



Commonwealth of Virginia Lead Abatement

INTRODUCTION

The Candidate Information Bulletin (CIB) is intended for your use in the preparation for and understanding of the process and procedure pursuant to your license. The CIB pertains to the Lead Inspector, Lead Supervisor and Lead Risk Assessor.

The Virginia Department of Professional and Occupational Regulation (DPOR), Board for Asbestos, Lead, Mold and Home Inspectors is responsible for licensing and regulating the profession. The Board, through DPOR, requires an application for licensure or regulatory status. This is required to determine your eligibility for testing. For questions regarding your licensure application or eligibility please contact the Board.

The Board, through DPOR, has contracted with Professional Credential Services, Inc. (PCS) to provide various examination administrative services. For questions concerning the examination scheduling forms, test development, examination administration, scoring and reporting please contact PCS.

EXAMINATION PROCESS

Steps to Testing

1. Obtain Information Sheet and Application Form from DPOR web site, www.dpor.virginia.gov. Please follow the procedures as outlined. Contact the Board office to request the forms to be mailed to you, answer questions concerning the application or your eligibility.

DPOR
Perimeter Center, Suite 400
9960 Mayland Drive
Richmond, VA 23233
Licensing Section: 804.367.8595

2. Complete Application Form with other requirements as noted on the Information Sheet and forward to the Board office.
3. If approved for the examination, you will receive an Interim License or Exam Eligibility Letter from the state Board of Lead Abatement. PCS will be sending your Examination Scheduling Form to be completed and returned with the examination fee to PCS.

PCS
P. O. Box 198689
Nashville, TN 37219-8689
(Toll free) 877.887.9727
Fax: 615.846.0153
E-mail: valead@pcshq.com
Web site: www.pcshq.com

4. PCS will mail an **Authorization To Test (ATT)** letter to eligible candidates who have submitted a complete Examination Scheduling Form along with the examination fee. You must test within three (3) years of your Board approval. Candidates with an ATT will call PSI to schedule the computer-based examination.
5. Candidates will test at a PSI testing location.
6. PCS receives scores weekly. Scores are mailed out within three (3) business days once they are received from PSI. Failing scores are mailed with rescheduling information. If you fail the exam 3 times, whether one or both parts, you must submit a new application to the Board and meet all current requirements.
7. After passing both parts, scores are sent to the Board within 3-4 business days of receipt.
8. The Board receives the examination scores weekly. No licenses will be issued until the Board has received and confirmed scores.

SPECIAL ACCOMMODATIONS

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain an official form from PCS on which to request special modifications. The completed form must be returned to PCS with all required documentation 60 days prior to month in which you wish to schedule an examination.

The Special Accommodation Form can be found on the PCS web site.

Examination Schedule

Examinations are offered on a daily basis using a computer-based testing platform at PSI test centers. The ATT letter will provide eligible candidates with information on how to schedule the examination.

Since PSI tests many different license/certification types please allow 10 business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call.

Test Centers

To locate the nearest authorized testing center, please visit www.psiexams.com or call PSI. In order to schedule an examination appointment, please call PSI at 1-800-211-2754. When calling the toll-free number, please provide your name and identify yourself as a VA Lead candidate.

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distracter. It is suggested that you bring earplugs and wear the type of dress that would allow you to adapt to a cooler or warmer climate in the test center.

Rescheduling Policy

Candidates who wish to reschedule an examination without forfeiting the examination fee must notify PSI at least three working days prior to the scheduled test date.

You will forfeit your examination fee if you do not appear for your scheduled examination or are not admitted due to lack of proper photo/signature identification.

There will be no refunds.

Admission Requirements

1. You must present your ATT letter and one form of identification with a photograph and your signature (i.e. drivers license, government-issued identification card, or passport) in order to be admitted to the examination room.
2. The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have proper identification, you will not be admitted to test.
3. It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time.

Items for Use in Examination

1. Calculators will be available on the computer. No other calculators are allowed.
2. Candidates taking the law portion of the examination will be allowed to bring the Virginia Lead-Based Paint Activities Regulations to the test area. This document must not be altered or contain any additional information.

Security Guidelines

The Commonwealth of Virginia copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment may be sufficient cause for your removal from the examination room. All such irregularities will generate a report to the Board and will be considered prior to license approval.

Prior to application approval you completed the Examination Site Conduct Agreement Form. This documents your agreement to abide by the security guidelines above and examination procedures at the Test Center.

No visitors, guests or children are permitted in the examination room.

No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books, or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found on a candidate, the Test Center Administrator will collect

it until the end of the examination and provide a written report of the incident to the Board and PCS.

Smoking or the use of tobacco is prohibited in the examination room.

EXAMINATION CONTENT

Each examination consists of two-parts and both parts are multiple-choice format. There is no penalty for wrong answers so it is to your advantage to ensure a response has been given to each question. A scaled score of 70 is required to pass. If you fail one part but pass the other you will only be required to retake the part that you failed. You must pass both parts within 3 years of Board approval. Failure to pass either or both parts of the examination 3 times will require the candidate to reapply with the Board.

Outlined below are the specifications for examination along with the number of questions.

Lead Supervisor

Part 1 – Virginia Law

1 Hour Examination; 20 questions

Knowledge of Chapter 5 of Title 54.1.....2
Lead-Based Paint Activities Regulations.....18
(*Virginia Lead-Based Paint Activities Regulation* – 100%)

Part 2 – Technical

1 ½ Hour Examination; 50 questions

Lead Toxicology.....5
(*HUD Guidelines* - 100%)

Worker and Environmental Protection.....12
(*HUD Guidelines* - 83%, *EPA Federal Register 40 CFR Part 745* - 17%)

Pre-Abatement Procedures.....3
(*EPA Federal Register 40 CFR Part 745* - 100%)

Abatement Procedures.....10
(*HUD Guidelines* – 90%, *OSHA Federal Register* - 100%)

Testing and Monitoring for Lead Hazards.....6
(*HUD Guidelines* – 96%, *OSHA Federal Register* - 4%)

Post-Abatement Procedures.....6
(*HUD Guidelines* 100%)

Waste Disposal.....8
(*HUD Guidelines* 100%)

The above content outline has been expanded to include the following EPA study topics to assist candidates in preparing for the examination.

Certification of Project Scope of Work

Reviewing the scope of the work
Contract specifications
HUD guidelines applicable to lead-hazard control work
Evaluation of lead inspection and risk assessment reports
Recommended and restricted lead-hazard control methods
Liability issues involved with abatement work Types of insurance applicable to abatement
Roles of all participants in abatement project
Record-keeping requirements for abatement projects
Community relations plans
Project budgeting

Initial Walkthrough

Locations where lead may exist in residential environments
Basic building construction and architecture
Reading blueprints

Work area isolation and site security
Site storage of equipment and waste materials
Location of containment barriers and shower
Collection of pre-abatement (baseline) soil and dust samples

Sampling Methods.....19
(HUD Guidelines - 96%, EPA Federal Register 40 CFR Part 745 - 4%) From 25 to 19 questions

Post-Abatement Clearance.....8
(HUD Guidelines 100%)

The above content outline has been expanded to include the following EPA study topics to assist candidates in preparing for the examination.

Assemble Materials and Documents

OSHA Lead in Construction Standard
Definition of OSHA “competent person”
Worker licenses and certification
Acceptable worker baseline blood-lead levels
OSHA General Industry, Hazard Communication and Respiratory Protection standards
OSHA Construction Standards
Site-specific health and safety programs
Requirements for worker training
Selection, fit and care of respirators
Worker health and safety needs (other than respirators)
Equipment and supplies used in lead hazard control work
Materials which may be used for enclosure and encapsulation

Initial Request for Inspection

Defining the scope of work
Roles and responsibilities of an Inspector
Difference between inspection and risk assessment
Difference between XRF and paint chip sampling
Importance of State and local requirements
HUD and EPA notification and disclosure regulations
Health effects of lead in adults and children
Places where lead can be found inside and outside the home
EPA recommended steps for reducing lead in drinking water
Goals of HUD lead guidelines
Information about property needed to provide proposal for inspection
Information about property needed to determine number of units to inspect
Basic building and construction technology
General contract terms and requirements

Abatement Site Preparation

Crew orientation
How workers prevent taking lead dust home
Shutting down and sealing HVAC systems
Set-up of shower, containment and critical barriers
Required work area signs and waste labels
Methods for control and abatement of dust, paint and soil

Preparation for Inspection

Inspection scheduling
Licensing and transportation of XRF
How an XRF analyzer works
Inspector and occupant safety issues with XRF use
XRF calibration checks
Equipment and forms needed for sampling
OSHA regulations applicable to lead, safety and respiratory protection
Respirators and other protective equipment
Types of dosimeters

Lead Hazard Control Work

Potential health hazards from substances other than lead
Health effects of lead on workers
Proper use of personal protective clothing and equipment
Material safety data sheets (MSDSs)
Routine safety and health meetings
Containment security and ventilation
Air-sampling pump calibration
Air sampling collection procedures
Reviewing air-sampling results and calculating TWAs
Frequency and limits of medical monitoring of workers
Daily cleanup activities in abatement areas
RCRA waste disposal regulations for abatement projects

Pre-inspection Meeting

Background information about lead use
Determine construction history
Calculation of number of units to inspect using HUD tables
Random selection of units using HUD protocols
Reading blueprints

Final Cleanup and Clearance

Definition of “clean” for final clearance
Proper order and procedures for final cleanup
Surface-sealing application techniques
Third-party visual inspection and wipe sampling for clearance
Elements of the abatement report

The Inspection

Inventory of painted surfaces
Sample locations in single family and multi-family dwellings
Field document: sample location, sketches, HUD forms
How to take XRF readings
Performance characteristics sheets (PCS)
XRF substrate corrections
Interpretation of XRF readings
Why POS, NEG and INCONCLUSIVE ranges vary among XRF analyzers
Data collection from XRF
Collection of paint chip samples (ppm and mg/cm²)
Laboratory and chain of custody forms
Sample labeling
Methods for analysis of lead
Interpretation of lab results
Use of chemical spot-test kits
Soil sampling methods
Dust sampling methods

General Supervisory and Leadership Skills

Worker motivation
Project management

Lead Inspector

Part 1 – Virginia Law

1 Hour Examination; 20 questions

Knowledge of Chapter 5 of Title 54.1.....2
Lead-Based Paint Activities Regulations.....18
(Virginia Lead-Based Paint Activities Regulation – 100%)

Part 2 – Technical

1 ½ Hour Examination; 50 questions

Lead Toxicology.....5
(HUD Guidelines - 60%, OSHA Federal Register 40 - 40%)

Inspection Protocol and Methods.....18
(HUD Guidelines - 83%, EPA Federal Register 40 CFR Part 745 - 17%) From 12 to 18 questions

Inspection Report

- How to summarize inspection results
- Contents of inspection report
- Recommendations an Inspector can make

- Information about property needed to determine number of samples/units
- Estimating costs for lead evaluation work

Clearance Testing

- The final visual inspection of hazard control activities
- Why pre-abatement wipe and soil samples are collected
- Why dust samples are collected for clearance
- The number and location of clearance wipe samples
- How to perform clearance wipe sampling
- Calculation of wipe sample results (ug/ft²)
- Wipe sampling clearance standards
- What happens when a wipe test fails
- The number and location of clearance soil samples
- How to perform clearance soil samples
- Compositing soil samples

Preparation for Risk Assessment

- Risk assessment scheduling and staffing
- OSHA regulations applicable to risk assessment
- Potential job site hazards and personal protective equipment

Walkthrough

- Background information about lead use and sources
- Basic building construction and architecture
- Conditions when lead paint is considered a hazard
- Sources of lead other than paint
- HUD categories of paint condition and deterioration

Lead Risk Assessor

Part 1 – Virginia Law

- 1 Hour Examination; 20 questions
- Knowledge of Chapter 5 of Title 54.1.....2
- Lead-Based Paint Activities Regulations.....18
- (Virginia Lead-Based Paint Activities Regulation – 100%)

Part 2 – Technical

- 1 ½ Hour Examination; 50 questions
- Lead Toxicology.....5
- (HUD Guidelines - 80%, OSHA Federal Register 40 CFR Part 745 - 20%)
- Sampling Strategies.....8
- (HUD Guidelines 100%)
- Clearance Sampling6
- (HUD Guidelines 100%)
- Inspection Protocol and Methods.....16
- (HUD Guidelines – 100%)
- Sampling Methods.....5
- (HUD Guidelines – 100%)
- Designing Inspection Activities and Abatement/Management Procedures.....10
- (HUD Guidelines - 82%, EPA Federal Register 40 CFR Part 745 – 18%)

Conduct Sampling

- Field documentation: testing location, sketches, HUD forms
- Selection of dust sampling location(s)
- Single surface sampling procedures
- Calculation of dust concentration in ug/ft²
- EPA/HUD guidance levels for lead in dust
- Spike and blank dust samples
- Selection of soil sample locations
- Soil sampling procedures/equipment
- EPA guidance levels for lead in soil
- Water sampling procedures
- EPA drinking water lead standards
- Selection of paint sample locations
- Use of XRF analyzer and safety issues
- Performance characteristics sheets (PCS)
- Paint chip sample collection procedures/equipment
- Laboratory methods and accreditation programs for lead
- Calculation of ppm and mg/cm² for lead in paint

Assessing Multi-Family (MF) Dwellings

- Targeted, worst-case and random sampling of MF dwellings
- Elements of a management plan for MF dwellings
- Interpretation of sampling results from MF dwellings

Report Preparation

- Parts of the HUD standard risk assessment report
- Hazard control action alternatives/costs
- RCRA regulations for hazardous waste disposal

Ongoing Monitoring

- Elements involved in ongoing lead hazard monitoring
- Schedules for reevaluation

The above content outline has been expanded to include the following EPA study topics to assist candidates in preparing for the examination.

Initial Request for Lead Services

- Objectives of initial contact with client or owner
- Types of lead evaluation protocol(s)
- Difference between inspection and risk assessment
- Classification of EIBL child
- Use of EIBL questionnaire
- HUD and EPA notification and disclosure requirements
- Health effects of lead in children and adults
- Places where lead can be found
- 1995 HUD guidelines
- EPA Title X purpose and goals
- Importance of State and local regulations

REFERENCES

- Virginia Lead-Based Paint Activities Regulations, Title 54.1, Chapter 5
- HUD Guidelines, 1995 Edition with 1997 changes to Chapter 7 only
- OSHA Federal Register Volume 58, No. 84
- EPA Federal Register 40 CFR Part 745 with EPA Regulations published in the Federal Register on January 5, 2001

Proposal to Perform risk Assessment

- General contract terms and requirements
- Liability issues as they relate to risk assessment
- Types of insurance relevant to risk assessment
- Information about property needed to provide proposal for risk assessment