

1 _____ **School District**

2
3 **NONINSTRUCTIONAL OPERATIONS**

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4
5 Lead Renovation

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7 In accordance with the requirements of the Environmental Protection Agency (EPA), the District
8 has this Lead Renovation Policy that is designed to recognize, control and mitigate lead hazards
9 at all District owned facilities and grounds.

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11 The Lead-based paint renovation, repair and painting program (RRP) is a federal regulatory
12 program affecting contractors, property managers, and others who disturb painted surfaces. It
13 applies to child-occupied facilities such as schools and day-care centers built prior to 1978.

14
15 “*Renovation*” is broadly defined as any activity that disturbs painted surfaces and includes most
16 repair, remodeling, and maintenance activities, including window replacement.

17
18 The District has implemented this policy to identify, inspect, control, maintain and improve the
19 handling of lead related issues across the district facilities and grounds. In an effort to reduce
20 potential hazards, the District through training has put together maintenance programs that will
21 not only better protect the environment, but the students and employees of the District as well.

22
23 The District’s Lead Renovation Policy shall apply too not only employees of the maintenance
24 department but to outside contractors as well. No outside painting contractor will be permitted to
25 work for the District after April 22, 2010 unless they can show proof of training relative to lead
26 renovation or maintenance from an accredited training institution.

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28 Information Distribution Requirements

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30 No more than 60 days before beginning renovation activities in any school facility of the District,
31 the company performing the renovation must:

- 32 1. Provide the Superintendent with EPA pamphlet titled *Renovate Right: Important Lead*
33 *Hazard Information for Families, Child Care Providers and Schools*.
- 34 2. Obtain, from the District, a written acknowledgement that the District has received the
35 pamphlet.
- 36 3. Provide the parents and guardians of children using the facility with the pamphlet and
37 information describing the general nature and locations of the renovation and the
38 anticipated completion date by complying with one of the following:
- 39 (i) Mail or hand-deliver the pamphlet and the renovation information to each parent or guardian of
40 a child using the child-occupied facility. The School District will also include information about
41 how parents and guardians may choose to receive the pamphlet via email in a consent and
42 enrollment form.
- 43 (ii) While the renovation is ongoing, post informational signs describing the general nature and
44 locations of the renovation and the anticipated completion date. These signs must be posted in
45 areas where they can be seen by the parents or guardians of the children frequenting the child-
46 occupied facility. The signs must

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2 be accompanied by a posted copy of the pamphlet or information on how interested parents or
3 guardians can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost
4 to the parents or guardians.

- 5 4. The renovation company must prepare, sign, and date a statement describing the steps
6 performed to notify all parents and guardians of the intended renovation activities and to
7 provide the pamphlet.

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9 Recordkeeping Requirements *

10 All documents must be retained for three (3) years following the completion of a renovation.

- 11
- 12 • Records that must be retained include:
 - 13 • Reports certifying that lead-based paint is not present.
 - 14 • Records relating to the distribution of the lead pamphlet.
 - 15 • Documentation of compliance with the requirements of the Lead-Based Paint
16 Renovation, Repair, and Painting Program.

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18 **Note: The MTSBA recommends that districts follow the same record retention schedule as they*
19 *do for Asbestos abatement (forever).*

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21 Legal Reference: 40 CFR Part 745, Subpart E Lead-based paint poisoning in certain
22 residential structures
23 15 U.S.C. 2682 and 2886 Toxic Substances Control Act, Sections
24 402 and 406
25

26 Policy History:

27 Adopted on:

28 Reviewed on:

29 Revised on: