



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>.

- 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.

NEW YORK STATE
NYSDS Login - Development

NOTE: This is a DEVELOPMENT server!

ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
7. You must report any abuse or misuse of this application to OFT and you shall cooperate fully in any investigation into any such abuse or misuse.

Please Login

Username:

Password:

Login

[I forgot my password](#)

Powered By
NYSDS
Directory Services



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.

The screenshot shows a web browser window titled "OFT Password Services - Microsoft Internet Explorer". The address bar contains a URL starting with "https://ws04.nyenet.state.ny.us/site/indexagent/pwchg/smpwservices.cgi.exe?". The main content area features a "Password Change Request" form with a yellow background. The form includes a message: "Your Username please change your current password before continuing." Below this are three input fields labeled "Old or Temporary Password*", "New Password*", and "Confirm New Password*". At the bottom of the form are two buttons: "Change Password" and "Clear this form".

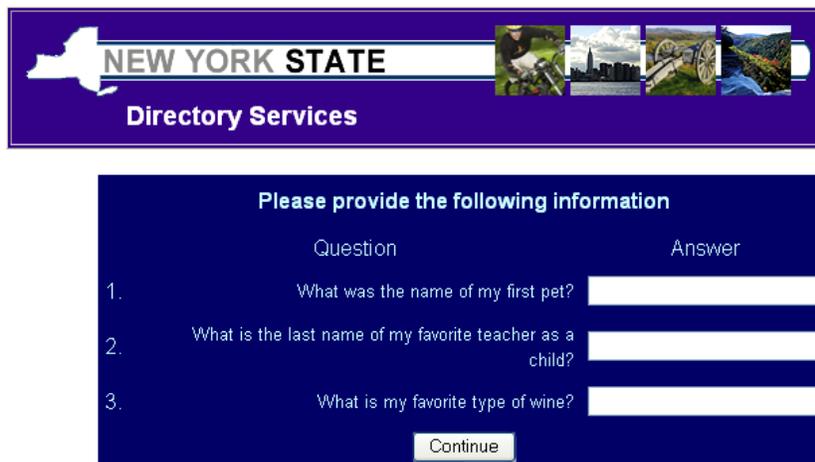


User Name or Password Help

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.

NYSDS Forgotten Password Service - Microsoft Internet Explorer

NEW YORK STATE
Directory Services

Forgotten Password Service

Username:

Email Address:

123740

Please enter the security code displayed above in the field provided. This is necessary to prevent unauthorized use of this Web site. If you are using a screen reading program, click [listen](#) to have the number announced.

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.

Forgotten Password - Microsoft Internet Explorer

NEW YORK STATE
Directory Services

Please provide the following information

	Question	Answer
1.	What was the name of my first pet?	<input type="text"/>
2.	What is the last name of my favorite teacher as a child?	<input type="text"/>
3.	What is my favorite type of wine?	<input type="text"/>



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.



Password Change Request

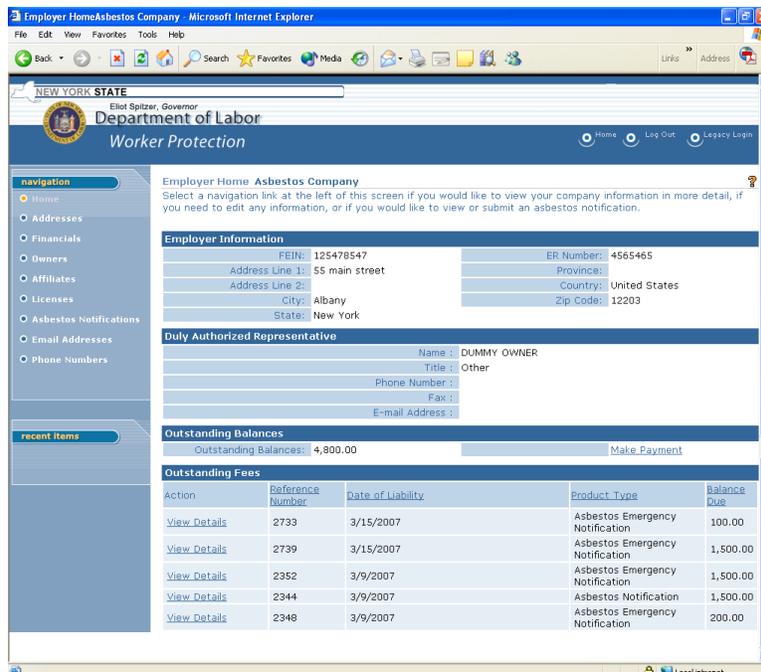
Your Username please change your current password before continuing.

Old or Temporary Password*

New Password*

Confirm New Password*

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.

The screenshot displays the 'Employer Home' page for 'Asbestos Company'. The browser title bar (1) reads 'Employer HomeAsbestos Company - Microsoft Internet Explorer'. At the top right, navigation buttons for 'Home' (2), 'Log Out', and 'Legacy Login' are visible. On the left, a navigation bar (3) lists links such as Home, Addresses, Financials, Owners, Affiliates, Licenses, Asbestos Notifications, Email Addresses, and Phone Numbers. Below this is a 'recent items' section (4). The main content area features a title bar (5) for 'Employer Home Asbestos Company' and a navigation menu. The 'Employer Information' section (6) displays details like FEIN: 125478547, ER Number: 4565465, and address information. The 'Duly Authorized Representative' section has fields for Name, Title, Phone Number, Fax, and E-mail Address. The 'Outstanding Balances' section (7) shows a balance of 4,800.00 with a 'Make Payment' button. The 'Outstanding Fees' section (8) lists two fees: Asbestos Emergency Notification for 100.00 and another for 1,500.00, both with 'View Details' links.



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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Addresses: Asbestos Company - 125478521' page. The browser's title bar and address bar both show the company name and FEIN. The page header includes the New York State Department of Labor logo and the text 'Worker Protection'. A navigation menu on the left lists various options, with 'Addresses' selected. The main content area shows a table of addresses for the company.

Action	Primary	Type	Address	City	From	To	Status
View Edit	Yes	Business	23 main street	Albany	2/20/2007		Active



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.

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Department of Labor
Worker Protection

View Address: Asbestos Company - 125478521

[Edit](#) [Delete](#) [Close](#)

Details			
Type:	Business	Primary:	Yes
From:	2/20/2007	To:	Active
Address:	12203 23 main street Albany United States New York	Status:	

Comments

[Edit](#) [Delete](#) [Close](#)



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.*

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Department of Labor
Worker Protection

Modify Address: Asbestos Company - 125478521

Save Cancel

Details

*Type: Business Primary:

*From: 2/20/2007 To:

Address

Apt/Suite: Street 1: 23 main street

Street 2: City: Albany

Province: State: New York

Zip: 12203 Country: United States

Comments

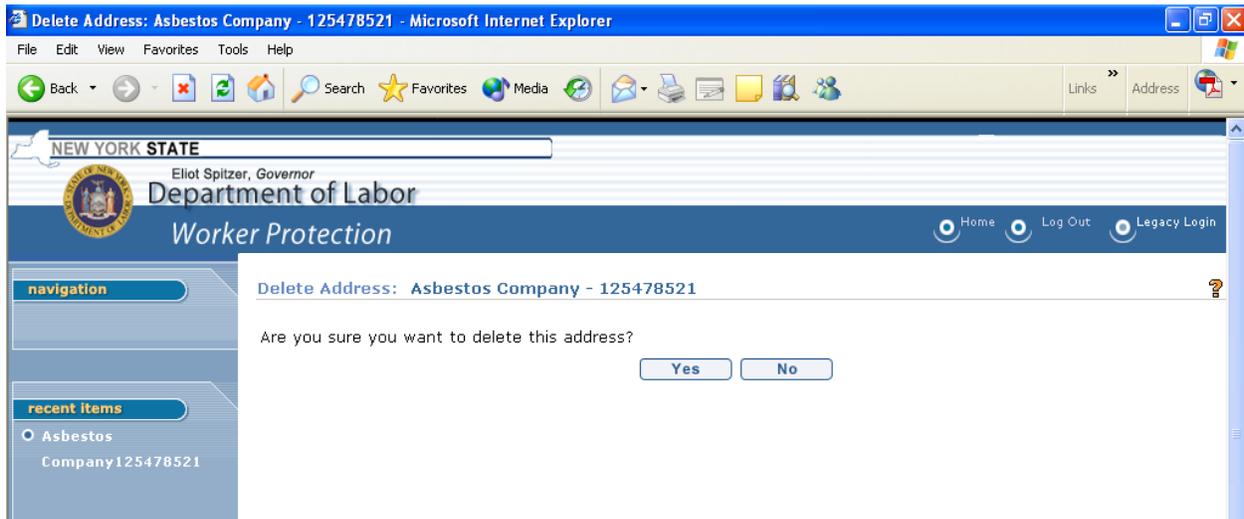
Save Cancel



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.

Delete Address: Asbestos Company - 125478521

- ✘ You cannot delete the primary address. Please create another address and assign it as the primary address before attempting to delete this address.

Are you sure you want to delete this address?



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.

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Worker Protection

Create Address: Asbestos Company - 125478521

Save Save & New Cancel

Details

Type: Private Primary:

From: 2/20/2007 To:

Address

Apt/Suite: Street 1:

Street 2: City:

Province: State:

Zip: Country:

Comments

Save Save & New Cancel



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.

The screenshot shows the 'Employer Home Asbestos Company' page. On the left is a navigation menu with options like Home, Addresses, Financials, Owners, Affiliates, Licenses, Asbestos Notifications, Email Addresses, and Phone Numbers. The main content area includes:

- Employer Information:** FEIN: 125478547, Address Line 1: 55 main street, Address Line 2: , City: Albany, State: New York, ER Number: 4565465, Province: , Country: United States, Zip Code: 12203.
- Duly Authorized Representative:** Fields for Name, Title, Phone Number, Fax, and E-mail Address.
- Outstanding Balances:** Outstanding Balances: 4,800.00 with a 'Make Payment' link.
- Outstanding Fees Table:**

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00
- More:** A button to view additional outstanding fees.



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.

The screenshot shows the 'View Outstanding Liability Details' page for 'Asbestos Company'. The page header includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. A 'Close' button is visible at the top right of the main content area. The main content area displays the following liability details:

Reference Number:	2733
Product Type:	Asbestos Emergency Notification
Date of Liability :	3/15/2007
Liability Status:	Processed
Liability Amount:	100.00
Amount Paid:	0.00
Balance Due:	100.00

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.

The screenshot shows the 'Employer Financials Home Page'. The page header includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. The main content area displays the following information:

Employer Financials Home Page:

Manage
[Enter Payment](#)

Account Balance
Total Outstanding Balance:: 4,800.00

Outstanding Liabilities

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00



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.

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Department of Labor
Worker Protection

Employer Home Asbestos Company

Select a navigation link at the left of this screen if you would like to view your company information in more detail, if you need to edit any information, or if you would like to view or submit an asbestos notification.

Employer Information

FEIN:	125478547	ER Number:	4565465
Address Line 1:	55 main street	Province:	
Address Line 2:		Country:	United States
City:	Albany	Zip Code:	12203
State:	New York		

Duly Authorized Representative

Name :	
Title :	
Phone Number :	
Fax :	
E-mail Address :	

Outstanding Balances

Outstanding Balances:	4,800.00	Make Payment
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Outstanding Fees

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00

[More](#)



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.

The screenshot shows the 'Employer Financials Home Page' in a Microsoft Internet Explorer browser window. The page header includes the New York State Department of Labor logo and the name of the Governor, Eliot Spitzer. The main content area is titled 'Employer Financials Home Page:' and contains several sections:

- Navigation:** Home (selected), Payment History.
- Recent Items:** Asbestos Company 125478547.
- Manage:** Enter Payment link.
- Account Balance:** Total Outstanding Balance: 3,300.00.
- Outstanding Liabilities:** A table with columns for Action, Reference Number, Date of Liability, Product Type, and Balance Due.

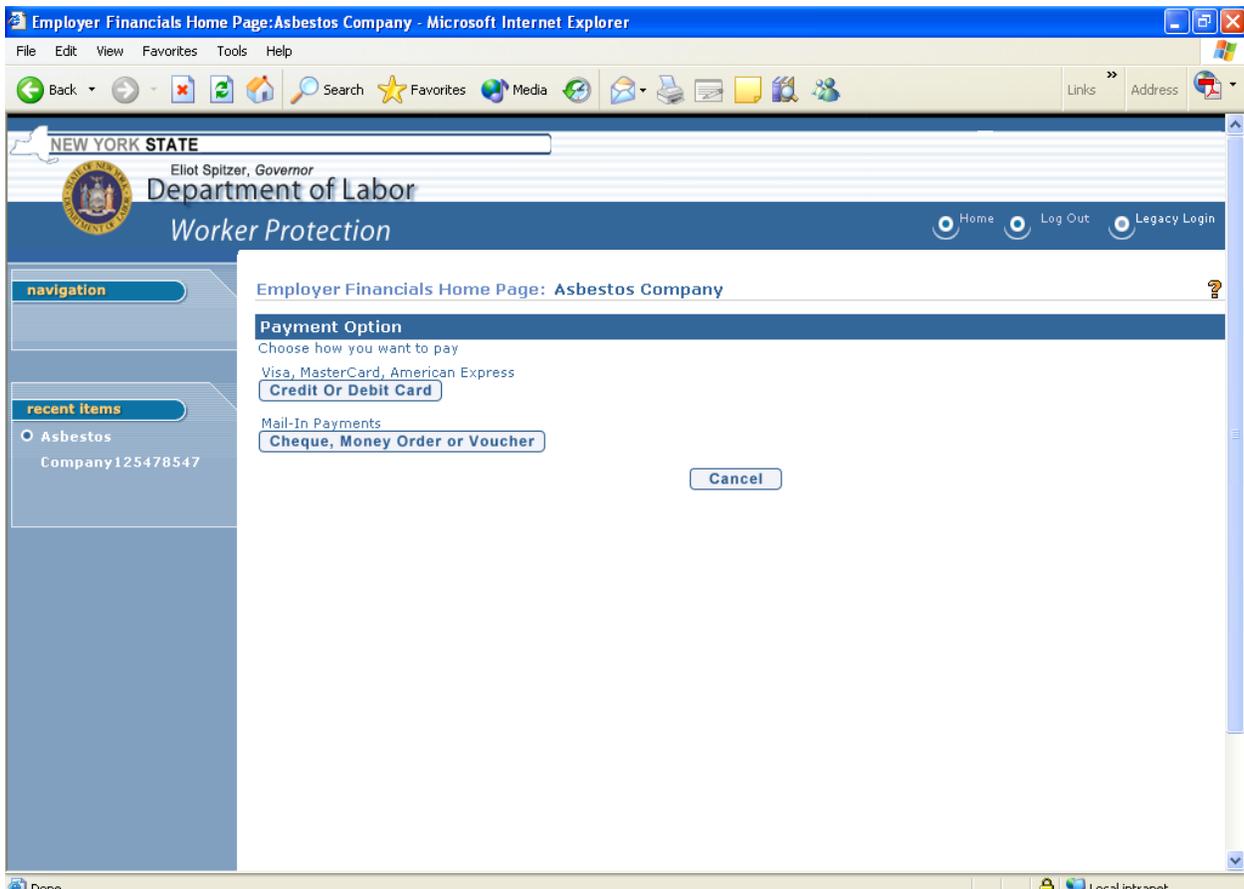
Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00



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.

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Worker Protection

Employer Financials Home Page: Asbestos Company

Reference Number	Date of Liability	Product Type	Balance Due
<input checked="" type="checkbox"/> 2344	3/9/2007	Asbestos Notification	1,500.00

Make Payment Cancel



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.

Make Pay by Credit or Debit Card Asbestos Company

Step #3: Verify Items Selected For Payment

Reference Number	Item Type	Date of Fee	Amount Due
2344	Asbestos Notification	3/9/2007	1,500.00

Edit Items Selected For Payment
To add items or to change the items selected for payment, click the EDIT button.

Amount for Payment
(total of items selected for payment)
Total Payment Amount: 1,500.00

Step #4: Enter Card Information

Card Type: American Express

Card Number: 000-0000-00-000

Security Code : 000
The 3-digit number in the signature line on the back of card.

Expiration Date: Month: 02

Expiration Date: Year: 2007

Credit Card Billing Address:
(mailing address on your credit card statement)

Street: 1 Main St

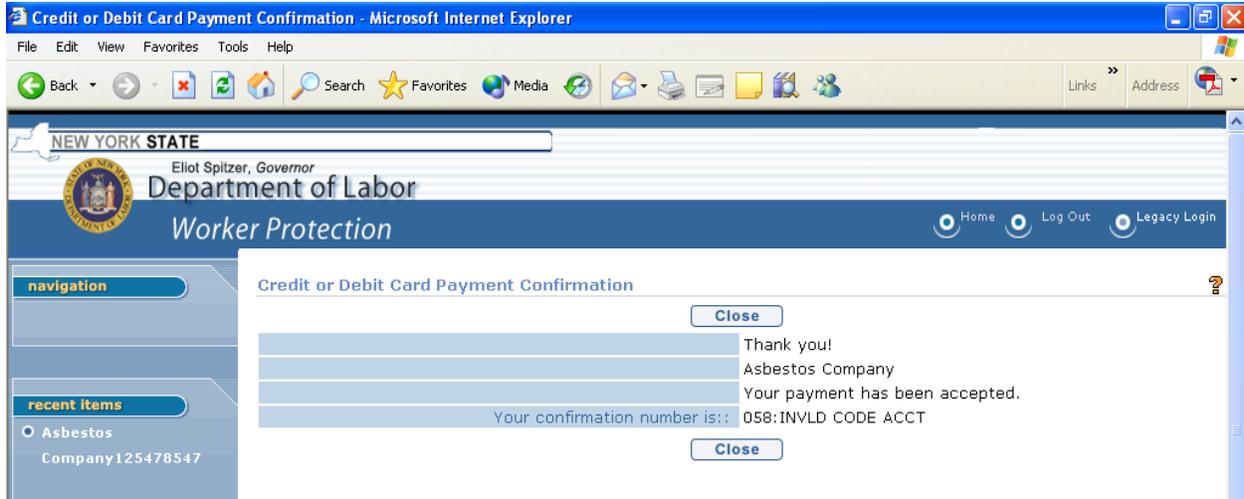
City/Town: Albany

State/Province: New York

Zip Code: 12205



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.



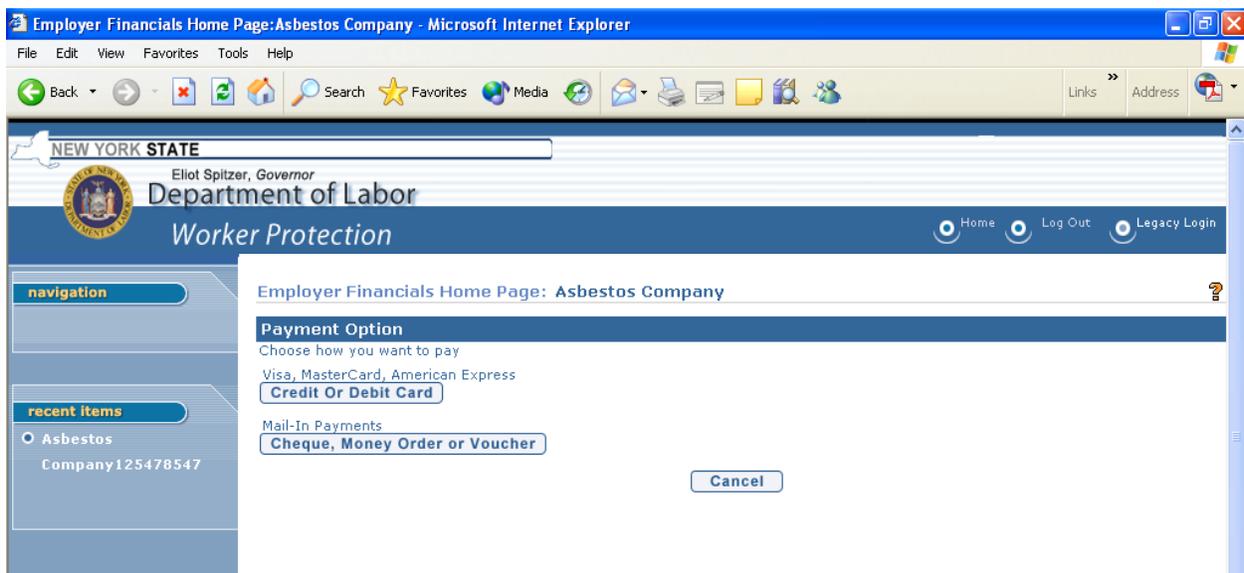
Note: For your security, credit and debit card numbers are NOT stored in our system. You will need to reenter the information each time you make a payment.

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.

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Employer Financials Home Page: Asbestos Company

Outstanding Liabilities
Please select items you want to pay for.

	Reference Number	Date of Liability	Product Type	Balance Due
<input type="checkbox"/>	2733	3/15/2007	Asbestos Emergency Notification	100.00
<input type="checkbox"/>	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
<input checked="" type="checkbox"/>	2344	3/9/2007	Asbestos Notification	1,500.00
<input checked="" type="checkbox"/>	2348	3/9/2007	Asbestos Emergency Notification	200.00

Make Payment Cancel

select



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.

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

Employer Financials Home Page: Asbestos Company

Verify Items Selected For Payment

Outstanding Liabilities

Reference Number	Date of Liability	Product Type	Balance Due
2344	3/9/2007	Asbestos Notification	1,500.00
2348	3/9/2007	Asbestos Emergency Notification	200.00

Total Amount Selected: 1,700.00

Print and Mail

Print this page and include it with your cheque, money order, or voucher made payable to the Commissioner of Labor, Payments should be mailed to:

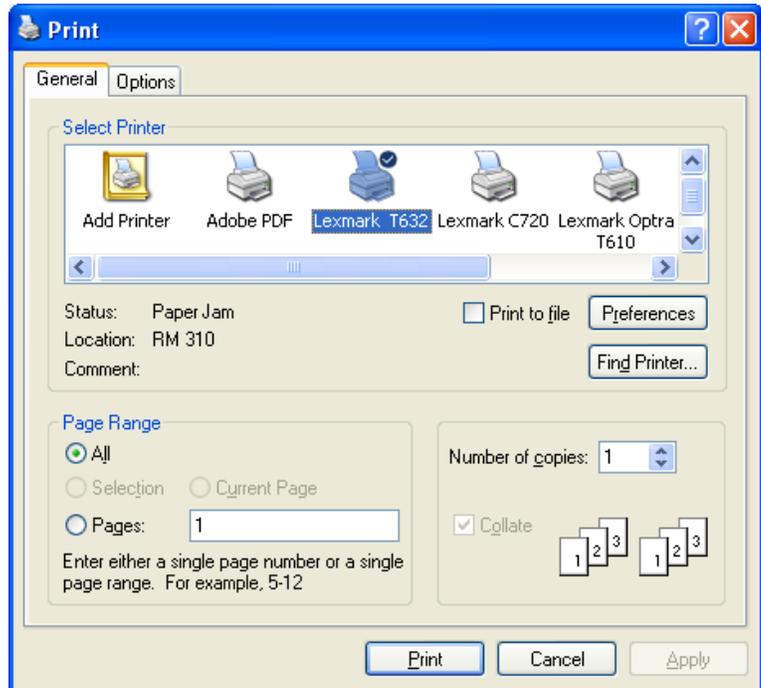
New York State Department of Labor
Division of Safety and Health
Asbestos Control Bureau
State Office Campus
Building 12, Room 290B
Albany 12240

Print Cancel



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.

The screenshot shows the 'Employer Home' page for 'Asbestos Company' in Microsoft Internet Explorer. The page header includes the New York State logo and the Department of Labor logo. A navigation menu on the left has 'Financials' selected. The main content area shows 'Employer Information' with fields for FEIN, Address Line 1, Address Line 2, City, State, ER Number, Province, Country, and Zip Code. Below this is a 'Duly Authorized Representative' section with fields for Name, Title, Phone Number, Fax, and E-mail Address. The 'Outstanding Balances' section shows a total of 4,800.00 with a 'Make Payment' button. The 'Outstanding Fees' section contains a table with columns for Action, Reference Number, Date of Liability, Product Type, and Balance Due.

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00



Your are now on the Employer Financials Home Page.

- Select the Payment History navigation link on the left side of the screen.

The screenshot displays the 'Employer Financials Home Page' within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL 'http://www.dol.state.ny.us/workerprotection/employerfinancials/homepage.aspx'. The page header includes the New York State Department of Labor logo and the text 'NEW YORK STATE Department of Labor Worker Protection'. Navigation links for 'Home', 'Log Out', and 'Legacy Login' are visible in the top right. On the left side, a navigation menu is shown with 'Home' selected and 'Payment History' as an option. Below the navigation menu, a 'recent items' section lists 'Asbestos Company125478547'. The main content area is titled 'Employer Financials Home Page:' and contains several sections: 'Manage' with a link to 'Enter Payment', 'Account Balance' showing a 'Total Outstanding Balance:: 3,300.00', and 'Outstanding Liabilities' which is a table with the following data:

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00



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.

The screenshot shows a web browser window titled "Payment History: Name of Employer - Microsoft Internet Explorer". The browser's address bar is empty. The page content includes the New York State Department of Labor logo and header, with "Worker Protection" as the main title. A navigation sidebar on the left has "Payment History" selected. The main content area displays a table titled "Payment History" with the following data:

Action	Instrument Type	Instrument Number	Bates Number	Date Received	Date Entered	Payment Amount
Action View Details	Check	345	345	3/9/2007	3/9/2007	500.00
Action View Details	Credit/Debit Card		credit	3/15/2007	3/15/2007	1,500.00

Below the table is a "Close" button. The left sidebar also shows "recent items" including "Asbestos Company 125478547".



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.

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

Employer Home Asbestos Company

Select a navigation link at the left of this screen if you would like to view your company information in more detail, if you need to edit any information, or if you would like to view or submit an asbestos notification.

Employer Information

FEIN:	125478547	ER Number:	4565465
Address Line 1:	55 main street	Province:	
Address Line 2:		Country:	United States
City:	Albany	Zip Code:	12203
State:	New York		

Duly Authorized Representative

Name :	DUMMY OWNER
Title :	Other
Phone Number :	
Fax :	
E-mail Address :	

Outstanding Balances

Outstanding Balances:	4,800.00	Make Payment
-----------------------	----------	------------------------------

Outstanding Fees

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency	1,500.00



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.

The screenshot shows a web browser window titled "Owners, Partners, Shareholders List: Asbestos Company - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes the New York State logo and the text "NEW YORK STATE", "Elliot Spitzer, Governor", "Department of Labor", and "Worker Protection". There are links for "Home", "Log Out", and "Legacy Login".

The main content area is titled "Owners, Partners, Shareholders List: Asbestos Company" and contains a table with the following data:

Action	Name	Social Security Number	From	To
view	DUMMY OWNER	DUMMYOWNR	4/3/2007	

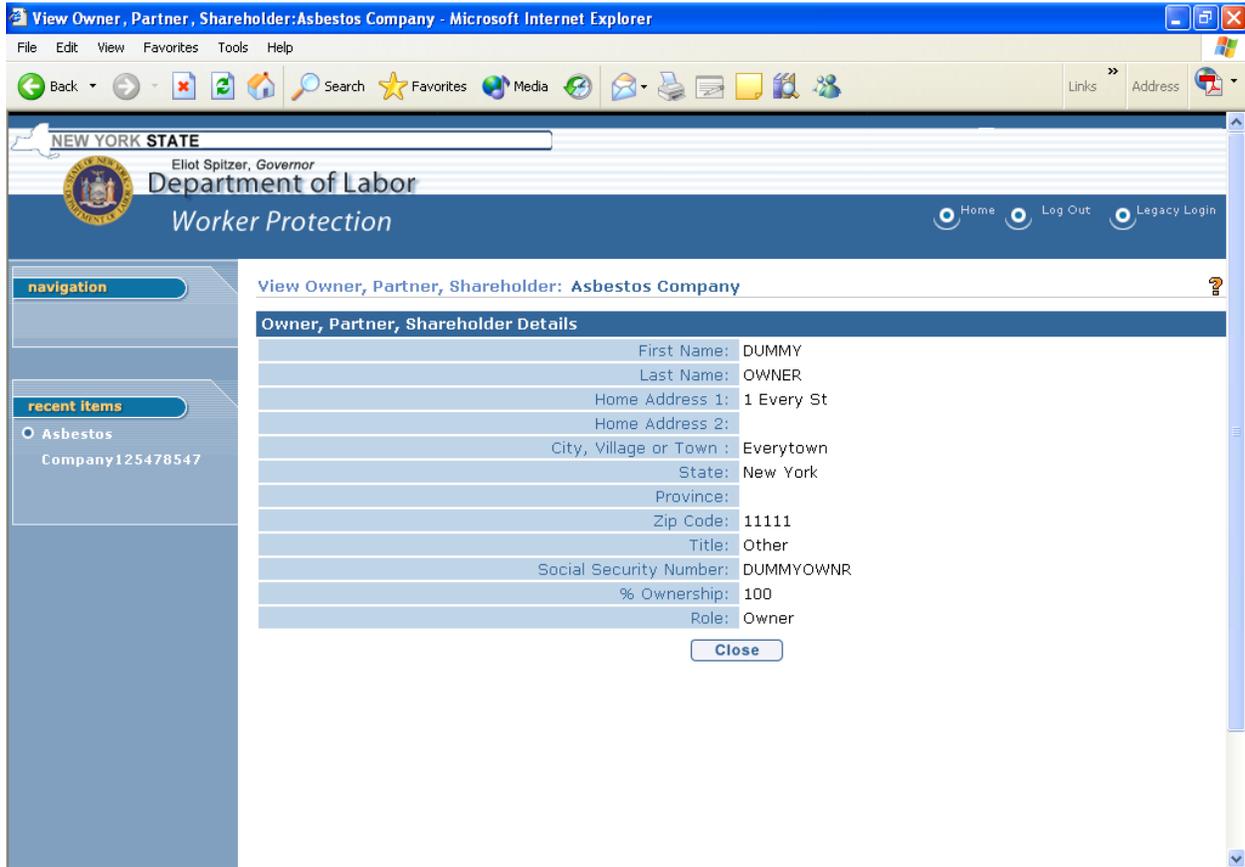
On the left side of the page, there is a navigation menu with the following items: Home, Addresses, Financials, Owners (selected), Affiliates, Licenses, Asbestos Notifications, Email Addresses, and Phone Numbers. Below the navigation menu is a "recent items" section with the entry "Asbestos Company125478547".



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.



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 Asbestos Notification - Project Details: Asbestos Company

✘ Required fields : Street1
City
Country
Zip Code
Contract Dollar Amount

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.

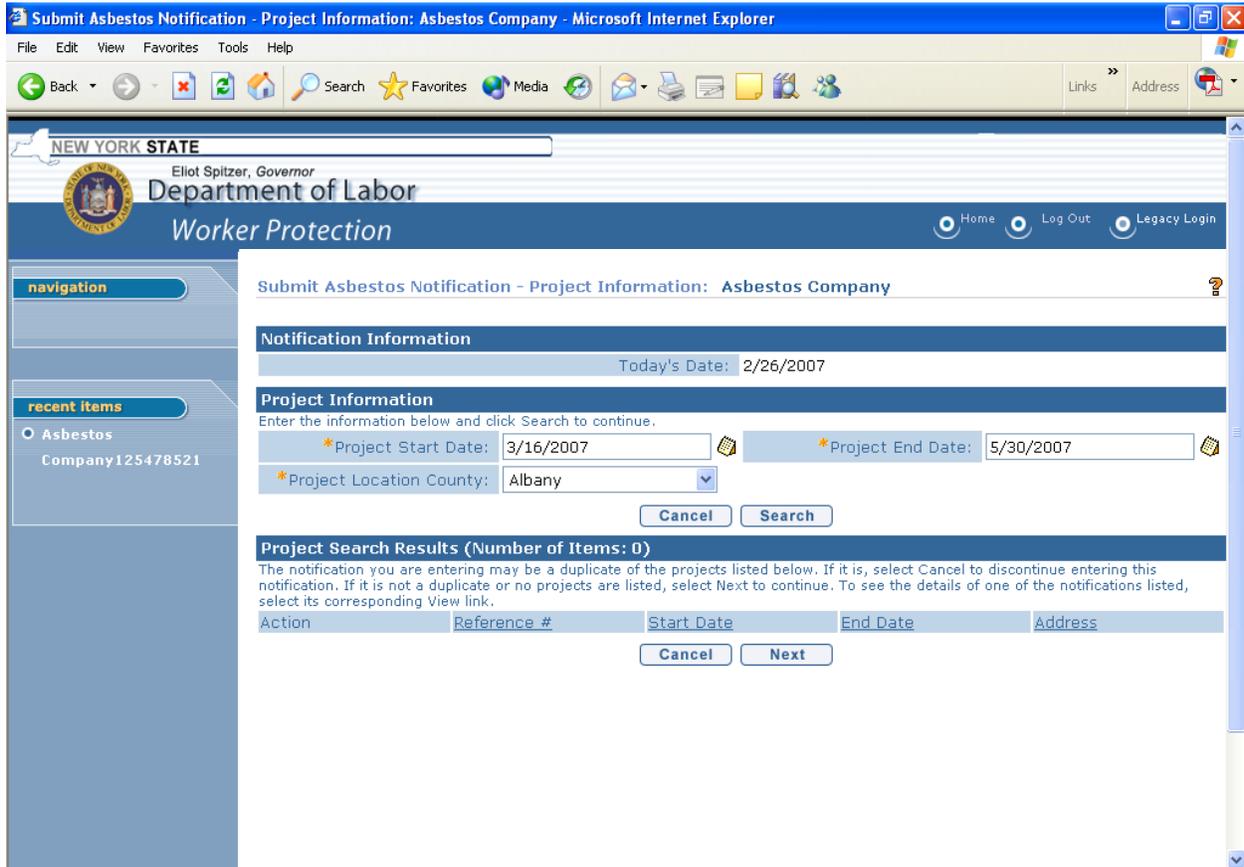
The screenshot shows a web browser window titled "Active Asbestos Projects: Asbestos Company - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes the New York State logo and the text "NEW YORK STATE", "Elliot Spitzer, Governor", and "Department of Labor". Below the header is a navigation menu with options: Home, Log Out, and Legacy Login. The main content area is titled "Active Asbestos Projects: Asbestos Company" and contains a "Submit New Notification" link. Below this link is a table titled "Active Notifications" with columns: Action, Reference #, Type, Start Date, Street, and City County. The table is currently empty. A red error message is displayed above the table, stating: "✘ Required fields : Street1, City, Country, Zip Code, Contract Dollar Amount".



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 Location		Building Information	
County:	Albany	Current Use: (required)	Commercial
Building Name:		Prior Use: (required)	Commercial
Room or Location:	Annex	Approximate Year Built:	1950
*Address Line 1:	123 Main St	Size(sq. ft.): (required)	2000
Address Line 2:		Is building owned by the Federal Government?:	No
*City, Town or Village:	Albany	Building Representative/Site Contact	
State:	New York	First Name: (required)	Ima
Zip Code:	12205	Last Name: (required)	Helper
		Phone Number:	518-555-1212
		Extension:	
		Cell Phone Number:	
		E-mail Address:	



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 if 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.

Submit Asbestos Notification - Project Details: Asbestos Company

Details

*Is this a phased project?: Yes

*Are you using sub-contractors?: Yes

*Are you doing night, weekend or shift work?: Yes

*Is work being done under a variance?: Yes

For Whom Work is Being Performed

Company or Organization: XYZ Company
OR

Individual First Name: Individual Last Name:

Enter Province only if country other than USA.

Apt/Suite: (required)

Street 1: (required) 321 Main St

Street 2: (required)

City: (required) Albany

Province: (required)

State: (required) New York

Zip: (required) 12205

Country: (required) United States

Contract Dollar Amount: (required) 100,000.00

Previous Reset Cancel Next



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.

Phase List: Asbestos Company - Microsoft Internet Explorer

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

navigation

recent items

- Asbestos
Company 125478521

Phase List: Asbestos Company

Use the Add button to define a phase in the project. Once a phase has been added, use the links under the action column to view the phase details or to edit/delete a phase. After all phases have been added, choose Next to continue submitting the notification.

Add

Phase Details

Action	Phase #	Phase Start Date	Phase End Date	Phase Location	Phase Scope
--------	---------	------------------	----------------	----------------	-------------

Previous Next



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.

Phase List: Asbestos Company

Use the Add button to define a phase in the project. Once a phase has been added, use the links under the action column to view the phase details or to edit/delete a phase. After all phases have been added, choose Next to continue submitting the notification.

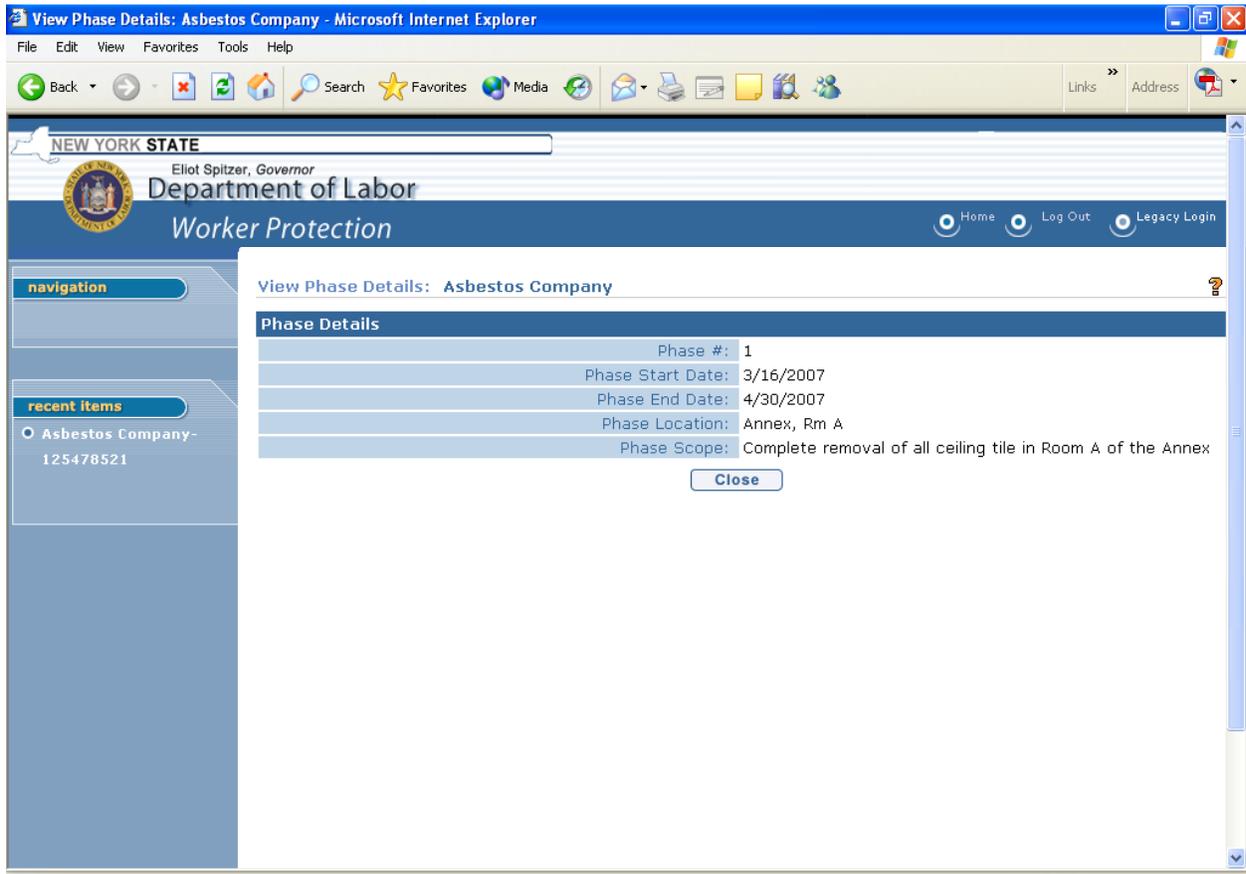
Phase Details					
Action	Phase #	Phase Start Date	Phase End Date	Phase Location	Phase Scope
view edit	1	3/16/2007	4/30/2007	Annex, Rm A	Complete removal of all ceiling tile in Room A of the Annex
view edit	2	5/1/2007	5/30/2007	Rm B	Complete removal of all ceiling tiles in Room B of the Annex



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 to 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 to the Modify Phase page.
- Make any necessary changes to the fields.
- Click on the Save button for the system save those changes to you notification phase. You will return to the Phase List page and your changes will be displayed.

The screenshot shows a web browser window titled "Modify Phase: Asbestos Company - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes the New York State logo and the text "NEW YORK STATE", "Elliot Spitzer, Governor", "Department of Labor", and "Worker Protection". There are links for "Home", "Log Out", and "Legacy Login".

The main content area is titled "Modify Phase: Asbestos Company" and contains the following sections:

- Project Dates:** Project Start Date: 3/16/2007, Project End Date: 5/30/2007
- Phase Details:**
 - Phase #: 1
 - *Phase Start Date: (required) 3/16/2007
 - *Phase End Date: (required) 4/30/2007
 - *Phase Location: (required) Annex, Rm A
 - *Phase Type of Work: (required) Complete removal of all ceiling tile in Room A of the Annex

At the bottom of the form are three buttons: "Save", "Delete", and "Cancel".



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.

Action	Phase #	Phase Start Date	Phase End Date	Phase Location	Phase Scope
view edit	1	3/16/2007	4/30/2007	Annex, Rm A	Complete removal of all ceiling tile in Room A of the Annex
view edit	2	5/1/2007	5/30/2007	Rm B	Complete removal of all ceiling tiles in Room B of the Annex

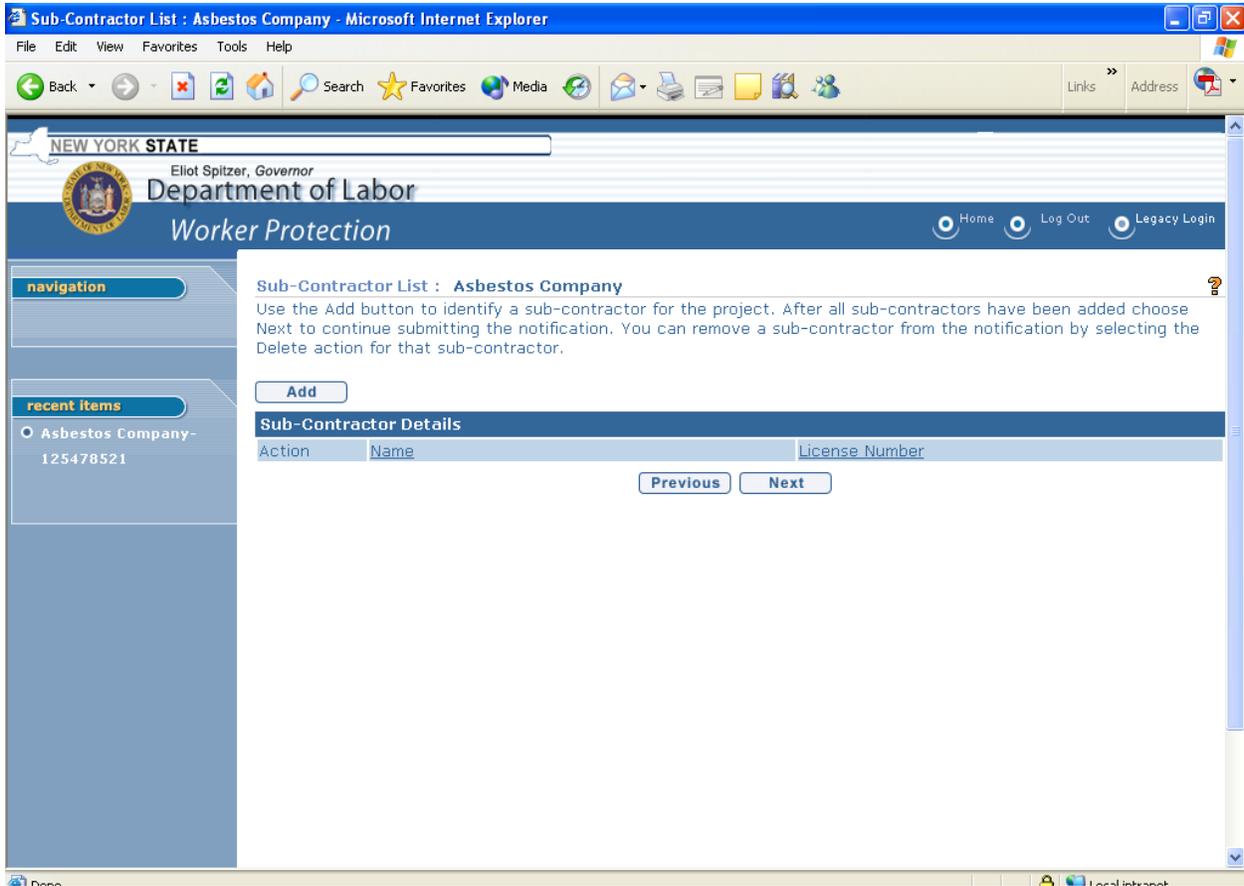


Sub-Contractor List

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.

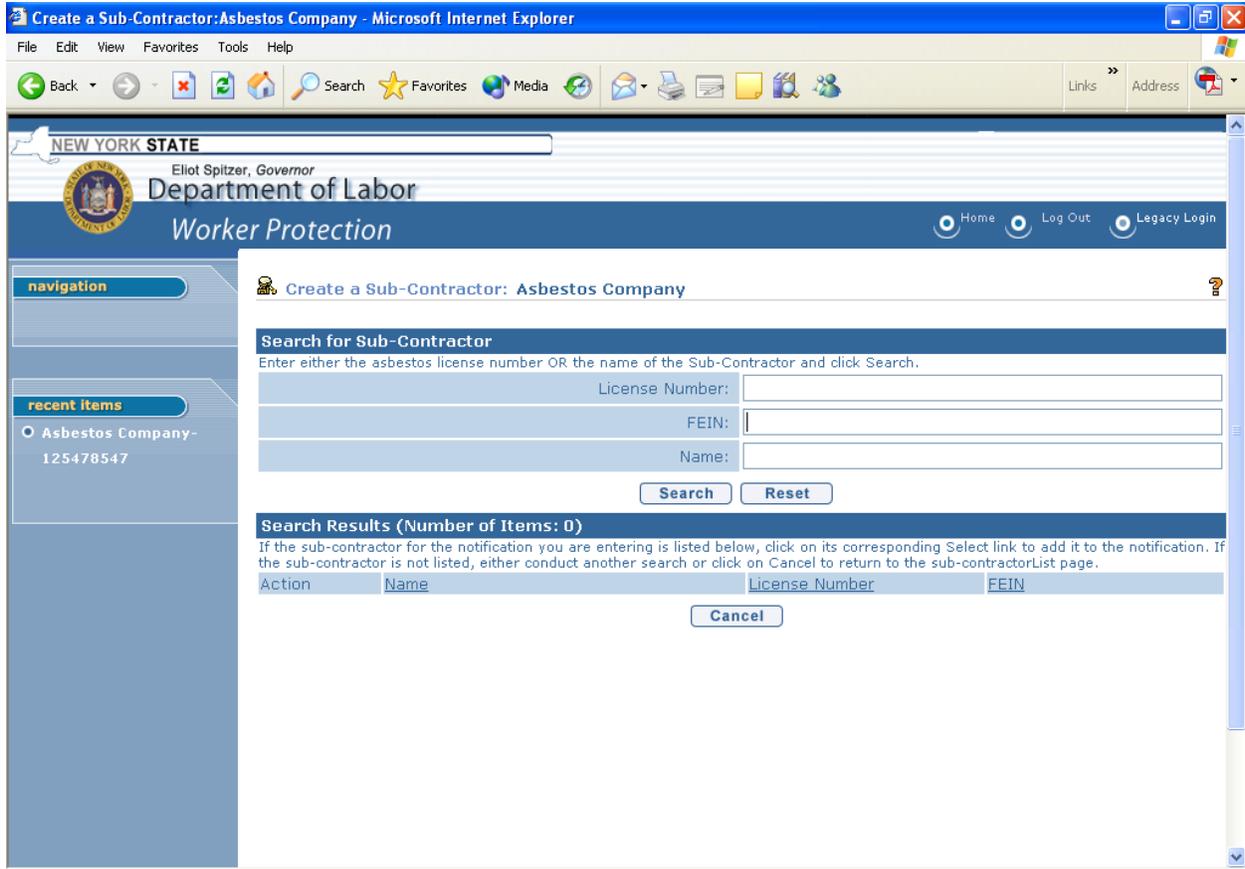
- Click the Add button to begin entering your sub-contractor information or choose Previous to return to a previous screen.





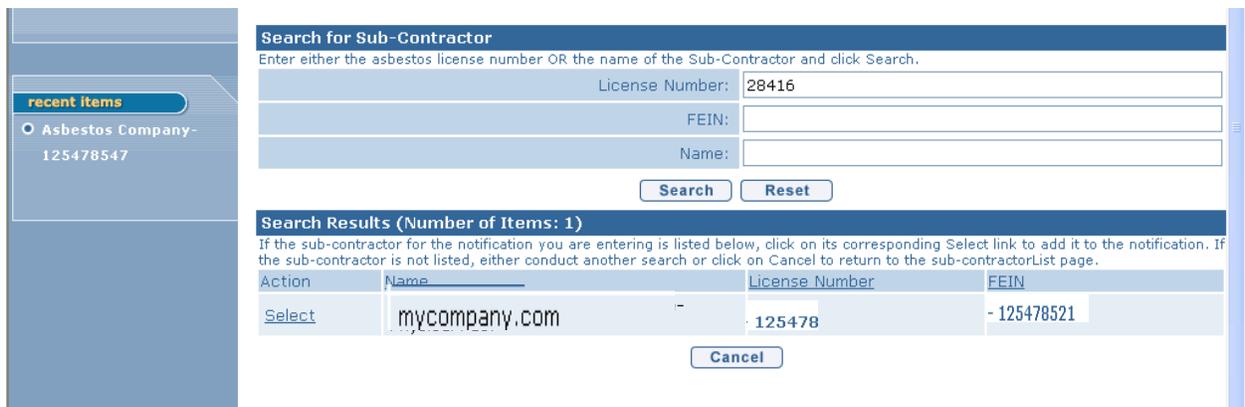
You are now on the Sub-Contractor List page.

- 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.

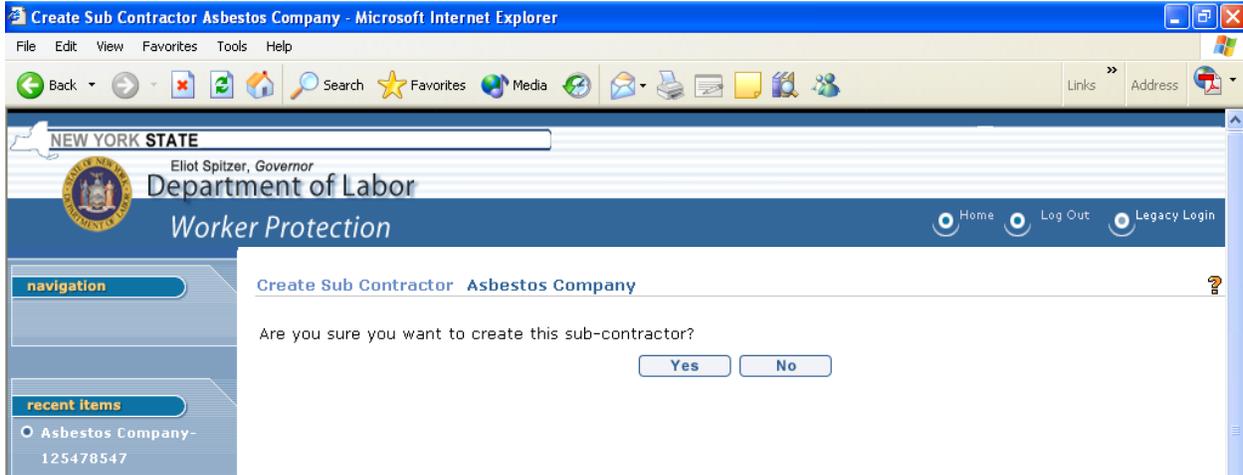
- Choose the sub-contractor you wish to add to your notification and click the Select link to the left.





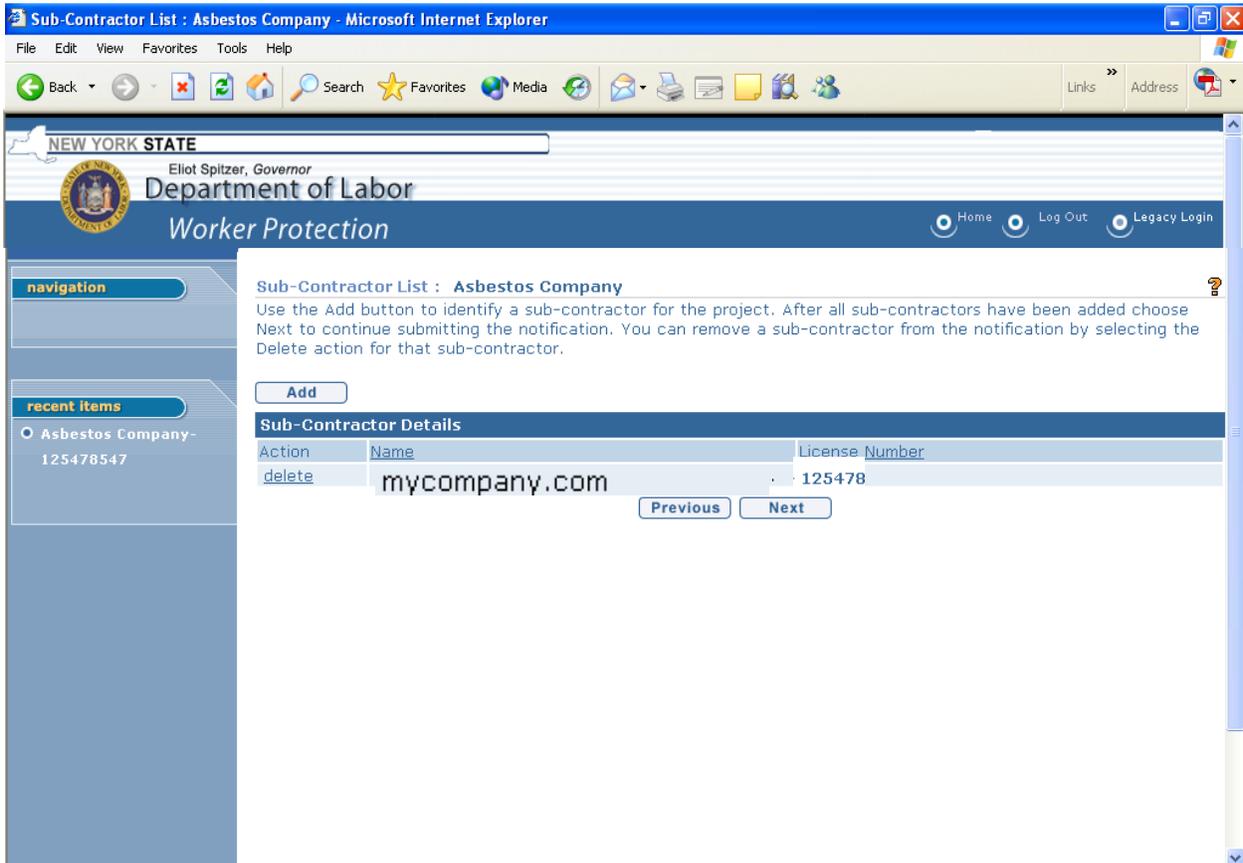
You are now on the Create Sub Contractor page.

- 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.



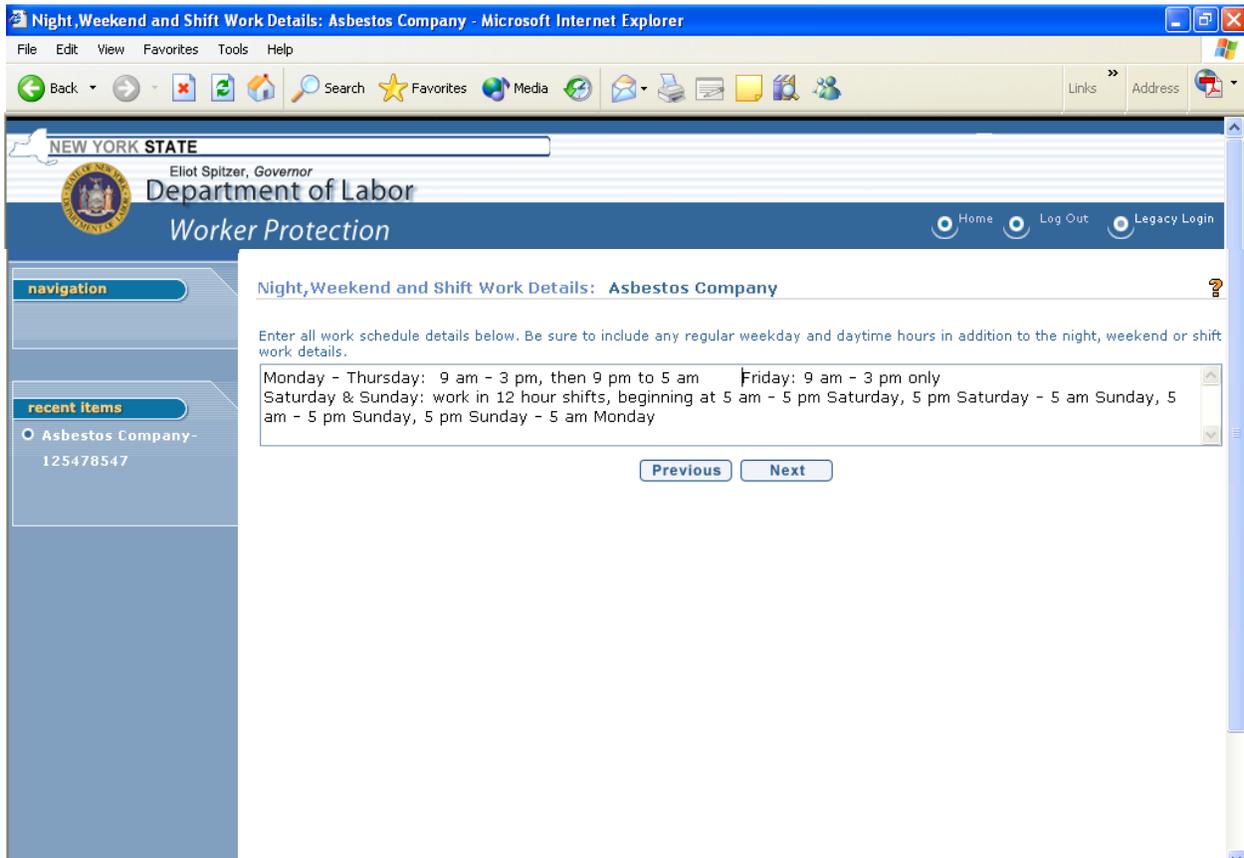


Night, Weekend and Shift Work Details

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.

The screenshot shows a web browser window titled "Asbestos Variance Information: Asbestos Company - Microsoft Internet Explorer". The browser's address bar is empty. The page content includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. The main heading is "Worker Protection". Below this, the page title is "Asbestos Variance Information: Asbestos Company" with a sub-instruction: "Choose all Applicable Variances and/or enter the Individual Variance Petition Number the work is being done under." A section titled "Variances" contains the instruction "Select all that apply. Hold down the Control [Ctrl] key to select more than one." Below this, there are three input fields: "Applicable Variance (s):" with the text "AV-A-1: Controlled Demolition of municipally-owned, vacant, residential building/structure up to 3 stories in AV-A-2: Negative Air Ventilation Exhaust greater than 25 feet in length.", "Individual Variance Petition Number:" which is empty, and "Individual Variance Pending:" with a checked checkbox. At the bottom of the form are "Previous" and "Next" buttons. A sidebar on the left lists "recent items" including "New York Power Authority St. Lawrence-Fdr Power Project-131850882" and "Asbestos Company-125478521".



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.

Removal Details : Asbestos Company - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Address

navigation

recent items

- New York Power Authority St. Lawrence-Fdr Power Project-131850882
- Asbestos Company-125478521

Removal Details : Asbestos Company

Procedures and Type of Equipment and Ventilation Systems Used
(required)

Air Monitoring Firm
Choose the magnifying glass icon to locate an air monitoring firm.
Air Monitoring Firm: _____ 
(required)

Laboratory Performing the Analysis
ELAP Registration Number: _____
(required)
Name: _____
(required)

Type of Asbestos Work (check all that apply)

<input type="checkbox"/> Pipe Related	<input type="checkbox"/> Roofing/flashing	<input type="checkbox"/> Caulking/mastic
<input type="checkbox"/> Clean up	<input type="checkbox"/> Vessel covering	<input type="checkbox"/> Siding
<input type="checkbox"/> VAT	<input type="checkbox"/> Spray-on insulation	<input type="checkbox"/> Demolition

Other-specify: _____

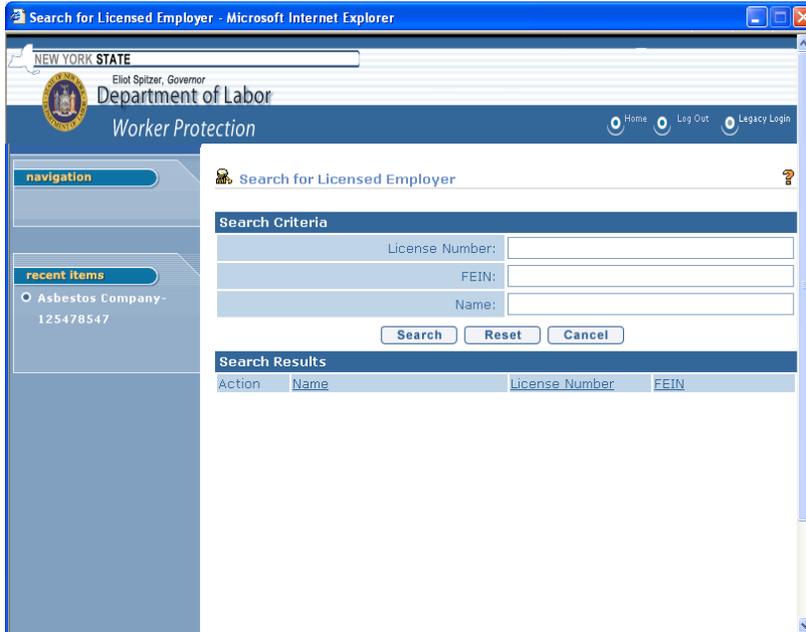
Demolition - If site survey was previously submitted, provide Reference Number _____



Select an Air Monitoring Firm (Search for Licensed Employer)

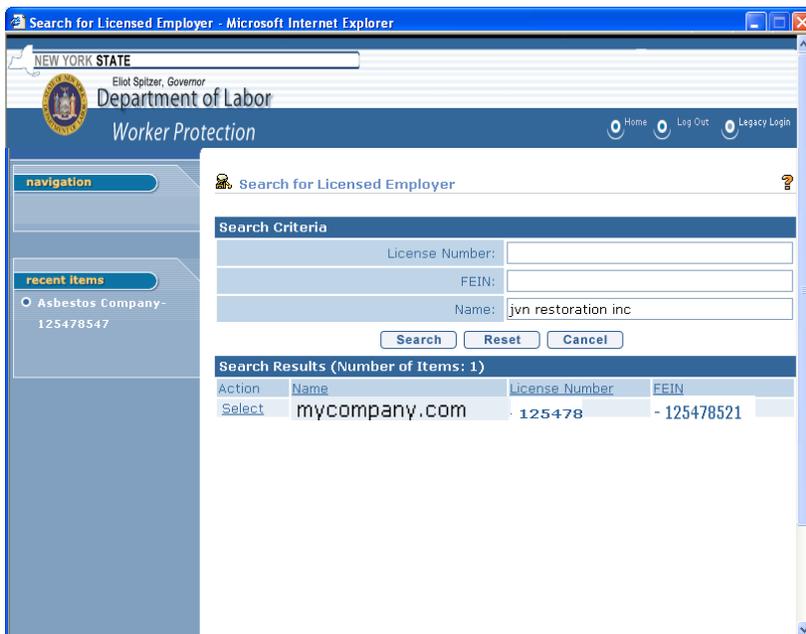
Clicking on the magnifying glass icon  on the previous page will make the Search for Licensed Employer pop up window shown below appear.

- 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.

Removal Details : Asbestos Company

Procedures and Type of Equipment and Ventilation Systems Used
(required)

Air Monitoring Firm
Choose the magnifying glass icon to locate an air monitoring firm.
Air Monitoring Firm: (required) mycompany.com

Laboratory Performing the Analysis
ELAP Registration Number: (required)
Name: (required)

Type of Asbestos Work (check all that apply)

<input type="checkbox"/> Pipe Related	<input type="checkbox"/> Roofing/flashng	<input type="checkbox"/> Caulking/mastic
<input type="checkbox"/> Clean up	<input type="checkbox"/> Vessel covering	<input type="checkbox"/> Siding
<input type="checkbox"/> VAT	<input type="checkbox"/> Spray-on insulation	<input type="checkbox"/> Demolition

Other-specify:

Demolition - If site survey was previously submitted, provide Reference Number

Previous Reset Cancel Next



Waste Removal Details

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.

NEW YORK STATE
Eliot Spitzer, Governor
Department of Labor
Worker Protection

Asbestos Notification - Fees & Remarks: Asbestos Company

Type and Amount of Asbestos-Containing Material

*Friable linear feet:	400	*Friable square feet:	800
*Non-friable linear feet:	1000	*Non-friable square feet:	1500

Calculate
Select the Calculate button to determine your project notification fee.

Total linear feet:	0	Total square feet:	0
Total Fee:		0.00	

Calculate

Fee Schedule

Linear Feet:	Fee	Square Feet:	Fee
0 - 256 feet:	\$0	0 - 159 feet:	\$0
260 - 426 feet:	\$100	160 - 259 feet:	\$100
430 - 824 feet:	\$200	260 - 499 feet:	\$200
825 - 1649 feet:	\$500	500 - 999 feet:	\$500
1650 or more feet:	\$1000	1000 or more feet:	\$1000

Remarks
Use this space to provide any other details about the asbestos project.

Previous **Reset** **Cancel** **Next**

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.

Asbestos Notification - Fees & Remarks: Asbestos Company

Type and Amount of Asbestos-Containing Material

*Friable linear feet:	400	*Friable square feet:	800
*Non-friable linear feet:	1200	*Non-friable square feet:	1500

Calculate
Select the Calculate button to determine your project notification fee.

Total linear feet:	1600	Total square feet:	2300
Total Fee:		1,500.00	

Calculate



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).

NEW YORK STATE

Elliot Spitzer, Governor
Department of Labor

Worker Protection

Home Log Out Legacy Login

Verify Asbestos Notification Information - Asbestos Company

Review the following information for accuracy. If the information is accurate, select Submit Notification to complete the notification process. If modifications are needed in any section, choose the Edit button in that selection to make changes.

Project Information

Project Start Date:	3/16/2007	Project End Date:	5/30/2007
Project Location County:	Albany		

Project Location	Building Information
Address Line 1: 123 Main St	Current Use: Commercial
Address Line 2:	Prior Use: Commercial
City Town or Village: Albany	Approximate Year Built: 1950
State: New York	Size(sq.ft): 2000
Zip Code: 12205	Federal Building: No

Building Representative/Site Contact

Name: Ima Helper	E-mail Address:
Phone Number: 518-555-1212	Cell Phone Number:

Phase Details

Phase #	Phase Start Date	Phase End Date	Phase Location	Phase Scope
1	3/16/2007	4/30/2007	Annex, Room A	Complete removal of all ceiling tile in Room A of the Annex.
2	5/1/2007	5/30/2007	Annex, Room B	Complete removal of all ceiling tile in Room B of the Annex.

Sub-Contractor Details

Name	Asbestos License Number
Jvn Restoration Inc.	28433

Night/Weekend/Shift Work Details

Monday - Thursday 9 am - 3 pm

Party for Whom Work is being Performed

First Name:	Last Name:
Organization: XYZ Company	Contract Dollar Amount: 100,000.00
Apt./Suite:	Address Line 1: 321 Main St
Address Line 2:	City Town or Village: Albany
Province:	State: New York
Zip Code: 12205	Country: United States

Variance Information



AV-A-2: Negative Air Ventilation Exhaust greater than 25 feet in length., Individual Variances Pending

[Edit](#)

Procedures and Type of Equipment and Ventilation Systems Used

[Edit](#)

Air Monitoring Firm

Asbestos License Number:

[Edit](#)

Laboratory Performing Analysis

Name: ELAP Registration Number:

[Edit](#)

Type of Asbestos Work

Pipe Related:	No	Siding:	No	Clean up:	No	Demolition:	No
Vessel covering:	No	Caulking/mastic:	No	Spray-on insulation:	No	Demolition Ref#:	
Roofing/flashings:	No	VAT:	No	Other-specify:			

[Edit](#)

Waste Transporter

Name:	NYS DEC or EPA Permit Number:
Phone Number:	Apt./Suite:
Address Line 1:	Address Line 2:
City Town or Village:	Province:
State:	Zip Code:
Country:	

[Edit](#)

Landfill

Name:	Phone Number:
Apt./Suite:	Address Line 2:
Address Line 1:	City Town or Village:
Province:	State:
Zip Code:	Country:

[Edit](#)

[Previous](#) [Continue](#)

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.

NEW YORK STATE
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Department of Labor
Worker Protection

Home Log Out Legacy Login

Verify Asbestos Notification Information - Asbestos Company

Type and Amount of Asbestos Containing Material

Friable linear feet:	400	Friable square feet:	800
Non-friable linear feet:	1200	Non-friable square feet:	1500

[Edit](#)

Fee

Total linear feet:	1600
Total square feet:	2300
Total Fee:	1,500.00

[Edit](#)

Remarks

[Edit](#)

Submit

If all of the above information is accurate, click on Submit Notification to continue. If you wish to change any of the information, click on the corresponding Edit button and make your changes. Canceling this project after submitting the notification will not cancel the fee.

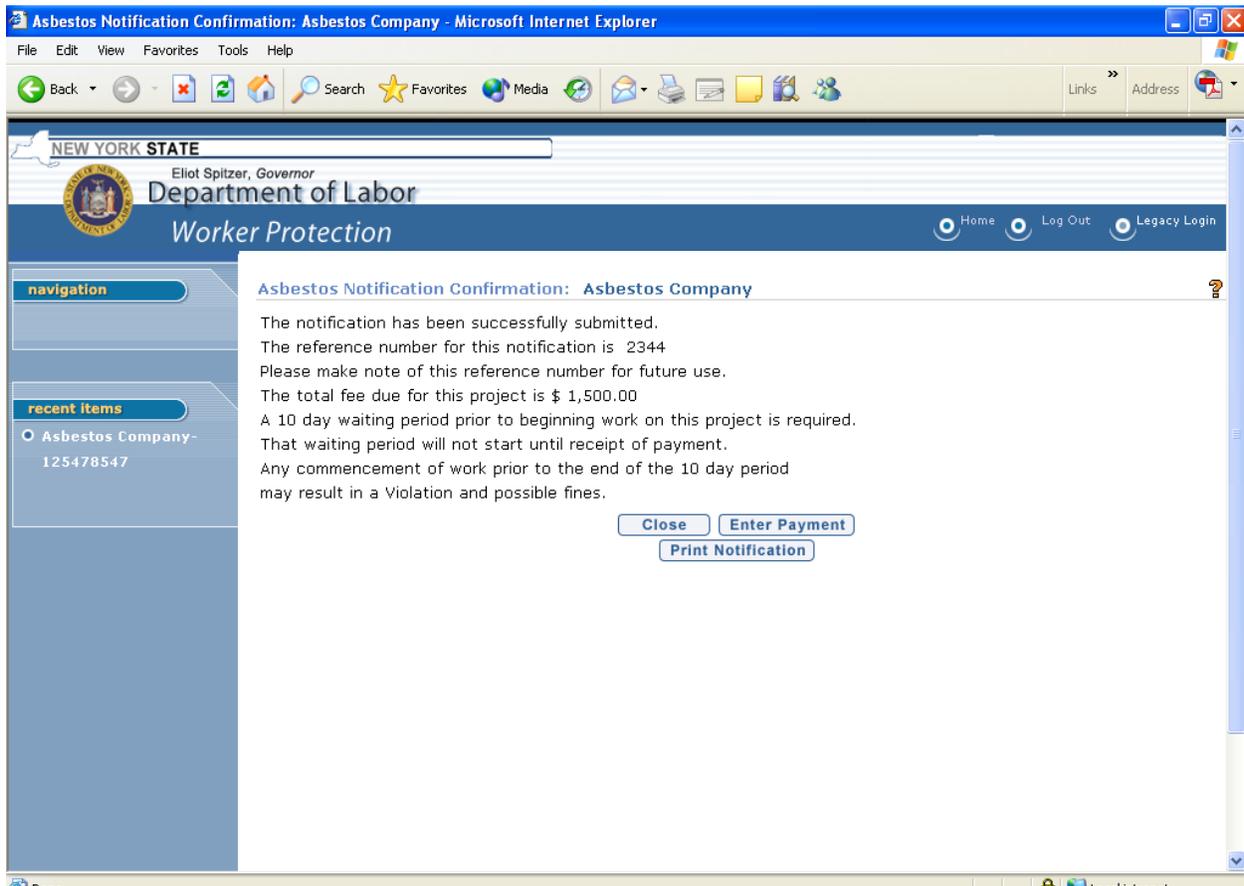
[Previous](#) [Cancel](#) [Submit Notification](#)



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.

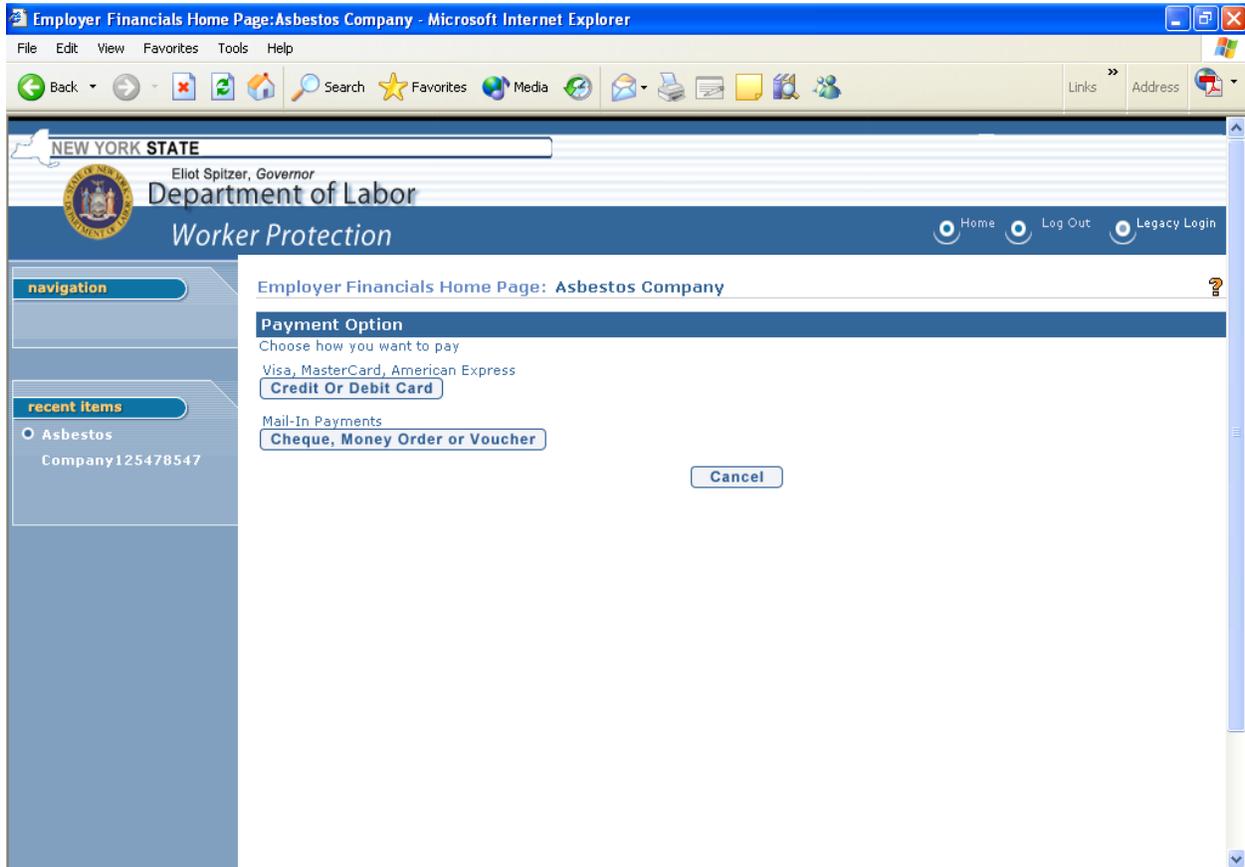




Enter Payment

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
or
- Cheque (Check), Money Order or Voucher
or
- Cancel will return you to you 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 than 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.

Outstanding Fees				
Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00

[More](#)



You are now on the Active Asbestos Project page.

- Find the notification you need to amend.
- Click on the Select button.

Active Asbestos Projects: Asbestos Company

[Submit New Notification](#)

Action	Reference #	Type	Start Date	Street	City	County
Select	2733	Emergency Notification	3/16/2007	1 Main st	Albany	Albany
Select	2352	Emergency Notification	3/12/2007	200 Maing St	Albanyt	Albany
Select	2344	Initial Notification	3/16/2007	123 Main St	Albany	Albany
Select	2739	Emergency Notification	3/15/2007	3/15/2007	3/15/2007	Albany
Select	2348	Emergency Notification	3/12/2007	123 Main St	Schenectady	Schenectady



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.

Asbestos Notification Home Asbestos Company 2344 - Microsoft Internet Explorer

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

Asbestos Notification Home Asbestos Company 2344

Manage
[Amend Notification](#) [Print Notification](#) [Cancel Notification](#) [Make Payment](#)

Notification Information

Reference Number:	2344	Type of Notification:	Initial Notification
Status:	RECEIVED	Payment Status:	UNPAID
Date Received:	3/9/2007	Date Payment Received:	3/9/2007
Date Submitted:	3/9/2007	Date Payment Submitted:	3/9/2007

Project Information

Project Start Date:	3/16/2007	Project End Date:	5/30/2007
---------------------	-----------	-------------------	-----------

Employer Information

FEIN:	125478547	Country:	United States
Company:	Asbestos Company	Asbestos License Number:	
Apt/Suite:	Suite 1000	Mailing Street 1:	
Street 1:	55 main street	Mailing Street 2:	
Street 2:		Mailing City:	
City:	Albany	Mailing Province:	
Province:		Mailing State:	
State:	New York	Mailing Zip:	
Zip:	12203		

Duly Authorized Representative(DAR) Information

Name:	
President:	
Phone Number:	
Email Address:	

Project Location

County:	Albany
Building Name:	
Street 1:	123 Main St
Street 2:	
City:	Albany
State:	New York
Zip:	12205

Building Information

Current Use:	Commercial
Prior Use:	Commercial
Age of Building:	57
Size(sq.ft):	2000
Federal Building:	No

Building Representative/Site Contact

Name:	Ima Helper	E-mail Address:	
Phone Number:	518-555-1212	Cell Phone Number:	

Phase Details

Phase Start Date	Phase End Date	Phase Location	Phase Type of Work
3/16/2007	4/30/2007	Annex, Room A	Complete removal of all ceiling tile in Room A of the Annex.
5/1/2007	5/30/2007	Annex, Room B	Complete removal of all ceiling tile in Room B of the Annex.

Sub-Contractor Details

Sub-Contractor Name	Asbestos License Number
28433	Jvn Restoration Inc.

[Continue](#)



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.

Amend Asbestos Notification - Amendment Menu: Asbestos Company

Notification Reference Number: 2344

Amend Notification Links
Choose a link below for the information you would like to amend.

Project Dates	Fees & Remarks
Site Information	Type and Amount of Material
Project Location	Project Fee Schedule
Building Information	Phases
Building Representative	Sub-Contractors
Project Details	Night, Weekend, and Shift Work
Is this a phased project?	Variances
Are you using sub-contractors?	
Are you doing weekend/shift work?	
Is there a variance for the project?	
Party for Whom Work is Being Performed	
Removal Details	
Procedures/Equipment/Ventilation System	
Air Monitoring Firm	
Laboratory	
Type of Asbestos Work Being Done	
Waste Removal Details	
Waste Transporter	
Landfill	



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.

NEW YORK STATE
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Worker Protection

Amend Asbestos Notification - Site Information: Asbestos Company

Notification Reference Number: 2344

Project Location		Building Information	
County:	Albany	Current Use: (required)	Commercial
Building Name:		Prior Use: (required)	Commercial
Room or Location:		Approximate Year Built:	1950
*Address Line 1:	123 Main St	Size(sq.ft): (required)	2000
Address Line 2:		Is building owned by the Federal Government?:	No
*City, Town or Village:	Albany	Building Representative/Site Contact	
State:	New York	First Name: (required)	Ima
Zip Code:	12205	Last Name: (required)	Helper
		Phone Number:	518-555-1212
		Extension:	
		Cell Phone Number:	
		E-mail Address:	

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 on line. 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.

Amend Asbestos Notification - Amendment Menu: Asbestos Company

Notification Reference Number: 2344

Amend Notification Links
Choose a link below for the information you would like to amend.

[Project Dates](#) [Fees & Remarks](#)
[Site Information](#) Type and Amount of Material
[Project Location](#) Project Fee Schedule
[Building Information](#) [Phases](#)
[Building Representative](#) [Sub-Contractors](#)
[Project Details](#) [Night, Weekend, and Shift Work](#)
Is this a phased project? [Variances](#)
Are you using sub-contractors?
Are you doing weekend/shift work?
Is there a variance for the project?
Party for Whom Work is Being Performed

[Removal Details](#)
Procedures/Equipment/Ventilation System
Air Monitoring Firm
Laboratory
Type of Asbestos Work Being Done

[Waste Removal Details](#)
Waste Transporter
Landfill



You are now on an Asbestos Notification page similar to the one below. Note that the Type of Notification field now shows “Amended Notification.”

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

Asbestos Notification Details Stephen's Asbestos Company 25602071

Notification Information

Reference Number:	25602071	Type of Notification:	Amended Notification
Status:	RECEIVED	Payment Status:	UNPAID
Date Received:	4/17/2007	Date Payment Submitted:	
Date Submitted:	4/17/2007		

Project Information

Project Start Date:	4/30/2007	Project End Date:	5/4/2007
---------------------	-----------	-------------------	----------

Employer Information

FEIN:	495040320	Country:	United States
Company:	Stephen's Asbestos Company	Asbestos License Number:	28549
Apt/Suite:		Mailing Street 1:	
Street 1:	335 Howell St	Mailing Street 2:	
Street 2:		Mailing City:	
City:	Schenectady	Mailing Province:	
Province:		Mailing State:	
State:	New York	Mailing Zip:	



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.

The screenshot shows the 'Employer Home' page for an 'Asbestos Company'. The browser title is 'Employer HomeAsbestos Company - Microsoft Internet Explorer'. The page header includes the New York State logo and 'Department of Labor Worker Protection'. A navigation menu on the left lists: Home, Addresses, Financials, Owners, Affiliates, Licenses, Asbestos Notifications, Email Addresses, and Phone Numbers. The main content area is titled 'Employer Home Asbestos Company' and contains several sections:

- Employer Information:** A table with fields for FEIN (125478547), Address Line 1 (55 main street), Address Line 2, City (Albany), State (New York), ER Number (4565465), Province, Country (United States), and Zip Code (12203).
- Duly Authorized Representative:** A form with fields for Name, Title, Phone Number, Fax, and E-mail Address.
- Outstanding Balances:** A table showing an outstanding balance of 4,800.00 with a 'Make Payment' link.
- Outstanding Fees:** A table listing fees with columns for Action, Reference Number, Date of Liability, Product Type, and Balance Due.

Action	Reference Number	Date of Liability	Product Type	Balance Due
View Details	2733	3/15/2007	Asbestos Emergency Notification	100.00
View Details	2739	3/15/2007	Asbestos Emergency Notification	1,500.00
View Details	2352	3/9/2007	Asbestos Emergency Notification	1,500.00
View Details	2344	3/9/2007	Asbestos Notification	1,500.00
View Details	2348	3/9/2007	Asbestos Emergency Notification	200.00

At the bottom of the Outstanding Fees table, there is a 'More' button.



You are now on the Active Asbestos Projects page.

- Click on the Approved Emergency Requests link on the left of your screen.

Active Asbestos Projects: Asbestos Company

NEW YORK STATE
Elliot Spitzer, Governor
Department of Labor
Worker Protection

Home Log Out Legacy Login

navigation

- Home
- Active Notifications
- Closed Notifications
- Approved Emergency Requests

recent items

- Asbestos Company125478547

Active Asbestos Projects: Asbestos Company

[Submit New Notification](#)

Action	Reference #	Type	Start Date	Street	City	County
Select	2733	Emergency Notification	3/16/2007	1 Main st	Albany	Albany
Select	2352	Emergency Notification	3/12/2007	200 Maing St	Albanyt	Albany
Select	2344	Initial Notification	3/16/2007	123 Main St	Albany	Albany
Select	2739	Emergency Notification	3/15/2007	3/15/2007	3/15/2007	Albany
Select	2348	Emergency Notification	3/12/2007	123 Main St	Schenectady	Schenectady



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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Approved Emergency Requests: Asbestos Company' page. The page header includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. A navigation menu on the left lists options like Home, Active Notifications, Closed Notifications, and Approved Emergency Requests. The main content area features a reminder: '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.' Below this is a table titled 'Approved Emergency Requests' with the following data:

Action	Reference#	Type	Start Date	Street	City	County
Submit Written Notification	2733	Emergency Notification	3/16/2007	1 Main st	Albany	Albany

Below the table, there is a 'recent items' section with a link to 'Asbestos Company125478547'.



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.

The screenshot shows a web browser window displaying the 'Complete Emergency Notification - Project Information' page for 'Asbestos Company'. The page header includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. The main content area is divided into sections: 'Complete Emergency Notification - Project Information: Asbestos Company' with a reference number of 2733, 'Notification Information' with a date received of 3/15/2007, and 'Project Information' with a start date of 3/16/2007, an end date of 5/30/2007, and a location county of Albany. A message states: 'This information was entered at the time the emergency request was approved. Select Next to continue.' At the bottom of the form are 'Cancel' and 'Next' buttons. The browser's address bar shows 'Approved Emergency Requests: Asbestos Company - Microsoft Internet Explorer'.



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.

Submit Asbestos Notification - Site Information: Asbestos Company

Emergency Caller Information

First Name:	syed	Phone Number:	518-555-1212
Last Name:	bevins	Extension:	
Title:	owner	Contact:	Yes

Reason for Emergency

Discovered asbestos in church pews

Emergency Status Decision

Decision:	Approved
Reason for denial:	
Date:	3/15/2007
Time:	13:10

Project Location

County:	Albany
Building Name:	
Room or Location:	
Address Line 1:	1 Main st
Address Line 2:	
City, Town or Village:	Albany
State:	New York
Zip Code:	12205

Building Information

Current Use:	Commercial
Prior Use:	Commercial
Approximate Year Build:	1920
Size(sq.ft):	8000
Is building owned by the Federal Government?:	No

Building Representative/Site Contact

First Name:	ima
Last Name:	helper
Phone Number:	518-111-1212
Extension:	
Cell Phone Number:	
E-mail Address:	

Previous Reset Cancel Next



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.

Submit Asbestos Notification - Project Details: Asbestos Company

Details

*Is this a phased project?: No

*Are you using sub-contractors?: No

*Are you doing night, weekend or shift work?: No

*Is work being done under a variance?: No

For Whom Work is Being Performed

Company or Organization: Consolidated Congregation
OR

Individual First Name: Individual Last Name:

Enter Province only if country other than USA. Street1, City and Zip are required fields.

Apt/Suite:

Street 1: 1 Main St

Street 2:

City: Albany

Province:

State: New York

Zip: 12205

Country: United States

Contract Dollar Amount: 12,000.00
(required)

Previous Reset Cancel Next



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.

Removal Details : Asbestos Company - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Print with Selection Print with Selection and Comments Print with Selection and Comments and Print Selections

Links Address

navigation

recent items

- Asbestos Company125478547

Removal Details : Asbestos Company

Required fields : Procedured and Type of Equipment

Procedures and Type of Equipment and Ventilation Systems Used
(required)

Enter information as it applies to your project. You need to be as complete and accurate as possible.

Air Monitoring Firm
Choose the magnifying glass icon to locate an air monitoring firm.

Air Monitoring Firm: Prime Abatement Contractors

Laboratory Performing the Analysis

ELAP Registration Number: 1111
(required)

Name: XYZ Company
(required)

Type of Asbestos Work (check all that apply)

<input type="checkbox"/> Pipe Related	<input type="checkbox"/> Roofing/flashing	<input type="checkbox"/> Caulking/mastic
<input checked="" type="checkbox"/> Clean up	<input type="checkbox"/> Vessel covering	<input type="checkbox"/> Siding
<input type="checkbox"/> VAT	<input type="checkbox"/> Spray-on insulation	<input type="checkbox"/> Demolition

Other-specify: _____

Demolition - If site survey was previously submitted, provide Reference Number _____

Previous Reset Cancel Next



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.

NEW YORK STATE
Eliot Spitzer, Governor
Department of Labor
Home Log Out Legacy Login

Worker Protection

Waste Removal Details : Asbestos Company

Waste Transporter
Enter the following information for the company transporting the asbestos-containing material away from the project site.

Name: (required)	XYZ Waste Removal	NYS DEC or EPA Permit Number: (required)	1111
---------------------	-------------------	--	------

Enter Province only if country other than USA. Street1, City and Zip are required fields.

Apt/Suite:	
Street 1:	2 Main St
Street 2:	
City:	Albany
Province:	
State:	New York
Zip:	12205
Country:	United States
Phone Number: (required)	518-555-1212

Landfill
Enter the following information for the landfill where the asbestos-containing material will be disposed of.

Name: (required)	XYZ Landfill
---------------------	--------------

Enter Province only if country other than USA. Street1, City and Zip are required fields.

Apt/Suite:	
Street 1:	1 Outer St
Street 2:	
City:	Albany
Province:	
State:	New York
Zip:	12204
Country:	United States
Phone Number: (required)	518-555-1212

Phone Number (required)

Previous Reset Cancel Next



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.

The screenshot shows a web browser window titled "Asbestos Notification - Fees & Remarks: Asbestos Company - Microsoft Internet Explorer". The page header includes the New York State Department of Labor logo and navigation links for Home, Log Out, and Legacy Login. The main content area is titled "Asbestos Notification - Fees & Remarks: Asbestos Company".

Type and Amount of Asbestos-Containing Material

*Friable linear feet:	100	*Friable square feet:	100
*Non-friable linear feet:	100	*Non-friable square feet:	100

Calculate

Select the Calculate button to determine your project notification fee.

Total linear feet:	200	Total square feet:	200
Total Fee:	100.00		

Fee Schedule

Linear Feet:	Fee	Square Feet:	Fee
0 -256 feet:	\$0	0 - 159 feet:	\$0
260 -426 feet:	\$100	160 -259 feet:	\$100
430 -824 feet:	\$200	260 -499 feet:	\$200
825 -1649 feet:	\$500	500 -999feet:	\$500
1650 or more feet:	\$1000	1000 or more feet:	\$1000

Remarks

Use this space to provide any other details about the asbestos project.

Enter information as needed.

Navigation buttons:



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.

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Verify Asbestos Notification Information - Asbestos Company
Review the following information for accuracy. If the information is accurate, select Submit Notification to complete the notification process. If modifications are needed in any section, choose the Edit button in that selection to make changes.

Project Information

Project Start Date:	3/16/2007	Project End Date:	5/30/2007
Project Location County:			

Project Location

Address Line 1:	1 Main st	Current Use:	Commercial
Address Line 2:		Prior Use:	Commercial
City Town or Village:	Albany	Approximate Year Built:	1920
State:	New York	Size(sq.ft.):	8000
Zip Code:	12205	Federal Building:	No

Building Information

Name:	ima helper	E-mail Address:	
Phone Number:	518-111-1212	Cell Phone Number:	

Waste Transporter

Name:		NYS DEC or EPA Permit Number:	
Phone Number:		Apt./Suite:	
Address Line 1:		Address Line 2:	
City Town or Village:		Province:	
State:		Zip Code:	
Country:			

Landfill

Name:		Phone Number:	
Apt./Suite:		Address Line 2:	
Address Line 1:		City Town or Village:	
Province:		State:	
Zip Code:		Country:	

Previous Continue

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.

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Verify Asbestos Notification Information - Asbestos Company

Type and Amount of Asbestos Containing Material

Friable linear feet:	100	Friable square feet:	100
Non-friable linear feet:	100	Non-friable square feet:	100

[Edit](#)

Fee

Total linear feet:	200
Total square feet:	200
Total Fee:	100.00

[Edit](#)

Remarks

Enter information as needed.

[Edit](#)

Submit

If all of the above information is accurate, click on Submit Notification to continue. If you wish to change any of the information, click on the corresponding Edit button and make your changes. Canceling this project after submitting the notification will not cancel the fee.

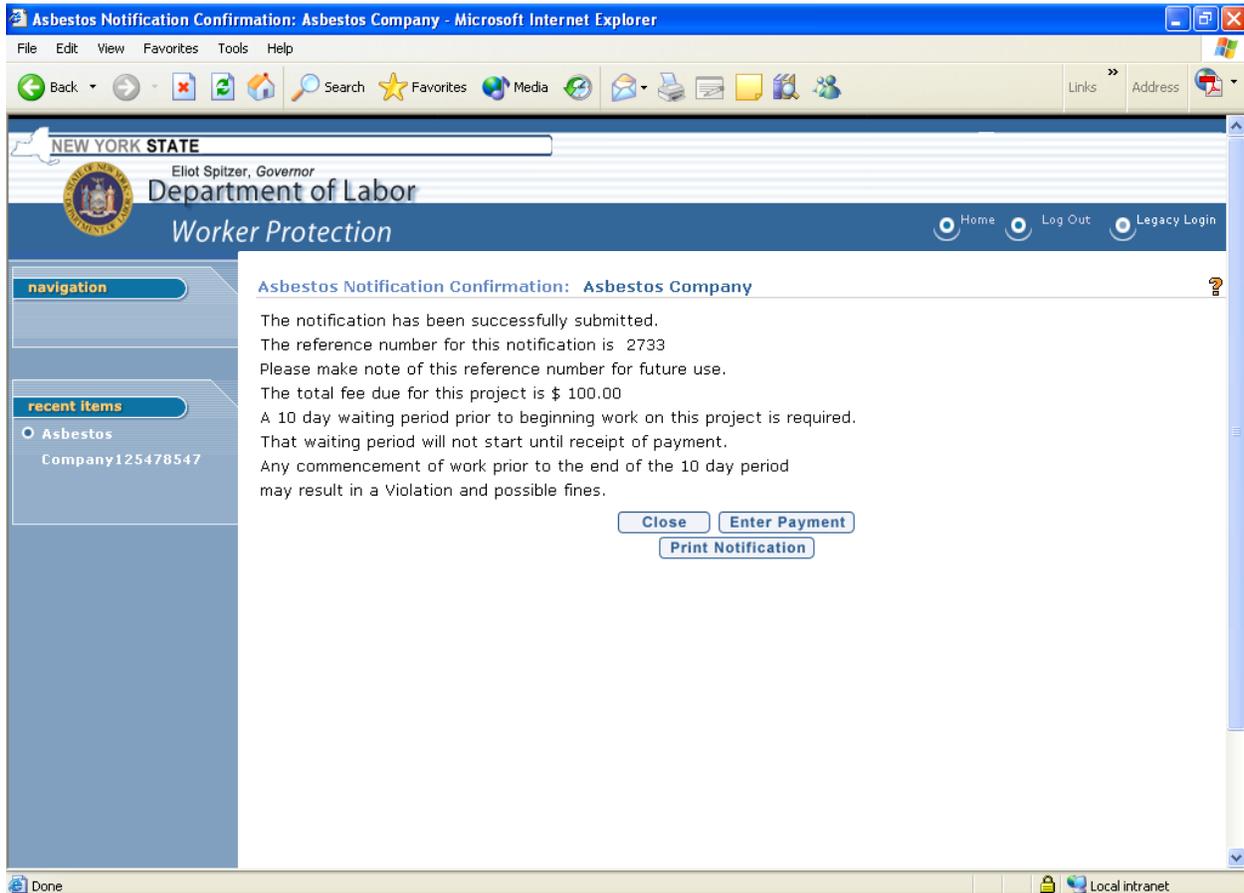
[Previous](#) [Cancel](#) [Submit Notification](#)



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.

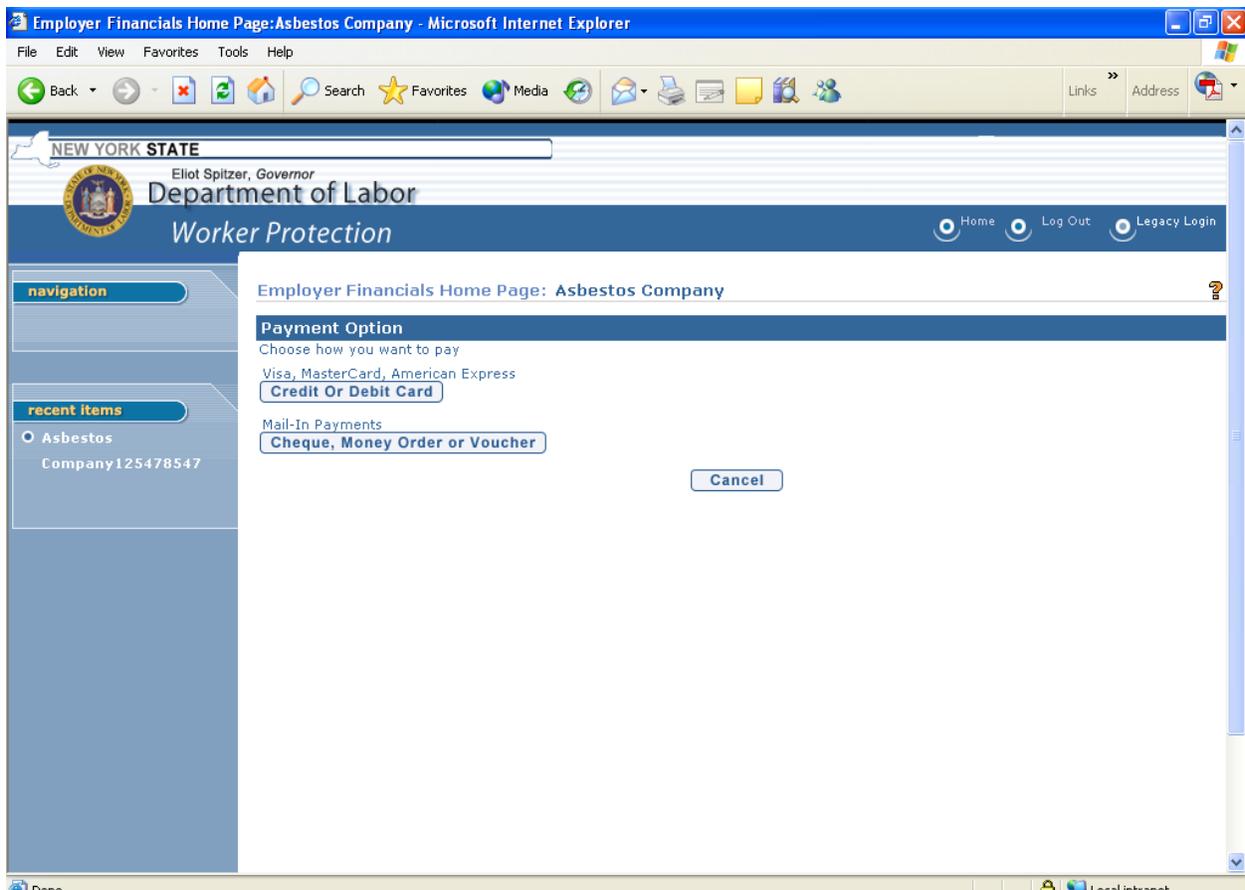




Complete Emergency – Enter Payment

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.

The screenshot shows a web browser window titled "Email Addresses: Asbestos Company - 125478521 - Microsoft Internet Explorer". The browser's address bar shows "http://www.dol.state.ny.us/workerprotection/". The page header includes the New York State logo, the text "NEW YORK STATE", "Elliot Spitzer, Governor", "Department of Labor", and "Worker Protection". There are links for "Home", "Log Out", and "Legacy Login".

The main content area is titled "Email Addresses: Asbestos Company - 125478521" and features a "New" button. Below this is a table with the following data:

Action	Primary	Email Address	Type	From	To	Status
View Edit	Yes	mycompany.com	Business	1/8/2007	12/31/2007	Active

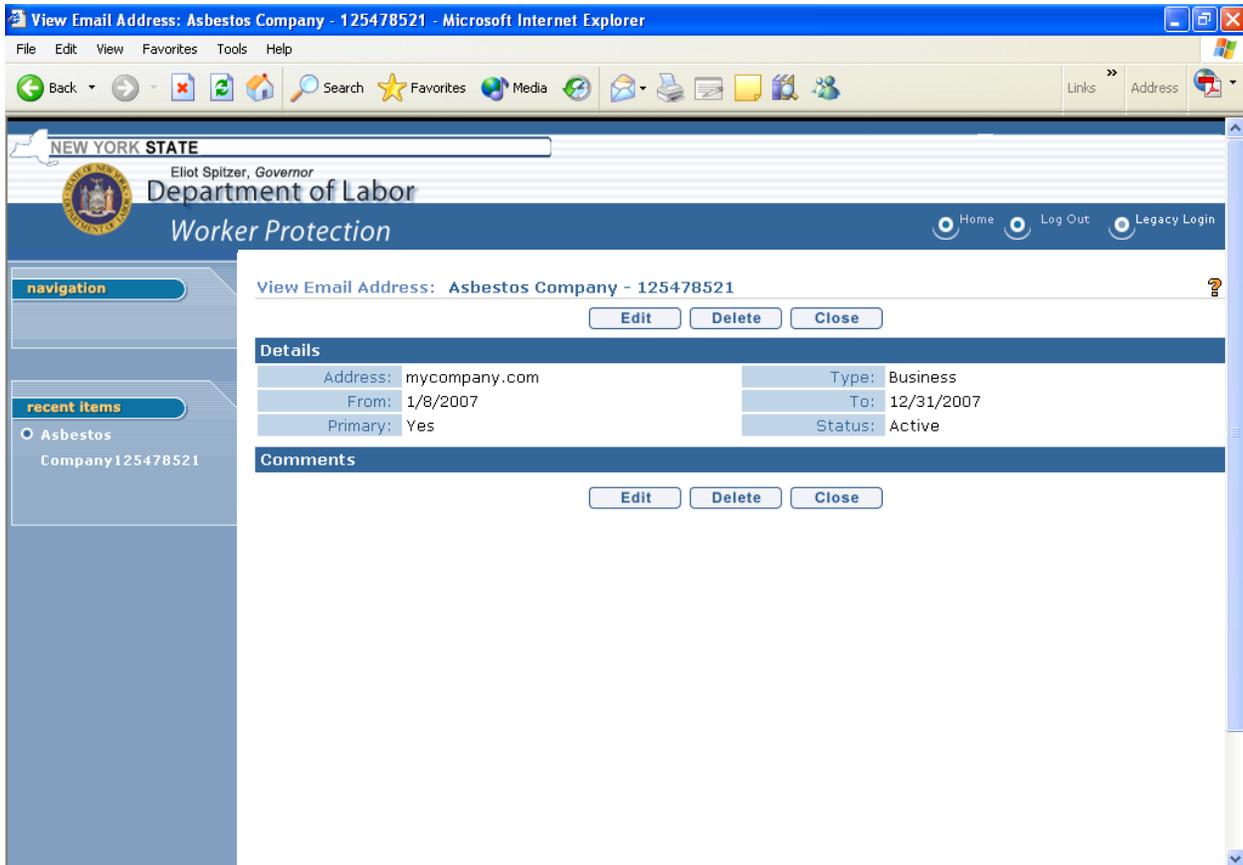
The left sidebar contains a "navigation" menu with the following items: Home, Addresses, Financials, Owners, Affiliates, Licenses, Asbestos Notifications, **Email Addresses** (highlighted), and Phone Numbers. Below the navigation menu is a "recent items" section with the item "Asbestos Company 125478521".



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.*

' checkbox. Below is a 'Comments' section with a text area. 'Save' and 'Cancel' buttons are present at the top and bottom of the form area. A left sidebar contains 'navigation' and 'recent items' sections."/>

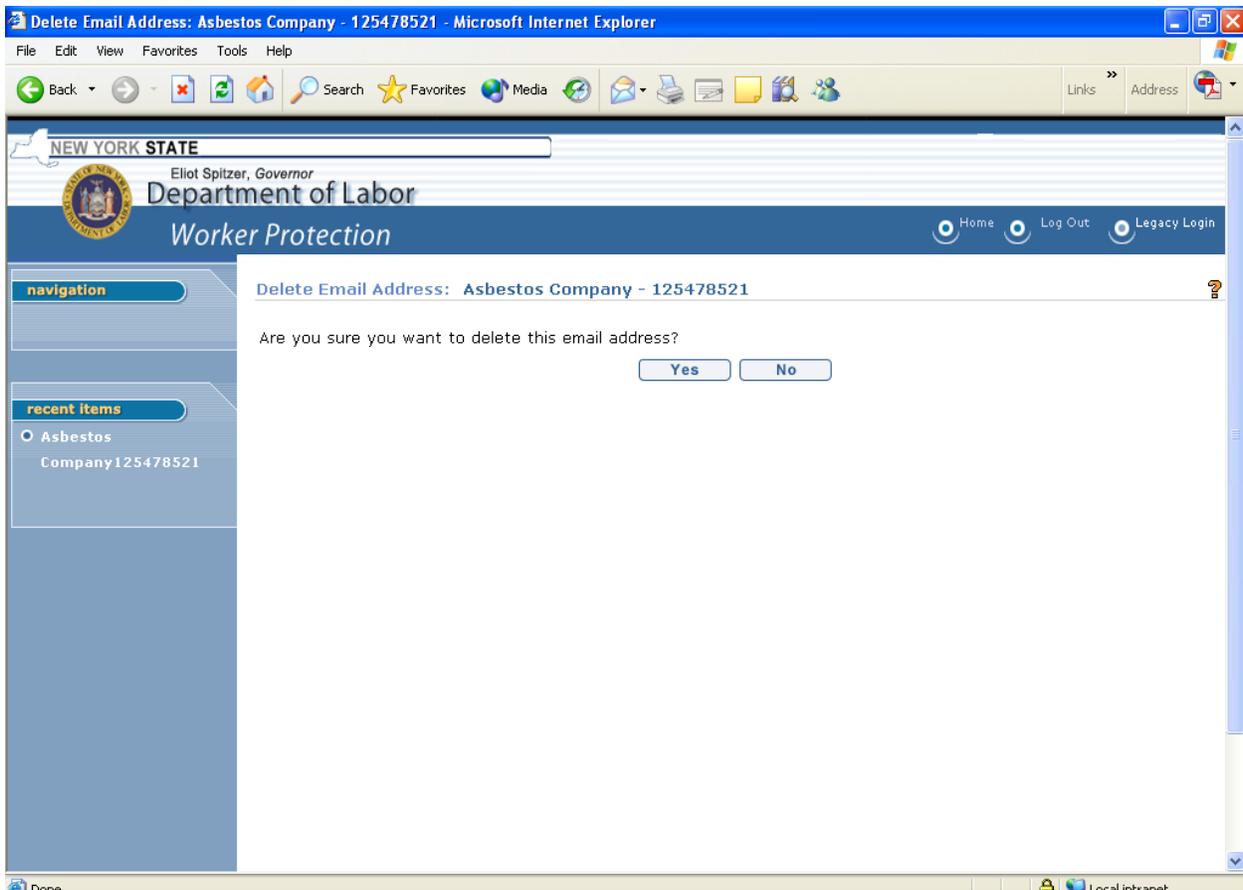


Delete an Email Address

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.

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Worker Protection

Create Email Address: Asbestos Company - 125478521

Save Save & New Cancel

Details

*Address: [] *Type: Business [v]
*From: 2/20/2007 [] To: []
Primary:

Comments

Save Save & New Cancel



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.

The screenshot shows a web browser window titled "Phone Numbers: Asbestos Company - 125478521 - Microsoft Internet Explorer". The browser's address bar shows the URL. The page header includes the New York State logo and the text "NEW YORK STATE", "Elliot Spitzer, Governor", "Department of Labor", and "Worker Protection". There are links for "Home", "Log Out", and "Legacy Login".

The main content area is titled "Phone Numbers: Asbestos Company - 125478521" and features a "New" button. Below this is a table with the following data:

Action	Primary	Type	Area Code	Phone Number	Extension	From	To	Status
View Edit	Yes	Business	518	555 1212		1/8/2007	12/31/2007	Active

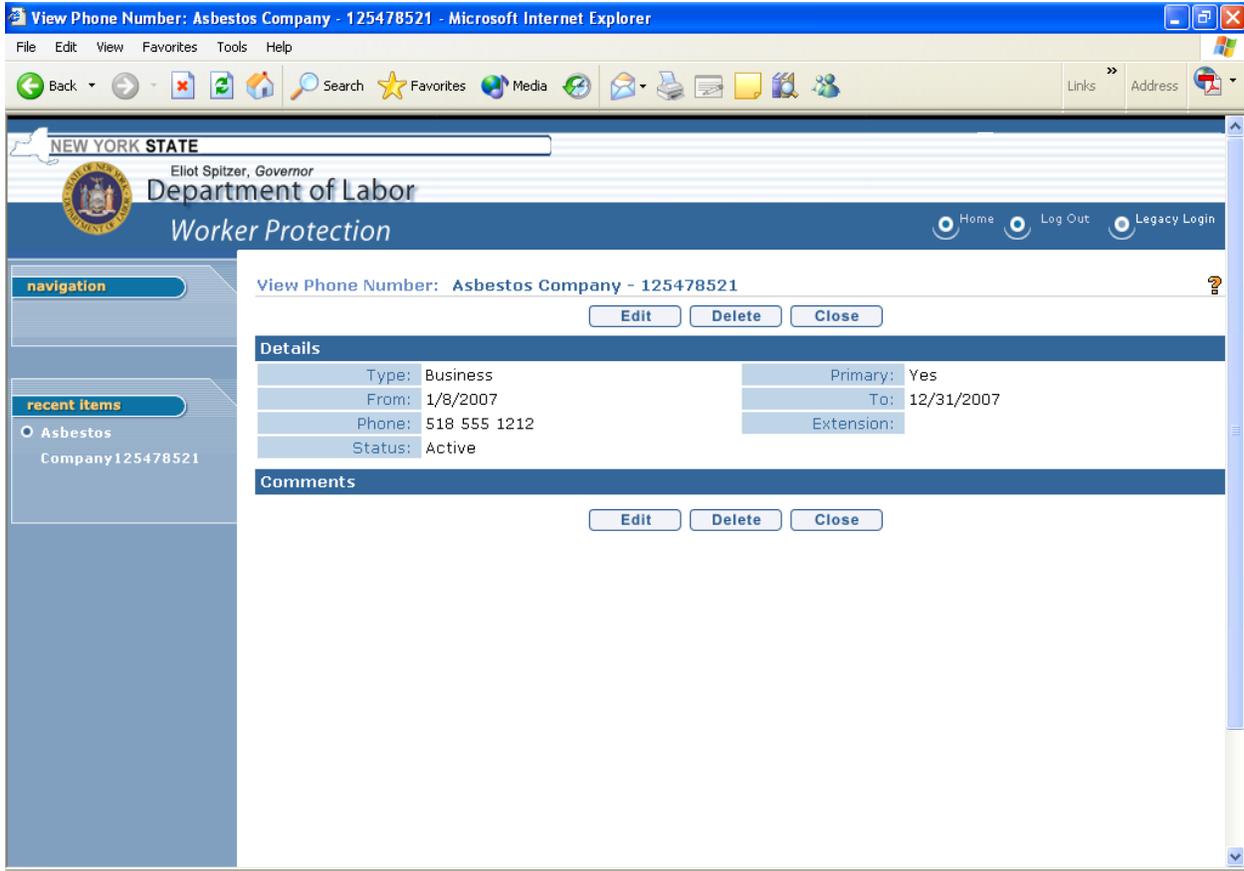
On the left side, there is a navigation menu with the following items: Home, Addresses, Financials, Owners, Affiliates, Licenses, Asbestos Notifications, Email Addresses, and Phone Numbers (which is selected). Below the navigation menu is a "recent items" section with "Asbestos Company 125478521".



View 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.*

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Department of Labor
Worker Protection

Modify Phone Number: Asbestos Company - 125478521

Save Cancel

Details

* Type:	Business	Primary:	<input checked="" type="checkbox"/>
* From:	1/8/2007	To:	12/31/2007
* Phone:	518 555 1212	Extension:	

Comments

Save Cancel

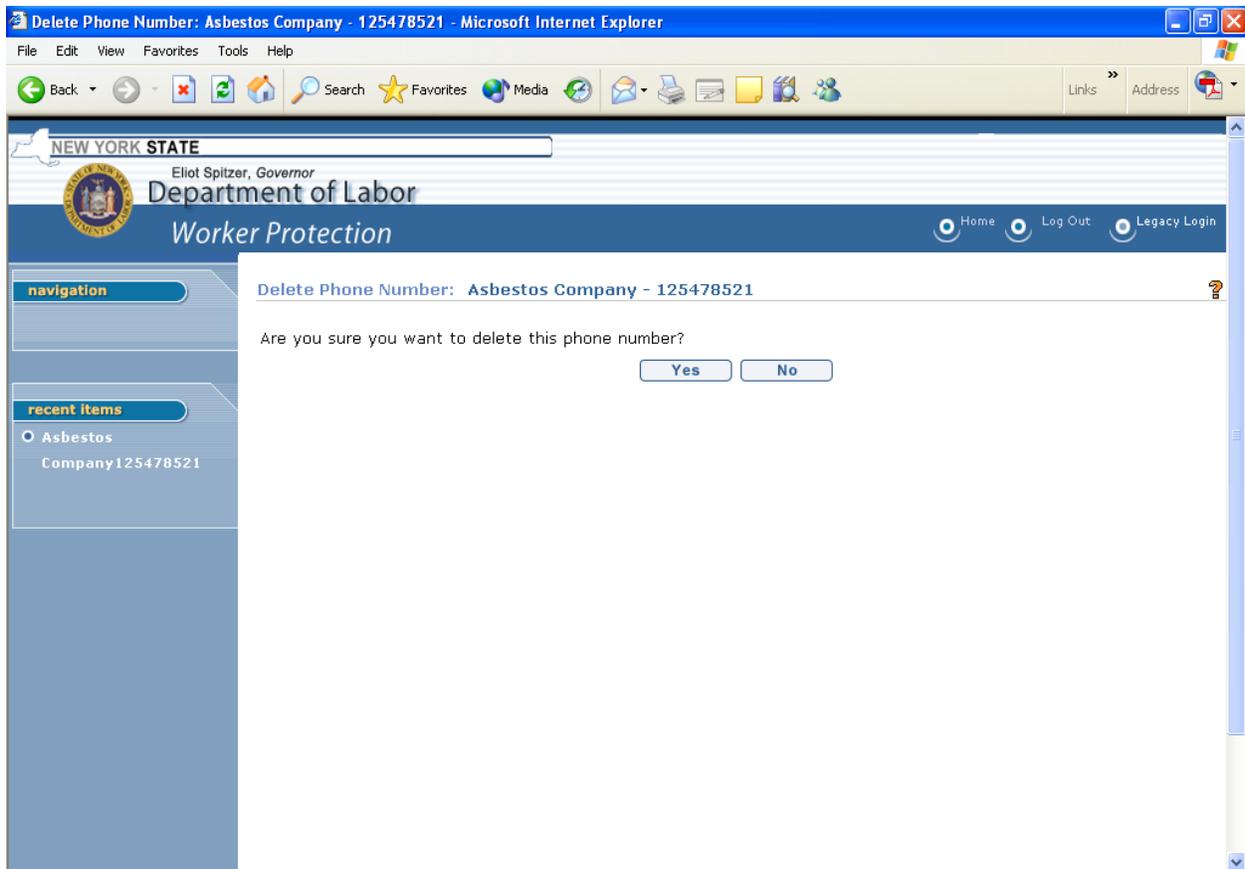


Delete a Phone Number

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.

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Worker Protection

Create Phone Number: Asbestos Company - 125478521

Save Save & New Cancel

Details

*Type:	Personal	Primary:	<input type="checkbox"/>
*From:	2/20/2007	To:	
*Phone:		Extension:	

Comments

Save Save & New Cancel

