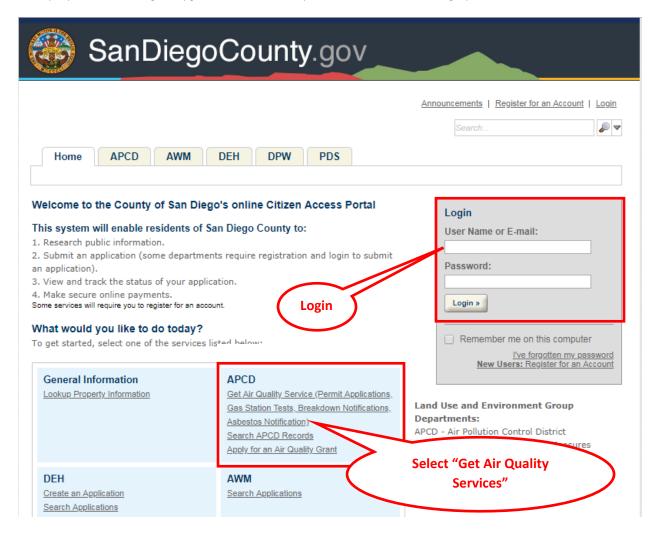
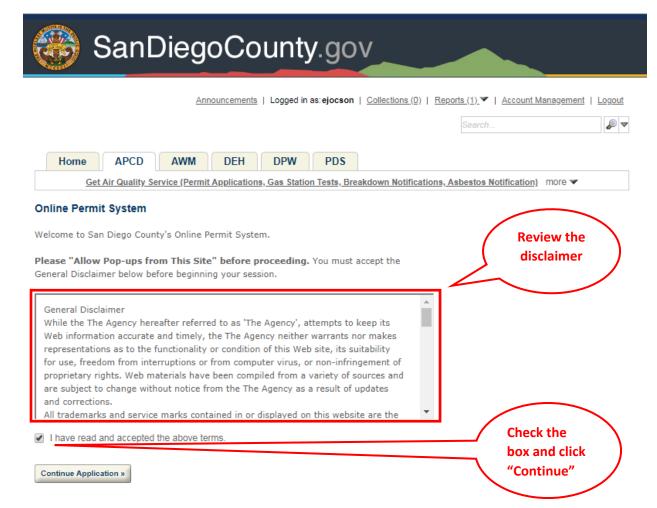
For additional questions or clarifications contact apcdcomp@sdapcd.org or directly at 858-586-2650

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password the click "Login". If you do not have an ACA account please click https://publicservices.sandiegocounty.gov/CitizenAccess/Default.aspx for more information on how to sign up.

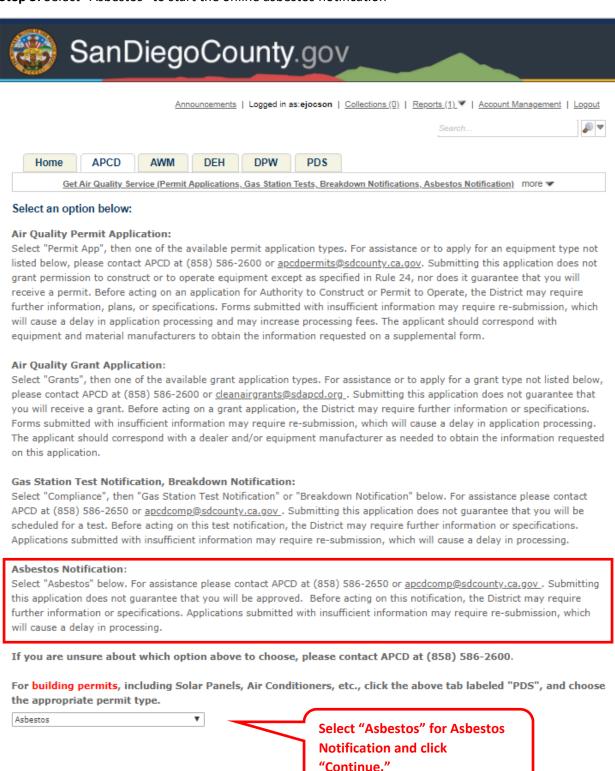


Step 2: Disclaimer

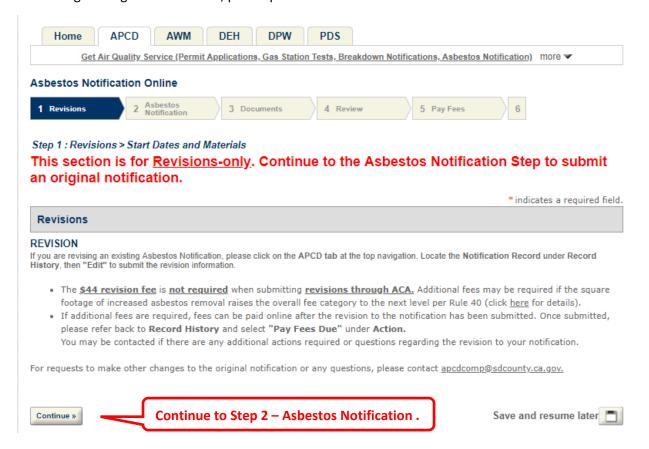


Continue »

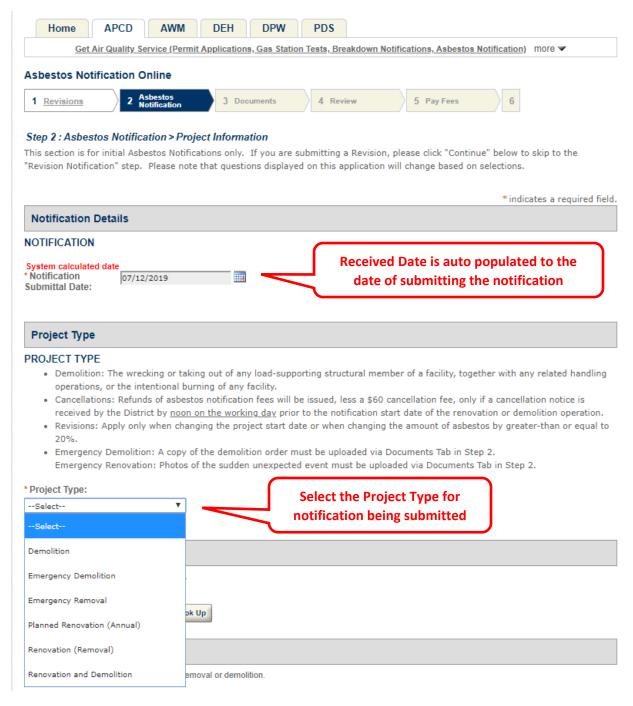
Step 3: Select "Asbestos" to start the online asbestos notification



Step 4: The start of the notification defaults to **Step 1 – Revision** This section is for Revisions only. When submitting an Original notification, please proceed to "Continue".



Section 2 – Asbestos Notification – Select Project Type and enter all information that pertains to the asbestos notification.

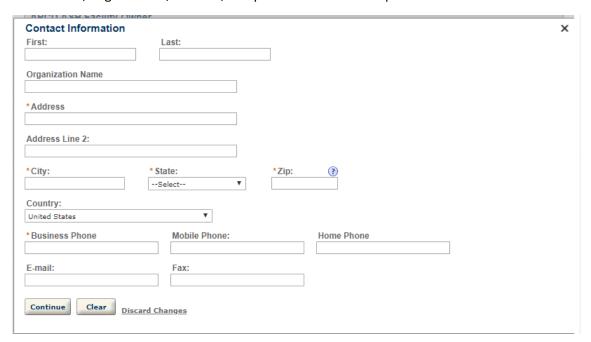


More information can be found on our website: www.sdapcd.org for Rule 1206.

Step 5: Enter the Facility Address for project site regarding the Asbestos Notification.



Enter Name, Organization, Address, and phone number are required fields for Contact Information.



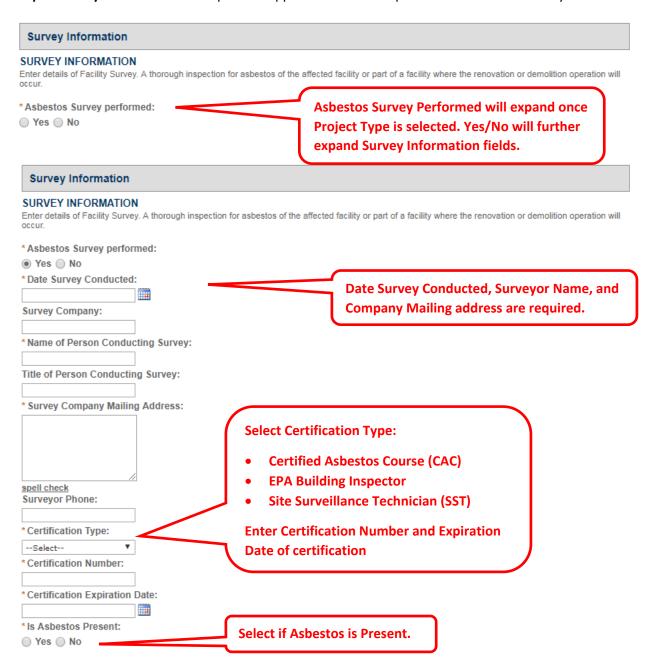
Please "Select From Account" or "Add New". Contacts can be saved on ACA User Account for later use:



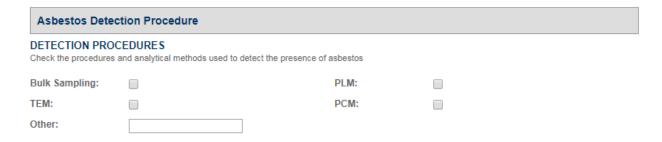
Step 6: Facility Information – Enter the building details of the facility where the project is taking place.



Step 7: Survey Information – Complete all applicable fields that pertains for Asbestos Survey.



Select the Asbestos Detection Procedures that was performed during the Asbestos Survey.



Step 8: Enter Asbestos Removal Operations if removal of asbestos is to be performed for project.

Asbestos Removal Operations

ASBESTOS REMOVAL OPERATIONS

Notification forms shall be submitted no later than 10 working days prior to the start of the renovation operation. Work may begin on the eleventh day after 10 working days have passed from the effective date of the notification.

- <u>Postponed Start Date</u>. A delay in the start date of any renovation shall be reported to the District <u>apcdcomp@sdcounty.ca.gov</u> by a revised written notification as soon as the information becomes available and before the original start date.
- <u>Planned Renovation-Annual Notification</u>: Notifications shall be submitted by December 17 of the year preceding the calendar
 year for which notice is being given for planned renovation activities. The start date must be (January 1st) and the end date
 (December 31st) of the same calendar year for which notice is being given.
- <u>Emergency Removal</u>: Notifications shall be submitted and approved by the District prior to the close of business of the next
 working day after the start of any emergency renovation.



ASBESTOS REMOVAL OPERATIONS

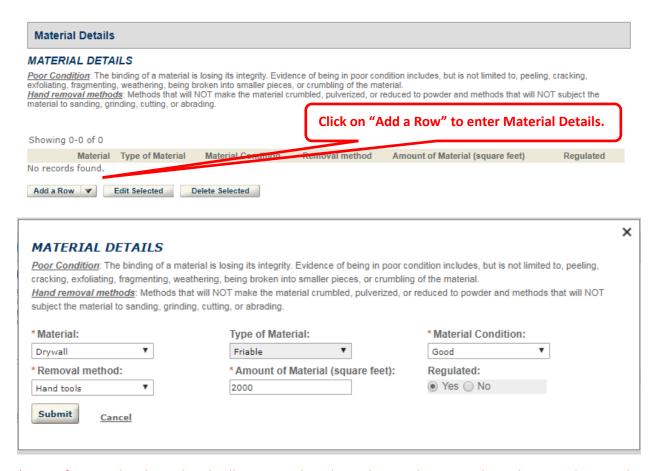
Notification forms shall be submitted no later than 10 working days prior to the start of the renovation operation. Work may begin on the eleventh day after 10 working days have passed from the effective date of the notification.

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 (December 31st) of the same calendar year for which notice is being given.
- <u>Emergency Removal</u>: Notifications shall be submitted and approved by the District prior to the close of business of the next
 working day after the start of any emergency renovation.



More information can be found on our website: www.sdapcd.org for Rule 1206.

Enter Asbestos Material Details



*Type of Material and Regulated will auto populate depending on the material, condition, and removal method that is selected. Click on "Submit" to add additional material details.

Material Details MATERIAL DETAILS <u>Poor Condition</u>: The binding of a material is losing its integrity. Evidence of being in poor condition includes, but is not limited to, peeling, cracking, exfoliating, fragmenting, weathering, being broken into smaller pieces, or crumbling of the material. Hand removal methods: Methods that will NOT make the material crumbled, pulverized, or reduced to powder and methods that will NOT subject the material to sanding, grinding, cutting, or abrading Showing 1-1 of 1 Material Type of Material **Material Condition** Amount of Material (square feet) Removal method Regulated Drywall Friable Good Hand tools 2000 Yes Actions ~ Add a Row Edit Selected Delete Selected Action allows you to edit or delete the row. You can also check the box on the left side of the row then select the Edit or Delete buttons.

Regulated Asbestos-Containing Material

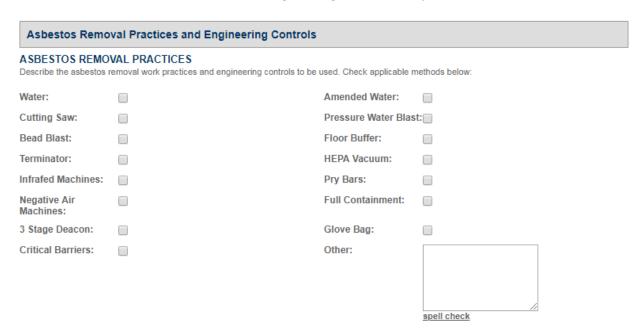
ASBESTOS AMOUNT TO BE REMOVED

For each asbestos demolition or renovation notification subject to <u>Rule 1206</u> Asbestos Removal, Renovation, and Demolition, the owner or operator shall pay the applicable fees. For projects where one notification is submitted for both renovation and demolition operations, the owner or operator shall pay both applicable renovation and demolition fees. Fees are due at the time a notification is submitted. Notifications or revisions thereof will not be considered received unless accompanied with the required fees. If you have any questions please contact the District at 858-586-2650 or <u>apcdcomp@sdcounty.ca.gov</u>

The number that is entered under Total RACM is the total amount of asbestos that is regulated (from table above). The number that is entered here is what is used to calculate your fees for this notification.



Select the Asbestos Removal Practices and Engineering Controls that pertain to the removal of Asbestos



More information regarding work practices during the removal of asbestos can be found on our website: www.sdapcd.org for Rule 1206.

Demolition Operations

Step 9: Demolition Operations – When selecting "Yes" Demolition Operations Start and End date appear. Please enter dates according to the project and complete all applicable fields.

DEMOLITION OPERATIONS Notification forms shall be submitted no later than 10 working days prior to the start of the demolition operation. Work may begin on the eleventh day after 10 working days have passed from the effective date of the notification Postponed Start Date. A delay in the start date of any demolition shall be reported to the District apodcomp@sdcounty.ca.gov by a revised written notification as soon as the information becomes available and before the original start date. · Emergency Demolition: Notifications shall be submitted and approved by the District prior to the close of business of the next working day after the start of any emergency renovation or emergency demolition. *Will any load supporting structural members be demolished?: Select Yes will further expand fields pertaining to Yes No **Demolition Operations Demolition Operations** DEMOLITION OPERATIONS Notification forms shall be submitted no later than 10 working days prior to the start of the demolition operation. Work may begin on the eleventh day after 10 working days have passed from the effective date of the notification · Postponed Start Date. A delay in the start date of any demolition shall be reported to the District apcdcomp@sdcounty.ca.gov by a revised written notification as soon as the information becomes available and before the original start date. <u>Emergency Demolition</u>: Notifications shall be submitted and approved by the District prior to the close of business of the next working day after the start of any emergency renovation or emergency demolition. * Will any load supporting structural members be demolished?: Yes No Demolition Operation Start Date: *Demolition Operation Start Date cannot be blank or before current date 11/19/2018; **Demolition Operation End Date: Enter the Start and End dates for Asbestos** -Removal. Keep in mind of the required dates Will RACM remain in building during demolition?: (?) pertaining to Rule 1206. Information is also Yes No provided under the section header. Was all RACM previously removed?: (?) Yes No Demolition with Category I materials: Yes No Demolition with Category II materials: Yes No Demolition with Category I materials: Category I asbestos is required to be removed prior to a demolition if in poor condition or will be subjected to sanding, grinding, cutting, or abrading during the demolition. Demolition with Carrenty II materials: Category II asbestos is required to be removed prior to a demolition if in poor condition or if left in place ring the demolition or if will become crumbled, pulverized, or reduced to powder during the demolition. YesNo Answering "Yes" to Category I or II List Category I or Category II materials: materials will expand Text Box to list materials. spell check

More information regarding the demolition notifications can be found on our website: www.sdapcd.org for Rule 1206.

Select the Demolition Work Practices and Engineering Controls pertaining to the Demolition Operation

Demolition Work Practices and Engineering Controls DEMOLITION WORK PRACTICES Describe the demolition work practices and engineering controls to be used. Check applicable methods below:					
Shovels:		Backhoes:			
Bulldozer:		Explosion/Implosion	: 🔲		
Intentional Burning:		Skid Loaders/Bobcats/Top Loaders:			
Cranes (wrecking ball, clamshell, bucket):		Other:			
			spell check		

Step 10: Contingency Plans - Select all that apply.

Contingency Plan					
CONTINGENCY PLANS Describe actions to be followed if unexpected asbestos is found during demolition/abatement or it nonfriable asbestos material becomes crumble, pulverized or reduced to powder.					
*Contingency Plans:	○ Yes ○ No	Stop Work:			
Secure Area:		Stabilize:			
Post Signs:		Isolate Area:			
Survey:		Notify Asbestos Abatement Contractor:			
Other Action:	spell check				

Step 11: Enter Contact Information that apply to the Asbestos notification:

Asbestos Removal Notifications require the following contacts:

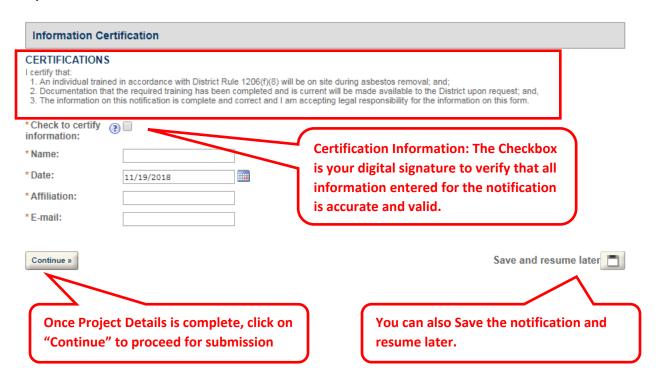
- Removal Contractor
- Asbestos Landfill
- Asbestos Transporter

Demolition Notifications with no RACM require the following contacts:

- Demolition Contractor
- Non-Asbestos Landfill
- Non-Asbestos Transporter

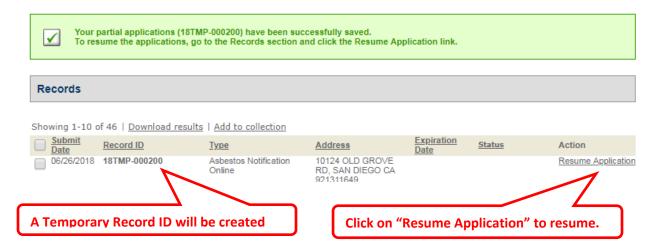
APCD ASB Rem Contractor			
Enter Renovation/Removal Contractor Information			
Select from Account			
APCD ASB Demo Contractor			
Enter Demolition Contractor information			
Select from Account			
APCD ASB Landfill			
Enter information for landfill where asbestos containing materials will be deposited.			
Select from Account			
APCD ASB Landfill Non-Asbestos			
Enter information for landfill where non-asbestos containing materials will be deposited.			
Select from Account Look Up			
APCD ASB Transporter			
Enter information for company transporting asbestos containing waste materials.			
Select from Account Look Up			
APCD ASB Transporter Non-Asbestos			
Enter information for company transporting non-asbestos containing waste materials.			
Select from Account Add New Look Up			

Step 12: Information Certification confirmation:

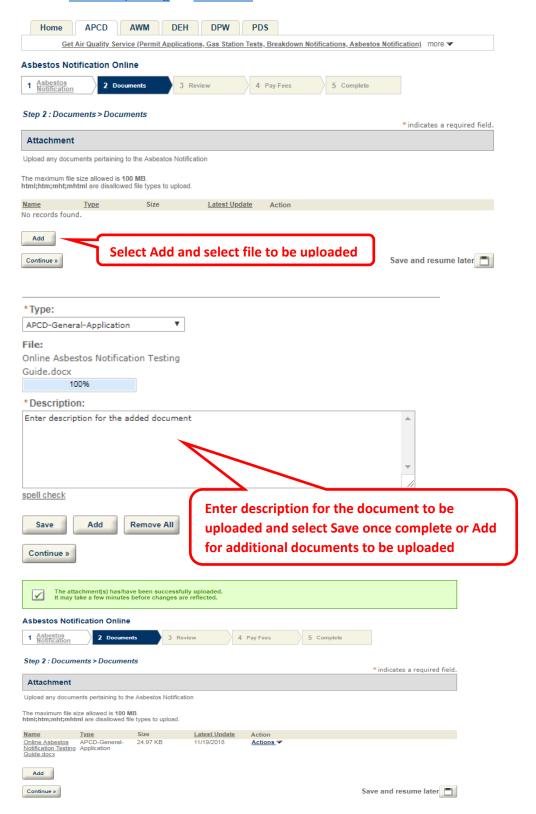


More information regarding the asbestos notifications can be found on our website: www.sdapcd.org for Rule 1206.

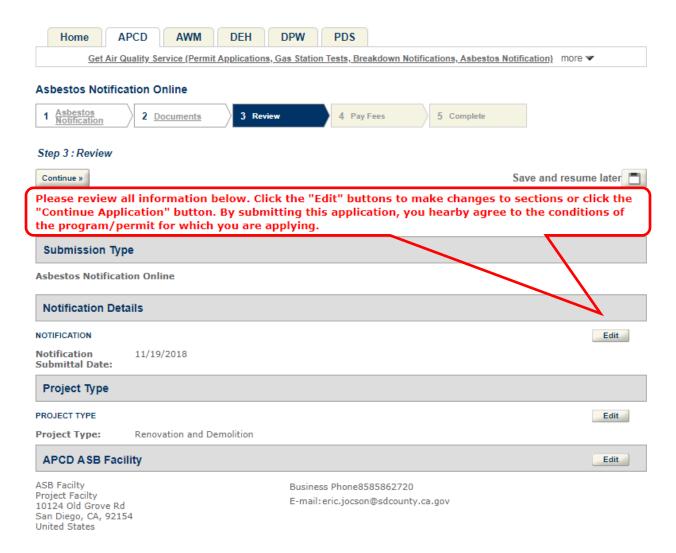
Save and resume later will create a temporary Record ID that can be found under the "APCD" tab under the ACA User Account at the top navigation.



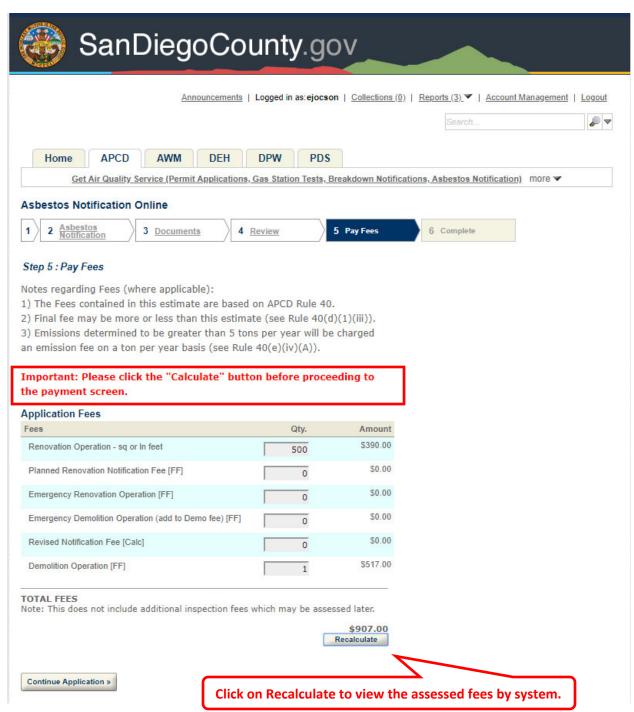
Step 13: Section 3: Documents - Upload any documents required for the Asbestos Notification and the selected Project Type. More information regarding the asbestos notifications can be found on our website: www.sdapcd.org for Rule 1206.



Step 14: Section 4(can be Section 3 if new notification-I suggest dropping the number and just leaving as Section-Review) - Review:



Step 15: Section 5 (same as step 14): Pay Fees



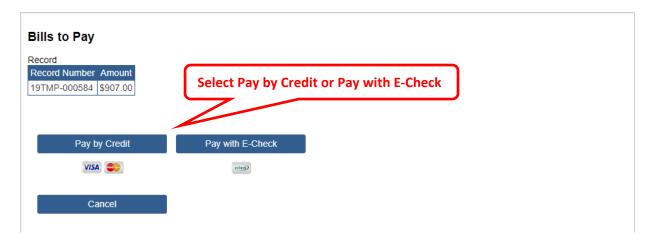
Click on **Continue** to submit payment information.

You will be redirected to our third-party payment process Heartland Billing Services

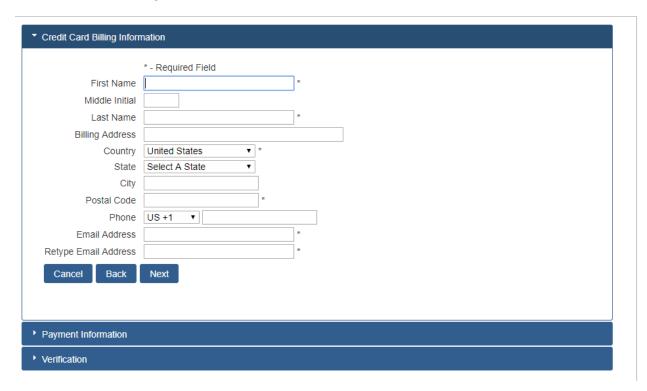


County of San Diego Air Pollution Control District

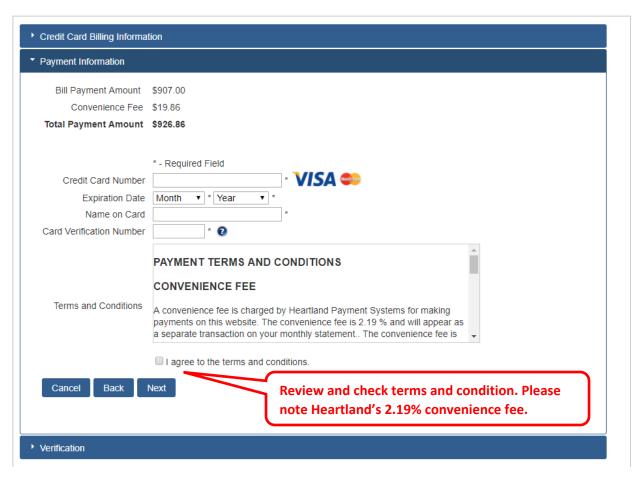
Bill Pay SiteThis site is a redirect from the County of San Diego Accela Citizen Access (ACA) page for the purpose of accepting payments on County of San Diego APCD records



Enter Credit Card Billing Information:



Enter Payment Information



Verification – verify that all billing and payment information is correct before Submit Payment.

- Credit Card Billing Information
- Payment Information
- Verification

Record

Record Number Amount

19TMP-000584 \$907.00

Merchant Name Perspecta COSD APCD

First Name John

Middle Initial

Last Name Doe

Payor Address 10124 Old Grove Rd

City San Diego

Country United States

State

Postal Code 92131

Phone US +1 8585862600

Email Address apcdit.lueg@sdcounty.ca.gov

Bill Payment Amount \$907.00

Conv. Fee \$19.86

Total Payment Amount \$926.86

Credit Card Number xxxxxxxxxxxxx0016

Expiration Date xx / xxxx

Name on Card Visa

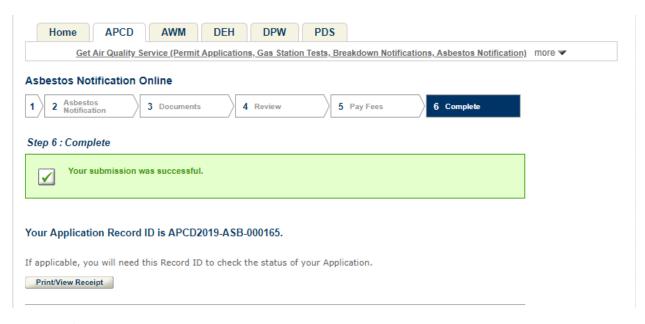
Card Verification Number xxx

Cancel

Back

Submit Payment

Once payment is submitted successfully, webpage will return to Accela Citizens Access for submission confirmation



Email confirmation:

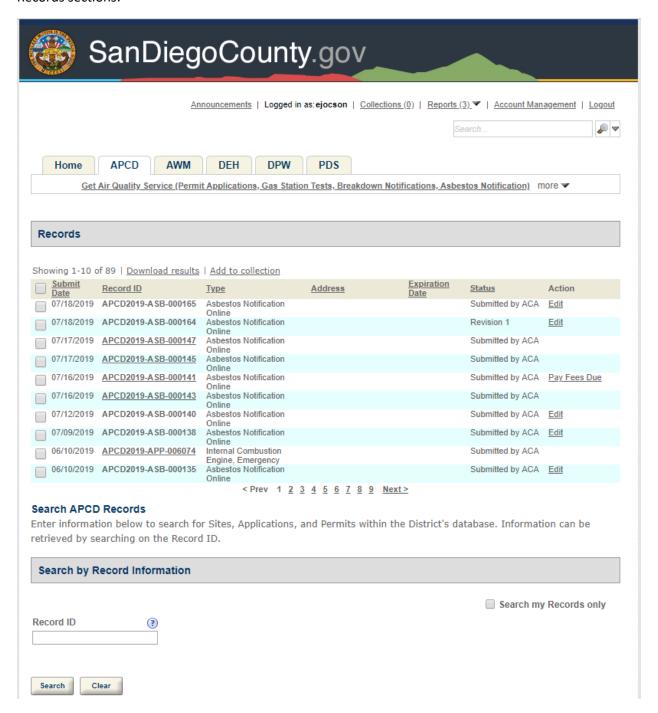
Note - A Contractor Notification report will be attached to the confirmation email



Please be advised that notifications with inaccurate or missing information are invalid and will be rejected. If you have any questions please contact the District at 858-586-2650 or app-dcounty.ca.gov.

Reviewing Asbestos Notifications (Record ID)

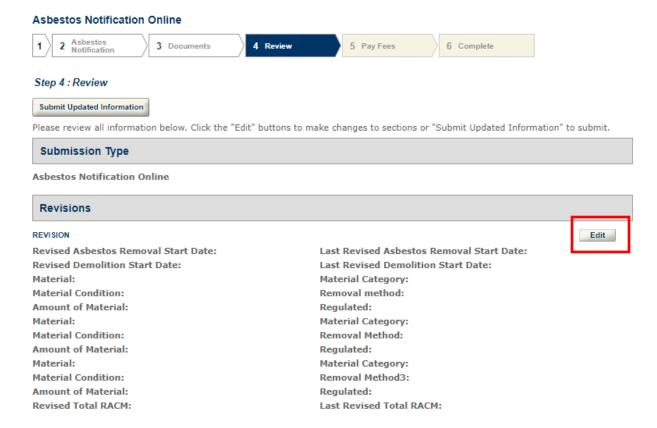
Navigate to the "APCD" tab on ACA to see Record History. You will see the list of records under the Records sections:



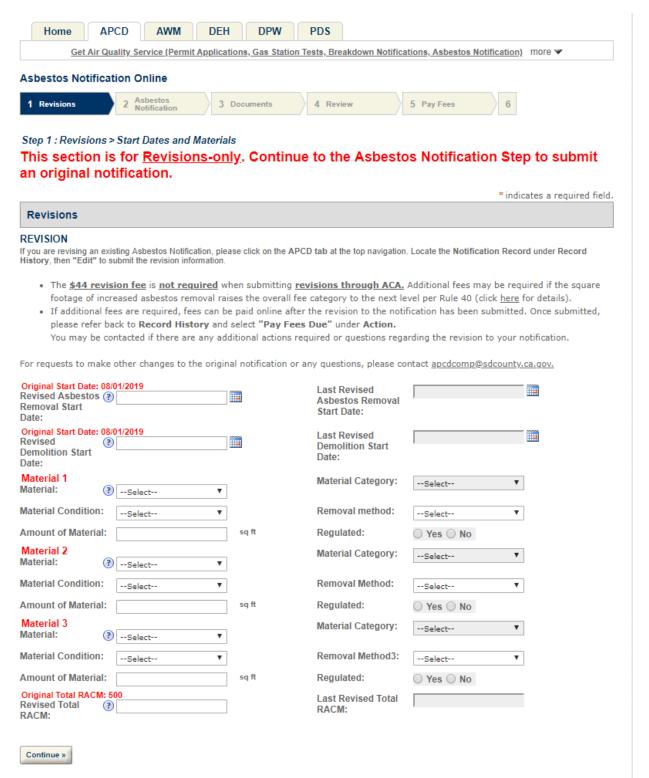
Submitting Revisions:



The Edit will navigate to **Section 4 – Review** to view the details of the notification. Click on "Edit" under the Revision section to submit details of the revised notification.



Webpage will navigate back to **Step 1 – Revision.** Enter details of revision to the notification



More information for Revisions and Fees can be found on our website: www.sdapcd.org for Rule 1206.

There are three main sections for Revisions:

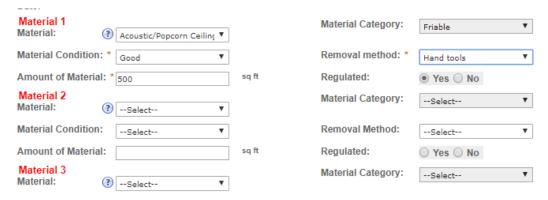
1. Revised Asbestos Removal Date and Revised Start Dates

- Start Dates from the Original Notification will appear in RED.
- If there were previous revision to start dates, then it will appear on the right column.



2. Revised/Added Regulated Asbestos Containing Material.

- o Add up to three materials/RACM.
- Select Material, Condition, and Removal Method.
- Enter the amount of material added (numeric value only).

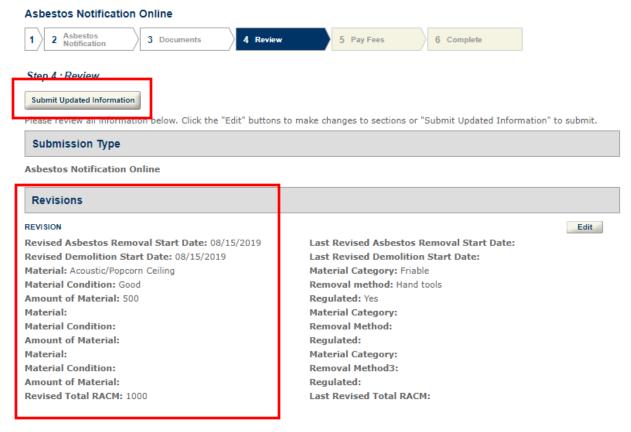


3. Revised Total RACM

- o Revised Total RACM is the new total of RACM to be removed from Project.
- The Total RACM from the Original notification will display in RED.
- If there was a previous revision to Total RACM, then it will appear on the right column.



Review changes made to notification for Revision then "Submit Updated Information"



Successully submitted message will appear:

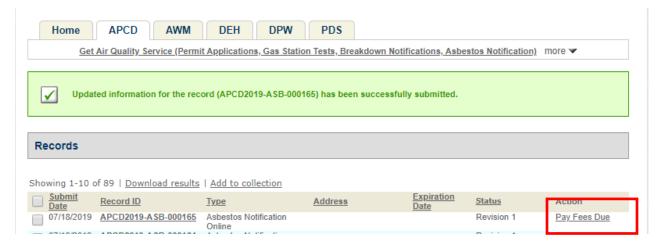


Revision Confirmation Email:

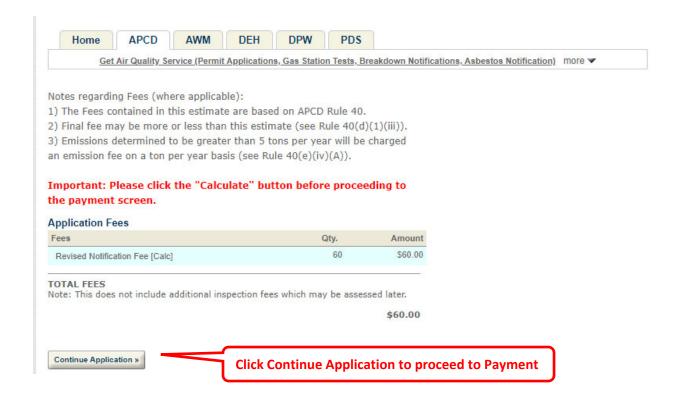
Asbestos Renovation-Demolition Notification Revision Received for APCD2019-ASB-000165



If additional fees are required, fees can be paid online after the revision to the notification has been submitted. Once submitted, please refer to Record History and select "Pay Fees Due" under Action.



Additional Fees are charged if there is difference between fee categories of Asbestos to be removed.



For information for Revisions and Fees can be found on our website: www.sdapcd.org for Rule 1206.

Complete and submit payment information.



County of San Diego Air Pollution Control District **Bill Pay Site**This site is a redirect from the County of San Diego Accela Citizen Access (ACA) page for

the purpose of accepting payments on County of San Diego APCD records

