

## **ATR1 Process for PE/RA Company**

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## ATR1 Process for PE/RA Company

**1. The PE/RA Company registers the account at the Register page.**

The PE/RA Company enters required information and clicks “Register User” button to save the information. Click “Cancel” button to go back to the Login page.

- a. If the email address does not exist, the information is stored to the system and system redirects to the Login page.
- b. Otherwise, an error message indicates that the account already exists.

**PE/RA Company Registration**

Company Name

Email

Confirm Email

Password

Confirm Password

Address

**Contact Person:**

Name

Telephone

Fax

Email

2. **The PE/RA Company enters Email Address and Password to Login to the system.** If the account is valid, the Main Menu page is displayed; otherwise, an error message indicates that the account is invalid.

**PE/RA Company Login**

Email Address

Password

3. **The Main Menu page lists all ATR1 Packages assigned to this PE/RA Company.** Each package has at least one abatement location waiting to be assigned (not in any ATR1 form) or at least one ATR1 form is not approved yet. Click check box “Show Closed” to review all closed ATR1 packages.
  - a. Click the “**Manage**” button to go to the Manage Screen to add / edit ATR1.
  - b. Click the “**Reject**” button to return the package to the applicant. An email will be sent to the applicant at the same time. The rejected package will appear at the “In Progress” list of the applicant’s closeout home page. Only ATR1 package without any ATR1 form can be rejected.

ATR1 Package ID	TRU#	Date Finalized	Street Address + AKA		
25	TRU0064QN10	11/12/2010	68-19 Ingram Street – Rose garden	<a href="#">Manage</a>	<a href="#">Reject</a>

4. **After click the “Manage” button to go to the Manage screen.** The PE/RA Company selects locations and clicks “Continue” button, and then the Company enters PE/RA Certificate Number and other information. Click “Cancel” button to go back to the manage screen. Click “Finish” button to create the ATR1 form which will appear in the “In Progress” bucket.

**PE/RA Details**

License Number

Expiration Date

Company Name:

First Name

Last Name

Middle Initial

License Type

**ATR1 Report Data**

**Section 5 - Design Applicant's Statement and Signatures** P.E./R.A. responsible for plans

I have identified all of the inspections and tests required for compliance.

**Section 6 - Certification of Completion of Tests and Inspections**  
**Check all that apply below:**

- Special inspections
- Progress inspections
- Final Inspections

**Section 7 - Certification of Completion of Plumbing, Sprinkler, Standpipe Tests and Inspections**

Plumbing, Sprinkler, Standpipe Inspections and Tests

**Section 9 - Request for Conditional Project Completion**

Final Inspection for Conditional Project Completion

Continue

Cancel

**UI - Manage Screen Introduction**

**ATR1 Closeout Package ID: 27**

**TRU#: TRU0065QN10**

**Address: 68-19 Ingram Street – Rose Garden**

**List of abatement locations waiting to be assigned to a PE/RA** and made into an ATR1. Select locations and click “Continue” button to start to create an ATR1.

Floor - Section	ACM Type	ACM Amount	Select
2 <sup>nd</sup> – East Wing	Ceiling	Linear Feet: 2000	<input type="checkbox"/>

**Bucket 1 (In Progress):** ATR1s created from this ATR1 package and have not been Finalized. ATR1 in this list can be **edited** or **deleted**. Click “**Finalize**” button to move the ATR1 to the Bucket 2. The applicant can print the ATR1 form after finalizing it.

ATR1 Form ID	PE/RA Name	Date Created			
26	Peter Stone	11/12/2010	<a href="#">Edit</a>	<a href="#">Finalize</a>	<a href="#">Delete</a>

**Bucket 2 (Pending):** ATR1s finalized from this ATR1 package and have not been scanned at DEP. If an ATR1 in this list needs to be **updated**, click “**Edit**” button to void this ATR1. Its corresponding barcode will be voided and moved back a step to being a "Work in Progress". The applicant will need to submit the application again and reprint it with a new signature sheet. If the form was sent to DEP, do not delete it unless the applicant doesn't want to inspect the abatement locations specified on that form. Please send an email to [artsfeedback@dep.nyc.gov](mailto:artsfeedback@dep.nyc.gov) or call us at 718-595-3003.

ATR1 Form ID	PE/RA Name	Date Finalized		
28	David Smith	11/16/2010	<a href="#">Print</a>	<a href="#">Edit</a>

**Bucket 3:** List of ATR1s created from this ATR1 package and have already been scanned at DEP. If an ATR1 got an objection, the PE/RA Company can review the objection and send comments by clicking the “**Objection Review**” link at the bucket 3.

ATR1 Form ID	Date Scanned	Review Status / Objections
24	11/12/2010	In Progression <a href="#">Objection Review</a>

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