

Close-Out Process for ACP7 Applicant
(Including ATR1 process)

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Close-Out Process for ACP7 Applicant
(Including ATR1 process)

The new closeout process includes main eight steps:

1. Inform the Air Monitoring Company to register at the web application closeout site <http://a826-web01.nyc.gov/acp15>. Once the Air Monitoring Company registers, they will give the email they used to register to the ACP7 applicant.
2. Inform the PE/RA Company to register at the new web application ATR1 site <http://a826-web01.nyc.gov/ATR1>. Once the PE/RA Company registers, they will give the email they used to register to the ACP7 applicant.
3. The applicant logs into the ARTS application and clicks the “Closeout” link at the Home page, which directs to the Closeout Home page. The Closeout Home page lists “Add Closeout Package” button and three buckets: In Progress, Pending and Processed for Closeout Package and ATR1 closeout package. The applicant clicks the “Add Closeout Package” button, the system will check if there are any available locations for closeout.
 - a. If all locations have been in a closeout package OR have permit pending, System will display error message indicating there are no available locations for closeout and the reason.
 - b. Otherwise, all of the available locations will be listed for selection.
4. The applicant selects locations and clicks “Continue” button.
 - a. If one or more of the selected locations need ATR1 process, an ATR1 closeout package is created at the same time.
 - b. The Applicant clicks “Cancel” button to go back to the previous page.

Abatement Location (Floor , Section)	ACM Type	ACM Amount	Select
4 th – East Wing	Tile, Ceiling	Square Feet: 600	<input type="checkbox"/>
5th	Wall	Linear Feet: 800	<input type="checkbox"/>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: yellow; padding: 5px 20px;">Continue</div> <div style="border: 1px solid black; background-color: yellow; padding: 5px 20px;">Cancel</div> </div>			

5. The applicant enters the email address used by the Air Monitoring Company to register at <http://a826-web01.nyc.gov/acp15> and clicks “Verify Email Address” button.
 - a. If the account is valid, system displays relevant info of the Air Monitoring Company.
 - b. Else, System displays error message indicating the account is invalid. The applicant should inform the Air Monitoring Company to register at the new closeout web site: <http://a826-web01.nyc.gov/acp15>. Once the Air Monitoring Company registers, they will give the email they used to register to the ACP7 applicant.

Air Monitoring Co. Email Address

Company Name:
Address:
Contact Person:
Telephone:
Fax:
Email:

6. The applicant clicks the “Continue” button, if one or more of the selected locations need ATR1 process, at the next page the applicant enters the email address used by the PE/RA Company to register at <http://a826-web01.nyc.gov/ATR1> and clicks “Verify Email Address” button.
 - a. If the account is valid, system displays relevant info of the PE/RA Company.
 - b. Else, System displays error message indicating the account is invalid. The applicant should inform the PE/RA Company to register at the new closeout web site: <http://a826-web01.nyc.gov/ATR1>. Once the PE/RA Company registers, they will give the email they used to register to the ACP7 applicant.

PE/RA Company Email Address

Company Name:
Address:
Contact Person:
Telephone:
Fax:
Email:

7. The applicant clicks “Continue” button to create a closeout package and/or an ATR1 closeout package. The package(s) are displayed in their first “In Progress” bucket.

If the applicant does not know the email address or the email address is invalid, click the “Back to Closeout Home Page” to create the package(s) and go back to the closeout home page. The applicant can edit the closeout package(s) to enter the email address later.

8. At the closeout home page the applicant needs to click the “Finalize” button at the closeout package part/ATR1 closeout package part to move the closeout package/ATR1 closeout package to the “Pending” bucket. From now on, the closeout package process and ATR1 process are separated.
 - a. After Finalize the closeout package, the package is available for the corresponding Air Monitoring Company to review and process at the new web site: <http://a826-web01.nyc.gov/acp15>. An email will be sent to the corresponding Air Monitoring Company when a package is finalized. A closeout package without Air Monitoring Company Email information cannot be finalized.
 - b. After Finalize the ATR1 closeout package, the package is available for the corresponding PE/RA Company to review and process at the new web site: <http://a826-web01.nyc.gov/ATR1>. An email will be sent to the corresponding PE/RA Company when a package is finalized. An ATR1 closeout package without PE/RA Company Email information cannot be finalized.

❖ **Introduction of UI – Closeout Package Home page**

a. Closeout package - Bucket 1 (In progress):

Closeout packages in this bucket can be **edited**, **finalized** and **removed** by the applicant. Only the applicant can access closeout packages in this bucket.

- Click the “**Edit**” button to edit a closeout package. The applicant can reselect the locations and update the monitoring company’s email address.
- Click the “**Finalize**” button to send the closeout package to the Air Monitoring Company. An email will be sent to the corresponding Air Monitoring Company. A closeout package without Air Monitoring Company Email information cannot be finalized. The closeout package is moved into the Bucket 2 (Pending) after finalized.
- Click the “**Remove**” button to delete the closeout package. All locations in this package are released.

Package ID	Floor section - ACM Type	Date Created			
278	2 nd -Ceiling	1/10/2010	Edit	Finalize	Remove

Edit interface:

Abatement Location	ACM Type	ACM Amount	Select
2nd	Ceiling	Square Feet: 200	<input checked="" type="checkbox"/>
4 th – West Wing	Wall	Linear Feet: 300	<input type="checkbox"/>

b. Closeout Package - Bucket 2 (Pending):

After finalized, the closeout package will be moved to this bucket and sent to the Air Monitoring Company.

- Click the “**View**” link to review the closeout package.
- Click the “**Void**” button to void a closeout package. A closeout package cannot be voided if the monitoring company has created ACP15 form from this package. In this case, the applicant has to call the Monitoring Company to delete the related ACP15. After that all locations in that package are released and then the applicant

can do the “Void”. A voided closeout package will be moved into the above “In Progress” list to be edited or removed.

Package ID	Floor section - ACM Type	Date Finalized		
236	3 rd -Wall	2/08/2010	View	Void

c. Closeout Package - Bucket 3 (Processed):

After the first ACP15 is scanned by DEP, the package is moved to this bucket. The applicant can **review** the review status of each ACP15 from this package.

Package ID	Floor section - ACM Type	ACP15 ID	Date Scanned	Closeout Review status
232	2 rd -Wall	66	2/4/2010	In Progress
	4 th - Ceiling	67	2/5/2010	Not Started

d. ATR1 Closeout package - Bucket 1 (In progress):

ATR1 Closeout packages in this bucket can be **edited, finalized** by the applicant. Only the applicant can access ATR1 closeout packages in this bucket.

- Click the “**Edit**” button to edit an ATR1 closeout package. The applicant can update the PE/RA Company’s email address.
- Click the “**Finalize**” button to send the ATR1 closeout package to the PE/RA Company. An email will be sent to the corresponding PE/RA Company. An ATR1 closeout package without PE/RA Company Email information cannot be finalized. The ATR1 closeout package is moved into the Bucket 2 (Pending) after finalized.

ATR1 Package ID	Floor section – ACM Type	Date Created		
8	2 nd -Ceiling	1/10/2010	Edit	Finalize

e. ATR1 Closeout Package - Bucket 2 (Pending):

After finalized, the ATR1 closeout package will be moved to this bucket and sent to the PE/RA Company.

- Click the “**View**” link to review the closeout package.
- Click the “**Void**” button to void an ATR1 closeout package. An ATR1 closeout package cannot be voided if the PE/RA Company has created ATR1 form from this package. In this case, the applicant has to call the PE/RA Company to delete the related ATR1. After that all locations in that package are released and then the applicant can do the “Void”. A voided ATR1 closeout package will be moved into the above “In Progress” list to be edited or finalized.

ATR1 Package ID	Floor section - ACM Type	Date Finalized		
6	3 rd -Wall	2/08/2010	View	Void

f. ATR1 Closeout Package - Bucket 3 (Processed):

After **the first** ATR1 is scanned by DEP, the package is moved to this bucket. The applicant can **review** the review status of each ATR1 from this package.

ATR1 Package ID	Floor section - ACM Type	ATR1 ID	Date Scanned	ATR1 Closeout Review status
2	2 rd -Wall	66	2/4/2010	In Progress
	4 th - Ceiling	67	2/5/2010	Not Started