Worker Protection Asbestos System

User Guide
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Welcome to our New Asbestos System

One of the services the department offers to licensed asbestos contractors is the option to file and pay for asbestos project notifications online. We have recently completed major revisions to the system which will be available effective May 2, 2007. There are several advantages to using the online system, including, but not limited to: entering your asbestos project notification allows you to submit your notification online and receive confirmation of its receipt; paying for the notification using the online credit or debit card payment option which is the fastest way possible to send us your payment and start the waiting period on your notifications; allowing you to amend notifications online and submit them in real time; enabling you to make changes to your account information on line; and allowing you to look up all of your current submissions and payments electronically.

To help you change over to the new system, we have created this user manual and placed it on the New York State Department of Labor Worker Protection website. You are, however, not required to use this system if you prefer not to.

To access the new system, you will need the User Name and Password that was mailed to you from the License and Certificate Unit in Albany in a letter dated April 23, 2007. Once you have located your user name and password, you will need to go to the following web address: http://www.labor.state.ny.us to use the Asbestos Notifications Online link. At that point you will be required to change your password. When doing so, please also take the time to verify that the email address we have for you is still correct. You will not be able to reset your password in the future without a valid email address.

If you have not received this letter, or have just recently gotten an email account or changed your email address, please send an email to: asbestoscontrolbureau@labor.ny.gov. You will need to include the following information: company name, address, Asbestos Contractor’s License number, name of your Duly Authorized Representative and company phone number.
**Accessing the System the First Time**

With your Internet Browser, go to the following web address: [http://www.labor.state.ny.us](http://www.labor.state.ny.us).

- Click on **Businesses**.
- Under Safety and Health click on **Special Programs**.
- Click on **Asbestos Control Bureau**.
- Click on **Asbestos Notifications Online**.

You are now on the New York State NYSDS Login page. Please read the user agreement before entering your User Name and Password.

- If you are in agreement with the terms stated on the page, key in your Username from the letter you received.
- Key in your Password from the letter. You will be able to change it after you log into the system the first time.
- Click on the Login button.
Changing Your Password

The first time you log in, you will automatically come to the Password Change Request page.

- Key in your Old or Temporary Password from the letter you received.
- Enter a New Password, exactly eight (8) characters. Any character on your keyboard is allowed.

  *Note: You are only allowed to change a system-generated password such as the one you received when your account was set up for you. Select your password carefully; you will not be able to change it on your own.

  If you need to change your password at any other time, for any other reason, you must contact our Albany office at 518-485-9263 for assistance.

- Re-enter the new password in Confirm New Password.
- Click on the Change Password button.
User Name or Password Help

If you have forgotten your username or password, click on the “I forgot my password” link at the bottom of the page.

You will be prompted to select answers to a set of security questions. Follow the instructions on the screen, similar to the one below, until the security section has been completed.
You are now on the NYSDS Forgotten Password Service screen.

- If you know your username, key it in the appropriate field.
- Enter the Email Address we are using for your account in the appropriate field.
- Key the security code in the yellow box into the field immediately to the right of it.
- Click the box that says Proceed to Step 2.

Key in the answers to the security questions that appear on the page below.
- Click on the Continue button when you have answered all of the questions.
You are now on the last Forgotten Password screen. Your temporary password will be sent to the email address you keyed in.

For security reasons, the system will prompt you to change the password the next time you log in. Follow the steps as in the previous Changing Your Password section of the guide.

Once you have successfully logged in, your Employer Home page will automatically display.
Navigation

Before you go any further, let us show you some of the common features of the web pages you will be seeing. On the web page illustrated below, a sample Employer Home page, there are several features which you will find on all or nearly all of the pages on the web site.

1) The title bar on your web browser will display the name of the page you are currently on.
2) These buttons are at the top of every page on the web site. The first button, Home, will return you to your home page which is this page – Employer Home. The second button will allow you to Log Out.
3) There is a Navigation bar down the left-hand side of each web page. The actual links listed in this section will vary, depending on what page you are on.
4) The Recent Items section will display other pages you have recently visited. You may find these a handy shortcut to another page on the website you have previously been on.
5) Each web page also displays its title, including your account name, in this location at the upper left hand corner of the content area. Often you will find quick links to other pages in the web site in the first section under this page title.
6) Each page will contain different information about your account and activities, depending on what page you are currently visiting.
7) Scattered in this content area you will find quick links to other screens containing additional details related to the current account or activity. Clicking on the underlined text in these links will take you to the corresponding web page.
8) You will also find action buttons in different places on the page, often at the bottom, which complete an action and move you to the next step in the process. These buttons are required to let the system know to accept the information you have entered and move to the next step or page in the process.
Address Information

You may view or edit address information by choosing the Addresses navigation link on the left side of your Employer Home page, pictured on the previous page.

- You are now on the Addresses page – note that the web browser title bar and the page name have both updated with the new page name but still display the account name and FEIN.
- From this page you may View or Edit an existing address or add a New address.
View Address

In order to view an address already on your account, click on the View link to the left of that address line.

- You are now on the View Address page showing the complete address information.
- From this page you may Edit or Delete this address or Close to return to the previous page.
Edit an Address

In order to change the address information already in the system, choose the Edit link on the Addresses page or the Edit button from the View Address page.

- You are now on the Modify Address page.
- Fields marked with a gold asterisk (*) must be completed.
- You may choose to edit any of the information on this page.
- You may indicate what type of address this is from the Type drop down selections in the Details section of the page; for example, business, home or institutional.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this address to be the main one on your account. You must have one and only one address marked primary at all times.
- The From and To fields let you tell us what dates this address is good for.
- You should type the full address in the fields in the Address section.
- If you need to tell us anything about the address information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. You must click on Save to have the system accept the information you have typed in.
Delete an Address

In order to delete an address already in the system, you must be on the View Address page.  
(Navigation tip: If you are not already on the View Address page, return to your Employer Home page, choose the Addresses navigation link on the left, and then click on the View button next to the address you want to delete.)

- From the View Address page, click on the Delete button at either the top or the bottom of the screen.
- The Delete Address page below will display. If you wish to continue to delete this address from your account, click on the Yes button. If you do not wish to delete this address, click on the No button.

If the address you are trying to delete is the Primary address for your account, the following error message will appear. Before you can finish deleting a primary address, you must either add a new address (see the next section) and mark it primary or choose another address already on the account and mark it primary (see the Edit Address section above). Once you show another address a primary on the account you will be able to delete any non-primary address you need to.
Add a New Address

From the Addresses page, click on the New button at the top left hand corner.
(Navigation tip: If you are not already on the Addresses page, return to your Employer Home page and choose the Addresses navigation link on the left.)

- You are now on the Create Address page.
- You may choose to indicate what type of address this is from the Type drop down selections in the Details section of the page; for example, business, home or institutional.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this address to be the main one on your account. You may have only one address marked primary at all times. If you mark the primary box on the new address, it will replace the old primary address on your account.
- The From and To fields let you tell us what dates this address is good for.
- You should type the full address in the fields in the Address section.
- If you need to tell us anything about the address information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. **You must click on Save to have the system accept the information you have typed in.**
- If you wish to enter another address also, you may click the Save & New button and it will save the address you have just entered and bring you to a new Create Address page for you to enter the next address the same way.
Financials

View Outstanding Fee Details

On your Employer Home page, you will find the Outstanding Fees section near the bottom of the page. In that section, a list of all outstanding items will be displayed.

- Click the View Details link to the left of the Emergency Notification you wish to look at.
- If you don’t see the one you are looking for there is a More button at the bottom of the page to show you the rest of the outstanding items.
You are now on the View Outstanding Liability Details page.

- Select the Home button in the top right of your screen to return to your Employer Home page. From there you will be able to complete the Emergency Notification.
  
  or
  
- Click the Close button to go to your Employer Financials Home page if you wish to make a payment or check on previous payments.

As noted above, clicking the Close button from the View Outstanding Liability Details page will actually take you to the Employer Financials Home Page below, not your general Employer Home page. If you wish to return to Employer Home, click the Home navigation link on the left side of the page or the Home button in the top right corner of the page. If you wish to make a payment, you may select Enter Payment at the upper left of the page.
Outstanding Liabilities/Enter Payment

In order to make a payment or check financial transactions on your account, you will need to go to the Financials section of your account.

- From the Employer Home page, click on the Financial navigation link on the left side of the page.
You are now on the Employer Financials Home Page.

- If you wish to make a payment, select the Enter Payment link in the upper left.
Payment Options

A notification is not considered complete until payment has been received. Once you reach the Employer Financials Home Page, you have 3 choices.

- You may click on Credit Or Debit Card button to continue and pay for this notification electronically,
  or
- You may click on Cheque (Check), Money Order or Voucher button to defer payment to one of those options,
  or
- You may click Cancel and exit the payment functionality and return to you Employer Financials Home Page.
Payment by Credit or Debit Card

- From the screen on the previous page, select Credit Or Debit Card.

You are now on the next Employer Financials page. You may only pay for notifications by credit or debit card; therefore, only unpaid notifications will display in the Outstanding Liabilities section of the page.

- Mark the check box(es) to the left of the notification(s) you are paying for.
- When you have selected all of the notification you want to pay for, click on the Make Payment button.

Note: If you are offered multiple items to pay, you may choose to pay any or all by marking the appropriate check boxes in the list in the Outstanding Liabilities section.
You are now on the Make Pay(ment) by Credit or Debit Card page.

- Verify that the correct item(s) are displayed in the Verify Items section. You may click Edit if they are not correct and you can backtrack until you have selected the correct item(s).
- Verify the amount in the Amount for Payment matches.
- If those 2 sections are correct, complete the fields in the Enter Card Information section. You must complete all fields in order to process the transaction.
- Complete all fields in the Credit Card Billing Address section also. You must complete all fields in order to process the transaction.
- When all information is correct and complete, click on the Finish button on the bottom.
You are now on the Credit or Debit Card Payment Confirmation page. Please take time to note the Payment Confirmation Number on this screen – the confirmation # shown below is not a real number. When your payment is processed, a valid number will display in the last field. At this time, your notification is considered complete. Any waiting period will begin at this time.

Note: For your security, credit and debit card numbers are NOT stored in our system. You will need to reenter the information each time you make a payment.

Payment by Check, Money Order or Voucher
You may decide not to pay by credit or debit card, but to use another acceptable form of payment.
- Click on the Check, Money Order or Voucher button.

Note: Remember that any waiting period will not begin until payment is received by the Department of Labor. If you are paying by check, money order or voucher, you must wait until the payment is actually received at DOL’s Albany office.
You are now on the next Employer Financials page. You may only pay for any outstanding item on your account in this manner.

- Mark the check box(es) to the left of the item(s) you are paying for.
- When you have selected all of the items you want to pay for, click on the Make Payment button.

Note: If you are offered multiple items to pay, you may choose to pay any or all by marking the appropriate check boxes in the list in the Outstanding Liabilities section.
Submission Instructions for Check, Money Order, Voucher

You are now on the next Employer Financials Home Page.

- Verify that the correct item(s) are displayed in the Verify Items/Outstanding Liabilities sections. You may click Edit if they are not correct and you can backtrack until you have selected the correct item(s).
- Verify the amount in the Total Amount Selected field matches.
- If those 2 sections are correct, fill out your payment instrument (check, money order, voucher) to match, being sure to indicate which items you are paying for on the instrument, or to include a screen print of this page with your payment.
- Follow the instructions under the Print and Mail section. Payments must be mailed or delivered to the Albany Asbestos Control Bureau office of the Department of Labor.

Remember that any waiting period will not begin until payment is received by the Department of Labor. The system will not update to show the items paid until an employee in the Asbestos Unit receives and processes the payment here in Albany.
Printing the page to include with payment

- Click on the Print button.
- You will see your computer’s Print window on the right.
- Follow the normal steps to print. If you want a copy for your own records, make sure to request two (2) copies.
- Include the screen print with your payment when you send it or take it in.
Payment history

To view a history of the payments on your account, select the Financials navigation link on the left side of the screen.
Your are now on the Employer Financials Home Page.

- Select the Payment History navigation link on the left side of the screen.
You are now on your Payment History page. All previous payments are listed according to payment instrument (check, money order, voucher, credit/debit card).

- In order to get more information on a particular payment, for example what was paid with a particular check, click the View Details link to the left.
- Clicking on Close will return you to the previous screen.
Owner, Affiliates & License Information

You are only allowed to view the information on your company’s owners, affiliates and licenses. This information was entered for you from license application(s) you have previously submitted.

Any necessary changes to this information must be made within thirty (30) calendar days of the effective date of the change. They must be submitted, in writing, to our Central Office at the following address: New York State Department of Labor, Worker Protection Central Processing, License and Certification Unit, Building 12, Room 290A, State Office Campus, Albany, NY 12240.
View Owner(s), Affiliates or Licenses

From your Employer Home page on the previous page, select one of the following links in the navigation section on the left of your screen: Owners, Affiliates, or Licenses. All three of these links and subsequent screens behave in the same manner: clicking the link in the navigation section will take you to a List page, from there you may click on the View link next to an entry to see the detailed information, and clicking on the Close button will return you to the previous List page. Only the Owners choice is illustrated below. You may also navigate directly from one List page to another with the links in the navigation section.

You are now on the either the Owners, Partners, Shareholders List page, the Affiliated Company List page or the Active License List page, depending on your choice of links.

- To view additional information about any of the listings, click on the view link to the left of the entity.
You are now on the View Owner, Partner, Shareholder page, the View Affiliated Company page or the View Active License page, again depending on the choice of links. The information previously provided about this entity will display on the page.  

Note: Any changes to this information must be requested through our Albany office. See directions below.

- Click on the Close button at the bottom to return to the previous List page.

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Note: Any necessary changes to this information must be made within thirty (30) calendar days of the effective date of the change. They must be submitted, in writing, to our Central Office at the following address: New York State Department of Labor, Worker Protection Central Processing, License and Certification Unit, Building 12, Room 290A, State Office Campus, Albany, NY 12240.
Notifications

Important: Acceptance of a notification by this system does not indicate the notification is complete or that it will not be subject to violations based on incomplete or incorrect information being entered. A notification is not considered complete until the payment has been received, in full, at the Central Office in Albany. The waiting period on the notification will not begin until payment is received.

Once a notification has been submitted, the fees are due. Even if the notification is later canceled, the fees will not be canceled and will still be due in full.

The Notification is broken up into sections which will display one at a time. They are: Project Information; Site Information; Project Details; Phase List; Sub-Contract List; Night, Weekend and Shift Work Details; Asbestos Variance Information (these last four screens will not appear unless you indicate they apply to your project as you are entering your project information); Removal Details; Waste Removal Details; and Fees and Remarks. These sections are followed by the Verify Asbestos Notification Information page and the Asbestos Notification Confirmation page.

Most of the fields on these screens ask for information which is required. If this information is not completed or is not recognized as being completed, error messages will appear and you will need to correct the errors before proceeding. This is an example of the error messages you will receive if required fields are not completed.

Submit a Notification

From your Employer Home page, you may click on the Asbestos Notification link in the Navigation section on the left hand side of the page.

- You are now on the Active Asbestos Projects page.
- If you have active notifications on your account, they will appear in the Active Notifications section.
- To create a new notification, click on the Submit New Notification link under your company name.
Project Information
Fields marked with a gold asterisk must be completed for the system to accept your notification.

- Complete the Project Start and End Date fields.
- Choose the correct county in the Project Location Country drop-down list.
- Click the Search button to confirm no notification already exists for this project.

If no notification exists, the message below appears in the Project Search Results section.

- If the results are 0, click the Next button to proceed.

If a notification exists, you may click the View link next to the Reference # to see the Notification Details to see if it is a duplicate or not.
Site Information
Fields marked with a gold asterisk * must be completed for the system to accept your notification. All fields are required if they apply to your project.

- Complete all fields that apply to your project.
- Click the Next button to accept the current information and proceed to the next screen.
- You may choose: Previous to return to a previous screen; Reset to remain on this page clear all of the information and start over; or Cancel to discontinue entering the notification and return to the Active Asbestos Projects page.
Project Details
Fields marked with a gold asterisk ✶ must be completed for the system to accept your notification. All fields are required if they apply to your project.

- Complete all fields that apply to your project.
- Each field in the Details section has a special, related page that will appear next if you enter yes in any of those four fields. You will need to add information related to the phasing, sub-contractor, night/weekend/shift work and/or variance in that related page when it appears.
- Click the Next button to accept the current information and proceed to the next screen.
- You may choose: Previous to return to a previous screen; Reset to remain on this page, clear all of the information and start over; or Cancel to discontinue entering the notification and return to the Active Asbestos Projects page.
Phase List

Note: If you answered No to “Is this a phased project?” in the Details section of the previous page, the following page will not appear on your screen. You should skip ahead to the next section in the guide.

You are now on the Phase List page. If you have already entered phase information, it will be listed in the Phase Details section of the page.

- Click the Add button to begin entering your phase information or choose Previous to return to a previous screen.
Fields marked with a gold asterisk ✽ must be completed for the system to accept your notification. All fields are required if they apply to your project.

- Complete all fields that apply to your project.
- Click the Save & New button to continue entering phases by repeating the same process with new phase information.
- When all phases have been entered, click the Save button to accept the current information and proceed to the next page. This will end the phased section of your project and move you to the next section of the notification.
You are now back on the Phase List page. The phase(s) you added display in the Phase Details section.

- If you need to add an additional phase, you may still do so by clicking on the Add button at the top left of the Phase Details section.
- When all phases are entered and correct, click on the Next button to go to the next step in completing your notification.
View Project Phase Details (Before notification is complete)

You may also view or edit an existing phase during the creation of your notification by clicking on the appropriate link in the list.

- From the Phase list page, click on View.
- You are now on the View Phase Details page and the phase information will display.
- Click on the Close button to return to the Phase List page.
Edit Project Phase Details (Before notification is complete)
Fields marked with a gold asterisk ⭐ must be completed for the system to accept your notification. All fields are required if they apply to your project.

- From the Phase List page, click on the Edit link.
- You are now on the Modify Phase page.
- Make any necessary changes to the fields.
- Click on the Save button for the system to save those changes to your notification phase. You will return to the Phase List page and your changes will be displayed.
Delete Project Phase (Before notification is complete)
Fields marked with a gold asterisk * must be completed for the system to accept your notification. All fields are required if they apply to your project.
- From the Modify Phase page, click on Delete button to delete that phase from the notification.

You will return to the Phase Details page and any phase(s) you deleted will no longer be displayed. Click on the Next button to go to the next step in completing your notification.
Sub-Contractor List

Note: If you answered No to “Are you using sub-contractors?” in the Details section of the previous page, the following pages will not appear on your screen. You should skip ahead to the next section in the guide.

You are now on the Sub-Contractor List page. If you have already entered sub-contractor information, it will be listed in the Sub-Contractor Details section of the page.

- Click the Add button to begin entering your sub-contractor information or choose Previous to return to a previous screen.
You are now on the Sub-Contractor List page.

- You must complete at least one of the three fields for the sub-contractor.
- Click the Search button.

The page will redisplay with all matches to the information you searched on.

- Choose the sub-contractor you wish to add to your notification and click the Select link to the left.
You are now on the Create Sub Contractor page.
- Click the Yes button to add this sub-contractor.

You are now back on the Sub-Contractor List page and the sub-contractor you added to the notification displays in the Sub-Contractor Details page.
- Repeat this process to add additional sub-contractors to the notification.
- Click the Next button when all sub-contractors have been added.
Night, Weekend and Shift Work Details

Note: If you answered No to “Are you doing night, weekend or shift work?” in the Details section of the previous page, the following pages will not appear on your screen. You should skip ahead to the next section in the guide.

You are now on the Night, Weekend and Shift Work Details page.

- Enter the details of your work schedule in the comment box provided. Be as specific as possible, including all regular and daytime hours as well as the night, weekend and shift work information. The information may be presented any way you wish as long as it is clear and understandable. An example has been provided.
- When you have finished, click on the Next button.
Asbestos Variance Information

Note: If you answered No to “Is work being done under a variance?” in the Details section of the previous page, the following pages will not appear on your screen. You should skip ahead to the next section in the guide.

You are now on the Asbestos Variance Information page.

- Select all applicable variances which apply.
- Indicate any Individual Variance Petition Numbers you may have been granted in that field.
- Mark the Individual Variance Pending check box if you have applied for a variance but the petition has not been granted yet.
- When you have finished, click on the Next button.
Removal Details
Complete all fields marked required and all additional fields that apply for your project.

- Type the Procedures and Types of Equipment and Ventilation System Used information into the text box provided. Give as much specific information as possible.
- Click on the magnifying glass icon in order to select an Air Monitoring Firm. See the next page for additional information.
- In the Type of Asbestos Work section, make sure to mark all that apply by checking the individual boxes.
- When you have finished, click the Next button.
Select an Air Monitoring Firm (Search for Licensed Employer)
Clicking on the magnifying glass icon on the previous page will make the Search for Licensed Employer pop up window shown below appear.

- Enter the License Number and/or FEIN and/or Name of the firm that will be doing your air monitoring.
- Click on the Search button.

Your are still in the Search for Licensed Employer window, but the results of the search show in the Search Results section.
- Choose the firm you wish to use by clicking on the Select link next to the name.
You are now back on the Removal Details page and the name of the Air Monitoring firm you selected shows in that field on the screen. You must complete all of the remaining fields which apply to your project, according to the directions for that section.

- Enter the ELAP Registration Number and Name of the lab doing your analysis.
- Mark the box for all types of asbestos work you will be doing. You must select at least one and mark all that apply.
- If none of the types applies on your project, mark “Other” on the next line and explain what type of asbestos work you will be doing in the “Comment” box provided.
- If you marked the demolition box, enter the reference number of any site survey previously done.
You are now on the Waste Removal Details page.

- Complete any and all fields which apply to your project
- When all of the information has been entered, click the Next button at the bottom of the page to continue with the notification.
Fees & Remarks
Fields marked with a gold asterisk (*) must be completed for the system to accept your notification. All fields are required if they apply to your project.

You are now on the Fees & Remarks page of the notification.

- Enter the amount of asbestos material you will be removing by type: Friable linear and friable square feet, non-friable linear and non-friable square feet.
- Select the calculate button to calculate your linear and square fee totals and your total fee due. This total fee due will be the amount you need to pay to complete your notification.
- There is also a Remarks field at the bottom to provide any additional information about the project.
- When you have finished all fields that apply and calculated the fee due, click the Next button at the bottom of the page.

You will notice that after you click the Calculate button in the center of the page that the fee information is now shown in the Calculate section of the page, based on the Type and Amount of Asbestos-Containing Material information you typed in.
Verify Asbestos Notification Information
You are now on the Verify Asbestos Notification Information page.

- Review all of the sections on the notification (which takes up this page and the next).
- To correct any errors, click on the Edit button at the bottom left of the section you need to correct.

  Tip: Start at the beginning and go through section by section. If you do find something that needs to be corrected, the system will walk you back through each section of the notification beginning with the section you edit through to this Verify page again.

- When all of the corrections have been made, click on the Continue button (see the bottom of the next page).

---

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Building Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Start Date: 3/16/2007</td>
<td>Current Use: Commercial</td>
</tr>
<tr>
<td>Project End Date: 5/30/2007</td>
<td>Prior Use: Commercial</td>
</tr>
<tr>
<td>Project Location: 123 Main St</td>
<td>Approximate Year Built: 1950</td>
</tr>
<tr>
<td>City Town or Village: Albany</td>
<td>See(Cr R): 2000</td>
</tr>
<tr>
<td>State: New York</td>
<td>Federal Building: No</td>
</tr>
<tr>
<td>Zip Code: 12205</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building Representative/Site Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: John Smith</td>
</tr>
<tr>
<td>Phone Number: 518-555-1212</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase #</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub-Contractor Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: XYZ Company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Night/Weekend/Shift Work Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday 9 am - 3 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Party for Whom Work is being Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: John</td>
</tr>
<tr>
<td>Organization: XYZ Company</td>
</tr>
<tr>
<td>Address Line 1: 321 Main St</td>
</tr>
<tr>
<td>City Town or Village: Albany</td>
</tr>
<tr>
<td>State: New York</td>
</tr>
<tr>
<td>Zip Code: 12205</td>
</tr>
<tr>
<td>Province:</td>
</tr>
<tr>
<td>Country: United States</td>
</tr>
</tbody>
</table>
You are now on the second and final Verify Asbestos Notification Information page.

- Review the remaining sections on the notification.
- To correct any errors, click on the Edit button at the bottom left of the section you need to correct.
- When you are certain you have all of the information correctly entered, click on Submit Notification at the bottom of the page.

**Note:** Once the notification has been submitted, you can only change certain information and that can only be done by amending the notification which is a separate process. Payment is due once the notification is submitted and canceling the notification will not cancel the fees.
Confirmation of Submission
You are now on the Asbestos Notification Confirmation page.

- Please make sure to read the information carefully.
- Make note of the reference number provided for the notification.
- The payment is due at the time of submission. The notification is not complete until payment has been received and the ten (10) day waiting period does not begin until payment has been received.
- You may click the Close button to return to your Employer Home page,
  or
- You may click Print Notification to go to the print feature on your PC,
  or
- You may click Enter Payment and pay for the notification on-line with your credit or debit card. The advantage to doing this is that the ten day waiting period commences when payment is received. Paying on-line with your credit or debit card will cause the notification to show paid when your payment confirmation number is returned on the final payment screen.
Enter Payment
If you chose Enter Payment, you will now be on the Employer Financials Home Page.

- Under the section marked Payment Option, choose either Credit Or Debit Card
- Cheque (Check), Money Order or Voucher
- Cancel will return you to your Employer Financials Home page.

From here, proceed as in Financials Section, Payment Options.

Click here for instructions to Print Notification.
Amendments

Once a notification has been submitted, including an emergency notification, the information contained in the notification may not be changed unless an amendment is filed. In order to make those changes, you must locate the notification you have already submitted and in turn submit the changes necessary by a similar process. If this increases the fee, the system will show you the additional due.

Additionally, some information, such as project location, cannot be changed even with an amendment. For additional assistance about what can and cannot be amended, consult the code rule or contact our Central Office in Albany at 518-485-9263.

If you must change the start date to be less that the original ten day waiting period, you may call the Albany office to request an Emergency status be granted for your existing notification.
Amend a Notification

From your Employer Home page, click on the Asbestos Notifications navigation link on the left.
You are now on the Active Asbestos Project page.
• Find the notification you need to amend.
• Click on the Select button.
You are now on the Asbestos Notification Home page. From this page you may amend, print, cancel or pay the fee due on a notification.

- Click on the Amend Notification link in the Manage section of the page.
You are now on the Amend Asbestos Notification – Amendment Menu. The sections of the notification are shown along with a list of the information contained in each section. You may choose to amend any or all of the sections. Each section will look and behave the same way it did in the original Notification process, except that not all information may be changed. For further information or assistance regarding restricted information, contact our Central Office in Albany at 518-485-9263.

- Click on the first section you would like to amend. Choosing a section does not obligate you to make changes. You may select a section just to review the information contained in it and then return to this screen to select another section.
Making a Change
The site information section was selected. You are now on the Amend Asbestos Notification – Site Information page.
- Make the necessary changes.
- When all of the changes to this section are complete, hit the Save button at the bottom. You will return to the Amendment Menu page to make additional changes if needed.

Note: If your amendment increases the number of square feet of material to be removed during your project, an additional fee may be due and must be submitted as soon as possible. The system will calculate the new fee automatically and notify you of the change. You will also be offered the opportunity to pay online. If the number of square feet is reduced, there is no corresponding reduction in the fee.
You are back on the Amend Asbestos Notification – Amendment Menu page.

- When all of your changes are complete, click on the Save button at the bottom of the page.
You are now on an Asbestos Notification page similar to the one below. Note that the Type of Notification field now shows “Amended Notification.”
Emergency Notifications

If an asbestos project needs to be started in less than ten (10) calendar days, you must call the Asbestos Bureau at the Department of Labor and request that Emergency status be given to your project. If you fail to wait the ten day period without the emergency status, it may result in a Violation and possible fines.

You will need to give the details of the project as you would when filing a regular notification, plus you must be able to demonstrate and explain why the removal has to be started before the ten day period would normally allow.

If the emergency status is granted, you must complete the emergency notification by submitting the entire asbestos notification and full payment within three (3) calendar days. This may be done on-line, by mail or in person.

If emergency status is not granted, you must file the notification as you normally would and wait the standard ten (10) calendar days from the date of payment. Failure to wait the ten (10) days may result in a Violation and possible fines.
**Complete an Emergency – Submit Written Notification**

When you select the emergency notification to complete, you will find that some of the fields are pre-filled from the emergency application you filed by phone. You will be asked to complete the remaining fields and submit the notification when finished.

If there are changes to any of the information included in the emergency you filed, you must first complete the notification using the information as it is. Once it has been submitted and accepted, you may then go back and file an amendment to change the existing information. Remember that some information must not be changed, such as the project location.

You are currently on your Employer Home page.
- Click the Asbestos Notifications link on the left side of the screen.
You are now on the Active Asbestos Projects page.

- Click on the Approved Emergency Requests link on the left of your screen.
You are now on the Approved Emergency Requests page. All of your approved emergency notification requests will be listed.

- Select the Emergency Notification you need to complete by clicking on the Submit Written Notification to the left of the correct reference number.

REMINDER! All approved emergency requests must be followed up with the submission of a written notification within 3 business days of the approval. To follow up, click on the Select link for an emergency request listed. This will take you to the notification home page. From there choose the Complete Emergency link.

<table>
<thead>
<tr>
<th>Action</th>
<th>Reference#</th>
<th>Type</th>
<th>Start Date</th>
<th>Street</th>
<th>City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Written Notification</td>
<td>2133</td>
<td>Emergency Notification</td>
<td>3/16/2007</td>
<td>1 Main st</td>
<td>Albany</td>
<td>Albany</td>
</tr>
</tbody>
</table>
Complete Emergency – Project Information
You are now on the Complete Emergency Notification – Project Information page.
- Confirm the details for the emergency request.
- Click the Next button if this is the emergency you want to complete.
Complete Emergency – Site Information
You are now on the Submit Asbestos Notification – Site Information page. Not all of the required fields are complete – only the information provided during the Emergency Request phone call will be shown.

- Complete all of the incomplete fields.
- The system will tell you with an incomplete message if you have not entered any required fields.
- If there is incorrect information in the notification, you may not change it at this time. You must complete the notification and submit it as is and then you may go back and submit an amended notification with the necessary changes.
- Click the Next button when all of the necessary information has been completed.
**Complete Emergency – Project Details**

You are now on the Submit Asbestos Notification – Project Details page. Not all of the required fields are complete – only the information provided during the Emergency Request phone call will be shown.

- Complete all of the incomplete fields.
- The system will tell you with an incomplete message if you have not entered any required fields.
- If there is incorrect information in the notification, you may not change it at this time. You must complete the notification and submit it as is and then you may go back and submit an amended notification with the necessary changes.
- Click the Next button when all of the necessary information has been completed.
Complete Emergency – Removal Details

You are now on the Removal Details page. Not all of the required fields are complete – only the information provided during the Emergency Request phone call will be shown.

- Complete all of the incomplete fields.
- The system will tell you with an incomplete message if you have not entered any required fields.
- If there is incorrect information in the notification, you may not change it at this time. You must complete the notification and submit it as is and then you may go back and submit an amended notification with the necessary changes.
- Click the Next button when all of the necessary information has been completed.

Notice that there is an error message at the top of this page. A message such as this will display if there are required fields on the page that have not been completed. They must be entered before you can continue.
Complete Emergency – Waste Removal Details
You are now on the Waste Removal Details page. Not all of the required fields are complete – only the information provided during the Emergency Request phone call will be shown.

- Complete all of the incomplete fields.
- The system will tell you with an incomplete message if you have not entered any required fields.
- If there is incorrect information in the notification, you may not change it at this time. You must complete the notification and submit it as is and then you may go back and submit an amended notification with the necessary changes.
- Click the Next button when all of the necessary information has been completed.

<table>
<thead>
<tr>
<th>Waste Transporter</th>
<th>NYS DEC or EPA Permit Number (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Waste Removal</td>
<td>1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Landfill</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ Landfill</td>
<td></td>
</tr>
</tbody>
</table>

Enter Province only if country other than USA. Street, City and Zip are required fields.

<table>
<thead>
<tr>
<th>Name (required)</th>
<th>XYZ Waste Removal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apt/Suite</td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td>2 Main St</td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Albany</td>
</tr>
<tr>
<td>Province</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>New York</td>
</tr>
<tr>
<td>Zip</td>
<td>12205</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Phone Number</td>
<td>518-555-1212</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name (required)</th>
<th>XYZ Landfill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apt/Suite</td>
<td></td>
</tr>
<tr>
<td>Street 1</td>
<td>1 Outer St</td>
</tr>
<tr>
<td>Street 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>Albany</td>
</tr>
<tr>
<td>Province</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>New York</td>
</tr>
<tr>
<td>Zip</td>
<td>12204</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>Phone Number</td>
<td>518-555-1212</td>
</tr>
</tbody>
</table>
Complete Emergency – Fees & Remarks
You are now on the Asbestos Notification – Fees & Remarks page. Not all of the required fields are complete – only the information provided during the Emergency Request phone call will be shown.

- Complete all of the incomplete fields.
- The system will tell you with an incomplete message if you have not entered any required fields.
- If there is incorrect information in the notification, you may not change it at this time. You must complete the notification and submit it as is and then you may go back and submit an amended notification with the necessary changes.
- Click the Next button when all of the necessary information has been completed.
Complete Emergency – Verify Information

You are now on the Verify Asbestos Notification Information page. All of the fields you have entered as well as the pre-filled fields are displayed.

- To correct any errors in the information you entered, click on the Edit button at the bottom left of the section you need to correct.

  *Tip: Start at the beginning and go through section by section. If you do find something that needs to be corrected, the system will walk you back through each section of the notification beginning with the section you edit through to this Verify page again.*

- When all corrections have been made, click on the Continue button.

Note: In order to fit the page, entire sections were removed from the illustration above. Only the top and bottom of the actual screen is shown.
You are still on the Verify Asbestos Notification Information page. All of the fields you have entered as well as the pre-filled fields are displayed.

- To correct any errors in the information you entered shown below, click on the Edit button at the bottom left of the section you need to correct.
- When you are certain you have all of the information correctly entered, click on Submit Notification at the bottom of the page.

**Note:** Once the notification has been submitted, you can only change certain information and that can only be done by amending the notification which is a separate process.

Payment is due once the notification is submitted and canceling the notification will not cancel the fees due.
Complete Emergency – Asbestos Notification Confirmation
You are now on the Asbestos Notification Confirmation page.

- Please make sure to read the information carefully.
- Make note of the reference number provided for the notification.
- The payment is due at the time of submission. The notification is not complete until payment has been received and the ten (10) day waiting period does not begin until payment has been received.
- You may click the Close button to return to your Employer Home page,
  or
- You may click Print Notification to go to the print feature on your PC,
  or
- You may click Enter Payment and pay for the notification on-line with your credit or debit card. The advantage to paying on-line with your credit or debit card is the notification will show paid as soon as your payment confirmation number is returned on the final payment screen.
Complete Emergency – Enter Payment
A notification is not considered complete until payment has been received. Once you reach the Employer Financials Home Page, you have 3 choices.

- You may click on Credit Or Debit Card button to continue and pay for this notification electronically,
  or
- You may click on Cheque (Check), Money Order or Voucher button to defer payment to one of those options,
  or
- You may click Cancel and exit the payment functionality and return to you Employer Financials Home Page.

From here, proceed as in Financials Section, Payment Options.

Click here for instructions to Print Notification.
Email Address Information

You may view or edit email address information by choosing the Email Addresses navigation link on the left side of your Employer Home page.

- You are now on the Email Addresses page – note that the web browser title bar and the page name have both updated with the new page name but still display your account name and FEIN.
- From this page you may View or Edit an existing email address or add a New email address.
View Email Address

In order to view an address already on your account, click on the View link to the left of that email address line.

- You are now on the View Email Address page showing the complete email address information.
- From this page you may Edit or Delete this email address or Close to return to the previous page.
Edit an Email Address

In order to change the email address information already in the system, choose the Edit link on the Addresses page or the Edit button from the View Address page.

- You are now on the Modify Email Address page.
- Fields marked with a gold asterisk must be completed.
- You may choose to edit any of the information on this page.
- You may show whether the email address is Business or Personal by using the Type drop down box in the Details section of the page.
- The From and To fields let you tell us what dates this email address is good for.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this email address to be the main one on your account. You may have only one email address marked primary at a time.
- If you need to tell us anything about the email address information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. You must click on Save to have the system accept the information you have typed in.
Delete an Email Address

In order to delete an email address already in the system, you must be on the View Email Address page.

(Navigation tip: If you are not already on the View Email Address page, return to your Employer Home page, choose the Email Addresses navigation link on the left, and then click on the View button next to the email address you want to delete.)

- From the View Email Address page, click on the Delete button at either the top or the bottom of the screen.
- The Delete Email Address page below will display. If you wish to continue to delete this email address from your account, click on the Yes button. If you do not wish to delete this email address, click on the No button. Either button will return you to the View Email Address page. Please note: No message will display to warn that you are deleting a primary email address or that you are removing the only active email address on the account.
Add a New Email Address

From the Email Addresses page, click on the New button at the top left hand corner. 
(Navigation tip: If you are not already on the Email Addresses page, return to your Employer Home page and choose the Email Addresses navigation link on the left.)

- You are now on the Create Email Address page.
- Fields marked with a gold asterisk must be completed.
- You should type the full email address in the Address field in the Details section.
- You may show whether the email address is Business or Personal by using the Type drop down box in the Details section of the page.
- The From and To fields let you tell us what dates this email address is good for.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this email address to be the main one on your account. You may have only one email address marked primary at a time.
- If you need to tell us anything about the email address information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. You must click on Save to have the system accept the information you have typed in.
- If you wish to enter another email address also, you may click the Save & New button and it will save the email address you have just entered and bring you to a new Create Email Address page for you to enter the next email address the same way.
**Phone Number Information**

You may view or edit email address information by choosing the Phone Numbers navigation link on the left side of your Employer Home page.

- You are now on the Phone Numbers page – note that the web browser title bar and the page name have both updated with the new page name but still display your account name and FEIN.
- From this page you may View or Edit an existing email address or add a New phone number.
In order to view a phone number already on your account, click on the View link to the left of that phone number line.

- You are now on the View Phone Number page showing the complete phone number information.
- From this page you may Edit or Delete this phone number or Close to return to the previous page.
Edit a Phone Number

In order to change the phone number information already in the system, choose the Edit link on the Phone Numbers page or the Edit button from the View Phone Number page.

- You are now on the Modify Phone Number page.
- Fields marked with a gold asterisk 🟦 must be completed.
- You may choose to edit any of the information on this page.
- You may indicate what type of phone number this is from the Type drop down box in the Details section of the page; for example, Business, Cell Phone or Fax.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this email address to be the main one on your account. You may have only one email address marked primary at a time.
- The From and To fields let you tell us what dates this phone number is good for.
- If you need to tell us anything about the phone number information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. You must click on Save to have the system accept the information you have typed in.
Delete a Phone Number

In order to delete a phone number already in the system, you must be on the View Phone Number page.

(Navigation tip: If you are not already on the View Phone Number page, return to your Employer Home page, choose the Phone Numbers navigation link on the left, and then click on the View button next to the phone number you want to delete.)

- From the View Phone Number page, click on the Delete button at either the top or the bottom of the screen.
- The Delete Phone Number page below will display. If you wish to continue to delete this phone number from your account, click on the Yes button. If you do not wish to delete this phone number, click on the No button. Either button will return you to the View Phone Number page. Please note: No message will display to warn that you are deleting a primary phone number or that you are removing the only active phone number on the account.
Add a New Phone Number

From the Phone Numbers page, click on the New button at the top left hand corner.  
(Navigation tip: If you are not already on the Phone Numbers page, return to your Employer Home page and choose the Phone Numbers navigation link on the left.)

- You are now on the Create Phone Number page.
- Fields marked with a gold asterisk ☠️ must be completed.
- You may choose to edit any of the information on this page.
- You may indicate what type of phone number this is from the Type drop down box in the Details section of the page; for example, Business, Cell Phone or Fax.
- Checking the Primary box will indicate to the Worker Protection unit that you wish this email address to be the main one on your account. You may have only one email address marked primary at a time.
- The From and To fields let you tell us what dates this phone number is good for.
- If you need to tell us anything about the phone number information you have entered, there is a section marked Comments for you to use.
- When you are finished, click on the Save button to enter the information or cancel to remove it – either button returns you to the previous page where you can make sure the correct information is in the system. You must click on Save to have the system accept the information you have typed in.
- If you wish to enter another phone Number also, you may click the Save & New button and it will save the phone number you have just entered and bring you to a new Create Phone Number page for you to enter the next phone number the same way.