



## CANDIDATE INFORMATION BULLETIN

## 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, and Home Inspectors (Board) is responsible for licensing and regulating the profession. The Board, through DPOR, requires an application for licensure. 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 Application Form from DPOR web site, [www.dpor.virginia.gov](http://www.dpor.virginia.gov). Contact the Board office to request the application to be mailed to you and to answer questions concerning the application or your eligibility.

## DPOR

Board for Asbestos, Lead, and Home Inspectors  
Perimeter Center, Suite 400  
9960 Mayland Drive  
Richmond, VA 23233  
Licensing Section: 804.367.8595  
Email: [alhi@dpor.virginia.gov](mailto:alhi@dpor.virginia.gov)

2. Complete Application Form with other requirements as noted on the application and forward it to the Board office.
3. If or when candidates are approved for the examination, they will receive an Interim License or Exam Eligibility Letter from the Board. PCS will be emailed via a (security system) as to keep all of your person information confidential; will send the candidate an Examination Scheduling Form. The candidate will be required to complete and return the scheduling form along with their payment to PCS.

## PCS

P. O. Box 198728  
Nashville, TN 37219-8689  
(Toll free) 877.887.9727  
Fax: 615.846-0153  
E-mail: [valead@pcshq.com](mailto:valead@pcshq.com)  
Web site: [www.pcshq.com](http://www.pcshq.com)

PCS will e-mail an **Authorization to Test (ATT)** letter to eligible candidates who have submitted a complete Examination Scheduling Form along with the exam fee. You are required test within three (3) years of your Board approval. Candidates with an ATT call PSI to schedule their computer-based examination.

4. Candidates will test at a PSI testing location.
5. PCS receives scores weekly. Scores are emailed within three (3) business days once they are received from PSI. Failing scores are emailed with rescheduling information. If you fail the exam 3 times, whether one or both parts, you are required to submit a new application to the Board and meet all current requirements.
6. After passing both parts, scores are sent to the Board within 3-4 business days of receipt.
7. The Board receives the examination scores weekly. License will be issued when 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 the 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](http://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 Abatement 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 Code of Federal Regulations 40 CFR Part 745* - 17%)

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

Abatement Procedures.....10  
(*HUD Guidelines* – 90%, *EPA Code of Federal Regulations 40 CFR Part 745* - 10%)

Testing and Monitoring for Lead Hazards.....6  
(*HUD Guidelines* – 96%, *EPA Code of Federal Regulations 40 CFR Part 745* - 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

(HUD Guidelines - 83%, EPA Code of Federal Regulations 40 CFR Part 745 - 17%) From 12 to 18 questions

Sampling Methods.....19  
(HUD Guidelines - 96%, EPA Code of Federal Regulations 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.

#### 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

#### 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

#### 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

#### 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/cm<sup>2</sup>)  
Laboratory and chain of custody forms  
Sample labeling  
Methods for analysis of lead  
Interpretation of lab results  
Use of chemical spot-test kits

#### 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  
Selections 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

#### 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

#### 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

#### 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

#### 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 Regulations – 100%)

#### **Part 2 – Technical**

1 ½ Hour Examination; 50 questions  
Lead Toxicology.....5  
(HUD Guidelines - 60%, EPA Code of Federal Regulations 40 CFR Part 745 - 40%)  
Inspection Protocol and Methods.....18

Soil sampling methods  
Dust sampling methods

#### Inspection Report

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

#### 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 ( $\mu\text{g}/\text{ft}^2$ )  
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

### **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 Regulations* – 100%)

#### **Part 2 – Technical**

1 ½ Hour Examination; 50 questions

Lead Toxicology.....5  
(*HUD Guidelines* - 80%, *EPA Code of Federal Regulations*  
*40 CFR Part 745* - 20%)

Sampling Strategies.....8  
(*HUD Guidelines* 100%)

Clearance Sampling .....6  
(*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 Code of Federal Regulations*  
*40 CFR Part 745* – 18%)

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 EBLL child  
Use of EBLL questionnaire  
HUD and EPA notification and disclosure requirements  
Health effects of lead in children and adults  
Places where lead can be found  
2012 HUD guidelines  
EPA Title X purpose and goals  
Importance of State and local regulations

#### 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

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

#### 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

#### Conduct Sampling

Field documentation: testing location, sketches, HUD forms  
Selection of dust sampling location(s)  
Single surface sampling procedures  
Calculation of dust concentration in  $\mu\text{g}/\text{ft}^2$   
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  $\text{mg}/\text{cm}^2$  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

### **References**

*Virginia Lead-Based Paint Activities Regulations*, 18 VAC 15-30

[http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/ALHI/A506-33REGS\\_LEAD.pdf](http://www.dpor.virginia.gov/uploadedFiles/MainSite/Content/Boards/ALHI/A506-33REGS_LEAD.pdf)

*Code of Virginia, Title 54.1, Chapter 5*

<http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+TOC5401000000500000000000>

*HUD Guidelines, 2012 Edition*

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/healthy\\_homes/lbp/hudguidelines](http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguidelines)

OSHA Code of Federal Regulation 29 CFR Part 1910.1025

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=7a5fc9702bd0f33b99db2d223cdfdefd&rqn=div8&view=text&node=29:6.1.1.1.1.1.1.21&idno=29>

OSHA Code of Federal Regulation 29 CFR Part 1926.62

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=7a5fc9702bd0f33b99db2d223cdfdefd&rqn=div8&view=text&node=29:8.1.1.1.4.13.13&idno=29>

EPA Code of Federal Regulation 40 CFR Part 745

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=7a5fc9702bd0f33b99db2d223cdfdefd&rqn=div5&view=text&node=40:32.0.1.1.14&idno=40>