Submitting Asbestos Notification

How to submit Asbestos Notification and Revisions electronically

Navigate to www.sdapcd.org then under “I WANT TO…” select Asbestos Notification.

The Asbestos Notification link will navigate you to San Diego’s online Citizen Access Portal: https://publicservices.sdcounty.ca.gov/citizenaccess/

Information on Asbestos Removal, Renovation, and Demolition, see Rule 1206 under Rules & Regulations.

Regulation XII – Toxic Air Contaminants

<table>
<thead>
<tr>
<th>Rule Number &amp; Description</th>
<th>Adopted/Last Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 1200</td>
<td>05/29/19</td>
</tr>
<tr>
<td>Rule 1202</td>
<td>07/25/95</td>
</tr>
<tr>
<td>Rule 1203</td>
<td>07/26/00</td>
</tr>
<tr>
<td>Rule 1205</td>
<td>07/20/93</td>
</tr>
<tr>
<td><strong>Rule 1206</strong></td>
<td><strong>11/15/17</strong></td>
</tr>
<tr>
<td>Rule 1210</td>
<td>05/29/19</td>
</tr>
</tbody>
</table>
Submitting Asbestos Notification

For additional questions contact apcdcomp@sdcounty.ca.gov or directly at 858-586-2650

**Step 1:** From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. If you do not have an ACA account please click here for more information on how to sign up.
Submitting Asbestos Notification

Step 2: Disclaimer

Review the disclaimer

Check the box and click “Continue”
Submitting Asbestos Notification

**Step 3:** Select “Asbestos” to start the online asbestos notification

Select “Asbestos” for Asbestos Notification and click “Continue.”
Submitting 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”.

Step 1: Revisions > Start Dates and Materials
This section is for Revisions-only. Continue to the Asbestos Notification Step to submit an original notification.

Continue to Step 2 – Asbestos Notification.
Submitting Asbestos Notification

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.
Submitting Asbestos Notification

**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:
Submitting Asbestos Notification

Step 6: Facility Information – Enter the building details of the facility

<table>
<thead>
<tr>
<th>Facility Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FACILITY INFORMATION</strong></td>
</tr>
<tr>
<td>Building Size:</td>
</tr>
<tr>
<td>Number of Floors:</td>
</tr>
<tr>
<td>Building Age:</td>
</tr>
<tr>
<td>Number of Units:</td>
</tr>
<tr>
<td>Building prior use:</td>
</tr>
<tr>
<td>Present Use:</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Survey Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SURVEY INFORMATION</strong></td>
</tr>
<tr>
<td>Enter details of Facility Survey. A thorough inspection for asbestos of the affected facility or part of a facility where the renovation or demolition operation will occur.</td>
</tr>
<tr>
<td>* Asbestos Survey performed:</td>
</tr>
<tr>
<td>* Date Survey Conducted:</td>
</tr>
<tr>
<td>Survey Company:</td>
</tr>
<tr>
<td>* Name of Person Conducting Survey:</td>
</tr>
<tr>
<td>Title of Person Conducting Survey:</td>
</tr>
<tr>
<td>* Survey Company Mailing Address:</td>
</tr>
<tr>
<td>Select Certification Type:</td>
</tr>
<tr>
<td>• Certified Asbestos Course (CAC)</td>
</tr>
<tr>
<td>• EPA Building Inspector</td>
</tr>
<tr>
<td>• Site Surveillance Technician (SST)</td>
</tr>
<tr>
<td>Enter Certification Number and Expiration date of certification</td>
</tr>
<tr>
<td>* Is Asbestos Present:</td>
</tr>
</tbody>
</table>
Submitting Asbestos Notification

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

<table>
<thead>
<tr>
<th>Asbestos Detection Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETECTION PROCEDURES</td>
</tr>
<tr>
<td>Check the procedures and analytical methods used to detect the presence of asbestos</td>
</tr>
<tr>
<td>Bulk Sampling: ☐ PLM: ☐</td>
</tr>
<tr>
<td>TEM: ☐ PCM: ☐</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

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

More information can be found on our website: [www.sdapcd.org](http://www.sdapcd.org) for Rule 1206.
Submitting Asbestos Notification

Enter Asbestos Material Details

Click on “Add a Row” to enter 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 material details.

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.
Submitting Asbestos Notification

**Regulated Asbestos-Containing Material**

**ASBESTOS AMOUNT TO BE REMOVED**

For each asbestos demolition or renovation notification subject to Rule 1206 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 858-585-2550 or ascdcomp@sdcournty.ca.gov.

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.

Total RACM: *

Enter the explanation of why the Total RACM amount is lower than the total regulated material listed in the asbestos ‘Material Details’ table above:

Enter the total amount of Regulated Asbestos-Containing Material from the Material Details. Enter numerical value only.

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

**Asbestos Removal Practices and Engineering Controls**

**ASBESTOS REMOVAL PRACTICES**

Describe the asbestos removal work practices and engineering controls to be used. Check applicable methods below:

- Water:
- Cutting Saw:
- Bead Blast:
- Terminator:
- Infrared Machines:
- Negative Air Machines:
- 3 Stage Deacon:
- Critical Barriers:

- Amended Water:
- Pressure Water Blast:
- Floor Buffer:
- HEPA Vacuum:
- Pry Bars:
- Full Containment:
- Glove Bag:
- Other:

More information regarding the removal of asbestos can be found on our website: [www.sdapcd.org](http://www.sdapcd.org) for Rule 1206.
Submitting Asbestos Notification

**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.

<table>
<thead>
<tr>
<th>Demolition Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEMOLITION OPERATIONS</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Postponed Start Date.</strong> A delay in the start date of any demolition shall be reported to the District <a href="mailto:apcddcom@sdcounty.ca.gov">apcddcom@sdcounty.ca.gov</a> by a revised written notification as soon as the information becomes available and before the original start date.</td>
</tr>
<tr>
<td><strong>Emergency Demolition:</strong> 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.</td>
</tr>
<tr>
<td><em>Will any load supporting structural members be demolished?:</em></td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Demolition Operation Start Date:</td>
</tr>
<tr>
<td>Demolition Operation End Date: *</td>
</tr>
<tr>
<td>WILL RACM remain in building during demolition?:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Was all RACM previously removed?:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Demolition with Category I materials:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Demolition with Category II materials:</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>List Category I or Category II materials:</td>
</tr>
</tbody>
</table>

Select Yes will further expand fields pertaining to Demolition Operations

Enter the Start and End dates for Asbestos Removal. Keep in mind of the required dates pertaining the Rule 1206. Information is also provided under the section header.

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 Category II materials: Category II asbestos is required to be removed prior to a demolition if in poor condition or if left in place during the demolition or if will become crumbled, pulverized, or reduced to powder during the demolition.

Answering “Yes” to Category I or II materials will expand Text Box to list materials.

More information regarding the demolition notifications can be found on our website: [www.sdapcd.org](http://www.sdapcd.org) for Rule 1206.
Submitting Asbestos Notification

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

<table>
<thead>
<tr>
<th>Demolition Work Practices and Engineering Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESTRUCTION WORK PRACTICES</strong></td>
</tr>
<tr>
<td>Describe the demolition work practices and engineering controls to be used. Check applicable methods below:</td>
</tr>
<tr>
<td>Hammers:</td>
</tr>
<tr>
<td>Shovels:</td>
</tr>
<tr>
<td>Bulldozer:</td>
</tr>
<tr>
<td>Intentional Burning:</td>
</tr>
<tr>
<td>Cranes (wrecking ball, clamshell, bucket):</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

**Step 10: Contingency Plans** - Select all that apply.

<table>
<thead>
<tr>
<th>Contingency Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTINGENCY PLANS</td>
</tr>
<tr>
<td>Describe actions to be followed if unexpected asbestos is found during demolition/abatement or if nonferrous asbestos material becomes crumble, pulverized or reduced to powder.</td>
</tr>
<tr>
<td>* Contingency Plans: Yes No</td>
</tr>
<tr>
<td>Secure Area:</td>
</tr>
<tr>
<td>Post Signs:</td>
</tr>
<tr>
<td>Survey:</td>
</tr>
<tr>
<td>Other Action: Other Action:</td>
</tr>
<tr>
<td>spell check</td>
</tr>
</tbody>
</table>
Submitting Asbestos Notification

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 require the following contacts:

- Demolition Contractor
- Non-Asbestos Landfill
- Non-Asbestos Transporter
Submitting Asbestos Notification

Step 12: Information Certification confirmation:

Certification Information Checkbox is an alternation digital signature to verify that all information entered for the notification is accurate and valid.

Once Project Details is complete, click on “Continue” to proceed for submission.

You can also Save the notification and resume later.

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.

A Temporary Record ID will be created.

Click on “Resume Application” to resume.
Submitting Asbestos Notification

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](http://www.sdapcd.org) for Rule 1206.

Select Add and select file to be uploaded

Enter description for the document to be uploaded and select Save once complete or Add for additional documents to be uploaded
Please review all information below. Click the "Edit" buttons to make changes to sections or click the "Continue Application" button. By submitting this application, you hereby agree to the conditions of the program/permit for which you are applying.
Submitting Asbestos Notification

Step 15: Section 5: Pay Fees

Click on Continue to submit payment information.

Click on Recalculate to view the assessed fees by system.

Important: Please click the “Calculate” button before proceeding to the payment screen.
Submitting Asbestos Notification

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

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

Enter Credit Card Billing Information:
Review and check terms and condition. Please note of Heartland’s 2.19% convenience fee.
Submitting Asbestos Notification

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

**Record**

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>19TMP-000584</td>
<td>$907.00</td>
</tr>
</tbody>
</table>

**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**
xxxxxxxxxxxx0016

**Expiration Date**
xx / xxxx

**Name on Card**
Visa

**Card Verification Number**
xxx

[Buttons: Cancel, Back, Submit Payment]
Submitting Asbestos Notification

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.

Your asbestos notification for the facility located at 19124 Old Grove Rd San Diego CA 92154 has been submitted to the Air Pollution Control District (District). Your notification number is APCD2019-ASB-000165.

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 apcdcomm@sdcounty.ca.gov.
Submitting Asbestos Notification

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 Asbestos Notification

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.
Submitting Asbestos 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](http://www.sdapcd.org) for **Rule 1206**.
Submitting Asbestos Notification

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.**
   - 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**
   - 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.

**Click Continue to proceed to submit Revision**
Submitting Asbestos Notification

Review changes made to notification for Revision then “Submit Updated Information”

Successfully submitted message will appear:

Revision Confirmation Email:

Your asbestos notification revision for the facility located at 10124 Old Grove Rd San Diego CA 92154 has been submitted to the Air Pollution Control District (District). Please note that the notification is still subject to further review for completeness and accuracy. Your notification number is APCD2019-ASB-000165.

Note - A Revised Contractor Notification report will be attached to the confirmation
Submitting Asbestos Notification

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 will be the difference between fee categories of Asbestos to be removed.

Important: Please click the “Calculate” button before proceeding to the payment screen.

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

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

Bills to Pay
Record
<table>
<thead>
<tr>
<th>Record Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>APCD2019-ASB-000165</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Pay by Credit
Pay with E-Check
Cancel

Complete
You have paid a fee associated to this Record.
Please print a copy of this receipt and retain a copy your records.

Thank you for using our online services.
Your Record Number is APCD2019-ASB-000165.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

Print/View Receipt

Records
Showing 1-10 of 89 | Download results | Add to collection
Submit | Record ID | Type | Address | Expiration Date | Status | Action
07/19/2019 | APCD2019-ASB-000165 | Asbestos Notification | Online | Revision 1 | Edit