Appendix 6: Hands-on Exercises for Renovator Refresher Training

Hands-on Exercises

The following exercises can be used in place of the hands-on exercises or as supplemental activities. Exercise worksheets and answers are provided.

- Skill Set #1 Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure
- Skill Set #2: Cleaning Verification Procedure

Recommended Supplies for Hands-on Activities

Test Kit Supply List

□ Disposable plastic drop cloth 2 ft by 2 ft
□ Disposable shoe covers
□ Disposable wet cleaning wipes
□ Disposable, non-latex gloves
□ EPA-recognized test kit(s) w/ manufacturer's instructions
□ Heavy-duty garbage bags
□ HEPA vacuum with attachments
□ Kit-specific supplies as required in the manufacturer's instructions
□ Manufacturer-provided test verification card with lead-based paint layer.
□ Painted wood surface with no lead-based paint layer
□ Participant Progress Log
□ Pen or pencil
□ Tape (duct, painters, and masking)
□ *Test Kit Documentation Form*
□ Digital camera (Optional)
□ Numbered index cards (Optional)

Paint Chip Collection Supply List

□ Resealable rigid walled container for use as paint collection containers, e.g. screw-top plastic centrifuge tube.

- Note: Resealable plastic bags are not suitable for holding and transporting dried paint samples due to potential losses of paint chips during laboratory handling.

□ Steel or plastic measuring ruler - metric only with millimeter and centimeter divisions

□ Cloths for cleaning purposes

□ White paper for making paper funnels (paint chip collection trays)

□ Masking, painters and/or duct tape

□ Indelible (permanent) marking pen

□ Personal safety gear

□ Cutting and scraping tools:

- Sharp-edged razor knife
- Single-edged safety razor blades
- Pocket knife with locking blade
- Rigid blade paint scrapper with extra blades
- Flexible putty knife
- Chisels
- Hammer

□ Flashlight

□ Trash bags

□ Plastic gloves, powder-less

□ Painted wood surface with no lead-based paint layer

□ *Paint Chip Sample Collection Form*

□ Facilities and hand soap

Cleaning Verification Procedure Supply List

- Baby powder or corn starch
- Cleaning verification card, one per student to take away and retain
- Disposable foot covers
- Disposable non-latex gloves
- Disposable wet cleaning wipes
- Electrostatically charged, white, disposable cleaning cloths designed for cleaning hard surfaces
- Flashlight
- Long-handled mop designed for wet cleaning wipes
- Tape measure
- Watch or clock

Participant Progress Log: Hands-on Activities for Renovator Refresher Training

Name of Trainee	Module 2 (25 minutes)	Module 5 (20 minutes)
	Skill Set #1: Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure	**Skill Set #2:** Cleaning Verification Procedure

Date of Training: _____

Certified Renovator Name: _____

Participant Progress Log: Hands-on Activities for Renovator Initial

Name of Trainee	Module 3 (15 min.)	Module 4 (45 min.)				Module 5 (10 min.)	Module 6 (50 min.)				
	Skill Set #1: Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure	**Skill Set #2:** Setting Up Barriers, Signs and Flapped Entry Doors	**Skill Set #3:** Cover or Remove Furniture	**Skill Set #4:** Establish Interior Containment	**Skill Set #5:** Establish Exterior Containment	**Skill Set #6:** Personal Protective Equipment	**Skill Set #7:** Interior Final Cleaning	**Skill Set #8:** Exterior Final Cleaning	**Skill Set #9:** Bagging Waste	**Skill Set #10:** Visual Inspection	**Skill Set #11:** Cleaning Verification Procedure

Date of Training: _____ Certified Renovator Name: _____

Certified Renovator Hands-On Skills Assessment for Renovator Refresher

Date: _____ Address: _____ City & State: _____

Student Name: _____ Student Signature: _____

Skill Set	Skill Description	Student has demonstrated proficiency at the following skills consistent with the requirements of the EPA RRP Rule	Trainer's Initials
#1	Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure	Using test kits and collecting paint chip samples for laboratory lead analysis to properly test for lead-based paint and document results.	
#2	Cleaning Verification Procedure	Conducting cleaning verification procedure.	

I am the trainer for the Certified Renovator Refresher course offered on the date and location described above. I verify that the student has demonstrated the skills as described above.

Trainer Name: _____ Trainer Signature: _____

Trainer Phone: _____ Organization: _____ Date: _____

Certified Renovator Hands-On Skills Assessment for Renovator Initial

Date: _____ Address: _____ City & State: _____

Student Name: _____ Student Signature: _____

Skill Set	Skill Description	Student has demonstrated proficiency at the following skills consistent with the requirements of the EPA RRP Rule	Trainer's Initials
#1	Using EPA-Recognized Test Kits and Paint Chip Sample Collection Procedure	Using test kits and collecting paint chip samples for laboratory lead analysis to properly test for lead-based paint and document results.	
#2	Setting Up Barriers, Signs and Flapped Entry Doors	Placing critical barriers and posting signs to isolate work area from access by unauthorized individuals.	
#3	Cover or Remove Furniture	Identifying the proper steps in determining when and how to cover or remove furniture and belongings from the work area.	
#4	Establish Interior Containment	Using the proper steps to cover floors and close and seal doors and windows in the work area.	
#5	Establish Exterior Containment	Taking proper steps to restrict entry to the exterior work area and to protect the ground under and around the work area from becoming contaminated.	
#6	Personal Protective Equipment	Using dust reduction techniques while performing common renovation, repair, and painting work activities.	
#7	Interior Final Cleaning	Cleaning the interior work area after the completion of work and prior to the visual inspection and cleaning verification procedure or dust clearance examination.	
#8	Exterior Final Cleaning	Cleaning the exterior work area after the completion of the work and prior to visual inspection and (if required) cleaning verification or dust clearance examination.	
#9	Bagging Waste	Taking steps to bag and gooseneck waste, wrap large pieces of debris, and to carry them out of the work area.	
#10	Visual Inspection	Conducting a visual inspection of the work area prior to the cleaning verification procedure.	
#11	Cleaning Verification Procedure	Conducting cleaning verification procedure.	

I am the trainer for the Certified Renovator course offered on the date and location described above. I verify that the student has demonstrated the skills as described above.

Trainer Name: _____ Trainer Signature: _____

Trainer Phone: _____ Organization: _____ Date: _____

Skill Set #1: Using EPA-Recognized Test Kits and Collecting Paint Chip Samples for Laboratory Lead Analysis

Time: 25 minutes

Purpose: The purpose of this hands-on exercise is to teach students how to correctly use EPA-recognized test kits to determine if lead-based paint is present on components and surfaces affected by renovation work. In addition, students will learn an alternative method for determining the presence of lead-based paint by collecting paint chip samples that are submitted to a NLLAP-recognized laboratory for analysis.

- *Note to Instructor: Read the purpose of this activity to students and remind them to document all areas where the paint color or substrate reactions may cause an incorrect result. These surfaces should not be tested with a test kit, but should either be tested by certified inspectors or risk assessors; or must be assumed to contain lead-based paint.*

Demonstration: The course instructor must show and explain all of the steps involved in the use of EPA-recognized test kits as well as the collection of paint chip samples for lead analysis. The demonstration should not take longer than 5 minutes for each method including the time needed to hand out materials.

Evaluating the Students: Allow students to practice the required steps on the following pages. Watch each student follow the steps. Make corrections and suggestions as the exercise proceeds and determine if additional practice is necessary. This should take no longer than 10 minutes. Students must complete all required steps to be "Proficient". Evaluate the work of each student and once the student can use a test kit and sample paint chips correctly, the instructor should write the word "Proficient" in the field on the Participant Progress Log that corresponds to Skills Set #1 and that particular student's name.

Materials Needed: It is strongly suggested that instructors prepare plastic bags containing all materials needed or the hands-on exercises, prior to the exercise, in order to meet the time limits allocated to Skill Set #1.

Test Kit Supply List

□ Disposable plastic drop cloth 2 ft by 2 ft
□ Disposable shoe covers
□ Disposable wet cleaning wipes
□ Disposable, non-latex gloves
□ EPA-recognized test kit(s) w/ manufacturer's instructions
□ Heavy-duty garbage bags
□ HEPA vacuum with attachments
□ Kit-specific supplies as required in the manufacturer's instructions
□ Manufacturer-provided test verification card with lead-based paint layer.
□ Painted wood surface with no lead-based paint layer
□ Participant Progress Log
□ Pen or pencil
□ Tape (duct, painters, and masking)
□ *Test Kit Documentation Form*
□ Digital camera (Optional)
□ Numbered index cards (Optional)

Paint Chip Collection Supply List

□ Resealable rigid walled container for use as paint collection containers, e.g. screw-top plastic centrifuge tube.

- Note: Resealable plastic bags are not suitable for holding and transporting dried paint samples due to potential losses of paint chips during laboratory handling.

□ Steel or plastic measuring ruler - metric only with millimeter and centimeter divisions

□ Cloths for cleaning purposes

□ White paper for making paper funnels (paint chip collection trays)

□ Masking, painters and/or duct tape

□ Indelible (permanent) marking pen

□ Personal safety gear

□ Cutting and scraping tools:

- Sharp-edged razor knife
- Single-edged safety razor blades
- Pocket knife with locking blade
- Rigid blade paint scrapper with extra blades
- Flexible putty knife
- Chisels
- Hammer

□ Flashlight

□ Trash bags

□ Plastic gloves, powder-less

□ Painted wood surface with no lead-based paint layer

□ *Paint Chip Sample Collection Form*

□ Facilities and hand soap

□

Test Kit Procedure

Step 1: Read the manufacturer's instructions

Step 2: Write required information and observations about the test location on the *Test Kit Documentation Form*.*

Step 3: (Optional) Secure a small disposable plastic drop cloth (2 ft x 2 ft) on the floor beneath the test location with masking tape.

Step 4: Put on disposable non-latex gloves and shoe covers.

Step 5: Follow the manufacturer's instructions for use of the test kit to conduct the test.* If possible, perform one test where a positive test result can be observed; and conduct one test of a painted wood surface with no lead-based paint layer to observe a negative test result.*

Step 6: Use one wet cleaning wipe to remove residual chemicals left on the surface tested. Use a second cleaning wipe to remove any visible debris or dust on the floor beneath the sample collection area and place the used cleaning wipe in the trash bag.*

Step 7: Check documentation for completeness and note the result of the testing on the *Test Kit Documentation Form*.*

Step 8: (Optional) Number the test location in sequence on the *Test Kit Documentation Form*, then select the corresponding numbered index card and tape it next to the test location with masking tape and take a picture of the numbered test location to photo-document conduct and possibly the result of the test.

*Indicates required skills that must be accomplished for a "Proficient" rating.

Interpreting the Results of Test Kit Sampling: The manufacturer's instructions will indicate how to determine the absence of lead in paint. Once the test is conducted, note the result and refer to the manufacturer's guidelines for interpreting the result. All painted surfaces where lead is not determined to be absent must be treated as lead-based paint until additional testing performed by a certified lead inspector or risk assessor proves it is not.

Documenting Test Kit Results: A report of the findings from use of the test kit must be submitted to the person contracting the work within 30 days following the completion of the renovation work. The completed *Test Kit Documentation Form* should be kept by the certified firm for 3 years after the work is completed.

Test Kit Documentation Form Page 1 of ___

Owner Information

Name of Owner/Occupant: _____

Address: _____

City: _____ State: _____ Zip code: _____ Contact #: (_____) _____ - _____

Email: _____

Renovation Information

Fill out all of the following information that is available about the renovation site, firm, and certified renovator.

Renovation Address: _____ Unit#: _____

City: _____ State: _____ Zip code: _____

Certified Firm Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Contact #: (_____) _____ - _____

Email: _____

Certified Renovator Name: _____ Date Certified: _____/_____/_____

Test Kit Information

Use the following blanks to identify the test kit or test kits used in testing components.

Test Kit #1

Manufacturer: _____ Manufacture Date: _____/_____/_____

Model: _____ Serial #: _____

Expiration Date: _____/_____/_____

Test Kit #2

Manufacturer: _____ Manufacture Date: _____/_____/_____

Model: _____ Serial #: _____

Expiration Date: _____/_____/_____

Test Kit #3

Manufacturer: _____ Manufacture Date: _____/_____/_____

Model: _____ Serial #: _____

Expiration Date: _____/_____/_____

Test Kit Documentation Form Page ____ of ____

Renovation Address: _____ Unit#: _____

City: _____ State: _____ Zip code: _____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Test Location # _____ Test Kit Used (Circle one): Test Kit #1 Test Kit #2 Test Kit #3

Description of component tested, including location: _____

_____

Result: Is lead present? (Circle only one) YES NO Presumed

Date of Test: _____/_____/_____

Collecting Paint Chip Samples Skills Practice

Paint Chip Collection Procedure

Step 1: Read the Paint Chip Sample Collection Guide (Appendix 9)

Step 2: Write required information and observations about the test location on the Paint Chip Sample Collection Form.

Step 3: Mark the collection area either using a template or freehand.

Step 4: Set up a paint collection tray using a sheet of letter-sized white paper for making a paper funnel for paint sample collection.

Step 5: Remove the paint using a cold scraping method (see step 5-1 below). Wear plastic gloves as appropriate.

> Step 5-1: Cold Scraping Method. Using the appropriate cutting tool, begin removing the paint from the substrate. Carefully scrape away all paint within the marked area down to the substrate and ensure that all the scraped paint lands in or is pushed into the paint collection tray

Step 6: Clean all cutting tools used during paint sample collection.

Step 7: Check documentation for completeness on the Paint Chip Sample Collection Form.

Step 8: Transfer the collected sample to the paint collection container.

Step 9: Label the container with sufficient information to uniquely identify the sample. Be sure to record the dimensions of the sample surface, including the measurement units.

Step 10: Submit the paint chip sample for lead analysis to a NLLAP-recognized laboratory. Record all results reported from the laboratory.

Documenting Paint Chip Sample Lead Analysis Results: A report of the findings from the submitted paint chip samples to a NLLAP-recognized entity must be given to the person contracting the work within 30 days following the completion of the renovation work. The certified firm should keep the completed *Paint Chip Sample Collection Form* for 3 years after the work is completed.

Paint Chip Sample Collection Form Page 1 of ___

Client/Project Information

Name of Owner/Occupant: _____

Address: _____

City: _____ State: _____ Zip code: _____ Contact #: (_____) _____ - _____

Email: _____

Renovation Information

Fill out all of the following information that is available about the renovation site, firm, and certified renovator.

Renovation Address: _____ Unit#: _____

City: _____ State: _____ Zip code: _____

Certified Firm Name: _____

Address: _____

City: _____ State: _____ Zip code: _____ Contact #: (_____) _____ - _____

Email: _____

Certified Renovator Name: _____ Date Certified: _____/_____/_____

Paint Chip Sample Information

For each sample collected, fill out all of the following information

Sample Identifier: _____

Sample Collector Name: _____

Sampling Location: _____

Sampling site description: _____ Date of Collection: _____/_____/_____

Sample Dimensions (cm): _____ Calculate Sample Area (cm^2): _____

NLLAP-recognized entity and location: _____

Submission date: _____/_____/_____ Results: _____ Result Date: _____/_____/_____

Paint Chip Sample Collection Form

Renovation Address: _____ Unit#: _____

City: _____ State: _____ Zip code: _____

For each sample collected, fill out all of the following information

Sample Identifier: _____

Sample Collector Name: _____

Sampling Location: _____

Sampling site description: _____ Date of Collection: _____/_____/_____

Sample Dimensions (cm): _____ Calculate Sample Area (cm^2): _____

NLLAP-recognized entity and location: _____

Submission date: _____/_____/_____ Results: _____ Result Date: _____/_____/_____

For each sample collected, fill out all of the following information

Sample Identifier: _____

Sample Collector Name: _____

Sampling Location: _____

Sampling site description: _____ Date of Collection: _____/_____/_____

Sample Dimensions (cm): _____ Calculate Sample Area (cm^2): _____

NLLAP-recognized entity and location: _____

Submission date: _____/_____/_____ Results: _____ Result Date: _____/_____/_____

Skill Set #2: Cleaning Verification Procedure

Time: 15 minutes

Purpose: The purpose of this hands-on exercise is to show the students the proper steps for conducting the cleaning verification procedure.

Demonstration: The course instructor should explain all of the steps involved in performing a visual clearance in the work area. Emphasize to students that there are no short cuts to passing the visual inspection.

Evaluating the Students: Watch each student conduct the cleaning verification procedure and listen as they point out problems that must be fixed. Students must complete all required steps to be "Proficient". Evaluate the work of each student and once the student has completed all required elements of the exercise correctly, record the performance as "Proficient" in the field on the Participant Progress Log that corresponds to Skills Set #11 and that particular student's name.

Materials Needed:

- Baby powder or corn starch
- Cleaning verification card, one per student to take away and retain
- Disposable foot covers
- Disposable non-latex gloves
- Disposable wet cleaning wipes
- Electrostatically charged, white, disposable cleaning cloths designed for cleaning hard surfaces
- Flashlight
- Long-handled mop designed for wet cleaning wipes
- Tape measure
- Watch or clock

Cleaning Verification Skills Practice

Step 1: As you enter the work area put on disposable foot covers so that you do not track dust and debris into the work area.*

Step 2: Turn on all of the lights that are available in the work area. Make sure there is adequate lighting.*

<u>For window sills</u>:

Step 3:While wearing gloves, wipe each window sill in the work area with a clean, white, damp cleaning wipe.*

Step 4: Compare the cleaning wipe to the CVC. If the first wipe is the same as or whiter (lighter) than the CVC, the window sill is clean; and continue to Step 6. If the first cleaning wipe is not the same as or whiter (lighter) than the CVC, re-clean the window sill, and, repeat Step 3 and then proceed to Step 5 (skip this step).*

Step 5: Compare the second cleaning wipe to the CVC. If the second wipe is the same as or whiter (lighter) than the CVC, the window sill is clean; continue to Step 6. If the second cleaning wipe is not the same as and not whiter (not lighter) than the CVC, wait one hour or until the wet surface is dry (for the purposes of this exercise you do not wait). Then re-clean the surface with a dry, electrostatically charged, white, disposable cleaning cloth designed for use on hard surfaces. The window sill is now clean and has completed the cleaning verification procedure.*

*Indicates required skills that must be accomplished for a "Proficient" rating.

For floors and countertops:

Step 6: While wearing gloves, wipe each floor or countertop in the work area with a clean, white, damp cleaning wipe. For floors, use a long handled mop designed to hold a wet cleaning wipe. For floors, wipe no more than 40 ft^2 per wipe. For countertops wipe the whole surface of the countertop up to 40 ft^2 per wipe.*

Step 7: Compare each floor and countertop cleaning wipe to the CVC. If the first wipe is the same as or whiter (lighter) than the cleaning verification card, the floor or countertop is clean. If the first cleaning wipe is not the same as and not whiter (not lighter) than the CVC, re-clean the floor section or countertop section, wipe the floor or countertop section with a wet cleaning wipe, and repeat Step 6 for that section and proceed to Step 8 (skip this step).*

Step 8: Compare the second floor or countertop cleaning wipe to the CVC. If the second wipe is the same as or whiter (lighter) than the CVC, the floor or countertop section has been adequately cleaned. If the second cleaning wipe is not the same as and not whiter (not lighter) than the CVC, wait one hour or until the wet surface is dry (for the purposes of this exercise you do not wait). Then reclean the surface with a dry, electrostatically charged, white, disposable cleaning cloth designed for use on hard surfaces. The floor or countertop section is now clean and has completed the cleaning verification procedure.*

Step 9: Once the cleaning verification shows that all areas have been adequately cleaned, remove the signs and critical barriers around the work area.*

*Indicates required skills that must be accomplished for a “Proficient” rating.