

## DIVISION OF ENVIRONMENTAL SERVICES DEMOLITION AND RENOVATION FACT SHEET

The City of Toledo, Division of Environmental Services, is responsible for the enforcement of federal, state, and local air quality standards in Lucas County. This responsibility includes ensuring that all demolition and renovation projects adequately address issues regarding asbestos.

The Toledo Municipal Code requires that all renovation projects involving at least 50 linear feet of asbestos containing material on pipes or 50 square feet of asbestos containing material on any other facility components must submit a Notification of Demolition and Renovation to the Division of Environmental Services (TDOES). A copy of this form and instructions for its completion are available from TDOES. By State of Ohio regulations, only personnel who have been certified by the Ohio Department of Health as Asbestos Hazard Evaluation Specialists may perform an inspection to determine the presence of asbestos and/or the need for an asbestos removal project.

Federal, state and local regulations require that every demolition of a facility requires notification regardless of whether asbestos is involved. A demolition is defined in federal law as "the wrecking or removal of any load-bearing structural member of a facility, or the intentional burning of any facility."

The Toledo Municipal Code also contains requirements for submission of a notification fee with the Notification of Demolition and Renovation. At a minimum, a fee of \$50 must be submitted. This fee may increase if asbestos is to be removed from the building. Please contact TDOES for more information regarding this fee. Additional fees for asbestos removal may be imposed by the State of Ohio. These fees are separate from the City of Toledo fees and both must be paid. The State of Ohio does not impose fees for the demolition of a building when no asbestos is involved.

Federal law provides a Residential Exemption from these requirements when the following conditions are met:

- the work is being performed on a single-family dwelling or an apartment building with less than five units,
- the work is not being performed as part of a larger project, and
- no previous work on the same site has been performed in the same calendar year.

If you believe that you qualify for a Residential Exemption, please contact TDOES to confirm. By law, only TDOES is allowed to make this determination. Failure to comply with federal requirements carries a maximum fine of \$25,000 per day per violation.

For further information, or if you have any questions, please contact the Division of Environmental Services at 936-3015 and ask to speak with the Asbestos Program Coordinator.

# INSTRUCTIONS FOR NOTIFICATION OF DEMOLITION AND RENOVATION OHIO ENVIRONMENTAL PROTECTION AGENCY

## Regulatory Requirements:

The Ohio Environmental Protection Agency adopted Chapter 3745-20 of the Ohio Administrative Code (OAC) "Asbestos Emission Control from Renovation Demolition and Waste Disposal Operation" May 29, 1990. Chapter 3745-20 implements the National Emission Standard for Hazardous Air Pollutants (NESHAP) Standard for Asbestos. On November 20, 1990 U.S. EPA revised the asbestos NESHAP. Proper completion and submittal of the Ohio EPA form for notification, meets or exceeds all requirements for notification under the NESHAP and the Ohio Administrative Code. Notification requirements are found in OAC 3745-20-03 and in 40 CFR Section 61.145(b).

## Who Must Notify:

Every demolition of a facility requires notification regardless of whether asbestos is involved. Renovation of a facility must be submitted when the amount of regulated asbestos-containing material (RACM) stripped, removed, dislodged, cut, drilled, or similarly disturbed exceeds 260 linear feet on pipes or 160 square feet on other facility components or 35 cubic feet off facility components.

## When Must Notification Be Provided:

Notice must be postmarked, delivered or received by the Ohio EPA district office or local air agency with jurisdiction in the county where the operations will occur. A list of the counties and a map is available for reference. All notifications must be submitted at least 10 working days before operations begin. Phone notification is not acceptable for original notification. Notification must be updated when substantive information changes or the amount of asbestos changes by more than 20%. Updated notification may be provided by phone or "fax" followed in writing before the operations continue. An emergency demolition or emergency renovation notice must be submitted as early as possible before but not later than the following working day, and must include the information required under notice sections XIV and XV.

## What Information Must Be Supplied:

Complete all parts of the form except XIV and XV unless the notice is for emergency demolitions or renovations. Demolition which involves less than 260 linear feet or 160 square feet do not need to complete items VII, XI, XII, and XIII. Before submitting any notice the facility must be thoroughly inspected for asbestos including Category I (nonfriable packing gaskets, floor tile, asphalt roofing) and Category II (all other nonfriable ACM). OAC 3701-34-02(C) prohibits any person not certified as an asbestos hazard evaluation specialist in Ohio from inspecting and identifying asbestos for the purpose of determining the need for an asbestos hazard abatement activity.

Operator Project # -- this is an optional space provided for the person submitting the notice to indicate a project number.

- I. Identify if the notice is an original, revised, or canceled.
- II. A complete facility description must be provided including the specific portion of the facility affected by the operations. Building size must be estimated in square feet, number of floors, and age in years. Also include the present and prior use (i. e., industrial, commercial, institutional, etc.)
- III. Identify the type of operation being notified. If uncertain consult 40 CFR 61.141 and 61.145(a) or OAC 3745-20-01 and 3745-20-02.
- IV. Declare whether or not asbestos is present in any quantity.
- V. All spaces must be completed identifying the Owner, Removal Contractor and other responsible operator (if applicable) such as a demolition contractor or general contractor.
- VI. Include the procedure used to detect and analyze asbestos. All operations should have the records of the inspection and analyses on-site during active operations for inspection. Such records would include a list of materials assessed, locations sampled and the sample results.

- VII. Quantify asbestos in the three columns (RACM, Nonfriable Asbestos Material to be Removed, Nonfriable Asbestos Material NOT to be Removed).
- VIII. The starting and ending date for demolition or renovation must be noted even when asbestos is not being removed.
- IX. Include the scheduled dates for asbestos removal and specify the hours of operation and check off the days of the week operations will be active.
- X. Describe the demolition or renovation which will occur and the methods or operations that will be employed.
- XII. Indicate the names and addresses and phone numbers of any waste transporters. You must also complete a Waste Shipment Record prior to consigning any asbestos waste materials.
- XIII. Identify the waste disposal site and its actual location (may be different from mailing address).
- XIV. This space is only for emergency demolitions that meet the definitions and requirements of the regulation. In addition to completing the notification form, four additional items must be completed or attached to the notice. If a facility is not in imminent danger of collapse, it is not an emergency demolition even though it may be ordered due to hazardous conditions.
- XV. Emergency Renovations must meet criteria described at 40 CFR 61.141 and OAC 3745-20-01. Include an attachment with the three items listed on the notice form.
- XVI. Describe the procedures to be followed in the event unexpected asbestos is found or nonfriable asbestos becomes RACM. This will prevent delays or complete re-notification. In the event asbestos quantities change by 20% or more, you must update the notice.
- XVII. After November 20, 1991 you must certify a NESHAP trained person will be available during normal business hours at the demolition or renovation site. Signature must be by an authorized officer of the owner or operator.

**OHIO ENVIRONMENTAL PROTECTION AGENCY  
NOTIFICATION OF DEMOLITION AND RENOVATION**

Operator Project #	Postmark	Date Received	Notification #																												
<b>I. Type of Notification (check one):</b> <input type="checkbox"/> Original <input type="checkbox"/> Revised <input type="checkbox"/> Canceled																															
<b>II. Facility Description (include building name, number, and floor or room number)</b> Building Name: _____ Address: _____ City: _____ State: <b>OHIO</b> Zip Code: _____ County: _____ Site Location (specific): _____ Building Size (square feet): _____ # of Floors: _____ Age in Years: _____ Present Use: _____ Prior Use: _____																															
<b>III. Type of Operation (check one):</b> <input type="checkbox"/> Demo <input type="checkbox"/> Ordered Demo <input type="checkbox"/> Renovation <input type="checkbox"/> Emergency Renovation <input type="checkbox"/> Fire Training																															
<b>IV. Is Asbestos Present? (check one):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No																															
<b>V. Facility Information</b> <b>Owner Name:</b> _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: ( _____ ) _____ Fax: ( _____ ) _____ <b>Removal Contractor Name:</b> _____ License # _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: ( _____ ) _____ Fax: ( _____ ) _____ <b>Other Operator (demolition/general):</b> _____ License # _____ Address: _____ City: _____ State: _____ Zip Code: _____ Contact: _____ Telephone: ( _____ ) _____ Fax: ( _____ ) _____																															
<b>VI. Procedure, including analytical methods, employed to detect the presence of and to estimate the quantity of RACM and Category I and Category II nonfriable ACM:</b>   Ohio Asbestos Hazard Evaluation Specialist: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Name</span> <span>Certification #</span> </div>																															
<b>VII. Approximate Amount of Asbestos Materials:</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">RACM to be Removed</th> <th colspan="2">Nonfriable Asbestos Material to be Removed</th> <th colspan="2">Nonfriable Asbestos Material NOT to be Removed</th> </tr> <tr> <th>Category I</th> <th>Category II</th> <th>Category I</th> <th>Category II</th> </tr> </thead> <tbody> <tr> <td>Pipes (linear feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Surface Area (square feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Facility Components (cubic feet)</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					RACM to be Removed	Nonfriable Asbestos Material to be Removed		Nonfriable Asbestos Material NOT to be Removed		Category I	Category II	Category I	Category II	Pipes (linear feet)						Surface Area (square feet)						Facility Components (cubic feet)					
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Surface Area (square feet)																															
Facility Components (cubic feet)																															
<b>VIII. Scheduled Dates Demolition or Renovation:</b> Start: _____ Complete: _____																															
<b>IX. Dates for Asbestos Removal (MM/DD/YY)</b> Start: _____ Complete: _____																															
Days of the Week:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday																								
Hours of Operation:																															
Complete all unshaded spaces, except demolitions which involve less than 260 linear feet, 160 square feet, or 35 cubic feet of RACM, need not complete spaces VII, XI, XII, XIII, XIV, and XV. Notifications for Emergency Demolition or Emergency Renovation must supply attachments.																															

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NOTIFICATION OF DEMOLITION AND RENOVATION**

**X. Description of planned Demolition or Renovation work to be performed and method(s) to be employed, including demolition or renovation techniques to be used and description of affected facility components:**

**XI. Description of work practices and engineering controls to be used to comply with the requirements, including asbestos removal and waste handling emission control procedures:**

**XII. Waste Transporter #1**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Waste Transporter #2**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**XIII. Waste Disposal**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**XIV. Emergency Demolition (complete Item XIV and all other sections, only if this project is an Emergency Demo.)**

1. Attach a copy of the Order to this notice.
2. Name of Authority Issuing Order: \_\_\_\_\_ Title: \_\_\_\_\_
3. Authority of Order (Citation of Code): \_\_\_\_\_
4. Date of Order (MM/DD/YY): \_\_\_\_\_ Date Ordered to Begin: \_\_\_\_\_

**XV. Emergency Renovation (Attach separate sheet with the following information if project is Emergency Reno.)**

1. Date and Hour of the Emergency
2. Description of the Sudden, Unexpected Event
3. Explanation of how the event caused unsafe conditions or equipment damage or an unreasonable financial burden.

**XVI. Description of procedures to be followed in the event that unexpected RACM is found or nonfriable ACM becomes crumbled, pulverized or reduced to powder.**

**XVII. I certify that an individual trained in the provisions of NESHAPS (40 CFR PART 61, SUBPART M) will be on-site during the Demolition or Renovation and evidence that the required training has been accomplished by this person will be available during normal business hours.**

\_\_\_\_\_  
Signature of Owner/Operator                      Date                      Type or Print Name and Title

**XVIII. I acknowledge the existence of laws prohibiting the submission of false or misleading statements and I certify that facts contained in this notification are true, accurate, and complete.**

\_\_\_\_\_  
Signature of Owner/Operator                      Date                      Type or Print Name and Title

Original Notification must be mailed or hand delivered at least ten working days (Monday-Friday excluding weekends) before demolition or renovation begins, except emergency demolitions and emergency renovations (see regulation) which must be submitted as soon as possible before operations begin. (Form Revised 11/12/97)