



Application and Instructions for Firms

Applying for Certification to Conduct Lead-Based Paint Activities and/or Renovations

Form Approved OMB No. 2070-0155 Expires 10/31/11

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

EPA
U.S. ENVIRONMENTAL PROTECTION AGENCY

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. Application Type (select only one box from Option 1, 2, 3 or 4 of Section A)

1. **Option 1: Renovation, Repair, and Painting (RRP and Dust Sampling Technician) Firm Certification (\$300)**
Initial or Recertification Renovation, Repair and Painting Firm Certification or Abatement/RRP Combination Firm Certification

2. **Option 2: Abatement (Abatement, Risk Assessment, and Inspection) or Abatement/RRP Combination Firm Certification**
Initial or Recertification Abatement Firm Certification (\$550 for first jurisdiction and \$35 for each additional jurisdiction – list jurisdiction(s) below)
Initial or Recertification Combination Abatement/RRP Firm Certification (\$550 for RRP and one abatement jurisdiction, \$35 for each additional abatement jurisdiction – list abatement jurisdiction(s) below)
List abatement jurisdiction(s):
1) _____ (\$50) 2) _____ (\$585) 3) _____ (\$620)
(Please note, if applying for more than three jurisdictions add an additional \$35 for each jurisdiction and list them on a separate sheet of paper) or

3. **Option 3: Amend Existing Certification**
 Update firm information (no fee required)
 Add abatement jurisdiction (\$35 per abatement jurisdiction)
List abatement jurisdiction(s) being added to your existing certification:
1) _____ (\$35) 2) _____ (\$70) 3) _____ (\$105) or

4. **Option 4: Replace Certificate**
 Replace Certificate (\$15)

B. Enter total application fee \$ _____
Note 1: See instructions for additional fee information and examples of required fees.
Note 2: If you are a federally recognized Indian Tribe seeking certification as a firm check yes in the question below and see Fees Schedule in the instructions to determine fee required.
Schedule in the instructions to determine fee required.
Yes No Indicate whether you are a federally-recognized Indian tribe seeking certification as a firm.

C. 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: _____ Street Address, Suite Number _____ City _____ State _____ Zip Code _____
(if different from above)

Name of Attesting Individual: _____ Last _____ First _____ Middle _____
ext. # _____ Attesting Individual's Phone # _____ ext. _____

Firm's Phone #: _____ ext. # _____

Attesting Individual's E-mail Address: _____

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**APPLICATION FOR FIRMS
TO CONDUCT LEAD-BASED PAINT ACTIVITIES AND/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. Application Type (select only one box from Option 1, 2, 3 or 4 of Section A)

1. Option 1: Renovation, Repair, and Painting (RRP and Dust Sampling Technician) Firm Certification
Initial _____ Recertification _____
or _____ Renovation, Repair and Painting Firm Certification **(\$300)**

or

2. Option 2: Abatement (Abatement, Risk Assessment, and Inspection) or Abatement/RRP Combination Firm Certification
Initial _____ Recertification _____
or _____ Abatement Firm Certification **(\$550 for first jurisdiction and \$35 for each additional jurisdiction – list jurisdiction(s) below)**
Initial _____ Recertification _____
or _____ Combination Abatement/RRP Firm Certification **(\$550 for RRP and one abatement jurisdiction, \$35 for each additional abatement jurisdiction – list abatement jurisdiction(s) below)**
List abatement jurisdiction(s):
1) _____ (**\$550**) 2) _____ (**\$585**) 3) _____ (**\$620**)
(Please note, if applying for more than three jurisdictions add an additional \$35 for each jurisdiction and list them on a separate sheet of paper)

or

3. Option 3: Amend Existing Certification
Update firm information **(no fee required)**

Add abatement jurisdiction **(\$35 per abatement jurisdiction)**
List abatement jurisdiction(s) being added to your existing certification:
1) _____ (**\$35**) 2) _____ (**\$70**) 3) _____ (**\$105**)

or

4. Option 4: Replace Certificate
Replace Certificate **(\$15)**

B. Enter total application fee \$ _____

Note 1: See instructions for additional fee information and examples of required fees.

Note 2: If you are a federally recognized Indian Tribe seeking certification as a firm check yes in the question below and see Fees Schedule in the instructions to determine fee required.

Yes No Indicate whether you are a federally-recognized Indian tribe seeking certification as a firm.

C. Applicant Information

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 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: _____

D. Website Listing

Once certified your firm will be listed on EPA's web based search tool. Please select the type of service(s) your firm will provide:

Renovation

Evaluation

Lead Abatement

E. Lead-Based Paint Activity or Renovation Violation[s]

Does the firm have any past, present, or pending lead-based paint violations of EPA, State, U.S. territory, or Indian tribal land(s) regulations? **If yes**, please attach a written explanation.

Yes

No

F. Certification Statement

I hereby attest and affirm the following:

- The information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge.
- This firm shall only employ appropriately qualified individuals to conduct lead-based paint activities and renovations.
- This firm and its employees shall follow the work practice standards set forth in 40 CFR § 745.227 for conducting lead-based paint activities or 40 CFR § 745.85 for conducting renovations at all times.
- I acknowledge that any certification issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the certification.

Attesting Individual's Signature	Title	Date Signed
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(Please sign legibly within the boundaries of the box above.)

Privacy Act Statement: This statement is provided pursuant to the Privacy Act of 1974, 5 U.S.C. §552a. The authority for collecting this information is 40 C.F.R. Part 745, and 15 U.S.C. §§2682 and 2684. The information collected on this form will be used to establish the applicant's eligibility for certification to conduct lead-based paint activities and renovations in target housing and child-occupied facilities. Disclosure of this information is voluntary; however, the failure to provide this information may delay or prevent an applicant's certification. This information may be disclosed in appropriate and limited circumstances to: EPA employees, contractors, grantees or others when performing duties that are compatible with the purpose for which this information is collected and when this information is necessary to complete the task; a member of Congress in response to a request made with your consent and on your behalf; to appropriate law enforcement agencies responsible for investigating, enforcing, prosecuting or implementing specific statutes, codes or regulations and this information is relevant to that responsibility; an appropriate adjudicative body when such disclosure is compatible with the purpose for which this information is collected and the EPA or the United States has an interest in the proceeding; and the Department of the Treasury, the General Services Administration, the General Accounting Office and other Federal, State, and Local Agencies for authorized activities related to this information.

Before you mail your application and certification fee, make sure that you have:

- Filled out all applicable sections of the application
- Signed and dated the application
- Made a copy of your application for your files
- Enclosed the appropriate certification fees (check or money order)
 - Make check payable to U.S. EPA
 - Printed "*Lead Program User Fees*" on the check or money order
 - For more information, see the fees section of the instructions

Mail original completed application, supporting materials, and the certification fee to:

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

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. To find out which states are administered by EPA go to website listed below or call the National Lead Information Center at 1-800-424-LEAD (5323):

- For abatement, inspection or risk assessment visit EPA's web page at www.epa.gov/lead/pubs/traincert.htm
- For renovation visit EPA's web page at http://www.epa.gov/lead/pubs/lscp-renovation_firm.htm

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. **EPA has up to 90 days** after receiving a complete request for certification to approve or disapprove the application.

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 09/11). The form can be filled out by hand or by using a fillable form on your computer (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). You must be recertified by EPA before your current certification expires. EPA therefore recommends that you submit your application for recertification no later than 90 days before your current certification expires. 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: Firms may only 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. To find out which states are administered by EPA go to website listed below or call the National Lead Information Center at 1-800-424-LEAD (5323):

- For abatement, inspection or risk assessment visit EPA's web page at www.epa.gov/lead/pubs/traincert.htm
- For renovation visit EPA's web page at http://www.epa.gov/lead/pubs/lscp-renovation_firm.htm

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 (Application Type), B (Application Fee), C (Applicant Information) and F (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 B 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	
Renovation Firm Certification	Certification	Recertification
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
Lead-based Paint Activities Certification (Abatement, Inspection, Risk Assessment)	Certification	Recertification
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 <http://www.epa.gov/lead/pubs/traincert.htm> 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>
Total Amount Due:	\$620

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	<u>\$ 0</u>
Total Amount Due:	\$300

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
Total Amount Due:	\$550

**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.

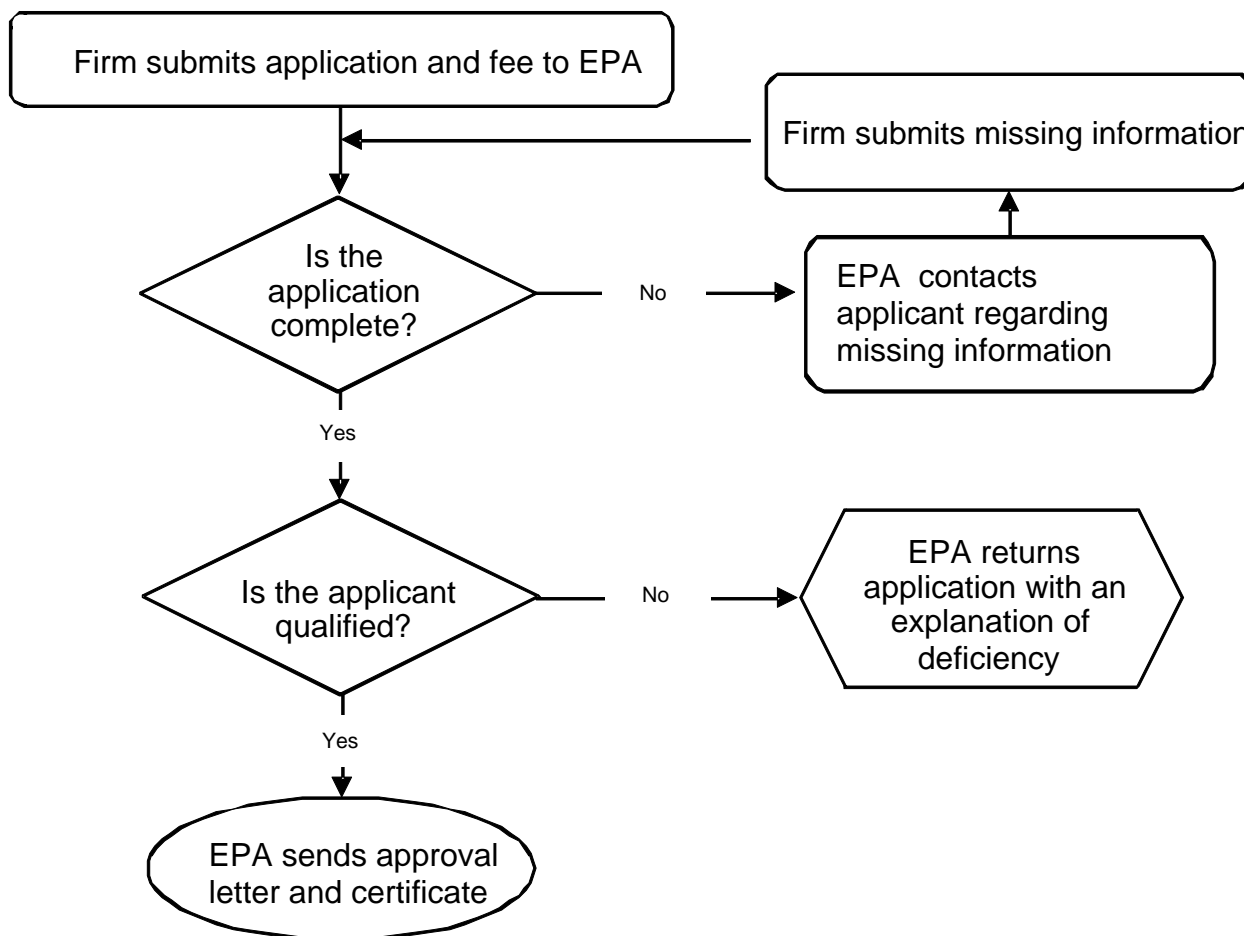
Refunds are not available for replacing a certificate.

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.