



Abrasive Blasting Application User Guide

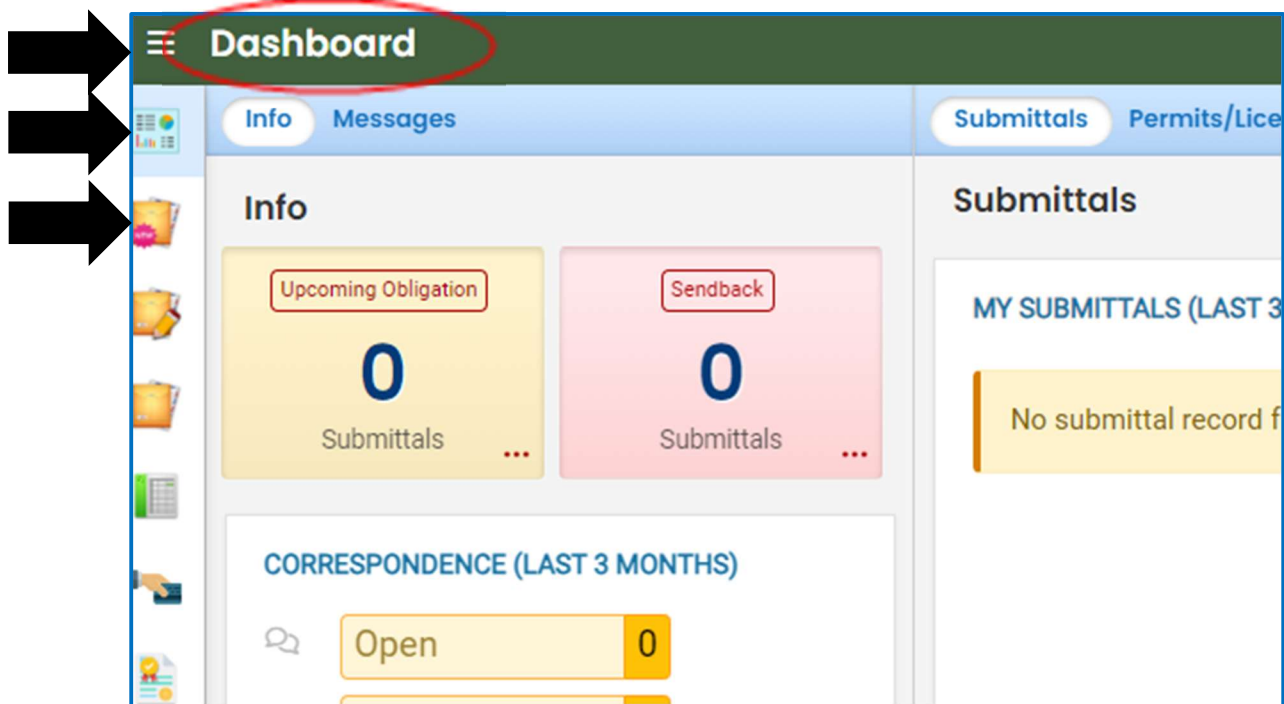
Thank you for reviewing ACHD’s Abrasive Blasting Permit Application User Guide. This guide will walk through the steps required to complete the submission of an abrasive blasting permit application for all projects using power tool cleaning on lead paint or abrasive blasting any surface greater than 1000 square feet. The first section will illustrate each step using a Responsible Official REP login. The next section addresses submitting the report as a Consultant REP login and the last section shows how a Responsible Official approves a Consultant Submitted Report.

Submitting an Abrasive Blasting Permit Application Using a Responsible Official User Account

1. Login to REP using your credentials, in this case the Responsible Official (“RO”) for your Facility. If you are having issues seeing your Facility, please email AQREP@AlleghenyCounty.US

2. Start at your Dashboard; the  icon (Top, Far Left) will take you to the Dashboard.

The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.




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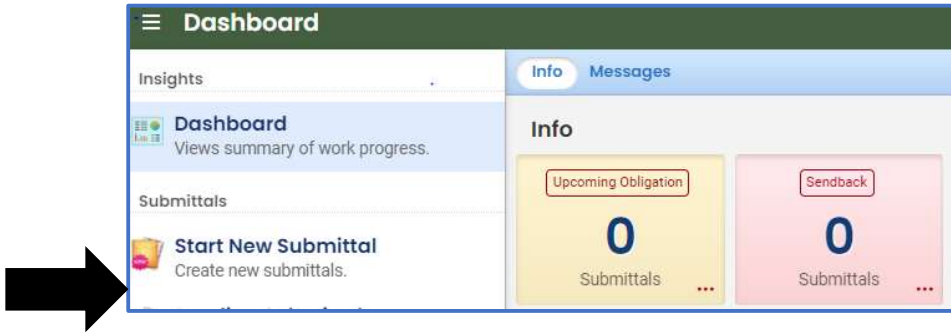
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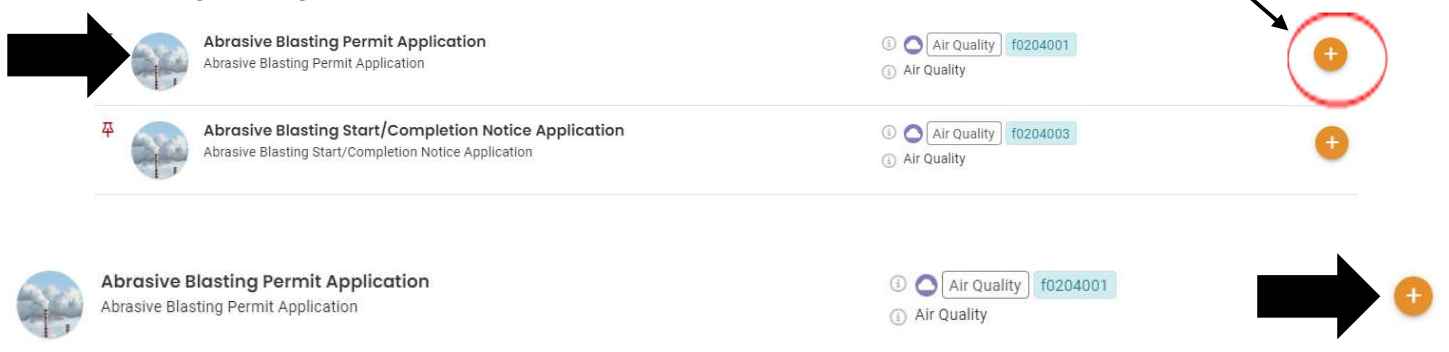



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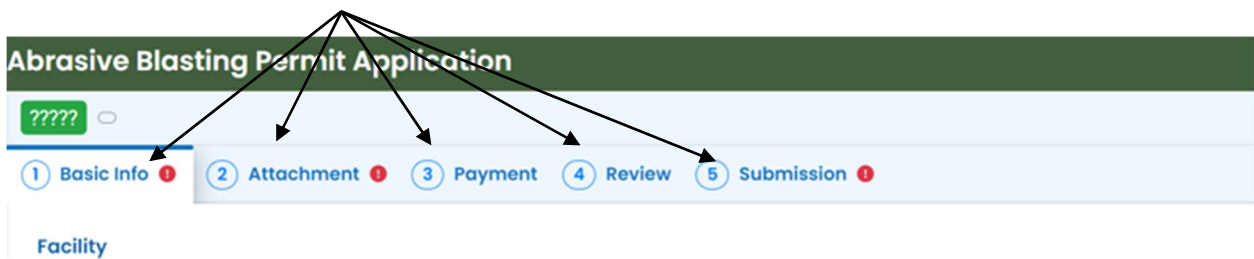
- Click the New Submittal Icon.  It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



- Go **Submit an Abrasive Blasting Permit Application**, you will need to click the  on the right to begin the submittal



- Next you will be presented with the first of 5 submission tabs for a report. The 5 pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.



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6. Basic Info Tab:

- a. Select your facility using the drop down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If nothing is shown in the drop-down menu, check your profile, or contact the Department via email at AQREP@AlleghenyCounty.US.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

I. Facility Information

Select your facility Create new facility

Select your facility (project site)

Required.

b. New Facility:

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

I. Facility Information

Select your facility Create new facility

New Facility Information

Facility Name

Required.

Abbreviation

Is the facility located on Native American Lands?

No

Email

Required and Check the Email Format.

Phone

000-000-0000

Required and Check the Phone Number Format.

Fax

Number of Employees

0



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- c. Once the facility is chosen, fill out the required information in Part A and select your project size and if it is an **undersized Project Notification, Project Permit, or an Annual Permit**. All required fields are noted with **Required**. If this indicator is not present, the field is optional or not required for the submittal.

Part A

Square feet of surface to be blasted <input type="text"/> <i>Required.</i>	Detailed description of type and size of structure to be blasted <input type="text"/> <i>Required.</i>
Is the structure painted? <input type="radio"/> Yes <input type="radio"/> No <i>Required.</i>	
Material to be Removed <input type="text"/> <i>Required.</i>	Description and method to be removed <input type="text"/> <i>Required.</i>
Fees <input type="radio"/> Project with 1,000sq. ft – 10,000 sq. ft. – No fee, 30 day notification only required <input type="radio"/> Project totaling more than 10,000sq. ft. – Annual Permit Fee and 30 day permit/notification required <input type="radio"/> Project totaling more than 10,000sq. ft. – Project Permit Fee and 30 day permit/notification required <i>Required.</i>	

- d. Fill out the required information for the Abrasive Blasting Contractor. This is the contact person for the project that will be doing the abrasive blasting or power tool cleaning work.

Abrasive Blasting Contractor (Contact person for the project)

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> <i>Required.</i>	<input type="text"/>	<input type="text"/> <i>Required.</i>
Company	Title	Email	
<input type="text"/> <i>Required.</i>	<input type="text"/> <i>Required.</i>	<input type="text"/> <i>Required.</i>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/> <i>Required.</i>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Address		Unit, Suite, or Floor #	
<input type="text" value="Enter a location"/> <i>Required.</i>		<input type="text"/>	
City	State	Zip Code	
<input type="text"/> <i>Required.</i>	PA (Pennsylvania)	<input type="text" value="00000-0000"/> <i>Required.</i>	



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- e. Fill out the required information for the Owner. This is the Owner or Operator of the Parcel where the work will be conducted.

Owner

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> <small>Required.</small>	<input type="text"/>	<input type="text"/> <small>Required.</small>
Company	Title	Email	
<input type="text"/> <small>Required.</small>	<input type="text"/> <small>Required.</small>	<input type="text"/> <small>Required.</small>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/> <small>Required.</small>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Address			Unit, Suite, or Floor #
<input type="text"/> <small>Required.</small>			<input type="text"/>
City	State	Zip Code	
<input type="text"/> <small>Required.</small>	PA (Pennsylvania)	<input type="text" value="00000-0000"/> <small>Required.</small>	

- f. Fill out the information for the General Contractor if applicable. If there is no General Contractor, you can skip this section.

General Contractor

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Address			Unit, Suite, or Floor #
<input type="text"/>			<input type="text"/>
City	State	Zip Code	
<input type="text"/>	PA (Pennsylvania)	<input type="text" value="00000-0000"/>	



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- g. Fill out the Abrasive material being utilized and the new coating if applicable. If power tool cleaning, please attach the specifications of the power tools being utilized in lieu of an Abrasive Material SDS in the Attachments section.

Abrasive Material

Please attach Abrasive Material SDS.

Trade name:	Common name:	Supplier:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated Amount to be used:	Percentage of free silica:	Recycling procedure for abrasive material:
<input type="text"/>	<input type="text"/>	<input type="text"/>

New Coatings, Solvents, and Chemical Cleaning Agents

Please attach New Coatings, Solvents, and Chemical Cleaning Agents SDS.

- h. Fill out the required information for the Work Practices and Equipment Used in addition to the required information for how you will Control Emissions of Air Pollutants.

Work Practices and Equipment Used

Method of removing material (type of blasting, number of nozzles):

Required.

The control of emissions of air pollutants

Please attach Sketch of Containment.

Description of containment:

Required.

Description of daily and final clean-up procedures:

Required.

Description of storage and disposal procedures:

Required.

Description/location of decontamination procedures:

Required.



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- i. Fill out the information for Firm Performing Air Monitoring if applicable. This section is required if you are abrasive blasting or power tool cleaning lead-based paint.

Firm performing air monitoring

Name of company:	Mailing address:
<input type="text"/>	<input type="text"/>
Required.	Required.
Contact person:	Contact phone number:
<input type="text"/>	<input type="text"/>
Required.	Required.
Contact Email:	
<input type="text"/>	
Required.	

- j. Fill out all required fields under Basic Info section and select save button .



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k. Fill out the information for the Work Schedule for the project or permit.

Work Schedule

Start date	Completion date
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Required.	Required.
Daily start time (No earlier than)	Daily completion time (No later than)
<input type="text" value="--:--"/>	<input type="text" value="--:--"/>
Required	Required
Specific Days of the Week:	
<input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat	

l. Read each section of Article XXI and check the box stating you have read and understood each section.

This section serves to highlight regulations that are regularly overlooked by blasting contractors

Please check the column on the right to show you have read and understand each regulation listed below. Failure to follow these regulations may result in violations and penalties.

- Article XXI § 2105.51.a: No person shall conduct, or allow to be conducted, abrasive blasting or power tool cleaning of any surface which has a total area greater than 1,000 square feet unless a notification or permit has been submitted and accepted by the Department.
Required
- Article XXI § 2105.51.a, 2105.51.c.1: A properly completed abrasive blasting permit application for projects over 10,000 square feet or notification for projects 1,000 – 10,000 square feet shall be submitted 30 days prior to the proposed start date of the project. Incomplete permit applications or notifications will not be accepted. The 30-day waiting period begins when the required information and documentation is complete.
Required
- Article XXI § 2105.51.c.4: For all projects involving the removal of paint, the required application or notice shall include independent laboratory test results indicating the lead content, if any, of the paint to be removed.
Required
- Article XXI § 2105.51.h: A permit shall expire on either the project completion date identified on the permit application, any expiration date identified on the issued permit, or 365 days after the date of issuance, whichever is sooner.
Required

7. Attachments Tab – This tab is the location to upload the required attachments.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Instruction ^

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file.

Click to Upload or Drag Files Over Here



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- 8. All required attachment types are listed on the right side of the page under Attachment Types.

Attachment Types ×

* represents required attachments.

- 9. Upload all required attachments including but not limited to, a scale drawing/map of the project site and area within 500 yards of the site, Abrasive Material SDS, Paint Chip Sampling, and Sketch of Containment.

Abrasive Blasting Permit Application

3470 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

When uploading an attachment, first click the file record and select a document type option for the Review tab and use the "Mail To" checkbox.

File Names

1		Test Sketch of Containment.docx	Doc Type Sketch of Containment	←
2		Test Scale Drawing.docx	Doc Type A scale drawing/map of the project s...	←
3		Test Paint Chip Sampling.docx	Doc Type Paint Chip Sampling	←
4		Test Abrasive Material SDS.docx	Doc Type Abrasive Material SDS	←

4 R



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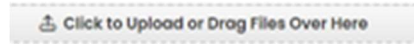
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- a. To add the Open Burn Permit attachments, Note the upload button:

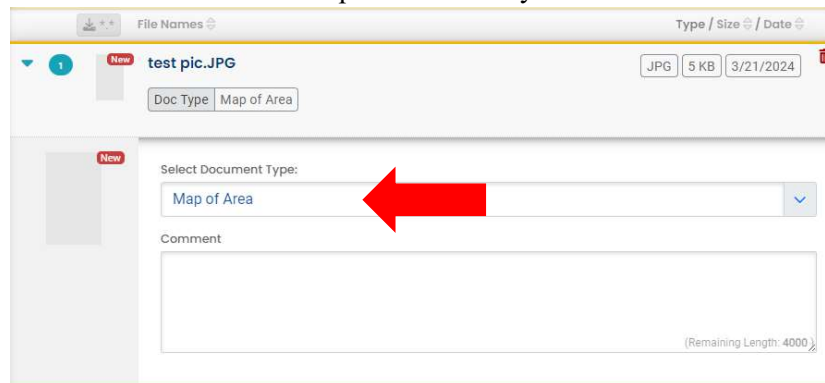


- i. Drag your document into the gray area, or simply click and select the file to upload from the normal file structure.
- ii. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.



- b. The next required step is to identify the document. Clicking on the file or the Green Triangle will give 2 new entry fields; Document type, and a Comment field.

- i. Document Type: Choose any of the required documents
- ii. Comment Field: Optional. Add any comments.



- c. The Abrasive Blasting Permit documents types noted with * are required attachments.



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10. Payment Tab

Abrasive Blasting Permit Application

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1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. Please complete the payment process.

a. Select Pay Amount Due

Abrasive Blasting Permit Application

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1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

Fee	Paid	Due
\$ 424.00	\$ 0.00	\$ 424.00

Fees | **Payment Transactions**

Project Permit Fee

Additional Fee	\$ 424.00
----------------	-----------

1 Results

No payment transaction records.

b. Complete the payment process if applicable via Automated Clearing House, Credit Card, or Check by Mail. The fee amount will be automatically populated based on your submittal. Select Payment Type and complete the payment process via Automated Clearing House (ACHD or electronic check), Credit Card, or Check by Mail. The convenience fee for ACH is \$2.00 and 4% for credit cards.

Please complete the payment process.

Fee	Paid	Due
\$ 424.00	\$ 0.00	\$ 424.00

ACH

Credit Card

Check by Mail

Automated Clearing House (ACH) payment method:

When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment. Once finished, you will be redirect back to the system to finish the task.

Pay Now

Account Type: Account Name:

Routing #: Account #:

Routing number must be 9 digits.



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11. Select Review tab and review submittal info and any attachments provided. If any fields or submission types are missing, this tab will inform you.


Abrasive Blasting Permit Application

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1 Basic Info 2 Attachment 3 Payment **4 Review** 5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info

Fees/Payments


<input type="checkbox"/> Fee	<input type="checkbox"/> Paid	<input type="checkbox"/> Due
\$ 424.00	– \$ 0.00	= \$ 424.00


Mandatory Attachment


All required attachments were included.

Select All Mail to

Uploaded Attachment

 **Test Sketch of Containment.docx**
Sketch of Containment
DOCX 12 KB

 **Test Scale Drawing.docx**
A scale drawing/map of the project site and area within 500 yards of the site
DOCX 12 KB

Note: The tabs will indicate with the  sign if there is a submission error. The image above shows an **error** on the Submission tab. Return to the tab with an error and resolve the error.



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12. Submission tab

- i. Check Certification Statement
- ii. Fill out co-signer information for Owner of Property, Abrasive Blasting Contractor, and General Contractor and select “Notification All.”
- iii. Co-signers will receive an email from GovOnline@govonlinesaas.com. The cosigner will have to follow the link in the email to co-sign. Co-signer will receive an additional email that contains a PIN.
- iv. Cosigner must also check the Certification Statement, answer the Security Questions, and enter the PIN from the email. Without all three correctly entered, you cannot finish the submission.

Abrasive Blasting Permit Application

3470 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

Certification Statement

Declaration of accuracy information provided: *

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

I have read and agree to the above certification statement

Co-signers

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

Instruction: Please fill in co-signer information for Owner of Property, Abrasive Blasting Contractor, and General Contractor. All required fields must be completed and cosigners must digitally sign before application can submitted.

Co-Signers				Co-signer's Role			
<input type="text" value="First Name"/> <small>Required.</small>	<input type="text" value="Last Name"/> <small>Required.</small>	<input type="text" value="Email Address"/> <small>Required.</small>	<input type="text" value="000-000-0000"/> <small>Required.</small>	<input type="text" value="Co-signer's Role"/> <small>Required.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="First Name"/> <small>Required.</small>	<input type="text" value="Last Name"/> <small>Required.</small>	<input type="text" value="Email Address"/> <small>Required.</small>	<input type="text" value="000-000-0000"/> <small>Required.</small>	<input type="text" value="Co-signer's Role"/> <small>Required.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[+ Add Co-signer](#) [Save](#) [Notification All](#)

Cosigner must also complete the prompts correctly or you cannot finish and submit the submission.



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13. **SAVE:** If, at any time, you need to save your work and return later, be sure and hit the Save Key.



Complete the Security Question and PIN.

 I have read and agree to the above certification statement

Security Question



Security Question: what is the name of your home town newspaper? *

Show Question Answer

PIN Number



PIN: *

14. **SUBMIT:** When all 3 fields are completed as noted above **and all 3 Co-signers have signed,** the gray SUBMIT button at the bottom will turn blue.



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15. Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

Open Burning Permit Application

3590 Complete Submittal

✓ Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	3590	Name:	Open Burning Permit Application
Submittal Date:	3/21/2024, 02:25 PM	Method:	Online Submission
Submittal By:	Go Live Test User RO		
Owner Information:	Go Live Test User RO		

[Fee Detail](#) [Certification](#)

At the bottom of the page, other options to Finish, Receipt and Print are available.

[Finish](#) [Receipt](#) [Submittal Form](#)



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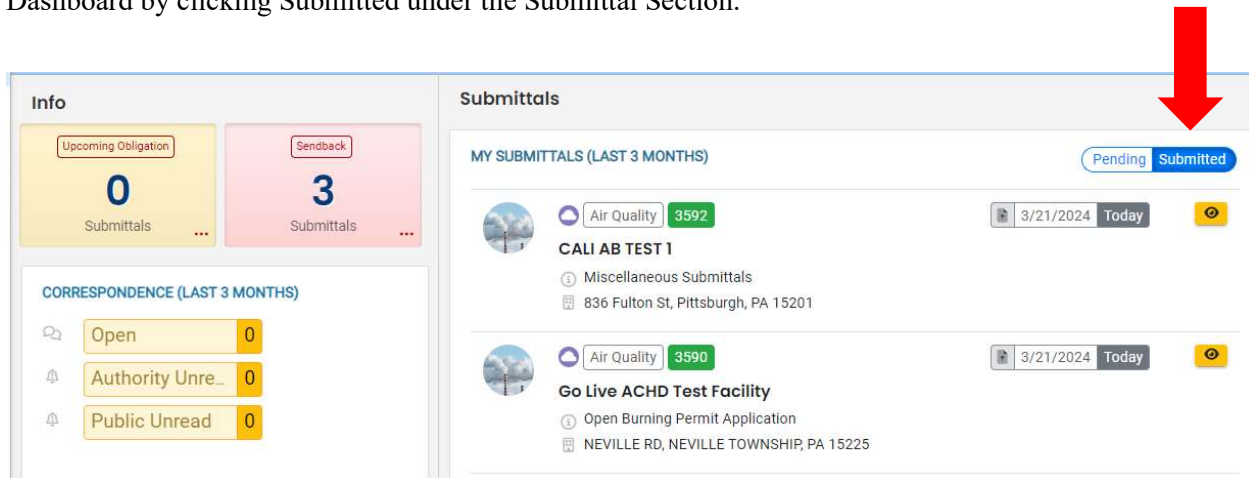


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If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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Submitting An Abrasive Blasting Permit Application Using a Consultant User Account

Consultants are able to prepare Submittals on behalf of their Responsible Official. Consultants should complete all steps above until they reach the Review tab and follow the below steps to advance the Submittal to the RO for review, and submission.

16. Review Tab. Utilize the Review tab to E notify the RO at the bottom of the page. Use the dropdown menu to select the appropriate RO to notify by email to complete the submission. Click the blue eNotify button to send the RO an email to notify them that the submittal is available to be completed. If the eNotify button is not clicked, the RO will not be notified by email but the submittal will be available on the RO's dashboard. After eNotify, there are no other step that need to be completed by the Consultant.

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/pr

✓ Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

Go Live Test User RO 4125840301



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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.

The screenshot shows a web application interface with a navigation bar at the top containing five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '5 Submission' tab is active and highlighted in blue, with a red notification icon next to it. Below the navigation bar, a red error message box contains the text: 'You are not allowed to submit this application. Please notify RO and let the RO submit the form.' Below the error message, the section is titled 'Certification Statement'. Underneath, there is a label 'Declaration of accuracy information provided: *' followed by a text area containing the text: 'Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete to the best of my knowledge and available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.'



**ALLEGHENY COUNTY HEALTH DEPARTMENT
AIR QUALITY PROGRAM**

836 FULTON STREET • PITTSBURGH, PA 15233
PHONE (412) 578-8103 • FAX (412) 578-8144
24-HR (412) 687-ACHD (2243)
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Responsible Official Submitting A Consultant Created Submittal

If the Consultant clicked the eNotify button., the Responsible Official will be notified via email of the consultant's submission. Otherwise, the submittal will be available on the RO's dashboard. The RO will be responsible to complete the Submittal otherwise it will not be received by ACHD.

11. Submission by the RO of a Consultant Created Submission.
 - a. The RO should login and access their dashboard by clicking the Dashboard Icon



- b. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type is Abrasive Blasting Permit Application. Be sure to be on the Pending Submittals section
 - i. Click the Blue Pencil to complete the submission



- ii. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. No Tab should indicate any incomplete items.



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iii. Submission Tab- The Submission Tab is active for the RO to Submit the Consultant created report. Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.



I have read and agree to the above certification statement

Security Question

Security Question: what is the name of your home town newspaper? *



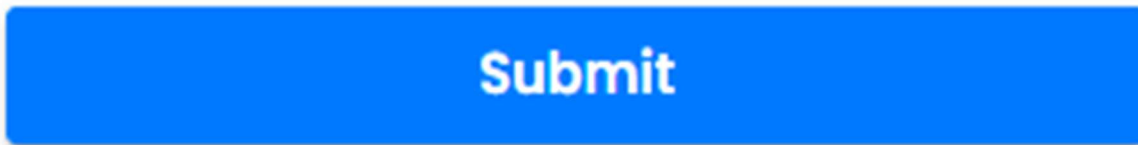
Show Question Answer

PIN Number

PIN: *



iv. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Note that the Cosigners will have needed to Cosign prior to the RO submitting the application. Click the Submit Button.



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v. **SAVE:** If at any time, you need to save your work and return later, be sure and hit the Save Key.



Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID

3515 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 3515	Name: Submit a Required Report
Submittal Date: 3/15/2024, 03:31 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

At the bottom of the page, other options to Finish, Receipt and Print are available.

Finish **Receipt** **Submittal Form**



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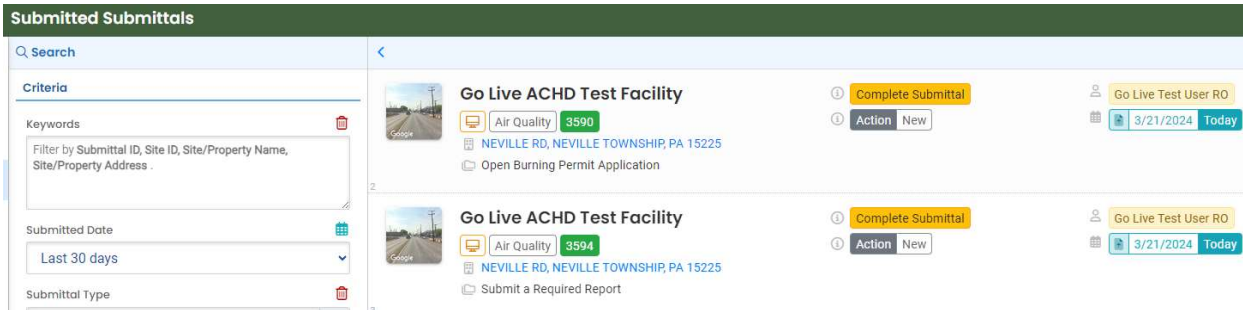
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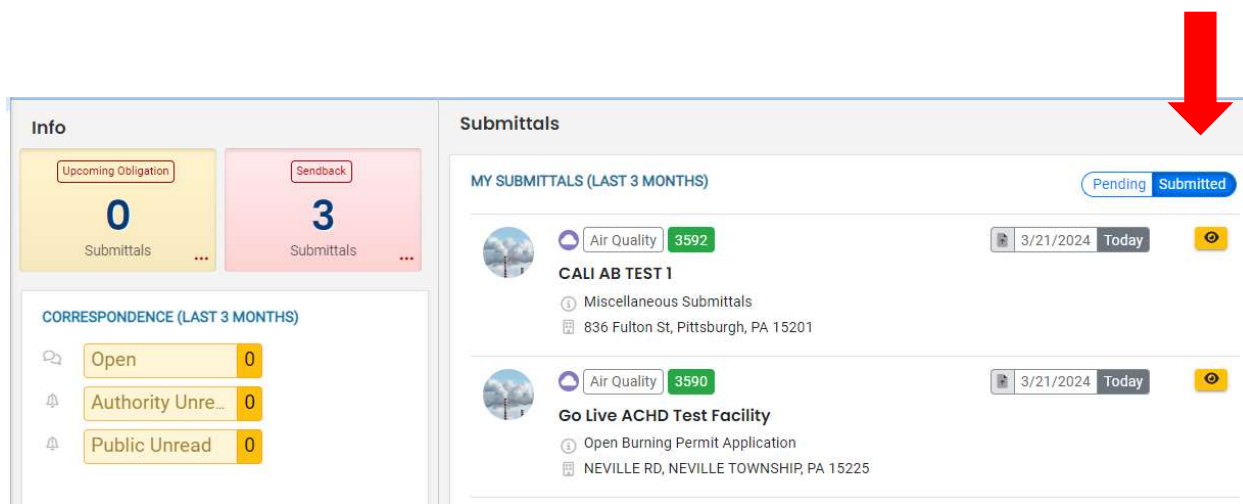


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12. If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



13. If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



If you have any questions regarding submitting an Open Burn Permit Application as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US



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