



Asbestos Notification Form ANF-001

Instructions and Supporting Materials

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Introduction

The Asbestos Notification Form (ANF-001, also known as the BWP AQ-04) must be submitted to the Massachusetts Department of Environmental Protection (MassDEP) before the demolition or renovation of a facility or facility component that will remove or disturb Asbestos-Containing Material. This form must be submitted at least 10 working days before the Asbestos-Containing Material will be removed.

This Notification Form may be filed either electronically or on paper:

- **Electronic Filing:** MassDEP encourages filing Asbestos Notification Form (ANF-001) online via eDEP! If you have not already done so, please register online with eDEP at <https://edep.dep.mass.gov/DEPLogin.aspx>. Select "New User" and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away. Filing through eDEP will ensure that your submitted form is complete, and you will receive an automatic message indicating that your notification has been accepted.
- **Paper Filing:** For paper filers, download the Asbestos Notification Form ANF-001 and Instructions from MassDEP's web site: <http://www.mass.gov/eea/agencies/massdep/service/approvals/bwp-aq-06.html>. These documents are available in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed. A MassDEP Permit Transmittal Form is not required when submitting an Asbestos Notification Form.

Please note: If you file a paper form, please be aware that MassDEP will return it if it is found to be incomplete, and your notification will not be valid until a completed form is re-submitted.

Instructions in Microsoft Word™ contain a series of documents that provide guidance on how to prepare an Asbestos Notification Form (which is considered a permit application). Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Notification Forms and Instructions must be downloaded separately. Microsoft Word™ forms may be completed electronically. PDF™ forms may only be viewed and printed without alteration, so must be completed by hand.



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1. What is an “asbestos abatement” and what rules govern this work?

MassDEP’s Asbestos Regulation (310 CMR 7.15) defines key terms:

- “Asbestos” means all asbestiform varieties of the mineral family called silicates including:serpentine (chrysotile), riebeckite (crocidolite), cummingtonite-grunerite-(atmosite), anthophyllite, and actinolite-tremolite.
- “Asbestos-Containing Material” means any friable asbestos-containing material removed during a demolition/renovation project and anything contaminated in the course of a demolition/renovation project including asbestos waste from control devices, bags or containers that previously contained asbestos, contaminated clothing, materials used to enclose the work area during the demolition/renovation operation, and demolition/renovation debris.

The regulations of two Commonwealth Agencies, MassDEP and the Department of Labor Standards (DLS) establish notification requirements and work practice standards. These regulations are designed to protect public health, worker safety, and the environment, by ensure that asbestos will not be released to indoor and outdoor air during demolition or renovation work. MassDEP’s regulation is part of the Commonwealth’s Air Pollution Control Regulation (310 CMR 7.00 and 7.15). DLS’s regulation is the Asbestos Regulation (453 CMR 6.00).

2. What are the Commonwealth's notification requirements for asbestos removal?

Notification of asbestos abatement work is required by both MassDEP and DLS. Under 310 CMR 7.15, MassDEP requires notification **10 working days** (working days do not include Saturdays, Sundays or holidays) before the start of work involving the removal of any amount of asbestos-containing material. Under 453 CMR 6.12, DLS requires notification **10 calendar days** before all work involving the abatement (removal, encapsulation or enclosure) of asbestos in amounts greater than three square feet or three linear feet.

3. Who must notify?

A notification must be filed for each asbestos abatement job in Massachusetts. MassDEP allows the notification to be filed by the property owner or operator, the licensed asbestos abatement contractor, or another entity performing the asbestos abatement. For DLS notification purposes, the licensed asbestos abatement contractor is required to notify.

4. Is there a specific notification form?

Yes. Notification must be made using MassDEP’s Asbestos Notification Form (ANF-001,). Submission of the form satisfies the notification requirements of both MassDEP and DLS regulations. The Asbestos Notification Form and Instructions are available on MassDEP’s website at <http://www.mass.gov/eea/agencies/massdep/air/programs/asbestos.html>.

5. How do I submit the Asbestos Notification Form?

There are two ways to submit an Asbestos Notification Form ANF-001:

- a. Electronic Filing: File the ANF-001 online via MassDEP’s website. If you have not already done so, register online with eDEP at <https://edep.dep.mass.gov/DEPLogin.aspx>. Select “New User” and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away. Filing through eDEP will ensure that your submitted form is complete, and you will receive an automatic message indicating that your notification has been accepted.



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b. Paper Filing: When the ANF-001 is completely filled out, and the appropriate decal is affixed to the form or a check is included (see Question #7 below), use regular, certified or U.S. Postal Service Express mail; or private mail delivery or overnight service to send the form to:

MassDEP
Lock Box 4062
Boston, MA 02211

Forms are picked up from this P.O. box every working day.

Please note: If you file a paper form, please be aware that MassDEP will return it if it is found to be incomplete, and your notification will not be valid until a completed form is re-submitted.

6. What is the notification fee for asbestos removal?

The notification fee required by MassDEP regulations (310 CMR 4.00, Timely Action and Fee Provisions) for asbestos removal is \$100 per notification. However, owner-occupied residential properties with four or fewer units, cities, towns, counties, districts of the Commonwealth, municipal housing authorities or other state agencies are not subject to asbestos notification fees.

7. How and when do I pay the notification fee?

When filing online via eDEP, you will pay the fee online using a credit card. Notifications for jobs sponsored by an entity who is exempt from the fee may also be filed online.

Paper filers can pay the fee in two ways: 1) by purchasing a notification fee decal from MassDEP and affixing the decal to the Asbestos Notification Form ANF-001 before submitting it or 2) by sending a check with the their notification to the above Lock Box.

For paper notifications of jobs that are exempt from the fee, an EXEMPT decal must be obtained from MassDEP and affixed to the notification form or ensure that Question 3 in Section A asking if the project is fee exempt is marked as "Yes".

Fee decals may only be purchased in person at the reception area on the second floor of MassDEP's office at One Winter Street, Boston. For fee-exempt asbestos abatement jobs, EXEMPT notification decals may be picked up (free of charge) at the reception area of MassDEP's office at One Winter Street, Boston or at any MassDEP regional office. Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

For decals requiring a payment, payment must be in the form of a check or money order made payable to "Commonwealth of Massachusetts." Cash and credit cards cannot be accepted.

Each notification decal contains a unique number that indicates that the fee has been paid.

8. Is the asbestos notification fee refundable?

No. In the event that an asbestos notification is withdrawn, the notification fee will not be refunded. For paper filers, decal fees may be refunded if the original purchaser returns unused and intact decals.

Contact MassDEP's Revenue Office at the MassDEP Boston Office to find out how to obtain a refund. Lost decals are not eligible for a refund.



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9. What is a “Blanket Permit Project Approval”?

MassDEP approves two types of Asbestos Blanket Notifications:

- An “Incidental Maintenance Blanket Notification” is designed for facilities that contain significant amounts of asbestos-containing material and routinely encounter situations where asbestos must be abated immediately without being able to wait for the 10-working day advance notification period.
- A “Large Scale Asbestos Abatement Project” is designed for planned abatement projects that involve the removal of significant quantities of asbestos-containing material over an extended period of time, and can provide more flexibility in scheduling and sequencing of the work.

Applications for these approvals must be submitted on a hard copy paper form of the BWP AQ-05, which is available at: <http://www.mass.gov/eea/agencies/massdep/service/approvals/bwp-aq-05.html>. MassDEP reviews these applications on a case-by-case basis, and issues Approval Identification Numbers to approved projects. If you are filing an ANF-001 for work that will be done under a Blanket Permit Project Approval, you will need to type in the Approval Identification Number in the ANF-001 Pre-form. This will automatically fill in Question 4 of the ANF-001 form. If your asbestos abatement project is not being done under a Blanket Approval, you can leave this question blank.

10. What is a “Non-Traditional Asbestos Abatement Work Practice Approval”?

Both MassDEP and DLS issue case-by-case approvals for deviations from the prescribed work practices in their regulations to address situations in which the traditional practices cannot be safely implemented or are significantly impractical (e.g., emergencies involving structurally unsound buildings, fire-damaged structures, and some non-emergency situations such as abatements in areas in close proximity to high voltage electrical conveyance equipment and bulk loading of asbestos-contaminated debris). On June 20, 2014, MassDEP promulgated updates to the asbestos regulations, which include “Non-Traditional Asbestos Abatement Work Practice Approvals”. If you have obtained approval from MassDEP for a Non-Traditional Asbestos Abatement Work Practice and are filing an ANF-001 under that approval, please enter the approval number in the ANF-001 Pre-form. This will automatically fill in Question 4 of the ANF-001 form. If your asbestos abatement project is not being done under an Non-Traditional Asbestos Abatement Work Practice Approval, you can leave this question blank.

11. Where can I find DLS License and Certification Numbers for my asbestos contractor, on-site supervisor/foreman, project monitor, and asbestos analytical lab?

These DLS License and Certification numbers need to be typed into your answers to Questions 6-9 in Section A of the ANF-001. Your Asbestos Contractor (who must be identified in your answer to Question 6 in Section A) should supply this information to you. DLS publishes lists of licensed asbestos contractors and Asbestos Analytical Service Providers/Labs at: <http://www.mass.gov/lwd/labor-standards/asbestos-program/license-lists/> (please note that these lists are updated approximately every month and may not contain recently issued license or certification numbers, and also may not reflect recent renewals of licenses and certifications). If you are completing this form on-line and get an error message after you click “Error Check & Next” at the end of the form that says “License # is not recognized”, please check to make sure you typed the number correctly. If you still get this pop-up box, contact email baw.edep@state.ma.us or call the Asbestos Hotline at 617-292-5766.



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12. What are the MassDEP's and DLS's timelines for reviewing notifications?

After the Asbestos Notification Form ANF-001 is received by MassDEP and DLS the form will be reviewed by both agencies. **The notifier will be contacted only when the submitted notification form is found to be deficient.** Where either MassDEP or DLS informs the notifier of deficiencies in the notification form, the notifier may not proceed with the asbestos work for which notification was made and will have 30 calendar days from the date of being informed of the deficiencies in which to respond. Where the notifier responds to the deficiencies in the original notification form within the 30-day period, a second administrative/technical completeness review may be conducted by either agency within the respective 10 working day notification period. The result of the second review will be:

- a determination that the notification is administratively and technically complete, or
- an order to not proceed with the job.

The notifier will be contacted only in the case in which an order is issued to not proceed with the job. Should the notifier wish to pursue asbestos removal on the same site after a stop order has been issued, a new Asbestos Notification Form ANF-001 and new notification fee for the job must be submitted to MassDEP.

13. When can I start work?

Work cannot begin until the 10 working days waiting period specified by MassDEP's regulation has elapsed. Because the 10 working days waiting period specified by MassDEP's regulation is longer than the 10 calendar days waiting period specified by DLS's regulation, satisfying the MassDEP waiting period requirement also satisfies the DLS waiting period requirement. The MassDEP waiting period counts only working days. Working days do not include Saturdays, Sundays or holidays.

When completing the ANF-001 it is important to identify the date on which you plan to start the asbestos removal project. The ANF-001 must be submitted to MassDEP at least 10 working days in advance of the start date. Starting an asbestos abatement project before the end of the 10-working day waiting period is a violation of the asbestos regulations and may result in enforcement action, including a civil administrative penalty.

If you cannot wait 10 working days before starting an asbestos project, you must obtain an emergency waiver of the 10-day notification requirement from MassDEP and DLS before starting work (see Question #16 below). If you file electronically through eDEP, your 10-working day waiting period will start when you submit your form, and you will receive an automatic notification that the submittal was made.

If you file a paper notification form, your 10-working day waiting period starts on the day on which the submittal was postmarked or the day on which it was hand-delivered to MassDEP (by you or by a delivery service). MassDEP's eDEP system automatically uploads each electronic notification to an "Asbestos Project Lookup" at <http://public.dep.state.ma.us/Asbestos/asbestos.aspx>, which is refreshed every 15 minutes. MassDEP enters data from complete ANFs submitted in paper form into the electronic system. Paper filers can check this web page to see if their form has been accepted by MassDEP and the job can start on the date indicated on the notification form. Please note that the data system assigns a unique Notification Identification Number to each form that MassDEP enters. This Identification Number is different from the number on the decal that you affixed to your paper form. When you use the Asbestos Project Lookup to check the status of your paper notification, please search for it based on the project's municipality and street address, not on the number on the decal you attached to the ANF-001.

Please note that you must start work on the "start date" you indicate on the ANF-001. If you are not going to start on that date, you must revise your notification prior to the original start date indicated.



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14. Can I revise my Asbestos Notification Form?

Yes. **If you plan to change the original start date or completion date indicated in the ANF-001 you have filed, you MUST file a notification revision.** You must ensure that your notification revision is received by MassDEP at least one working day prior to the original start date or completion date being changed. **Failure to revise your notification if your start date or completion date changes is a violation of MassDEP's asbestos regulations and may result in enforcement actions, including a civil administrative penalty.**

You can revise your notification form in two ways:

- a. File the notification revision online via eDEP (you can do this even if the original notification was a paper copy).
- b. For paper filers, on a copy of the original notification form, write "REVISION" under the notification fee decal, and on the form indicate the revisions being made to the original notification. Submit the revised form by doing BOTH of the following:
 - Fax the revised form to the appropriate **MassDEP regional office** (see Contacting MassDEP at the end of this document for fax numbers). **DO NOT fax the revision to the Boston Asbestos Program;** and
 - Mail a hard copy of the revised form to Commonwealth of Massachusetts, Asbestos Program, Lock Box 4062, Boston, MA 02112. If the project is not fee-exempt, include a check for \$35 made payable to "Commonwealth of Massachusetts".

If you are revising your ANF-001 Form to correct deficiencies that MassDEP has identified, please note that your corrected form must be received by MassDEP no later than 30 days after you were notified of the deficiencies. If you want to submit a corrected form more than 30 days after you were notified of deficiencies, you will need to submit a new ANF-001 form and either pay the fee electronically or affix a new decal to your revised (paper) form.

Note: Some project changes cannot be made using this revision procedure and require the submission of a new notification and fee. See Question #15 below.

15. What project changes require a new asbestos notification and new notification fee?

A new Asbestos Notification Form and payment of a new notification fee is required when any amount of asbestos-containing material **above** the estimate on the original notification form is planned, and when there is a change in location from that indicated on the original notification form. New notification is also required when an asbestos removal project is postponed more than 30 days from the start date or end date appearing on the original notification form. Finally, a separate notification is required when asbestos removals are scheduled for a single facility but are separated by more than 1 week (e.g., phased implementation with more than 1 week in between phases).

16. What if I need an emergency waiver from the 10 working days notification requirement?

Both MassDEP and DLS may provide authorization for an emergency waiver of the 10 working days notification requirement. To obtain an emergency waiver, you will need to contact both agencies so they can determine whether an emergency waiver is warranted. Where deemed appropriate, an emergency waiver number will be issued by each agency.



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Emergency waivers from MassDEP: call the regional office that covers the municipality in which the asbestos abatement project is located (See contact information at the end of this Permit Fact Sheet).

DLS Asbestos Abatement Entity Emergency Work Waiver: Asbestos contractors can request a waiver of the DLS requirement for a 10 day notification period for EMERGENCY PROJECTS by filling out the online request form located on the DLS home page at <http://www.mass.gov/lwd/labor-standards/> or click directly on <http://ewr.detma.org/>. All requests must be submitted no later than within one working day after the project start date. Fill in all required information and click on SUBMIT. You will instantly receive a confirmation number, followed by an email which contains a printable version of the form. If you have any questions when filing the DLS online request form, please consult the following DLS office schedule to speak with an inspector:

Day	DLS Office	Telephone Number
Monday	Boston	(617) 626-6960
Tuesday	Springfield	(413) 781-2676
Wednesday	Haverhill	(978) 372-9797
Thursday	New Bedford	(508) 984-7718
Friday	Westborough	(508) 616-0461

If both MassDEP and DLS grant an emergency waiver, the contractor or other entity may proceed with the work, once an ANF-001 and fee have been submitted for the specific project (as described in Question #'s 5 and 6) within one working day of beginning the asbestos removal job for which the emergency waiver was granted. When completing the ANF-001, please supply the waiver numbers given by each agency in Section A, Part 14 of the Form. Failure to file the notification with fee payment in a timely manner may result in enforcement actions.

17. How long does an asbestos notification remain in effect?

An asbestos notification remains in effect only until the job completion date specified in the Asbestos Notification Form ANF-001 or in a revised ANF-001 as described in Question #14.

18. Do I have to notify other governmental agencies?

You may be required to notify the city or town in which the asbestos abatement project is located. Contact local officials (Board of Health and/or Building Department) to ask what notification they require for asbestos removal. Submitting a complete ANF-001 satisfies notification requirements for state and federal agencies. MassDEP has been delegated by the U.S. Environmental Protection Agency (EPA) to receive notifications required under Federal regulations (NESHAP, 40 CFR Subpart M). Submission of the ANF-001 to MassDEP satisfies EPA asbestos removal notification requirements.

19. What can I do to avoid the most common mistakes in submitting an asbestos notification?

- a. Fill in **all** information required on the Asbestos Notification Form ANF-001 accurately and completely. The notification must be completed and signed by an authorized person. Filing the ANF-001 online via eDEP helps avoid common mistakes. Electronic filers can see all of the Construction/Demolition Notification Forms they have submitted on-line by clicking on the "My DEP" tab in the upper left corner of your log-in screen.
- b. For paper filers, make sure you attach the appropriate notification fee decal in the upper right hand corner of the Asbestos Notification Form ANF-001.



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- c. Electronic filers can see all of the Construction/Demolition Notification Forms they have submitted on-line by clicking on the "My DEP" tab in the upper left corner of your log-in screen. For paper filers, make sure you make a copy of the ANF-001 with the notification fee decal affixed to retain for your records or in the event that a revision must be submitted to MassDEP and DLS.
- d. If you have any questions completing the form, call either MassDEP or DLS (see contact information at the end of this Permit Fact Sheet).

20. Where can I get copies of the regulations that apply to the Commonwealth's asbestos program?

These regulations include, but are not limited to:

- a. MassDEP:
 - Asbestos Regulations, 310 CMR 7.00, including 7.09 and 7.15.
 - Asbestos Disposal Regulations, 310 CMR 19.06.1
 - Massachusetts Contingency Plan waste site cleanup regulations, 310 CMR 40.0000.
 - Timely Action and Fee Provisions, 310 CMR 4.00.
 - Administrative Penalties Regulations, 310 CMR 5.00.
- b. DLS:
 - Asbestos Regulations, 453 CMR 6.00.

MassDEP's regulations are available on MassDEP's website at <http://www.mass.gov/eea/agencies/massdep/service/regulations/>. DLS's regulations are available at DLS's web site: <http://www.mass.gov/lwd/labor-standards/asbestos-program/>. Official copies of MassDEP's and DLS's regulations may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
(617) 727-2834

State House West Bookstore
436 Dwight Street
Springfield, MA 01103
(413) 784-1376



Massachusetts Department of Environmental Protection
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Contact List

Contacting the Department of Labor Standards (DLS)

Information, Licenses, Notifications, Complaints.....(617) 626-6960
 Investigations & Enforcement.....(617) 626-6961
 Offices
 Boston.....(617) 626-6960
 Haverhill.....(978) 372-9797
 New Bedford.....(508) 984-7718
 Springfield.....(413) 781-2676
 Westborough.....(508) 616-0461

DLS web site: <http://www.mass.gov/lwd/labor-standards/asbestos-program/>

Contacting the Department of Environmental Protection (MassDEP)

For questions about how to complete the ANF-001 or how to comply with MassDEP’s requirements for asbestos removal, please contact an asbestos inspector in the MassDEP regional office that covers the municipality where the asbestos work will be performed. The asbestos inspectors are the best source of information about any technical aspects of MassDEP’s requirements for asbestos removal.

MassDEP Central Regional Office (includes Worcester)**(508) 792-7650**
 Fax (508) 792-7621
 MassDEP Northeast Regional Office (includes Greater Boston)**(978) 694-3200**
 Fax (978) 694-3499
 MassDEP Southeast Regional Office (includes Cape and Islands).....**(508) 946-2700**
 Fax (508) 947-6557
Emergency Waiver Line (508) 946-2882
 MassDEP Western Regional Office (includes Springfield)**(413) 784-1100**
 Fax (413) 784-1149

Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

Asbestos Notification Online eDEP Filing: If you have not already done so, register online with eDEP at <https://edep.dep.mass.gov/DEPLogin.aspx>. Select “New User” and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away.

MassDEP Asbestos Program Web Page:

<http://www.mass.gov/eea/agencies/massdep/air/programs/asbestos.html>

This Web Page has links to all MassDEP asbestos related documents including regulations, policies, guidance, and notification forms. To access notification forms that will be filed as paper copies, click on “Notification Forms” and download the Asbestos Notification Form ANF-001 and Instructions. The ANF-001 is listed under “BWP AQ 04.” The ANF-001 and Instructions are available as 2 Microsoft Word Documents or in a single document in Adobe Portable Document Format (PDF). The Microsoft Word version of the ANF-001 can be completed electronically on a computer and printed out and submitted to MassDEP as a paper copy.

MassDEP Service Centers:

The Asbestos Notification Form ANF-001 and Instructions for completing the form can be obtained from any of the MassDEP Regional Service Centers. Call, write, email or visit any of these offices and request the Asbestos Abatement Notification Package. Please call ahead before visiting an office to obtain the notification materials to check on office hours and to make sure the materials are in stock.

Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>