

CITY OF HUNTINGTON PARK HOME REPAIR PROGRAM



GENERAL QUALIFICATIONS AND CONDITIONS

1. The intent of the Program is to provide grants and loans to eligible owner-occupants of single-family detached dwellings for the preservation of decent, safe, and sanitary housing; to correct hazardous conditions; to make improvements considered necessary to eliminate blight and improve handicapped access; and to correct building and health code violations through the awarding of grants and loans. All properties to be repaired must be a single-family residential property and located within the City limits of the City of Huntington Park.
2. Home Repair grants are to a maximum of \$25,000 per Single Family Residential.
3. In order to participate, gross family income may not exceed those listed in Table "A". Gross family income includes all income from all family members living in the household to be repaired.
4. The City will contract only with B-1 licensed contractors who maintain a current license in good standing with the Contractors State License Board, and who also maintain the required liability and workmen's compensation insurance coverage.
5. Rehabilitation work must not commence until all permits are issued and a Proceed Order is issued by the City of Huntington Park.
6. Do not advance any personal funds to the Contractor. Do not incur any expenses on your own. The City of Huntington Park will not be responsible for funds advanced. Do not enter into side agreements with the contractor.
7. All funds disbursed are payable to the contractor for the repair work performed.
8. Grant proceeds may only be used for the costs of services and materials necessary to carry out City approved repair work.
9. Previously contracted or commenced work or materials purchased are not eligible for reimbursement or for the continuation of work underway.
10. Applicants must be able to provide proof of ownership of the property to be repaired.
11. Applicants shall be eligible for only one (1) grant per three (3) year period.
12. Applicants will permit City of Huntington Park staff or its agents to conduct necessary property and repair work inspections.
13. The City of Huntington Park reserves the right to deny requests in specific instances where the repairs are to be completed and/or the application does not conform to these or other program requirements.
14. The City of Huntington Park determines the eligibility of the applicant to the program.

I/WE have read and understand the foregoing general qualifications and conditions for program eligibility. I/WE further understand that any misstatements, omissions, misrepresentations, deletions, falsifications, or other actions which result in MY/OUR not conforming to the requirements listed above or in other contract documentation will subject MY/OUR application to immediate cancellation and cause any disbursed funds to become immediately due and payable and may cause further legal action if warranted.

Owner/Applicant Name (First, Last)

Signature

Date

Co-Owner/Co-Applicant Name (First, Last)

Signature

Date

CITY OF HUNTINGTON PARK HOME REPAIR PROGRAM GUIDELINES



SECTION A: GENERAL INFORMATION

The Home Repair Program will provide financial assistance to eligible low-and moderate-income homeowners in the form of a grant no greater than \$25,000 per Single Family Residential Unit. Tenant-occupied units are not eligible for assistance. The program is funded by HOME funds from the US Department of Housing and Urban Development. Funding for the program includes all labor, equipment, supplies/materials necessary for the repairs. The program is administered on a citywide basis.

SECTION B: REQUIRED DOCUMENTATIONS

- General Qualifications and Conditions Form
- Program Application
- Signed Income/Employment Status Certification and Confirmation of Receipt
- Copy of grant deed or deed of trust
- Copy of recent utility bill
- Copy of insurance documentation
- Copy of Income tax forms for the prior year
- Copy of recent property tax bill
- Copy of income verification documentation
- Copy of photo identification
- Copy of three most recent bank statements
- Copy of Social Security cards
- Copy of mortgage lender's most recent year-end statement
- Copy of credit report

SECTION C: APPLICANT ELIGIBILITY

- Applicants must meet and comply with all HOME Investment Partnerships Program (HOME) requirements prescribed by the U.S. Department of Housing and Urban Development (HUD)
- Applicant household income cannot exceed 80% of Los Angeles County Area Median Income (AMI)

Household Size	Cannot Exceed HUD Income Limit (80% Area Median Income for Los Angeles County)
1	\$70,650
2	\$80,750
3	\$90,850
4	\$100,900
5	\$109,000
6	\$117,050
7	\$125,150
8	\$133,200

Effective Fiscal Year 2023

SECTION D: PROPERTY ELIGIBILITY

- Subject property must be located within the City of Huntington Park.
- Subject property must be zoned for Single Family Residential, and the proposed repairs must be in compliance with the City's Municipal Codes.
- Subject property must need repairs to meet the standards and other applicable codes and ordinances of the City of Huntington Park.
- Subject property must be occupied as the family's principal residence.

SECTION E: MANDATORY HOME REPAIR SERVICES

- Must address code violations.
- Must address hazardous conditions that are a direct threat to the health, safety, and welfare of occupants.

SECTION F: ELIGIBLE HOME REPAIR SERVICES

REPAIR OF EXTERIOR OR INTERIOR TO HOME

- (1) Painting and Finishing
 - a. Exterior surfaces
- (2) Wall Resurfacing/Patching
 - a. Plastering-small holes and areas
- (3) Installation of devices for the elderly and compliance with ADA
- (4) Install Bath/Shower Valve & Fixtures
- (5) Electrical upgrades and Rewiring
- (6) Window Replacement
- (7) Replace Water Closet
- (8) Roof Repair/Replacement
- (9) Plumbing Repairs
- (10) Air Purifiers

ENERGY CONSERVATION ACTIVITIES

- (1) Window Replacement (Existing/Retro only)
- (2) Window Glass Replacement
- (3) Door Replacement
- (4) Wall Heater Replacement
- (5) Weather stripping doors and windows.
- (6) Water heater insulation blankets
- (7) Water heater replacement(s)

PROPERTY CLEAN UP SERVICES

- (1) Cutting of trees (if fallen or proposes a potential trip hazard or may affect the structural integrity of the home)

SECURITY/SAFETY IMPROVEMENTS

- (1) Installing security devices, including dead bolt locks, window locks, and door peepholes
- (2) GFCI (on existing outlets)
- (3) Smoke detectors
- (4) Carbon Monoxide Detectors

EXTERIOR REFURBISHING

- (1) Fencing repairs
- (2) Stucco repairs

SECTION G: PROCEDURES

- Applicant shall obtain an application for services from the City.
- Repairs will be performed on a first-come, first-served basis. City Staff will maintain a control log demonstrating the processing of each case.
- City Staff will interview applicants, discuss program eligibility and limitations, and assist applicants in selecting the work to be performed.
- Prior to the physical inspection of the property, the City Staff must complete the Homeowner/City Agreement form, including homeowner signature and date.
- City Staff will conduct initial inspection to determine eligible repair services to be performed. City staff will also prepare a Work Write Up that has been signed and dated by the homeowner and the City.
- The applicant will be required to send the approved Work Write Up to eligible general contractors for bids.
- The applicant has the right to solicit a bid from any eligible contractor, so long as that contractor meets all the City's eligible contractor requirements. Homeowners are required to submit three references and CSLB number for each contractor.
- The applicant will be required to obtain and submit a minimum of three (3) bids from eligible contractors to the City for review. The lowest responsive responsible bid shall be awarded.
- In the event the applicant decides not to award the contract to the lowest responsive responsible bidder, the applicant will be required to pay the difference between the lowest bid amount and the awarded contractor bid amount ("Applicant Contribution"). Homeowner funds will be required to be deposited with the City in a separate local account only to be released to the contractor for payment upon applicant, inspection, and City approval.
- Once a contractor is awarded, a three (3) party contract will be signed by the City, Homeowner, and Contractor at the Pre-Construction meeting.
- Once work is completed, a Certification of Completion must be signed and dated by both the homeowner and the City.
- Once the Certification of Completion form is signed, City Staff will process the payment for the Contractor. A 5% retention amount will be withheld and mailed to the contractor 30 days after completion.
- City Staff is responsible for obtaining all warranties and lien releases from Contractor(s) to assure clearances with no liability to the City and its employees.

SECTION H: CONTACT INFORMATION

Email the application and supporting documentation to Homerepair@h pca.gov. City Staff will contact you to discuss your application. If you do not have access to the internet to complete the online application, please contact the City of Huntington Park Community Development Department to discuss alternative application process.

The City of Huntington Park Community Development Department is available to answer questions about the HOME Repair Program by phone at (323) 446-2949 or by email at Homerepair@h pca.gov

CITY OF HUNTINGTON PARK HOME REPAIR PROGRAM APPLICATION



SECTION A: APPLICANT INFORMATION

Have you ever received funds from the Home Repair Program in the past three (3) years? [] Yes [] No

How many times? _____ Please give dates and type of work performed: _____

APPLICANT INFORMATION

[] Female [] Male

HEAD OF HOUSEHOLD

[] Female, Single-Parent [] Senior Citizen (age 65+)

[] Disabled [] None of the Above

RACE/ETHNICITY OF HEAD OF HOUSEHOLD: [] White, Caucasian [] Black, African-American [] Hispanic, Latino

[] Asian [] American Indian [] Other: _____

RESIDENCE VERIFICATION

Street Address

Phone

OWNERSHIP VERIFICATION

Please include a copy of your Grant Deed. List the names of the property owners on Grant Deed:

First Name

Middle Name

Last Name

First Name

Middle Name

Last Name

SECTION B: HOUSEHOLD INCOME VERIFICATION

List all household members. All income must be verified for persons over 18 years of age or must prove they are a full-time student (if applicable).

Verification of income must be provided. This includes the three most recent consecutive payroll stubs, social security checks, SSI checks, AFDC checks, pension and retirement checks, alimony and child support payments, or other income documentation from all other income sources, for all members of the household.

FULL NAME	AGE	EMPLOYED	SOURCE OF INCOME	GROSS MONTHLY INCOME
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		
		<input type="checkbox"/> YES <input type="checkbox"/> NO		

TOTAL GROSS MONTHLY HOUSEHOLD INCOME: _____

AUTHORIZATION: Federal Regulations require us to verify Employment Income of all members of the household applying for participation in the HOME Program which we operate and to reexamine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

SECTION C: PUBLIC ASSISTANCE VERIFICATION

PUBLIC ASSISTANCE	Number in Family: _____	Other Assistance (type): _____	\$ _____
Aid to families with Dependent Children	\$ _____	Other income (source): _____	\$ _____
General Assistance	\$ _____	Maximum allowance for rent and utilities (as-paid states)	\$ _____
Does this amount include court awarded support payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of public assistance received during past 12 months	\$ _____
Amount Specifically designated for Shelter and utilities	\$ _____		

AUTHORIZATION: Federal Regulations require us to verify Public Assistance Income of all members of the household applying for participation in the HOME Program which we operate and to reexamine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

SECTION D: HOUSEHOLD ASSET VERIFICATION

NAME: _____				
ACCOUNT TYPE	YES / NO	ACCOUNT NUMBER	BALANCE	INTEREST RATE
Checking	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Savings	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other (indicate type)	<input type="checkbox"/> YES <input type="checkbox"/> NO			

NAME: _____				
ACCOUNT TYPE	YES / NO	ACCOUNT NUMBER	BALANCE	INTEREST RATE
Checking	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Savings	<input type="checkbox"/> YES <input type="checkbox"/> NO			
Other (indicate type)	<input type="checkbox"/> YES <input type="checkbox"/> NO			

AUTHORIZATION: Federal Regulations require us to verify Assets on Deposit of all members of the household applying for participation in the HOME Program which we operate and to reexamine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

SECTION E: PRIMARY RESIDENCE CERTIFICATION

I CERTIFY under penalty of perjury that I/WE occupy the primary residence described above as my/our principal place of residence to the best of my knowledge. I further understand that any misrepresentation, omission, or falsification will result in my/our disqualification from the program and may result in further legal action against me/us.

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government

RELEASE: I hereby authorize the release of the requested information

SIGNATURE

DATE

SECTION F: VERIFICATION OF MORTGAGE OR DEED OF TRUST

The applicant identified below has applied for a housing rehabilitation assistance from the City of Huntington Park. The applicant has authorized this Agency in writing to obtain verification of the status of existing mortgages on the property from any source named in the application. The requested information in this verification of mortgage is for the confidential use of this Agency and the U.S. Department of Housing and Urban Development.

APPLICANT INFORMATION (To be completed by applicant)

Name of Applicant

Address of Applicant

Mortgage Account Number

Address of Mortgaged Property

APPLICANT INFORMATION (To be completed by applicant)

Name of Lender

Address of Lender

MORTGAGE INFORMATION (To be completed by LENDER)

Date of Mortgage

Date of Maturity

Original Principal Amount

Current Principal Balance

Monthly Payment

Principal and Interest

\$

Mortgage insurance

\$

Real Estate Tax Escrow

\$

Hazard insurance Escrow

\$

Other:

\$

Total Monthly Payment

\$

Termination fee

\$

or prepayment fee

Type of Mortgage

Conventional

FHA

VA

Other: _____

Terms

Fixed

ARM

Other: _____

Lien Position

1st Mortgage

2nd Mortgage

Other: _____

Are Payments Current?

Yes

No

If No, amount in arrears \$_____

If No, period of arrears _____

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction

COMPLETED BY (To be completed by LENDER)

Name

Title

Phone

Email

Signature

Date

SECTION G: REQUIRED DOCUMENTATION

PLEASE EMAIL THE APPLICATION AND ALL SUPPORTING DOCUMENTATION TO: [HOMEREPAIR@HPCA.GOV](mailto:homerepair@hpcagov)

Please check off the required documentation:

- GENERAL QUALIFICATIONS AND CONDITIONS FORM**
 - *Included in this packet. Please read, sign, and return this document.*
- PROGRAM APPLICATION**
 - *Included in this packet. Please fill out all the information requested.*
- SIGNED INCOME/EMPLOYMENT STATUS CERTIFICATION AND CONFIRMATION OF RECEIPT**
 - *Included in this packet. Please complete, sign, and return.*
- COPY OF GRANT DEED OR DEED OF TRUST**
 - *This document will verify that you are the owner of the property and confirm how the title is held.*
- COPY OF A RECENT UTILITY BILL**
 - *This document is needed to verify residency. The submission must reflect the owner's name and address.*
- COPY OF INSURANCE DOCUMENTATION**
 - *Please provide photocopies of your current property insurance documentation.*
- COPY OF INCOME TAX FORMS FOR THE PRIOR YEAR**
 - *Submit a complete copy, inclusive of all attachments, forms, and schedules of the most recent federal income tax return for all income-producing household members. Please ensure that the submission is signed by all taxpayers.*
- COPY OF RECENT PROPERTY TAX BILL**
 - *Please provide photocopies of your most recent property tax bill and proof of payment*
- COPY OF INCOME VERIFICATION DOCUMENTATION**
 - *This includes the three most recent consecutive payroll stubs, social security checks, SSI checks, AFDC checks, pension and retirement checks, alimony and child support payments, or other income documentation from all other income sources, for all members of the household.*
- COPY OF PHOTO IDENTIFICATION**
 - *Provide photo identification (i.e., driver's license or CA I.D.) for every person in the household*
- COPY OF THREE MOST RECENT BANK STATEMENTS**
 - *Provide last three month's bank statements, please include all pages*
- COPY OF SOCIAL SECURITY CARDS**
 - *Provide photo copies of Social Security cards for each member of the household to verify citizenship or permanent residency.*
- COPY OF MORTGAGE LENDER'S MOST RECENT YEAR-END STATEMENT**
 - *Photo copies of most recent year-end mortgage statement to verify mortgage information*
- COPY OF CREDIT REPORT**
 - *Provide copies of credit report for applicant(s)*

Please submit your original signed application with all the exhibits & photocopies of required documents. The City of Huntington Park will not be responsible for returning or safeguarding original personal documents.

The City of Huntington Park reserves the right to modify, change, enforce, waive, accept, and approve individual case files based upon practice and procedure within the US Department of Housing and Urban Development with the sole authority of the City Manager or his/her designee. The City of Huntington Park may revise these guidelines from time to time and will give notice of significant program changes.

SECTION H: CERTIFICATION

Applicant certifies that all the information in this document is true and correct to the best of their knowledge. The applicant(s) also understands that all information and documentation provided with this application are collected solely for the purpose of the Home Repair Program.

SIGNATURE

DATE

SIGNATURE

DATE

CITY OF HUNTINGTON PARK HOME REPAIR PROGRAM APPLICATION



INCOME / EMPLOYMENT STATUS CERTIFICATION

PROPERTY ADDRESS: _____

Under penalty of perjury I hereby certify the following:

- I am currently employed
- I am currently unemployed and not receiving state benefits
- I am currently unemployed and receiving state benefits
- I am under the age of 18
- I am a full-time student (also submit current enrollment verification)
- I am unemployed and my gross income was less than the amount required to file
- I am employed but my gross income was less than the amount required to file
- I am unemployed/retired and filing Federal Income Taxes.
- Other: _____

I certify that the information provided, to the best of my knowledge, is true and correct. I further understand that any misrepresentation, omission, or falsification will result in my/our disqualification from the program and may result in further legal action against me/us.

NAME

SIGNATURE

DATE

NAME

SIGNATURE

DATE

CONFIRMATION OF RECEIPT – HAZARDOUS MATERIAL PAMPHLETS

I have received a copy of the following informational pamphlets:

1. Protect Your Family from Lead in Your Home, informing me of the potential risk of lead hazard exposure from renovation activity to be performed in my dwelling unit.
2. The Lead-Safe Certified Guide to Renovate Right EPA Pamphlet
3. Asbestos in Your Home EPA Pamphlet

I received these pamphlets before work began at my home

NAME

SIGNATURE

DATE



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint or lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

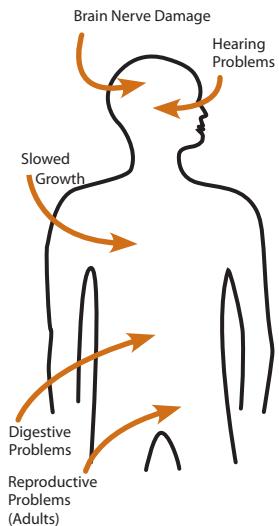
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm^2), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorated lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement contractor. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 10 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 100 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

Abatements are designed to permanently eliminate lead-based paint hazards. However, lead dust can be reintroduced into an abated area.

- Use a HEPA vacuum on all furniture and other items returned to the area, to reduce the potential for reintroducing lead dust.
- Regularly clean floors, window sills, troughs, and other hard surfaces with a damp cloth or sponge and a general all-purpose cleaner.

Please see page 9 for more information on steps you can take to protect your home after the abatement. For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 15 and 16), epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **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
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as “**greta**” and “**azarcon**,” used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(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) 906-6809

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (LL-17J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 353-3808

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10 (20-C04)
Air and Toxics Enforcement Section
1200 Sixth Avenue, Suite 155
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact to Office of Lead Hazard Control and Healthy Homes for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/lead

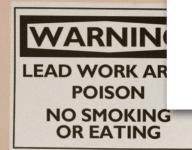
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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



EPA

1-800-424-LEAD (5323)

epa.gov/getleadsafe

EPA-740-K-10-001

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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.

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

EPA



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

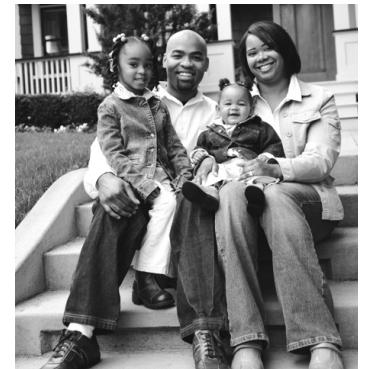
- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
- Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint 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.

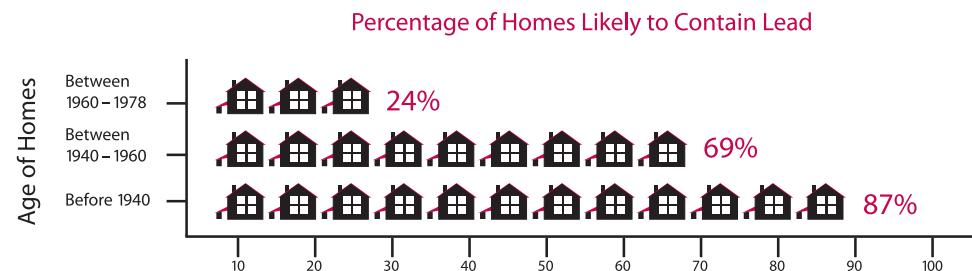
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

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



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

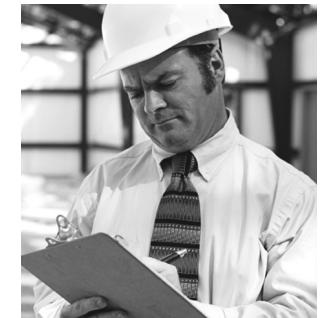
You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

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.

Asbestos in Your Home



Prepared by

AMERICAN
LUNG
ASSOCIATION



CPSC



EPA

This booklet will help you understand asbestos: what it is, its health effects, where it is in your home, and what to do about it.

Even if asbestos is in your home, this is usually NOT a serious problem. The mere presence of asbestos in a home or a building is not hazardous. The danger is that asbestos materials may become damaged over time. Damaged asbestos may release asbestos fibers and become a health hazard.

THE BEST THING TO DO WITH ASBESTOS MATERIAL IN GOOD CONDITION IS TO LEAVE IT ALONE! Disturbing it may create a health hazard where none existed before. Read this booklet before you have any asbestos material inspected, removed, or repaired.

What Is Asbestos?

Asbestos is a mineral fiber. It can be positively identified only with a special type of microscope. There are several types of asbestos fibers. In the past, asbestos was added to a variety of products to strengthen them and to provide heat insulation and fire resistance.

How Can Asbestos Affect My Health?

From studies of people who were exposed to asbestos in factories and shipyards, we know that breathing high levels of asbestos fibers can lead to an increased risk of:

- lung cancer;

3716 Published by the American Lung Association 5/07

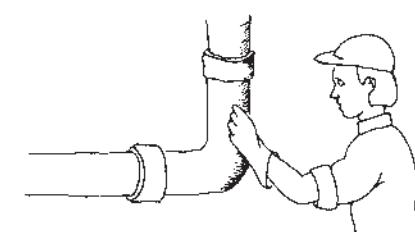
Generally, material in good condition will not release asbestos fibers. THERE IS NO DANGER unless fibers are released and inhaled into the lungs.

Check material regularly if you suspect it may contain asbestos. Don't touch it, but look for signs of wear

How To Identify Materials That Contain Asbestos

You can't tell whether a material contains asbestos simply by looking at it, unless it is labeled. If in doubt, treat the material as if it contains asbestos or have it sampled and analyzed by a qualified professional. A professional should take samples for analysis, since a professional knows what to look for, and because there may be an increased health risk if fibers are released. In fact, if done incorrectly, sampling can be more hazardous than leaving the material alone. Taking samples yourself is not recommended. If you nevertheless choose to take the samples yourself, take care not to release asbestos fibers into the air or onto yourself. Material that is in good condition and will not be disturbed (by remodeling, for example) should be left alone. Only material that is damaged or will be disturbed should be sampled. Anyone who samples asbestos-containing materials should have as much information as possible on the handling of asbestos before sampling, and at a minimum, should observe the following procedures:

- Make sure no one else is in the room when sampling is done.
- Wear disposable gloves or wash hands after sampling.
- Shut down any heating or cooling systems to minimize the spread of any released fibers.
- Do not disturb the material any more than is needed to take a small sample.
- Place a plastic sheet on the floor below the area to be sampled.
- Wet the material using a fine mist of water containing a few drops of detergent before taking the sample. The water/detergent mist will reduce the release of asbestos fibers.



- Carefully cut a piece from the entire depth of the material using, for example, a small knife, corer, or other sharp object. Place the small piece into a clean container (for example, a 35 mm film canister, small glass or plastic vial, or high quality resealable plastic bag).
- Tightly seal the container after the sample is in it.
- Carefully dispose of the plastic sheet. Use a damp paper towel to clean up any material on the outside of the container or around the area sampled. Dispose of asbestos materials according to state and local procedures.
- Label the container with an identification number and clearly state when and where the sample was taken.
- Patch the sampled area with the smallest possible piece of duct tape to prevent fiber release.
- Send the sample to an EPA-approved laboratory for analysis. The National Institute for Standards and Technology (NIST) has a list of these laboratories. You can get this list from the Laboratory Accreditation Administration, NIST, Gaithersburg, MD 20899 (telephone 301-975-4016). Your state or local health department may also be able to help.

1

2

3

- mesothelioma, a cancer of the lining of the chest and the abdominal cavity; and
- asbestosis, in which the lungs become scarred with fibrous tissue.

The risk of lung cancer and mesothelioma increases with the number of fibers inhaled. The risk of lung cancer from inhaling asbestos fibers is also greater if you smoke. People who get asbestosis have usually been exposed to high levels of asbestos for a long time. The symptoms of these diseases do not usually appear until about 20 to 30 years after the first exposure to asbestos.

Most people exposed to small amounts of asbestos, as we all are in our daily lives, do not develop these health problems. However, if disturbed, asbestos material may release asbestos fibers, which can be inhaled into the lungs. The fibers can remain there for a long time, increasing the risk of disease. Asbestos material that would crumble easily if handled, or that has been sawed, scraped, or sanded into a powder, is more likely to create a health hazard.

Where Can I Find Asbestos And When Can It Be A Problem?

Most products made today do not contain asbestos. Those few products made which still contain asbestos that could be inhaled are required to be labeled as such. However, until the 1970s, many types of building products and insulation materials used in homes contained asbestos. Common products that might have contained asbestos in the past, and conditions which may release fibers, include:

- STEAM PIPES, BOILERS, and FURNACE DUCTS insulated with an asbestos blanket or asbestos paper tape. These materials may release asbestos fibers if damaged, repaired, or removed improperly.
- RESILIENT FLOOR TILES (vinyl asbestos,

asphalt, and rubber), the backing on VINYL SHEET FLOORING, and ADHESIVES used for installing floor tile. Sanding tiles can release fibers. So may scraping or sanding the backing of sheet flooring during removal.

- CEMENT SHEET, MILLBOARD, and PAPER used as insulation around furnaces and wood-burning stoves. Repairing or removing appliances may release asbestos fibers. So may cutting, tearing, sanding, drilling, or sawing insulation.
- DOOR GASKETS in furnaces, wood stoves, and coal stoves. Worn seals can release asbestos fibers during use.
- SOUNDPROOFING OR DECORATIVE MATERIAL sprayed on walls and ceilings. Loose, crumbly, or water-damaged material may release fibers. So will sanding, drilling, or scraping the material.
- PATCHING AND JOINT COMPOUNDS for walls and ceilings, and TEXTURED PAINTS. Sanding, scraping, or drilling these surfaces may release asbestos.
- ASBESTOS CEMENT ROOFING, SHINGLES, and SIDING. These products are not likely to release asbestos fibers unless sawed, drilled or cut.
- ARTIFICIAL ASHES AND EMBERS sold for use in gas-fired fireplaces. Also, other older household products such as FIREPROOF GLOVES, STOVE-TOP PADS, IRONING BOARD COVERS, and certain HAIRDRYERS.
- AUTOMOBILE BRAKE PADS AND LININGS, CLUTCH FACINGS, and GASKETS.

What Should Be Done About Asbestos In The Home?

If you think asbestos may be in your home, don't panic! Usually, the best thing is to LEAVE asbestos material that is in good condition ALONE.

two types of corrections: repair and removal.

REPAIR usually involves either sealing or covering asbestos material.

Sealing (encapsulation) involves treating the material with a sealant that either binds the asbestos fibers together or coats the material so fibers are not released. Pipe, furnace, and boiler insulation can sometimes be repaired this way. This should be done only by a professional trained to handle asbestos safely.

Covering (enclosure) involves placing something over or around the material that contains asbestos to prevent release of fibers. Exposed insulated piping may be covered with a protective wrap or jacket. With any type of repair, the asbestos remains in place. Repair is usually cheaper than removal, but it may make later removal of asbestos, if necessary, more difficult and costly. Repairs can either be major or minor.

How To Manage An Asbestos Problem

If the asbestos material is in good shape and will not be disturbed, do nothing! If it is a problem, there are

Asbestos Do's And Don'ts For The Homeowner

- Do keep activities to a minimum in any areas having damaged material that may contain asbestos.
- Do take every precaution to avoid damaging asbestos material.
- Do have removal and major repair done by people trained and qualified in handling asbestos. It is highly recommended that sampling and minor repair also be done by asbestos professionals.
- Don't dust, sweep, or vacuum debris that may contain asbestos.
- Don't saw, sand, scrape, or drill holes in asbestos materials.



- Don't use abrasive pads or brushes on power stripers to strip wax from asbestos flooring. Never use a power stripper on a dry floor.
- Don't sand or try to level asbestos flooring or its backing. When asbestos flooring needs replacing, install new floorcovering over it, if possible.
- Don't track material that could contain asbestos through the house. If you cannot avoid walking through the area, have it cleaned with a wet mop. If the material is from a damaged area, or if a large area must be cleaned, call an asbestos professional.

Major repairs must be done only by a professional trained in methods for safely handling asbestos.

Minor repairs should also be done by professionals since there is always a risk of exposure to fibers when asbestos is disturbed.

Doing minor repairs yourself is not recommended since improper handling of asbestos materials can create a hazard where none existed. If you nevertheless choose to do minor repairs you should have as much information as possible on the handling of asbestos before doing anything. Contact your state or local health department or regional EPA office for information about asbestos training programs in your area. Your local school district may also have information about asbestos professionals and training programs for school buildings. Even if you have completed a training program, do not try anything more than minor repairs. Before undertaking minor repairs, carefully examine the area around the damage to make sure it is stable. As a general matter, any damaged area which is bigger than the size of your hand is not a minor repair.

Before undertaking minor repairs, be sure to follow all the precautions described earlier for sampling asbestos material. Always wet the asbestos material using a fine mist of water containing a few drops of detergent. Commercial products designed to fill holes and seal damaged areas are available. Small areas of material such as pipe insulation can be covered by wrapping a special fabric, such as rewettable glass cloth, around it. These products are available from stores (listed in the telephone directory under "Safety Equipment and Clothing") which specialize in asbestos materials and safety items.

REMOVAL is usually the most expensive method and, unless required by state or local regulations, should be the last option considered in most situations. This is because removal poses the greatest risk of fiber release. However, removal may be required when remodeling or making major changes to your home that will disturb asbestos material. Also, removal may be called for if asbestos material is damaged extensively and cannot be otherwise repaired. Removal is complex and must be done only by a contractor with special training. Improper removal may actually increase the health risks to you and your family.

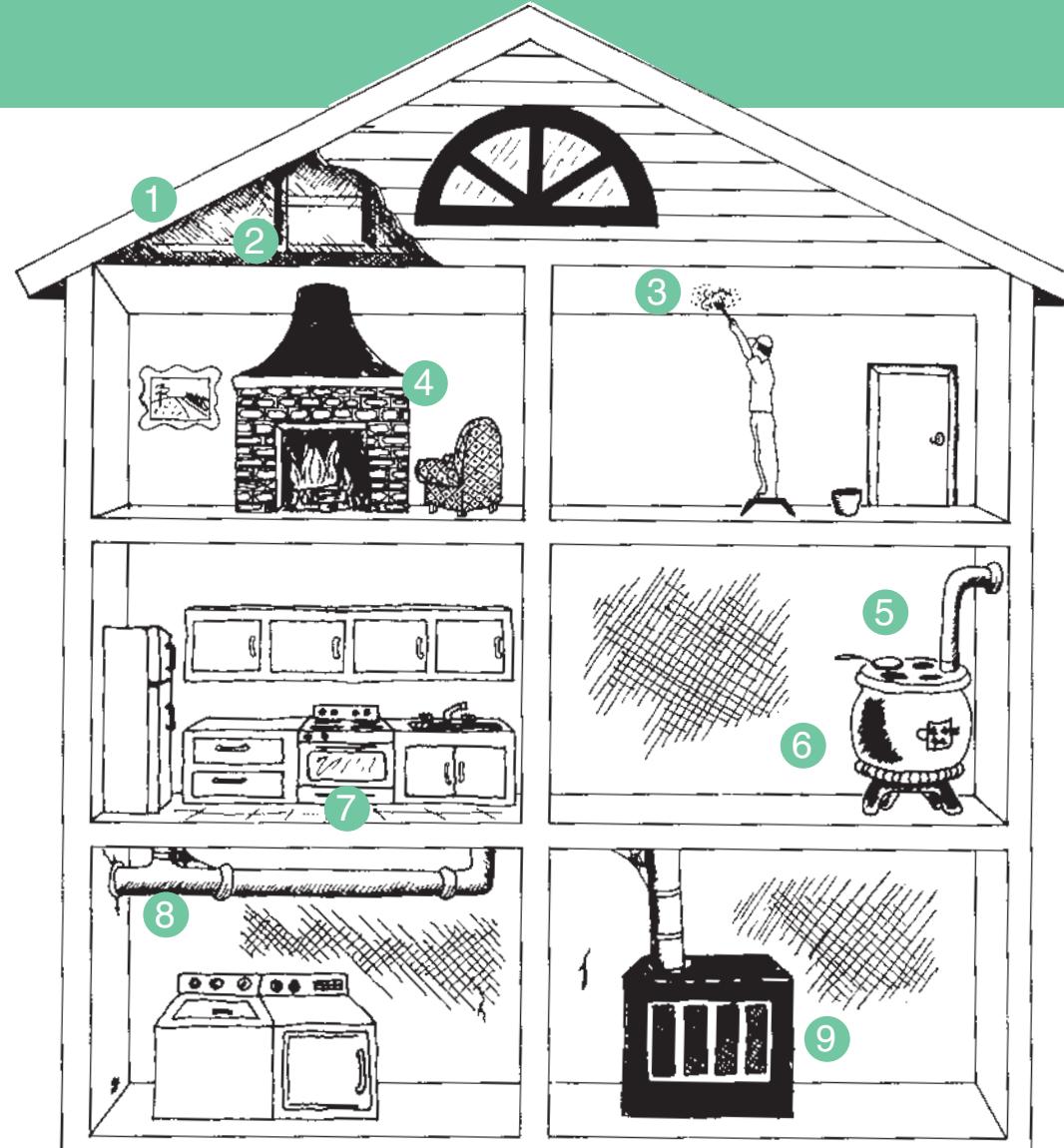
Asbestos Professionals: Who Are They, And What Can They Do?

Asbestos professionals are trained in handling asbestos material. The type of professional will depend on the type of product and what needs to be done to correct the problem. You may hire a general asbestos contractor or, in some cases, a professional trained to handle specific products containing asbestos.

Asbestos professionals can conduct home inspections, take samples of suspected material, assess its condition, and advise about what corrections are needed and who is qualified to make these corrections. Once again, material in good condition need not be sampled unless it is likely to be disturbed. Professional correction or abatement contractors repair or remove asbestos materials.

Some firms offer combinations of testing, assessment, and correction. A professional hired to assess the need for corrective action should not be connected with an asbestos-correction firm. It is better to use two different firms so there is no conflict of interest. Services vary from one area to another around the country.

The federal government has training courses for asbestos professionals around the country. Some state and local governments also have or require training or certification courses. Ask asbestos professionals to document their completion of federal or state-approved training. Each person performing work in your home should provide proof of training and licensing in asbestos work, such as completion of EPA-approved training. State and local health departments or EPA regional offices may have listings of licensed professionals in your area.



Where Asbestos Hazards May Be Found In The Home

1. Some **roofing and siding shingles** are made of asbestos cement.
2. Houses built between 1930 and 1950 may have asbestos as **insulation**.
3. Asbestos may be present in **textured paint** and in **patching compounds** used on wall and ceiling joints. Their use was banned in 1977.
4. **Artificial ashes and embers** sold for use in gas-fired fireplaces may contain asbestos.
5. Older products such as **stove-top pads** may have some asbestos compounds.
6. Walls and floors around woodburning stoves may be protected with **asbestos paper, millboard, or cement sheets**.
7. Asbestos is found in some **vinyl floor tiles** and the backing on vinyl sheet flooring and **adhesives**.
8. **Hot water and steam pipes** in older houses may be coated with an asbestos material or covered with an asbestos blanket or tape.
9. Oil and coal furnaces and door gaskets may have asbestos **insulation**.

If you have a problem that requires the services of asbestos professionals, check their credentials carefully. Hire professional who are trained, experienced, reputable, and accredited - especially if accreditation is required by state or local laws. Before hiring a professional, ask for references from previous clients. Find out if they were satisfied. Ask whether the professional has handled similar situations. Get cost estimates from several professionals, as the charges for these services can vary.

Though private homes are usually not covered by the asbestos regulations that apply to schools and public buildings, professionals should still use procedures described during federal or state-approved training. Homeowners should be alert to the chance of misleading claims by asbestos consultants and contractors. There have been reports of firms incorrectly claiming that asbestos materials in homes must be replaced. In other cases, firms have encouraged unnecessary removals or performed them improperly. Unnecessary removals are a waste of money. Improper removals may actually increase the health risks to you and your family. To guard against this, know what services are available and what procedures and precautions are needed to do the job properly.

In addition to general asbestos contractors, you may select a roofing, flooring, or plumbing contractor trained to handle asbestos when it is necessary to remove and replace roofing, flooring, siding, or asbestos-cement pipe that is part of a water system. Normally, roofing and flooring contractors are exempt from state and local licensing requirements because they do not perform any other asbestos-correction work. Call 1-800-USA-ROOF for names of qualified roofing contractors in your area. (Illinois residents call 708-318-6722.) For information on asbestos in floors, read "Recommended Work Procedures for Resilient Floor Covers." You can write for a copy from the Resilient Floor Covering Institute, 966 Hungerford Drive, Suite 12-B, Rockville, MD 20850. Enclose a

stamped, business-size, self-addressed envelope. Asbestos-containing automobile brake pads and linings, clutch facings, and gaskets should be repaired and replaced only by a professional using special protective equipment. Many of these products are now available without asbestos. For more information, read "Guidance for Preventing Asbestos Disease Among Auto Mechanics," available from regional EPA offices.

If You Hire A Professional Asbestos Inspector

- Make sure that the inspection will include a complete visual examination and the careful collection and lab analysis of samples. If asbestos is present, the inspector should provide a written evaluation describing its location and extent of damage, and give recommendations for correction or prevention.
- Make sure an inspecting firm makes frequent site visits if it is hired to assure that a contractor follows proper procedures and requirements. The inspector may recommend and perform checks after the correction to assure the area has been properly cleaned.

If You Hire A Corrective-Action Contractor

- Check with your local air pollution control board, the local agency responsible for worker safety, and the Better Business Bureau. Ask if the firm has had any safety violations. Find out if there are legal actions filed against it.

- Insist that the contractor use the proper equipment to do the job. The workers must wear approved respirators, gloves, and other protective clothing.
- Before work begins, get a written contract specifying the work plan, cleanup, and the applicable federal, state, and local regulations which the contractor must follow (such as notification requirements and asbestos disposal procedures). Contact your state and local health departments, EPA's regional office, and the Occupational Safety and Health Administration's regional office to find out what the regulations are. Be sure the contractor follows local asbestos removal and disposal laws. At the end of the job, get written assurance from the contractor that all procedures have been followed.

- Assure that the contractor avoids spreading or tracking asbestos dust into other areas of your home.

They should seal the work area from the rest of the house using plastic sheeting and duct tape, and also turn off the heating and air conditioning system. For some repairs, such as pipe insulation removal, plastic glove bags may be adequate. They must be sealed with tape and properly disposed of when the job is complete.

- Make sure the work site is clearly marked as a hazard area. Do not allow household members and pets into the area until work is completed.

- Insist that the contractor apply a wetting agent to the asbestos material with a hand sprayer that creates a fine mist before removal. Wet fibers do not float in the air as easily as dry fibers and will be easier to clean up.

- Make sure the contractor does not break removed material into small pieces. This could release asbestos fibers into the air. Pipe insulation was usually installed in preformed blocks and should be removed in complete pieces.

- Upon completion, assure that the contractor cleans the area well with wet mops, wet rags, sponges, or HEPA (high efficiency particulate air) vacuum cleaners. A regular vacuum cleaner must never be used. Wetting helps reduce the chance of spreading asbestos fibers in the air. All asbestos materials and disposable equipment and clothing used in the job must be placed in sealed, leakproof, and labeled plastic bags. The work site should be visually free of dust and debris. Air monitoring (to make sure there is no increase of asbestos fibers in the air) may be necessary to assure that the contractor's job is done properly. This should be done by someone not connected with the contractor.

Caution!

Do not dust, sweep, or vacuum debris that may contain asbestos. These steps will disturb tiny asbestos fibers and may release them into the air. Remove dust by wet mopping or with a special HEPA vacuum cleaner used by trained asbestos contractors.

For more information, contact your local American Lung Association for copies of:

- *Indoor Air Pollution Fact Sheet - Asbestos*
- *Air Pollution In Your Home?*
- Other publications on indoor pollution

For more information on asbestos in other consumer products, call the CPSC Hotline or write to the U.S. Consumer Product Safety Commission, Washington, DC 20207. The CPSC Hotline has information on certain appliances and products, such as the brands and models of hairdryers that contain asbestos. Call CPSC at 1-800-638-CPSC. A teletypewriter (TTY) for the hearing impaired is available at 1-800-638-8270. The Maryland TTY number is 1-800-492-8104.

To find out whether your state has a training and certification program for asbestos removal contractors, and for information on EPA's asbestos programs, call the EPA at 202-554-1404.

For more information on asbestos identification and control activities, contact the Asbestos Coordinator in the EPA Regional Office for your region, or your state or local health department.