

LEAD SAFETY for Remodeling, Repair and Painting

Appendix 6: Hands-on Exercises

The following exercises can be used in place of the hands-on exercises or as supplemental activities. Exercise worksheets and answers are provided.

- Skill Set #1: Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure
- Skill Set #2: Cleaning Verification Procedure

Recommended Supplies for Hands-on Activities

Test Kits Supplies List

- Disposable plastic drop cloth 2' by 2'
- Disposable shoe covers
- Disposable wet cleaning wipes
- Disposable, non-latex gloves
- HEPA vacuum with attachments (for cleanup after sampling)
- EPA-recognized test kit(s) w/ manufacturer's instructions
- Heavy duty garbage bags
- Kit-specific supplies as required in the manufacturer's instructions
- Manufacturer provided test verification card with lead-based paint layer
- Painted wood surface with no lead-based paint layer
- *Participant Progress Log*
- Pen or pencil
- Tape (duct, painters, and masking)
- *Test Kit Documentation Form*
- Digital camera (*Optional*)
- Numbered index cards (*Optional*)

Paint Chip Sample Collection Supplies List

- Resealable Rigid Walled Container, for use as paint collection containers, e.g. screw-top plastic
- centrifuge tube
- Steel or Plastic Measuring Ruler-Metric Only
- Cloths
- White Paper
- Indelible Marking Pen
- Personal Safety Gear
- Cutting and Scraping Tools
- Flashlight
- Trash bags
- Plastic Gloves
- *Paint Chip Sample Collection Form*
- Painted wood surface

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Recommended Supplies for Hands-on Activities - Continued

Cleaning Verification Procedure Supplies List

- Baby powder or corn starch
- Cleaning verification card, one per student to take away and retain
- Disposable foot covers
- Disposable non-latex gloves
- Disposable wet cleaning wipes
- Electrostatically charged, white, disposable cleaning cloths designed for cleaning hard surfaces
- Flashlight
- Long-handled mop designed for wet cleaning wipes
- Tape measure
- Watch or clock

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Certified Renovator Training Hands-On Skills Assessment

Date: _____ Address: _____ City & State _____

Student Name: _____ Student Signature: _____

Skill Set	Skill Description	Student has demonstrated proficiency at the following skills consistent with the requirements of the EPA RRP Rule.	Trainer's Initials
#1	Using EPA Recognized Test Kits and Paint Chip Sample Collection Procedure	Using test kits and collecting paint chip samples for laboratory lead analysis to properly test for lead-based paint and document results.	
#2	Cleaning Verification Procedure	Conducting cleaning verification procedure.	

I am the trainer for the Certified Renovator course offered on the date and location described above. I verify that the student has demonstrated the skills as described above.

Trainer Name: _____ Trainer Signature: _____

Trainer Phone: _____ Organization: _____ Date: _____

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Skill Set #1: Using EPA-Recognized Test Kits and Collecting Paint Chip Samples for Laboratory Lead Analysis

Time: 25 minutes

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Test Kit Supplies needed:

- EPA-recognized test kit(s) w/ manufacturer's instructions
- Kit-specific supplies as required in the manufacturer's instructions
- Disposable plastic drop cloth 2' by 2'
- Tape (duct, painters, and masking)
- Disposable, non-latex gloves
- Disposable shoe covers
- Manufacturer provided test verification card with lead-based paint layer
- Disposable wet cleaning wipes
- Heavy duty garbage bags
- Painted wood surface with no lead-based paint layer
- *Test Kit Documentation Form*
- *Participant Progress Log*
- Pen or pencil
- Digital camera (*Optional*)
- Numbered index cards (*Optional*)
- EPA vacuum with attachments (for cleanup after sampling)

Paint Chip Sample Collection Supplies needed:

- Resealable Rigid Walled Container, for use as paint collection containers, e.g. screw-top plastic centrifuge tube
- Steel or Plastic Measuring Ruler-Metric Only
- Cloths
- White Paper
- Indelible Marking Pen
- Personal Safety Gear
- Cutting and Scraping Tools
- Flashlight
- Plastic gloves
- Painted wood surface
- Trash bags
- *Paint Chip Sample Collection Form*

Note to Instructor: *It is strongly suggested that instructors prepare plastic bags containing all materials needed for the hands-on exercises, prior to the exercise, in order to meet the time limits allocated to Skill Set #1.*

Purpose: The purpose of this hands-on exercise is to teach students how to correctly use EPA-recognized test kits to determine if lead-based paint is present on components and surfaces affected by renovation work. In addition, students will learn an alternative method for determining the presence of lead-based paint by collecting paint chip samples that are submitted to a NLLAP-recognized laboratory for analysis.

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Note to Instructor: *Read the purpose of this activity to students and remind them to document all areas where the paint color or substrate reactions may cause an incorrect result. These surfaces should not be tested with a test kit, but should either be tested by Certified Inspectors or Certified Risk Assessors; or must be assumed to contain lead-based paint.*

Demonstration: The course instructor must show and explain all of the steps involved in the use of EPA-recognized test kits as well as the collection of paint chip samples for lead analysis. The demonstration should not take longer than 5 minutes for each method including the time needed to hand out materials.

Evaluating the Students: Allow students to practice the required steps on the following pages. Watch each student follow the steps. Make corrections and suggestions as the exercise proceeds and determine if additional practice is necessary. This should take no longer than 10 minutes. Students must complete all required steps to be "Proficient". Evaluate the work of each student and once the student can use a test kit and sample paint chips correctly, the instructor should write the word "Proficient" in the field on the Participant Progress Log that corresponds to Skills Set #1 and that particular student's name.

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Skill Set #1: Using EPA-Recognized Test Kits and Collecting Paint Chip Samples - Continued

Skills Practice:

Test Kit Procedure

- Step 1: Read the manufacturer's instructions
- Step 2: Write required information and observations about the test location on the *Test Kit Documentation Form*.*
- Step 3: (Optional) Secure a small disposable plastic drop cloth (2ft x 2 ft) on the floor beneath the test location with masking tape.
- Step 4: Put on disposable non-latex gloves and shoe covers.
- Step 5: Follow the manufacturer's instructions for use of the test kit to conduct the test.* If possible, perform one test where a positive test result can be observed; and conduct one test of a painted wood surface with no lead-based paint layer to observe a negative test result.*
- Step 6: Use one wet cleaning wipe to remove residual chemicals left on the surface tested. Use a second cleaning wipe to remove any visible debris or dust on the floor beneath the sample collection area and place the used cleaning wipe in the trash bag.*
- Step 7: Check documentation for completeness and note the result of the testing on the *Test Kit Documentation Form*.*
- Step 8: (Optional) Number the test location in sequence on the *Test Kit Documentation Form*, then select the corresponding numbered index card and tape it next to the test location with masking tape and take a picture of the numbered test location to photo-document conduct and possibly the result of the test.

*Indicates required skills that must be accomplished for a "Proficient" rating.

Interpreting the Results of Test Kit Sampling:

The manufacturer's instructions will indicate how to determine the absence of lead in paint. Once the test is conducted, note the result and refer to the manufacturer's guidelines for interpreting the result. All painted surfaces where lead is not determined to be absent must be treated as lead-based paint until additional testing performed by a Certified Lead Inspector or Risk Assessor proves it is not.

Documenting Test Kit Results:

A report of the findings from use of the test kit must be submitted to the person contracting the work within 30 days following the completion of the renovation work. The completed *Test Kit Documentation Form* should be kept by the Certified Firm for 3 years after the work is completed.

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Test Kit Documentation Form

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Owner Information

Name of Owner/Occupant: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact #: (____) ____ - ____
Email: _____

Renovation Information

Fill out all of the following information that is available about the Renovation Site, Firm, and Certified Renovator.	
Renovation Address: _____	Unit# _____
City: _____ State: _____ Zip code: _____	
Certified Firm Name: _____	
Address: _____	
City: _____ State: _____ Zip code: _____	Contact #: (____) ____ - ____
Email: _____	
Certified Renovator Name: _____	Date Certified: / /

Test Kit Information

Use the following blanks to identify the test kit or test kits used in testing components.	
Test Kit #1	
Manufacturer: _____	Manufacture Date: _____
_____/_____/_____	
Model: _____	Serial #: _____
Expiration Date: _____	
Test Kit #2	
Manufacturer: _____	Manufacture Date: _____
_____/_____/_____	
Model: _____	Serial #: _____
Expiration Date: _____	
Test Kit #3	
Manufacturer: _____	Manufacture Date: _____
_____/_____/_____	
Model: _____	Serial #: _____
Expiration Date: _____	

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Test Kit Documentation Form

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Renovation Address: _____ Unit# _____ City: _____ State: _____ Zip code: _____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

Test Location # _____ Test Kit Used: (Circle only one) Test Kit # 1 Test Kit # 2 Test Kit # 3
Description of component tested including location: _____
Result: Is lead present? (Circle only one) YES NO Presumed
Date of test: ____/____/____

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Skill Set #1: Using EPA-Recognized Test Kits and Collecting Paint Chip Samples - Continued

Skills Practice:

Paint Chip Collection Procedure

- Step 1: Read Paint Chip Sample Collection Guide (see Appendix 9) Step 2: Write required information and observations about the test location on the *Paint Chip Sample Collection Form*.
- Step 3: Mark the Collection Area either using a template or freehand.
- Step 4: Set up a paint collection tray using a sheet of letter-sized white paper for making a paper funnel for paint sample collection.
- Step 5: Remove the paint using a cold scraping method (see step 5-1 below). Don plastic gloves as appropriate
- Step 5-1: *Cold Scraping Method*. Using the appropriate cutting tool, begin removing the paint from the substrate. Carefully scrape away all paint within the marked area down to the substrate and ensure that all the scraped paint lands in or is pushed into the paint collection tray
- Step 6: Cleaning all cutting tools used during paint sample collection.
- Step 7: Check documentation for completeness on the *Paint Chip Sample Collection Form*
- Step 8: Transfer the Collected Sample to the Paint Collection Container.
- Step 9: Label the container with sufficient information to uniquely identify the sample. Be sure to record the dimensions of the sample surface, including the measurement units.
- Step 10: Submit the paint chip sample for lead analysis to a NLLAP-recognized laboratory. Record all results reported from the laboratory.

Documenting Paint Chip Sample Lead Analysis Results:

A report of the findings from the submitted paint chip samples to a NLLAP-recognized entity must be given to the person contracting the work within 30 days following the completion of the renovation work. The Certified Firm should keep the completed Paint Chip Sample Collection Form for 3 years after the work is completed.

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Paint Chip Sample Collection Form Client/Project Information

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Name of Owner/Project: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact # (____) ____ - _____
Email: _____

Renovation Information

Fill out all of the following information that is available about the Renovation Site, Firm and Certified Renovator.
Renovation Address: _____ Unit #: _____
City: _____ State: _____ Zip code: _____
Certified Firm Name: _____
Address: _____
City: _____ State: _____ Zip code: _____ Contact #: (____) ____ - _____
Email: _____
Certified Renovator Name: _____
Date Certified ____/____/____

Paint Chip Sample Information

For each sample collected, fill out all of the following information
Sample Identifier: _____
Sample Collector Name: _____
Sampling Location: _____
Sampling site description: _____ Date of Collection: ____/____/____
Sample Dimensions (cm): _____ Calculate Sample Area (cm ²): _____
NLLAP-recognized entity and location: _____
Submission date: ____/____/____ Results: _____ Result Date: ____/____/____

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Paint Chip Sample Collection Form

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Renovation Address: _____	Unit #: _____	
City: _____	State: _____	Zip code: _____

For each sample collected, fill out all of the following information

Sample Identifier: _____

Sample Collector Name: _____

Sampling Location: _____

Sampling site description: _____ Date of Collection: ____/____/____

Sample Dimensions (cm): _____ Calculate Sample Area (cm²): _____

NLLAP-recognized entity and location: _____

Submission date: ____/____/____ Results: _____ Result Date: ____/____/____

For each sample collected, fill out all of the following information

Sample Identifier: _____

Sample Collector Name: _____

Sampling Location: _____

Sampling site description: _____ Date of Collection: ____/____/____

Sample Dimensions (cm): _____ Calculate Sample Area (cm²): _____

NLLAP-recognized entity and location: _____

Submission date: ____/____/____ Results: _____ Result Date: ____/____/____

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Skill Set #2: Cleaning Verification Procedure

Time: 15 minutes

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Supplies needed:

- Baby powder or corn starch
- Disposable foot covers
- Flashlight
- Disposable non-latex gloves
- Disposable wet cleaning wipes
- Cleaning verification card, one per student to take away and retain
- Electrostatically charged, white, disposable cleaning cloths designed for cleaning hard surfaces
- Long-handled mop designed for wet cleaning wipes
- Tape measure
- Watch or clock

Purpose: The purpose of this hands-on exercise is to show the students the proper steps for conducting the cleaning verification procedure.

- The course instructor should explain all of the steps involved in performing the cleaning verification procedure.

Evaluating the Students: Watch each student conduct the cleaning verification procedure and listen as they point out problems that must be fixed. Students must complete all required steps to be “Proficient”. Evaluate the work of each student and once the student has completed all required elements of the exercise correctly, record the performance as “Proficient” in the field on the Participant Progress Log that corresponds to Skills Set #2 and that particular student’s name.

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Skill Set #2: Cleaning Verification Procedure – Continued

Skills Practice:

- Step 1: As you enter the work area put on disposable foot covers so that you do not track dust and debris into the work area.*
- Step 2: Turn on all of the lights that are available in the work area. Make sure there is adequate lighting.*

For window sills:

- Step 3: While wearing gloves, wipe each window sill in the work area with a clean, white, damp cleaning wipe.*
- Step 4: Compare the cleaning wipe to the cleaning verification card. If the first wipe is the same as or whiter (lighter) than the cleaning verification card, the window sill is clean; continue to Step 6. If the first cleaning wipe is not the same as or whiter (lighter) than the cleaning verification card, re-clean the window sill, and, repeat Step 3 and then proceed to Step 5 (skip this step).*
- Step 5: Compare the second cleaning wipe to the cleaning verification card. If the second wipe is the same as or whiter (lighter) than the cleaning verification card, the window sill is clean; continue to Step 6. If the second cleaning wipe is not the same as and not whiter (not lighter) than the cleaning verification card, wait one hour or until the wet surface is dry (for the purposes of this exercise you do not wait). Then re-clean the surface with a dry, electrostatically charged, white, disposable cleaning cloth designed for use on hard surfaces. The window sill is now clean and has completed the cleaning verification procedure.*

For Floors and Countertops:

- Step 6: While wearing gloves, wipe each floor or countertop in the work area with a clean, white, damp cleaning wipe. For floors, use a long handled mop designed to hold a wet cleaning wipe. For floors, wipe no more than 40 square feet per wipe. For countertops wipe the whole surface of the countertop up to 40 square feet per wipe.*
- Step 7: Compare each floor and countertop cleaning wipe to the cleaning verification card. If the first wipe is the same as or whiter (lighter) than the cleaning verification card, the floor or countertop is clean. If the first cleaning wipe is not the same as and not whiter (not lighter) than the cleaning verification card, re-clean the floor section or countertop section, wipe the floor or countertop section with a wet cleaning wipe, and repeat Step 6 for that section and proceed to Step 8 (skip this step).*

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- Step 8: Compare the second floor or countertop cleaning wipe to the cleaning verification card. If the second wipe is the same as or whiter (lighter) than the cleaning verification card, the floor or countertop section has been adequately cleaned. If the second cleaning wipe is not the same as and not whiter (not lighter) than the cleaning verification card, wait one hour or until the wet surface is dry (for the purposes of this exercise you do not wait). Then reclean the surface with a dry, electrostatically charged, white, disposable cleaning cloth designed for use on hard surfaces. The floor or countertop section is now clean and has completed the cleaning verification procedure.*
- Step 9: Once the cleaning verification shows that all areas have been adequately cleaned, remove the signs and critical barriers around the work area.*

*Indicates required skills that must be accomplished for a "Proficient" rating