



**INSTRUCTIONS**  
**ABATEMENT SUPERVISORS & INSPECTORS**  
 New York City Department of Health & Mental Hygiene (DOHMH)  
 Lead Poisoning Prevention Program (LPPP)

**PLEASE FORWARD TO THE LEAD ABATEMENT FIRM AND LEAD INSPECTOR.**

**NOTICE TO LEAD ABATEMENT FIRM**

**Read this notice carefully. If you have been hired to correct lead paint violations in the home of a lead poisoned child, you must follow all rules in the NYC Health Code §173.14.**

**You must be an EPA-Certified lead abatement firm and you must:**

- Provide your company name, contact person, phone and fax numbers, and address to the building owner before starting the job.
- Complete and sign the Notification of Commencement of Lead Abatement (pink form).
- Require that all workers assigned to the job be EPA-Certified.
  - Supervisor and workers must have their EPA Lead Abatement Certificates at the jobsite.
  - Supervisor and workers must show certificates to a health department inspector upon request.

**Provide a scope of work to the building owner for all lead hazard repairs:**

- Describe all surfaces and components to be abated as cited in the Commissioner’s Order.
- Describe the method of abatement for each surface or building component.
- Provide a start and finish date for the repairs.

**You must follow the rules in New York City Health Code §173.14.** The rules include, but are not limited to:

- Posting warning signs.
- Cleaning and removing furniture or cleaning and covering with plastic sheeting.
- Covering floor, windows, and air vents with 2 layers of plastic sheeting.
- Sealing work area with plastic sheeting and covering the door with 2 layers of plastic sheeting.
- Adjusting all painted doors and windows so that painted surfaces do not bind.
- Fully preparing work area before starting abatement work.
- Using only approved lead abatement methods.
- Preventing workers from tracking paint dust and debris from work area.
- Doing daily and final cleaning using wet methods and HEPA vacuuming.
- **For full details refer to New York City Health Code §173.14**
- Also see Handout [4](#) “Methods for Abating Lead Paint Hazards” for more information.

**NOTICE TO LEAD INSPECTORS**

**If you have been hired to take dust wipe samples when the work is finished, you must:**

- Not be an employee of the building owner or the abatement contractor.
- Provide your company name, contact person, phone and fax numbers, address and EPA Certificate Number to the building owner before the job starts.
- Submit dust wipe samples for analysis to a laboratory accredited by the EPA National Lead Laboratory Accreditation Program (NLLAP) **and** approved by the NYS Environmental Laboratory Approval Program (ELAP).
- Complete and sign the Notification of Commencement of Lead Abatement (pink form).

**NOTICE: Working without proper EPA-Certification or failure to follow safety standards can result in fines up to \$2000 per violation to the contractor and the building owner.**  
**For more information call the Lead Poisoning Prevention Program at: 212-676-6379.**