

Recommended Checklist for NC Lead-Based Paint Renovation, Repair and Painting (RRP) Activity

INTRODUCTION:

What to look for when contracting with an individual/company to perform a Renovation, Repair and Painting Activities.

- When contracting with an individual to conduct Lead-Based Paint Renovation, Repair and Painting Activities, make sure the Individual and Firm are both NC Certified by the Health Hazards Control Unit (HHCU).
 - [Ask for a copy of the Program-issued NC-certified lead renovator letter and the NC-certified lead renovation firm certificate and letter.](#)

- Prior to starting an RRP Activity, the **lead firm** must provide the following:
 - A copy of the "Renovate Right" pamphlet to the owner/occupant prior to starting work. Obtain signatures from both parties upon delivery of pamphlet. The pre-renovation information distribution can't be completed earlier than 60 days before starting work. If mailed as an alternative to delivery in person, proof of certified mailing from the U.S. Postal Service must be completed at least 7 days prior to starting work.

 - Assume all paint or surface coatings contain lead-based paint, unless lead testing shows there is no lead-based paint. Testing can be conducted by a NC-certified lead renovator using an EPA recognized test kit or taking paint chip samples analyzed by a NLLAP lab. A lead-based paint inspection or written determination can also be performed by a NC-certified lead inspector/risk assessor documenting the absence or presence of lead-based paint on each component affected by the renovation. Negative testing results must be documented. The firm conducting the renovation activities must retain a copy of the testing results as part of their required records. **All lead testing results must be provided to the owner/occupant, in writing, before work begins.**

- When the RRP Activity has been completed, the NC-certified lead renovator must prepare the records required to document compliance with the recordkeeping requirements of 40 CFR 745.84 and .86 and 10A NCAC 41C.0907 (Records Retention, Information distribution and Reporting requirements). After the final invoice or no later than 30 days after completing the work, whichever occurs first, the NC certified lead renovation firm provides copies of this documentation "**at no cost**" to the owner/occupant. The documentation must include all of the following items, and all records must be kept by the firm for a minimum of 3 years:

- A copy of the sample signature page from the "Renovate Right" brochure signed by both parties.
- If applicable, a copy of the lead testing results conducted by a NC-certified lead renovator (1) using an EPA recognized test kit including the make, serial/lot number and expiration date (if applicable); (2) paint chip sampling analyzed by a NLLAP lab; results of a lead inspection or written determination conducted by a NC-certified lead inspector/risk assessor. All lead testing results must include the component(s) tested and the location(s)/room(s) where testing was conducted.
- A copy of the NC-certified lead renovation firm certificate.
- A copy of the state issued letter for the NC-certified lead renovator assigned to the project.
- Documentation that the cleaning verification was performed by a NC-certified lead renovator, or a copy of the clearance testing results from a NC-certified dust sampling technician or NC-certified lead inspector/risk assessor.
- Documentation that the worker(s) have been lead safe trained and that the NC-certified lead renovator directed the workers on the project.
- It is recommended that you keep a copy of the disposal records for any waste generated.
- See attached copy of the NC "Renovation, Repair and Painting- Recordkeeping Checklist" which can be used for documenting recordkeeping requirements.

[American Rescue Plan Act](#) Notifications

- [Pre- Notification RRP Activities](#): At least 10 calendar days before lead abatement starts, submit an ARPA notification to HHCU.
- Post RRP Notification: Within 45 calendar days following the date on which an RRP activity is completed a final clearance report shall be submitted to HHCU.

Replacement Materials

- Documentation that replacement material does not contain more than 90 parts per million of lead. Confirmation by either a safety data sheet, letter from manufacturer, or laboratory test.