

**MAIN OFFICE**

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[www.lacda.org](http://www.lacda.org)

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## Background on Lead-Based Paint

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. The effects of lead poisoning are irreversible, but lead poisoning is preventable.

To help prevent potential lead-based paint hazards, the Los Angeles County Development Authority (LACDA) enforces the federal Lead Safe Housing Rule (24 CFR 35) as it applies to rental units leased under the Housing Choice Voucher Program.

## How Does the Lead Safe Housing Rule Affect Section 8 Owners?

During inspections (before move-in and at each annual inspection thereafter) of Section 8 rental units *built before 1978, in which children under six (6) years old are expected to live*, the LACDA conducts a visual assessment of all painted surfaces for deteriorated paint.

- Deteriorated paint above de minimis levels will cause the unit to fail the visual assessment. De minimis levels are 20 sq. ft. (2 sq. meters) on exterior surfaces; 2 sq. ft. (0.2 sq. meters) in any one interior room or space; or 10% of the total surface area on an interior or exterior type of component with a small surface area (windowsills, baseboards, trim, etc.).
- If a unit fails the visual assessment, owners must have the deteriorated paint stabilized (repaired), using trained workers (see page 2), and safe work practices (see page 3).
- After deteriorated painted surfaces are repaired, the areas must be properly cleaned.
- A certified inspector must conduct a clearance examination, to evaluate if there are any remaining hazards in the work area(s). The owner pays for the clearance examination.
- If the unit fails the clearance exam, the owner must re-clean the work area(s), and hire a certified inspector to conduct a second clearance.
- Within 15 days after the paint stabilization is completed, the owner must provide the tenant with a Notice of Lead Hazard Reduction (see page 9).
- Within 30 calendar days from the date of the written fail notification, the owner must submit a Lead-Based Paint Owner Certification, indicating that work was done properly, and a passing Clearance Report (prepared by the certified inspector). The LACDA will not enter into new contracts, or renew existing contracts, with owners who do not meet this requirement.
- Owners must conduct ongoing maintenance activities, including stabilizing any deteriorated paint in a lead-safe manner, for the duration of the contract (see page 6).

Help protect children from being poisoned! Maintain your units, promptly repair defective paint, and follow safe work practices when making repairs.

## This packet contains:

- Answers to frequently asked questions;
- Sample forms; and
- A list of certified lead inspectors/assessors.

We will work with you to facilitate compliance and help you complete this process. Please call the LACDA for more information. Additional information is available on the U.S. Department of Housing and Urban Development's (HUD) website at [www.hud.gov/program\\_offices/healthy\\_homes/healthyhomes/lead](http://www.hud.gov/program_offices/healthy_homes/healthyhomes/lead).

# LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

## HIRING QUALIFIED WORKER

If your unit failed a lead-based paint visual assessment, the first thing you must do is stabilize the deteriorated paint.

Because the paint may contain lead, federal regulations require that if the area is larger than the de minimis, qualified workers must do paint stabilization.

### Who is a qualified worker?

- Workers who are *supervised* by a certified lead-based paint abatement supervisor (see the attached list of certified workers); *OR*
- Unsupervised workers who have successfully completed a HUD-approved training on lead-safe work practices.

### Can I do the work myself?

- Yes, but only after you complete a HUD-approved training.
- Several HUD-approved courses are available. These sessions are generally one (1) day only, and they are usually offered for free, or at a low cost.

### Where can I get more information?

- HUD website: [www.hud.gov](http://www.hud.gov).
- HUD Office of Healthy Homes and Lead Hazard Control: [www.hud.gov/program\\_offices/healthy\\_homes/healthyhomes/lead](http://www.hud.gov/program_offices/healthy_homes/healthyhomes/lead)
- LACDA's Inspections Unit: [InspectionsUnit@lacda.org](mailto:InspectionsUnit@lacda.org)
- Federal regulations: Code of Federal Regulations, Title 24, Part 35, Section 1330.

## LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

### HOW TO STABILIZE PAINT SAFELY

Stabilizing deteriorated paint means repairing any defect in the substrate (dry rot, rust, etc.), removing all loose paint/materials from the surface being treated, and applying a new protective coat of paint.

Repairing, removing, or maintaining lead-based paint improperly can spread lead-contaminated dust throughout the home.

Because the paint may contain lead, stabilization must be done following safe work practices:

- **Use the proper equipment.** You will need the proper tools and supplies to do the job correctly. In addition to tools such as scrapers and putty knives, it is important to have: A High-Efficiency Particulate Arrestance (HEPA) vacuum (a vacuum equipped with a very fine filter capable of filtering very small particles of lead); double sided mop bucket and mop; a good household detergent; ample disposable paper towels or rags; plastic sheeting; tack cloth; disposal waste bags; wet sanding blocks; and a misting bottle filled with water.
- **Set up the work area properly.** The key is to contain the dust and debris created by the work. Create a barrier between the work area and the rest of the house. Use plastic sheeting over the doorways to seal off the area and protect the rest of the house from exposure. Work over a plastic drop cloth (never use cloth) to catch any debris created because of paint removal. Wear disposable shoe covers and remove them before exiting the work area, or step onto a tack cloth to remove paint chips and dust from the soles of shoes. Keep doors and windows closed to prevent dust from blowing and close off vents to central air or heating systems to avoid spreading dust to other parts of the house. Protect household items – remove all furniture, and tightly cover belongings remaining in the work area with plastic sheeting.
- **Protect tenants.** The occupants of the unit must be protected during the course of the work. Do not allow children or pregnant women into the work area. Depending on the amount, location, and extent of work being conducted, it may be necessary to temporarily relocate the family to keep them safe.
- **Use safe work practices.** Never remove paint by dry sanding, dry scraping, open flame burning or torching, or with heat guns operating above 1100°F. Avoid paint stripping in a poorly ventilated space using a hazardous volatile stripper. Use power sanders, grinders, and planers only with a high-efficiency particulate air HEPA exhaust attachment. Using a misting bottle, wet the painted surface before sanding with a wet sanding block, or scraping. Be sure to work over a plastic drop cloth to catch any large particles. Do not eat, smoke, or chew gum while working.
- **Clean as you work.** Be sure to wet clean the areas you are working on as you go along. Though it will be necessary to clean the entire house at the end of the project, it is important to clean as you work in order to keep lead-contaminated dust from spreading. Clean using a good household detergent. Rinse your cleaning utensils in clean water.
- **Dispose of waste properly.** When the work is done, mist the plastic sheeting with water to keep down the dust. Roll the plastic sheet up, keeping the dirty side in. Pick up any paint chips or other debris that may have fallen elsewhere. Place all disposable items used in the repair and cleanup into plastic waste bags. The bags must be tightly sealed and properly disposed of. Do not reopen bags once they are sealed. After the paint is stabilized, and work areas are properly cleaned, you must hire a certified lead inspector/assessor to conduct a clearance examination. This will evaluate your work practices and final cleaning, to show if lead-contaminated paint and dust have been effectively removed.

**LOS ANGELES COUNTY DEVELOPMENT AUTHORITY  
GETTING AND SUBMITTING A CLEARANCE REPORT**

- Make sure that the service provider tests all areas where paint was stabilized (i.e., all areas that caused the failed visual assessment on your Housing Quality Standards [HQS] inspection report).
- The results will be provided to you in a clearance report, which you must mail or fax to the LACDA, with the owner certification and tenant notification, by the date specified on your notice.

**ALL ITEMS MUST BE RECEIVED, AS SPECIFIED BELOW, TO CORRECT THE FAIL.**

(You may attach this checklist to your submission to ensure all items are included)

- **Passing clearance report.** If any items are missing from the report, add the information below.  
*To find missing information, ask the examiner for a copy of the Lead Hazard Evaluation Report.*

\_\_\_ Property address: \_\_\_\_\_  
(specify affected unit/common areas if a multifamily property)

\_\_\_ Start and finish dates of the lead hazard reduction\* activity: \_\_\_\_\_

\_\_\_ Name and address of each firm/supervisor involved in the lead hazard reduction\* activity:

\_\_\_ Detailed description of the lead hazard reduction\* activity, including the methods used:

\_\_\_ List of all locations where lead hazard reduction\* activity was done. This will be verified against cited areas in the lead-based paint visual assessment HQS inspection report, to ensure work has been completed properly in all identified areas.

\_\_\_ Any suggested monitoring requirements.

\_\_\_ Date of the clearance examination.

\_\_\_ Name, address, signature, and certification number of each person performing the clearance.

\_\_\_ Visual assessment results (for presence of deteriorated paint, visible dust, debris, residue, paint chips).

\_\_\_ Results of the lab analysis of dust samples, in micrograms per square feet [ $\mu\text{g}/\text{ft}^2$ ], by sample location. (To pass, all identified areas tested for lead-contaminated dust must be found to have levels below HUD thresholds: 40  $\mu\text{g}/\text{ft}^2$  for floors, 250  $\mu\text{g}/\text{ft}^2$  for interior windowsill [stool], and 800  $\mu\text{g}/\text{ft}^2$  for window trough).

\_\_\_ Name and address of each laboratory that conducted analysis of the dust samples, including the identification number for each such laboratory recognized by EPA.

- **Lead-Based Paint Owner Certification (*attached*).** Your signature certifies that paint stabilization activities were conducted according to requirements. Select **Checkbox A**, if the deteriorated paint that caused the visual assessment fail was properly corrected, and that clearance was conducted following cleanup.

- **Notice of Lead Hazard Reduction (*attached*).** Submit a copy of the notice you give to tenants.

\*Refers to the activity of reducing lead hazards, and stabilizing (repairing) paint – does not refer to clearance.

**LOS ANGELES COUNTY DEVELOPMENT AUTHORITY  
CERTIFIED LEAD INSPECTORS/ASSESSORS**

**Certified lead inspectors/assessors** are qualified to supervise lead stabilization activities; conduct clearance examinations; and provide certified risk assessments and inspections.

***Note:*** *A contractor who conducts or supervises work cannot be the same contractor hired to perform clearance.*

**AAA Lead**

Phone: (951) 582-9071  
Email: aaalead@sbcglobal.net

**ATC Associates, Inc.**

Phone: (323) 517-9780  
Fax: (323) 517-9781

**ACC Environmental Consultants**

Phone: (213) 353-1240  
Fax: (213) 353-1244  
Email: general@accenv.com

**Barr & Clark Environmental**

Phone: (714) 894-5700  
Website: barrandclark.com

**Allstate Services Environmental**

Phone: (951) 273-3410  
Email: smilano@allstate-services.com

**Lead Tech Environmental**

Phone: (310) 831-2479  
Fax: (310) 831-2465  
Email: steve@leadtechenvironmental.com

**American Environmental Specialist, Co.**

Phone: (714) 379-3333  
Fax: (714) 379-3338  
Email: admin@aeshb.com

**Southland Energy Systems**

Phone: (323) 869-4600  
Fax: (323) 721-0257  
Email: SouthlandEnergy@aol.com

**Disclaimer Statement:**

*This list is for information purposes only, without warranty of any kind, and is not intended to serve as a comprehensive list of all certified service providers. Based on the information provided to the LACDA, the service providers listed are certified to conduct the aforementioned activities. The LACDA does not make any representation concerning the ability of any service provider listed to perform actual work. The LACDA disclaims any and all responsibility concerning errors, omissions, or misstatements on this document. It is the responsibility of the owner/landlord to determine the capability and capacity of any service provider contracted to satisfactorily perform the proposed work.*

## LOS ANGELES COUNTY DEVELOPMENT AUTHORITY ONGOING MAINTENANCE ACTIVITIES

Unless a report from a certified lead-based paint inspector indicates that the unit is free of lead-based paint, the owner is required to incorporate ongoing maintenance activities into regular building operations, in order to make sure that paint is not deteriorating and creating lead-contaminated dust and paint chips. This is necessary for as long as a Housing Assistance Payment (HAP) contract remains in place.

Owners who certify that they have incorporated ongoing lead-based paint maintenance activities into regular building operations must follow the following guidelines. These activities are fully outlined in the regulations at 24 CFR 35.1355(a).

- Regularly Check Repairs for Deterioration, Paint Chips, and Dust  
Owners should regularly monitor painted surfaces where maintenance or improvements were performed. Annually and at unit turnover, check to see if:
  - ✓ New evidence of paint deterioration is present.
  - ✓ The cause of the problem was corrected.
- When and How to Monitor
  - ✓ Visual check – look for deteriorated paint, dust and paint chips at least annually and at unit turnover.
  - ✓ Dust wipe sampling – have dust wipe samples tested every two (2) years, especially if unit occupants include children under six (6) years old.
- Safely Maintain Surfaces and Clean
  - ✓ Stabilize deteriorated paint.
  - ✓ Use safe work practices and qualified workers for work affecting areas larger than de minimis\*.
  - ✓ Clean the area thoroughly, using safe cleaning practices, after all maintenance work.
- Perform Clearance (for all work that will affect areas larger than de minimis\*)
  - ✓ Hire a certified clearance examiner to perform a clearance examination of the work area.
  - ✓ If the work area does not pass clearance, re-clean, and perform clearance again.
- Communicate With Tenants
  - ✓ Provide tenants with a written notice asking them to report any deteriorated paint (you may use the LACDA's attached sample Notice to Residents).
  - ✓ Respond to tenants' requests to stabilize deteriorated paint within 30 days.

More guidance on safe work practices can be found in the regulations [24 CFR §35.1355].

20 sq. ft. (2 sq. meters) on exterior surfaces; 2 sq. ft. (0.2 sq. meters) in any one interior room or space; or 10% of the total surface area on an interior or exterior type of component with a small surface area (windowsills, baseboards, trim, etc.).

## LOS ANGELES COUNTY DEVELOPMENT AUTHORITY FREQUENTLY ASKED QUESTIONS ON LEAD-BASED PAINT

**Q: *What is deteriorated paint?***

- Deteriorated paint: any painted surface (interior, exterior, or in common areas) that is peeling, chipping, chalking, cracking, or otherwise damaged or separated from the substrate.

**Q: *Does my unit contain lead-based paint or lead-based paint hazards?***

- Only a certified lead-based paint inspector can determine if your unit contains lead-based paint. They will inventory and analyze paint samples from interior and exterior painted surfaces of the unit, and prepare a report of the test results. If the unit is lead-free, the report will say so. The LACDA has a list of certified inspectors who you can hire at your own expense.
- If you have concerns about lead hazards in the unit, you may hire, at your expense, a certified risk assessor, to inspect the residence and test dust, soil and any deteriorated paint for lead. The report they prepare will let you know if they found any factors that may cause lead exposure in or around the unit, and if so, how to control those hazards.
- Painted surfaces maintained in good condition are generally not a hazard, even if they may contain lead. Removal of lead paint is not always necessary; if you plan to remove lead paint, safety requirements apply. Remember that you are required to notify tenants of any testing and results regarding work done in the unit.

**Q: *What would make my unit exempt from the stabilization and clearance requirements?***

- Only a report from a certified inspector, indicating that the unit is lead-free, will exempt you from these requirements. A clearance report or risk assessment report only offers information about the presence of hazards at the time of the test, and does not exempt you from requirements.
- *Want to avoid lengthy repairs and requirements?* Maintain all painted surfaces in good condition.

**Q: *What if I do not submit the necessary paperwork by the date indicated on my notice?***

- The passing, valid clearance report, and a completed signed certification form must be received by the date indicated on your notice, a 30-day turnaround mandated by HUD. What happens if these documents are not received depends on whether you and the LACDA are negotiating a new contract, or if a HAP contract is already in place.
- Negotiating a new contract – The LACDA cannot enter into a contract with you for that unit. The Request for Tenancy Approval will be cancelled.
- Existing HAP contract – On the first of the next month, following the mandated 30-day turnaround, if the clearance report and certification are not received, the LACDA will abate the contract (withhold payments), propose contract termination, issue the tenant a new voucher, and make no further rental payments until requirements are met. Payments not made during this period will not be refunded, and any payments made during this period will be recollected as necessary. While the contract is in abatement, you have 60 days to submit paperwork, before your contract is terminated.

**Q: *What happens if a child under age six (6) living in my unit is found to have lead poisoning?***

- If this happens, some additional requirements will apply. If you receive notification from any source that a child under age six on your property has an elevated blood lead level, you must notify the LACDA immediately. First, the Public Health Office will conduct a risk assessment for the unit and prepare a report on any hazards in the unit. You must notify tenants after a risk assessment is conducted and provide them with the results. If hazards are identified in the unit, you will receive specific instructions on how to reduce or eliminate lead. You will be required to do the work in accordance with safe work practices, including clearance and resident notification.

*If you have a question that is not on this list, please contact the LACDA.*

**LOS ANGELES COUNTY DEVELOPMENT AUTHORITY  
LEAD-BASED PAINT OWNER CERTIFICATION**

**Submit this form after completing any lead hazard reduction or paint stabilization activities, or to certify the unit is lead-based paint free.**

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant SSN

\_\_\_\_\_  
Property Address of Assisted Unit (include apartment #)

\_\_\_\_\_  
City, State, Zip

The undersigned hereby certifies that the property (including dwelling units, common areas and exterior painted surfaces) at the address listed above complies with federal, state, and local regulations related to lead-based paint as indicated below. **Warning:** Any person who signs this statement and who willingly states as true, any matter which (s)he knows to be false, is subject to the penalties prescribed for perjury in Section 118 of the California Penal Code and Section 11054 of the Welfare and Institutions Code.

**Check A, B, or C below:**

<b>A</b>	<p><b>As listed on the Inspection form, deteriorated paint above de minimis levels was identified in the unit.</b></p> <p>Paint stabilization and/or lead hazard reduction activities have been completed in compliance with required corrective actions.*</p> <p>A certified risk assessor or inspector has conducted a clearance examination of the unit after completion of the work. A clearance report indicating that the unit has passed the clearance examination is attached.</p> <p>Ongoing lead-based paint maintenance activities have been incorporated into regular building operations.</p>
<b>B</b>	<p><b>This property was inspected by a certified lead-based paint inspector, and has been found to be free of lead-based paint. A copy of the inspector's report must be attached.</b></p>
<b>C</b>	<p><b>A certified lead-based paint inspector inspected this property, and lead-based paint was identified. A copy of the inspector's report must be attached.</b></p> <p>All identified Lead Based Paint (LBP) has been removed from the property in compliance with required corrective actions.*</p> <p>If applicable, a copy of the certified lead-based paint abatement supervisor's report is attached.</p> <p>Ongoing LBP maintenance activities have been incorporated into regular building operations.</p>

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

*Required corrective actions, established by 24 CFR Part 35, include the following:*

- Person trained to conduct lead-hazard reduction activities, or supervised by a certified LBP abatement supervisor must complete work.
- Occupants of the dwelling unit(s) and their belongings must be protected during the course of the work.
- The worksite must be properly prepared and maintained during the course of the work, and properly cleaned following its completion.
- Prohibited work methods must not be used.
- Occupants must be properly notified of the results of LBP hazard evaluation or reduction activities, including the results of the clearance examination.

*More information on ongoing maintenance, de minimis levels and corrective actions can be found in the regulations, on the HUD website, and in the LACDA's owner information packet on lead-based paint.*

\_\_\_\_\_  
De minimis: 20 sq. ft. (2 sq. meters) on exterior surfaces; 2 sq. ft. (0.2 sq. meters) in any one (1) interior room or space; or 10% of the total surface area on an interior or exterior type of component with a small surface area (windowsills, baseboards, trim, etc.

# LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

## NOTICE OF LEAD HAZARD REDUCTION

**Note to Landlords:** You must provide a copy of this notice to tenants no more than 15 calendar days after any lead hazard reduction activities (such as interim controls or abatement) are completed. The notice must be distributed to any occupied dwelling units affected by the hazard reduction activity or serviced by common areas in which hazard reduction has taken place. Please also submit a copy of this notice to the LACDA by fax or mail.

**Note to Tenants:** You are receiving this notice because lead hazard reduction activities that affect your living space and/or common areas have been completed. Because a potential lead-based paint hazard was detected, the reduction activities were conducted using lead-safe work practices to protect you from harm. For questions about lead-based paint, please contact the County's Childhood Lead Poisoning Prevention Program at 1-800-LA-4-LEAD [524-5323], during regular working hours, or contact the National Lead Information Center (NLIC) at 1-800-424-LEAD [5323].

Today's Date: \_\_\_\_\_ Property Address (of assisted unit): \_\_\_\_\_

### Summary of Hazard Reduction Activity:

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

### Location, Type, and Provider of Activity:

List the location and type of activity conducted, and the name of the person/organization who performed it, or attach a copy of the summary page from the Clearance Report or the lead hazard scope of work, providing this information.

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Date(s) of clearance testing: \_\_\_\_\_

### Summary of results of clearance testing:

- \_\_\_\_\_ No clearance testing was performed.  
\_\_\_\_\_ Clearance testing showed clearance was achieved.  
\_\_\_\_\_ Clearance testing showed clearance was not achieved.

List any components with known lead-based paint that remain in the areas where activities were conducted. List the location of the component (e.g. kitchen-door, bedroom-windows).

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Person who prepared this summary notice (contact for more information):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

# LOS ANGELES COUNTY DEVELOPMENT AUTHORITY

## Instructions for Residents

To Whom It May Concern:

The purpose of this notice is to inform you that because your home was built prior to January 1978, it may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

You should have already received a pamphlet on lead poisoning prevention, as well as a disclosure form on the lead-based paint or lead-based paint hazards in your home.

The Los Angeles County Department of Health Services runs a Childhood Lead Poisoning Prevention Program (online at [www.lead@ph.lacounty.gov](http://www.lead@ph.lacounty.gov)). Call the toll-free hotline, 1-800-LA-4-LEAD [524-5323], during regular working hours with questions or for referrals regarding lead related issues. For additional information on lead hazards and prevention, contact the National Lead Information Center (NLIC) at 1-800-424-LEAD [5323] (online at <https://www.epa.gov/lead/forms/lead-hotline-national-lead-information-center>)

Regulations under The Lead Safe Housing Rule help to ensure that your home is safe for occupancy. In order for you to help keep your home safe, please notify the management if you see any paint that is chipping, peeling, flaking, or otherwise damaged.

The bottom of this page can be detached and submitted to management for any lead-based paint concerns.

We thank you for your cooperation.

Best Wishes,

[The Management]

<b>Deteriorated Paint Concern</b>	
To: _____ [Management Company]	
I have observed the following:	
<input type="checkbox"/> Paint in bad condition (chipping, peeling, flaking, etc.)	Location of Paint Concern:
<input type="checkbox"/> Other _____	<input type="checkbox"/> Interior (location): _____
	<input type="checkbox"/> Exterior (location): _____
Name: _____	
Address: _____ _____	
Date: _____	