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:

BAW.eDEP@mass.gov
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Login to eDEP

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

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

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

   ![Login page screenshot]

   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:

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.

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.
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.
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:

<table>
<thead>
<tr>
<th>AA Policy #</th>
<th>Expiration Date (MM/DD/YYYY)</th>
</tr>
</thead>
</table>

5. What is the size of this facility?

   - Square Feet: 100
   - # 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.
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 pre-populated with today’s date.

2. Click “Next”.

![Screenshot of DEP online filing system]

**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 Commonwealth of Massachusetts regulations for the Removal, Containment or Encapsulation of Asbestos, 453 CMR 6.00 and 310 CMR 7.15, and that the information contained in this notification is true and correct to the best of his/her knowledge and belief.

**NAME**: Jill Smith

**Date**: 8/6/2014

![Screenshot of certification section]
3. You are back at the Transaction Overview page. Click “Next” to be brought to the Payment page.
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.
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”.

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

![AQ 06 - Construction/Demolition Notification](image)

3. Once at the “Transaction” here, click the next button

![Forms](image)

4. Once here, click the check box next to “This is a revision to an existing form” and enter the 9-digit Project ID number of the original notification that you are revising (appears in upper right-hand corner of the form).

5. This will bring up a revision form.

![Revision Form](image)

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 end-date 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.

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:

<table>
<thead>
<tr>
<th>Name of MassDEP Official</th>
<th>Title of MassDEP Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Authorization (MM/DD/YYYY)</td>
<td>Waiver #</td>
</tr>
<tr>
<td>Name of DLS Official</td>
<td>Title of DLS Official</td>
</tr>
<tr>
<td>Date of Authorization (MM/DD/YYYY)</td>
<td>Waiver #</td>
</tr>
</tbody>
</table>

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: [https://www.mass.gov/service-details/massdep-regional-offices-by-community](https://www.mass.gov/service-details/massdep-regional-offices-by-community). Simply call the service center and ask for the asbestos program staff to request the emergency waiver.
  1. 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” [https://www.mass.gov/media/1687806](https://www.mass.gov/media/1687806).
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” - [https://www.mass.gov/how-to/aq-06-constructiondemolition-notification](https://www.mass.gov/how-to/aq-06-constructiondemolition-notification).

**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)?**

**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.

```
<table>
<thead>
<tr>
<th>6. Asbestos Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City/Town</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Contract Type:</td>
</tr>
<tr>
<td>1. Written</td>
</tr>
<tr>
<td>2. Verbal</td>
</tr>
<tr>
<td>DLS License #</td>
</tr>
</tbody>
</table>
```

```
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 BAW.eDEP@mass.gov 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.

6. Asbestos Contractor:

<table>
<thead>
<tr>
<th>NON LICENSED REMOVAL</th>
<th>NON LICENSED REMOVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Name</td>
<td>b. Address</td>
</tr>
<tr>
<td>NON LICENSED REMOVAL</td>
<td>02108</td>
</tr>
<tr>
<td>c. City/Town</td>
<td>617-292-5500</td>
</tr>
<tr>
<td>d. State</td>
<td></td>
</tr>
<tr>
<td>AC000000</td>
<td></td>
</tr>
<tr>
<td>g. DLS License #</td>
<td></td>
</tr>
</tbody>
</table>

7. Asbestos Contractor:

<table>
<thead>
<tr>
<th>NON LICENSED REMOVAL</th>
<th>AS000000</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Name of Contractor’s On-Site Supervisor/Foreman</td>
<td>b. DLS Certification #</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

8. Name of Project Monitor

a. Name of Asbestos Analytical Lab

b. DLS Certification #
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.”

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.

You are brought to the Transaction Overview page. Click “Delete Transaction”.

Click OK.

Are you sure you want to delete this transaction? 

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.”

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

- Choose Clear Browsing data...

- Choose "Clear Browsing data" again
**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:

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

**A:** A revision of this form has already been started.

To get rid of this message:

- Click “My eDEP” in the upper left corner
- Under the “Work in Progress” Tab, select the form with the ID you are revising that have the status “WORK IN PROGRESS”

- Select “Delete Transaction”

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

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.