

COLUMBUS CONSOLIDATED GOVERNMENT

CONTRACT ROUTING MEMORANDUM

DATE: December 18, 2017

SUBJECT: Lead-Based Paint/Asbestos & Clearance Testing Services (Annual Contract) – RFP No. 18-0004

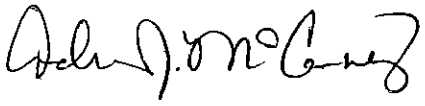
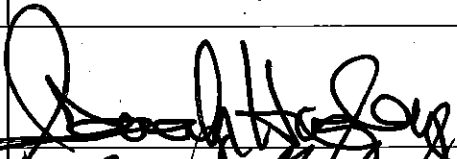
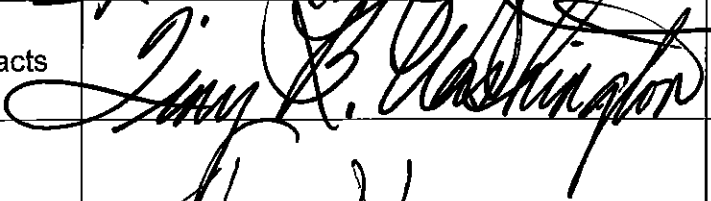

FROM: Heather Scheuttig, Purchasing Division ⁴³

Please route for appropriate signatures the four (4) copies of the attached contract with Geotechnical & Environmental Consultants (GEC), Inc. The firm will provide lead-based paint/asbestos & clearance testing services on an "as needed" basis.

The initial term of this contract shall be for two years with the option to renew for three additional twelve-month periods. Contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

Funds are budgeted each fiscal year for this ongoing expense: Various Departments – Postage; 6625.

Council authorized this contract per Resolution No. 414-17; dated December 5, 2017 (copy is attached).

Signatories	Signatures Required (No initials please)	Date
Purchasing Division Manager Signature of Approval		12/18/17
City Attorney: Signature required on Contracts	Form Approved CofC City Attorney	12/18/17
City Manager: Signature required on Contracts		12/20/17
Clerk of Council: Signature Required on Contracts & Attest/Seal		12/21/17
Buyer: Process / Distribute		12/22/17

After all signatures have been applied, please contact Purchasing Division (ext - 3071) for distribution.

C.M. 12-05-17 (5X4)

"ITEM A"

A RESOLUTION

NO. 414-17

4/4-17

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH GEOTECHNICAL & ENVIRONMENTAL CONSULTANTS, INC. (GEC) (COLUMBUS, GA) TO PROVIDE LEAD-BASED PAINT/ASBESTOS AND CLEARANCE TESTING SERVICES ON AN "AS NEEDED" BASIS.

WHEREAS, an RFP was administered (RFP No. 18-0004) and four (4) proposals were received; and,

WHEREAS, the proposal submitted by Geotechnical & Environmental Consultants, Inc., met all proposal requirements and was evaluated most responsive to the RFP; and,

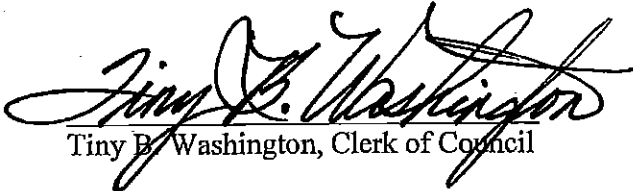
WHEREAS, the contract term shall be for two years, with an option to renew for three (3) additional twelve-month period, if agreeable to both parties.

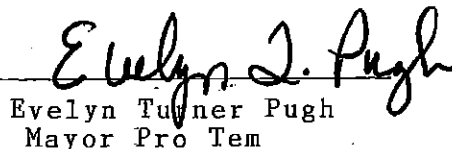
NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Geotechnical & Environmental Consultants, Inc. (GEC) (Columbus, GA) to provide lead-based paint/asbestos and clearance testing services. Funds are budgeted each fiscal year for this ongoing expense: Community Development Block Grant Fund – Community Reinvestment – Non CDBG Program – Contractual Services, 0210-245-1000-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the 5th day of December, 2017 and adopted at said meeting by the affirmative vote of ten members of said Council.

Councilor Allen voting	<u>YES</u>
Councilor Baker voting	<u>YES</u>
Councilor Barnes voting	<u>YES</u>
Councilor Davis voting	<u>YES</u>
Councilor Garrett voting	<u>YES</u>
Councilor Henderson voting	<u>YES</u>
Councilor Huff voting	<u>YES</u>
Councilor Thomas voting	<u>YES</u>
Councilor Turner Pugh voting	<u>YES</u>
Councilor Woodson voting	<u>YES</u>


Tiny B. Washington, Clerk of Council


Evelyn Turner Pugh
Mayor Pro Tem

CONTRACT

THIS CONTRACT, executed this 21st day of December 2017, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Geotechnical & Environmental Consultants (GEC), Inc.**, hereinafter called the "Contractor"

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached proposal and specifications, the parties hereby agree as follows:

1. That the Contractor met all proposal requirements and was evaluated responsive for providing **Lead-Based Paint/Asbestos & Clearance Testing Services (Annual Contract)**, per RFP **No. 18-0004**, and was awarded the Contract by Columbus City Council on Tuesday, December 5, 2017, Resolution No. 414-17, for the initial term of two years, beginning January 1, 2018 through December 31, 2020, with the option to renew for three (3) additional twelve-month periods, for furnishing the same in accordance with the specifications prepared by the City and the submittal of the Contractor.

2. The Contractor will, at its own cost and expense, furnish all labor, materials, and equipment required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Proposals, dated October 4, 2017 (and all addenda thereto), the Contractor's submittal dated November 3, 2017 and the proposal clarification documents which are attached hereto as exhibits "A", "B", and "C" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.

3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

FORM E

**CONTRACT SIGNATURE PAGE
LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES
(ANNUAL CONTRACT)
RFP No. 18-0004**

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Columbus Consolidated Government.

Kevin R. Stumpe
Witness as to the Contractor

Janice A. Miles
Witness as to the Contractor

(Corporate Seal)



By: *Jason A. Cooper*
Signature of Authorized Representative
Jason A. Cooper, Branch Manager
Print Name and Title of Signatory

Geotechnical & Environmental Consultants, Inc.
Business Name

5031 Milgen Court, Columbus, GA 31907
Business Address

706/569-0008
Telephone Number

706/569/0940
Fax Number

jcooper@geconsultants.com
Email Address

**CONSOLIDATED GOVERNMENT OF
COLUMBUS, GEORGIA**

Accepted this 24th day of December 2017

Isaiah Hugley
Isaiah Hugley, City Manager

ATTEST:

Tiny B. Washington
Tiny B. Washington, Clerk of Council

APPROVED AS TO LEGAL FORM:

Clifton C. Fay City Attorney
Clifton C. Fay, City Attorney

EXECUTION AUTHORIZED

By Resolution No. 414-17
Tiny B. Washington
Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED PROPOSAL****

EXHIBIT A

*Columbus Consolidated Government
Lead-Based Paint/Asbestos & Clearance Testing Services
(Annual Contract)
Business Requirements*

RFP No. 18-0004

BUSINESS REQUIREMENTS

**** Section Redacted ****

These documents have been filed in the Purchasing Division

5th Floor – Finance Department
100 10th Street
Columbus, Georgia 31901

Please contact Purchasing to view these documents at ext: 3071

EXHIBIT B

*Columbus Consolidated Government
Lead-Based Paint/Asbestos & Clearance Testing Services
(Annual Contract)
Request for Proposals*

RFP No. 18-0004

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
www.columbusga.org

DATE: **August 24, 2017**

REQUEST FOR PROPOSALS: RFP NO. 18-0004	Offerors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of: LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES (ANNUAL CONTRACT)
GENERAL SCOPE	The Columbus Consolidated Government is seeking to contract with a qualified vendor to provide services for lead-based paint/asbestos and clearance testing for the housing rehabilitation, rental assistance program, and supportive services/operations programs on an "as needed" basis.
DUE DATE	DUE: September 22, 2017; 5:00 PM (EASTERN TIME) Proposals must be received and date/time stamped on or before the due date by the Purchasing Division of Columbus Consolidated Government, located in the Finance Department, 5 th Floor, Government Center, 100 10th Street, Columbus, GA.
HOW TO OBTAIN ADDENDA	IMPORTANT INFORMATION Any addenda for this project will be posted on the web page of the Finance Department/Purchasing Division (http://www.columbusga.org/finance/Excel_Docs/Bid_Opportunities.htm). It is the vendors' responsibility to periodically visit the web page for addenda before the due date and prior to submitting a proposal.
NO PROPOSAL RESPONSE	If you are not interested in this invitation please email to: hscheuttig@columbusga.org or complete Page 3 and fax to 706-225-3033.

Andrea J. McCorvey
Purchasing Manager

IMPORTANT INFORMATION

e-Notification

Effective December 31, 2014, Columbus Consolidated Government (the City) discontinued mailing postcard notifications to its registered vendors, and began using the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO PROPOSAL SUBMISSION"

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email hscheuttig@columbusga.org or return this form, via fax or mail, to:

Fax number (706) 225-3033

Attn: Heather Scheuttig, Buyer

Columbus Consolidated Government

Purchasing Division

P.O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a proposal for **RFP No. 18-0004** for **Lead-Based Paint/Asbestos & Clearance Testing Services** for the following reason(s):

- ☐ Specifications are too "tight", i.e. geared towards one brand or manufacturer (explain below)
- ☐ There is insufficient time to respond.
- ☐ We do not offer this product and/or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Comments:

COMPANY NAME: _____

ADDRESS: _____

AGENT: _____

DATE: _____

EMAIL: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL.

3-110 Competitive Sealed Proposals (Competitive Sealed Negotiations) For Equipment, Supplies or Professional Services - \$10,000 and Above

(1) Conditions for Use

When the Purchasing Division Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$10,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

Adequate public notice of the Request for Proposals shall be given in the same manner as provided under the section titled "Competitive Sealed Bids."

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors.

The Request for Proposals shall identify all significant evaluation factors (including price or cost) and their relative importance. Mechanisms shall be established for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

E. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

F. Award.

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, further negotiations may take place with the recommended offeror or negotiations will begin with the next most qualified offeror. The contract file shall contain the basis on which the award is made.

After contract award, the contract file will be made public. Offerors will be afforded the opportunity to make an appointment to review the contract file.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FAX FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

Email hscheuttig@columbusga.org or use the attached "Question/Clarification" Fax Form (On the following page) to submit questions.

QUESTION/CLARIFICATION FAX FORM

DATE: _____

TO: Heather Scheuttig, Buyer
Email hscheuttig@columbusga.org or
Fax (706) 225-3033

RE: RFP NO. 18-0004, LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING
SERVICES (ANNUAL CONTRACT)

.....
I HAVE THE FOLLOWING CONCERNS/QUESTIONS ABOUT THE SPECIFICATIONS FOR
THE ABOVE CITED PROPOSAL:

QUESTIONS AND REQUESTS FOR CLARIFICATION WILL BE RECEIVED FIVE (5)
DAYS PRIOR TO THE PROPOSAL DUE DATE.

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip Code

Telephone Number

Fax Number

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

Lead-Based Paint/Asbestos & Clearance Testing Services (Annual Contract) RFP No. 18-0004

- I. The Columbus Consolidated Government (the city) invites proposal submissions to provide Lead-Based Paint/Asbestos & Clearance Testing Services.

A. PROPOSAL SUBMITTAL DATE:

SEALED PROPOSALS ARE DUE: September 22, 2017 NO LATER THAN 5:00 PM (Eastern Time). *Submit one original and ten identical copies of the proposal.* For proper identification, the proponent's complete name and address should appear on the exterior of the proposal package.

The proposal should be hand delivered or mailed to the following:

Columbus Consolidated Government
Purchasing Division

**RE: RFP NO. 18-0004: Lead-Based Paint/Asbestos & Clearance
Testing Services**

Mail: P.O. Box 1340
Columbus, Georgia 31902-1340

Deliver: 100 10th Street
Columbus, Georgia 31901

If the proposal does not reach the Purchasing Division on or before the due date, the proposal will be returned to the Proposer unopened. It is the Proponent's responsibility to insure the proposal is mailed or delivered by the due date. The City will not be held responsible for proposals delayed by the US Mail or any other courier.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, name(s) and

address(es) of subcontractor(s) must be provided in proposal response. The offeror shall be responsible for subcontractor(s) full compliance with the requirements of the RFP specifications. **IF AWARDED THE CONTRACT, PAYMENTS WILL ONLY BE MADE TO THE OFFERORS SUBMITTING THE PROPOSAL. THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.**

D. QUESTIONS ABOUT THE RFP:

COMMUNICATION CONCERNING ANY BID/PROPOSAL CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITING AND ADDRESSED TO THE PURCHASING DIVISION. SEE PAGE TITLED "DO YOU HAVE QUESTIONS ..." WITHIN THIS PROPOSAL PACKAGE.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national

origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

1. **Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; 6) Additional Agreements required by Awarded Vendor(s); and 7) Awarded Vendor(s) Business Requirements.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business which is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

**LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING
SERVICES
(ANNUAL CONTRACT)
RFP No. 18-0004**

PART I - GENERAL PROVISIONS

1.0 INTRODUCTION

It is the intent of Columbus Consolidated Government (City) to contract with a qualified vendor to provide Lead-Based Paint/ Asbestos & Clearance Testing Services for the housing rehabilitation (single and multi-family), rental assistance program (tenant and project-based), and supportive services/operations programs. These services will be utilized primarily by the Community Reinvestment Department on an "as needed" basis. However, other City departments may utilize such services as required.

2.0 SCOPE OF SERVICES REQUIRED

The contractor(s) shall provide all necessary labor, supervision, and materials required to perform thorough services of structures, which may contain lead-based paint as stated in ***Appendix A – Chapter 391-3-24-Lead-Based Paint Hazard Management***. Services will be requested on an "as needed" basis.

The contractor(s) shall perform the following services:

- A. Thoroughly inspect and test each structure, at the request of the City, to provide a written and visual assessment report and cost estimate for lead-based paint testing or asbestos.
- B. Prepare the Written & Visual Lead-Based Paint and/or Asbestos Assessment Reports. The Contractor(s) shall be able to provide the Community Reinvestment Department with thorough written report and cost analysis for each structure tested.

3.0 QUALIFICATIONS OF THE LEAD-BASED PAINT AND ASBESTOS RISK ASSESSOR/INSPECTOR

A. Qualifications:

The Lead-Based Paint and Asbestos Risk Assessor Inspector must have all certifications and licensing from the State of Georgia. All personnel must be state certified at the time proposal is submitted.

Requirements:

- State of Georgia Certified Lead-Based Paint Activities Firm
- State of Georgia Lead-Based Paint and Asbestos Inspector/Risk Assessor, Lead Hazards Certification
- Insurance (Workman Compensation, Auto & General Liability)

B. Equal Employment Opportunity:

During the performance of this contract:

1. The Contractor(s) will not discriminate against any employee or applicant for employment because of race, color, creed, sex, sexual orientation, gender identity or national origin. The Contractor(s) will take affirmative action to ensure that applicants are employed, and employees are treated fairly during employment, without regard to their race, color, creed, sex, sexual orientation, gender identity or national origin. Such action shall include, but not limited to, the following: employment, upgrading, demotion, or transfer; recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor(s) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Agency setting further the provisions of this nondiscrimination clause.
2. The Contractor(s) will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor(s), state that all qualified applicants will receive consideration for employment without regard to race, color, creed, sex, sexual orientation, gender identity or national origin.

C. Assignment:

The Lead-Based Paint & Asbestos Risk Assessor/Inspector's rights, obligations, and duties under this contract shall not be assigned in whole or in part, but this shall not prohibit the assignment of the proceeds due under this contract to a bank or financial institution. This contract may be assigned by the City to any corporation, agency, or instrumentality having authority to accept the assignment.

D. Subcontracting:

None of the work or services covered by this contract shall be subcontracted.

E. Records:

The Contractor(s) shall maintain records of all details with respect to the services to be performed under this contract, including one complete copy of each scope of work report, cost estimate and related notes, for one (1) year after delivering the report.

F. Affidavits of Compliance:

The Contractor(s), if requested by the City, shall furnish the City affidavits certifying compliance with the provisions of this RFP (section 2.0).

4.0 TERM AND CONDITIONS

- A. The initial term of the contract will be for two years with the option to renew for three additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Officer, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a Contract renewal.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and the Council of the Consolidated Government of Columbus, Georgia has granted program approvals. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

B. Termination for Convenience

For the protection of both parties, either party giving 30 days prior notice in writing to the other party may cancel this contract.

5.0 PRICE ADJUSTMENT CLAUSE

Contract pricing shall remain fixed for the initial two (2) year term of the contract. After the initial term, Contractor may request a price escalation by submitting a fully documented request for a review of the pricing. Such escalation shall not exceed a 5% increase. Price escalation requests must be submitted by January 30th so as to allow Departments to factor the increases into their budgets for the next fiscal year, which will begin July 1.

The using agencies and Purchasing Manager will review the request and shall approve or disapprove the increases based on budget constraints and other price comparisons. **If approved, the price increase shall not commence until the next fiscal year, which will begin July 1.**

If for any reason the contractor has a price increase that exceeds five percent (5%), the price increase will be evaluated on a case-by-case basis. The City and the Contractor will have the option to discuss and make adjustments to the requested increase. If either party declines approval of the adjustments, the contract will be considered cancelled on the scheduled expiration date of the contract.

6.0 ERRORS AND OMISSIONS

If, due to an error or omission in the scope of this contract, a particular process or responsibility is omitted, it shall be the responsibility of the contractor to bring the omission to the attention of the City.

7.0 ADDENDA

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

8.0 INDEMNITY CLAUSE

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

9.0 INSURANCE

The vendor(s) shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form B)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is**

acceptable. The Insurance Checklist will indicate, to the City, the bidder's ability and agreement to provide the required insurance in the event of contract award.

The successful candidate(s) shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will be included with the contract documents prior to signing.

10.0 GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT/E-VERIFY

In accordance with the Georgia Security and Immigration Compliance Act/E-Verify, every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program (see http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm). To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>. A properly completed, notarized E-Verify Affidavit (**Form C**) must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

PART 2 – PROPOSAL AND SUBMISSION REQUIREMENTS

The complete proposal shall contain the following information and shall be submitted in the order shown below:

Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify affidavit*, the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive and the proposal will not receive further consideration.

PART A:

Section 1: Transmittal Letter

Transmittal letter shall introduce the firm, describe the ownership, include complete address, phone and fax numbers, and include the name and email of contact person(s) during this proposal process. The transmittal letter must contain a statement to the effect that the proposal is binding for at least 120 days from the proposal date. **An authorized agent of the firm must sign the letter.**

Section 2: Addenda Acknowledgement

Acknowledge receipt for all addenda (if any). Addenda will be posted at: http://www.columbusga.org/finance/Excel_Docs/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.

Section 3: Qualifications & Experience

This section shall address the offeror's ability to fulfill the requirements of the RFP. Provide responses to the following:

- a. Address in detail the firm's ability and experience in the provision described in the RFP.
- b. Provide resumes of key personnel who will be assigned to the contract, including photocopies of all licenses and/or certifications.

**CERTIFICATES OF ALL ASSIGNED PERSONNEL CERTIFIED IN
LEAD-BASED PAINT AND ASBESTOS RISK ASSESSOR/INSPECTOR
MUST BE INCLUDED WITH PROPOSAL.**

c. Provide proof of firm's Georgia Certificate of Lead-Based Paint Activities.

Section 4: Service Plan

Provide a written narrative, which demonstrates the method, or manner in which the offeror proposes to satisfy the requirements of the scope of services. Address the methods used to eliminate or reduce Lead-based Paint and Asbestos hazards.

Section 5: Client Work History

Provide at least five (5) clients for which the firm has provided similar services. Include entity name, contact person, complete address, e-mail address, fax and telephone.

Section 7: Cost Proposal

Complete **Form A – Cost Proposal Form**. Submit in a *separate, sealed* envelope identified as "Cost Proposal".

Section 8: Contract Signature Page

Complete **Form E**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm. Contracts for Columbus Consolidated Government are typically comprised of the RFP specifications and addenda; the business documents of the successful firm(s); the proposal of the successful firm(s); cost proposal/negotiations documents; and any clarification documents.

PART B:

IN A SEPARATE ENVELOPE, SUBMIT ONE (1) COPY OF THE FOLLOWING DOCUMENTS:

Business Requirements

- a. Provide Insurance Checklist (**Form B**)
- b. E-Verify/Georgia Security and Immigration Compliance Act (**Form C**)
- c. W-9 (**Form D**)
- d. Provide copy of current valid business license.
Vendors shall submit, with their bid or proposal, a copy of the Business License (Occupation License) that is required to conduct business at your location.
If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and as proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Occupation Tax Supervisor, at telephone 706-225-3091.

PART C:

1.0 RFP EVALUATION

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	Weight
A. Qualifications/Experience	40%
B. Service Plan	40%
C. Client Work History	15%
D. Cost Proposal	5%

Each of the above criteria (A - D) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	
1 – 20	Poor
21 – 40	Fair
41 – 60	Good
61 – 80	Excellent
81 – 100	Superior

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Proponents will be ranked in descending order of numerical predominance.

2.0 AWARD OF CONTRACT

Following the opening of the proposals, an Evaluation Committee will review and evaluate the proposals. After completion of the evaluation of the proposal, the Evaluation Committee will make a recommendation to be approved by Columbus Council the most responsible and responsive offeror to be awarded the Contract. The Columbus Council in an open public session will pass a resolution of award of the contract to the successful Bidder.

FORM A

COST PROPOSAL FORM LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES (ANNUAL CONTRACT) RFP No. 18-0004

We, the undersigned have examined all specifications and agree to furnish all necessary labor, materials, tools and equipment and will perform said work in the manner specified. Our cost proposal is as follows:

Cost proposal to be based on an estimated 1200 square-foot home.

- | | |
|---|---------------------------------|
| 1a. Lead-Based Paint Inspection w/ Report | \$_____ per sq ft/per structure |
| 1b. Asbestos Inspection w/ Report | \$_____ per sq ft/per structure |
| 1c. Lead-Based Paint and Asbestos Inspection
w/ Report | \$_____ per sq ft/per structure |
| 2. Lead-Based Paint or Asbestos Written &
Visual Assessment w/Report and Cost Estimate | \$_____ per report |
| 3. Lead-Based Paint or Asbestos Clearance
w/ Report | \$_____ per single-family unit |
| | \$_____ per multi-family unit |

Proposer shall delineate, on a separate sheet of paper any additional costs associated with these services.

Lead-Based Paint Testing and Asbestos Risk Assessor/Inspector Services shall be completed within 20 days after notification.

Written & Visual Assessment Reports will be completed within 10 days following the inspection and assessment for rehabilitative structures.

Clearance exam within 2 days following completion of testing.

Written Assessment will be completed within 10 days following clearance inspection.

Company Name

Authorized Signature

Print Name

Date

SOLICITATION ID: RFP NO. 18-0004

LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES

(ANNUAL CONTRACT)

INSURANCE CHECKLIST

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND
ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	3. Independent Contractors and Sub – Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
	22. Pollution	\$2 Million per occurrence/claim	
X	23. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	24. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	25. The City shall be named Additional Insured on all policies		
X	26. Certificate of Insurance shall show Proposal Number and Proposal Title		

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: _____

AUTH. SIGNATURE: _____

VENDOR INFORMATION REGARDING
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE
and
House Bill 87, also known as,
The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program. “

Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.

All contractors must complete the attached “**CONTRACTOR AFFIDAVIT**” ****. Additionally, if you utilize subcontractors, they must complete the “**SUBCONTRACTOR AFFIDAVIT**” and or the “**SUB-SUBCONTRACTOR AFFIDAVIT**.”

******In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. ******

The complete verbiage for the law is on the Purchasing Web Page:
http://www.columbusga.org/finance/Purchasing_docs/Georgia_Security_and_Immigration_Compliance_Act.pdf

"GEORGIA SECURITY AND IMMIGRATION COMPLIANCE"

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Date of Authorization

Name of Contractor

Lead-Based Paint/Asbestos & Clearance Testing Services; RFP No. 18-0004

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, __, 201__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 6 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Abuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note, ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, S Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-9 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 6—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payee listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 6
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(j)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 9832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

⁵ Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via email. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at spam@ftc.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4938).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

FORM E

CONTRACT SIGNATURE PAGE LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES (ANNUAL CONTRACT) RFP No. 18-0004

The undersigned hereby declares that he has/they have carefully examined the specifications herein referred to and will provide all equipment, terms and services of the Columbus Consolidated Government.

By: _____
Signature of Authorized Representative

Witness as to the Contractor

Print Name and Title of Signatory

Witness as to the Contractor

Business Name

(Corporate Seal)

Business Address

Telephone Number

Fax Number

Email Address

**CONSOLIDATED GOVERNMENT OF
COLUMBUS, GEORGIA**

Accepted this ____ day of _____ 201__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Tiny B. Washington, Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED PROPOSAL****

☒ CHECKLIST ☒

**LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES
RFP No. 18-0004**

CHECK OFF EACH ITEM AS THE NECESSARY ACTION IS COMPLETED:

- ☐ 1. THE CONTRACT SIGNATURE PAGE HAS BEEN SIGNED.
- ☐ 2. THE PRICES HAVE BEEN CHECKED.
- ☐ 3. ADDENDUM (IF ANY) HAS BEEN SIGNED AND ARE INCLUDED.
- ☐ 4. ALL PROPOSAL SUBMISSION REQUIREMENTS.
- ☐ 5. ENVELOPE INCLUDES **ONE (1) ORIGINAL AND NINE (9) COPIES OF PROPOSAL RESPONSE.** (Please only send one copy of "Business Requirements".)
- ☐ 6. THE MAILING ENVELOPE HAS BEEN ADDRESSED TO:

**Columbus Consolidated Government
Purchasing Division – Attn: Heather Scheuttig
5th Floor, Tower Bldg
100 10th Street
Columbus, Georgia 31902-1340**

- ☐ 7. THE MAILING ENVELOPE/PACKAGE HAS BEEN SEALED AND MARKED WITH THE:

**TITLE: Lead-Based Paint/Asbestos & Clearance Testing Services
NUMBER: RFP No. 18-0004
OPENING DATE: September 22, 2017**



Please only submit what is required; keep the remaining pages for your records.

*** Opening date subject to change by Addendum**

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 8, 2017

Addendum No. 1

Lead-based Paint/Asbestos & Clearance Testing Services
(Annual Contract)
RFP No. 18-0004

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: _____

Firm: _____

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

Question 1: Page 8, Section A of the RFP states "Submit one original and ten copies of the proposal." Item No. 5 of the Checklist on page 29 states "One Original and nine copies of proposal response." Please advise the correct number of copies.

Response: The correct number is one (1) original and nine (9) copies.

Question 1: We anticipate needing analysis from a laboratory; would the lab we intend to use be considered a subcontractor? Also, Section C on pages 8 and 9 states that "name(s) and address(es) of subcontractor(s) must be provided in proposal response." However, Section D on page 14 states that "None of the work or services covered by this contract shall be subcontracted." Please clarify.

Response: Laboratories who are solely testing samples provided by the contractor are not considered subcontractors in the scope of this RFP. Pages 8 and 9 of the RFP reference the City's General Provisions, which are included in all proposals. For the purpose of this RFP Section D, page 14, is applicable. None of the work or services

covered by this contract shall be subcontracted.

Andrea J. McCorvey
Purchasing Manager

Subject 391-3-24 LEAD-BASED PAINT HAZARD MANAGEMENT

Rule 391-3-24-.01 Scope and Applicability

- (1) These Rules contain procedures and requirements for the accreditation of renovation and lead-based paint activities training programs, procedures and requirements for the certification of persons and firms engaged in renovation and lead-based paint activities, and standards for performing such activities. These Rules also contain requirements that all renovation and lead-based paint activities performed for compensation in target housing and child-occupied facilities shall be performed by certified persons and lead or renovation firms. No person or firm shall offer to perform renovation or lead-based paint activities without obtaining the certification and training required in these Rules. These Rules do not require the mandatory abatement of lead-based paint.
- (2) These Rules are applicable to all persons and firms who are engaged in renovation and lead-based paint activities as defined in Rule 391-3-24-.03, except persons who perform these activities within residential dwellings that they own, unless the residential dwelling is occupied by a person or persons other than the owner or owner's immediate family while these activities are being performed, or a child residing in the residential dwelling has been identified as having an elevated blood lead level. Each department, agency, and instrumentality of the executive, legislative, and judicial branches of the State of Georgia having jurisdiction over any property or facility, or engaged in any activity resulting, or which may result, in a lead-based paint hazard, and each officer, agent, or employee thereof, shall be subject to, and comply with all requirements, both substantive and procedural, regarding lead-based paint, lead-based paint activities, and lead-based paint hazards.
- (3) The information distribution requirements in Rule 391-3-24-.08 are to ensure that owners and occupants of target housing and child-occupied facilities receive information on lead-based paint hazards before renovations begin.
- (4) The training and certification requirements, the standards for performing renovation activities and associated pre-notification education and record keeping requirements under Rule 391-3-24-.04 and Rules 391-3-24-.08 through 391-3-24-.11 apply to all renovations performed for compensation in target housing and child-occupied facilities, except for the following:
 - (a) Renovations in target housing or child-occupied facilities in which a written determination has been made by a certified inspector or certified risk assessor that the components affected by the renovation are free of paint or other surface coatings that contain lead equal to or in excess of 1.0 milligrams per square centimeter (mg/cm²) or 0.5 percent (0.5%) by weight, where the certified renovation firm performing the renovation has obtained a copy of the determination.
 - (b) Renovations in target housing or child-occupied facilities in which a certified renovator, using an EPA recognized test kit and following the kit manufacturer's instructions, has tested each component affected by the renovation and determined that the components are free of paint or other surface coatings that contain lead equal to or in excess of 1.0 milligrams per square centimeter (mg/cm²) or 0.5 percent (0.5%) by weight. If the components make up an integrated whole, such as the individual stair treads and risers of a single staircase, the renovator is required to test only one of the individual components, unless the individual components appear to have been repainted or refinished separately.
- (5) The information distribution requirements in Rule 391-3-24-.08 do not apply to emergency renovation activities. Emergency renovations other than interim controls are exempt from the warning sign, containment, waste handling, training, and certification requirements in Rule 391-3-24-.10 to the extent necessary to respond to the emergency. Interim controls performed in response to an elevated blood lead level in a resident child are also emergency renovations. Emergency renovations are not exempt from the cleaning requirements of

Rule 391-3-24-.10, which must be performed by certified renovators or trained individuals, the cleaning verification requirements of Rule 391-3-24-.10, which must be performed by certified renovators, and the recordkeeping requirements of Rule 391-3-24-.11.

Rule 391-3-24-.02 Enforcement

- (1) The administration and enforcement of these Rules shall be in accordance with the Georgia Lead Poisoning Prevention Act of 1994, O.C.G.A. 31-41-1 *et seq.*, as amended, the Executive Reorganization Act of 1972, O.C.G.A. 12-2-1, *et seq.*, and the Georgia Administrative Procedures Act, O.C.G.A. 50-13-1, *et seq.*
- (2) Persons and firms conducting renovation or lead-based paint activities shall permit the Division to enter, evaluate, sample and monitor any renovation and lead-based paint activity and have access to records specified in this section without charge or hindrance to the Division for the purposes of evaluating compliance with these Rules. The Division shall perform periodic and unannounced inspections of renovation and lead-based paint activities, lead firms, renovation firms, training providers and lead training courses.

Rule 391-3-24-.03 Definitions

- (1) "Abatement" means any measures or set of measures designed to permanently eliminate lead-based paint or lead-based paint hazards. Abatement includes, but is not limited to:
 - (a) The removal of lead-based paint and lead contaminated dust, the permanent enclosure or encapsulation of lead-based paint, the replacement of lead-painted surfaces or fixtures, and the removal or permanent covering of soil, when lead-based paint hazards are present in such paint, dust or soil; and
 - (b) All preparation, clean-up, disposal, and post-abatement clearance testing activities associated with such measures; and
 - (c) Specifically, abatement in target housing and child-occupied facilities includes, but is not limited to:
 1. Projects for which there are written contracts or other documentation, which provides that an individual or firm certified in accordance with Rule 391-3-24-.05 will be conducting activities in or to a residential dwelling or child-occupied facility that:
 - (i) Shall result in the permanent elimination of lead-based paint, or lead-based paint hazards; or
 - (ii) Are designed to permanently eliminate lead-based paint or lead-based paint hazards and are described in paragraphs (a) and (b) of this definition.
 2. Projects involving and/or resulting in the permanent elimination of a lead-based paint hazard, or intact lead-based paint equal to or greater than 1.0 milligram(s) per square centimeter (mg/cm²) or equal to or greater than 0.5 percent (0.5%) by weight, conducted by firms or persons certified in accordance with 391-3-24-.05, unless such projects are covered by subsection (d) of this definition;
 3. Projects involving and/or resulting in the permanent elimination of a lead-based paint hazard, or intact lead-based paint equal to or greater than 1.0 milligram(s) per square centimeter (mg/cm²) or equal to or greater than 0.5 percent (0.5%) by weight, conducted by firms or persons who, through their company name or promotional literature, or otherwise represent, advertise, or hold themselves to be in the business of performing lead-based paint activities as defined by these Rules, unless such projects are covered by subsection (d) of this definition; or
 4. Projects involving and/or resulting in the permanent elimination of lead-based paint hazards or lead-based paint, that are conducted in response to State or local abatement orders.

- (d) Abatement does not include renovation, remodeling, landscaping or other activities, when such activities are not designed to permanently eliminate lead-based paint hazards, but instead are designed to repair, restore, or remodel a given structure or dwelling, even though these activities may incidentally result in a reduction or elimination of lead-based paint hazards. Furthermore, abatement does not include interim controls, operations and maintenance activities, or other measures and activities designed to temporarily, but not permanently, reduce lead-based paint hazards.
- (2) "Accessible surface" means an interior or exterior surface painted with lead-based paint that is accessible for a child, six (6) years of age or younger, to mouth or chew.
- (3) "Accredited training program" means a training program that has been accredited by the Division pursuant to section 391-3-24-.04 to provide training for persons engaged in renovation or lead-based paint activities.
- (4) "Adequate quality control" means a plan or design to ensure the authenticity, integrity, and accuracy of samples, including dust, soil, and paint chip or paint film samples. Adequate quality control also includes provisions for representative sampling.
- (5) "Agent-in-Charge" means the most responsible person at the location or activity being inspected with the direct responsibility for the property or the activity taking place, e.g., lead supervisor.
- (6) "Arithmetic Mean" means the number obtained by dividing the sum of a set of quantities or concentrations (such as wipe sample concentrations) by the number of quantities or concentrations in the set.
- (7) "Certificate of mailing" means proof of mailing and proof of delivery.
- (8) "Certified Dust Sampling Technician" means an individual who has been trained by an accredited training program, passed the course test, and certified by the Division to conduct dust sampling following renovation activities to meet clearance standards in Rule 391-3-24-.07.
- (9) "Certified Lead Firm" means a company, partnership, corporation, sole proprietorship, association, or other business entity that performs lead-based paint activities, to which the Division has issued a certificate of approval pursuant to section 391-3-24-.05.
- (10) "Certified Lead Inspector" means an individual who has been trained by an accredited training program and certified by the Division to conduct inspections. A lead inspector also samples for the presence of lead in paint, dust, and soil for the purposes of abatement clearance testing.
- (11) "Certified Lead Project Designer" means an individual who has been trained by an accredited training program, passed the course test, and certified by the Division to prepare abatement project designs, occupancy protection plans, and abatement reports.
- (12) "Certified Lead Risk Assessor" means an individual who has been trained by an accredited training program and certified by the Division to conduct risk assessments. A lead risk assessor also samples for the presence of lead in paint, dust, and soil for the purposes of abatement clearance testing.
- (13) "Certified Lead Supervisor" means an individual who has been trained by an accredited training program and certified by the Division to supervise and conduct abatements in target housing and child-occupied facilities and to prepare occupant protection plans and abatement reports.

- (14) "Certified Lead Worker" means an individual who has been trained by an accredited training program, passed the course test, and certified by the Division to perform abatement activities.
- (15) "Certified Renovation Firm" means a company, partnership, corporation, sole proprietorship, individual doing business, association, or other business entity; a Federal, State, Tribal, or local government agency; or a nonprofit organization that performs renovation activities to which the Division has issued a certificate of approval pursuant to Section 391-3-24-.09.
- (16) "Certified Renovator" means an individual who either performs or directs workers who perform renovations. A certified renovator is a renovator who has successfully completed a renovator course by an accredited training program, passed the course test, and been certified by the Division to perform renovation activities.
- (17) "Chewable surface" means an interior or exterior surface painted with lead-based paint that a child six (6) years of age or younger can mouth or chew. A chewable surface is the same as an "accessible surface" as defined in 42 U.S.C. 4851 b(2). Hard metal substrates and other materials that cannot be dented by the bite of a young child are not considered chewable.
- (18) "Child-occupied facility" means a building, or portion of a building constructed prior to 1978, visited by the same child, six years of age or under, on at least two different days within the same week (Sunday through Saturday period), provided each day's visit lasts at least three hours and the combined weekly visit lasts at least six hours. Child-occupied facilities include, but are not limited to, day-care centers, pre-schools and kindergarten classrooms.
- (19) "Cleaning verification card" means a card developed and distributed, or otherwise approved, by EPA for the purpose of determining, through comparison of wet and dry disposable cleaning cloths with the card, whether post-renovation cleaning has been properly completed.
- (20) "Clearance levels" means a value that indicates the maximum amount of lead permitted in dust on a surface in micrograms per square foot ($\mu\text{g}/\text{ft}^2$), or the values applicable to lead hazards abatement within the scope of the project, following completion of an abatement activity.
- (21) "Commissioner" means the Commissioner of the Board of Natural Resources, Department of Natural Resources.
- (22) "Common area" means a portion of a building that is generally accessible to all occupants. Such an area may include, but is not limited to, hallways, stairways, laundry and recreational rooms, playgrounds, community centers, garages and boundary fences.
- (23) "Completion date" means the date on which all activities on a permitted lead-based paint abatement project requiring the use of certified persons are complete, including, but not limited to, the complete disassembly of all removal area barriers, final clearance testing and disposal of all lead-based paint waste.
- (24) "Component or building component" means specific design or structural elements or fixtures of a building, residential dwelling, or child-occupied facility that are distinguished from each other by form, function, and location. These include, but are not limited to, interior components such as: ceilings, crown molding, walls, chair rails, doors, door trim, floors, fireplaces, radiators and other heating units, shelves, shelf supports, stair treads, stair risers, stair stringers, newel posts, railing caps, balustrades, windows and trim, including sashes, window heads, jambs, sills, stools and troughs, built-in cabinets, columns, beams, bathroom vanities, counter tops, and air conditioners; and exterior components such as: painted roofing, chimneys, flashing, gutters and downspouts, ceilings, soffits, fascias, rake boards, corner boards, bulkheads, doors and door trim, fences, floors, joists, lattice work, railings and

railing caps, siding, handrails, stair risers and treads, stair stringers, columns, balustrades, window sills, casings, sashes, wells and troughs, and air conditioners.

- (25) "Concentration" means the relative content of a specific substance contained within a larger mass, such as the amount of lead (micrograms per gram or parts per million by weight) in a sample of dust or soil.
- (26) "Containment" means a process to protect the public, occupants, workers and the environment by controlling exposures to the lead-contaminated dust and debris created during an abatement.
- (27) "Course agenda" means an outline of the key topics to be covered during a training course, including the time allotted to teach each topic.
- (28) "Course test" means an evaluation of the overall effectiveness of the training, which shall test the trainees' knowledge and retention of the topic covered during the course.
- (29) "Course test blueprint" means written documentation identifying the proportion of course test questions devoted to each major topic in the course curriculum.
- (30) "Deteriorated paint" means any interior or exterior paint or other coating that is peeling, chipping, chalking or cracking or any paint or coating located on an interior or exterior surface or fixture that is otherwise damaged or separating from the substrate.
- (31) "Director" means the Director of the Environmental Protection Division of the Department of Natural Resources or his designees.
- (32) "Discipline" means one of the specific types or categories of lead-based paint activities identified in these Rules for which persons may receive training from accredited training programs and become certified by the Division. For example, "Lead worker" is a discipline.
- (33) "Distinct painting history" means the application history, as indicated by its visual appearance or a record of application, over time, of paint or other surface coatings to a component or room.
- (34) "Disturb" means to break up, burn, crush, cut into, dissolve, sand, scrape, abrade, remove, demolish, or otherwise manipulate a painted surface in a manner that generates dust, paint chips, or debris.
- (35) "Division" means the Environmental Protection Division of the Department of Natural Resources and shall where applicable include any contractors selected by the Division to carry out any provisions of these Rules.
- (36) "Documented methodologies" are current methods or protocols, e.g., ASTM E1728-03, used to sample for the presence of lead in paint, dust, and soil found in the following:
 - (a) The U.S. Department of Housing and Urban Development (HUD);
 - (b) The Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing;
 - (c) The Environmental Protection Agency (EPA) Guidance on Residential Lead-Based Paint, Lead-Contaminated Dust, and Lead-Contaminated Soil and Residential Sampling for Lead: Protocols for Dust and Soil Sampling (EPA Report Number 7474-R-95- 001); and

(d) Regulations, guidance methods or protocols issued by States and Indian Tribes that have been authorized by the EPA; and other equivalent methods and guidelines.

- (37) "Dripline" means the area within 3 feet surrounding the perimeter of a building.
- (38) "Dry disposable cleaning cloth" means a commercially available dry, electrostatically charged, white disposable cloth designed to be used for cleaning hard surfaces such as uncarpeted floors or counter tops.
- (39) "Dust-lead hazard" means surface dust in a residential dwelling or child-occupied facility that contains a mass-per-area concentration of lead equal to or exceeding 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$), on floors or equal to or exceeding 250 micrograms per square foot ($\mu\text{g}/\text{ft}^2$), on interior window sills based on wipe samples.
- (40) "Elevated blood lead level (EBL)" means an excessive absorption of lead that is a confirmed concentration of lead in whole blood of 20 $\mu\text{g}/\text{dl}$ (micrograms of lead per deciliter of whole blood) for a single venous test or of 15-19 $\mu\text{g}/\text{dl}$ in two consecutive venous tests taken 3 to 4 months apart.
- (41) "Emergency lead-based paint abatement project" means a lead-based paint abatement project that has been determined by a lead risk assessor and the Division to be an imminent lead-based paint hazard to building occupants in a child-occupied facility.
- (42) "Emergency renovation project" means a renovation activity that was not planned but resulted from a sudden, unexpected event (such as non-routine failures of equipment) that, if not immediately attended to presents a safety or public health hazard, or threatens equipment and/or property with significant damage.
- (43) "Encapsulant" means a substance that forms a barrier between lead-based paint and the environment using a liquid-applied coating (with or without reinforcement materials) or an adhesively bonded covering material.
- (44) "Encapsulation" means the application of an encapsulant.
- (45) "Enclosure" means the use of rigid, durable construction materials that are mechanically fastened to the substrate in order to act as a barrier between lead-based paint and the environment.
- (46) "Floor" means the interior or exterior installed surface on which one stands, walks, crawls or plays. For exterior entrances, the term does not include sidewalks or uncovered porches (e.g. a porch with no roof).
- (47) "Friction Surface" means an interior or exterior surface that is subject to abrasion or friction, including, but not limited to, certain windows, floors and stair surfaces.
- (48) "Guest Instructor" means a person designated by the training manager or principal instructor to provide instruction specific to the lecture, hands-on activities or work practice components of a course.
- (49) "Hands-on skills assessment" means an evaluation, which tests the trainees' ability to satisfactorily perform the work practices and procedures identified in 391-3-24-.04 of these Rules.

- (50) "Hazardous waste" means any solid waste which has been defined as hazardous waste in regulations promulgated by Board of Natural Resources, Chapter 391-3-11.
- (51) "Health investigation" means the investigation of target housing or a child-occupied facility housing a child, six years of age or under, with an elevated blood lead level. The purpose of a health investigation is to identify a cause or causes for the lead poisoning of a child.
- (52) "HEPA vacuum" means a vacuum cleaner, which has been designed with a high-efficiency particulate air (HEPA) filter as the last filtration stage. A HEPA filter is a filter that is capable of capturing particles of 0.3 microns with 99.97 percent (99.97%) efficiency. The vacuum cleaner must be designed, so that all the air drawn into the machine is expelled through the HEPA filter with none of the air leaking past it.
- (53) "Impact surface" means an interior or exterior surface that is subject to damage by repeated sudden force, such as certain parts of door frames.
- (54) "Inspection" means a surface-by-surface investigation conducted by a lead inspector to determine the presence of lead-based paint and the provision of a report explaining the results of the investigation.
- (55) "Interim controls" means a set of measures designed to temporarily reduce human exposure or likely exposure to lead-based paint hazards including, but not limited to specialized cleaning, repairs, maintenance, painting, temporary containment, ongoing monitoring of lead-based paint hazards or potential hazards, standard treatments, and the establishment and operation of management and resident education programs.
- (56) "Interior window sill" means the portion of the horizontal window ledge that protrudes into the interior of the room.
- (57) "Lead-based paint (LBP)" means paint or other surface coatings that contain lead equal to or in excess of 1.0 milligram(s) per square centimeter (mg/cm²), or 0.5 percent (0.5%) by weight or 5000 parts per million (ppm).
- (58) "Lead-based paint abatement project" means the abatement of lead-based paint or lead-based paint hazards from one or more residential dwelling units and/or child-occupied facilities located within the same local government jurisdiction and submitted under a common project notification.
- (59) "Lead-based paint activities" means, in the case of target housing and child-occupied facilities, inspection, risk assessment, and abatement, as defined in this Rule. Lead-based paint activities do not include renovation, as defined in this Rule.
- (60) "Lead-based paint hazard" means any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, or lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as identified pursuant to Toxic Substance Control Act (TSCA) section 403.
- (61) "Lead-contaminated dust" means surface dust in residential dwellings or in child-occupied facilities that contain an area or mass concentration of lead at or in excess of levels identified pursuant to Rule 391-3-24-.07.
- (62) "Lead-contaminated soil" means bare soil on residential real property or on the property of a child-occupied facility that contains lead at or in excess of levels identified pursuant to Rule 391-3-24-.03(85).

- (63) "Lead-hazard screen" is a limited risk assessment activity that involves limited paint and dust sampling as described in 391-3-24-.06 (3) of these Rules.
- (64) "Living Area" means any area of a residential dwelling used by one or more children age six (6) and under, including, but not limited to, living rooms, kitchen areas, dens, play rooms, and children's bedrooms.
- (65) "Loading" means the quantity of a specific substance present per unit of surface area, such as the amount of lead in micrograms contained in the dust collected from a certain surface area divided by the surface area in square feet or square meters.
- (66) "Mid-yard" means an area of a residential yard approximately midway between the dripline of a residential building and the nearest property boundary or between the driplines of a residential building and another building on the same property.
- (67) "Minor repair and maintenance activities" are activities, including minor heating, ventilation or air conditioning work, electrical work, and plumbing, that disrupt 6 square feet or less of painted surface per room for interior activities or 20 square feet or less of painted surface for exterior activities where none of the work practices prohibited or restricted in Rule 391-3-24-.10(3)(c) are used and where the work does not involve window replacement or demolition of painted surface areas. When removing painted components, or portions of painted components, the entire surface area removed is the amount of painted surface disturbed. Jobs, other than emergency renovations, performed in the same room within the same 30 days must be considered the same job for the purpose of determining whether the job is a minor repair and maintenance activity.
- (68) "Multi-family dwelling" means a structure that has more than one separate dwelling unit, which is used or occupied, or intended to be used or occupied in whole or in part, as the home or residence of one or more persons.
- (69) "Occupant Protection Plan" means a written plan which describes the measure and management procedures that will be taken during abatement to protect building occupants from exposure to lead-based paint hazards. The plan shall be unique to each residential dwelling unit or child-occupied facility. For projects less than five units, the plan shall be prepared by a certified lead supervisor or certified lead project designer. For projects with five or more units, the plan shall be prepared by a lead project designer. The plan shall include the preparer's signature and certification number.
- (70) "Paint in poor condition" means more than ten (10) square feet of deteriorated paint on exterior components with large surface areas; or more than two (2) square feet of deteriorated paint on interior components with large surface areas (e.g., walls, ceilings, floors, doors); or more than 10 percent (10%) of the total surface area of the component is deteriorated on interior or exterior components with small surface areas (window sills, baseboards, soffits, trim).
- (71) "Paint-lead hazard" means any of the following:
- (a) Any lead-based paint on a friction surface that is subject to abrasion and where the lead dust levels on the nearest horizontal surface underneath the friction surface (e.g., the window sill, or floor) are equal to or greater than the dust-lead hazard levels identified in the definition of dust-lead hazard.
 - (b) Any damaged or otherwise deteriorated lead-based paint on an impact surface that is caused by impact from a related building component (such as a door knob that knocks into a wall or a door that knocks against its door frame).
 - (c) Any chewable lead-based painted surface on which there is evidence of teeth marks.

- (d) Any other deteriorated lead-based paint in any residential building or child-occupied facility or on the exterior of any residential building or child-occupied facility.
- (72) "Pamphlet" means the EPA pamphlet titled *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools* developed under section 406(a) of TSCA for use in complying with section 406(b) of TSCA or any Division pamphlet approved by EPA pursuant to 40 CFR 745.326 that is developed for the same purpose. This includes reproductions of the pamphlet when copied in full and without revision or deletion of material from the pamphlet except for the addition or revision of the Division's sources of information.
- (73) "Permanently covered soil" means soil which has been separated from human contact by the placement of a barrier consisting of solid, relatively impermeable materials, such as pavement or concrete. Grass, mulch and other landscaping materials are not considered permanent covering.
- (74) "Person" means the State of Georgia or any agency or instrumentality thereof, or any political subdivision, municipality, county, public or private corporation, authority, partnership, individual or association; any interstate body; or department, agency, or instrumentality of the Federal Government.
- (75) "Play Area" means an area of frequent soil contact by children six (6) years of age or less as indicated by, but not limited to, such factors including the following: the presence of play equipment (e.g., sandboxes, swing sets, and sliding boards), toys, or other children's possessions, observations of play patterns, or information provided by parents, residents, care givers, or property owners.
- (76) "Principal instructor" means the person who has the primary responsibility for organizing and teaching a particular course.
- (77) "Recognized laboratory" means an environmental laboratory recognized by EPA pursuant to TSCA 405(b) as being capable of performing an analysis for lead compounds in paint, soil and dust.
- (78) "Recognized test kit" means a commercially available kit recognized by EPA under 40 Code of Federal Regulations 745.88 as being capable of allowing a user to determine the presence of lead at levels equal to or in excess of 1.0 milligrams per square centimeter (mg/cm²), or more than 0.5 percent (0.5%) lead by weight, in a paint chip, paint powder, or painted surface.
- (79) "Reduction" means measures designed to reduce or eliminate human exposure to lead-based paint hazards through methods including interim controls and abatement.
- (80) "Renovation" means the modification of any existing structure, or portion thereof, that results in the disturbance of painted surfaces, unless that activity is performed as part of an abatement as defined by this Rule. The term renovation includes (but is not limited to): the removal, modification or repair of painted surfaces or painted components (e.g., modification of painted doors, surface restoration, window repair, surface preparation activity (such as sanding, scraping, or other such activities that may generate paint dust)); the removal of building components (e.g., walls, ceilings, plumbing, windows); weatherization projects (e.g., cutting holes in painted surfaces to install blown-in insulation or to gain access to attics, planing thresholds to install weather-stripping), and interim controls that disturb painted surfaces. A renovation performed for the purpose of converting a building, or part of a building, into target housing or a child-occupied facility is a renovation. The term renovation does not include minor repair and maintenance activities.

- (81) "Renovation activities" mean any activities performed during a renovation including dust sampling following renovation.
- (82) "Residential building" means a building containing one or more residential dwellings.
- (83) "Residential dwelling" means
- (1) a detached single family dwelling unit, including attached structures such as porches and stoops; or
 - (2) a single family dwelling unit in a structure that contains more than one separate residential dwelling unit, which is used or occupied, or intended to be used or occupied, in whole or in part, as the home or residence of one or more persons.
- (84) "Risk assessment" means
- (1) an on-site investigation to determine the existence, nature, severity, and location of lead-based paint hazards, and
 - (2) the provision of a report by the person or the lead firm conducting the risk assessment, explaining the results of the investigation and options for reducing lead-based hazards.
- (85) "Room" means a separate part of the inside of a building, such as a bedroom, living room, dining room, kitchen, bathroom, laundry room, or utility room. To be considered a separate room, the room must be separated from adjoining rooms by built-in walls or archways that extend at least six (6) inches from an intersecting wall. Half walls or bookcases count as room separators if built-in. Moveable or collapsible partitions or partitions consisting solely of shelves or cabinets are not considered built-in walls. A screened in porch that is used as a living area is a room.
- (86) "Soil-lead hazard" means bare soil on residential real property or on the property of a child-occupied facility that contains total lead equal to or exceeding 400 parts per million in a play area or average of 1,200 parts per million of bare soil in the rest of the yard based on soil samples.
- (87) "Soil sample" means a sample collected in a representative location using ASTM E1727, "Standard Practice for Field Collection of Soil Samples for Lead Determination by Atomic Spectrometry Techniques," or equivalent method.
- (88) "Start date" means the date on which activities begin on a notified lead-based paint abatement project requiring the use of certified persons, including the abatement area isolation and preparation or any other activity which may disturb lead-based paint. Start date also means the date on which activities begin on a permitted renovation project.
- (89) "Target housing" means any housing constructed prior to 1978, except housing for the elderly or persons with disabilities (unless any child/children age six (6) years or under reside or is expected to reside in such housing for the elderly or persons with disabilities) or any zero (0)-bedroom dwelling.
- (90) "Third party certification exam" means a third party examination in a particular discipline which is recognized by the Division and administered by a third party certification exam administrator.
- (91) "Third party certification exam administrator" means an administrator which is accepted by the Division to conduct third party certification exams.

- (92) "Training course curriculum" means an established set of course topics for instruction in an accredited training program for a particular discipline designed to provide specialized knowledge and skills.
- (93) "Training hour" means at least 50 minutes of actual teaching, including, but not limited to, time devoted to lecture, learning activities, small group activities, demonstrations, evaluations, and/or hands-on experience.
- (94) "Training manager" means the person responsible for administering an accredited training program and monitoring the performance of principal instructors and guest instructors.
- (95) "TSCA" means the Toxic Substances Control Act, 15 U.S.C. 2601.
- (96) "Visual inspection for clearance testing" means the visual examination of a residential dwelling or a child-occupied facility following an abatement to determine whether or not the abatement has been successfully completed.
- (97) "Visual inspection for risk assessment" means the visual examination of a residential dwelling or a child-occupied facility to determine the existence of deteriorated lead-based paint or other potential sources of lead-based paint hazards.
- (98) "Weighted Arithmetic Mean" means an arithmetic mean determined by assigning a multiplier to each quantity or concentration (such as a wipe sample concentration) to be averaged to indicate the relative importance of each quantity's contribution to the average. For example, multiplying each wipe sample concentration by the size of the area wiped, adding the resulting mathematical products, adding the size of the areas wiped, and dividing the sum of the mathematical products by the sum of the areas wiped.
- (99) "Wet disposable cleaning cloth" means a commercially available, pre-moistened white disposable cloth designed to be used for cleaning hard surfaces such as uncarpeted floors or counter tops.
- (100) "Wet mopping system" means a device with the following characteristics: A long handle, a mop head designed to be used with disposable absorbent cleaning pads, a reservoir for cleaning solution, and a built-in mechanism for distributing or spraying the cleaning solution onto a floor, or a method of equivalent efficacy.
- (101) "Window trough" means, for the typical double-hung window, the portion of the exterior windowsill between the interior windowsill (or stool) and the frame of the storm window. If there is no storm window, the window trough is the area that receives both the upper and lower window sashes when they are both lowered. The window trough is sometimes referred to as the window "well".
- (102) "Wipe sample" means the sample collected by wiping a representative surface of known area, as determined by ASTM E1728, "Standard Practice for Field Collection of Settled Dust Samples Using Wipe Sampling Methods for Lead Determination by Atomic Spectrometry Techniques," or equivalent method, with an acceptable wipe material as defined in ASTM E1792, "Standard Specification for Wipe Sampling Materials for Lead in Surface Dust."
- (103) "Work area" means the area that the certified renovator establishes to contain the dust and debris generated by a renovation.
- (104) "Working day" means any day Monday through Friday. Holidays falling on any of these days are included in this definition.

- (105) "Zero (0)-bedroom dwelling" means any residential dwelling in which the living area is not separated from the sleeping area. The term includes efficiencies, studio apartments, dormitory housing, military barracks, and rentals of individual rooms in residential dwellings.

Rule 391-3-24-.04 Accreditation of Training Programs

(1) Scope.

- (a) A training program may seek accreditation to offer lead-based paint and renovation activities training courses in any of the following disciplines: lead inspector, lead risk assessor, lead supervisor, lead project designer, lead worker, renovator, and dust sampling technician. A training program may also seek accreditation to offer refresher courses for each of the above-listed disciplines. A training program seeking accreditation to offer initial and refresher courses taught in non-English languages must follow the requirements specified in this Rule and submit the required material in the language for which accreditation is sought.
- (b) A training program may apply for accreditation to offer initial courses or refresher courses in as many disciplines as it chooses. A training program may seek accreditation for additional courses at any time as long as the program can demonstrate that it meets the requirements of this Rule.
- (c) A training program shall not provide, offer, or claim to provide Division-accredited training courses without applying for and receiving accreditation from the Division as required in this Rule.
- (d) Training courses shall be evaluated by the Division to maintain accreditation by the Division for course administration, course length, curriculum, training methods, instructor's qualifications, instructor's teaching effectiveness, technical accuracy of written materials and instruction, examination, and training certificate. The evaluation shall be conducted in accordance with the requirements set forth in this Rule and any documented methodologies referenced herein.
- (e) Training programs shall permit the Division to attend, evaluate and monitor any training course, take the course test and have access to records of training courses without charge or hindrance to the Division for the purpose of evaluating compliance with these Rules. The Division shall perform periodic and unannounced on-site audits of training courses.
- (f) All accredited training programs shall be assigned an accreditation number and issued a certificate which lists each accredited training course approved by the Division.
- (g) All accreditations shall expire on the following October 1, Where an October 1 expiration date results in less than 12 months of accreditation status, the accreditation fee shall be pro-rated accordingly. Training courses taught after the expiration date but prior to renewal shall constitute a violation of this Rule.
- (h) In order to maintain accreditation as a training program, training programs must follow the requirements specified in paragraph (7) of this section.

(2) Application Process. The following are procedures and requirements an applicant must meet when applying to the Division for accreditation:

- (a) A training program seeking accreditation shall submit the following documentation in accordance with the requirements specified in paragraphs (3) through (6) of this Rule, which shall include, but not be limited to:
 - 1. A completed application on forms provided by the Division with all the appropriate information included and signed by the training manager. This information shall include, but not be limited to, training program's name, address, telephone number, and a list of courses for which the training program is applying for accreditation.
 - 2. A statement signed by the training manager certifying that the training program meets the minimum requirements established in this Rule. If a training program uses EPA-developed model training

materials, the training manager shall submit a statement certifying that the training program meets the minimum requirements established in EPA-developed model training materials.

3. A statement signed by the training manager certifying that the training program shall comply at all times with all of the requirements specified in 391-3-24.-04.
4. A statement signed by the training manager stating that the training manager is responsible for maintaining the validity and integrity of the hands-on-skills assessment to ensure that it accurately evaluates the trainees' performance of the work practices and procedures associated with each course topic.
5. A statement signed by the training manager stating that the training manager is responsible for maintaining the validity and integrity of the course test to ensure that it accurately evaluates the trainees' knowledge and retention of the course topics.
6. A fee in the amount of \$400 per eight-hour day of training for each lead supervisor, inspector, risk assessor, project designer, or lead worker training course shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees. A fee in the amount of \$400 per eight-hour day of training for each renovator or dust sampling technician training course shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees. Fees are based on eight hours a day of training for each training course. A minimum of \$400 shall be submitted for a training course less than eight hours.
7. A copy of the student manuals and instructor manuals to be used for each training course in the appropriate language for which the course is taught. This would also include a content checklist that identifies and locates sections of the manual where required course topics are covered.
8. A copy of each course agenda which shall include, but not be limited to, daily start and stop times and time allotted to teaching each course topic.
9. A copy of the course test for each training course with the correct answers marked for each test question.
10. A description of the facilities and equipment to be used for the lecture, the course test and the hands-on skills training.
11. A copy and description of all audio/visual materials which shall be used for each course.
12. A copy of the course test blueprint for each course.
13. A detailed description of each hands-on skills training activity and skills assessment, including criteria for student proficiency.
14. A detailed description of the learning or performance objectives that will be taught for each course topic.
15. A copy of the quality control plan.
16. An original course completion certificate, which shall include:
 - (i) Name and address of the student;
 - (ii) Training course title specifying if it is an initial or refresher training course;

- (iii) Inclusive dates of training course and applicable course test passage;
- (iv) Statement that the student completed the course and passed the course test requirements and hands-on skills assessment;
- (v) Unique certificate identification number;
- (vi) Printed name and signature of the training manager and printed name of principal instructor(s);
- (vii) Name, address, and phone number of training program;
- (viii) Training course location, if different from training program's address;
- (ix) Certificate expiration date that is three (3) years after the date the course was completed;
- (x) Language in which training course was taught, if other than English; and
- (xi) The date the training course was accredited and the name of the agency issuing the accreditation.
- (xii) A photograph of the individual for renovator and dust sampling technician course completion certificates.

(b) Training course accreditation shall be processed as follows:

1. The Division shall review the application for accreditation and supporting documentation submitted pursuant to paragraph (a) of this section and advise the applicant of any deficiencies. If the deficiencies are not corrected within one (1) year from the date of application, the application and any supporting documentation may be returned to the applicant and the applicant shall be required to resubmit a complete application pursuant to paragraph (a) of this section. Approval of submitted documentation does not constitute course accreditation.
2. If the submitted documentation meets all applicable requirements of this section, the Division shall notify the applicant of this and also advise the applicant to contact the Division to schedule an on-site audit. The on-site audit shall be conducted in Georgia and on the training course for which accreditation is sought with at least two (2) student attendees present. No class shall be conducted for accreditation purposes prior to the on-site audit except for the class scheduled for on-site audit purposes.
3. If the Division determines, as a result of the on-site audit, that the training course meets all applicable requirements of this section, the Division shall issue a training course accreditation certificate for the accredited training course. If the training course does not meet these requirements, the Division shall notify the applicant of the deficiencies and advise the applicant that it may request one (1) additional on-site audit, which shall be held no more than six (6) months from the date of the first audit.
4. If the Division determines, as a result of the second audit, that the training course meets all applicable requirements of this section, the Division shall issue a training course accreditation certificate for the accredited training course. If the training course does not meet all requirements, the Division shall notify the applicant of the deficiencies and advise the applicant that it may not reapply for training course accreditation for the audited training course for a period of six (6) months from the date of the last audit.

5. The Division shall not accept training course certificates pursuant to this section for a training course that is not accredited pursuant to this Rule.

(3) Minimum Requirements for the Accreditation of Training Programs.

- (a) For a training program to obtain accreditation from the Division to offer training courses in renovation and lead-based paint activities, the training program shall meet and maintain the following minimum requirements for each discipline for which the training program is seeking accreditation:
 1. The training program shall employ a training manager who has:
 - (i) At least two (2) years of experience, education or training in teaching adults; or
 - (ii) A bachelor's or graduate level degree in building construction technology, engineering, industrial hygiene, biology, physical science, safety, public health, education, business administration, program management or a related field; or
 - (iii) Two (2) years of experience in managing a training program specializing in environmental hazards; and
 - (iv) Demonstrated experience, education, or training in the construction industry including: lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.
 2. The training manager shall designate a qualified principal instructor for each course who has:
 - (i) Demonstrated experience, education, or training in teaching workers or adults; and
 - (ii) Successfully completed a lead training course from an accredited training program specific to the discipline(s) in which the instructor intends to teach, with a minimum of sixteen (16) training hours.
 - (iii) Demonstrated two (2) years of experience, education, or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.
 3. The principal instructor shall be responsible for the organization of the course and oversight of the teaching of all training course curriculum. The training manager may designate guest instructors as needed to provide instruction specific to the lecture, hands-on activities, or work practice components of a training course.
 4. The training manager may appoint one (1) or more guest instructors for each training course to teach hands-on activities and/or work practices who has:
 - (i) Demonstrated experience, education, or training in teaching workers or adults; and
 - (ii) Successfully completed a lead training course from an accredited training program specific to the discipline(s) in which the instructor intends to teach, with a minimum of sixteen (16) training hours; and
 - (iii) At least two (2) years of experience, education, or training in the field in which they provide the instruction.

5. The following documents shall be recognized by the Division as evidence that training managers, principal instructors, and guest instructors meet the relevant educational, work experience, and/or training requirements specifically listed in paragraphs (3)(a)1., (3)(a)2., and (3)(a)4. of this section. This documentation shall be submitted with the application for training program accreditation.
 - (i) A copy of an official academic transcript or diploma as evidence of meeting the educational requirements.
 - (ii) Resumes, letters of reference or documentation of work experience, as evidence of meeting the work experience requirements. This documentation should include, but not be limited to, work history documenting related experience including inclusive dates of experience, employer's name, address and phone number; positions held; projects completed and job responsibilities held during the projects.
 - (iii) A copy of certificates from train-the-trainer courses and lead-specific training courses, as evidence of meeting the training requirements.
6. The training program shall ensure the availability of, and provide adequate facilities for, the delivery of the lecture, course test, hands-on training, and assessment activities. This includes providing training equipment that reflects current work practices and maintaining or updating the equipment and facilities as needed.
7. The training manager shall be responsible for ensuring that the instructors accurately teach the training course curriculum that was accredited by the Division.
8. For each training course offered, the training program shall conduct a hands-on skills assessment, if applicable, and a closed book course test at the completion of the training course. For successful completion of the training course, each student shall attend at least ninety-five percent (95%) of the training course, successfully complete the hands-on skills assessment, and receive a passing score of seventy percent (70%) or greater on the course test. Passing students shall be provided with a course completion certificate from the training program.
 - (i) The training manager is responsible for maintaining the validity and integrity of the hands-on skills assessment to ensure that it accurately evaluates the trainee's performance of the work practices and procedures associated with the course topics contained in paragraph (4) of this section.
 - (ii) The training manager is responsible for maintaining the validity and integrity of the course test to ensure that it accurately evaluates the trainees' knowledge and retention of the course topics.
 - (iii) The course test shall be developed in accordance with the test blueprint. All initial course tests, except lead worker and renovator, shall consist of a minimum of 50 multiple choice questions. All other training course exams shall consist of a minimum of 25 multiple choice questions.
9. The training programs shall issue a unique course completion certificate as specified in paragraph (2)(a)16. of this section to each person who successfully completes a training course.
10. The training manager shall develop and implement the quality control plan. The plan shall be used to maintain and improve the quality of the training program over time. This plan shall contain at least the following elements:
 - (i) Procedures for periodic revision of training materials and the course test to reflect innovations in the field; and

- (ii) Procedures for the training manager's annual review of the principal instructor's competency.
11. The training program shall ensure that the following quality control measures are met:
- (i) The instructor(s) shall follow the training curriculum which was accredited by the Division;
 - (ii) Each initial training course shall have a maximum of forty (40) students;
 - (iii) A day of training shall be a minimum of eight (8) hours a day and at least six and one-half (6 1/2) hours of direct instruction, including classroom, hands-on training or field trips, except for the renovator, dust sampling technician and lead project designer refresher training courses;
 - (iv) Work time and instruction time shall not exceed twelve (12) hours in a twenty-four (24) - hour period;
 - (v) All course requirements must be completed within a two-week period of the course start date;
 - (vi) All instructors and students shall be fluent in the language in which the course is being taught;
 - (vii) An interpreter shall not be used to teach or instruct training courses;
 - (viii) Lead worker, renovator, and dust sampling technician initial training courses shall have at least one (1) principal instructor. Other initial courses shall have a minimum of two (2) instructors;
 - (ix) Instructor ratio for hands-on training skills assessment shall be no more than ten (10) students per instructor;
 - (x) All course materials shall be developed in the language for which the course is being taught;
 - (xi) Each training course shall be discipline specific;
 - (xii) Students shall take a course test no more than two (2) times for each training course. After two (2) failures, the student shall retake the full course before being allowed to retake;
 - (xiii) Instructors shall not review for the course test by reading questions from the test;
 - (xiv) A training program shall provide course test security measures to prevent student access to the course test before and after the test. Training programs shall take measures to preclude cheating during the course test; and
 - (xv) For each training course, the training program shall verify, by photo identification, the identity of each person taking the training course.
12. The training program shall offer training courses which teach the work practice standards for conducting renovation and lead-based paint activities contained in Rule 391-3-24-.10 and Rule 391-3-24-.06.

These standards shall be taught in the appropriate courses so as to provide trainees with the knowledge needed to perform the renovation and lead-based paint activities they are responsible for conducting.

13. The training manager shall be responsible for ensuring that the training program complies at all times with all of the requirements specified in Rule 391-3-24-.04.
14. At the conclusion of all training courses, the training program shall make available copies of the Georgia Rules and certification applications to all course attendees.

(4) Minimum Training Curricula Requirements for Training Courses.

- (a) To become accredited to offer renovation and lead-based paint training courses in the specific disciplines listed below, training programs must ensure that their training course curriculum includes, at a minimum, the following course topics. Listed requirements ending in an asterisk (*) indicate areas that require hands-on activities as an integral component of the course.
- (b) Lead Inspector.
 1. Role and responsibilities of the inspector.
 2. Background information on lead and its adverse health effects.
 3. Background information on Federal, State, and local regulations and guidance that pertain to lead-based paint and lead-based paint activities.
 4. Lead-based paint inspection methods, including selection of rooms and components for sampling and testing.*
 5. Paint, dust, and soil sampling methodologies.*
 6. Clearance standards and testing, including random sampling.*
 7. Preparation of the final inspection report.*
 8. Recordkeeping.
 9. Minimum course length is twenty-four (24) training hours, with a minimum of eight (8) hours devoted to hands-on training.
- (c) Lead Risk Assessor.
 1. The role and responsibilities of the risk assessor.
 2. Collection of background information to perform a risk assessment.
 3. Sources of environmental lead contamination such as paint, surface dust and soil, water, air, packaging, and food.
 4. Visual inspection for the purpose of identifying lead-based paint, and lead-based paint hazards.*
 5. Lead hazard screen protocol.
 6. Sampling for other sources of lead exposure.*
 7. Interpretation of lead-based paint and other lead sampling results including all applicable State or Federal guidance or regulations pertaining to lead-based paint hazards.*

8. Development of hazard control options, the role of interim controls, and operations and maintenance in reducing lead hazards.
9. Preparation of a final risk assessment report.
10. The minimum course length is sixteen (16) training hours, with a minimum of four (4) hours devoted to hands-on training activities.

(d) Lead Supervisor.

1. Role and responsibilities of a supervisor.
2. Background information on lead and its adverse health effects.
3. Background information on Federal, State, and local regulations and guidance that pertains to lead-based paint abatement.
4. Liability and insurance issues relating to lead-based paint abatement.
5. Risk assessment and inspection report interpretation.*
6. Development and implementation of an occupant protection plan and abatement report.
7. Lead-based paint hazard recognition and control.*
8. Lead-based paint abatement and lead hazard reduction methods, including restricted practices. *
9. Interior dust abatement/clean-up or lead hazard control and reduction methods.*
10. Soil and exterior dust abatement or lead hazard control and reduction methods.*
11. Clearance standards and testing.*
12. Clean-up and waste disposal practices and regulations.
13. Recordkeeping.
14. The minimum course length is thirty-two (32) training hours, with a minimum of eight (8) hours devoted to hands-on training activities.

(e) Lead Project Designer.

1. Role and responsibility of a project designer.
2. Development and implementation of an occupant protection plan for large-scale abatement projects.
3. Lead-based paint abatement and lead-based paint hazard reduction methods for abatement projects with five (5) or more residential dwelling units.
4. Interior dust abatement/cleanup or lead hazard control and reduction methods for large-scale abatement projects.
5. Clearance standards and testing for large-scale abatement projects.

6. Integration of lead-based paint abatement methods with modernization and rehabilitation projects for large-scale abatement projects.
7. The minimum course length is eight (8) training hours.

(f) Lead Worker.

1. Role and responsibility of a lead worker.
2. Background information on lead and its adverse health effects.
3. Background information on Federal, State and local regulations and guidance that pertain to lead-based paint abatement.
4. Lead-based paint hazard recognition and control.*
5. Lead-based paint abatement and lead hazard reduction methods, including restricted practices.*
6. Interior dust abatement methods/clean-up or lead hazard reduction.*
7. Soil and exterior dust abatement methods or lead hazard reduction.*
8. The minimum course length is sixteen (16) training hours with a minimum of eight (8) hours devoted to hands-on training activities.

(g) Renovator.

1. Role and responsibility of a renovator.
2. Background information on lead and its adverse health effects.
3. Background information on EPA, HUD, OSHA, and other Federal, State, and local regulations and guidance that pertain to lead-based paint and renovation activities.
4. Procedures for using acceptable test kits to determine whether paint is lead-based paint.
5. Renovation methods to minimize the creation of dust and lead-based paint hazards.*
6. Interior and exterior containment and cleanup methods.*
7. Methods to ensure that the renovation has been properly completed, including cleaning verification, and clearance testing.*
8. Waste handling and disposal.
9. Providing on-the-job training to other workers.
10. Record preparations.
11. The minimum course length is eight (8) training hours with a minimum of two (2) hours devoted to hands-on training activities.

(h) Dust sampling technician.

1. Role and responsibility of a dust sampling technician.
2. Background information on lead and its adverse health effects.
3. Background information on Federal, State, and local regulations and guidance that pertains to lead-based paint and renovation activities.
4. Dust sampling methodologies.*
5. Clearance standards and testing.
6. Report preparations.
7. The minimum course length is eight (8) training hours with a minimum of two (2) hours devoted to hands-on training activities.

(5) Minimum Requirements for the Accreditation of Refresher Training Programs.

- (a) A training program may seek accreditation to offer refresher training courses in any of the following disciplines: lead inspector, lead risk assessor, lead supervisor, lead project designer, lead worker, renovator and dust sampling technician. To obtain Division accreditation to offer refresher training, a training program must meet and maintain the following minimum requirements:
- (b) Each refresher training course shall review the curriculum topics of the full-length courses listed under paragraph (4) of this section, as appropriate. In addition, to become accredited to offer refresher training courses, the training program shall ensure that their training course curriculum includes, at a minimum, the following:
 1. An overview of current safety practices relating to renovation and lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline.
 2. Current laws and regulations relating to renovation and lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline.
 3. Current technologies relating to renovation and lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline.
- (c) Each refresher training course, except for lead project designer, dust sampling technician, and renovator, shall last a minimum of eight (8) training hours. The lead project designer, dust sampling technician, and renovator refresher courses shall last a minimum of four (4) training hours.
- (d) For each course offered, the training program shall administer a course test at the completion of the course. All refresher course tests shall consist of a minimum of 25 multiple choice questions. For successful completion of the training course, each student shall attend at least ninety-five percent (95%) of the training course, and receive a passing score of seventy percent (70%) or greater on the course test. Passing students shall be provided with a refresher course completion certificate from the training program.
- (e) A training program seeking to offer refresher training courses shall also meet and maintain the requirements specified in paragraphs (2) through (7), except for training hour requirements.

(6) Minimum Requirements for Training Program Notification and Recordkeeping.

- (a) Accredited training programs shall submit to the Division the following:

1. Notice of intention to conduct an accredited training course for lead and renovation certification purposes shall be submitted to the Division. Notices for training courses, except lead worker and renovator, shall be postmarked or received by the Division ten (10) working days before the training course start date. Notice for lead worker and renovator training courses shall be postmarked or received by the Division five (5) working days before the training course start date. If the training course is canceled, the training program shall notify the Division at least one (1) working day prior to the scheduled start date. Notification of intent to conduct a training course shall be made on forms provided by the Division and shall include, but not be limited to, the following:
 - (i) Training program name, address, phone number and contact person;
 - (ii) Training course title;
 - (iii) Inclusive dates of training course and applicable exam;
 - (iv) Start and completion times of training course;
 - (v) Location of course facility and directions to the course facility if the site is not routine for the training program;
 - (vi) Language in which training course is taught;
 - (vii) Principal instructor for the training course; and
 - (viii) Signature of the training manager.
 2. A course roster must be submitted to the Division no later than five (5) working days after the last day of training. The course roster must be provided on forms provided by or acceptable to the Division and must contain the name of every person who attended the training course, including whether the person was issued a training certificate or not.
 3. Any changes to course length, curriculum, training methods, training manual or materials, instructors, course test, training certificate, training manager or contact person shall be made in writing and submitted to the Division at least ten (10) working days prior to the scheduled training course start date. Changes must be approved by the Division prior to any training utilizing the changes in order for the course to be accepted for accreditation purposes.
 4. Current curriculum/course materials and documents reflecting any changes made to these materials.
- (b) The accredited training program shall maintain and make available to the Division for inspection the following information:
1. Information and documentation for any course accredited under 391-3-24-.04 of this Rule.
 2. Assessment information on how the hands-on training, work tasks and procedures are evaluated for each student which shall include, but not be limited to, instructor conducting the assessment, grading criteria, facilities used, and the pass/fail rate.
 3. Results of the students' hands-on skills assessments and course tests, and a record of each student's course completion certificate.
 4. The quality control plan as described in paragraph (3)(a)(10) of this section.

5. Any other material not listed above that was submitted to the Division as part of the program's application for accreditation.
- (c) The training program shall retain records specified in paragraph (b) of this section at the address specified on the training program application for a minimum of three (3) years and six (6) months. The training program shall notify the Division within twenty (20) working days of changes to the address specified on its training program application or transferring of the records from that address.

(7) Minimum Requirements for Renewals of Accredited Training Programs.

- (a) If a training program submits a renewal application and meets the requirements of this section, the training program's course accreditation shall be renewed for a period of twelve (12) months.
- (b) An accredited training program seeking training course renewal shall submit a completed renewal application on forms provided by the Division with all appropriate information included and signed by the training manager. The renewal application shall include, but not be limited to:
 1. The training program's name, address and telephone number.
 2. A list of training courses for which renewal of accreditation is being sought.
 3. A description of any changes to the training facility, equipment, curriculum, hands-on activities, instructors, or quality control plan since its last application was approved that adversely affects the students' ability to learn.
 4. A certified statement signed by the training manager stating that the training program complies at all times with all requirements of 391-3-24-.04 of this Rule.
- (c) Applications for course renewal must be postmarked or hand delivered to the Division no later than thirty (30) days before the expiration date for each course accredited by the Division. Renewal applications postmarked or hand delivered on or before the thirtieth (30th) day before the expiration date shall include a renewal fee of \$300 per training course. Renewal applications postmarked or hand delivered less than thirty (30) days before the expiration date shall include a renewal fee of \$450 per training course. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees for lead supervisor, inspector, risk assessor, project designer, or lead worker courses. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees for renovator and dust sampling technician courses.
- (d) Training programs, which submit an application for course renewal after the expiration date of accreditation by the Division shall follow the requirements specified in paragraph 391-3-24-.04 (2) of this Rule for accreditation purposes.
- (e) Training programs holding an accreditation from the Division shall submit a renewal application on forms provided by the Division on or before October 1 yearly and shall be renewed for a period of up to twelve (12) months. In those cases where an October 1 expiration date results in less than twelve (12) months of accreditation, the renewal fee shall be pro-rated accordingly.
- (f) The Division may audit the training program at any time to verify the contents of the application for renewal.

(8) Reciprocity.

- (a) The Division may seek reciprocity agreements with other States, Tribes or Territories where equivalency of lead certification and training requirements can be demonstrated.

The Division may recognize the accreditation of a training course or refresher training course granted by any other State, Tribe or Territory with which the Division has a written reciprocal agreement. Any training program may apply to have its accredited courses approved by the Division if its training course or refresher training course has been accredited by a State, Tribe or Territory with which the Division has a written reciprocal agreement.

- (b) Training programs applying for Division accreditation by reciprocity shall follow the requirements specified in paragraph (2)(a), except (2)(a)6., and submit a fee in the amount of \$400 per training course for which accreditation is sought. Fees shall be submitted electronically or in the form of a check or money order made payable to the Environmental Protection Division - Lead Abatement Fees for lead supervisor, inspector, risk assessor, project designer, or lead worker courses. Fees shall be submitted electronically or in the form of a check or money order made payable to the Environmental Protection Division - Lead Renovation Fees for renovator and dust sampling technician courses.

(9) Recognition of EPA Training Program Accreditation

- (a) The Division shall recognize training programs holding an accreditation from the U.S. EPA issued before the effective date of this Rule for renovator and/or dust sampling technician courses if the following requirements are met:
 - 1. Upon notification by the Division, an application for recognition of U.S. EPA training program accreditation is submitted on forms provided by the Division within sixty (60) days of the Division's notification.
 - 2. A fee of \$200.00 per training course shall be submitted to the Division electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees for each training course to be recognized by the Division.
- (b) The Division shall issue a certification of the Division's acceptance of the U.S. EPA training program accreditation within thirty (30) days of the applicant meeting the requirements of paragraph 1. and 2. of this Rule. The accreditation issued by the Division shall have an expiration date of October 1, 2011. Renewals of accreditation shall meet the requirements in Rule 391-3-24-.04(7).
- (c) The Division shall not recognize U.S. EPA training program accreditation or accept courses offered as acceptable training for Division certification of renovator or dust sampling technician certifications if the training provider fails to submit an application and the appropriate fees within sixty (60) days of being notified by the Division.

(10) Suspension, Revocation, and Modification of Accredited Training Programs.

- (a) The Director may investigate the actions of any training program and may suspend, revoke or modify the accreditation of a training program in accordance with Chapter 13 of Title 50, the "Georgia Administrative Procedures Act", when it is found that the training program, training manager, or other responsible persons with the training program has:
 - 1. Misrepresented the contents of a training course to the Division and/or the student population.
 - 2. Failed to submit required information or notifications in a timely manner.
 - 3. Failed to maintain required records.
 - 4. Falsified accreditation records, instructor qualifications, or other accreditation-related information or documentation.
 - 5. Failed to comply with the training standards and requirements in this section.

- 6. Failed to comply with Federal, State or local lead-based paint statutes or regulations.
 - 7. Made false or misleading statements to the Division in its application for accreditation or renewal that the Division relied upon in approving the application.
- (b) When accreditation of a training program is revoked, the training program shall not be eligible for re-accreditation for a period of five (5) years from the date of revocation.

Rule 391-3-24-.05 Certification of Persons and Firms Conducting Lead-Based Paint Activities

(1) Scope.

- (a) Following the submission of an application demonstrating that all the requirements of this Rule are met and a determination by the Division that a person has met all applicable requirements to perform the appropriate lead-based paint activities, the Division shall certify the applicant as a lead inspector, lead risk assessor, lead supervisor, lead project designer or lead worker.
- (b) All certified persons shall be assigned a certification number and issued a photo-identification certificate by the Division.
- (c) All certified lead firms shall be assigned a certification number and issued a certificate by the Division.
- (d) When educational experience is required, the Division shall recognize a copy of an official academic transcript, diploma, or professional certification as evidence of meeting the educational requirements.
- (e) When work experience is required, the Division shall recognize a resume or letter of reference from a current or previous employer as evidence of meeting the work experience requirements. This documentation shall include, but not be limited to, work history documenting related experience including inclusive dates of experience, employer's name, address and phone number, positions held, projects completed and job responsibilities held during the projects.
- (f) Upon receiving certification by the Division, persons conducting lead-based paint activities shall work for a certified lead firm and shall comply with the standards for performing such lead-based paint activities as established in Rule 391-3-24-.06.
- (g) All certifications shall expire twelve (12) months from the issue date of the certificate or on the expiration date of required training, whichever is earlier as specified in (2)(a) through (2)(e) of this Rule. Work performed after the certification expiration date and prior to renewal shall constitute a violation of this Rule.
- (h) No person or lead firm shall conduct lead-based paint activities described in this section if that person or lead firm has not received the appropriate certification by the Division pursuant to the requirements specified herein of this section and the person or lead firm does not have in their possession a Division issued certification card or certificate.
- (i) In order to maintain certification as a person or lead firm, applicants must follow the requirements specified in paragraph (4) of this section.
- (j) A person who is employed by and in the process of conducting lead-based paint activities for a federal, state or local government agency shall not be required to pay certification fees as specified in this section.
- (k) Persons requesting a duplication of their certification shall submit a fee in the amount of \$25.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(2) Application Process. The following are procedures and requirements an applicant must meet when applying to the Division for certification:

(a) Certification of Lead Workers.

1. To become certified as a lead worker, a person must:

- (i) Successfully complete a course and receive an initial course completion certificate from an accredited training program in the appropriate discipline for which certification is sought;
- (ii) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
- (iii) Submit an original initial course completion training certificate in the discipline for which certification is sought or an original letter from the accredited training program confirming completion of said training course on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
- (iv) Submit one (1) current 1 1/4 inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
- (v) Submit a fee in the amount of \$25.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(b) Certification of Lead Inspectors.

1. To become certified as a lead inspector, a person must:

- (i) Successfully complete a course and receive an initial course completion certificate from an accredited training program in the appropriate discipline for which certification is sought;
- (ii) Successfully pass an exam and receive a third party certification exam letter from a third party certification exam administrator in the appropriate discipline for which certification is sought;
- (iii) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
- (iv) Submit an original initial course completion training certificate in the discipline for, which certification is sought or an original letter from the accredited training program confirming completion of said training course on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
- (v) Submit an original third party certification exam letter in the appropriate discipline for which certification is sought confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vi) Submit one (1) current 1 1/4 inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
- (vii) Submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(c) Certification of Lead Supervisors.

1. To become certified as a lead supervisor, a person must:

- (i) Successfully complete a course and receive an initial course completion certificate from an accredited training program in the appropriate discipline for which certification is sought;
- (ii) Successfully pass an exam and receive a third party certification exam letter from a third party certification exam administrator in the appropriate discipline for which certification is sought;
- (iii) Meet or exceed the following experience and/or education requirements:
 - (I) One-year of experience as a lead worker; or,
 - (II) At least two (2) years of experience in a related field or in the building trades.
- (iv) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
- (v) Submit an original initial course completion training certificate in the discipline for which certification is sought or an original letter from the accredited training program confirming completion of said training course on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vi) Submit an original third party certification exam letter in the appropriate discipline for which certification is sought confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vii) Submit one (1) current 1 1/4 inch x 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
- (viii) Submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(d) Certification of Lead Risk Assessors.

1. To become certified as a lead risk assessor, a person must:

- (i) Successfully complete a course and receive initial course completion certificates from an accredited training program in the lead inspector course and in the appropriate discipline for which certification is sought;
- (ii) Successfully pass an exam and receive a third party certification exam letter from a third party certification exam administrator in the lead inspector discipline and in the appropriate discipline for which certification is sought;
- (iii) Meet or exceed the following experience and/or education requirements:
 - (I) Bachelor's degree and one (1) year of experience in a related field; or,
 - (II) An Associate's degree and two (2) years of experience in a related field; or,
 - (III) Certification as an industrial hygienist, professional engineer, registered architect and/or certification in a related engineering/ health/environmental field; or,
 - (IV) A high school diploma (or equivalent), and at least three (3) years of experience in a related field.

- (iv) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
- (v) Submit original course completion training certificates in the lead inspector discipline and in the discipline for which certification is sought or an original letter from the accredited training program confirming completion of said training courses on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vi) Submit an original third party certification exam letter in the lead inspector discipline and in the appropriate discipline for which certification is sought confirming successful completion of said exams. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vii) Submit one (1) current 1 1/4 inch x 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
- (viii) To obtain a joint Inspector/Risk Assessor certification simultaneously, submit a fee in the amount of \$250.00 along with the documents required by (2)(c)1.(i)-(vii) and (2)(d)1.(i)-(vii); or
- (ix) To obtain a Risk Assessor certification without an Inspector Certification, submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees along with the documents required by (2)(d)1.(i)-(vii).

(e) Certification of Lead Project Designers.

1. To become certified as a lead project designer, a person must:

- (i) Successfully complete a course and receive course completion certificates from an accredited training program in the lead supervisor course and in the appropriate discipline for which certification is sought;
- (ii) Successfully pass an exam and receive a third party certification exam letter from a third party certification exam administrator in the lead supervisor discipline;
- (iii) Meet or exceed the following experience and/or education requirements:
 - (I) Bachelor's degree in engineering, architecture, or a related profession, and one (1) year of experience in building construction and design or a related field; or,
 - (II) Four (4) years of experience in building construction and design or a related field.
- (iv) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
- (v) Submit original course completion training certificates in the lead supervisor discipline and in the discipline for which certification is sought or an original letter from the accredited training program confirming completion of said training courses on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;

- (vi) Submit an original third party certification exam letter in the lead supervisor discipline confirming successful completion of said exam. Original documents shall be returned upon issuance or denial of certification by the Division;
- (vii) Submit one (1) current 1 1/4 inch x 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
- (viii) Submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(f) Certification of Lead Firms.

1. All firms, which offer to perform, or that perform, any of the lead-based paint activities described in Rule 391-3-24-.06 must have certification from the Division.
2. A firm seeking certification, as a Lead Firm must:
 - (i) Submit a completed certification application on forms supplied by the Division certifying that the firm shall:
 - (I) Only employ Division certified employees to conduct lead-based paint activities;
 - (II) Follow standards in Rule 391-3-24-.06 for conducting lead-based paint activities; and
 - (III) Maintain all records pursuant to the requirements in Rule 391-3-24-.06.
 - (ii) Submit a disclosure statement of any action taken by EPA or an EPA authorized program involving violations, suspensions, revocations or modifications of a firm's activities; and
 - (iii) Submit a fee in the amount of \$350.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.
 - (iv) Federal, State, county or city government agencies, who conduct lead-based paint investigations are exempt from the \$350.00 firm certification fee.

(3) Third Party Certification Exam.

- (a) The third party certification exam shall be taken only from a third party certification exam administrator who is accepted by the Division to perform such duties.
- (b) In order to take the third party certification exam for a particular discipline, a person must:
 1. Successfully complete an accredited course in the appropriate discipline and receive a course completion certificate from an accredited training program.
 2. Meet or exceed the educational and/or work experience requirements in section 391-3-24-.05 of this Rule for each appropriate discipline for which certification is sought.
 3. Take the third party certification exam no more than three (3) times. If a person does not pass the third party certification exam with a passing score of 70 percent (70%) or greater and receive a certificate and/or certification letter, the person must retake the appropriate training course from an accredited training program before retaking the third party certification exam.

(4) Renewal of Certification.

- (a) After certified persons demonstrate that all of the requirements of this section are met and the Division determines that an applicant has met all the requirements set forth in this section, the Division shall renew certification of a person as a lead inspector, lead risk assessor, lead supervisor, lead project designer, or lead worker.
- (b) Certified persons meeting the requirements of this section shall be renewed for a period of twelve (12) months from the expiration date of certification or until the expiration date of required training, whichever is earlier.
- (c) Persons seeking renewal of certification shall:

- 1. Submit a completed renewal application to the Division on forms provided by the Division with all the appropriate information included and signed by the applicant.
- 2. Successfully complete a course(s) and receive a refresher course completion certificate(s) from an accredited training program in the appropriate discipline(s) for which renewal is sought within twenty-four (24) months from the last date of training.

Persons that do not successfully complete the said refresher course(s) within twenty-four (24) months from the last date of training may obtain provisional certification for twelve (12) months by payment of a fee two (2) times the certification fee.

Persons that do not successfully complete the refresher course(s) and receive a certificate of completion by the thirty-sixth (36th) month from the last date of training, shall successfully complete the initial said training course for renewal of certification.

- 3. Submit an original refresher course completion certificate(s) in the appropriate discipline(s) for which renewal is sought or an original letter from the accredited training program confirming completion of said training course(s) on the accredited training program letterhead.
- 4. Submit one (1) current 1 1/4 × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the photograph.
- 5. Submit a fee in the amount of \$150.00 per renewal discipline, or \$250.00 per 391-3-24-.05 (2)(d) 1(viii), except the lead worker discipline. An applicant seeking renewal in the lead worker discipline shall submit a fee in the amount of \$25.00. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

- (d) In order for lead firm certification to be renewed for a period of twelve (12) months, the firm shall:

- 1. Submit a completed renewal application to the Division on forms provided by the Division certifying that the lead firm shall:
 - (i) Only employ Division certified persons to conduct lead-based paint activities;
 - (ii) Follow the standards in Rule 391-3-24-.06 for conducting lead-based paint activities; and
 - (iii) Maintain all records pursuant to the requirements in Rule 391-3-24-.06.
- 2. Submit a disclosure statement of any action taken by EPA or an EPA approved program involving violations, suspensions, revocations, or modifications of a lead firm's activity.
- 3. Submit a fee in the amount of \$350.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

- (e) Renewal applications shall be postmarked or hand delivered to the Division thirty (30) days prior to the expiration date of certification for each discipline in which certification is sought. Certified persons submitting renewal applications postmarked or hand delivered after the expiration date of certification shall follow the requirements specified in paragraph (2) of this section for certification purposes.

(5) Reciprocity.

- (a) Each person seeking certification who is licensed, certified or permitted in another state, Tribe or Territory of the United States to perform lead hazard reduction activities may petition the Division on a form provided by the Division to grant certification without repetition of training requirements. The Division may recognize the certification of a discipline granted by another State, Tribe or Territory with which the Division has a written reciprocal agreement. Any person may apply to have their certification approved by the Division if their certification has been licensed, certified or permitted by another State, Tribe or Territory with which the Division has a written reciprocal agreement.
- (b) Persons seeking certification by reciprocity shall also submit to the Division the following:
 - 1. A completed application to the Division on forms provided by the Division with all the appropriate information included and signed by the applicant.
 - 2. A copy of the certification issued by the reciprocating state, tribe or territory.
 - 3. One (1) current 1 1/4 inch x 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture.
 - 4. A fee in the amount of \$150.00 for each discipline, except lead worker discipline and/or the combined lead inspector/risk assessor obtained simultaneously; an applicant seeking certification in the lead worker discipline shall submit a fee in the amount of \$25.00; an applicant seeking the combined inspector/risk assessor obtained simultaneously shall submit a fee in the amount of \$250.00. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.

(6) Suspension, Revocation, and Modification.

- (a) The Director may investigate the actions of any certified person or lead firm and may suspend, revoke or modify the certification of a person or lead firm in accordance with Chapter 13 of Title 50, the "Georgia Administrative Procedures Act," when it is found that the person or lead firm has:
 - 1. Obtained training documentation through fraudulent means.
 - 2. Gained admission to and completed an accredited training program through misrepresentation of admission requirements.
 - 3. Obtained certification through misrepresentation of certification requirements or related documents dealing with education, training, professional registration, or experience.
 - 4. Performed work requiring certification at a job site without having proof of certification.
 - 5. Permitted the duplication or use of the person's own certificate by another.
 - 6. Performed work for which certification is required, but for which appropriate certification has not been received.
 - 7. Failed to comply with the appropriate work practice standards for lead-based paint activities as specified in 391-3-24-.06.

8. Failed to comply with Federal, State, or local lead-based paint statutes or regulations.
 9. Performed work requiring certification at a job site with persons who are not certified.
 10. Misrepresented facts in a lead firm's letter of application.
 11. Failed to maintain required records.
- (b) When certification of a person or lead firm is revoked, the person or lead firm shall not be eligible for recertification for a period of five (5) years from the date of revocation.

Rule 391-3-24-.06 Standards for Conducting Lead-Based Paint Activities

(1) Scope.

- (a) When performing any lead-based paint activities, a certified person must perform that activity in compliance with the requirements specified in this section.
- (b) Persons performing lead-based paint activities shall work for a certified lead firm.
- (c) No person or firm shall engage in a lead-based paint abatement project prior to notifying the Division and receiving a notice to proceed from the Division.
- (d) For each inspection, risk assessment, or lead hazard screen conducted, the lead inspector or lead risk assessor shall submit an inspection report or risk assessment report to the party for which services are rendered, and the Division, if requested. The report shall be submitted within thirty (30) days of the activity.

(2) Inspection.

- (a) An inspection shall be conducted only by a person certified by the Division as a lead inspector and/or a combined inspector/risk assessor. The inspection must be conducted according to the procedures in this section.
- (b) When conducting an inspection, the following locations shall be selected according to documented methodologies and tested for the presence of lead-based paint:
 1. In a residential dwelling and child-occupied facility, each interior component with a distinct painting history and each exterior component with a distinct painting history shall be tested for lead-based paint, except those components that the lead inspector or lead risk assessor determines to have been replaced after 1978, or to not contain lead-based paint; and
 2. In a multi-family dwelling or child-occupied facility, each component with a distinct painting history in every common area, except those components that the lead inspector or lead risk assessor determines to have been replaced after 1978, or to not contain lead-based paint.
- (c) Paint shall be sampled in the following manner:
 1. The analysis of paint to determine the presence of lead shall be conducted using documented methodologies, which incorporate adequate quality control procedures; and/or
 2. All collected paint chip samples shall be analyzed according to paragraph (6) of this section to determine if they contain detectable levels of lead that can be quantified numerically.

(d) The certified lead inspector or lead risk assessor shall prepare an inspection report, which shall include the following information:

1. Date of each inspection.
2. Address of building.
3. Date of construction.
4. Apartment numbers (if applicable).
5. Name, address, and telephone number of the owner or owners of each residential dwelling or child-occupied facility.
6. Name, signature, and certification number of each certified inspector and/or risk assessor conducting testing.
7. Name, address, and telephone number of the certified lead firm employing each inspector and/or risk assessor, if applicable.
8. Each testing method and device and/or sampling procedure employed for paint analysis, including quality control data and, if used, the serial number of any x-ray fluorescence (XRF) device.
9. Specific locations of each painted component tested for the presence of lead-based paint.
10. The results of the inspection expressed in terms appropriate to the sampling method used.

(3) Lead Hazard Screen.

- (a) A lead hazard screen shall be conducted only by a person certified by the Division as lead risk assessor.
- (b) If conducted, a lead hazard screen shall be conducted as follows:
 1. Background information regarding the physical characteristics of the residential dwelling or child-occupied facility and occupant use patterns that may cause lead-based paint exposure to one or more children age six (6) years and under shall be collected.
 2. A visual inspection of the residential dwelling or child-occupied facility shall be conducted to:
 - (i) Determine if any deteriorated paint is present, and
 - (ii) Locate at least two dust sampling locations.
 3. If deteriorated paint is present, each surface with deteriorated paint, which is determined, using documented methodologies, to be in poor condition and to have a distinct painting history, shall be tested for the presence of lead.
 4. In residential dwellings, at least two dust samples shall be collected, one from a floor and the other from a window, in rooms, hallways or stairwells where one or more children, age six (6) and under, are most likely to come in contact with dust.
 5. In multi-family dwellings and child-occupied facilities, in addition to the floor and window samples required in paragraph (3)(b)4. of this section, the lead risk assessor shall collect dust samples from common areas where one or more children, age six (6) and under, are most likely to come into contact with dust.

- (c) Dust samples shall be collected and analyzed in the following manner:
 - 1. All dust samples shall be taken using documented methodologies that incorporate adequate quality control procedures.
 - 2. All collected dust samples shall be analyzed according to paragraph (6) of this section to determine if they contain detectable levels of lead that can be quantified numerically.
- (d) Paint shall be sampled in the following manner:
 - 1. The analysis of paint to determine the presence of lead shall be conducted using documented methodologies which incorporate adequate quality control procedures; and/or
 - 2. All collected paint chip samples shall be analyzed according to paragraph (6) of this section to determine if they contain detectable levels of lead that can be quantified numerically.
- (e) The lead risk assessor shall prepare a lead hazard screen report, which shall include, but not be limited to, the following information.
 - 1. The information required in a risk assessment report as specified in paragraph (4) of this section, including any background information collected pursuant to paragraph (b)1 of this section shall be included in the risk assessment report; and
 - 2. Recommendations, if warranted, for a follow-up risk assessment and, as appropriate, any further actions.

(4) Risk Assessment.

- (a) A risk assessment shall be conducted only by a person certified by the Division as a lead risk assessor and, if conducted, must be conducted according to the procedures in this section:
- (b) A visual inspection for risk assessment of the residential dwelling or child-occupied facility shall be undertaken to locate the existence of deteriorated paint, assess the extent and causes of the deterioration, and other potential sources of lead-based paint hazards.
- (c) Background information regarding the physical characteristics of the residential dwelling or child-occupied facility and occupant use patterns that may cause a lead-based paint exposure to one or more children age six (6) years and under shall be collected.
- (d) The following surfaces, which are determined, using documented methodologies, to have a distinct painting history, shall be tested for the presence of lead.
 - 1. Each friction surface or impact surface with visibly deteriorated paint; and
 - 2. All other surfaces with visibly deteriorated paint.
- (e) In residential dwellings, dust samples (single-surface samples) from the interior window sill(s) and floor shall be collected in all living areas where one or more children age six (6) and under are most likely to come into contact with dust.
- (f) For multi-family dwellings and child-occupied facilities, the samples required in paragraph (4)(d) of this section shall be taken. In addition, interior window sill and floor dust samples (single-surface samples) shall be collected in the following locations:
 - 1. Common areas adjacent to the sampled residential dwelling or child-occupied facility, and

2. Other common areas in the building where the lead risk assessor determines that one or more children age six (6) years and under, are likely to come into contact with dust.
- (g) For child-occupied facilities, window and floor dust samples (single-surface samples) shall be collected in each room, hallway or stairwell utilized by one or more children, age six (6) and under, and in other common areas in the child-occupied facility where the lead risk assessor determines one or more children, age six (6) and under, are likely to come into contact with dust.
- (h) Soil samples shall be collected and analyzed for lead concentrations in the following locations:
1. Exterior play areas where bare soil is present.
 2. Dripline/ foundation areas where bare soil is present.
 3. The rest of the yard (i.e., non-play areas) where bare soil is present.
- (i) Any paint, dust or soil samples shall be taken using documented methodologies that incorporate adequate quality control procedures.
- (j) Any collected paint chip, dust, or soil samples shall be analyzed according to paragraph (6) of this section to determine if they contain detectable levels of lead that can be quantified numerically.
- (k) The lead risk assessor shall prepare a risk assessment report which shall include the following information:
1. Date of assessment.
 2. Address of each building.
 3. Date of construction of buildings.
 4. Apartment number (if applicable).
 5. Name, address, and telephone number of each owner of each building.
 6. Name, signature, and certification of the lead risk assessor conducting the assessment.
 7. Name, address, and telephone number of the lead firm employing each lead risk assessor.
 8. Name, address, and telephone number of each recognized laboratory conducting analysis of collected samples.
 9. Results of the visual inspection.
 10. Testing method and sampling procedure for paint analysis employed.
 11. Specific locations of each painted component tested for the presence of lead.
 12. All data collected from on-site testing, including quality control data and, if used, the serial number of any XRF device.
 13. All results of laboratory analysis on collected paint, soil, and dust samples.
 14. Any other sampling results.

15. Any background information collected pursuant to paragraph (4)(c) of this section.
16. To the extent that they are used as part of the lead-based paint hazard determination, the results of any previous inspections or analyses for the presence of lead-based paint, or other assessments of lead-based paint-related hazards.
17. A description of the location, type, and severity of identified lead-based paint hazards and any other potential lead hazards.
18. A description of interim controls and/or abatement options for each identified lead-based paint hazard and a suggested prioritization for addressing each hazard. If the use of an encapsulant or enclosure is recommended, the report shall recommend a maintenance and monitoring schedule for the encapsulant or enclosure.

(5) Abatement.

- (a) An abatement shall be conducted only by a person certified by the Division and shall be conducted in accordance with the procedures and requirements specified in this section.
- (b) A lead supervisor is required for each abatement project and shall be on-site at all times when abatement is being conducted. This would include preparation, cleanup, disposal and testing activities associated with such measures.
- (c) All abatement shall be conducted in accordance with the requirements of this section.
- (d) Notification for a lead-based paint abatement project in a residential dwelling, child-occupied facility, or multi-family dwelling shall be made on forms supplied by the Division and submitted to the Division fifteen (15) calendar days prior to the start date of the lead-based paint abatement project.
- (e) Abatement shall not commence until the Division has provided a notice to proceed in accordance with paragraph (11) of this section.
- (f) A written occupant protection plan shall be developed for all abatement projects and shall be prepared according to the following procedures:
 1. The occupant protection plan shall be unique to each residential dwelling, multi-family dwelling or child-occupied facility and developed prior to the abatement. The occupant protection plan shall describe the measures and management procedures that will be taken during the abatement to protect the building occupants from exposure to any lead-based paint hazards.
 2. A certified lead supervisor or certified lead project designer shall prepare the occupant protection plan.
- (g) The work practices listed below shall be restricted during an abatement as follows:
 1. Open-flame burning or torching of lead-based paint is prohibited;
 2. Machine sanding or grinding or abrasive blasting or sandblasting of lead-based paint is prohibited unless used with High Efficiency Particulate Air (HEPA) exhaust control capable of removing particles of 0.3 microns or larger from air at 99.97 percent or greater efficiency;
 3. Operating a heat gun on lead-based paint is permitted only at a temperature below 1100 degrees Fahrenheit; and

4. Dry scraping of lead-based paint is permitted only in conjunction with heat guns or around electrical outlets or when treating defective painting spots no more than two (2) square feet in any one room, hallway or stairwell or totaling no more than twenty (20) square feet on exterior surfaces.
- (h) If conducted, soil abatement shall be conducted in one of the following ways:
1. If soil is removed, the lead-contaminated soil shall be replaced with soil with a lead concentration less than 400 parts per million or background concentration of lead, whichever is lower; or
 2. If soil is not removed, the lead-contaminated soil shall be permanently covered as defined in TSCA § 745.223.
 3. If soil is removed, it shall not be used as top soil at another site.
- (i) The following post-abatement clearance procedures shall be performed only by a lead inspector or lead risk assessor:
1. Following an abatement, a visual inspection shall be performed to determine if deteriorated painted surfaces and/or visible amounts of dust, debris or residue are still present. If deteriorated painted surfaces or visible amounts of dust, debris or residue are present, these conditions must be eliminated prior to the continuation of the clearance procedures.
 2. Following the visual inspection and any post-abatement cleanup required by paragraph (5)(i)1. of this section, clearance sampling for lead-contaminated dust shall be conducted. Clearance sampling may be conducted by employing single-surface sampling techniques.
 3. Dust samples for clearance purposes shall be taken using documented methodologies that incorporate adequate quality control procedures. Dust samples for clearance purposes shall be taken a minimum of one (1) hour after completion of final post-abatement cleanup activities.
 4. The following post-abatement clearance activities shall be conducted based upon the extent or manner of abatement activities conducted in or to the residential dwelling or child-occupied facility:
 - (i) After conducting an interior abatement with containment between abated and unabated areas, one (1) dust sample shall be taken from one (1) interior window sill and from one (1) window trough (if available) and one dust sample shall be taken from the floors of each of no less than four (4) rooms, hallways or stairwells within the containment area. In addition, one (1) dust sample shall be taken from the floor outside the containment area. If there are less than four (4) rooms, hallways or stairwells within the containment area, then all rooms, hallways or stairwells shall be sampled.
 - (ii) After conducting an interior abatement with no containment, two (2) dust samples shall be taken from no less than four (4) rooms, hallways or stairwells in the residential dwelling or child-occupied facility. One (1) dust sample shall be taken from one (1) window (if available) and one (1) dust sample shall be taken from one (1) interior window sill and window trough (if present) and one (1) dust sample shall be taken from the floor of each room, hallway or stairwell selected. If there are less than four (4) rooms, hallways or stairwells within the residential dwelling or child-occupied facility, then all rooms, hallways or stairwells shall be sampled.
 - (iii) Following an exterior paint abatement, a visible inspection shall be conducted. All horizontal surfaces in the outdoor living area closest to the abated surface shall be found to be cleaned of visible dust and debris. In addition, a visual inspection shall be conducted to determine the presence of paint chips on the dripline or next to the foundation below any exterior surface abated. If paint chips are present, they must be removed from the site and properly disposed of in accordance with applicable standards set forth by the Division, and in compliance with all

federal, state and local requirements. Clearance wipe samples must be collected from the exterior floors and concrete involved with the abatement project.

5. The rooms, hallways or stairwells selected for sampling shall be selected according to documented methodologies.
 6. The lead inspector or risk assessor shall compare the residual lead dust level (as determined by the laboratory analysis) from each dust sample with applicable clearance levels for lead in dust on floors, concrete, windowsills, and window troughs as found in 391-3-24-.07. If the residual dust levels in a dust sample exceed the clearance levels, all the components represented by the failed sample shall be re-cleaned and retested until clearance levels are met.
- (j) In a multi-family dwelling with similarly constructed and maintained residential dwellings, random sampling for the purposes of clearance may be conducted provided:
1. The certified persons who abate or clean the residential dwelling do not know which residential dwellings will be selected for the random sample.
 2. A sufficient number of residential dwellings are selected for dust sampling to provide a ninety-five percent (95%) level of confidence that no more than 5 percent (5%) or 50 of the residential dwellings (whichever is smaller) in the randomly sampled population exceed the appropriate clearance levels.
 3. The randomly selected residential dwellings shall be sampled and evaluated for clearance according to the procedures found in paragraph (5)(i) of this section.
- (k) An abatement project completion notification shall be prepared by a lead supervisor or lead project designer. The notification shall be prepared on forms supplied by the Division and shall include, but not be limited to, the following information:
1. Start and completion dates of abatement.
 2. The name and address of each lead firm conducting the abatement and the name of each lead supervisor assigned to the abatement project.
 3. The name and title of the lead supervisor or lead project designer who prepared the occupant protection plan pursuant to paragraph (5)(f) of this section.
 4. The name, address, signature, and lead firm of each lead risk assessor or lead inspector conducting clearance sampling and the date of clearance testing.
 5. The results of clearance testing and all soil analyses (if applicable) and the name of each recognized laboratory that conducted the analyses.
 6. A detailed written description of the abatement, including abatement methods used, locations of rooms and/or components where abatement occurred, reason for selecting particular abatement methods for each component, and any monitoring of encapsulants or enclosures.
- (l) Abatement project completion notifications shall be submitted to the Division no later than thirty (30) working days after the completion date of lead-based paint abatement project.

(6) Collection and Laboratory Analysis of Samples.

- (a) Any paint chip, dust, or soil samples collected pursuant to the work practice standards contained in this section shall be:

- 1. Collected by persons certified by the Division as a lead inspector or lead risk assessor; and
- 2. Analyzed by a laboratory recognized by the EPA pursuant to section 405(b) of TSCA as being capable of performing analyses for lead compounds in paint chip, dust, and soil samples.

(7) A paint-lead hazard is present:

- (a) On any friction surface that is subject to abrasion and where the lead dust levels on the nearest horizontal surface underneath the friction surface (e.g., the window sill or floor) are equal to or greater than the dust hazard levels identified in 391-3-24-.07;
- (b) On any chewable lead-based paint surface on which there is evidence of teeth marks;
- (c) Where there is any damaged or otherwise deteriorated lead-based paint on an impact surface that is caused by impact from a related building component (such as a door knob that knocks into a wall or a door that knocks against its door frame); and
- (d) If there is any other deteriorated lead-based paint in any residential building or child-occupied facility or on the exterior of any residential building or child-occupied facility.

(8) A dust-lead hazard is present in a residential dwelling or child-occupied facility:

- (a) On floors and interior window sills when the weighted arithmetic mean lead loading for all single surface of floors and interior window sills are equal to or greater than 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors and equal to or greater than 250 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for interior windowsills respectively;
- (b) On floors or interior window sills in an un-sampled residential dwelling in a multi-family dwelling, if a dust-lead hazard is present on floors or interior window sills, respectively, in at least one sampled residential unit on the property; and
- (c) On floors or interior window sills in an unsampled common area in a multi-family dwelling or child-occupied facility, if a dust-lead hazard is present on floors or interior window sills, respectively, in at least one sampled common area in the same common area group on the property.

(9) A soil-lead hazard is present:

- (a) In a play area when the soil-lead concentration from a composite play area sample of bare soil is equal to or greater than 400 parts per million; or
- (b) In the rest of the yard when the arithmetic mean lead concentration from a composite sample (or arithmetic mean of composite samples) of bare soil from the rest of the yard (i.e., non-play areas) for each residential building on a property is equal to or greater than 1,200 parts per million.

(10) Project Fees.

- (a) A lead firm or lead supervisor shall submit to the Division a project fee for each lead-based paint abatement project at least fifteen (15) calendar days prior to the start date of each abatement project. Project fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees. Project fees shall be based upon the following formula:
 - 1. \$50 per residential dwelling unit or child-occupied facility plus 2% (.02) of the total value of lead-based paint abatement work covered by the notification. Notifications submitted less than fifteen (15)

calendar days prior to the state date, and with Division approval to commencement of lead-based paint abatement activities, are Emergency Notifications and must include an additional \$50 fee.

(11) Lead-Based Paint Abatement Project Notification.

- (a) No person shall conduct abatement without a notice to proceed from the Division, except as provided for in paragraph (c)(2) of this section. All abatement activities shall be conducted by certified persons and certified lead firms.
- (b) All notifications shall be made on forms provided by the Division. The notification shall include, but not be limited to, the following applicable information:
 - 1. Name, address, contact name, and phone number of the owner and operator of the target housing or child-occupied facility;
 - 2. Name, certification number, address, contact name and phone number of the lead firm;
 - 3. Name, certification number, address, firm, and phone number of the lead inspector and lead risk assessor;
 - 4. Name, certification number, address, firm, and phone number of the lead project designer;
 - 5. Location and street address, including building number or name and floor or room number, city, county, and state of the building where the abatement is taking place;
 - 6. Scheduled start and completion dates of active lead-based paint abatement work including preparation work and cleanup work;
 - 7. Work schedule, including days of the week and hours to be worked;
 - 8. Amount and locations of material to be abated;
 - 9. Method(s) of abatement;
 - 10. Waste transporter, address, contact name, and phone number;
 - 11. Waste disposal site, address, contact name, and phone number;
 - 12. For ordered abatements, the name, title, and authority of the State or local government representative who has ordered the abatement, the date that the order was issued, and the date the abatement was ordered to begin;
 - 13. For emergency abatements, a description of the nature of the emergency and an explanation of how failure to correct the situation would cause a lead-based paint hazard;
 - 14. Total value of the lead-based paint abatement work covered by the notification;
 - 15. Total number of residential dwelling units and/or child occupied facilities abated; and
 - 16. The original signature and date of the lead firm representative.
 - 17. The person who developed the Occupant Protection Plan for the project.

- (c) Notifications for lead-based paint abatement projects shall adhere to the following schedule:
1. Notifications for a lead-based paint abatement project shall be postmarked or delivered to the Division at least fifteen (15) calendar days prior to the scheduled start date;
 2. The fifteen (15) calendar day notice may be waived if the abatement project is deemed an emergency lead-based paint abatement project by a lead risk assessor and approved by the Division prior to commencement of lead-based paint abatement activities. A notification involving an emergency lead-based paint abatement project shall be postmarked or hand delivered to the Division by the workday following the request for the emergency abatement project. Notifications for emergency abatement projects shall be submitted along with a letter from the owner or the lead risk assessor explaining the nature of the emergency.
- (d) All notifications, both regular and emergency, for lead-based paint abatement shall be accompanied by a project fee in accordance with paragraph (10) of this section. Project fees shall be submitted electronically or in the form of check or money order and made payable to the Environmental Protection Division - Lead Abatement Fees.
- (e) Revisions to lead-based paint abatement project notifications shall be made in writing on a form provided by the Division and shall be submitted to the Division for the following:
1. Revision to a start date for a project that will begin after the start date stated in the previous notification shall be received on or before the previously stated start date or previously revised start date;
 2. Revision to a start date for a project that will begin before the start date stated in the previous notification or subsequent revisions shall be received at least fifteen (15) calendar days before the new start date;
 3. Revision to a completion date that will be extended beyond the completion date stated in the previous notification shall be received by the original completion date or previously revised completion date;
 4. Revision to a completion date that will be earlier than the completion date stated in the previous notification or subsequent revision shall be received by the new completion date; and
 5. Revisions to notifications other than start or completion dates shall be submitted to the Division prior to initiating the activity which the revision addresses.
- (f) The following shall be maintained on site during abatement activities and be immediately made available for review by the Division:
1. A copy of the project notification, notice to proceed and all revisions;
 2. The occupant protection plan;
 3. A copy of the applicable lead-based paint abatement design, risk assessment and inspection reports; and
 4. Certifications issued by the Director for all certified persons and firms performing lead-based paint activities.
- (g) All abatement shall be conducted in accordance with Rule 391-3-24-.06.
- (h) All abatement shall be conducted under the direct supervision of a certified lead supervisor who shall be on-site at all times when abatement activities are being conducted.

(12) Recordkeeping.

- (a) All reports or plans required in this section shall be maintained by the certified lead firm or person who prepared the report for no fewer than three (3) years. The certified lead firm or person shall also provide copies of these reports to the building owner who contracted for its services.

Rule 391-3-24-.07 Lead Clearance Levels

Clearance procedures shall be conducted on all abatement projects by a certified inspector or lead risk assessor after appropriate cleaning has been completed. The following lead clearance levels must be met.

CLEARANCE DUST STANDARDS (Wipe Sampling Only)

Surface/ Medium	Level ($\mu\text{g}/\text{ft}^2$) (Equal to or less than)
Bare and carpeted floors	40 $\mu\text{g}/\text{ft}^2$
Interior Window Sills	250 $\mu\text{g}/\text{ft}^2$
Window Troughs	400 $\mu\text{g}/\text{ft}^2$
Exterior Concrete	800 $\mu\text{g}/\text{ft}^2$

Rule 391-3-24-.08 Information Distribution Requirements Before Conducting Renovation Activities

- (1) Renovations in dwelling units. No more than 60 days before beginning renovation activities in any residential dwelling unit of target housing, the firm performing the renovation must:
- (a) Provide the owner of the unit with the pamphlet, and comply with one of the following:
1. Obtain, from the owner, a written acknowledgment that the owner has received the pamphlet, or
 2. Obtain a certificate of mailing at least 7 days prior to the renovation.
- (b) In addition to the requirements in this section, if the owner does not occupy the dwelling unit, provide an adult occupant of the unit with the pamphlet, and comply with one of the following:
1. Obtain, from the adult occupant, a written acknowledgment that the occupant has received the pamphlet; or certify in writing that a pamphlet has been delivered to the dwelling or that the firm performing the renovation has been unsuccessful in obtaining a written acknowledgment from an adult occupant. Such certification must include the address of the unit undergoing renovation, the date and method of delivery of the pamphlet, names of the persons delivering the pamphlet, reason for lack of acknowledgment (e.g., occupant refuses to sign, no adult occupant available), the signature of a representative of the firm performing the renovation, and the date of signature, or
 2. Obtain a certificate of mailing at least 7 days prior to the renovation.
- (2) Renovations in common areas. No more than 60 days before beginning renovation activities in common areas of multi-unit target housing, the firm performing the renovation must:
- (a) Provide the owner with the pamphlet, and comply with one of the following:

1. Obtain, from the owner, a written acknowledgment that the owner has received the pamphlet, or
 2. Obtain a certificate of mailing at least 7 days prior to the renovation.
- (b) Comply with one of the following:
1. Notify in writing, or ensure written notification of, each affected unit and make the pamphlet available upon request prior to the start of renovation. Such notification shall be accomplished by distributing written notice to each affected unit. The notice shall describe the general nature and locations of the planned renovation activities; the expected starting and ending dates; and a statement of how the occupant can obtain the pamphlet and a copy of the records required by Rule 391-3-24-.11 at no cost to the occupants, or
 2. While the renovation is ongoing, post informational signs describing the general nature and locations of the renovation and the anticipated completion date. These signs must be posted in areas where they are likely to be seen by the occupants of all of the affected units. The signs must be accompanied by a posted copy of the pamphlet or information on how interested occupants can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to occupants. The signs must also include information on how interested occupants can review a copy of the records required by Rule 391-3-24-.11 or obtain a copy from the renovation firm at no cost to the occupants.
- (c) Prepare, sign, and date a statement describing the steps performed to notify all occupants of the intended renovation activities and to provide the pamphlet.
- (d) If the scope, locations, or expected starting and ending dates of the planned renovation activities change after the initial notification, and the firm provided written initial notification to each affected unit, the firm performing the renovation must provide further written notification to the owners and occupants providing revised information on the ongoing or planned activities. This subsequent notification must be provided before the firm performing the renovation initiates work beyond that which was described in the original notice.
- (3) Renovations in child-occupied facilities. No more than 60 days before beginning renovation activities in any child-occupied facility, the firm performing the renovation must:
- (a) Provide the owner of the building with the pamphlet, and comply with one of the following:
1. Obtain, from the owner, a written acknowledgment that the owner has received the pamphlet; or
 2. Obtain a certificate of mailing at least 7 days prior to the renovation.
- (b) If the owner of the child-occupied facility is not the operator or manager of the building, provide the operator, manager or management representative of the child-occupied facility with the pamphlet, and comply with one of the following:
1. Obtain, from the manager or management representative, a written acknowledgment that the manager or management representative has received the pamphlet; or certify in writing that a pamphlet has been delivered to the facility and that the firm performing the renovation has been unsuccessful in obtaining a written acknowledgment from an adult representative. Such certification must include the address of the child-occupied facility undergoing renovation, the date and method of delivery of the pamphlet, names of the persons delivering the pamphlet, reason for lack of acknowledgment (e.g., representative refuses to sign), the signature of a representative of the firm performing the renovation, and the date of signature; or
 2. Obtain a certificate of mailing at least 7 days prior to the renovation.

- (c) Provide the parents and guardians of children using the child-occupied facility with the pamphlet, information describing the general nature and locations of the renovation and the anticipated completion date, and information on how interested parents or guardians of children frequenting the child-occupied facility can review a copy of the records required by Rule 391-3-24-.11 or obtain a copy from the renovation firm at no cost to the occupants by complying with one of the following:
 - 1. Mail or hand-deliver the pamphlet and the renovation information to each parent or guardian of a child using the child-occupied facility; or
 - 2. While the renovation is ongoing, post informational signs describing the general nature and locations of the renovation and the anticipated completion date. These signs must be posted in areas where they can be seen by the parents or guardians of the children frequenting the child-occupied facility. The signs must be accompanied by a posted copy of the pamphlet or information on how interested parents or guardians of children frequenting the child-occupied facility can review a copy of the pamphlet or obtain a copy from the renovation firm at no cost to the parents or guardians. The signs must also include information on how interested parents or guardians of children frequenting the child-occupied facility can review a copy of the records required by Rule 391-3-24-.11 or obtain a copy from the renovation firm at no cost to the parents or guardians.
 - (d) The renovation firm must prepare, sign, and date a statement describing the steps performed to notify all parents and guardians of the intended renovation activities and to provide the pamphlet.
- (4) Written acknowledgment. The written acknowledgments required in this Section must:
- (a) Include a statement recording the owner or occupant's name and acknowledging receipt of the pamphlet prior to the start of renovation, the address of the unit undergoing renovation, the signature of the owner or occupant as applicable, and the date of signature.
 - (b) Be either a separate sheet or part of any written contract or service agreement for the renovation.
 - (c) Be written in the same language as the text of the contract or agreement for the renovation or, in the case of non-owner occupied target housing, in the same language as the lease or rental agreement or the pamphlet.

Rule 391-3-24-.09 Certification of Persons and Firms Conducting Renovation Activities

- (1) Scope.
- (a) Following the submission of an application demonstrating that all the requirements of this Rule are met and a determination by the Division that a person has met all applicable requirements to perform the appropriate renovation activities, the Division shall certify the applicant as a renovator or dust sampling technician.
 - (b) All certified persons shall be assigned a certification number and issued a certificate by the Division.
 - (c) All certified renovation firms shall be assigned a certification number and issued a certificate by the Division.
 - (d) All individuals performing renovation activities on behalf of the certified renovation firm shall be either a certified dust sampling technician, a certified renovator or have been trained by a certified renovator when performing renovation activities and shall comply with the standards for performing such renovations or dust sampling activities as established in Rule 391-3-24-.08 through Rule 391-3-24-.11.
 - (e) All certifications shall expire based on the issue date or based on the last date of attending required training as specified in (2)(a) through (2)(c) of this Rule. Work performed after expiration of the certificate and prior to renewal shall constitute a violation of this Rule.

- (f) No person or renovation firm shall conduct or offer to conduct renovation activities described in this section if that person or renovation firm does not have the appropriate certification by the Division pursuant to the requirements specified in this Rule and the person or renovation firm does not have in their possession a Division issued certificate.
- (g) In order to maintain certification as a person or renovation firm, applicants must follow the requirements specified in paragraph (3) of this Rule.
- (h) A person who is employed by and in the process of conducting renovation activities for a federal, state or local government agency shall not be required to pay certification fees as specified in this section.
- (i) Persons requesting a duplication of their certificate shall submit a fee in the amount of \$25.00 electronically or in the form of a check, money order and made payable to the Environmental Protection Division - Lead Renovation Fees.

(2) Application Process. The following are procedures and requirements an applicant must meet when applying to the Division for certification:

(a) Certification of Renovation Firms.

1. All firms, which perform or offer to perform, any of the renovation activities described in Rule 391-3-24-.10 must have certification from the Division.
2. A firm seeking certification, as a Renovation Firm must:
 - (i) Submit a completed certification application on forms supplied by the Division certifying that the firm shall:
 - (I) Ensure that all individuals performing renovation activities on behalf of the certified renovation firm are either a certified dust sampling technician, a certified renovator or have been trained by a certified renovator when performing renovation activities and shall comply with the standards for performing such renovations and/or dust sampling activities;
 - (II) Follow the pre-notification education activity standards in Rule 391-3-24-.08.
 - (III) Follow the standards for conducting renovation activities in Rule 391-3-24-.10, and
 - (IV) Maintain all records required in Rule 391-3-24-.11.
 - (ii) Submit a disclosure statement of any action taken by EPA or an EPA authorized program involving violations, suspensions, revocations or modifications of a firm's activities; and
 - (iii) Submit a fee either in the amount of \$300.00 for a three (3) year certification or \$125.00 for a one (1) year certification. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees.
 - (iv) Federal, State, county or city government agencies which conduct renovation activities are exempt from the renovation firm certification.
3. The renovation firm certification issued by the Division is valid either for a period of three (3) years or one (1) year from the date of issuance based on the amount of fees submitted as specified in this Rule.

(b) Certification of Renovators.

1. To become certified as a renovator, a person must:
 - (i) Successfully complete an initial renovator training course and receive an initial course completion certificate from a Division accredited training program;
 - (ii) Successfully pass the initial renovator training course exam.
 - (iii) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date.
 - (iv) Submit an original initial renovator course completion training certificate or an original letter from the accredited training program confirming completion of the initial renovator training course on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
 - (v) Submit one (1) current 1 1/4 inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
 - (vi) Submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees.
 - (vii) Persons, employed by a federal, state, county or city government agency, who conduct renovations for the government agency are exempt from the renovator certification fee.
2. The renovator certification issued by the Division allows the certified individual to perform renovations covered by this Rule 391-3-24-.09 through 391-3-24-.11 and is valid for a period of three (3) years from the date of issuance.

(c) Certification of Dust Sampling Technicians.

1. To become certified as a dust sampling technician, a person must:
 - (i) Successfully complete an initial dust sampling technician course and receive an initial course completion certificate from a Division accredited training program;
 - (ii) Successfully pass an initial dust sampling technician course exam;
 - (iii) Submit a completed certification application on forms provided by the Division with all appropriate information included. This would also include original signature and date;
 - (iv) Submit an original initial dust sampling technician course completion training certificate or an original letter from the accredited training program confirming completion of the initial dust sampling technician training course on the accredited training program letterhead. Original documents shall be returned upon issuance or denial of certification by the Division;
 - (v) Submit one (1) current 1 1/4 inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture; and
 - (vi) Submit a fee in the amount of \$150.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees for a one-year certification or submit a fee in the amount of \$276.00 for a two-year certification.
 - (vii) Persons, employed by a federal, state, county or city government agency, who conducts dust sampling for the government agency are exempt from the dust sampling certification fee.

2. The dust sampling technician certification issued by the Division allows the certified individual to perform dust sampling activities covered by Rule 391-3-24-.10 and is valid for a period of one (1) year from the date of issuance.

(3) Renewal of Certification.

- (a) After certified persons demonstrate that all of the requirements of this section are met and the Division determines that an applicant has met all the requirements set forth in this section, the Division shall renew certification of a person as a renovator or dust sampling technician.
- (b) Renewal of certified renovators
 1. Certified renovators meeting the requirements of this section shall be renewed for a period of thirty-six (36) months from the expiration date of certification or thirty-six (36) months from the last date of completing a Division accepted renovation course, whichever is earlier.
 2. Certified Renovators holding a certificate from an U.S. EPA accredited training provider issued before the effective date of this Rule shall be recognized by the Division and the renovator certification shall be valid for a period of five (5) years from the date of issuance. At least thirty (30) days before the expiration of the U.S. EPA renovator certification, the renovator shall submit a renewal application on forms provided by the Division and pay the fees as required in paragraph (3) of this Rule.
 3. Persons seeking renewal of certification, as a renovator shall:
 - (i) Submit a completed renewal application to the Division on forms provided or approved by the Division with all the appropriate information included and signed by the applicant.
 - (ii) Successfully complete a refresher renovator training course and receive a refresher course completion certificate from a Division accredited training program within thirty-six (36) months from the last date of training.

Persons that do not successfully complete the renovator refresher course within thirty-six (36) months from the last date of training may obtain provisional certification for twelve (12) months by payment of a fee two (2) times the certification fee.

Persons that do not successfully complete the refresher renovator course and receive a certificate of completion by the forty-eighth (48) month from the last date of training, shall successfully complete the initial renovator training course for renewal of certification.
 - (iii) Submit an original refresher renovator course completion certificate for renewal or an original letter from the accredited training program confirming completion of the renovator training course on the accredited training program letterhead.
 - (iv) Submit one (1) current 1 ¼ inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the photograph.
 - (v) Submit a fee in the amount of \$150.00. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees.
- (c) Renewal of certified dust sampling technicians
 1. Certified dust sampling technicians meeting the requirements of this section shall be renewed for a period of twelve (12) months from the expiration date of certification or twenty-four (24) months from the last date of completing a Division accepted dust sampling technician course, whichever is earlier.

2. Certified dust sampling technicians holding a certificate from an U.S. EPA accredited training provider issued before the effective date of this Rule shall be recognized by the Division and the renovator certification shall be valid for a period of five (5) years from the date of the issuance of the certification. At least thirty (30) days before the expiration of the dust sampling technician certification, the dust sampling technician shall submit a renewal application on forms provided by the Division as required in paragraph (3) of this Rule.
3. Persons seeking renewal of certification, as a dust sampling technician shall:
 - (i) Submit a completed renewal application to the Division on forms provided or approved by the Division with all the appropriate information included and signed by the applicant.
 - (ii) Successfully complete a refresher dust sampling technician course(s) and receive a refresher course completion certificate from an accredited training program within twenty-four (24) months from the last date of training.

Persons that do not successfully complete the refresher dust sampling technician course within twenty-four (24) months from the last date of training may obtain provisional certification for twelve (12) months by payment of a fee two (2) times the certification fee.

Persons that do not successfully complete the refresher dust sampling technician course and receive a certificate of completion by the thirty-sixth (36th) month from the last date of training, shall successfully complete the initial said training course for renewal of certification.

- (iii) Submit an original refresher dust sampling technician course completion certificate or an original letter from the accredited training program confirming completion of said training course(s) on the accredited training program letterhead.
- (iv) Submit one (1) current 1 1/4 inch × 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the photograph.
- (v) Submit a fee in the amount of \$150.00 per renewal discipline for a one-year certification or submit \$275.00 for a two-year certification. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees.

(d) Renewal of renovation firm certification

1. Certified renovation firms meeting the requirements of this section shall be renewed either for a period of twelve (12) months from the expiration date of certification or thirty-six (36) months from the expiration date of the certificate. Length of renewal is based on the amount of fees submitted.
2. Renovation firms holding a certificate from EPA issued before the effective date of this Rule shall be valid for a period of five (5) years from the date of issuance from U.S. EPA. At least thirty (30) days prior to the expiration of the U.S. EPA certification, the renovation firm shall submit a renewal application on forms provided by the Division. A renewal application must be submitted as defined in paragraph (3) of this Rule by the date of the expiration of the EPA renovation firm certificate.
3. In order for renovation firm certification to be renewed for either a period of twelve (12) months or thirty-six (36) months, the renovation firm shall:
 - (i) Submit a completed renewal application to the Division on forms provided by the Division certifying that the renovation firm shall:

- (ii) Ensure that all individuals performing renovation activities on behalf of the certified renovation firm are either a certified dust sampling technician, a certified renovator or have been trained by a certified renovator when performing renovation activities;
 - (iii) Follow the standards in Rule 391-3-24-.10 for conducting renovations and dust sampling activities;
 - (iv) Follow the standards in Rule 391-3-24-.08 for pre-notification education requirements; and
 - (v) Maintain all records pursuant to the requirements in Rule 391-3-24-.11.
4. Submit a disclosure statement of any action(s) taken by the Division, EPA, or an EPA approved program involving violations, suspensions, revocations, or modifications of a renovation firm's activity.
 5. Submit a fee in the amount of \$300.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees for a thirty-six (36) month renewal. A renovation firm may submit a fee in the amount of \$125.00 electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees for a twelve (12) month renewal.
- (e) Renewal applications shall be postmarked or hand delivered to the Division thirty (30) days prior to the expiration date of certification for each discipline in which certification is sought. Certified persons submitting renewal applications postmarked or hand delivered after the expiration date of certification shall follow the requirements specified in paragraph (3) of this section for certification purposes.

(4) Reciprocity.

- (a) Each person seeking certification who is licensed, certified or permitted in another state, Tribe or Territory of the United States to perform renovations or dust sampling activities may petition the Division on a form provided by the Division to grant certification without repetition of training requirements. The Division may recognize the certification of a discipline granted by another State, Tribe or Territory with which the Division has a written reciprocal agreement. Any person may apply to have their certification approved by the Division if their certification has been licensed, certified or permitted by another State, Tribe or Territory with which the Division has a written reciprocal agreement.
- (b) Persons seeking certification by reciprocity shall also submit to the Division the following:
 1. A completed application to the Division on forms provided by the Division with all the appropriate information included and signed by the applicant.
 2. A copy of the certification issued by the reciprocating state, tribe or territory.
 3. One (1) current 1 1/4 inch x 1 1/4 inch color passport photograph of the applicant with the applicant's name and original signature on the back of the picture.
 4. A fee in the amount of \$150.00 for each discipline. Fees shall be submitted electronically or in the form of a check or money order and made payable to the Environmental Protection Division - Lead Renovation Fees.

(5) Suspension, Revocation, and Modification.

- (a) The Director may investigate the actions of any certified person or renovation firm and may suspend, revoke or modify the certification of a person or renovation firm in accordance with Chapter 13 of Title 50, the "Georgia Administrative Procedures Act," when it is found that the person or renovation firm has:

1. Obtained training documentation through fraudulent means.
 2. Gained admission to and completed an accredited training program through misrepresentation of admission requirements.
 3. Obtained certification through misrepresentation of certification requirements or related documents dealing with education, training, professional registration, or experience.
 4. Performed work requiring certification at a job site without having proof of certification.
 5. Permitted the duplication, alteration or use of the person's own certificate by another.
 6. Performed work for which certification is required, but for which appropriate certification has not been received.
 7. Failed to comply with the appropriate work practice standards for lead-based paint activities as specified in Rule 391-3-24-.10.
 8. Failed to comply with Federal, State, or local lead-based paint statutes or regulations.
 9. Performed work at a job site with persons who are not certified or trained.
 10. Misrepresented facts in a renovation firm's letter of application.
 11. Failed to maintain required records.
- (b) When certification of a person or renovation firm is revoked, the person or renovation firm shall not be eligible for recertification for a period of five (5) years from the date of revocation.

Rule 391-3-24-.10 Standards for Conducting Renovation Activities

- (1) Renovator responsibilities. Certified renovators are responsible for ensuring compliance with all renovations to which they are assigned. A certified renovator:
- (a) Must perform all of the tasks described in this Rule and must either perform or direct workers who perform all of the tasks described in this Rule.
 - (b) Must provide training to workers on the work practices they will be using in performing their assigned tasks.
 - (c) Must be physically present at the work site when the signs required by this Rule are being posted, while the work area containment required by this Rule is being established, and while the work area cleaning required by this Rule is being performed.
 - (d) Must regularly direct work being performed by other individuals to ensure that the work practices are being followed, including maintaining the integrity of the containment barriers and ensuring that dust or debris does not spread beyond the work area.
 - (e) Must be available, either on-site or by telephone, at all times that renovations are being conducted.
 - (f) When requested by the party contracting for renovation services, must use an acceptable test kit to determine whether components to be affected by the renovation contain lead-based paint.

- (g) Must have with them at the work site, copies of their Division issued renovator certificate.
 - (h) Must prepare the records required by Rule 391-3-24-.11.
- (2) Dust sampling technician responsibilities. When performing optional dust clearance sampling, a certified dust sampling technician:
- (a) Must collect dust samples in accordance with Rule 391-3-24-.06, must send the collected samples to a laboratory recognized by EPA under TSCA section 405(b), and must compare the results to the clearance levels in accordance with Rule 391-3-24-.07.
 - (b) Must have with them at the work site, copies of their Division issued dust sampling technician certificate.
- (3) Standards for renovation activities. Renovations must be performed by certified renovation firms using at least one (1) certified renovator while conducting renovations. The responsibilities of certified firms and certified renovators are set forth in Rule 391-3-24-.10.
- (a) Occupant protection. Firms must post signs clearly defining the work area and warning occupants and other persons not involved in renovation activities to remain outside of the work area. To the extent practicable, these signs must be in the primary language of the occupants. These signs must be posted before beginning the renovation and must remain in place and readable until the renovation and the post-renovation cleaning verification has been completed. If warning signs have been posted in accordance with Rule 391-3-24-.08 additional signs are not required by this Section.
 - (b) Containing the work area. Before beginning the renovation, the firm must isolate the work area so that no dust or debris leaves the work area while the renovation is being performed. In addition, the firm must maintain the integrity of the containment by ensuring that any plastic or other impermeable materials are not torn or displaced, and taking any other steps necessary to ensure that no dust or debris leaves the work area while the renovation is being performed. The firm must also ensure that containment is installed in such a manner that it does not interfere with occupant and worker egress in an emergency.
 - 1. Interior renovations. The firm must:
 - (i) Remove all objects from the work area, including furniture, rugs, and window coverings, or cover them with plastic sheeting or other impermeable material with all seams and edges taped or otherwise sealed.
 - (ii) Close and cover all ducts opening in the work area with taped-down plastic sheeting or other impermeable material.
 - (iii) Close windows and doors in the work area. Doors must be covered with plastic sheeting or other impermeable material. Doors used as an entrance to the work area must be covered with plastic sheeting or other impermeable material in a manner that allows workers to pass through while confining dust and debris to the work area.
 - (iv) Cover the floor surface, including installed carpet, with taped-down plastic sheeting or other impermeable material in the work area 6 feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to contain the dust, whichever is greater.
 - (v) Use precautions to ensure that all personnel, tools, and other items, including the exteriors of containers of waste, are free of dust and debris before leaving the work area.
 - 2. Exterior renovations. The firm must:
 - (i) Close all doors and windows within 20 feet of the renovation. On multi-story buildings, close all doors and windows within 20 feet of the renovation on the same floor as the renovation, and

close all doors and windows on all floors below that are the same horizontal distance from the renovation.

- (ii) Ensure that doors within the work area that will be used while the job is being performed are covered with plastic sheeting or other impermeable material in a manner that allows workers to pass through while confining dust and debris to the work area.
- (iii) Cover the ground with plastic sheeting or other disposable impermeable material extending 10 feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to collect falling paint debris, whichever is greater, unless the property line prevents 10 feet of such ground covering.
- (iv) In certain situations, the renovation firm must take extra precautions in containing the work area to ensure that dust and debris from the renovation does not contaminate other buildings or other areas of the property or migrate to adjacent properties.

(c) Prohibited and restricted practices. The work practices listed below shall be prohibited or restricted during a renovation as follows:

- 1. Open-flame burning or torching of lead-based paint is prohibited.
- 2. The use of machines that disturb lead-based paint through high-speed operation such as sanding, grinding, power planing, needle gun, abrasive blasting, or sandblasting, is prohibited unless such machines are used with HEPA exhaust control.
- 3. Operating a heat gun on lead-based paint is permitted only at temperatures below 1100 degrees Fahrenheit.

(d) Waste from renovations.

- 1. Waste from renovation activities must be contained to prevent releases of dust and debris before the waste is removed from the work area for storage or disposal. If a chute is used to remove waste from the work area, it must be covered.
- 2. At the conclusion of each work day and at the conclusion of the renovation, waste that has been collected from renovation activities must be stored under containment, in an enclosure, or behind a barrier that prevents release of dust and debris out of the work area and prevents access to dust and debris.
- 3. When the firm transports waste from renovation activities, the firm must contain the waste to prevent release of dust and debris.

(e) Cleaning the work area. After the renovation has been completed, the firm must clean the work area until no dust, debris or residue remains.

- 1. Interior and exterior renovations. The firm must:
 - (i) Collect all paint chips and debris and, without dispersing any of it, seal this material in a heavy-duty bag, and
 - (ii) Remove the protective sheeting. Mist the sheeting before folding it, fold the dirty side inward, and either tape shut to seal or seal in heavy-duty bags. Sheeting used to isolate contaminated rooms from non-contaminated rooms must remain in place until after the cleaning and removal of other sheeting. Dispose of the sheeting as waste.

2. Additional cleaning for interior renovations. The firm must clean all objects and surfaces in the work area and within 2 feet of the work area in the following manner, cleaning from higher to lower:
 - (i) Walls. Clean walls starting at the ceiling and working down to the floor by either vacuuming with a HEPA vacuum or wiping with a damp cloth, and
 - (ii) Remaining surfaces. Thoroughly vacuum all remaining surfaces and objects in the work area, including furniture and fixtures, with a HEPA vacuum. The HEPA vacuum must be equipped with a beater bar when vacuuming carpets and rugs, and
 - (iii) Wipe all remaining surfaces and objects in the work area, except for carpeted or upholstered surfaces, with a damp cloth. Mop uncarpeted floors thoroughly, using a mopping method that keeps the wash water separate from the rinse water, such as the 2-bucket mopping method, or using a wet mopping system.

(4) Standards for post-renovation cleaning verification

(a) Interiors.

1. A certified renovator must perform a visual inspection to determine whether dust, debris or residue is still present. If dust, debris or residue is present, these conditions must be removed by re-cleaning and another visual inspection must be performed.
2. After a successful visual inspection, a certified renovator must:
 - (i) Verify that each windowsill in the work area has been adequately cleaned, using the following procedure.
 - (1) Wipe the windowsill and window trough with a wet disposable cleaning cloth that is damp to the touch. If the cloth matches or is lighter than the cleaning verification card, the windowsill and window trough have been adequately cleaned.
 - (2) If the cloth does not match and is darker than the cleaning verification card, re-clean the windowsill and window trough as directed in this Section, then either use a new cloth or fold the used cloth in such a way that an unused surface is exposed, and wipe the surface again. If the cloth matches or is lighter than the cleaning verification card, the windowsill and window trough have been adequately cleaned.
 - (3) If the cloth does not match and is darker than the cleaning verification card, wait for 1 hour or until the surface has dried completely, whichever is longer.
 - (4) After waiting for the windowsill and window trough to dry, wipe the windowsill and window trough with a dry disposable cleaning cloth. After this wipe, the windowsill and window trough have been adequately cleaned.
 - (ii) Wipe uncarpeted floors and countertops within the work area with a wet disposable cleaning cloth. Floors must be wiped using an application device with a long handle and a head to which the cloth is attached. The cloth must remain damp at all times while it is being used to wipe the surface for post-renovation cleaning verification. If the surface within the work area is greater than 40 square feet, the surface within the work area must be divided into roughly equal sections that are each less than 40 square feet. Wipe each such section separately with a new wet disposable cleaning cloth. If the cloth used to wipe each section of the surface within the work area matches or is lighter than the cleaning verification card, the surface has been adequately cleaned.

- (1) If the cloth used to wipe a particular surface section does not match and is darker than the cleaning verification card, re-clean that section of the surface as directed in this Section, then use a new wet disposable cleaning cloth to wipe that section again. If the cloth matches or is lighter than the cleaning verification card, that section of the surface has been adequately cleaned.
 - (2) If the cloth used to wipe a particular surface section does not match and is darker than the cleaning verification card after the surface has been re-cleaned, wait for 1 hour or until the entire surface within the work area has dried completely, whichever is longer.
 - (3) After waiting for the entire surface within the work area to dry, wipe each section of the surface that has not yet achieved post-renovation cleaning verification with a dry disposable cleaning cloth. After this wipe, that section of the surface has been adequately cleaned.
3. When the work area passes the post-renovation cleaning verification, remove the warning signs.
 - (b) Exteriors. A certified renovator must perform a visual inspection to determine whether dust, debris or residue is still present on surfaces in and below the work area, including windowsills and the ground. If dust, debris or residue is present, these conditions must be eliminated and another visual inspection must be performed. When the area passes the visual inspection, remove the warning signs.
- (5) Optional dust clearance testing. Cleaning verification need not be performed if the contract between the renovation firm and the person contracting for the renovation or another Federal, State, Territorial, Tribal, or local law or regulation requires:
 - (a) The renovation firm to perform dust clearance sampling at the conclusion of a renovation covered by this subpart.
 - (b) The dust clearance samples are required to be collected by a certified inspector, risk assessor or dust sampling technician.
 - (c) The renovation firm is required to re-clean the work area until the dust clearance sample results are below the clearance standards in Rule 391-3-24-.07.
- (6) Activities conducted after post-renovation cleaning verification. Activities that do not disturb lead-based paint, such as applying paint to walls that have already been prepared, are not regulated by this subpart if they are conducted after post-renovation cleaning verification has been performed.

Rule 391-3-24-.11 Recordkeeping and Reporting Requirements for Renovation Activities

- (1) Firms performing renovations must retain and, if requested, make available to the Division all records necessary to demonstrate compliance with this section for a period of three (3) years following completion of the renovation. This three (3) year retention requirement does not supersede longer obligations required by other provisions for retaining the same documentation, including any applicable federal, State or Tribal laws or regulations.
- (2) Records that must be retained pursuant to this Section shall include (where applicable):

- (a) Records or reports certifying that a determination had been made that lead-based paint was not present on the components affected by the renovation, as described in this rule. These records or reports include:
 - 1. Reports prepared by a certified inspector or certified risk assessor.
 - 2. Records prepared by a certified renovator after using EPA-recognized test kits, including an identification of the manufacturer and model of any test kits used, a description of the components that were tested including their locations, and the result of each test kit used.
- (b) Signed and dated acknowledgments of receipt of pre-renovation notification records as described in Rule 391-3-24-.08.
- (c) Certifications of attempted delivery as described in Rule 391-3-24-.08.
- (d) Certificates of mailing as described in Rule 391-3-24-.08 .
- (e) Records of notification activities performed regarding common area renovations and renovations in child-occupied facilities, as described in Rule 391-3-24-.08.
- (f) Documentation of compliance with the requirements of Rule 391-3-24-.10, including documentation that a certified renovator was assigned to the project, that the certified renovator provided on-the-job training for workers used on the project, that the certified renovator performed or directed workers who performed all of the tasks described in Rule 391-3-24-.10, and that the certified renovator performed the post-renovation cleaning verification described in Rule 391-3-24-.10. If the renovation firm was unable to comply with all of the requirements of this rule due to an emergency as defined in Rule 391-3-24-.10, the firm must document the nature of the emergency and the provisions of the rule that were not followed. This documentation must include a copy of the certified renovator's training certificate, and a certification by the certified renovator assigned to the project that:
 - 1. Training was provided to workers (topics must be identified for each worker).
 - 2. Warning signs were posted at the entrances to the work area.
 - 3. If test kits were used, that the specified brand of kits was used at the specified locations and that the results were as specified.
 - 4. The work area was contained by:
 - (i) Removing or covering all objects in the work area (interiors).
 - (ii) Closing and covering all HVAC ducts in the work area (interiors).
 - (iii) Closing all windows in the work area (interiors) or closing all windows in and within 20 feet of the work area (exteriors).
 - (iv) Closing and sealing all doors in the work area (interiors) or closing and sealing all doors in and within 20 feet of the work area (exteriors).
 - (v) Covering doors in the work area that were being used to allow passage but prevent spread of dust and debris outside the work area.
 - (vi) Covering the floor surface, including installed carpet, with taped-down plastic sheeting or other impermeable material in the work area 6 feet beyond the perimeter of surfaces undergoing renovation or a sufficient distance to contain the dust, whichever is greater (interiors) or covering the ground with plastic sheeting or other disposable impermeable material anchored to the building extending 10 feet beyond the perimeter of surfaces

undergoing renovation or a sufficient distance to collect falling paint debris, whichever is greater, unless the property line prevents 10 feet of such ground covering, weighted down by heavy objects (exteriors).

- (vii) Installing (if necessary) vertical containment to prevent migration of dust and debris to adjacent property (exteriors).

5. Waste was contained on-site and remained contained while being transported off-site.
 6. The work area was properly cleaned after the renovation by:
 - (i) Picking up all chips and debris, misting protective sheeting, folding it dirty side inward, and taping it and placing it in a secured container for removal.
 - (ii) Cleaning the work area surfaces and objects using a HEPA vacuum and/or wet cloths or mops (interiors).
 7. The certified renovator performed the post-renovation cleaning verification (the results of which must be briefly described, including the number of wet and dry cloths used).
- (3) When the final invoice for the renovation is delivered or within 30 days of the completion of the renovation, whichever is earlier, the renovation firm must provide information pertaining to compliance with this subpart to the following persons:
- (a) The owner of the building; and, if different,
 - (b) An adult occupant of the residential dwelling, if the renovation took place within a residential dwelling, or an adult representative of the child-occupied facility, if the renovation took place within a child-occupied facility.
- (4) When performing renovations in common areas of multi-unit target housing, renovation firms must post the information required by this subpart or instructions on how interested occupants can obtain a copy of this information. This information must be posted in areas where it is likely to be seen by the occupants of all of the affected units.
- (5) The information, required to be provided in this section, may be provided by completing the sample form titled "Sample Renovation Recordkeeping Checklist" or a similar form containing the test kit information, and the training and work practice compliance information required by this Rule.
- (6) If dust clearance sampling is performed in lieu of cleaning verification as permitted by Rule 391-3-24-.10, the renovation firm must provide, when the final invoice for the renovation is delivered or within 30 days of the completion of the renovation, whichever is earlier, a copy of the dust sampling report to:
- (a) The owner of the building; and, if different,
 - (b) An adult occupant of the residential dwelling, if the renovation took place within a residential dwelling, or an adult representative of the child-occupied facility, if the renovation took place within a child-occupied facility.
 - (c) When performing renovations in common areas of multi-unit target housing, renovation firms must post these dust sampling reports or information on how interested occupants of the housing being renovated can obtain a copy of the report. This information must be posted in areas where they are likely to be seen by the occupants of all of the affected units.

Rule 391-3-24-.12 Lead-Based Paint Hazard Management Program Fees

- (1) Persons, individuals and firms who must pay fees. Fees in accordance with this Rule must be paid by:
 - (a) Training programs.
 1. All training providers applying to the Division for the accreditation and re-accreditation of training programs in one or more of the following disciplines: lead supervisor, lead inspector, lead risk assessor, lead project designer, lead work, renovator, or dust sampling technician.
 2. All training providers applying for reciprocity as allowed in 391-3-24-.04 of this Rule.
 - (b) Firms. All lead and renovation firms applying to the Division for certification and re-certification to conduct renovations and lead-based paint activities.
 - (c) Individuals. All individuals applying to the Division for certification and re-certification to conduct renovations and lead-based paint activities.
- (2) Lost or replacement certificate. A \$25 fee will be charged for the replacement of a firm or individual certificate.
- (3) The fee schedule for lead-based paint and renovation activities is found in Table 1 of this section.

TABLE 1		
Training Provider Accreditation	<i>Initial Accreditation</i>	Annual Re-accreditation
Initial Training Provider Course Accreditation of the following disciplines: Lead Supervisor, Lead Inspector, Lead Risk Assessor, Lead Project Designer, Lead Worker, Renovator or Dust Sampling Technician Courses	\$400/ 8 hour day of training	\$300 per course/ year
Refresher Training Provider Course Accreditation of the following disciplines: Lead Supervisor, Lead Inspector, Lead Risk Assessor, Lead Project Designer, Lead Worker, Renovator or Dust Sampling Technician Course	\$400/ 8 hour day of training	\$300 per course/ year
Reciprocity Accreditation of Training Provider courses of the following disciplines: Lead Supervisor, Lead Inspector, Lead Risk Assessor, Lead Project Designer, Lead Work, Renovator or Dust Sampling Technical Course	\$300/ 8 hour day of training	\$300/ course/ year
Lead Firm Certification	Initial Certification	Re-certification

Lead Abatement Firm	\$350/ year	\$350/ year
Renovation Firm	\$125 (1-year certification) or \$300 (3-year certification)	\$125/ year or \$300/ 3 years
Individual Lead Discipline Certifications	Certification	Recertification
Lead Supervisor, Lead Inspector, Lead Risk Assessor, Lead Project Designer, Lead Worker	\$150/ year	\$150/year
Joint Lead Inspector/Lead Risk Assessor	\$250/year	\$250/year
Renovator	\$150 (3-year certification)	\$150/ 3 years
Dust Sampling Technician	\$150/1-year certification or \$275/ 2-year certification	\$150/1-year certification or \$275/ 2-year certification
Project Notification or Permit	Project Notification Fee	Notice Requirements
Lead abatement projects	\$50 plus 2% of project cost	15 days before project start
Emergency Notification: Lead Abatement	\$50	As soon as possible.

EXHIBIT C

*Lead-Based Paint/Asbestos & Clearance Testing Services
(Annual Contract)*

*Geotechnical & Environmental Consultants (GEC), Inc.
Submission*

09/22/2017

ORIGINAL



GEOTECHNICAL &
ENVIRONMENTAL
CONSULTANTS, INC.

RFP NO. 158-00024 PROPOSAL FOR
LEAD-PAINT/ASBESTOS &
CLEARANCE/TESTING SERVICE

RFP No. 18-0004
Lead-Based Paint/Asbestos &
Clearance Testing Services
Columbus, Muscogee County, Georgia
GEC Proposal No.: CE-17-2542

Table of Contents

Section 1:	Transmittal Letter
Section 2:	Addenda Acknowledgement
Section 3:	Qualifications & Experience
Section 4:	Service Plan
Section 5:	Client Work History
Section 7:	Cost Proposal
Section 8:	Contract Signature Page

GEC

**GEOTECHNICAL
&
ENVIRONMENTAL
CONSULTANTS, INC**

September 22, 2017

**Heather Scheuttig
Columbus Consolidated Government
Purchasing Division
5th Floor, Tower Bldg.
100 10th Street
Columbus, Georgia 31902-1340**

**SUBJECT: RFP No. 18-0004
Lead-Based Paint/Asbestos &
Clearance Testing Services
Columbus, Muscogee County, Georgia
GEC Proposal No.: CE-17-2542**

Dear Ms. Scheuttig:

Geotechnical & Environmental Consultants, Inc. (GEC) is pleased to submit our professional qualifications for Lead-Based Paint/Asbestos & Clearance Testing Services. We believe that we are uniquely qualified to perform the work for this project.

GEC is qualified to perform United States Department of Housing and Urban Development (HUD) Lead Based Paint Inspections and has been licensed by the Georgia Environmental Protection Division (GA-EPD). All individuals who perform LBP Inspections with GEC are also licensed by GA-EPD.

Thomas E. Driver is the President and primary owner of GEC. Jason A. Cooper is the Columbus Branch Manager. Kevin Strumpler manages environmental services for the Columbus branch of GEC. The contacts for this proposal are Kevin Strumpler (kstrumpler@geconsultants.com) and Jason Cooper (jcooper@geconsultants.com). Per the RFP, this proposal is binding for 120 days, from the date on this proposal.

The following document sections provide our qualifications and project experience. GEC appreciates your time and consideration of our efforts and the opportunity to provide this proposal for this project. If you have any questions, please contact us.

Sincerely,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.



Kevin R. Strumpler, P.G.

Environmental/Engineering Services Manager



Jason A. Cooper, P.E.

Columbus Branch Manager

GEC

SECTION 2:

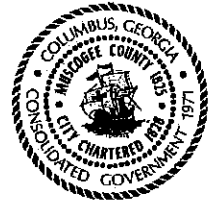
Addenda Acknowledgement

2. Addenda Acknowledgement

Geotechnical and Environmental Consultants, Inc. (GEC) acknowledges that they have reviewed the City of Columbus website (www.columbusga.org/finance/proposals.htm) for any addenda to the RFP for which this proposal has been prepared (RFP No. 18-0004). At the time this proposal was submitted, a single addendum (Addendum 1) to the RFP was downloaded from the aforementioned website and reviewed. An initialed copy of this addendum is included on the following page(s).

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-653-4105, Fax 706-225-3033
BidLine 706-653-4536
www.columbusga.org

September 8, 2017

Addendum No. 1

Lead-based Paint/Asbestos & Clearance Testing Services
(Annual Contract)
RFP No. 18-0004

Proposals must include acknowledgement of receipt for all Addenda:

Authorized Initials: JAC **Firm:** Geotechnical and Environmental Consultants, Inc.

Vendors are informed that the above subject RFP is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

QUESTIONS / RESPONSES

Question 1: Page 8, Section A of the RFP states "Submit one original and ten copies of the proposal." Item No. 5 of the Checklist on page 29 states "One Original and nine copies of proposal response." Please advise the correct number of copies.

Response: The correct number is one (1) original and nine (9) copies.

Question 1: We anticipate needing analysis from a laboratory; would the lab we intend to use be considered a subcontractor? Also, Section C on pages 8 and 9 states that "name(s) and address(es) of subcontractor(s) must be provided in proposal response." However, Section D on page 14 states that "None of the work or services covered by this contract shall be subcontracted." Please clarify.

Response: Laboratories who are solely testing samples provided by the contractor are not considered subcontractors in the scope of this RFP. Pages 8 and 9 of the RFP reference the City's General Provisions, which are included in all proposals. For the purpose of this RFP Section D, page 14, is applicable. None of the work or services

covered by this contract shall be subcontracted.

Andrea J. McCorvey
Purchasing Manager

SECTION 3:
Experience/Qualifications

3A. COMPANY INFORMATION

Geotechnical & Environmental Consultants, Inc. (GEC) is a Georgia S-Corporation that was incorporated in 1999 and is headquartered in Macon, Georgia. GEC is a geotechnical, environmental engineering and construction materials testing consulting firm. GEC employs over 50 professional staff and has offices in Macon, Columbus, and LaGrange, Georgia. Our contact information for this project is as follows:

Company Name:	Geotechnical & Environmental Consultants, Inc. (GEC)
Address:	5031 Milgen Court Columbus, Georgia 31907
Primary Contacts:	Kevin R. Strumpler, P.G. – Technical Services Manager Patrick Simpson – Environmental Specialist
Telephone Number:	(706) 569-0008
Fax Number:	(706) 569-0940
E-mail Address:	kstrumpler@geconsultants.com / psimpson@geconsultants.com
Company Website:	www.geconsultants.com

Field and project management for this project will be coordinated from the Columbus office.

3B. COMPANY HISTORY

Geotechnical & Environmental Consultants, Inc. (GEC) is a full-service engineering consulting firm based in Macon, Georgia with offices in Columbus, and Lagrange, Georgia. GEC was founded in 1999, from the succession of the Macon and Columbus branch offices of Geosciences, Inc. (founded in 1991). Our company president, Tomas Driver, P.E., is the founding member of both firms. GEC provides consultative services in three key areas: Geotechnical Engineering, Environmental Engineering, and Construction Quality Control Testing. If GEC is awarded the Lead Based Paint/Asbestos & Clearance Testing Services contract, all work will be administered out of the Columbus office located at 5031 Milgen Court, Columbus, Georgia 31907.

GEC serves many different clients over the spectrum of development, industry, and government. GEC has successfully completed hundreds of projects for private, public, legal, and regulatory interests. GEC's resources in the environmental, geotechnical, and construction fields provide the ability to successfully undertake a wide range of projects from the planning stages through construction, and from research to project oversight. GEC's experience and collective technical expertise results in a special ability to focus on client needs while supplying quality services; doing the right thing the first time.

The current GEC staff consists of over 50 staff members including professional engineers and geologists, project engineers and geologists, biologists, environmental specialists (including asbestos inspectors, lead-based paint risk assessors, a lead-based paint supervisor, lead-based paint abatement project designer, and several lead-based paint inspectors), drillers, environmental and engineering

technicians, support staff, and administrative personnel. Each GEC staff member is committed to providing our clientele with the utmost in quality, professional, cost effective services.

3C. STAFF QUALIFICATIONS

The following section describes the personnel and their general responsibility for each anticipated service for this contract scope of work. Resumes for each of the following staff members are included in this section.

Mr. Patrick Simpson will be the primary Lead Based Paint/Asbestos Services field operations contact person with additional support, as needed, by Mr. Todd Peterman, Mr. David Price, Mr. Anthony Whipple and Mrs. Mary Brooks. Mr. Simpson will also provide lead risk assessor accredited services. GEC has multiple **X-ray Fluorescence Lead Based Paint analyzers (XRF)** available to provide the **best technologically available means for real-time lead detection** on substrates.

Thomas E. Driver, P.E., is the **President** of the firm and **Managing Senior Engineer** of all offices. Tom graduated from Auburn University with a bachelor's degree in Civil Engineering in 1983 and has over 25 years of experience in the geotechnical, environmental and construction materials testing fields. Tom is a member of the American Society of Civil Engineers (ASCE), the Georgia Society of Professional Engineers (GSPE), the American Society of Military Engineers (ASME), the Consulting Engineers Council of Georgia (CECG), the Macon Commercial Real Estate Council, and the Macon, Houston County, Dublin, and Columbus Chambers of Commerce. He is a past board member of both the Macon Economic Development Commission and The Consulting Engineers Council of Georgia. He is a Past President of the Macon Chapter of ASCE, a past president of the GSPE Middle Georgia Branch, and a past State President of GSPE. He was elected the 1992 *Young Engineer of the Year* and the 1996 *Professional Engineer of the Year in Private Practice* by the Georgia Society of Professional Engineers. Tom is a registered Professional Engineer in Georgia, South Carolina, North Carolina, Kentucky, Tennessee, and Alabama.

Jason A. Cooper, P.E., is a **Senior Engineer** and serves as the **Columbus Branch Manager**. Mr. Cooper has over 20 years of experience in the environmental engineering consulting field. Mr. Cooper's environmental field experience has included Phase I and Phase II environmental site assessments, UST Closures, CAP-A, SIP, and CAP-B investigations and reports. This includes, but is not limited to conducting Type II and Type III monitoring well installation, soil and groundwater sampling, slug testing, elevation surveying, planning and coordinating underground injection of Bioremediation and HVE events, and other field activities. He has also conducted groundwater modeling in order to determine plume migration patterns and alternate remedial goals. Also, Mr. Cooper has instituted, updated and reviewed Spill Prevention Control and Countermeasures (SPCC) Plans, Stormwater Pollution Plans (SWPP), and Construction/SIP Air Permits. Mr. Cooper is a member of the American Society of Civil Engineers (ASCE), the Water and Environmental Federation (WEF) and the Georgia Society of Professional Engineers (GSPE), where he is a member of the State Executive Committee.

Kevin R. Strumpler, P.G. is a **Senior Geologist** and serves as the **Environmental Services**

Manager for the Columbus office. Kevin graduated from Columbus State University with a bachelor's degree in Geology in 1996. Kevin has over 18 years of experience in the geotechnical engineering and environmental fields, providing project management, construction quality control, and geotechnical and environmental consulting services. **Mr. Strumpler will act as the Project Manager and primary contact for the contract and coordinate the services needed over the life of the contract.** Kevin is a member of the Geological Society of America, the Alabama Geological Society, the Georgia Geological Society and the American Institute for Professional Geologists. Kevin is a registered professional geologist in Alabama, Georgia and Florida. Kevin has performed work and/or provided project management on the following type projects: UST closures, investigation, corrective action plans and risk assessments; Phase I and Phase II Environmental Site Assessments and Georgia Environmental Policy Act (GEPA) ESAs; Brownfield site investigation and cleanup; soil and groundwater remediation; deep foundation installation monitoring; geotechnical evaluations; hydrogeologic evaluations; asbestos inspections; emergency spill response; and consulting for solid waste landfills.

Patrick Simpson is a certified U.S. EPA **Lead Inspector**, a U.S. EPA **Lead Risk Assessor**, EPA **Lead Abatement Supervisor** and an EPA/AHERA/ASHARA **Asbestos Inspector**. **Mr. Simpson will work with the Project Manager and be the primary contact for the field operations services needed over the life of this contract.** Mr. Simpson has over sixteen years' experience in the construction and environmental fields. Mr. Simpson has been an Engineering Technician with experience in the testing and use of construction materials including soils, concrete and asphalt. He has also performed laboratory quality control testing of concrete, aggregates, soils, masonry and stormwater samples taken from various construction sites. As an **Environmental Specialist**, he currently performs erosion control and stormwater inspections, Phase I Environmental Site Assessments, spray applied fire resistant material inspections, air quality monitoring, water quality monitoring, mold assessments, asbestos inspections and assessments, lead inspections and lead risk assessments, and Radon assessments.

Todd Peterman is a certified U.S. EPA **Lead Inspector**, a U.S. EPA **Lead Risk Assessor**, a U.S. EPA **Lead Abatement Supervisor** and an EPA/AHERA/ASHARA **Asbestos Inspector**. He has over fourteen years of combined experience in the construction quality control/materials testing and environmental services fields, providing project management, construction quality control, and environmental consulting services. Construction phase services include materials testing, construction quality control monitoring of contractors, and project management. During the last 10 years, Mr. Peterman's environmental field experience has included Phase I and Phase II environmental site assessments, field sampling for subsurface investigations to assess or provide long-term monitoring for soil and groundwater contamination at commercial/industrial sites and landfills, construction monitoring for remediation projects, asbestos surveys, lead and lead-based paint inspections and risk assessments, lead abatement project designs, lead Operations & Maintenance plans, and monitoring of active petroleum remediation systems.

David Price is a certified U.S. EPA **Lead Inspector** and an EPA/AHERA/ASHARA **Asbestos Inspector**. Mr. Price has over 23 years of experience in the environmental fields, providing project management and environmental consulting, and field services. During the last 16 years, Mr. Price's environmental field experience has included Phase I and Phase II environmental site assessments,

regulatory assessment, field sampling and analysis by field instrumentation, subsurface investigations to assess oil and groundwater contamination, construction monitoring for remediation projects and asbestos and lead-based paint surveys.

Anthony Whipple is a certified U.S. EPA **Lead Inspector** and an EPA/AHERA/ASHARA **Asbestos Inspector**. Mr. Whipple has 21 years of experience in the environmental field, providing testing, sampling and consulting services primarily in municipal solid waste landfill monitoring, construction quality control and quality assurance; but also has experience in Phase I and Phase II Environmental Site Assessments, as well as, Lead and Asbestos inspections, and UST closure monitoring.

Mary Brooks is a Senior Project Manager for Geotechnical & Environmental Consultants. Mary has twenty-six years of experience in the consulting field. She assumes the primary management and development role in providing all consulting services that pertain to natural and water resources, including surface water identification, all Clean Water Act/404 assessments, including wetlands services. As the Wetland Services Director and a Professional Wetland Scientist, she is responsible for all operations associated with delivery of wetland services including their identification, delineation, and management, as well as overseeing the quality assurance, wetlands personnel development, and playing a major role in market development for GEC. Mary has worked with local issuing authorities to establish wetland banks to promulgate existing industries in those areas. As a part of the Department of Community Affairs Tax Credit Application process, she has worked with several clients to determine if they have wetlands on their property, and if so, to what extent. As a result, she has written numerous Housing and Urban Development Applications, which include the complete Section 106 NEPA process. Mary's responsibilities also include keeping current on the state and federal regulations pertaining to wetlands and consulting, as needed, with clients and potential clients on these regulations. Mary has also worked on Watershed Assessments and Watershed Protection Plans, as well as, conducting the annual biological sampling including macroinvertebrate and fisheries sampling as required. In addition to being the Wetlands Services Director, she is a Senior Environmental Professional, ASTM E.P., a **Lead-Based Paint Inspector**, and an **Asbestos Inspector**.

3D. COMPANY QUALIFICATIONS

GEC and its project team have completed hundreds of projects including Asbestos Inspections, Lead-Based Paint Inspections, Risk Assessments, and Special Inspections services for single-family and multi-family facilities mainly in the middle and southern parts of the state, although some projects have taken place in other parts of the southeastern United States. **We pride ourselves on our understanding of the procedures and requirements associated with Lead Based Paint Inspections and Testing, particularly on HUD projects on Residential Facilities.** Our previous experience will allow us to provide exceptional service to this project. GEC has provided similar services to several facilities in Georgia and Alabama. A partial listing of projects is provided below.

Project	City of Columbus, Georgia Lead-Based Paint Services
Contact	Ms. Marilyn Denson
Time Frame	2006 to 2011 and 2012 to Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Responsible for approximately 100+ Lead-Based Paint Inspections/Risk assessments on homes throughout the community for the Department of Community Reinvestment program established by the City of Columbus Consolidated Government. (2006 – 2011 and 2012 to Present)	

Project	Multiple
Contact	Mr. Devin Blankenship, Prestwick Development
Time Frame	2014 - Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Responsible for Phase I/II ESAs, Lead-Based Paint/Asbestos inspection and reporting on undeveloped and multi-family housing properties for the client's application for Department of Community Affairs funding. Lead-Based Paint Inspections/visual assessment were conducted under the HUD guidelines, which included lead in soil testing.	

Project	Fort Benning Family Housing, Fort Benning, Georgia
Contact	Mr. Michael Douglass
Time Frame	2006 - Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Responsible for Lead-Based Paint, Asbestos and Mold inspection, testing and/or abatement/demolition monitoring on several hundred single and multi-family housing units which were housing for military families on Fort Benning, Georgia. (2006 – Present)	

Project	Multiple
Contact	Ms. Verona Campbell, Housing Authority of Columbus, Georgia
Time Frame	2009 - Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Responsible for Phase I/II ESAs and Lead-Based Paint/Asbestos inspection and reporting on multiple multi-family housing complexes for the client's application for Georgia Department of Community Affairs (DCA) funding. (2009 - Present)	

Project	City of Albany, Lead-Based Paint Services
Contact	Ms. Ciceli J. Vaughn-Brown
Time Frame	2016 - Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Responsible for multiple Lead-Based Paint Inspections/Risk assessments on homes throughout the community for the City of Albany, Georgia.	

Project	Multiple
Contact	Ms. Wanzina Jackson, City of Macon/Bibb County
Time Frame	2008 - Present
<i>PROJECT DESCRIPTION & SERVICES PERFORMED</i>	
Assessment of derelict housing for asbestos and coordinating/monitoring asbestos abatement services. Also, provided mold and indoor air quality testing services.	

Georgia Environmental Protection Division
Lead-Based Paint Certified Firm License

Richard E. Dunn, Director
4244 International Parkway, Suite 104
Atlanta, Georgia 30354

This Is To Certify That

Thomas Driver

Owner/President

Having Satisfied the Requirements of The Georgia Lead Poisoning Prevention Act, O.C.G.A. 31-41-1, et seq and the Rules for Lead-Based Paint Hazard Management, Chapter 391-3-24, The Above Referenced Firm is Hereby Certified To Perform Lead-Based Paint Activities in the State of Georgia. This License May Be Subject to Revocation, Suspension, or Modification by the Director for Cause Including Evidence of Noncompliance or For Any Misrepresentation Made in the Application, Supporting Data or Subsequent Submittals Entered Therein or Attached Thereto, or Failed to Maintain Required Records. The Certification Holder Agrees to Use Only Georgia Certified Individuals When Conducting Georgia Regulated Lead-Based Paint Activities Granted By This License.

Issue Date	Expiration Date
2/27/2017	2/27/2018
Georgia Lead Firm License Number	
12 0799	30

Jennifer Vogel, Program Manager
Lead-Based Paint and Asbestos Program
(404) 363-7026

Issued By: Aljosie Larkins

Thomas E. Driver, P.E.
President/Senior Engineer

Professional Memberships

- American Society of Civil Engineers
- National Society of Professional Engineers
- Georgia Society of Professional Engineers
- American Concrete Institute
- Society of American Military Engineers
- Association of General Contractors

Education

- Bachelor of Civil Engineering, Auburn University, 1983

Experience

Mr. Driver has over 34 years of experience in the fields of environmental and geotechnical engineering and construction quality control and assurance testing. Mr. Driver is the founder and President of Geotechnical & Environmental Consultants, Inc. and is responsible for the overall operation of the firm. In addition, Mr. Driver also assumes project duties and acts as Senior Engineer on numerous projects.

Environmental Experience

- Senior Engineer responsible for over 1,000 Phase I/Phase II Environmental Site Assessments in Georgia.
- Project or Senior Engineer responsible for closure testing on over 100 UST removal projects throughout the southeast.
- Project or Senior Engineer responsible for preparation and implementation of Corrective Action Plans on over 50 confirmed UST contamination sites throughout Georgia and Alabama.
- Senior Engineer for design of SPCC and SWPPP plans throughout Georgia.

Geotechnical & Construction Related Experience

- Experienced in geotechnical evaluations for both shallow and deep foundation systems and site development throughout the southeast.
- Experienced in all phases of construction quality assurance and quality control testing for projects ranging from small wood framed structures to multi-story buildings and large industrial facilities throughout the southeast.
- Experienced in all phases of NPDES stormwater sampling and testing for construction sites.

Professional Registrations

- Alabama #16513
- Florida #67040
- Georgia #17394
- Kentucky #25290
- North Carolina #19125
- South Carolina #26429
- Tennessee #103642

Continuing Education

- Hazwoper Training
- Inspecting Buildings for Asbestos Containing Materials
- Mold Assessment & Remediation in Buildings
- Landfill Design Short Course
- Leaking Underground Storage Tank Workshop
- Pile and Pier Analysis, Design and Installation
- Real Estate Transaction Environmental Evaluation Training
- SPCC Outreach Program Seminar
- NPDES Construction Permitting Qualified Personnel Training
- Site Analysis for On-Site Sewage Disposal
- Design of Roller Compacted Concrete Dams
- In-Situ Soil Improvement using Geopier Foundations
- Level 1B Certified Inspector for Georgia NPDES General Permit for Construction Activities

GEC

Transportation Experience

- Senior Engineer for numerous Geotechnical BFI and Soil Surveys on DOT projects in Georgia.
- Senior Engineer for NPDES inspections, stormwater sampling and reporting, and rainfall reporting for numerous DOT projects in middle Georgia area.
- Senior Engineer over concrete testing activities on DOT projects in Middle Georgia area.

Solid Waste Experience

- CQA Engineer of record for numerous Subtitle D municipal solid waste landfill projects.
- Senior Engineer for over 20 Hydrogeological Site Assessments for Solid Waste Facilities in Georgia.
- Senior Engineer for design and implementation for over 20 Groundwater and/or Methane Monitoring plans in Georgia.
- CQA Engineer of record for numerous Landfill Closure projects in Georgia.
- Senior Engineer responsible for several groundwater and methane remediation plans for solid waste landfill facilities.

Jason A. Cooper, P.E.

Columbus Branch Manager

Professional Memberships

- Georgia Society of Professional Engineers – State Board of Directors-President Elect (2016)
- National Society of Professional Engineers
- Society of American Military Engineers
- Greater Columbus GA Chamber of Commerce-Board of Directors
- Keep Columbus Beautiful Commission-Chairman (2015)
- Leadership Columbus – Class of 2013

Education

- Bachelor of Science in Engineering, Mercer University, Macon, Georgia, May 2002
- Associate in Arts Degree, Skagit Valley College, 1998
- U.S. Navy Engineering Aide A-School, Gulfport, MS, 1992

Experience

Mr. Cooper has over 20 years of experience in the environmental engineering consulting field. Mr. Cooper's environmental field experience has included Phase I and Phase II environmental site assessments, UST Closures, CAP-A, SIP, and CAP-B investigations and reports. This includes, but is not limited to conducting Type II and Type III monitoring well installation, soil and groundwater sampling, slug testing, elevation surveying, planning and coordinating underground injection of Bioremediation and HVE events, and other field activities. He has also conducted groundwater modeling in order to determine plume migration patterns and alternate remedial goals. Also, Mr. Cooper has instituted, updated and reviewed Spill Prevention Control and Countermeasures (SPCC) Plans, Stormwater Pollution Plans (SWPP), and Construction/SIP Air Permits.

Mr. Cooper is a member of the American Society of Civil Engineers (ASCE), the Water and Environmental Federation (WEF) and the Georgia Society of Professional Engineers (GSPE), where he is a member of the State Executive Committee.

Years in Profession: 20
Years in GEC: 14
GEC Location: Columbus Office

Professional Registrations

- Alabama #29656
- Georgia #31694
- Mississippi #20774

Continuing Education

- 40-Hr. Hazardous Waste Site Training Course
- 8-Hr. Annual Hazardous Waste Training, Annual Updates
- Introduction to Fate and Transport Modeling-Bioscreen; American Institute of Professional Geologists, Georgia Section
- Understanding Environmental Compliance Workshop; Georgia Institute of Technology
- HSRAnomics, GA EPD
- Brownfield Academy, GA EPD
- Innovative Remediation Technology, American Institute of Professional Geologists
- ASTM International – Screening for Vapor Enroachment on Properties
- Green Buildings and LEED Fundamentals
- ACOE Construction Quality Management for Contractors
- Northwestern University-Traffic Crash Reconstruction-1

Mercer Triangle; Macon GA

Two underground storage tanks (USTs) were discovered during demolition of a former dry cleaner site. GEC removed the USTs and performed environmental sampling. The site was listed by the GA EPD HSRA program due to chlorinated solvents contamination in the soil and groundwater. GEC delineated the contamination plume over a 110 acre area. The site has been remediated using a combination of in-situ chemical oxidation and enhanced fluids recovery technology. Currently the site is on semiannual monitoring. To date the project costs are approximately \$435,000.

Contact: Russell A. Vullo, P.E., Associate VP for Facilities, Mercer University 1400 Coleman Ave Macon GA 31207; 478-301-5304; Vullo_RA@mercer.edu

Macon Telegraph; Macon GA

GEC removed two USTs from former delivery truck fueling depot. Due to the high gasoline contamination levels, the site required an active remediation system. GEC installed a soil vapor extraction/air sparge remediation system on the property. Due to the nature of the geology on site, the system had to be designed for two different lithologies across a city block. Currently the contamination has been reduced and the site is in the monitor only portion of the GA EPD USTMP. To date, the project costs are approximately \$525,000.

Contact: Conna Johnson Hardy, CPA; Regional Chief Financial Officer, The Telegraph & Ledger-Enquirer, 129 Broadway, Macon GA 31204; 478-744-4292; chardy@macon.com.

Mercer Lofts; Macon GA

During construction of a retail/residential building, three USTs were discovered at the site. There were two 15,000-gallon USTs and one 8,000-gallon UST at the site. The USTs were filled with petroleum contacted water (pcw) that had to be removed. GEC utilized vacuum trucks to remove the pcw, and then oversaw the removal and disposal of the USTs. The USTs were located one of the corners of the four story building and the resulting pit had to be addressed by geotechnical engineers. GEC developed a soil stabilization plan and monitored the plan as construction continued. Cost of project was \$75,000.

Contact: Russell A. Vullo, P.E., Associate VP for Facilities, Mercer University 1400 Coleman Ave Macon GA 31207; 478-301-5304; Vullo_RA@mercer.edu

Kevin R. Strumpler, P.G.

Environmental Services Manager

Experience

Mr. Strumpler is employed as the Environmental and Engineering Services Manager and Senior Geologist for the Columbus office of GEC, and is generally responsible for project management, fieldwork and managing personnel for environmental and geotechnical projects conducted through the Columbus branch of the firm. Mr. Strumpler has over 18 years of experience in the environmental and geotechnical fields. Mr. Strumpler has performed work and/or provided project management on the following type projects:

- UST closures,
- UST site investigations,
- UST corrective action plans,
- UST risk assessments,
- Environmental Site Assessments, including,
 - Phase I ESAs (including BOE and DCAs)
 - Phase II ESAs (involving sampling/analysis of physical media),
 - Georgia Environmental Policy Act (GEPA) ESAs,
 - Environmental Baseline Survey (EBS);
- Brownfields cleanup, including CAP and CSR preparation
- soil and groundwater remediation,
- deep foundation installation monitoring,
- geotechnical evaluations,
- hydrogeologic evaluations,
- asbestos inspections
- emergency spill response,
- consulting for solid waste landfills, including
 - Compliance monitoring oversight
 - Assessment of corrective measures
 - Methane migration assessment
 - Methane migration corrective action
 - Hydrogeologic site assessment

Education

- Bachelor of Science, Geology,
Columbus State University, 1996

Professional Memberships

- Geological Society of America
- Alabama Geological Society
- Georgia Geological Society
- American Institute of Professional Geologists

Professional Registrations

- Alabama – 1064
- Georgia – 1777
- Florida – 2408

Continuing Education

- Environmental Sampling Training Course, Omega Environmental Services, Inc., 1998.
- 40 Hr Hazardous Waste Site Training Course, Condor Geotechnical Services, Inc., 2000.
- Site Analysis for On-Site Sewage Disposal, Mercer University, School of Engineering, 2000.
- 8 Hr Hazardous Waste Site Training Update, 2001 – 2014.
- Lead Inspector: EPA Training Course, The Environmental Institute, 2001.
- Lead Risk Assessor: EPA Training Course, The Environmental Institute, 2001.
- Georgia EPD Certified Qualified Person in NPDES, Georgia Branch of the Associated General Contractors of America, 2001.
- Soils and On-Site Wastewater Management Systems, Department of Crop and Soil Sciences, University of Georgia, 2001.

Kevin R. Strumpler, P.G. (cont.)

Experience (cont.)

Projects

Hamilton Road East Landfill – Harris County, Georgia – Project Manager. Compliance monitoring, assessment of corrective measures, hydrogeologic site assessment and corrective action for methane migration.

Mountville C&D Landfill – Troup County, Georgia – Project Manager. Compliance monitoring.

Multiple Timber Tracts – Multiple Counties in GA & AL – Managed Phase I ESA for multiple timber tracts, totaling over 55,000 acres, in Georgia and Alabama.

Former Bibb Mill – Columbus, Georgia – Performed Phase I ESA and Phase II ESA at a former mill site, located in Columbus, Georgia. Also prepared Brownfield Prospective Purchaser Corrective Action Plan (PPCAP) for this site.

Former Cobb Hospital – Phenix City, Alabama – Performed pre-demolition asbestos survey on this multi-story hospital structure.

Fort Benning Family Housing – Fort Benning, Georgia – Provided project management for this multi-year project (2006 – present) which included soil and groundwater sampling, asbestos, lead based paint and mold testing, hazardous materials disposal oversight and abatement monitoring.

Proposed Senior Residence Facility – Atlanta, Georgia – Performed Phase I ESA and Phase II ESA at a former mill site, located in Columbus, Georgia. Also prepared Brownfield Prospective Purchaser Corrective Action Plan (PPCAP) for this site.

Proposed School Site Redevelopment – Newnan, Georgia – Performed Georgia Department of Education (DOE) Phase I ESA for school site that was to undergo renovations and additional construction.

Continuing Education (cont.)

- Understanding and Implementing ARBCA Process, RAM Group, 2002.
- Hydrogeologic Evaluations Workshop, Tuscaloosa, Alabama, 2003.
- Introduction to Fate and Transport Modeling; 1-D, Bioscreen, AIPG Georgia Section, 2003.
- The Groundwater Pollution and Hydrology Course, Princeton Groundwater, Inc., 2004.
- 8 Hr. Hazardous Waste Manager's Course, Ft. Benning Army Installation, 2006.
- Level 1B NPDES Qualified Personnel, GSWCC, 2009.
- Certification in Radiation Safety and Monitoring, Device Operation and Machine Maintenance – NITON XRF Analyzer, ThermoFisher Scientific, 2007.
- Principles of Soil and Groundwater Geochemistry, Association of Environmental and Engineering Geologists, 2009.
- Asbestos in Buildings: Inspection and Assessment, The Environmental Institute, 2010.
- Vapor Encroachment Screening on Property Involved in Real Estate Transactions, ASTM International, 2010.
- Asbestos in Buildings: Inspector Refresher, The Environmental Institute, 2011, 2012, 2013, 2014, 2015.
- OSHA Construction Safety and Health, 2010.
- ARBCA Process and Vapor Intrusion Pathway Training Program, The RAM Group, 2013

The Environmental Institute

Kevin Strumpler

Social Security Number - XXX-XX-8821

Geotechnical & Environmental Consultants - 5031 Milgen Court - Columbus, Georgia 31907

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

December 20, 2016

Course Date

16040

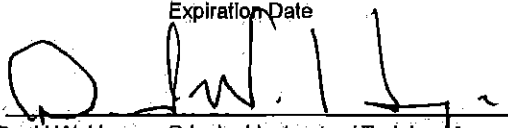
Certificate Number

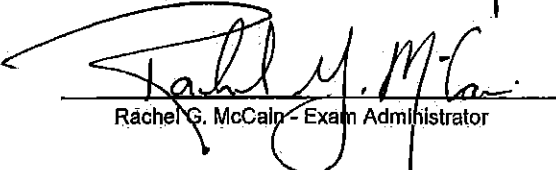
December 20, 2016

Examination Date

December 19, 2017

Expiration Date


David W. Hogue - Principal Instructor / Training Manager


Rachel G. McCain - Exam Administrator



(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

Patrick L. Simpson

Environmental Specialist

Education

- Electronics and Computer Engineering Technology, Columbus Technical College
- Bachelor of Science, Columbus College, 1986
- Kendrick High School, Columbus, Georgia, 1982

Experience

Mr. Simpson has over sixteen years' experience in the construction and environmental field. Mr. Simpson has been an Engineering Technician with experience in the testing and use of construction materials including soils, concrete and asphalt. He also performs laboratory quality control testing of concrete, aggregates, soils, masonry and stormwater samples taken from various construction sites. As an **Environmental Specialist**, he currently performs erosion control and stormwater inspections, Phase I Environmental Site Assessments, spray applied fire resistant material inspections, air quality monitoring, water quality monitoring, mold assessments, asbestos inspections and assessments, lead inspections and lead risk assessments, and Radon assessments

Relevant Experience

Fort Benning Family Communities—Fort Benning, Georgia—Performing mold, asbestos, lead, and drinking water assessments, air quality monitoring and stormwater sampling on each phase of projects from commencement to conclusion.

Booker T. Washington Apartments – Columbus, Georgia
Performed NESHAP pre-demolition asbestos inspection and lead inspection throughout the interior and exterior of the 24 buildings demolished. Performed air quality and site monitoring during demolition operations.

Former Claflin School – Columbus, Georgia – Performed Phase I Environmental Site Assessment on former school for the Department of Community Affairs. Assessment included studies on nearby fire, chemical and noise hazards to location of proposed school building. Asbestos and lead assessments also performed.

Troup/Harris County Landfills – Performs groundwater and surface water sampling. Installed monitoring wells. Performs methane gas monitoring. Package collected samples for shipment to laboratory.

Continuing Education

- Level I Concrete Technician, American Concrete Institute- No. 01078946
- Level II Concrete -National Institute for Certification in Engineering Technologies- No. 120643
- Level I Asphalt- National Institute for Certification in Engineering Technologies- No. 120643
- Level I Soils- National Institute for Certification in Engineering Technologies- No. 120643
- GA Stormwater Level 1A- GSWCC - No. 0000010593
- Radon – NRPP 109148RT
- Phase I Environmental Site Assessment-No. 1226
- Mold Assessment and Remediation No. 2092
- Sprayed-Applied Fireproofing Special Inspector- No. 5311965-86
- Georgia Asbestos Inspection and Assessment-No. 16418
- Alabama Asbestos Inspection and Assessment- No. AIN0916535779
- Georgia Lead Inspector- No. 50CMB0315
- Alabama Lead Inspector- No. LRA0212535779
- Georgia Asbestos Air Sampling and Analysis (NIOSH 582) - 2375
- NITON Analyzer- No. 00v3000000DirY
- 40 Hr Hazardous Waste Site Training Course, Condor Geotechnical Services, Inc., 2008.
- Radiation Safety & Nuclear Density Gauge Operator, Campbell Pacific Nuclear Corporation
- OSHA Construction Safety and Health, 2009

Georgia Environmental Protection Division

Lead-Based Paint and Asbestos Program

Certification, Accreditation, Licensing Unit

Judson H. Turner, Director

4244 International Parkway, Suite 104

Atlanta, Georgia 30354

Certification To Conduct Georgia Regulated Lead-Based Paint Activities

Patrick Simpson

GeoTechnical & Environmental Consultants, Inc.

5031 Milgen Ct.

Columbus

GA

31907

SUBJECT: Georgia Certification

Combined Inspector/Risk Assessor

Thank you for your compliance with Georgia's important rules intended to protect young children and others from lead-based paint in target housing and child-occupied facilities. Your participation is an important safeguard for the future.

For Lead Supervisors, Lead Inspectors, Lead Risk Assessors, or Lead Project Designers, you do not need to send your third party exam letter for the certification renewal unless your certification was allowed to lapse for one or more years. Third party exams are not required for Lead Workers.

For all lead disciplines, including Lead Workers, send the training certificate with your initial application and with your renewal application after taking the refresher course to confirm that your training is up-to-date. During the "off" or in-between years of training, we do not need to see the year-old original or renewal training certificate with your renewal application.

Georgia EPD reserves the right to request a copy of your third party exam letter or original training certificates under special circumstances.

Thank you.

The Environmental Institute

Patrick L. Simpson

Social Security Number - XXX-XX-6122
GEC - 5031 Milgen Court - Columbus, Georgia 31907

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

July 25, 2017

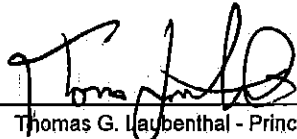
Course Date

July 25, 2017

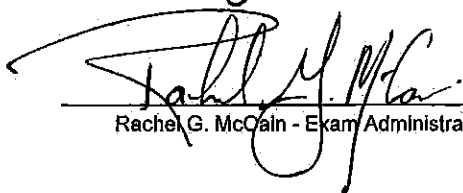
Examination Date

July 24, 2018

Expiration Date



Thomas G. Laubenthal - Principal Instructor

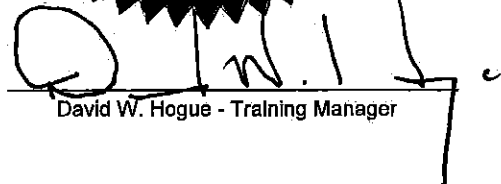


Rachel G. McCain - Exam Administrator

16418

Certificate Number





David W. Hogue - Training Manager

(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

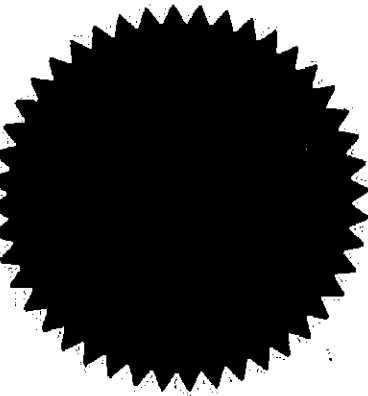
Certificate of Achievement

Patrick Simpson
Geotechnical & Environmental Consultants

Has successfully completed the
Thermo Fisher Scientific NITON Analyzers Manufacturer's Training Course
and is now certified in radiation safety and monitoring, device operation,
and machine maintenance of the NITON XRF Analyzer.

Certificate issued by Thermo Fisher Scientific NITON Analyzers
(CIH's - The ABIH Awards 1 CM point, approval # 07-1596)

ThermoFisher
SCIENTIFIC



Nathaniel Graydon

Training Coordinator

Kenneth R. Spots

Director of Training

00v3000000Dplry

Certificate Number

2007 Nov 27 / Macon, GA

Date & Site of Course

Experience (continued)

During the last fourteen years, Mr. Peterman's environmental field experience has included Phase I and Phase II environmental site assessments, field sampling for subsurface investigations to assess or provide long-term monitoring for soil and groundwater contamination at commercial/industrial sites and landfills, construction monitoring for remediation projects, asbestos surveys, lead and lead-based paint surveys with Risk Assessments including writing Lead Hazard Control Plans, Lead-based Paint abatement Project Designs, and monitoring of Lead-Based Paint project monitoring, Asbestos Abatement project monitoring, and monitoring of active petroleum remediation systems. Mr. Peterman is a member of the Georgia Environmental Information Association.

Relevant Projects/Assignments

- **Multiple Asbestos Projects, Georgia.** Responsible for assessing, sampling and reporting of potential asbestos containing materials. (2004-Present)
- **Multiple Lead-Based Paint Projects, Georgia.** Responsible for inspections and risk assessments throughout the state of Georgia utilizing combined techniques including a Niton XRF lead paint analyzer, soil sampling, and lead wipe sampling, including project management and reporting including Lead Hazard Control Plans. (2006-Present)
- **City of Macon, Macon Department of Community & Economic Development,** Responsible for assessing, sampling, quantifying, and reporting of potential asbestos containing materials in approximately 250 abandoned homes located throughout the City of Macon. (2010 – Present)
- **Campus-Wide Asbestos Survey (Mercer University), Macon, Georgia.** Responsible for assessing, sampling, quantifying, and reporting of potential asbestos containing materials in approximately 100 buildings at their Macon, Georgia Campus and throughout the city of Macon. (Start Date: December 22, 2005 – End Date: July 26, 2006) **Mr. Peterman worked as the main inspector under Robert T. Hadden (Inspector/Management Planner)**
- **City Of Albany, Community Reinvestment, Albany, Georgia.** Responsible for Multiple Lead-Based Paint Inspections/Risk Assessment on homes throughout the community for the Development of Community Reinvestment Program established by the City of Albany Department of Community & Economic Development. (June 2011 – Present)
- **City of Macon, Macon Department of Community & Economic Development,** Responsible for the abatement project monitoring in the removal of asbestos containing materials including visual clearance in abandoned homes marked for demolition located throughout the City of Macon. (2010 – Present)

YEARS IN PROFESSION: 15

The Environmental Institute

Todd K. Peterman

Social Security Number - XXX-XX-7897

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

May 23, 2017

Course Date

16320

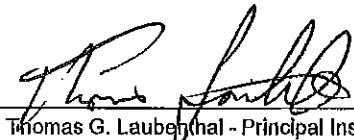
Certificate Number

May 23, 2017

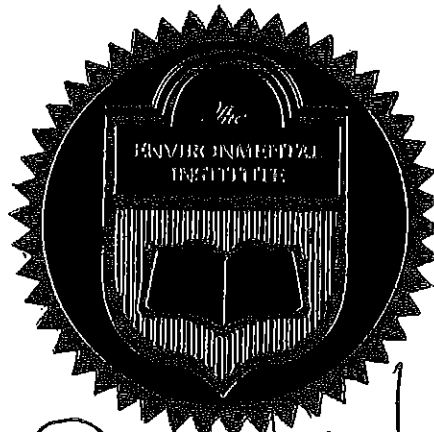
Examination Date

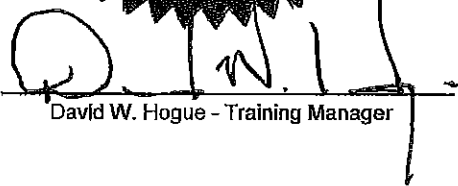
May 22, 2018

Expiration Date


Thomas G. Laubenthal - Principal Instructor


Rachel G. McCain - Exam Administrator




David W. Hogue - Training Manager

(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

The Environmental Institute

Todd K. Peterman

Social Security Number - XXX-XX-7897

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation,
NESHAP Regulations Training, and OSHA Competent Person*

Asbestos in Buildings: Abatement Project Supervisor Refresher

May 22, 2017

Course Date

13315

Certificate Number

May 22, 2017

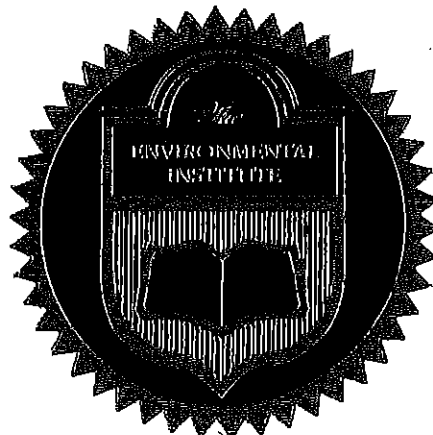
Examination Date

May 21, 2018

Expiration Date


David W. Hogue - Principal Instructor / Training Manager


Rachel G. McCain - Exam Administrator



(Approved by the ABIH Certification Maintenance Committee for 1 CM point - Approval #11-583)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0004693)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

David F. Price

Senior Environmental Specialist

Education

- Georgia College, Milledgeville, Georgia, Business Administration
- Warner Robins High School, 1986

Continuing Education

- 40-Hour OSHA HAZWOPER training, SASCO Company, Albany, Georgia, February 1995.
- 8-Hour Refresher OSHA Training, current 2016
- Water Laboratory Analyst, Georgia State Board of Examiners, April 1993
- Asbestos in Buildings: Abatement Project Supervision, January 2003
- Asbestos in Buildings: Inspector Refresher, current #16152
- Asbestos in Buildings: Air Sampling and Analysis (NIOSH582 Equivalent), August 2007
- Lead Inspector: EPA (Target Housing & Child-Occupied Facilities), May 2008
- The Real Mold Issue: What's Your Facility's Risk? Audio Conference, October 2004

Experience

Mr. Price has over 23 years of experience in the environmental fields, providing project management and environmental consulting, and field services. During the last 16 years, Mr. Price's environmental field experience has included Phase I and Phase II environmental site assessments, regulatory assessment, field sampling and analysis by field instrumentation, subsurface investigations to assess oil and groundwater contamination, construction monitoring for remediation projects and asbestos and lead-based paint surveys. Mr. Price also has experience in Environmental Information Association. a member of the Macon Chamber of Commerce and the

Professional Registrations/ Certifications

- Georgia Lead Inspector Lead Certification ID Number #60-INSO-0616-2462
- EPA Lead Inspector License #1268
- Asbestos Inspector #13108
- Asbestos in Buildings: Air Sampling & Analysis #2211

Professional Memberships

- Georgia Environmental Information Association

Relevant Projects/Assignments

- **1902 Forsyth Street, Macon, Georgia.** Asbestos & Lead Based Paint Inspector
- **579 Mockingbird Road, Abbeville, Georgia.** Lead Based Paint Inspector
- **Baker Village, Columbus, Georgia.** Asbestos Inspector
- **J.M. Huber Wrens Facility, Wrens, Georgia.** Asbestos Inspector
- **Campus-Wide Asbestos Survey (Mercer University), Macon, Georgia.** Asbestos Inspector
- **Field Technician for Basewide Groundwater Sampling Projects on Robins Air Force Base.**
Annually, for six years provided support to Earth Tech on approximate \$1.1 million groundwater monitoring project. Project was comprised of 500 monitor wells and included purging, sampling, record keeping and sample management.
- **Asbestos and Lead-Based Paint Inspection and Sampling, Calhoun Gardens, Calhoun, Georgia.**
Responsible for assessing and sampling potential asbestos and lead-based paint containing materials as well as assisting in the report preparation and submittal.
- **Asbestos and Lead-Based Paint Inspection and Sampling, Sherwood Hall, Mercer University, Macon, Georgia.** Responsible for assessing and sampling potential asbestos containing materials as well as assisting in the report preparation and submittal.
- **Asbestos and Lead-Based Paint Inspection and Sampling, Former Houston County Courthouse, Perry, Georgia.** Responsible for assessing and sampling potential asbestos and lead-based paint containing materials as well as assisting in the report preparation and submittal.
- **Asbestos and Lead-Based Paint Inspection and Sampling, St. Paul Community Center, Cordele, Georgia.** Responsible for assessing and sampling potential asbestos and lead-based paint containing materials as well as assisting in the report preparation and submittal.
- **Asbestos and Lead-Based Paint Inspection and Sampling, Lenox Summit Apartments, Atlanta, Georgia.** Responsible for assessing and sampling potential asbestos and lead-based paint containing materials as well as assisting in the report preparation and submittal.
- **Asbestos and Lead-Based Paint Inspection and Sampling, Calhoun Gardens, Calhoun, Georgia.**
Responsible for assessing and sampling potential asbestos and lead-based paint containing materials as well as assisting in the report preparation and submittal
- **Rumble Road BP Station, Bolingbroke, Georgia.** Responsible for groundwater sampling and maintenance of Free Product Recovery System.
- **Asbestos Inspection and Sampling, Masonic Home of Georgia, Macon, Georgia.** Responsible for assessing and sampling potential asbestos containing materials as well as assisting in the report preparation and submittal.
- **Asbestos Inspection and Sampling, Blue Bird Bus Company, Fort Valley, Georgia.** Responsible for assessing and sampling potential asbestos containing materials.

The Environmental Institute

David Price

Social Security Number - XXX-XX-2462

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

Has completed coursework and satisfactorily passed the hands-on skills assessment and an examination that meets training criteria in accordance with requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities as regulated by Georgia DNR/EPD Chapter 391-3-24 and U. S. EPA TSCA 40 CFR Part 745 for the refresher course titled

Lead Inspector Refresher

August 25, 2016

Course Date

1734

Certificate Number

August 25, 2016

Examination Date

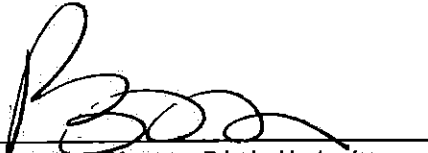
August 24, 2018

Georgia Expiration Date

August 24, 2019

EPA Expiration Date




Bonnie B. Maurras - Principal Instructor


David W. Hogue - Training Manager

(Approved by the ABIH Certification Maintenance Committee for 1 CM point - Approval #11-584)
TEI - 1841 West Oak Parkway, Suite F - Marietta, GA 30062 - (770) 427-3600 - www.tei-atl.com
(State of Georgia Accredited - Certification No. 20-0799-006SR - September 21, 1999)

The Environmental Institute

David Price

Social Security Number - XXX-XX-2462
GEC - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

February 17, 2017

Course Date

16152

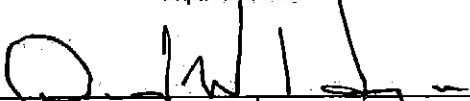
Certificate Number

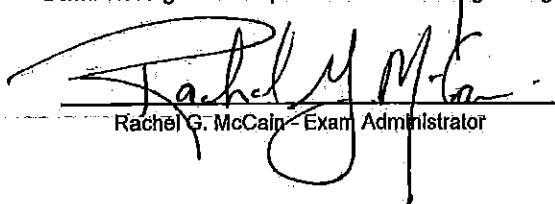
February 17, 2017

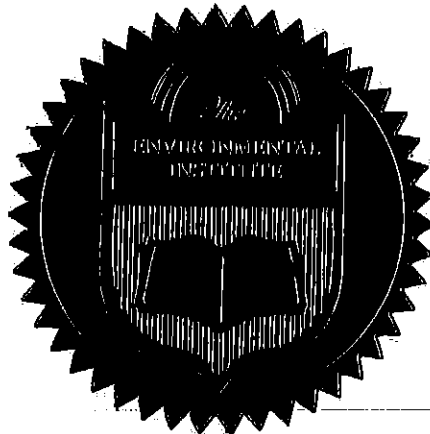
Examination Date

February 16, 2018

Expiration Date


David W. Hogue - Principal Instructor / Training Manager


Rachel G. McCain - Exam Administrator



(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

Anthony Whipple

Senior Environmental Specialist

Experience

Mr. Whipple has 21 years of experience in the environmental field, providing testing, sampling and consulting services primarily in municipal solid waste landfill monitoring construction quality control and quality assurance, but also has experience in Phase I and Phase II Environmental Site Assessments as well as Lead and Asbestos inspections, and UST closure monitoring

Relevant Projects & Assignments

Fort Benning, Columbus, Georgia – Pesticide removal. Responsible for environmental soil sampling and mobile lab analysis (\$2.5 million)

Groundwater Sampling Projects on Robins Air Force Base, Georgia (Annually) – Provided support to EarthTech on approximately \$1.1 million groundwater monitoring project. Project was comprised of 500 monitoring wells and included purging sampling, record keeping and sample management.

Candler Road Landfill, Gainesville, Georgia – Provide quality control services during placement of geocomposite and HDPE liner material 2.5 million square foot.

Baldwin County Public Works, Milledgeville, Georgia. Installation and maintenance of free product recovery system.

Samples Service Station, Cumming, Georgia. Installation of free product recovery system and groundwater monitoring.

Secretary of State Building, Macon, Georgia. Responsible for assessing and sampling potential asbestos containing material.

Green County, Wilcox County and Pike County Landfill, Georgia. Responsible for sampling of groundwater well, methane monitoring and surface water sampling.

City of Macon, Macon Department of Community and Economic Development, Responsible for assessing, sampling, quantifying and reporting of potential asbestos containing materials in approximately 100 abandoned home located throughout the City of Macon. (2012 – 2017)

Mini Foods #13, Macon, Georgia. Monitor UST removal of 10,000 tank, installation of monitoring wells, sampling of wells, and abandonment of wells.

Education

- Northeast High School, 1985

Continuing Education

- 40-Hour OSHA HAZWOPER Training, Atlanta, Georgia, April 1995
- 8-Hour Refresher Training, 1996 – Current
- Fundamentals of Environmental Sampling, Atlanta, Georgia
- Asbestos in Buildings: Inspection and Assessment EPA/AHERA, Certification #2960, 2002
- Current Asbestos Inspector Refresher Certification #16201
- Lead Safety for Renovation, Repair and Painting # R-I-i8812-10-01074
- Lead Inspector: EPA #2298

Professional Registrations

- Asbestos Inspector #16201
- Lead Inspector #60-INSO-0616-3420

Relevant Projects & Assignments – (continued)

- **Southdown, Clinchfield, Georgia** – Installation of UST monitor wells, and abandonment of wells.
- **Southern States Landfill, Butler, Georgia** – Stakeout of new cells.

The Environmental Institute

Anthony Whipple

Social Security Number - XXX-XX-3420

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

March 14, 2017

Course Date

16201

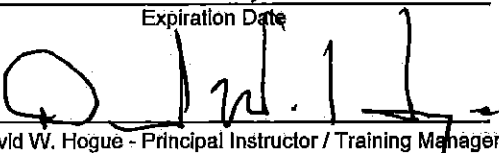
Certificate Number

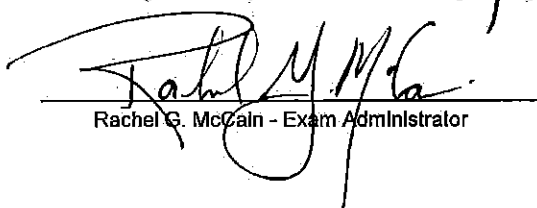
March 14, 2017

Examination Date

March 13, 2018

Expiration Date


David W. Hogue - Principal Instructor / Training Manager


Rachel G. McCain - Exam Administrator



(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

The Environmental Institute

Anthony Whipple

Social Security Number - XXX-XX-3420

GEC - 514 Hillcrest Industrial Boulevard - Macon, Georgia 31204

Has completed coursework and satisfactorily passed the hands-on skills assessment and an examination that meets training criteria in accordance with requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities as regulated by Georgia DNR/EPD Chapter 391-3-24 and U. S. EPA TSCA 40 CFR Part 745 for the initial course titled

Lead Inspector: EPA
(Target Housing & Child-Occupied Facilities)

July 6-8, 2015

Course Date

2298

Certificate Number

July 8, 2015

Examination Date

January 8, 2016

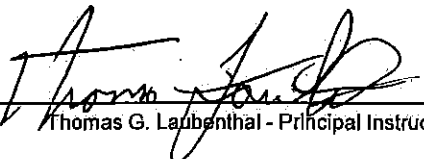
Interim Expiration Date (per EPA)

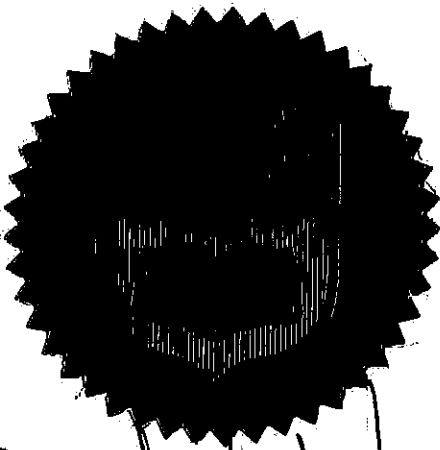

July 7, 2017

Expiration Date (per Georgia)

July 7, 2018

Expiration Date (per EPA)


Thomas G. Laubenthal - Principal Instructor



David W. Hogue - Training Manager

(Approved by the ABIH Certification Maintenance Committee for 3 CM points - Approval #11-563)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

(State of Georgia Accredited - Certification No. 20-0799-0061 - January 15, 1997)

Certificate of Completion

This is to certify that

Anthony Whipple

Has completed the

US Regulations for Handheld XRF Analyzers with Radioactive Sealed Sources

Online training course

On

8/25/2015



Supervisor Signature



Jim Blute, RSO Thermo Fisher Scientific
Portable Analytical Instruments



Certificate of Completion

This is to certify that

Anthony Whipple

Has completed the

Radiation Safety for X-ray Tube Based Instruments

Online training course

On

8/25/2015



Supervisor signature



Jim Blute, RSO Thermo Fisher Scientific
Portable Analytical Instruments



Certificate of Completion

This is to certify that

Anthony Whipple

Has completed the

Transport of Radioactive Sealed Sources in XRF Analyzers


Online training course

On

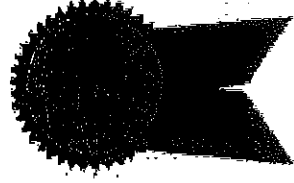
8/7/2015



Supervisor signature



Jim Bluffe, RSO Thermo Fisher Scientific
Portable Analytical Instruments



Certificate of Completion

This is to certify that

Anthony Whipple

Has completed the

Transport of Li Ion Batteries

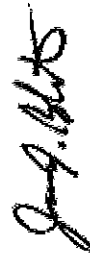
Online training course

On

8/25/2015



Supervisor signature



Jim Blute, RSO Thermo Fisher Scientific
Portable Analytical Instruments



MARY A. BROOKS

Wetlands Services Director /Senior Environmental Specialist

PROFESSIONAL MEMBERSHIPS

- Association of State Wetland Managers
- Society of Wetland Scientists
- Leadership Macon
- Macon Chamber of Commerce
- Cochran-Bleckley County Chamber of Commerce Board of Directors, Past Chair
- Ocmulgee Water Trail Partnership Board

EDUCATION

- A.A. Degree, Santa Fe Community College, Gainesville, Florida, 1988.
- Bachelor of Science, Resource Conservation, University of Florida, 1990.

CERTIFICATIONS

- Professional Wetland Scientist #2075, 2010
- EPA Lead Renovation, Repair & Painting, October 23, 2009
- NHI-142005 NEPA & Transportation Decision Making, May, 2009
- Lead Inspector #160227, GEPA 60 INSO 0515 5930
- Asbestos Inspector #15259
- NITON XRF Analyzer, February 8, 2007
- Miners Safety Training (MNSHA) 30 CFR Part 46, November, 2001
- DOT Worksite Erosion Control Supervisor
- 8-Hour Hazardous Materials/Waste Site Operations, Updates (Yearly)
- 40-Hour Hazardous Materials/Waste Site, March, 1992
- First Aid Training
- CPR Training

CONTINUING EDUCATION

- Wetland Status & Trends, January 14, 2016
- U.S. Army Corps of Engineers Regulatory Boot Camp, May 2015
- 13th Annual Georgia Water Law and Regulation, March 2014
- Wetland Delineation Regional Supplement Training, September 2012
- U.S. Army Corps of Engineers Consultant Field Workshop, February 2012
- Stream Identification Training, October 4-7, 2011
- Interagency Consultation for Endangered Species (Section 7), July 28-30, 2010
- U.S. Department of Housing and Urban Development- Environmental Review Procedures for Responsible Entities, February 2-4, 2010
- NEPA and the Transportation Decisionmaking Process, U.S. DOT NHI Course No. 142005
- Georgia Environmental Conference, August 26-28, 2009
- NPDES Permit Requirements: Plain & Simple How to Comply with Permits and Minimize Financial Liabilities, October 11, 2007
- Middle Georgia Safety and Environmental Conference, July 28, 2006
- Atlas Systems, March 30, 2005

- Southeast and Georgia Wetlands & Water Law (Several Years)
- Georgia's NPDES General Permit for Construction – Home Builders Association of Georgia, August 24, 2000
- Wetlands and 404 Permitting, Several Years since 1998
- Stormwater Permitting – Middle Georgia Chapter of the Georgia Society of Professional Engineers, October 27, 1998
- Permeability/Hydraulic Conductivity and Triaxial Testing, January, 1997
- Permeability/Hydraulic Conductivity and Triaxial Testing – Boart Longyear, December 12-13, 1996
- The Real Mold Issue: What's Your Facility's Risk? Audio Conference, October 2004.

EXPERIENCE

Mary has twenty-six years of experience in the consulting field. She assumes the primary management and development role in providing all consulting services that pertain to natural and water resources, including surface water identification, all Clean Water Act/404 assessments, including wetlands services. As the Wetland Services Director and a Professional Wetland Scientist, she is responsible for all operations associated with delivery of wetland services including their identification, delineation, and management, as well as overseeing the quality assurance, wetlands personnel development, and playing a major role in market development for GEC. Mary has worked with local issuing authorities in an attempt to establish wetland banks to promulgate existing industries in those areas. As a part of the Department of Community Affairs Tax Credit Application process she has worked with several clients to determine if they have wetlands on their property, and if so, to what extent. As a result, she has written numerous Housing and Urban Development Applications, which include the complete Section 106 NEPA process. Mary's responsibilities also include keeping current on the state and federal regulations pertaining to wetlands and consulting as needed with clients and potential clients on these regulations. Mary has also worked on Watershed Assessments and Watershed Protection Plans as well as conducting the annual biological sampling including macroinvertebrate and fisheries sampling as required. In addition to being the Wetlands Services Director, she is a Senior Environmental Professional, ASTM E.P., a Lead-Based Paint Inspector, and an Asbestos Inspector.

The Environmental Institute

Mary Brooks

Social Security Number - XXX-XX-5930

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

*Has completed coursework and satisfactorily passed
an examination that meets all criteria required for
EPA/AHERA/ASHARA (TSCA Title II) Approved Reaccreditation*

Asbestos in Buildings: Inspector Refresher

January 24, 2017

Course Date

16046

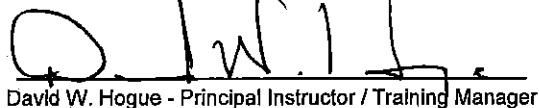
Certificate Number

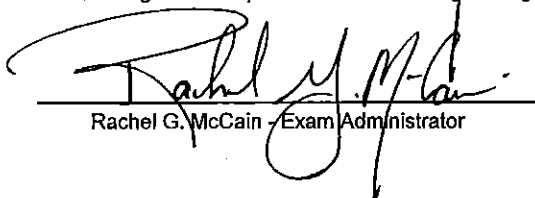
January 24, 2017

Examination Date

January 23, 2018

Expiration Date


David W. Hogue - Principal Instructor / Training Manager


Rachel G. McCain - Exam Administrator



(Approved by the ABIH Certification Maintenance Committee for 1/2 CM point - Approval #11-577)

(Florida Provider Registration Number FL49-0001342 - Course #FL49-0002805)

TEI - 1841 West Oak Parkway, Suite F - Marietta, Georgia 30062 - (770) 427-3600 - www.tei-atl.com

The Environmental Institute

Mary Brooks

Social Security Number - XXX-XX-5930

Geotechnical & Environmental Consultants - 514 Hillcrest Industrial Blvd. - Macon, Georgia 31204

Has completed coursework and satisfactorily passed the hands-on skills assessment and an examination that meets training criteria in accordance with requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities as regulated by Georgia DNR/EPD Chapter 391-3-24 and U. S. EPA TSCA 40 CFR Part 745 for the refresher course titled

Lead Inspector Refresher

August 25, 2016

Course Date

1732

Certificate Number

August 25, 2016

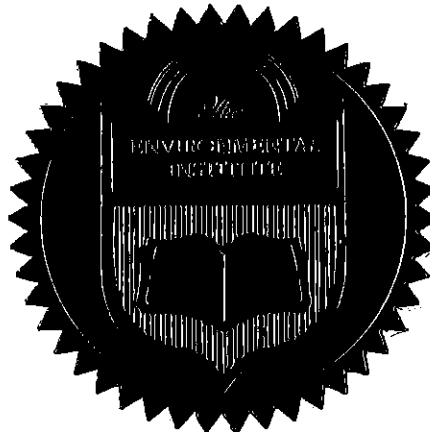
Examination Date

August 24, 2018

Georgia Expiration Date

August 24, 2019

EPA Expiration Date



A handwritten signature in black ink, appearing to read 'Bonnie B. Maurras', written over a horizontal line.

Bonnie B. Maurras - Principal Instructor

A handwritten signature in black ink, appearing to read 'David W. Hogue', written over a horizontal line.

David W. Hogue - Training Manager

(Approved by the ABIH Certification Maintenance Committee for 1 CM point - Approval #11-584)
TEI - 1841 West Oak Parkway, Suite F - Marietta, GA 30062 - (770) 427-3600 - www.tei-atl.com
(State of Georgia Accredited - Certification No. 20-0799-006SR - September 21, 1999)

Certificate of Achievement

Mary Brooks

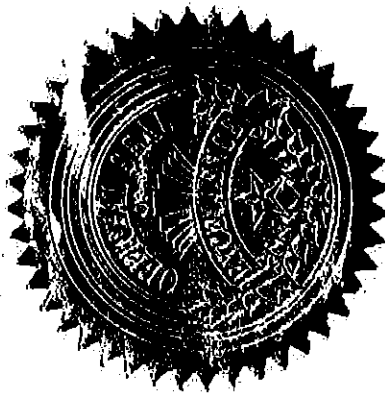
Geotechnical & Environmental Consultants

Has successfully completed the

*Thermo Fisher Scientific NITON Analyzers Manufacturer's Training Course
and is now certified in radiation safety and monitoring, device operation,
and machine maintenance of the NITON XRF Analyzer.*

*Certificate issued by Thermo Fisher Scientific NITON Analyzers
(CIH's - The ABIH Awards I CM point, approval # 06-1579)*

**ThermoFisher
SCIENTIFIC**



Victoria Gargano

Training Coordinator

Kenneth R. Spots

Director of Training

003300000002x46

Certificate Number

2007 Feb 08 / Duluth, GA

Date & Site of Course

SECTION 4:

Service Plan

4A. LEAD-BASED PAINT

GEC shall provide certified personnel, equipment, investigation, and materials to perform a Single-Family Lead-Based Paint Inspection/Visual Hazard Assessment at the sites in accordance with the HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing, 1995, rev. 1997 (HUD Guidelines).

The following describes our scope of work for the Lead-Based Paint Services.

LBP Sampling Employing X-Ray Fluorescence (XRF)

- Observed paint will be examined for variations in color, texture, thickness and other visually apparent characteristics useful in determining the uniformity of the material.
- For each painted surface, the presence of visible debris will also be noted.
- A diagram of the subject property will be sketched to show locations of positive LBP areas.

The XRF will be used to analyze a representative number of multiple locations on each surface for LBP. An excel format report will be issued along with the final report.

4B. ASBESTOS

The following describes our general scope of work for the Asbestos testing portion of the project.

- Using an AHERA (Asbestos Hazard Emergency Response Act) accredited inspector, GEC shall first conduct a preliminary walk-through and subsequent inspection of accessible areas (interior and exterior) for the purpose of identifying suspect materials.
- Observed suspect materials will be examined for variations in color, texture, thickness and other visually apparent characteristics useful in determining the uniformity of the material. Each suspect material that appears to be uniform will be assumed to be a Homogeneous Material (HM) and assigned a unique sample number.
- Both friable and non-friable suspect materials will be included in the sampling. Each identified suspect material will be categorized as either friable or non-friable. Friable material, when dry, can be crumbled, pulverized, or reduced to a powder by hand pressure, such as spray-applied acoustical treatments.
- A minimum of two bulk samples of each suspect homogeneous material will be collected, where possible. Fewer than two samples may be collected of some miscellaneous suspect materials, such as those with limited accessibility or small quantity

- For each friable suspect material, the general condition will be assessed, and the presence of visible debris will also be noted.
- Representative samples will be collected of each suspect material with a unique sample number assigned to each sample. Representative homogeneous suspect material will be photographed and may be marked with a visible marking method. The sample location will be recorded for future reference on the chain-of-custody and on field sketches or any drawings provided by the client.
- All sampling will be conducted by sufficiently wetting the sample to prevent fiber release during sampling and handling.
- Bulk samples will be analyzed by polarized light microscopy (PLM) by a laboratory with accreditation from the National Voluntary Laboratory Accreditation Program (NVLAP) to determine the types of asbestos present, if any, as well as the percentage and identification of asbestos and other non-asbestos constituents.

Note To Our Clients:

For all samples analyzed at 10% asbestos content or below using the "standard" bulk sampling PLM analytical method, be aware that the accuracy of the percent listed becomes more questionable as the percentage approaches 1%. Since the EPA definition of an asbestos-containing material (ACM) is "...any material that contains more than 1% asbestos...", it may be advisable to perform additional testing using a more accurate analytical method such as the Point Counting PLM method, which is accurate to 1/4 of 1%, or the TEM method when very low percentages or "trace" amounts are identified. Both of these alternate methods, while more accurate, are more expensive. In addition, certain suspect materials, when analyzed by the "standard" PLM method, will give false negatives due to the morphology (size and shape) of fibers in the materials. Also, OSHA does not use a percentage content of a material in requiring protection of workers, but simply states that workers must be protected from exceeding the PEL, which is based on fibers floating in the breathing zone of a worker.

While samples may not be initially analyzed by point counting since regulatory requirements specify PLM, and point counting is a more expensive method, the Inspector will use judgment as to whether this analysis is required. Materials with initial PLM results positive for asbestos at 1% or less will be included in our discussions of ACM (with percent content noted) to allow the client to follow regulatory agency and asbestos industry recommendations related to treatment of such materials.

If deemed necessary, samples collected from each homogenous material that are known to sometimes yield false negative results by PLM ("sticky matrix" materials such as floor tiles, and materials with very fine and/or short fibers, such as joint compound) may be submitted for TEM analysis using either the Modified Chatfield (quantitative), or Drop-Mount (qualitative) methods.

4C. RESPONSE TIME

The individual tasks will be completed within the time frame provided on the Cost Proposal Form (Form A), as provided with the RFP.

5. CLIENT WORK HISTORY

The following is a list of clients, with contact information, for whom we have performed similar projects in the past. Details of the services provided for each project, are included in Section 3, above.

Project	City of Columbus Georgia Lead Based Paint Services
<u>Contact</u>	Ms. Marilyn Denson Columbus Consolidated Government Development Resource Center PO Box 1340, 420 10th Street Columbus, GA 31902-1340 (706) 225-3916 mdenson@columbusga.org

Project	Multiple
<u>Contact</u>	Mr. Devin Blankenship Prestwick Companies 3715 Northside Parkway, NW Building 200, Suite 175 Atlanta, GA 30327 (404) 949-3875 devin@prestwickcompanies.com

Project	Fort Benning Family Housing, Fort Benning, Georgia
<u>Contact</u>	Mr. Michael Douglass Fort Benning Family Communities, LLC P.O. Box 52499 Fort Benning, Georgia 31995 (706) 683-4212 mike.douglass@clarkrealty.com

Project	Multiple
<u>Contact</u>	Ms. Verona Campbell Housing Authority of Columbus, Georgia 1000 Wynnton Road Columbus, GA 31906 (706) 571-2800 vcampbell@columbushousing.org

Project	City of Albany, Georgia Lead-Based Paint Services
<u>Contact</u>	Ms. Ciceli J. Vaughn-Brown City of Albany Dept. of Community and Economic Development 230 South Jackson Street, Suite 315 Albany, Georgia 31701 (229) 483-7650 cibrown@albany.ga.us

Project	Multiple
<u>Contact</u>	Ms. Wanzina Jackson City of Macon/Bibb County Department of Economic & Community Development Terminal Station, Suite 300 200 Cherry Street Macon, Georgia 31201 (478) 751-7190 wjackson@maconbibb.us

COST PROPOSAL FORM
LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES
(ANNUAL CONTRACT)
RFP No. 18-0004

We, the undersigned have examined all specifications and agree to furnish all necessary labor, materials, tools and equipment and will perform said work in the manner specified. Our cost proposal is as follows:

Cost proposal to be based on an estimated 1200 square-foot home.

- | | |
|--|--|
| 1a. Lead-Based Paint Inspection w/ Report | \$ <u>0.35</u> per sq ft/per structure |
| 1b. Asbestos Inspection w/ Report | \$ <u>0.39</u> per sq ft/per structure |
| 1c. Lead-Based Paint and Asbestos Inspection w/ Report | \$ <u>0.68</u> per sq ft/per structure |
| 2. Lead-Based Paint or Asbestos Written & Visual Assessment w/Report and Cost Estimate | \$ <u>400</u> per report |
| 3. Lead-Based Paint or Asbestos Clearance w/ Report | \$ <u>400</u> per single-family unit |
| | \$ <u>400</u> per multi-family unit |

Proposer shall delineate, on a separate sheet of paper any additional costs associated with these services.

Lead-Based Paint Testing and Asbestos Risk Assessor/Inspector Services shall be completed within 20 days after notification.


Written & Visual Assessment Reports will be completed within 10 days following the inspection and assessment for rehabilitative structures.

Clearance exam within 2 days following completion of testing.

Written Assessment will be completed within 10 days following clearance inspection.

Geotechnical and Environmental Consultants, Inc.

Company Name


Authorized Signature

Jason A. Cooper
Print Name

9/22/17
Date

SECTION 8:
Contract Signature Page

LEAD-BASED PAINT/ASBESTOS & CLEARANCE TESTING SERVICES

(ANNUAL CONTRACT)

INSURANCE CHECKLIST

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND
ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker's Compensation and Employer's Liability	STATUTORY REQUIREMENTS	\$ 2,000,000
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	\$ 2,000,000
X	3. Independent Contractors and Sub – Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	\$ 2,000,000
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	\$ 2,000,000
	Automobile Liability		
X	7. Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	\$ 1,000,000
	Others		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	\$ 3,000,000
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
	22. Pollution	\$2 Million per occurrence/claim	
X	23. Carrier Rating shall be Best's Rating of A-VII or its equivalents		A
X	24. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		✓
X	25. The City shall be named Additional Insured on all policies		✓
X	26. Certificate of Insurance shall show Proposal Number and Proposal Title		✓

*If offeror's employees will be using their privately-owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate(s).

BIDDER NAME: Jason A. Cooper, Geotechnical and Environmental Consultants, Inc.

AUTH. SIGNATURE: 