Part Two:
Resources

Part Two
Resources

Appendix A: Lead-Based Paint Regulation [24 CFR Part 35]
Interpretive Guidance

Appendix B: Forms 1 – 53

List of Forms

Disclaimer: The resources provided in this appendix are a collection of sample forms, sample documents, worksheets, checklists, and guidance documents. None of them should be adopted for local use without consulting with your local legal counsel.

#	Name of Form
1	Pamphlet: Protect Your Family from Lead in Your Home
2	Disclosure Form - Rentals
3	Disclosure Form - Sales
4	Rehabilitation Project Flow Chart
5	Lead Safe Housing Requirements Screening Worksheet
6	Lead Safe Housing Requirements Screening Worksheet - Rehab Addendum
7	Calculating Level of Rehabilitation Assistance Worksheets
8	Homeowner's Manual – Sample Document
9	Property Owner's Service Agreement – Sample Document
10	Lead Hazard Evaluation Notice – Sample Form
11	Lead Hazard Presumption Notice – Sample Form
12	Risk Assessment Report for a Multifamily Property – Sample Document
13	Elderly Waiver for Relocation – Sample Form
14	Guidance on HUD/EPA Abatement Letter
15	Pre-Construction Conference Checklist
16	Contractor/Employee Certification of Worker Training – Sample Form
17	EPA Memo on Waste
18	Rehabilitation Contract Addendum for Lead Hazard Reduction Work – Sample Document
19	Post Construction Safe Work Certification – Sample Form
20	Protection of Occupant's Belongings and Worksite Preparation for Projects with Lead Hazard Reduction Activities – Sample Form
21	Clearance Report Review Worksheet
22	Clearance Report – Sample Document
23	Notice of Lead Hazard Reduction – Sample Form
24	Ongoing Monitoring and Maintenance Certifications – Sample Form
25	Relocation Screening Sheet – Sample Form
26	Abatement Report Review Worksheet
27	Re-Occupancy Authorization – Sample Form
28	Rehabilitation Job File Checklist

List of Forms

Disclaimer: The resources provided in this appendix are a collection of sample forms, sample documents, worksheets, checklists, and guidance documents. None of them should be adopted for local use without consulting with your local legal counsel.

#	Name of Form
29	Invitation to Bid for Contractors – Sample Document
30	Relocation Agreement – Sample Form
31	Certification of Relocation Activities – Sample Form
32	Rehabilitation Standards for Single-Family Structures – Sample Document
33	Guidance on Presuming or Evaluating
34	Guidance on Relocation
35	List of Training Resources
36	Guidance on Insurance
37	Guidance on The Homebuyer's Option To Test For Lead-Based Paint and Lead-Based Paint Hazards
38	Homebuyer Program Lead Compliance Document Checklist
39	Sample Letter to Lenders, Realtors, and Title Companies on the Lead Safe Housing Rule
40	Seller Certification (Homebuyer Program) – Sample Form
41	Sample Instructions for Owners of TBRA units
42	TBRA Owner Certification – Sample Form
43	Sample TBRA Resident Instructions
44	TBRA Program Lead Compliance Document Checklist
45	TBRA Sample Letter to Health Department (1)
46	TBRA Sample Letter to Health Department (2)
47	Sample Instructions for Nonprofits (Special Needs Programs)
48	Owner Certification for Special Needs Project – Sample Form
49	Special Needs Program Compliance File Checklist
50	Lead Paint Clearance Testing Reimbursement for HOME and CDBG Grantees
51	Clearance Protocol for HUD-Assisted Properties
52	Information on Volunteer Programs
53	Risk Assessment Review Worksheet

List of Forms - Alphabetical

Disclaimer: The resources provided in this appendix are a collection of sample forms, sample documents, worksheets, checklists, and guidance documents. None of them should be adopted for local use without consulting with your local legal counsel.

#	Name of Form
26	Abatement Report Review Worksheet
7	Calculating Level of Rehabilitation Assistance Worksheets
31	Certification of Relocation Activities – Sample Form
51	Clearance Protocol for HUD-Assisted Properties
22	Clearance Report – Sample Document
21	Clearance Report Review Worksheet
16	Contractor/Employee Certification of Worker Training – Sample Form
2	Disclosure Form - Rentals
3	Disclosure Form - Sales
13	Elderly Waiver for Relocation – Sample Form
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33	Guidance on Presuming or Evaluating
34	Guidance on Relocation
37	Guidance on The Homebuyer's Option To Test For Lead-Based Paint and Lead-Based Paint Hazards
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8	Homeowner's Manual – Sample Document
52	Information on Volunteer Programs
29	Invitation to Bid for Contractors – Sample Document
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11	Lead Hazard Presumption Notice – Sample Form
50	Lead Paint Clearance Testing Reimbursement for HOME and CDBG Grantees
5	Lead Safe Housing Requirements Screening Worksheet
6	Lead Safe Housing Requirements Screening Worksheet - Rehab Addendum
35	List of Training Resources
23	Notice of Lead Hazard Reduction – Sample Form
24	Ongoing Monitoring and Maintenance Certifications – Sample Form

List of Forms - Alphabetical

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#	Name of Form
48	Owner Certification for Special Needs Project – Sample Form
1	Pamphlet: Protect Your Family from Lead in Your Home
19	Post Construction Safe Work Certification – Sample Form
15	Pre-Construction Conference Checklist
9	Property Owner's Service Agreement – Sample Document
20	Protection of Occupant's Belongings and Worksite Preparation for Projects with Lead Hazard Reduction Activities – Sample Form
18	Rehabilitation Contract Addendum for Lead Hazard Reduction Work – Sample Document
28	Rehabilitation Job File Checklist
4	Rehabilitation Project Flow Chart
32	Rehabilitation Standards for Single-Family Structures – Sample Document
30	Relocation Agreement – Sample Form
25	Relocation Screening Sheet – Sample Form
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39	Sample Letter to Lenders, Realtors, and Title Companies on the Lead Safe Housing Rule
43	Sample TBRA Resident Instructions
40	Seller Certification (Homebuyer Program) – Sample Form
49	Special Needs Program Compliance File Checklist
42	TBRA Owner Certification – Sample Form
44	TBRA Program Lead Compliance Document Checklist
45	TBRA Sample Letter to Health Department (1)
46	TBRA Sample Letter to Health Department (2)

Appendix A:
Regulation

APPENDIX A

LEAD-BASED PAINT REGULATION
[24 CFR Part 35]

INTERPRETIVE GUIDANCE

These resources can be found on the following web page:
www./hud.gov/offices/lead

Appendix B:
Forms 1-10

1 PAMPHLET: PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME

This pamphlet can be found online at
http://www.hud.gov/offices/lead/leadhelp.cfm.
It can also be obtained from the
National Lead Information Center at
1-800-424-LEAD (1-800-424-5323)

Disclosure Form for Target Housing Rentals and Leases
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____(a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
_____
_____

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____(b) Records and reports available to the lessor (check one below):

☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
_____
_____

☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____(c) Lessee has received copies of all information listed above.
_____(d) Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.

Agent's Acknowledgment (initial)

_____(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____	_____	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Disclosure Form for Target Housing Sales
Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure (initial)

_____(a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
_____
_____

☐ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing

_____(b) Records and reports available to the seller (check one below):

☐ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
_____
_____

☐ Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgment (initial)

_____ (c) Purchaser has received copies of all information listed above.
_____ (d) Purchaser has received the pamphlet *Protect Your Family From Lead in Your Home*.
_____ (e) Purchaser has (check one below):

☐ Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

☐ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

_____(f) Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____	_____	_____	_____
Seller	Date	Seller	Date
_____	_____	_____	_____
Purchaser	Date	Purchaser	Date
_____	_____	_____	_____
Agent	Date	Agent	Date

Chart 1 Rehabilitation Process

Application to Assistance Threshold

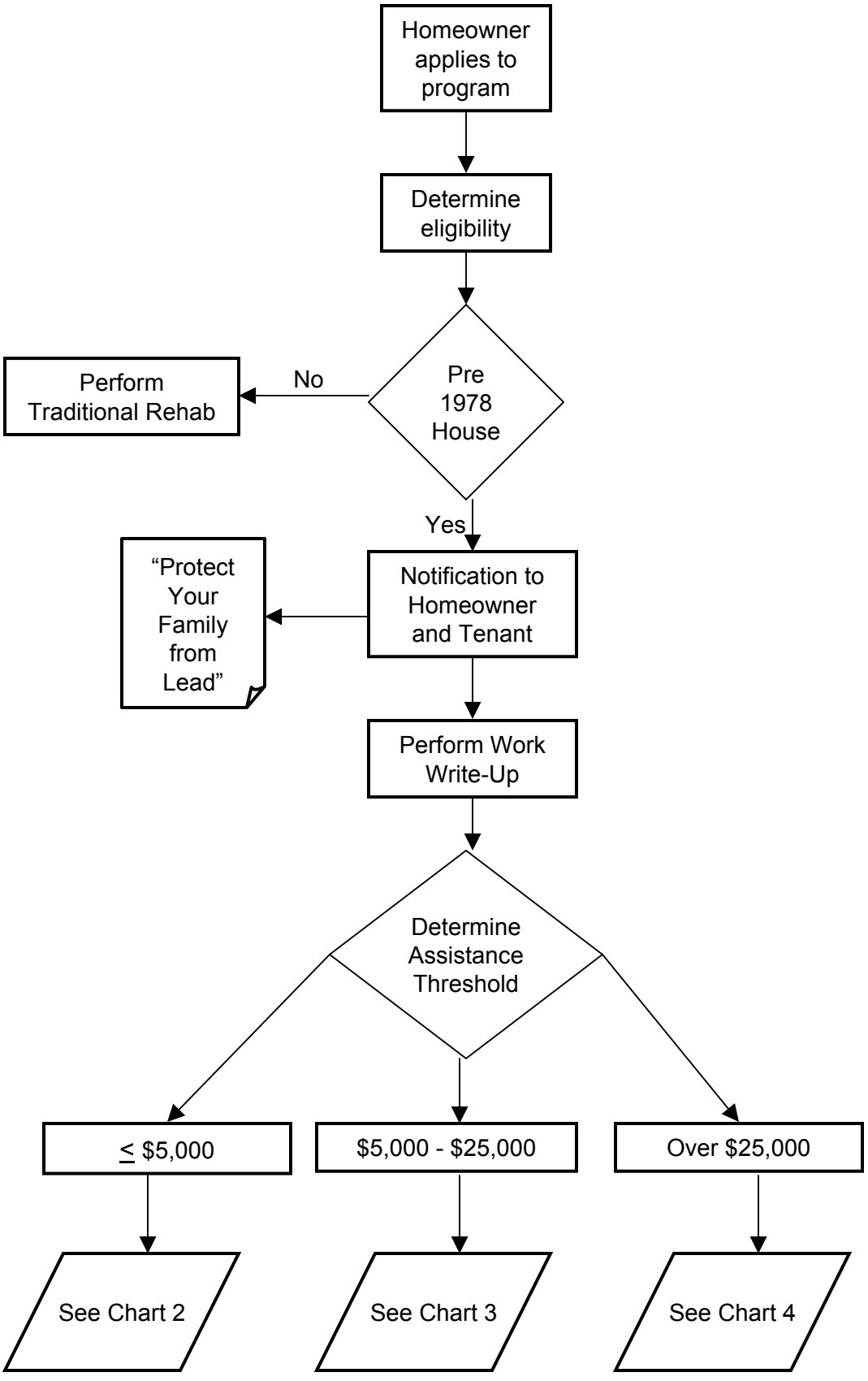


Chart 2 Rehabilitation
Assistance Under $5,000

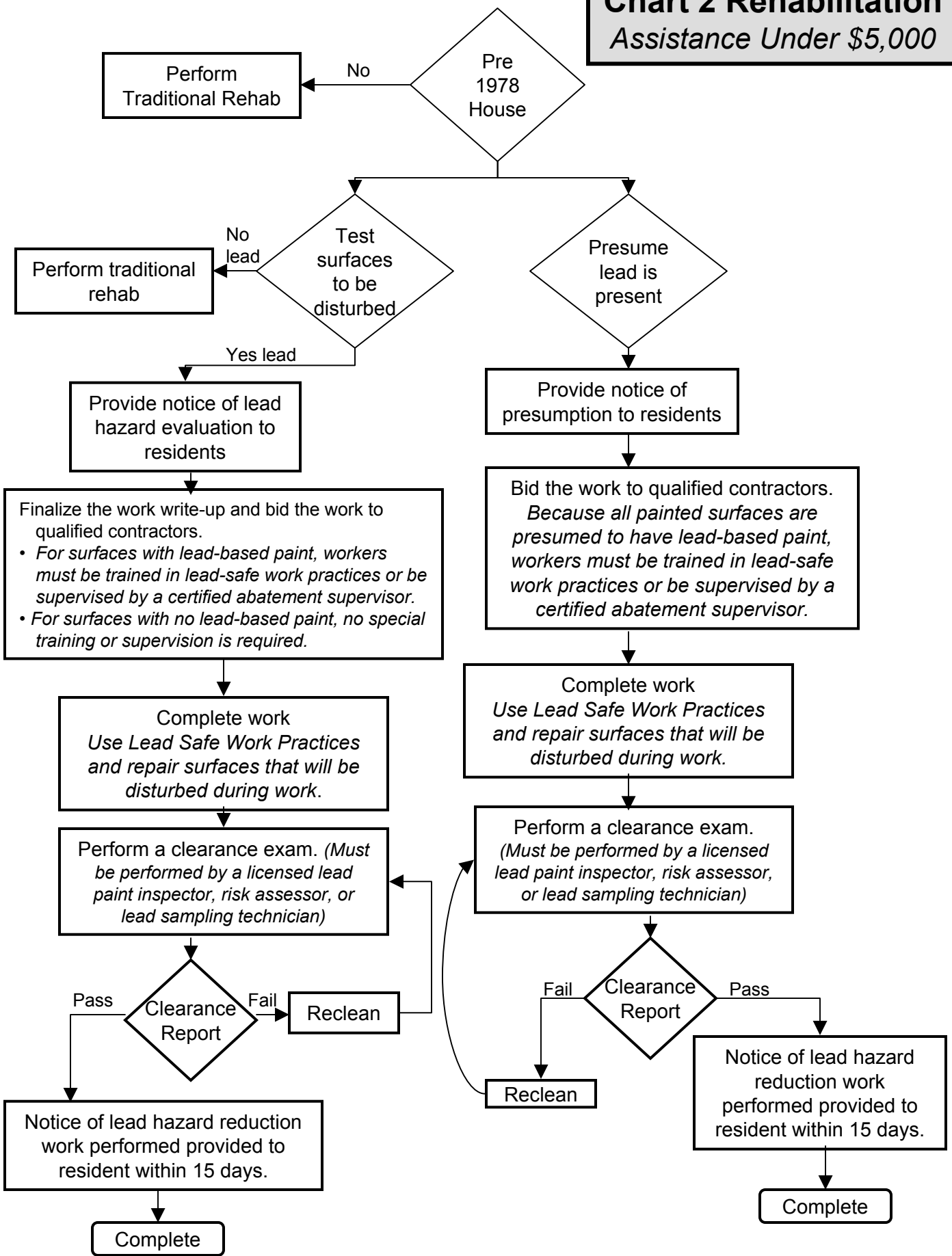


Chart 3 Rehabilitation

Assistance $5,000 to $25,000

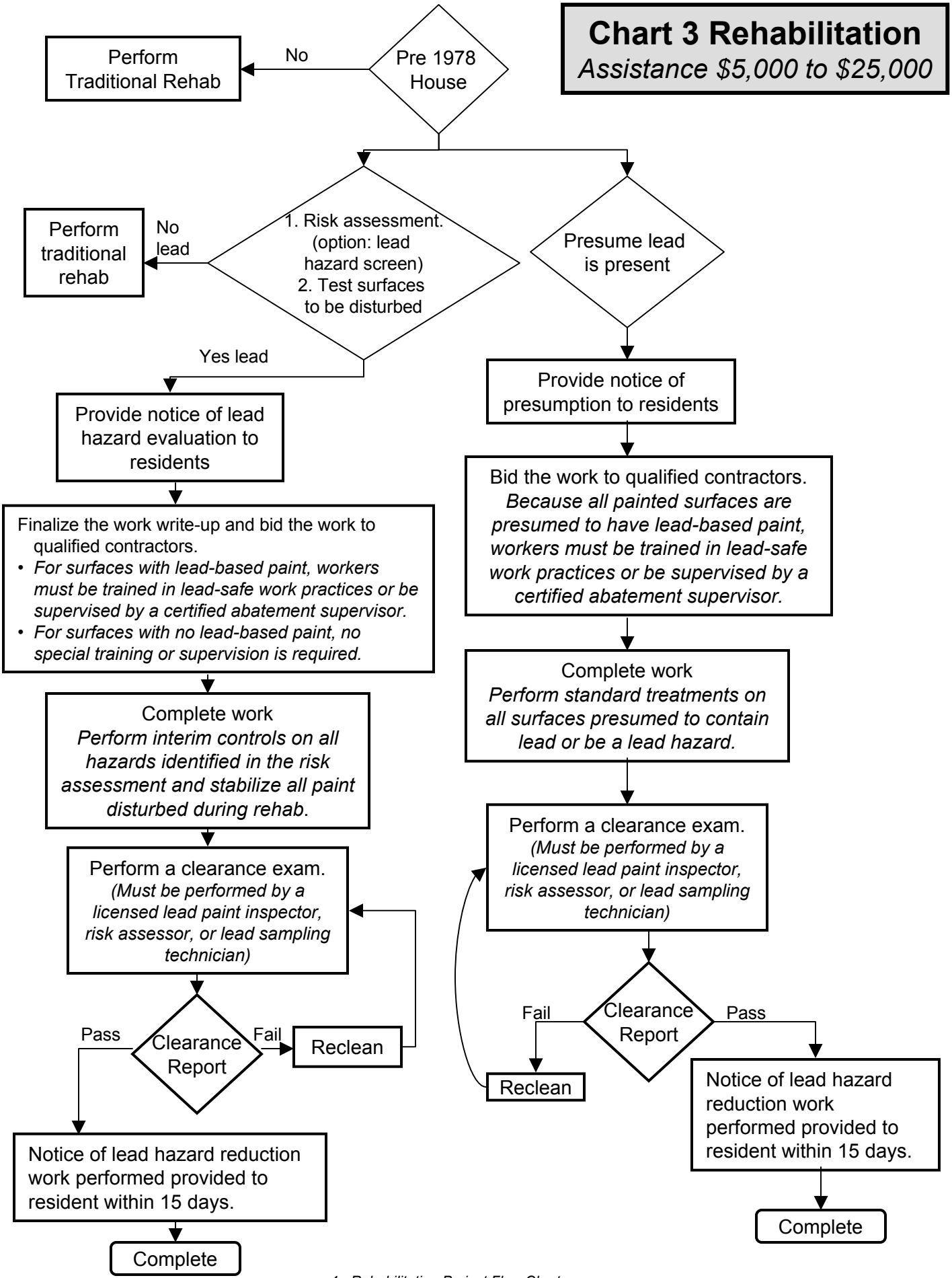
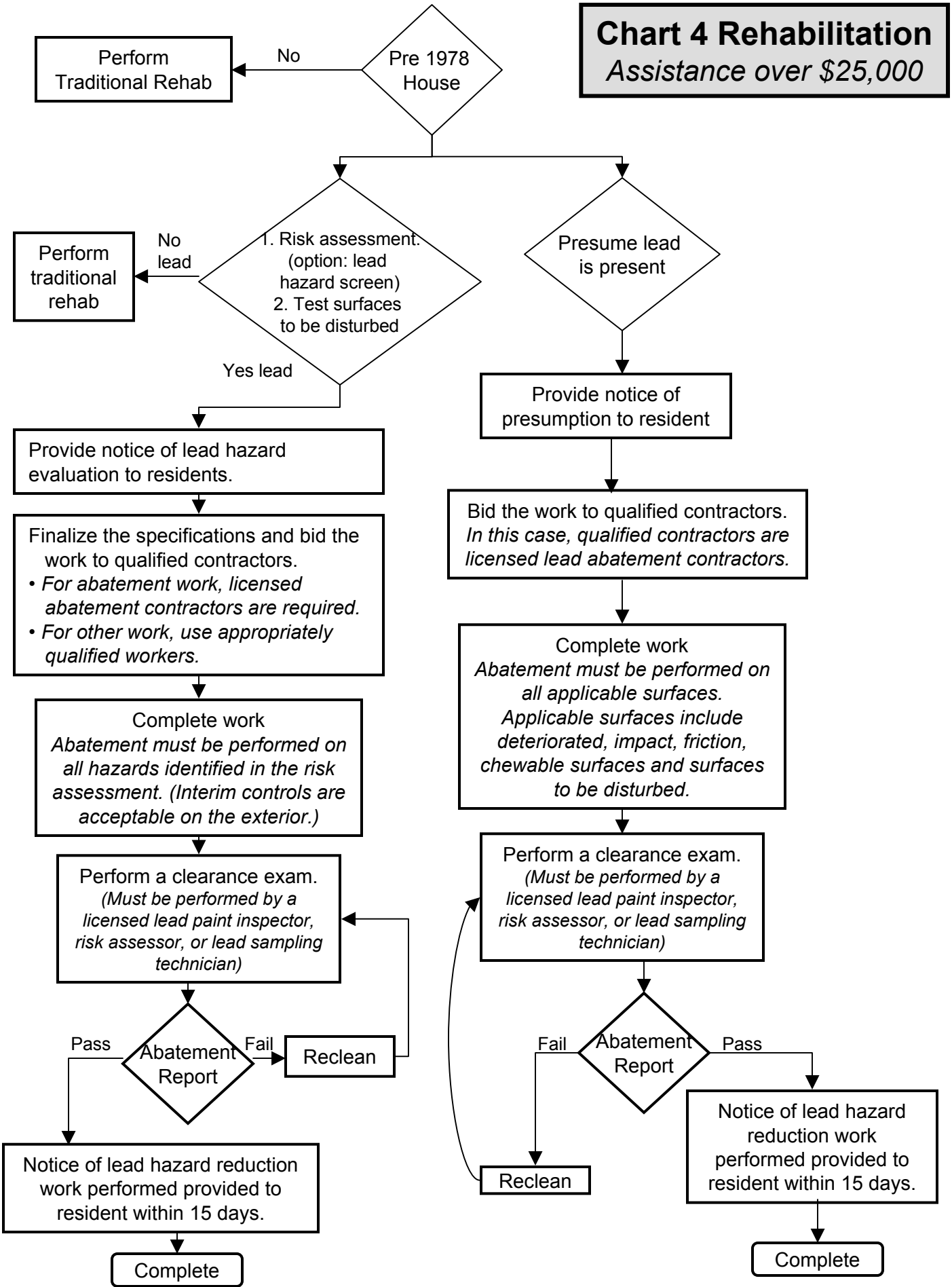


Chart 4 Rehabilitation
Assistance over $25,000



LEAD SAFE HOUSING REQUIREMENTS SCREENING WORKSHEET

This worksheet should be placed in the project file for any residential property that is assisted with Federal funds. Parts 1 and 2 should be completed for all projects. Parts 3 and 4 should be completed for rehabilitation projects.

Property Owner and Address: _____

_____

Part 1: Exemptions from All Requirements of 24 CFR Part 35

If the answer to any of the following questions is yes, the property is exempt from the requirements of 24CFR Part 35. The regulatory citation of each exemption is cited as additional guidance.

- Was the property constructed after January 1, 1978? [35.115(a)(1)] ❒ YES ❒ NO
- Is this a zero-bedroom unit? (e.g. SRO, efficiency) [35.115(a)(2)] ❒ YES ❒ NO
- Is this dedicated elderly [1] housing? (i.e. over age 62) [35.115(a)(3)] ❒ YES ❒ NO
- Is this housing dedicated for the disabled [2]? [35.115(a)(3)] ❒ YES ❒ NO
- Has a paint inspection conducted in accordance with 35.1320(a) established that the property is free of lead-based paint? [35.115(a)(4)] ❒ YES ❒ NO
  - The date of the original paint inspection was _____. An optional paint inspection conducted on_____ confirmed this prior finding.
- Has all lead-based paint in the property been identified and removed, and has clearance been achieved as cited below? [35.115(a)(5)] ❒ YES ❒ NO
  - Clearance was achieved prior to September 15, 2000, and the work was done in accordance with 40CFR Part 745.227(b). ❒ YES ❒ NO
  - Clearance was achieved after September 15, 2000, and the work was done in accordance with 24CFR Part 35.1320, 1325 and 1340. ❒ YES ❒ NO
- Will a currently vacant unit remain vacant until it is demolished? [35.115(a)(6)] ❒ YES ❒ NO
- Is the property used for non-residential purposes? [3] [35.115(a)(7)] ❒ YES ❒ NO
- Will any rehab **exclude** disturbing painted surfaces? [35.115(a)(8)] ❒ YES ❒ NO
- Are emergency actions immediately necessary to safeguard against imminent danger to human life, health or safety, or, to protect the property from further structural damage? (e.g. after natural disaster or fire) [35.115(a)(9)] ❒ YES ❒ NO
- Will the unit be occupied for less than 100 days under emergency leasing assistance to an eligible household? [4] [35.115(a)(11)] ❒ YES ❒ NO

Part 2: Limited Exemptions from Specific Hazard Reduction Requirements

The HUD Final Rule allows for limited exemptions from specific requirements due to the characteristics of the rehabilitation work, the structure or the occupants. If the answer to any of the following questions is yes, the grantee and/or occupant <u>may</u> waive certain requirements as described below.

- Is the amount of painted surface that is being disturbed below "de minimis" levels, as defined below? If so, safe work practices and clearance are not required in that work area.
  - Less than 20 square feet on an exterior surface [35.1350(d)(1)] ❒ YES ❒ NO
  - Less than 2 square feet in any single interior room [35.1350(d)(2)] ❒ YES ❒ NO
  - Less than 10% of surface area of an interior/exterior component [35.1350(d)(3)] ❒ YES ❒ NO

- Is the unit occupied by an elderly person(s)? If so, relocation of the elderly occupant(s) is not required if complete disclosure of the nature of the work is provided and informed consent is obtained prior to rehabilitation.[5] ❒ YES ❒ NO

- Is a unit that is subject to abatement requirements listed or eligible for listing on the National Register of Historic Places, or does it contribute to a National Register Historic District? If so, the State Historic Preservation Office may request that interim controls be implemented rather than abatement. On-going maintenance and re-evaluation is required. [35.115(13)] ❒ YES ❒ NO

I have evaluated the site and property, the work specifications, and interviewed the occupants. In my professional opinion, this unit qualifies for the indicated exemption(s).

_____ _____

Signature Date

[1] Defined as retirement communities or similar types of housing reserved for households composed of one or more persons over age 62, or other age if recognized by a specific Federal housing assistance program. However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.

[2] The housing must be a residential property designated exclusively for persons with disabilities, defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of impairment, or is regarded by others as having such an impairment. However, if a child under age 6 resides or is expected to reside in such a unit, the unit is not exempt.

[3] Except that spaces such as entryways, hallways, stairways, etc. serving both residential and non-residential uses in a mixed-use property are not exempt.

[4] When a household is provided short-term emergency leasing assistance and will occupy a unit for less than 100 days, the unit is exempt from lead paint regulations. This emergency leasing exemption is attached to the unit, not the family, and is a one-time exemption. After being assisted for a total of 100 consecutive days, the unit becomes subject to regular Subpart K requirements. Multiple families cannot be cycled through the same unit at intervals of less than 100 days under this exemption.

[5] HUD Interpretive Guidance, April 16, 2001, question # J-24.

LEAD SAFE HOUSING REQUIREMENTS SCREENING WORKSHEET
Addendum for Rehabilitation Projects
Parts 3 and 4

Parts 3 and 4 of this worksheet should be completed for any residential property that is to undergo rehabilitation with Federal funds. The completed form should be placed in the project file with Parts 1 and 2.

Part 3: Per Unit Level of Rehabilitation Assistance

A. Average Federal Funding Per Unit $_____

B. Average Per Unit Rehabilitation Hard Costs (not including costs of lead hazard evaluation and reduction) $_____

C. Lower of A or B $_____

Part 4: Approach Required (Based on answer to 3.C., above)

$0 – $5,000	_____Do No Harm (Test & Repair)
$5,001 - $25,000	_____Identify and Control Lead Hazards
$25,001 and above	_____Identify and Abate Lead Hazards

Calculated by _____ _____
Date

I have evaluated the site, the specifications, estimated the rehab hard costs and interviewed the occupants. In my professional opinion, this project meets the above requirement for federal lead hazard reduction under 24 CFR Part 35.

_____
Signature

_____
Date

Calculating Level of Rehabilitation Assistance: Worksheet #1
Single Family Unit

*This worksheet should be used to calculate the level of assistance for **single family** units only. For assistance to multi-family units, see Worksheet #2 or #3.*

To determine the level of rehabilitation assistance remember to take the lower of Federal assistance per unit OR. rehabilitation hard costs per unit

---

A. What is the total amount of federal assistance dollars contributed to the project? _____

B. What are the total rehabilitation hard costs to this project? _____
(To calculate hard costs, see page 2 of this worksheet)

C. Write the amount that is lower of question A or B above _____

D. Check appropriate category.

_____ < $5,000 (Less than or equal to $5,000)
Safe Work Practices and Work Site Clearance

_____ >$5,000 - < $25,000 (Greater than $5,000 but less than or equal to $25,000)
Risk Assessment and Interim Controls

_____ > $25,000 (Greater than $25,000)
Risk Assessment and Hazard Abatement

Single Family Unit
Calculating Rehabilitation Hard Costs

A. Enter the total job cost in line 1.

1.	Total Job Cost	
B.	Enter the costs in each corresponding box for lines 2 through 14.	
2.	Financing Fees	
3.	Credit Reports	
4.	Title Binders & Insurance	
5.	Recordation Fees & Transaction Taxes	
6.	Legal & Accounting Fees	
7.	Appraisals	
8.	Architectural & Engineering Fees	
9.	Project Costs incurred by PJ directly related to the project	
10.	Administrative Costs	
11.	Relocation Costs	
12.	Environmental Reviews	
13.	Acquisition of the Property	
14.	Lead Hazard Evaluation & Reduction Costs*	
15.	Other Soft Costs	
16.	Total Soft Costs (add lines 2 through 15)	
17.	**Total Rehabilitation Hard Costs (Line 1 –** (minus) **Line 16)** (Enter this number as “B” on Page 1)	

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.

Calculating Level of Rehabilitation Assistance: Worksheet #2
Multi Family—All units Federally Assisted

This worksheet should be used to calculate the level of assistance for **multi-family buildings** where **all** of the **units** are **federally assisted**. If dealing with a multi-family building where only *some* of the units are federally assisted, please use Worksheet #3.

To determine the level of rehabilitation assistance remember to take the lower of Rehabilitation hard costs per unit OR Federal assistance per unit.

A. Are all units federally assisted? _____yes _____no
If no, go to Worksheet #3.

B. What is the total amount of federal assistance dollars per unit? _____
(Use the amount from line 3 from the calculation on page 2 of this worksheet.)

C. What are the total rehabilitation hard costs per unit? _____
(Use the amount from line 6 from the calculation on page 2 of this worksheet.)

D. Write the amount that is lower of question B or C. _____

E. Check appropriate category.

_____ ≤ $5,000 (Less than or equal to $5,000)
Safe Work Practices and Work Site Clearance

_____ >$5,000 - < $25,000 (Greater than $5,000 but less than or equal to $25,000)
Risk Assessment and Interim Controls

_____ > $25,000 (Greater than $25,000)
Risk Assessment and Hazard Abatement

Calculating Level of Rehabilitation Assistance: Worksheet #2
Multi Family—All units Federally Assisted

1. Federal Dollars in the Project		
2. Number of Units in project		
3. **Federal Assistance Per Unit** (line 1 ÷ line 2)		
4. Rehab Hard Costs in the Project (line 23)		
5. Number of Units in project		
6. **Rehab Hard Cost Per Unit** (line 4 ÷ line 5)		
7. Total Job Cost		

Calculating Level of Rehabilitation Assistance: Worksheet #2
Multi Family—**All units Federally Assisted**

Enter the costs in each corresponding box for lines 8 through 20.

8.	Financing Fees	
9.	Credit Reports	
10.	Title Binders & Insurance	
11.	Recordation Fees & transaction Taxes	
12.	Legal & Accounting Fees	
13.	Appraisals	
14.	Architectural & Engineering Fees	
15.	Project Costs incurred by PJ directly related to the project	
16.	Administrative Costs	
17.	Relocation Costs	
18.	Environmental Reviews	
19.	Acquisition of the Property	
20.	Lead Hazard Evaluation & Reduction Costs*	
21.	Other Soft Costs	
22.	Total Soft Costs (add lines 8 through 21)	
23.	Total Rehabilitation Hard Costs (Line 7 - (minus) Line 22)	

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

This worksheet should be used to calculate the level of assistance **for multi-family buildings** where **some** of the units are **federally assisted**. If dealing with a multi-family building where *all* of the units are federally assisted, please use Worksheet #2.

To determine the level of rehabilitation assistance remember to take the lower of Rehabilitation hard costs per unit OR Federal assistance per unit.

A. What is the amount of federal assistance dollars per unit? _____
(Use the amount from line 3 from the calculation on page 2 of this worksheet.)

B. What are the total rehabilitation hard costs per unit? _____
(Use the amount from line 10 from the calculation on page 2 of this worksheet.)

C. Write the amount that is lower of question A or B. _____

D. Check appropriate category.

_____ ≤ $5,000 (Less than or equal to $5,000)
Safe Work Practices and Work Site Clearance

_____ >$5,000 - < $25,000 (Greater than $5,000 but less than or equal to $25,000)
Risk Assessment and Interim Controls

_____ > $25,000 (Greater than $25,000)
Risk Assessment and Hazard Abatement

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

1.	Federal Dollars in the Project		
2.	Number of Units receiving assistance		
3.	**Federal Assistance Per Unit** (line 1 ÷ line 2)		
4.	Rehab hard costs for all assisted dwelling units (not including common/exterior areas) (line 29)		
5.	Number of Federally assisted units in the project		
6.	Dwelling unit costs (Line 4 ÷ line 5)		
7.	Rehab hard costs for common areas and exterior surfaces (line 30)		
8.	Total Number of units in the project		
9.	Common Area Costs(Line 7 ÷ line 8)		
10.	**Rehab Hard Costs Per Unit** (line 6 + line 9)		

Calculating Level of Rehabilitation Assistance: Worksheet #3
Multi Family—Projects that include both Federally-assisted and non-assisted units

11. Total Job Cost		

Enter the costs in each corresponding box for lines 12 through 24.

12. Financing Fees		
13. Credit Reports		
14. Title Binders & Insurance		
15. Recordation Fees & transaction Taxes		
16. Legal & Accounting Fees		
17. Appraisals		
18. Architectural & Engineering Fees		
19. Project Costs incurred by PJ directly related to the project		
20. Administrative Costs		
21. Relocation Costs		
22. Environmental Reviews		
23. Acquisition of the Property		
24. Lead Hazard Evaluation & Reduction Costs*		
25. Other Soft Costs		
26. Total Soft Costs (add lines 12 through 25)		
27. **Rehabilitation Hard Costs** (Line 11 – (minus) Line 26)		
28. Determine the percentage of costs attributable to dwelling units	**%**	
29. **Rehab hard costs for dwelling units (not including common/exterior areas)** (line 27 X line 28)		
30. **Rehab hard costs for common and exterior areas** (line 27 – (minus) line 29)		

* Lead hazard evaluation and reduction costs include costs associated with site preparation, occupant protection, relocation, interim controls, abatement, clearance, and waste handling attributable to lead-based paint hazard reduction.

SAMPLE

PROPERTY OWNER'S MANUAL
FOR HOME IMPROVEMENT PROGRAM
FOR OWNER-OCCUPIED HOUSING

OUR PROGRAM
STREET
CITY, STATE, ZIP

DATE:_____

PROGRAM OVERVIEW

WHY WE HAVE A HOME IMPROVEMENT PROGRAM

We created a Home Improvement Program as a result of a neighborhood study conducted by Our Program. This field inspection identified a very real threat in the form of urban decay, housing deterioration, and community disintegration in various neighborhoods.

Throughout our target neighborhood, the preservation of housing stock has become one of the primary objectives of citizens, elected officials and staff professionals who believe that the quality of housing is a primary source of neighborhood stability. The decline of our housing stock can be attributed to three factors: strict loan underwriting standards leading to deferred maintenance, the minimum extra income of recent purchasers, and the increasing age of the housing stock, particularly in the inner ring suburbs.

The cost of new home construction is prohibitive to most low and middle-income families. Our Program helps to preserve the existing housing stock. Our effort will insure more adequate housing to more low and moderate-income families because it will help to preserve and stabilize existing communities.

The objectives of Our Program are:

- To prevent moderately declining neighborhoods in our target area from further deterioration by providing rehabilitation funding and technical assistance;
- To provide safe and efficient housing within the financial reach of our area residents;
- To stimulate broad interest in neighborhood preservation; and
- To partner with other programs for maximum impact.

WHO CAN BORROW MONEY?

Homeowners who meet all of the following criteria:

1. The property to be improved is owner-occupied;
2. The property to be improved is either a single-family or two-family structure; and
3. The applicant's total gross income (all owners of record) does not exceed 80% of the area median income.

WHAT CAN WE FIX-UP?

Our Program's basic goal is to create homes that are in substantial compliance with the Local Housing Code governing the condition and maintenance of dwellings.

1. HEALTH AND SAFETY ITEMS
   Improvements which insure the health and safety of the occupants or assist in preventing neighborhood blight and exterior repairs that increase the 1ife of the structure or improve the physical appearance are eligible.

2. *LEAD HAZARD REDUCTION*
   In accordance with the HUD Lead-Based Paint Regulation (24 CFR Part 35), rehab work on housing built before 1978 that is financially assisted by the Federal government is subject to requirements that will control lead-based paint hazards. At the very least, we will repair any painted surface that is disturbed during our work. We may stabilize deteriorated paint, which includes the correction of moisture leaks or other obvious causes of paint deterioration. We will have clearance examination conducted following most work activities to ensure that the work has been completed, that dust, paint chips and other debris have been satisfactorily cleaned up, and that dust lead hazards are not left behind. As necessary, we will conduct a risk assessment to identify lead-based paint hazards, perform interim control measures to eliminate any hazards that are identified or, in lieu of a risk assessment, perform standard treatments throughout a unit. The type and amount of Federal assistance and rehabilitation hard costs for the unit will determine the level of lead hazard reduction we will complete.

EXAMPLES OF REQUIRED AND INELIGIBLE JOBS

REQUIRED repairs include, but are not limited to, the following:

1. Replacement of private water and sewage systems;
2. Repair or replacement of inefficient or dangerous heating systems;
3. Repair or upgrading of electrical systems and fixtures;
4. Replacement of defective plumbing, including defective sinks, tubs and toilet facilities;
5. *Reduction of all lead paint hazards in the interior, exterior and soil, as required by the HUD Lead-Based Paint Regulation;*
6. Elimination of all serious insect and rodent infestations;
7. Creation of safe exit ways;
8. Attic insulation to R-32;
9. Hardwired smoke detectors; and
10. Removal of all blighted exterior conditions.

INELIGIBLE items include, but are not limited to, the following:

1. Reimbursement for an Owner's Personal Labor;
2. Room Additions and extensions (Unless Family size demands);
3. Appliances (except built-in stove, cook-top and garbage disposal when the existing is deteriorated, hazardous and beyond repair;
4. Purchase, installation or repair of furnishings;
5. Demolition that does not improve the existing structure;
6. Free standing concrete block walls;
7. Interior wood paneling;
8. Bookcases;
9. Wrought iron security bars;
10. Barbecue pits/outdoor fireplaces;
11. Bath houses, swimming pools, saunas and hot tubs;
12. Burglar alarms;
13. Dumbwaiters;
14. Flower boxes - greenhouses - greenhouse windows;
15. Kennels;
16. Photo murals;
17. Steam cleaning of exterior;
18. TV antennas;
19. Tennis courts;
20. Valances, cornice boards and drapes; and
21. Materials, fixtures or equipment of a type or quality exceeding that customarily used on properties of the same general type as the property to be rehabilitated.

HOW TO APPLY?

1. Fill in all the blanks in the application form. Call the Rehab Specialist if you need help.

2. Attach proof of your income:

    A. Employed people attach two biweekly pay stubs or four weekly pay stubs from the previous 30 days.

    B. Self-employed people attach three years Federal and State tax returns.

    C. Persons receiving Social Security attach benefit adjustment letter from Social Security Administration for this year.

    D. Persons receiving pensions attach 1099 Form from pension providers for last year.

    E. Persons receiving alimony or child support attach verification of your receipt of child support or alimony in the form of a separation agreement or court order.

3. Attach copies of latest bank statements.

4. Fill out the permission to verify deposits, mortgages and request your credit report.

5. Fill out the Homeowner's Pre-Inspection Checklist.

6. Send the whole package to Our Program

We will call within five (5) days to review your application.

WHAT WILL HAPPEN NEXT?
INSPECTION AND TO-DO LIST

1. **Work Write-Up.** While verifications are being made, a Rehab Specialist *and a lead hazard risk assessor* will inspect your property and prepare a write-up of the work to be done. This write-up will fix any code violations, energy requirements and exterior blight. You will approve the final list of work before asking contractor to bid on the job.

2. **Three Bids.** The homeowner with the assistance of a Rehab Specialist will solicit at least three contractor proposals.

3. **Loan Approval.** Your complete application and acceptable bid will be reviewed and a loan approved or denied.

4. **Loan Settlement.** After you accept the loan and any conditions, your loan will be referred to an attorney for a title examination and preparation of the mortgage and note. The cost of legal services will be included as part of the loan.

5. ***Occupant Protection and Temporary Relocation During Lead Hazard Reduction.*** *In most jobs that require lead hazard reduction, appropriate actions will be taken to protect occupants from lead-based paint hazards if the unit will not be vacant during the rehab project. In those cases, occupants may not enter the worksite during the lead hazard reduction activities. Re-entry is permitted only after such activities are completed and the unit has passed a clearance examination. Occupants of the unit do not have to be relocated if: rehab work will not disturb lead-based paint or create lead-contaminated dust; hazard reduction activities can be completed within one 8 hour daytime period and the worksite is contained to prevent safety, health or environmental hazards; exterior-only work is being performed where the windows, doors, ventilation intakes and other openings near the worksite are sealed during hazard reduction activities and cleaned afterward, allowing for a lead-free entry to be maintained; hazard reduction activities will be completed within 5 calendar days and the work area is sealed, the area within 10 feet of the containment area is cleaned each day, occupants have safe access to sleeping areas, bathroom and kitchen facilities; and occupants are not permitted into the worksites until after clearance has been achieved. HUD has advised that relocation of elderly occupants is not typically required, so long as complete disclosure of the nature of the work is provided and informed consent of the elderly occupant(s) is obtained before commencement of the work.*

If occupied units are to undergo more extensive lead hazard abatement activities, the occupants must be temporarily relocated. Most often, furniture and occupant belongings can be covered and sealed with protective plastic sheeting, although storage of major furniture and removal of all small furnishings during the hazardous materials reduction work may sometimes be necessary. Owners are responsible for carefully packing all breakables; removing all clothing from closets, etc. During the abatement work, only workers trained in lead hazard reduction may enter the work site. This means that the neither owners nor occupants are permitted to return to the work site during the day or at night. If you have special needs to re-enter the site, please contact your rehab specialist. Only when the unit has been cleaned to the federally- mandated standards and passed a clearance examination is it safe and permissible to return to your home. The rehab specialist will notify you with an Authorization for Re-Occupancy. Sometimes the jobs

are completed in stages, with the lead hazard reduction work occurring first and the normal renovation work following. In these cases interim dust lead clearance must be obtained prior to re-occupancy by the owners or occupants and other non-lead related rehabilitation workers. Final lead dust clearance must be repeated following the rehabilitation work to verify that the residence is free of lead hazards. See your Rehab Specialist for more details.

6. **Construction Contract and Renovation.** After a portion of the work has been completed and an invoice is received and approved by the homeowner, the Rehab Specialist will inspect for Our Program. If satisfactory, payment will be ordered. A check will be issued in the name of the contractor.

HOW TO FIND AND HIRE REHAB CONTRACTORS

1. Review your work write-up.
2. Decide which work you can complete by yourself and which will require hiring a contractor. (optional)
3. Decide which materials you want and for how long guaranteed.
4. Ask friends, co-workers and our Rehab Specialists for rehab contractors *that have completed HUD-approved training on lead-safe work practices.*
5. Check your contractor's reputation and background *before* you accept an estimate by asking for references.
6. Obtain three bids from different contractors using the exact same work write-up. Be careful of a *very* low estimate – it may be a signal of an inexperienced contractor.

RULES FOR DO-IT-YOURSELF WORK

Owners with exceptional skills or professional backgrounds may complete their own work. Itemized paid receipts are required as proof of cost. **Un-itemized cash register or credit card receipts are not acceptable.**

Itemized receipts should contain:

- Name and address of material supplier, e.g., hardware store, lumber yard;
- Name of homeowner;
- List of materials and quantities;
- Cost of each item and grand total; and
- Homeowner should mark receipt with Work Write-Up item number.

NOTE: Please do not have non-eligible materials included on receipt submitted for reimbursement or credit.

HOW TO SPEED UP THE PROCESS

1. Fill in the application completely including all attachments.
2. Call contractors every other day until they inspect your home and give you a bid.
3. Respond quickly to all requests for more paperwork.
4. Call Our Program two weeks after returning the loan acceptance form and every two weeks until settlement.

SURVIVING RENOVATION

1. Renovation creates dirt and noise. Remove what you want to protect.
2. Your household routine will be disrupted by relocation. This cannot be helped due to Federal Requirements.
3. Accidents can happen; things can break. Pack all valuables and store in a safe place outside the worksite.
4. When working with your electrical, plumbing or heating system, you may be without the service for several hours or days.
5. Delays can often cause the work to take longer. Products may be out of stock and must be ordered. The weather may be too severe to permit the contractor to work.
6. In the event of any confusion or communication problems with the contractor, contact your Rehab Specialist for the facts. The workers do not always know the whole story.

Appendix B:
Forms 11-20

LEAD HAZARD PRESUMPTION NOTICE - SAMPLE FORM

The property listed below has not been evaluated for lead-based paint but it has been presumed that lead-based paint or lead based paint hazards are present.

Address/location of property or structure(s) this notice of presumption applies to:

_____

_____

_____

Types of Presumption (Check all that Apply)

____ Lead-based paint is presumed to be present.

____ Lead-based paint hazard(s) is(are) presumed to be present.

Contact person for more information about the presumption:

Printed name: _____
Signature: _____
Date: _____
Organization: _____
Street: _____
City & State _____
Zip _____
Phone #: _____

Person Who Prepared this Notice of Presumption:

Printed name: _____
Signature: _____
Date: _____
Organization: _____
Street: _____
City & State _____
Zip _____
Phone #: _____

LEAD-BASED PAINT RISK ASSESSMENT REPORT

FOR THE DWELLING LOCATED AT:

555 State Street
Anywhere, Any State 54321

PREPARED FOR:

Joseph H. Smith, Owner
4444 Podunk Way
Anywhere, Any State 54321

BY:

Michael L. Hazard, Certified Assessor
5678 Snowflake Street
Anywhere, Any State 54321
400-333-3333

Any State License No: 00-567

October 21, 2001

TABLE OF CONTENTS

EXAMPLE
HUD PROTOCOL MULTI FAMILY RISK ASSESSMENT

NOTICE OF LEAD HAZARD EVALUATION

Address: 555 State Street

Anywhere, Any State 54321

Evaluation Completed: Paint Inspection or (Risk Assessment?)

Date: October 21, 2001

Summary of Results:

____ No lead-based paint hazards were found.

_X__ Lead-based paint hazards were found. See summary below for details.

Summary of types and locations of lead-based paint hazards. List at least the bare soil locations, dust-lead locations, and/or building components (including type of room or space and the material underneath the paint), and types of lead-based paint hazards found:

Bare Soil Location	Identified Hazards
Yard Soil	None
Play Area (1)	None
Play Area (2)	

Lead Dust Location	Identified Hazards
Floors Bobby's Bedroom	Dust in excess of 40 ug/SF
Living Room	
Sills Bobby's Bedroom	Dust on sills in excess of 250 ug/SF

	Identified Hazards

Building Components	Location	Substrate	Hazard
Exterior			
Windows	All	wood	Deteriorated LBP
Doors			
Trim	Fascia	wood	Deteriorated LBP
Cladding			
Outbuildings		wood	Deteriorated LBP
Fences	Garage door		
Porch A			
Porch B			
Interior			
Trim			
Doors			
Windows			
Walls			
Floors			

Contact person for more information about the risk assessment:

Printed name: Michael L. Hazard
Signature: *Michael L. Hazard*
Date: 10-21-01
Organization:
Street: 5678 Snowflake Street
City & State Anywhere, Any State
Zip 54321
Phone #: 400-333-3333

Person who prepared this notice:

Printed name: Michael L. Hazard
Signature: *Michael L. Hazard*
Date: 10-21-01
Organization:
Street: 5678 Snowflake Street
City & State Anywhere, Any State
Zip 54321
Phone #: 400-333-3333

1. Identifying Information

A lead-based paint risk assessment was conducted at 555 State Street in Anywhere, Any State 54321 for Mr. Joseph Smith, Owner, on October 2, 2001. The risk assessment was conducted by Michael L. Hazard, a Certified Risk Assessor (Any State License No. 00-567).

2. Summary of Results

Location and Type of Identified Lead-Based Paint and Lead Hazards

While the building and its paint are in reasonably good condition overall, the HUD testing results showed that lead-based paint hazards (as defined in Title X of the 1992 Housing and Community Development Act) exist in the following locations:

A. Paint Hazards

The following components are deteriorated or will be disturbed during the proposed renovation and contain lead-based paint which must be addressed with interim controls or stabilization:

To Be Disturbed	Deteriorated
Exterior door and frame	Exterior windows
Exterior railing	Garage door
Roof fascia trim	Fascia
Bath wall	
Kitchen wall	
Furnace room walls	
Bedroom #2 trim and doors	

The following components will be disturbed during the proposed renovation and do not contain lead-based paint:

Floors throughout the house
Interior doors
Interior walls in bedrooms, living room
Front porch door

B. Dust Hazards

Lead dust contamination in excess of the maximum threshold has been discovered in:

- Bobby's bedroom (Bedroom #2 Floor and window at 2nd floor S.W. corner)
- Living room floor

No dust hazards were identified in the following areas:

- Living room window
- Kitchen floor
- Kitchen window
- Jennifer's bedroom floor and window

C. Soil Hazards

Current EPA and HUD Guidance for soil is 400 ppm for bare play areas and 1,200 ppm for other areas. Using these criteria, soil is not a hazard at this property.

Maintenance Recommendations: (optional)
Mr. Smith will make sure that the part-time as-needed maintenance worker he uses will be trained in safe work practices. Property maintenance will be modified to ensure that the normal repair work done will not disturb those surfaces with lead-based paint.

Reevaluation Recommendations: (optional)
Standard Reevaluation Schedule 3 contained in the HUD Guidelines applies to this property, since one of the rooms had a dust lead level greater than the standard. Therefore, the dwelling should be reevaluated in October 2002 (12 months from now). If no lead-based paint hazards are identified at that time, another reevaluation should be conducted in October 2004 (2 years later). If no lead-based paint hazards are identified at that time, no further reevaluations are needed. However, since lead-based paint may be present in the dwelling, the owner should monitor the condition of all painted surfaces at least annually or whenever other information indicates a potential problem.

3. Recommendations

A. Exemptions

Because there are no observed bite marks, no chewable surfaces shall be treated.

B. Hazard Reduction

1. The exterior requires paint stabilization on all leaded components. Abatement options to consider are window replacement, railing replacement and door replacement.

2. Interior leaded surfaces must be stabilized. All interior rooms and exterior window troughs must be decontaminated to below clearance levels. Interim control options to consider include laminating walls and replacing trim.

Resident Questionnaire

Children/Children's Habits

1. (a) Do children or pregnant women live in your home? Yes __x__ No _____
   (b) If yes, how many? __2__ Ages? __1__ __3__ ____ ____ ____
   (c) Record blood lead levels, if known ____ ____ ____ ____ ____ _____
   IF NO CHILDREN, SKIP TO Q.5

2. Locate the rooms/areas where each child sleeps, eats and plays.

Name of Child	Location of Bedroom	Location of all rooms where child eats	Primary location where child plays indoors	Primary location where child plays outdoors
Bobby	Southeast – Second floor	Kitchen	Living Room	Back yard under jungle gym
Jennifer	South west – Second floor	Kitchen	Living room	Back yard under jungle gym

3. Where are toys stored/kept? ____ Living room _____
4. Is there any visible evidence of chewed or peeling paint on the woodwork, furniture or toys? Yes _____ No __X__

Family Use Patterns

1. Which entrances are used most frequently? ___ Front door_____
2. Which window are opened most frequently? ___ Living room _____
3. Do you use window air conditioners? If yes, where? ___ No ____X____
4. (a) Do any household members engage in gardening? Yes ____ No __X__
   (b) Record the location of any vegetable garden. ___ No garden _____
   (c) Are you planning any landscaping activities that will remove grass or ground covering? Yes ____ No __X__
5. (a) How often is the household cleaned? __once/week_____
   (b) What cleaning methods do you use? __mopping and sweeping_____
6. (a) Did you recently complete any building renovations? Yes ____ No __X__
   (b) If yes, where? _____
   (c) Was building debris stored in the yard? If yes, where? _____
7. Are you planning and building renovations? Where? _____No_____
8. (a) Do any household members work in a lead-related industry? Yes ____ No __X__
   (b) If yes, where are dirty work clothes places and cleaned? _____

Management Questionnaire for 1 – 4 Unit Rental Dwellings

Part 1: Identifying Information

Source: Owner / Tax Records / Other – Specify_____

Name of Building or Development Not Applicable
Number of Buildings _____1_____
Number of Individual Dwelling Units/Building: ____1____
Number of Total Dwelling Units: ___1___
Date of Construction 1937 (if between 1960 – 1978, consider a Screen Risk Assessment)
Date of Substantial Rehab, if any None

List Address of Dwellings:

Dwelling No.	Address	No of Children Aged 0 – 6 Years Old	Recent Code Violation Report by Owner?	Chronic Maintenance Problem?
1.	555 State Street Anywhere, Any State	2	No	No
2.				
3.				
4.				

Record number and locations of common child play areas (on-site playground, backyards, etc.)

Number 1 Play Structure in Back Yard

Part 2: Management Information by _____
Owner / Agent / Other_____

1. List names of individuals who have responsibility for lead-based paint. Include owner, property manager (if applicable), maintenance supervisor and staff (if applicable) and others. Include any training in lead hazard control work (inspector, supervisor, worker, etc.) that has been completed.

Name	Position	Training Completed (if none, enter "None"
Joseph Smith	Owner	None
Not Applicable	Property Manager	
Joe Sweat	Maintenance Worker	None

2. Has there been previous lead-based paint evaluations?
_____Yes __x__No (If yes, attach the report)

3. Has there been previous lead hazard control activity?
_____Yes _x___No (If yes, attach the report)

4. Maintenance usually conducted at time of dwelling turnover:
Repainting____Where needed_____
Cleaning____Where needed_____
Repair____Where needed_____

5. Employee and Worker Safety Plan
   a. Is there an occupational safety and health plan for maintenance workers?
   _x__Yes _____No (If yes, attach plan)

   b. Are workers trained in lead hazard recognition?
   _____Yes __x__No If yes, who performed the training?_____

   c. Are workers involved in a hazard communication program?
   _____Yes __x__No

   d. Are workers trained in property use of respirators?
   _____Yes __x__No
   e. Is there a medical surveillance program?
   _____Yes __x__No

6. Is there a HEPA Vacuum available?
_____Yes _x___No

7. Are there any on-site licensed or unlicensed day-care facilities?
_____Yes __x__No If yes, give location_____

8. Planning for Resident Children with Elevated Blood Levels

a. Who would respond for the owner if a resident child with an elevated blood lead level was identified?
The owner

b. Is there a plan to relocate such children?
_____Yes __x__No If yes, where? _____

c. Do you (the owner) know if there ever has been a resident child with an elevated blood lead level?
_____Yes _____No __x__Unknown

9. Owner Inspections

a. Are there periodic inspections of all dwellings by the owner?
_x___Yes _____No If yes, how often? Every year or whenever the unit is vacant.

b. Is the paint condition assessed during these inspections?
__x__Yes _____No

10. Have any of the dwellings ever received a housing code violation notice?
_____Yes _x___No _____Unknown If yes, describe code violation _____
_____

11. If previously detected, unabated lead-based paint exists in the dwelling, have the residents been informed?
_____Yes _____No __x__Not Applicable

Maintenance Practices 1 to 4 Unit

1. Painting Frequency and Methods

   a. How often is painting completed? Every ___5___ years.

   b. Is painting completed upon vacancy, if necessary?
   __x__Yes ____No

   c. Who does the painting? __x__ Property Owner ____Residents ____Contractors

   d. Is painting accompanied by scraping, sanding or paint removal?
   __x__Yes ____No

   e. How are paint dust/chips cleaned up? (check one)
   ____Sweeping __x__Vacuum ____Mopping ____HEPA/TSP/HEPA

   f. Is the work area sealed off during painting?
   ____Yes __x__No

   g. Is furniture removed from the work area?
   ____Yes __x__No

   h. If no, is furniture covered during work with plastic?
   __x__Yes ____No

2. Is there a preventive maintenance program? ____Yes __x__No How often?_____

3. Describe work order system (if applicable, attach copy of work order form)

   There is no formal work order system.

4. How are resident complaints received and addressed? How are requests prioritized? If formal work orders are issued, is the presence or potential presence of lead-based paint considered in the work instructions?

   Resident complaints are received directly by the owner, who then authorizes the maintenance employee to complete the necessary repairs. The presence of lead-based paint is not routinely considered in the repair and maintenance work.

REQUEST FOR LEAD HAZARD EVALUATION

Per our master contract, please arrange to evaluate the following property:

Address: 555 State Street
Anywhere, Any State 54321

Phone: _____

Owner: _____

Occupant: _____

The preliminary scope of work prepared after a site inspection to address HQS and code requirements indicates that the following painted building components will be disturbed during construction and must be sampled for lead paint content:

Exterior:

- Front Door and Jamb
- Roof Fascia
- Exterior Railings
- Front Porch

Interior:

- Bath – floors, walls and ceiling
- Kitchen – walls at counter top
- Staircase – railing and wall
- Furnace room – walls and ceiling
- Bedroom #2 – doors
- Bedroom #1 – molding and walls

Soil

- None

This project has an estimated rehab hard cost of $ 17,000 per unit.

Bruce Smith
Rehab Specialist

October 5, 2001
Date

Field Sampling Form For Paint

Name of Risk Assessor: Michael Hazard
Name of Property Owner: Joseph Smith
Property Address: 555 State Street, Anywhere, Any State 54321 Apt No. _____
Sampling Protocol: __x__All Dwellings

Sample Number	Room	Building Component	Condition	XRF Reading (mg/cm^2)
1.	Porch	A-Railing	G	9.2 mg/cm^2
2.	Front Porch	Floor	P	0.1 mg/cm^2
3.	A-Side	Exterior Door	G	5.3 mg/cm^2)
4.	A-Side	Exterior Door Left Frame	G	7.8 mg/cm^2
5.	A-Side	Fascia	G	5.3 mg/cm^2
6.	C-Side	Exterior window Frame C-2	P	7.8 mg/cm^2
7.	D-Side	Exterior Window Trough D-1	P	7.2 mg/cm^2
8.	Garage	Left Door	P	> 10 mg/cm^2
9.	Yard	Swing Set	P	.2 mg/cm^2
HUD STANDARD				1 mg/cm^2

Total Number of Samples This Page ___9___
Page ____1____ of ____4____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/3/01__
Shipped by _____ Received by _____
(signature) (signature)

Date Results Reported __10/12/01__
Analyzed by __Lisa Baker_____
Approved by __Jim Zimmerman_____

Field Sampling Form For Paint

Name of Risk Assessor Michael Hazard
Name of Property Owner Joseph Smith
Property Address 555 State Street, Anywhere, Any State 54321 Apt No. _____
Sampling Protocol __x__All Dwellings

Sample Number	Room	Building Component	Condition	XRF Reading (mg/cm^2)
10.	Bath	A-Wall	G	9.2 mg/cm^2
11.	Bath	Ceiling	G	0.1 mg/cm^2
12.	Kitchen	B-Wall	G	5.3 mg/cm^2)
13.	Stairwell	Railing	G	.2 mg/cm^2
14.	Stairwell	C-Wall	G	.3 mg/cm^2
15.	Furnace Room	B-Wall	G	4.3 mg/cm^2
16.	Furnace Room	Ceiling	G	.3 mg/cm^2
17.	Bedroom #2	Window Trough A-2	G	9.2 mg/cm^2
18.	Bedroom #2	Door B	P	5.3 mg/cm^2
HUD STANDARD				1 mg/cm^2

Total Number of Samples This Page ___9___
Page ____2____ of ____4____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/3/01__
Shipped by _____ Received by _____
(signature) (signature)

Date Results Reported __10/12/01__
Analyzed by __Lisa Baker_____
Approved by __Jim Zimmerman_____

Field Sampling Form For Paint

Name of Risk Assessor Michael Hazard
Name of Property Owner Joseph Smith
Property Address 555 State Street, Anywhere, Any State 54321 Apt No. _____
Sampling Protocol __x__All Dwellings

Sample Number	Room	Building Component	Condition	XRF Reading (mg/cm^2)
19.	Bedroom #2	Door B Frame	G	9.2 mg/cm^2
20.	Bedroom #2	Floor	G	0.1 mg/cm^2
21.	Bedroom #2	Closet Door	G	5.3 mg/cm^2)
22.	Bedroom #2	Window A Casing	G	5.0 mg/cm^2
23.	Bedroom #1	A-Wall	G	.3 mg/cm^2
24.	Bedroom #1	Door A Casing	G	5.0 mg/cm^2
25.	Bedroom #1	Base Wall B	G	5.0 mg/cm^2
26.	Bedroom #1	Closet Door	G	.4 mg/cm^2
HUD STANDARD				1 mg/cm^2

Total Number of Samples This Page ___8___
Page ____3____ of ____4____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/3/01__
Shipped by _____ Received by _____
(signature) (signature)

Date Results Reported __10/12/01__
Analyzed by __Lisa Baker_____
Approved by __Jim Zimmerman_____

Field Sampling Form For Paint

Name of Risk Assessor Michael Hazard
Name of Property Owner Joseph Smith
Property Address 555 State Street, Anywhere, Any State 54321 Apt No. _____
Sampling Protocol __x__All Dwellings

Sample Number	Room	Building Component	Condition	XRF Reading (mg/cm^2)
27.	Southeast Child's Bedroom (Bobby's room)	Window Trough Frame	G	9.2 mg/cm^2
28.	Front Porch	Floor	P	0.1 mg/cm^2
29.	Southeast Child's Bedroom (Bobby's room)	Interior Door	P	5.3 mg/cm^2)
30.	Living Room	Window, Trough Frame	G	7.8 mg/cm^2
HUD STANDARD				1 mg/cm^2

Total Number of Samples This Page ___4___
Page ____4____ of ____4____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/3/01__
Shipped by _____ Received by _____
(signature) (signature)

Date Results Reported __10/12/01__
Analyzed by __Lisa Baker_____
Approved by __Jim Zimmerman_____

Field Sampling Form For Dust (Single Surface)

Name of Risk Assessor Michael Hazard
Name of Property Owner Joseph Smith
Property Address 555 State Street, Anywhere, Any State 54321 Apt No. _____
Sampling Protocol __x__All Dwellings

Sample Number	Room (Resident Name)	Surface Type	Is Surface Smooth and Cleanable?	Dimensions[1] of sample area (inches x inches)	Area (ft^2)	Result of Lab Analysis ($\mu g/ ft^2$)
1	Living Room	Floor	Yes	12 x 12	1	79
2	Play Room Living Room	A-2 Window Sill	Yes	3 x 33	0.69	150
3	Kitchen	Floor	Yes	12 x 12	1	<25
4	Kitchen	B1 Window Sill	No	3 x 25	0.52	246
5	Bedroom #2 (Bobby's)	Floor at B2 Window	No	12 x 12	1	356
6	Bedroom #2 (Bobby's)	B2 Window Sill	No	2.5 x 34	0.59	400
7	Bedroom #1 (Jennifer's)	Floor	Yes	12 x 12	1	29
8	Bedroom #1 (Jennifer's)	C2 Window Sill	No	3 x 33	0.69	200
9	Blank					<25

[1]Measure to the nearest 1/8 inch

Total Number of Samples This Page ___9___
Page ____1____ or ____1____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/6/01__
Shipped by _____ Received by _____
(signature) (signature)

HUD Standards 40 $\mu g/ ft^2$ (floors), 250 $\mu g/ ft^2$ (interior window sills), 400 $\mu g/ ft^2$ (window troughs clearance only) August 2001

Field Sampling Form For Soil

Name of Risk Assessor Michael Hazard
Name of Property Owner Joseph Smith
Property Address 555 State Street, Anywhere, Any State 54321 Apt No. _____

Sample Number	Location	Notes	Lab Result (µg/g)
1	Mid Yard	Bare	1,112
	8 sub samples		
2	Play Area 1 Back Yard Jungle Gym 8 sub samples	Bare	102

Collect only the top 1/2" of soil

Total Number of Samples This Page ___2___
Page ____1____ of ____1____
Date of Sample Collection __10/3/01__ Date Shipped to Lab __10/3/01__

Shipped by _____ Received by _____
(signature) (signature)

Other Sampling Results

The owner decided not to have water sampling conducted at this property.

Part III: Lead Hazard Control Recommendations

Lead-Based Paint Policy Statement

The owner indicated such a statement would be developed.

Name of Individual in Charge of Lead-Based Paint Hazard Control Program

Joseph Smith

Recommended Changes to Work Order System and Property Management (Rental Only)

The existing work order system is an informal, verbal one. If painted surfaces will be disturbed during a particular repair job, the painted surface should be tested to determine if it has lead-based paint on it. If it does (or if testing is not completed), the maintenance worker should take the necessary precautions by wetting down the surface and performing cleanup. If the surface area is more than 2 SF or if the work will generate a significant amount of dust, clearance testing should be completed before residents move back into the room.

When work is assigned, the owner or worker must determine whether or not the job requires safe work practices.

Paint chips are now cleaned up by sweeping. Mopping or other wet cleaning methods should be used instead. HEPA vacuuming is best.

If residents are present, the work area must be sealed off so that leaded dust does not enter the living area. Any furniture present should be moved or covered with plastic. The possible presence of lead-based paint should be considered in all repair and maintenance work.

A full lead-based paint inspection should be completed at some point in the future to determine exactly where all the lead-based paint is located so that it can be properly managed.

The Anywhere, Any State Childhood Lead Poisoning Prevention Program offers a general awareness class in lead-based paint hazards, which both the owner and the maintenance worker should attend. The program also offers the use of a HEPA vacuum and provides advice on respirators and medical surveillance and other lead-related issues.

The practice of examining the condition of the paint annually or upon vacancy is a good one and should be continued.

Since all painted surfaces have not been completely tested, untested areas should be assumed to contain lead-based paint. The owner should tell residents to report any paint that is peeling, chipping, flaking, chalking, or otherwise deteriorating so that it can be repaired quickly and safely.

Acceptable Interim Control Specifications

The following hazard reduction treatments selected from the National Center for Lead-Safe Housing's Library of Specifications are acceptable ways to address the identified hazards. The number refers to the spec number of the scope of work in the NCLSH database.

General Requirements:

9030 – Clearance Report
9057 – Worker Training
9090 – Temporary Relocation
9122 – Ground Containment
9129 – Final Clean

Exterior Hazards:

Window Trough Surfaces: 9424 - Paint film stabilization of both frame and sash **or** 9436 - encapsulation of exterior frame with a Liquid Encapsulant Coating plus sash liners.

Fascia: 9649 Stabilize **or** 9658 wrap with vinyl or aluminum coil stock

Porch Railing: 9626 Stabilize **or** 9648 remove and replace

Exterior Door: 9522 Stabilize and rehang **or** 9532 remove and replace door

Exterior Door Frame: 9491 Stabilize

Interior Hazards:

Leaded Dust On Bedroom #2 Floor: 9129 Dust removal and 9357 stabilize hardwood floor with polyurethane

Deteriorated Lead-Based Paint on the interior door leading to Bedroom #2: 9495 paint film stabilization plus rehang door for smooth operation (paint film stabilization alone without door repair is not appropriate).

Bath Walls: 9161 Stabilize **or** 9190 laminate with vinyl paper **or** 9197 3/8" greenboard

Kitchen Walls: 9161 Stabilize **or** 9190 wallpaper with vinyl **or** 9207 laminate with paneling behind countertop

Furnace Room Walls: 9161 Stabilize **or** laminate with Type X 5/8" fire retardant gypsum **or** 9635 stucco with Portland plaster

Bedroom #1 Trim - Base and Casing: 9160 Stabilize **or** replace

Acceptable Abatement Specifications (Optional – Not Required by HUD Regulation for properties less than $25,000)

Window Trough Surfaces: Enclosure of window frame with metal panning system plus sash replacement **or** replacement of entire window assembly **or** remove all lead-based paint from entire window assembly using chemical paint removers.

Fascia: Wrap with vinyl or aluminum coil stock

Porch Railing: Replace **or** remove paint

Exterior Door: Remove and replace door **or** remove paint

Exterior Door Frame: Remove paint

Garage Door: Replace

Interior Hazards:

Leaded Dust On Bedroom #2 Floor: Enclose floor with underlayment tile

Deteriorated Lead-Based Paint on the interior door leading to Bedroom #2:
Replace door and door frame **or** encapsulate door **or** replace door and enclose door frame **or** remove lead-based paint from door and door frame chemically.

Bath Walls: Laminate with 1/2" gypsum

Kitchen Walls: Laminate with paneling or gypsum behind countertop

Furnace Room Walls: Laminate with Type X or stucco with Portland plaster

Bedroom #1 Trim - Base and Casing: Replace

Reevaluation and Monitoring Schedule

Each interim control treatment will need to be reexamined periodically to make certain that they remain effective and to ensure that new lead-based paint hazards do not reappear. The interim controls are less expensive initially, but they may be more expensive in the long run since they need to be reevaluated and maintained more frequently. The replacement and paint removal methods are more expensive initially, but do not require any reevaluation or maintenance.

The owner should monitor the condition of the paint at least annually, at unit turnover, and when there is some indication that paint might be failing. A professional reevaluation is suggested. The standard schedule for reevaluating the dwelling is shown below.

Reevaluation: Standard Reevaluation Schedule 3 contained in the HUD Guidelines applies to this property, since one of the rooms had a dust lead level greater than the standard. Therefore, the dwelling should be reevaluated in October 2002 (12 months from now). If no lead-based paint hazards are identified at that time, another reevaluation should be conducted in October 2004 (2 years later). If no lead-based paint hazards are identified at that time, no further

reevaluations are needed. However, since lead-based paint may be present in the dwelling, the owner should monitor the condition of all painted surfaces at least annually or whenever other information indicates a potential problem.

Training Plan for Managers, Maintenance Supervisors and Workers

The part-time worker will attend the one-day lead maintenance worker class offered by the Anywhere Any State Childhood Lead Poisoning Prevention Program to learn safe work practices. The owner has agreed to attend the same class. The Appendix to this report contains brochures with the relevant information.

Resident Notification

The Notice of Lead Hazard Evaluation will be provided by the owner to the residents in the dwelling. The brochure in the Appendix will be provided to the residents. The owner will explain to the residents that the lead hazards at the property will be corrected during renovation. After the work has been completed and clearance established, the owner will forward a Notice of Lead Hazard Reduction.

Signatures (Risk Assessor and Owner)

_____ _____
Joseph Smith, Owner (date)

_____ _____
Michael Hazard, Certified Risk Assessor (date)

Appendix

Lab Raw Data (optional)
Lab NLLAP Certification (optional)
Worker Training Brochure
Local Childhood Lead Poisoning Prevention Program

Summary of Presumption. List at least the bare soil locations, dust-lead locations, and/or building components (including type of room or space and the material underneath the paint)

Presumed Hazards

Bare Soil (list any areas of bare soil):

_____
_____
_____
_____
_____

Dust Locations (check the following that apply):

- ☐ Window sills
- ☐ Window troughs
- ☐ Floors

Other presumed lead hazards (check any of the following components that have deteriorated paint or are friction or impact surfaces):

	Locations
Exterior	
☐ Windows	_____
☐ Doors	_____
☐ Trim	_____
☐ Cladding	_____
☐ Outbuildings	_____
☐ Fences	_____
☐ Porch A	_____
☐ Porch B	_____
Interior	
☐ Trim	_____
☐ Doors	_____
☐ Windows	_____
☐ Walls	_____
☐ Floors	_____
☐ Ceilings	_____
☐ Other	_____

LEAD HAZARD EVALUATION NOTICE – SAMPLE FORM

Address: _____

_____

Evaluation Completed (circle one): Paint Inspection Paint Testing Risk Assessment

Date: _____

Summary of Results:

____ No lead-based paint or lead-based paint hazards were found.

____ Lead-based paint and/or lead-based paint hazards were found. See attachment for details

Contact person for more information about the risk evaluation:

Printed name: _____
Signature: _____
Date: _____
Organization: _____
Street: _____
City & State _____
Zip _____
Phone #: _____

Person who prepared this notice:

Printed name: _____
Signature: _____
Date: _____
Organization: _____
Street: _____
City & State _____
Zip _____
Phone #: _____

Summarize the types and locations of lead-based paint hazards below or attach your own summary. The summary must list at least the bare soil locations, dust-lead locations, and/or building components (including type of room or space and the material underneath the paint), and types of lead-based paint hazards found:

Contaminated Soil		
Area	**mg/g (ppm)**	**Location**
___ None		
___ Perimeter	___ mg/g (ppm)	
___ Play Area	___ mg/g (ppm)	
___ Other	___ mg/g (ppm)	

Contaminated Dust		
Area	**µg/SF**	**Location**
___ None		
___ Windowsill	___ µg/SF	
___ Floor	___ µg/SF	
___ Other	___ µg/SF	
___ Other	___ µg/SF	

Other Hazards				
Component*	**Location**	**Condition (good, fair, poor)**	**Friction or Impact Surface?**	**Lead Content (if known)**
1.				___ mg/cm² (ppm)
2.				___ mg/cm² (ppm)
3.				___ mg/cm² (ppm)
4.				___ mg/cm² (ppm)
5.				___ mg/cm² (ppm)
6.				___ mg/cm² (ppm)
7.				___ mg/cm² (ppm)
8.				___ mg/cm² (ppm)
9.				___ mg/cm² (ppm)
10.				___ mg/cm² (ppm)
11.				___ mg/cm² (ppm)
12.				___ mg/cm² (ppm)
13.				___ mg/cm² (ppm)
14.				___ mg/cm² (ppm)

***** Components include but are not limited to (interior and exterior) windows, doors, trim, fences, porches, walls and floors.

Sample Property Owner's Service Agreement

OUR PROGRAM
STREET ADDRESS
CITY, STATE, ZIP
PHONE

Owner's Service Agreement - A

I have applied for a loan or lending services from <Our Program>. If this loan is granted, I understand that <Our Program> will be inspecting my property, acting as <Our Program's> technical agent and loan monitor of the repair, rehabilitation or purchase of the property, which is located at _____.

Owner's Responsibilities

I understand that even though <Our Program> provides loans, it is my responsibility to

- approve specifications;
- review the bid;
- select a contractor (subject to <Our Program> approval);
- sign the construction contracts and change orders; and
- approve the loan payouts.

I further understand that all loan funds will be held in a bank account by <Our Program> under a separate Escrow Agreement. Disbursement will be subject to my and <Our Program's> authorization, or a private lender's authorization.

I acknowledge that I have been advised that I should inspect the work as frequently as possible, and discuss with the contractor, or <Our Program> personnel any difficulties or poor workmanship observed. I understand that once materials are in place that cost of repair or replacement is substantial.

Owner's Relocation Tasks

I understand that all jobs that require lead hazard reduction our program requires vacating the unit; storage of major furniture and removal of all small furnishings during the hazardous materials reduction work. As owner I am responsible for carefully packing all breakables; removing all clothing from closets, etc.

I understand that the work site will become highly contaminated with poisonous lead particles during the lead abatement work. Due to the hazardous conditions, only workers trained in lead hazard reduction may enter the work site. I understand that I am not allowed to return to the work site during the day or at night, and I will contact the <Our Program> rehab specialist if I have special needs that require my reentry to the site. I will not return to my home until the unit has been cleaned to the federally- mandated standards and I have received authorization of such from the <Our Program> rehab specialist in the form of an Authorization for Reoccupancy.

Our Program's Role

A. I understand that <Our Program> will make no charge for technical products like the work write-up, but that I will pay charges normally associated with borrowing, such as interest, service charges, title costs, recording fees required by the lender and inspections like: risk assessment, clearance, termites, etc.

B. I understand that <Our Program> provides work-in-progress inspections to me for their protection. However, these services are not a guarantee of any type, and do not make <Our Program> responsible for the quality of the work, or responsible for any contractor or worker's performance.

C. I understand that the staff of <Our Program> cannot be personally available for all inspections of each segment of the work performed on the construction site and that both <Our Program> and its employees, members, officers, and directors will reasonably rely on the competence and skill of each individual contractor as is normal in the course of such business negotiations, transactions, and execution of the contract.

Our Program's Emergency Authority

I authorize the staff of Our Program to issue emergency orders and/or instructions in the event that the Construction Specialist is available to observe the work in progress, and can anticipate that without authority to issue such instructions, work will be done which will substantially alter the intentions of the homeowner, injure the property or violate the specifications of the contact.

Upon the issuance of such orders or instructions, Our Program's Construction Specialist will contact the general contractor or subcontractor most directly responsible for the work in question and the homeowner as quickly as possible, and all parties will examine and approve or re-negotiate the work in question before the job proceeds.

General Provisions

A. I further agree to hold harmless and indemnify Our Program and its employees, members, officers, and directors, in connection with acts performed by them which would reasonably be associated with consultation, technical advice, financial counseling, loan processing, property inspections, and other related activities.

B. I authorize the staff of Our Program to obtain or provide specific reports, such as personal credit reports, property title and tax searches, building code inspection reports, property appraisals, repair specifications, cost estimates, contractors bids (and such other reports which said staff deems necessary to perform its functions).

C. Whenever the pronouns “I,” “my,” “we” are used in this agreement they shall mean “we,” “our,” and “us” respectively, if more than one owner signs below.

_____
OWNER

_____
OWNER

Client #: _____ OUR PROGRAM

Dated: _____ By: _____

Elderly Waiver for Relocation – Sample Form

OUR PROGRAM
STREET ADDRESS
CITY, STATE, ZIP
PHONE

The following sample certification reflects policies that could be adopted for an elderly waiver provision. No policy should be adopted without consideration by legal counsel.

I, _____, the undersigned,

____ choose to remain in my home while rehabilitation work by [the City of _____] is being performed.
____ choose to relocate to another unit while the work is being performed.

I have made this choice having read and understood the following:

1. I am at least 62 years old.
2. My home was built before 1978.
3. I have received the pamphlet "Protecting Your Family from Lead in Your Home" and I am aware of the health hazards that are posed by lead-based paint.
4. I have been given a description of work that will be done in my home and understand that during the course of the work, lead hazards may be created in the work area. These hazards will be fixed before the job is considered complete.
5. I may stay in my home but I may not enter the work area while work is being performed.
6. I certify that no children under age six or women of childbearing age currently live in the unit or spend significant amounts of time in the unit.
7. I understand that allowing children under age six or women of childbearing age to visit my home while work is being done may pose a risk to their health.
8. I waive rights to all damages. I agree to hold harmless the [City of _____] for any damages due to lead poisoning that occur on these premises during the course of the work.

Signed:

_____ _____
Name Date Name Date

Applying the Policy in the HUD/EPA Abatement Letter

The following provides sample scenarios of the some of the decisions that program administrators will face when determining if the work being done in a rehabilitation project is abatement.

The analysis of each scenario is based on two principles:

1. **Intent.** The HUD/EPA Abatement Letter of April 19, 2001 stresses the importance of intent in determining whether or not a specific activity constitutes abatement. Abatement is defined as an activity that is specifically intended to permanently eliminate lead-based paint or lead-based paint hazards.

   The intention to permanently eliminate lead-based paint can be established in one of four ways:
   - Abatement is required by a regulation such as the Lead Safe Housing Rule. (Example: Abatement of identified lead hazards conducted in the interior of a unit where the level of rehabilitation assistance is over $25,000 per unit).
   - Abatement is required by a court or agency order. (Example: A court orders abatement of a unit after a lead-poisoned child is identified in the unit).
   - Project work specifications call for abatement. (Example: The project work specifications specifically state that lead is being permanently removed.)
   - A cost allocation document attributes the cost of an activity to lead hazard reduction **and** the activity in question is an abatement method. There are four abatement methods: component replacement, paint removal, enclosure , and encapsulation. (Example: For a $18,000 HOME-funded rehabilitation project, a cost allocation document allocates the cost of window replacement to lead hazard reduction. Because the window replacement is classified as a lead hazard reduction cost **and** window replacement is “component replacement”, which is an abatement method, the window replacement is considered an abatement activity and must be performed by a certified abatement contractor.)

2. **Cost Allocation.** As explained above, the intent to abate may be established in a cost allocation document. This means that the allocation of costs – between “hard costs of rehabilitation” and “lead hazard reduction” can have significant implications on the nature of the job and hence, the qualifications of the personnel who do this job. The following scenarios illustrate this point.

Scenarios – Cost Allocation and Implications for Job Planning

(NOTE: For the sake of simplicity, all scenarios below assume full federal funding for the rehabilitation.)

Scenario 1: A $12,000 rehab project (hard costs) does not include window replacement. The risk assessment identifies the windows as a hazard and provides a choice between window replacement (abatement) and friction treatments (interim controls). The rehab specialist decides to change the scope of his rehab project to include the replacement of windows (it turns out they are really old and there are compelling energy as well as lead reasons to replace them).

What does this mean for cost allocation purposes? In this case, the rehab specilist has two options.

Option 1: He can allocate cost of window replacement as a rehabilitation hard cost. In this case, an abatement crew is not required but safe work practices must be followed because lead-based paint is known to be present. Workers must, therefore be trained in safe work practices or supervised by a certified abatement supervisor.

Option 2: He can allocate the cost of window replacement to lead hazard reduction. In this case an abatement contractor will be required because window replacement is an abatement method. (It is component replacement).

Note: State regulations may affect these options. If the state regulation requires abatement certification and training for workers who perform any kind of work on a surface known to contain lead, then state requirements regarding the training and certification of such workers applies, regardless of how the costs are allocated.

Scenario 2: A $28,000 rehab project (hard costs) includes window replacement (of $8000). The risk assessment identifies the windows as a hazard and provides a choice between window replacement (abatement) and friction treatments (non-abatement). The risk assessment also identifies various other small hazards. The rehab specialist decides to go ahead with the window replacement. He then revises his work specs to include work on all hazards identified and finalizes his cost allocation document.

What does this mean for cost allocation purposes? In this case, the rehab specilist has two options.

Option 1: He can allocate the costs of the window replacement to lead hazard reduction. This would reduce the rehab hard costs to $20K and allow them to perform interim controls as their method of lead hazard reduction (and use

trained workers). However, because component replacement is an abatement method, the window replacement must be done by an abatement crew.

Option 2: He can allocate the costs of the window replacement to rehab. This would bring the per unit rehab costs to $28,000 (i.e. over $25,000), so abatement of all hazards is required.

Scenario 3: A $20,000 rehab project (hard costs) includes the replacement of the 8 windows on the first floor because they are old and don't work well anymore. Windows on the second floor are not scheduled for work. The risk assessment identifies all the windows in the unit as hazards and provides a choice between window replacement and window treatments. The risk assessment also identifies a number of other hazards. The rehab specialist decides to go forward with the replacement of the first floor windows. He opts to perform friction treatments on the remaining windows and to perform interim controls on the remaining hazards.

In the cost allocation document, he allocates the cost of the window replacement to rehabilitation costs. He allocates the cost of the friction treatments and all the reduction of the other hazards to lead hazard reduction. He uses workers trained in safe work practices to perform all the work.

Is this a permissable approach? Yes. None of the work on this job is abatement. Because of the way he allocated the costs, the window replacement is rehabilitation (not hazard reduction and therefore, not abatement). Further, the friction treatments on the remaining windows constitute interim controls, not abatement.

What if he had chosen to allocate the cost of the window replacement to lead hazard reduction? Then, it would be considered abatement because component replacement is an abatement method. In that case, he would need abatement workers to perform the window replacement. However, trained workers would be permitted to perform the friction treatments since that is an interim controls method.

Note: If a state law required work on any known to contain lead-based paint to be worked on by a certified contractor, then an abatement contractor would be required for all the lead hazard reduction work.

Scenario 4: A $28,000 rehab project (hard costs) includes window replacement (of $8000). The risk assessment identifies hazards throughout the unit (including the windows) and identified acceptable interim controls and abatement methods for each hazard. The cost of the abatement methods recommended by the risk assessor will total $15,000. This cost is too high for the program to bear so they reconsider the scope of the project. The rehab specialist rewrites the scope of work to exclude the window replacement (thereby reducing the project hard costs to $20,000) and include interim controls on all hazards, including the windows that

were originally scheduled for replacement. This option makes the project affordable to them.

Is this a permissible approach? Yes.

Contractor/Employee Certification of Worker Training

The use of this form is optional. It can be used after all work is complete to document that workers who worked on the rehabilitation project were properly qualified to do the work.

I, _____(*name*), an employee of _____(*contractor or organization*), certify that the employees listed below, who worked on the building located at _____ (*address of property*) were properly trained to use safe work practices and perform interim controls on a project known or presumed to have lead-based paint or lead-based paint hazards.

Proper training courses include the following. Each person listed below completed at least one of these courses.

- A lead-based paint abatement supervisor course accredited in accordance with *40 CFR 745.225*;
- A lead-based paint abatement worker course accredited in accordance with *40 CFR 745.225*;
- The Lead-Based Paint Maintenance Training Program – "Work Smart, Work Wet, and Work Clean to Work Lead Safe," prepared by the National Environmental Training Association for EPA and HUD;
- The "Remodeler's and Renovator's Lead-Based Paint Training Program" developed by HUD and the National Association of the Remodeling Industry;
- "Addressing Lead-Based Paint Hazards during Renovation, Remodeling and Rehabilitation in Federally Owned and Assisted Housing", HUD's adaptation of the EPA model curriculum for renovators and remodelors; or
- An equivalent course approved by HUD. _____(Specify title of course.)

Names of Trained Employees

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____
Contractor Supervisor Signature Date

_____ _____
Property Owner Signature Date

_____ _____
City of _____ Representative Date

OUR PROGRAM
STREET ADDRESS
CITY, STATE, ZIP
PHONE

PRE-CONSTRUCTION CONFERENCE CHECKLIST

Date:_____

Property Owner(s):_____
Address:_____
_____
Phone:_____

Rehab Specialist:_____

Phone:_____
Fax:_____
Pager:_____
E-Mail _____

Contractor Name:_____
Address:_____
Phone:_____
Fax: _____
Pager: _____
E-Mail:_____

Contract Amount:_____

Pre-construction Conference Attendees:

_____ _____
_____ _____
_____ _____

Items Covered in the Pre-construction Conference:

_____ Final Location-by-Location Review and Agreement on Work Write-Up
_____ Review and Completion of Owner Selection Sheet
_____ Construction Roles Agreement
_____ *Occupant Protection and Temporary Relocation (if necessary)*
_____ *EPA Lead Hazard Information Pamphlet Distributed*
_____ Removal of Furnishings
_____ Correspondence Procedures
_____ Designation of Responsible Individuals (_____)
_____ Changes (Change Orders, Clarifications and Contract Modifications)
_____ Accident Prevention Program (including name of responsible supervisor)
_____ Payments Procedure Review
_____ Program Regulations and General Conditions Review
_____ Execute Construction Roles Agreement
_____ Documents Required under the Contract
- Building Permit Applied for
- Warranties

- Liability Insurance
- Workers Compensation

_____ Saturday, Sunday, holiday and night work
_____ Review of Construction Schedule
_____ Required Progress Inspection Checklist
_____ Equal Employment Opportunity Poster given (if over $10,000)
_____ Affirmative Action Plans
_____ Section III Requirements
_____ Initial Notice of Construction Mortgage (state-specific)
_____ Notice of Construction Mortgage Requisition (state-specific)

Additional Items Covered in Conference:

_____
_____
_____
_____
_____

I (we) the undersigned, have on this date _____participated in a pre-construction conference prior to the signing of a contract for the rehabilitation of my (our) property. I (We) acknowledge that I (we) understand the terms of the contract, the explanation of the work to be performed by the contractor, the role of the contractor, the role of the construction Specialist, and my (our) responsibilities during the construction phase. I (We) have been given adequate answers to our questions, if any. I (We) further understand and acknowledge that Our Program and its employees, officers, directors, volunteers, agents, and successors and/or assigns, assume no responsibility for the work performed and do not warrant any work performed.

_____ _____ _____
Witness Homeowner Signature Date

_____ _____ _____
Witness Homeowner Signature Date

I, the undersigned, hereby certify that the pre-construction conference was held on this date between the homeowner(s), construction specialist, and the undersigned General Contractor. I understand the procedures to be followed for change orders and requests for payment and inspections. I understand and agree that the work performed must meet the standards of performance required by Our Program and established by the General Requirements, Work Write-Up and Agency/Contractor Agreement

_____ _____
General Contractor Date

I, the undersigned, hereby certify that I participated in a pre-construction conference this date.

Our Program
_____ _____Construction Specialist _____Date

MEMORANDUM

From: Elizabeth A. Cotsworth, Director
Office of Solid Waste

To: RCRA Senior Policy Advisors
EPA Regions 1 - 10

Subject: Regulatory Status of Waste Generated by Contractors and Residents from Lead-Based Paint Activities Conducted in Households

What is the purpose of this interpretation?

This memorandum clarifies the regulatory status of waste generated as a result of lead-based paint (LBP) activities (including abatement, renovation and remodeling) in homes and other residences. Since 1980, EPA has excluded Ahousehold waste@ from the universe of RCRA hazardous wastes under 40 CFR 261.4(b)(1). In the 1998 temporary toxicity characteristic (TC) suspension proposal, we clarified that the household waste exclusion applies to Aall LBP waste generated as a result of actions by residents of households (hereinafter referred to as "residents") to renovate, remodel or abate their homes on their own.@ 63 FR 70233, 70241 (Dec. 18, 1998). In this memorandum, EPA is explaining that we believe lead paint debris generated by contractors in households is also "household waste" and thus excluded from the RCRA Subtitle C hazardous waste regulations. Thus, the household exclusion applies to waste generated by either residents or contractors conducting LBP activities in residences.

What is the practical significance of classifying LBP waste as a household waste?

As a result of this clarification, contractors may dispose of hazardous-LBP wastes from residential lead paint abatements as household garbage subject to applicable State regulations. This practice will simplify many lead abatement activities and reduce their costs. In this way, the clarification in today's memorandum will facilitate additional residential abatement, renovation and remodeling, and rehabilitation activities, thus protecting children from continued exposure to lead paint in homes and making residential dwellings lead safe for children and adults.

LBP debris (such as architectural building components -- doors, window frames, painted wood work) that do not exhibit the TC for lead need not be managed as hazardous waste. However, LBP waste such as debris, paint chips, dust, and sludges generated from abatement and deleading activities that exhibit the TC for lead (that is, exceed the TC regulatory limit of 5 mg/L lead in the waste leachate), are hazardous wastes and must be managed and disposed of in accordance with the applicable RCRA subtitle C requirements (including land disposal restrictions) except when it is "household waste." Under 40 CFR 261.4(b)(1), household wastes are excluded from the hazardous waste management requirements. Today, EPA is clarifying that waste generated as part of LBP activities conducted at residences (which include single family homes, apartment buildings, public housing, and military barracks) is also household waste, that such wastes are no longer hazardous wastes and that such wastes thus are excluded from RCRA's hazardous waste management and disposal regulations. Generators of residential LBP waste do not have to make a RCRA hazardous waste determination. This interpretation holds regardless of whether the waste exhibits the toxicity characteristic or whether the LBP activities were performed by the residents themselves or by a contractor.

Where can I dispose of my household LBP waste?

LBP waste from residences can be discarded in a municipal solid waste landfill (MSWLF) or a municipal solid waste combustor. Dumping and open burning of residential LBP waste is not allowed. Certain LBP waste (such as large quantities of concentrated lead paint waste -- paint chips, dust, or sludges) from residential deleading activities may be subject to more stringent requirements of State, local, and/or tribal authorities.

What is the basis for this interpretation?

The household waste exclusion implements Congress's intent that the hazardous waste regulations are "not to be used either to control the disposal of substances used in households or to extend control over general municipal wastes based on the presence of such substances." S. Rep. No. 94-988, 94th Cong., 2nd Sess., at 16. EPA regulations define "household waste" to include "any waste material (including garbage, trash, and sanitary wastes in septic tanks) derived from households (including single and multiple residences, hotels and motels, bunkhouses, ranger stations, crew quarters, campgrounds, picnic grounds and day-use recreation areas)." 40 CFR 261.4(b)(1). The Agency has applied two criteria to define the scope of the exclusion: (1) the waste must be generated by individuals on the premises of a household, and (2) the waste must be composed primarily of materials found in the wastes generated by consumers in their homes (49 FR 44978 and 63 FR 70241).

In 1998, EPA concluded that LBP waste resulting from renovation and remodeling efforts by residents of households met these criteria. (63 FR 70241-42, Dec. 18, 1998). In short, the Agency found that more and more residents are engaged in these activities and thus the waste can be considered to be generated by individuals in a household and of the type that consumers generate routinely in their homes. Wastes from LBP abatements performed by residents were also considered household wastes.

EPA clarifies that this interpretation also applies to contractor-generated LBP waste from renovations, remodeling and abatements in residences. Both the definition of household waste in section 261.4(b)(1) and the Agency's criteria for determining the scope of the exclusion focus on the type of waste generated and the place of generation rather than who generated the waste (e.g., a resident or a contractor). This approach is consistent with prior Agency policy.[1] Since contractor-generated LBP waste from residential renovations, remodeling, rehabilitation, and abatements are of the type generated by consumers in their homes, it is appropriate to conclude that such waste, whether generated by a resident or contractor, falls within the household waste exclusion. This clarification will facilitate lead abatements and deleading activities in target housing by reducing the costs of managing and disposing of LBP waste from residences.

What is the relationship of this interpretation to the on-going LBP debris rulemaking?

On December 18, 1998, EPA proposed new TSCA standards for management and disposal of LBP debris (63 FR 70190) and simultaneously proposed to suspend temporarily the applicability of the RCRA hazardous waste regulations that currently apply to LBP debris (63 FR 70233). This memorandum responds to stakeholders requests that EPA clarify whether the existing household waste exclusion applies to both homeowners and contractors conducting LBP activities in residences. While the Agency still intends to finalize aspects of the two proposals, we are making this clarification in advance of the final rule to facilitate LBP abatement in residences without unnecessary delay.

How does this interpretation affect EPA's enforcement authorities?

Under this clarification, LBP wastes generated by residents or contractors from the renovation, remodeling, rehabilitation, and/or abatement of residences are household wastes that are excluded from EPA=s hazardous waste requirements in 40 CFR Parts 124, and 262 through 271. The household waste provision of 40 CFR 261.4(b)(1) only excludes such wastes from the RCRA regulatory requirements. However, it does not affect EPA's ability to reach those wastes under its statutory authorities, such as RCRA §3007 (inspection) and §7003 (imminent hazard). See 40 CFR §261.1(b).

What are the "best management practices" for handling residential LBP waste?

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[1]In the final rule establishing standards for the tracking and management of medical waste, EPA concluded that waste generated by health care providers (e.g., contractors) in private homes would be covered by the household waste exclusion. 54 FR 12326, 12339 (March 24, 1989). In the specific context of LBP, the Agency stated in a March 1990 AEPA Hotline Report@ (RCRA Question 6) that lead paint chips and dust resulting from stripping and re-painting of residential walls by homeowner or contractors (as part of routine household maintenance) would be part of the household waste stream and not subject to RCRA Subtitle C regulations. Similarly, in a March 1995 memorandum on the AApplicability of the Household Waste Exclusion to Lead-Contaminated Soils,@ we found that if the source of the lead contamination was as a result of either routine residential maintenance or the weathering or chalking of lead-based paint from the residence, the hazardous waste regulations do not apply so long as the lead-contaminated soil is managed onsite or disposed offsite according to applicable solid waste regulations and/or State law mandated by RCRA.

Although excluded from the hazardous waste regulations, EPA encourages residents and contractors managing LBP waste from households to take common sense measures to minimize the generation of lead dust, limit access to stored LBP wastes including debris, and maintain the integrity of waste packaging material during transfer of LBP waste. In particular, we continue to endorse the basic steps outlined in the 1998 proposals for the proper handling and disposal of LBP waste (63 FR 70242) as the best management practices (BMPs) including:

- Collect paint chips and dust, and dirt and rubble in plastic trash bags for disposal.
- Store larger LBP architectural debris pieces in containers until ready for disposal.
- Consider using a covered mobile dumpster (such as a roll-off container) for storage of LBP debris until the job is done.
- Contact local municipalities or county solid waste offices to determine where and how LBP debris can be disposed.

In addition, contractors working in residential dwellings are subject to either one or both of the following:

- The HUD Guidance for contractors doing publically-funded rehabilitation/renovation projects in public housing. (See Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. U.S. Department of Housing and Urban Development, June 1995) The HUD guidelines can be accessed via the Internet at: http://www.hud.gov/lea/learules.html

- TSCA 402/404 training and certification requirements. (See 40 CFR Part 745; 61 FR 45778, August 29, 1996) and the proposed TSCA onsite management standards (See 40 CFR Part 745, Subpart P; 63 FR 70227 - 70230, Dec. 18, 1998). [EPA expects to issue the final rule next year.]

The above-mentioned BMPs for households are similar to those included in the HUD Guidelines for individuals controlling LBP hazards in housing. HUD requires that contractors using HUD funding adhere to LBP hazard control guidelines. Non-adherence to these guidelines can potentially result in the loss of funding.

Does this interpretation apply in my State and/or locality?

We encourage contractors and residents to contact their state, local and/or tribal government to determine whether any restrictions apply to the disposal of residential LBP waste. This verification is necessary since, under RCRA, States, local and tribal governments can enforce regulations that are more stringent or broader in scope than the federal requirements. Thus, under such circumstances, LBP waste from households may still be regulated as a hazardous waste as a matter of State regulations.

We are distributing this memorandum to all 56 States and Territories, and Tribal Programs and various trade associations. We encourage States to arrange for implementation of the

interpretation discussed in this memo in their States to facilitate residential LBP abatements making residential dwellings lead-safe. We encourage trade associations to inform their memberships about this memo and instruct them about ways to manage residential LBP waste.

Whom should I contact for more information?

If you have additional questions concerning the regulatory status of waste generated from lead-based paint activities in residences, please contact Ms. Rajani D. Joglekar of my staff at 703/308-8806 or Mr. Malcolm Woolf of the EPA General Counsel's Office at 202/564-5526.

cc: Key RCRA Contacts, Regions 1 - 10
RCRA Regional Council Contacts, Regions 1 - 10
RCRA Enforcement Council Contacts, Regions 1 - 10
Association of State and Territorial Solid Waste Management Officials (ASTSWMO)

PROPERTY OWNER/REHAB CONTRACTOR CONTRACT ADDENDUM
REDUCTION OF LEAD PAINT HAZARDS

Article I Contract Document

This document shall be attached to the Property Owner/Rehab Contractor Contract and is hereby incorporated therein. In the event of a conflict among contract documents, the provisions in this addendum shall prevail over all others.

Article II Scope of Services

All lead-based paint activities performed, including waste disposal, shall be in accordance with applicable Federal, State, or local laws, ordinances, codes or regulations governing evaluation and hazard reduction. In the event of discrepancies, the most protective requirements prevail. These requirements can be found in: OSHA 29 CFR 1926—Construction Industry Standards, 29 CFR 1926.62—Construction Industry Lead Standards, 29 CFR 1910. 1200—Hazard Communication, 40 CFR Pt.261—EPA Regulations, HUD Title X parts 1012-1013.

The use of paint containing more than 0.06 percent dry weight of lead on any interior or exterior surface is prohibited.

The level of lead hazard reduction is determined by the level of federal assistance. That calculation is attached to this contract as Exhibit A and incorporated herein.. For work up to and including $5,000, safe work practices must be used for all rehabilitation activities, and paint disturbed during the work must be repaired. For work over $5,000 up to and including $25,000, interim controls must be performed on the hazards identified by the risk assessment and paint disturbed during the rehabilitation must be repaired **or** standard treatments must be carried out for the entire unit. For work over $25,000, surfaces painted with lead-based paint that are disturbed during rehabilitation and hazards identified by the risk assessment all must be abated. Interim controls may be performed on exterior surfaces if those surfaces are not undergoing rehabilitation.

Article III Worker Protection and Prohibited Methods

Workers shall be provided with a pre-employment physical to determine blood lead level and ability to wear appropriate respirator protection. Workers shall also be provided with a changing area equipped with washing facilities and protective clothing. All safe work practices shall be used.

The following methods shall not be used to remove paint that is, or may be, lead-based paint:

1. Open flame burning or torching;
2. Machine sanding or grinding without a high-efficiency particulate air (HEPA) local exhaust control;
3. Abrasive blasting or sandblasting without HEPA local exhaust control;
4. Heat guns operating above 1100 degrees Fahrenheit or charring the paint;
5. Dry sanding or dry scraping, except dry scraping in conjunction with heat guns or within 1.0 ft. (0.30m.) of electrical outlets, or when treating defective paint spots totaling no more than 2 sq. ft. (0.02 sq. m.) in any one interior room or space, or totaling no more than 20 sq. ft (2.0 sq. m.) on exterior surfaces; and
6. Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission and/or a hazardous chemical in accordance with the Occupational Safety and Health Administration regulations.

Article IV Records

Records must be kept of each evaluation, clearance or hazard reduction report for at least three years.

Article V Fines

The Contractor is fully responsible for the means and methods of executing the scope of work. Therefore, the Contractor and Subcontractor agree to hold the Owner and the City harmless in the event of any fines from federal or local agencies controlling the lead hazard reduction work. The Contractor

or Subcontractor agree to immediately (within 30 days) satisfy any and all fines or judgments presented by OSHA, EPA, the local or state health department, the state office of lead hazard control and any other governmental agency having jurisdiction over the lead hazard reduction work.

Article VI Worker Training

All workers involved in lead hazard reduction activities must either be supervised by an EPA or State of _____Abatement Supervisor or have received HUD-approved training in lead-safe work practices prior to commencement of work.

Article VII Occupant Protection During Lead Hazard Reduction

The Contractor shall provide the City with a copy of the written Occupant Protection Plan as required by 40 CFR Pt. 745.

Actions must be taken to protect occupants from lead-based paint hazards if the units will not be vacant during the rehab project. Occupants may not enter the work site during the lead hazard reduction activities. Reentry is permitted only after such activities are completed and the units have passed a clearance examination. Occupants of the unit do not have to be relocated under the following circumstances:

1. Rehab work will not disturb lead-based paint or create lead-contaminated dust;
2. Hazard reduction activities can be completed within one 8 hour daytime period and the work site is contained to prevent safety, health or environmental hazards;
3. Exterior-only work is being performed where the windows, doors, ventilation intakes and other openings near the work site are sealed during hazard reduction activities, and cleaned afterward, allowing for a lead-safe entry to be maintained;
4. Hazard reduction activities will be completed within 5 calendar days and the work area is sealed, the area within 10 feet of the containment area is cleaned each day, occupants have safe access to sleeping areas, bathroom and kitchen facilities; and occupants

are not permitted into the work sites until after clearance has been achieved.

Article VIII Temporary Relocation During Lead Hazard Reduction

If occupied units are to undergo more extensive lead hazard reduction activities, the occupants must be temporarily relocated. Most often, furniture and occupant belongings can be covered and sealed with protective plastic sheeting, although storage of major furniture and removal of all small furnishings during the hazardous materials reduction work may sometimes be necessary. The Owners/Occupants are responsible for carefully packing all breakables, removing all clothing from closets, and protecting any personal property. During the hazard reduction work, only workers trained in lead hazard reduction may enter the work site. This means that neither owners nor occupants are permitted to return to the work site during the day or at night. If the Owner/Occupant has special needs to re-enter the site, the City must be contacted. Only when the unit has been cleaned to the federally-mandated standards and passed a clearance examination is it safe and permissible for the Owner/Occupant to return to their home. The City will notify the Owner/Occupant with an Authorization for Re-Occupancy. If work is done in stages, interim dust lead clearance must be obtained prior to re-occupancy by the owners or occupants and other non-lead related rehabilitation workers. Final lead dust clearance must be repeated following the rehabilitation work to verify that the residence is free of lead hazards.

If needed, there shall be an allowance for relocation costs of $___ per week for owner occupants. The Federal Uniform Relocation Act for temporary relocation costs will apply when tenants are required to relocate. Payment will be made once costs/expenses are verified. The total allowance has been made part of this contract and based upon the time designated in the bid for lead hazard removal.

Article IX Worksite Preparation and Containment

The worksite shall be prepared to prevent the release of leaded dust, and contain lead-based paint chips and other debris from hazard reduction activities within the worksite until they can be safely removed. Practices that minimize the spread of leaded dust, paint chips, soil and debris shall be used during worksite preparation.

All objects that cannot be moved (cabinets, appliances, built-in furniture) shall be covered with plastic sheeting at least 6 mils thick taped securely in place. Floors in the worksite shall also be covered with plastic sheeting at least 6 mils thick sealed with tape.

Article X Cleaning Up and Clearance

The contractor shall keep the premises clean and orderly during the course of the work and all debris shall be removed on a continuous daily basis and not be allowed to accumulate.

All exposed interior surfaces shall be cleaned using a HEPA vacuum and wet washed with a detergent solution and clean water rinse to reduce the lead content.

Clearance may not be performed sooner than one hour after completion of the final cleanup. Clearance dust sampling is for settled leaded dust and is a two-phase process. The initial clearance evaluation is a Visual Examination done by the City followed by "environmental sampling" for leaded dust.

1. The visual examination determines that the work on all interior and exterior surfaces to be treated was completed, that there are no deteriorated paint surfaces, and that no visible settled dust or debris is present in interiors and within 10 feet of exterior walls if exterior work was performed.
2. Environmental sampling involves dust sampling on the interior work area. The clearance examiner may decide that exact sampling scheme based on the type of treatment (s), visual observation, and professional judgment.
3. Clearance samples must determine the lead dust levels of the work site prior to re-occupancy.
4. Clearance must be performed by an individual who is independent from the Contractor hired to do the work. The following dust lead clearance thresholds must be met:

    Floors—40 цg/ft2
    Interior window sills—250 цg/ft2
    Exterior window troughs—400 цg/ft2

5. Clearance must be performed by an EPA or State certified Risk Assessor, Lead Paint Inspector or a Clearance Technician.
6. If a component, such as a floor, fails the clearance dust standard, the floor in the room that failed must then be re-cleaned. A clearance dust sample must then be taken. The first clearance cost was made part of the total cost of rehabilitation. All subsequent cleaning and clearances costs shall be the sole responsibility of the Contractor.

Article XI Handling of Lead Wastes/Disposal

The Contractor is solely responsible for complying with federal and state requirements for the safe handling of lead wastes and the disposal thereof.

Article XII Owner Responsibilities

Owners shall provide utilities, sanitary facilities, and fire insurance.

Owners shall be responsible for monitoring potential hazards, repairing damaged surfaces, and maintaining the property to prevent hazards from occurring after occupancy.

IN WITNESS WHEREOF, the parties hereto execute this Addendum to the Contract

Contractor:	**Acceptance by Owner:**
_____	_____
Name	Name
_____	_____
Signature of contractor	Signature of Owner
_____	_____
Date	Date

Witness:

_____

Notary: Subscribed and sworn before me this _____day of _____, 200__

_____
Notary Public

Post Construction Safe Work Practices Certification

I, _____(*name*), an employee of _____(contractor or organization), certify that we followed safe work practices on _____(*address of property*). Items 1A-1D were adhered to, in compliance with Federal, state and local regulations, except in cases where the work was exempt from safe work practice requirements as described in Item 2.

Check Number 1 or 2

_____1. The following safe work practices were applied as appropriate.

A. The prohibited work methods listed below were not used.

- 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 that operate high enough to char the paint.
- Dry sanding or dry scraping. (For exceptions to this rule see 24CFR 35.140 (e).)
- Paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the Consumer Product Safety Commission at *16 CFR 1500.3*, and/or a hazardous chemical in accordance with the Occupational Safety and Health Administration at *29 CFR 1010.1200* or *1926.59*, as applicable to the work.

B. Protection of occupants and preparation of the worksite as described below.

- Occupant Protection
  - Occupants were not permitted to enter the worksite during hazard reduction activities until final clearance was achieved.
  - Occupants were temporarily relocated before and during hazard reduction activities if necessary.
  - Dwelling unit and worksite were secured against unauthorized entry, and occupants' belongings were protected from contamination by dust-lead hazards and debris during hazard reduction activities.
  - Occupants' belongings in a containment area were relocated to a secure area outside the containment area or covered with appropriate materials.
- Worksite Preparation
  - Worksite was prepared to prevent release of leaded dust and contained lead-based paint chips and other debris from hazard reduction activities within the worksite.
  - A warning sign was posted at each entry to rooms where hazard reduction activities were conducted when occupants were present.

C. Specialized cleaning after hazard reduction activities including:

- Used HEPA vacuum cleaners; or other method of equivalent efficacy; and
- Lead-specific detergents or equivalents.

D. Clearance of unit achieved before reoccupancy was permitted.

_____2. Safe work practices and clearance were not required when activities do not disturb painted surfaces below the *de* minimis thresholds defined below.

- The maintenance or rehab hazard reduction activities did not disturb painted surfaces that totaled more than:
  - 20 square feet on exterior surfaces;
  - 2 square feet in any one interior room or space; or
  - 10 percent of the total surface area on an interior or exterior type of component with a small surface area (such as windowsills, baseboards, and trim).

_____	_____	_____	_____
Contractor Signature	Date	City of _____ Representative	Date

Protection of Occupants' Belongings and Worksite Preparation for Projects with Lead Hazard Reduction Activities

Property Address:_____ Owner:_____

Name of Individual Completing this Form:_____

Organization:_____

Date Completed:_____

Instructions: Check all activities performed to protect occupants' belongings and prepare the worksite.

Whether or not temporary relocation of occupants is required before and during lead hazard reduction activities, the worksite must be carefully prepared and occupants' belongings protected. Check all that apply.

- ❑ Occupants were appropriately notified that their belongings would be protected during the work and what, if anything, they would need to do to prepare for the project.
- ❑ Occupants' belongings in the containment area were (check one):
  - ❑ relocated to a safe and secure area outside the containment area.
    OR
  - ❑ covered with an impermeable covering with all seams and edges taped or otherwise sealed.
- ❑ Worksite was prepared to prevent the release of leaded dust, and contain lead-based paint chips and other debris from hazard reduction activities until they were safely removed. Practices that minimize the spread of leaded dust, paint chips, soil and debris were used during worksite preparation.
- ❑ A warning sign was posted:
  - ❑ At each entry to a room where hazard reduction activities were conducted when occupants were present,
    OR
  - ❑ At each main and secondary entryway to a building from which the occupants had been relocated,
    OR
  - ❑ For an exterior hazard reduction work, where it was easily read 20 feet from the edge of the worksite.
- ❑ The warning sign was in:
  - ❑ the occupants' primary language,

    OR
  - ❑ another language (specify which language, and why occupants' primary language was not used).
  - ❑ Final clearance was achieved before occupants' belongings were uncovered or returned to the unit.