

7. Notice to Proceed for Dismantling of Asbestos

DAO 2000-02 (Chemical Control Order for Asbestos) requires that the EMB must be notified prior to the dismantling of asbestos containing materials (ACMs). The Notice to Proceed is issued by the EMB Regional Office.

Office or Division:	EMB Regional Office - Clearance and Permitting Division	
Classification:	Complex	
Type of Transaction:	G2B - Government to Business	
Who May Avail:	Hazardous Waste Generators, Transporters and TSD Facilities	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>1. Letter of Intention (Notice to Dismantle Asbestos) containing the following information:</p> <ul style="list-style-type: none"> a) Name, address, and telephone number of: <ul style="list-style-type: none"> -Premises owner; -Premises operator; -Renovation, removal or demolition contractor; and b) Location of the premises to be demolished or renovated. c) The transporter and the disposal facility to be used for the removed, renovated or demolished material. d) Estimated quantity of asbestos-containing materials e) Schedule of start and completion date for the removal, demolition, or renovation activity. f) Description of the planned work to be performed and methods to be employed, including any controls and measures to be used to comply with this Order. 	Prepared by applicant	



2. Photographs of the Asbestos-Containing Materials		Prepared by applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	<p>1. Screen completeness of submitted requirements.</p> <p>If complete, instruct the applicant to proceed to the Records Unit for receiving of the documents.</p> <p><i>**If incomplete, inform the applicant of the deficiency.</i></p>	None	10 minutes	Evaluator/ Section Chief
2. Submit documents to the Records Unit.	2.1. Receive the documents and enter application in the Tracking System	None	10 minutes	Records Unit
	2.2. Route the documents to CHWMS-CPD	None	1 hour	Records Unit
	2.3. Evaluate the application and prepare Notice to Proceed (NTP); and forward application to the Division Chief for recommendation.	None	3 days	Evaluator/ Section Chief
	2.4. Review documents and recommend approval to the Regional Director	None	2 days	Division Chief
	2.5. Approve the NTP	None	2 days	Regional Director



	2.6. Forward NTP to CPD for scanning	None	2 hours	ORD Staff
	2.7. Scan the approved NTP and forward application to Records Unit for mailing.	None	1 hour	CHWMS Staff
	2.8. Mail the NTP to the applicant.	None	1 hour	Records Unit
3. Receive copy of the Notice to Proceed.				
TOTAL:		None	7 working days	