MiEnviro Portal for Air

Asbestos Updating Contact Information

If a contact is listed on the Site Details Contacts tab as the Responsible Party, the contact will be displayed on the submitted Notification of Intent document.

If a contact is listed on the Submissions Contacts tab for a notification as a Responsible Party, the contact will be displayed on the submitted Notification of Intent document and any revisions.

Updates to contacts on Site Details are not carried over to the contacts on the Submissions. Updates may need to be made in both places. Updating a contact on one notification on the Submissions functional area does not update the contact for a different notification on the Submissions functional area. Contacts are listed/updated per site **and** per notification.

Update Contact Information on a Site

1. Select the site
2. Click on **Site Details**
3. Click on the **Contacts** tab

Update Contact Information on a Submission (notification)

1. Select the site
2. Click on **Submissions**
3. Click Open next to the Notification of Intent
4. Click on the Contacts tab

Add a Contact

1. Click on Add Contact button
2. Fill in contact information.
    - The only required fields are **Display Name** and **Role**. However, if the Air Quality Division needs to contact the person listed, more information should be added, such as a mailing address, email address and/or phone number for the contact.
3. There are numerous roles to select. Be sure to select one of the following roles that are for doing business related to asbestos.
    - Responsible Party

- Abatement Contractor
- Demolition Contractor

Remove a Contact

- Click the three-dot ellipsis on the far right of the contact record.
- Click Delete
- Click Yes

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