Asbestos Notification System User Guide

Iowa Department of Natural Resources
Air Quality Bureau
1/9/2017
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Getting Started

How to Use this Guide
Use the Table of Contents to jump directly to the relevant section

Whenever you see 🛠️ click the button to get additional instructions

Go to Web Site
The Asbestos Notification System starts from https://programs.iowadnr.gov/asbestos/

Create Account
All new users will need to create a new account

An account registers you with the system and protects the security of your activity

Registered Public Users
New public users need to complete the following five steps:

1. Create Account
   1.1. Establish username and password
   1.2. Provide contact information
   1.3. Select 5 security questions
2. Complete Email Verification
   2.1. Receive email from Asbestos Notification System
   2.2. Verify email address is valid by clicking embedded link
   2.3. Log In
3. Request Notification Submission Rights
4. Complete Identity Proofing
   4.1. Begin identity proofing
   4.2. Establish identity from user information
   4.3. Request proof of identity from third party
5. Complete Electronic Signature
   5.1. Begin electronic signature
   5.2. Review and sign Electronic Signature Agreement
   5.3. Accept certification of truth and accuracy
   5.4. Log In
   5.5. Answer security question
   5.6. Sign file

Step-by-Step Instructions
Create Account
1. Click the *Create Account* button
2. Complete the form *Register Account*

### Username/Password

- **Username** is your complete email address
- Password must be between 8 and 15 characters and begin with a letter
- Password must contain at least one number, lowercase and uppercase letter
- Password **cannot** use special characters
- Password **cannot** contain your username or the word ‘password’
- Passwords expire every 60 days
- Reset your password by clicking the Forgot Password link above the Log In button

### Contact Information

1. Enter your first and last name
2. Click the *Search Organization* button
3. Search for your organization by Company Name or Address
4. Enter a primary phone number
5. If your primary phone is not a cell phone, please provide a cell phone number

**Security Questions**

```
* Security Question 1: What is the first and middle name of your oldest sibling?  
* Answer

* Security Question 2: What is your favorite vacation destination?  
* Answer

* Security Question 3: What year and model (yyyy-name) was your first car?  
* Answer

* Security Question 4: What is your favorite TV show?  
* Answer

* Security Question 5: Where did you first meet your spouse?  
* Answer
```

6. Select 5 questions that only you can answer and click the Create Account button
   - Answers must be minimum of 4 characters long
   - The system will go to the Manage Account screen and display your Username and Contact Information

You will see this message

*To complete your account registration, you must complete the Email Verification Step

Resend Email Verification

You can close your browser

**Complete Email Verification**

An account registration has been initiated for the Iowa DNR Asbestos application for email address dnrairquality1@gmail.com.
To complete the registration process, please use the link below. The link will expire in 24 hours.
http://dev-7.iowadnr.gov/8U/asbestos/home/Verification?tkn=da8b86a5-249-472-930-d42b7ab5875
If the link is not clickable, please copy and paste the link in the browser to complete the registration process. If you did not initiate this request, please contact the Iowa DNR at:

Iowa DNR Air Quality  
asbestos@iowadnr.gov

1. Go to your email account and open “Iowa DNR Asbestos User Verification”
2. Click the link embedded in the email and you will go to the Manage Account screen
3. Complete the steps below for requesting notification submission rights
4. These steps only need to be done one time
Request Notification Submission Rights

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Manage Account

* Your account has been registered and you have rights to input Notification data and view Notifications for which you have been granted rights. You do not have rights to do the official submission of Notifications. To request rights to submit Notifications, click the 'Request Notification Submission Rights' button.

- Registering a username grants you the ability to create notifications
- **Responsible Officials** need additional rights to submit notifications and this 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

1. Click the *Request Notification Submission Rights* button and the system will go to the identity proofing step

Complete Identity Proofing

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Manage Account

* To do the official submission of Notifications, you must first complete the Identity Proofing step, then create an Electronic Signature Agreement.

1. Click the *Complete Identity Proofing* button
2. Complete the form *Establish Proof of Identity*

IOWA DNR - ASBESTOS NOTIFICATION SYSTEM

Establish Proof of Identity

As a Responsible Official, you are required to establish proof of identity using LexisNexis® Services prior to signing/submitting electronic reports through Asbestos Notification System. Please verify the information below is correct before proceeding.

**NOTE:** In using LexisNexis® electronic identity proofing service, Iowa DNR will neither store nor have access to your personal information.

User Information

- **UserName**: dnrainquality2@gmail.com
- **FirstName**: Joe
- **LastName**: Smith

1. Click the checkbox "I have reviewed the name presented above and I would like to proceed with LexisNexis® identity proofing."
2. Click the *Proceed* button
3. Complete the form *Request Proof of Identity*
• Identity proofing is based on your personal information
• DNR does not retain this information

1. Enter your personal mailing address **not** your company mailing address
2. Click the **Request Identity Proofing** button

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

**IOWA DNR - ASBESTOS NOTIFICATION SYSTEM**

Manage Account

Your account has been registered and you can enter notifications. You have also completed the Identity Proofing step. To do the official submission of notifications, you must now complete the Electronic Signature step

1. Click the **Create Electronic Signature** button
• The system will go to the **Electronic Signature Agreement**
Complete Electronic Signature

1. Click the **Sign Electronically** button and the system will go to the truth and accuracy certification.

   **IOWA DNR - ASBESTOS NOTIFICATION SYSTEM**

   **Signature Device Authorization**

   **Certification Acknowledgement**

   I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

2. Click the **Accept** or **Decline** button
   - The **Accept** button continues the process and the system will go to the signature device steps.
   - The **Decline** button stops the process.
3. Enter your password and click the Log In button

4. Answer the security question and click the Answer button

5. Click the Sign button
   - The system will go to the Home screen

You’re ready to use the system
Building Notifications from Registered Public Users

Create New Building Notification
Notification required of asbestos abatement from building or demolition of building
Select from list on Home screen

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

Create Abatement Notification
Asbestos abatement (removal) from a building

Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over for detailed definitions of any field
   - Only required fields display on screen

2. Select Type of Operation = Abatement from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list

4. Enter Scheduled Dates of Asbestos Removal
   - Postmark/Submit Date must be at least 10 days before beginning the activity
   - Start Date must be before End Date
5. Find an existing facility (building) by clicking the Search Buildings button
   - If the building is not in the system, complete the form Facility Description
     a. Enter building name and physical location
     b. County and city are populated from drop-down lists
     c. Enter size, number of floors, year of original construction, present and prior use
     d. Year of construction, present and prior use are populated from drop-down lists
     e. Provide a specific location where asbestos to be removed is located

6. Click the Save & Continue button and the system will go to Step 2

Step 2

1. Find a building owner by clicking the Search for Owning Company button

2. 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

3. Click the appropriate Search button

- Abatement Contractor will be blank
- 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

4. Click the appropriate Search button

5. Click the Save & Continue button and the system will go to Step 3

Step 3

1. Enter the Total Surface Area from which RACM will be removed
   - The value entered must be in numbers

2. 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 Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

3. 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

4. Find an inspector by clicking the Search for Inspector button
5. Enter the inspector’s license number (must be ###-#### & without the letter “I” for Iowa)
6. Enter the date the property was inspected (must be before Postmark/Submit date)

7. Click the checkbox for at least one of the work practices used to prevent asbestos emissions

8. Click the Save & Continue button and the system will go to Step 4
Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If you are not the waste transporter, please search for the transporting company and contact information

1. Click the appropriate *Search* button
   - If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
   - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button

3. Click the *Save & Continue* button and the system will go to Step 5

Step 5

**Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release**

1. 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

2. If you have a file related to the abatement notification, click the *Choose File* button and select file to upload

3. Click the *Save & Continue* button and the system will go to Step 6
Step 6

Demolition and Renovation of a Building

- 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

Save & Continue

1. Click the Save & Continue button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

1. Click the Pay with eCheck button

Make a Payment

My Payment

State of Iowa TEST site

Amount Due $100.00

Payment Information

Frequency: One Time
Payment Amount: $100.00
Payment Date: Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

- Personal Check
- Business Check

Continue  Cancel
1. Enter your bank routing number and account number
   - Bank account type defaults to Checking
2. Click the Continue button

**Review Payment**
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
</tbody>
</table>

- Review the payment details
- Review the Terms & Conditions

**Confirmation**
Please keep a record of your Confirmation Number, or print this page for your records.

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>IOWTST004054066</th>
</tr>
</thead>
</table>

**Payment Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

The asbestos notification fee is $100. If you choose to pay by credit card, there is a $5 convenience fee. You may avoid the fee by paying by eCheck. After selecting a payment method, you will be redirected to a USBank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the **Pay with Credit Card** button
Iowa’s electronic payment solutions will display the amount due
Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the Continue button

Review Payment
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
<td></td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/22/2016</td>
<td></td>
</tr>
</tbody>
</table>

5. Review the payment details

6. Click the Confirm button

Confirmation
Please keep a record of your Confirmation Number, or print this page for your records.
Confirmation Number: IOWTST004072640

Payment Details

<table>
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<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/22/2016</td>
</tr>
<tr>
<td>Status</td>
<td>PROCESSED</td>
</tr>
</tbody>
</table>

7. Review the confirmation
8. Return to Step 7 to submit notification
9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite.
10. Type in Title of Operating Company Responsible Official

11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification.
12. Type in Title of Operating Company Responsible Official.

13. Enter your password.
14. Click the Log In button.

15. Enter the answer to the security question.
16. Click the Answer button.
17. Click the *Sign Copy of Record* button

**Create Demolition Notification**
Demolition of building when asbestos already removed or under threshold

**Step 1**

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over ✉ for detailed definitions of any field
   - Only required fields display on screen

2. Select Type of Operation = Demolition from drop-down list
3. Select Is Asbestos Present = No – Abatement has already occurred
   - Or No – Asbestos found is under NESHAP limits

4. Enter Scheduled Dates of Demolition
   - Postmark/Submit Date must be at least 10 days before beginning the activity
   - Start Date must be before End Date

5. Find an existing facility (building) by clicking the *Search Buildings* button
   - If the building is not in the system, complete the form Facility Description
     a. Enter building name and physical location
     b. County and city are populated from drop-down lists
c. Enter size, number of floors, year of original construction, present and prior use  
d. Year of construction, present and prior use are populated from drop-down lists  
e. Asbestos Location is not required on demolition notifications  

6. Click the **Save & Continue** button and the system will go to Step 2

**Step 2**

1. Find a building owner by clicking the **Search for Owning Company** button  

   * Please search for the owning company by clicking on the “Search for Owning Company” button

2. Find the name and phone of contact by clicking the **Search for Owning Company’s Contact** button  

   * Please search for the owning company’s contact by clicking on the “Search for Owning Company’s Contact” button  

   * If you are not the operator of the project, please search for the operating company by clicking on the “Search for Operating Company” 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

3. Click the appropriate **Search** button
• Demolition Contractor will be blank
• 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

4. Click the appropriate Search button

5. Click the Save & Continue button and the system will go to Step 3

Step 3

1. Find an inspector by clicking the Search for Inspector button
2. Enter the inspector’s license number (must be ###-#### & without the letter “I” for Iowa)
3. Enter the date the property was inspected (must be before Postmark/Submit date)

4. Click the checkbox for at least one method of demolition

5. Click the Save & Continue button and the system will go to Step 4
Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the **Copy Operator Data** button
- If you are not the waste transporter, please search for the transporting company and contact information

1. Click the appropriate **Search** button
   - If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the **Search for Waste Site 1** button
   - If there is a secondary waste disposal site, click the **Search for Waste Site 2** button

3. Click the **Save & Continue** button and the system will go to Step 5

Step 5

- **Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release**

1. 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

2. If you have a file related to the demolition notification, click the **Choose File** button and select file to upload

3. Click the **Save & Continue** button and the system will go to Step 6
Step 6
Demolition and Renovation of a Building

- 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

1. Click the **Save & Continue** button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

1. Click the **Pay with eCheck** button

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account
2. Enter your bank routing number and account number
   - Bank account type defaults to Checking
3. Click the **Continue** button

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
</tbody>
</table>

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

I accept the Terms and Conditions

4. Click the checkbox beside **I accept the Terms and Conditions**
5. Click the **Confirm** button

### Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

**Confirmation Number** IOWTST004054066

**Payment Details**

<table>
<thead>
<tr>
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<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

- Review the confirmation
- Return to Step 7 to submit notification
Pay with Credit Card

1. Click the *Pay with Credit Card* button

**Make a Payment**

- **My Payment**
  - State of Iowa TEST site
  - Amount Due: $105.00

**Payment Information**

- Frequency: One Time
- Payment Amount: $105.00
- Payment Date: Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

**Payment Method**

- Card Number
- Expiration Date: Month / Year
- Card Security Code
- Card Billing Address: Use my contact information address

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the *Continue* button

**Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

- Description: State of Iowa TEST site
- Payment Amount: $105.00
- Payment Date: 12/22/2016

5. Review the payment details
6. Click the *Confirm* button
7. Review the confirmation
8. Return to Step 7 to submit notification

9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

13. Enter your password
14. Click the Log In button
15. Enter the answer to the security question
16. Click the Answer button

17. Click the Sign Copy of Record button

Create Emergency Renovation Notification
Building renovation mandated by emergency conditions

Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over 🛠️ for detailed definitions of any field
   - Only required fields display on screen

2. Select Type of Operation = Emergency Renovation from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list

4. Enter Scheduled Dates of Asbestos Removal
   - Start Date must be before End Date
5. Find an existing facility (building) by clicking the Search Buildings button
   - If the building is not in the system, complete the form Facility Description
     a. Enter building name and physical location
     b. County and city are populated from drop-down lists
     c. Enter size, number of floors, year of original construction, present and prior use
     d. Year of construction, present and prior use are populated from drop-down lists
     e. Provide a specific location where asbestos to be removed is located

6. Click the Save & Continue button and the system will go to Step 2

Step 2

1. Find a building owner by clicking the Search for Owning Company button

2. Find the name and phone of contact by clicking the Search for Owning Company’s Contact button
Asbestos Notification System User Guide

3. Click the appropriate Search button

4. Click the appropriate Search button

5. Click the Save & Continue button and the system will go to Step 3

Step 3

1. Enter the Total Surface Area from which RACM will be removed
   - The value entered must be in numbers
2. 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 Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section.

3. Click the checkbox for at least one of the work practices used to prevent asbestos emissions.

4. Click the *Save & Continue* button and the system will go to Step 4.

**Step 4**

- Waste Transporter will be blank.
- If you are transporting waste material from the site, click the *Copy Operator Data* button.
- If you are **not** the waste transporter, please search for the transporting company and contact information.

1. Click the appropriate *Search* button.
   - If there is a second Waste Transporter, repeat the steps above.
2. Find a waste disposal site by clicking the **Search for Waste Site 1** button
   - If there is a secondary waste disposal site, click the **Search for Waste Site 2** button

3. Click the **Save & Continue** button and the system will go to Step 5

**Step 5**

1. Enter the date and time of the emergency situation
2. Enter a description of the event
3. Enter a description of unsafe conditions, equipment damage or financial burden
4. 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

5. If you have a file related to the emergency renovation notification, click the **Choose File** button and select file to upload

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

**Step 6**

- This page displays a summary of your notification.
- Review the notification
Asbestos Notification System User Guide

- Click steps on top banner to go back and make any necessary corrections
- Continue until you are back to Step 6

1. Click the Save & Continue button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

1. Click the Pay with eCheck button

**Make a Payment**

My Payment

- State of Iowa TEST site
- Amount Due: $100.00

Payment Information

- Frequency: One Time
- Payment Amount: $100.00
- Payment Date: Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

Payment Method

2. Enter your bank routing number and account number
   - Bank account type defaults to Checking
3. Click the Continue button
Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
</tbody>
</table>

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

I accept the Terms and Conditions

4. Click the checkbox beside I accept the Terms and Conditions
5. Click the Confirm button

Confirmation

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number: IOWTST004054066

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2010</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

- Review the confirmation
- Return to Step 7 to submit notification

Pay with Credit Card

The asbestos notification fee is $100. If you choose to pay by credit card, there is a $5 convenience fee. You may avoid the fee by paying by eCheck.

After selecting a payment method, you will be redirected to a USBank payment form. After your payment is processed, you will be able to submit your copy of record. If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the Pay with Credit Card button

Make a Payment

My Payment

<table>
<thead>
<tr>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Due</td>
</tr>
</tbody>
</table>

Payment Information

<table>
<thead>
<tr>
<th>Frequency</th>
<th>One Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>Pay now</td>
</tr>
</tbody>
</table>

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the Continue button

**Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/22/2016</td>
</tr>
</tbody>
</table>

5. Review the payment details

6. Click the Confirm button

**Confirmation**

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number: IOWTST004072640

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/22/2016</td>
</tr>
<tr>
<td>Status</td>
<td>PROCESSED</td>
</tr>
</tbody>
</table>

7. Review the confirmation
8. Return to Step 7 to submit notification

*Please submit your copy of record within 24 hours of having submitted payment. Payment was received: 12/14/2016, 04:52 PM*

The final step is to submit your copy of record. To do this, you need to reauthenticate, answer one of your secret questions, and then click the "Sign Copy of Record" button.
9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

13. Enter your password
14. Click the Log In button

15. Enter the answer to the security question
16. Click the Answer button

17. Click the Sign Copy of Record button
Create Ordered Demolition Notification
Building demolition mandated by a government agency order

Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over for detailed definitions of any field
   - Only required fields display on screen

2. Select Type of Operation = Ordered Demolition from drop-down list

3. Select Is Asbestos Present = Yes

4. Enter Scheduled Dates of Demolition
   - Start Date must be before End Date

5. Find an existing facility (building) by clicking the Search Buildings button
   - If the building is not in the system, complete the form Facility Description
     a. Enter building name and physical location
     b. County and city are populated from drop-down lists
     c. Enter size, number of floors, year of original construction, present and prior use
     d. Year of construction, present and prior use are populated from drop-down lists
     e. Provide a specific location where asbestos to be removed is located

6. Click the Save & Continue button and the system will go to Step 2
Step 2

1. Find a building owner by clicking the **Search for Owning Company** button

2. 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

3. Click the appropriate **Search** button

   - Demolition Contractor will be blank
   - 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
4. Click the appropriate Search button

5. Click the Save & Continue button and the system will go to Step 3

Step 3

1. Click the checkbox for at least one of the work practices used to prevent asbestos emissions

2. Click the checkbox for at least one method of demolition

3. Click the Save & Continue button and the system will go to Step 4

Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the Copy Operator Data button
- If you are not the waste transporter, please search for the transporting company and contact information

1. Click the appropriate Search button
   - If there is a second Waste Transporter, repeat the steps above
2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
   - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button

3. Click the *Save & Continue* button and the system will go to Step 5

**Step 5**

If Demolition was Ordered by Government Agency, Identify the Agency and Attach a Copy of the Order

1. Enter the name, title, and phone number of the responsible official issuing order
2. Enter the name of the agency and authority issuing order
3. Enter date of order (must be before Postmark/Submit date)
4. Attach copy of order

**Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release**

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR

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

6. If you have a file related to the ordered demolition notification, click the *Choose File* button and select file to upload

7. Click the *Save & Continue* button and the system will go to Step 6

**Step 6**

Demolition and Restoration of a Building

1. Click the *Save & Continue* button and the system will go to Step 7
2. Select the method of payment
Pay with eCheck

1. Click the Pay with eCheck button

**Make a Payment**

**My Payment**

| State of Iowa TEST site | Amount Due | $100.00 |

**Payment Information**

| Frequency | One Time |
| Payment Amount | $100.00 |
| Payment Date | Pay now |

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

**Payment Method**

- [Sample Check Image]

2. Enter your bank routing number and account number
- Bank account type defaults to Checking
3. Click the Continue button

**Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

| Description | State of Iowa TEST site |
| Payment Amount | $100.00 |
| Payment Date | 12/14/2016 |

- Review the payment details
- Review the Terms & Conditions
4. Click the checkbox beside *I accept the Terms and Conditions*

5. Click the *Confirm* button

### Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

**Confirmation Number**: IOWTST004054066

**Payment Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

- Review the confirmation
- Return to Step 7 to submit notification

### Pay with Credit Card

The asbestos notification fee is $100. If you choose to pay by credit card, there is a $5 convenience fee. You may avoid the fee by paying by eCheck.

After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record.

If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the *Pay with Credit Card* button

### Make a Payment

**My Payment**

| State of Iowa TEST site | Amount Due | $105.00 |

**Payment Information**

<table>
<thead>
<tr>
<th>Frequency</th>
<th>One Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$105.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>Pay now</td>
</tr>
</tbody>
</table>

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account
Asbestos Notification System User Guide

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the Continue button

5. Review the payment details

6. Click the Confirm button

7. Review the confirmation
8. Return to Step 7 to submit notification

9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official
11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

Log in to Asbestos Notification and Sign

13. Enter your password
14. Click the Log In button

Answer Secret Question

15. Enter the answer to the security question
16. Click the Answer button

Sign File

17. Click the Sign Copy of Record button

Create Renovation Notification

Building renovation when asbestos already removed or under threshold

Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over 🛠️ for detailed definitions of any field
   - Only required fields display on screen
2. Select Type of Operation = Renovation from drop-down list
3. Select Is Asbestos Present = Yes
   Or No – Abatement has already occurred
   Or No – Asbestos found is under NESHAP Limits

4. Enter Scheduled Dates of Demolition
   • Postmark/Submit Date must be at least 10 days before beginning the activity
   • Start Date must be before End Date

5. Find an existing facility (building) by clicking the Search Buildings button
   • If the building is not in the system, complete the form Facility Description
   • Enter building name and physical location
   • County and city are populated from drop-down lists
   • Enter size, number of floors, year of original construction, present and prior use
   • Year of construction, present and prior use are populated from drop-down lists

6. Click the Save & Continue button and the system will go to Step 2

Step 2
1. Find a building owner by clicking the *Search for Owning Company* button

2. 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

3. Click the appropriate *Search* button

- Demolition Contractor will be blank
- If you are both the project operator and the demolition contractor, click the *Copy Data from Operator* button
- If the you are not the demolition contractor, please search for the contracting company and contact information

4. Click the appropriate *Search* button

5. Click the *Save & Continue* button and the system will go to Step 3
Step 3

1. Enter the amount of asbestos that will not be removed

2. 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

3. Find an inspector by clicking the *Search for Inspector* button

4. Enter the inspector’s license number (must be ##-### & without the letter “I” for Iowa)

5. Enter the date the property was inspected (must be before Postmark/Submit date)

6. Click the checkbox for at least one method of renovation

7. Click the *Save & Continue* button and the system will go to Step 4

Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
If you are not the waste transporter, please search for the transporting company and contact information.

1. Click the appropriate Search button
   • If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the Search for Waste Site 1 button
   • If there is a secondary waste disposal site, click the Search for Waste Site 2 button

3. Click the Save & Continue button and the system will go to Step 5

Step 5

Description of Procedures to be Followed in the Event of an Unexpected Asbestos Fiber Release

STOP WORK AND CALL A CERTIFIED ASBESTOS CONTRACTOR AND THE IOWA DNR

1. 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

2. If you have a file related to the renovation notification, click the Choose File button and select file to upload

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

Step 6

Demolition and Renovation of a Building

1. 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

1. Click the Save & Continue button and the system will go to Step 7
2. Select the method of payment

Pay with eCheck

1. Click the Pay with eCheck button

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

2. Enter your bank routing number and account number
   - Bank account type defaults to Checking
3. Click the Continue button

Review Payment

- Review the payment details
- Review the Terms & Conditions
4. Click the checkbox beside *I accept the Terms and Conditions*
5. Click the *Confirm* button

---

**Confirmation**

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number: IOWTST004054066

**Payment Details**

- **Description**: State of Iowa TEST site
- **State of Iowa TEST site**
- **Payment Amount**: $100.00
- **Payment Date**: 12/14/2016
- **Status**: SCHEDULED

---

- Review the confirmation
- Return to Step 7 to submit notification

---

**Pay with Credit Card**

The asbestos notification fee is $100. If you choose to pay by credit card, there is a $5 convenience fee. You may avoid the fee by paying by eCheck.

After selecting a payment method, you will be redirected to a US Bank payment form. After your payment is processed, you will be able to submit your copy of record.

If you have already completed payment and cannot submit the copy of record, press the refresh button to check to see if payment processing has completed.

1. Click the *Pay with Credit Card* button

---

**Make a Payment**

- **State of Iowa TEST site**
- **Amount Due**: $105.00

**Payment Information**

- **Frequency**: One Time
- **Payment Amount**: $105.00
- **Payment Date**: Pay now

---

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account
2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the Continue button

5. Review the payment details

6. Click the Confirm button

7. Review the confirmation
8. Return to Step 7 to submit notification

9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official
11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official
13. Enter your password
14. Click the Log In button
15. Enter the answer to the security question
16. Click the Answer button
17. Click the Sign Copy of Record button

Continue Unfinished Building Notification
Pending notifications display on Home screen

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

Refer to table of contents for step-by-step instructions by type of operation

Remove Unfinished Notification
Delete an incomplete notification by selecting from table of pending notifications on Home screen

Unfinished Notifications

<table>
<thead>
<tr>
<th>Notification #</th>
<th>Building</th>
<th>County</th>
<th>Submitter Company</th>
<th>Submitter</th>
<th>Postmark/Submit Date</th>
<th>Notification</th>
<th>Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-9548-R0</td>
<td>123 any street</td>
<td>Polk County</td>
<td>Des Moines IA 50310</td>
<td>12/22/16</td>
<td>Original</td>
<td>Demolition</td>
<td></td>
</tr>
</tbody>
</table>

1. Click on Remove and the notification will be removed from the system

Revise Submitted Building Notification
Completed submissions can be revised

Search by Notification Status defaults to Complete

1. Click on Search and select Building Notifications

2. Search by Notification Status

3. Click the Search button

4. Select the notification to revise

5. Click on Edit
Notification opens in edit mode

6. Click the Create Revision button

7. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

Cancel Submitted Building Notification
Completed submissions can be canceled

1. Click on Search and select Building Notifications
2. Search by Notification Status defaults to Complete  
3. Click the **Search** button  
4. Select the notification to cancel  
5. Click on **Edit**  

- Notification opens in edit mode  

6. Click the **Cancel Notification** button
7. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 7
- Follow instructions to submit notification

**Repudiate Submitted Building Notification**
Completed submissions can be repudiated (deny validity)

1. Click on Search and select *Building Notifications*

2. Search by Notification Status defaults to Complete

3. Click the Search button

4. Select the notification to repudiate

5. Click on *Edit*
Asbestos Notification System User Guide

Edit Building Demolition Renovation

| Notification Number: 16-9551-R0 |
|---------------------|-----------------|
| Type of Notification | Operation Type |
| Notification Type | Original | Postmark/Submit Date | 12/22/2016 | Date Received | 12/23/2016 |
| Is Asbestos Present | Yes |
| Operation Type | Ordered Demolition |
| Is Asbestos Present | Yes |

- Notification opens in edit mode

6. Click the Repudiate button

7. Click the Yes button; Or click the No button to cancel action

8. Send an email to asbestos@dnr.iowa.gov with notification number
9. Provide reason for repudiating the record

Bridge Notifications from Registered Public Users

Create New Bridge Notification
Notification required of asbestos abatement from bridge or demolition of bridge
Select from list on Home screen

1. Click on Submit a Bridge Demolition/Renovation Notification and a new notification will open

Create Abatement Notification
Asbestos abatement (removal) from a bridge
Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over 📄 for detailed definitions of any field
2. Select Type of Operation = Abatement from drop-down list
3. Select Is Asbestos Present = Yes from drop-down list
   • Required fields are indicated with a red asterisk (*)
4. Enter Scheduled Dates of Asbestos Removal
   • Postmark/Submit Date must be at least 10 days before beginning the activity
   • Start Date must be before End Date
   • Skip Scheduled Dates of Demolition or Renovation
5. Find an existing facility (bridge) by clicking the Search Bridges button
   • If the bridge is not in the system, complete the form Facility Description
     a. Enter FHWA Number and Road Name/Number
     b. County and city are populated from drop-down lists
     c. Enter bridge size and directions to bridge
     d. Enter number of decks
     e. Year of construction is populated from drop-down list
     f. Provide a specific location where asbestos to be removed is located
6. Click the Save & Continue button and the system will go to Step 2
Step 2

1. Find a bridge owner by clicking the **Search Owners** button
2. 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

3. Click the appropriate **Search** button

- Abatement Contractor will be blank
- 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

4. Click the appropriate **Search** button
5. Skip Demolition Contractor

6. Click the *Save & Continue* button and the system will go to Step 3

Step 3

1. Enter the Total Surface Area from which RACM will be removed
   - The value entered must be in numbers
2. 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 Total Surface Area in Approximate Amount of Asbestos above is blank, the system will remove any values entered in this section

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

4. Find an inspector by clicking the *Search for Inspector* button
5. Enter the inspector’s license number (must be ##-#### & without the letter “I” for Iowa)
6. Enter the date the property was inspected (must be before Postmark/Submit date)

7. Click the checkbox for at least one of the work practices used to prevent asbestos emissions
8. Skip Description of Planned Demolition or Renovation Work

9. Click the Save & Continue button and the system will go to Step 4

Step 4

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the Copy Operator Data button
- If the you are not the waste transporter, please search for the transporting company and contact information

1. Click the appropriate Search button
   - If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the Search for Waste Site 1 button
   - If there is a secondary waste disposal site, click the Search for Waste Site 2 button

3. Click the Save & Continue button and the system will go to Step 5

Step 5

1. 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
2. If you have a file related to the abatement notification, click the *Choose File* button and select file to upload.

3. Click the *Save & Continue* button and the system will go to Step 6.

**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

1. Click the *Save & Continue* button and the system will go to Step 7.
2. Select the method of payment

**Pay with eCheck**

1. Click the *Pay with eCheck* button.

**Make a Payment**

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account
2. Enter your bank routing number and account number
   - Bank account type defaults to Checking
3. Click the Continue button

Review Payment
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
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<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
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<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
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</tbody>
</table>

By clicking “I Accept”, I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

5. Click the Confirm button

Confirmation
Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number: IOWTST004054066

Payment Details

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<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
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<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

5. Review the confirmation
   6. Return to Step 7 to submit notification
1. Click the **Pay with Credit Card** button

**Make a Payment**

**My Payment**

- State of Iowa TEST site
- Amount Due: $105.00

**Payment Information**

- Frequency: One Time
- Payment Amount: $105.00
- Payment Date: Pay now

- Iowa’s electronic payment solutions will display the amount due
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account

2. Enter credit card number, expiration date, and security code
3. Card Billing Address defaults to Use my contact information address
4. Click the **Continue** button

**Review Payment**

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

- Description: State of Iowa TEST site
- Payment Amount: $105.00
- Payment Date: 12/22/2016

5. Review the payment details
6. Click the **Confirm** button
7. Review the confirmation
8. Return to Step 7 to submit notification

9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

13. Enter your password
14. Click the Log In button
15. Enter the answer to the security question
16. Click the Answer button

Sign File
Click ‘Sign Copy of Record’ to complete your submission.

17. Click the Sign Copy of Record button

Create Demolition Notification
Demolition of bridge when asbestos already removed or under threshold

Step 1

1. Select Type of Notification (Annual, Courtesy, or Original) from drop-down list
   - Hover mouse over 🌐 for detailed definitions of any field

2. Select Type of Operation = Demolition from drop down list
3. Select Is Asbestos Present = No – Abatement has already occurred from drop-down list
   - Required fields are indicated with a red asterisk (*)

4. Enter Scheduled Dates of Demolition or Renovation
   - Postmark/Submit Date must be at least 10 days before beginning the activity
   - Start Date must be before End Date

- Skip Scheduled Dates of Asbestos Removal
5. Find an existing facility (bridge) by clicking the **Search Bridges** button
   - If the bridge is not in the system, complete the form **Facility Description**
     a. Enter FHWA Number and Road Name/Number
     b. County and city are populated from drop-down lists
     c. Enter bridge size and directions to bridge
     d. Enter number of decks
     e. Year of construction is populated from drop-down list
     f. Asbestos Location is not required on demolition notifications

6. Click the **Save & Continue** button and the system will go to Step 2

**Step 2**

1. Find a bridge owner by clicking the **Search Owners** button
2. 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.

3. Click the appropriate Search button.
4. Skip Asbestos Abatement Contractor.

• Demolition Contractor will be blank.
• If you are both the project operator and the demolition contractor, click the Copy Data from Operator button.
• If the you are not the demolition contractor, please search for contracting company and contact information.

5. Click the appropriate Search button.

6. Click the Save & Continue button and the system will go to Step 3.
7. Skip Approximate Amount of Asbestos.
8. Skip Quantify in Square Feet the Total Surface Area.
9. Skip Procedure, including analytical method, if appropriate used to detect the presence of asbestos materials.
10. Skip Asbestos Inspector.

Step 3
1. Click the checkbox for at least one method of demolition

![Save & Continue button]

2. Click the *Save & Continue* button and the system will go to Step 4

**Step 4**

- Waste Transporter will be blank
- If you are transporting waste material from the site, click the *Copy Operator Data* button
- If you are *not* the waste transporter, please search the transporting company and contact information

1. Click the appropriate *Search* button
   - If there is a second Waste Transporter, repeat steps above

2. Find a waste disposal site by clicking the *Search for Waste Site 1* button
   - If there is a secondary waste disposal site, click the *Search for Waste Site 2* button

![Save & Continue button]

3. Click the *Save & Continue* button and the system will go to Step 5

**Step 5**

1. 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
2. If you have a file related to the demolition notification, click the Choose File button and select file to upload.

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

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.

Pay with eCheck

1. Click the Pay with eCheck button.

Iowa’s electronic payment solutions will display the amount due.
- Contact Information will populate with your name, address, phone and email from your Asbestos Notification account.
2. Enter your bank routing number and account number
   - Bank account type defaults to Checking
3. Click the **Continue** button

### Review Payment

Please review the information below and select **Confirm** to process your payment. Select **Back** to return to the previous page to make changes to your payment.

**Payment Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$100.00</td>
</tr>
<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
</tbody>
</table>

- Review the payment details
- Review the Terms & Conditions

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If you are not able to make the payment, I understand that the vendor will be notified and will be included in the total.

4. Click the checkbox beside **I accept the Terms and Conditions**
5. Click the **Confirm** button

### Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

**Confirmation Number** IOWTST0094054066

**Payment Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>State of Iowa TEST site State of Iowa TEST site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
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<tr>
<td>Payment Date</td>
<td>12/14/2016</td>
</tr>
<tr>
<td>Status</td>
<td>SCHEDULED</td>
</tr>
</tbody>
</table>

- Review the confirmation
- Return to Step 7 to submit notification
1. Click the *Pay with Credit Card* button

2. Enter credit card number, expiration date, and security code

3. Card Billing Address defaults to Use my contact information address

4. Click the *Continue* button

5. Review the payment details

6. Click the *Confirm* button
7. Review the confirmation
8. Return to Step 7 to submit notification

9. Click the checkbox beside “I Agree” to indicate that a trained asbestos professional will be onsite
10. Type in Title of Operating Company Responsible Official

11. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
12. Type in Title of Operating Company Responsible Official

13. Enter your password
14. Click the Log In button
15. Enter the answer to the security question
16. Click the Answer button

17. Click the Sign Copy of Record button

Continue Unfinished Bridge Notification
Pending notifications display on Home screen

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

- Refer to table of contents for step by step instructions by type of operation

Remove Unfinished Notification
Delete an incomplete notification by selecting from table of pending notifications on Home screen

1. Click on Remove and the notification will be removed from the system

Revise Submitted Bridge Notification
Completed submissions can be revised

1. Click on Search and select Bridge Notifications
2. Search by Notification Status defaults to Complete
3. Click the Search button

4. Select the notification to revise
5. Click on Edit

Edit Bridge Demolition Renovation

- Notification opens in edit mode

6. Click the Create Revision button
7. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

**Cancel Submitted Bridge Notification**
Completed submissions can be canceled

1. Click on Search and select *Bridge Notifications*

- Search by Notification Status defaults to Complete

2. Click the *Search* button
3. Select the notification to cancel
4. Click on Edit

Edit Bridge Demolition Renovation

- Notification opens in edit mode

5. Click the Cancel Notification button

6. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 7
- Follow instructions to submit notification

Repudiate Submitted Bridge Notification
Completed submissions can be repudiated (deny validity)

1. Click on Search and select Bridge Notifications
Search by Notification Status defaults to Complete

2. Click the Search button

3. Select the notification to repudiate

4. Click on Edit

Edit Bridge Demolition Renovation

- Notification opens in edit mode

5. Click the Repudiate button
6. Click the Yes button; Or click the No button to cancel action

Repudiate Notification

To Repudiate the Notification, please send email to asbestos@dnr.iowa.gov along with the notification number and the reason for repudiating the record.

7. Send an email to asbestos@dnr.iowa.gov with notification number
8. Provide reason for repudiating the record

Training Fire Notifications from Registered Public Users

Create New Training Fire Notification

Notification required of a Training Fire—Demolition or a Controlled Burn of a Demolished Building

Select from list on Home screen

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

Create Training Fire Notification

Building burn for the purposes of training public or industrial employees in firefighting methods

Step 1

1. Select Type of Operation = Training Fire from drop-down list
2. Select Notification type = Original from drop-down list

- Required fields are indicated with a red asterisk (*)
3. Find the fire department conducting building burn by clicking the **Search Fire Department or City Official** button
4. 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 part of file attached in Step 3

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

Step 2

1. Find an existing facility (building) by clicking the **Search Buildings** button
• If the building is not in the system, complete the form *Facility Description*
  a. Enter building name and physical location
  b. County and city are populated from drop-down lists
  c. Enter size, number of floors, year of original construction, present and prior use
  d. Year of construction, present and prior use are populated from drop-down lists

2. Find an inspector by clicking the *Search Inspectors* button

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

4. Click either Yes or No radio button
   • If an asbestos NESHAP notification was previously submitted, bundle it with other required documents attached in Step 3

5. Click the *Save & Continue* button and the system will go to Step 3

---

Step 3

1. Select Yes or No from drop-down list
   • If Yes skip next two questions

2. 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

3. Select if this is the first or second burn in the calendar year
4. Enter the proposed burn dates
5. Skip Provide an explanation of why alternative methods of debris management are not being used to dispose of the building
6. Skip Describe what methods will be used to notify nearby residents of the proposed burn

7. Bundle all required documents and upload a single attachment

8. Click the *Save & Continue* button and the system will go to Step 6
   - Step 4 & 5 are not required for Training Fire Notifications

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

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

2. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
3. Type in Title of Operating Company Responsible Official
Asbestos Notification System User Guide

Log in to Asbestos Notification and Sign

4. Enter your password
5. Click the Log In button

Answer Secret Question

6. Enter the answer to the security question
7. Click the Answer button

Sign File

8. Click the Sign Copy of Record button

Create Demolished Building Burn Notification
Controlled burn of a demolished building by a city government

Step 1

1. Select Type of Operation = Training Fire from drop-down list
2. Select Notification type = Original from drop-down list
   - Required fields are indicated with a red asterisk (*)
3. Find the fire department conducting building burn by clicking the **Search Fire Department or City Official** button.

4. 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 part of file attached in Step 3.

5. Find a building owner by clicking the **Search for Building Owner** button.

6. Find the name and phone of contact by clicking the **Search Building Owner’s Contact** button.

7. Click the **Save & Continue** button and the system will go to Step 2.

**Step 2**

---

*Disclaimer: All information provided is for general reference only and should be verified with official sources.*
1. Find an existing facility (building) by clicking the **Search Buildings** button
   - If the building is not in the system, complete the form **Facility Description**
     a. Enter building name and physical location
     b. County and city are populated from drop-down lists
     c. Enter size, number of floors, year of original construction, present and prior use
     d. Year of construction, present and prior use are populated from drop-down lists

2. Find an inspector by clicking the **Search Inspectors** button

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

4. Click either Yes or No radio button
   - If an asbestos NESHAP notification was previously submitted, bundle it with other required documents attached in Step 3

5. Click the **Save & Continue** button and the system will go to Step 3

**Step 3**

1. Select Yes or No from drop-down list
   - If Yes skip next two questions

2. 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

3. Select if this is the first or second burn in the calendar year
4. Enter the proposed burn dates

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

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

7. Bundle all required documents and upload a single attachment

8. Click the *Save & Continue* button and the system will go to Step 4

**Step 4**

1. Select Yes or No from drop-down list
   - If No skip next two questions

2. Enter dates of scheduled demolition

3. Find the demolition contracting company by clicking the *Search Demolition Contractors* button
4. Find the name and phone of contact by clicking the *Search Demolition Contractor Contacts* button.

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

6. Select Yes or No from drop-down list
   - If Yes skip next three questions

7. Provide the exact location of the building burn site.

8. Select Yes or No from drop-down list
   - If No skip the next question

9. Provide the original addresses for all other buildings to be included in this burn.

10. Click the *Save & Continue* button and the system will go to Step 5.

Step 5

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

   NOTE: The sum total square feet of building material for each burn may not exceed 1700 square feet.
2. Enter the start and end time for the burn

3. Indicate the approximate distance, in miles, from the burn site to the nearest building inhabited by a person

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

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

Step 6

- This page displays a summary of your notification
- Review the notification

1. Click steps on top banner to go back and make any necessary corrections
2. Continue until you are back to Step 6

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

Step 7

1. Click the checkbox beside “I Agree” to indicate truth and accuracy of notification
2. Type in Title of Operating Company Responsible Official
Log in to Asbestos Notification and Sign

3. Enter your password
4. Click the Log In button

Answer Secret Question

5. Enter the answer to the security question
6. Click the Answer button

Sign File

7. Click the Sign Copy of Record button

Continue Unfinished Training Fire Notification
Pending notifications display on Home screen

1. Click on Continue to open the notification at Step 1
2. Review data previously entered
3. Continue through each step to submit
   - Refer to table of contents for step by step instructions by type of operation

Remove Unfinished Notification
Delete an incomplete notification by selecting from table of pending notifications on Home screen

1. Click on Remove and the notification will be removed from the system
**Revise Submitted Training Fire Notification**

Completed submissions can be revised

1. Click on *Search* and select *Building Notifications*

   ![Building Notification Search](image)

2. Search by Notification Status defaults to Complete

3. Click the triangle beside Notification Detail

4. Select *Operation Type = “Training Fire”* from drop-down list

5. Click the *Search* button

   ![Search](image)

6. Select the notification to revise

7. Click on *Edit*

   ![Edit](image)

8. Notification opens in edit mode

   ![Notification](image)

8. Click the *Create Revision* button
9. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 1
- Make changes as necessary following instructions to submit notification
- Revised notifications cannot violate the original 10 day notification window

**Cancel Submitted Training Fire Notification**

Completed submissions can be canceled

1. Click on Search and select **Building Notifications**

2. Search by Notification Status defaults to Complete

3. Click the triangle beside Notification Detail
4. Select Operation Type = “Training Fire” from drop-down list
5. Click the Search button

<table>
<thead>
<tr>
<th>Building</th>
<th>Submitter</th>
<th>Postmark/Submit Date</th>
<th>Notification</th>
<th>Operation</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-9677-R0</td>
<td>Joe Smith</td>
<td>01/03/17</td>
<td>Original</td>
<td>Training Fire</td>
<td>Copy of Record</td>
</tr>
</tbody>
</table>

6. Select the notification to cancel
7. Click on Edit

Edit Training Fire-Demolition or a Controlled Burn of a Demolished Building

8. Click the Cancel Notification button

9. Click the Yes button; Or click the No button to cancel action

- The system creates a copy of the previous notification at Step 7
- Follow instructions to submit notification

**Repudiate Submitted Training Fire Notification**

Completed submissions can be repudiated (deny validity)

1. Click on Search and select Building Notifications
2. Search by Notification Status defaults to Complete
3. Click the triangle beside Notification Detail
4. Select Operation Type = “Training Fire” from drop-down list
5. Click the Search button

6. Select the notification to cancel
7. Click on Edit

Edit Training Fire-Demolition or a Controlled Burn of a Demolished Building

- Notification opens in edit mode

8. Click the Repudiate button

9. Click the Yes button; Or click the No button to cancel action
Repudiate Notification

To repudiate the Notification, please send email to asbestos@dnr.iowa.gov along with the notification number and the reason for repudiating the record.

10. Send an email to asbestos@dnr.iowa.gov with notification number
11. Provide reason for repudiating the record

Manage Account Information

Manage Account Security
Maintain user account credentials

1. Click on Account and select Manage Account

Change Password
Use the following rules to create a new password
- Password must be between 8 and 15 characters and begin with a letter
- Password must contain at least one number, lowercase and uppercase letter
- Password cannot use special characters
- Password cannot contain your username or the word ‘password’

1. Click the Change Password button

Change Password

2. Enter current password
3. Enter new password twice to confirm
4. Click the Submit button

Change Security Questions
- Security questions protect the integrity of your account
- Select 5 questions from a list of 20 options
1. Click the **Change Questions** button

**Security Questions**

* Security Question 1: What is the first and middle name of your oldest sibling?  
  * Answer

* Security Question 2: What is your favorite book?  
  * Answer

* Security Question 3: What is the name of your home town newspaper?  
  * Answer

* Security Question 4: What is your favorite TV show?  
  * Answer

* Security Question 5: Where did you first meet your spouse?  
  * Answer

2. Select 5 questions and enter 5 answers
   - Answers must be at least 4 characters
3. Click the Change Questions button

**Manage Contact Information**

Maintain your address and phone number

- This feature allows you to personalize the address associated with your user id
- This will not update the address associated with notifications for your organization

1. Click on **Account** and select **Manage Account**

**Change Organization Address**

Update your company address (changes address for company name)
2. Enter street address, city, state and ZIP code
3. Click the *Edit Account* button

**Change Phone Number**
Update your direct dial phone number (changes phone number connected to your name)

1. Enter primary phone and cell phone
2. Click the *Edit Account* button

**New Permit Number**
Update company’s permit number
1. Click on Account and select New Permit Number

Add New Permit Number

2. Enter new permit number
3. Click the Save Permit Number button

Search
Search is an integral function of the Asbestos Notification System

Search Organization
Search organization when creating new user account and when creating new and revised notifications
- Owning Company
- Operating Company
- Abatement Contractor
- Demolition Contractor
- Waste Transporter
- Building Owner (Training Fire)

Search Existing Companies
Search companies containing all or part of text entered in Company Name or Address fields

1. Type all or part of company name and click the Search button
2. Type all or part of company street address and click the Search button
3. Select correct company name by clicking on the number in far left column

Add New Company
If the company is not found using Search, click the Add New Company button
Asbestos Notification System User Guide

Search Organization

1. Click the Add New Company button and a box will open to enter new company information

Add New Company

2. Enter company name
3. Enter abatement or demolition permit number if applicable
4. Enter street address, city, state and ZIP Code
5. Enter company phone number
6. Click the Save button

Search Building
Search building when creating new and revised building notifications

Search Existing Buildings
Search buildings containing all or part of a city or county name, or all or part of a street address

1. Type all or part of city or county name
2. Type all or part of the street address
3. Leave city, county, and address blank for complete listing
4. Click the Search button
5. Select correct building by clicking on the *number* in far left column

**Add New Building**

If the building is not found using Search, fill out the form on the notification entry screen

**Search Bridges**

Search bridges when creating new and revised bridge notifications

**Search Existing Bridges**

Search bridges containing all or part of a city or county name, or all or part of a road name

**Add New Bridge**

If the bridge is not found using Search, fill out the form on the notification entry screen

**Search Inspector**

Search asbestos inspectors when creating new and revised notifications

**Search Asbestos Inspectors**

Search inspectors containing all or part of name

1. Type all or part of inspector’s first or last name and click the *Search* button

2. Select correct inspector by clicking on the *number* in far left column

**Add New Inspector**

If the inspector is not found using Search, click the *Add New Inspector* button
1. Click the **Add New Inspector** button and a box will open to enter new company information.

**Add New Inspector**

2. Enter inspector name
3. Enter inspector phone number
4. Click the **Save** button

**Search Waste Site**
Search waste disposal sites when creating new and revised notifications

**Search Existing Waste Disposal Site**
**Add New Waste Disposal Site**

**Search Notifications**
Search notifications when reviewing, revising, or canceling notifications

**Search Repudiated Notifications**
Search repudiated records by notification status

1. Click on **Search** and select **Building Notifications**

2. Select Notification Status = Repudiated from drop-down list

3. Click the **Search** button
Troubleshooting

I didn’t get a verification email
If you did not receive a verification email, click the Resend Email Verification button

*To complete your account registration, you must complete the Email Verification Step

My password expired and I don’t know how to reset it
Passwords expire every 60 days
Reset your password by clicking the Forgot Password link above the Log In button

- The system will send an email with a temporary password
  1. 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.