

# eDEP Online Filing System General Overview for:

- AQ 04 Asbestos Notifications
- AQ 06 Construction/Demolition Notifications & Revisions

# Including Frequently Asked Questions (FAQs) & Troubleshooting Guide

August 2019

For further information or further assistance, contact: <u>BAW.eDEP@mass.gov</u>

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# Login to eDEP

1. Log into eDEP (<u>https://edep.dep.mass.gov/</u>):

If this is your first time click the "New User" box to register a username and password with eDEP.

ete our	Log into eDEP
nay ust	Username: sDEP_Asbestos
eral	Password: ********
for ver	Login
	Reset Password Get Login Help

2. Upon Login you will be brought to the main eDEP page:

My et		MassDEP's On	ine Filing System	MassDEP H Username:MAS Nickname: ASBI	ome   Contact SDEP_ASBESTO ESTOS_MASSDE	Privacy Policy  S  P LOG OFF
Work In I	Progress)F	Recent Submitted	Archived Submitted Bulk File	ŝ	5	Show Filter
<u>Trans#</u> 675939	ID 100205170	Transaction AQ04-Asbestos Removal Notification Form ANF-001	Private Note Add Note	Status WORK IN PROGRESS	Last Update 08/08/2014	Download to Print Download

MassDEP Home | Contact | Privacy Policy

The default view is of the Work In Progress forms. These are forms that have been started, but not yet submitted. You can click on the "Recently Submitted" tab to view notifications that have been submitted.

# **Select Notification Form**

1. To access the AQ 04 (ANF-001) or AQ 06 forms, select "Air & Climate" under the "Forms" Section on the green banner bar:

e		stem	MassDEP H	Home   Contact me:CAROLINELLE Nickname: CLE	Privacy Policy
My DEP	Forms -   My Profile -   Help	Notifications			
	Air & Climate				
	Business Sectors				
	Cleanup of Sites & Spills				
	Drinking Water				Show Filter
	NPDES				Show Filter
	Service Centers				
Work in Prog	Toxics & Hazards	a Sapulitea   Brik Flies			
	Underground Injection Control (UIC)				
	Waste & Recycling			Last	Download
<u>Trans# ID</u>	Wastewater	te Note	Status	<u>Update</u>	to Print
672837 100	Wetlands	<u>ote</u>	WORK IN PROGRESS	07/30/2014	Download
	All Forms				
	Recent Forms				
6715/3 100	20/176 Add N	lote	WORK IN PROCRESS	07/24/2014	- · · I

Air & Climate						
Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.						
Form Name Description Instructions						
Air & Climate						
Asbestos, Construction & Demolition						
AQ 04 - Asbestos Removal Notification Form ANF-001	This form is for providing notification 10 working days prior to the removal of any amount of asbestos.	Start Transaction				
AQ 06 - Construction/Demolition Notification	This form is for providing notification 10 working days prior to the construction or demolition of a building to help in preventing the release of potentially hazardous air pollutants.	Start Transaction				

2. Click the "Start Transaction" box to the right of the AQ04 (ANF-001) or AQ06 line.

# **Step One: Complete Notification Form**

1. You are then brought to a "Transaction Overview" page. This page is displayed between submittal steps to provide an update of notification progress. The arrow bar at the right indicates the notification status. Notice that the arrow above "Forms" is not filled in green. That means you have not completed the form yet.

Transaction Ove	erview Trans# 676135 ID# AQ04-Asbestos Removal Notification Form ANF-001	
	Forms Signature Submit St	<u>tatus bar</u>
Forms		
	Print Transaction Delete Transaction Share Transaction Exit	
Errors Checked/ Validated	Fill out the following forms for this transaction:	
-	AQ04-Asbestos Removal Notification Form ANF-001	
	MassDEP Home   Contact   Privacy Policy	

2. Click "Next" to be brought to the Pre-Form to start filling out the notification form.

#### **Complete Pre-Form**

The Pre-form is where you enter the Blanket and/or NT numbers, if applicable, choose to revise an existing form, or begin a new form.

<b>ОЕР</b> ма	issDEP's Online Filing System		
AQ 04 - Asbestos Remov	al Notification Form ANF-0	01 - Transaction #1118243	
Error Check	Save	Print	Exit
Massachu BWP AC Asbestos	isetts Department of Enviro 2 04 (ANF-001) PreFor Notification Form	onmental Protection r <b>m</b>	
this is a revision to an existing form Project ID for existing form to be	1. revised: ENTER EXISTING PROJ	ECT NUMBER HERE	
his job is being conducted under a MassDEP assigned Blanket Aut	Blanket Permit.	UMBER (IF APPLICABLE)	
This job is being conducted under a MassDEP assigned Non Traditio	Non Traditional Abatement Work Practic anal Work Practice Authorization ID:	e Permit. TER NT NUMBER (IF APPLICAB	LE)
his job does not require the use of below): THIS OPTION IS CO UTILITY CONTRACT This job involves breaking, sh roofing or siding, vinyl floor tile of Labor Standards (DLS) at 4	an asbestos contractor licensed by the N MMONLY USED BY ROOFING 'ORS WORKING ON A/C PIPE, baring or slicing of non-friable asbestos-co s, etc.) in a manner that does not genera 53 CMR 6.13(2)(a)5. All work must be do	A Department of Labor Standards becau CONTRACTORS, WEATHERIZA' PLUMBERS/ELECTRICIANS, HO ontaining material only (e.g. cement shing te asbestos dust or render the material fri ne in compliance with the applicable regu	se (please check one box TION CONTRACTORS, MEOWNERS, ETC. les/panels, cement pipe, asphalt able, as allowed by the Department lations at 310 CMR 7.15; or
This job involves work on asb Project,' an 'Asbestos-Associa Standards (DLS) at 453 CMR 3., and 453 CMR 6.14 (1)(a),	stos containing material that is classified ted Project', or an 'Asbestos Response A 6.00, and will be performed in accordanc as applicable. All work must be done in co	by the Department of Labor Standards (D ction' by qualified 'in-house' personnel as e with all the requirements of 453 CMR 6. impliance with the applicable regulations i	DLS) as a 'Small-Scale Asbestos allowed by the Department of Labor 13 (1)(a), 453 CMR 6.13 (2)(a)1. and at 310 CMR 7.15.
one of the above conditions apply	, generate a new form. MOST NEW CONTRACTO	NOTIFICATIONS FOR WORK BY R CHECK THIS BOX	A LICENSED ASBESTOS

DEP	MassDEP's Online Filing System			
AQ 06 - Construction/	Demolition Notification - T	ransaction #111826	7	
Error Check	Save	Print		Exit
Massa	chusetts Department of Envi	ronmental Protection		
BVVH	AQ 06 Pre-Form	D		
Notifica	ation Prior to Construction	or Demolition		
L				
This is a revision to an existing	g form.			
Project ID for existing form	to be revised: ENTER EXISTING P	ROJECT NUMBER HER	E	
This ish is being conducted up	uder a Blanket Dermit			
MassDEP assigned Blanke	Authorization ID: ENTER BLANKE	T NUMBER (IF APLICAI	BLE)	
This job is being conducted ur	ider a Non Traditional Abatement Work P	ractice Permit.		
MassDEP assigned Non Ti	aditional Work Practice Authorization ID:	ENTER NT NUMBER (	IF APPLICABLE)	
None of the above conditions	apply, generate a new form MOST NE	W NOTIFICATIONS CH	ECK THIS BOX	

- 1. Click the check box to the left of the option applicable to your form.
  - If you check the "Revision", "Blanket" or "NT" box, you will be required to enter the applicable numbers.
  - For revisions, use the 9-digit project ID number of the original notification that you are revising (appears in the upper right hand corner of the original notification form).
  - IMPORTANT: the system will not allow the user to revise a form where the project end date has expired. If the project end date has expired, the user will need to submit a new notification.
  - All Blanket numbers must contain "BL"; all NT numbers must contain "NT".
- 2. Once the appropriate boxes have been checked and any applicable data has been entered, click "Error Check & Next". You will be brought back to the "Transaction Overview" page.
- 3. Click "Next" to generate the detailed AQ04 (ANF-001) or AQ06 notification form.

	MassDEP's Online Filing System Username: CAROLINELLEE Nickname: CLEE	Dy DFF
My eDEP Forr	ms 🔻 My Profile 🔻 Help Notifications	
Transaction Ove	erview Trans# 676135 ID# 100205226 AQ04-Asbestos Removal Notification Form ANF-001	٦
	Forms Signature Subi	nit
Forms	_	
	Print Transaction Delete Transaction Share Transaction Exit	
Errors Checked/ Validated	Fill out the following forms for this transaction:	
~	AQ04-Asbestos Removal Notification Form ANF-001	
-	AQ 04 - Asbestos Removal Notification Form ANF-001	
	Next	)

Error Check & Next

- 4. Enter all required information to complete the detailed form. (Refer to separate "eDEP Online Notification Form" guidance available on MassDEP Asbestos Webpage for help completing the detailed notification forms.)
- 5. When done entering information in the detailed notification form, Click "Error check & Next" at the bottom of the page



6. If the form contains errors, the form will load again. Descriptions of the error will be at the bottom and the sections that need to be edited will be outlined in red, as shown below:

AA		
Policy #		Expiration Date (MM/DD/YYYY)
5. What is the size of this facility?	100	
	Square Feet	# of Floors

7. Once the form is error-free, you will be brought back to the Transaction Overview page. Click "Next" to sign the form.

	MassDEP Home   Contact   Privacy Policy MassDEP's Online Filing System Username: CAROLINELLEE Nickname: CAROLINEMCFADDEN
My eDEP For	ns 🔻   My Profile 🔻   Help   Notifications
Transaction Ove	rview Trans# 638908 ID# 100195554 AQ 04 - Asbestos Removal Notification Form ANF-001
_	Forms <u>Signature</u> Submit
Forms	
	Print Transaction Delete Transaction Share Transaction Exit
Errors Checked/ Validated	Fill out the following forms for this transaction:
×	AQ04-Asbestos Removal Notification Form ANF-001
×	AQ 04 - Asbestos Removal Notification Form ANF-001
	Next

# Step Two: Certify Signature

1. Check "Certification" and sign by typing in the "Name" box.

Please note that the signature needs to match the name EXACTLY as it was entered in "Certification" (Section D) of the detailed form (i.e. upper case, lower case, spaces, etc.). The date will be prepopulated with today's date.

2. Click "Next".						
e DE		Online Filing System		М	assDEP Home   Conta	ct   Privacy Poli
	indodder o't	Shine Fining Official		Nickr	Username:CAROLINE name: CAROLINEMCFAI	
My eDEP Forms	▼  My Profile	e 🔻   Help  Notificatio	ns			
Transaction Overv	iew Trans# 6389	008 ID# 100195554 AQ04-	Asbestos Removal No	otificatio	n Form ANF-001	
					Signature	Cubmit.
lignaturo			E	orms		Submit
Ignature						Exit
AQ 04 - Asbestos Remov	al Notification For	m ANF-001 - 1 Form(s)				
The undersigned hereby s	states, under the p	enalties of perjury, that he/s	he has read the Commo	onwealth o	of Massachusetts reg	ulations for the
Removal, Containment or	Encapsulation of	Asbestos, 453 CMR 6.00 an	d 310 CMR 7.15, and the	at the info	rmation contained in	this notificatior
is true and correct to the b	est of his/her knov	viedge and bellet.				
By entering my name I ac	knowledge that I	have read and agree with th	ne certification stateme	ent.		
NAME Jill Smith	Date	8/8/2014	]			
					( 🗖	Next
				Ma	assDEP Home   Contac	t   Privacy Pol

### **D.** Certification

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment. The undersigned hereby states, under the penalties of perjury, that I have read the

Jill Smith
Name
Analyst
Position/Title
231-321-3213
Telephone
One Winter St
Address
MA
State

Authorized Signature
Date (MM/DD/YYYY)
DEP
Representing
Boston
City/Town
02155
Zip Code

3. You are back at the Transaction Overview page. Click "Next" to be brought to the Payment page.

<u>e</u> D	MassDEP Home   Contact   Privacy Policy MassDEP's Online Filing System Username: CAROLINELLEE Nickname: CAROLINELLEE Nickname: CAROLINEMCFADDEN
My eDEP For	ns 🗸   My Profile 🖌   Help   Notifications
Transaction Ove	rview Trans# 638908 ID# 100195554 AQ04-Asbestos Removal Notification Form ANF-001
Forms	Forms <u>Signature</u> <u>Submit</u>
	Print Transaction Delete Transaction Share Transaction Exit
Errors Checked/ Validated	Fill out the following forms for this transaction:
×	AQ04-Asbestos Removal Notification Form ANF-001
×	AQ 04 - Asbestos Removal Notification Form ANF-001
	Next
	MassDEP Home   Contact   Privacy Policy

# Step Three: Submit Payment (if applicable)

Note: eDEP payment feature is unavailable using Internet Explorer and Safari until further notice. If filing an eDEP Form that requires payment of a fee, please enter the notification using the Google Chrome or Firefox browser. We apologize for the inconvenience and appreciate your patience.

- 1. The 'Payment amount' will automatically be displayed based the project's fee status and type of notification. Click "Continue".
- 2. You have the choice to pay by credit card (2.36% service fee per transaction applied by payment provider) or by ACH withdrawal from your bank account (\$0.35 service charge per transaction). Choose the payment method and click "Continue". Follow the instructions on the screen.
- 3. A payment confirmation page is displayed. Click "Submit payment". You are brought to the payment confirmation page. However the form still needs to be submitted.
- 4. Click "Next" to be brought to the submittal page.

Note that fee payment, if applicable, for AQ04 and AQ06 can only be made electronically through eDEP. Paper checks cannot be accepted.

			MassDEP Home   Con	tact   Privacy Policy
Massuer's Online Filing System		Ni	Username:CAROLIN kname: CAROLINEMCE	
My eDEP  Forms ▼  My Profile ▼  Help  Not	tifications			
Transaction Overview Trans# 639087 ID# 10019562	4 AQ 04 - Asbestos	Removal Notific	ation Form ANF-00	1
	_	) 		
	Forms	Signature	Payment	Submit
Payment				
			print	Exit
Payment Confirmation				
Thank you. Your payment has been received.				
Note: Payment received after 3:30pm will not be posted until the	e next busin <u>ess dav.</u>			
	Next			
			MassDEP Home   Cont	act   Privacy Policy

# **Step Four: Submit Notification**

- 1. Prior to submittal, you are able to enter email addresses to send a submittal confirmation to anyone that you choose. The account holder's email address automatically appears.
- 2. Click "Submit".

DED		MassDEP Home   Con	tact   Privacy Polic
MassDEP's Online Filing System	Nic	Username:CAROLIN kname: CAROLINEMCF/	ELLEE ADDEN LOG O
My eDEP  Forms 💙 My Profile 🔻 Help  Notifications			
Transaction Overview Trans# 638908 ID# 100195554 AQ 04 - Asbestos Remo	val Notifica	ation Form ANF-00	1
		> >>	
	Forms	Signature	Submit
Review and Submit your Transaction			
			Exit
Please review your transaction. If you are satisfied, scroll down and click submit.			Submit
An email confirmation will be automatically sent to the owner of this account at			
caroline.mcfadden@state.ma.us			
If you would like to send this confirmation to others please enter their address below separated by a semicolon;			
DEP Transaction ID: 638908			
Date and Time Submitted: 08/08/2014 02:15:01 Other Email :			
DEP Transaction ID: 638908			
Date and Time Submitted: 08/08/2014 02:15:01 Other Email :			
Form Name: AQ04-Asbestos Removal Notification Form ANF-001			
Form Name: AQ 04 - Asbestos Removal Notification Form ANF-001			

3. The form has now been submitted. You will receive two emails. One saying that the form was submitted and the other saying that the Copy of Record is available. The first will be sent almost immediately after you hit the "Submit" button and the other about 30 to 60 minutes later.

# **Revisions:**

- 1. In eDEP, click "Forms"
- 2. Hit the "Start Transaction" button next to either the AQ04 (ANF-001) or AQ06



3. Once at the "Transaction" here, click the next button

Forms				<b>A</b>	
	Print	Transaction	Delete Transaction	Share Transaction	Exit
Errors Checked/ Validated	Fill out the following form	s for this tran	saction:		
-	AQ 05 - Construction/Demolitie	on Notification		6	Next

- 4. Once here, click the check box next to "This is a revision to an existing form" and enter the 9digit Project ID number of the original notification that you are revising (appears in upper righthand corner of the form).
- 5. This will bring up a revision form.

This is a revision to an existing form.	
Project ID for existing form to be revised:	
_	

The revision form is an abbreviated version of the original detailed form and is only intended to allow changes to the project start and end dates. Simply delete the dates that are present and re-type in the new dates. Note: Do not use the "Other Project Revisions" dialogue box for date changes; this should only be used to explain why the dates changed or for other "minor" revisions.

Please keep in mind that when revising the project start or end dates, you must ensure that your notification revision is received by MassDEP in accordance with the following schedule (per 310 CMR 7.15(6)(g)):

- If changing the start date: the revision MUST be filed at least ten (10) working days prior to the revised start-date;
- If ending earlier than the original end-date: the revision MUST be filed at least one (1) day prior to the revised end-date;
- If ending later than the original end-date: the revision MUST be filed before the original enddate has expired;
- Please note that no revisions may be filed after the original end-date has expired.

Other than the expiration date, the online eDEP form does not have the capability to compute these revision date conditions. So you need to make sure your revised dates comply with the regulatory requirements or you may be subject to enforcement.

# **Frequently Asked Questions (FAQs):**

#### Q: I am getting an error message that says I need a waiver number.

Please complete this question. Enter	SEC A QUESTION 17 DEP WAIVER NUMBER IS REQUIRED IF PROJECT
<u>NA if blank is desired.</u>	START DATE IS LESS THAN 10 BUSINESS DAYS FROM TODAYS DATE

#### The emergency waiver section part of the notification form is highlighted in red.

17. For Emergency Asbestos Operations, the MassDEP and DLS officials who evaluated the emergency:

Name of MassDEP Official	Title of MassDEP Official
Date of Authorization (MM/DD/YYYY)	Waiver #
Name of DLS Official	Title of DLS Official
Date of Authorization (MM/DD/YYYY)	Waiver #

#### I don't have an emergency waiver number. How do I proceed?

**A:** MassDEP's regulations require submittal of the notification 10 working days prior to the project start date (i.e., about two weeks on the calendar). Therefore, the project start date entered must be 10 working days from the date you started the notification **and** all of the boxes for the emergency waiver info (Section A17 on the ANF and Section C12 on the AQ06) must be left **COMPLETELY BLANK** (i.e. they cannot contain N/A or anything else).

#### Requesting an Emergency Waiver of the 10 Working-Day Notification Waiting Period:

If you cannot wait the requisite 10 working-day notification period prior to starting the project, you will need to request an emergency waiver from the MassDEP regional office that covers the town in which your project is located.

- To locate the regional office for the town in which you are working, please go to the MassDEP website at the following URL: <a href="https://www.mass.gov/service-details/massdep-regional-offices-by-community">https://www.mass.gov/service-details/massdep-regional-offices-by-community</a>. Simply call the service center and ask for the asbestos program staff to request the emergency waiver.
  - For more information about the emergency waiver process specific to the AQ04 Asbestos Removal Notification Form, please refer to Question 12 in the online "Instructions and Supporting Materials" <u>https://www.mass.gov/media/1687806</u>.

2. For more information about the emergency waiver process specific to the AQ06 Construction/Demolition Notification, please refer to Question 10 in the online "Instructions and Supporting Materials" - <u>https://www.mass.gov/how-to/aq-06-constructiondemolition-notification</u>.

# *Q: The ANF-001 form will not let me type the name and address of my Asbestos Contractor or the names of the Asbestos supervisor, (Question 7), Project Monitor (Question 8), or the analytical lab (Question 9)?*

. Asbestos Contractor:		Approval ID #
Namo		Address
Name		Address
City/Town	State	Zip Code Telephone
ac000000		Contract Type: Written
DLS License #		

A: Fill out the applicable information for A6-A9. Fill in only the fields for the DLS license/certification #'s. The fields with the corresponding names and addresses will populate later after you click "Error Check & Next" based on what is recorded in the eDEP database.

1

NON LICENSED REMOVAL		NON LICENSE	D REMOVAL
a. Name		b. Address	
NON LICENSED REMOVAL	MA	02108	617-292-5500
. City/Town	d. State	e. Zip Code	f. Telephone
AC000000		h Contract Typ	e: 1 Written 🔽 2 Verbal

# *Q: eDEP is not recognizing the supervisor, monitor, laboratory, or contractor number that I'm trying to enter?*

**A:** If you get an error message after you click "Error Check & Next" at the end of the form that says "License # is not recognized", please check to make sure you typed the DLS License and Certification Numbers for the asbestos contractor, on-site supervisor/foreman, project monitor, and asbestos analytical lab number correctly. (Please note: Contractor numbers start with AC, supervisor numbers start with AS, laboratory numbers start with AA, and monitor numbers start with AM. Only fill in the fields for the DLS license/certification #'s for questions A6–9. The fields with the corresponding names and addresses will be auto-populated when you click "Error Check & Next".)

Note that if you are trying to use a newly issued license number, the number will need to be added to the eDEP Asbestos database. In that case, contact <u>BAW.eDEP@mass.gov</u> for help uploading a new license number into the database.

# *Q: I am performing work on non-friable materials, and I don't need a contractor license number or laboratory, monitor, and/or supervisor number per DLS regulations. How can I proceed on the ANF-001?*

**A:** If the project does not require the use of a DLS-licensed asbestos contractor, then simply check off the appropriate boxes on the AQ04 (ANF-001) Pre-Form and when you click "Error Check & Next", it will auto-populate the asbestos contractor and asbestos supervisor fields (i.e. Sections A6 and A7) to reflect a "Non Licensed Removal". For the project monitor and analytical lab information (i.e. Sections A8 and A9) on a "Non Licensed Removal" job, you can enter the DLS certification number in the appropriate data field, if a DLS licensed provider is being used on the project. Or if a DLS licensed provider is not being used, then you can simply enter "N/A" in the "DLS Certification #" data fields and leave the "Name" data fields blank.

NON LICEN	ISED REMOVAL		NON LICENSE	ED REMOVAL
a. Name			b. Address	
NON LICEN	ISED REMOVAL	MA	02108	617-292-5500
c. City/Town	F	d. State	e. Zip Code	f. Telephone
AC000000			h. Contract Typ	e: 🗌 1. Written 🗹 2. Verbal
g. DLS Licer	nse #			
g. DLS Licer	nse # ISED REMOVAL NON LICENS	SED REMOVAL	AS000000	
g. DLS Licer 7. NON LICEN a. Name of (	nse # ISED REMOVAL NON LICENS Contractor's On-Site Superviso	SED REMOVAL	AS000000 b. DLS Certific	ation #
g. DLS Licer 7. NON LICEN a. Name of ( 8.	nse # ISED REMOVAL NON LICENS Contractor's On-Site Superviso	SED REMOVAL	AS000000 b. DLS Certific	ation #
g. DLS Licer 7. NON LICEN a. Name of ( 8 a. Name of (	nse # ISED REMOVAL NON LICENS Contractor's On-Site Superviso Project Monitor	SED REMOVAL	AS000000 b. DLS Certific N/A b. DLS Certific	ation # ation #
g. DLS Licer 7. NON LICEN a. Name of ( 8 a. Name of ( 9	nse # ISED REMOVAL NON LICENS Contractor's On-Site Superviso Project Monitor	SED REMOVAL	AS000000 b. DLS Certific N/A b. DLS Certific N/A	ation # ation #

*Q:* In the pre-form, I'm getting an error message saying the "we don't recognize the decal number. It is either not in our system or the dates have expired."

	En	ror Check & Next
Error Message [Below are links where error(s) occurred]	Section Name	Description
we don't recognize the decal number. It's either not in our system, or the dates have expired.		DECAL for DISPLAY

#### I need to revise this project. How can I do that?

**A:** Make sure the project end-date in the original notification or the most recent revision (whichever is later) has not expired. If so, you will need to file a new notification. (Also refer to Revisions Section above.)

### Q: How do I delete a transaction?

**A:** When you are at the eDEP homepage, click on the transaction link for the notification you want to delete.

	DE	P MassDEP's On	nline Filing System	MassDEP I Username:MAS Nickname: ASE	Home   Contact	Privacy Policy
My el	DEP Form	s 🔻 🛛 My Profile	Help Notifications			
	_					
						Show Filter
(AA) = starter	Decement					
WORK IN	Progress	Recent Submitted	a   Archived Submitted   Bulk File	25		
					1	
Trans#	ID	Transaction	Private Note	Status	<u>Last</u> Update	to Print
675939	100205170	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	WORK IN PROGRESS	08/08/2014	<u>Download</u>
L <u></u>				MassDEP H	ome   Contact	Privacy Policy

You are brought to the Transaction Overview page. Click "Delete Transaction".

<u>e</u> D	BP MassDEP's Online Filing System		MassDEP Username:MA	Home   Contact   F	Privacy Policy
My eDEP For	ms 🔻   My Profile 🔻   Help  Notificat	ions	Niokname: AS	BESTOS_MASSDEP	LUG OFF
Transaction Ove	erview Trans# 675939 ID# 100205170 AQ0	4-Asbestos Removal I	Notification Form	n ANF-001	
			>		
Forms		$\frown$	Forms	Signature	Submit
	Print Transaction	Delete Transaction	Share Transact	tion Exi	t
Errors Checked/ Validated	Fill out the following forms for this tran	saction:			
×	AQ04-Asbestos Removal Notification Form A	NF-001			
-	AQ 04 - Asbestos Removal Notification Form	ANF-001			
				Ne	ext

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Click OK.



You will then be brought back to the main eDEP page.

Note that you can only delete notifications that are "Work in Progress". You cannot delete a notification once it has been signed or paid for.

*Q: When I try to log-in to eDEP, I get an error message that says "Sorry, eDEP cannot be used with multiple browser windows or tabs. Please close this window/tab to return to eDEP."* 

Sorry, eDEP can not be used with multiple browser windows or tabs. Please close this window/tab to return to eDEP.

A: eDEP can only be opened in one browser window at a time. Exit out of all browsers completely and re-open eDEP. Even if the eDEP tab is closed, you still may not be able to access eDEP until **all** browsers have been completely shut down. If you're using Google Chrome, you may need to clear the cache.

To clear the cache in Google Chrome:

- Click on the button in the right-hand corner that has three vertical lines
- Choose Settings



Select History	Chrome
Choose Clear Browsing data	History Extensions Settings
<ul> <li>Clear browsing data</li> <li>Choose "Clear Browsing data" again</li> </ul>	Help
Clear browsing data	×
Obliterate the following items from: the last 4 week	ks 🔻
Browsing history	
Download history	
Cookies and other site and plug-in data	
Cached images and files	
Passwords	
Autofill form data	
Hosted app data	
Content licenses	
Learn more	Clear browsing data Cancel
Saved content settings and search engines will not b browsing habits.	e cleared and may reflect your

# *Q: I'm trying to revise a project, but am getting an error message that says that a revision of the decal has "Work in Progress" or is locked:*

Error Message [Below are links where error(s) occurred]	Section Name	Description
<u>A Revision of this Decal number has the status of Work in Progress and is locked or is still processing.</u>		DECAL for DISPLAY

**A:** A revision of this form has already been started. To get rid of this message:

Click "My eDEP" in the upper left corner
 My eDEP

My eDEP Forms My Profile Help Notifications

• Under the "Work in Progress" Tab Work In Progress), select the form with the ID you are revising that have the status "WORK IN PROGRESS"

						Show Filte
Vork In F	rogress Rec	ent Submitted) Archi	ved Submitted) Bulk F	iles		
Trans#	ID	Transaction	Private Note	Status	Last Update	Downloa to Print
638957		AQ 06 - Construction/Demolition Notification	Add Note	WORK IN PROGRESS	07/17/2014	Download
638908	100195554	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	WORK IN PROGRESS	07/10/2014	Download
538904	100190760R1	AU-00-	Add Note	WORK IN PROGRESS	07/10/2014	Download

• Select "Delete Transaction"

Toma	
	Print Transaction Delete Transaction Share Transaction Exit
Errors Checked/ Validated	Fill out the following forms for this transaction:
~	AQ04-Asbestos Removal Notification Form ANF-001
-	AQ 04 - Asbestos Removal Notification Form ANF-001
	Next

• Click "OK" to delete the transaction



- Do this for any notifications what have the status of "work-in-progress", "signed", or "paid" for this project ID
- You will now be able to revise the form

# *Q: I thought that I submitted a form but I never received an email and it is not showing up in MassDEP's database. Where is it?*

**A:** Make sure that the form was actually submitted by ensuring that it is no longer in the "Work In Progress" tab. If it is in this tab, then it hasn't been submitted.

		D		Mass	DEP Home   Contact	Privacy Policy
	<u>s ne</u>	MassDEP's Online Fili	ng System	Us Nickname	ername:CAROLINELLE : CAROLINEMCFADDE	
муе	DEP  Forms	My Profile <   H	elp Notifications			
					Ş	Show Filter
Work In	Progress) R	ecent Submitted) Ard	chived Submitted) Bulk File	es)		
Trans#	ID	Transaction	Private Note	Status	<u>Last</u> Update	Download to Print
638908	100195554	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	WORK IN PROGRESS	07/10/2014	Download
638904	100190760R1	AQ 06 - Construction/Demolition Notification	Add Note	WORK IN PROGRESS	07/10/2014	Download
638835	100195447R3	AQ 06 - Construction/Demolition Notification	Add Note	WORK IN PROGRESS	07/07/2014	Download
638833	100180553R2	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	WORK IN PROGRESS	07/07/2014	Download
638645	100195449	AQ 06 - Construction/Demolition Notification	Add Note	SIGNED	06/26/2014	<u>Download</u>
638566	100160328R1	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	SIGNED	06/24/2014	<u>Download</u>
638565	100187190R1	AQ04-Asbestos Removal Notification Form ANF-001	Add Note	SIGNED	06/24/2014	Download
638254	100195336	AQ 06 - Construction/Demolition	Add Note	PAID	06/05/2014	Download

### Q: The boxes are overlapping the text. How can I fix this?

9. For Emergency Demolition Operations, who

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Name of MassDEP Official

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**A:** This is a browser compatibility error. To fix it for Internet Explorer, click the broken page button to the right of the url window.

https://edep.dep.mass.gov//WebForms/AirQuality/2013/BWPAQ06.aspx

