



# Application and Instructions for Firms Applying for Certification to Conduct Lead-Based Paint Activities and Renovations

Form Approved OMB No. 2070-0155 Expires 08/31/04

## APPLICATION FOR FIRMS TO CONDUCT LEAD-BASED PAINT ACTIVITIES

Consult the *Instructions for Firms Applying for Certification to Conduct Lead-Based Paint Activities* and the official requirements reprinted there to complete this form. Persons seeking individual certification should use the *Application for Individuals* instead of this form.

**Important:** This application form is a substitute for the letter required by 40 CFR §745.226(f)(2). Please fill out all sections. Type or print responses in black or blue ink only.

**Official Use Only**

**For information on EPA and other lead programs, see: <http://www.epa.gov/lead>**

Check here to be listed on EPA's web site for:

- Evaluation (inspection, risk assessment, clearance)
- Lead Abatement

Fee: \$ \_\_\_\_\_  
Fee: \$ \_\_\_\_\_  
Total Fee: \$ \_\_\_\_\_

**A. General Information**

Select one of the following application types:

- Initial certification application
- Re-certification application
- Adding additional jurisdiction(s) to certification/amending certification
- Replacement of a certificate

The fee you must pay depends on the number of EPA-run jurisdiction(s) in which you plan to conduct lead-based paint activities. A firm does not receive certification by discipline and your fee is not affected by the number of disciplines you select. See the fees schedule in the instruction booklet to determine your fee. The total fee listed below should include fees calculated on any additional sheets.

1<sup>st</sup> EPA-run jurisdiction (pay base certification fee only): \_\_\_\_\_  
(See the definition of EPA-run jurisdiction(s) and the fee example in the instruction booklet. For current listing of EPA-run jurisdictions, see [www.epa.gov/lead](http://www.epa.gov/lead) or call 1-800-424-LEAD.)

Each additional EPA-run jurisdiction: \_\_\_\_\_  
(List on additional sheets of paper and attach, as necessary \$35 per jurisdiction)

**B. Applicant Information**

Name of Firm: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Address: \_\_\_\_\_ Street Address, Suite Number (Please no P.O. Box) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (if different from above) Address City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Attesting Individual: \_\_\_\_\_ Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_ ext. \_\_\_\_\_

Firm's Phone #: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ ext. \_\_\_\_\_ Attesting Individual's Phone #: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ ext. \_\_\_\_\_

Attesting Individual's E-mail Address: \_\_\_\_\_

**C. Professional Certifications**

Does the firm hold current permits, licenses, certifications, or registrations in the lead-based paint activity field in any state, U.S. territory, or Indian tribal land?  Yes  No

If yes, please fill in the following blanks, one line for each permit, license, certification, or registration held. Attach additional sheets of paper, as necessary. For more information, refer to the official requirements (40 CFR §745.226(f)) reprinted in the instruction booklet.

Discipline in which certification held	State, U.S. territory, or Indian tribal land(s) name	Certification/identification Number	Date received
_____	_____	_____	_____
_____	_____	_____	_____

**D. Lead-Based Paint Activity Violations**

Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land(s) regulations?  Yes  No

If yes, please attach a written explanation.

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APPLICATION FOR FIRMS TO CONDUCT LEAD-BASED PAINT ACTIVITIES/OR RENOVATIONS

Important: This application is required by 40 CFR §745.89(a) for renovations and is a substitute for the letter required by §745.226(f)(2) for abatement. Consult the instructions for firms applying for certification to conduct lead-based activities or renovations. For abatement activities, persons seeking individual certification should use the Application for Individuals instead of this form. Please fill out all sections. Type or print responses in black or blue ink only.

A. General Information

Select one of the following application types for lead-based paint activities: (abatement, inspection, risk assessment) and/or Repair, Renovation, and Painting (RRP) (renovation or dust sampling technician)

- Initial certification application – renovation (RRP)
Initial certification application - abatement, inspection, risk assessment
Re-certification application – renovation (RRP)
Re-certification application - abatement, inspection, risk assessment
Combined certification - abatement, inspection, risk assessment and renovation
Combined re-certification - abatement, inspection, risk assessment and renovation
Adding jurisdiction[s]\* to certification/amending certification
Replacement of a certificate

Official Use Only

For information on EPA and other Lead Programs, see: http://www.epa.gov/lead. Check below for how your firm should be listed on EPA's web site:
for Evaluation
for Lead Abatement
for Renovation

\*The fee you must pay for the above certifications depends on the number of EPA-run jurisdiction[s] in which you plan to conduct lead-based paint activities (jurisdictions do not apply to renovation certification). See the fees schedule in the instructions to determine your fee. The total fee listed below should include fees calculated on any additional sheets.

1st EPA-run jurisdiction (pay base certification fee only)..... Fee: \$
(See the definition of EPA-run jurisdiction[s], the fee example and an explanation of the combined application in the instructions. For current listing of EPA-run jurisdictions, see www.epa.gov/lead or call 1-800-424-LEAD).

Each additional EPA-run jurisdiction: ..... Fee: \$
(List on additional sheets of paper and attach, as necessary. \$35 per jurisdiction)

Certification for Renovations only (jurisdictions do not apply to renovation certification):..... Fee: \$

Total Fee \$

B. Applicant Information

Check here if you are a federally-recognized Indian tribe seeking certification as a firm.

Name of Firm:

Business Address:

Street Address, Suite Number (Please no P.O. Box) City State Zip Code

Mailing Address:

(if different from above) Street Address, Suite Number (Please no P.O. Box) City State Zip Code

Name of Attesting Individual:

Last First Middle

Firm's Phone #: ext #: Attesting Individual's Phone #: ext.

Attesting Individual's E-mail Address:

C. Professional Certifications

Does the firm hold current permits, licenses, certifications, or registrations in the lead-based paint field in any state, U.S. territory, or Indian tribal land? Yes No

If yes, please fill in the following blanks, one line for each permit, license, certification, or registration held. Attach additional sheets of paper, as necessary.

Type of certification held State, U.S. Territory, or Indian tribal land(s) name Certification/Identification Number Date received

Type of certification held State, U.S. Territory, or Indian tribal land(s) name Certification/Identification Number Date received



## INSTRUCTIONS FOR FIRMS APPLYING FOR CERTIFICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES AND RENOVATIONS

Firms must apply to the U.S. Environmental Protection Agency (EPA) to be certified or recertified to perform or offer to perform renovations or lead-based paint activities (abatement, inspection, or risk assessment) in states, U.S. territories, and all Indian tribal land(s) in any one EPA Region where EPA implements the lead-based paint certification program. If EPA does not administer the certification program in an area where a firm wishes to work, the firm must apply directly to that state, territory, or Indian tribe for certification. **EPA has up to 90 days** after receiving a complete request for certification to approve or disapprove the application.

Firms must become certified under the Renovation, Repair and Painting Rule to conduct renovations and post-renovation dust sampling. Firms must become certified for lead-based paint activities to conduct abatements, inspections and risk assessments.

These instructions supplement OMB approved form No. 2070-0155, *Application and Instructions for Firms*. Please note that you must use a separate form for each application type (i.e., initial certification, re-certification, amending certification, adding jurisdictions, or replacement of a certificate).

### How to Apply for Initial Certification

Firms submit their application and payment by mail by doing the following:

- Complete, sign, and date EPA form 8500-27 (Rev 08/09). The form can be filled out by hand or by using a fillable form on your computer (<http://www.epa.gov/lead/pubs/firmapp.pdf>).
- Calculate the appropriate fee using the fees schedule provided in these instructions.
- Print “*Lead Program User Fees*” on the check or money order for the fee and mail it with your application to the following address:

U.S. EPA  
Lead User Fees  
P.O. Box 979072  
St. Louis, MO 63197-9000

### How to Apply for Re-certification

Firms must be re-certified every five (5) years for renovations and three (3) years for lead-based paint activities (abatement, inspection, risk assessment). To ensure that your firm will be re-certified before its current certification expires, you should submit a re-certification application well before the expiration date. For re-certification, complete all sections of the application and follow the mailing instructions described in the “Initial Certification” section of these instructions.

### Combined Applications

Firms can apply for certification under the Renovation, Repair, and Painting Rule and Lead-based Paint Activities Regulations (abatement, inspection, risk assessment) on a single application for a single fee of \$550. For Tribal government entities, the fee is \$20. Firms that apply on separate applications will have to pay the appropriate fee for each. The lower fee would only apply when a single firm applies for both certifications on the same firm application in a State or Tribe where EPA implements both programs.

Note: EPA implements the Lead-based Paint Activities Regulations (abatement, inspection, risk assessment) in only 11 states. **Do not** select a combined application if EPA does not administer the Lead-based Paint Activities (abatement, inspection and risk assessment) program in the jurisdiction in which you work. To find out which states EPA administers the Lead-based Paint Activities (abatement, inspection, risk assessment) visit EPA’s web page at <http://www.epa.gov/lead/pubs/traincert.htm#where>

## Amended Application

Any change to the information reported to EPA in a firm's most recent certification application must be reported in an amended certification application. There is no cost associated with the submission of an amended certification.

Amended applications must be sent to the following address:

U.S. EPA  
P.O. Box 14417  
Washington, DC 20044-4417

## Replacement of a Certificate

To replace a certificate, complete only sections A (General Information), B (Applicant Information), and E (Certification Statement) of the application and follow the mailing instructions described in the "Initial Certification" section of these instructions.

## Incomplete Application

If any components of your application are missing, your application will become inactive for a period not to exceed 30 days until the application is made complete. If you do not complete your application, EPA will return the application package. You may apply again with a complete package. Please call 1-800-424-LEAD to find out if your application is complete.

## Firms Completing Applications for Individuals Under Lead-based Paint Activities (Abatement, Inspection, Risk Assessment)

If the firm is assisting in completing applications for individuals who are applying for certification under lead-based paint activities, please be aware of the following:

- Individuals must have an address and phone number different from the firm's.
- Individuals must sign and date the application.
- Individual's name, and discipline should appear on the front of the application fee payment (check or money order), even if it is hand-written, if the firm pays for the individual.
- EPA forwards all correspondence to individuals who have signed the application attesting to their willingness to comply with the work practice standards found at 40 CFR §745.227 and/or at 40 CFR §745.85.
- EPA forwards copies of the individual's approval letter and certificate to the firm upon written request of the applicant; however, the approval letter, identification badge, and certificate remain the property of the individual.

## Fees

The fee for applying for certification, re-certification, and other requests is listed in the following schedule. It is important that you:

- Calculate fee based on the number of EPA-run jurisdiction(s) in which you plan to operate.
  - a) If applying for **lead RRP** certification, there is **NO** jurisdictional fee – the certification or re-certification fee is a national certification for all jurisdictions where EPA administers the program.
  - b) If applying for **lead-based paint activities** certification (abatement, inspection, risk assessment), submit a \$35 dollar fee each additional EPA-run state or territory, or all Indian

tribal land[s] located in each EPA Region, (e.g., if applying for certification in multiple Indian Tribal lands located in Region 5 and Region 7 you must pay a \$35 fee per Region, or a total of \$70).

- Write your total fee amount in section A of the application, even if you attach additional sheets of paper listing additional EPA-run jurisdictions.
- Make the check or money order payable to **U.S. Environmental Protection Agency**. Other methods of payment include wire transfer, electronic funds transfer, and, for government payers only, on-line payment agency collection (OPAC).

### Fees Schedule

Description	Fee	
	Certification	Recertification
Replacement Certificate	\$15	
<b>Renovation Firm Certification</b>	<b>Certification</b>	<b>Recertification</b>
Firm	\$300	\$300
Tribal Firm	\$20	\$20
Combined Renovation and Lead-based Paint Activities Firm Application	\$550	\$550
Combined Renovation and Lead-based Paint Activities Tribal Firm Application	\$20	\$20
<b>Lead-based Paint Activities Certification (Abatement, Inspection, Risk Assessment)</b>	<b>Certification</b>	<b>Recertification</b>
Firm	\$550	\$550
Tribal Firm	\$20	\$20
Combined Renovation and Lead-based Paint Activities Firm Application	\$550	\$550
Combined Renovation and Lead-based Paint Activities Tribal Firm Application	\$20	\$20
Multi-jurisdictional Certification Fee*	\$35 for each additional EPA-run jurisdiction**	

\*Multi-jurisdictional certification applies to lead-based paint activities (abatement, inspection, risk assessment) for an applicant applying in more than one EPA-run jurisdiction. This fee does not apply to renovation firm certification.

\*\*An EPA-run jurisdiction includes an EPA-run state, a U.S. territory, or all Indian tribal land(s) in any one EPA Region. (For current listing of EPA-run jurisdictions, see [www.epa.gov/lead](http://www.epa.gov/lead) or call 1-800-424-LEAD.)

### Fee Example

If your firm is applying for initial certification for lead-based paint activities (abatement, inspection, risk assessment) in two states and all Indian tribal land(s) in any one EPA Region, your firm is required to pay \$620:

Initial lead-base paint activities (abatement, inspection, risk assessment) firm certification fee	\$550
One additional state fee*	\$ 35
All Indian tribes in one EPA Region fee*	<u>\$ 35</u>
<b>Total Amount Due:</b>	<b>\$620</b>

If your firm is applying for initial certification to conduct renovations and intends to work in multiple states, your firm is required to pay \$300:

Initial renovation firm certification fee	\$300
Additional jurisdiction fee does not apply to renovation certification	\$ 0
<b>Total Amount Due:</b>	<b>\$300</b>

If your firm is submitting a combined application for initial certification in lead-based paint activities (abatement, inspection, risk assessment) **and** renovation, your firm is required to pay \$550:

Initial combined certification fee for lead-based paint activities (abatement, inspection, risk assessment) and renovation	\$550
<b>Total Amount Due:</b>	<b>\$550</b>

*\*Each certification request for lead-based paint activities (abatement, inspection, risk assessment) includes the fee for one EPA-run jurisdiction. The multi-jurisdiction fee does not apply to renovation certification.*

### **EPA's Certification Fees Refund Policy**

Firms having submitted an application and associated fees for certification or re-certification who wish to withdraw their application prior to Agency approval will receive a fee refund based upon the schedule listed below. **Firms who request a refund more than 10 days after the Agency receives the application will not receive a 100 percent refund.**

Number of Days Following Agency Receipt of Application	Percent Reimbursable (based upon total fees submitted)
up to 10 days	100%
11 to 60 days	75%
61 to 120 days	50%
121 or more days	25%

*Note: Refunds will only be made after EPA verifies fee receipt and deposit by the U.S. Treasury.*

Firms must notify the Agency in writing in order to qualify for a refund. The date of withdrawal is the date on which the Agency received the withdrawal notification.

EPA will not refund fees after granting a firm certification or re-certification. If your application is disapproved, EPA will not refund fees.

Refunds are not available for replacing a certificate.

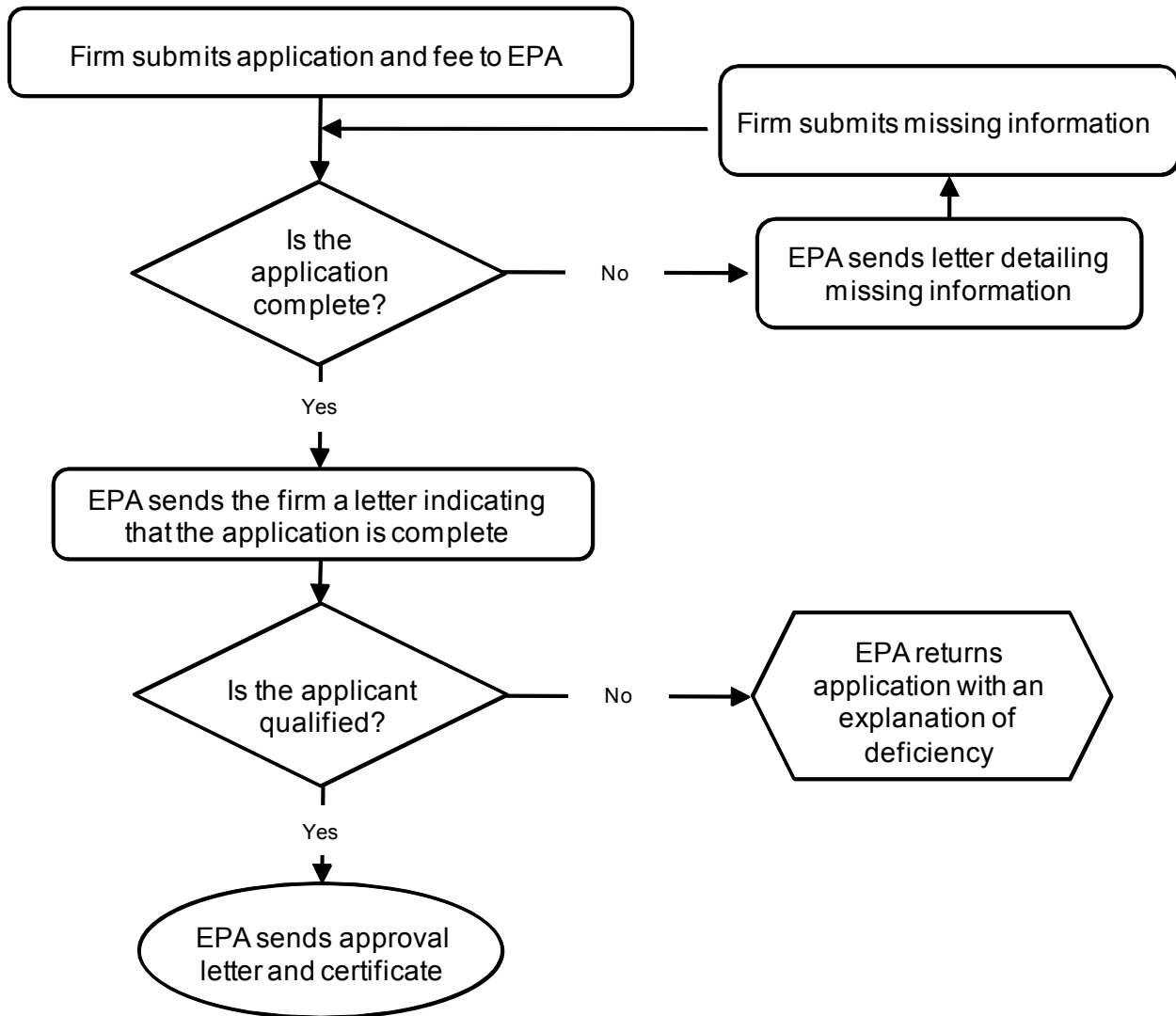
Refund and withdrawal requests must be sent to the following address:

U.S. EPA  
P.O. Box 14417  
Washington, DC 20044-4417



### Application Process for Firm Certification

EPA processes applications on a first-come, first-served basis. The following flowchart depicts the application process for firm certification. EPA has up to 90 days after receiving a complete request for certification to approve or disapprove the application.



**Paperwork Reduction Act Notice:** The annual public burden for this collection of information is estimated to be 7.5 hours for firms, including the time needed for reading the instructions and completing the necessary information contained in this form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Director, Collection Strategies Division, Office of Environmental Information (OEI), U.S. Environmental Protection Agency (Mail Code 2822), 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460. Include OMB number 2070-0155 in any correspondence. Do not send the completed form or requested information to this address. The actual information or form should be submitted in accordance with the instructions accompanying the form, or as specified in the corresponding regulations.