

Document Upload Feature

HPD released some enhancements to improve the user experience when submitting Lead Exemption applications through the LEOP application in response to feedback highlighting concerns about the time-consuming nature of the document upload feature. Although there were no changes to the documentation required to receive an exemption, HPD significantly reduced the number of uploads required at the time of submission.

Application

Unit Tested Negative

Lead Free No Abatement (2 sections: Affidavit of Certification and Inspection and Testing Paperwork and optional Miscellaneous section)

What were the test results for lead-based paint?

☒ **The unit/building tested negative**

This Application may qualify for a Lead-Free Exemption status. For a unit/building that tested negative, the owner/applicant must submit the Affidavit for Lead Free No Abatement along with the other required Lead Exemption documents, later. You can download the required Affidavit template below.

[Download Lead Free No Abatement Affidavit](#)

☐ The unit/building tested positive and needed abatement

Ability to upload all listed document types and true size of 20mb

Please upload the following documents. All documents are mandatory for successful submission of application

Affidavit of Certification

Lead Free – No Abatement

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Inspection and Testing Paperwork

Lead Exemption Supporting Documents

The records must include:

- The XRF data report
- The written report, including executive summary
- A detailed drawing of the testing unit or common area.

At least one of each must be attached. If there are more than one, each must be attached. This may also include the paint chip sample testing records, if performed. If paint chip samples are included, the records for that must include:

- The State-certified laboratory analysis
- The paint chip sample collection sheet
- The chain of custody for each paint chip sample

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[Documents List](#)

Documents List

The Lead-based Paint Testing Records

Must include the executive summary.

The EPA certification for the certified inspector or risk assessor who performed the inspection or any testing, including paint chip sample if collected

Must be valid for the date of the testing. At least one must be attached. If there are more than one, each must be attached.

The EPA Firm Certification for the individual who performed the inspection/testing

Must be valid for the date of the testing. At least one must be attached. If there are more than one, each must be attached.

The affidavit by the certified inspector or risk assessor who performed the inspection or testing, including paint chip sample if collected

If submitting the affidavit by the firm for a former employee, submit that affidavit here. At least one must be attached. If there are more than one, each must be attached. [At least one required]

Miscellaneous

Miscellaneous Document #1

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Unit Tested Positive

What were the test results for lead-based paint?

☐ The unit/building tested negative

This Application may qualify for a Lead-Free Exemption status. For a unit/building that tested negative, the owner/applicant must submit the Affidavit for Lead Free No Abatement along with the other required Lead Exemption documents, later. You can download the required Affidavit template below.

[Lead Free No Abatement Affidavit](#)

☒ The unit/building tested positive and needed abatement

How was the abatement performed?

☒ The abatement contractor removed all the lead-based paint, so the unit/building is now free of lead-based paint

This Application may qualify for a Lead-Free Exemption status. The owner/applicant must submit the Affidavit for Lead Free Abatement along with the other required Lead Exemption documents. You can download the required Affidavit template below.

[Lead Free Abatement Affidavit](#)

☐ The abatement contractor did not remove all the lead-based paint and used encapsulation or containment to cover the lead-based paint

Lead Safe Abatement (4 sections: 1. Affidavit of Certification, 2. Inspection and Testing Paperwork, 3. Abatement Paperwork, 4. Dust Sampling Paperwork and Misc.)

Affidavit of Certification

Lead Free – Abatement

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Inspection and Testing Paperwork

Lead Exemption Supporting Documents

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Abatement Paperwork

Abatement Paperwork Documents

The EPA certification for the lead abatement supervisor or project designer who supervised the work. Must be valid for the date of abatement. At least one must be attached. If there are more than one, each must be attached.

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Documents List

The EPA certification for the lead abatement supervisor or project designer who supervised the work

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The EPA abatement firm certification

Must be valid for the date of the abatement. At least one must be attached. If there are more than one, each must be attached.

The affidavit from the Lead-Based Paint abatement firm

Must be valid for the date of the abatement. At least one must be attached. If there are more than one, each must be attached.

The Abatement Report

This must include the detailed records of the abatement and the substantial alterations performed

Dust Sampling Paperwork

Dust Wipe Clearance

- The EPA certification for the lead inspector or risk assessor who took the surface dust samples
- The EPA certification for the firm of the lead inspector or risk assessor who took the surface dust samples
- The affidavit from the certified inspector or risk assessor who took the surface dust samples
- The dust sample records

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The affidavit from the certified inspector or risk assessor who took the surface dust samples

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The dust sample records

Must include the state-certified laboratory analysis, dust sample collection sheet and the chain of custody for each dust sample.

Miscellaneous

Miscellaneous Document #1

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Lead Safe – Abatement with Containment, No Encapsulation (5 sections: 1. Affidavit of Certification, 2. Inspection and Testing Paperwork, 3. Abatement Paperwork, 4. Dust Sampling Paperwork 5. Containment Paperwork, Misc.)

How was the abatement performed?

- ☐ The abatement contractor removed all the lead-based paint, so the unit/building is now free of lead-based paint
This Application may qualify for a Lead-Free Exemption status. The owner/applicant must submit the Affidavit for Lead Free Abatement along with the other required Lead Exemption documents. You can download the required Affidavit template below.
- [↓ Lead Free Abatement Affidavit](#)
- ☒ The abatement contractor did not remove all the lead-based paint and used encapsulation or containment to cover the lead-based paint

Was encapsulation used?

- ☒ **No, the abatement used containment but not encapsulation**
This application may qualify for a Lead Safe exemption status. The owner/applicant must submit the affidavit for Lead Safe Containment along with other required Lead Exemption documents later. You can download the required affidavit template below.
- [↓ Lead Safe Containment Affidavit](#)
- ☐ Yes, the abatement used encapsulation
This application may qualify for a Lead Safe exemption status. The owner/applicant must submit the affidavit for Lead Safe Encapsulation along with other required Lead Exemption documents later. You can download the required affidavit template below.
- [↓ Lead Safe Encapsulation Affidavit](#)

Affidavit of Certification

Lead Safe – Abatement with Containment, No Encapsulation

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Inspection and Testing Paperwork

Lead Exemption Supporting Documents

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If submitting the affidavit by the firm for a former employee, submit that affidavit here. At least one must be attached. If there are more than one, each must be attached. [At least one required]

Abatement Paperwork

Abatement Paperwork Documents

The EPA certification for the lead abatement supervisor or project designer who supervised the work. Must be valid for the date of abatement. At least one must be attached. If there are more than one, each must be attached.

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The affidavit from the Lead-Based Paint abatement firm

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This must include the detailed records of the abatement and the substantial alterations performed

Dust Sampling Paperwork

Dust Wipe Clearance

- The EPA certification for the lead inspector or risk assessor who took the surface dust samples
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The dust sample records

Must include the state-certified laboratory analysis, dust sample collection sheet and the chain of custody for each dust sample.

Containment Paperwork

Enclosure Document

- Abatement firm of how the containment could fail or be compromised and monitoring recommendations
- Written plan for monitoring the containment to ensure the area remains lead safe

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Documents List

The description from the abatement firm of how the containment could fail or be compromised and monitoring recommendations

The owner's written plan for monitoring the containment to ensure the area remains lead safe

Miscellaneous

Miscellaneous Document #1

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Lead Safe – Abatement with Encapsulation (5 sections: 1. Affidavit of Certification, 2. Inspection and Testing Paperwork, 3. Abatement Paperwork, 4. Dust Sampling Paperwork 5. Containment/Encapsulation Paperwork, Misc.)

Was encapsulation used?

☐ No, the abatement used containment but not encapsulation

This application may qualify for a Lead Safe exemption status. The owner/applicant must submit the affidavit for Lead Safe Containment along with other required Lead Exemption documents later. You can download the required affidavit template below.

[Download Lead Safe Containment Affidavit](#)

☒ Yes, the abatement used encapsulation

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Affidavit of Certification

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The dust sample records

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Containment/Encapsulation Paperwork

Lead-Safe Documents and Monitoring Plans

- Abatement firm monitoring recommendations
- Owner's written plan for monitoring encapsulation
- EPA certification for worker who applied the encapsulant
- The affidavit from worker who applied the encapsulant

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Documents List

The description from the abatement firm of how the encapsulation (and containment, if applicable) could fail or be compromised and monitoring recommendations

The owner's written plan for monitoring the encapsulation (and containment, if applicable) to ensure the area remains lead safe

The EPA certification for the certified lead abatement worker who applied the encapsulant

Must be valid for the date of the dust sample. At least one must be attached. If there are more than one, each must be attached.

The affidavit from the certified lead abatement worker who applied the encapsulant

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