



Instructions for Completing Notification of Lead Abatement Activities Form

Please read these instructions thoroughly and contact us if you have any questions. Failure to file the form as required is considered a violation of the lead-based paint regulations and may result in a monetary penalty.

Step 1:

Determine if you need to complete the 5-Day Notification of Lead Abatement Activities Form.

Do complete and submit the form if the work you are doing falls under the definition of abatement listed in WAC 365-230 and your project meets one or more of the following:

- the structure you are working on is target housing, a residential structure built prior to 1978
- the structure you are working on is a child-occupied facility built prior to 1978
- you are abating soil on the property of a child-occupied facility or target housing

NOTE: The definitions of “abatement”, “target housing”, and “child-occupied facility” are provided at the end of these instructions for your convenience.

Do not complete and submit the form if:

- the building is a commercial structure or other non-residential structure, unless it falls within the definition of child-occupied facility
- the structure was built after 1978
- the structure is being demolished
- the primary intent of the project is painting, renovation, remodeling, repair, or routine maintenance.

IMPORTANT: If the contract, scope of work, or risk assessment for the project indicates the work is abatement; you must complete and submit the form. *UNSURE? Call or e-mail us at one of the numbers above.*

Step 2:

Determine the type of notification and the filing deadlines.

Original 5-Day Notification

Check if: 1) this is the first notification you are filing for this project and 2) the project is not based on an emergency abatement order. The notice must be received in our office at least five business days prior to commencing work. *Weekends and state holidays are not considered business days.

Emergency Notification

Check if the project is the result of an emergency abatement order issued by a state, tribe, or local jurisdiction. The emergency order and a copy of the elevated blood lead (EBL) determination must be posted at the site. The notice should be filed as soon as possible and must be received in our office no later than the day work begins.

Update Notification

Check if you have already filed an original notification and the project information has changed. Check the update number. Example: if this is the second update check the “update” box and “2”. Common updates are changes to the project start or stop date, project information, and abatement information. *You are required to file an update if there is a change to the start date, project information, or abatement activities. The notification of update must be received in our office at least five business days prior to commencing work.*

Notification of Cancellation

Check if the project is cancelled. *This notification must be received by our office on or before the start date on file.*

Firm Contact Information

Complete all fields in this section. The firm and the supervisor or project designer must be currently certified by the Department of Commerce and you must provide the certification numbers.

Project Information

Provide the complete project address, occupancy status, and property type. If you are checking “other,” make sure the structure meets the criteria for abatement in Step 1.

Abatement Information

There are three categories of abatement information: interior, exterior, and soil. Provide the abatement information that applies to the type of project you are doing.

- Estimate the linear or square footage of the surface to be abated.
- List the specific surfaces, such as baseboard, window trim, etc.
- Briefly describe the abatement methods you will be using, such as enclosure, removal, encapsulation.

Work Practices/Containment

Describe the work practices and engineering controls you will use to prevent lead-based paint contamination. For example, if you will be containing your work to one room or area, describe the critical barriers or other methods of containment you will use. Indicate work practices such as wet sanding or wet scraping, using tools with HEPA filters, or enclosing a surface with drywall or vinyl siding.

Waste Handling

Describe how you will contain waste and then how you will dispose of it to avoid contamination and ensure you are complying with local or state regulations.

Certification

Only an authorized representative of the firm may sign the certification. By signing you are certifying that the information you have provided is accurate and that only certified individuals will perform abatement activities.

SUBMIT THE FORM FOR APPROVAL

You may fax or mail a completed form. The form must be received in our office within the time frame for the specific type of notification. If you mail the form, allow extra time for it to reach us. The form is received by us when it reaches our office, not the date you mail it.

Submit your form:

By FAX: 360-586-0489 Attn: LBP Program
By mail: Commerce Lead-Based Paint Program
 PO Box 42525, Olympia, WA 98504-2525

Commerce Inspections

The Lead-Based Paint Program has the authority to inspect lead abatement projects. It is important for you to provide accurate project start and stop dates, and to update the project information if it changes. Failure to provide accurate project information could result a monetary fine.

Regulations

The requirements for notification of abatement activities, work practice standards, certification, and penalties are described in WAC 365-230. The full administrative code is available on our website at www.commerce.wa.gov/lead/ or you may request a paper copy to be mailed to you by contacting us at 360-586-LEAD (5323) or lbpinfo@commerce.wa.gov.

Forms

Abatement notification forms are available on our website or you may request paper copies to be mailed to you. (see the contact information in “Regulations” above.)