



## 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](http://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 198728  
Nashville, TN 37219-8689  
(Toll free) 877.887.9727  
Fax: 615.880.4282  
E-mail: [valead@pcshq.com](mailto:valead@pcshq.com)  
Web site: [www.pcshq.com](http://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](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 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/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  
 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/ft<sup>2</sup>)
- 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 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 Federal Register 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 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

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

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/ft<sup>2</sup>
- 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/cm<sup>2</sup> 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, 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