From: Asbestos Control Program
To: DEQ Asbestos Online Submission Notice;
Subject: Permit Applications and Notifications and Emergency Notifications
Date: Friday, May 25, 2012 2:30:42 PM

Permit Applications and Notifications!

The Asbestos Control Program (ACP) is in the process of moving even closer to online project permit application and notification. As we approach our testing phase, we are watching for what business processes will change to assist in the speeding up of data entry into the database.

One that has come to the forefront is the electronic receipt of applications to the ACP. A number of contractors are completing their applications and notifications in Microsoft Word and then submitting the permit applications and notifications in PDF format. Needless to say, we have noticed that the PDF documents take up a lot of limited disk space. Also, with the entry of applications by our administrative staff into the database, a lot of rekeying of data is occurring.

In order to reduce rekeying and file sizes of PDF documents and speed up the process (not to mention saving administrative staff some time), the ACP is asking that contractors who submit notifications electronically submit all future applications in Microsoft Word. The signature block of the applications must still have the printed name of the signer but will not require the actual signature graphic. Although it can be done, some individuals have a difficult time shrinking the signature down to the box size.
Be advised that the electronic submission of an application that requires a permit fee does not constitute a complete application nor does it start the 10-working-day notification. Upon receipt of the respective fee, the 10-working-day notification begins, provided the application is itself complete. Also remember that first and last names are required when names are requested.

Emergency Notifications Special Note:

As a special note, if you have an emergency situation on the weekend and need to make notification to the state, call the ACP cell phone number at 406-431-2308 and leave a message or E-mail the program at deqacponline@mt.gov. Remember to include the date and hour the emergency occured, a description of the sudden, unexpected event, and an explanation of how the event caused an unsafe condition, or would cause equipment damager or an unreasonable financial burden. (See 40 CFR 61.145(b)(4)(xv).

If you have any other questions, please feel free to call the ACP at 406-444-5300.

The Asbestos Control Program
406-444-5300
www.asbestos.mt.gov