

# INSTRUCTIONS

Give to tenant to KEEP:

- ◆ INFORMATION FOR TENANTS
- ◆ POLICIES FOR PROTECTION OF TENANTS
- ◆ “PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME”  
BROCHURE

Have tenant complete/sign and RETURN with your application:

- ◆ RENTAL REHABILITATION PROGRAM (TENANT  
INFORMATION)
- ◆ LEAD-BASED PAINT CERTIFICATION

# RENTAL REHABILITATION PROGRAM

## TENANT INFORMATION

1. Name on Lease: \_\_\_\_\_

2. Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

3. Number in family:  
(Please list all other people residing in the rental unit)

<u>Name</u>	<u>Age</u>	<u>Relationship to Tenant</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. TOTAL GROSS HOUSEHOLD INCOME (before any deductions)

<u>Name</u>	<u>Income</u>	<u>How often</u>	<u>Source of Income</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Monthly Contract Rent \_\_\_\_\_ Date you first occupied unit \_\_\_\_\_

6. Does your landlord pay for any of the following: Electricity \_\_\_\_\_ Gas \_\_\_\_\_

7. Water \_\_\_\_\_ Sewer \_\_\_\_\_ Other (Coal, oil, etc.) \_\_\_\_\_

8. Does your landlord provide a refrigerator \_\_\_\_\_ range \_\_\_\_\_

9. Average monthly utility cost paid by tenant \$ \_\_\_\_\_

10. Do you receive rental assistance (Section 8 or other?) \_\_\_\_\_

## TENANT REHOUSING PREFERENCE/NEEDS

Remain in present dwelling                       Purchase a home  
 Move to another unit in building                       Other  
 Subsidized housing                       None  
 Rent elsewhere

1. Maximum monthly rent able to pay: \_\_\_\_\_
2. Location/neighborhood considerations: \_\_\_\_\_
3. Special needs: (Disabilities, pets, etc.) \_\_\_\_\_
4. Size of dwelling required (number of bedrooms) \_\_\_\_\_

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### INFORMATION FOR GOVERNMENT MONITORING PURPOSES

Tenant Head of Household:

Male     Female  
Hispanic  Yes  No

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaskan Native  
& Black/African American
- Other Multi-Racial

Are you a U.S. Citizen?  Yes  No

Head of Household is: Elderly or disabled \_\_\_\_\_ Single (not elderly) \_\_\_\_\_  
Single Parent \_\_\_\_\_ Married Couple \_\_\_\_\_ Other \_\_\_\_\_

**This information is for reporting purposes only and will NOT be used for a decision regarding occupancy.**

On \_\_\_\_\_ (date), I was informed by my landlord,  
\_\_\_\_\_, that he/she is applying to the City  
of Knoxville for Rental Rehabilitation Program funds. I have been informed of the  
possible effects this will have on me and the rights and assistance that I am entitled to,  
should my landlord's application be approved. I have received a copy of the  
Information for Tenants and the Policies for Protection of Tenants-Occupants.

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_  
**Tenant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## HUD RULES ON LEAD BASED PAINT HAZARDS INFORMATION FOR APPLICANTS TO CITY OF KNOXVILLE HOUSING REHABILITATION PROGRAMS

In an effort to protect young children from lead-based paint hazards in housing that is financially assisted by the federal government, the U.S. Department of Housing and Urban Development (HUD) has issued regulations aimed at reducing the amount of lead in paint, soil, and dust in such housing. Since most homes rehabilitated through the City's Housing Rehabilitation Programs are assisted with federal funds, they are subject to these requirements.

These requirements only apply to homes built before January 1, 1978 and vary depending on the cost of rehabilitation and the amount of federal funds used. Generally, the requirements call for testing for lead-based paint, a risk assessment, using safe work practices to carry out the hazard reduction work, and a clearance inspection after the work is done. Workers with special training and certifications must carry out lead hazard reduction work. Workers and others, such as the residents, who do not have appropriate training, are not allowed access to the work site while the lead hazards are being treated.

There are some exceptions to the regulations, but if your house was built before 1978 and federal funds are used to rehabilitate or acquire it, it will most likely be subject to these regulations. Less extensive requirements apply to other houses. We will keep you informed about whether your home is covered and the results of evaluations to determine if there are lead hazards.

If you have any questions or concerns regarding lead based paint requirements, please contact the department's Construction Management Supervisor at (865) 215-2120.

### LEAD-BASED PAINT CERTIFICATION

Homeowner or Tenant: \_\_\_\_\_

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

Do you have children under seven years of age residing in your house/apartment or who visit 2 or more day a week?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, do any of these children have an identified Environmental Intervention Blood Lead Level – meaning excessive absorption of lead, that is, a whole blood of 20 ug/dl (micrograms of lead per deciliter of whole blood) or greater for a single test, or 15 ug/dl in two tests taken at least three months apart? \_\_\_\_\_ Yes      \_\_\_\_\_ No

<u>Childs Name</u>	<u>Age</u>	<u>Test Result</u> (Please provide copy of test results)
_____	_____	_____
_____	_____	_____

If any of your children under 7 have not been tested recently for lead blood level, please read and check one of the following statements:

- ( ) I plan to have my child (children) tested/retested for lead blood level. I will provide the test results to the City's Community Development Department.
- ( ) I waive the option to have my children tested for an elevated blood lead level.

I certify that the above answers are true to the best of my knowledge and belief. I have been furnished and have read the "Protect Your Family From Lead In Your Home" pamphlet provided to me by the Community Development Department, which notified me that the property may contain lead-based paint, of the hazards of lead-based paint, of the symptoms and treatment of lead-based paint poisoning, of the precautions to be taken to avoid lead-based paint poisoning, of the advisability and availability of blood level screening for children under seven years of age, and that in the event lead-based paint is found on the property, appropriate abatement measures may be undertaken. I acknowledge receipt of a copy of the above statement concerning HUD rules on lead based paint hazards.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF KNOXVILLE  
RENTAL REHABILITATION PROGRAM  
INFORMATION FOR TENANTS**

The Rental Rehabilitation Program, through the City of Knoxville, provides assistance to owners of substandard residential rental property in the form of low cost financing for the rehabilitation of these properties. The purpose of this program is to increase the supply of affordable, standard rental housing available to low-income tenants.

If your landlord applies for Rental Rehabilitation Program funds, it is necessary for him/her to submit information on the income and family size of all tenants. The City needs this information to see if the building qualifies for the program and to determine what the rents must be to make sure tenants will not be displaced. The City will not approve applications where the rehabilitation is expected to cause the permanent, involuntary displacement of tenants.

After the City receives your landlord's application, a representative from the City will be in touch with you to inspect your property.

If the application is approved, then your landlord will have to re-verify your household income each year before your lease renewal.

In order that you might benefit from this program, we urge you **NOT TO MOVE** anywhere at this time. If you move for reasons of your choice, or if you are evicted for cause, we will not be able to provide you with assistance.

If your building is rehabilitated through our program, you will be entitled to lease and occupy a suitable, decent, safe and sanitary dwelling in the building/complex after rehabilitation is completed, unless you are evicted for cause, or unless you are living in overcrowded conditions and a larger unit is not available in the complex. You will be offered a lease for a term of at least one year at a monthly rent and estimated average utility costs that do not exceed the greater of:

- a. Your monthly rent before rehabilitation and estimated average monthly utility costs; or
- b. The total tenant payment, as determined under the rules for the Section 8 Rental Assistance Program (generally 30% of adjusted monthly income) if you are low-income, or 30% of your gross household income, if you are not low income.

**TEMPORARY RELOCATION ASSISTANCE:**

If temporary relocation is required in order to carry out the rehabilitation work, your landlord must:

- a. Provide you a suitable vacant unit, if available, for the temporary relocation period, at a rent equal to or less than the current rent you pay; or
- b. If the landlord does not have a unit available (or if you will not be able to get transported to work or school from this location ), then he/she must help you locate a suitable replacement unit. The City will reimburse you for any increase in rent in connection with the move.

◆ *In either case, you will be reimbursed by the City for all reasonable out of pocket expense for the temporary move, including the cost of moving to and from the temporary housing, storage costs, and any increase in your monthly rent and utility costs, OR the City will pay directly for your move.*

**DISPLACEMENT ASSISTANCE:**

The City expects that almost every tenant who is not evicted for cause will be entitled to lease a suitable dwelling after the rehabilitation is complete. However, if displacement is unavoidable, you will be provided financial and advisory assistance sufficient to enable you to obtain decent, safe and sanitary housing at an affordable rent. Whenever tenants must or choose to move as a result of the rehabilitation, information and counseling services will be available to familiarize tenants with:

- a. Opportunities to select a replacement dwelling from a full range of neighborhoods within the total housing market;
- b. Individual Rights under the Federal Fair Housing Law;
- c. How to search for replacement housing.

This information and counseling will be provided by the Knoxville Area Urban League.

A copy of the City's Policies for Protection of Tenants is attached for further information regarding your rights and benefits under the Program. If you have any questions, please do not hesitate to call the Housing Rehabilitation Office. Your advisor is:

Janna Cecil  
Housing Finance Supervisor  
City of Knoxville  
Community Development Department  
215-3079



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**POLICIES FOR PROTECTION OF TENANT-OCCUPANTS**  
**APRIL, 1995**

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**GENERAL REQUIREMENTS**

Consistent with the goals and objectives of the HOME Investment Partnership Program (HOME), the City of Knoxville will take all reasonable steps necessary to minimize displacement of persons as a result of a project assisted with HOME funds. To the extent feasible, residential tenants must be provided a reasonable opportunity to lease and occupy a suitable, decent, safe, sanitary, and affordable dwelling unit upon completion of the project.

In order to assist the City in minimizing displacement from properties assisted with HOME funds, applicants must carry out the following steps:

1. Inform all existing tenants of the application for assistance and that a City representative will be available to discuss the program;
2. Provide the City with initial information regarding existing tenants (such as names, phone numbers, family-size, income, etc., and arranging meetings as necessary) and notify the City of any changes in tenancy;
3. Once the application for assistance has been submitted, the owner must notify all prospective new tenants who apply to move into a vacant unit of any proposed rent increase that will be implemented following rehabilitation completion. The owner must also notify prospective new tenants that their occupancy may be subsequently terminated in order that the rehabilitation work be completed or due to occupancy restrictions that will be imposed following rehabilitation completion.

*If the owner does not inform prospective new tenants as noted above, the rehabilitation project will be canceled if the rehabilitation would then result in the physical or economic displacement of the new tenants.*

4. Before the project can commence, the owner must provide the tenant with written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe, and sanitary dwelling in the same building/complex following rehabilitation completion under reasonable terms and conditions. Such reasonable terms and conditions must include a term of at least one year at a monthly rent and estimated average utility costs that do not exceed the lessor of:
  - a. The tenant's monthly rent before rehabilitation and estimated average monthly utility costs; or
  - b. The total tenant payment, as determined under 24 CFAR 813.107, if the tenant is low-income, or 30% of gross household income, if the tenant is not low-income.

5. If temporary relocation of an existing tenant is required in order to carry out the rehabilitation work, the owner must:
  - a. Provide a suitable vacant unit to the tenant, if available, for the temporary relocation period at a rent equal to or less than the current rent charged to the tenant; or
  - b. If the owner does not have a unit available, then he/she must help the tenant locate a suitable replacement unit. The City will reimburse the tenant for any increase in rent in connection with the move.

*In either case, the tenant will be reimbursed by the City for all reasonable out-of-pocket moving expenses, or the City will pay directly for the move.*

In determining the amount of financial assistance needed to make a project feasible, the City will take into account any lower than normal rents necessary to prevent displacement of existing tenants.

If displacement is unavoidable, the project must not proceed without financial and advisory assistance sufficient to enable the family to obtain decent, safe, and sanitary housing at an affordable rent. "Displacement" results if a person moves permanently and involuntarily as a direct result of an assisted activity. This includes any permanent move from the real property that is made after notice by the owner to move permanently from the property, if the move occurs on or after the date an applicant submits an application to the City and the application is later approved.

Displacement also occurs when a tenant moves after execution of the owner's agreement with the City but the tenant has not been provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe, and sanitary dwelling in the same building or complex following rehabilitation completion under reasonable terms and conditions; or when a residential tenant is required to move to another unit in the property or to temporarily relocate, but is not offered payment for all reasonable out-of-pocket expenses or other conditions of the temporary relocation are not reasonable, if he/she moves from the real property permanently.

### **INFORMATION AND COUNSELING**

All tenants shall be contacted personally (if feasible) and in writing notifying them of the rehabilitation work that will be carried out, the effects it will have on them, the available assistance, and the procedures for obtaining assistance. Unless there is an urgent need for the property (e.g. substantial danger to health or safety), or if the tenant is evicted for cause; the tenant shall be given at least 90 days advance notice of the earliest date by which he/she must pay a rent increase or permanently vacate the property.

It is expected that almost every residential tenant-occupant who is not evicted for cause shall be entitled to lease and occupy a suitable dwelling in the property after the rehabilitation is completed. The only exception expected is when a family must move because of overcrowded conditions.

If permanent relocation is required, relocation assistance will be provided according to the City's "Residential Antidisplacement and Relocation Assistance Plan." Notices to tenants being displaced must be personally served or sent by certified or registered first-class mail, return receipt requested, and documented in the case file. The Uniform Act Regulation 24.203 describe the requirements for notices, and 24.205 (c) describes in detail the relocation advisory services that must be provided to displaced persons. Whenever tenants must or choose to move as a result of the rehabilitation, information and counseling services will be available in order to familiarize tenants with:

- Opportunities to select replacement dwellings from a full range of neighborhoods within the total housing market;
- Individual Rights under the Federal Fair Housing law; and
- How to search for replacement housing.

*This information and counseling will be provided by the Knoxville Area Urban League.*

If the comparable replacement dwelling used to establish the amount of the replacement housing payment to be provided to a minority person is located in an area of minority concentration, the minority person also must be given, if possible, referrals to comparable and suitable, decent, safe, and sanitary replacement dwellings not located in such areas.

### **TEMPORARY RELOCATION ASSISTANCE**

If temporary relocation is required in order to carry out the rehabilitation work, the tenant will be eligible for the following temporary relocation assistance:

1. Out-of-pocket Costs

If the owner of the property has a suitable vacant unit available, the owner will provide this unit to the tenant for the temporary relocation period at rent equal to or less than the current rent charged to the tenant. If the owner does not have a suitable unit available (or if the tenant will not be able to get transported to work or school from this location) then the owner shall help the tenant locate suitable replacement housing. The tenant will be reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, including the cost of moving to and from the temporary housing, storage costs, and any increase in monthly rent/utility costs.

2. Appropriate advisory services, including reasonable advance written notice of:

- a. The date and approximate duration of the temporary relocation.
- b. The location of the suitable, decent, safe, and sanitary dwelling to be made available

- for the temporary period.
- c. The terms and conditions under which the tenant may lease and occupy a suitable, decent, safe, and sanitary dwelling in the building/complex upon completion of the project.
  - d. The temporary relocation assistance for which the tenant is eligible.

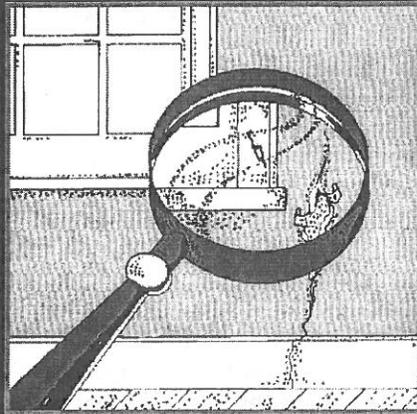
### **NON DISCRIMINATION**

Information, counseling, referrals, and other relocation services will be provided to all persons displaced by housing activities without regard to race, color, religion, sex, age, handicap, or national origin.

### **APPEALS**

If a person disagrees with the City's determination concerning his/her eligibility for, or the amount of, relocation assistance, the person may file a written appeal of that determination with the City. The appeal must be made within 90 days after the person receives written notification of the City's determination on the person's claim. The appeal procedures to be followed are described in 49 CAR 24.10.

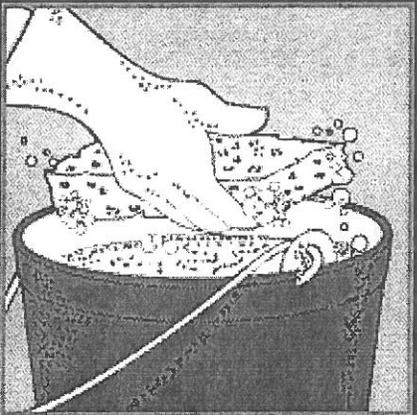
In addition, a low-moderate income household that has been displaced from a dwelling may file a written request for review of the City's decision to the HUD Field Office.



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# Protect Your Family From Lead In Your Home

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United States  
Environmental  
Protection Agency

United States  
Consumer Product  
Safety Commission

United States  
Department of Housing  
and Urban Development

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## Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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**M**any houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



**OWNERS, BUYERS, and RENTERS** are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

**F**ederal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



**RENOVATORS** disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

# IMPORTANT!

## Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

## Lead Gets in the Body in Many Ways

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**Childhood lead poisoning remains a major environmental health problem in the U.S.**

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**Even children who appear healthy can have dangerous levels of lead in their bodies.**

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**People can get lead in their body if they:**

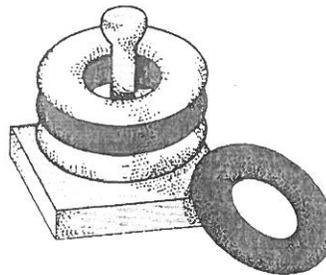
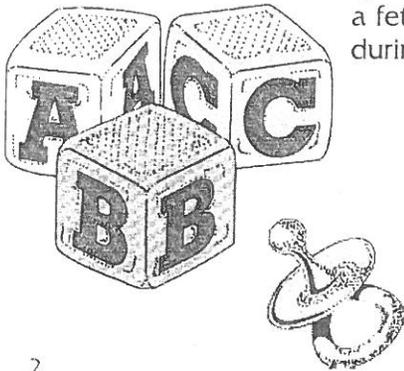
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

**Lead is even more dangerous to children under the age of 6:**

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

**Lead is also dangerous to women of childbearing age:**

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



### Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

#### In children, lead can cause:

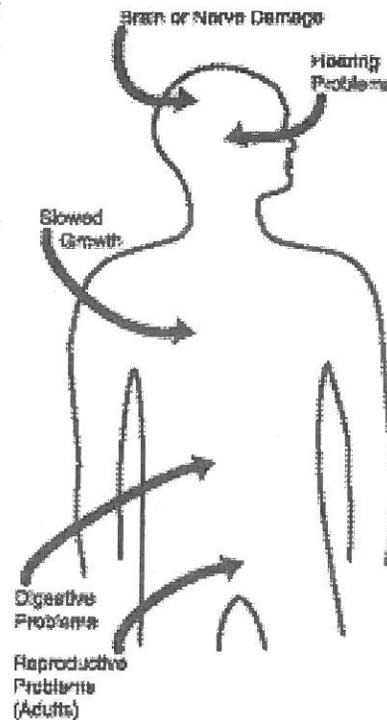
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

#### In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



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**Lead affects  
the body in  
many ways.**

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## Where Lead-Based Paint Is Found

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**In general, the older your home, the more likely it has lead-based paint.**

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**Many homes built before 1978 have lead-based paint.** The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

## Checking Your Family for Lead

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**Get your children and home tested if you think your home has high levels of lead.**

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**To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

## Identifying Lead Hazards

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**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged)** is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors.
- ◆ 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills.

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

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**Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.**

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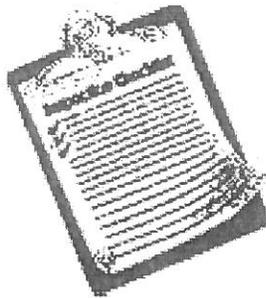
## Checking Your Home for Lead

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**Just knowing that a home has lead-based paint may not tell you if there is a hazard.**

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You can get your home tested for lead in several different ways:

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

**Home test kits for lead are available, but may not always be accurate.** Consumers should not rely on these kits before doing renovations or to assure safety.

## What You Can Do Now To Protect Your Family

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If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



## Reducing Lead Hazards In The Home

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**Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

**Always use a professional who is trained to remove lead hazards safely.**



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors;
- ◆ 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills; and
- ◆ 400  $\mu\text{g}/\text{ft}^2$  for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

## Remodeling or Renovating a Home With Lead-Based Paint

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Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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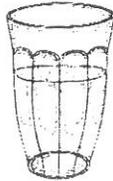
**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

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## Other Sources of Lead

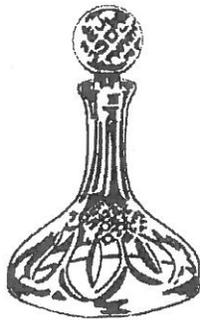
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While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

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- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

## For More Information

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### The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **[www.epa.gov/lead](http://www.epa.gov/lead)** and **[www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)**.

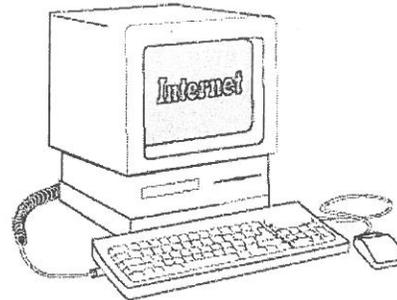


### EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **[www.cpsc.gov](http://www.cpsc.gov)**.



### Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **[www.epa.gov/lead](http://www.epa.gov/lead)** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

## EPA Regional Offices

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Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

### EPA Regional Offices

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100 (CPT)  
One Congress Street  
Boston, MA 02114-2023  
1 (888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 209, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3 (3WC33)  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5000

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
(ARTD-RALI)  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7020

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
999 18th Street, Suite 500  
Denver, CO 80202-2466  
(303) 312-6021

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4164

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Toxics Section WCM-128  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1985

## CPSC Regional Offices

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Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

**Eastern Regional Center**  
Consumer Product Safety Commission  
201 Varick Street, Room 903  
New York, NY 10014  
(212) 620-4120

**Western Regional Center**  
Consumer Product Safety Commission  
1301 Clay Street, Suite 610-N  
Oakland, CA 94612  
(510) 637-4050

**Central Regional Center**  
Consumer Product Safety Commission  
230 South Dearborn Street, Room 2944  
Chicago, IL 60604  
(312) 353-8260

## HUD Lead Office

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Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

**U.S. Department of Housing and Urban Development**  
Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, P-3206  
Washington, DC 20410  
(202) 755-1785

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U.S. EPA Washington DC 20460  
U.S. CPSC Washington DC 20207  
U.S. HUD Washington DC 20410

EPA747-K-99-001  
June 2003

## Simple Steps To Protect Your Family From Lead Hazards

### If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



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