Asbestos eForms Submittal Guide

Online asbestos forms submittals can be made at:
https://dep.gateway.ky.gov/eForms/Account/Home.aspx (Please note that the website works best in a Chrome or Firefox browser)

The home page will appear, but all eForm submittals require creating a one stop account. If you have trouble accessing or creating your account click on the Need Help icon.

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Section 1: New Form Submittals

Click on the Forms icon on the left hand side of the home page screen.

Under list of eForms there are three available forms for the asbestos program.
- DAQ ASBESTOS ABATEMENT Course Registration Form: used to reserve a spot in an upcoming asbestos abatement supervisor orientation. You are required to attend our orientation before you can be listed on a company certification. For instructions on how to complete this eForm see **Section 1A**.
- DAQ Application for Asbestos Accreditation Form: used to apply for an initial, renewal, or duplicate individual asbestos accreditation (the wallet card that is kept on your person during regulated work). For instructions on how to complete this eForm see **Section 1B**.
- DAQ Application for Asbestos Certification (Contractors or Facilities) Form: used to apply for an initial, renewal, or modification to a company certification. For instructions on how to complete the eForm see **Section 1C**.

1A. Orientation Registration Form Instructions

Click on the plus icon next to DAQ ASBESTOS ABATEMENT Course Registration Form.

When the form appears fill in all the required fields. Fields that are required are indicated with a *. Below are notes to help with common issues:
- The Agency Interest # and License Number # are both required fields to submit this forms. **You are required to have an active supervisor license to register for the orientation via eForm.** If you do not currently have a valid supervisor license you can still register for orientation by emailing DEP 7035, found at: https://eec.ky.gov/Environmental-

Protection/Air/asbestos/Documents/DEP%207035%20Form.pdf to emma.moreo@ky.gov.

- **PLEASE NOTE: If your license was issued after 10/15/18, your agency interest number and license number will appear on your license. If your license was issued before that date, your license number has changed and you will have to use the updated license number to apply.**
- You can find your agency interest and license number using eSearch.
  - Go to: http://dep.gateway.ky.gov/eSearch/
  - Click on Licensee Search

Search Agency Interest Data

- Agency Interest Search -- Search agency interests by agency interest name, city, and county.
- Issued Approvals Search -- Search issued approvals by agency interest id, agency interest name, city, county, type, progra
- Pending Approvals Search -- Search pending approvals by agency interest id, agency interest name, city, county, type, pro
- Permitting Activity Search -- Find recently issued permit and coverage information or recently received permit & coverage a
- Licensee Search -- Search licensed persons by agency interest ID, license ID, or licensee name.
- Invoice Search -- Search outstanding invoices by billing party, city, or DEP Program. This feature includes an on-line shopp
- Unsubmitted Discharge Monitoring Reports (DMR) Search -- Search KPDES Permits that have not submitted a DMR for a rep
- Active Coal GP Monitoring Requirements Search -- Search Active Coal GP Monitoring Permitted Features associated with the

  - Type your name into the licensee name field. **If you do not appear initially, try using only your last name into the search.**

- Results will show the Agency Interest ID, Licensee Name, municipality, and license type.
- You may use 1 or more of these fields to limit your search.
- Capitalization does not matter and no wildcards are needed on Licensee Name.
- Agency Interest ID and License ID are numeric fields.
- Use the Search AI to find Licensee's by place of employment.
- A maximum of 4000 agencies will be returned.

«« Return to search Online Home

Agency Interest ID:

License ID:

Licensee Name:

Search   Reset

  - Once you find your name click on licensee details. You may appear more than once, but you can click on any licensee details and you entire certification history will appear.

Licensee Details	Agency ID	Licensee Name
Licensee Details	157718	Amy JoAnn Morris
Licensee Details	71543	Bobby M Morris
Licensee Details	71543	Bobby M Morris
Licensee Details	71543	Bobby M Morris

  - Under the License(s) section all of you licenses will appear with license ID number. You can also find your Agency ID number and check on the status of a previously issued license.

- The dates for the orientations will appear after clicking the drop down icon. Courses are offered once a month except for November. If an upcoming date does not appear in the drop down, that means there are no available spaces for that date. Classes are capped at twenty people.

Clicking Submit to EEC will submit your eForm for review. You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

If you are not ready to submit your form at this time you can "Click to Save Values for Future Retrieval" and submit at a later date. For more information on how to submit saved files see **Section 3**.

Once you have successfully submitted the form you will receive a confirmation email with further information regarding the course.

1B: Asbestos Accreditation Form Instructions

Click on the plus icon next to DAQ Application for Asbestos Accreditation.

When the form appears fill in all the required fields. Fields that are required are indicated with a *. Below are notes to help with common issues:
-   The Agency Interest # and License Number # are both required fields if you are submitting a renewal or duplicate application.
-   **PLEASE NOTE: If your license was issued after 10/15/18 your agency interest number and license number will appear on your license. If your license was issued before that date your license number has changed and you will have to use the updated license number to apply.**
-   You can find your license number and agency interest using eSearch.
    o   Go to: http://dep.gateway.ky.gov/eSearch/
    o   Click on Licensee Search

o Type your name into the licensee name field. **If you do not appear initially, try using only your last name into the search.**

- Results will show the Agency Interest ID, Licensee Name, municipality, and license type.
- You may use 1 or more of these fields to limit your search.
- Capitalization does not matter and no wildcards are needed on Licensee Name.
- Agency Interest ID and License ID are numeric fields.
- Use the Search AI to find Licensee's by place of employment.
- A maximum of 4000 agencies will be returned.

" « Return to search Online Home

Agency Interest ID: [   ]
License ID: [   ]
Licensee Name: [   ]

Search   Reset

o Once you find your name click on licensee details. You may appear more than once, but you can click on any licensee details and you entire certification history will appear.

Licensee Details	Agency ID	Licensee Name
Licensee Details	157718	Amy JoAnn Morris
Licensee Details	71543	Bobby M Morris
Licensee Details	71543	Bobby M Morris
Licensee Details	71543	Bobby M Morris

o Under the License(s) section all of you licenses will appear with license ID number. You can also find your Agency ID number and check on the status of a previously issued license.

Agency ID: 155685   Regulatory Status: Active
AI Type: LICENSE-Person Physical Address
County: Out of State

License(s)

License Type	License ID	License Status	License Expiration Date	
Asbestos Abatement Supervisor	58954	Active	02/04/2020	Can not pay
Asbestos Abatement Supervisor	39922	Expired	01/08/2019	Can not pay
Asbestos Abatement Supervisor	39921	Terminated	10/20/2009	Can not pay
Asbestos Abatement Supervisor	39920	Terminated	05/24/1997	Can not pay
Asbestos Inspector	39919	Terminated	09/10/2011	Can not pay

- The address you submit will be the address where the physical card is mailed. If you work for a company, but want a card mailed to you personally be sure to list that address.

- Upload a copy of the most recent training document for the accreditation requested. Words documents, pdfs and image files are accepted. Multiple files can be uploaded.
- If your current license is still active or has been expired for less than a year, you can apply for a renewal. If you have no history of accreditation or your previous license has been expired for over a year an initial application is required.
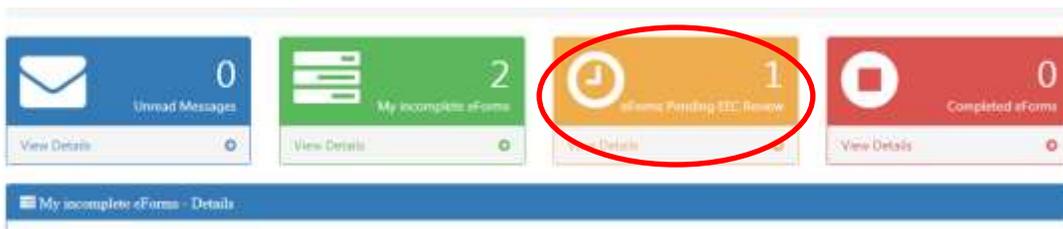
Clicking Continue to Pre-Payment will take you to the payment processing site.

- Payment is processed using the online payment system TPE with processing fees. For payment by ACH (pay by check), $0.35 is added at checkout. For Credit/Debit Cards, a 3% surcharge is added at checkout. Please note it can take up to 3 business days for domestic accounts to be debited/credited.
- The eForm submittal will not be complete and ready for agency review until payment has been completed.
- All payments occur individually. You cannot pay for multiple applications at once.

You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

If you are not ready to submit your form at this time you can "Click to Save Values for Future Retrieval" and submit at a later date. For more information on how to submit saved forms see **Section 3**.

1C. Company Certification Form Instructions

Click on the plus icon next to DAQ Application for Asbestos Certification (Contractors or Facilities).

When the form appears fill in all the required fields. Fields that are required are indicated with a *. Below are notes to help with common issues:

- The Agency Interest # is required for the submittal of renewal or modification applications.
- **PLEASE NOTE: If the most recent certification was issued after 10/15/18 your agency interest number will be your certificate number. If your certificate was issued before that date your updated certificate number can be provided by emailing** emma.moreo@ky.gov.
- Supervisors you want listed on the certificate will have to have an active (not expired) license before they can be added. You can add them by typing in their license number under the List of Supervisors field. At least one supervisor license will have to be added before submittal can occur.
  o If a license number is invalid it will say Invalid license number after it is entered.
  o If the license number is valid the name of the supervisor will appear after it is entered.
  o You can find a supervisor's license number using eSearch.
    ▪ Go to: http://dep.gateway.ky.gov/eSearch/
    ▪ Click on Licensee Search

- ▪ Type in their name into the licensee name field. **If they do not appear initially, try using only last names.**

- ▪ Once you find their name click on licensee details. You may appear more than once, but you can click on any licensee details and you entire certification history will appear.

- ▪ Under the License(s) section all of you licenses will appear with license ID number.

- The address you submit will be the address where the certificate is mailed, it does not have to be the address of your central office.
- Upload a copy of the current training document **for every supervisor** you want listed on the certificate. Words documents, pdfs and image files are accepted. Multiple files can be uploaded.

Click to Continue to Pre-Payment will take you to the payment processing site.

- Payment is processed using the online payment system TPE with processing fees. For payment by ACH (pay by check), $0.35 is added at checkout. For Credit/Debit Cards, a 3% surcharge is added at checkout. Please note it can take up to 3 business days for domestic accounts to be debited/credited.
- The eForm submittal will not be complete and ready for agency review until payment has been completed.
- All payments occur individually. You cannot pay for multiple applications at once.

You may receive an error message. Error messages appear in red next to the deficient field. The error(s) will have to be corrected before submittal can occur and agency review can begin.

If the form does not appear as Submitted to EEC under the eForms Pending EEC Review section of your dashboard, it has not been successfully submitted.

If you are not ready to submit your form at this time you can "Click to Save Values for Future Retrieval" and submit at a later date. For more information on how to submit saved forms see **Section 3**.
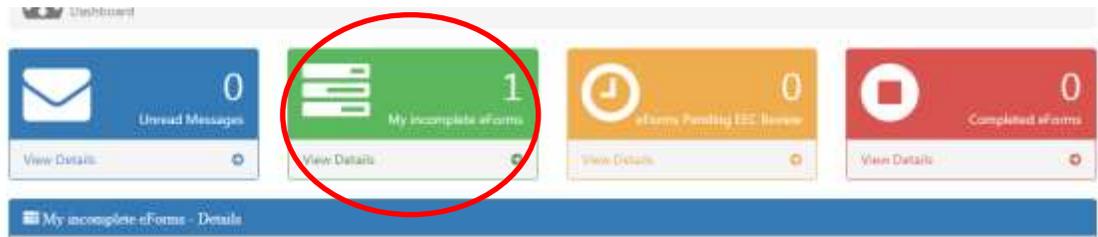
Section 2: Checking on the Status of a Submitted Form

The status of your eForm can be found in your dashboard. Click on the Dashboard icon on the left hand side of the home page.

Under Incomplete eForms Section:
- Click View Details under My incomplete eForms section.

- Forms that have been saved but not submitted will have the status of User Saved. To submit these forms see **Section 3A**.

- Forms that have been submitted but payment has not been completed will have the status of Waiting on Payment. To submit these forms see **Section 3B**.

- Forms that have been returned because of a deficiency will have the status of Under Review by Submitter. To submit these forms see **Section 3C**.

- **Please note that any form that appears in this section has not successfully been submitted for review to EEC and a license or certification will not be issued until that occurs.**

Under eForms Pending EEC Review:
- Click View Details under My incomplete eForms section.
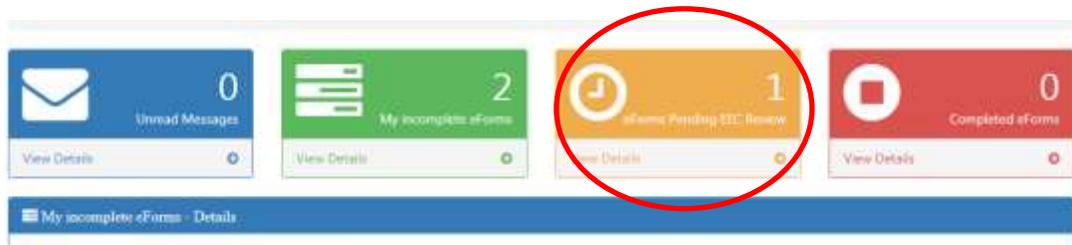
- Forms that have been successfully submitted, but have not been approved by EEC review will appear in this section with the status of Submitted to EEC. The form will move to Completed eForms or back to My incomplete eForms after review. To submit a new form using the prepopulated information of this form see **Section 3D**.

Under Completed eForms:
- Forms that have been successfully submitted and approved by EEC review will appear in this section with the status of Status of Completed Migration to EEC Data Management System or Submitted and Received by EEC. If you applied for a license or certificate, it has now been processed and will be

mailed to the address provided in the eForm application. To submit a new form using the prepopulated information of this form see **Section 3D**.
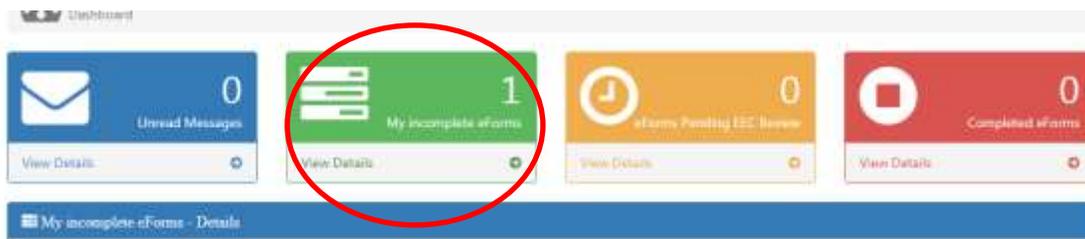
Section 3: Submitting a Saved Form

3A: Submitting a Previously Saved Incomplete Form
Click on the Dashboard icon on the left hand side of the home page.

Click on View Details under My incomplete eForms Section.

Click on the Submittal ID next to the form you wish to open.

The Form Details will appear. Click on Continue with this eForm to reopen the form.
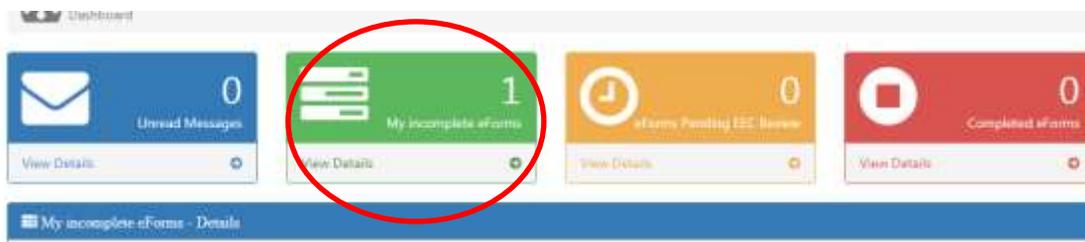
Complete the required fields and Click to Submit to EEC.

For details about how to complete the eForms by type see **Section 1**.

3B: Submitting a Completed Form that Needs Payment
Click on the Dashboard icon on the left hand side of the home page.

Click on View Details under My incomplete eForms Section.

Click on the Submittal ID next to the form you wish to open.

The Form Details will appear. Click on Continue with this eForm to reopen the form and submit.

It will automatically take you to the payment processing site. Complete payment information and the form will be successfully submitted.

3C: Resubmitting a Returned Submittal
Click on the Dashboard icon on the left hand side of the home page.

Click on View Details under My incomplete eForms Section.
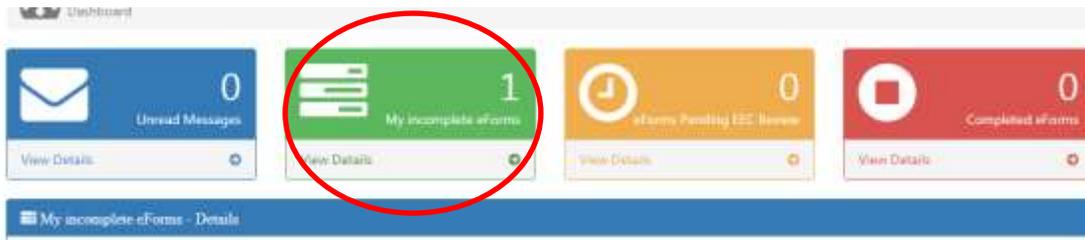
Click on the Submittal ID next to the form you wish to correct and resubmit.

The Form Details will appear. Click on Continue with this eForm to reopen the form.

The reason the form was returned will be written under EEC Reviewer Comment and highlighted in blue. Make the required corrections and Click to Submit to EEC.

If you are a company applying for individual licenses for your employees: **You cannot change the applicant to a different individual during this stage.** The payment and submittals records have already been assigned to a specific individual and cannot be transferred.

You will have five attempts to make the necessary corrections before you are required to begin a new form and submit payment again. After you have used all five attempts or no longer wish to pursue accreditation or certification, you can apply for a refund. For information regarding refunds, please see **Section 4**.
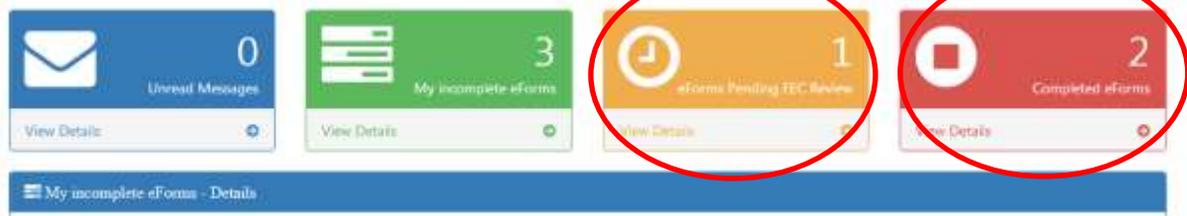
For tips to fill out the forms by type see **Section 1**.

3D: Creating a New Submittal from a Previously Saved Form
Click on the Dashboard icon on the left hand side of the home page.

Click on View Details under eForms Pending EEC Review or Completed eForms Section, depending on the status of the form you wish to use the prepopulated fields from.

Click on the Submittal ID next to the form you wish to use the prepopulated fields from.

The Form Details page will appear.

To look at the eForm without opening a new eForm application, click on the Click Image to Download File icon on the eForm Submittal row. The form will reopen in a separate tab.

To submit a new form will those fields click Create a new eForm with values from this previously saved/submitted eForm and a new eForm application will reopen with those fields.

Complete the required updates and Click to Submit to EEC. Note that the signature date will have to be updated before submittal can occur.

For details about how to complete the eForms by type see **Section 1**.

Section 4: Refunds

Refunds will not be issued for online payments until requested or all five attempts have been used for an online form submittal.

After the last attempt has been used on an online application a refund will automatically be issued. The check will be made to the company or name of the applicant listed on the eForm and sent to the address listed in the application.

If you wish to receive a refund before you have used all five attempts, please email emma.moreo@ky.gov.

Please note that you will be charged a check fee of $0.35 or a 3% credit card fee during the completion of your online payments. That fee is kept by the payment processing site, not the Kentucky Division for Air Quality and cannot be refunded.

For Individual Accreditation Applications: The full licensing fee of $100.00, $50.00, $20.00, or $10.00 will be refunded.

For Company Certification Applications: a filling fee is assessed. For initial applications, the filling fee is 100.00 dollars. For renewal applications, the filling fee is 50.00 dollars. A full refund amount will not be issued. A refund of $400.00 or $200.00 will be issued.