



Instructions for filling out the Lead Based Paint Work Plan

Complete top part of form:

- What lead work is planned? Removing lead paint, repairing/replacing lead flashing, moving lead bricks, encapsulating lead weights, other?
- What type and quantity of LCM? Paint, pipe, sheeting, bricks, weights, other? How much in sq. ft., linear feet, number, other? Percent in paint, 99.9% solid lead, lead alloy (check Safety Data Sheet)?

Complete all sections of the form, add items where needed:

1. Tools and equipment that will disturb Lead Based Paint
2. Precaution for warning and protecting building occupants or others
3. Preparation and work procedures
4. Personal Protective Equipment
5. Employee Training
6. Clean up Procedures
7. Waste Disposal
8. Property Owner (Owner Occupied), Contractor, Project manager, supervisor or project lead signs the work plan *Before the work*
9. Competent person signs the work plan *Before the work*
10. Employees read/understand/sign work plan *Before the work*

After work is completed:

- Call for inspection and provide the self-certification of Lead Based paint work remediation/abatement completion.
- Project may opt to keep their Lead Work Plan and permit records for future verification or financial matters.



Lead Work Plan

A Lead Work Plan is required when presumed or confirmed Lead Based Paint will be disturbed during paint or construction activities as per Oakland Municipal Code 15.08 Section 5. Article 8

Address		Location (Exterior, Interior, Exterior & Interior)	
Description of Work			
Type and Quantity of Lead Containing Material (LCM)		If Known. If not known please enter NA.	
% of lead in material(s) as per Lead Risk Assessment (if known, if not known please enter NA)		Sample Source (if applicable): <input type="checkbox"/> Lead Risk Assessment <input type="checkbox"/> Consultant <input type="checkbox"/> Other	

Project schedule	Expected start date	Expected completion date
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- **Workers must review and sign this Lead Work Plan prior to starting work. Workers must understand this plan and be trained in lead work practices and the systems and equipment that will be used.**
- **If Owner occupant will be performing all of the work without any sub contractors or workers only the owner needs to prepare this plan, understand correct Lead Based Paint containment, and sign this workplan.**
- **Address other hazards relevant to the work by following specific program requirements for those hazards (ie; Asbestos).**
- **Post this Lead Work Plan at the worksite for the duration of work activities.**
- **If any of the project conditions change, revise the work plan to address the changes.**



TOOLS, SAFE WORK PRACTICES, WORKER ACKNOWLEDGEMENT, CLEAN UP PROCEDURES

1. Tools and equipment used that will disturb Lead Based Paint (check all that apply)	
<input type="checkbox"/> Paint scraper	<input type="checkbox"/> Rotohammer with HEPA vacuum dust attachment
<input type="checkbox"/> Hand trowel	<input type="checkbox"/> Power saw
<input type="checkbox"/> Pry bars	<input type="checkbox"/> Grinder
<input type="checkbox"/> Hammer	<input type="checkbox"/> Drill
<input type="checkbox"/> Pressure washer (1000 to 1500 psi)	<input type="checkbox"/> Wire brush
<input type="checkbox"/> Scraper	<input type="checkbox"/> Mechanical lifting device
<input type="checkbox"/> Soldering Iron	<input type="checkbox"/> Other:
<input type="checkbox"/> Welding equipment	<input type="checkbox"/> Other:
<input type="checkbox"/> Torch	<input type="checkbox"/> Other:
2. Precautions for warning and protecting building occupants or others	
<input type="checkbox"/> Post lead warning sign(s) around worksite perimeter	<input type="checkbox"/> Review any SDS of chemical used with employees prior to start of project and provide copy on the job site
<input type="checkbox"/> Close off work area to public	<input type="checkbox"/> If multiple stories, install OSHA compliant scaffold and netting on the exterior of scaffolding to control dust
<input type="checkbox"/> Notify tenants of work schedule and provide copy of Lead Work Plan	<input type="checkbox"/> Other:
3. Safe work procedures (include controls and work practices to minimize employee exposures)	
<input type="checkbox"/> Interior locations: Erect a sealed containment structure to isolate lead contaminated materials from entering occupied areas when working inside. Provide negative air exhaust ventilation with HEPA filters.	<input type="checkbox"/> Use local exhaust ventilation when cutting, soldering, torching or welding lead containing materials.
<input type="checkbox"/> Exterior Location: Tape plastic sheeting below work area to catch debris and prevent from contaminating equipment, soil or entering storm or sanitary sewer conveyance systems.	<input type="checkbox"/> Wipe off walls with damp rags
<input type="checkbox"/> Provide portable tools with dust collection shrouds and connect to vacuum systems with HEPA filtration.	<input type="checkbox"/> Use shaving cream or sponge method when drilling into building materials
<input type="checkbox"/> HEPA Vacuum (do not use compressed air)	<input type="checkbox"/> Rotate workers to reduce exposure time
<input type="checkbox"/> Wet mist debris before collection	<input type="checkbox"/> Other:
<input type="checkbox"/> For pressure washing, place catch mat below work area and seal all storm drains. Cover vegetation as much as possible.	<input type="checkbox"/> Other:



4. Personal Protective Equipment			
<input type="checkbox"/>	Respirator Type: Cartridge:	<input type="checkbox"/>	Safety glasses/goggles
<input type="checkbox"/>	Coveralls	<input type="checkbox"/>	Disposable hood
<input type="checkbox"/>	Shoe covers	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Other:

5. Air Monitoring			
<input type="checkbox"/>	Arrange air monitoring with EH&S	<input type="checkbox"/>	Previous air monitoring has shown that employee exposures are below the AL for this work
<input type="checkbox"/>	Personal Exposure	<input type="checkbox"/>	Clearance Sampling
<input type="checkbox"/>	Area Monitoring	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Air monitoring results	<input type="checkbox"/>	Other:

6. Employee(s) trained to work under this plan							
Name (print)		Current Training (within last year)					
		<input type="checkbox"/>	Lead awareness	<input type="checkbox"/>	Lead worker	<input type="checkbox"/>	Respiratory protection
		<input type="checkbox"/>	Lead awareness	<input type="checkbox"/>	Lead worker	<input type="checkbox"/>	Respiratory protection
		<input type="checkbox"/>	Lead awareness	<input type="checkbox"/>	Lead worker	<input type="checkbox"/>	Respiratory protection
		<input type="checkbox"/>	Lead awareness	<input type="checkbox"/>	Lead worker	<input type="checkbox"/>	Respiratory protection
		<input type="checkbox"/>	Lead awareness	<input type="checkbox"/>	Lead worker	<input type="checkbox"/>	Respiratory protection

7. Clean up procedures			
<input type="checkbox"/>	HEPA vacuum	<input type="checkbox"/>	Remove contaminated clothing/PPE before exiting worksite.
<input type="checkbox"/>	Clean equipment with soap and water or other effective cleaning agent	<input type="checkbox"/>	HEPA vacuum any debris from plastic, roll plastic and tape ends closed and seal in 6 mil plastic bags.
<input type="checkbox"/>	Clean and disinfect respirator	<input type="checkbox"/>	Tape ends of HEPA vacuum hoses when not in use. Return to designated storage room when finished.
<input type="checkbox"/>	Remove all disposable contaminated clothing and package for waste disposal	<input type="checkbox"/>	Conduct surface sampling for lead using recommended surface contamination limit of: µg/ft ²
<input type="checkbox"/>	Wash hands and face with soap and water before exiting work area.	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Remove all contaminated clothing/PPE before leaving containment. Place in double sealed bags and label.	<input type="checkbox"/>	Other:

8. Disposal			
<input type="checkbox"/>	Lead contaminated materials disposed as per EPA RRP requirements.	<input type="checkbox"/>	Recycle lead materials as follows:
<input type="checkbox"/>	Lead contaminated water disposed as per EPA RRP Requirements	<input type="checkbox"/>	Other:
<input type="checkbox"/>		<input type="checkbox"/>	Other:



9. Work plan approval(s): By signing below, I certify that all required precautions including, but not limited to, wearing of proper protective equipment and clothing, participation in a medical surveillance program if necessary, and following the procedures referenced above will be followed during this project. These employees have received appropriate training in the tasks to be performed and understand the risks associated with working with lead-containing material.

Name of property owner, project manager, supervisor, or lead	Signature	Date
10. Reviewed by Competent Person* (name)		

*Project manager, supervisor, or lead may also be the Competent Person, if they meet the definition of a Competent Person.

11. Employee(s) have reviewed and understand the work under this lead work plan		
Name (print)	Signature	Date

THIS WORK PLAN MUST BE AVAILABLE AT THE JOB SITE.



LEAD BASED PAINT WORK COMPLETION SELF-CERTIFICATION

Address	LBP or B/RBC Permit Number
Name of Responsible Party	
<input type="checkbox"/> Owner	<input type="checkbox"/> Contractor EPA RRP Certificate Number
EPA RRP Certificate Expiration Date	

EPA RRP/CDPH Lead Construction Requirements VERIFICATION

Complete, sign and submit this self-certification of completion of Lead Based Paint work, to the Building Inspector at final inspection.

I have performed and inspected the work and have received sufficient documentation to verify and certify that the project identified above was painted in accordance with the requirements of the Environmental Protection Agency Renovate, Repair, Right or California Department of Public Health Lead Construction Requirements applicable at the time where lead-based paint was disturbed as part of paint and/or construction activities.

Signature of Person responsible for EPA RRP/ CDPH LBP Requirements

Date

Name of Person responsible for EPA RRP/CDPH LBP compliance (Please Print)

Phone

Email Address for Person responsible for EPA RRP/CDPH LBP Compliance