

Instructions for form ASN 1

Notice for Removal or Encapsulation of asbestos

Notification

Oregon asbestos rules require written notification be given to DEQ when removing or encapsulating asbestos-containing material (OAR 340-248-0260). This notification must be submitted on DEQ forms and accompanied by the appropriate notification fee.

Notification and fee

Send a check or money order along with your notification to DEQ. Make the check payable to "DEQ" or "Department of Environmental Quality." The amount of the notification fee depends on the Project Category (as shown on the front side of the ASN 1 form).

Asbestos regulations require a 50 percent fee increase for projects where DEQ gives approval to waive the ten-day waiting period.

Notification waiting period

DEQ must receive the completed notification **10 days before** the start date of any friable asbestos removal project. The 10-day waiting period will not start until the notification and fee have been received by the DEQ Business Office.

You **will not** receive a copy of the form or a receipt. Keep a copy of the form for your files. Unless notified otherwise, you may begin your project as scheduled on the notification.

Revisions to notifications

DEQ must be notified in writing if there are project changes prior to those changes taking place. The simplest way to do this is to fax DEQ a copy of the original notice, circling all changes. If you fill out a new form, you must still circle any changes, so they can be identified.

Fax the DEQ Gresham office at 503-674-5148, Bend 541-388-8283, Medford 541-776-6262, or Salem 503-378-4196.

Remember: You may only fax revisions to notifications, not originals.

Send completed ASN1 form and project fee too:

Department of Environmental Quality
ATTN: Business Office
811 SW Sixth Avenue
Portland OR 97204

Guidelines for filling out the form:

Be sure you fill in all lines that apply to your project. The following are some guidelines:

Is this a notification revision? Check "yes", if this is a notification revision. Check "no" if this is a new notice.

Project starting and completion dates: The dates you enter must accurate so the 10-day waiting requirement can be met.

Project site address: Include Apartment numbers, building numbers, floor numbers, school names or any other identifying information.

Type of facility, type and quantity of asbestos-containing material and the method of removal: Be specific and complete in providing this information (e.g., residential, manufacturing, apartment complex, condo, etc.). Attach additional sheet with special work practices or disposal techniques, which require prior approval from DEQ, when necessary.



State of Oregon
Department of
Environmental
Quality

**Air Quality
Asbestos Program**
811 SW 6th Avenue
Portland, OR 97204
Phone: (503) 229-5696
(800) 452-4011
Fax: (503) 229-6762
Contact: Cory Ann Wind
www.oregon.gov/DEQ

*DEQ is a leader in
restoring, maintaining and
enhancing the quality of
Oregon's air, land and
water.*

Asbestos Survey: Was a survey performed? Check yes or no. Who performed the survey? Give name of person who performed the survey.

Asbestos Abatement Contractor: Give the name, address, telephone number, and license number of the contractor for the project.

Work shift information: List the days of the week and the hours of the day when asbestos work will take place.

Certified Supervisor: Give the name, certification number, and social security number of the supervisor.

Property Owner: Give the name, address, and phone number of the property owner.

Site Contact: Give the name and phone number of the person to contact regarding the job site. (Note: The site contact can't be an employee of the asbestos contractor.)

Disposal site and waste hauler: Include the name and address of waste site and name of hauler.

Sign the form! Write in the name and phone number of person filing the form. (Property owner, operator, or abatement contractor) THEN SIGN THE FORM!

Accessibility information

DEQ is committed to accommodating people with disabilities. Please notify DEQ of any special physical or language accommodations or if you need information in large print, Braille or another format.

To make these arrangements, contact DEQ Communications and Outreach in Portland at 503-229-5696 or call toll-free in Oregon at 800-452-4011; fax to 503-229-6762; or email deqinfo@deq.state.or.us.

People with hearing impairments may call 711.