



MEMORANDUM

Caswell F. Holloway
Commissioner
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TO: CERTIFIED ASBESTOS INVESTIGATORS (CAIs)
FROM: R. Radhakrishnan, P.E. – Director
Asbestos Control Program

DATE: June 30, 2010

SUBJECT: WEB BASED ACP 5 FORM(S)

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Carter H. Strickland Jr.
Deputy Commissioner for
Sustainability

Effective July 7, 2010, the New York City Department of Environmental Protection (NYCDEP), Asbestos Control Program (ACP) will begin offering a web based ACP5 form.

Michael Gilsean
Assistant Commissioner
Environmental Compliance

Certified Asbestos Investigators (CAIs) will complete the ACP5 form on line. The system will check the certification status of the CAI at the initiation of the data entry process.

R. Radhakrishnan P.E.
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CAIs will only be able to enter the required data if:

- a) The CAI holds a current certification and
- b) The CAI was certified on the date of the survey

If a problem is encountered, the system will direct the CAI to contact NYCDEP for resolution. If no problem is encountered, the system will allow the CAI to complete the ACP5 form and print the completed form with the system generated bar code. The CAI will sign and affix their seal on the printed ACP5 form before submitting to the New York City Department of Buildings (NYCDOB). NYCDOB currently accepts ACP5s that are sealed / stamped with the seal of registered design professionals, who are also CAIs. NYCDOB will discontinue this practice effective December 31, 2010, and require a seal with the CAI certificate number displayed.

NYCDEP will start utilizing permanent certification numbers to facilitate this change of policy in the near future.

The use of the web-based ACP5 form will become mandatory for all surveys conducted on or after August 1, 2010. In the interim, DOB will continue to accept old ACP5 forms until December 31, 2010 for surveys performed prior to August 1, 2010. Beginning January 1, 2011, DOB will accept only the web-based ACP5 form. While DEP may not mandate a new survey after this date, if an old survey by the same CAI is utilized, it must ONLY be submitted on the web-based ACP5 form.

Please follow the instructions below to log on to get the ACP5 form.

1. Go to the ACP5 application Website: <http://a826-web01.nyc.gov/acp5>
2. Register your account from the login page.
You would need the following things ready for the registration:
 - A valid certification number
 - A DMV ID number
 - Date of Birth
3. Login to the ACP5 website with your email and password that you used to register the account.
4. Fill out all sections of the ACP5 application.
5. Print out the ACP5 application form(s).

Please also refer to the following useful links:

1. Asbestos investigator's compliance document:
http://www.nyc.gov/html/dep/html/public_notices/asbestospn2.shtml
2. Asbestos Rules:
http://www.nyc.gov/html/dep/html/air_and_noise/asbestos.shtml
3. Asbestos Forms and Announcements & notices:
http://www.nyc.gov/html/dep/html/forms_and_permits/asbestosf.shtml#acp7