

1 **Potomac Elementary**

2  
3 **NONINSTRUCTIONAL OPERATIONS**

8421

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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  
8 Potomac School District has this Lead Renovation Policy that is designed to recognize, control  
9 and mitigate lead hazards 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.

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

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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.

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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.
- 41 (ii) While the renovation is ongoing, post informational signs describing the general nature and  
42 locations of the renovation and the anticipated completion date. These signs must be posted in  
43 areas where they can be seen by the parents or guardians of the children frequenting the child-  
44 occupied facility. The signs must be accompanied by a posted copy of the pamphlet or information  
45 on how interested parents or guardians can review a copy of the pamphlet or obtain a copy from  
46 the renovation firm at no cost to the parents or guardians.
- 47 4. The renovation company must prepare, sign, and date a statement describing the steps  
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4 performed to notify all parents and guardians of the intended renovation activities and to  
5 provide the pamphlet.  
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7 Recordkeeping Requirements \*  
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9 All documents must be retained for three (3) years following the completion of a renovation.

- 10 • Records that must be retained include:  
11 • Reports certifying that lead-based paint is not present.  
12 • Records relating to the distribution of the lead pamphlet.  
13 • Documentation of compliance with the requirements of the Lead-Based Paint  
14 Renovation, Repair, and Painting Program.  
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16 *\*Note: The MTSBA recommends that districts follow the same record retention schedule as they*  
17 *do for Asbestos abatement (forever).*  
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19 Legal Reference: 40 CFR Part 745, Subpart E Lead-based paint poisoning in certain  
20 residential structures  
21 15 U.S.C. 2682 and 2886 Toxic Substances Control Act, Sections  
22 402 and 406  
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24 Policy History:

25 Adopted on: October 10, 2011  
26 Reviewed on:  
27 Revised on: