

Lead Based Paint for Urgent Repair Program
February 14, 2024

Applicability

- Urgent Repair Program (URP) uses North Carolina Housing Trust Fund (HTF) dollars. HUD federal dollars are not used, nor can they be used as matching funds.
 - What does apply: North Carolina Lead Renovation, Repair and Painting (RRP)
 - What does not apply: 24 CFR Part 35 Lead

When Does RRP Apply?

- When a house is built pre-1978

What does this mean for me as an URP partner?

- When you bid out projects, you need to indicate if a house is pre-1978 and Lead RRP applies
- Provide the EPA Renovate Right Pamphlet (see Appendix B) to the homeowner and document their receipt
- Ensure that contractor is a certified firm and certified renovators are on site (see Appendix A)
- If you are doing the work yourself, your organization must be a certified firm with a certified renovator
- If you are a certified firm and train a contractor, then your firm is still the certified firm that is liable

What if I'm doing a roof or HVAC?

- If the house is pre-1978, you still need to note in the bidding information that the house is pre-1978 and Lead RRP applies
- Minor repair and maintenance activities (6 square feet or less per interior room or 20 square feet or less per exterior project) as long as heat guns at greater than 1,100 degrees Fahrenheit and the use of power tools without high efficiency particulate air (HEPA) exhaust control are not used

What if my contractor is a sole proprietor?

- They can still be a certified firm, they just need to apply. Applications can be found here: <https://epi.dph.ncdhhs.gov/lead/forms.html> under "Renovation, Repair and Painting" section

How do I document my file?

- For all contractors, will need to have the firm certificate and renovator letter on file (see Appendix A)
 - Note – training certificates are not acceptable
- Use of the RRP Recordkeeping Checklist (see Appendix C) is also recommended, but not required

Appendices:

- Appendix A – Acceptable and Non-Acceptable Contractor Documentation for RRP
- Appendix B – The Lead-Safe Certified Guide to Renovate Right
- Appendix C – RRP Recordkeeping Checklist
- Appendix D – DHHS Health Hazard Control Common Questions for RRP

Appendix A –
Acceptable and Non-Acceptable Contractor
Documentation for URP

What to look for on NC Renovation Projects

- **NC Firm Certification (Renewed every year)**
 - Letter & Certificate from HHCU
 - Firms can be found on our website
- **Renovator Certification (Every 5 years)**
 - Letter with Renovator Certification # 17XXXX



North Carolina Department of Health and Human Services
Division of Public Health

Health Hazards Control Unit

Lead-Based Paint Hazard Management Program

AAA Environmental

Is Issued Lead Firm Certification

Lead Certification Number - FPB-0249

Valid between May 27, 2008 and May 31, 2009



Manager

NC Health Hazards Control Unit
1912 Mail Service Center, Raleigh, NC 27699-1912
Phone 919-733-0820

correct Firm Certificate for RRP

Sample-NC Renovator Certification Letter



North Carolina Department of Health and Human Services
Division of Public Health

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS
Laura Gerald, M.D., M.P.H.
State Health Director

May 7, 2013

[REDACTED]
[REDACTED]
Hampstead, NC 28443



KEEP THIS LETTER FOR YOUR RECORDS.
Renovator Certification No: 173656
Initial Certification: May 07, 2013
Expiration Date: January 31, 2018

Dear Mr. [REDACTED]

The Health Hazards Control Unit (HHCU) has determined that you have met the application requirements and are eligible for lead certification as a Renovator. Your assigned **Renovator Certification Number is 173656**. The State requires that persons conducting lead-based paint renovation, repair, and painting activities in residential housing and child-occupied facilities built before 1978, be certified. In addition, you must be employed by a certified renovation firm when conducting renovation activities for compensation in target housing or child-occupied facilities.

An accredited initial or refresher Renovator training course must be completed at least every 60 months from the date of completion of the initial training course. The HHCU strongly recommends that individuals note the date of certification expiration and ensure all required training is completed prior to the expiration date. **Your North Carolina Renovator certification expires on JANUARY 31, 2018.** It is NOT the policy of the HHCU to issue renewal notices. If you wish to continue working as a certified Renovator after this expiration date, you must submit a completed application to this office prior to January 31, 2018. If you should perform lead-based paint renovation activities as a Renovator without a valid North Carolina certification, you will be in violation of State regulations and may be cited for noncompliance.

You are required to keep a copy of this Program issued certification letter on-site during renovation activities. If you have any questions, please contact our office at (919) 707-5950 or go to our website at <http://www.epi.state.nc.us/epi/lead/lhmp.html>.

Sincerely,

Mina Shehee
Acting Head, OEE Branch

8/17/2021

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correct Renovator Letter for RRP



This certificate shows training and should not be used as proof that personnel is a Lead Renovator



This certificate shows EPA training, not accepted in North Carolina

Appendix B –
The Lead-Safe Certified Guide to Renovate Right

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

WARNING
WORK AREA
NO SMOKING
NO EATING

CAUTION CAUTION CAUTION CAUTION

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



ATTENTION

The North Carolina Health Hazards Control, Lead-Based Paint Hazard Management Program (LHMP) has state specific statutes and rules for renovation, repair and painting activities conducted in Housing and Child-Occupied Facilities, built before 1978, under the NC Lead-Based Paint Renovation, Repair and Painting Rule (RRP). To learn more, visit our website at <http://epi.publichealth.nc.gov/lead/lhmp.html>, or call our office at (919) 707-5950.

For questions relating to children's health and lead, contact N.C. Childhood Lead Poisoning Prevention at (888) 774-0071 or visit their website at: www.deh.enr.state.nc.us/Children_Health/Lead/lead.html. You can also contact your local health department.

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 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

Percentage of Homes Likely to Contain Lead



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.

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1-800-424-LEAD (5323)

epa.gov/getleadsafe

EPA-740-K-10-001

Revised September 2011



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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.

Appendix C –
RRP Recordkeeping Checklist (URP Only)

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist

Project Date(s): _____ Project/Job Number: _____

Target Housing Child-Occupied Facility (COF) Year Built: _____

Name of Owner/Occupant: _____

Complete Address of Owner: _____

Physical Address of Renovation (If Different): _____

Description of Renovation or Scope of work (attach a copy if available): _____

If an emergency renovation, describe the nature of the emergency and document the provisions of the NC-RRP Rules that were not followed: _____

Name of NC Certified Lead Renovation Firm: _____

NC Certified Lead Renovation Firm Number: (Example: RRP-124) _____ (Attach Copy of Firm Certificate)

Name of NC Certified Lead Renovator Assigned to Project: _____

NC Certified Lead Renovator Number: (Example: 172469) _____ (Attach Copy of Renovator Letter)

NC Certified Lead Renovator provided lead safe training to workers on (mark all that apply):

____ Posting Warning Signs (Occupant Protection)

____ Setting Up & Maintaining Containment(s) / Interior / Exterior

____ Using Personal Protection Equipment ____ Prohibited & Restricted Work Practices

____ Isolate Work Area, Remove or Cover Objects, Close Windows/Doors, Close & Cover Duct Openings, Cover Floors or Ground (Avoid Spreading of Lead Dust to Adjacent Areas)

____ Post-Renovation Cleaning (Interior/Exterior) ____ Waste Handling

Other _____

Name(s) of Lead Safe Trained Worker(s), if used: _____,

_____, _____, _____,
_____ (Attach list if needed)

Pre-Renovation Education - (select method used):

____ Obtained written acknowledgment of receipt of pamphlet - Attached "Renovate Right pamphlet - Pre-Renovation Form" with signature of owner/occupant and renovator or renovator's self-certification (for tenant-occupied dwelling only) prior to starting work **OR**,

____ Documented certificate of mailing at least 7 days prior to starting renovation but no earlier than 60 days prior to starting work **OR**,

____ For Child-Occupied Facility (COF) or common area renovations, posted pamphlet & information signs with general nature of work, location of work, start and completion dates and how parents & guardians can review or obtain a copy of the Renovate Right pamphlet, project records and reports at no cost. Firm prepared signed & dated statement describing steps to inform all parents & guardians of intended renovation.

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 2 of 4)

Lead-Based Paint (LBP) Testing or Inspection Results (select method used):

Painted or coated surfaces are assumed to contain Lead-Based Paint (LBP) unless tested.

I. Check if Assumed LBP N/A

II: Was a LBP inspection or written determination done by a NC Certified Lead Inspector/Risk Assessor?

Yes N/A (If yes, attach a copy of the inspection report or written determination)

III. Did a NC certified renovator test for lead using an EPA recognized test kit? Yes N/A

If yes, you must provide LBP testing results in writing to the person who contracted for the renovation **prior** to starting work.

Results provided: Yes N/A Date provided _____

Record testing results below. Use supplemental sheets to record additional testing results if needed.

Renovator Testing:

EPA – Recognized Lead Test Kit Documentation

Name of Kit Used: _____ Serial/Lot Number: _____ Expiration Date: _____ (if applicable)

List the Room Location(s), All Component(s) and the Results of each test.

Date	Sample No.	Room	Component	LBP: Yes or No

Paint Chip Sampling Documentation

List the Room Location(s), All Component(s) and the Results of the testing. LBP is 0.50% (5000 PPM) or Greater. Usually minimum 1 square inch (in²) sample needed, check with NLLAP laboratory.

Date	Sample No.	Room	Component	Dimension (inches)	Area (in ²)	LBP: Yes or No

Note: Attach copy of analysis results from NLLAP laboratory (Find NLLAP labs at: <http://www2.epa.gov/lead/national-lead-laboratory-accreditation-program-list>)

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 3 of 4)

Project Date: _____ Project/Job Number: _____

Physical Address of Renovation: _____

(Mark All That Apply)

General Work Practices:

- Warning signs posted at entrance to work area
- Work area contained to prevent spread of dust and debris
- Work site properly cleaned after renovation
- Personal Protective Equipment (used as needed - disposable suits/booties, etc.)
- Washing station provided (face and hand washing)
- At the conclusion of each work day, waste contained on-site is stored to prevent access and release of dust or debris. Waste contained while being transported off-site.

Interior work:

- All objects in the work area removed or covered with plastic with edges/seams sealed
- Ducts (e.g., HVAC, etc.) in the work area closed, covered with plastic and sealed
- Windows in the work area closed
- Doors in the work area closed and sealed
- Doors used to enter the work area are covered to allow passage of workers, but prevent spread of dust
- Floors in the work area covered with taped-down plastic, minimum 6 feet from renovated surface
- Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops

Exterior Work:

- Closed windows and doors in and within 20 feet of the work area
- Doors used to enter the work area are covered to allow passage of workers, but prevent spread of dust
- Ground covered by plastic sheeting extending 10 feet or more from work area – plastic sheeting anchored to building and edges weighed down
- Vertical containment erected if the renovation will affect surfaces within 10 feet of the property line or extra precautions were taken to prevent migration of dust and debris to adjacent property
- All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal

NC Lead-Based Paint Program for Renovation, Repair, and Painting Guidance Document - Recordkeeping Checklist (Page 4 of 4)

Cleaning Verification (CV) Documentation - Refer to EPA CV Card for Steps (Use supplemental sheets to record additional CV results if needed)

Exterior: Visual Inspection: Date Passed: _____ N/A: _____ No exterior work conducted

Note: In order to pass an exterior visual inspection there can't be any visible debris, paint chips or residue on surfaces in or below the work area.

Interior: Visual Inspection: Date Passed: _____ N/A: _____ No interior work conducted

Note: In order to pass an interior visual inspection there can't be any visible debris, paint chips or residue on any surfaces, including all objects and surfaces in the work area and within two feet of the work area. For interior work use the appropriate number of wet/dry wipe(s) for **each window sill, uncarpeted floor and countertop** surface inside the work area. List each of the areas or rooms (ex. bedroom, living room, hallway, etc.) where cleaning verification was performed in the following table(s). If dust clearance was performed in lieu of cleaning verification, attach a copy of the results.

(Example) Interior Cleaning Verification	Area/Room	Mark column Pass (P), Fail (F) or Not Applicable (N/A) or leave blank		
	<i>Kitchen</i>	First Wipe	* Second Wipe	*Dry Wipe
Number of Window Sills	2	S1-Pass S2-Fail	S2-Pass	N/A
**Number & Size Uncarpeted Floors	1 **(48 ft ²)	F1-P (24 ft ²) F2-P (24 ft ²)	N/A	
Number of Countertops	2	C1-P C2-F	C2-F	C2-P
*** Other Surfaces	Pantry shelving	P		
Date Completed		3/4/2014	3/5/2014	3/5/2014

Interior Cleaning Verification	Area/Room	Mark column Pass (P), Fail (F) or Not Applicable (N/A) or leave blank		
		First Wipe	* Second Wipe	*Dry Wipe
Number of Window Sills				
**Number & Size Uncarpeted Floors				
Number of Countertops				
*** Other Surfaces				
Date Completed				

Example: S1 represents 1st sill wiped, S2 represents 2nd sill wiped, F1 represents 1st surface wipe on floor and so on.

***Second wet wipe (if needed) conducted only after re-cleaning the failed work area(s). Dry wipe (if needed) used only after second wet wipe failure and after re-cleaning the failed work area. Allow surface to dry or wait 1 hour (whichever is longer) before performing dry wipe.**

****For surface areas greater than 40 ft², divide the area roughly into equal sections (each area less than 40 ft²) and use a separate wipe for each area.**

***** Other surfaces the renovator may choose to perform CV on, but are not required by regulatory work practice.**

Note: The NC certified lead renovation firm is required to submit a copy of information, documenting compliance, to the building owner, or if different, the owner or occupant, upon delivery of final invoice or within 30 days after completing the renovation, whichever is earlier. Date when a copy of records were provided to owner or occupant:_____. Owner signature/acknowledgement:_____

I certify that the information provided on this checklist is true and complete:

Name and title NC Certified Renovator

Date

Disclaimer: The information reflected on this recordkeeping checklist is provided as a resource tool only and the checklist itself is not required to be used. It is subject to change without notice. The information contained in this or future versions are not intended to be all inclusive and should not be interpreted as such. All applicable renovation activities must comply with the North Carolina General Statutes §130A-453.22-453.31 and the rules adopted to implement the Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP) 10A NCAC 41C .0900. For questions regarding the LHMP-RRP, contact the Health Hazards Control Unit at (919) 707-5950 or visit our website at: <http://epi.publichealth.nc.gov/lead/lhmp.html>.

Appendix D –
DHHS Health Hazard Control Common Questions

COMMON QUESTIONS

Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP)

Health Hazards Control Unit
North Carolina Department of Health and Human Services

GENERAL

1. Q. Where can I find information on the dangers of lead-based paint and how it may impact on human health?
- A. By contacting the Health Hazards Control Unit at 919-707-5950 or by visiting our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html>

From the quick links at the top of the webpage, select “More Information” then select the link for “U.S. Environmental Protection Agency (EPA)”.

(11/2010)

2. Q. Where can I find information about lead-based paint and the renovation, repair and painting requirements for North Carolina?
- A. By contacting the Health Hazards Control Unit at 919-707-5950 or by visiting our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html>
- (11/2010)

3. Q. What are renovation activities and what is a renovation?
- A. Renovation activities are the activities relative to lead-based paint renovations including the use of recognized lead test kits, information distribution, work practices such as cleaning verification and dust clearance sampling, as well as the activities performed by a certified firm, certified renovator, or certified dust sampling technician.

A renovation is broadly defined as any activity performed for compensation that disturbs painted surfaces and includes most repair, remodeling, and maintenance activities, including window replacement and demolition of painted surface areas.

For more detailed information regarding these terms and their applicability contact the Health Hazards Control Unit at 919-707-5950 or visit our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html>

(11/2010)

4. Q. What type of buildings do the renovation requirements apply to?
- A. Any child-occupied facilities (i.e., pre-school, day-care, etc.) and housing constructed prior to 1978 with some exceptions.

For more information regarding exceptions contact the Health Hazards Control Unit at 919-707-5950 or visit our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html>
(11/2010)

5. Q. I own a home in North Carolina that was built before 1978. I want my home renovated, repaired or painted by a contractor. Does the business entity/contractor have to be NC certified to conduct this renovation?

A. Yes. Firms that offer, perform, or claim to perform renovation activities for compensation in North Carolina in homes or child-occupied facilities built before 1978 must be a North Carolina certified renovation firm.

(A certified renovation firm means a company, partnership, corporation, sole proprietorship, association, or other business entity or individual doing business in the State, or a federal, State, tribal, or local government agency or a nonprofit organization that has been certified by the North Carolina Health Hazards Control Unit to perform renovation activities.) Source: NC General Statute §130A-453.22
(11/2010)(Revised 03/2015)

6. Q. I *own and occupy* a home in North Carolina that was built before 1978. I want to do my own (do-it-yourself) renovation. Do I as the owner-occupant have to be a North Carolina certified renovation firm or certified renovator to do my own renovation?

A. No. *Owner-occupied do-it-yourself* renovations are not required to be done by certified firms or certified renovators. However, if you decide to hire someone to perform an applicable renovation, they must be a North Carolina certified lead renovation firm with a North Carolina certified renovator and trained workers.

If you should perform a “do-it-yourself” renovation project, we recommend that you do so following lead-safe work practices and properly dispose of the renovation waste. Contact the Health Hazards Control Unit at 919-707-5950 for additional information or guidance. (11/2010)(Revised 03/2015)

7. Q. There is a renovation being conducted at my child’s daycare center which was built before 1978. Who should be doing the work?
- A. A North Carolina certified renovation firm with a North Carolina certified renovator and trained workers assigned to the project. (11/2010)
8. Q. Does this regulation apply to schools?
- A. The regulation applies if the school building was built before 1978, it is occupied by children under the age of 6, and if applicable renovation activities are being conducted. (11/2010)
9. Q. What information should I receive prior to the start of a renovation project if I live in a house or apartment built before 1978?
- A. Firms performing renovations in North Carolina must provide the owner or adult occupant (if the owner does not occupy the dwelling unit) a copy of the EPA pamphlet “The Lead-Safe Certified Guide to Renovate Right” prior to conducting the renovation. Copies of the pamphlet are available on our website under the renovation, repair and painting section at:
<http://www.epi.state.nc.us/epi/lead/lhmp.html>
- In addition, if lead paint testing of the components affected by the renovation is done by a certified renovator using an EPA recognized test kit, the results of the testing are required to be provided in writing to the person contracting for the renovation activity before work begins. (11/2010)

CERTIFICATION AND TRAINING

10. Q. How do I find a North Carolina certified lead renovation firm, certified renovator, or dust sampling technician?
- A. They can be found on our website at:
<http://www.epi.state.nc.us/epi/lead/lhmp.html>
- From the quick links at the top of the webpage, select “Search for NC Certified Professionals” or contact the Health Hazards Control Unit (HHCU) at 919-707-5950. (11/2010)

11. Q. How can I tell if a renovation contractor or dust sampling technician works for a North Carolina certified renovation firm and has the proper individual North Carolina certifications for the job?
- A. Ask to see these documents:
1. North Carolina *certified renovators have been issued a certification letter* by the Health Hazards Control Unit.
 2. North Carolina *dust sampling technicians are issued a photo identification card* by the Health Hazards Control Unit indicating their dates of certification.
 3. All North Carolina *certified renovation firms have been issued a renovation firm letter and certificate* by the Health Hazards Control Unit (HHCU). (11/2010)(Revised 03/2015)
12. Q. What is the North Carolina certification requirement for a dust sampling technician (DST) who performs dust clearance sampling after a renovation project?
- A. The DST must be certified by the North Carolina Lead Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP) and must be employed by a North Carolina certified renovation firm. (11/2010)
13. Q. Does a North Carolina *certified firm*, certified under the Lead-Based Paint Hazard Management Program (LHMP) for lead-based paint activities such as abatement, inspections, or risk assessments using North Carolina certified inspectors or risk assessors, also have to be a North Carolina *certified renovation firm* under the Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP) in order to make a written determination of the presence of LBP for a renovation project?
- A. No. (11/2010)
14. Q. Does a North Carolina *certified firm*, certified under the Lead Hazard Management Program (LHMP) for lead-based paint activities such as abatement, inspections, or risk assessments using North Carolina certified inspectors or risk assessors, also have to be a North Carolina *certified renovation firm* under the Lead-Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP) in order to perform dust clearance sampling after a renovation project?
- A. No. (11/2010)

15. Q. Can an individual who has taken an accredited lead-based paint inspector or risk assessor initial training course or HUD recognized lead-safe work practice (LSWP) training course, take a dust sampling technician (DST) refresher course (4 hour) and receive North Carolina DST certification?
- A. No. Individuals wishing to be a North Carolina certified DST must have taken an accredited (8 hour) initial DST course. Contact the Health Hazards Control Unit for a listing of training providers offering DST courses or visit our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html> (11/2010)(Revised 03/2015)
16. Q. Can an individual who has taken an accredited LBP abatement supervisor or abatement worker training course or a HUD recognized lead-safe work practice training courses, take a certified renovator refresher course (4 hour) and receive North Carolina certification as a renovator?
- A. No. Individuals wishing to receive initial North Carolina renovator certification must have successfully completed an accredited (8 hour) initial renovator training course. Contact the Health Hazards Control Unit for a listing of training providers offering the renovator courses or visit our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html> (11/2010)(Revised 03/2015)
17. Q. Is an individual considered certified as a renovator or dust sampling technician (DST) in North Carolina after simply attending an accredited, discipline-specific training course (i.e., renovator course)?
- A. No. Individuals must successfully complete an accredited discipline specific training course that meets North Carolina certification purposes as required by the LHMP-RRP rules, and they must submit a completed North Carolina application for DST or renovator certification. Applications for DST or renovator certification must include a copy of the applicable training course certificate issued by the training provider and a color photograph (passport style) of the applicant. Applications can be found on our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html> or by contacting the Health Hazards Control Unit (HHCU) at 919-707-5950. (10/2010)

In order to become certified, all applicants for North Carolina certification as a DST and/or renovator must include a North Carolina certified lead renovation firm on their application. Follow each application's instructions closely to avoid problems or delays in the certification process. (11/2010)(Revised 03/2015)

18. Q. How do I become a North Carolina certified renovation firm?
- A. Submit a completed North Carolina application for renovation firm certification to the HHCU. Applications can be found on our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html> or by contacting the Health Hazards Control Unit (HHCU) at 919-707-5950. (11/2010)
19. Q. Where can I find the necessary applications to apply for NC certification as a certified lead renovation firm, certified renovator and certified dust sampling technician?
- A. Contact the HHCU at 919-707-5950 or visit our website at: <http://www.epi.state.nc.us/epi/lead/lhmp.html> (11/2010)
20. Q. Must the renovation firm certification application be submitted and approved before I initially apply for renovator or dust sampling technician certification?
- A. No. You may submit both applications (i.e., renovation firm and renovator) together even though you will not yet have a renovation firm certification number to put on your renovator certification application. After a firm becomes certified, firms submitting for renovation firm certification on an annual basis must include their previously assigned renovation firm number (i.e., RRP2125) on the application. (11/2010)(Revised 03/2015)
21. Q. Are faxed copies of completed applications for certification for a lead renovator, DST or lead renovation firm acceptable?
- A. No. The HHCU must have the original application. A fax or copy is not acceptable. Follow each application's instructions closely to avoid problems or delays in the certification process. (11/2010)
22. Q. Will North Carolina accept EPA-accredited courses or accredited courses from other state-authorized programs for certification purposes if the course was taught out-of-state?
- A. Yes. If the class is taught out-of-state or if it was taught in North Carolina prior to August 1, 2010.
- All courses **taught in** North Carolina after July, 31, 2010 must be North Carolina-accredited in order to be acceptable for certification purposes. (11/2010)

23. Q. Will the EPA recognize North Carolina accredited training for dust sampling technician (DST) and renovator certification in EPA-run states?
- A. Yes. (11/2010)
24. Q. Is an EPA-accredited training provider required to have North Carolina accreditation in order to teach renovator and or dust sampling technician courses *in* North Carolina for certification purposes?
- A. Yes. All training providers and their courses *taught in* North Carolina after July 31, 2010, are required to have North Carolina accreditation and all instructors must be approved by North Carolina, in order to be acceptable for certification purposes in North Carolina. (11/2010)(Revised 03/2015)
25. Q. Where can I get information on becoming a North Carolina accredited training provider to offer certified renovator or dust sampling technician accredited training courses?
- A. Contact the HHCU at 919-707-5950. (11/2010)