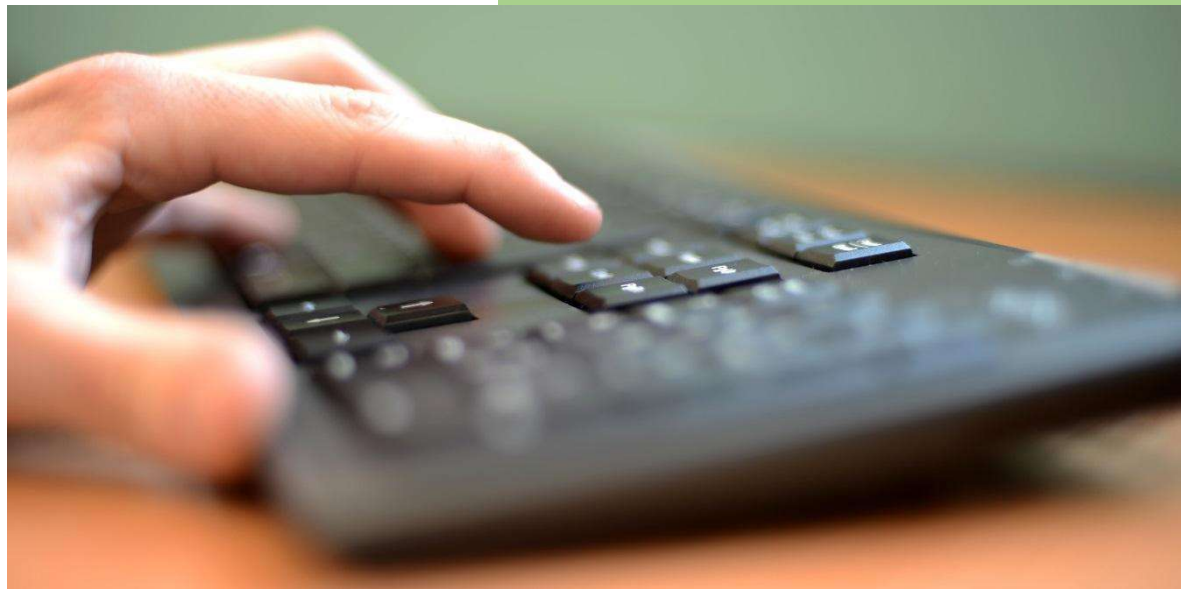


Asbestos Notification System User Guide



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.

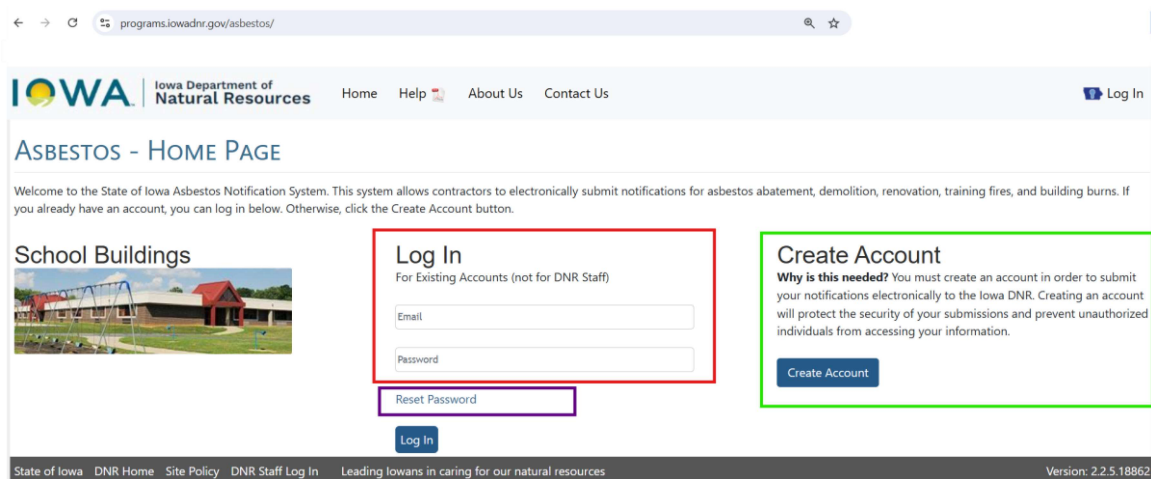
This manual provides easy navigation between sections by using the bookmarks. Using the bookmarks will take you to that section for your review.

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

The screenshot shows the Iowa Department of Natural Resources website. The header includes the IOWA logo, the department name, and navigation links for Home, Help, About Us, and Contact Us. A 'Log In' link is in the top right. The main heading is 'ASBESTOS - HOME PAGE'. Below it is a welcome message. On the left, there's a section for 'Building Owners and Managers' with an image of a 'DANGER ASBESTOS' sign. In the center is a 'Log In' section for existing accounts, with fields for Email and Password, and a 'Log In' button. To the right is a 'Create Account' section with a 'Create Account' button. A red arrow points from the 'Create Account' button in the right section to the 'Create Account' button in the center section.

- 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.

ASBESTOS - REGISTER ACCOUNT

Username/Password

* Username(Email)

* Password

* Confirm Password

Password must:

- Begin with a letter
- Be between 8 and 15 characters - Not contain the User ID
- Not contain the word 'password'
- Contain only letters and numbers
- Contain at least one lowercase and one uppercase letter
- Contain at least one number

- 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.


Contact Information

* First Name

* Last Name

* OrganizationName

* Please search Organization by clicking on Search Organization button



* Address

Address 2

* City

* State

* Zip Code

* Primary Phone

Cell Phone

- 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.

Security Questions

* Security Question 1

What is the first and middle name of 1 ▾

* Answer

* Security Question 2

What is your favorite vacation destina ▾

* Answer

* Security Question 3

What year and model (yyyy-name) wa ▾

* Answer

* Security Question 4

What is your favorite TV show? ▾

* Answer

* Security Question 5

Where did you first meet your spouse? ▾

* Answer



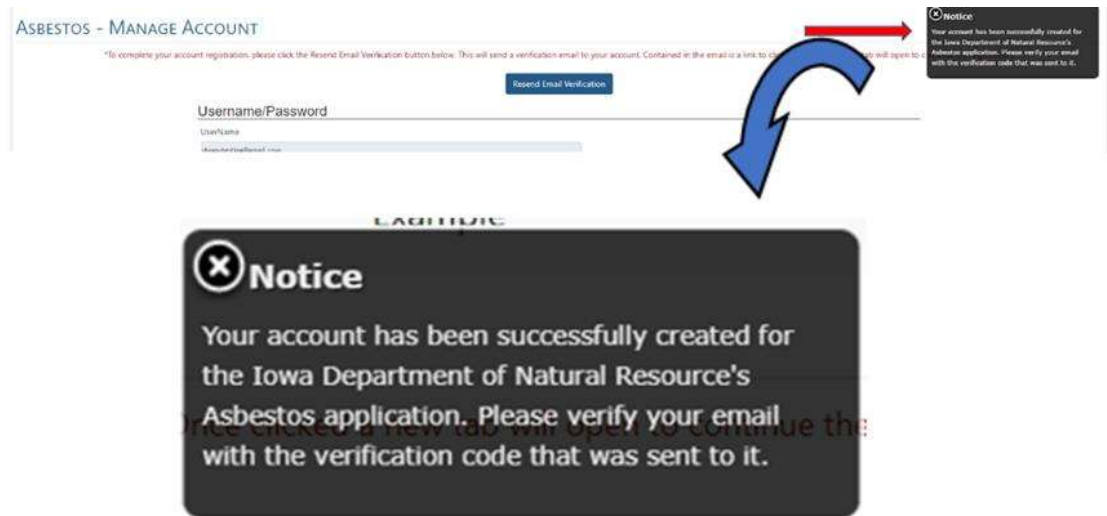
Create Account

- 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.

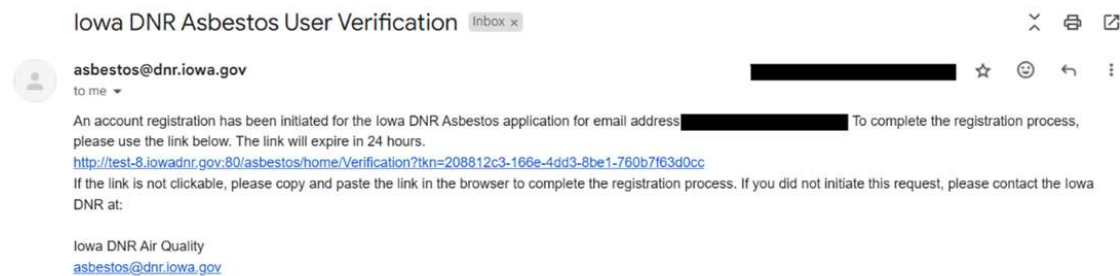
Complete the Email verification process

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



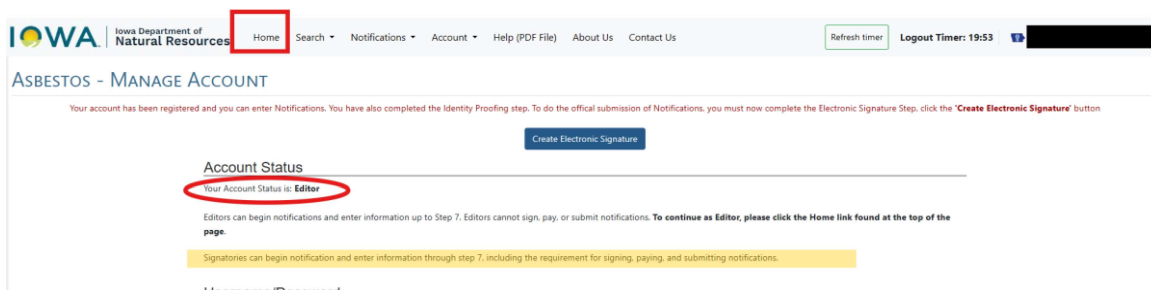
- The system will go to the *Manage Account* screen and display your Username and Contact Information along with this message
- At this point, you should close your browser tab (A new browser session will be provided via the email link)
- Navigate to the email address and open the email that was sent

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.

ASBESTOS - HOME PAGE

Welcome [Redacted]

Select what you would like to do next:

- Submit a Building Demolition / Renovation Notification
- Submit a Bridge Demolition / Renovation Notification
- Submit a Training Fire / Demolished Building Burn Notification
- Request Rights to View Notifications Submitted by Others Within Your Company

Unfinished Notifications

Notification #	Building	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
[Redacted] Continue Remove	[Redacted]	Hamilton			08/28/24	Original	Abatement
[Redacted] Continue Remove	[Redacted]	Floyd			08/28/24	Original	Abatement
[Redacted] Continue Remove	[Redacted]	Polk			08/14/24	Original	Abatement

- 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.

Unfinished Notifications

Notification #	Building	County	Submitter Company	Submitter	Postmark/Submit Date	Notification	Operation
24-30782-R0 Continue Remove	Test Building 123 1st St Des Moines IA 50311	Polk	Iowa Department of Natural Resources	[Redacted]	08/12/24	Original	Abatement

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.

ASBESTOS - HOME PAGE

Welcome to the State of Iowa Asbestos Notification System. This system allows contractors to electronically submit notifications for asbestos abatement, demolition, renovation, training fires, and building burns. If you already have an account, you can log in below. Otherwise, click the Create Account button.

Asbestos Professionals

Log In

For Existing Accounts (not for DNR Staff)

Email: _____

Password: _____

Reset Password

[Log In](#)

Create Account

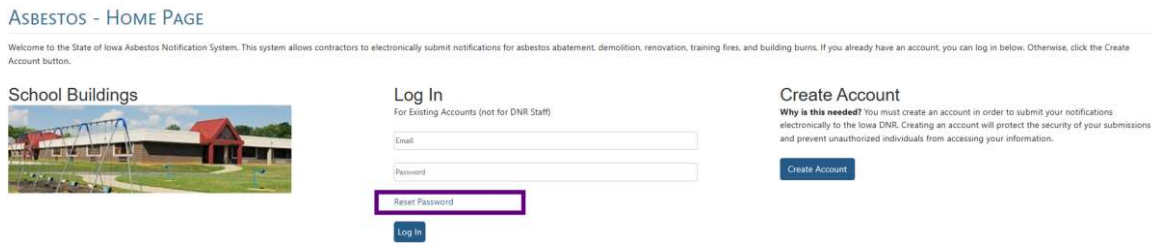
Why is this needed? You must create an account in order to submit your notifications electronically to the Iowa DNR. Creating an account will protect the security of your submissions and prevent unauthorized individuals from accessing your information.

[Create Account](#)

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

RESET PASSWORD

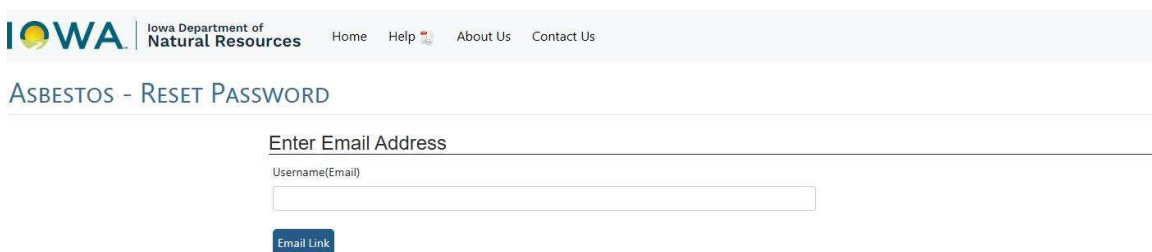
This section is used to reset the password. If at any time the user is not able to successfully log in, clicking the Reset Password button and resetting the password may be enough to allow a successful login. If issues persist, contact Norma Gentry at (515) 423-6415 or email at norma.gentry@dnr.iowa.gov.



The screenshot shows the 'ASBESTOS - HOME PAGE' with a navigation bar. Below the navigation bar, there are three main sections: 'School Buildings' with an image of a school, 'Log In' for existing accounts, and 'Create Account'. In the 'Log In' section, the 'Reset Password' link is highlighted with a purple rectangular box. Below the 'Reset Password' link is a 'Log In' button.

- Click the Reset Password link

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

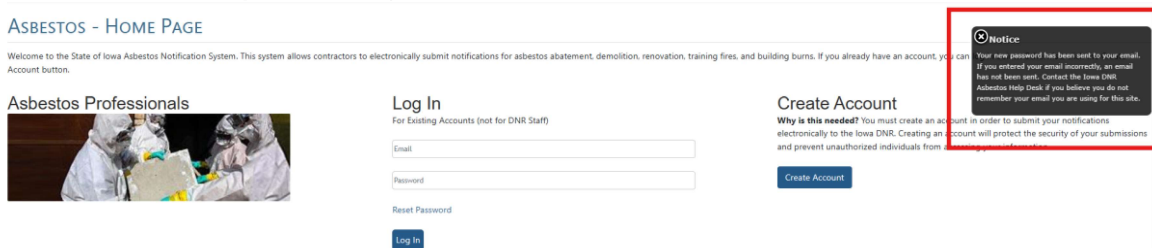


The screenshot shows the 'ASBESTOS - RESET PASSWORD' screen. At the top, there is a navigation bar for the Iowa Department of Natural Resources. Below the navigation bar, the page title is 'ASBESTOS - RESET PASSWORD'. The main content area has a heading 'Enter Email Address' and a text input field labeled 'Username(Email)'. Below the input field is an 'Email Link' button.

- Enter Username
- Click Email Link

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

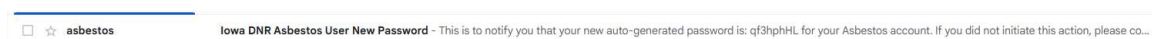
Example of confirmation message that new password is sent to email address:



The screenshot shows the 'ASBESTOS - HOME PAGE' with a confirmation message box in the upper right corner, highlighted with a red border. The message box contains the following text: 'Notice: Your new password has been sent to your email. If you entered your email incorrectly, an email has not been sent. Contact the Iowa DNR Asbestos Help Desk if you believe you do not remember your email you are using for this site.' Below the message box, the 'Log In' button is visible.

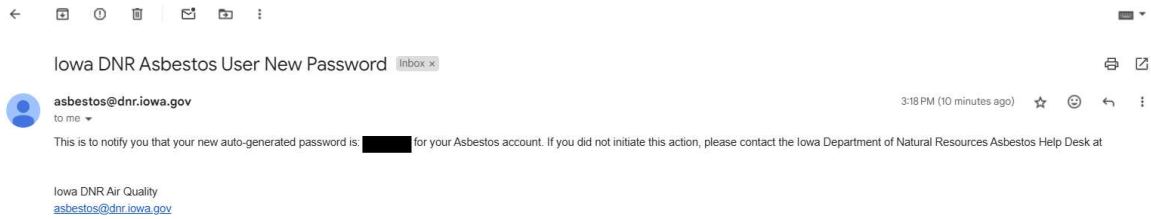
- An email will be sent to the email address, which is the same as the username

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



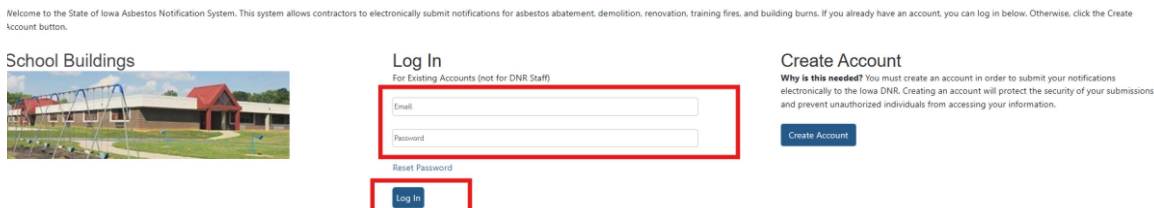
The screenshot shows an email notification from the Iowa DNR Asbestos User. The subject line is 'Iowa DNR Asbestos User New Password'. The body of the email states: 'This is to notify you that your new auto-generated password is: q3hphHL for your Asbestos account. If you did not initiate this action, please co...'

Open the email to get the temporary password:



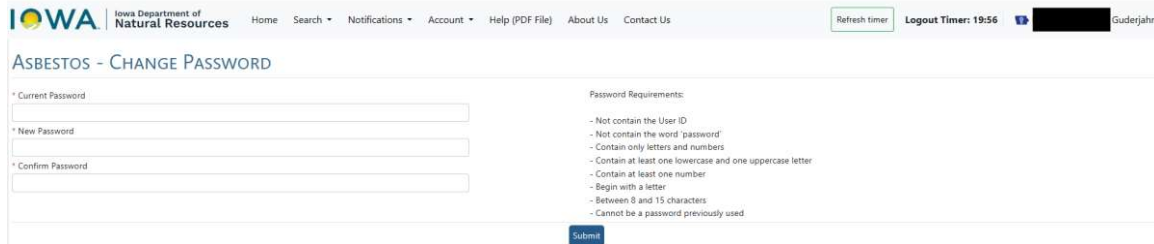
- Copy the temporary password - See below about copying the temporary password
- Navigate to the Home Page

ASBESTOS - HOME PAGE



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

User will be directed to the Change Password screen:



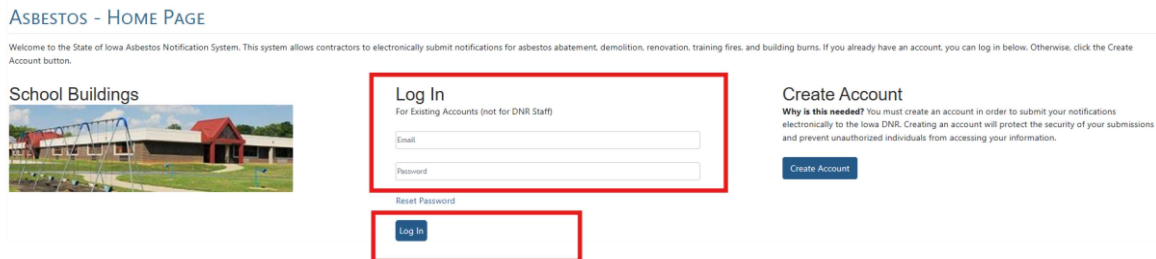
- Enter the temporary password as Current Password
- Enter a new password (Cannot reuse a prior password)
- Enter the new password again in the Confirm Password section
- Click Submit

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

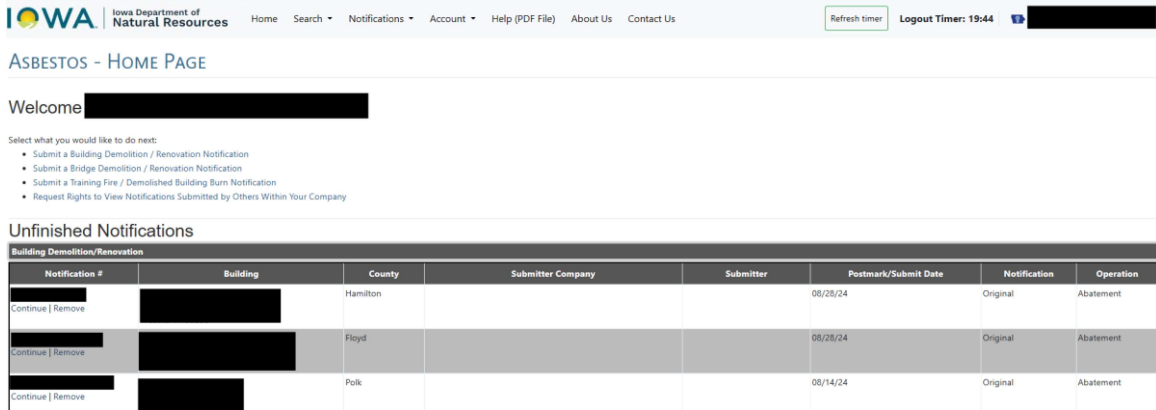


- Click Continue

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

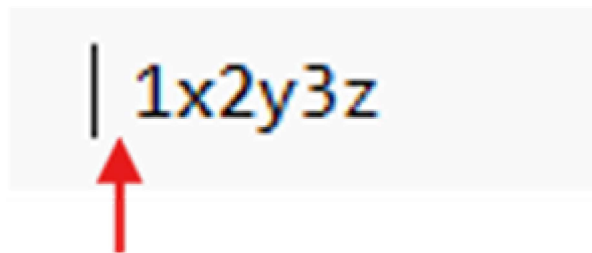


COPYING THE TEMPORARY PASSWORD

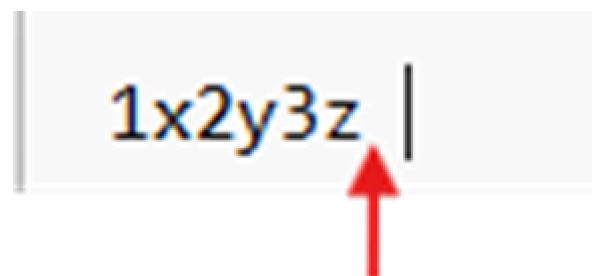
When copying the temporary password, it is important to copy it exactly as displayed. Sometimes numbers and letters look the same, making it difficult to distinguish between them. For example, the number 1 looks similar to the lowercase letter l (L). It is also important not to have any additional spaces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

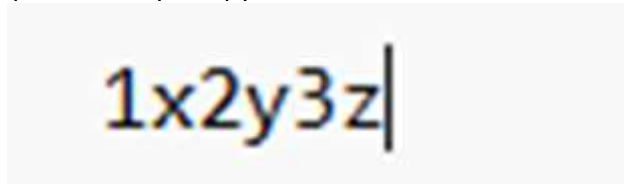
This is an example of an extra space at the beginning of the temporary password:



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

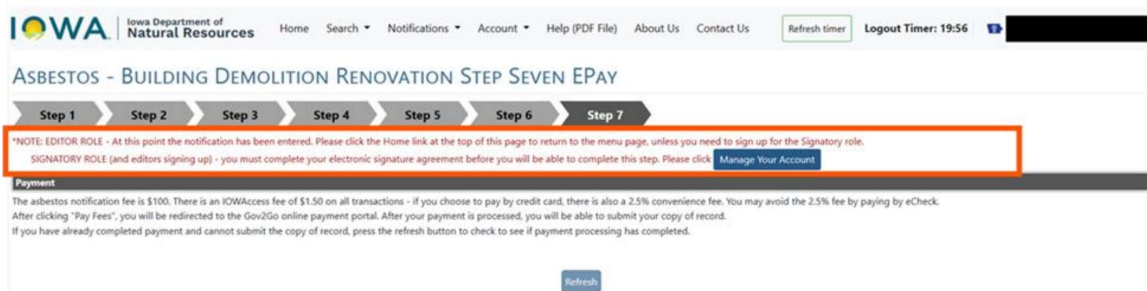
This role grants the ability to create notifications, complete the payment process and submit the notification. Other requirements and privileges are:

- 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:

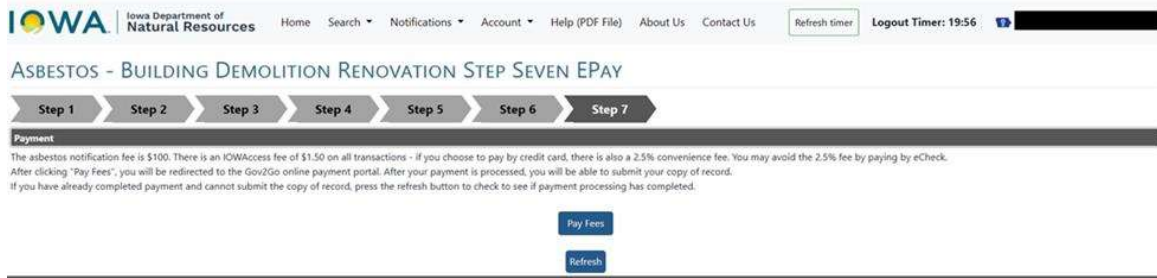
Step 7 - Editor Role



- 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

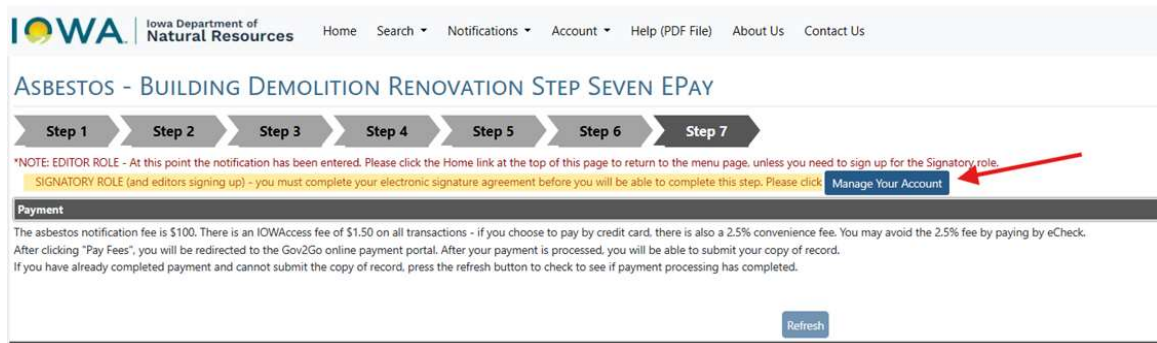
The Signatory role can be active in two different ways:

- 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

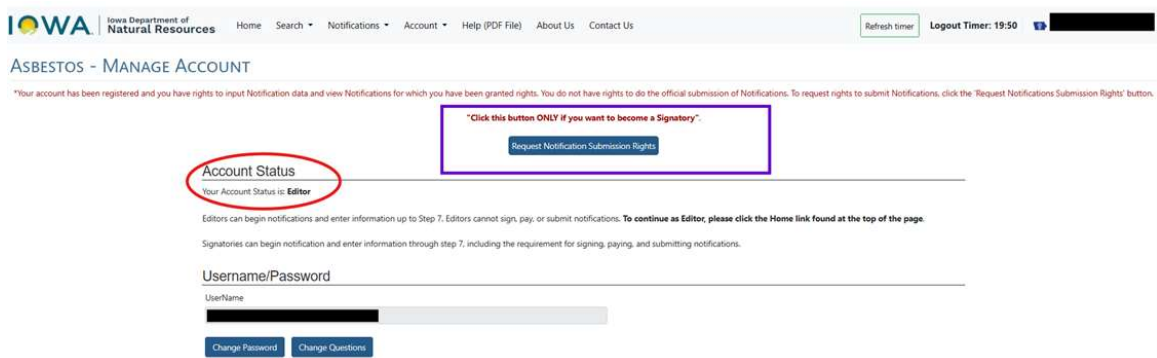
Below is the Step-By-Step instructions on how to change from the Editor Role to the Signatory role on Step 7:



- 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

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

Complete Identity Proofing

Account Status

Your Account Status is: **Editor**

Editors can begin notifications and enter information up to Step 7. Editors cannot sign, pay, or submit notifications. **To continue as Editor, please click the Home link found at the top of the page.**

Signatories can begin notification and enter information through step 7, including the requirement for signing, paying, and submitting notifications.

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

Complete the form Establish Proof of Identity

ASBESTOS - ESTABLISH PROOF OF IDENTITY

As a Responsible Official, you are required to establish proof of identity using LexisNexis® Services prior to signing/submitted 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
[REDACTED]

FirstName
[REDACTED]

LastName
[REDACTED]

I have reviewed the name presented above and I would like to proceed with LexisNexis® identity proofing.

Proceed

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

Request Proof of Identity Page

ASBESTOS - REQUEST PROOF OF IDENTITY

Personal Information

Iowa DNR will neither store nor have access to your personal information.

* First Name

* Last Name

Middle Initial

* Last 4 of SSN

* Date of Birth(MM/DD/YYYY)

* Mailing Address

* City

* State

* Zip

* Phone

[Request Identity Proof](#)

- 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

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

[Create Electronic Signature](#)

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

Complete Electronic Signature Page

ASBESTOS - ELECTRONIC SIGNATURE AGREEMENT

ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the Iowa Department of Natural Resources to sign the electronic documents submitted to DNR's Asbestos Notification System, and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	[REDACTED]
Address:	[REDACTED]
City, State, Zip:	[REDACTED]
Country:	USA
Phone Number:	[REDACTED]
Registrant's Name:	[REDACTED]
User Name:	[REDACTED]

I, [REDACTED]
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Iowa DNR Asbestos Notification System user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password. I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.

(2) Agree to contact the Iowa DNR at asbestos@dnr.iowa.gov as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.

(3) I agree to notify Iowa DNR within ten working days if my duties change and I no longer need to interact with the Iowa DNR on behalf of my organization. I agree to make this notification by notifying Iowa DNR staff at asbestos@dnr.iowa.gov.

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.

(5) Understand that Iowa DNR Asbestos Notification System reports the last date my user identification and password were used immediately after successfully logging into Asbestos Notification System.

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to Iowa DNR, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to Iowa DNR from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR).

(8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify Iowa DNR as soon as possible, but no later than 24 hours after receipt.

(9) Agree to contact Iowa DNR if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what Iowa DNR has received from me by contacting Iowa DNR at asbestos@dnr.iowa.gov.

(11) Agree to notify the Iowa DNR if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting Iowa DNR as soon as this change in relationship occurs and to sign a surrender certification at that time.

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

(13) Certify I have the authority to enter into this Agreement on behalf of the Organization identified above, and I am a signatory authorized to represent that Organization, and I am able to sign and submit reports and other information on behalf of that Organization in the capacity required by statute and/or regulation.

(14) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of electronic signature holder: Rhonda Gudejahn
Signature: _____
Date: _____

[Sign Electronically](#)

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

SIGNATURE DEVICE AUTHORIZATION PAGE

ASBESTOS - 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.

[Accept](#) [Decline](#)

- 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:

ASBESTOS - SIGNATURE DEVICE AUTHORIZATION

Log in to Asbestos Notification and Sign

[REDACTED]@gmail.com

[Log in](#)

- Enter your password and click the *Login* button

The next section becomes available:

ASBESTOS - SIGNATURE DEVICE AUTHORIZATION

Log in to Asbestos Notification and Sign

Answer Secret Question

Question
What is your favorite TV show?

Answer

Answer

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

The last section becomes available:

ASBESTOS - SIGNATURE DEVICE AUTHORIZATION

Log in to Asbestos Notification and Sign

Answer Secret Question

Question
What is your favorite TV show?

Answer

Sign File

Click Sign to complete your submission.

Sign

*This could take a few moments to process.

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

The Account Status page is displayed:

Your account has been registered and you can enter and do the official submission of Notifications.

Account Status

Your Account Status is: **Signatory**

Editors can begin notifications and enter information up to Step 7. Editors cannot sign, pay, or submit notifications. **To continue as Editor, please click the Home link found at the top of the page.**

Signatories can begin notification and enter information through step 7, including the requirement for signing, paying, and submitting notifications.

The setup for the Signatory role is complete.

IOWA | Iowa Department of Natural Resources

Home Search Notifications Account Help (PDF File) About Us Contact Us

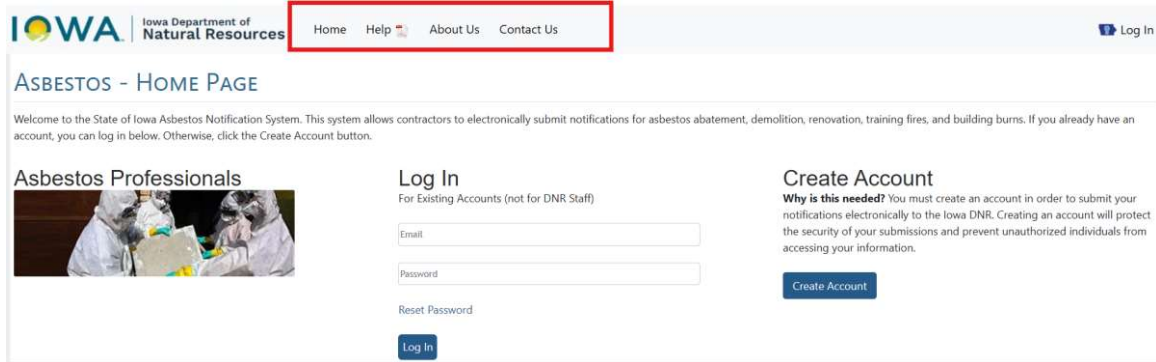
You're ready to use the system. Click the Home link at the top of the page to get to the Home screen which will contain the menu options to proceed.

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

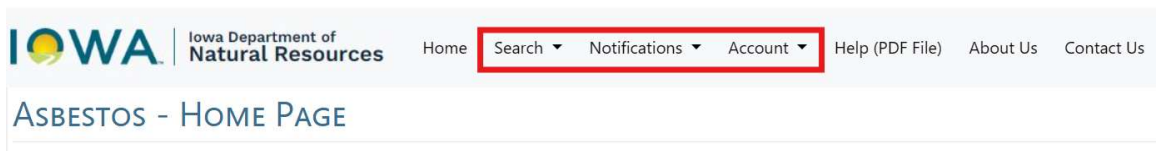


On the Home Page, before the user signs in, there are menu choices at the top of the screen. Since the user is not logged in, these menu choices are limited.

- 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

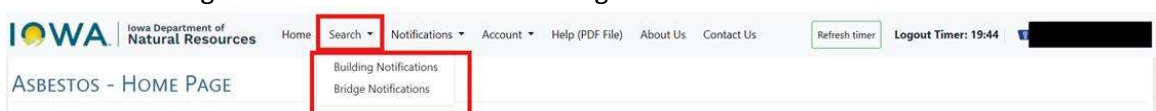
When a user signs in, the menu options expand and contain additional links:



- 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 24-11111-00. 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:

The screenshot shows the 'ASBESTOS - BUILDING NOTIFICATION SEARCH' interface. At the top, there is a navigation bar for the Iowa Department of Natural Resources. Below it, the search title is 'ASBESTOS - BUILDING NOTIFICATION SEARCH'. The 'Search Notifications' dropdown menu is currently set to 'All'. Below this, there are four expandable sections: 'Building Detail', 'Submitter Detail', 'Notification Detail', and 'Operator Detail'. The 'Notification Detail' section is currently expanded. A red circle highlights the 'All' option in the dropdown, and a red arrow points to the 'Notification Detail' section. A 'Search' button is located at the bottom right of the search form.

- 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:

The screenshot shows the search results grid for a building search. The search criteria are set to 'Complete'. The grid displays five rows of notification data. The columns are: Building, Submitter, Postmark/Submit Date, Notification, Operation, and Documents. The data is as follows:

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
24-30760-R0 View Edit	Test Building 654 32nd St Des Moines IA 50311 Polk County	[REDACTED]	06/19/24	Original	Training Fire	Copy of Record
24-30755-R0 View Edit	Test Building 456 Main St Des Moines IA 50311 Polk County	[REDACTED]	06/18/24	Original	Demolished Building Burn	Copy of Record Misc Attachment
24-30756-R0 View Edit	Test Building 111 Main Ave Des Moines IA 50311 Polk County	[REDACTED]	06/18/24	Original	Training Fire	Copy of Record
24-30712-R0 View Edit	Testing Building 111 11th St Des Moines IA 50311 Polk County	[REDACTED]	05/01/24	Original	Demolition	Copy of Record
24-30690-R0 View Edit	Test Building 2 111 Main St Des Moines IA 50311 Polk County	[REDACTED]	04/17/24	Original	Abatement	Copy of Record

VIEW/EDIT OPTIONS

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

ASBESTOS - BUILDING NOTIFICATION SEARCH

Search Notifications

Search by Notification Status

Complete ▾

Building Detail

Submitter Detail

Notification Detail

Operator Detail

Search

	Building	Submitter	Postmark/Submit Date	Notification	Operation	Documents
24-30789-R0 View Edit			08/12/24	Original	Abatement	Copy of Record
24-30788-R0 View Edit			08/07/24	Original	Abatement	Copy of Record

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:

ASBESTOS - VIEW BRIDGE DEMOLITION RENOVATION

Notification

Notification Number: 24-30785-R0

1. Type of Notification

Notification Type: Original
Job Number:
Postmark/Submit Date: 08/02/2024
Date Received: 08/02/2024

2. Type of Operation

Operation Type: Demolition

3. Is Asbestos Present

Asbestos Present: No - Asbestos found is under NESHAP limits Or Zero

4. Scheduled Dates of Asbestos Removal (MM/DD/YYYY)

Start Date:
End Date:

5. Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date: 09/15/2024
End Date: 09/15/2024

6. Facility Description

FHWA Number: Road/Route: Hwy 69 City: Des Moines
County: Polk Bridge Size (Sq Ft): 500

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:

ASBESTOS - EDIT TRAINING FIRE-DEMOLITION OR A CONTROLLED BURN OF A DEMOLISHED BUILDING

Notification

Notification Number: 24-30755-R0

1a. Type of Notification

Operation Type: Demolished Building Burn

1b.

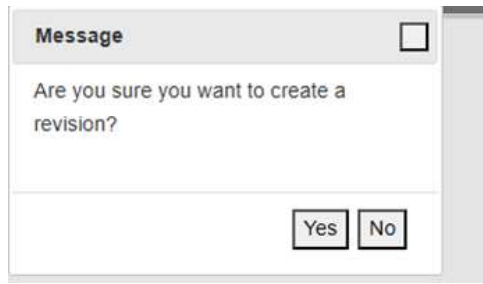
Notification Type: Original
Job Number:
Postmark/Submit Date (MM/DD/YYYY): 06/18/2024
Date Received (MM/DD/YYYY): 06/18/2024

Please review the attached instructions to determine whether the proposed burn would be considered a controlled burn of a demolished building or a training fire. Controlled burns of a demolished building are subject to additional restrictions. Questions #2-10 and #19 (Signature Certification) must be completed for both types of burns

2. Fire Department or City official responsible for the burn

Cancel Notification Create Revision Repudiate

- 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:

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP SEVEN EPAY

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Payment
Please submit your copy of record within 24 hours of having submitted payment.
No payment is required for courtesy, revised, and cancelled notifications.
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.

Submitter
I certify that to the best of my knowledge that the information I am submitting is true and correct.
I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree

*Submitter's Title

Log in to Asbestos Notification and Sign

Answer Secret Question
Question: What is the first and middle name of your oldest sibling?
Answer:

Sign File
Click "Sign Copy of Record" to complete your submission.
*This could take a few moments to process.

Sign Copy of Record

- 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:

ASBESTOS - TRAINING FIRE CONTROLLED BURN STEP ONE

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

You currently have a form going through the wizard [Clear and Start Over](#)

1a. Type of Operation
*Operation Type
Demolished Building Burn

1b. Type of Notification
*Type of Notification: Revised
*Postmark/Submit Date (MM/DD/YYYY): 8/14/2024

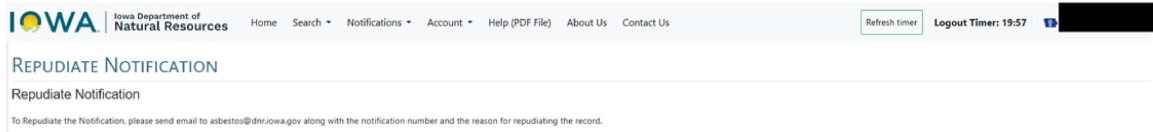
2. Fire Department or City official responsible for the burn
*Name

Search Fire Department or City Official

Notice
Training Fire Demolition or a Controlled Burn of a Demolished Building notification revision created successfully

- 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

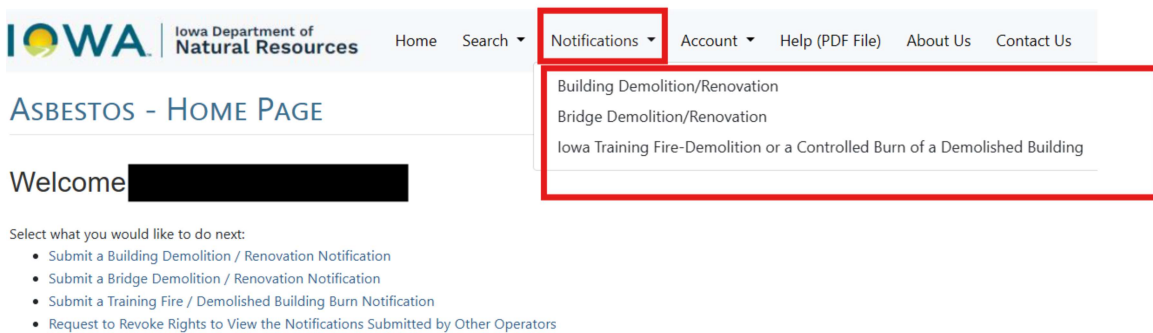
If Repudiate is clicked:



- 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

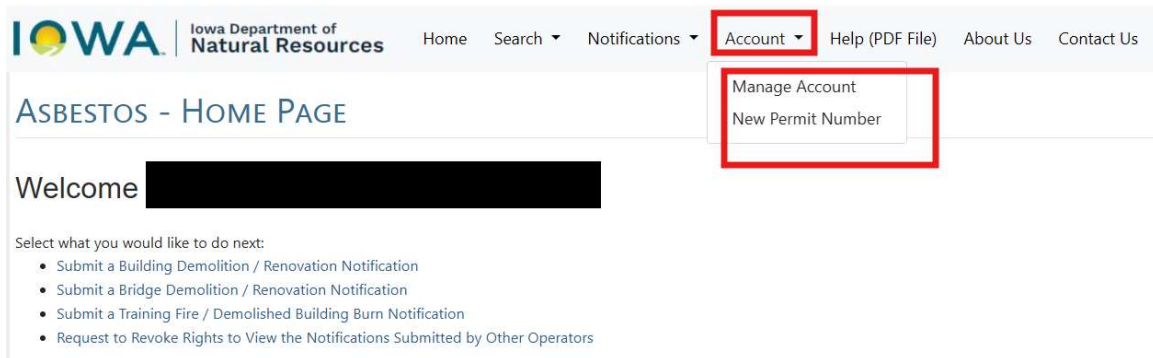
USING THE NOTIFICATIONS LINK

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.

ASBESTOS - MANAGE ACCOUNT

Your account has been registered and you can enter and do the official submission of Notifications.

Account Status

Your Account Status is: **Signatory**

Editors can begin notifications and enter information up to Step 7. Editors cannot sign, pay, or submit notifications. To continue as Editor, please click the Home link found at the top of the page.

Signatories can begin notification and enter information through step 7, including the requirement for signing, paying, and submitting notifications.

Username/Password

UserName

[Redacted]

Change Password

Change Questions

Clicking Change Password:

This will allow the password to be changed. Follow the requirements for changing the password.

The screenshot shows the 'ASBESTOS - CHANGE PASSWORD' form. It includes a header with the Iowa Department of Natural Resources logo and navigation links. The form has three input fields for 'Current Password', 'New Password', and 'Confirm Password'. To the right, there is a 'Password Requirements' section with a list of rules: 'Not contain the User ID', 'Not contain the word "password"', 'Contain only letters and numbers', 'Contain at least one lowercase and one uppercase letter', 'Contain at least one number', 'Begin with a letter', 'Between 8 and 15 characters', and 'Cannot be a password previously used'. A 'Submit' button is located at the bottom right of the form.

- 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:

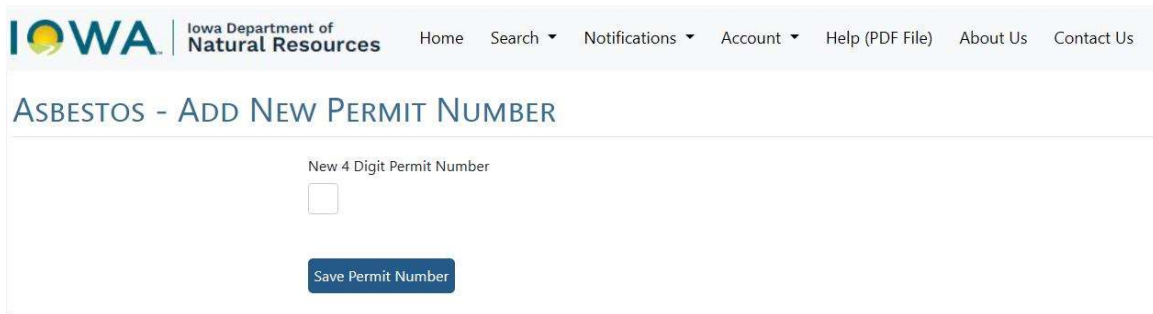
ASBESTOS - CHANGE QUESTIONS

The screenshot shows the 'ASBESTOS - CHANGE QUESTIONS' form. It is titled 'Security Questions' and contains five questions, each with a dropdown menu for selecting a question and a text input field for the answer. The questions are: 1. 'What is the first and middle name of', 2. 'What is your favorite vacation destir', 3. 'What year and model (yyyy-name) is', 4. 'What is your favorite TV show?', and 5. 'Where did you first meet your spous'. Below the questions is a 'Password' input field. A 'Change Questions' button is located at the bottom right of the form.

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:



The screenshot shows the top navigation bar of the Iowa Department of Natural Resources website. Below the navigation bar, the page title is 'ASBESTOS - ADD NEW PERMIT NUMBER'. The main content area contains a form with a text input field labeled 'New 4 Digit Permit Number' and a blue button labeled 'Save Permit Number'.

- 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.

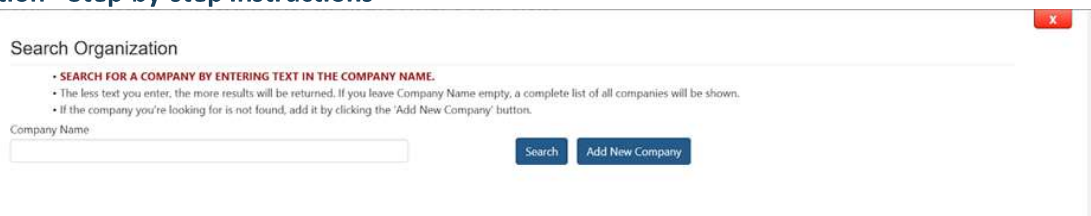
It is highly recommended that before adding a new entry, a search be performed first. Searching for an existing entry will help eliminate duplication in the tables.

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



The screenshot shows the 'Search Organization' page. It features a search input field labeled 'Company Name' and two buttons: 'Search' and 'Add New Company'. Above the input field, there are instructions: 'SEARCH FOR A COMPANY BY ENTERING TEXT IN THE COMPANY NAME.', 'The less text you enter, the more results will be returned. If you leave Company Name empty, a complete list of all companies will be shown.', and 'If the company you're looking for is not found, add it by clicking the 'Add New Company' button.'

- 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

Company Name

Select	Company Name	Permit Number	Address
51431	Test Organization One	1111	333 Main St Des Moines IA 50311
51433	Test Owning Company Two		444 55th st Des Moines IA 50313
51435	Test Waste Company		111 44th st Des Moines IA 50311
51432	Test Waste Site One		777 77th st Des Moines IA 50311
51360	TestFourOrganization		44 55th St Des Moines IA 50311
51430	Testing Owning Company		222 Main St Des Moines IA 50312

*Please select a company from the list or click the 'Add New Company' button to add a new company.

- 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:

Add Organization ✕

*Company Name

*Address 1

*City

*Phone Number

Permit Number (If Applicable)

Address 2

*State

*Postal Code

- 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:

IOWA | Iowa Department of Natural Resources | Home | Search | Notifications | Account | Help (PDF File) | About Us | Contact Us | Refresh timer | Logout Timer: 18:34

Search Inspectors ✕

- Search for the inspector by entering text in the First Name or Last Name fields for a list of inspectors containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave First Name and Last Name empty, a complete list of all inspectors will be shown.
- If the inspector you're looking for is not found, add it by clicking the 'Add New Inspector' button.

First Name

Last Name

- 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*

Search Inspectors

- Search for the inspector by entering text in the First Name or Last Name fields for a list of inspectors containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave First Name and Last Name empty, a complete list of all inspectors will be shown.
- If the inspector you're looking for is not found, add it by clicking the 'Add New Inspector' button.

First Name:

Last Name:

Select	Contact Name	Phone Number
19929	[REDACTED]	1111111111
19935	[REDACTED]	5559998888
19928	[REDACTED]	2222222222
20008	test Inspector	2222222222
20005	Test Inspector	4444444444
20022	Test Inspector One	5555566666
19936	[REDACTED]	5552288888

Navigation: < 1 2 3 >

* Please select Inspector from the list or Add New Inspector

- 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:

Add Inspector

*First Name:

*Last Name:

*Telephone Number:

Ext.:

- 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:

Search Contacts

- Search for a company contact by entering text in the First Name or Last Name fields for a list of contacts containing all or part of the entered text.
- The less text you enter, the more results will be returned. If you leave First Name and Last Name empty, a complete list of all contacts will be shown.
- If the contact you're looking for is not found, add it by clicking the 'Add New Contact' button.

First Name:

Last Name:

- 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*

BUILDING 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:

Search Buildings

• Search for a building by entering part of the building's address and/or selecting the building's city and/or county.
• For a list of all buildings, leave the City, County and Address blank

Building City: [Dropdown] Building County: [Dropdown] Building Address: 123 1st

Search

Select	Building Name	Address	County
15/28	Test Building	123 1st St Des Moines IA 50311	Polk

*Please select a building from the 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:

Facility Description

Search Buildings

*Building Name: Test Building

*Address 1: 123 1st St

*City: Des Moines

*Building Size (Sq Ft): 1200

*Present Use: V - Vacant

*Asbestos Location: Indicate here details of where asbestos is located

Address 2: [Empty]

*State: IA

*Number of Floors: 1

*Prior Use: R - Residence

*County: Polk

*Zip Code: 50311

*Year Constructed: [Empty] OR Year Constructed Range: 1980 - 1990

Save & Continue

- 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:

Select what you would like to do next:

- **Submit a Building Demolition / Renovation Notification**
- Submit a Bridge Demolition / Renovation Notification
- Submit a Training Fire / Demolished Building Burn Notification
- Request to Revoke Rights to View the Notifications Submitted by Other Operators

- 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:

The screenshot shows a multi-step process bar at the top with steps 1 through 7. Step 1 is highlighted. Below the bar is a form titled "Type of Notification". It contains three main sections: "Type of Notification" with a dropdown for "Notification Type", a text field for "Job Number (Optional)", and a text field for "Postmark/Submit Date (MM/DD/YYYY)" which is pre-filled with "4/12/2024". The second section is "Type of Operation" with a dropdown for "Operation Type" set to "Abatement" and a dropdown for "Is Asbestos Present" set to "Yes". The third section is "Scheduled Dates of Asbestos Removal (MM/DD/YYYY)" with text fields for "Start Date" and "End Date".

- 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

The screenshot shows a form titled "Facility Description". It features a "Search Buildings" button at the top right. The form contains several fields: "Building Name", "Address 1", "Address 2", "City", "State" (with "IA" selected), "County", "Zip Code", "Building Size (Sq Ft)", "Number of Floors", "Year Constructed" (with "OR" and "Year Constructed Range" options), "Present Use", "Prior Use", and "Asbestos Location". A "Save & Continue" button is located at the bottom right.

- 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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owing Company' button

Search for Owing Company

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

* Please search for the owning company's contact by clicking on the 'Search for Owing Company's Contact' button

Search for Owing Company's Contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Find a building owner by clicking the Search for Owing Company button
- Find the name and phone of contact by clicking the Search for Owing 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

Search for Operating Company

*Operator Company Name
Test Company

*Operator Address 1 Operator Address 2
456 Main St

*City *State *Zip Code
Des Moines IA 50311

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button

Search for Operating Company's Contact

*Contact First Name *Contact Last Name *Telephone Number Ext.
Test Person 111-111-1111

- 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

Asbestos Abatement Contractor

* Please search for the abatement contractor by clicking on the 'Search for Abatement Contractor' button

Search for Abatement Contractor Copy Data from Operator

*Contractor Company Name *IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the abatement company's contact by clicking on the 'Search Abatement Company's Contact' button

Search Abatement Company's Contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

Back to Step One Save & Continue

- 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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Approximate Amount of Asbestos

Regulated Asbestos-Containing Material (RACM) to be Removed		Non-friable Asbestos-Containing Material not to be Removed Category I and II	
*Total Surface Area (Sq Ft)	<input type="text"/>	*Total Surface Area (Sq Ft)	<input type="text"/>
*Facility Component(s) (Cu Ft)	<input type="text"/>	*Facility Component(s) (Cu Ft)	<input type="text"/>
*Pipe(Linear Ft)	<input type="text"/>	*Pipe(Linear Ft)	<input type="text"/>

- 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

In Sq Ft, quantify the Total Surface Area from above.

Surface Floor	Ceiling Materials	Interior Wall Systems	Spray-On Materials
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Roofing Materials	Asbestos Cement Board	Window Glaze/Caulk	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surface Other Description: <input type="text"/>			

- 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

Procedure, including analytical method, used to detect the presence of asbestos materials

*Test Method

- 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

Asbestos Inspector

* Please search for the inspector by clicking the 'Search for Inspector' button

*Inspector First Name	*Inspector Last Name	*Telephone Number	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*IA License Number	*Date Inspected (MM/DD/YYYY)		
<input type="text"/>	<input type="text"/>		

- 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

Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions (check all that apply)

Adequately Wet Materials
 Glove Bag
 Seal in Leak-Tight Containers
 Encapsulate
 Negative Air Containment
 Seal in Leak-Tight Wrapping
 Mini-enclosure
 Lined Container
 Other

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

*Company Name *Telephone Number

*Address 1 Address 2

*City *State *Zip Code

* If there is a second waste site, please search for waste site 2 by clicking on the 'Search for Waste Site 2' button

Company Name Telephone Number

Address 1 Address 2

City State Zip Code

- 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:

The screenshot shows a multi-step process starting with Step 1. The form is titled 'Type of Notification' and contains the following fields:

- Notification Type:** A dropdown menu with 'Original' selected.
- Job Number (Optional):** A text input field containing '1a2b3c'.
- Postmark/Submit Date (MM/DD/YYYY):** A date input field showing '7/3/2024'.
- Type of Operation:** A dropdown menu with 'Demolition' selected.
- Is Asbestos Present:** A dropdown menu with 'No - Asbestos found is under NESHAP limit' selected.
- Scheduled Dates of Demolition or Renovation (MM/DD/YYYY):** Two date input fields for 'Start Date' and 'End Date', both currently empty.

- 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

The screenshot shows the 'Facility Description' form with the following fields and buttons:

- Search Buildings:** A blue button with a magnifying glass icon.
- Building Name:** A text input field.
- Address 1:** A text input field.
- Address 2:** A text input field.
- County:** A dropdown menu.
- City:** A dropdown menu.
- State:** A dropdown menu with 'IA' selected.
- Zip Code:** A text input field.
- Building Size (Sq Ft):** A text input field.
- Number of Floors:** A text input field.
- Year Constructed:** A dropdown menu.
- OR:** A radio button.
- Year Constructed Range:** A dropdown menu.
- Present Use:** A dropdown menu.
- Prior Use:** A dropdown menu.
- Asbestos Location:** A text input field.
- Save & Continue:** A blue button.

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owing Company' button

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

* Please search for the owning company's contact by clicking on the 'Search for Owing Company's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Find a building owner by clicking the Search for Owing Company button
- Find the name and phone of contact by clicking the Search for Owing 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

*Operator Company Name
 Test Company

*Operator Address 1 Operator Address 2

456 Main St

*City *State *Zip Code

Des Moines IA 50311

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

Test Person 111-111-1111

- 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

Demolition Contractor

* Please search for the demolition contractor by clicking on the 'Search for Demolition Contractor' button

*Contractor Company Name IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the demolition contractor's contact by clicking on the 'Search for Demolition Contractor's Contacts' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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 “l” 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

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

*Company Name

*Telephone Number

*Address 1 Address 2

*City *State *Zip Code

* If there is a second waste site, please search for waste site 2 by clicking on the 'Search for Waste Site 2' button

Company Name

Telephone Number

Address 1 Address 2

City State Zip Code

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

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

I Agree

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved)

No file chosen

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

Type of Notification		
Notification Type	Job Number	Postmark/Submit Date
Original		04/12/2024
Date Received		
04/12/2024		

Type of Operation	Is Asbestos Present
Operation Type	Asbestos Present
Demolition	No - Asbestos found is under NESHAP limits Or Zero

Scheduled Dates of Demolition or Renovation (MM/DD/YYYY)

Start Date

- 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:

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
 I Agree

[Back to Step Five](#) [Save & Continue](#)

- 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:

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Type of Notification
*Notification Type Job Number (Optional) *Postmark/Submit Date (MM/DD/YYYY) 4/12/2024

Type of Operation
*Operation Type Is Asbestos Present

Scheduled Dates of Asbestos Removal (MM/DD/YYYY)
*Start Date
*End Date

- 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

Facility Description

[Search Buildings](#)

*Building Name

*Address 1 Address 2 *County

*City *State *Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed OR *Year Constructed Range

*Present Use *Prior Use

*Asbestos Location

[Save & Continue](#)

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

Facility Information (Identify Owner and Operator)

* Please search for the owning company by clicking on the 'Search for Owing Company' button

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

* Please search for the owning company's contact by clicking on the 'Search for Owing Company's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- Find a building owner by clicking the Search for Owing Company button
- Find the name and phone of contact by clicking the Search for Owing 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

*Operator Company Name
 Test Company

*Operator Address 1 Operator Address 2

456 Main St

*City *State *Zip Code

Des Moines IA 50311

* Please search for the operating company's contact by clicking on the 'Search for Operating Company's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

Test Person 111-111-1111

- 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

Asbestos Abatement Contractor

* Please search for the abatement contractor by clicking on the 'Search for Abatement Contractor' button

*Contractor Company Name *IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the abatement company's contact by clicking on the 'Search Abatement Company's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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 Owing Company button
- Find the name and phone of contact by clicking the Search for Owing 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

Demolition Contractor

* Please search for the demolition contractor by clicking on the 'Search for Demolition Contractor' button

*Contractor Company Name

IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the demolition contractor's contact by clicking on the 'Search for Demolition Contractor's Contacts' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP THREE

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7

Description of Work Practices and Engineering Controls to Prevent Asbestos Emissions (check all that apply)

Adequately Wet Materials Glove Bag Seal in Leak-Tight Containers Encapsulate

Negative Air Containment Seal in Leak-Tight Wrapping Mini-enclosure Lined Container

Other

Description of Planned Demolition or Renovation Work (backhoe, bulldozer, hand removal, etc.)

Backhoe Bulldozer Hand Removal

Implosion Skid Loader Other

- 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

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

*Company Name

*Telephone Number

*Address 1 Address 2

*City *State *Zip Code

* If there is a second waste site, please search for waste site 2 by clicking on the 'Search for Waste Site 2' button

Company Name Telephone Number

Address 1 Address 2

City State Zip Code

- 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

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP FIVE

Step 1 > Step 2 > Step 3 > Step 4 > **Step 5** > Step 6 > Step 7

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

*First Name of Responsible Official *Last Name of Responsible Official *Title

*Telephone Number

*Authority/Agency *Date of Order (MM/DD/YYYY)

*Attach a Copy of the Order (Only the most recent upload will be saved) No file chosen

- 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)

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

I Agree

- 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

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) No file chosen

- 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

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP SIX

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

Type of Notification		
Notification Type	Job Number	Postmark/Submit Date
Original		01/12/2024
Date Received		
01/12/2024		

Type of Operation	Is Asbestos Present
Operation Type	Asbestos Present
Ordered Demolition	Yes

- 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:

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

I Agree

[Back to Step Five](#) [Save & Continue](#)

- 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:

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Type of Notification		
*Notification Type	Job Number (Optional)	*Postmark/Submit Date (MM/DD/YYYY)
Original	111000	5/2/2024

Type of Operation	Is Asbestos Present
*Operation Type	*Asbestos Present
Renovation	Yes
	No - Abatement has already occurred
	No - Asbestos found is under NESHAP limits Or Zero
	*Start Date
	*End Date

- 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 Owing Company button
- Find the name and phone of contact by clicking the Search for Owing 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

Demolition Contractor

* Please search for the demolition contractor by clicking on the 'Search for Demolition Contractor' button

*Contractor Company Name

IA Permit Number

*Contractor Address 1 Contractor Address 2

*City *State *Zip Code

* Please search for the demolition contractor's contact by clicking on the 'Search for Demolition Contractor's Contacts' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP THREE

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6 Step 7

Approximate Amount of Asbestos

Approximate Amount of Asbestos		Non-friable Asbestos-Containing Material not to be Removed Category I and II
Total Surface Area (Sq Ft)	Total Surface Area (Sq Ft)	<input type="text"/>
Facility Component(s) (Cu Ft)	Facility Component(s) (Cu Ft)	<input type="text"/>
Pipe(Linear Ft)	Pipe(Linear Ft)	<input type="text"/>

- Enter the amount of asbestos that will not be removed

Procedure, including analytical method, used to detect the presence of asbestos materials

*Test Method

- 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

Asbestos Inspector

* Please search for the inspector by clicking the 'Search for Inspector' button

*Inspector First Name *Inspector Last Name *Telephone Number Ext.

*IA License Number *Date Inspected (MM/DD/YYYY)

Description of Planned Demolition or Renovation Work (backhoe, bulldozer, hand removal, etc.)

Backhoe Bulldozer Hand Removal

Implosion Skid Loader Other

- 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

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6 Step 7

Waste Transporter(s)

* Please search for the waste transporter by clicking on the 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for the waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button:

*Company Name *Telephone Number

*Address 1 Address 2

*City *State *Zip Code

* If there is a second waste site, please search for waste site 2 by clicking on the 'Search for Waste Site 2' button

Company Name Telephone Number

Address 1 Address 2

City State Zip Code

- 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:

The screenshot shows a form titled "6. Facility Description" with several input fields: "FHWA Number", "*County", "*Directions To Bridge", "Asbestos Location", "*Road/Route", "*Bridge Size (Sq Ft)", "*Year Constructed", and "*Year Constructed Range". A blue button labeled "Search Bridges" is circled in red at the top center of the form.

- To search for an existing bridge, click Search Bridges

The screenshot shows the "Search Bridges" page with a search form containing fields for "FHWA Number", "Route", "City", and "County". A blue "Search" button is highlighted at the bottom of the form. A message below the form reads: "Search for a Bridge partially or by leaving the FHWA Number, Road/Route, City and County blank."

- Follow instructions provided on the page and click Search button

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

The screenshot shows the search results page with a table of results. The "Select" column is circled in red. The table has the following columns: Select, FHWA Number, Route, City, County, Bridge Size (Sq Ft), Number Of Decks, and Year Constructed. A single result is shown with the following values: 15732, 1111, Enter Road and/or Route here, Des Moines, Polk, 610, 1.

Select	FHWA Number	Route	City	County	Bridge Size (Sq Ft)	Number Of Decks	Year Constructed
15732	1111	Enter Road and/or Route here	Des Moines	Polk	610	1	

- 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

6. Facility Description

[Search Bridges](#)

FHWA Number

*Road/Route

City

*County

*Bridge Size (Sq Ft)

*Directions To Bridge

*Number of Decks

*Year Constructed OR *Year Constructed Range

*Asbestos Location

[Save & Continue](#)

- 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

7. Facility Information (Identify Owner and Operator, if Applicable)

[Search Owners](#)

* Please Search Owners by clicking on Search Owners Button

*Owner Name

*Owner Address 1

Owner Address 2

*City

*State

*Zip Code

[Search Owing Company's Contact](#)

* Please Search Owing Company's Contact

*Contact First Name

*Contact Last Name

*Telephone Number

Ext.

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

[Search Operators](#)

* Please Search Operators by clicking on Search Operators Button

Operator Company Name (if different than owner)
Operator Company Name Fills In Here

Operator Address 1

Operator Address 2

City

State

Zip Code

[Search Operator's Contacts](#)

* Please Search Operator's Contacts

*Contact First Name

Contact Last Name

Telephone Number

Ext.

- 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

8. Asbestos Abatement Contractor (if applicable)

* Please Search Abatement Contractors by clicking on Search Abatement Contractors Button

*Contractor Company Name

*Contractor Address 1 Contractor Address 2

*City *State *IA Permit Number

*Zip Code

* Please Search Abatement Company's Contact

*Contact First Name *Contact Last Name *Telephone Number Ext.

- 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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

11a. Approximate Amount of Asbestos (for Abatement purposes only)

Regulated Asbestos-Containing Material (RACM) to be Removed		Non-friable Asbestos-Containing Material not to be Removed (Category I and II)	
*Total Surface Area (Sq Ft)	<input type="text"/>	*Total Surface Area (Sq Ft)	<input type="text"/>
*Facility Component(s) (Cu Ft)	<input type="text"/>	*Facility Component(s) (Cu Ft)	<input type="text"/>
*Pipe (Linear Ft)	<input type="text"/>	*Pipe (Linear Ft)	<input type="text"/>

- 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

11b. Quantity in Sq Ft the Total Surface Area from 11a

Asbestos Cement Board	Spray-On Materials	Caulk	Expansion Joints
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gasket Material	Waterproofing Membranes	Drainage Scuppers	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surface Area Other Description			
<input type="text"/>			

- 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

12. Procedure, including analytical method, if appropriate, used to detect the presence of asbestos materials

*Test Method

- 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:

The screenshot shows the first step of the notification process. It features a progress bar at the top with steps 1 through 7. Below the progress bar, the form is divided into several sections: 1. Type of Notification, 2. Type of Operation, 3. Is Asbestos Present, and 5. Scheduled Dates of Demolition. Each section contains specific input fields and dropdown menus.

- 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

The screenshot shows the sixth step of the notification process. It features a progress bar at the top with steps 1 through 7. Below the progress bar, the form is titled '6. Facility Description' and contains various input fields for identifying the facility, such as FHWA Number, Road/Route, City, County, Bridge Size, and Year Constructed. There are also buttons for 'Search Bridges' and 'Save & Continue'.

- 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

The screenshot shows the seventh step of the notification process. It features a progress bar at the top with steps 1 through 7. Below the progress bar, the form is titled '7. Facility Information (Identify Owner and Operator, if Applicable)'. It contains input fields for owner and contact information, including Owner Name, Owner Address, City, State, Zip Code, Contact Name, and Telephone Number. There are also buttons for 'Search Owners' and 'Search Owing Company's Contact'.

- Find a bridge owner by clicking the Search Owners button
- Find the name and phone of contact by clicking the Search Owing 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

15. Waste Transporter(s)

* Please search for the waste transporter by clicking on 'Search for Waste Transporter 1' button

*Company Name

*Address 1 Address 2

*City *State *Zip Code

* Please search for waste transporter's contact by clicking on the 'Search for Waste Transporter 1's Contact' button

*Contact First Name *Contact Last Name *Telephone Number Ext.

*If there is a second waste transporter, please search for the second waste transporter by clicking on the 'Search for Waste Transporter 2' button

- 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

Waste Disposal Site(s)

* Please search for the waste site by clicking on the 'Search for Waste Site 1' button

*Company Name *Telephone Number

*Address 1 Address 2

*City *State *Zip Code

* If there is a second waste site, please search for waste site 2 by clicking on the 'Search for Waste Site 2' button

Company Name Telephone Number

Address 1 Address 2

City State Zip Code

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

17. 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 I Agree

18. Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved) No file chosen Attachment Name:

- 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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Please review your notification below. If everything is correct, click the continue button at the bottom of the form. The next page will allow you to pay for your notification and submit the copy of record.

1. Type of Notification		
Notification Type	Job Number	Postmark/Submit Date
Original		05/03/2024
Date Received		
05/03/2024		

2. Type of Operation	3. Is Asbestos Present
Operation Type	Asbestos Present
Demolition	No - Asbestos found is under NESHAP limits Or Zero

- 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:

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

I Agree

Back to Step Five Save & Continue

- 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:

IOWA Iowa Department of Natural Resources Home Search Notifications Account Help (PDF File) About Us Contact Us Refresh timer Logout Timer: 07:50

ASBESTOS - TRAINING FIRE CONTROLLED BURN STEP TWO

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

4 & 5. Facility Description

Search Buildings

*Building Name

*Address 1 Address 2

*City *State *County

*Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed OR *Year Constructed Range

*Present Use *Prior Use

- 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:

Select what you would like to do next:

- Submit a Building Demolition / Renovation Notification
- Submit a Bridge Demolition / Renovation Notification
- **Submit a Training Fire / Demolished Building Burn Notification**
- Request to Revoke Rights to View the Notifications Submitted by Other Operators

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

The screenshot shows the first step of a seven-step process for submitting a training fire notification. The title is "ASBESTOS - TRAINING FIRE CONTROLLED BURN STEP ONE". A progress bar at the top indicates that Step 1 is the current step, with Steps 2 through 7 shown as inactive. The form is divided into two main sections: "1a. Type of Operation" and "1b. Type of Notification". In section 1a, there is a dropdown menu for "Operation Type". In section 1b, there is a dropdown menu for "Type of Notification" and a text input field for "Postmark/Submit Date (MM/DD/YYYY)" which is pre-filled with "4/12/2024".

- 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

The screenshot shows the second step of the process, titled "2. Fire Department or City official responsible for the burn". It features a search button "Search Fire Department or City Official" at the top. Below this, there are several input fields: "Name", "Address 1", "Address 2", "City", "State", "Zip Code", "Contact First Name", "Contact Last Name", "Telephone Number", and "Ext.". There is also a second search button "Search Fire Department or City Official Contact" located between the address and contact information fields.

- 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

8. Was/is asbestos containing material [ACM] present in the building?

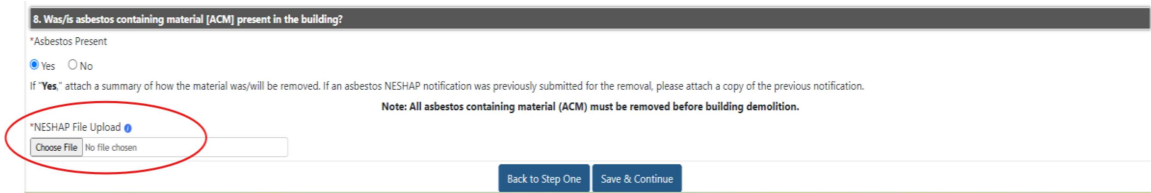
*Asbestos Present

Yes No

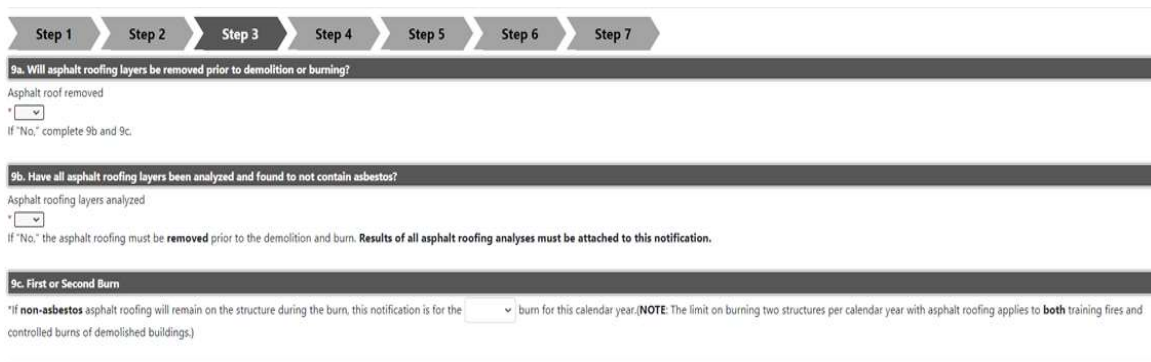
If "Yes," attach a summary of how the material was/will be removed. If an asbestos NESHAP notification was previously submitted for the removal, please attach a copy of the previous notification.

Note: All asbestos containing material (ACM) must be removed before building demolition.

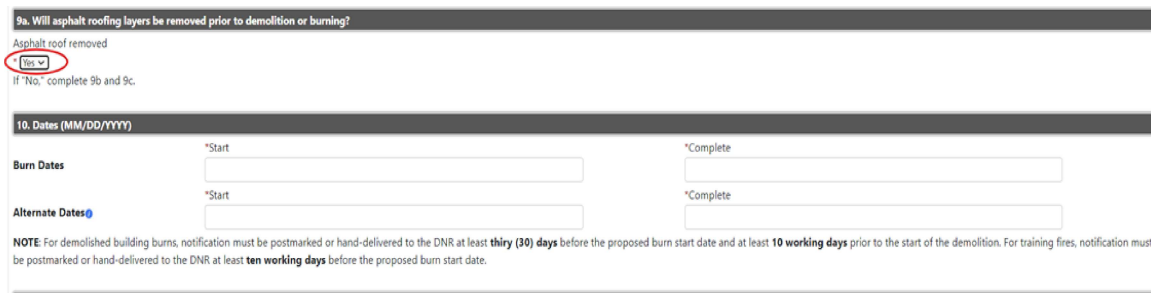
- If Yes is clicked, this is what the screen will look like. Notice there is now a field where the Lab Report can be uploaded



- 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

9a. Will asphalt roofing layers be removed prior to demolition or burning?

Asphalt roof removed
 Yes No

If "No," complete 9b and 9c.

9b. Have all asphalt roofing layers been analyzed and found to not contain asbestos?

Asphalt roofing layers analyzed
 Yes No

If "No," the asphalt roofing must be **removed** prior to the demolition and burn. **Results of all asphalt roofing analyses must be attached to this notification.**

9c. First or Second Burn

If **non-asbestos** asphalt roofing will remain on the structure during the burn, this notification is for the burn for this calendar year. **(NOTE: The limit on burning two structures per calendar year with asphalt roofing applies to both training fires and controlled burns of demolished buildings.)**

10. Dates (MM/DD/YYYY)

Burn Dates	*Start <input type="text"/>	*Complete <input type="text"/>
Alternate Dates	*Start <input type="text"/>	*Complete <input type="text"/>

NOTE: For demolished building burns, notification must be postmarked or hand-delivered to the DNR at least **thirty (30) days** before the proposed burn start date and at least **10 working days** prior to the start of the demolition. For training fires, notification must be postmarked or hand-delivered to the DNR at least **ten working days** before the proposed burn start date.

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

9b. Have all asphalt roofing layers been analyzed and found to not contain asbestos?

* Yes No

If "No," the asphalt roofing must be **removed** prior to the demolition and burn. **Results of all asphalt roofing analyses must be attached to this notification.**

- 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

9c. First or Second Burn

If **non-asbestos** asphalt roofing will remain on the structure during the burn, this notification is for the burn for this calendar year. **(NOTE: The limit on burning two structures per calendar year with asphalt roofing applies to both training fires and controlled burns of demolished buildings.)**

10. Dates (MM/DD/YYYY)

Burn Dates	*Start <input type="text"/>	*Complete <input type="text"/>
Alternate Dates	*Start <input type="text"/>	*Complete <input type="text"/>

NOTE: For demolished building burns, notification must be postmarked or hand-delivered to the DNR at least **thirty (30) days** before the proposed burn start date and at least **10 working days** prior to the start of the demolition. For training fires, notification must be postmarked or hand-delivered to the DNR at least **ten working days** before the proposed burn start date.

- Enter the proposed Burn dates and the Alternate Burn dates

Attach a miscellaneous file

Miscellaneous file (Only the most recent upload will be saved)

Choose File No file chosen

Attachment Name:

(Steps 4 and 5 will be skipped for training fire submissions)

- 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

2. Fire Department or City official responsible for the burn

[Search Fire Department or City Official](#)

*Name

*Address 1 Address 2

*City *State *Zip Code

[Search Fire Department or City Official Contact](#)

*Contact First Name *Contact Last Name *Telephone Number Ext.

(It is required that the documentation of the City Council approval is attached. Please upload the document here.)

*City Council File Upload [Choose File](#) No file chosen

- 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

3. Building Owner

[Search for Building Owner](#)

*Owner Name

*Owner Address 1 Owner Address 2

*City *State *Zip Code

[Search Building Owner's Contact](#)

*Contact First Name *Contact Last Name *Telephone Number Ext.

[Save & Continue](#)

- 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

Step 1 **Step 2** **Step 3** **Step 4** **Step 5** **Step 6** **Step 7**

4 & 5. Facility Description

[Search Buildings](#)

*Building Name

*Address 1 Address 2 *County

*City *State IA *Zip Code

*Building Size (Sq Ft) *Number of Floors *Year Constructed OR *Year Constructed Range

*Present Use *Prior Use

- 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

9b. Have all asphalt roofing layers been analyzed and found to not contain asbestos?

Asphalt roofing layers analyzed

*

If "No," the asphalt roofing must be **removed** prior to the demolition and burn. **Results of all asphalt roofing analyses must be attached to this notification.**

- 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

9c. First or Second Burn

*If **non-asbestos** asphalt roofing will remain on the structure during the burn, this notification is for the burn for this calendar year. **(NOTE: The limit on burning two structures per calendar year with asphalt roofing applies to both training fires and controlled burns of demolished buildings.)**

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

Section 10:

10. Dates (MM/DD/YYYY)

Burn Dates	*Start <input type="text"/>	*Complete <input type="text"/>
Alternate Dates	*Start <input type="text"/>	*Complete <input type="text"/>

NOTE: For demolished building burns, notification must be postmarked or hand-delivered to the DNR at least **thirty (30) days** before the proposed burn start date and at least **10 working days** prior to the start of the demolition. For training fires, notification must be postmarked or hand-delivered to the DNR at least **ten working days** before the proposed burn start date.

- Enter the Burn Dates and Alternate Dates

Section 11:

11. Provide an explanation of why alternative methods of debris management are not being used to dispose of the building.

*Explanation

- 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:

12. Describe what methods will be used to notify nearby residents of the proposed burn.

*Describe

- 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

13d. If building has not been, or will not be, demolished prior to burning, please indicate why the proposed burn will not qualify as a training fire (check all that apply).

- Building not safe to enter (dilapidated and/or no longer standing)
- Building is too close to neighboring buildings
- Fire fighter training exercise not being conducted
- Other (please briefly summarize)

- 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

14a. Will the demolished building burn occur at the original building address indicated in question #4?

* Selecting "No" means the demolished building will be moved to another location prior to burning.

[Back to Step Three](#) [Save & Continue](#)

- Select Yes or No from the dropdown list

14b - Enter details regarding the burn site location

14b. Exact burn site location (give site address, coordinates and/or attach a map).

*Burn Site Location

NOTE: A city may establish a burn site outside the city limits provided they meet the established requirements. The burn site must be at least 0.6 miles from the nearest building inhabited by a person (including both residences and businesses).

- Provide the exact location of the building burn site

14c - Choose either Yes or No

14c. Will additional buildings be included in the proposed burn?

* If "Yes," complete 14d.

- Select either Yes or No from the dropdown list

14d - Enter any other addresses included in proposed burn

14d. Indicate the original addresses for all other buildings to be included in this proposed burn:

*Other Addresses

NOTE: A complete notification is required for **each** building to be burned. Please attach completed notifications for all buildings to be burned at this location on this proposed date.

[Back to Step Three](#) [Save & Continue](#)

- 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

15. Total Square feet of demolished building material to be burned at the site

*

NOTE: The sum total square feet of building material for each burn may not exceed 1700 square feet.

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

16. Approximate time that burn will occur

*Start time *End time

NOTE: A demolished building burn may be conducted only between the hours of **6 AM** and **6 PM**.

- Enter the start and end time for the burn

17. Distance from nearest inhabited building

If the burn is located outside the city limits please provide the exact distance, in miles, from the burn site to the nearest building inhabited by a person (including both residences and businesses).

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

18. Number of demolished building burns within city city limits

Including this proposed burn, how many demolished building burns will your city have conducted within city limits in this calendar year?

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

[Save & Continue](#)

- 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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Payment

The asbestos notification fee is \$100. There is an IOWAccess fee of \$1.50 on all transactions - if you choose to pay by credit card, there is also a 2.5% convenience fee. You may avoid the 2.5% fee by paying by eCheck.

After clicking "Pay Fees", you will be redirected to the Gov2Go online payment portal. 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.

[Pay Fees](#)

[Refresh](#)

- Click Pay Fees to continue

Review Your Order Page

Review your order Choose how you'd like to pay

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Type(s): **ACH (E-check), American Express, Discover, Master Card, Visa**

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54

***Item Total: \$101.50**

Expires: January 10, 2024 at 11:59:59 PM

*Additional fees may apply at final checkout

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOWAccess Service Fee	\$1.50	1	\$1.50

[Cancel](#) [Pay Now](#) [Add to Cart](#)

- Click Pay Now

1 Payment Info 2 Summary & Checkout 3 Confirmation

Creating a Gov2Go account allows users to quickly access stored payment methods.
[\(Sign in or Create Account\)](#)

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Type(s): **ACH (E-check), American Express, Discover, Master Card, Visa**

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54

***Item Total: \$101.50**

Expires: January 10, 2024 at 11:59:59 PM

*Additional fees may apply at final checkout

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOWAccess Service Fee	\$1.50	1	\$1.50

Pay with a saved payment option

[Sign In/ Create an account](#)

Or pay one-time with

[ACH/E-Check](#) [Credit/Debit](#)

- To pay by check, click ACH/Echeck

You are paying a notification fee.

Acceptable Payment Type(s): ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54

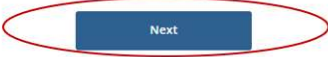
***Item Total: \$101.50**

Expires January 10, 2024 at 11:58:59 PM

*Additional fees may apply at final checkout

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOWAccess Service Fee	\$1.50	1	\$1.50

This payment IS being funded specifically by a FOREIGN source (bank or company), an international ACH Transaction "IAT"



What is IAT?

As defined by NACHA, IAT means a credit or debit entry that is part of a payment transaction involving a financial agency's office that is not located in the territorial jurisdiction of the United States. For purposes of this definition a financial agency means an entity that is authorized by applicable law to accept deposits or is in the business of issuing money orders or transferring funds. An office of a financial agency is involved in the payment transaction if it:

1. Holds an account that is credited or debited as part of the payment transaction;
2. Receives payment directly from a Person or makes payment directly to a Person as part of the payment transaction; or
3. Serves as an intermediary in the settlement of any part of the payment transaction.

- Click the Next button

E-CHECK INFORMATION

Checking Savings

This is a business account. Routing Number Account Number

Name on Account

Account Number

Confirm Account Number

Routing Number

Name of Bank

BILLING INFORMATION

Street Address or PO Box

Apartment, Suite, Building

Country City

Postal Code State

- 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

Terms and Conditions

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified in this agreement, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.
3. Department of Natural Resources or its agent is authorized to electronically debit the bank account ending in 9999 on Wednesday, 10 January 2024, and if necessary, to credit such account to correct any erroneous debits using an Automated Clearing House ("ACH") debit entry.
4. This ACH debit authorization will remain in full force and effect for this single debit entry only.
5. Department of Natural Resources or its agent may re-debit my account for the payment in the event such is dishonored by my financial institution, and is additionally authorized to charge the maximum return item processing fee according to the laws governing Department of Natural Resources's state.
6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact Department of Natural Resources at 833-803-0004.
7. I understand the Originating ID for this transaction is "0123456789". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.
8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing Department of Natural Resources's state.

Yes, I authorize this transaction.

Previous

Next

- 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

Pay Now

1 2 3

Billing Information

Name: [REDACTED]

Address: [REDACTED]

USA

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Types: ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.50

Account ending in: [REDACTED]

Item Total: \$101.50

Description	Unit Price	Qty	Amnt
Asbestos notification fee	\$100.00	1	\$100.00
IDWAccess Service Fee	\$1.50	1	\$1.50

Enter an email to receive your receipt

Enter your Email Address: [REDACTED] Re-enter your Email Address: [REDACTED]

Back Process Payment

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

Pay Now

✓ ✓ ✓
Payment Info Summary & Checkout Confirmation

Payment Receipt Confirmation

Please check your email for information and a receipt regarding your recent order.

Your payment was successfully processed. You may print this receipt page for your records by selecting print. If you paid through your Gov2Go account this receipt will be available to you in your account documents.

You are paying a notification fee.

Customer Information

Receipt Date: 08/12/2024
Receipt Time: 5:17:00 PM

Billing Information

Billing Address: [REDACTED]
Billing Country: USA

Transaction Detail

Description	Unit Price	Quantity	Amount
Asbestos Notification Fee	\$100.00	1	\$100.00
IOWAccess Service Fee	\$1.50	1	\$1.50

Payment Information

Account ending in: [REDACTED] Amount: \$101.50
Order ID: [REDACTED]

[Continue](#)

For concerns regarding your transaction, contact Customer Care at:

- Phone: .
- Email: asbestos@dmr.iowa.gov
- Web: .

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

Gov2Go [uat] - Iowa DNR - Asbestos Notification Payment Confirmation - Payment Confirmation Your payment was successfully processed. You may print this receipt pag...

- 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

1 2 3
Payment Info Summary & Checkout Confirmation

Creating a Gov2Go account allows users to quickly access stored payment methods.
[\(Sign In or Create Account\)](#)

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Type(s): **ACH (E-check), American Express, Discover, Master Card, Visa**

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54.

Item Total: \$101.50 Expires January 10, 2024 at 11:58:59 PM

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOWAccess Service Fee	\$1.50	1	\$1.50

Pay with a saved payment option

[Sign In/ Create an account](#)

Or pay one-time with

ACH/E-Check

Credit/Debit

- Click the *Credit/Debit* button

Pay Now

1 Payment Info ————— 2 Account & Checkout ————— 3 Confirmation

Creating a Gov2Go account allows users to quickly access stored payment methods. [Click In or Create Account!](#)

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Types: ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54

Item Total: \$101.50 ↑
Expires August 15, 2024 or 11/20/24 P.M.
*Additional fees may apply on final checkout

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOVAccess Service Fee	\$1.50	1	\$1.50

Cards Accepted:

ACCOUNT INFORMATION

Name on Card

Card Number VISA

Expiration Date MM / YY

CVC/CVV Code

BILLING INFORMATION

Street Address or PO Box

Apartment, Suite, Building

Country City

Postal Code State

Next

- Complete the required fields
- Click Next

Pay Now

1 Payment Info ————— 2 Account & Checkout ————— 3 Confirmation

Billing Information

Name:

Address:

Des Moines, IA 50319
USA

Iowa DNR - Asbestos Notification Fee

You are paying a notification fee.

Acceptable Payment Types: ACH (E-check), American Express, Discover, Master Card, Visa

Credit Card fee is 2.5%. For this invoice, using Credit Card the fee is \$2.54

Credit Card ending in: via

Item Total: \$104.04 ↑
Expires August 15, 2024 or 11/20/24 P.M.
*Additional fees may apply on final checkout

Description	Unit Price	Qty	Amt
Asbestos Notification Fee	\$100.00	1	\$100.00
IOVAccess Service Fee	\$1.50	1	\$1.50
Service Fee	\$2.54	1	\$2.54

Enter an email to receive your receipt

Enter your email Address Re-enter your email Address

Back
Process Payment

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

Pay Now

Payment Info — Summary & Checkout — Confirmation

Payment Receipt Confirmation

Please check your email for information and a receipt regarding your recent order.

Your payment was successfully processed. You may print this receipt page for your records by selecting print. If you paid through your Gov2Go account this receipt will be available to you in your account documents.

You are paying a notification fee.

Customer Information

Customer Name: [REDACTED] Receipt Date: 08/12/2024
 Local Reference ID: [REDACTED] Receipt Time: 9:27:00 PM

Billing Information

Billing Address: [REDACTED] Des Moines, IA 50319
 Billing Country: USA

Transaction Detail

Description	Unit Price	Quantity	Amount
Asbestos Notification Fee	\$100.00	1	\$100.00
ID/Access Service Fee	\$1.50	1	\$1.50
Service Fee	\$2.54	1	\$2.54

Payment Information

Credit Card ending in: [REDACTED] Amount: \$104.04
 Order ID: [REDACTED]

[Continue](#)

For concerns regarding your transaction, contact Customer Care at:

- Phone: [REDACTED]
- Email: asbestos@dnr.iowa.gov
- Web: [REDACTED]

- 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:

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP SEVEN EPAY

Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7

Payment

Please submit your copy of record within 24 hours of having submitted payment.
 Payment was received: 08/12/2024, 05:17 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.

Certification (required because asbestos is present)

I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M (Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

I Agree *Certifier's Title: [REDACTED]

Submitter

I certify that to the best of my knowledge that the information I am submitting is true and correct.
 I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title: [REDACTED]

* You must agree to the statements above by checking the corresponding checkbox and entering your title before proceeding.

Log in to Asbestos Notification and Sign

[REDACTED]

[REDACTED]

[Log In](#)

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

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP SEVEN EPAY

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Payment
Please submit your copy of record within 24 hours of having submitted payment.
Payment was received: 08/12/2024, 05:17 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.

Certification (required because asbestos is present)
I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

I Agree *Certifier's Title

Submitter
I certify that to the best of my knowledge that the information I am submitting is true and correct.
I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

Log in to Asbestos Notification and Sign
Answer Secret Question

Question: What is your favorite vacation destination?
Answer: [input field]

Answer

- Enter the answer to the secret question

The next section will open:

ASBESTOS - BUILDING DEMOLITION RENOVATION STEP SEVEN EPAY

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Payment
Please submit your copy of record within 24 hours of having submitted payment.
Payment was received: 08/12/2024, 05:17 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.

Certification (required because asbestos is present)
I certify that an individual trained in the provisions of regulation 40 CFR PART 61, SUBPART M(Asbestos NESHAP) will be onsite during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

I Agree *Certifier's Title

Submitter
I certify that to the best of my knowledge that the information I am submitting is true and correct.
I further certify under penalty of law that I have personally examined and am familiar with the information I submitted in this and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I Agree *Submitter's Title

Log in to Asbestos Notification and Sign Answer Secret Question

Question: What is your favorite vacation destination?
Answer: [input field]

Answer

Sign File
Click 'Sign Copy of Record' to complete your submission.
*This could take a few moments to process. **Sign Copy of Record**

- Click Sign Copy of Record button

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

ASBESTOS - HOME PAGE

Welcome [redacted]

Your notification copy of record has been successfully submitted.

Select what you would like to do next:

- Submit a Building Demolition / Renovation Notification
- Submit a Bridge Demolition / Renovation Notification
- Submit a Training Fire / Demolished Building Burn Notification
- Request to Revoke Rights to View the Notifications Submitted by Other Operators

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:

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

Resend Email Verification

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 screenshot shows a 'Log In' form for existing accounts. It includes fields for 'Email' and 'Password', a 'Reset Password' link (highlighted with a red box), and a 'Log In' button.

- 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.