

MEMORANDUM

TO: Asbestos Abatement Contractor Firms

FROM: Georgia Department of Natural Resources, Environmental Protection Division

SUBJECT: Asbestos Contractor License Initial Application

DATE: April 1, 2018

EXTREMELY IMPORTANT!

*****Applications can now be accepted both online and by paper.*****

If you would like to submit online, please follow steps below:

- 1) Go to the URL link:
<https://geos.epd.georgia.gov/GA/GEOS/Public2/GovEnt/Shared/Pages/Main/Login.aspx>.
- 2) Register your account and log into the online submittal system;
- 3) Complete all sections of application package, pay fees and submit online
- 4) You may pay fees online using ACH, or pay by check / money order.
- 5) If you pay by check / money order, please print out your submittal receipt, attach your check or money order with the submittal receipt, and mail to:

Payable to: EPD Asbestos Fees

Mail to: Post Office Box 101173

Atlanta, Georgia 30392

- 6) If you have additional supporting documents that you would like to mail to EPD, please include your submittal receipt with the documents, and mail to:

EPD Asbestos License

4244 International Parkway, Suite 104

Atlanta, Georgia 30354

If you would like to submit application by paper, please follow steps below:

- 1) Complete all sections of application package
- 2) Complete PAYMENT VOUCHER
- 3) Send the application forms, all supporting documents, and a copy of the payment voucher to the following address:

EPD Asbestos License
4244 International Parkway, Suite 104
Atlanta, Georgia 30354

- 4) Mail the original payment voucher with the check / money order to

Payable to: EPD Asbestos Fees
Mail to: Post Office Box 101173
Atlanta, Georgia 30392

PAYMENT VOUCHER

Instructions for use:

After you have completed all sections of the application package for Asbestos Abatement Initial, Renewal, Agent Change or Name Change:

- **Fill out the bottom section of this page and attach your check or money order for the correct amount of the application fee in the space provided.**
- **Make a copy of this page *with the attached check* and send it with the application and supporting documents to the EPD offices.**

Send the *original* of this page with the *check or money order attached to:*

**EPD ASBESTOS FEES
POST OFFICE BOX 101173
ATLANTA, GEORGIA 30392**

DO NOT SEND THE ORIGINAL OF THIS PAGE OR THE ACTUAL CHECK TO THE EPD OFFICES.

DO NOT SEND THE APPLICATION PACKAGE AND SUPPORTING DOCUMENTS TO THE POST OFFICE BOX ADDRESS GIVEN ABOVE.

The application package, supporting documents, a copy of this page and a copy of the application fee should be sent to the EPD offices. The actual fee payment attached to the original of this page should be sent to the post office box address given above.

Application Type: Initial Renewal
Agent Change Name Change

Submitted By: _____

Company Name: _____

Check Number: _____ Check Amount: _____

STAPLE YOUR CHECK OR MONEY ORDER **HERE**

AFTER YOU ATTACH THE CHECK HERE, MAKE A COPY OF THIS PAGE TO SEND WITH YOUR APPLICATION & SUPPORTING DOCUMENTS TO:

EPD Asbestos Licenses
4244 International Parkway, Suite 104
Atlanta, Georgia 30354

Please *do not send* the actual check with your application – **this page and the *actual check must be sent to Post Office Box 101173, Atlanta, Georgia 30392.***

Georgia Department of Natural Resources

Environmental Protection Division • Land Protection Branch

Lead-Based Paint & Asbestos Program

4244 International Parkway • Suite 104 • Atlanta • Georgia 30354
(404) 363-7026; Fax (404) 362-2607

Judson H. Turner, Director

MEMORANDUM

TO: Georgia Asbestos Abatement Contractor License Applicants

FROM: Georgia Environmental Protection Division (EPD), Lead-Based Paint and Asbestos Program

SUBJECT: Asbestos License Application Process

This memorandum provides additional information for completing the attached application for a Georgia Asbestos Abatement Contractor's License. Your participation in and cooperation with Georgia EPD's programs to protect public health and the environment is appreciated.

Be sure to review these documents carefully and refer to them often as you prepare your application package. While at first glance the amount of information requested may seem daunting, by following the attached documents carefully - particularly the checklist portion of the package - you should find it easy to assemble the requested information.

Your final application package should be assembled in a "tabbed" or divided format. The attached checklist explains which information must be included in each section. It is preferred but not required that you hole punch the pages and place them in a binder. Whether or not the pages are bound, the sections must be clearly divided as outlined. EPD reserves the right to return incomplete or inadequately assembled application packages to the applicant for correction and resubmission. Remember that the more complete and concise the information you submit, the better we can evaluate your application. The application process will be expedited by ensuring that all the requested information is submitted correctly the first time. EPD requires a minimum of twelve weeks to process each application, but the processing time is extended when there are significant problems with the application package.

The Standard Operating Procedure (SOP) seems to be the most difficult portion of the application for many applicants. Much of the requested information can be found by referring to industry manuals and OSHA and EPA regulations. Regardless of the reference material you use, what you must demonstrate with your SOP is an understanding of the regulations and work practices meant to safeguard your employees, public health, and the environment. The SOP need not be a lengthy or highly technical document as long as it conveys a safe and acceptable manner for conducting asbestos abatement that falls within regulatory guidelines.

Georgia EPD's asbestos rules only require each Asbestos Abatement Contractor to license one Primary Agent to supervise asbestos abatement projects conducted by that firm. Many companies opt to license additional properly trained supervisors, but it is not required. Your firm may utilize additional supervisors on asbestos abatement projects without additional licensure provided those individuals have current and acceptable training documents in possession while on the job site. If you still wish to license additional supervisors, submit *copies* of current training documents and an additional \$100 fee for each additional license requested. After you have calculated the fees due, attach a check or money order made payable to "EPD Asbestos Fees" to the payment voucher and submit it to the EPD Asbestos Fees Lockbox. Send the rest of the application materials to the address provided.

Apart from the caveats covered above, the bulk of the application should be self-explanatory and easily addressed with the forms provided. However, should you need assistance or guidance with any portion of the application, or have any other questions, please call the Telephone Duty Officer at (404) 363-7026.

Thank you again for your interest and participation in this important program. We look forward to working with you in the future.

Attachments

**GEORGIA ASBESTOS CONTRACTOR LICENSE APPLICATION
SUBMITTAL CHECKLIST AND APPLICANT VERIFICATION OF INFORMATION**

Have you mailed all applicable license fees and the payment voucher? (attach a copy of voucher and check)
 Yes No

THE INFORMATION DESCRIBED IN THE CHECKLIST BELOW MUST BE SUPPLIED AS EVIDENCE OF ELIGIBILITY FOR ALL PERSONS SEEKING A LICENSE TO ABATE FRIABLE ASBESTOS CONTAINING MATERIAL. THE REQUIRED INFORMATION MUST BE PRESENTED IN A TABBED OR DIVIDED NOTEBOOK FORMAT, WITH EACH SCHEDULE (1 - 4) COMPRISING A SECTION IN THE NOTEBOOK. FOR EACH SCHEDULE, PRESENT ALL INFORMATION AS THOROUGHLY AS POSSIBLE AND IN CHRONOLOGICAL ORDER WHERE APPLICABLE. AS YOU COMPLETE EACH SCHEDULE AND CHECK-OFF THE ITEMS LISTED BELOW, SIGN AND DATE THE VERIFICATION OF INFORMATION AS INDICATED FOR EACH TAB. RETURN THIS COMPLETED CHECKLIST/VERIFICATION OF INFORMATION WITH YOUR APPLICATION PACKAGE. IF YOU HAVE QUESTIONS REGARDING THE PREPARATION OF THE APPLICATION, CALL (404) 363-7026.

*****PLEASE PRINT OR TYPE ENTRIES.*****

Contractor/Company Name:

Primary Agent:

Chief Executive Officer/Responsible Signatory:

TAB ONE – Completed Application & Schedule of Fees, Notary of Certification, Agent Verification of Information Form, and This Completed Form

TAB TWO – Schedule 1 – Standard Operating Procedures

Describe the Standard Operating Procedures (SOP) you propose to use for abatement techniques during all removal and encapsulation of friable asbestos containing materials. At a minimum, your SOP must address the following items in detail:

Detailed
Information
Included
Y/N?

A. Type of protective clothing, respirators, and safety equipment that will be used:

B. Personal decontamination procedures that will be used:

C. Process for asbestos training for workers and supervisors:

D. Removal and/or encapsulation and/or enclosure methods:

E. Procedure to be used for handling waste containing asbestos:

F. Final clean-up and visual inspection procedures:

G. Final air monitoring procedures and clearance level to be achieved:

Applicant Verification of Information for Schedule One – Standard Operating Procedures:

I certify under penalty of law that I have personally examined and am familiar with the information submitted in Schedule 1 – Standard Operating Procedures of the attached application for Asbestos Abatement Contractor in the State of Georgia. I certify under penalty of law that I have personally examined and am familiar with the information submitted in the Standard Operating Procedure:

Company Owner/President

Date

TAB THREE – Schedule 2 – Three (3) Previous Asbestos Abatement Projects Completed or Supervised by the PRIMARY AGENT. This information should be inserted at Tab Three.	Detailed Information Included Y/N?
<u>PROJECT 1</u> Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of Client for Whom Work Was Conducted:	
Project Site Address:	
Copy of NESHAP Notification Letter Attached:	
Air Monitoring Data, Including Final Clearance:	
Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of asbestos waste transporter(s):	
Name and Address of Disposal Sites for This Project:	
<u>PROJECT 2</u> Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of Client for Whom Work Was Conducted:	
Project Site Address:	
Copy of NESHAP Notification Letter Attached:	
Air Monitoring Data, Including Final Clearance:	
Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of asbestos waste transporter(s):	
Name and Address of Disposal Sites for This Project:	
<u>PROJECT 3</u> Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of Client for Whom Work Was Conducted:	
Project Site Address:	
Copy of NESHAP Notification Letter Attached:	
Air Monitoring Data, Including Final Clearance:	
Company Name, <i>Business Office</i> Contact Person, and Contact Phone Number of asbestos waste transporter(s):	
Name and Address of Disposal Sites for This Project:	
Applicant Verification of Information for Schedule Two – Projects Completed by PRIMARY AGENT:	
I certify under penalty of law that I have personally examined and am familiar with the information submitted in Schedule 2 – Projects Completed by Primary Agent of the attached application for Asbestos Abatement Contractor in the State of Georgia. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this schedule and that the information submitted is true, accurate and complete:	
_____ Company Owner/President	_____ Date

TAB FOUR – Schedule 3 – Disclosure Information Provide the following information for the past three years. This section can be satisfied by completing and signing the Disclosure Statement included in this application package. The Disclosure Statement should be inserted at Tab Four. Additional information provided to adequately address this Schedule should also be included at Tab Four.	Detailed Information Included Y/N?
A. Previous asbestos abatement contracts terminated prior to completion?	
B. Penalties paid for breach or noncompliance with asbestos contract specifications?	
C. Citations levied against this contractor by any regulatory agency for environmental violations?	
D. Legal proceedings (i.e., lawsuits, and claims) filed or levied against contractor for asbestos activities?	
E. If "YES" to items A-D, attach detailed history.	

Applicant Verification of Information for Schedule 3 – Applicant Disclosure of Information:

I certify under penalty of law that I have personally examined and am familiar with the information submitted in Schedule 3 – Applicant Disclosure of Information of the attached application for Asbestos Abatement Contractor in the State of Georgia. I certify under penalty of law that I have personally examined and am familiar with the information submitted in the Disclosure portion of this application and that all information submitted is true, accurate and complete:

Company Owner/President Date

TAB FIVE – Schedule 4 – Documentation of Training for PRIMARY AGENT Applicant must provide proof of satisfactory completion of an approved training course in the removal of asbestos within forty-eight (48) months prior to submission of application. Include information on INITIAL course and any refreshers, if applicable.	Copy of Course Certificate Or Equivalent Attached?
Initial Course and Training Provider :	
Refresher Course and Training Provider :	
Refresher Course and Training Provider :	
Refresher Course and Training Provider :	

Applicant Verification of Information for Schedule 4 – Documentation of Training for PRIMARY AGENT:

I certify under penalty of law that I have personally examined and am familiar with the information submitted in Schedule 4 – Documentation of Training of the attached application for Asbestos Abatement Contractor in the State of Georgia. I certify under penalty of law that I have personally examined and am familiar with the Documentation of Training submitted and that the training information submitted true, accurate, and authentic:

Company Owner/President Date

**APPLICATION AND SCHEDULE OF FEES FOR
 GEORGIA ASBESTOS ABATEMENT CONTRACTOR LICENSE**
 Complete and return all application materials to:

**Georgia Environmental Protection Division
 Lead-Based Paint and Asbestos Program
 4244 International Parkway, Suite 104
 Atlanta, Georgia 30354**

FOR PROGRAM USE ONLY			
Recd. By:	Date Received:	Check Number:	Sent to Lockbox Date:
Deposit Date:		Batch/Sequence:	Check Amount:
Company Name			
Company Street Address (Do Not Use PO Box)			
City		State	Zip
Company Phone Number		Company Fax Number	
Company E-Mail Address			
Company Web-Site Address			
Company Owner/President			
Primary Contact Person (If Different from Owner/President)			
2. PRIMARY AGENT INFORMATION:			
Agent Name			
Agent Home Address (Do Not Use PO Box)			
City		State	Zip
Agent Date of Birth			
Agent Height	Agent Weight	Agent Sex	
Georgia EPD Asbestos Rules only require one Primary Agent per Licensed Asbestos Abatement Contracting Firm. However, some companies prefer to "license" additional supervisors under the company name. There is a \$100 fee for each additional individual in addition to the initial \$100 fee for the Primary Agent/Company License. Complete the fee schedule below and send a check for the appropriate amount to the lockbox address. Remember to submit the required training documents for all supervisors "licensed." Attach additional sheets if needed to list additional licensees.			
License Type	Fees Due	Amount Paid	
Primary Agent/Abatement Company	\$100.00		
Additional Supervisor 1	\$100.00		
Additional Supervisor 2	\$100.00		
Check Number _____	Date Check Issued _____	Total Sent to Lockbox	<input type="text"/>
Falsifying or knowing omission of any material required as part of this application is grounds for application refusal and/or license suspension or revocation. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents, and that the submitted information is true, accurate, authentic and complete.			
_____ Signature of Company Owner/President		_____ Date	

**NOTARY OF CERTIFICATION FOR
GEORGIA ASBESTOS ABATEMENT CONTRACTOR APPLICANT**

This completed form must accompany your application package.

I, _____, do hereby certify that
(Company Owner/President)

(Agent Name)

is applying for a license as an Asbestos Abatement Contractor and is authorized to act
as an Agent for

(Company Name)

Company Owner/President

Date

I, _____, do hereby certify that
(Notary Name)

(Company Owner/President)

personally appeared before me this _____ day of _____, 20 _____,
and affixed his/her signature to this document.

Notary Public Signature: _____

My Commission Expires: _____

Affix Notary Seal Here:

Asbestos Contractor Primary Agent Verification of Information

This Completed Form Must Accompany All Asbestos Contractor Initial, Renewal, Agent Change and Company Name Changes Applications

1. Agent Information (Application will be returned unless all information is completed in full)

Current License Number (if applicable)		Expiration Date:	
Last Name	First Name	MI	
Applicant Street Address			
City	State	Zip	
Phone Number ()	Cell Phone Number ()	Fax Number ()	
Height	Weight	DOB	Sex
E-mail			

2. Asbestos Abatement Contracting Company Information

Company Name		
Company Street Address		
Company Mailing Address		
City	State	Zip
Phone Number ()	Fax Number ()	
Primary Contact Person	Owner/President of Company	

3. Agent Verification of Information

Falsifying or knowing omission of any material required as part of this application is grounds for application refusal and/or license suspension or revocation. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents; that the submitted information is true, accurate and complete; and by my signature attest to the following (please check each box to indicate agreement and understanding):

- I have read, understand, and am familiar with the Standard Operating procedure manual submitted as part of the application package for this company, and agree to follow and abide by all the provisions contained therein.
- I have read, understand, and am familiar with Georgia and federal rules regarding asbestos abatement and disposal, and agree to follow and abide by all the provisions contained therein.
- The training certificates submitted along with this application are valid, unaltered, and obtained in a legitimate manner.
- The experience/project supervision information submitted along with this application is correct and accurate.
- I accept responsibility for ensuring that all applicable state and federal regulations and accepted work practices will be complied with during the execution of all asbestos abatement projects authorized by this license.

Signature of Primary Agent

Date

ASBESTOS CONTRACTOR DISCLOSURE STATEMENT

This completed form along with any supporting documentation comprises Tab Four, Schedule 3 of the Asbestos Contractor Application.

Georgia Environmental Protection Division Rule 391-3-14-.04 states in part that “the application for a license or renewal of a license shall be accompanied by . . . information to demonstrate:

1. A description of any asbestos abatement activities conducted by the applicant that have been terminated prior to completion including the circumstances of the termination;
2. A list of any contractual penalties that the applicant has paid for breach or noncompliance with contract specifications of asbestos abatement activities;
3. Identifications of any citations levied against the applicant by any Federal, State, or local government agencies for violations relating to asbestos abatement;
4. A description of all legal proceedings, law suits or claims that have been filed or levied against the applicant for asbestos related activities;”

Firm Name: _____

President/Owner: _____

Street Address: _____

City: _____ State _____ Zip: _____

Falsifying or knowing omission of any material required as part of this application is grounds for application refusal and/or license suspension or revocation. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attached documents and that the information submitted is true, accurate and complete.

Please complete this section **as it relates to your company**:

EITHER

The above referenced firm **Has Not** been subject to any of the above listed actions.

Printed Name of Company Owner/President

Signature of Company Owner/President

OR

This Firm **Has Been** subject to item(s) _____ of the actions listed above.

Action Taken (continue on attached pages if needed): _____

Printed Name of Company Owner/President

Signature of Company Owner/President