

Occupant Protection Plan Checklist for Lead-Based Paint Activities

Name of Occupant(s) - (List property owner's name if unit is not occupied)

Street Address

Unit Number (if applicable)

City

State

Zip

Lead Contractor Name

Contractor Telephone Number

Project Start Date (mm/dd/yy)

IND _____
Project End Date (mm/dd/yy)

IN license number

OCCUPANT PROTECTION PLAN CHECKLIST FOR LEAD-BASED PAINT ACTIVITIES

This is a checklist of actions the contractor will take to protect the occupant, when paint is disturbed. Occupants must stay out of work areas while work is in progress. The contractor must do daily cleaning, but the work area may still contain dangerous levels of lead in dust until final clearance is achieved. The contractor or owner will inform you when areas are safe to re-occupy.

Occupant Location (check all that apply)

- ___ Unit is vacant (no movable objects remain in the unit)
- ___ Occupants will be relocated and stay out of the unit until the lead project is done
- ___ Occupants will not be allowed within the work area before project completion, (which includes clearance with documented dust wipe sample results)
- ___ Occupants will stay outside the dwelling unit during work times but may return each day after clean up _____ (time allowed back in)
- ___ Occupants will have an available bathroom, bedroom, kitchen during project
- ___ Occupants will be provided a lead-safe entry and exit pathway during the project
- ___ Occupants pets will not be allowed in the work area

Furniture (check all that apply)

- ___ Will inform Occupants(s) to remove all personal items and as much furniture as possible from work area before work begins
- ___ Will cover and secure, with plastic, all furniture and personal belongings that can't be removed

Containment and Barrier system

Interior work: (check all that apply) **Location(s):** _____

- ___ Airlock flap on all doors in work areas, or close and secure doors from inside the work site
- ___ Plastic will cover entire work area floor, and all worker pathways to exit and any work areas
- ___ Plastic will cover floor extending 6' beyond work area (or use vertical containment) in all directions (when possible)
- ___ Workers will stay on plastic in work area
- ___ Inform Occupants to keep off of plastic in work area
- ___ Lock or firmly secure work area to provide an overnight barrier
- ___ Post warning signs at entry to each room where work is being done, or post warning signs at all building entryways

Exterior Work (check all that apply) *the distances listed take you to the distance or property line*

- ___ Remove all movable items (playground equipment, toys, sandbox, patio furniture, etc.) to a distance of 20' from work area or seal these items with plastic
- ___ Use and secure plastic sheeting on the ground extending 10' from building
- ___ Keep all windows within 20' of work closed
- ___ Erect barrier tape or temporary fencing around building to make a 20' perimeter from work area
- ___ Post warning signs a distance of 20'

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Build a vertical containment when working within 10' of neighboring properties

Window Work (check all that apply)

- Cover exterior of window when removing windows from the inside
- Cover interior of window when removing windows from the outside
- Use plastic sheeting on the ground under the windows being removed

Work Practices (check all that apply)

- During component replacement, mist all painted surfaces, except when using a heat gun
- Use a heat gun, not to exceed 1100° Fahrenheit
- Use a machine planer, chipper, grinder, or sander attached to a properly operating HEPA-filtered vacuum when removing paint.
- Use a chemical paint stripper to remove lead-based paint from components and will follow manufacturer instructions and provide adequate ventilation
- Use power washing with proper containment to prevent the waste water generated from contaminating the soils or surface waters or allowing paint chips in neighboring properties.
- Remove components such as complete door systems, siding, walls, cabinets or trim.
- Use containment to isolate areas where paint is being distributed from the rest of the property
- Will not use abrasive blasting or sandblasting
- Employees will wear disposable booties in work area and remove before leaving work area
- Will not use HUD/EPA or IN prohibited practices

Ventilation System (check all that apply)

- Turn off system and seal off vents within 6' of the work area

Daily Cleaning (check all that apply)

- Remove debris from dwelling or store it in a locked secure area
- Clean all horizontal surfaces in the work area with a HEPA vacuum and wet washing
- Clean and remove plastic walkways each day, replacing with new each day
- Clean all walkways that are used as pathways to the work area with a HEPA vacuum
- Clean any area (on both sides of the containment) where containment is breached
- Clean off debris, fold, and secure all plastic sheeting or landscape fabric overnight but may use again the next day

Final Cleaning (check all that apply)

- Will not begin until at least 1 hour after work is completed
- Remove all visible debris and dust
- Will use a HEPA vacuum and wet washing to clean horizontal surfaces and trim in work areas
- Will use a HEPA vacuum and wet washing to clean surfaces and floors in the work area and extending at least 2' beyond treated area
- Remove all paint chips found after exterior work within 48 hours of exterior job completion

CONTRACTOR'S CERTIFICATION

I certify that a copy of the Occupant Protection Plan was provided to the property owner or occupant(s) of the property address listed on the form on this date _____ by way of _____ (describe delivery method).

Signature – Certified Lead Contractor

Date signed (mm/dd/yy)

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Abatement Report Information

Name of Owner

Street Address

Unit Number (if applicable)

City

State Zip

Telephone Number

Contractor Information

Each employee or agent of the lead-based paint activities contractor that worked on the project

_____	_____
_____	_____
_____	_____
_____	_____

Name, Address of each supervisor assigned to the project

and proof of license (attached)

Clearance Information

Name, Address and Signature of each certified Risk Assessor or Inspector conducting clearance sampling and the date(s) of the testing. *(results attached)*

Description of the LBP activities project

Summary of procedures used to comply with applicable standards
see checklist

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The following hazard reduction measures (and the location(s)) were undertaken and the reason for each selection:

component replacement	_____
Reason:	_____
paint film stabilization	_____
Reason:	_____
friction surface treatment	_____
Reason:	_____
impact surface treatment	_____
Reason:	_____
encapsulation	_____
Reason:	_____
enclosure	_____
Reason:	_____
soil covering	_____
Reason:	_____
soil treatment	_____
Reason:	_____
dust removal	_____
Reason:	_____

Suggested Monitoring schedule*: _____

Attachments:

- _____ Occupant Protection Plan
- _____ Proof of license of persons who conducted or supervised the lead-based paint activities project
- _____ Risk Assessment (if applicable)
- _____ Clearance results and lab information attached
- _____ Lab results and lab information for any additional sampling (soil, paint)*
- _____ XRF results (including serial number and calibration check data)*
- _____ Copy of all receipts issued by a disposal site
- _____ Notification

* if applicable