



BOSTON PUBLIC HEALTH COMMISSION
Environmental Health Office

August 24, 2001

Dear Licensed Asbestos Abatement Contractor:

As you are no doubt aware, the City of Boston Asbestos Regulations were enacted by a vote of the Board of Health on March 22, 1994 and apply to all asbestos abatement projects taking place in Boston. As specified by these regulations, no asbestos abatement work may be initiated and undertaken in the city of Boston without first receiving an asbestos abatement permit from the Environmental Health Office of the Boston Public Health Commission. Asbestos abatement permits must be posted outside the work area at all times until completion of the project.

Since the enactment of the regulations, a number of minor refinements have been made to the process by which a contractor applies for and receives an asbestos abatement permit. This document and the attached forms describe all of these points and should serve as an updated reference for all contractors as to when and how to apply for a permit. **Please use the revised forms and procedures attached to this letter in place of any older copies you may have on file.** Should you have any questions concerning these documents, please feel free to contact the Environmental Health Office at 617-534-5966 weekdays between 9:00 AM and 5:00 PM.

Obtaining an asbestos abatement permit

In order to conduct any asbestos related work in the city of Boston, you must apply for and receive an asbestos abatement project permit. This is true for all projects requiring a notification to DEP and DLWD and a DEP sticker including: asbestos removal, encapsulation, repair, simple pick-up and disposal, re-notification of an ongoing job, emergencies, clean-up jobs, multiple buildings in one contract, etc. The rule of thumb is that **if it happens in Boston or any of its neighborhoods and you need to notify DEP and pull a sticker, you must get a permit from the Environmental Health Office.** You must apply for and receive an asbestos abatement project permit from the Environmental Health Office corresponding to each DEP sticker number used for a project within the city of Boston.

Only persons holding all certifications and licenses required by the Massachusetts Department of Labor and Workforce Development (DLWD) for the proposed asbestos abatement project may apply for an asbestos abatement project permit. Permits will not be issued to persons who are NOT authorized to engage in a proposed asbestos abatement project under DLWD's regulations (453 CMR 6.00). Only persons removing asbestos siding need not have a DLWD Asbestos Contractors License. However, they must comply with certain DLWD work practices. Such unlicensed persons must apply to the Environmental Health Office for an asbestos abatement project permit to remove asbestos siding.

Attached to this document is a list of neighborhoods and ZIP Codes included in the city of Boston. A permit for asbestos abatement from the Environmental Health Office is required only for work conducted in the city of Boston. If you are uncertain about whether an address is within the city of Boston, please call the Environmental Health Office for assistance. Boston neighborhoods include:

Allston	Fenway	Orient Heights
Backbay	Fields Corner	Readville
Boston	Forest Hills	Roslindale
Boston Harbor Islands	Grove Hall	Roxbury
Brighton	Hyde Park	Roxbury Crossing
Charlestown	Jamaica Plain	Savin Hill
Clarendon Hills	Kenmore Square	South Boston
Codman Square	Logan Airport	South End
Dorchester	Mattapan	Upham's Corner
Downtown Boston	Neponset	West End
East Boston	North End	West Roxbury

In order to obtain the required asbestos abatement permit, you must fill out either a one-page (Notice) or a four-page (Plan) application **for each project corresponding to each DEP sticker number for which you are notifying**. A blank copy of each type is included with this letter as well as a one-page form describing how to determine which one you need to complete. The following materials must be included with each permit application:

- **A completed EHO permit application form (Plan or Notice depending on the type of project)**
- **A copy of the DEP ANF0001 notification form with the sticker number visible in the upper right hand corner**
- **A copy of either the Boston Fire Department (BFD) Asbestos Permit for the planned work or a copy of the application for the BFD permit**
- **A cashier's check, money order, or business check for the permit fee for each project made out to the Boston Public Health Commission – Environmental Health Office. Cash, personal checks, and credit cards cannot be accepted for permit fee payment.**

This completed application packet must be submitted by mail or in person to the Environmental Health Office at the address below **at least ten working days in advance of the project start date**. Under certain emergency circumstances, it will be impossible for a contractor to apply for an abatement project permit ten days in advance of the project start date. The attached emergency notification procedure should be followed in these cases.

Asbestos abatement project permits will be mailed to contractors by certified mail as soon as they are processed and approved unless other arrangements have been made in advance. An asbestos abatement project permit along with an approved abatement plan will be issued for those projects requiring a plan. Projects requiring only a notice will be mailed only a permit.

Inspections and Client/Neighbor Education

The Environmental Health Office routinely conducts spot inspections of asbestos abatement projects permitted by the office to insure that proper work procedures are being followed to adequately protect the health of asbestos abatement workers and the public. These inspections are conducted on a random and unannounced basis and in response to public complaints or concerns regarding individual projects.

The Environmental Health Office maintains a number of fact sheets and educational materials to inform the public about the health risks of asbestos exposure and what proper asbestos abatement procedures may look

like. These can be furnished to you upon request if you wish to reproduce and distribute/post them at abatement sites as part of a pre-project notification effort to allay any public concerns.

Asbestos Abatement Job Revisions

Contractors who have received their permit and find that the job start or end dates need to be changed, **but the scope of the work remains the same**, can mail or fax a photocopy of their original permit marked with the changes to the Environmental Health Office (fax 617-534-9592 or 617-534-2372). No further paperwork will be required and no additional fee is needed.

If a project has begun and the end date needs to be extended **due to an increase in the scope of the work**, an additional asbestos permit application must be submitted for the new work with an application fee based on the cost of the additional work.

For lengthy projects, **separate applications should be made for project segments no greater than 4 months at a time**. A separate permit and fee payment is required for each project segment. The permit fee should be calculated by dividing the total cost of the project by the number of segments and calculating the fee for each segment.

If a project has begun and the start or end date changes due to a project delay or you need to be off-site for long enough that the **DEP requires a re-notification of the project with a new DEP sticker number, you will need to apply for a new project permit from the Environmental Health Office**. To do this, please complete all of the paperwork that you would include with a new application and include the **original** permit from the previous project at that site. The permit application fee in this case only is \$50 to cover paperwork processing, not the full fee based on the original job cost.

Contractors whose projects are cancelled before initiation or completion may apply for a fee abatement from the Environmental Health Office. This abatement will be issued in the form of a permit fee credit to be used on future notifications. In the case of projects cancelled with no work conducted, the credit will be the amount of the original permit application fee less \$50 for paperwork processing. In the case of projects cancelled with some of the work conducted, the credit issued will be prorated based on the original permit fee amount and the percentage of work completed on the project less \$50 for paperwork processing.

Again, if you should have any questions or concerns regarding this packet of reference materials, please feel free to contact the Environmental Health Office at:

Boston Public Health Commission
Environmental Health Office
1010 Massachusetts Avenue, 2nd floor
Boston, MA 02118
PHONE: (617) 534-5966 FAX: (617) 534-9592 or (617) 534-2372

Sincerely,

Paul A. Shoemaker, MPH
Program Assistant