

Property Address: _____

Date Prepared: _____



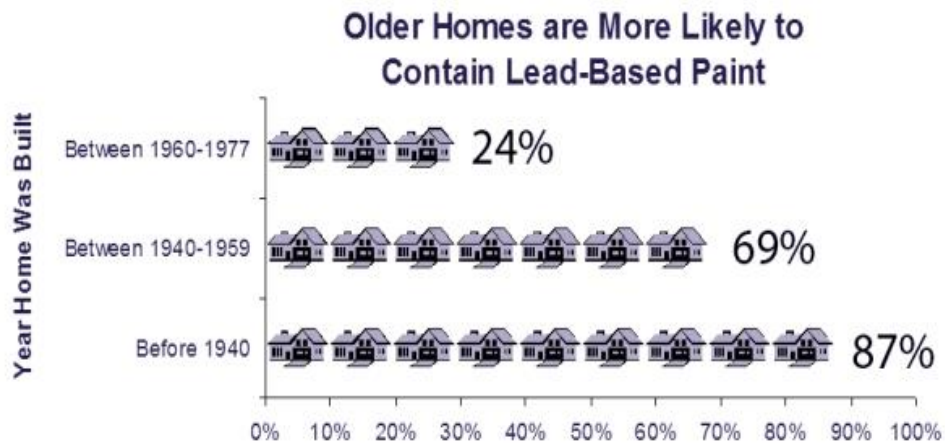
Lead Safe Maintenance Plan and Recommended Resources

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|------|--|--------------------|
| I. | Background/ Education for Lead Paint Hazards | Page 2 |
| II. | EPA Renovation, Repair and Painting (RRP) | Page 3 |
| III. | Owner/ Property Manager Responsibilities | Page 3 |
| IV. | Renovator Responsibilities | Page 4 |
| V. | Firm Responsibilities | Page 5 |
| VI. | Property Inspection Form | Page 6 |
| VII. | Maintenance Records (by unit) | Starting at Page 7 |
| | a. Paint Data with Property Diagrams | |
| | b. Work Completed | |
| | c. Property Inspection Form(s) | |

I. Background/ Education for Lead Paint Hazards

Lead is a naturally occurring element found in the earth's crust. While it has some beneficial uses, it can be toxic to humans and animals, causing severe health effects and even fatalities.

Lead can be found in the air, soil, water, and on items inside our homes. Exposures come from past use of leaded gasoline, industrial facilities, and lead-based paint. Lead has been used in a variety of products in and around homes, including paint, ceramics, pipes and plumbing materials, solders, gasoline, batteries, ammunition and cosmetics.



Lead paint is still present in millions of homes, sometimes under layers of newer paint. If paint is in good shape, lead paint is not a problem. Deteriorating paint (peeling, chipping, chalking, cracking, damaged, or damp) is a hazard if Lead-based paint is present, and needs immediate attention.

Possible Lead-based hazards are on surfaces children can chew or those exposed to friction and impacts through normal use such as windows, window sills, doors, door frames, stairs, railings, and floors.

Soil, Yards and Playgrounds can be contaminated when exterior lead-based paint from buildings or playground equipment flakes or peels and gets into the soil. Soil may also be contaminated from past use of leaded gasoline, industrial sources, or artificial turf and playground surfaces made from rubber. Lead is also naturally occurring in some soils and it can be found in high concentrations.

Lead in soil can be ingested through hand-to-mouth activity (common for young children) and from eating vegetables that have taken up lead from the soil. Lead in soil may also be inhaled if re-suspended in the air or tracked into your house which spreads Lead dust contamination.

Lead is particularly dangerous to children because their growing bodies absorb more than adults and their brains and nervous systems are sensitive to damaging effects of lead. Young children often put their hands and other objects that can have lead from dust or soil into their mouths. Children may also be exposed to lead by food or water containing lead, from dishes or glasses that contain lead, lead dust from paint, lead-contaminated soil, or from playing with toys with lead-based paint.

Adults may be exposed to lead by the same sources a child would be exposed to. Adults may breathe lead dust by spending time where lead-based paint is deteriorating or being disturbed by activity, working in a job or hobby where lead is used, such as making stained glass, or certain folk remedies containing lead. **A pregnant woman's exposure to lead from these sources is of particular concern because it can result in exposure to her developing baby.**

II. Renovation, Repair and Painting Rule (RRP)



EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under this Federal Law, **beginning April 2010, contractors performing renovation, repair and painting projects** that disturb lead-based paint in homes, child care facilities, and schools **built before 1978 must be certified** and must follow specific work practices to prevent lead contamination.

EPA requires the individual managing the worksite to have completed the **Initial 8 hour training course** and be a certified as a “Renovator” (under RRP).

Certified “Renovators” may determine if the scope of work to be completed is RRP exempt.

- ✓ Homeowners are exempt in their own home if it does not impact rental units on the lot
- ✓ Confirmed “non-Lead” paint work is exempt. (Paint Testing Data is required)
- ✓ Emergency Repairs are exempt, as long as RRP level clean-up and verification is documented.
- ✓ Scope of work is exempt if it disturbs **less than: 6 sq.ft. inside** or **20 sq.ft. outside**
- ❖ **ALL WINDOW REPLACEMENT requires RRP Safe Practices** regardless of size.

The business that is performing the work on the property must be registered with the EPA as a “LEAD-SAFE Certified Firm”. If the property owner employs the individual “Renovator” than the owner must register as the “Firm”.



III. Owner/ Property Manager Responsibilities

Step 1. **Keep on file Paint testing data** (Paint Determinations/ Lead Inspections/ Risk Assessments/ or spot testing by EPA approved methods) **and a record of components replaced.**

- Include information about testing locations.
- Update the information when painted components are replaced, or if LEAD paint has been completely removed from a component.

Step 2. **Conduct visual paint inspections on a regular basis.** Document any deteriorated paint on a maintenance inspection form. (If no paint is deteriorated, still document the inspection findings)

Once per year: Inspect **each dwelling unit, common areas, and the exterior.**

Each time property damage occurs: Inspect **dwelling units, common areas, and the exterior.**

Each time a unit goes vacant: Inspect the **common areas** and that **unit.**

Each time an occupant complains (of maintenance): Inspect the **common areas** and that **unit.**

- Keep Records of property visual paint inspections and maintenance performed

Step 3. **Compare the maintenance inspection findings to the records of paint data.** Note areas of deteriorated paint that are known to be “Lead”, or if no paint testing was available, note “Possible Lead”.

- ❖ **Locations with paint data documenting “non-Lead” paint are exempt from RRP practices.**

Step 4. **Use an EPA certified Renovator** for maintenance to assure LEAD-SAFE work. If the owner directly employs the “Renovator”, the owner is required to register as the EPA certified “Firm”.

RRP training class schedules are listed at the Maine DEP website:

<https://www11.maine.gov/dep/waste/training/trainingcal.html>

Training cost reimbursement may be available from one of the HUD grant programs.

City of Lewiston <http://www.lewistonauburnlead.org>

City of Biddeford <https://www.biddefordmaine.org/leadprogram>

City of Portland <https://www.portlandmaine.gov/1902/Lead-Safe-Housing>

Maine State Housing Authority www.mainehousing.org/lead

Step 5. Post Project Completion: **Collect forms related to the work done.**

- File any new paint testing data and
- Update property records for any complete removal of Lead based paint or components.

II. Renovator Responsibilities (steps)

https://www.epa.gov/sites/production/files/2013-11/documents/steps_0.pdf

Step 1. **Determine if the work disturbs Lead-based paint.**

- For “Possible Lead” paint: decide if you will conduct spot test(s) to verify “non-lead” based paint. Other options are lab paint chip analysis or a professional Lead Inspection with an XRF reading and report. (This can determine how much, if any containment will be needed.)



Step 2. **Determine safe Set-up and materials needed for barricades and containment.**

Step 3. **Determine safe worker safety supplies needed.**

Step 4. **Determine safe work practices that will control paint dust release.**

- Secure materials for safe maintenance, clean-up, and Personal Protective Equipment (PPE)

Step 5. **Educate residents impacted by the work area.** The Environmental Protection Agency (EPA) requires that a person performing a work for compensation that disturbs paint, including staff of a housing development, must educate residents on lead-based paint hazards in the home and provide residents of each affected unit with a copy of the “Lead-Safe Certified Guide to Renovate Right” lead hazard information pamphlet.



An Occupant Sample Pre-Renovation form is included in the booklet on the last page. Retain for the project records.

- ❖ **Education must occur prior to beginning a maintenance or renovation job.**

<https://www.epa.gov/sites/production/files/2020-09/documents/renovaterightbookletbwsept2011.pdf>

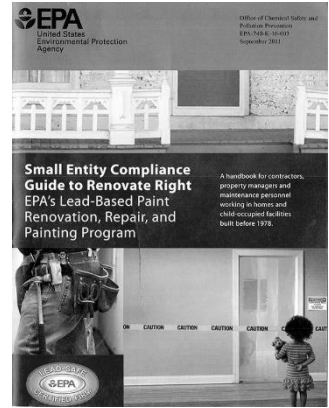
Step 6. **Document the project and complete the work.**

Step 7. **Leave the Work Area clean, control the waste, and conduct a Lead-safe clean-up of the work area.**

III. Firm Responsibilities

Recordkeeping (for a period of three years)

- Records of training Certifications and who the Designated Renovator was for each project
 - Non-certified worker training documentation (on the job training).
 - Paint testing determinations. **(Copies must be provided the owner)**
 - Record of owner/occupant pre-renovation education.
 - Any other signed and dated documents related to the project
- ❖ Provide copies of RRP paperwork for projects done to the Owner/ Property Manager upon request
- https://www.epa.gov/sites/production/files/2020-03/documents/small_entity_guide_9-23-11_w_new_cover.pdf



Contact Information for RRP firms used:

RRP Firm: _____

Contact: _____

Address: _____

RRP Firm: _____

Contact: _____

Address: _____

RRP Firm: _____

Contact: _____

Address: _____

RRP Firm: _____

Contact: _____

Address: _____

RRP Firm: _____

Contact: _____

Address: _____

RRP Firm: _____

Contact: _____

Address: _____

Address: _____ Unit: _____

Visual Inspection Form for Lead-Safe Maintenance Record

This form is used to document your visual inspections and essential maintenance actions conducted six months from the initial application of the paint and annually thereafter, whenever occupancy changes and immediately after the occurrence of unexpected events which cause deterioration of the painted surfaces. This helps ensure that the paint on these building components remains in good condition and that the surfaces are not creating lead hazards.

| Room Name # | Component | Location (see Plan) | Condition Change | Maintenance Needed | Date Maint. Completed |
|-------------|-----------|------------------------|------------------|-----------------------|--------------------------|
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(use additional pages if needed)

Inspection Date: _____ Inspected By: _____

Maintenance Completed By: _____