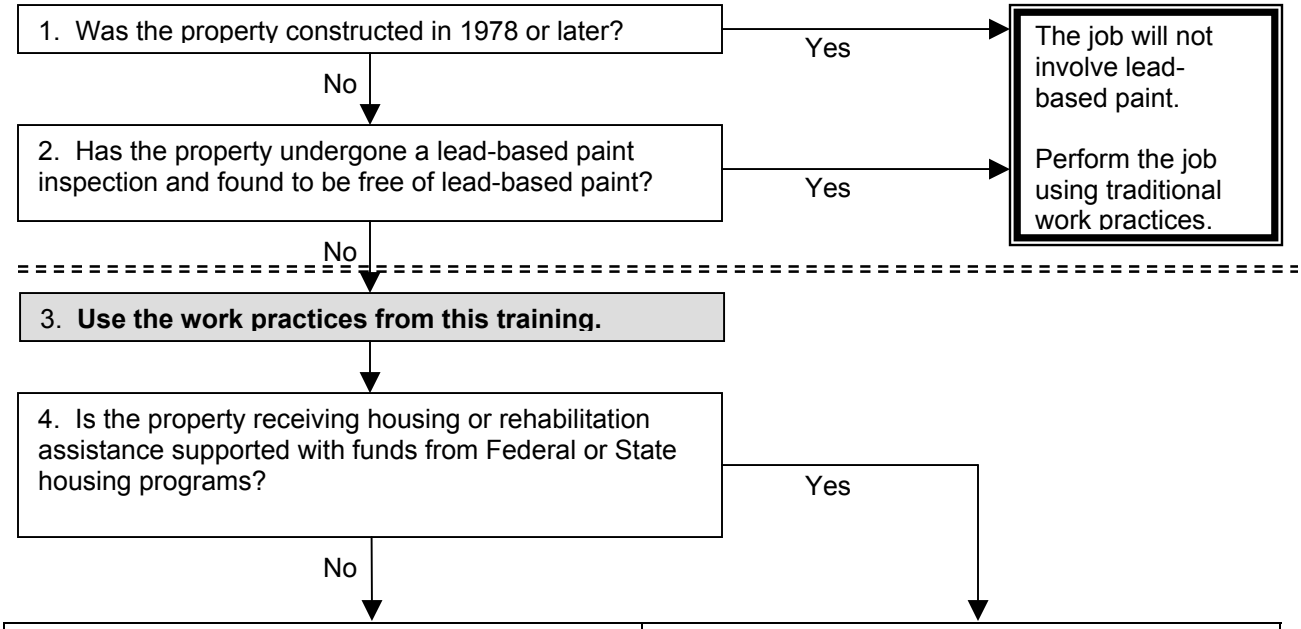
Appendix 1

APPENDIX 1: Flowchart for Planning a Remodeling, Repair, or Painting Job



5. Determine if there are State, local, or tribal lead-based paint requirements that apply to the property and the work to be performed.**

   If YES:
   - ✓ Supervisors - Make sure that the work write-up and job specifications address these requirements.
   - ✓ Workers - Check with your supervisor to find out how the requirements affect the job.

6. Plan the work to follow the practices presented in this training for:
   - ✓ Setting up the work area to contain dust and debris, & restrict occupant access
   - ✓ Minimizing dust during the job
   - ✓ Cleaning up effectively at the end of each day & at the end of the job
   - ✓ Safely disposing of waste and debris

5. Contact the agency providing the housing or rehabilitation assistance & determine if there are Federal, State, local, or tribal program requirements about lead-based paint that apply to the job.

   If YES:
   a) The agency providing the assistance will ensure that the work write-up for the job addresses the applicable requirements.

   b) Supervisors & workers should make sure that they understand the requirements so they can follow them effectively.

   Possible requirements include:
   - ✓ Worker training in lead safe work practices (or supervisor certification)
   - ✓ Occupant protection/relocation
   - ✓ Prohibited practices
   - ✓ Clearance testing at end of the job

6. Also determine if State, local, or tribal lead-based paint requirements apply to the property and the work to be performed.**

   If YES:
   - ✓ Supervisors - Make sure that the work write-up and job specifications address these requirements.
   - ✓ Workers - Check with your supervisor to find out how the requirements affect the job.

7. Plan the work to follow the practices presented in this training.

*** Note: At least annually, supervisors should check with State and local agencies for changes in these requirements.*

Types of Lead-Based Paint Requirements for Residential Properties Assisted Through Federal or State Supported Housing & Rehabilitation Programs -

The following types of requirements may apply to renovation, remodeling, rehabilitation, painting or maintenance work performed in pre-1978 residential properties that receive financial assistance from Federal, State, local, or tribal housing programs.

If a property receives housing assistance or rehabilitation assistance, contact the State, local, or tribal agency administering the assistance to find out what specific requirements, if any, apply to the work planned for the property.

- **Worker Training Requirements**. When lead safe rehabilitation, maintenance, or interim controls is performed, each worker generally needs to have successfully completed a HUD-approved lead safe work practices training. Successful completion of this course meets this requirement.

  This requirement can also be satisfied if the supervisor for the work is properly certified as a lead-based paint abatement supervisor and ensures that safe work practices are followed. In this case, workers on the job are not required to have completed an approved course, but they are required to have OSHA Hazard Communication Training.

  Some States and State-supported housing programs have additional or more stringent training requirements.

  NOTE: If abatement of lead-based paint hazards is required by a program providing assistance to a property, additional specialized training and certification is required for the supervisors and workers who perform these activities.
- **Work Area Containment.** Workers and supervisors will fulfill most containment requirements triggered due to Federal assistance by following the work practices presented in this course to prevent dust and debris from spreading beyond the work area or contaminating an occupant's possessions. (See Module 2.)
- **Occupant Protection.** If workers and supervisors restrict occupant access to the work area until the work is complete and clearance achieved (if required), most containment requirements triggered due to Federal assistance will be satisfied. For some jobs, occupant relocation may be necessary, but this decision will be made by the public agency administering the assistance to the property.
- **Prohibited Work Practices.** If a property receives housing or rehabilitation assistance supported with Federal funds, **workers are prohibited from using the work practices identified as high-risk** in Module 3 of this training. State, local, or tribal laws may prohibit additional practices.
- **Cleanup & Clearance.** Workers must use the specialized cleaning practices presented during Module 4 of this training. For many jobs in properties that receive housing or rehabilitation assistance supported with Federal funds, a clearance examination (i.e., dust testing) must be performed at the end of the job. If the area tested fails the clearance exam, the work area and the dwelling units affected must be cleaned again and re-tested. (See Module 4.)

See Appendix 3 for more information about Federal lead-based paint requirements, including requirements about safe work practices.

How To Find Out About Lead-Based Paint Requirements that Apply to Planned Work in Properties Receiving Housing or Rehabilitation Assistance

For each job, supervisors should take the following steps to find out whether:

- The property receives financial assistance; and
- Any lead-based paint requirements apply to the work because of the assistance provided.

  Note: This is an important step because failure to meet lead-based paint requirements could affect the owner's ability to receive the assistance.

1. If you or your company is contacted about the job by the housing agency providing assistance to the property, ask the program specialist or rehabilitation specialist working with the property the questions listed in Question #3.

2. Ask the property owner if the property or the family receives any type of housing assistance, including low-interest loans, from a local, State, or Federal agency.

   - Find out the name of the agency, contact person, address and phone number. (See the list of types of agencies below.)
   - Get a basic description of the type of assistance the property receives.

   Note: If the property owner is concerned about why you are asking, just explain that there will be information about the work that you will need to provide to that agency and that you also need to check if there are any requirements of their program that apply to the work to be done.

3. Contact the public agency administering the assistance and ask the program specialist or rehabilitation specialist working with the property:

   a) Do any Federal or State lead-based paint requirements apply to the work?

   b) If YES, what are they and how will they be incorporated into the work write-up?

   c) If YES to a), are there any abatement requirements that apply to the job and who will perform that work?

Some Types of Public Agencies Administering Housing or Rehabilitation Assistance

- State Housing Finance Agency
- State Housing Agency
- State Community Development Agency
- City or County Housing Agency
- City or County Community Development Agency
- City or County Housing Authority
- USDA Service Center - Rural Housing Programs

Appendix 2

CHECKLIST: EVALUATING THE WORK

Evaluate the property	
1. Was the property constructed after 1978? or	1. Yes No
2. If the work area is limited to an addition, was the addition constructed after 1978? *If yes, you are <u>not</u> required to perform lead safe work practices (unless the home receives housing assistance – see Question 4 below).*	2. Yes No
3. Was testing conducted in this property? *If yes, collect any documentation and plan your work using the information.*	3. Yes No
4. Is the property receiving assistance through a State, local, or Federal program? *If yes, ask if there are any special work requirements for the job and confirm that it is not an abatement job for a certified abatement contractor.*	4. Yes No
Evaluate the job	
1. Will this work disturb painted surfaces or otherwise create or disturb dust that may contain lead? *If yes, use the safe work practices covered in this course and plan your schedule to accommodate the necessary lead safety measures. Use the attached list of supplies to plan your work.*	1.Yes No
2. Is this a high dust job? *If yes, you must take the added precautions for high dust jobs as described in this course. Plan your schedule to accommodate the necessary lead safety measures. Use the attached list of supplies to plan your work.*	2. Yes No

CHECKLIST: MATERIALS and SUPPLIES

Set up Tool Kit

Barriers

- ❑ Rope
- ❑ Barrier Tape (bright color preferable)
- ❑ Saw horses
- ❑ Orange cones or other similar marker
- ❑ Signs

Coverings

- ❑ Heavy duty plastic sheeting
- ❑ Disposable mesh (e.g., burlap, cheesecloth, landscaping mesh)
- ❑ Staple gun
- ❑ Tape (duct, painters, or masking)
- ❑ Utility knife or scissors

Other Items

- ❑ Tack pad
- ❑ Small disposable towels or wipes
- ❑ Misting bottle

Safe Work Practices Tool Kit

- ❑ Wet/dry sandpaper or sanding sponge
- ❑ Mist bottle or pump sprayer
- ❑ Chemical stripper
- ❑ Heat gun
- ❑ Heavy duty plastic sheeting
- ❑ Tape (duct, painters, or masking)
- ❑ Utility knife or scissors
- ❑ Heavy duty garbage bags
- ❑ Vacuum with HEPA filter

Specialized Tools

- ❑ HEPA exhaust attachments for power tools (sanders, grinders, planers, shavers)
- ❑ Power washing equipment
- ❑ Needle gun with HEPA exhaust

Personal Protection Equipment (PPE) Tool Kit

- ❑ Painter's hats
- ❑ Gloves
- ❑ Coveralls
- ❑ Disposable shoe covers
- ❑ N-100 disposable respirators or equivalent
- ❑ Pre-moistened disposable wipes
- ❑ Disposable hand towels (e.g., paper towels)

Additional Items to Consider

- ❑ First aid kit
- ❑ Safety glasses
- ❑ Ear protection (when using power tools)

Clean Up Tool Kit

- ❑ Misting bottle
- ❑ Vacuum with HEPA filter
- ❑ Heavy duty garbage bags
- ❑ Tape (duct)
- ❑ Detergent
- ❑ Two buckets or two-sided bucket
- ❑ Mop with disposable heads
- ❑ Disposable hand towels (e.g., paper towels)
- ❑ Pump sprayer
- ❑ Shovel and rake

Appendix 3

APPENDIX 3: U.S. Department of Housing and Urban Development (HUD) Requirements for Safe Work Practices

This appendix describes safe work practices required in HUD-funded work that disturbs known or presumed paint in housing built before 1978. The regulations can be found in the Code of Federal Regulations (CFR) at 24 CFR 35.1350. They can also be found through HUD's website at www.hud.gov/offices/lead. The brief summary of HUD's requirements provided here will be useful if you work now or will work in the future on HUD-funded rehabilitation projects or other Federally assisted housing projects.

In most cases, it is the responsibility of the agency (public, non-profit, or private) that administers the rehabilitation project or the individual / organization who accepts HUD funds to make sure that HUD's requirements are followed. However, the contractors who work on HUD-funded projects are required to know and use the proper practices for set up, safe work practices, and clean-up. Contractors should also cooperate with the agency and property owners to make sure that the job is carried out safely.

The HUD regulations that apply most to contractors who do routine renovation, remodeling and rehabilitation that is funded by HUD relate to:

- Training Requirements
- Occupant Protection;
- Safe Work Practices;
- Cleanup; and
- Clearance.

TRAINING REQUIREMENTS

Contractors who perform rehabilitation, maintenance, repainting, or interim lead-based paint hazard controls on most pre-1978 HUD-associated housing, and are disturbing paint that is known or presumed to be lead-based paint must have taken OSHA hazard communication training and a HUD-approved course in lead-safe work practices. If workers have not taken a lead safe work practices course they must be supervised by a certified lead-based paint abatement supervisor, who is responsible for assuring that the work is done safely and effectively.

There is an exception to the training requirement for jobs receiving no more than $5,000 per dwelling unit in Federal rehabilitation funds. In such cases, HUD requires the use of safe work practices, and the local recipient will ensure that the work is performed safely.

OCCUPANT PROTECTION

Contractors must take steps to protect occupants from lead-based paint hazards while the work is in progress.

- Occupants may not enter the worksite. Occupants are allowed to return only after the work is done and the home has passed a clearance examination that checks for deteriorated lead-based paint and harmful levels of lead-contaminated dust.

- Occupants' belongings must be protected from lead contamination. This can be done by removing them from the work area or covering them with protective sheeting and sealing it to prevent dust from getting on the items.

- The work site must be set up to prevent the spread of leaded dust and debris.

- Warning signs must be posted at entrances to the worksite when occupants are present; at the main and secondary entrances to the building; and at exterior work sites. The signs must be readable from 20 feet from the edge of the worksite. Signs must be in the occupants' primary language when practicable.

- It may be necessary to temporarily move occupants out of the unit if work will take several days and it involves kitchens, bathrooms, or bedrooms. This is the responsibility of the dwelling's owner.

SAFE WORK PRACTICES

HUD prohibits several work practices (see exhibit 1, below).The safe practices described in Module 3 of this training are good alternatives to the prohibited practices listed here. Safe work practices are not required:

- If paint has been tested and found not to be lead-based paint by an EPA or State certified risk assessor or inspector, or
- If the work disturbs a total painted surface area that is:
  - Less than 20 $ft.^2$ on exterior surfaces;
  - Less than 2 $ft.^2$ in any one interior room or space; or
  - Less than 10 percent of the total surface area on an interior or exterior type of component with a small surface area like window sills, baseboards, and trim.

Exhibit 1: HUD Prohibited Work Practices

- Open flame burning or torching.
- Machine sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control.
- Abrasive blasting or sandblasting without HEPA local exhaust control.
- Heat guns operating above 1,100 degrees Fahrenheit, or those that operate high enough to char the paint.
- Dry sanding or dry scraping.
- Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance.

There are several circumstances when limited use of these prohibited methods is allowed under HUD regulations:

- Dry scraping in conjunction with heat guns;
- Dry scraping within 1.0 ft of electrical outlets;
- Dry scraping deteriorated paint spots that total no more than 2 $ft.^2$ in any one interior room or space; or
- Dry scraping deteriorated paint spots that total no more than 20 $ft.^2$ on exterior surfaces.

Note: Use of paint strippers with methylene chloride can be hazardous and is prohibited in poorly ventilated areas (such as when the concentration will exceed the permissible exposure limit for methylene chloride).

CLEANUP

Worksite clean-up removes dust and debris from the work area. Good clean-up is critical to passing the clearance exam and leaving the unit safe for habitation. Worksite clean-up must use methods, products, and devices that are successful in cleaning lead-contaminated dust, such as vacuum cleaners with HEPA filters or equivalent equipment, and wet cleaning with household or lead-specific detergents or equivalent products.

THE CLEARANCE EXAMINATION

Clearance is a process to test the work site to assure that any lead in dust in the work area after the work has been completed does not exceed HUD standards. It also assures that there is no deteriorated paint that might contain lead remaining in the work area. After the work is done and before the residents can return, the work area or unit must pass clearance. In a clearance examination, a qualified, third-party, clearance examiner:

- Performs a visual assessment of the worksite or unit to look for deteriorated paint and visible amounts of dust, debris, paint chips or other residue. If these are found in areas where dust sampling is required they must be eliminated before continuing the clearance examination. If deteriorated paint is found, it must be stabilized using safe work practices. If visible dust and debris is found, it must be cleaned up;

- Takes several dust wipe samples from floors, interior window sills (stools), and window troughs and sends them to a laboratory for analysis. If leaded dust above HUD standards are found, the worksite or unit must be re-cleaned and another dust clearance test conducted.

It is usually the responsibility of the organization or owner overseeing the work to arrange for the clearance. However, it is often the contractor who is responsible for cleaning sufficiently to pass clearance. Some agencies may state in the construction contract that if clearance is not passed the first time, the contractor will be held responsible for paying for an adequate second cleaning and clearance test.

- Clearance must be performed by a certified examiner (a risk assessor, lead-based paint inspector, or lead sampling/clearance technician, according to EPA or State requirements), or a trained lead sampling/clearance technician whose work is approved by a certified risk assessor or lead-based paint inspector. Certified sampling technicians cannot conduct clearance after lead abatement, but only after other lead hazard control activities like paint stabilization, interim controls, maintenance or rehabilitation. State requirements for sampling technicians may vary, so the State regulatory authority should be consulted.

- Contractors cannot perform clearance on their own jobs. The HUD regulations state that the person conducting the lead hazard reduction activities and clearance must be independent of each other. However, an organization or owner that is responsible for regulatory compliance may use a qualified in-house employee to conduct clearance if that same employee does not conduct both 1) a hazard reduction, rehabilitation, or maintenance activity and 2) the clearance examination.

Clearance Standards

If the test results equal or exceed the following standards, the dwelling unit, worksite, or common area fails the clearance examination.

- Floors: 40 µg/ft.^{2}

- Interior windows sills (stools): 250 µg/ft.^{2}

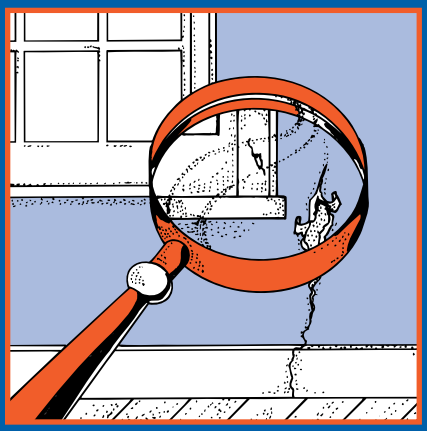
- Window troughs: 400 µg/ft.^{2}

Clearance is not required when:

- Maintenance or a lead hazard reduction activity at a worksite does not disturb painted surfaces; or

- If the total area of the painted surface disturbed does not exceed the following: (1) 20 ft.^{2} on exterior surfaces; (2) 2 ft.^{2} in any one interior room or space; or (3) 10 percent of the total surface area on an interior or exterior type of component with a small surface area like windowsills, baseboards, and trim.

Appendix 4



Protect Your Family From Lead In Your Home

EPA United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- Get your young children tested for lead, even if they seem healthy.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods.
- Get your home checked for lead hazards.
- Regularly clean floors, window sills, and other surfaces.
- Wipe soil off shoes before entering house.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- Don't try to remove lead-based paint yourself.

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Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.

SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.

RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

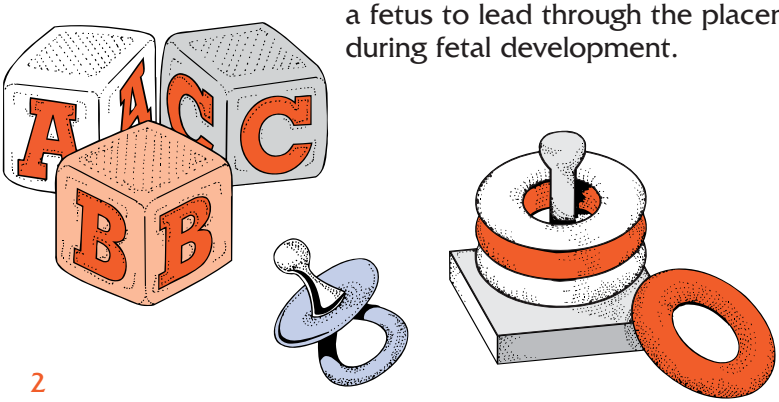
- Breathe in lead dust (especially during renovations that disturb painted surfaces).
- Put their hands or other objects covered with lead dust in their mouths.
- Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

Lead is also dangerous to women of childbearing age:

- Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

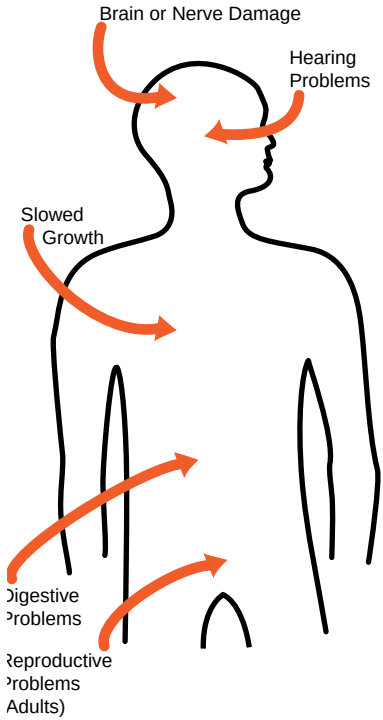
- Nervous system and kidney damage.
- Learning disabilities, attention deficit disorder, and decreased intelligence.
- Speech, language, and behavior problems.
- Poor muscle coordination.
- Decreased muscle and bone growth.
- Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- Increased chance of illness during pregnancy.
- Harm to a fetus, including brain damage or death.
- Fertility problems (in men and women).
- High blood pressure.
- Digestive problems.
- Nerve disorders.
- Memory and concentration problems.
- Muscle and joint pain.



Lead affects the body in many ways.

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- In homes in the city, country, or suburbs.
- In apartments, single-family homes, and both private and public housing.
- Inside and outside of the house.
- In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- Children at ages 1 and 2.
- Children or other family members who have been exposed to high levels of lead.
- Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead Hazards

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- Windows and window sills.
- Doors and door frames.
- Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- 40 micrograms per square foot ($\mu g/ft^2$) and higher for floors, including carpeted floors.
- 250 $\mu g/ft^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- 400 parts per million (ppm) and higher in play areas of bare soil.
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

You can get your home tested for lead in several different ways:

- A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- Visual inspection of paint condition and location.
- A portable x-ray fluorescence (XRF) machine.
- Lab tests of paint, dust, and soil samples.

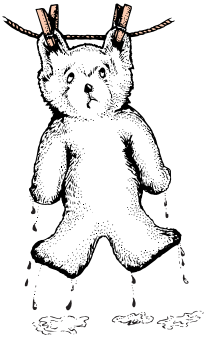
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kids for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- **If you rent, notify your landlord of peeling or chipping paint.**
- **Clean up paint chips immediately.**
- **Clean floors, window frames, window sills, and other surfaces weekly**. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.



- **Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas**.
- **Wash children's hands often, especially before they eat and before nap time and bed time.**
- **Keep play areas clean.** Wash bottles, pacifiers, toys, and stuffed animals regularly.
- **Keep children from chewing window sills or other painted surfaces.**
- **Clean or remove shoes before entering your home to avoid tracking in lead from soil.**
- **Make sure children eat nutritious, low-fat meals high in iron and calcium,** such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.

In addition to day-to-day cleaning and good nutrition:

- You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- To **permanently** remove lead hazards, you should hire a certified lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- 40 micrograms per square foot ($\mu g/ft^2$) for floors, including carpeted floors;
- 250 $\mu g/ft^2$ for interior windows sills; and
- 400 $\mu g/ft^2$ for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

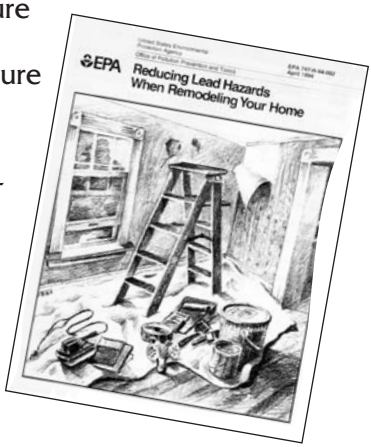
Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- **Have the area tested for lead-based paint.**
- **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

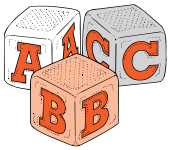
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.

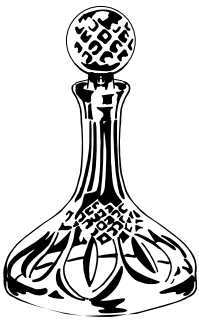
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead

While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

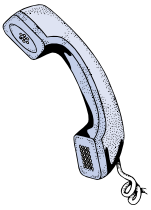




- **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- Old painted **toys** and **furniture.**
- Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain.**
- **Lead smelters** or other industries that release lead into the air.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

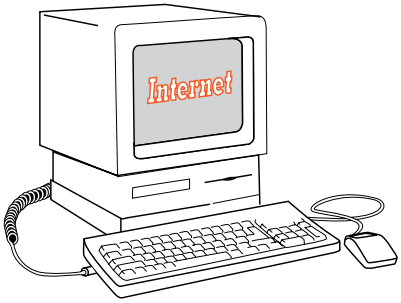


Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/.**

EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline



To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov.**

Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD.**

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003

Appendix 5

United States
Environmental Protection
Agency

EPA 747-B-99-004
September 1999

Pollution Prevention and Toxics (7404)

EPA

The Lead-Based Paint Pre-Renovation Education Rule

a handbook for contractors, property managers, and maintenance personnel

LEAD Awareness Program

What Is The Lead-Based Paint Pre-Renovation Education Rule (Lead PRE)?

- The Lead PRE Rule is a Federal regulation affecting construction contractors, property managers, and others who perform **renovations** for **compensation** in residential housing that may contain lead-based paint.
- It applies to residential houses and apartments built before 1978.
- It requires distribution of the **lead pamphlet**, *Protect Your Family from Lead in Your Home*, to the owners and occupants before starting **renovation** work.
- **Renovation** includes most repair, remodeling, and maintenance activities that disturb painted surfaces.
- Lead PRE implements Section 406(b) of the Toxic Substances Control Act (TCSA).

About This Handbook

- This handbook summarizes Lead PRE and how to comply with it. To ensure compliance, you should also read the rule.
- Key terms are highlighted in **bold** and are explained on pages 8-10.

Who Should Read This Handbook?

- Anyone who owns or manages housing built before 1978.
- Contractors who perform **renovations** (including certain repairs and maintenance) which disturb paint in homes built before 1978.

How Can This Handbook Help Me?

- This handbook presents simple steps to follow to comply with Lead PRE. It also lists ways these steps can be easily incorporated into your work.
- Having demonstrated knowledge of lead requirements and safety practices can mean more business for you.
- Distributing the **lead pamphlet** to your customers and tenants can help them protect themselves and their children from the hazards of lead-based paint.
- This handbook describes the law. It also explains the proper steps to take to avoid potentially significant civil (monetary) and criminal fines and penalties.

What Does Lead PRE Require Me To Do?

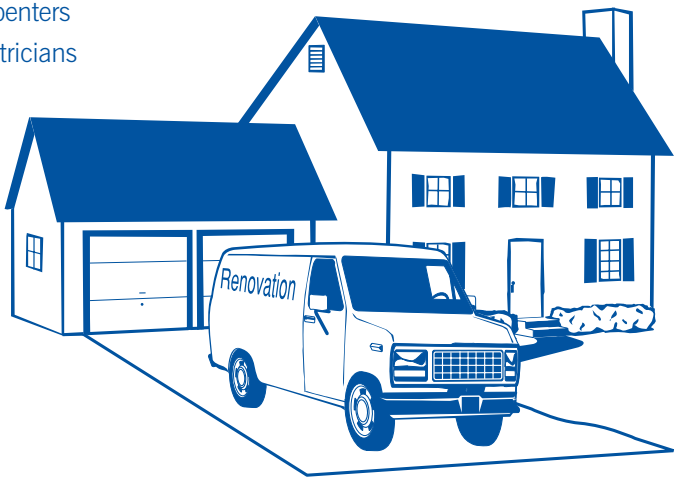
1. Distribute a **lead pamphlet** to the housing **owner** and occupants before **renovation** starts.
2. Obtain **confirmation of receipt of lead pamphlet** (see page 11) from owner and occupants or a **certificate of mailing** from the post office.
3. For work in **common areas** of **multi-family housing**, distribute **renovation notices** to tenants.
4. Retain records for 3 years.

(See page 4 for more details)

Who Must Follow These Requirements?

In general, anyone whose compensated work disturbs paint in housing built before 1978, including:

- Residential rental property owners/managers
- **General contractors**
- **Special trade contractors**, including
  - Painters
  - Plumbers
  - Carpenters
  - Electricians



What Types Of Activities Are Subject To Lead PRE?

In general, any activity that disturbs paint in pre-1978 housing, including:

- Remodeling and repair/maintenance
- Plumbing
- Carpentry
- Electrical work
- Painting
- Window replacement

What Housing Or Activities Are Excluded From Lead PRE?

- Housing built in 1978 or later
- **Housing for the elderly** or disabled persons (unless children will reside there)
- **Zero-bedroom dwellings** (studio apartment, dormitories, etc.)
- Housing or **components** declared lead-free by a **certified inspector** or **risk assessor**
- **Emergency renovations** and repairs
- **Minor repairs and maintenance** that disturb two square feet or less of paint per **component**

Lead PRE At-A-Glance

If you will be working for **compensation** in a pre-1978 home or apartment building, answer the questions below to determine if Lead PRE requires you to give the **lead pamphlet** to the **owner** and occupants.

Does this job involve **renovations** which disturb painted surfaces?

NO → **Lead PRE Does Not Apply**

YES ↓

Are ANY of the following conditions present?

- The work is an **emergency renovation**
- The work is a **lead abatement** project
- The work consists of **minor repairs or maintenance** that disturbs 2 square feet or less of painted surfaces
- The housing or its **components** have been determined to be lead-based paint free by a **certified inspector** or **risk assessor**
- The housing is a **zero-bedroom dwelling** (studio apartments, dormitories, etc.)
- The housing is **housing for the elderly** or disabled AND children are not expected to reside there

YES → **Lead PRE Does Not Apply**

If Any Yes

NO ↓ *If All No*

If no, then you need to provide the lead pamphlet (see page 4).

Bold Type = Key Terms (see pages 8–10)

How Do I Meet The Lead PRE Requirements?

Renovation Location	Procedures to Follow
Renovations in Owner-Occupied Dwelling Units	Box 1 Deliver **lead pamphlet** to **owner** before **renovation** begins and obtain **confirmation of receipt**. **OR** Mail lead pamphlet to owner 7 days before renovation begins and document with **certificate of mailing**
Renovations in Tenant-Occupied Dwelling Units	Box 2 1. Provide **lead pamphlet** to **owner** using either procedure described in Box 1 above. 2. Provide lead pamphlet to tenant by either method below: (a) Deliver pamphlet to dwelling unit before **renovation** begins and document delivery with either a **confirmation of receipt** of lead pamphlet or a **self-certification of delivery**. **OR** (b) Mail lead pamphlet to tenant at least 7 days prior to renovation and document with a **certificate of mailing**
Renovations in Common Areas of Multi-Family Housing Units	Box 3 1. Provide **owner** with **lead pamphlet** using either procedure described in Box 1 above. 2. Notify tenants and make pamphlet available. 3. Maintain written documentation describing notification procedures. 4. Provide **supplemental renovation notice** if changes occur in location, timing, or scope of renovation occurring.

For all options keep records for 3 years after renovation is completed.
(Sample Forms on pages 11 and 12.)

Special Circumstances

Is painting considered renovation, even if no surface preparation activity occurs?

No. If the surface to be painted is not disturbed by sanding, scraping, or other activities that may cause dust, the work is not considered renovation and Lead PRE does *not* apply.

What if I renovate my own home?

Lead PRE applies only to **renovations** performed for **compensation**; therefore, if you work on your own home Lead PRE does not apply.

Is a renovation performed by a landlord or employees of a property management firm considered a compensated renovation under Lead PRE?

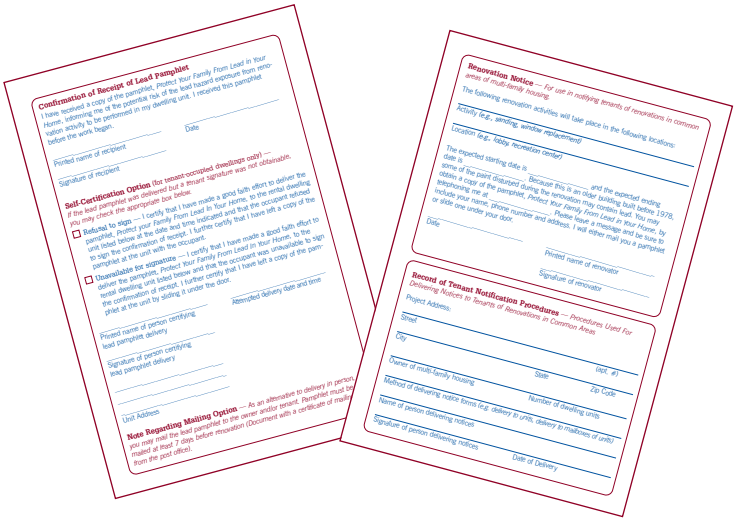
Yes. The receipt of rent payments or salaries derived from rent payments is considered **compensation** under Lead PRE. Therefore, **renovation** activities performed by landlords or employees of landlords are covered.

Do I have to give out the lead pamphlet 7 days prior to beginning renovation activities?

The 7-day advance delivery requirement applies only when you deliver the **lead pamphlet** via mail; otherwise, you may deliver the pamphlet *anytime* before the **renovation** begins. Note, however, that the renovation must begin within 60 days of the date that the pamphlet is delivered. So for example, if your renovation is to begin May 30, you may deliver the pamphlet in person anytime between April 1 and start of the project on May 30, or you may deliver the pamphlet via mail anytime between April 1 and May 23.

Tips For Easy Compliance

1. Copy and use the sample forms on pages 11 and 12 of this handbook.
2. Attach the forms to the back of your customer **renovation** or repair contracts. The completed forms can be filed along with your regular paperwork.
3. If a tenant is not home or refuses to sign the form, you may use the "self-certification" section of the form *(on page 11)* to prove delivery. This will reduce your paperwork.
4. Plan ahead to obtain enough copies of the **lead pamphlet**.



Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Date

Printed name of recipient

Signature of recipient

Self-Certification Option (for tenant-occupied dwellings only) — If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ **Refused to sign.** — I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

☐ **Unavailable for signature.** — I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead in Your Home*, to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

Attempted delivery date and time

Printed name of person certifying lead pamphlet delivery

Signature of person certifying lead pamphlet delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation! (Document with a certificate of mailing from the post office).

Renovation Notice — *For use in notifying tenants of renovations in common areas of multi-family housing.*

The following renovation activities will take place in the following locations:

Activity (e.g., sanding, window replacement)

Location (e.g., lobby, recreation center)

The expected starting date is _____ and the expected ending date is _____. Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, by telephoning me at _____. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

Date

Printed name of renovator

Signature of renovator

Record of Tenant Notification Procedures — *Procedures Used For Delivering Notices to Tenants of Renovations in Common Areas*

Project Address:

Street

City

Owner of multi-family housing — State — (opt. #) — Zip Code

Method of delivering notice forms (e.g. delivery in units, delivery in mailboxes of units)

Number of dwelling units

Name of person delivering notices

Signature of person delivering notices

Date of Delivery

Where Can I Obtain More Information on Lead PRE?

Further information is available from the National Lead Information Clearinghouse (800-424-LEAD) or through the Internet (www.epa.gov/lead). Available resources include:

- Full text version of Lead PRE
- Interactive software which guides the users through the Lead PRE requirements on a step-by-step basis *(available in late June)*
- Interpretive guidance which provides more detailed information on Lead PRE requirements

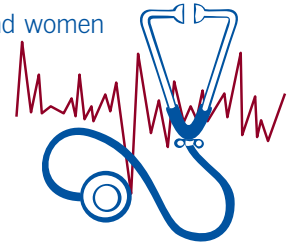
Why is Lead Paint Dangerous?

People can ingest lead by breathing or swallowing lead-based paint dust or by eating lead-contaminated soil or lead-based paint chips. Household animals are also at risk.

If not detected early, high levels of lead in a child can cause serious effects, including:

- Damage to the brain and nervous system
- Behavior and learning problems
- Slowed growth
- Hearing problems
- Headaches

Lead is also harmful to adults and can, among other effects, cause:



- Difficulties during pregnancy
- Other reproductive problems for men and women
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Lead can be dangerous to workers and their families if the worker brings equipment and clothing home after a job.

Other Resources

For additional information on how to protect yourself and your customers from lead paint hazards, call the National Lead Information Clearinghouse at 1-800-424-LEAD. Available documents include:

- *Lead-Based Paint: Operations and Maintenance Work Practices Manual for Homes and Buildings*
- *Lead Safety for Property Owners, Developers, and Managers*
- *Reducing Lead Hazards When Remodeling Your Home*
- *Lead in Your Home: A Parents' Reference Guide*
- *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*

Key Terms

Certificate of Mailing — written verification from the Postal Service that you mailed the lead pamphlet to an owner or a tenant. This is less expensive than certified mail, which is also acceptable for meeting Lead PRE requirements. *(**Note:** If using this delivery option, you must mail the pamphlet at least 7 days prior to the start of renovation.)*

Certified Inspector or Risk Assessor — an individual who has been trained and is certified by EPA or an authorized state or Indian Tribe to conduct lead-based paint inspections or risk assessments.

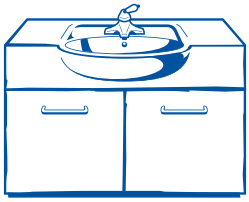
Common Area — a portion of a building that is generally accessible to all residents or users. Common areas include (but are not limited to) hallways, stairways, laundry rooms, recreational rooms, playgrounds, community centers, and fenced areas. The term applies to both interiors and exteriors of the building. *(**Note:** Lead PRE requirements related to common areas apply only to multi-family housing.)*

Compensation — payment or goods for services rendered. Payment can be in the form of money, goods, or services (bartering).

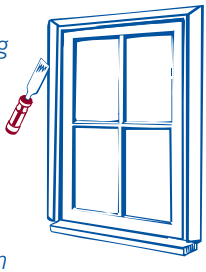
Component — specific design or structural element or fixture distinguished by its form, function, and location. A component can be located inside or outside the dwelling.

Examples

Interiors
Ceilings
Crown molding
Walls
Doors and trim
Floors
Fireplaces
Radiators
Shelves
Stair treads
Windows and trim
Built-in cabinets
Beams
Bathroom vanities
Counter tops
Air conditioners



Exterior
Painted roofing
Chimneys
Flashing
Gutters and downspouts
Ceilings
Soffits
Doors and trim
Fences
Floors
Joists
Handrails
Window sills and sashes
Air conditioners



Confirmation of Receipt of Lead Pamphlet — a form that is signed by the owner or tenant of the housing confirming that they received a copy of the lead pamphlet before the renovation began. *(See sample on page 11.)*

Key Terms (continued)

Emergency Renovation — unplanned renovation activities done in response to a sudden, unexpected event which, if not immediately attended to presents a safety or public health hazard, or threatens property with significant damage.

Examples 1: *Renovation to repair damage from a tree that fell on a house*
2: *Renovation to repair a water pipe break in an apartment complex*

General Contractor — one who contracts for the construction of an entire building or project, rather than for a portion of the work. The general contractor hires subcontractors (e.g. plumbing, electrical, etc.), coordinates all work, and is responsible for payment to subcontractors.

Housing for the Elderly — retirement communities or similar types of housing specifically reserved for households of one or more persons 62 years of age or older at the time the unit is first occupied.

Lead Abatement — work designed to permanently eliminate lead-based paint hazards. If you are hired to do lead-abatement work only, Lead PRE does not apply. Abatement does not include renovation, remodeling, landscaping, or other activities done to repair, restore, or redesign a given building — even if these activities incidentally reduce lead-based paint hazards. *(**Note:** Some states define this term differently than described above. Consult your state officials if you are not sure how "lead abatement" is defined in your state.)*

Lead Pamphlet — the pamphlet *Protecting Your Family From Lead in Your Home,* or an EPA-approved alternative pamphlet. *(See page 13 for information on obtaining copies.)*

Minor Repair and Maintenance — minor repair and maintenance activities, such as minor electrical work or plumbing, that disturb two square feet or less of painted surface per component.

Examples 1: *Drilling holes in the wall to run an electrical line*
2: *Replacing a piece of window trim*
3: *Replacing a light fixture*

Multi-family Housing — housing property consisting of more than four dwelling units.

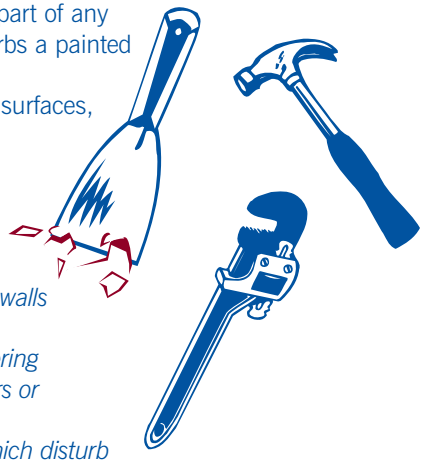
Owner — any person or entity that has legal title to housing, including individuals, partnerships, corporations, government agencies, Indian Tribes, and nonprofit organizations.

Record of Notification — written statement documenting the steps taken to notify occupants of renovation activities in common areas of multi-family housing. *(See page 12 for sample.)*

Key Terms (continued)

Renovation — modification of all or part of any existing structure in housing that disturbs a painted surface. Includes:

- Removal/modification of painted surfaces, components, or structures
- Surface preparation activities (sanding/scraping/other activities that may create paint dust)
- Window replacement



Examples 1: *Demolition of painted walls or ceilings*

2: *Large surface replastering*

3: *Major plumbing repairs or improvements*

4: *Any other activities which disturb painted surfaces*

Renovation Notice — notice to tenants of renovations in common areas of multifamily housing. *(See sample form on page 12.)* Notice must describe nature, location, and expected timing of renovation activity; and must explain how the lead pamphlet may be obtained free of charge.

Renovator — a person who performs for compensation a renovation, as defined above. *(**Note:** Because the term "renovation" is defined broadly by Lead PRE, many contractors who are not generally considered to "renovators," as that term is commonly used, are considered to be "renovators" under Lead PRE, and must follow Lead PRE requirements.)*

Self-Certification of Delivery — an alternative method of documenting delivery of the lead pamphlet to a tenant. This method may be used whenever the tenant is unavailable or unwilling to sign a confirmation of receipt of lead pamphlet. *(See sample form on page 11.)* (***Note:*** *This method is not a permissible substitute for delivery of the lead pamphlet to an owner.)*

Special Trade Contractors — individuals or companies performing work in specialized occupations such as painting, electrical work, plumbing, or carpentry.

Supplemental Renovation Notice — additional notification that is required when the scope, location, or timing of project changes.

Zero-Bedroom Dwelling — any residential dwelling where the living area is not separated from the sleeping area. This term includes efficiency and studio apartments, dormitory housing, and military barracks.

Sample Forms

The forms on the next two pages are sample forms you can use to make documentation of compliance easier.

Confirmation of Receipt of Lead Pamphlet

I have received a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

_____ _____

Printed name of recipient Date

_____

Signature of recipient

Self-Certification Option (for tenant-occupied dwellings only) —
If the lead pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

☐ **Refusal to sign** — I certify that I have made a good faith effort to deliver the pamphlet, *Protect your Family From Lead In Your Home,* to the rental dwelling unit listed below at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

☐ **Unavailable for signature** — I certify that I have made a good faith effort to deliver the pamphlet, *Protect Your Family From Lead In Your Home,* to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door.

_____ _____

Printed name of person certifying lead pamphlet delivery Attempted delivery date and time

_____

Signature of person certifying lead pamphlet delivery

_____

_____

_____

Unit Address

Note Regarding Mailing Option — *As an alternative to delivery in person, you may mail the lead pamphlet to the owner and/or tenant. Pamphlet must be mailed at least 7 days before renovation (Document with a certificate of mailing from the post office).*

Sample Forms (continued)

Renovation Notice — *For use in notifying tenants of renovations in common areas of multi-family housing.*

The following renovation activities will take place in the following locations:

_____
Activity *(e.g., sanding, window replacement)*

_____
Location *(e.g., lobby, recreation center)*

The expected starting date is _____ and the expected ending date is _____. Because this is an older building built before 1978, some of the paint disturbed during the renovation may contain lead. You may obtain a copy of the pamphlet, *Protect Your Family From Lead in Your Home*, by telephoning me at _____. Please leave a message and be sure to include your name, phone number and address. I will either mail you a pamphlet or slide one under your door.

_____ Date

_____ Printed name of renovator

_____ Signature of renovator

Record of Tenant Notification Procedures — *Procedures Used For Delivering Notices to Tenants of Renovations in Common Areas*

Project Address:

_____
Street (apt. #)

_____
City State Zip Code

_____
Owner of multi-family housing Number of dwelling units

_____
Method of delivering notice forms *(e.g. delivery to units, delivery to mailboxes of units)*

_____
Name of person delivering notices

_____
Signature of person delivering notices Date of Delivery

Where Can I Get Copies of the **Lead Pamphlet**?

For single copies of *Protect Your Family From Lead in Your Home* (in Spanish or English), call the National Lead Information Clearinghouse (NLIC) at 1-800-424-LEAD. For any orders, be sure to use the stock reference number **EPA747-K-99-001**.

There are four ways to get multiple copies:

1. **Call the Government Printing Office order desk at (202) 512-1800.**
2. **Send fax requests to (202) 512-2233.**
3. **Request copies in writing from:**

   Superintendent of Documents
   P.O. Box 371954
   Pittsburgh, PA 15250-7954
4. **Obtain via the Internet at www.epa.gov/lead**

Single copies are available at no charge. Bulk copies available in packs of 50.

The pamphlet may be photocopied for distribution as long as the text and graphics are readable. Camera-ready copies are available from NLIC or via the Internet.

The Lead Pre-Renovation Education Rule (Lead PRE) At-A-Glance

If you will be working for **compensation** in a pre-1978 home or apartment building, answer the questions below to determine if Lead PRE requires you to give the **lead pamphlet** to the **owner** and occupants.

Does this job involve **renovations** which disturb painted surfaces?

NO → **Lead PRE Does Not Apply**

YES ↓

Are ANY of the following conditions present?

- The work is an **emergency renovation**
- The work is a **lead abatement** project
- The work consists of **minor repairs or maintenance** that disturbs 2 square feet or less of painted surfaces
- The housing or its **components** have been determined to be lead-based paint free by a **certified inspector** or **risk assessor**
- The housing is a **zero-bedroom dwelling** (studio apartments, dormitories, etc.)
- The housing is **housing for the elderly** or disabled AND children are not expected to reside there

YES → *If Any Yes* → **Lead PRE Does Not Apply**

NO ↓ *If All No*

If no, then you need to read this book! Rental property owners and managers, renovators, and maintenance personnel are affected by Lead PRE.

Bold Type = Key Terms (see pages 8–10 inside)

Appendix 6

APPENDIX 6: For More Information

If you are a hearing- or speech-impaired person, you may reach the telephone numbers below via TTY by calling the Federal Information Relay Service at 1-800-877-8339.

Where can I get copies of the *Protect Your Family From Lead in Your Home* pamphlet in English, Spanish, or Vietnamese?

- ✓ Download electronic copies at: www.epa.gov/lead or www.hud.gov/offices/lead/disclosurerule.
- ✓ Use camera-ready copies from the National Lead Information Center to reproduce the pamphlet, providing that you reproduce the text and graphics in full: 1-800-424-LEAD (5323).
- ✓ Order bulk copies from the Government Printing Office (GPO) which cost $53.00 for a package of 50 pamphlets: 202-512-1800; refer to the pamphlet by name or by GPO Stock Number 055-000-00632-6 or order online at http://bookstore.gpo.gov.

Where can I get copies of *The Lead-Based Paint Pre-Renovation Education Rule* handbook?

- ✓ Download electronic copies in PDF format at http://www.epa.gov/lead/leadrenf.htm.
- ✓ Contact the National Lead Information Center at: 1-800-424-LEAD (5323)

Where can I find additional information and resources related to lead-based paint?

- ✓ Lead Information Center: 1-800-424-LEAD (5323)
- ✓ EPA's Office of Pollution Prevention and Toxics (OPPT): www.epa.gov/lead and 202-260-3810
- ✓ HUD's Office of Healthy Homes and Lead Hazard Control: www.hud.gov/offices/lead and 202-755-1785 x104