

NYC Environmental Protection

USER MANUAL

Asbestos Assessment Report (ACP5) Electronic Filing System

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Document History

Version Number	Version Date	Description
1.0	10/7/2011	Published as the first version of the User Manual for Asbestos Assessment Report (ACP5) Electronic Filing System.

System Requirements

- You need to have Adobe Acrobat Reader to open the forms.
- You need to have Internet Explorer 7.0 or higher to use the website.
- You need to disable popup blockers on your browser.

You can also find the system requirements on the login page of the ACP5 Electronic Filing Website:
<http://a826-web01.nyc.gov/acp5efile>.

When you access to the login page, look for the **FAQ** link on the bottom of the page and click the link.

**Asbestos Assessment Report
(Form ACP5)**

Please login by entering your email and password.

Email

Password

LOGIN

If you forgot your password, please click [here](#) to recover it.

If you are not registered with this site, please click [here](#) to download the form for registration.

If you want to review the user manual for this website, please click [here](#).

For any questions, problems, and feedback, please email: artsfeedback@dep.nyc.gov or call: (718) 595-3003.

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FAQ build# 1.0.0.20073

Then you will be lead to the webpage that specifies the system requirements.

System Requirements

- You need to have [Adobe Acrobat Reader](#) to open the forms.
- You need to have Internet Explorer 7.0 or higher to use the website.
- You need to disable popup blockers on your browser.

For any questions/feedback regarding ACP5, please email artsfeedback@dep.nyc.gov. Be as detailed as possible.

BACK

Access to ACP5 Electronic Filing Website

1. Open Internet Explorer.
2. Type in the URL of ACP5 Electronic Filing Website: <http://a826-web01.nyc.gov/acp5efile> and press Enter.

Asbestos Control Program - Windows Internet Explorer

<http://a826-web01.nyc.gov/acp5efile>

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PHOTO INFO...
Construction of the Croton Water Filtration Plant
Bronx, New York

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Register Account

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Asbestos Control Program - Windows Internet Explorer

http://a826-web01.nyc.gov/acp5efile

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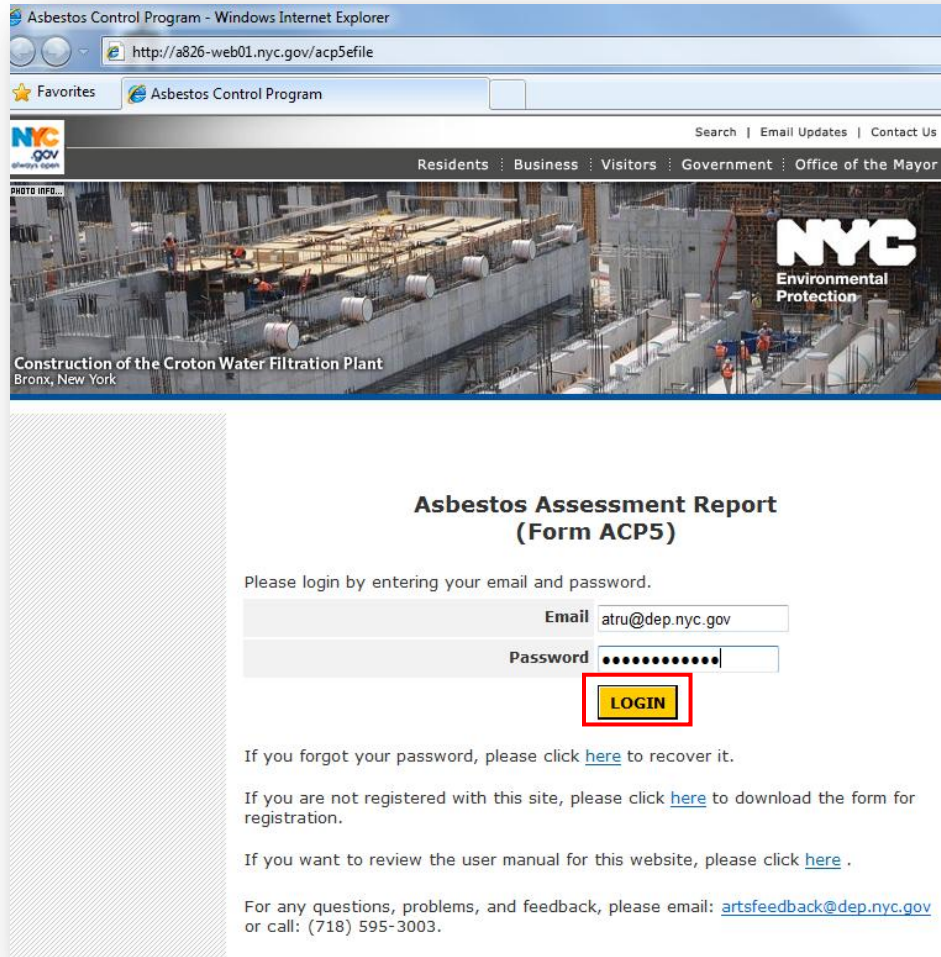
For any questions, problems, and feedback, please email: artsfeedback@dep.nyc.gov or call: (718) 595-3003.

3. Below the **LOGIN** button, find “If you are not registered with this site, please click [here](#) to download the form for registration.” and then click the [here](#) link.
4. The two-page registration form in PDF format will be opened in the internet browser. Fill out the form and submit it to DEP as instructed in the form.
5. After DEP register the account, an email will be sent to your email account. This email contains the login name, which is your email address, a temporary password, and the instruction of how to activate your account.

Note: The registration form is a fillable PDF form. We suggest you to fill out the form by typing your information into the form. You can download the latest Adobe Acrobat Reader by following this link: <http://get.adobe.com/reader>

Login and Logout

1. Open Internet Explorer.
2. Type in the URL of ACP5 Electronic Filing Website: <http://a826-web01.nyc.gov/acp5efile> and press Enter.
3. Enter the email address and the temporary password in the email that DEP sends you about the successful registration.
4. Click the **LOGIN** button.



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://a826-web01.nyc.gov/acp5efile>. The page header includes the NYC.gov logo, a search bar, and navigation links for Residents, Business, Visitors, Government, and Office of the Mayor. A banner image shows the construction of the Croton Water Filtration Plant in Bronx, New York, with the NYC Environmental Protection logo. The main content area is titled "Asbestos Assessment Report (Form ACP5)" and contains a login form. The form prompts the user to "Please login by entering your email and password." It features two input fields: "Email" with the value "atru@dep.nyc.gov" and "Password" with masked characters. A yellow "LOGIN" button is highlighted with a red border. Below the form, there are three links: "here" for password recovery, "here" for downloading the registration form, and "here" for the user manual. At the bottom, contact information is provided: email artsfeedback@dep.nyc.gov and phone number (718) 595-3003.

Asbestos Control Program - Windows Internet Explorer

<http://a826-web01.nyc.gov/acp5efile>

Asbestos Control Program

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PHOTO INFO...
Construction of the Croton Water Filtration Plant
Bronx, New York

NYC
Environmental
Protection

Asbestos Assessment Report (Form ACP5)

Please login by entering your email and password.

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Password

LOGIN

If you forgot your password, please click [here](#) to recover it.

If you are not registered with this site, please click [here](#) to download the form for registration.

If you want to review the user manual for this website, please click [here](#).

For any questions, problems, and feedback, please email: artsfeedback@dep.nyc.gov
or call: (718) 595-3003.

5. During the first login, you will be lead to the user profile page and you are required to change the temporary password to your own password. After you update the password, your account is activated.

Update User Account Information

First Name	BIG
Last Name	BIRD
NYC DEP Certification #	3
Certificate Expiration Date	4/1/2013
DMV ID #	000000002
Date of Birth	2/10/1970
NYS DOL Asbestos Handling License #	29700
License Expiration Date	1/31/2012
Company Name	YU & Associates, Inc.
Company Email	atru@dep.nyc.gov
Email	<input type="text" value="atru@dep.nyc.gov"/>
Confirm Email	<input type="text" value="atru@dep.nyc.gov"/>
Current Password	<input type="password" value="●●●●●●"/>
New Password	<input type="password" value="●●●●"/>
Confirm New Password	<input type="password" value="●●●●"/>

***Note: If you would rather receive mailings via the U.S. Postal Service in lieu of electronic correspondence via your email address and ARTS please call (718) 595-3705.**

6. After you activate your account, you will be able to see the Main Menu and work on ACP5 forms.

The screenshot shows a web interface with a header bar. On the left, it says "Main Menu". On the right, it says "To update your profile, click on atru@dep.nyc.gov | [Log Out](#)". Below the header, there is a "Main Menu" section with two yellow buttons: "ADD NEW ACP5" and "COPY AN ACP5". Below that is a "Work in Progress:" section with a paragraph of text explaining that these are applications not yet submitted to DEP. Below the text, it says "No records found". Below that is a "Submitted:" section with a paragraph of text explaining that these are applications already submitted to DEP. Below the text, it says "No records found".

7. To logout your account, click the [Log Out](#) link on the top of pages.

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Log Out" link in the top right corner of the header bar.

Recover Password

1. Open Internet Explorer.
2. Type in the URL of ACP5 Electronic Filing Website: <http://a826-web01.nyc.gov/acp5efile> and press Enter.
3. Below the **LOGIN** button, find “If you forgot your password, please click [here](#) to recover it.” and then click the [here](#) link.

Asbestos Control Program - Windows Internet Explorer
http://a826-web01.nyc.gov/acp5efile

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NYC Environmental Protection
Construction of the Croton Water Filtration Plant
Bronx, New York

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If you forgot your password, please click [here](#) to recover it.

If you are not registered with this site, please click [here](#) to download the form for registration.

If you want to review the user manual for this website, please click [here](#).

For any questions, problems, and feedback, please email: artsfeedback@dep.nyc.gov or call: (718) 595-3003.

4. Enter your email address that you have used to register the account and click the **SEND PASSWORD** button.

Enter your email address to have your password sent to you.

Email

SEND PASSWORD **CANCEL**

5. You will receive an email that contains your password.

Update User Profile

1. You can update your user profile (e.g. email address, password) by clicking the email address on the top of pages.

The screenshot shows a user profile page with a navigation bar at the top. On the left is a 'Main Menu' with buttons for 'ADD NEW ACP5' and 'COPY AN ACP5'. The main content area is divided into 'Work in Progress' and 'Submitted' sections, both of which currently show 'No records found'. At the top right, a red box highlights the text 'To update your profile, click on atru@dep.nyc.gov' next to a 'Log Out' link.

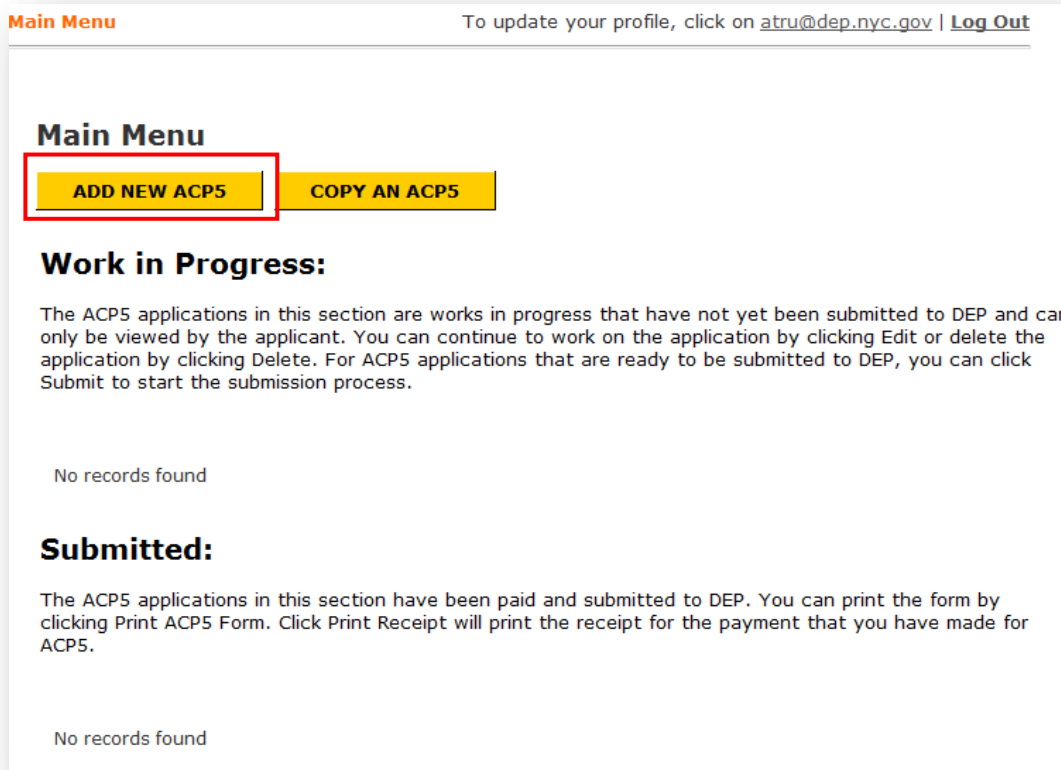
2. Enter the new email address and/or password and click the **UPDATE** button.

The screenshot shows the 'Update User Account Information' form. It contains various fields for user details, including First Name (BIG), Last Name (BIRD), NYC DEP Certification # (3), Certificate Expiration Date (4/1/2013), DMV ID # (000000002), Date of Birth (2/10/1970), NYS DOL Asbestos Handling License # (29700), License Expiration Date (1/31/2012), Company Name (YU & Associates, Inc.), Company Email (atru@dep.nyc.gov), Email (atru@dep.nyc.gov), Confirm Email (atru@dep.nyc.gov), Current Password, New Password, and Confirm New Password. At the bottom, there is a note about receiving mailings via the U.S. Postal Service. A red box highlights the 'UPDATE' button.

*Note: If you would rather receive mailings via the U.S. Postal Service in lieu of electronic correspondence via your email address and ARTS please call (718) 595-5700.

Add New ACP5 Form

1. Open Internet Explorer.
2. Type in the URL of ACP5 Electronic Filing Website: <http://a826-web01.nyc.gov/acp5efile> and press Enter.
3. Log in your ACP5 account with your email address and password.
4. On the Main Menu, click the **ADD NEW ACP5** button.



Note: The system automatically updates your DEP certificate information if available. If you see the error message like **“The certification is expired. Please contact DEP.”** or **“The contractor license is expired or inactive.”**, you are not allowed to add new ACP5 forms because your DEP certificate and/or DOL Asbestos Handling license in our record is invalid. Please contact DEP to update your certificate and/or license information.

5. You need to be familiar with requirements for conducting an investigation/survey before you submit an ACP5 form. You can click the link to view related regulations and guide. If you are familiar with these regulations and guide, click the **CONTINUE** button to proceed.

Main Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Please ensure that you are familiar with requirements for conducting an investigation/survey before you submit an Asbestos Assessment Report (Form ACP5).

Please refer to the following links:
[Asbestos Regulations](#)
[Asbestos Investigator Compliance Guide](#)

CONTINUE **CANCEL**

6. The default first section that you will see is the “Investigator Information” section. However, you may start preparing the ACP5 from any section by clicking the section name from the menu on the left. In the menu, the current section name will be highlighted in the orange color.

In the “Investigator Information” section, your certificate information is automatically populated. However, you are allowed to change the telephone and email address every time.

To update your profile, click on atru@dep.nyc.gov | [Return to Main Menu](#) | [Log Out](#)

Investigator Information (highlighted in orange)

Facility Information
Building Owner
Entire Scope of Work
Investigation
Survey Results
Survey Details

Investigator Information

Bold fields indicate required fields.

NYC DEP Certification #	2
Investigator Name	BIG BIRD
Telephone	<input type="text" value="(718) 595-3701"/>
Fax	<input type="text"/>
Email	<input type="text" value="atru@dep.nyc.gov"/>
Certification Expiration Date	4/1/2013

SAVE

7. You can return to the Main Menu anytime by clicking **Return to Main Menu** link on the top of pages. Any unsaved data will be lost if you do not save. If you have saved the information that you entered, you will see a new record in the Work in Progress list on the Main Menu.

You can click the **Edit** link to go back to the form that you created before, or click the **Delete** link to delete this form. The **Submit** link is used when the form is ready for submission to DEP, which will be explained later. If the form is not ready for submission and you click the **Submit** link, you will see an error message **“This ACP5 application is not ready for submission.”**

The screenshot shows the 'Main Menu' interface. At the top, there is a navigation bar with 'Main Menu' on the left and 'To update your profile, click on atru@dep.nyc.gov | [Log Out](#)' on the right. Below the navigation bar, the 'Main Menu' title is displayed. There are two yellow buttons: 'ADD NEW ACP5' and 'COPY AN ACP5'. The 'Work in Progress:' section follows, with a paragraph explaining that these are applications not yet submitted to DEP. Below this is a table with one record. The table has columns for ACP5ID, Facility, Date Created, and Tasks. The record shows ACP5ID 9, Facility 59-17 Junction Blvd., Date Created 02/9/2011 12:45 PM, and Tasks Edit, Delete, Submit. Below the table is the 'Submitted:' section, which explains that these are applications already submitted to DEP. At the bottom, it says 'No records found'.

Main Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Main Menu

[ADD NEW ACP5](#) [COPY AN ACP5](#)

Work in Progress:

The ACP5 applications in this section are works in progress that have not yet been submitted to DEP and can only be viewed by the applicant. You can continue to work on the application by clicking Edit or delete the application by clicking Delete. For ACP5 applications that are ready to be submitted to DEP, you can click Submit to start the submission process.

ACP5ID	Facility	Date Created	Tasks
9	59-17 Junction Blvd.	02/9/2011 12:45 PM	Edit Delete Submit

Submitted:

The ACP5 applications in this section have been paid and submitted to DEP. You can print the form by clicking Print ACP5 Form. Click Print Receipt will print the receipt for the payment that you have made for ACP5.

No records found

8. The names of all of required fields in each section are in bold font. You are required to enter data in the required field. After you finish one section, click the **SAVE** button to save the information that you entered. If the section is complete, a message will appear on the top of the section and you can proceed to finish other sections.

The screenshot shows a web form titled "Investigator Information". On the left is a vertical menu with items: Investigator Information (highlighted in light green), Facility Information, Building Owner, Entire Scope of Work, Investigation, Survey Results, and Survey Details. At the top of the form, a red-bordered box contains the message: "Investigator section is complete. Please finish other sections." Below this, the form title "Investigator Information" is displayed, followed by the instruction "Bold fields indicate required fields." The form contains the following fields: "NYC DEP Certification #" with value "2"; "Investigator Name" with value "BIG BIRD"; "Telephone" with value "(718) 595-3701"; "Fax" (empty); "Email" with value "atru@dep.nyc.gov"; and "Certification Expiration Date" with value "4/1/2013". A yellow "SAVE" button is located at the bottom right of the form.

9. If a section is complete, the section name in the menu on the left will be highlighted in the light green color.

The screenshot shows a web form titled "Facility Information". On the left is a vertical menu with items: Investigator Information (highlighted in light green), Facility Information, Building Owner, Entire Scope of Work, Investigation, Survey Results, and Survey Details. The form title "Facility Information" is displayed, followed by the instruction "Bold fields indicate required fields." The form contains the following fields: "Premise No" (empty); "Street Name" (empty); "Borough" with a dropdown menu showing "Select Borough..."; "Auto Complete Address" (a grey button); "Zip Code" (empty); "BIN" (empty); "Block" (empty); "Lot" (empty); "AKA" (empty); and "Type of Facility" with a dropdown menu showing "Select Type...". A yellow "SAVE" button is located at the bottom right of the form.

10. If the section is incomplete after you click the **SAVE** button, a message will appear on the top of the section telling you that the section is incomplete.

The screenshot shows a web form titled "Facility Information" with a sidebar on the left containing navigation links: "Investigator Information", "Facility Information", "Building Owner", "Entire Scope of Work", "Investigation", "Survey Results", and "Survey Details". The "Facility Information" section is active. At the top of the form, a red-bordered box contains the message: "Facility section is incomplete. [click here](#)". Below this, the form fields are: "Premise No" (empty), "Street Name" (Junction Blvd), "Borough" (Select Borough... dropdown), "Auto Complete Address" (button), "Zip Code" (empty), "BIN" (4047310), "Block" (01918), "Lot" (0001), "AKA" (DEP), and "Type of Facility" (Other dropdown). A yellow "SAVE" button is at the bottom right.

You can click the [click here](#) link in this message to see where you are missing.

This screenshot shows the same "Facility Information" form as above, but with red-bordered boxes highlighting validation error messages. The message "Facility section is incomplete. [click here](#)" is still at the top. The error messages are: "Premise No cannot be empty." next to the empty "Premise No" field; "Please select a borough." next to the "Borough" dropdown menu; and "Zip Code cannot be empty." next to the empty "Zip Code" field. The "SAVE" button remains at the bottom right.

- In the “Facility Information” section, you need to enter the facility information. You can enter the Premise No, Street Name, select the Borough and click **Auto Complete Address** button. The system will complete the address for you by populating the Zip Code, BIN#, Block#, and Lot#. When you finish the entry, click the **SAVE** button to save the information that you entered.

Facility Information
Bold fields indicate required fields.

Premise No	59-17
Street Name	Junction Blvd.
Borough	Queens
Auto Complete Address	
Zip Code	11373
BIN	4047310
Block	01918
Lot	0001
AKA	
Type of Facility	Select Type...

SAVE

Note: The address information populated by the Auto Complete Address feature is from the Department of City Planning. If you have any problem with this feature, please contact DEP.

- In the “Building Owner Information” section, enter the building owner information and click the **SAVE** button to save the information that you entered.

Building Owner section is complete. Please finish other sections.

Building Owner Information
Bold fields indicate required fields.

Is this a government owned building

Building Owner Name	John Doe Real Estate
Address	59-17 Junction Blvd.
Address 2	50th Floor
City	Flushing
State	NY
Zip Code	11373

Contact Person:

Name	John Doe
Telephone	(718) 111-1111
Fax	(718) 111-1110
Email	johndoe@johndorealestate.com

SAVE

Note: If the ACP5 form is for a government owned building, you need to check the checkbox “Is this a government owned building”. Then you need to select the agency that owns this building from the “Agency Name” dropdown list and provide the contact information of the agency staff whom you contact for the project. If the agency name is not in the list, you can select “Other” from the dropdown list and then type in the name in the “Specify Agency Name” field.

Investigator Information
Facility Information
Building Owner
Entire Scope of Work
Investigation
Survey Results
Survey Details

Building Owner section is incomplete. [click here](#)

Building Owner Information

Bold fields indicate required fields.

Is this a government owned building

Agency Name Other

Specify Agency Name: The Port Authority

Address 625 8th Avenue

Address 2

City New York

State NY

Zip Code

Contact Person:

Name John Doe

Telephone (347) 000-0000

Fax (470) 000-0001

Email johndoe@panync.gov

SAVE

13. In the “Entire Scope of Work” section, enter the description of the entire scope of work. If there is a DOB job number available, you can enter into the DOB Job # field. After you finish, click the **SAVE** button to save the information that you entered.

Investigator Information

Facility Information

Building Owner

Entire Scope of Work

Investigation

Survey Results

Survey Details

Entire Scope of Work section is complete. Please finish other sections.

Entire Scope of Work

Bold fields indicate required fields.

Description Abatement work will be performed for floor tiles in the lobby area on the first floor.

DOB Job # 012345678

SAVE

14. In the “Investigation” section, click in the Investigation Date field and a calendar will appear for you to select the date and click the **SAVE** button to save the information. To be able use this feature, you need to disable the pop-up blocker in your Internet Explorer browser.

Investigation Information

Bold fields indicate required fields.

Investigation Date

SAVE

February 2011

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

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0.32175

15. After you add one investigation date, you will be able to add more by clicking the **Add New Investigation Date** button. You are also able to delete added investigation date record by clicking the **Delete** link next to the record.

Investigation section is incomplete. [click here](#)

Investigation Information

Bold fields indicate required fields.

Investigation Date

Add New Investigation Date

Investigation Date	
02/7/2011	Delete
02/8/2011	Delete

Scope of Work

a. Portion(s) of the premises affected by the work is free of asbestos containing material (ACM).

b. Premise (or portions thereof) affected by the work contains 10 square feet or less or 25 linear feet or less of ACM.

c. Asbestos is present and will not be disturbed during construction activity.

d. Entire building is free of asbestos containing material (ACM).

SAVE

16. Select Scope of Work that applies and click the **SAVE** button to save the information. If your selection includes Scope of Work 'c', you are also required to specify the amount and locations.

Investigation section is complete. Please finish other sections.

Investigation Information

Bold fields indicate required fields.

Investigation Date

Add New Investigation Date

Investigation Date	
02/7/2011	Delete
02/8/2011	Delete

Scope of Work

a. Portion(s) of the premises affected by the work is free of asbestos containing material (ACM).

b. Premise (or portions thereof) affected by the work contains 10 square feet or less or 25 linear feet or less of ACM.

c. Asbestos is present and will not be disturbed during construction activity.

d. Entire building is free of asbestos containing material (ACM).

Work Scope C:

Specify Amount: 200 Square feet Linear feet

Specify Locations: Lobby area on the first floor

SAVE

17. In the “Survey Results” section, enter the survey result information and click the **SAVE** button to save the information that you entered.

Survey Results
Bold fields indicate required fields.

Floor 1st (including cellar and basement)

Section Lobby
(Describe section of floor, e.g. entire, east wing, room #, boiler room, lobby, etc.)

Materials Floor tile
(All Materials Assumed to Contain ACM and/or Sampled)

Number of Samples 5 (Number of Samples Analyzed)

Asbestos Present? Yes No

Assumed ACM? Yes No

SAVE **CANCEL**

18. You can add more survey result records by clicking the **Add New Survey Result** button. You can also click the **Edit** link to modify the record that you created, or click the **Delete** link to delete the added survey result record.

Survey Results section is complete. Please finish other sections.

Survey Results
Bold fields indicate required fields.

Add New Survey Result

Floor	Description of Section of Floor	All Materials Assumed to Contain ACM and/or Sampled	Number of Samples Analyzed	Asbestos Present	Assumed ACM	Tasks
1st	Lobby	Floor tile	5	Yes	Yes	Edit Delete

19. In the “Survey Details” section, enter the survey detail information and click the **SAVE** button to save the information that you entered. For the Dates Samples Analyzed, you need to click in the Dates Samples Analyzed field and select a date from the calendar.

Survey Details
Bold fields indicate required fields.

Analytical Laboratory	Jane Doe Lab
NYS DOH ELAP#	12345
Date Samples Analyzed	02/07/2011

SAVE **CANCEL**

Note: If no number of samples is entered in the Survey Results section, you will see the message when you enter the “Survey Details” section: **“This section is only available if Number of Samples is greater than 0 in the Survey Results section.”** You do not need to complete this section.

20. You can add more survey detail records by clicking the **Add New Survey Detail** button. You can also click the **Edit** link to modify the record that you created, or click the **Delete** link to delete the record.

When you complete all of sections and the form is ready for submission, a message will appear on the top of pages instructing you how to submit the form. You need to read it carefully before you start the submission process.

All sections of the ACP5 form are complete and the form is ready to be submitted to DEP. During the submission process, you are required to make an online payment for \$47 with a credit/debit card and the form cannot be undone.

Please note that no change to the Agency and Item information will be allowed during the payment process; otherwise, your payment will be unsuccessful.

To start the submission process, [click here](#).

To preview the form, [click here](#).

Survey Details
Bold fields indicate required fields.

Add New Survey Detail

Analytical Lab	ELAP #	Date Samples Analyzed	Tasks
AmeriSci New York	11480	10/3/2011	Edit Delete

Note: If the ACP5 form is for a government owned agency, you will see a different message advising you that you are not required to make a payment and instructing you how to submit the form. You need to read it carefully before you start the submission process.

[Investigator Information](#)
[Facility Information](#)
Building Owner
[Entire Scope of Work](#)
[Investigation](#)
[Survey Results](#)
[Survey Details](#)

All sections of the ACP5 form are complete and the form is ready to be submitted to DEP. You are not required to make a payment because this ACP5 is fee exempt. To start the submission process, [click here](#).
To preview the form, [click here](#).

Building Owner Information

Bold fields indicate required fields.

Is this a government owned building

Agency Name	Other
Specify Agency Name:	The Port Authority
Address	625 8th Avenue
Address 2	
City	New York
State	NY
Zip Code	10018

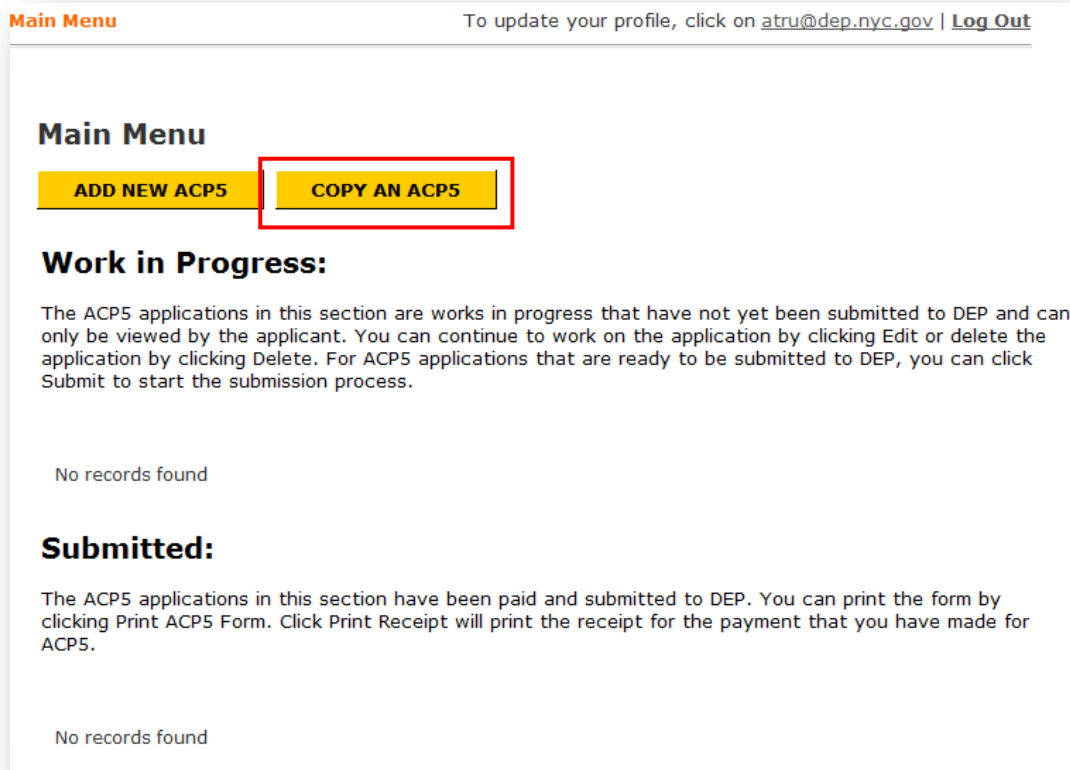
Contact Person:

Name	John Doe
Telephone	(347) 000-0000
Fax	(470) 000-0001
Email	johndoe@panync.gov

SAVE

Copy ACP5 Form

1. To copy the information from an ACP5 form that you have submitted before, click the **COPY AN ACP5** button from the Main Menu.



Main Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Main Menu

ADD NEW ACP5 **COPY AN ACP5**

Work in Progress:

The ACP5 applications in this section are works in progress that have not yet been submitted to DEP and can only be viewed by the applicant. You can continue to work on the application by clicking Edit or delete the application by clicking Delete. For ACP5 applications that are ready to be submitted to DEP, you can click Submit to start the submission process.

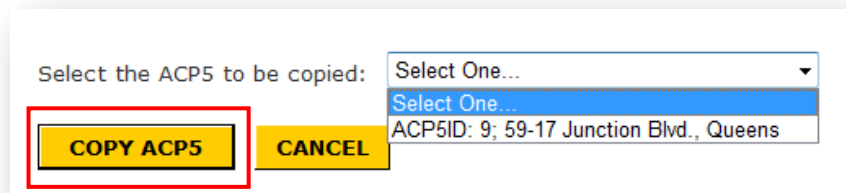
No records found

Submitted:

The ACP5 applications in this section have been paid and submitted to DEP. You can print the form by clicking Print ACP5 Form. Click Print Receipt will print the receipt for the payment that you have made for ACP5.

No records found

2. You need to select the ACP5 that you want to copy from. The list will include all of ACP5 forms that you have successfully submitted before. After you select the ACP5, click the **COPY ACP5** button.



Select the ACP5 to be copied:

Select One...
Select One...
ACP5ID: 9; 59-17 Junction Blvd., Queens

COPY ACP5 **CANCEL**

- The system will create a new ACP5 form for you with the Investigator Information, Facility Information and Building Owner Information being copied over from the selected ACP5. The Investigator Information will also be updated with your latest certificate information. You can see this new record in the “Work in Progress” list on the Main Menu.

ain Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Main Menu

[ADD NEW ACP5](#) [COPY AN ACP5](#)

Work in Progress:

The ACP5 applications in this section are works in progress that have not yet been submitted to DEP and can only be viewed by the applicant. You can continue to work on the application by clicking Edit or delete the application by clicking Delete. For ACP5 applications that are ready to be submitted to DEP, you can click Submit to start the submission process.

ACPSID	Facility	Date Created	Tasks
11	59-17 Junction Blvd.	02/9/2011 07:00 PM	Edit Delete Submit
10	2655 Richmond Avenue	02/9/2011 06:46 PM	Edit Delete Submit

Submitted:

The ACP5 applications in this section have been paid and submitted to DEP. You can print the form by clicking Print ACP5 Form. Click Print Receipt will print the receipt for the payment that you have made for ACP5.

ACPSID	Control #	Facility	Tasks
9	4000008	59-17 Junction Blvd.	Print ACP5 Form Print Receipt

- When you click the **Edit** link of the copied ACP5, the names of Investigator Information, Facility Information and the Building Owner Information sections in the menu on the left have already been complete and highlighted in the light green color. You can complete other sections of this ACP5 form.

Investigator Information

Facility Information

Building Owner

Entire Scope of work

Investigation

Survey Results

Survey Details

Investigator section is complete. Please finish other sections.

Investigator Information

Bold fields indicate required fields.

NYC DEP Certification #	2
Investigator Name	BIG BIRD
Telephone	<input type="text" value="(718) 595-3701"/>
Fax	<input type="text"/>
Email	<input type="text" value="atru@dep.nyc.gov"/>
Certification Expiration Date	4/1/2013

[SAVE](#)

Preview ACP5 Form

1. Before you submit the ACP5 form, you will have a chance to preview the form that you have filled out. To preview the form, you can click the [click here](#) link in the message on the top of pages.

[Investigator Information](#)
[Facility Information](#)
[Building Owner](#)
[Entire Scope of Work](#)
[Investigation](#)
[Survey Results](#)
[Survey Details](#)

All sections of the ACP5 form are complete and the form is ready to be submitted to DEP. During the submission process, you are required to make an online payment for \$47 with a credit/debit card and the form cannot be undone.

Please note that no change to the Agency and Item information will be allowed during the payment process; otherwise, your payment will be unsuccessful.

To start the submission process, [click here](#).

To preview the form, [click here](#).

Survey Details

Bold fields indicate required fields.

[Add New Survey Detail](#)

Analytical Lab	ELAP #	Date Samples Analyzed	Tasks
AmeriSci New York	11480	10/3/2011	Edit Delete

2. You will be able to preview the information that you have entered. After you finish the preview, you can start the submission process by clicking the [click here](#) link in the message on the top of the page, or go back to the form by clicking the **BACK** button on the bottom of the page.

All sections of the ACP5 form are complete and the form is ready to be submitted to DEP. During the submission process, you are required to make an online payment for \$47 with a credit/debit card and the form cannot be undone.

Please note that no change to the Agency and Item information will be allowed during the payment process; otherwise, your payment will be unsuccessful.

To start the submission process, [click here](#).

Form Preview

Investigator Information

NYC DEP Certification # 2

Investigator Name BIG BIRD

Telephone (718) 595-3701

Fax

Email atru@dep.nyc.gov

Certification Expiration Date 4/1/2013

Facility Information

Premise No 59-17

Street Name Junction Blvd

Borough Queens

Zip Code 11373

BIN 4047310

Block 01918

Lot 0001

Building Owner Information	
Government Owned Building	No
Building Owner Name	John Doe Real Estate
Address	59-17 Junction Blvd.
Address 2	50th Floor
City	Flushing
State	NY
Zip Code	11373
Name	John Doe
Telephone	(718) 111-1111
Fax	(718) 111-1110
Email	john DOE@johnDOErealestate.com
Entire Scope of Work	
Description	Abatement work will be performed for floor tiles in the lobby area on the first floor.
DOB Job #	012345678
Investigation	
Investigation Date	10/3/2011 10/4/2011
Scope of Work	<p>a. Portion(s) of the premises affected by the work is free of asbestos containing material (ACM).</p> <p>c. Asbestos is present and will not be disturbed during construction activity.</p> <p>Amount: Linear Feet: Square Feet: 200</p> <p>Locations: Lobby area on the first floor</p>

Survey Results	
Survey Results	<p>Floor: 1st Section: Lobby All Materials Assumed to Contain ACM and/or Sampled: Floor tile Number of Samples Analyzed: 5 Asbestos Present: Yes Assumed ACM: Yes</p>
Survey Details	
Survey Details	<p>Analytical Lab: AmeriSci New York ELAP #: 11480 Date Samples Analyzed: 10/3/2011</p>



Submit ACP5 Form to DEP

1. To start the submission process, you can access from two places:

- 1) From the Main Menu: you can click the **Submit** link next to the record from the Main Menu.

Main Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Main Menu

[ADD NEW ACP5](#) [COPY AN ACP5](#)

Work in Progress:

The ACP5 applications in this section are works in progress that have not yet been submitted to DEP and can only be viewed by the applicant. You can continue to work on the application by clicking Edit or delete the application by clicking Delete. For ACP5 applications that are ready to be submitted to DEP, you can click Submit to start the submission process.

ACP5ID	Facility	Date Created	Tasks
9	59-17 Junction Blvd.	02/9/2011 12:45 PM	Edit Delete Submit

Submitted:

The ACP5 applications in this section have been paid and submitted to DEP. You can print the form by clicking Print ACP5 Form. Click Print Receipt will print the receipt for the payment that you have made for ACP5.

No records found

- 2) From the ACP5 form: you can click the **Edit** link from the Main Menu to enter the form and click the **click here** link in the message on the top of pages.

Investigator Information | All sections of the ACP5 form are complete and the form is ready to be submitted to DEP. During the submission process, you are required to make an online payment for \$47 with a credit/debit card and the form cannot be undone.

Facility Information

Building Owner

Entire Scope of Work

Investigation | Please note that no change to the Agency and Item information will be allowed during the payment process; otherwise, your payment will be unsuccessful.

To start the submission process, [click here](#).

To preview the form, [click here](#).

Survey Details
Bold fields indicate required fields.

[Add New Survey Detail](#)

Analytical Lab	ELAP #	Date Samples Analyzed	Tasks
AmeriSci New York	11480	10/3/2011	Edit Delete

2. After you start the submission process, you first need to read the Acknowledgement. If you agree with the Acknowledgement, check the checkbox and click the **SUBMIT** button.

Acknowledgement

Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both.

I prepared or supervised the preparation of this submission and declare that the information provided herein is true and complete to the best of my knowledge. I am familiar with Federal, State and New York City Laws and regulations applicable to asbestos-related work.

I acknowledge that I have read the relevant sections of the Asbestos Rules (Title 15 Chapter 1 Asbestos Rules and Regulations) and the Asbestos Investigator Compliance Guide pertaining to this application.

I have read and agreed to the above text

SUBMIT **BACK**

3. You will be lead to a webpage where you need to fill out the billing information for making the payment for the form submission. After you finish the entry, click the **Continue** button.

Residents : Business : Visitors : Government : Office of the Mayor

Pay by Credit Card
(* denotes required fields)

Credit Card Information:

*Country: United States of America

*Billing Name: (exactly as it appears on card) ATRU

*Billing Address Line 1: (exactly as on statement) 8320

Billing Address Line 2:

*City: Flushing

*State/Province/Region: New York

*ZIP/Postal Code: (exactly as on statement) 11373

*Email Address: atru@dep.nyc.gov

*Confirm Email Address: atru@dep.nyc.gov

*Type of Credit Card:
 American Express Visa
 MasterCard Discover

*Card Number (Enter without spaces/dashes): 4003000123456781

*Expiration Date (mm/yyyy): 12 / 2012

*Card Verification Number: (What is this?) 999

Continue Clear All

- On the “Confirmation” page, you need to review the “Billing Information”. If the information is incorrect, click the **Change** button next to “Change billing info:” and you will be lead to the previous webpage to modify your billing information. If the “Billing Information” is correct, check the checkbox if you agree with the text and click the **Continue** button.

Residents : Business : Visitors : Government : Office of the Mayor

Confirmation

Agency and Item Information

Agency / Division	Item No.	Item Description	Qty	Item Cost (\$US)	Shipping Cost (\$US)	Tax (\$US)	SUBTOTAL (\$US)
Asbestos Control Program ACP5	0000000009	ACP5 filing fee	1	47	0	0	47.00
Total(\$US):							47.00

Change item info:

Billing Information

Email Address:	atru@dep.nyc.gov
Credit Card Type and Last 4 Digits:	VISA 6781
Total Amount To Be Charged:	\$ 47.00

Change billing info:

*I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. By submitting this form, the total cost indicated above will be billed to the card indicated above.

If you want to cancel the transaction and submit the form at a later time, you can click the **Cancel Transaction** button and you will be lead to a webpage that says “Your payment is unsuccessful”. If you are on this page, you can click the **SUBMIT AGAIN** button to restart the submission process, or you can click the **RETURN TO MAIN MENU** button to submit the form later.

To update your profile, click on atru@dep.nyc.gov | [Return to Main Menu](#) | [Log Out](#)

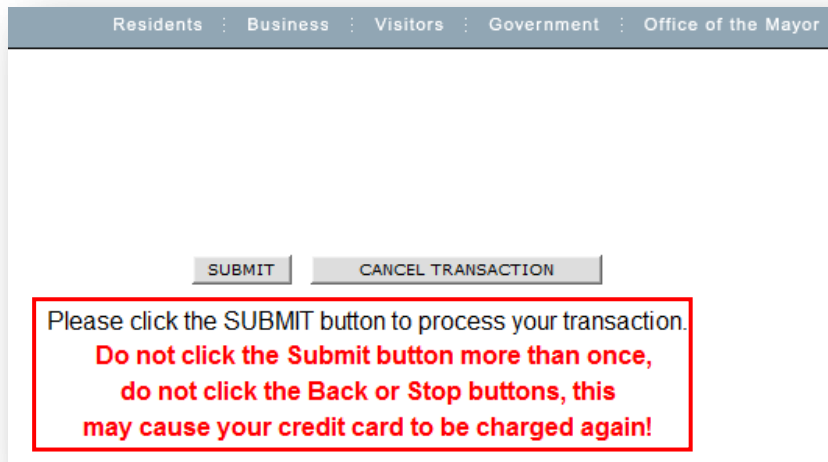
Your payment is unsuccessful

Your payment for ACP5 is unsuccessful and your ACP5 form has not been submitted to DEP. Please note that no change to the Agency and Item information is allowed during the payment process; otherwise, your payment will be unsuccessful. You can click Submit Again to start the submission process again. You can also click Return To Main Menu if you will make the payment and submit the form to DEP later.

Note: You are NOT allowed to make changes to the “Agency and Item Information”. If you intend to make changes to the “Agency and Item Information” by clicking the **Change** button next to “Change item info:”, your payment will be unsuccessful and you need to restart the submission process.

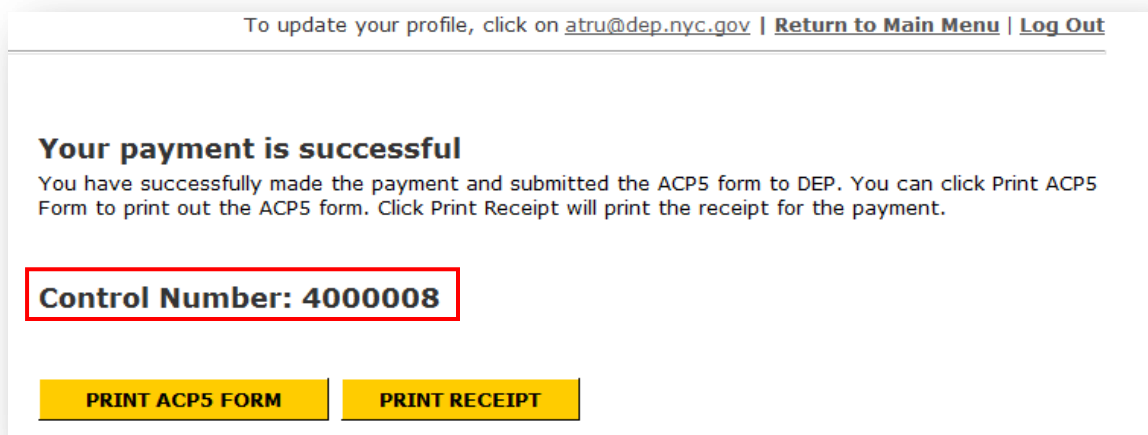
5. After you leave the “Confirmation” page during the submission process, you need to click the **SUBMIT** button to process your payment transaction. You need to read the instruction on this webpage carefully. Fail to follow the instruction will cause your payment unsuccessful.

If you want to cancel the transaction and submit the form at a later time, you can click the **CANCEL TRANSACTION** button and you will be lead to a webpage that says “Your payment is unsuccessful” as explained earlier.



Note: If you encounter any problem during the submission process, please contact DEP by sending your email to: artsfeedback@dep.nyc.gov or call: (718) 595-3003.

6. After you successfully make the payment and submit the form to DEP, you will be lead to a webpage that says “Your payment is successful”. You will also see the unique Control Number that is issued to this ACP5 form.



7. You can print the ACP5 form by clicking the **PRINT ACP5 FORM** button or print the receipt by clicking the **PRINT RECEIPT** button.

To update your profile, click on atru@dep.nyc.gov | [Return to Main Menu](#) | [Log Out](#)

Your payment is successful
 You have successfully made the payment and submitted the ACP5 form to DEP. You can click Print ACP5 Form to print out the ACP5 form. Click Print Receipt will print the receipt for the payment.

Control Number: 4000008

PRINT ACP5 FORM
PRINT RECEIPT

If you click the **PRINT ACP5 FORM** button, the ACP5 form will be opened in PDF format. You can save and/or print the form. On the ACP5 form, you can see a stamp that indicates your form has been paid and received by DEP. You will also see the Control Number that is issued to your ACP5 form.

NYC
Environmental Protection

NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION
 Asbestos Control Program
 56-17 Junction Boulevard, 8th Floor, Flushing, NY 11373
ASBESTOS ASSESSMENT REPORT

RECEIVED
2/3/2011
DEP
ASBESTOS CONTROL
PROGRAM
FEE PAID

Control Number: 4000001

1. NYC DOB Job # (if applicable) 012345678

2. Premise No. 59-17 Street Name Junction Blvd. Borough Queens Zip 11373

3. AKA _____ Type of Facility Other BIN 4047310 Block 01918 Lot 0001

4. Building Owner John Doe Real Estate Address 59-17 Junction Blvd.

5. City Flushing State NY Zip 11373 Contact Person John Doe

6. Tel # (718) 595-3003 Fax # _____ Email johndoe@realestate.com

7. Description of the Entire Scope of Work
Test

8. I, BIG BIRD, have conducted an asbestos investigation on _____
 Name of Certified Asbestos Investigator _____
 02/01/2011 _____ in accordance
 Date(s) _____
 with Sections 1-16 and 1-28 of the NYC DEP Asbestos Control Program Rules and declare that at said facility address, the
 a. portion(s) of the premises affected by the work is free of asbestos containing material (ACM).
 b. premise (or portions thereof) affected by the work contains 10 square feet or less or 25 linear feet or less of ACM.
 Specify locations in section 9; now. This material must be abated as a minor project in accordance with relevant provisions of the DEP Asbestos Rules.
 c. asbestos is present and will not be disturbed during construction activity. Specify the quantity and area where asbestos
 is present. Specify amount: 300 sq. ft. 200 linear ft.
 Specify locations (attach additional documents as necessary):
 1st floor
 d. entire building is free of asbestos containing material (ACM).

9. RESULTS OF ASBESTOS BUILDING SURVEY:

FLOOR	DESCRIBE SECTION OF FLOOR	ALL MATERIALS ASSUMED TO CONTAIN ACM AND/OR SAMPLED	NUMBER OF SAMPLES ANALYZED	ASBESTOS PRESENT	ASSUMED ACM
1	1	1	5	Yes	No

10. ANALYTICAL LABORATORY:

NAME	ELAP # NYIS DOH CERTIFICATION	DATE(S) SAMPLES ANALYZED
AmeriSo	100108	2/1/2011

11. NYS DOL Asbestos Handling license # 29700 Company Name JTU & Associates, Inc.

I hereby declare the information provided herein is true and complete

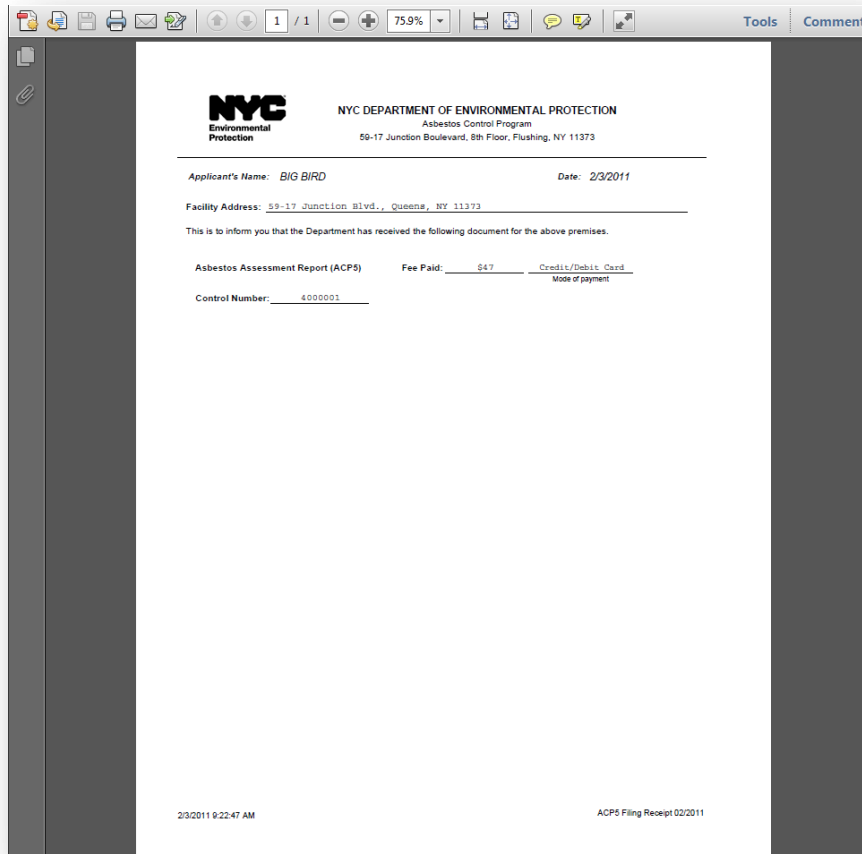
BIG BIRD 2/3/2011 2 4/1/2013
 DEP Certified Asbestos Investigator's Signature Date Certificate Number Expiration Date

Tel. # (718) 595-3701 Fax # _____ Email ychen@dep.nyc.gov

The Investigator shall assume that some or all of the areas investigated contain ACM, and for each area that is not assumed to contain ACM, collect and submit for analysis bulk samples in accordance with §§ 1-36, 1-37, and 1-44 of the DEP Asbestos Rules and EPA publications 560/5-85-024 and 560/5-85-030a and 40 CFR 763.86.

2/3/2011 9:56:23 AM Page 1 of 1 ACP5 02/2011

If you click the **PRINT RECEIPT** button, the receipt for the payment that you have made for this ACP5 form will be opened in PDF format. You can save and/or print the form.



Note: If the ACP5 form is for a government owned building, you will be lead to a webpage that says “Your submission is successful” after you click the **SUBMIT** button. You will also see the unique Control Number that is issued to this ACP5 form. You can print the ACP5 form by clicking the **PRINT ACP5 FORM** button

To update your profile, click on atru@dep.nyc.gov | [Return to Main Menu](#) | [Log Out](#)

Your submission is successful
 You have successfully submitted the ACP5 form to DEP. You can click Print ACP5 Form to print out the ACP5 form.

Control Number: 4001216

PRINT ACP5 FORM

If you click the **PRINT ACP5 FORM** button, the ACP5 form will be opened in PDF format. You can save and/or print the form. On the ACP5 form, you can see a stamp that indicates your form is fee exempt and received by DEP. You will also see the Control Number that is issued to your ACP5 form.

NYC DEPARTMENT OF ENVIRONMENTAL PROTECTION
 Asbestos Control Program
 59-17 Junction Boulevard, 8th Floor, Flushing, NY 11373

ASBESTOS ASSESSMENT REPORT

1. NYC DOB Job # (if applicable) 012345678

2. Premise No. 59-17 Street Name Junction Blvd Borough Queens Zip 11373

3. AKA DEP Type of Facility Other BIN 4247310 Block 01918 Lot 0001

4. Building Owner The Port Authority Address 625 8th Avenue

5. City New York State NY Zip 10018 Contact Person John Doe

6. Tel. # (347) 800-0000 Fax # (478) 800-0001 Email atru@dep.nyc.gov

7. Description of the Entire Scope of Work
 Assessment work will be performed for floor tiles in the lobby area on the first floor.

8. I, BJD BIRD, Name of Certified Asbestos Investigator, have conducted an asbestos investigation on 10/03/2011, 10/04/2011 (Date(s)) in accordance with Sections 1-19 and 1-28 of the NYC DEP Asbestos Control Program Rules and declare that at said facility address, the

a. portion(s) of the premises affected by the work is free of asbestos containing material (ACM).

b. premise (or portions thereof) affected by the work contains 10 square feet or less or 25 linear feet or less of ACM. Specify location(s) in section 8. Note: This material must be abated as a minor project in accordance with relevant provisions of the DEP Asbestos Rules.

c. asbestos is present and will not be disturbed during construction activity. Specify the quantity and area where asbestos is present. Specify amount: 200 sq. ft. linear ft. Specify location(s) (attach additional documents as necessary): Lobby area on the first floor

d. entire building is free of asbestos containing material (ACM).

9. RESULTS OF ASBESTOS BUILDING SURVEY:

FLOOR	DESCRIBE SECTION OF FLOOR	ALL MATERIALS ASSUMED TO CONTAIN ACM AND/OR SAMPLED	NUMBER OF SAMPLES ANALYZED	ASBESTOS PRESENT	ASSUMED ACM
1st	Lobby	Floor tile	5	Yes	Yes

10. ANALYTICAL LABORATORY:

NAME	ELAP # (NYS DOB CERTIFICATION)	DATE(S) SAMPLES ANALYZED
AmerSol New York	11480	10/3/2011

11. NYS DOL Asbestos Handling license # 23700 Company Name JO & Associates, Inc.

I hereby declare the information provided herein is true and complete

BJD BIRD DEP Certified Asbestos Investigator's Signature Date 10/5/2011 Certificate Number 2 Expiration Date 4/1/2013

Tel # (718) 525-3701 Fax # Email atr@dep.nyc.gov

The investigator shall assume that some or all of the areas investigated contain ACM, and for each area that is not assumed to contain ACM, collect and submit for analysis bulk samples in accordance with §§ 1-36, 1-37, and 1-44 of the DEP Asbestos Rules and EPA publications 560/5-85-024 and 560/5-85-030a and 40 CFR 763.86.

RECEIVED 10/5/2011
 DEP ASBESTOS CONTROL PROGRAM
 FEE EXEMPT
 Control Number: 4001216

2011 3854

10/5/2011 4:57:54 PM Page 1 of 1 ACP5 02/2011

8. After you print the ACP5 form or receipt, you can click the **Return to Main Menu** link on the top of the page. On the Main Menu, the ACP5 form that you have submitted to DEP is moved to the “Submitted” list. You can print the ACP5 form or receipt by clicking the **Print ACP5 Form** link or **Print Receipt** link next to the record.

Main Menu To update your profile, click on atru@dep.nyc.gov | [Log Out](#)

Main Menu

[ADD NEW ACP5](#) [COPY AN ACP5](#)

Work in Progress:

The ACP5 applications in this section are works in progress that have not yet been submitted to DEP and can only be viewed by the applicant. You can continue to work on the application by clicking Edit or delete the application by clicking Delete. For ACP5 applications that are ready to be submitted to DEP, you can click Submit to start the submission process.

ACP5ID	Facility	Date Created	Tasks
10	2655 Richmond Avenue	02/9/2011 06:46 PM	Edit Delete Submit

Submitted:

The ACP5 applications in this section have been paid and submitted to DEP. You can print the form by clicking Print ACP5 Form. Click Print Receipt will print the receipt for the payment that you have made for ACP5.

ACP5ID	Control #	Facility	Tasks
9	4000008	59-17 Junction Blvd.	Print ACP5 Form Print Receipt

Note: After each successful submission, you will receive an email confirming that you have successfully submitted an ACP5 form to DEP. The Control Number will also be included in this email.

Note: If the ACP5 form is for a government owned building, no receipt will be available to print. If you intend to click the **Print Receipt** link, you will see an error message “**No receipt is available because this ACP5 is fee exempt.**”

Feedback

If you have questions, problems, concerns, or feedback regarding this system, please send your email to: artsfeedback@dep.nyc.gov or call: (718) 595-3003.