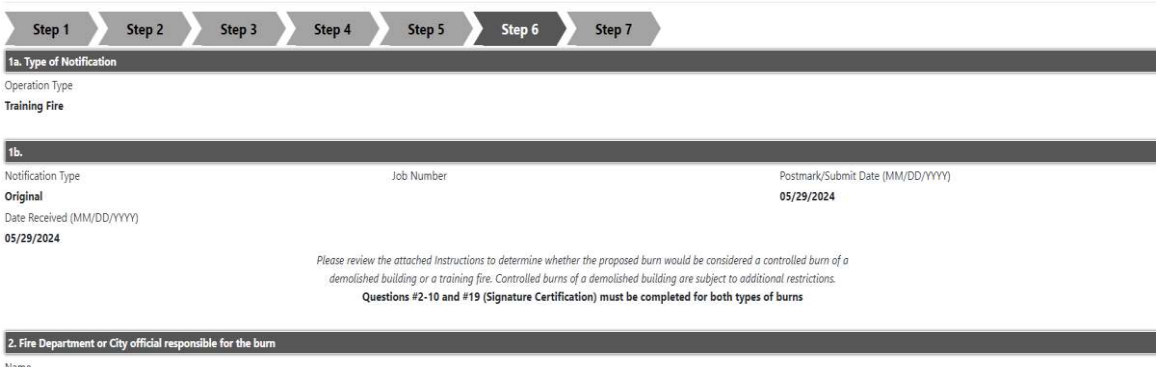
- Select if this is the first or second burn in the calendar year and continue to section 10



- Enter the proposed Burn dates and the Alternate Burn dates

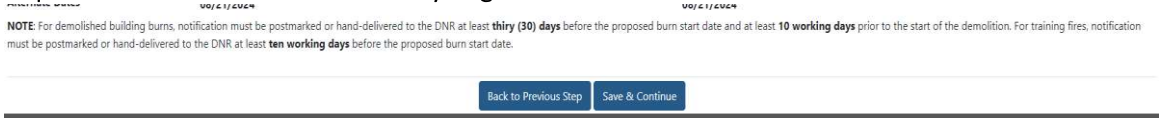


- Bundle all required documents and upload a single attachment
- Click the Save & Continue button and the system will go to Step 6
- Step 4 & 5 are not required for Training Fire Notifications



- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6

Below is a sample of the bottom of the Summary Page:



- Click the Save & Continue button and the system will go to Step 7
- Fees are not required for notifications of training fires

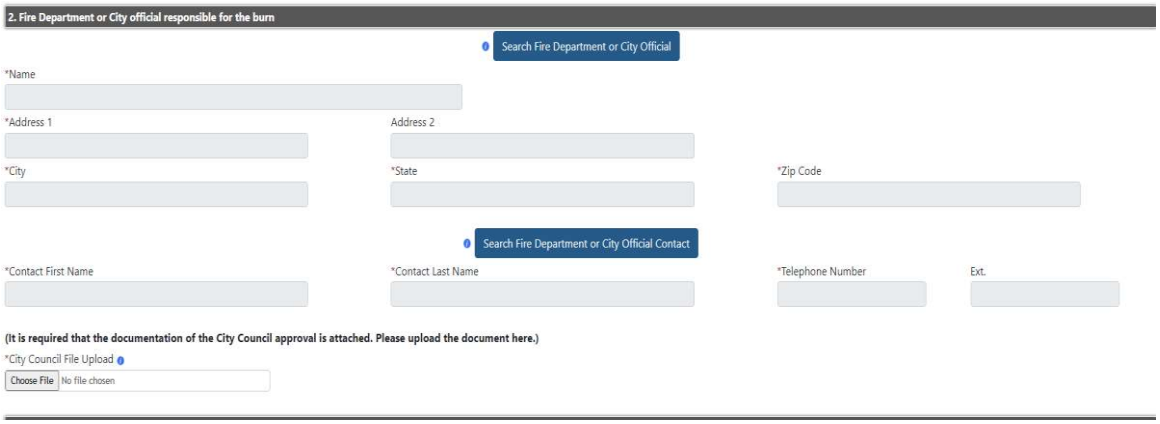
CREATE DEMOLISHED BUILDING BURN NOTIFICATION

This notification type applies to controlled burns of a demolished building by a city government.

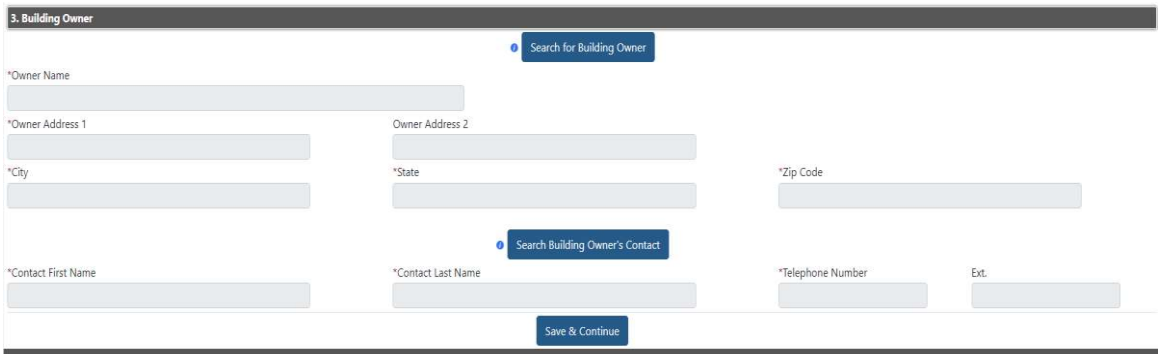
The process begins on Step 1:



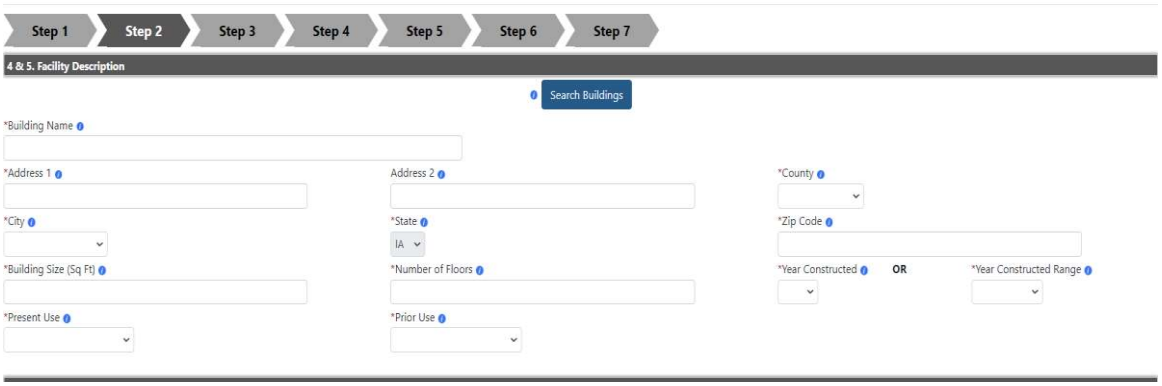
- Type of Operation - Select the type. In this case select Demolished Building Burn from drop-down list
- Type of Notification - Select Original
- The Postmark/Submit Date will automatically fill in and cannot be changed



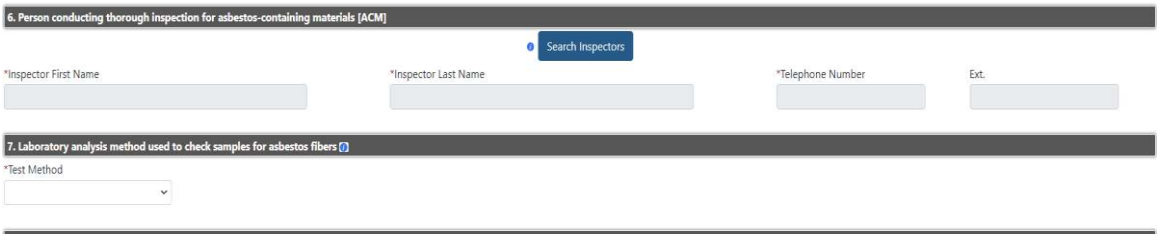
- Find the fire department conducting building burn by clicking the Search Fire Department or City Official button. A minimum of 3 letters is required to perform the search
- Find the name and phone of the contact by clicking the Search Fire Department or City Official Contact button
- Documentation of City Council approval needs to be attached. NOTE that the screen will not advance until one is uploaded



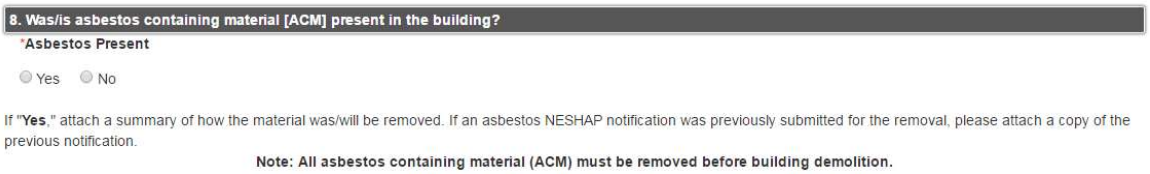
- Find a building owner by clicking the Search for Building Owner button.
- Find the name and phone of contact by clicking the Search Building Owner's Contact button
- Click the Save & Continue button and the system will go to Step 2



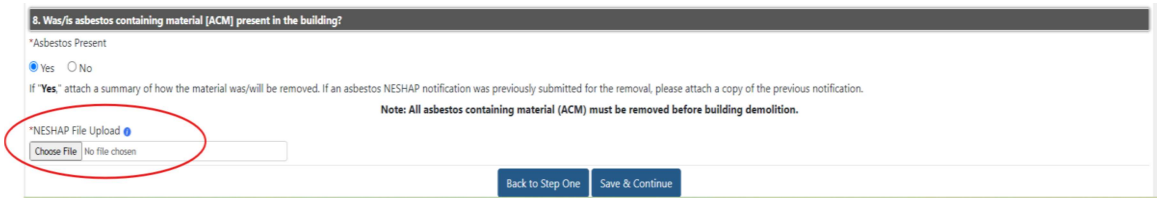
- Find an existing facility (building) by clicking the Search Buildings button
- If the building is not in the system, complete the details in the boxes in the Facility Description
- Provide a specific location where asbestos to be removed is located
- Click the Save & Continue button and the system will go to Step 3



- Find an inspector by clicking the Search Inspectors button
- Select the test method used to detect the presence of asbestos materials from drop-down list



- If Yes is clicked, this is what the screen will look like. Notice there is now a field where the Lab Report can be uploaded



- Attach a copy of the NESHAP file. NOTE - this is a required field when the Asbestos Present is marked Yes. The screen will not advance until the NESHAP file is uploaded
- Click Save and Continue to advance to Step 3

Step 3 contains Section 9a through Section 12. Based on answers provided, certain sections may or may not be displayed. Below are screenshots of the various combinations of answers on this page. Note that the questions being displayed are the questions required based on the yes/no selections that are made on this page.

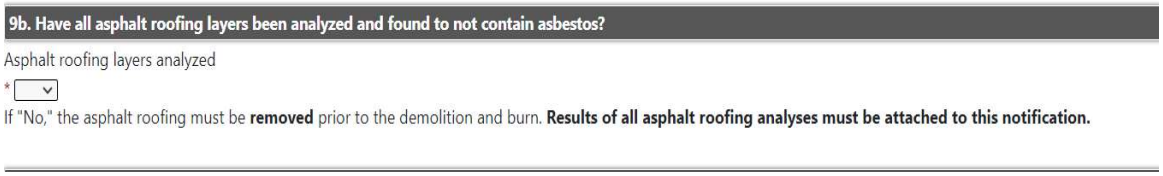
Section 9:



9a - Choose either Yes or No

- If **Yes is chosen**, then the sections that will be displayed are Sections 10, 11 and 12. Answers will be needed in each of these sections
- If **No is chosen**, then sections 9b, 9c, 10, 11 and 12 will be displayed and answers will need to be provided for each
- Below are screenshots and description for each of these sections

9b - Choose either Yes or No



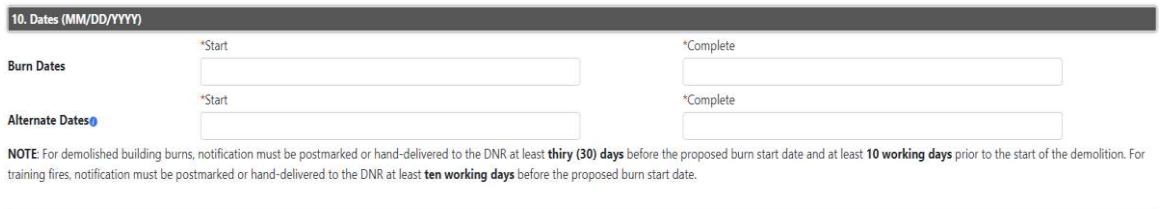
- If No is selected, note that the asphalt roofing analyses must be attached. If not already attached, return to Step 2 to attach in the NESHAP section, then return to Step 3 and continue
- If Yes, continue to 9c

9c - Choose either First or Second



- Select if this is the first or second burn in the calendar year and continue to section 10

Section 10:



- Enter the Burn Dates and Alternate Dates

Section 11:



- Enter an explanation of what alternative disposal methods were explored and why burning was chosen to dispose of some or all of the building

Section 12:



- Briefly describe what method(s) the city used to notify nearby residents

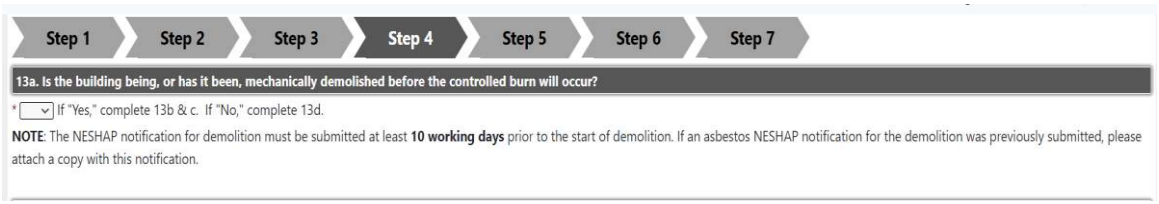
Attach Miscellaneous File section:



- If there are any files that need to be attached and not already attached in any other section, these may be attached in this Miscellaneous section
- Click Save and Continue

Step 4 contains sections 13a, 13b, 13c, 13d, and 14a, 14b, 14c, and 14d. Questions that show will be determined based on the Yes/No answers. Below are screenshots of each section for reference:

13a - Choose Yes or No



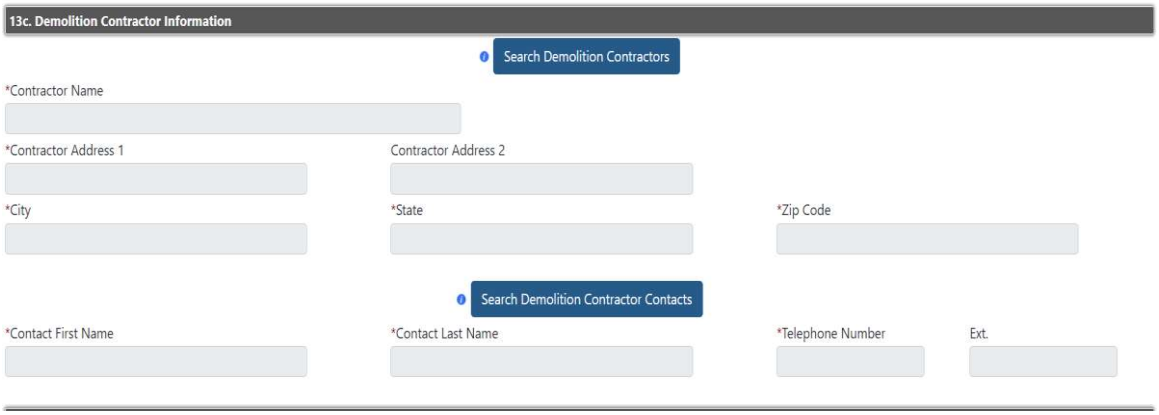
- If Yes, complete questions 13b, 13c, and 14a
- If No, complete 13d, and 14a

13b - Enter Start and Complete dates



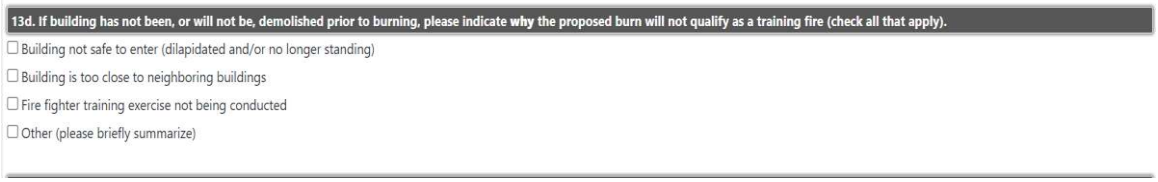
- Enter dates of scheduled demolition

13c - Search Demolition Contractor



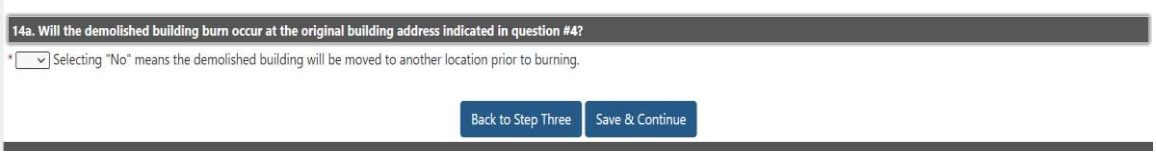
- Find the demolition contracting company by clicking the Search Demolition Contractors button
- Find the name and phone of contact by clicking the Search Demolition Contractor Contacts button

13d - Check all that apply



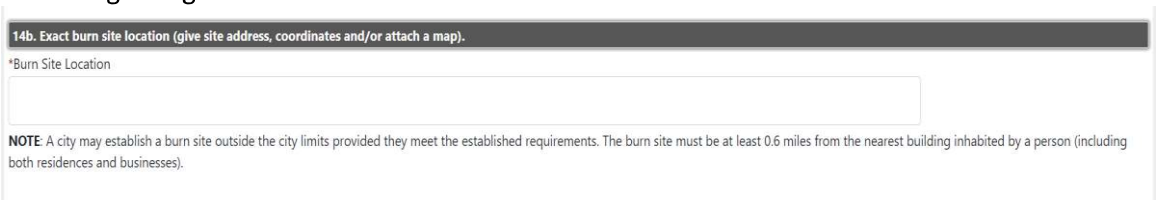
- Click the checkbox best describing the reason why the city has elected to conduct a demolished building burn rather than a training fire

14a - Choose either Yes or No



- Select Yes or No from the dropdown list

14b - Enter details regarding the burn site location



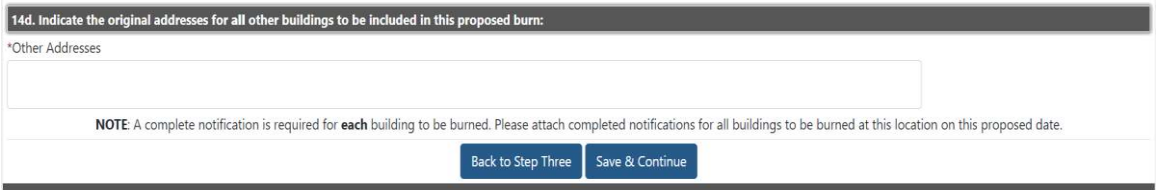
- Provide the exact location of the building burn site

14c - Choose either Yes or No



- Select either Yes or No from the dropdown list

14d - Enter any other addresses included in proposed burn



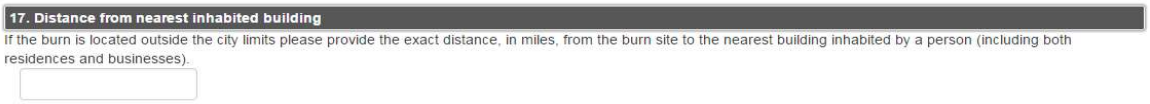
- Provide the original addresses for all other buildings to be included in this burn
- Click the Save & Continue button and the system will go to Step 5



- Indicate the total square feet of all demolished building materials to be burned



- Enter the start and end time for the burn



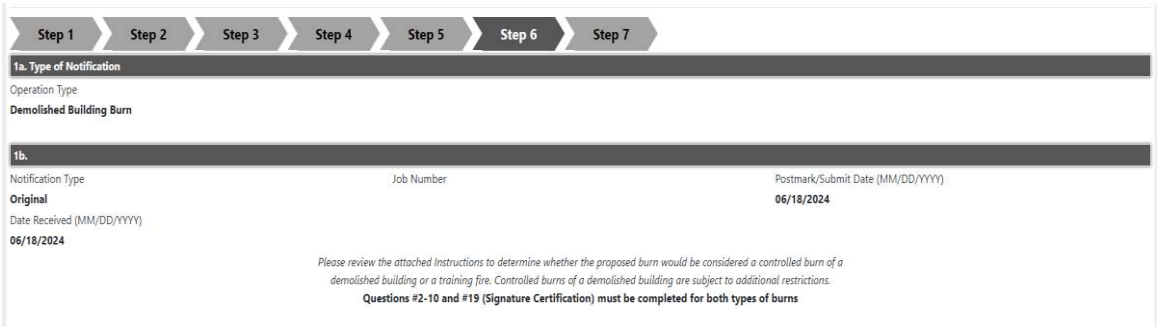
- Indicate the approximate distance, in miles, from the burn sit to the nearest building inhabited by a person



- Indicate how many demolished building burns, including the proposed burn, the city has conducted with the calendar year

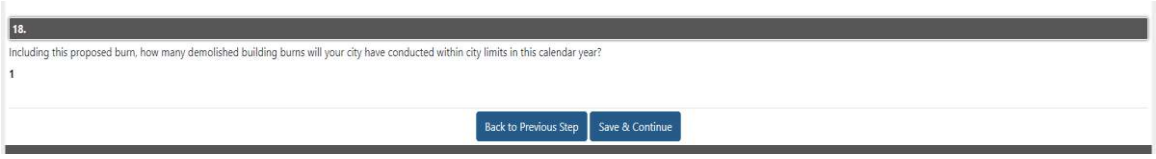


- Click the Save & Continue button and the system will go to Step 6



- This page displays a summary of your notification
- Review the notification
- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6

Below is a sample of the bottom of the Summary Page:



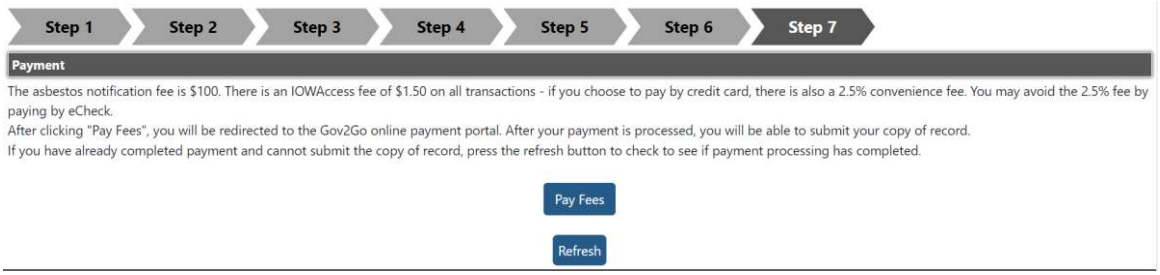
- Click the Save & Continue button and the system will go to Step 7
- Fees are not required for notifications of controlled building burns

PAYING FOR NOTIFICATIONS

- Payments, if required, occur on Step 7 of the notification process
- Payments may only be completed by the Signatory Role
- Payments may be made by either eCheck or Credit Card

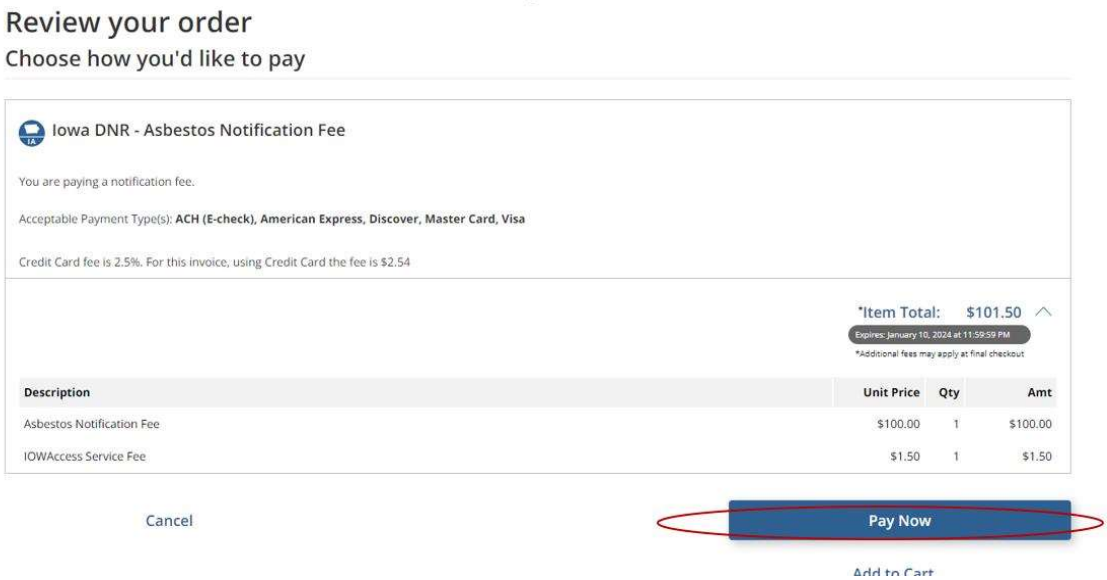
PAY USING ECHECK

Payments - Step 7

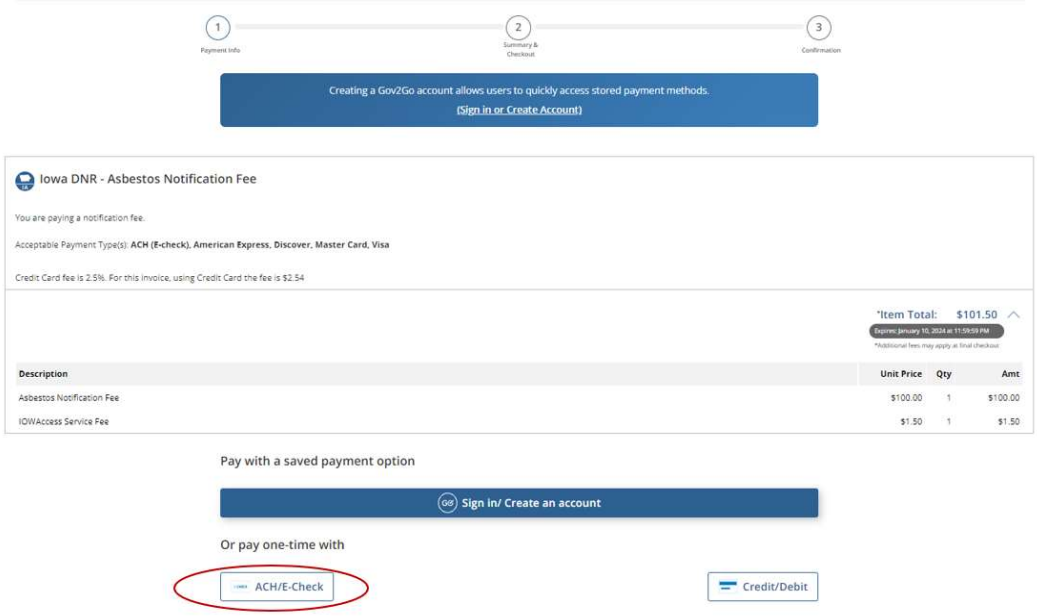


- Click Pay Fees to continue

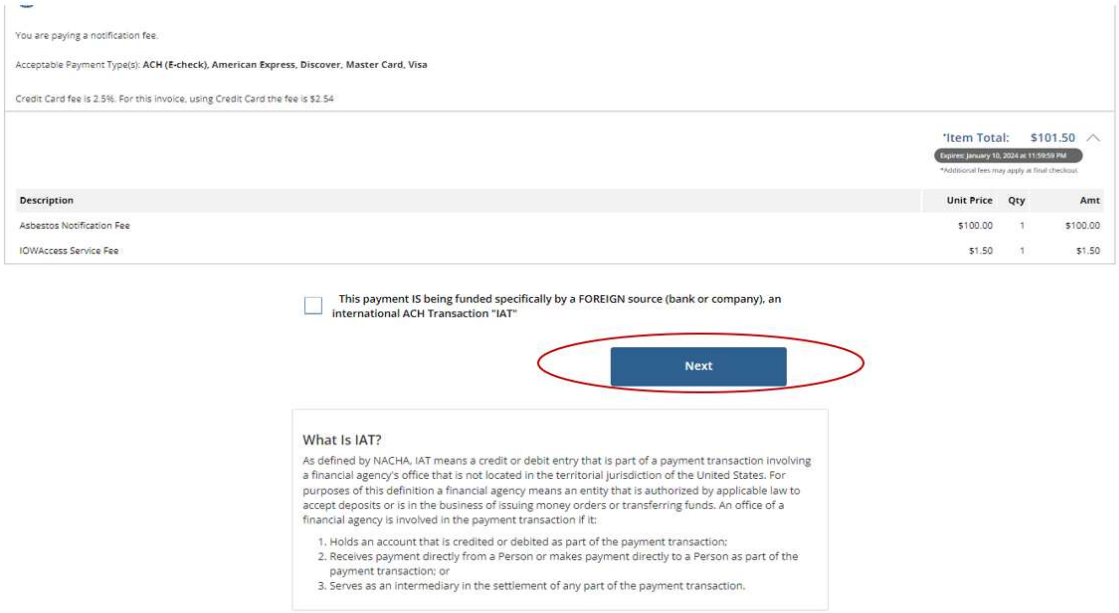
Review Your Order Page



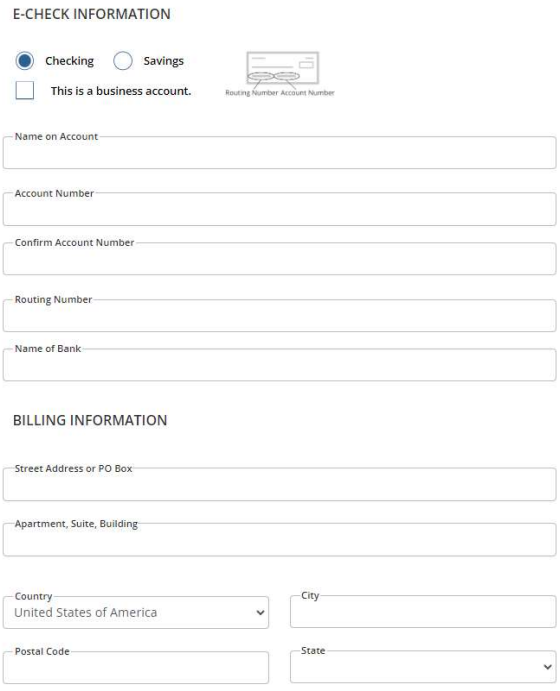
- Click Pay Now



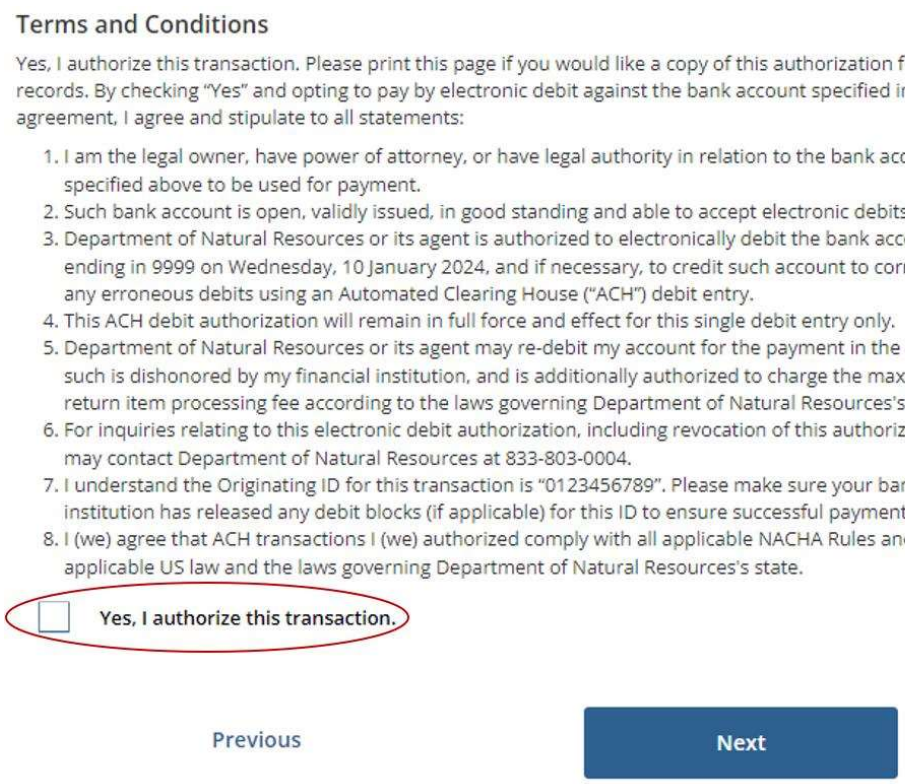
- To pay by check, click ACH/ECheck



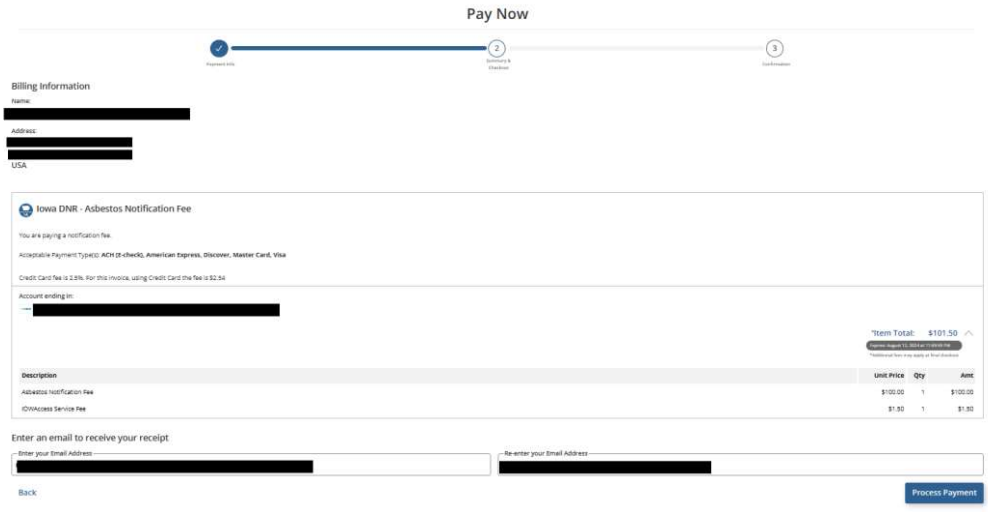
- Click the Next button



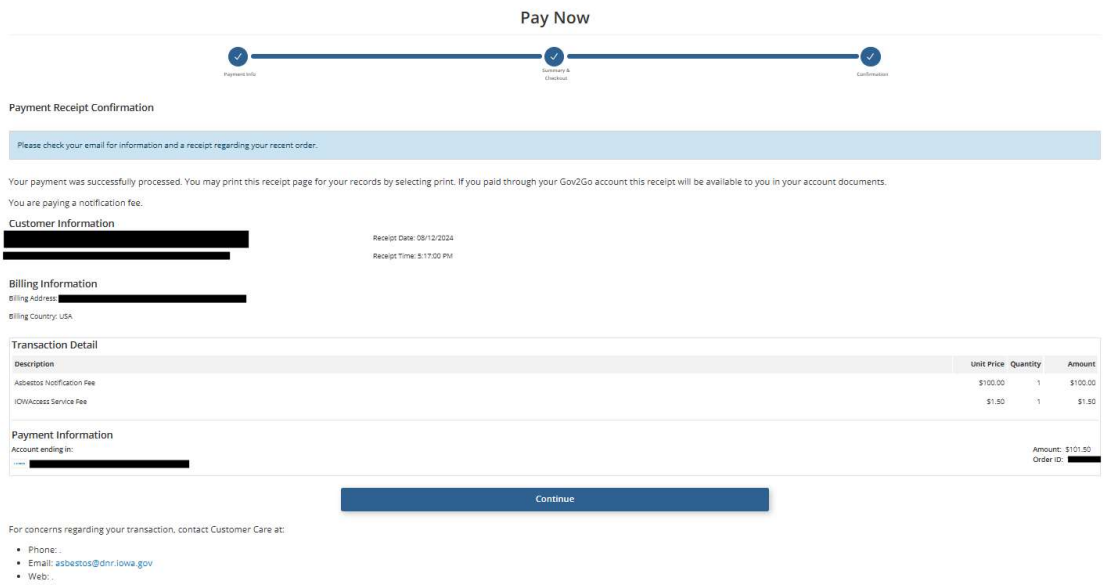
- Choose to make the payment from existing Checking or Savings Account
- If it is a business checking account, click the checkbox
- Complete all text boxes as instructed
- At the end, click Next button



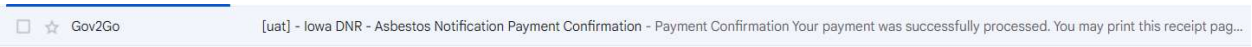
- This is the Terms and Conditions associated with electronic transactions
- Read through and if agree, click a checkmark in the Authorize this transaction checkbox
- click Next



- This is the review of the payment and indicates where email will be sent
- Click Process Payment to continue

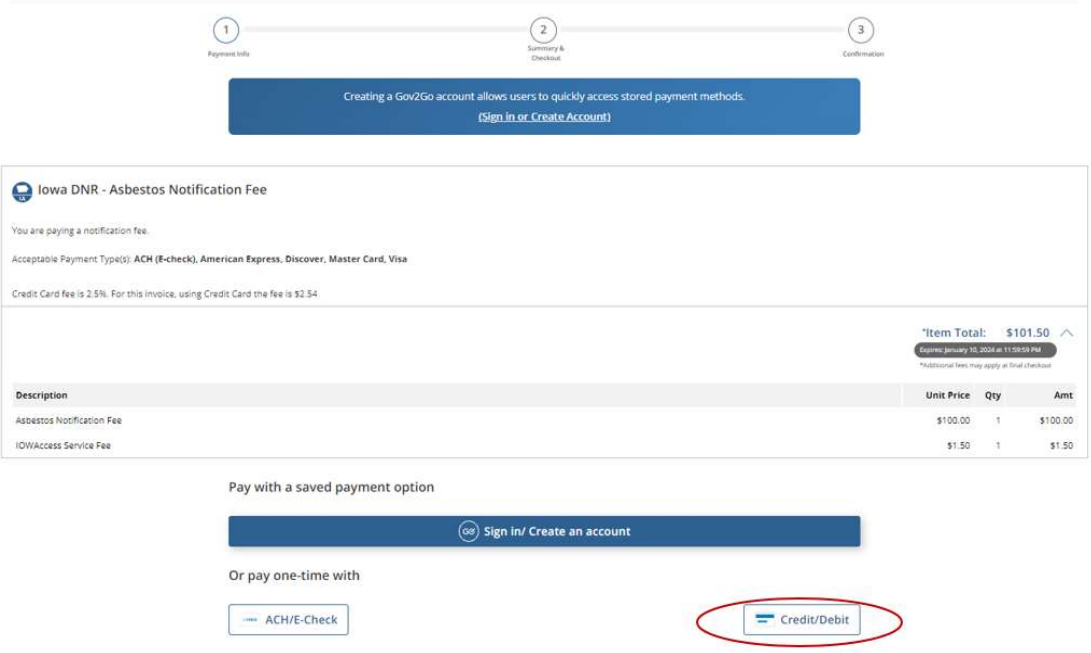


- This is the confirmation page. It provides the Transaction ID and date.
- Click the Continue button

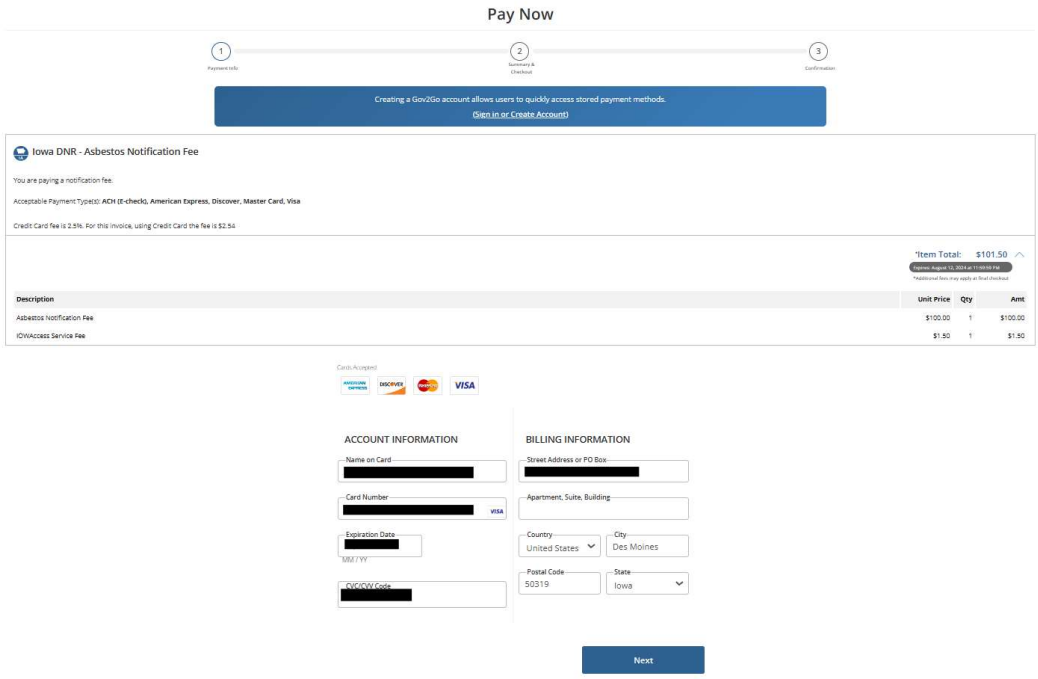


- Email is sent to the email address. Note that this email is from Gov2Go
- Return to Step 7 to submit notification

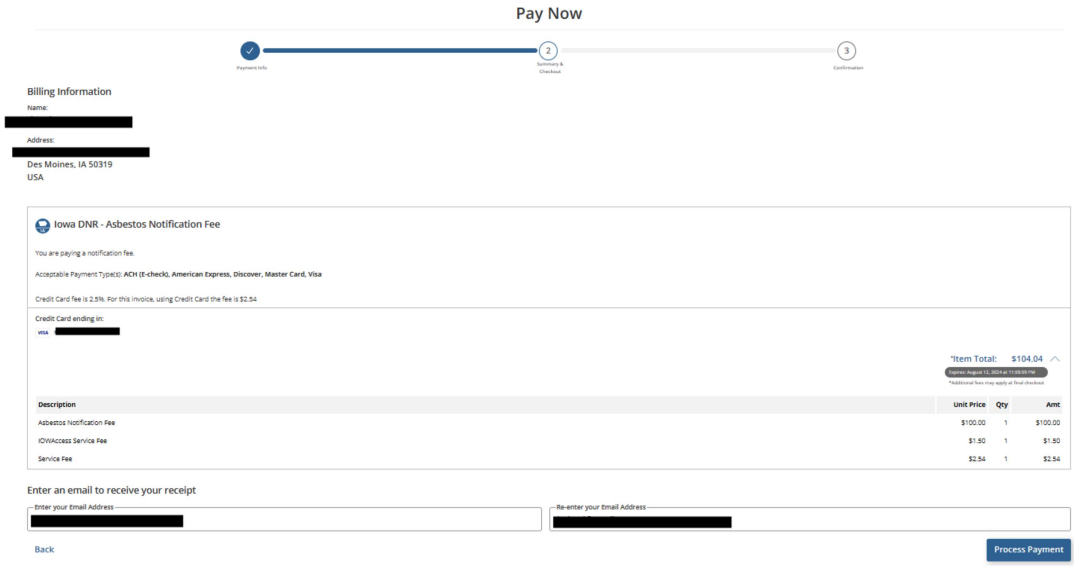
PAY USING CREDIT CARD



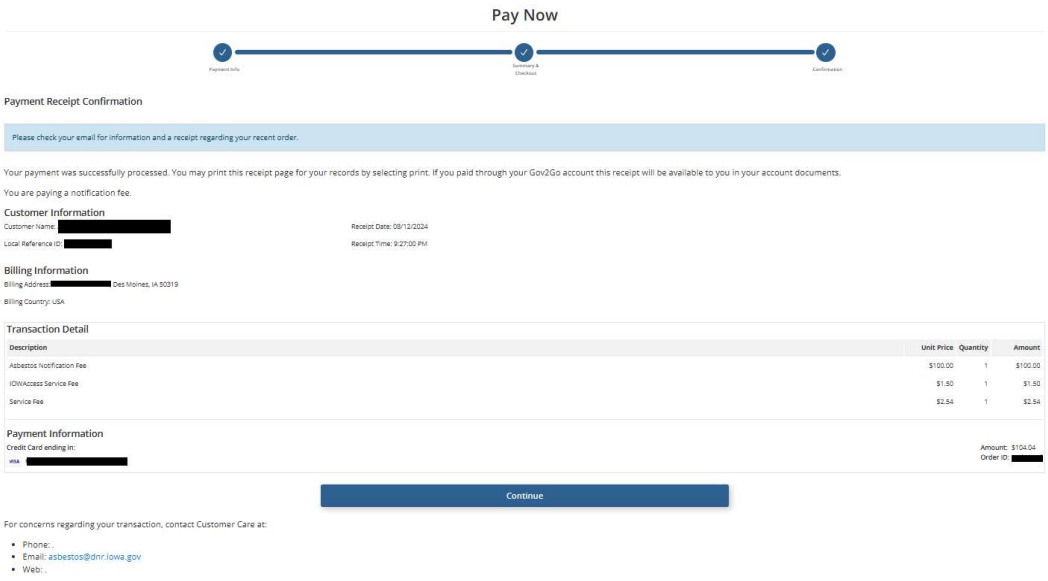
- Click the *Credit/Debit* button



- Complete the required fields
- Click Next



- This is the review page before making the payment by Credit/Debit card
- Click Process Payment



- This is the confirmation page showing the Transaction ID number
- Click Continue

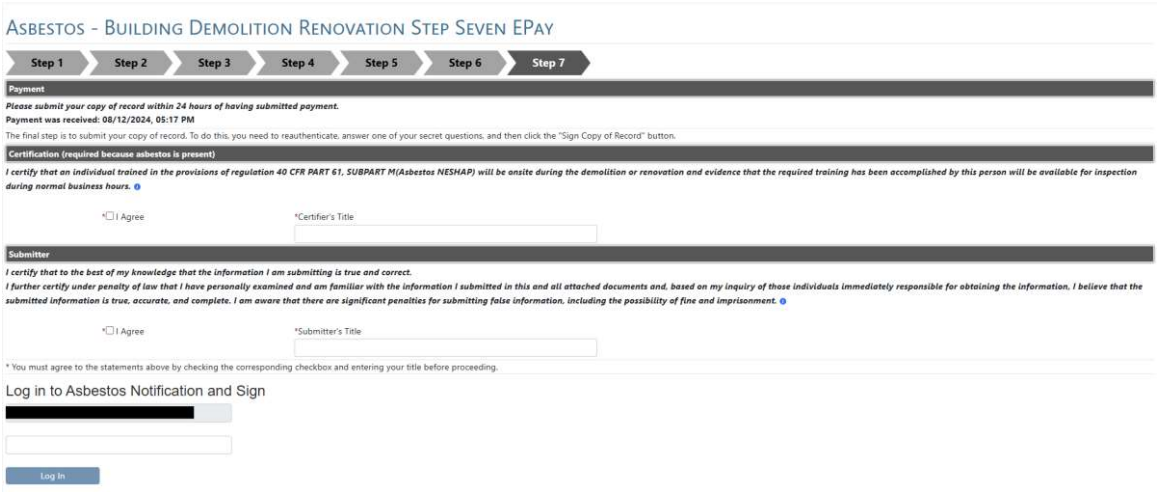
(example of email)



- An email will be sent to the email listed on the summary page
- Return to Step 7 to submit notification

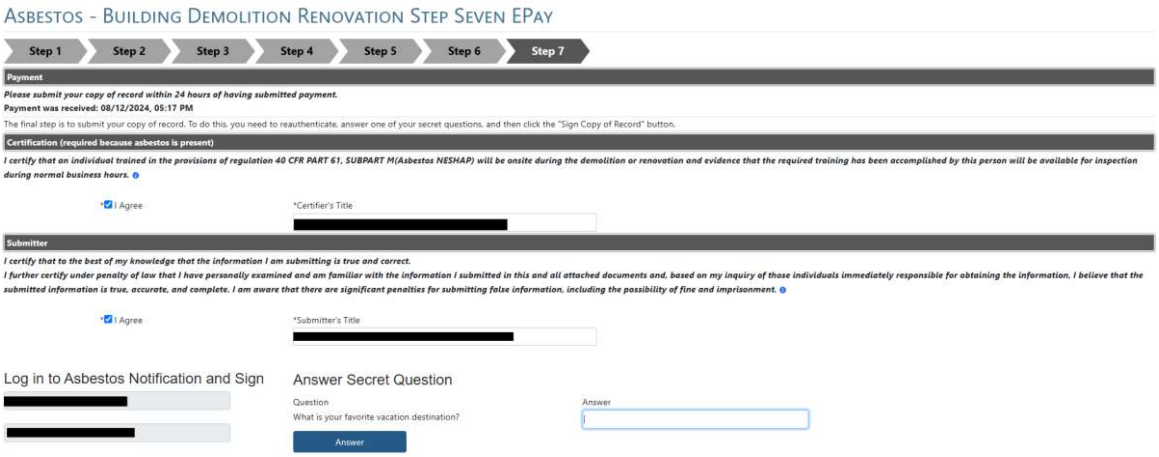
Step 7 - Submit Notification

When the Signatory returns to Step 7 after payment has been made, the following screen will be presented:



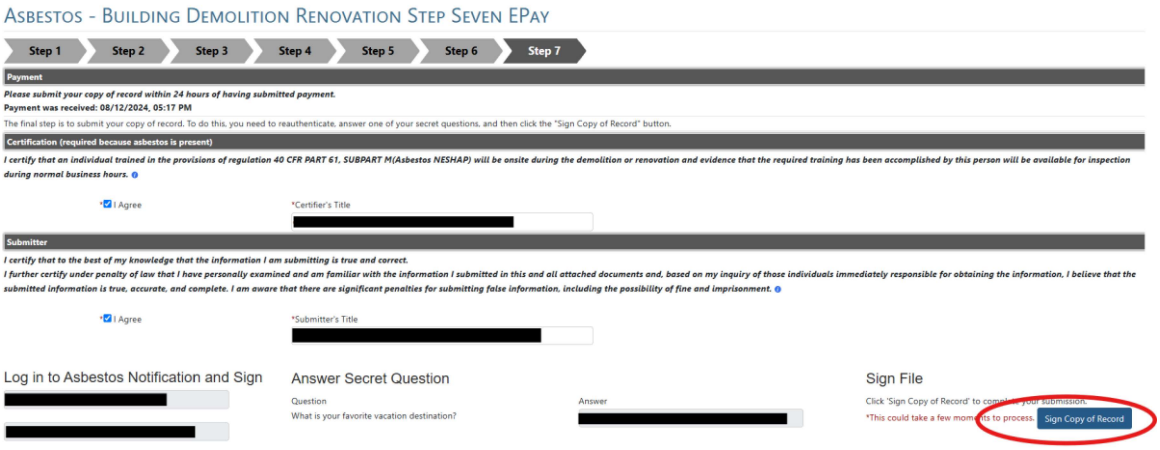
Continue the submission process by completing the Certification Section and the Submitter Section

- Certifier Section - Check the I Agree box, and complete the Certifier's Title
- Submitter Section - Check the I Agree box, and complete the Submitter's Title
- Enter the password and click Login button - NOTE the Login button is not activated until the Certifier and Submitter Section are completed



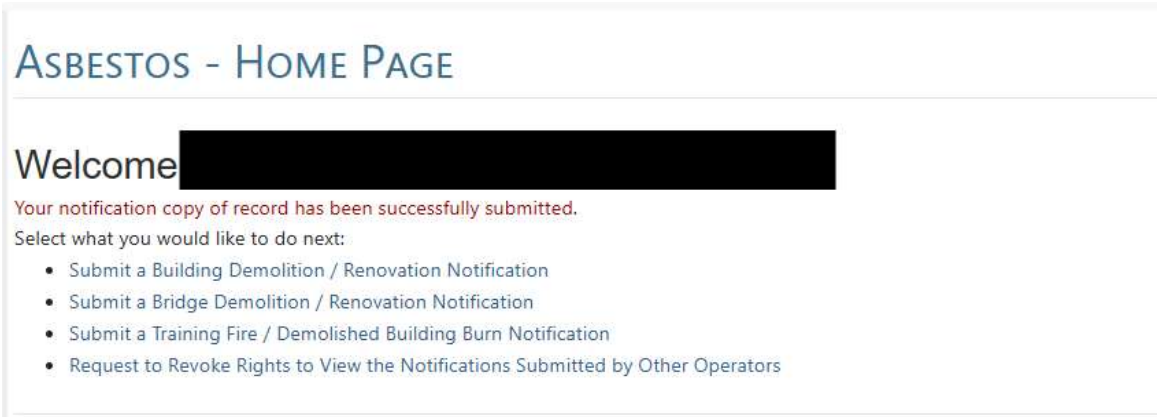
- Enter the answer to the secret question

The next section will open:



- Click Sign Copy of Record button

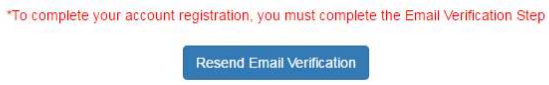
Once complete you will return to the Home Screen, with a message indicating a successful submission:



TROUBLESHOOTING

I DIDN'T GET A VERIFICATION EMAIL

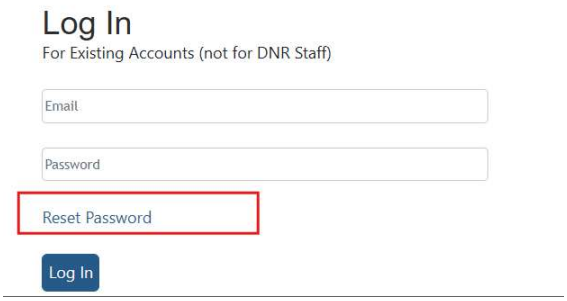
If you did not receive a verification email, go to Manage Account page and click the *Resend Email Verification* button:



MY PASSWORD EXPIRED AND I DON'T KNOW HOW TO RESET IT

Passwords expire every 60 days.

Reset your password by clicking the *ResetPassword* link above the *Login* button on the Home page:



- The system will send an email with a temporary password
- Click the link embedded in the email to unlock your account and change your password

I FAILED THE IDENTITY PROOFING, NOW WHAT DO I DO?

Send an email to asbestos@dnr.iowa.gov and ask for a paper copy of the Subscriber Agreement to sign and submit notifications.

MY ACCOUNT IS LOCKED BECAUSE I GAVE THE WRONG ANSWER TO THE SECURITY QUESTION

Send an email to asbestos@dnr.iowa.gov and with your name, organization and username. Advise that your user account is locked. You may be asked to verify your credentials. DNR staff can unlock your account and you will receive an email notification to login and change your questions.

You will be unable to submit notifications until you update your security questions. You can use the same questions/answers as originally submitted.

I CLICKED ON A MISCELLANEOUS ATTACHMENT BUT NOTHING HAPPENS

Right click and select "Open Link" or "Save Link" to force the file to open/save.

I NEED TO CHANGE THE NAME OR THE ADDRESS OF MY COMPANY

The system was designed such that an existing company with a new address will be treated as a new organization in order to retain the history of the company's previous address for those notifications already submitted with the old address. Therefore, to change a company's address, simply "Add New Company" and enter the company name and new address information and then use the new record with the new address on future notifications.