

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 2

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EPA REGION 2

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In the Matter of :
:
:
BOA Windows, Inc. :
d/b/a Window World of the Capital :
District :
:
Respondent. :
:
Proceeding under Section 16(a) of :
the Toxic Substances Control Act :
-----X

CONSENT AGREEMENT
AND
FINAL ORDER

Docket No.
TSCA-02-2017-9281

PRELIMINARY STATEMENT

This administrative proceeding for the assessment of a civil penalty is instituted pursuant to Section 16(a) of the Toxic Substances Control Act, 15 U.S.C. § 2615(a), as amended, ("TSCA" or "the Act"), and the "Consolidated Rules of Practice Governing the Administrative Assessment of Civil Penalties and the Revocation, Termination or Suspension of Permits," 40 C.F.R. Part 22 (hereinafter "Consolidated Rules of Practice"). Pursuant to Section 22.13(b) of the Consolidated Rules of Practice, where the parties agree to settlement of one or more causes of action before the filing of an administrative complaint, a proceeding may be simultaneously commenced and concluded by the issuance of a Consent Agreement and Final Order pursuant to 40 C.F.R. §§ 22.18(b)(2) and (3).

Complainant and Respondent agree that settling this matter by entering into this Consent Agreement and Final Order ("CA/FO"), pursuant to 40 C.F.R. §§ 22.13(b), 22.18(b)(2) and

22.18(b)(3) of the Consolidated Rules of Practice, is an appropriate means of resolving this matter without further litigation.

FINDINGS OF FACT AND CONCLUSIONS OF LAW

1. Respondent is BOA Windows, Inc. d/b/a Window World of the Capital District (“Window World” or “Respondent”).
2. Respondent’s primary place of business is located at 1240 Central Avenue Colonie, New York 12205.
3. Respondent is a corporation engaged in the business of selling and installing replacement windows, doors, and home remodeling products and services.
4. Respondent is a “firm,” as that term is defined at 40 C.F.R. § 745.8, with EPA Certification No. NAT-30666-2 valid from 3/25/15 to 4/29/2020.
5. Respondent is subject to the regulations and requirements pertaining to lead-based paint promulgated pursuant to Subchapter IV of TSCA, 15 U.S.C. §§ 401 – 412, 15 U.S.C. §§ 2681 – 2692, and set forth at 40 C.F.R. Part 745 (the “Renovation, Repair & Painting (“RRP”) Rule”).
6. On or about August 18, 2015, a Window World customer contacted EPA Region 2’s Lead Team to file a Tip/Complaint about unsafe work practices being followed by Respondent’s employees replacing windows in her home, located at 25 Crell Avenue in Wynantskill, New York (the “Property”). Respondent’s work had commenced at the Property on August 17, 2015.
7. The Property is a single-family home constructed in 1926 and is therefore “target housing,” as that term is defined at Section 401 of TSCA, 15 U.S.C. § 2681, and 40 C.F.R. §745.103.

8. Respondent's conduct of the window replacement work at the Property is subject to the work practice standards of the RRP Rule.

9. On or about August 19, 2015, EPA staff emailed Respondent a list of questions pertaining to the work that was being done at the Property. On or about August 28, 2017, Respondent sent a response via email.

10. On September 1, 2015, EPA issued an Information Request Letter ("IRL") to Respondent requesting information about the work that was conducted at the Property.

11. On or about September 17, 2015 Respondent submitted its response to the IRL, which indicated that Respondent had performed work subject to the requirements set forth at 40 C.F.R. Part 745, Subpart E (the "Renovation, Repair and Painting (RRP) Rule") at the Property.

12. Based in part on Respondent's August 28, 2017 email and its September 17, 2017 response to the IRL, EPA determined that Respondent had failed to retain records necessary to demonstrate compliance with RRP requirements for residential property renovation at the Property, as required by 40 C.F.R. § 745.86.

13. EPA further determined that Respondent had failed to ensure that the renovations performed at the Property were conducted in accordance with the work practice standards set out at § 745.85, pursuant to 40 C.F.R. §745.89(d)(3).

14. On June 5, 2017, June 13, 2017 and August 29, 2017, EPA and Respondent held informal pre-filing settlement conferences at Respondent's request to discuss EPA's findings with regard to Respondent's failures to comply with TSCA and the RRP Rule before and during the renovation at the Property.

15. As a result of the informal settlement conferences, the parties agreed to enter into this Consent Agreement.

CONSENT AGREEMENT

Based on the foregoing, and pursuant to Section 16(a) of TSCA, 15 U.S.C. § 2615(a) and in accordance with the Consolidated Rules of Practice at 40 C.F.R. Part 22, it is hereby agreed by and between the parties hereto, and accepted by Respondent, that Respondent voluntarily and knowingly agrees to, and shall comply with, the following terms:

1. Respondent shall hereinafter maintain compliance with all applicable statutory provisions of TSCA, 15 U.S.C. § 2601 et seq. and its implementing regulations.
2. Respondent certifies that it is currently in compliance with the statutory provisions of Subchapter IV of TSCA, 15 U.S.C. §§ 401 – 412, 15 U.S.C. §§ 2681 – 2692 and the implementing regulations codified at 40 C.F.R. Part 745.
3. For the purposes of this Consent Agreement, Respondent: (a) admits that EPA has jurisdiction pursuant to Section 16(a) of TSCA, 15 U.S.C. § 2615(a) to commence a civil administrative proceeding for the violations described in the “Findings of Fact and Conclusions of Law” section, above; and (b) neither admits nor denies the specific factual allegations contained in the “Findings of Fact and Conclusions of Law” section, above.
4. Respondent shall pay, by cashier’s or certified check or electronically by Fedwire, a civil penalty in the amount of **TWENTY-FOUR THOUSAND AND THREE HUNDRED DOLLARS (\$24,300), in accordance with the following schedule:**
 - (a) Twelve Thousand, One Hundred and Fifty Dollars (\$12,150) due on or before **30 calendar days** from the date of signature of the Final Order at the end of this document; and
 - (b) Twelve Thousand, One Hundred and Fifty Dollars (\$12,150) due on or before **60 calendar days** from the date of signature of the Final Order at the end of this document.
5. If a payment is made by cashier’s or certified check, each such payment shall be payable to the "Treasurer of the United States of America." Each check shall be identified with a notation

of the name and docket number of this case, as set forth in the caption on the first page of this document. Such check shall be mailed to:

U.S. Environmental Protection Agency
 Fines and Penalties
 Cincinnati Finance Center
 PO Box 979077
 St. Louis, Missouri 63197-9000

Alternatively, if Respondent chooses to pay electronically by Fedwire, Respondent shall provide the following information to its remitter bank:

- 1) Amount of Payment
- 2) SWIFT address: **FRNYUS33, 33 Liberty Street, New York, NY 10045**
- 3) Account Code for Federal Reserve Bank of NY receiving payment: **68010727**
- 4) ABA number: **021030004**
- 5) Field Tag 4200 of the Fedwire message should read "**D68010727
 Environmental Protection Agency**"
- 6) Name of Respondent: **BOA Windows, Inc., d/b/a Window World of the
 Capital District**
- 7) Case Docket Number **TSCA-02-2017-9281**

6. Payment(s) must be received at the address listed in Paragraph 5, above, or the electronic Fedwire must be received by the Federal Reserve Bank of New York, on or before the due date(s) specified above (the date(s) by which such payment(s) must be received shall hereafter be referred to as the "due date(s)").

a. Failure to pay the full amount of the penalty, or any stipulated penalty demanded by EPA, according to the above provisions will result in the referral of this matter to the U.S. Department of Justice or the U.S. Department of the Treasury for collection or other appropriate action.

b. Further, if a payment is not received on or before its due date(s), interest will be assessed at the annual rate established by the Secretary of the Treasury pursuant to the Debt Collection Act, 31 U.S.C. § 3717, on the overdue amount from the due date(s) through the date(s) of payment(s). In addition, a late payment handling charge of \$15 will be assessed for

each 30-day period (or any portion thereof) following the due date(s) in which the balance remains unpaid.

c. A 6% per annum penalty also will be applied on any principal amount not paid within 90 days of the due date(s). Any such non-payment penalty charge on the debt will accrue from the date(s) the penalty payment(s) becomes due and are not paid.

7. The civil penalties and any stipulated penalties provided for herein are “penalt[ies] within the meaning of 26 U.S.C. § 162(f), and are not deductible expenditures for purposes of federal or state law.

8. Respondent has developed an enhanced Compliance Plan addressing the following broad categories of the RRP regulations codified at 40 C.F.R. Part 745 subpart E:

- a. Maintaining appropriate firm certification(s) from USEPA;
- b. Training of Window World employees, when applicable;
- c. Creation and retention of records
- d. Education of Window World Customers to familiarize them with RRP work practices and procedures to report RRP violations observed;
- e. Compliance with work practice standards for renovation projects; and
- f. Management of general contractor/subcontractor roles in renovation projects.

EPA has approved the enhanced Compliance Plan, appended to this CA/FO as Exhibit 1, and it is incorporated herein.

9. Respondent shall implement the Compliance Plan throughout its operating procedures at all RRP projects and/or target housing at which Respondent performs work subject to the provisions of 40 C.F.R. Part 745. Implementation of the Compliance Plan is intended as an adjunct to the requirements of 40 C.F.R. Part 745. Adherence to the provisions of the Compliance Plan and compliance with the provisions of this Consent Agreement with regard

to its implementation and use shall not be a substitute for compliance with the provisions of 40 C.F.R. Part 745 nor a defense to the failure to do so.

10. Respondent shall submit reports to EPA documenting its use and implementation of the Compliance Plan (CP Reports) in accordance with the following terms:

a. Respondent shall submit CP Reports to EPA quarterly for a period of one year commencing ninety (90) days from the date of signature of the Final Order.

b. Each report shall summarize compliance activities performed in accordance with the Compliance Plan during the preceding quarter. In addition, for RRP work conducted, the report shall indicate the number of RRP renovations undertaken during the relevant quarter. In the event that no work subject to the provisions of 40 C.F.R. Part 745 is undertaken in a given quarter, Respondent shall so state in the CP Report for that quarter.

c. The CP Reports shall be sent to the following addressees:

U.S. EPA – Region 2
Lead-Based Paint Team
2890 Woodbridge Road - MS-225
Edison, New Jersey 08837

And

Melva J. Hayden, Esquire
Assistant Regional Counsel
Office of Regional Counsel
U.S. EPA – Region 2
290 Broadway – 16th Floor
New York, New York 10007-1866

d. Respondent shall be subject to stipulated penalties for the failure to submit the required CP Reports in a timely manner as follows:

i.)	15 – 30 days delinquent	-	\$ 500 per day
ii.)	30 – 45 days delinquent	-	\$1000 per day
iii.)	45 – 60 days delinquent	-	\$1500 per day

All stipulated penalties are due and payable within thirty (30) calendar days of Respondent's receipt from EPA of a written demand for payment of the penalties. Payment of stipulated penalties shall be made in the same manner as prescribed in Paragraphs 5 and 6, above, for payment of the civil penalty. Stipulated penalties shall accrue as provided above, regardless of whether EPA has notified Respondent of the violation or has made a demand for payment, but need only be paid upon demand.

e. Each CP Report shall contain the following certification signed by an appropriate corporate official:

"I certify under penalty of law that I have examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant potential penalties for submitting false information, including the possibility of fines and imprisonment."

11. EPA Region 2's Director of Division of Enforcement Compliance and Assistance, may in her sole discretion, reduce or eliminate any stipulated penalty due.

12. Delays:

a. If any unforeseen event occurs which causes or may cause delays in the submission of the CP Report as required herein, Respondent shall notify EPA in writing within fourteen (14) days of the delay or Respondent's knowledge of the anticipated delay, whichever is earlier. The notice shall describe in detail the anticipated length of delay, the precise cause of delay, the measures taken by Respondent to prevent or minimize delay, and any proposed adjustments to the timetable for the submission of the CP Report caused by the delay.

Respondent shall adopt all reasonable measures to avoid or minimize any such delay. Failure by Respondent to comply with the notice requirements of this paragraph shall render this paragraph void and of no effect as to the particular event involved and may constitute a waiver of

Respondent's right to request an extension of its obligation under this Consent Agreement based on such event.

b. If the parties agree that the delay or anticipated delay in the submission of the CP Report has been or will be caused by circumstances entirely beyond the control of Respondent, the time for performance hereunder may be extended for a period no longer than the Delay resulting from such circumstances.

c. In the event that EPA does not agree that a delay in implementing submitting the CP Report has been or will be caused by circumstances beyond the control of Respondent EPA will notify Respondent in writing of its decision and any delays shall not be excused.

d. The burden of proving that any delay is caused by circumstances entirely beyond the control of Respondent shall rest with Respondent.

13. Any responses, documentation, and other communication submitted in connection with this Consent Agreement shall be sent to:

Vickie Pane
Lead Environmental Engineer
Pesticides and Toxic Substances Branch – Lead Team
Division of Enforcement and Compliance Assistance
U.S. Environmental Protection Agency – Region 2
2890 Woodbridge Avenue – MS 225
Edison, New Jersey 08837

And

Melva J. Hayden, Esquire
Assistant Regional Counsel
Office of Regional Counsel
U.S. Environmental Protection Agency – Region 2
290 Broadway, 16th Floor
New York, New York 10007-1866

Unless the above-named EPA contacts are later advised otherwise in writing, EPA shall address any written future correspondence (including any correspondence related to payment of the penalty) to Respondent at the following address:

Kim Taylor, Manager
BOA Windows, Inc., d/b/a Window World of the Capital District
1240 Central Avenue
Colonie, New York 12205

14. This Consent Agreement is being voluntarily and knowingly entered into by the parties to resolve (conditional upon full payment of the civil penalty herein) the civil and administrative claims described in the Findings of Fact and Conclusions of Law set forth above.

15. Full payment of the penalty described in paragraph 4 shall only resolve Respondent's liability for federal civil penalties for the violations and facts described in paragraphs 10 through 12 in the Findings of Facts and Conclusions of Law. Full payment of this penalty shall not in any case affect the right of EPA or the United States to pursue appropriate injunctive or other equitable relief or criminal sanctions for any violation of the law.

16. Respondent has read the Consent Agreement, understands its terms, finds it to be reasonable, and consents to its issuance and its terms.

17. Respondent consents to the issuance of the accompanying Final Order.

18. Respondent agrees that all terms of settlement are set forth herein.

19. Respondent explicitly and knowingly consents to the assessment of the civil penalty as set forth in this Consent Agreement and agrees to pay the penalty in accordance with the terms of this Consent Agreement.

20. Respondent hereby waives its right to seek or to obtain any hearing pursuant to Subpart D of 40 C.F.R. Part 22 or other judicial proceeding on this Consent Agreement or on the Findings of Fact and Conclusions of Law herein or on the accompanying Final Order.

21. The Respondent agrees not to contest the validity or any term of this Consent Agreement and Final Order in any action brought: a) by the United States, including EPA, to enforce this Consent Agreement or Final Order; or b) to enforce a judgment relating to this Consent Agreement and Final Order. Any failure by Respondent to perform fully any

requirement herein will be considered a violation of this Consent Agreement and Final Order, and may subject Respondent to a civil judicial action by the United States to enforce the provisions of this Consent Agreement and Final Order.

22. Respondent waives any right it may have to appeal this Consent Agreement and the accompanying Final Order.

23. This Consent Agreement and Final Order does not waive, extinguish, or otherwise affect Respondent's obligation to comply with all applicable federal, state, or local laws, rules, or regulations, nor shall it be construed to be a ruling on, or a determination of, any issue related to any federal, state or local permit. This Consent Agreement and Final Order does not waive, extinguish, or otherwise affect Respondent's obligation to comply with all applicable provisions of TSCA and the regulations promulgated thereunder.

24. The signatory for Respondent certifies that he or she is duly and fully authorized to enter into this Consent Agreement and all the terms and conditions set forth in this Consent Agreement.

25. Each party hereto agrees to bear its own costs and fees in this matter.

26. Respondent consents to service upon it of a copy of this Consent Agreement and Final Order by an EPA employee other than the Regional Hearing Clerk.

In the Matter of BOA Windows, Inc. d/b/a Window World of the Capital District
Docket Number TSCA-02-2017-9281

BOA Windows, Inc. d/b/a Window World of the Capital District

RESPONDENT:

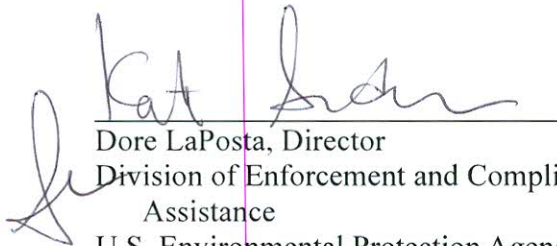
BY:  _____

NAME: Matthew Conroy
(PLEASE PRINT)

TITLE: President

DATE: 9/20/2017

COMPLAINANT:

 _____
Dore LaPosta, Director
Division of Enforcement and Compliance Assistance


U.S. Environmental Protection Agency, Region 2
290 Broadway
New York, New York 10007-1866

DATE: **SEP 27 2017**

In the Matter of BOA Windows, Inc. d/b/a Window World of the Capital District
Docket Number TSCA-02-2017-9281

FINAL ORDER

The Regional Administrator of the U.S. Environmental Protection Agency, Region 2, concurs in the foregoing Consent Agreement in the case of In the Matter of BOA Windows, Inc. d/b/a Window World of the Capital District, bearing Docket Number TSCA-02-2017-9281. Said Consent Agreement, having been duly accepted and entered into by the parties, is hereby ratified, incorporated into, and issued as this Final Order. The effective date of this Order shall be the date of filing with the Regional Hearing Clerk of EPA - Region 2 (40 C.F.R. § 22.31(b)). This Final Order is being entered pursuant to the authority of 40 C.F.R. § 22.18(b)(3) and shall constitute an order issued under Section 16 of the Toxic Substances Control Act, 15 U.S.C. § 2615.



Catherine R. McCabe
Acting Regional Administrator
U.S. Environmental Protection Agency

DATE: 9/27/17

In the Matter of BOA Windows, Inc. d/b/a Window World of the Capital District
Docket Number TSCA-02-2017-9281

CERTIFICATE OF SERVICE

I certify that I have on this day caused to be sent the foregoing Consent Agreement and Final Order, bearing the above-referenced docket number, in the following manner to the respective addressees below:

Original and one copy by hand to:

Office of the Regional Hearing Clerk
U.S. Environmental Protection Agency
290 Broadway, 16th Floor
New York, New York 10007-1866

Copy by Certified Mail Return Receipt Requested:

Matthew Conley, President
BOA Windows, Inc., d/b/a Window World of the Capital District
1240 Central Avenue
Colonie, New York 12205

Kim Taylor, Manager
BOA Windows, Inc., d/b/a Window World of the Capital District
1240 Central Avenue
Colonie, New York 12205Kascon, LLC

Terence Hannigan, Esquire
Hannigan Law Firm, PLLC
388 Kenwood Avenue
Delmar, New York 12054

Dated: 9/28/17
New York, New York



Exhibit 1

BOA Windows, Inc., d/b/a Window World of the Capital District RRP Compliance Plan

Table of Contents

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BOA WINDOWS, Inc. d/b/a Window World of the Capital District
Renovation, Repair and Painting (“RRP”) Lead Containment Policy and Compliance Procedures

It is the policy of Window World of the Capital District and federal law that installers comply with all safety procedures related to lead containment during installations. This Policy is for the protection and safety of our customers.

If you have any questions regarding this Policy or the Procedures that must be followed, please call Kim at 518.489.0889 before you begin working.

1. **Please ensure that you, as the Certified Renovator, are the person completing each applicable form in this packet, attesting to compliance, and signing where required.**
2. **Please review the enclosed packet before each job.** Please answer on site or refer to the Office any questions a customer may have about RRP and be sure to obtain the customer's signature on the required forms.
 - A. **The following are your responsibilities as the Certified Renovator with regard to the forms contained in the packet:**
 - 1) **Project Information:** start and end date of project, assigned certified renovator and certificate number.
 - 2) **Notice to Occupants:** any multi-family dwelling or child-occupied facility (any home or building with a child) this must be posted in clear view on site with the address completed on the form. **A picture must be taken of the posted Notice***
 - 3) **Yellow Caution Signs:** The work area of the property must be taped off with caution tape and proper signage in both English and Spanish at each entrance to the property. **A picture(s) of each entrance with caution tape and signs placed must be provided***
 - 4) **Non-Certified Worker Training:** any member of your team that is not a certified renovator must be listed on this form with the training you have completed with them in lead containment procedures.
 - 5) **Lead Safe Work Practices Checklist:** the Certified Renovator verifying completion must initial every line that is applicable and completed. The customer and Certified Renovator must sign and date at the bottom.
 - 6) **Cleaning Verification:** the area must be tested, photo taken, and results listed. For every room a window was installed, an area must be tested. The Certified Renovator must sign and date the bottom. If the test does not pass per EPA guidelines, a re-test must be completed and the retest form filled out and signed. **PLEASE MAKE CERTAIN that the cloth(s) used to test the area are retained, sealed in the enclosed plastic bag, and returned to the Office.**
 - 7) **Final Report:** Be sure to include the name of your business and sign where required on the final report.

***Pictures of lead containment must be taken at the jobsite for each job and delivered to the Office or emailed to: services@windowworldcapitaldistrict.com**

Please reference the job number or the jobsite address in the email. When received, the pictures will be used to monitor and assess jobsite precautions in place and to provide a permanent record of compliance with all required lead safety procedures and company policies.

Thank You For Adhering To Window World Of The Capital District
Customer Service Standards And EPA Guidelines!

BOA WINDOWS, Inc. d/b/a Window World of the Capital District
RRP Safety and Education Policy to Minimize Lead Hazards

CORPORATE POLICY TO MINIMIZE LEAD HAZARDS IN THE
WORKPLACE

Ensuring that the work we do for our customers is done safely is our top priority. In order to achieve this critical objective, our employees, installers, and contractors must exercise the utmost care to assure compliance with the “**Renovation, Repair and Painting (“RRP”) Lead Containment Policy and Compliance Procedures**”, and with all rules and regulations intended to minimize the potential for exposure to lead.

We expect that our certified installers will fully utilize their training and experience in eliminating lead hazards to ensure that all required or reasonable safety measures are taken for the protection of our customers and our workers.

We expect that all of our employees will stay informed about the hazards posed by exposure to lead and strictly implement all of the safety practices necessary to minimize the harmful effects of lead. Most often, our “worksites” are our customer’s homes. Part of your responsibility in working for Window World, whether in sales or installation, is to help educate our customers about the hazards of lead and the important precautionary steps we take to prevent lead exposure. It is important that we share this information directly with our customers, whether in a showroom, at an expo, or at an onsite installation.

We expect that everyone working on the Window World team, both employees and independent contractors, will demonstrate to our customers through both example and in words, the importance of eliminating the risk of exposure to lead. In addition to providing to our customers the required written materials advising about the hazards of lead, including the *Renovate Right* pamphlet at the time they order the windows, we expect that you will actively discuss, explain, and reinforce the importance of the procedures we follow and encourage our customers to ask questions or raise concerns about what we are doing, should they have them.

Promoting a safe working environment by preventing lead exposure to our customers and our staff is more than just a matter of customer service, it may be the most important thing you do today.



Window World of the Capital District
1240 Central Avenue Colonie, NY 12205
Phone 518.489.0889 / Fax 518.489.0887

Project Information

Client Name: _____

Address: _____

Phone (home): _____ Phone (cell): _____

E-Mail: _____

Start Date of Project: _____ End Date of Project: _____

Description of Project: __ window replacement _____

Is this a HUD-assisted project? Yes ___ No x ___

If yes, describe HUD funding: __n/a _____

Assigned Certified Renovator: _____ Certificate#: _____

Name of Certified Firm: WINDOW WORLD

Certificate#: NAT-30666-2



Notice to Occupants
For Renovation of a “Common Area” of a
Multi-family Dwelling / Child-Occupied Facility

*A renovation project that affects one or more of the common areas of your building and or that affects your child’s school or care facility is about to begin. This renovation project may disturb lead-based paint. Although lead can be dangerous, every effort will be made to use lead-safe work practices. The pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, provides the information you need to keep yourself and your family safe.*

Location of Renovation

Replacement Window Installation

Nature of Renovation

Start date of Renovation

End date of Renovation

*You may obtain a copy of the pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, and/or a copy of the Final Report for this renovation project by contacting:*

Name: Window World of the Capital District
Phone: 518-489-0889

R.11/2013

Non-Certified Worker Training



Job Name: _____

Job Number: _____

Name of Trainee: _____

using EPA Approved Test Kit	setting up barriers, signs, flapped entry doors	covering furniture containment	establishing interior containment	donning and doffing personal cleaning equipment	conducting interior final cleaning	conducting exterior final	bagging waste	conducting visual inspection	conducting cleaning verification
initial: _____									

Name of Trainee: _____

using EPA Approved Test Kit	setting up barriers, signs, flapped entry doors	covering furniture containment	establishing interior containment	donning and doffing personal cleaning equipment	conducting interior final cleaning	conducting exterior final	bagging waste	conducting visual inspection	conducting cleaning verification
initial: _____									

Name of Trainee: _____

using EPA Approved Test Kit	setting up barriers, signs, flapped entry doors	covering furniture containment	establishing interior containment	donning and doffing personal cleaning equipment	conducting interior final cleaning	conducting exterior final	bagging waste	conducting visual inspection	conducting cleaning verification
initial: _____									



1240 Central Avenue Colonie, NY 12205
Phone 518.489.0889 / Fax 518.489.0887

Lead Safe Work Practices Checklist

Job Site: _____

Certified Renovator: _____

Workers:

- Certified Renovator was assigned
- Certified Renovator trained non-certified workers

Work Area Isolated:

- Warning signs posted at entrance to work area
- Barriers erected to keep unauthorized personnel out

Interior Work Area Contained:

- All objects in the work area removed or covered
- HVAC ducts in the work area closed and covered (interior installs only)
- Windows in the work area closed and covered
- Doors in the work area closed and sealed
- Doors (that are being used) covered to allow access but prevent spread of dust
- Floors in the work area covered with taped-down plastic 6 feet from the work area in all directions
- Other containment established as necessary

Exterior Work Area Contained:

- Windows in (and within 20 feet of) the work area closed and sealed
- Doors in (and within 20 feet of) the work area closed and sealed
- Doors (that are being used) covered to allow access but prevent spread of dust
- Ground covered extending 20 feet from the work area
- Plastic anchored to building
- Plastic weighed down
- Vertical containment installed to prevent dust from migrating out of work area (interior installs only)

Waste Management:

- Waste contained on-site
- Waste contained during offsite transportation

Work Site Cleaning:

- All chips and debris picked up
- Protective sheeting misted, folded dirty side inward, and taped or bagged
- Interior surfaces in work area cleaned using HEPA vacuum and /or wet cloths or mops
- Area 2 feet outside of the contained area cleaned

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

Certified Renovator Signature

Date

Customer Signature

Date



1240 Central Avenue Colonie, NY 12205
 Phone 518.489.0889 / Fax 518.489.0887

Cleaning Verification

Job Site: _____

Certified Renovator: _____

Record the results of the Cleaning Verification of each component.

Window Sills:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

Floors and Countertops:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

Other:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

 Certified Renovator Signature

 Date

R.11/2013

Cleaning Verification - Retest

Record the results of the Cleaning Verification of each component.

Window Sills:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

Floors and Countertops:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

Other:

Area tested:	Number of Cloths Used:	Photo Taken?	Results:
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail
_____	_____	Yes / No	Pass / Fail

 Certified Renovator Signature Date

Contact information of the firm that conducted the Clearance Examination.

Firm Name:

Firm Certification Number:

Window World of the Capital District
 518-489-0889

R.11/2013



1240 Central Avenue Colonie, NY 12205
Phone 518.489.0889 / Fax 518.489.0887

Final Report

Submitted by:

Certified Renovator Firm

Submitted to:

Homeowner/Building Owner Project Representative

Date: _____

Thank you for choosing Window World of the Capital District for doing your project. Because your building was built before 1978 we took special care to protect everyone. We used lead-safe practices as defined by the Environmental Protection Agency (RRP Rule). These practices are designed to minimize the spread of harmful leaded-dust particles, and to clean the work area so that no lead dust is left behind.

Among other things, you'll find:

- Information about all of the workers who distributed lead-based paint on the project
- Results of the test for lead-based paint, if one was performed
- Worker training form
- Lead-Safe Practices Checklist
- Results of Cleaning

Should you have any questions regarding this work performed, please do not hesitate to contact us.

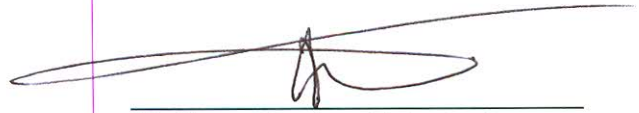
Thank you for your business.

Certified Renovator
Window World of the Capital District

**BOA Windows, Inc., d/b/a Window World of the Capital District
RRP Compliance Plan**

The foregoing constitutes BOA Windows, Inc., d/b/a Window World of the Capital District's RRP Compliance Plan.

9/26/2017
Date


Matthew Conley, Principal