

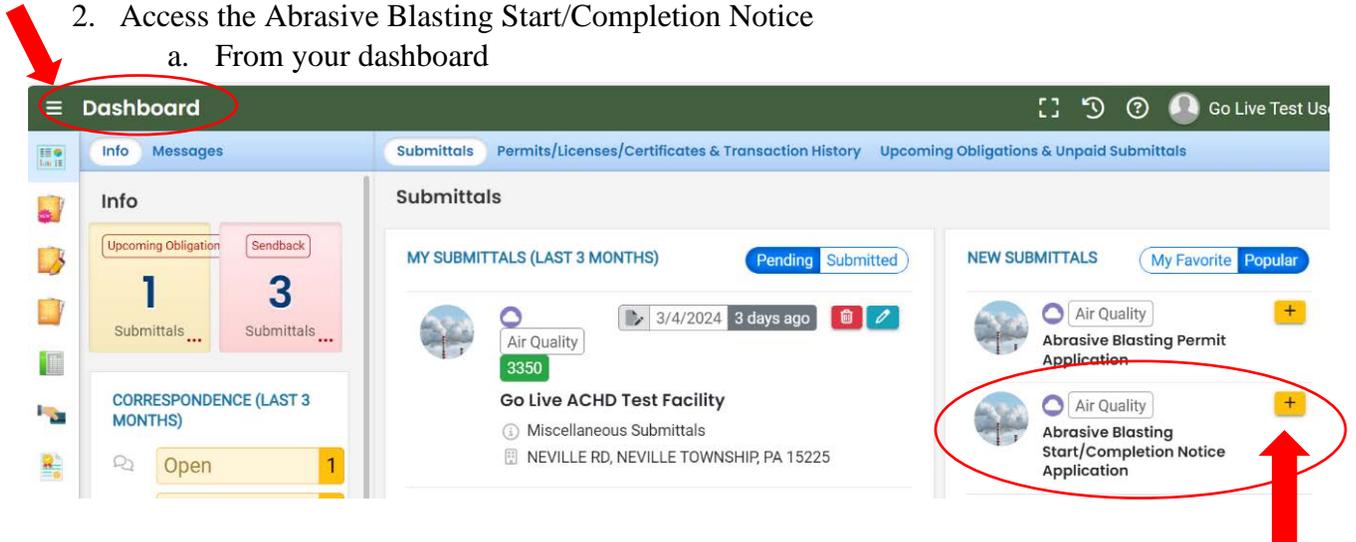


Abrasive Blasting Start/Stop User Guide

Thank you for reviewing ACHD’s Abrasive Blasting Project Start/Completion Notice User Guide. This guide will walk through the steps required to complete the submission of an abrasive blasting project start/completion notice 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. Access the Abrasive Blasting Start/Completion Notice
 - a. From your dashboard



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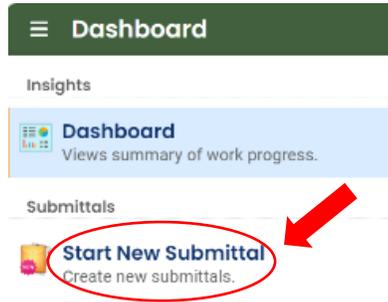
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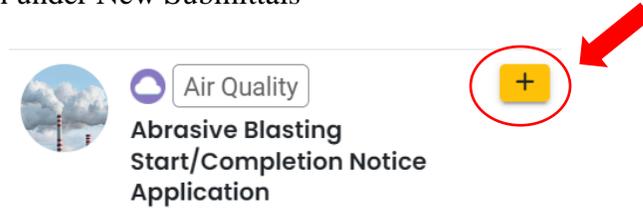


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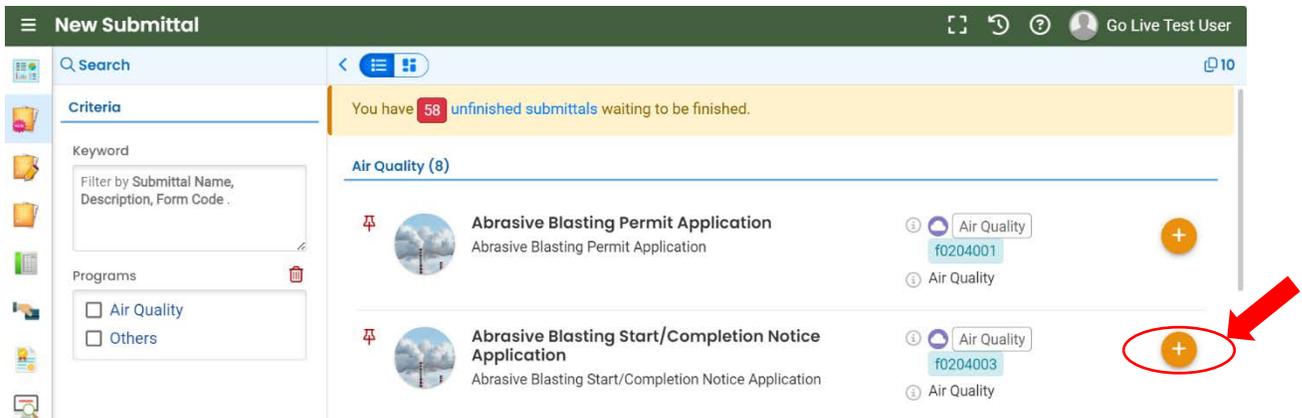
- i. Click full navigation icon  next to Dashboard and Select Start New Submittal



- ii. Click apply icon  next to Abrasive Blasting Start/Completion Application under New Submittals



- b. Select the Create New Application Icon 



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

i. 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.



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- ii. New Facility: Your facility should be available in the dropdown menu. You should not enter a new facility.

The screenshot shows the 'New Facility Information' form. At the top, there are two radio buttons: 'Select your facility' (unselected) and 'Create new facility' (selected). Below this is a section titled 'New Facility Information'. The 'Facility Name' field is empty and has a red border with a red arrow pointing to it. Below it is a red error message: 'Required.'. The 'Abbreviation' field is empty. To its right is a dropdown menu for 'Is the facility located on Native American Lands?' with 'No' selected. Below these are four input fields: 'Email' (empty, red border, red arrow), 'Phone' (containing '000-000-0000', red border, red arrow), 'Fax' (containing '000-000-0000'), and 'Number of Employees' (containing '0'). Below the 'Email' and 'Phone' fields are red error messages: 'Required and Invalid the Email Format.' and 'Required and Check the Number Format.' respectively.

- iii. Select the Permit you are submitting the notice for using the dropdown

The screenshot shows a 'Permit' dropdown menu. The dropdown is currently empty and has a red border with a red error message: 'Required.'. A red arrow points to the dropdown arrow on the right side of the field.

- iv. Only enter a **Construction Start** or **Construction End Date** along with any notes that you would like to provide

The screenshot shows the 'Construction' section of the form. At the top, there is a red message box that says 'Please only enter Construction Start Date or End Date.'. Below this are two date input fields: 'Construction Start Date' and 'Construction End Date'. Both fields are empty and have a placeholder 'mm/dd/yyyy'. Below the date fields is a 'Notes' section.



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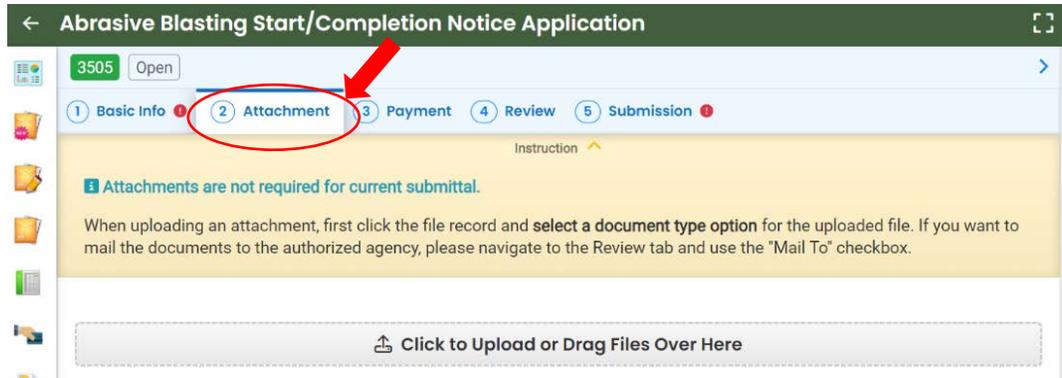
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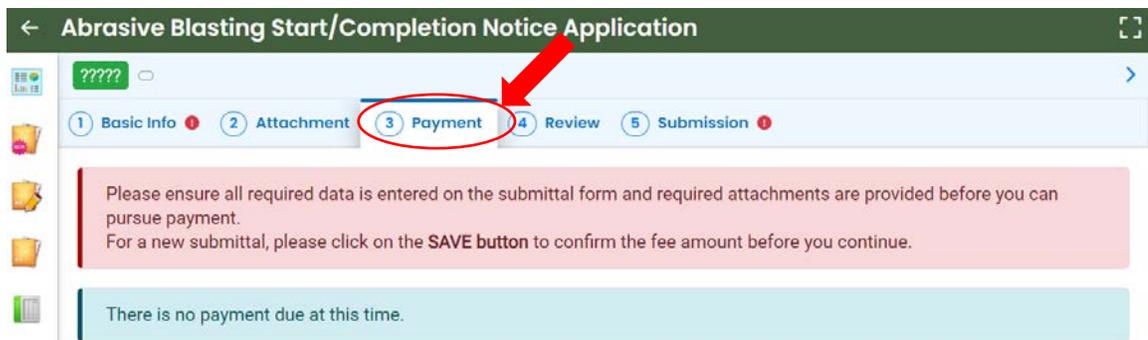
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3. Select Attachment tab.



i. Attachments are not necessary for this submittal.

4. Select Payment tab



i. No payment is required for a Start/Completion Notice.



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

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 'Review' tab (4) is circled in red, and a red arrow points to it from the right. Below the navigation bar is a yellow notification box with the text: "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." Below this is a section titled "Submittal Form(s) Summary" with a green box containing the text: "Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form." Below this, there is a checkmark and the text "Basic Info". The next section is "Fees/Payments" with a table showing: Fee: \$ 0.00, Paid: \$ 0.00, Balance: \$ 0.00. Below this are two columns: "Mandatory Attachment" with a green box stating "All required attachments were included." and a checkbox labeled "Select All Mail to"; and "Uploaded Attachment" with a file named "test pic.JPG" (Map of Area) in JPG format, 5 KB in size.



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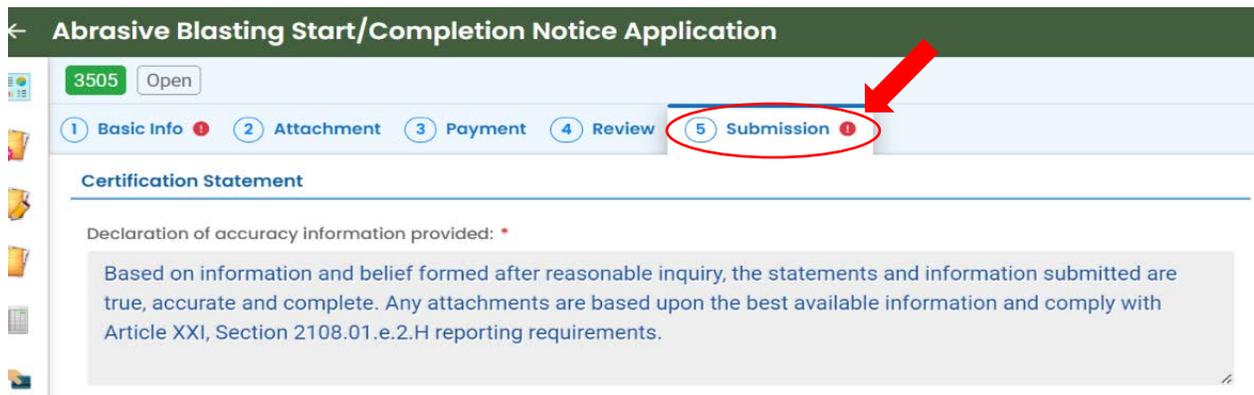
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6. Select Submission tab



- i. Check Certification Statement
- ii. Fill out all required fields under Submission page

 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: *

- iii. Click **Submit** at the bottom of the page. With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue.



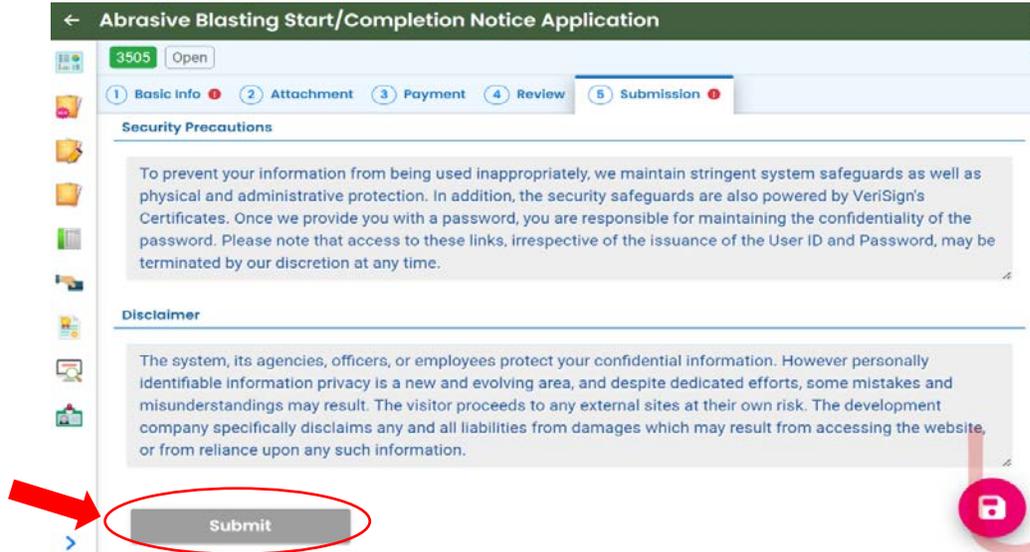
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Submitting An Abrasive Blasting Stop/Completion Notice Using a Consultant User Account

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.

7. 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
	
	

[eNotify](#)



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

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

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

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 conform to all applicable laws, regulations, codes, standards, and available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.



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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 start/stop notice 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.

- 15. 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 Miscellaneous Submittals. 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. Click the Submit Button.

Submit

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



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- vi. 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 Bottom of the page, other options to Finish, Receipt and Print are available.

REPORT.PNG
Annual Compliance Certification
PNG 7 KB

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



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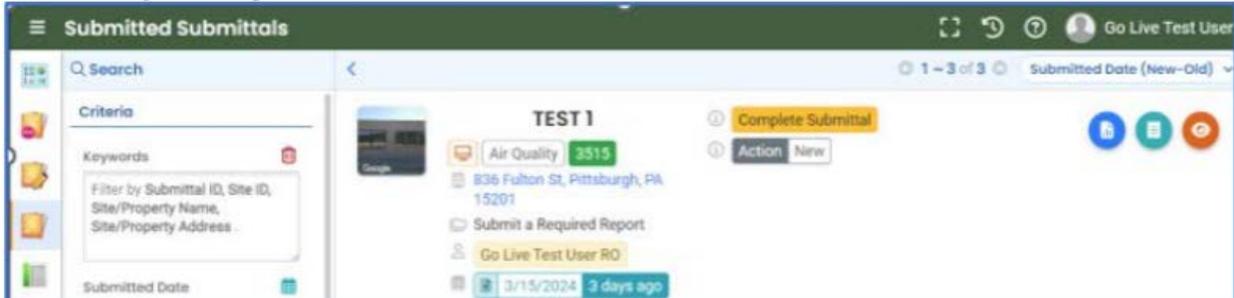
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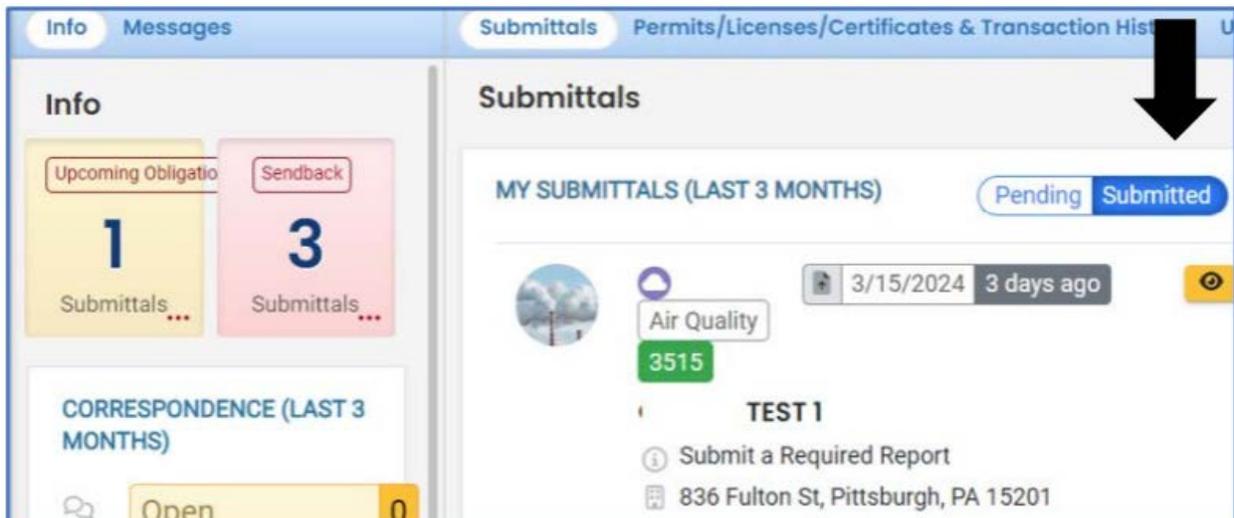


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If you click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



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 (see **black arrow**).



If you have any questions regarding submitting a Start Stop Notice as a Consultant or Responsible Official, please contact ACHD by email at AQREP@AlleghenyCounty.US



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