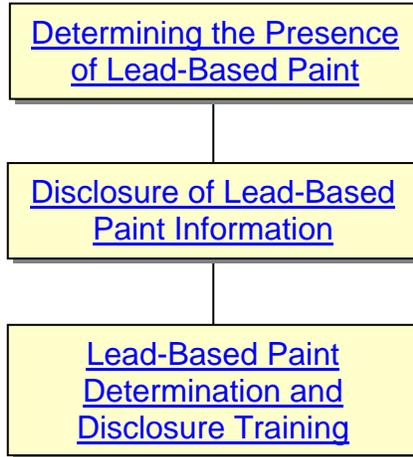


LEAD-BASED PAINT EVALUATION AND DISCLOSURE



[Link to the entire Policy & Procedures \(5 pages\)](#)

**AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER SYSTEM
POLICY AND PROCEDURES**

LEAD-BASED PAINT EVALUATION AND DISCLOSURE

TABLE OF CONTENTS

I. INTRODUCTION	2
II. POLICY	2
III. SCOPE	2
IV. PURPOSE	2
V. DETERMINING THE PRESENCE OF LEAD-BASED PAINT	3
VI. DISCLOSURE OF LEAD-BASED PAINT INFORMATION	4
VII. LEAD-BASED PAINT DETERMINATION AND DISCLOSURE TRAINING	5

ATTACHMENTS

- [Attachment A](#) - Lead-Based Paint Evaluation and Disclosure Flow Chart
- [Attachment B1](#) - Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards to Renters
- [Attachment B2](#) - Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards to Residents
- [Attachment C](#) - Protect Your Family from Lead in Your Home

**AGRICULTURE AND NATURAL RESOURCES
RESEARCH AND EXTENSION CENTER SYSTEM
POLICY AND PROCEDURES**

LEAD-BASED PAINT EVALUATION AND DISCLOSURE

I. INTRODUCTION

As part of research and farming activities, Research and Extension Centers (RECs) operate a variety of buildings, including residences and dormitories. Certain residences and dormitories may have been constructed prior to 1978.

The use of lead-based paint in housing was banned in the United States in 1978. Thus, residences and dormitories constructed before 1978 may have interior and/or exterior surfaces painted with lead-based paint. The State of California administers a regulatory program through the Department of Health Services to prevent environmental exposure to lead. The equivalent federal program is administered through the Environmental Protection Agency (EPA).

II. POLICY

The Research and Extension Center Administrative Office (REC AO) and RECs are committed to protecting the health and safety of employees, research staff, and the public. Accordingly, personnel from REC AO and RECs have cooperatively implemented a program to maintain compliance with state and federal regulatory programs for lead-based paint.

III. SCOPE

In concurrence with state and federal regulatory programs and REC AO and REC policy, RECs have committed to establishing policies and procedures to protect employees, research staff, and the public from hazards associated with lead-based paint. This Policy and Procedures addresses the presence or absence of lead-based paint in REC residences and dormitories and does not encompass other types of structures such as offices, laboratories, shops, glasshouses, and storage buildings.

IV. PURPOSE

The purpose of this Policy and Procedures is to identify methods for determining whether lead-based paint is present in residences and dormitories and if lead-based paint is present, procedures for disclosing the presence of lead-based paint to renters and dormitory residents.

V. DETERMINING THE PRESENCE OF LEAD-BASED PAINT

- A. RECs, with REC AO assistance, shall identify the use of lead-based paint in pre-1978 residences and/or dormitories by:
1. Interviewing employees about whether lead-based paint was used on interior and/or exterior surfaces of residences and/or dormitories.
 2. Reviewing REC written records of paint use and purchases to determine whether lead-based paint was used on interior and/or exterior surfaces of residences and/or dormitories.
 3. If evidence, in the form of employee knowledge of paint use or REC records, demonstrates lead-based paint was not used on interior and/or exterior surfaces of residences and/or dormitories, then there is no risk of exposure to lead.
 4. If evidence, in the form of employee knowledge of paint use or REC records, demonstrates lead-based paint was used on interior and/or exterior surfaces of residences and/or dormitories, then visual surveys shall be performed to document the condition of interior and/or exterior surfaces of residences and/or dormitories.
 5. If evidence, in the form of employee knowledge of paint use or REC records, is not available to establish whether lead-based paint was used on interior or exterior surfaces of residences and/or dormitories, then visual surveys shall be performed to document the condition of interior and/or exterior surfaces of residences and/or dormitories.
- B. REC and REC AO staff shall jointly conduct visual surveys of residences and/or dormitories to document and prepare a written evaluation of the condition of interior and/or exterior surfaces as follows:
1. Written survey results, describing the condition of interior and/or exterior surfaces, shall be compiled in individual binders for each REC.
 2. If survey results indicate painted surfaces are in good condition (i.e., not flaking, chipping, peeling, or chalking), then there is no lead hazard, even if paint contains high levels of lead.
- C. If survey results indicate painted surfaces, of sufficient size, are in poor condition (i.e., flaking, chipping, peeling, or chalking), then REC AO and REC staff shall jointly obtain paint and/or soil samples for laboratory analyses to determine the presence and concentration of lead. Painted surfaces in poor condition (or having deteriorated paint) shall be determined to be of sufficient size to require paint and/or soil sampling according to the following:
1. When there is greater than 10 ft² of deteriorated paint on exterior components with large surface areas.

2. When there is greater than 2 ft² of deteriorated paint on interior components with large surface areas.
 3. When there is greater than 10 percent of the total surface area of exterior or interior components with small surface areas.
- D. If remodeling or renovation projects, involving the disturbance of painted surfaces are planned for residences and/or dormitories where the use of lead-based paint has been determined or cannot be established, then paint samples shall be obtained to determine the presence and concentration of lead.
 - E. Paint and/or soil sampling to determine the presence and concentration of lead shall be jointly conducted REC AO and REC staff.
 - F. After initial visual surveys, RECs shall be responsible for observing and documenting the condition of painted surfaces during ongoing operations, including at the time of rental agreement terminations, when residences or dormitories sustain interior or exterior damage (e.g., roof leaks), and when requested by renters or dormitory residents.

VI. DISCLOSURE OF LEAD-BASED PAINT INFORMATION

- A. RECs shall disclose known information regarding lead-based paint hazards in residences and dormitories to renters or dormitory residents, including copies of survey reports and laboratory analyses.
- B. REC rental agreements shall incorporate lead-based paint disclosure statements (see [Attachment B1](#) and [Attachment B2](#)).
- C. Lead-based paint disclosure statements shall be signed by renters at the time residences are rented (see [Attachment B1](#)).
- D. Lead-based paint disclosure statements shall be signed by dormitory residents prior to establishing residency at dormitories (see [Attachment B2](#)). The disclosure statement need only be signed once by dormitory occupants. A copy of the EPA pamphlet entitled "Protect Your Family from Lead in Your Home" [Attachment C](#) shall be posted in REC dormitories.
- E. Lead-based paint disclosure statements shall be retained at the REC for as long as a rental agreement is active and for a minimum of three years after the agreement is terminated.
- F. For occupied residences at the time Lead-Based Paint Evaluation and Disclosure Policy and Procedures is approved for use, RECs shall provide disclosure statements to all renters within 30 days of the implementation date for this Policy and Procedures.

- G. RECs shall provide renters with copies of the EPA pamphlet entitled "Protect Your Family from Lead in Your Home." See [Attachment C](#). If requested, RECs shall provide copies of the EPA pamphlet to dormitory residents.

VII. LEAD-BASED PAINT DETERMINATION AND DISCLOSURE TRAINING

REC AO shall develop and provide lead-based paint determination and disclosure training workshops for each center. Workshop topics shall encompass a review of applicable state and federal lead-based paint regulations, methods for determining whether lead-based paint is present in residences and/or dormitories, and procedures for disclosing the presence of lead-based paint to renters and dormitory residents.

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**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT
AND/OR LEAD-BASED PAINT HAZARDS TO RENTERS**

1. Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Research and Extension Centers shall disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Renters shall also receive a federally approved pamphlet on lead poisoning prevention.

2. Housing Address

3. Research and Extension Center Disclosure (authorized representative initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

- (i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) Research and Extension Center has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Research and Extension Center (check one below):

- (i) Research and Extension Center has provided the renter with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- (ii) Research and Extension Center has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

4. Renter's Acknowledgment (initial)

- (a) Renter has received copies of all information listed above.
- (b) Renter has received the pamphlet Protect Your Family from Lead in Your Home.

5. Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____	_____
Research and Extension Center Authorized Representative	Date
_____	_____
Resident	Date

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**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT
AND/OR LEAD-BASED PAINT HAZARDS TO RESIDENTS**

1. Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before establishing residence in pre-1978 housing, Research and Extension Centers shall disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Residents shall also receive a federally approved pamphlet on lead poisoning prevention.

2. Housing Address

3. Research and Extension Center Disclosure (authorized representative initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

- (i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

- (ii) Research and Extension Center has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Research and Extension Center (check one below):

- (i) Research and Extension Center has provided the resident with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

- (ii) Research and Extension Center has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

4. Resident's Acknowledgment (initial)

- (a) _____ Resident has received copies of all information listed above.
- (b) _____ Resident is aware that the pamphlet Protect Your Family from Lead in Your Home is posted in the dormitory.

5. Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

_____	_____
Research and Extension Center Authorized Representative	Date
_____	_____
Resident	Date