



# Asbestos Notification Form ANF-001

## Instructions and Supporting Materials

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### Introduction

MassDEP encourages filing Asbestos Notification Form ANF-001 online via eDEP! If you have not already done so, please register online with eDEP at <https://edep.dep.mass.gov/DEPHome.aspx>. Select “New User” and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away.

For paper filers, the Asbestos Notification Form ANF-001 on MassDEP’s web site should be used. Asbestos Notification Forms and Instructions are available for download from MassDEP’s Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed. A MassDEP Permit Transmittal Form is not required when submitting an Asbestos Notification Form.

Instructions in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare an Asbestos Notification Form (which is considered a permit application). Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Notification Forms in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Instructions and Forms in Adobe Acrobat PDF™ format combine Instructions and Notification Forms in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. Notification Forms in this format may not be completed electronically.



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## Permit Fact Sheet

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### 1. What are the Commonwealth's notification requirements for asbestos removal?

Prior notification of asbestos abatement work is required by the regulations of two Commonwealth Agencies, the Department of Environmental Protection (MassDEP) and the Division of Occupational Safety (DOS) in the Department of Labor and Workforce Development. Under 310 CMR 7.15, MassDEP requires notification **10 working days** (working days do not include Saturday, Sunday or holidays) prior to commencement of work involving the removal of any amount of asbestos. Under 453 CMR 6.12, DOS requires **10 calendar days** prior notification for all work involving the abatement (removal, encapsulation or enclosure) of amounts of asbestos greater than three square feet or three linear feet. The purpose of the notification requirements and work practice standards contained in the regulations is to protect public health, worker safety, and the environment by preventing the release of asbestos emissions to the ambient and indoor air.

### 2. Who must notify?

Any owner/operator, asbestos abatement contractor, or other entity performing asbestos abatement in the Commonwealth must notify of the intent to perform asbestos abatement. For DOS notification purposes, the asbestos abatement contractor is required to notify.

### 3. Is there a specific notification form?

Yes. Notification must be made using MassDEP's "Asbestos Notification Form ANF-001" (also known as BWP AQ-04). Submission of the form satisfies the notification requirements of both MassDEP and DOS regulations.

The Asbestos Notification Form and Instructions are available on MassDEP's website at [www.mass.gov/dep](http://www.mass.gov/dep).

### 4. How do I submit the Asbestos Notification Form?

To submit an Asbestos Notification Form ANF-001, do one of the following:

1. File the ANF-001 online via MassDEP's website. If you have not already done so, register online with eDEP at <https://edep.dep.mass.gov/DEPHome.aspx>. Select "New User" and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away.
2. For paper filers, when the ANF-001 is completely filled out, and the appropriate decal is affixed to the form (see Question #6 below), use regular, certified or U.S. Postal Service Express mail to send the form to:

Commonwealth of Massachusetts  
Asbestos Program  
P.O. Box 120087  
Boston, MA 02112-0087

Forms are picked up from the P.O. box every working day. Private delivery services cannot deliver to the P.O. box.

3. Use a private delivery or overnight service and send the ANF-001 to the following address: Asbestos Notification, 8th Floor, MassDEP, One Winter Street, Boston, MA 02108.



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### 5. What is the notification fee for asbestos removal?

The notification fee required by MassDEP regulations (310 CMR 4.00, Timely Action and Fee Provisions) for asbestos removal is \$85.00 per notification. However, owner-occupied residential properties with four or fewer units, cities, towns, counties, districts of the Commonwealth, municipal housing authorities or other state agencies are not subject to asbestos notification fees.

### 6. How and when do I pay the notification fee?

When filing online via eDEP, you will pay the fee online using a credit card. For paper filers, in order to pay the fee, a notification fee decal must be purchased from MassDEP and affixed to the Asbestos Notification Form ANF-001 prior to submitting the notification form. For jobs that are exempt from the notification fee an EXEMPT decal must be obtained from MassDEP and affixed to the notification form.

Fee decals may only be purchased in person at the reception area on the second floor of MassDEP's One Winter Street Boston Office. For fee-exempt asbestos removal jobs, EXEMPT notification decals may be picked up (free of charge) at the reception area of MassDEP's One Winter Street Boston Office or at any regional MassDEP office.

For decals requiring a payment, payment must be in the form of a check or money order made payable to "Commonwealth of Massachusetts." Cash and credit cards cannot be accepted.

Each notification decal contains a unique number that is used to track the notification. Forms without decals will not be accepted.

### 7. Is the asbestos notification fee refundable?

No. In the event that an asbestos notification is withdrawn, the notification fee will not be refunded. For paper filers, decal fees may be refunded if the original purchaser returns the unused and intact decals. Contact MassDEP's Revenue Office at the MassDEP Boston Office to find out how to obtain a refund. Lost decals are not eligible for a refund.

### 8. What are the Department of Environmental Protection (MassDEP) and Division of Occupational Safety (DOS) timelines for notification review?

After the Asbestos Notification Form ANF-001 is received by MassDEP and DOS the form will be reviewed by both agencies. The notifier will be **contacted only in case of deficiencies** in the submitted notification form. Where either MassDEP or DOS informs the notifier of deficiencies in the notification form, the notifier may not proceed with the asbestos work for which notification was made and will have 30 calendar days from the date of being informed of the deficiencies in which to respond. Where the notifier responds to the deficiencies in the original notification form within the 30-day period, a second administrative/technical completeness review may be conducted by either agency within the respective 10 working day notification period. The result of the second review will be:

- a determination of administrative/technical completeness, or
- a stop order to not proceed with the job.

The notifier will be contacted only in the case in which an order is issued to not proceed with the job. Should the notifier wish to pursue asbestos removal on the same site after a stop order has been issued, a new Asbestos Notification Form ANF-001 and new notification fee for the job must be submitted to MassDEP.



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### 9. When can I start work?

Work cannot begin until the 10 working days waiting period specified by MassDEP regulations have elapsed. Because the 10 working days waiting period specified by MassDEP regulations is longer than the 10 calendar days waiting period specified by DOS regulations, satisfying the MassDEP waiting period requirements also satisfies the DOS waiting period requirements. The MassDEP waiting period counts only working days. Working days do not include Saturdays, Sundays or holidays.

When completing the ANF-001 it is important to specify a start date for your asbestos removal project that allows sufficient time for the 10 working days waiting period to pass prior to the start date. Not allowing sufficient time is a violation of the asbestos regulations and may result in enforcement action, including a civil administrative penalty.

If you cannot wait 10 working days before starting an asbestos project, you must obtain an emergency waiver from MassDEP and DOS before starting work (see Question #12).

**Please note that you must start work on the “start date” you indicate on the ANF-001. If you are not going to start on that date, you must revise your notification prior to the original start date indicated.**

### 10. Can I revise my Asbestos Notification Form?

Yes. **If you plan to change the original start date or completion date indicated in the ANF-001 you have filed, you MUST file a notification revision.** You must ensure that your notification revision is received by MassDEP at least one working day prior to the original start date or completion date being changed. **Failure to revise your notification if your start date or completion date changes is a violation of MassDEP’s asbestos regulations and may result in enforcement actions, including a civil administrative penalty.** Notification revisions may be made using one of the following procedures:

1. File the notification revision online via eDEP (you can do this even if the original notification was a paper copy).
2. For paper filers, on a copy of the original notification form, write "REVISION" under the notification fee decal, and on the form indicate the revisions being made to the original notification. Submit the revised form by doing **all** of the following:
  - Fax the revised form to the appropriate **MassDEP regional office** (see Contacting MassDEP at the end of this document for fax numbers). **Do NOT fax the revision to the Boston Asbestos Program;**
  - Fax the revised form to the DOS Boston Office at 617-727-7568; and
  - Mail a hard copy of the revised form to Commonwealth of Massachusetts, Asbestos Program, P.O. Box 120087, Boston, MA 02112-0087.

**Note:** Some project changes cannot be made using this revision procedure and require the submission of a new notification. See Question #11.

### 11. What project changes require a new asbestos notification and new notification fee?

A new Asbestos Notification Form and payment of a new notification fee is required when any amount of asbestos-containing material **above** the estimate on the original notification form is planned, and when there is a change in location from that indicated on the original notification form. New notification is also required



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when an asbestos removal project is postponed more than 30 days from the start date or end date appearing on the original notification form. Finally, a separate notification is required when asbestos removals are scheduled for a single facility but are separated by more than 1 week (e.g., phased implementation with more than 1 week in between phases).

## 12. What if I need an emergency waiver from the 10 working days notification requirement?

Both MassDEP and DOS may provide authorization for an emergency waiver of the 10 working days notification requirement. To obtain an emergency waiver, contact the appropriate **MassDEP Regional Office** and contact **DOS** in accordance with the schedule below to determine if an emergency waiver is warranted. Where deemed appropriate, an emergency waiver number will be issued by each agency. If both MassDEP and DOS grant an emergency waiver, the contractor or other entity may proceed with the work. The contractor or other entity must submit an Asbestos Notification Form ANF-001 and fee to MassDEP (as described in Question #'s 4 and 6) within one working day of beginning the asbestos removal job for which the emergency waiver was granted, and must supply the waiver numbers given by each agency in Section A, Part 14 of the Asbestos Notification Form ANF-001. Failure to file the notification with fee payment in a timely manner may result in enforcement actions. The schedule for contacting DOS to request an emergency waiver is:

Monday	Boston	(617) 727-7047
Tuesday	Springfield	(413) 747-7192
Wednesday	Haverhill	(978) 372-9797
Thursday	New Bedford	(508) 984-7718
Friday	West Newton	(617) 969-7177

## 13. How long does an asbestos notification remain in effect?

An asbestos notification remains in effect only until the job completion date specified in the Asbestos Notification Form ANF-001 or as properly revised as described in Question #10.

## 14. Do I have to notify other governmental agencies?

You may be required to notify the city or town. Contact local officials (Board of Health and/or Building Department) to ask what notification they require for asbestos removal. Submitting a complete ANF-001 satisfies notification requirements for State and Federal agencies. MassDEP has been delegated by the U.S. Environmental Protection Agency (USEPA) to receive notifications required under Federal regulations (NESHAP, 40 CFR Subpart M). Submission of the ANF-001 to MassDEP satisfies USEPA asbestos removal notification requirements.

## 15. What can I do to avoid the most common mistakes in submitting an asbestos notification?

- Fill in **all** information required on the Asbestos Notification Form ANF-001. The notification must be completed and signed by an authorized person. Filing the ANF-001 online via eDEP helps avoid common mistakes.
- For paper filers, make sure you attach the appropriate notification fee decal in the upper right hand corner of the Asbestos Notification Form ANF-001.
- Make sure you print out a copy of the Asbestos Notification Form ANF-001 you file online. For paper filers, make sure you make a copy of the ANF-001 with the notification fee decal affixed to retain for your records or in the event that a revision must be submitted to MassDEP and DOS.



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d. If you have any questions completing the form, call either MassDEP or DOS.

## 16. Where can I get copies of the regulations that apply to the Commonwealth's asbestos program?

These regulations include, but are not limited to:

- a. Department of Environmental Protection:
  - Asbestos Regulations, 310 CMR 7.00, including 7.09 and 7.15.
  - Asbestos Disposal Regulations, 310 CMR 19.061
  - Massachusetts Contingency Plan waste site cleanup regulations, 310 CMR 40.0000.
  - Timely Action and Fee Provisions, 310 CMR 4.00.
  - Administrative Penalties Regulations, 310 CMR 5.00.
- b. Division of Occupational Safety:
  - Asbestos Regulations, 453 CMR 6.00.

MassDEP's regulations are available on MassDEP's website at [www.mass.gov/dep](http://www.mass.gov/dep). Official copies of MassDEP's and DOS's regulations may be purchased at:

State House Bookstore  
Room 116  
Boston, MA 02133  
(617) 727-2834

State House West Bookstore  
436 Dwight Street  
Springfield, MA 01103  
(413) 784-1376



# Massachusetts Department of Environmental Protection

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### Contact List

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#### Contacting the Division of Occupational Safety (DOS)

Licenses and Notifications .....	(617) 727-7047
Enforcement - Brian Wong.....	(617) 969-7177
Branch Offices	
Boston.....	(617) 727-7047
West Newton (consultation & regulatory interpretation).....	(617) 969-7177
Haverhill.....	(978) 372-9797
New Bedford.....	(508) 984-7718
Westborough .....	(508) 792-7225
Springfield.....	(413) 747-7192
Pittsfield .....	(413) 448-8746

DOS web site: [www.mass.gov/dos](http://www.mass.gov/dos)

#### Contacting the Department of Environmental Protection (MassDEP)

For questions about how to complete the ANF-001 or how to comply with MassDEP's requirements for asbestos removal, please contact an asbestos inspector in the MassDEP regional office that covers the municipality where the asbestos work will be performed. The asbestos inspectors are the best source of information about any technical aspects of MassDEP's requirements for asbestos removal.

MassDEP Central Regional Office (includes Worcester).....	<b>(508) 792-7650</b>
.....	Fax (508) 792-7621
MassDEP Northeast Regional Office (includes Greater Boston).....	<b>(978) 694-3200</b>
.....	Fax (978) 694-3499
MassDEP Southeast Regional Office (includes Cape and Islands) .....	<b>(508) 946-2700</b>
.....	Fax (508) 947-6557
MassDEP Western Regional Office (includes Springfield) .....	<b>(413) 784-1100</b>
.....	Fax (413) 784-1149

Find your region: <http://mass.gov/dep/about/region/findyour.htm>

**Asbestos Notification Online eDEP Filing:** If you have not already done so, register online with eDEP at <https://edep.dep.mass.gov/DEPHome.aspx>. Select "New User" and complete the required steps. It should take no more than five minutes to complete the registration process, and you can begin online filing of your notifications right away.

**MassDEP Asbestos Program Web Page:** [www.mass.gov/dep/air/asbhom01.htm](http://www.mass.gov/dep/air/asbhom01.htm). This Web Page has links to all MassDEP asbestos related documents including regulations, policies, guidance, and notification forms. To access notification forms that will be filed as paper copies, click on "Notification Forms" and download the Asbestos Notification Form ANF-001 and Instructions. The ANF-001 is listed under "BWP AQ 04." The ANF-001 and Instructions are available as 2 Microsoft Word Documents or in a single document in Adobe Portable Document Format (PDF). The Microsoft Word version of the ANF-001 can be completed electronically on a computer and printed out and submitted to MassDEP as a paper copy.

#### Service Centers

The Asbestos Notification Form ANF-001 and Instructions for completing the form can be obtained from any of the MassDEP Regional Service Centers. Call, write, email or visit any of these offices and request the Asbestos Abatement Notification Package. Please call ahead before visiting an office to obtain the notification materials to check on office hours and to make sure the materials are in stock.

Find your region: <http://mass.gov/dep/about/region/findyour.htm>



# Asbestos Notification Form ANF-001

Affix Asbestos Notification Decal Here

## A. Asbestos Abatement Description

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility Location:

Name of Facility		Street Address	
City/Town	State	Zip Code	Telephone

Worksite Location:

Building name, #, wing, floor, room.

2. Is the facility occupied?  Yes  No

3. Asbestos Contractor:

Name		Address	
City/Town	Zip Code	Telephone	

DOS License #  Contract Type:  Written  Verbal

Facility Contact Person  Contact person's title

4. Name of On-Site Supervisor/Foreman  DOS Certification #

5. Name of Project Monitor  DOS Certification #

6. Name of Asbestos Analytical Lab  DOS Certification #

7. Project Start Date  End Date

Work hours Mon-Fri.  Work hours Sat-Sun.

8. What type of project is this?  
 Demolition  Renovation  
 Repair  Other, please specify: \_\_\_\_\_

9. Check abatement procedures:  
 Glove bag  Encapsulation  
 Enclosure  Disposal only  
 Cleanup  Other, specify: \_\_\_\_\_  
 Full containment

10. Is the job being conducted:  Indoors?  Outdoors?

### INSTRUCTIONS

1. All sections of this form must be completed in order to comply with DEP notification requirements of 310 CMR 7.15 and the Division of Occupational Safety (DOS) notification requirements of 453 CMR 6.12

2. Submit Original Form to:  
Commonwealth of Massachusetts  
Asbestos Program  
PO Box 120087  
Boston MA  
02112-0087



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## A. Asbestos Abatement Description (cont.)

11. Total amount of each type of Asbestos Containing Materials (ACM) to be removed, enclosed, or encapsulated:

pipes or ducts (linear ft)	_____	other surfaces (square ft)	_____
Boiler, breaching, duct, tank surface coatings	lin. ft / sq. ft	Insulating cement	lin. ft / sq. ft
Corrugated or layered paper pipe insulation	lin. ft / sq. ft	Trowel/Sprayer coatings	lin. ft / sq. ft
Spray-on fireproofing	lin. ft / sq. ft	Transite board, wall board	lin. ft / sq. ft
Cloths, woven fabrics	lin. ft / sq. ft	Other, please specify:	_____
Thermal, solid core pipe insulation	lin. ft / sq. ft		lin. ft / sq. ft

12. Describe the decontamination system(s) to be used:

13. Describe the containerization/disposal methods to comply with 310 CMR 7.15 and 453 CMR 6.14(2) (g):

14. For Emergency Asbestos Operations, the DEP and DOS officials who evaluated the emergency:

_____	_____
Name of DEP official	Title
_____	_____
Date of Authorization	Waiver #
_____	_____
Name of DOS official	Title
_____	_____
Date of Authorization	Waiver #

15. Do prevailing wage rates as per M.G.L. c. 149, § 26, 27 or 27A-F apply to this project?  Yes  No

## B. Facility Description

1. Current or prior use of facility: \_\_\_\_\_

2. Is the facility owner-occupied residential with 4 units or less?  Yes  No

3. \_\_\_\_\_

Facility Owner Name	_____	Address	_____
City/Town	Zip Code	Telephone	_____

4. \_\_\_\_\_

Name of Facility Owner's On-Site Manager	_____	Address	_____
City/Town	Zip Code	Telephone	_____



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## B. Facility Description (cont.)

5. \_\_\_\_\_  
 Name of General Contractor Address  
 \_\_\_\_\_  
 City/Town Zip Code Telephone  
 \_\_\_\_\_  
 Contractor's Worker's Comp. Insurer Policy # Exp. Date

6. What is the size of this facility? \_\_\_\_\_  
 Square Feet # of floors

## C. Asbestos Transportation and Disposal

1. Transporter of asbestos-containing material from site to temporary storage site (if necessary) to final disposal site:  
 \_\_\_\_\_  
 Name of transporter Address  
 \_\_\_\_\_  
 City/Town Zip Code Telephone

2. Transporter of asbestos-containing waste material from removal/temporary site to final disposal site:  
 \_\_\_\_\_  
 Name of transporter Address  
 \_\_\_\_\_  
 City/Town Zip Code Telephone

3. Refuse transfer station and owner  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City/Town Zip Code Telephone

4. Final Disposal Site location name  
 \_\_\_\_\_  
 Owner's Name  
 \_\_\_\_\_  
 Address City/Town  
 \_\_\_\_\_  
 State Zip Code Telephone

Note: Transfer Stations must comply with the Solid Waste Division Regulations 310 CMR 19.000

## D. Certification

The undersigned hereby states, under the penalties of perjury, that he/she has read the Commonwealth of Massachusetts regulations for the Removal, Containment or Encapsulation of Asbestos, 453 CMR 6.00 and 310 CMR 7.15, and that the information contained in this notification is true and correct to the best of his/her knowledge and belief.

Note: Contractor must sign this form for DOS notification purposes

\_\_\_\_\_  
 Name Authorized Signature  
 \_\_\_\_\_  
 Position/Title Date  
 \_\_\_\_\_  
 Telephone Representing  
 \_\_\_\_\_  
 Address City/Town  
 \_\_\_\_\_  
 Zip Code

Fee exempt (city, Town, district, municipal housing authority, owner-occupied residential of four units or less?)  Yes  No