



## Compliance Advisory

April 17, 2013

### New Asbestos Credit Card Procedures

*This Advisory is provided to inform you about activities of the Air District which may affect your operation. It will help you achieve and maintain compliance with applicable air pollution regulations.*

**ATTENTION: ASBESTOS DEMOLITION & RENOVATION CONTRACTORS AND BUILDING DEPARTMENTS**

**SUBJECT: NEW CREDIT AND DEBIT CARD PAYMENT PROCEDURES FOR ASBESTOS DEMOLITION AND RENOVATION OPERATIONS**

The Bay Area Air Quality Management District (Air District) currently accepts payment of asbestos demolition and renovation fees by check, cashier's check, money order and Visa or Mastercard. **Effective May 1, 2013**, customers who submit payment by credit card for Asbestos Demolition and Renovation Notifications will now be able to use **American Express, Discover, Master Card, Visa, debit, or pre-paid debit cards** through the Air District's new online payment portal. Customers using the online payment portal must follow the new procedures outlined below:

1. Customers paying by credit or debit card must now use the new Air District **online payment portal** through GovPayNet at: [www.baaqmd.gov/payments](http://www.baaqmd.gov/payments). Payments can now be made with a major credit card (**Master Card, Visa, American Express or Discover**), **debit, or pre-paid debit card** (*note: there is a convenience fee charged by the vendor*).
2. The online credit or debit card payment form must have all the required fields completed to be processed. Incomplete or incorrect credit card information will not be accepted and will delay getting your Job #.
3. Full payment of fees is required at the time of notification submittal. The credit card payment must have the correct amount paid in order to be processed by Air District staff. Underpaid amounts cannot be processed and a new corrected online payment must be resubmitted prior to getting your Job #. If you have questions regarding fees, please contact an asbestos technician at 415-749-4762. **Your J# will be mailed to you within 2-3 business days.**
4. The Asbestos Notification forms should still be faxed to 415-749-4658. Old Credit Card Payment forms will **not** be accepted (*please recycle any older Air District Credit Card Payment forms*). E-mailed forms will **not** be accepted and credit card numbers will **not** be accepted by phone.
5. For customers who wish to pay by credit or debit card at Air District offices ("drop-in"), payments will only be accepted on Monday through Friday during the hours of 9:30 am – 12:00 pm and from 1:00 pm to 4:00 pm. *Please be advised that drop-ins are not guaranteed to receive a Job# the same day.*

In order to continue providing secure and prompt credit and debit card processing, your cooperation with these procedures is appreciated. Customers may also submit payments by check, cashier's check and money order by mailing them with the asbestos notification form to 939 Ellis St. San Francisco, CA 94109. If you have any further needs, please contact the Air District as indicated below:



For questions about this Advisory, contact an Asbestos Technician at (415) 749-4762.



For a copy of this Advisory, see [www.baaqmd.gov/advisories](http://www.baaqmd.gov/advisories).



For a copy of Regulation 11-2, see: [www.baaqmd.gov/rules](http://www.baaqmd.gov/rules).



For a copy of asbestos notification forms, see: [www.baaqmd.gov/Forms.aspx](http://www.baaqmd.gov/Forms.aspx).

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