

# Instructions for Completing the State of Maine Application Form for Licensing as an Asbestos or Lead Business

## General Requirements:

- Complete all sections of the application either by hand printing in ink or typing.
- The application form must be legible or it will be rejected.
- Separate application forms must be submitted for **each** license category you are applying for.
- Include the appropriate application fee either by check or money order made payable to the **Maine Environmental Protection Fund**. If there are not sufficient funds to cover the check transaction an insufficient funds fee will be assessed by the Department in accordance with State of Maine laws and policies. Until that insufficiency (by money order or bank check) is resolved, the Department will not accept any additional checks from the party.
- **Do Not** send your original training certificates or education documents. We accept photo copies.
- Attach additional sheets as necessary.
- Be sure to sign the completed application form.
- **No Walk-ins please.** We cannot process applications same day. You can schedule an appointment with Department staff to review your application.
- Please review the recordkeeping requirements for asbestos or lead businesses as outlined in Chapter 425 (Asbestos) and Chapter 424 (Lead) and the requirement to make certain documents available upon request within 24 hours to the Department.

## Licensing Category Requirements:

- Refer to the chart on the following pages for required submittals.
- **For renewal applications, if the required information submitted in the original application is still in effect and unchanged, submit a signed statement to that effect on your company's letterhead along with the completed License Application Form and required fee.**

## Denial of Application by the Department: The Department may deny an applicant for any of the following:

- Failure to submit documentation demonstrating his or her ability to comply fully with applicable requirements, procedures, and standards set forth in the regulations.
- A history of incompetence or negligence, as determined by the Department based on previous compliance inspection(s), review of operating record(s), or other documents.
- Submission of false information on an application.
- Submission of an incomplete application. If the Department requests further information and does not receive it in full within 30 calendar days, the application will be denied.
- Failure to submit the required fee.
- Past violations(s) of State or federal laws or regulations pertaining to asbestos/lead abatement activities.

## Questions & Comments Contact:

State of Maine  
Department of Environmental Protection  
Lead & Asbestos Hazard Prevention Program  
17 State House Station, Augusta, ME 04333-0017  
TEL (207) 287-2651 FAX (207) 287-6220

## State of Maine Asbestos Business License Category Requirements and Submittals

Category	New	Renewal
<b>Asbestos Contractor</b>  (includes Full and Limited categories)  <b>Asbestos In-House Abatement Unit</b>	Completed License Application Form	Completed License Application Form
	\$650 fee	\$650 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> A current list of all employees certified by the Department as Asbestos Professionals and proof that at least one employee is certified as an Asbestos Abatement Project Supervisor. For new start-up companies, submit certification applications for Asbestos Professionals with this application.	<b>(D)</b> A current list of all employees certified by the Department as Asbestos Professionals and proof that at least one employee is certified as an Asbestos Abatement Project Supervisor.
	<b>(E)</b> A signed statement acknowledging the Department's requirements for bulk sampling & project monitoring disclosures as specified in Chapter 425 Asbestos Management Regulations (disclosure forms are provided by the Department).	<b>(E)</b> Keep on file at place of business
	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>
	A written worker protection program, including a respiratory protection program which conforms to the requirements of OSHA's Respiratory Protection Standard (29 CFR 1910.134, effective April 8, 1998).	Update as needed
	A medical monitoring program that conforms to the requirements of OSHA's Asbestos Standard for Construction (29 CFR 1926.1101, effective August 10, 1994) which includes the identity of the occupational health clinic utilized, number of employees enrolled in the program, and locations of employee exposure records.	Update as needed
A written standard operating procedures containing detailed summaries of standard procedures for removal, monitoring, clearances, design and inspection, including a clear description of procedures to be followed if unexpected ACM is found or if previously intact stable ACM becomes friable during handling.	Update as needed	
Proof of access to a licensed asbestos disposal site.	Update as needed	

## State of Maine Asbestos Business License Category Requirements and Submittals

Category	New	Renewal
<b>Asbestos Consultant</b>  (includes Full and Limited categories)	Completed License Application Form	Completed License Application Form
	\$650 fee	\$650 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> A current list of all employees certified by the Department as Asbestos Professionals and proof that at least one employee is certified as an Asbestos Abatement Design Consultant, Asbestos Inspector, or Asbestos Air Monitor. For new start-up companies, submit certification applications for Asbestos Professionals with this application.	<b>(D)</b> A current list of all employees certified by the Department as Asbestos Professionals and proof that at least one employee is certified as an Asbestos Abatement Design Consultant, Asbestos Inspector, or Asbestos Air Monitor.
	<b>(E)</b> A signed statement acknowledging the Department's requirements for bulk sampling & project monitoring disclosures as specified in Chapter 425 Asbestos Management Regulations (disclosure forms are provided by the Department).	<b>(E)</b> Keep on file at place of business
	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>
	A written worker protection program, including a respiratory protection program which conforms to the requirements of OSHA's Respiratory Protection Standard (29 CFR 1910.134, effective April 8, 1998).	Update as needed
	A medical monitoring program that conforms to the requirements of OSHA's Asbestos Standard for Construction (29 CFR 1926.1101, effective August 10, 1994) which includes the identity of the occupational health clinic utilized, number of employees enrolled in the program, and locations of employee exposure records.	Update as needed
A written standard operating procedures containing detailed summaries of standard procedures for, monitoring, design and inspection.	Update as needed	
Procedures for providing an electronic file or upon request a paper copy, of each 3 year reinspection & management plan recommendation report conducted in accordance with the requirements of AHERA to the LEA and the State of Maine BGS within 60 days of completion of each reinspection.	Update as needed	

## State of Maine Asbestos Business License Category Requirements and Submittals

Category	New	Renewal
<b>Asbestos Analytical Laboratory</b>  (includes Air and Bulk Analysis)	Completed License Application Form	Completed License Application Form
	\$400 fee	\$400 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> A current list of all employees certified by the Department as Asbestos Professionals and proof that at least one employee is certified as an Asbestos Air Analyst or Asbestos Bulk Analyst as applicable. For new start-up companies, submit certification applications for Asbestos Professionals with this application.	<b>(D)</b> Update as needed
	<b>(E)</b> Number and location of satellite laboratories that the firm will operate. (Note: satellite laboratories do not require separate licensure.)	<b>(E)</b> Update as needed
	<b>(F)</b> A copy of relevant aspects of the QA/QC program for ensuring accuracy of analysis of air & bulk samples, including a description of the annual QA/QC training for all air & bulk analysts.	<b>(F)</b> Update as needed
	<b>(G)</b> Proof of proficiency, as determined by NVLAP or AIHA. New laboratories shall have 1 year to submit proof of proficiency to the Department.	<b>(G)</b> Proof of proficiency, as determined by NVLAP or AIHA.
	<b>(H)</b> Results of the last four quarters of PAT or round robin tests, including round number, date of participation in the round, & PAT results, including each analyst(s) results.	<b>(H)</b> Update as needed
	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>
	A copy of standard operating procedures which prevent contamination or recontamination of a facility and the environment and which protect the public & employee health from the hazards of exposure to asbestos.	Update as needed
Proof of access to a licensed asbestos disposal site.	Update as needed	

**Note:** Recognized analytical methods are listed in the State of Maine Chapter 425 Asbestos Management Regulations, as amended (effective April 3, 2011)

## State of Maine Asbestos Business License Category Requirements and Submittals

Category	New	Renewal
<b>Asbestos Training Provider</b>	Completed License Application Form	Completed License Application Form
	Completed Course Approval Form	Update as needed
	\$500 fee	\$500 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> The name & qualifications of the Training Director. The Training Director must maintain certification as a Maine Asbestos Abatement Design Consultant (submit a copy of the current certification with this application). In addition, the Training Director must have a post-secondary degree in adult education or successful completion of a "Train the Trainer" acceptable to the Department and at least a bachelor's degree or any valid Asbestos Professional certificate (excluding Asbestos Abatement Worker) for 3 years, or some other combination of training, education & experience approved by the Department.	<b>(D)</b> Update as needed
	<b>(E)</b> A list of the qualifications & resumes of primary instructors. Primary instructors must have successfully completed a Department-approved initial training course in the discipline being taught.	<b>(E)</b> Update as needed
	<b>(F)</b> A list of the qualifications & resumes of secondary instructors.	<b>(F)</b> Update as needed
	<b>(G)</b> A detailed description of the number & quality of supplies & equipment & the availability audio/visual teaching aids.	<b>(G)</b> Update as needed
	<b>(H)</b> A physical description of the primary training facility that includes dimensions, class capacity, sufficient lights, room size, table size, adequate air circulation, minimal background noise, at least two means of egress & a statement that any other facility used for training or hands-on will meet these requirements.	<b>(H)</b> Update as needed
	<b>(I)</b> A copy of the course sign-in/sign-out log used to track the times students arrive/depart the course including lunch break.	<b>(I)</b> Update as needed
<b>(J)</b> A sample original student certificate issued upon successful completion of the course. The certificate must contain the following information: course name indicating whether an initial or refresher course, number of training hours, name & address of training provider, training provider ID #, training director signature, training instructor signature, date(s) of training, examination date, certificate expiration date, examination score & location of training.	<b>(J)</b> Update as needed	

## State of Maine Asbestos Business License Category Requirements and Submittals

Category	New	Renewal
<b>Asbestos Training Course Approval</b>	Completed Course Approval Form	Update as needed
	<b>(A)</b> Course agenda including the amount of time allotted for each topic	<b>(A)</b> Update as needed
	<b>(B)</b> Copy of any printed materials (texts, pamphlets, etc.) that will be provided to students.	<b>(B)</b> Update as needed
	<b>(C)</b> Copy of the bank of questions the training provider will use to create the final course exams	<b>(C)</b> Copy of the bank of questions the training provider will use to create the final course exams

**Note:**

- Student to teacher ratio not to exceed 10:1 for hands-on sessions.
- Training Providers are required to forward to the Department within 5 days of course completion the names, social security numbers & exam scores of class participants.
- Training Providers are required to issue student certificates within two weeks of successful course completion.
- Training Providers are required to maintain student records for a period of seven years & make them available to the Department upon request within 24 hours.

## State of Maine Lead Business License Category Requirements and Submittals

Category	New	Renewal
<b>Lead Contractor</b>	Completed License Application	Completed License Application
	\$275 fee	\$275 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> A current list of all employees certified by the Department as Lead Professionals and proof that at least one employee is certified as a Lead Project Supervisor. For new start-up companies, submit certification applications for Lead Professionals with this application.	<b>(D)</b> A current list of all employees certified by the Department as Lead Professionals and proof that at least one employee is certified as an Lead Project Supervisor.
	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>	<b><i>The following documents must be maintained at the applicant's principal place of business &amp; made available to the Department upon request within 24 hours. Do Not submit the documents listed below with this application:</i></b>
A written worker protection program, including a respiratory protection program which conforms to the requirements of OSHA's Respiratory Protection Standard (29 CFR 1910.134, effective April 8, 1998), the General Industry Standard, effective April 8, 1998 and the Standard for Lead in Construction (29 CFR 1926.62, effective May 4, 1993).	Update as needed	

## State of Maine Lead Business License Category Requirements and Submittals

Category	New	Renewal
<b>Lead Training Provider</b>	Completed License Application Form	Completed License Application Form
	Completed Course Approval Form	Update as needed
	\$500 fee	\$500 fee
	<b>(A)</b> A list of the names of the applicant's owner(s) or operator(s), principal(s), and officer(s).	<b>(A)</b> Update as needed
	<b>(B)</b> A list of all other entities, performing asbestos abatement activities or asbestos associated activities, of which the applicant, owner or operator(s), principal(s), or officer(s) is an owner or operator, principal or officer.	<b>(B)</b> Update as needed
	<b>(C)</b> A list of all names (or acronyms) by which the applicant's firm is known or under which it does business.	<b>(C)</b> Update as needed
	<b>(D)</b> The name & qualifications of the Training Manager. The Training Manager must have a post-secondary degree in adult education, or successfully completed a 40 hour "train-the-trainer" course approved by the Department, or at least two full years experience teaching adults. In addition, the Training Manager must have successfully completed at least 16 hours of accredited lead-specific training.	<b>(D)</b> Update as needed
	<b>(E)</b> A list of the qualifications & resumes of Principle Instructors. Principle Instructors must have successfully completed at least 16 hours of accredited lead-specific training.	<b>(E)</b> Update as needed
	<b>(F)</b> A list of the qualifications & resumes of Secondary Instructors.	<b>(F)</b> Update as needed
	<b>(G)</b> A detailed description of the number & quality of supplies & equipment & the availability audio/visual teaching aids.	<b>(G)</b> Update as needed
	<b>(H)</b> A physical description of the primary training facility that includes dimensions, class capacity, sufficient lights, room size, table size, adequate air circulation, minimal background noise, at least two means of egress & a statement that any other facility used for training or hands-on will meet these requirements.	<b>(H)</b> Update as needed
<b>(I)</b> A copy of the course sign-in/sign-out log used to track the times students arrive/depart the course including lunch break.	<b>(I)</b> Update as needed	
<b>(J)</b> A sample original student certificate issued upon successful completion of the course. The certificate must contain the following information: course name indicating whether an initial or refresher course, number of training hours, name & address of training provider, training provider ID #, training director signature, training instructor signature, date(s) of training, examination date, certificate expiration date, examination score & location of training.	<b>(J)</b> Update as needed	

**Note:**

- Training Providers are required to issue student certificates within two weeks of successful course completion.
- Training Providers are required to maintain student records for a period of seven years & make them available to the Department upon request within 24 hours.

## State of Maine Lead Business License Category Requirements and Submittals

Category	New	Renewal
<b>Lead Training Course Approval</b>	Completed Course Approval Form	Update as needed
	<b>(A)</b> Course agenda including the amount of time allotted for each topic	<b>(A)</b> Update as needed
	<b>(B)</b> Copy of any printed materials (texts, pamphlets, etc.) that will be provided to students.	<b>(B)</b> Update as needed
		<b>(C)</b> Copy of the bank of questions the training provider will use to create the final course exams

**Note:**

- Student to teacher ratio not to exceed 10:1 for hands-on sessions.

# State of Maine

Department of Environmental Protection  
Lead & Asbestos Hazard Prevention Program  
17 State House Station, Augusta, ME 04333  
TEL (207) 287-2651 FAX (207) 287-6220

# License Application Form

## Asbestos Business & Public Entities Lead Business & Public Entities

**Applicant Legal Company Name & Address:**

Company Name:

Mailing Address:

City:

State:

Zip:

Company e-mail:

Physical address if different:

Telephone:

FAX:

Contact:

Title:

**Department Action:**

Received: \_\_\_\_\_

Fee: \_\_\_\_\_

Check #: \_\_\_\_\_

Approved: \_\_\_\_\_

License #: \_\_\_\_\_

License Exp: \_\_\_\_\_

Notes:

**License Category:***(select only one category per application):*

### Asbestos

 New  Renewal

If Renewal list Maine License Number:

License #

 Contractor Full fee \$650 Contractor Limited fee \$650 Roofing Siding Demolition by Large Equipment In-House Abatement Unit fee \$650**License Category:***(select only one category per application):*

### Asbestos

 New  Renewal

If Renewal list Maine License Number:

License #

 Consultant Full fee \$650 Consultant Limited fee \$650 Inspection Design Monitoring Analytical Laboratory fee \$400 Air Analysis Bulk Analysis**License Category:***(select only one category per application):*

### Lead

 New  Renewal

If Renewal list Maine License Number:

License #

 Contractor fee \$275

### Training Provider License

 Asbestos fee \$500 Lead fee \$500**Note: Submit Course Approval  
Form with this application****Signature:**

By signing this statement the applicant verifies that the representations herein are true. By making false statements on this document, I realize I am committing a crime punishable under Maine law. I further attest that I will comply with State of Maine standards and other applicable requirements as described in Chapter 424 (Lead Management Regulations) and/or Chapter 425 (Asbestos Management Regulations). I am also aware that all aspects of asbestos and lead abatement activities are subject to inspection at any time by the Maine Department of Environmental Protection.

\_\_\_\_\_  
Signature (Application is not valid unless signed by applicant)\_\_\_\_\_  
Date\_\_\_\_\_  
Print Name

# State of Maine

Department of Environmental Protection  
Lead & Asbestos Hazard Prevention Program  
17 State House Station, Augusta, ME 04333  
TEL (207) 287-2651 FAX (207) 287-6220

# Course Approval Form

## Asbestos Training Courses Lead Training Courses

**Training Provider Legal Company Name & Address:**

Company Name:

Company e-mail:

Mailing Address:

City:

State:

Zip:

Telephone:

FAX:

Physical address if different:

Contact:

Title:

### Asbestos Initial Courses

*(select all for which approval is requested):*

- Abatement Worker (32 hours)
- Abatement Supervisor (40 hours)
- Management Planner (16 hours)
- Air Monitor (16 hours)
- Air Monitor (40 Hours)
- Inspector (24 Hours)
- Design Consultant (24 Hours)
- Air Analyst (40 Hours)
- Bulk Analyst (40 Hours)

### Asbestos Refresher Courses

*(select all for which approval is requested):*

- Abatement Worker (8 hours)
- Abatement Supervisor (8 hours)
- Management Planner (4 hours)
- Air Monitor (4 hours)
- Inspector (4 Hours)
- Design Consultant (8 Hours)

### Lead Initial Courses

*(select all for which approval is requested):*

- Abatement Worker (24 hrs., including 8 hrs. hands-on)
- Abatement Supervisor (32 hrs., including 8 hrs. hands-on)
- Inspector (32 hrs., including 8 hrs. hands-on)
- Design Consultant (16 hrs.)
- Risk Assessor (16 hrs., including 4 hrs. hand-on)
- Lead Dust Sampling Technician (8 hrs.)

### Lead Refresher Courses

*(select all for which approval is requested):*

- Abatement Worker (8 hrs.)
- Abatement Supervisor (8 hrs.)
- Inspector (8 hrs.)
- Design Consultant (8 hrs.)
- Risk Assessor (8 hrs.)

**Signature:**

By signing this statement the applicant verifies that the representations herein are true. By making false statements on this document, I realize I am committing a crime punishable under Maine law. I further attest that I will comply with State of Maine standards and other applicable requirements as described in Chapter 424 (Lead Management Regulations) and/or Chapter 425 (Asbestos Management Regulations). I am also aware that all aspects of each of these courses are subject to audit at any time by the Maine Department of Environmental Protection.

\_\_\_\_\_  
Signature (Application is not valid unless signed by applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name