

**STANDARD OPERATING PROCEDURE FOR
COMPLIANCE WITH US EPA
LEAD RENOVATION, REPAIR, AND PAINTING (RRP) RULE**



GATEWAY NATIONAL RECREATION AREA

210 New York Avenue
Staten Island, NY 10305

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1.0 INTRODUCTION

1.1 Purpose

This Standard Operating Procedure (SOP or Plan) has been developed by Gateway National Recreation Area (GATE) to facilitate compliance with Title 40 of the Code of Federal Regulations (CFR), Part 745, Subpart E, hereafter referred to as the United States Environmental Protection Agency (EPA) Lead Renovation, Repair, and Painting (RRP) Rule.

1.2 Applicability

This Plan applies to GATE, and its direct employees, contractors, and subcontractors performing renovations in GATE housing (“target housing”) or child-occupied facilities in buildings or portions of buildings constructed prior to 1978. In the event of an apparent conflict between this Plan and the language of 40 CFR Part 745, Subpart E, the text of the regulations controls.

1.3 Covered Activities

This Plan applies to any activity that has the potential to disturb Lead-Based Paint (LBP) in GATE Target Housing, including but not limited to the following:

- A. Renovations, including remodeling, repair, or routine maintenance work.
- B. Electrical work.
- C. Plumbing.
- D. Window repair, painting, or replacement.
- E. Interim controls.
- F. Interior or exterior work in residential units and common areas.

The determination of whether an activity is or is not subject to the RRP Rule at 40 CFR Part 745, Subpart E, shall be made by a Certified Renovator in accordance with the regulatory requirements detailed in Section 5.0.¹ Abatement activities, which are governed by EPA’s Lead-based Paint Activities Rule at 40 CFR Part 745, Subpart L, are addressed in a separate SOP.

1.4 Contractors and Subcontractors

Contractors and subcontractors performing work on GATE Target Housing are responsible for their own full compliance with the RRP Rule. Proof of compliance such as certifications shall be submitted to GATE as a pre-project submittal prior to the start of any Renovation project. Proof of compliance shall include but not be limited to:

- A. Current Firm Certification;
- B. Individual Certification(s);
- C. Proof that a Certified Renovator is assigned to each Renovation; and
- D. A written plan explaining the lead-safe work practices that the contractor or subcontractor will follow in performing RRP work under the work practice standards at 40 CFR § 745.85.

¹ Additional requirements that may apply to RRP work, such as OSHA regulations, are beyond the scope of this SOP and are therefore not addressed here.

In addition, the contractor and subcontractor shall provide GATE with proof of compliance by providing copies of Worker Training Records as part of the pre-project submittal or as soon as available.

1.5 Limitations

This Plan applies to activities covered by the RRP Rule. The RRP Rule requires certain work practices where paint in target housing or child-occupied facilities is disturbed by renovation activities. These practices minimize the creation of dust and debris, prevent it from leaving the work area, and require cleaning of the work area to ensure occupant safety.

This Plan does not apply to activities related to the abatement of LBP or lead-based paint hazards. Abatement of LBP or lead-based paint hazards is covered by 40 CFR Part 745 - Subpart L and is also subject to other Local and State Regulations not addressed herein.

2.0 EXEMPTIONS

This Plan applies to work performed in GATE Target Housing and child-occupied facilities unless each component affected by the renovation has been determined to be free of lead-based paint consistent with one of the three exceptions set forth in 40 CFR 745.82(a).

Minor repair and maintenance activities as defined at 40 CFR 745.83, and as set forth in Section 3, are also exempt.

3.0 DEFINITIONS

Definitions applicable under the RRP Rule are set forth in 40 C.F.R. [745.83](#), and are incorporated by reference here. In addition, the following definitions apply to this Plan:

1. Abatement – any measure or set of measures designed to permanently eliminate lead-based paint hazards in accordance with standards established by appropriate Federal, State, and Local agencies.
2. Certified Firm - a firm which has obtained certification as an EPA Lead-Safe Certified Firm in accordance with the RRP Rule.
3. Certified Inspector-an individual who has successfully completed an accredited training course, passed the Lead Inspector State Examination, and has a current certification to conduct inspections.
4. Certified Renovator - an individual who either performs or directs workers who perform renovations and has completed a training program certified by the appropriate Federal agency, including approved State equivalency programs in accordance with the RRP Rule.
5. Certified Risk Assessor - an individual who has successfully completed an accredited training course, passed the Lead Inspector State Examination, and has a current certification to conduct Risk Assessments.

6. Common Area - area of the property which is outside of a private residential unit and is available for use by all tenants. Such an area may include, but is not limited to, hallways, stairways, laundry and recreational rooms, playgrounds, community centers, and garages.
7. Emergency renovations - renovation activities that were not planned but result from a sudden, unexpected event (such as non-routine failures of equipment) that, if not immediately attended to, presents a safety or public health hazard, or threatens equipment and/or property with significant damage.
8. GATE Target Housing - any GATE park housing constructed prior to 1978.
9. Lead-Based Paint (LBP)- paint or other surface coating that contains lead in excess of one (1.0) milligram per centimeter squared (mg/cm^2) or one-half (0.5) percent by weight ($\%/wt$) or 5,000 parts per million (PPM).
10. Lead-Based Paint Inspection - a surface-by-surface investigation to determine the presence of lead-based paint and the provision of a report explaining the results of the investigation. It is performed by a Certified Inspector or Risk Assessor.
11. Lead Based Paint Hazard - a condition that causes exposure to lead from lead-contaminated dust, lead contaminated soil, and lead-based paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects.
12. Minor repair and maintenance activities - activities, including minor heating, ventilation or air conditioning work, electrical work, and plumbing, that disrupt 6 square feet or less of painted surface per room for interior activities or 20 square feet or less of painted surface for exterior activities where none of the work practices prohibited or restricted by § 745.85(a)(3) are used and where the work does not involve window replacement or demolition of painted surface areas. When removing painted components, or portions of painted components, the entire surface area removed is the amount of painted surface disturbed. Jobs, other than emergency renovations, performed in the same room within the same 30 days must be considered the same job for the purpose of determining whether the job is a minor repair and maintenance activity.
13. Renovation - modification of any existing structure. or portion thereof that results in the disturbance of painted surfaces, unless that activity is performed as part of an abatement as defined by 40 CFR 745.223. Renovation includes (but is not limited to): The removal, modification or repair of painted surfaces or painted components (e.g., modification of painted doors, surface restoration, window repair, surface preparation activity (such as sanding, scraping, or other such activities that may generate paint dust)); the removal of building components (e.g., walls, ceilings, plumbing, windows); weatherization projects (e.g., cutting holes in painted surfaces to install blown-in insulation or to gain access to attics, planning thresholds to install weather-stripping), and interim controls that disturb painted surfaces. A renovation performed for the purpose of converting a building, or part of a building, into active park housing or a child-occupied facility is a renovation within the meaning of this SOP. The term renovation does not include minor repair and maintenance activities.

4.0 CERTIFICATIONS

4.1 Firm Certification

The RRP Rule requires all firms performing renovations for compensation in target housing and child-occupied facilities to be certified pursuant to 40 CFR 745.89. This certification requirement applies to GATE because its in-house employees, contractors, and subcontractors perform work in GATE Target Housing that has the potential to disturb LBP.

GATE has obtained and will maintain certification as an EPA RRP Certified Firm.

Contractors and subcontractors who perform RRP work in GATE Target Housing will be required to provide proof of Firm Certification as part of their pre-project submittals for each Renovation.

4.2 Individual Certification

Any GATE employee who performs work covered by the RRP rule on GATE Target Housing will be a Certified Renovator.

GATE will require all supervisors of the Facility Management Division to obtain Certified Renovator training within one year of commencing employment at the park.

To the extent practicable given staffing levels, GATE will seek to maintain two Certified Renovators on staff at each of the three units (Jamaica Bay, Staten Island, and Sandy Hook) of Gateway National Recreation Area. In the event that GATE does not have any Certified Renovators on staff, it will not perform any work on GATE Target Housing that is subject to the RRP rule. Any such work would only be performed by a contracted EPA-certified renovation firm in accordance with the process set out below.

Contractors and subcontractors who perform RRP work on GATE Target Housing will be required to provide proof that they are a Certified Firm and that they have assigned a Certified Renovator to each Renovation. Contractors and subcontractors will also be required to provide proof of individual certification or on-the job training in compliance with the RRP Rule for each individual working on a Renovation.

4.3 Renewal of Firm and Individual Certifications

GATE's Environmental Manager will be responsible for ensuring that GATE's Firm Certification and park employees' individual certifications are maintained in accordance with the RRP Rule. Firm Certification is valid for five (5) years from the date of issuance. Certified Renovator training is valid for five (5) years from the date of completion of the EPA accredited training course.

GATE shall renew its Firm Certification prior to expiration if it intends to perform any work covered by the RRP Rule. All Certified Renovators shall renew their certification prior to expiration.

4.4 Certification of New Employees

Any newly hired employees of GATE who will perform RRP work on GATE Target Housing must complete an EPA-accredited training course to become a Certified Renovator prior to conducting any renovations.

Upon completion of training, Certified Renovators will understand RRP-based work key terms & definitions including but not limited to: renovations, the difference between renovation and abatement,

minor repairs and maintenance activities, emergency renovations, target housing, and child-occupied facilities as they relate to any RRP work conducted at the park.

5.0 TRAINING REQUIREMENTS

5.1 Certified Firm

There are no specific training requirements for Firm Certification. Firms must apply to EPA for certification to perform renovations. To apply, a firm must submit a completed application and fee to EPA online. EPA RRP Firm Certifications are valid for five (5) years from the date of issuance.

5.2 Certified Renovator

Renovators are certified upon completion of an EPA-accredited training course. The course completion certificate serves as the certification credential. For initial certification, renovators must take an eight (8) hour training course that includes two (2) hours of hands-on learning. The initial certification is valid for five (5) years from the date of completion of the accredited training.

To remain certified, a renovator must complete a refresher training course before the current certification expires. For recertification, renovators must take a four (4) hour refresher training that includes hands-on learning. Recertification is valid for five (5) years from the date of completion of the EPA-accredited refresher training course. If certification expires, then the eight (8) hour initial certification course must be taken again to regain certification.

A Certified Renovator must provide on-the-job training to uncertified workers performing RRP work on GATE Target Housing. On-the-job training covers lead-safe work practices required during Renovations.

6.0 RESPONSIBILITIES

6.1 Certified Firm

GATE is a Certified Firm and is responsible for ensuring the following for each Renovation conducted in GATE Target Housing:

- A. A Certified Renovator is assigned to each renovation
- B. Individuals performing activities that disturb painted surfaces on behalf of the firm in GATE Target Housing-whether employed by GATE, a contractor, or sub-contractor, are either Certified Renovators or have been trained on-the-job by the Certified Renovator assigned to the Renovation.
- C. Certified Renovators may be contractors, subcontractors, or employees of GATE. If the assigned Certified Renovator is an employee of GATE, that employee must have a valid and current Renovator certification from an EPA-accredited training provider before he or she can serve the Certified Renovator function.
- D. If GATE is involved in multiple concurrent projects, they will be required to ensure the availability of a sufficient number of Certified Renovators to maintain proper coverage and ensure compliance with the RRP Rule at all Renovations.

E. Renovations performed by the firm are performed in accordance with RRP work practice standards.

F. Pre-renovation education requirements of the RRP Program are performed as detailed in Section 8.0 below.

G. The RRP program recordkeeping requirements are met.

6.2 Certified Renovator

Certified Renovators are responsible for ensuring overall compliance with the RRP Rule's requirements for lead-safe work practices at renovations to which they are assigned. Under 40 CFR 745.90(b), a Certified Renovator must:

A. Be continuously present at the worksite when warning signs are posted, while the work-area containment is being established and while the work-area cleaning is performed.

B. Direct oversight of work being performed by other individuals to ensure that lead-safe work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area.

C. Provide training to workers on the work practices required that they will be using in performing their assigned tasks.

D. Be always available either on-site or by telephone when renovations are being conducted.

E. Perform project cleaning verification.

F. Furnish at the worksite, copies of their initial course completion certificate and their most recent refresher course completion certificate.

G. Prepare required records as required by the RRP Rule and this SOP. When testing is performed, the Certified Renovator must use an EPA-recognized test kit or must collect paint chip samples, submit them to an EPA-recognized laboratory, and obtain test results from the laboratory to determine whether components affected by the renovation contain lead-based paint. The Lead-Based Paint Testing Form presented in **Appendix I** must be completed whenever testing is performed by a Certified Renovator. If paint chip samples are obtained by the Certified Renovator, the Certified Firm must provide a report to the occupant within 30 days after completion of the renovation. This report must include:

- The date of testing
- Identification and contact information for the Certified Firm and Certified Renovator performing the testing.
- Laboratory name and address.
- Locations of surfaces tested.
- Descriptions of the surfaces tested.
- The results of testing.

7.0 PRE-RENOVATION EDUCATION

7.1 Renovations in Dwelling Units

No more than sixty (60) calendar days prior to the start of renovation activities, GATE must:

- A. Provide the occupant(s) of the unit with a copy of the Pamphlet in **Appendix II**.
- B. Complete the Pre-Renovation Notification and Occupant Acknowledgement Form in **Appendix III**.

7.2 Renovations in Common Areas

No more than sixty (60) calendar days prior to the start of renovation activities, GATE must:

- A. Provide the occupant(s) of each affected building with a written notification describing the type of work and locations of work being performed, and the anticipated completion date, and contact information for a Designated Person responsible for overseeing the work activities.
- B. Make copies of the Pamphlet available upon request.
- C. Prepare a signed and dated statement detailing the steps performed to notify the affected occupants of the intended renovation activities.
- D. Complete the Common Area Renovation Notification Form in **Appendix IV**.

8.0 LEAD-SAFE WORK PRACTICES

GATE and their Certified Renovators are responsible for ensuring that the following minimum Work Practices are employed on all projects covered by the Plan.

8.1 Pre-Renovation

The assigned Certified Renovator shall complete the Pre-Renovation RRP Checklist as presented in **Appendix V** before starting work on any project.

- A. Signage - the Certified Renovator must post signs clearly defining the work area and warning occupants and other persons not involved in renovation activities to remain outside of the work area. To the extent practicable, these signs must be in the primary language of the occupants. These signs must be posted before beginning the renovation and must remain in place and readable until the renovation and the post-renovation cleaning verification have been completed.
- B. Isolation Barriers - Before beginning the renovation, the Certified Renovator assigned to the Renovation will ensure that isolation barriers are in place. The work area will be isolated so that no dust or debris leaves the work area while the Renovation is being performed. In addition, the Certified Renovator(s) must maintain the integrity of the containment by ensuring that any plastic or other impermeable materials are not torn or displaced and taking any other steps necessary to ensure that no dust or debris leaves the work area while the renovation is being

performed. The containment must be installed in such a manner that it does not interfere with occupant and worker egress in an emergency.

8.2 Interior Renovation

The Certified Renovator(s) shall ensure that the following are performed:

- A. Remove all unit contents from the work area, including furniture, rugs, and window coverings, or cover them with plastic sheeting with all seams and edges taped or spray glued.
- B. Seal all openings into the HVAC system with plastic and tape.
- C. Close windows and doors in the work area. Cover doors a critical barrier of plastic sheeting consisting of a double-flap or zipper entry to allow for worker egress.
- D. Cover the floor surface with poly sheeting at least six (6) feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to contain the dust, whichever is greater.
- E. Ensure that all personnel, tools, and other items, including the exteriors of containers of waste, are free of dust and debris before leaving the work area.

8.3 Exterior Renovation

The Certified Renovator(s) shall ensure that the following are performed:

- A. Close all doors and windows within twenty (20) feet in all directions of the renovation.
- B. Cover doors and windows within the work area with a critical barrier of plastic sheeting consisting of a double-flap or zipper entry to allow for worker egress.
- C. Cover the ground surface in the work area with plastic sheeting at least ten (10) feet beyond the perimeter of the work area, plus an additional ten (10) feet for each level of the building above which the work is being performed up to a maximum of fifty (50) feet.
- D. Erect additional containment as needed when work is near the property line to ensure off-site contamination does not occur.

8.4 Prohibited Practices

The following are prohibited during a renovation under the Plan:

- A. Open flame burning or torching of LBP surfaces.
- B. Mechanical abrasion (cutting/grinding/sanding) of LBP surfaces unless the machine is equipped with a manufacturer-installed shroud and HEPA collection system.
- C. Use of heat guns on surfaces covered with lead-based paint.

8.5 Work Area Cleaning

For all renovations, after the work is completed, the Certified Renovators will ensure that the work area is cleaned until no dust or debris remains. All paint chips and debris must be collected, double bagged,

and sealed. After cleaning is performed, remove the protective sheeting. Sheeting should be misted and folded dirty sides inward. Double-bag and seal all used sheeting. Sheeting used to isolate contaminated rooms from non-contaminated rooms must remain in place until after the cleaning and removal of other sheeting.

In addition, for interior renovations, the Certified Renovator shall ensure that following additional cleaning is performed:

A. Clean all objects and surfaces in the work area and within two (2) feet of the work area cleaning from higher to lower:

B. Walls - Clean walls starting at the ceiling and working down to the floor by either vacuuming with a HEPA vacuum or wiping with a damp cloth.

C. Remaining surfaces - Thoroughly vacuum all remaining surfaces and objects in the work area, including furniture and fixtures, with a HEPA vacuum. Wipe all remaining surfaces and objects in the work area, except for carpeted or upholstered surfaces, with a damp cloth. Mop uncarpeted floors thoroughly, using a mopping method that keeps the wash water separate from the rinse water, such as the two (2) bucket mopping method, or using a wet mopping system.

8.6 Post-Renovation Cleaning Verification

The following are the requirements for Post-Renovation Cleaning Verification. If Dust Clearance Testing is performed, these requirements do not apply. When performing a Post-Renovation Cleaning Verification, the Certified Renovator shall complete the Post Renovation Cleaning Verification Form presented in **Appendix VI**.

For exterior renovations, a Certified Renovator must perform a visual inspection to determine whether dust, debris or residue is still present on surfaces in and below the work area, including windowsills and the ground. If dust, debris or residue is present, these conditions must be eliminated, and another visual inspection must be performed. When the area passes the visual inspection, remove the warning signs.

For interior renovations, a Certified Renovator must perform a visual inspection to determine whether dust debris or residue is still present. If dust, debris or residue is present, these conditions must be removed by re-cleaning and another visual inspection must be performed. After a successful visual inspection, a Certified Renovator must:

A. Verify that each windowsill in the work area is adequately cleaned, using the following procedure:

a. Wipe the windowsill with a wet disposable cleaning cloth that is damp to the touch. If the cloth matches or is lighter than the cleaning verification card, the windowsill is adequately cleaned.

b. If the cloth does not match and is darker than the cleaning verification card, re-clean the windowsill, then either use a new cloth or fold the used cloth in such a way that an unused surface is exposed and wipe the surface again. If the cloth matches or is lighter than the cleaning verification card, that windowsill is adequately cleaned. c. If the cloth does not match and is darker than the cleaning verification card, wait for one (1) hour or until the surface has dried completely, whichever is longer.

d. After waiting for the windowsill to dry, wipe the windowsill with a dry disposable cleaning cloth. After this wipe, the windowsill is adequately cleaned.

B. Wipe uncarpeted floors and horizontal surfaces within the work area with a wet disposable cleaning cloth. Floors must be wiped using an application device with a long handle and a head to which the cloth is attached. The cloth must remain damp at all times while it is being used to wipe the surface for post-renovation cleaning verification. If the surface within the work area is greater than forty (40) square feet, the surface within the work area must be divided into roughly equal sections that are each less than forty (40) square feet. Wipe each such section separately with a new wet disposable cleaning cloth. If the cloth used to wipe each section of the surface within the work area matches the cleaning verification card, the surface is adequately cleaned.

a. If the cloth used to wipe a particular surface section does not match the cleaning verification card, re-clean that section of the surface. If the cloth matches the cleaning verification card, that section of the surface is adequately cleaned.

b. If the cloth used to wipe a particular surface section does not match the cleaning verification card after the surface is re-cleaned, wait for one (1) hour or until the entire surface within the work area has dried completely, whichever is longer.

c. After waiting for the entire surface within the work area to dry, wipe each section of the surface that has not yet achieved post-renovation cleaning verification with a dry disposable cleaning cloth. After this wipe, that section of the surface is adequately cleaned.

d. When the work area passes the post-renovation cleaning verification, remove the warning signs.

8.7 Waste Materials

Waste from renovation activities must be handled in a manner which prevents release of dust and debris when removed from the work area for storage or disposal. Use of chutes should be avoided. If a chute is used, it must be covered. Waste transportation and disposal must comply with Local, State, and Federal regulations.

9.0 PROJECT MANAGEMENT

New Lead Based Paint Projects: There are two types of scenarios where any RRP work is being conducted at GATE: (1) RRP work conducted by in-house Park Facility Management staff at the direction of the Program Manager of the Facility Management Division/Park Administrative Officer, or (2) RRP work included in an approved and funded PMIS (Project Management Information System) project that will be performed by qualified certified contractors, with a clear scope of work, project objectives, and measurable results.

In both scenarios, when a RRP work order is created with the Work Order Tracking section of the Facility Management Software System (FMSS), this work order shall be linked to the park-wide "Standing Work Order" for RRP work in the "Originating Record" field in the order tracking. This ensures that all work

covered by the RRP rule is able to be identified by running a query for related work orders on the Standing Work Order.²

In the instance of Park Facility Management staff-led projects:

- The Park Facility Management Supervisor is responsible for ensuring that the on-site lead is an EPA Certified Renovator for RRP work.
- A work order will be created for RRP work. The work order title will include “LBP-RRP” to denote that it is work subject to the RRP rule.
- Once a work order is created in FMSS for the RRP work, GATE will list the assigned Certified Renovator in a parenthetical in the title of the work order.
- GATE will list the assigned Certified Renovator in the “Lead” field in of the RRP work order.
- GATE will list the supervisor of the work unit in the “Supervisor” field of the RRP work order.
- The Certified Renovator and supervisor will be responsible for ensuring that the park complies with all aspects of the RRP Rule. If compliance with this rule is not possible, GATE will not conduct this work with park staff.
- Prior to any work being conducted on an occupied unit, the Program Manager for the Facilities Management Division will contact the Chief of Administration to ensure notification is made to the tenant. The Chief of Administration will copy the Program Manager for Facilities Management on the tenant notification. The assigned Certified Renovator (lead) and park maintenance unit supervisor are responsible for conveying to the Program Manager that work subject to the RRP rule is planned.
- The assigned Certified Renovator (lead) will ensure required signage at the worksite involving the RRP rule is posted.
- The assigned Certified Renovator (lead) will train staff and track such training on the RRP recordkeeping checklist form attached as **Appendix V**.
- The assigned Certified Renovator (lead) will provide the completed recordkeeping checklist, along with any associated records, to the Supervisor. The supervisor or their designee will upload this checklist and associated records to FMSS as an attachment to the RRP work order using the “Attachments” field of the work order tracking.
- The supervisor will be responsible for ensuring all records of this RRP work will be maintained for 3 years following work completion. To facilitate ease of locating RRP work records, the work order will be kept in an open status in FMSS for the entirety of the EPA-required 3-year recordkeeping period.
- The assigned Certified Renovator is responsible for maintaining, and being able to make available, all RRP-related documentation from the project start, through completion, until all documentation has been uploaded into FMSS. Within 30 calendar days of completion of any RRP work conducted by park staff, all relevant work order related information, including labor hours,

² Any abatement work would be governed by the Abatement SOP, and would also be linked to the Standing Work Order and would indicate that abatement work is being conducted by indicating “LBP-Abatement” in the work order title.

laborers, costs, tools, and materials will be tracked properly in FMSS and any checklists and associated documents will be uploaded as attachments to the work order in FMSS.

In the instance of PMIS projects that are executed by outside contractors, a federal government Contracting Officer Representative (COR) from the Park, Region or Denver Service Center (DSC), will ensure:

- The project scope of work for the contract must provide that the contractor is responsible for complying with all aspects of the RRP Rule, including that the contractor is from a Certified Firm with a Certified Renovator assigned to the project.
- The scope of work must provide that the contractor is responsible for completing the recordkeeping checklist and certifying its accuracy and must provide the completed checklist to the COR upon work completion.
- Once a project has been successfully funded in PMIS, the park will utilize “Project Scoping Tool (PST)work order tracking” to enter relevant COR details into the individual relevant RRP work orders contained in the project.
- COR responsible for administering and monitoring contract will be input in the work order title and the “Lead” field.
- COR will upload the RRP Recordkeeping checklist as an attachment to the relevant RRP work order utilizing the “Attachments” field of the work order.
- COR will be responsible for ensuring all records concerning the contract for RRP work are maintained for 3 years following contract completion by providing documentation to the Facility Management Program Manager.
- Within 30 calendar days of completion of any contracted RRP work, all relevant work order costs will be tracked properly in FMSS and any documents required to be maintained under EPA’s RRP recordkeeping rule will be uploaded to FMSS. The COR will be responsible for the RRP records until they are submitted to the Facility Management Program Manager.

10.0 RRP RECORDKEEPING

The following records shall be maintained for each project for a period of at least three (3) years from completion of each RRP project:

- A. Documentation that one or more individual Certified Renovators were assigned to each project, including the names of each individual Certified Renovator assigned to the project.
- B. Copies of each Certified Renovator's initial and most recent refresher course completion certificates.
- C. Non-certified worker (on-the-job) training documentation, including documentation that a Certified Renovator provided the training and direction to workers who performed the renovation.

D. Documentation of results of any testing performed by an inspector, risk assessor or Certified Renovator on GATE Target Housing, including information on and results of use of EPA-recognized test kits or paint chip samples by the Certified Renovator who acted as the representative of the GATE at the job site and who conducted testing for the presence of lead-based paint on surfaces to be affected by the renovation.

E. Lead-based paint inspection reports provided by a certified Lead Inspector or certified Lead Risk Assessor, if applicable.

F. Proof of owner/occupant pre-renovation education, including a signed and dated Acknowledgement of receipt of the Pamphlet from both the owner and/or occupant (i.e., pre-renovation education) or certificate of mailing providing proof of attempted distribution of the Pamphlet.

H. Documentation that a Certified Renovator performed the post-renovation cleaning verification.

I. Documentation that when the final invoice for the renovation is delivered or within 30 days of completion of renovation, whichever is earlier, GATE provided information pertaining to compliance with RRP to the adult occupant of the unit, or if the renovation occurred in a child occupied facility, an adult representative of the child-occupied facility.

J. Documentation of compliance with any other provision of the RRP Rule not specified above.

K. Copies of any completed RRP Recordkeeping forms collected in Appendices III and V - VIII. The required records shall be maintained electronically in a folder dedicated to RRP Rule documentation and in an easily accessible format. Copies of the specified RRP-compliance documents shall also be kept with the individual project files or folders. All electronic files containing the specified documents shall be backed up regularly and copies shall be maintained off-site, in the cloud or on some independent medium to prevent inadvertent loss or destruction of the data. Records shall be maintained in PDF format or another format to prevent modification of historical data. Records shall be made available to EPA upon request in a timely manner.

11.0 SIGNATURES

Appendix List:

Appendix I:	Lead-Based Paint Testing form
Appendix II:	EPA Pamphlet (English and Spanish Versions)
Appendix III:	Pre-Renovation Notification and Occupant Acknowledgement
Appendix IV:	Common Area Renovation Notification
Appendix V:	Enhanced Checklist for Renovations Regulated by the RRP Rule
Appendix VI:	RRP Post-Renovation Cleaning Verification Checklist

LEAD SAFETY for Remodeling, Repair and Painting

Test Kit Documentation Form

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Owner Information

Name of Owner/Occupant: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact #: (____) ____ - ____
Email: _____

Renovation Information

Fill out all of the following information that is available about the Renovation Site, Firm, and Certified Renovator.

Renovation Address: _____ Unit# _____
City: _____ State: _____ Zip code: _____

Certified Firm Name: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact #: (____) ____ - ____
Email: _____

Certified Renovator Name: _____ Date Certified: / /

Test Kit Information

Use the following blanks to identify the test kit or test kits used in testing components.

Test Kit #1

Manufacturer: _____ Manufacture Date: _____
_____/_____/_____
Model: _____ Serial #: _____
Expiration Date: _____

Test Kit #2

Manufacturer: _____ Manufacture Date: _____
_____/_____/_____
Model: _____ Serial #: _____
Expiration Date: _____

Test Kit #3

Manufacturer: _____ Manufacture Date: _____
_____/_____/_____
Model: _____ Serial #: _____
Expiration Date: _____

LEAD SAFETY for Remodeling, Repair and Painting

Test Kit Documentation Form

Page ___ of ___

Renovation Address: _____ Unit# _____
City: _____ State: _____ Zip code: _____

Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

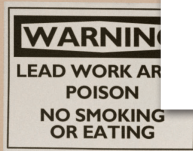
Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

Test Location # _____	Test Kit Used: (Circle only one)	Test Kit # 1	Test Kit # 2	Test Kit # 3
Description of component tested including location: _____				
Result: Is lead present? (Circle only one) YES NO Presumed				
Date of test: ____/____/____				

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)

epa.gov/getleadsafe

EPA-740-K-10-001

Revised September 2011



This document may be purchased through the U.S. Government Printing Office online at bookstore.gpo.gov or by phone (toll-free): 1-866-512-1800.



Important lead hazard information for
families, child care providers and schools.



IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.



WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at **1-800-424-LEAD (5323)** for more information.
- **“Do-it-yourself” projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at **1-800-424-LEAD (5323)** and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at **1-800-424-LEAD (5323)** for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
- Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
- Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.

LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

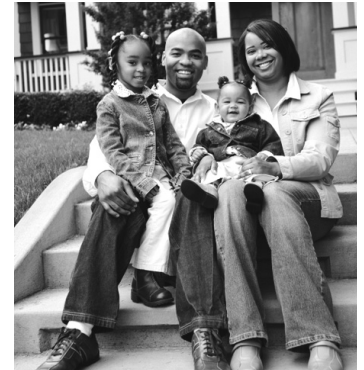
Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

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

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at [epa.gov/lead/pubs/leadinfo](https://www.epa.gov/lead/pubs/leadinfo) or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

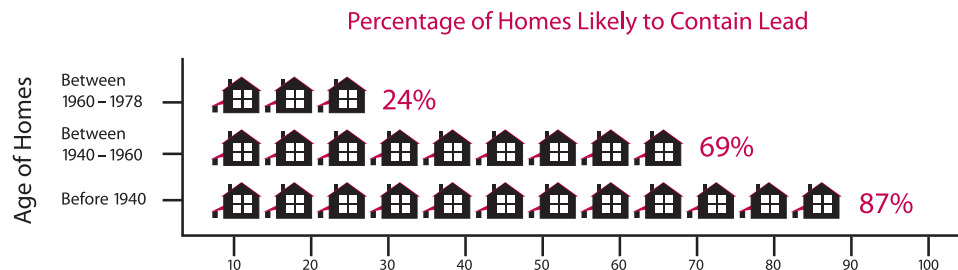
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead.

Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at epa.gov/getleadSAFE or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

The work practices the contractor must follow include these three simple procedures, described below:

1. Contain the work area. The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:

- Cover the floors and any furniture that cannot be moved.
- Seal off doors and heating and cooling system vents.
- For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. Avoid renovation methods that generate large amounts of lead-contaminated dust.

Some methods generate so much lead-contaminated dust that their use is prohibited.

They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. Clean up thoroughly. The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:

- Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
- Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/locate or contact the National Lead Information Center at **1-800-424-LEAD (5323)**.
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at **1-800-424-LEAD (5323)** or epa.gov/lead/nlic can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.



The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at epa.gov/lead/pubs/brochure

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



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

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2

(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-5000

Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6

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

Region 7

(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Region 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9

(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Region 10

(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC

4330 East West Highway
Bethesda, MD 20814
Hotline 1-(800) 638-2772
cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
cdc.gov/nceh/lead

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
hud.gov/offices/lead/



SAMPLE PRE-RENOVATION FORM

This sample form may be used by renovation firms to document compliance with the Federal pre-renovation education and renovation, repair, and painting regulations.

Occupant Confirmation

Pamphlet Receipt

- ☐ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

- ☐ **Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.
- ☐ **Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

Note Regarding Mailing Option — As an alternative to delivery in person, you may mail the lead hazard information pamphlet to the owner and/or tenant. Pamphlet must be mailed at least seven days before renovation. Mailing must be documented by a certificate of mailing from the post office.

GUÍA DE PRÁCTICAS ACREDITADAS SEGURAS PARA TRABAJAR CON EL PLOMO PARA **REMODELAR CORRECTAMENTE**



PRECAUCIÓN PRECAUCIÓN PRECAUCIÓN PRECAUCIÓN PRECAUCIÓN PRECAUCIÓN



1-800-424-LEAD (5323)

epa.gov/getleadsafe

EPA-740-K-10-002

Septiembre de 2011



El presente documento puede comprarse a través de la Imprenta del Gobierno de los EE. UU. por Internet ingresando en bookstore.gpo.gov o por teléfono (en forma gratuita) llamando al **1-866-512-1800**.



Información importante sobre el riesgo
del plomo para familias, proveedores de
cuidado infantil y escuelas.



¡ES LA LEY!

La ley federal requiere que contratistas que alteran superficies pintadas en casas, instalaciones de cuidado infantil y escuelas construidas antes de 1978, sean acreditados y sigan prácticas de trabajo específicas para prevenir la contaminación causada por el plomo. Siempre pida ver la certificación de su contratista.

La ley federal requiere que los individuos reciban cierta información antes de remodelar más de seis pies cuadrados de superficies pintadas en una habitación para proyectos interiores o más de veinte pies cuadrados de superficies pintadas para proyectos exteriores o reemplazo de ventanas o demolición en viviendas, instalaciones de cuidado infantil y escuelas construidas antes de 1978.

- Propietarios de casas e inquilinos: los renovadores deben darle este folleto antes de empezar a trabajar.
- Instalaciones de cuidado infantil, incluso las aulas de escuelas preescolares y de kindergarten, y las familias de niños menores de seis años que asisten a esas instalaciones: los renovadores deben proveer una copia de este folleto a las instalaciones de cuidado infantil e información general de la remodelación a las familias de los niños que asisten a esas instalaciones.



¿QUIÉN DEBERÍA LEER ESTE FOLLETO?

Este folleto es para usted si usted:

- Reside en una casa construida antes de 1978.
- Es propietario u opera una instalación de cuidado infantil, incluso aulas preescolares y de kindergarten, construida antes de 1978, o
- Tiene un niño menor de seis años que asiste a una instalación de cuidado infantil construida antes de 1978.

Usted aprenderá:

- Datos básicos acerca del plomo y su salud.
- Cómo elegir a un contratista, si usted es el dueño de una propiedad.
- Lo que los inquilinos, y padres/tutores de un niño en una instalación de cuidado infantil o escuela deberían considerar.
- Cómo prepararse para el trabajo de renovación o reparación.
- Qué buscar durante el trabajo y después de que el trabajo esté completado.
- Dónde obtener más información acerca del plomo.

Este folleto no es para:

- **Proyectos de eliminación.** La eliminación es un conjunto de actividades dirigidas específicamente a eliminar el plomo o los riesgos del plomo. La EPA (Agencia de Protección Ambiental por sus siglas en inglés) tiene normas para la certificación y capacitación de profesionales en el campo de eliminación de plomo. Si su meta es eliminar el plomo o los riesgos del plomo, comuníquese con el Centro Nacional de Información sobre el Plomo (National Lead Information Center) al **1-800-424-LEAD (5323)** para mayor información.
- **Proyectos “Hágalo usted mismo”.** Si usted mismo planea hacer trabajos de remodelación, este documento es un buen inicio, pero usted necesitará más información para finalizar el trabajo con seguridad. Llame al Centro Nacional de Información sobre el Plomo (National Lead Information Center) al **1-800-424-LEAD (5323)** y pida más información sobre cómo trabajar con seguridad en una casa con pintura a base de plomo.
- **Educación del contratista.** Los contratistas que quieran información acerca de cómo trabajar de una manera segura con el plomo deberán comunicarse con el Centro Nacional de Información sobre el Plomo (National Lead Information Center) al **1-800-424-LEAD (5323)** para información sobre cursos y recursos sobre prácticas seguras para trabajar con el plomo.



¿REMODELANDO, REPARANDO O PINTANDO?



- ¿Está siendo remodelada, reparada o pintada su casa, su edificio, o la instalación de cuidado infantil o escuela a la que asisten sus hijos?
- ¿Fue su casa, su edificio, o la instalación de cuidado infantil o escuela a la que asisten sus hijos menores de seis años, construida antes de 1978?

Si la respuesta a estas preguntas es Sí, hay unas cuantas cosas importantes que usted necesita saber acerca de la pintura a base de plomo.

Este folleto proporciona datos básicos sobre el plomo e información acerca de seguridad contra el plomo cuando se está haciendo trabajo en su casa, su edificio o la instalación de cuidado infantil o escuela a la que asisten sus hijos.

La realidad acerca del plomo

- El plomo puede afectar al cerebro y sistema nervioso en desarrollo de los niños, causando un Coeficiente Intelectual (CI) reducido, discapacidades de aprendizaje y problemas de comportamiento. El plomo también es dañino para los adultos.
- El plomo en el polvo es la forma más común en que las personas son expuestas al plomo. El plomo puede entrar al cuerpo por diferentes mecanismos como ser por el plomo en la tierra o por la pintura descascarada o desconchada. El polvo de plomo es frecuentemente invisible.
- La pintura a base de plomo se usó en más de 38 millones de casas hasta que fue prohibida para uso residencial en 1978.
- Los proyectos que alteran la pintura a base de plomo pueden crear polvo y poner en peligro a usted y a su familia. No permita que esto le suceda. Siga las prácticas descritas en este folleto para protegerse usted y su familia.

MUESTRA DEL FORMULARIO ACTUAL DE REMODELACIÓN PREVIA

Este formulario de muestra puede ser utilizado por compañías de renovación para documentar su cumplimiento con los reglamentos federales de educación antes de la renovación, y de la renovación, reparación y pintura.

Confirmación del Ocupante

Recibo del Folleto

- ☐ He recibido una copia del folleto, Remodelar correctamente: Información importante del riesgo del plomo para familias, proveedores de cuidado infantil y escuelas informándome del posible peligro por la exposición al riesgo del plomo que podría ser causado por la actividad de renovación que se llevará a cabo en mi unidad de vivienda. Recibí este folleto antes de que el trabajo empiece.

Nombre del dueño u ocupante en letra de imprenta

Firma del dueño u ocupante

Fecha firmada

Opción de auto-certificación del renovador (solamente para viviendas ocupadas por inquilinos)

Instrucciones para el renovador: Si el folleto acerca del plomo fue entregado pero no se pudo obtener la firma de un inquilino, usted puede marcar la casilla apropiada abajo.

- ☐ **Rehusó firmar** – Certifico que he hecho un esfuerzo de buena fe para entregar el folleto de información acerca de los peligros del plomo a la vivienda en alquiler listada abajo en la fecha y hora indicadas y que el ocupante se negó a firmar la confirmación de recibo. Además certifico que he dejado una copia del folleto en la unidad con el ocupante.
- ☐ **No estaba disponible para firmar** – Certifico que he hecho un esfuerzo de buena fe para entregar el folleto de información acerca de los peligros del plomo a la unidad en alquiler listada abajo y que el ocupante no estaba disponible para firmar la confirmación de recibo. Además certifico que he dejado una copia del folleto en la unidad deslizándola bajo la puerta o de la siguiente manera (escriba explicando cómo dejó el folleto).

Nombre de la persona certificando el intento de entrega en letra de imprenta

Fecha y hora de intento de entrega

Firma de la persona certificando la entrega del folleto acerca del plomo

Dirección de la unidad

Nota con respecto a la opción de enviar por correo — Como alternativa a entregar en persona, usted puede enviar por correo el folleto acerca del plomo al propietario y/o inquilino. El folleto debe ser enviado por correo al menos 7 días antes de la renovación (Documento con un certificado de envío por correo de la oficina postal).



EL PLOMO Y SU SALUD

El plomo es especialmente peligroso para niños menores de seis años de edad.

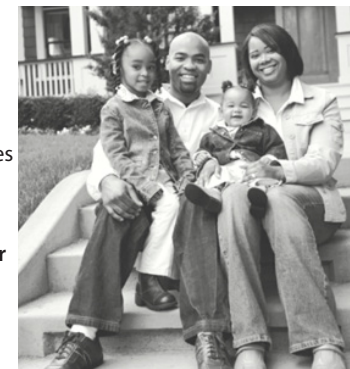
El plomo puede afectar al cerebro y sistema nervioso en desarrollo de los niños, causando:

- Coeficiente Intelectual (CI) reducido y discapacidades de aprendizaje.
- Problemas de comportamiento.

Aun los niños que parecen saludables pueden tener niveles de plomo peligrosos en sus cuerpos.

El plomo también es dañino para los adultos. En los adultos, niveles bajos de plomo pueden presentar muchos peligros, incluso:

- Presión de sangre alta e hipertensión.
- Las mujeres embarazadas expuestas al plomo pueden transferir el plomo a sus fetos. El plomo se introduce en el cuerpo cuando es tragado o inhalado.
- Las personas, especialmente los niños, pueden tragar polvo de plomo cuando comen, juegan, o hacen otras actividades en las cuales se llevan la mano a la boca.
- Las personas también pueden respirar polvo o gases de plomo si alteran la pintura a base de plomo. Las personas que liján, raspan, queman, cepillan, aplican aire comprimido o alteran la pintura a base de plomo de alguna otra manera, se arriesgan a una exposición dañina al plomo.



¿Qué debo hacer si estoy preocupado por la exposición de mi familia al plomo?

- Un análisis de sangre es la única manera de averiguar si usted o un miembro de su familia ya tienen envenenamiento con plomo. Llame a su médico o a su departamento de salud local para tramitar un análisis de sangre.
- Llame a su departamento de salud local para asesoría sobre cómo reducir y eliminar exposiciones al plomo dentro y fuera de su casa, instalación de cuidado infantil o escuela.
- Siempre use prácticas seguras para trabajar con el plomo cuando la renovación o reparación alterarán la pintura a base de plomo.

Para mayor información acerca de los efectos en la salud por la exposición al plomo, visite el sitio Web del plomo de la EPA en epa.gov/lead/pubs/leadinfo.htm (en inglés) o en epa.gov/lead/pubs/leadinfoesp.htm (en español) o llame a al 1-800-424-LEAD (5323).

Hay otras cosas que usted puede hacer diariamente para proteger a su familia.

- Limpie regularmente los pisos, los marcos de las ventanas y otras superficies.
- Lave con frecuencia las manos, biberones, chupetes/chupones, y juguetes de los niños.
- Asegúrese de que los niños coman una dieta saludable y nutritiva, consistente con las normas dietéticas del USDA (Departamento de Agricultura de los Estados Unidos, por sus siglas en inglés), que ayuda a proteger a los niños de los efectos del plomo.
- Límpiense el calzado antes de entrar a la casa.

¿DE DÓNDE VIENE EL PLOMO?

El polvo es el problema principal.

La forma más común de que el plomo entre en el cuerpo es por el polvo. El polvo de plomo viene de la pintura a base de plomo, deteriorada o en proceso de deterioración y de tierra contaminada con plomo que llega a ser dejada en la casa por los zapatos y otros objetos. Este polvo puede acumularse hasta llegar a niveles peligrosos. Entonces, actividades normales donde se acostumbra llevar la mano a la boca, como jugar y comer (especialmente en niños pequeños), causan que el polvo de las superficies como los pisos y los marcos de las ventanas entre al cuerpo.

La remodelación de la casa crea polvo.

Las actividades comunes de remodelación como lijar, cortar y demoler pueden crear polvo, partículas y esquirlas de plomo.

Las prácticas apropiadas de trabajo lo protegen del polvo.

La clave para protegerse usted mismo y a su familia durante una remodelación, reparación o trabajo de pintura es usar prácticas seguras para trabajar con el plomo, tales como contener el polvo dentro del área de trabajo, usando métodos de trabajo que minimicen el polvo y llevando a cabo una limpieza cuidadosa, como se describe en este folleto.

Otras fuentes de plomo.

Recuerde, el plomo también puede venir de la tierra de afuera, su agua, o artículos domésticos (tales como cerámica vidriada con plomo y cristal de plomo). Comuníquese con el Centro Nacional de Información sobre el Plomo (National Lead Information Center) al 1-800-424-LEAD (5323) para mayor información sobre estas fuentes.



OTRAS AGENCIAS FEDERALES

CPSC (Comisión para la Seguridad de los Productos de Consumo, por sus siglas en inglés)

La Comisión para la Seguridad de los Productos de Consumo (CPSC por sus siglas en inglés) protege al público del riesgo irrazonable de lesión o muerte de 15,000 tipos de productos de consumo bajo la jurisdicción de la agencia. La CPSC advierte al público y los sectores privados reducir la exposición al plomo y aumentar la conciencia del consumidor. Comuníquese con la CPSC para mayor información con respecto a los reglamentos y seguridad del producto de consumo.

CPSC (Comisión para la Seguridad de los Productos de Consumo)

4330 East West Highway

Bethesda, MD 20814

Línea Directa Gratuita 1-(800) 638-2772

cpsc.gov

CDC (Los Centros para el Control y Prevención de Enfermedades, por sus siglas en inglés) División de Prevención de Envenenamiento por el Plomo en la Infancia

Los Centros para el Control y Prevención de Enfermedades (CDC por sus siglas en inglés) asisten a los programas estatales y locales de prevención de envenenamiento por el plomo en la infancia para proporcionar una base científica para decisiones de políticas, y para asegurar que los problemas de salud se traten en decisiones acerca de la vivienda y el ambiente. Comuníquese con el Programa de Prevención de Envenenamiento por el Plomo en la Infancia de CDC para materiales adicionales y enlaces sobre el tema del plomo.

CDC Childhood Lead Poisoning Prevention Branch

4770 Buford Highway, MS F-40

Atlanta, GA 30341

(770) 488-3300

cdc.gov/nceh/lead

HUD (Departamento de Vivienda y Desarrollo Urbano, por sus siglas en inglés) Oficina de Casas Saludables y Control del Riesgo de Plomo

El Departamento de Vivienda y Desarrollo Urbano (HUD por sus siglas en inglés) proporciona fondos a los gobiernos estatales y locales para desarrollar formas accesibles para reducir los riesgos de la pintura a base de plomo en las viviendas de propiedad privada de bajos ingresos. Además la oficina respalda la regla sobre la notificación de la presencia de pintura a base de plomo y/o peligros de la pintura a base de plomo en las viviendas, y los reglamentos de seguridad del plomo del HUD en viviendas asistidas por HUD. También proporciona alcance público y asistencia técnica, y lleva a cabo estudios técnicos para ayudar a proteger a los niños y sus familias de riesgos de salud y seguridad en la casa. Comuníquese con la Oficina de Casas Saludables y Control del Riesgo del Plomo de HUD para información sobre los reglamentos del plomo, esfuerzos de alcance público, e investigación sobre el control del riesgo del plomo y programas de subvenciones de alcance público.

U.S. Department of Housing and Urban Development (Departamento de Vivienda y Desarrollo Urbano de los EE.UU.)

Office of Healthy Homes and Lead Hazard Control (Oficina de Casas Saludables y Control del Riesgo de Plomo)

451 Seventh Street, SW, Room 8236

Washington, DC 20410-3000

Línea Directa de Reglamentos de Plomo del HUD (202) 402-7698

hud.gov/offices/lead/

CONTACTOS DE LA EPA

Oficinas Regionales de la EPA

La EPA trata los riesgos del plomo residencial a través de varias reglamentaciones diferentes.

La EPA requiere capacitación y certificación para llevar a cabo reducción, educación acerca de los riesgos asociados con las renovaciones, divulgación acerca de los riesgos conocidos acerca de la pintura a base de plomo y plomo en las viviendas, y fija los estándares del riesgo de la pintura a base de plomo.

Su Oficina Regional de la EPA puede proporcionar la mayor información con respecto a la seguridad del plomo y los programas de protección del plomo en epa.gov/lead.

Región 1

(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Región 2

(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Región 3

(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA
19103-2029
(215) 814-5000

Región 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Región 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Región 6

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

Región 7

(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Región 8

(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

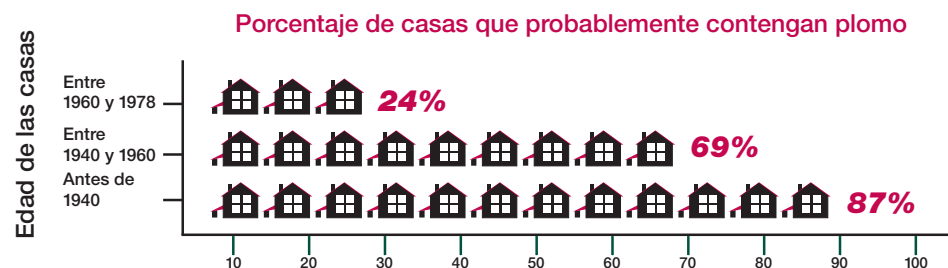
Región 9

(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Región 10

(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

REVISANDO SU CASA POR PINTURA A BASE DE PLOMO



Las casas, instalaciones de cuidado infantil y escuelas de más edad tienen más probabilidad de contener pintura a base de plomo.

Las casas pueden ser casas unifamiliares o departamentos. Pueden ser privadas, asistidas por el gobierno o viviendas públicas. Las escuelas consisten de aulas preescolares y de kindergarten. Pueden ser urbanas, suburbanas, o rurales.

Usted tiene las siguientes opciones:

Usted puede decidir el asumir que su casa, instalación de cuidado infantil, o escuela contiene plomo. Especialmente en las casas y edificios más antiguos, usted puede simplemente querer asumir que la pintura a base de plomo está presente y seguir las prácticas seguras para trabajar con el plomo descritas en este folleto durante la remodelación, reparación, o trabajo de pintura.

Usted puede contratar a un profesional acreditado para verificar si hay pintura a base de plomo

Estos profesionales son asesores o inspectores de riesgo acreditados, y pueden determinar si su casa tiene plomo o riesgos causados por el plomo.

- Un inspector acreditado o asesor de riesgo puede llevar a cabo una inspección para decirle si su casa, o una porción de su casa, tiene pintura a base de plomo y dónde está ubicada. Esto le indicará las áreas de su casa donde las prácticas seguras para trabajar con el plomo son necesarias.
- Un asesor de riesgo acreditado puede llevar a cabo una evaluación de riesgo e informarle si su casa actualmente tiene algún riesgo de tener plomo causado por la pintura con plomo, polvo o tierra. El asesor de riesgo también puede decirle qué acciones tomar para tratar cualquier riesgo.
- Si necesita ayuda para encontrar un asesor o inspector de riesgo acreditado, llame al Centro Nacional de Información sobre el Plomo (National Lead Information Center) al **1-800-424-LEAD (5323)**.

Usted también puede contratar a un renovador acreditado para que analice las superficies o los componentes alterados para determinar si contienen plomo con un equipo de análisis de plomo o tomando muestras de pedazos de pintura y enviándolas a un laboratorio de análisis aprobado por la EPA. Los equipos de análisis deben estar aprobados por la EPA y están disponibles en las ferreterías. Incluyen instrucciones detalladas para su uso.

PARA DUEÑOS DE PROPIEDADES

Usted tiene la responsabilidad final por la seguridad de su familia, inquilinos, o niños bajo su cuidado.

Esto significa prepararse apropiadamente para la remodelación y mantener a las personas fuera del área de trabajo (ver página 8). También significa asegurarse de que el contratista use prácticas seguras para trabajar con el plomo.

La ley federal requiere que los contratistas que lleven a cabo proyectos de remodelación, reparación y pintura que alteren la pintura a base de plomo en casas, instalaciones de cuidado infantil y escuelas construidas antes de 1978, estén acreditados y sigan prácticas de trabajo específicas para evitar la contaminación con plomo.

Asegúrese que su contratista esté acreditado, y que pueda explicar claramente los detalles del trabajo y cómo el contratista minimizará los riesgos del plomo durante el trabajo.

- Puede usted verificar si un contratista está acreditado, visitando la página web de la EPA en epa.gov/getleadSAFE o llamando al Centro Nacional de Información sobre el Plomo (National Lead Information Center) al 1-800-424-LEAD (5323). También puede pedir ver una copia de la certificación de la compañía del contratista.
- Pregunte al contratista si está capacitado para llevar a cabo prácticas seguras para trabajar con el plomo y pida ver una copia de su certificado de capacitación.
- Pregúnteles qué métodos seguros para trabajar con el plomo usarán para configurar y llevar a cabo el trabajo en su casa, instalación de cuidado infantil o escuela.
- Pida referencias de al menos tres trabajos recientes de casas construidas antes de 1978, y hable con cada uno personalmente.

Siempre asegúrese de que el contrato sea claro acerca de cómo se configurará el trabajo, se llevará a cabo y se limpiará.

- Comparta los resultados de cualesquier análisis previo de plomo con el contratista.
- Usted debe especificar en el contrato que sigan las prácticas descritas en las páginas 9 y 10 de este folleto.
- El contrato debe especificar qué partes de su casa forman parte del área de trabajo y especificar qué prácticas seguras para trabajar con el plomo deberán usarse en esas áreas. Recuerde, su contratista debe confinar el polvo y escombros al área de trabajo y debe minimizar el esparcir ese polvo a otras áreas de la casa.
- El contrato también debe especificar que el contratista limpie el área de trabajo, verifique que haya sido limpiada adecuadamente, y que vuelva a limpiarla si es necesario.

Si usted piensa que un trabajador no está haciendo lo que debe hacer o está haciendo algo que no es seguro, usted debe:

- Dirigir al contratista a cumplir con los requerimientos de los reglamentos y del contrato.
- Llamar a su departamento de salud o construcción, o
- Llamar a la línea directa gratuita de la EPA 1-800-424 LEAD (5323).

Si su propiedad recibe asistencia de vivienda del HUD (Departamento de Vivienda y Desarrollo Urbano, por sus siglas en inglés) (o de una agencia estatal o local que use fondos de HUD), usted debe seguir los requerimientos más rigurosos de la Regla de HUD sobre seguridad en la vivienda con pintura a base de plomo (HUD's Lead-safe Housing Rule) y los que se describen en este folleto.

PARA MAYOR INFORMACIÓN

Puede que usted necesite información adicional sobre cómo proteger a sus niños y a sí mismo mientras se está haciendo un trabajo en su casa, su edificio o instalación de cuidado infantil.

El Centro Nacional de Información sobre el Plomo (National Lead Information Center) al 1-800-424-LEAD (5323) o epa.gov/lead/nlic.htm puede informarle cómo ponerse en contacto con sus programas estatales, locales y/o tribales u obtener información general acerca de la prevención de envenenamiento por el plomo.

- Los programas estatales y tribales de prevención de envenenamiento por el plomo o de protección del medio ambiente pueden proporcionar información acerca de las normas del plomo y fuentes potenciales de ayuda financiera para reducir los riesgos del plomo. Si su gobierno estatal o local tiene requerimientos más estrictos que aquellos descritos en este folleto, usted debe seguir esos requerimientos.
- Los oficiales del código de construcción local pueden informarle acerca de los reglamentos que aplican al trabajo de renovación que usted está planeando.
- Los departamentos estatales, del condado, y locales de salud pueden proporcionarle información acerca de los programas locales, incluso asistencia para niños envenenados con plomo y consejo sobre maneras de hacer que su casa sea revisada para ver si contiene plomo.

El Centro Nacional de Información sobre el Plomo (National Lead Information Center) puede también proporcionar una variedad de materiales de recursos, incluso las siguientes guías acerca de las prácticas laborales seguras para trabajar con la pintura a base de plomo. Muchos de estos materiales están también disponibles en español en: epa.gov/lead/pubs/leadinfoesp.htm

- Contratistas – Seguridad Contra el Plomo Durante la Renovación epa.gov/lead/pubs/contractor_brochuresp.pdf
- Dele a su niño la oportunidad de su vida – Mantenga a su hijo libre del plomo epa.gov/lead/pubs/chance_span.pdf
- El envenenamiento por el plomo y sus niños epa.gov/lead/pubs/lpandycs.pdf
- Proteja a su familia en contra del plomo en su casa epa.gov/lead/pubs/leadpdfs.pdf

También puede encontrar los siguientes recursos en inglés en: epa.gov/lead/pubs/brochure.htm

- Steps to Lead Safe Renovation, Repair and Painting
- Protect Your Family From Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide

Para los afectados del oído, llame al Servicio Federal de Transmisión de Información (Federal Information Relay Service) al 1-800-877-8339 para tener acceso a cualquiera de los números de teléfono en este folleto.



PARA PROPIETARIOS: DESPUÉS DE REALIZAR EL TRABAJO

Cuando se haya terminado todo el trabajo, debería saber si el hogar, la guardería o la escuela donde asisten niños de menos de seis años se ha limpiado debidamente.

La EPA requiere verificar la limpieza.

Además de usar prácticas de trabajo permisibles y trabajar de forma segura con el plomo, la regla de la RRP de la EPA requiere a los contratistas seguir un protocolo de limpieza específico. El protocolo requiere que el contratista use trapos de limpieza desechables para limpiar el piso y otras superficies del área de trabajo, y comparar estos trapos con una tarjeta de verificación proporcionada por la EPA a fin de determinar si el área de trabajo se limpió de forma adecuada. Las investigaciones de la EPA han demostrado que utilizar el protocolo de verificación de limpieza después del uso de prácticas de trabajo seguras con el plomo reducirá de forma eficaz los peligros del polvo de plomo.

Análisis del polvo de plomo.

La EPA cree que si hace uso de un contratista de renovación certificado y capacitado que siga la regla de la LRRP usando prácticas de trabajo seguras con el plomo y el protocolo de limpieza después de terminar el trabajo, los peligros del polvo de plomo se reducirán de forma eficaz. No obstante, si está interesado en hacer análisis del polvo de plomo al terminar su trabajo, a continuación se indica cierta información útil.

¿En qué consiste un análisis del polvo de plomo?

- Los análisis del polvo de plomo son muestras recogidas con un paño enviadas a un laboratorio para su inspección. Obtendrá un informe que especifica los niveles de plomo encontrados después de su trabajo específico.

¿Cómo y cuándo debo preguntar a mi contratista sobre los análisis del polvo de plomo?

- La EPA no requiere a los contratistas que lleven a cabo análisis del polvo de plomo. Sin embargo, si desea que se hagan análisis, la EPA recomienda que los análisis sean llevados a cabo por un profesional especializado en plomo. Para localizar a un profesional especializado en plomo local para que realice una evaluación, visite el sitio web de la EPA en epa.gov/lead/pubs/locate.htm o comuníquese con el Centro de Información Nacional sobre el Plomo llamando al 1-800-424-LEAD (5323).
- Si desea que se hagan análisis del polvo de plomo, le recomendamos que especifique en su contrato, antes de empezar el trabajo, que se haga un análisis del polvo de plomo para su trabajo y quién hará los análisis, así como si será necesario volver a limpiar según sean los resultados de los análisis.
- También podría hacer los análisis usted mismo. Si decide hacer los análisis, algunos laboratorios de plomo reconocidos por la EPA le enviarán un juego que le permitirá recoger muestras y enviarlas de regreso al laboratorio para su análisis. Comuníquese con el Centro de Información Nacional sobre el Plomo para obtener listas de laboratorios de análisis reconocidos por la EPA.



PARA INQUILINOS, Y FAMILIAS DE NIÑOS MENORES DE SEIS AÑOS EN INSTALACIONES DE CUIDADO INFANTIL Y ESCUELAS

Usted juega un papel importante en asegurarse del mayor nivel de seguridad para su familia.

Esto significa prepararse apropiadamente para la renovación y mantenerse fuera del área de trabajo (ver página 8).

La ley federal requiere que los contratistas que lleven a cabo proyectos de remodelación, reparación y pintura que alteren la pintura a base de plomo en casas, instalaciones de cuidado infantil y escuelas, construidas antes de 1978, frecuentadas por niños menores de 6 años, estén certificados y sigan prácticas laborales específicas para evitar la contaminación por el plomo.

La ley requiere que cualquier persona contratada para remodelar, reparar o hacer trabajo de preparación de pintado en una propiedad construida antes de 1978 siga los pasos descritos en las páginas 9 y 10 a menos que el área donde el trabajo será hecho no contenga pintura a base de plomo.

Si usted piensa que un trabajador no está haciendo lo que debe hacer o está haciendo algo que no es seguro, usted debe:

- Comunicarse con su arrendador.
- Llamar a su departamento de salud o construcción, o
- Llamar a la línea directa gratuita de la EPA 1-800-424 LEAD (5323).

Si está usted preocupado acerca de los riesgos del plomo que quedaron después de que el trabajo haya sido concluido, puede verificar el trabajo usted mismo (ver página 10).



PREPARÁNDOSE PARA UNA REMODELACIÓN

Las áreas de trabajo no deben ser accesibles a los ocupantes mientras se lleva a cabo el trabajo.

Los cuartos o áreas donde se está llevando a cabo el trabajo pueden ser bloqueados o sellados con hojas de plástico para contener cualquier polvo que se genere. Por lo tanto, el área contenida no estará a su disposición hasta que el trabajo en ese cuarto o área esté completo, limpiado totalmente, y la estructura de contención haya sido extraída. Es posible que usted no tenga acceso a algunas áreas y debe planear de acuerdo a eso.

Puede que usted necesite:

- Una recámara, baño y arreglos de cocina alternos si el trabajo está ocurriendo en esas áreas de su casa.
- Un lugar seguro para las mascotas porque ellas también pueden ser envenenadas por el plomo y pueden llevar polvo de plomo a otras áreas de la casa.
- Un pasillo separado para el contratista desde el área de trabajo hacia afuera, para traer materiales dentro y fuera de la casa. Idealmente, no debe de ser a través de la misma entrada que usa su familia.
- Un lugar para almacenar sus muebles. Puede que tenga que mover sus muebles y pertenencias del área donde se está llevando a cabo el trabajo. Los artículos que no puedan moverse, como gabinetes, deben ser envueltos en plástico.
- Apagar los sistemas de calefacción y aire acondicionado con sistemas de aire forzado mientras se hace el trabajo. Esto evita que el polvo se esparza a través de las rejillas de ventilación desde el área de trabajo al resto de su casa. Considere cómo esto puede afectar sus disposiciones de vivienda.

Usted puede aún querer mudarse de su casa temporalmente mientras todo o parte del trabajo siga en continuación.

Puede que las instalaciones de cuidado infantil y escuelas quieran considerar acceso alternativo para los niños a las instalaciones necesarias.



DURANTE EL TRABAJO

La ley Federal requiere que los contratistas que sean contratados para llevar a cabo proyectos de remodelación, reparación y pintura en casas, instalaciones de cuidado infantil y escuelas construidas antes de 1978, que alteren la pintura a base de plomo, estén acreditados y sigan prácticas de trabajo específicas para evitar la contaminación por el plomo.

Las prácticas laborales que los contratistas están requeridos a seguir, deben incluir los siguientes tres simples procedimientos:

- 1. Contener el área de trabajo.** El área debe estar contenida para que el polvo y escombros no escapen de esa área. Deben ponerse letreros de advertencia, y se debe usar plástico u otro material impermeable y cinta adhesiva según sea apropiado para:
 - Cubrir los pisos y cualquier mueble que no pueda ser movido.
 - Sellar puertas y rejillas de ventilación del sistema de calefacción y enfriamiento.
 - Para renovaciones de exteriores, cubra el suelo y, en algunos casos, levante una estructura de contención vertical o tome precauciones adicionales equivalentes para contener el área de trabajo.

Estas prácticas de trabajo ayudarán a prevenir a que el polvo o los escombros salgan del área de trabajo.

2. Evite usar métodos de renovación que generan cantidades grandes de polvo contaminado con plomo.

Algunos métodos generan grandes cantidades de polvo contaminado con plomo y su uso está prohibido. Éstos son:

- Quemar con llama abierta o usar una antorcha o soplete.
- Lijar, moler, cepillar, usar un martillo escareador de agujas, o usar limpiadores de alta presión y equipo que no tengan una cubierta con accesorio de aspiración HEPA (filtro de aire de alta eficiencia para partículas suspendidas, por sus siglas en inglés).
- Usar una pistola de calor a temperaturas mayores de 1100° F.



No hay forma de eliminar el polvo, pero algunos métodos hacen menos polvo que otros. Los contratistas pueden usar varios métodos para minimizar la generación de polvo, como por ejemplo, usar agua para rociar las áreas antes de lijar o raspar; cortar con una cuchilla u hoja la pintura que se haya secado sobre cualquier componente y luego jalar y separar los componentes en lugar de romperlos.

3. Limpiar a fondo.

El área de trabajo debe ser limpiada diariamente para mantenerla tan limpia como sea posible. Cuando todo el trabajo esté completo, el área debe ser limpiada usando métodos especiales de limpieza antes de quitar cualquier plástico que aisle el área de trabajo del resto de la casa. Los métodos especiales de limpieza deben incluir:

- Usar una aspiradora HEPA (filtro de aire de alta eficiencia para partículas suspendidas) para limpiar el polvo y escombros sobre todas las superficies, seguido por
- Trapeado húmedo y enjuagar con bastante agua.

Cuando se haya terminado la limpieza final, mire a su alrededor. No debe quedar polvo, pedazos de pintura, o escombros en el área de trabajo. Si usted ve algo de polvo, cáscaras de pintura o escombros, el área debe ser limpiada nuevamente.

Sample Pre-Renovation Form

Form Approved OMB No. 2070-0195 Expires 2/29/24

This sample form may be used by firms to document compliance with the requirements of the Federal Lead-Based Paint Renovation, Repair, and Painting Program.

Occupant Confirmation

Pamphlet Receipt

____ I have received a copy of the lead hazard information pamphlet informing me of the potential risk of the lead hazard exposure from renovation activity to be performed in my dwelling unit. I received this pamphlet before the work began.

Printed Name of Owner-occupant

Signature of Owner-occupant

Signature Date

Renovator's Self Certification Option (for tenant-occupied dwellings only)

Instructions to Renovator: If the lead hazard information pamphlet was delivered but a tenant signature was not obtainable, you may check the appropriate box below.

____ **Declined** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below at the date and time indicated and that the occupant declined to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit with the occupant.

____ **Unavailable for signature** – I certify that I have made a good faith effort to deliver the lead hazard information pamphlet to the rental dwelling unit listed below and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the pamphlet at the unit by sliding it under the door or by (fill in how pamphlet was left).

Printed Name of Person Certifying Delivery

Attempted Delivery Date

Signature of Person Certifying Lead Pamphlet Delivery

Unit Address

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

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2070-0195). Responses to this collection of information are mandatory (40 CFR 745). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to range from 0.2 to 0.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden including through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Sample Forms

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

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

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

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

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

Date

Printed name of renovator

Signature of renovator

Record of Tenant Notification Procedures

Project Address _____

Street (apt. #) _____

City _____ State _____ Zip Code _____

Owner of multi-family housing

Number of dwelling units

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

Name of person delivering notices

Signature of person delivering notices

Date of Delivery

ENHANCED CHECKLIST FOR RENOVATIONS REGULATED BY THE RRP RULE

I PURPOSE

To facilitate the documentation of compliance with the U.S. Environmental Protection Agency's Lead Renovation, Repair, and Painting (RRP) Rule 40 C.F.R. Part 745, Subpart E, or any applicable U.S. EPA-Authorized State or Tribal program regulating lead-based paint safe work practices. Not all aspects of compliance with the Rule can be fully captured with a checklist and additional logs, records and photos may need to be kept. In addition, any discrepancy between the requirements in this document and the RRP Rule, the RRP Rule prevails.

II GENERAL PROJECT INFORMATION:

Property Address: _____

City State Zip

Property Owner: _____

Address: _____

City: _____ State: _____ Zip code: _____ Phone: () _____

Email: _____

Contractor/subcontractor firm name and RRP certification number (copy of the firm certificate must be kept in project file):

Firm Name	Certification Number	Expiration date
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Assigned EPA-certified Renovator name & certification number (copy of training certificate must be available on the work site and kept in project file):

Renovator Name	Certification Number	Expiration date
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Project Start Date: _____ Expected Completion Date: _____

Brief description of Renovation Project (include painted surfaces disturbed and estimated square footage of paint to be disturbed):

☐ Contractor has reviewed scope of work and has secured sufficient supplies to perform all required activities covered in this checklist.

III LEAD TESTING INFORMATION [40 C.F.R. § 745.82(a)] Select A or B below:

_____ A) Testing for lead was performed to exclude components from the RRP Rule.

Check one of the following boxes and **attach documentation**.

- ☐ A written determination from an EPA-certified Inspector or Risk Assessor that the components affected by the renovation are free of paint or other surface coatings that contain lead equal to or in excess of 1.0 mg/cm² or 0.5% by weight.
- ☐ The assigned certified Renovator, using an EPA-recognized test kit as defined in 40 C.F.R. §§ 745.83 and 745.88, and following the manufacturer's instructions, has tested each component affected by the renovation and determined that the components are free of paint or other surface coatings that contain lead equal to or in excess of 1.0 mg/cm² or 0.5% by weight.

_____ B) **Testing was not performed.**

IV EMERGENCY RENOVATIONS [40 C.F.R. § 745.82(B)]

_____ A) Renovation qualifies as an Emergency Renovation.

Describe emergency situation and continue to Section VI:

_____ B) Renovation does not qualify as an Emergency Renovation.

V INFORMATION DISTRIBUTION REQUIREMENTS [40 C.F.R. § 745.84]

_____ A) **Renovations in dwelling units.**

- ☐ The property owner was provided with the Renovate Right Pamphlet and (select one):
 - ☐ A written acknowledgment¹ of receipt was obtained and is kept in the project file.
 - ☐ A Pamphlet was delivered to the owner by certified mail at least seven (7) days prior to the start of the renovation, and the certificate of mailing is kept in the project file.
- ☐ If the unit is **not owner-occupied**, Distribution to occupants was ALSO made by (select one):
 - ☐ An adult occupant was provided with the Renovate Right Pamphlet and a written acknowledgment of receipt was obtained and is kept in the project file.
 - ☐ A Pamphlet was delivered to the unit by certified mail at least seven (7) days prior to the start of the renovation, and a written acknowledgment of receipt was obtained and is kept in the project file.
 - ☐ A Pamphlet was delivered to the unit by certified mail at least seven (7) days prior to the start of the renovation, but the firm performing the renovation was unsuccessful in obtaining a written receipt. A written certification that includes: the address of the unit, the date and method of delivery of the pamphlet (including

¹ The written acknowledgement must include a statement recording the owner or occupant's name and acknowledging receipt of the pamphlet prior to the start of renovation, the address of the unit undergoing renovation, and the signature of the owner or occupant and the date of signature. It must be written in the same language as the text of the contract or agreement for the renovation or, in the case of non-owner-occupied unit, the same language as the lease or rental agreement or the pamphlet.

certified mailing documentation), names of the person(s) delivering the pamphlet, reason for lack of acknowledgment, and signature of a firm representative with date of signature is kept in the project file.

- ☐ No regulated renovations in dwelling units.

_____ B) **Renovations in common areas.**

- ☐ The property owner was provided with the Renovate Right Pamphlet and (select one)
- ☐ A written acknowledgment of receipt was obtained and is kept in the project file.
 - ☐ A Pamphlet was delivered to the owner by certified mail at least seven (7) days prior to the start of the renovation, and the certificate of mailing is kept in the project file.

And one of the following:

- ☐ A written notice was distributed to each affected unit describing the general nature and locations of the planned renovation activities including expected start and end dates, information on how occupants can obtain the Pamphlet and a copy of the final records required by 745.86(c) and (d) at no cost. A copy of the written notice is kept in the file.
 - ☐ Informational signs were posted at all times during the renovation describing the project, renovation locations, and the anticipated end date. Signs are posted in areas where they are likely to be seen by the occupants of all affected units and are accompanied by a posted copy of the Pamphlet or information on how interested occupants can review or obtain a copy. Information on how occupants can review or obtain a free copy of the records required by 745.86 (c) and (d) are also included.
- ☐ No regulated renovations in common areas.

_____ C) **Renovations are in Child-Occupied Facilities (COF).**

- ☐ The property owner was provided with the Renovate Right Pamphlet and either a written acknowledgment of receipt was obtained and is kept in the project file or a certificate of mailing at least seven (7) days prior to the start of the renovation is kept in the project file.
- ☐ If the COF is not the owner of the building, an adult representative of the COF was provided with the Pamphlet and (select one of the following)
- ☐ A written acknowledgment² of receipt was obtained and is kept in the project file.
 - ☐ A written certification statement that the Pamphlet was delivered to the facility that includes the address of the COF, date and method of delivery of the Pamphlet, names of the persons delivering the Pamphlet, reason for the lack of acknowledgment, if any, the signature of a representative of the renovation firm, and date of said signature. A copy of the written notice is kept in the file.
- ☐ Parents and guardians of children using the COF have been provided with the Pamphlet, information describing the renovation, and information on how to review a copy of the records required by 745.86(c) and (d) by (select one of the following):
- ☐ Mailing or hand delivering the Pamphlet and renovation information to each parent or guardian of a child using the COF.
 - ☐ Posting signs during the renovation that describe the renovation, including locations and anticipated completion dates, in areas where they can be seen, along with a

² The written acknowledgement must include a statement recording the owner or occupant's name and acknowledging receipt of the pamphlet prior to the start of renovation, the address of the unit undergoing renovation, and the signature of the owner or occupant and the date of signature. It must be written in the same language as the text of the contract or agreement for the renovation or, in the case of non-owner-occupied unit, the same language as the lease or rental agreement or the pamphlet.

posted copy of the Pamphlet or how interested parties can review or obtain a copy. Information on how occupants can review a copy at no cost of the records required by 745.86 (c) and (d) are also included.

- ☐ No COF undergoing regulated renovations.

VI WORK PRACTICE STANDARDS [40 C.F.R. § 745.85]

- _____ A) **Occupant Protection** – Signs have been posted clearly defining the work area and warning occupants and other persons not involved in renovation activities to remain outside of the work area.
- ☐ Primary language of occupants is not English, signs posted in _____ language.
- _____ B) **Containing the Work Area** – Before beginning the renovation, the work area has been isolated so that no dust or debris leaves the area while the renovation is ongoing.
- _____ C) **Integrity of containment** is maintained throughout the renovation.
- _____ D) **Interior Renovations:**
- ☐ All objects in the work area are removed or covered.
- ☐ HVAC ducts in the work area are closed and covered.
- ☐ Windows in the work area are closed.
- ☐ Doors in the work area are closed and sealed. Doors that must be used in the work area are covered to allow passage but prevent spread of dust.
- ☐ Floors in the work area are covered with taped-down plastic sheeting or other impermeable material 6 feet beyond the perimeter of surfaces undergoing renovation.
- ☐ All personnel, tools, and other items, including exteriors of waste containers are free of dust and debris before leaving the work area.
- _____ E) **Exterior Renovations**
- ☐ Windows in and within 20 feet of the work area are closed.
- ☐ Doors in and within 20 feet of the work area are closed and sealed.
- ☐ Ground is covered by plastic extending 10 feet from work area.
- ☐ Vertical containment is installed when property line prevents 10 feet of ground covering or when necessary to prevent migration of dust and debris to adjacent property.

VII RESTRICTED PRACTICES³ USED CORRECTLY [40 C.F.R. § 745.85(a)(3)]

- _____ A) Machines designed to remove paint or other surface coatings through high-speed operations such as sanding, grinding, power planing, needle gun, abrasive blasting, or sandblasting **have shrouds or containment systems and are equipped with a HEPA vacuum attachment to collect dust and debris at the point of generation.** These machines are operated so that no visible dust or release of air occurs outside the shroud or containment system.
- _____ B) A heat gun operating at temperatures **below 1,100 degrees Fahrenheit** is being used.

VIII RENOVATION WASTE [40 C.F.R. § 745.85(a)(4)]

- ☐ Waste is contained on-site before removal from the work area, during removal from the work area and while being transported off-site.
- ☐ A chute is used, and the chute is covered.
- ☐ Waste that is collected from renovation activities at the end of each workday is stored under containment, in an enclosure, or behind a barrier that prevents release of and access to dust and debris.

³ Restricted practices include the use of high-speed operation machines and heat guns.

- ☐ Waste transported from renovation activities is contained to prevent release of dust and debris.

IX WORK AREA CLEANING [40 C.F.R. § 745.85(a)(5)]

- ☐ All paint chips and debris are picked up and sealed in heavy-duty bags.
- ☐ Protective sheeting is misted and folded, dirty side inward, sealed, and disposed as waste.
- ☐ All objects and surfaces in interior work areas and within 2 feet of the work areas are cleaned from higher to lower in the following manner:
 - ☐ Walls: start at the ceiling and work down to the floor by either vacuuming with a HEPA filter or wiping with a damp cloth.
 - ☐ All remaining surfaces and objects in the work area were thoroughly vacuumed, including furniture and fixtures, with a HEPA vacuum, and - except for carpet and upholstered surfaces- wiped with a damp cloth.
 - ☐ Floors were mopped using a wet-mopping system or 2-bucket mopping method.

X POST-RENOVATION CLEANING VERIFICATION [40 C.F.R. § 745.85(b)]

- ☐ Interior Renovations:
 - ☐ The assigned certified Renovator performed a visual inspection until no dust, debris or residue is present.
 - ☐ The assigned certified Renovator wiped windowsills, uncarpeted floors, and countertops within the work area with a wet disposable cleaning cloth using the procedures outlined in 40 C.F.R. 745.85(b).
- ☐ Exterior Renovations:
 - ☐ The assigned certified Renovator performed a visual inspection until no dust, debris or residue is present.
 - ☐ Dust clearance testing [40 C.F.R. § 745.85(c)] was performed in lieu of post renovation cleaning by an EPA-certified inspector, risk assessor, or dust sampling technician and was done in accordance with 745.85(c). A copy of the report is attached.

XI Actual Project Completion Date: _____

XII Required Records [40 C.F.R § 745.86] kept with project file for a period of three (3) years:

- ☐ Determinations that lead-based paint was not present on affected components.
- ☐ Notification records including acknowledgments of Pamphlet receipt.
- ☐ Documentation of compliance with the work practice requirements of 40 C.F.R. § 745.85.
- ☐ Documentation that the assigned certified Renovator was assigned, and the following responsibilities were met:
 - ☐ The assigned certified Renovator provided training to workers on the work practice requirements of § 745.85. [745.90(b)(2)] *See separate training records for each worker trained.*
 - ☐ The assigned certified Renovator was physically present when signs were posted, work area containment was established, and while the work area cleaning was performed.
 - ☐ The assigned certified Renovator regularly directed work performed by other workers, maintained containment integrity, and was available, either on-site or by phone, at all times during the renovation.
 - ☐ The assigned certified Renovator performed the post-renovation cleaning verification as described in 40 C.F.R. § 745.85(b).
 - ☐ The assigned certified Renovator prepared the records required by § 745.86(b)(1)(ii)

and (6).

_____ **A copy of this completed checklist was provided to the owner of the building, and if different, the adult occupant, in accordance with 40 C.F.R. § 745.86(c)(2).**

Completed by:

Company Name

Name (printed)

Title

Signature

RRP POST-RENOVATION CLEANING VERIFICATION

Date(s) and Location of Work: _____

Description of Work: _____

Name and Phone Number of Assigned Renovator: _____

Name of Dust Sampling Technician, if used: _____

Step 1: Visual Inspection

_____ Visual Inspection PASSED. Proceed to Step 2.

_____ Visual Inspection FAILED. Explain: _____

Step 2: Wipe Verification

_____ Wet Cloth Tests PASSED. Proceed to Step 3.

_____ Total # of Wipes.

_____ Wet Cloth Tests FAILED. Explain _____

_____ Total # of Failed Wipes.

_____ Dry Cloth Utilized Following Delayed Re-Inspection.

_____ Total # Dry Wipes

Step 3: Certification

_____ I certify under penalty of law that the above information is true and complete.

_____ I am an EPA Certified Renovator with a current certificate. Certificate #: _____

Name (Print)

Signature

Date