

## INSTRUCTIONS FOR COMPLETING

State of Wisconsin  
Dept. of Natural Resources

### NOTIFICATION OF DEMOLITION AND/OR RENOVATION

Chapter NR 447, Wis. Adm. Code

Form 4500-113  
Instructions revised 01-04

*More information on the Wis. DNR Asbestos Program is on our website: [dnr.wi.gov/org/aw/air/reg/asbestos/](http://dnr.wi.gov/org/aw/air/reg/asbestos/)*

- Contractor Project #:** This is a non-repeating number assigned by the contractor; it should uniquely identify each separate demolition/renovation activity. Contractors are encouraged to use this feature as it improves recordkeeping and increases the likelihood that revised notices are properly linked to the original notice.
- Postmark:** Used as day 1 for the required prior 10-working-day notice. Owner/operator must notice the Department of Natural Resources (DNR) 10 working days before the start day of any activity at the project site. In most cases, 10 working days works out to 14 calendar days. However, notifications postmarked on a Monday meet the 10-working-day rule if the work begins on the second Saturday following posting. 3. **Date Received:** and 4. **Department File #:** State agency use only.
- Type of Notification:** Mark the appropriate box. The DNR requires NESHAP (National Emissions Standards for Hazardous Air Pollutants) notification. If using this form to meet the notification requirements of the Wis. Department of Health and Family Services (DHFS), be aware that agency requires notification of any asbestos abatement activity (any activity that disturbs ACM, which is *asbestos containing material*, including but not limited to the repair, enclosure, encapsulation or removal of ACM). Most notices will be original, 10-working-day types. If a revision or cancellation, reference the original notice. Emergency notices must include the date and time of the emergency.
- Type of Project:** Mark the appropriate box. Renovations do not involve removal of structural members of the building. If the activity removes any structural components, it is a demolition; a fire training burn is a subject demolition. Regulated renovations and demolitions require a 10-working-day notice before work begins. Emergency renovation is valid only for sudden and unexpected events, and is not appropriate for situations resulting from poor/incomplete planning. If a valid emergency renovation is being reported, also complete #23 on the back of this form. A planned renovation is an annual notice for small individually nonscheduled projects. If an ordered demolition, also complete #24 on the back of this form and attach a copy of the order. Emergency renovations and ordered demolitions require notification as early as possible but no later than the following working day. If there is asbestos present or not, circle the appropriate answer. If YES, complete #18 on the back of this form.
- Dates of DNR Required Preinspection:** Provide dates, which are prior to renovation/demolition, that facility was inspected by a Wis. DHFS-certified asbestos inspector.
- Inspector Information:** Provide Wis. DHFS-certified asbestos inspector's name and certification number.
- Dates of Asbestos Abatement:** These should be both inclusive and accurate dates within which actual asbestos abatement activities are taking place. The removal activities must start on the date specified unless a revised notice is filed. If a revision is filed, and the new start date is earlier than the original date, the revised notice must be received 10 working days before the removal begins. If a revision is filed, and the new start date is later than the original date, the revision must be made both by telephone and in writing, before the original start date.
- Dates of Renovation/Demolition:** These should be both inclusive and accurate dates within which actual demolition and/or renovation activities are taking place. The renovation/demolition activities must start on the date specified unless a revision is filed. If a revision is filed, and the new start date is earlier than the original date, the revised notice must be received 10 working days before the renovation/demolition begins. If a revision is filed, and the new start date is later than the original date, the revision must be made both by telephone and in writing, before the original start date.
- Abatement Contractor:** Provide all information requested, making sure it is both complete and accurate, including contact person and telephone number.
- Demolition Contractor:** Provide all information requested, making sure it is both complete and accurate, including contact person and telephone number. For a fire department training burn, the fire department is the demolition contractor.
- Facility Information:** Provide all information requested, making sure it is both complete and accurate, including contact person and telephone number. It is particularly important that the address is a physical location, including building # if a large industrial/commercial complex, and not a PO Box number.
- Facility Owner Information:** Provide all information requested, making sure it is both complete and accurate, including contact person and telephone number.
- Waste Disposal Site:** Provide all information requested, making sure it is both complete and accurate, including contact person and telephone number. Be sure to include the DNR site license number.

16. **Amount of Asbestos, including:** (Note: Cubic measurements should only be used if square or linear measurements cannot be made.)
- Regulated ACM (RACM) to be removed: This represents all friable asbestos to be taken out of the facility, including pipe insulation, surfacing materials, and other facility components. Note and report in the appropriate units of measurement for each form of asbestos material. Includes CAT I & II if they will become friable as a result of abatement, renovation, or demolition activities.
  - Category I & II ACM to be removed: This represents all non-friable asbestos to be taken out of the facility. The ACM must remain non-friable during removal. Note and report in the appropriate units of measurement for each form of asbestos material.
  - Category I & II ACM NOT removed: This represents all non-friable asbestos to be left in the facility during demolition. Note and report in the appropriate units of measurement for each form of asbestos material.
17. **Asbestos Abatement and/or Demolition Fee Schedule:** Determine applicable fee, and check box of amount submitted. Fees must accompany notification submitted to DNR Asbestos Coordinator in Madison, Wis. (See Box 27 for the address.)
18. **Description of asbestos detection procedure(s):** Describe the sampling and analytical procedures used to verify that asbestos is present or absent from the portion of the facility where demolition/renovation is to take place. The word "assumed" can be used to indicate presence without sampling.
19. **Description of asbestos containing material(s):** Indicate such things as TSI (thermal systems insulation) wall plaster, transite, floor tile, and physical location, e.g., east kitchen wall, building/room number, etc., and any other information which specifically identifies the ACM and location.
20. **Description of demolition/renovation:** Include methods, techniques, and facility components affected, e.g., "Renovation of a warehouse for conversion into office space by removal of old interior non-load bearing walls, removal of all floor tile, and plaster ceilings. Boiler and related piping also to be stripped, removed and replaced."
21. **Description of abatement work practices/engineering controls and waste handling procedures:** These are accepted industry standards, including asbestos emission control procedures, e.g., "Use of negative air enclosure during wet removal of a boiler jacket containing RACM, stripping the materials using knives and scrapers, and maintain adequate wetting during gross cleanup and sealing of the RACM in leak-tight containers."
22. **Description of procedures for surprise discovery of ACM or if nonfriable asbestos becomes friable:** Give details of standard actions you will take should previously unknown RACM suddenly be discovered, or previously non-friable ACM becomes friable, e.g., "Renotify and handle RACM as designated in Boxes #20 & #21."
23. **Description of emergency renovation:** For emergency renovations only. Include date and time, and a detailed description of the sudden unexpected event causing the emergency, including how the event caused a safety or health risk or unreasonable financial burden. Claimed emergencies will be subject to investigation and fraudulent claims may be subject to enforcement actions. Some examples:
- Valid Emergency Renovation - A boiler pipe breaks in a hospital causing extensive damage to surrounding pipes, cutting off heat and hot water to portions of the hospital. The plumbing crew needs RACM removed from piping before repairs can be made.
- Non-Emergency Renovations - Previously unscheduled school renovations hastily arranged to coincide with vacation breaks. A renovation depending on a bid acceptance or bank financing.
24. **Description of ordered demolition:** For ordered demolitions only. Provided all information and also include a copy of the actual order. The building must be structurally unsound and in danger of imminent collapse.
25. **Competent Person certification:** Complete this certification that at least one on-site person who is trained in the asbestos NESHAP provisions will supervise any asbestos removal or stripping operations. This requires that the competent person be currently and validly certified in Wisconsin as an asbestos supervisor.
26. **Information validation certification:** Complete this certification that the information provided in this notification is complete and accurate.
27. **Agency notification distribution:** Indicate agencies/offices mailed their mandatory copy or copies. Use mailing addresses shown. Procedure for mailing notifications differs between Southeast Region and all other regions: For facilities in Southeast Region, please mail two copies of the notification to the DNR (one copy to the regional headquarters and one to central office with payment). For facilities in all other DNR regions (South Central, Northeast, West Central, and Northern), please mail the DNR only a single notification -- mail it to the central office with payment. Do not send *any* notices to the regional office *unless* the facility lies within Southeast Region. DNR has been delegated notification authority - U.S. EPA does not require a copy. And don't forget to notice Wis. DHFS for all projects where ACM is removed/disturbed!

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