



DEPARTMENT OF HEALTH

Vermont Lead Law: Essential Maintenance Practices

Non-compliant Conditions- Workplan – Extension Request

This form must be completed by the property owner when a pre-1978 rental property or child care facility has deteriorated/damaged interior or exterior paint coating conditions that are non-compliant with Vermont Lead Law - Essential Maintenance Practices (EMP) requirements.

The information provided will be used for reviewing and establishing the property/rental unit specific detailed workplan and schedule for performing the Essential Maintenance Practices (EMP), and establish a date agreement for the EMP compliance statement filing.

Please note that any proposed workplan extension request to address significantly deteriorated lead-paint hazard and risk conditions in occupied rental housing will require written disclosure to building occupants and immediate corrective actions such as isolation, stabilization, and interim controls. Tenant relocation may also be necessary when substantiated by the recommendations of a Vermont licensed Lead-based Paint Inspector or Risk Assessor.

(Please use a separate form for each applicable property)

Date of Request: _____ **Date of Revision:** _____

I. Property Information (all fields are required)

Street Address: _____ Unit #: _____
City: _____
State: _____ Zip Code: _____
Original Date of Construction: _____ Number of Units in Building/Owned: _____
Date Acquired by Current Owners: _____
Property Type: Rental Childcare School Other: _____

II. Contact Information (all fields are required, unless designated as optional)

Property Owner/Agent Contact Information

Last Name: _____ First Name: _____ DOB: _____
Company: _____
Street Address: _____ Mailing Address/PO Box: _____
Apt./Ste./Unit: _____ Apt./Ste./Unit: _____
City: _____ City: _____
State: _____ Zip Code: _____ State: _____ Zip Code: _____
Contact Phone: _____ Email Address: _____
Fax (optional): _____

EMP/RRP (USEPA Renovation, Repair, & Painting*) Contractor Information

Last Name: _____ First Name: _____
Company: _____
Street Address/ P.O. Box: _____
Ste./Unit: _____
City: _____
State: _____ Zip Code: _____
Contact Phone: _____ Email Address: _____
EMP Certification Number: _____ *RRP Certification Number: _____

* = Required if work will impact over 6 ft² interior/20 ft² exterior of painted surface

III. Extension Request

Will you be requesting an extension for more than 30 calendar days from the date of the request?

Yes No

If **Yes**, then please complete Section IV.

If **No**, then please explain the reason for this request:

IV. Work Plan (description of the work needed to bring the property into compliance)

A non-compliant property may be required to file a Property Status Report to support the extension request.

[Property Status Report](#)

Indicate the date by which you expect to complete the work.

Maintenance and Renovation Work Plan Completion Date: _____

EMP Compliance Statement Filing Extension Date Requested: _____

Instructions: Complete following sections.

Where applicable provide photographs of condition for all relevant areas.

Photographs must be sent with details of what each photo displays and where the photo was taken. (ex. Photo A shows deteriorated paint on right part of wall B in Bedroom C)

Photographs and additional documents can be sent via email to:

AHS.VDHLeadPoisoningProgram@vermont.gov

Tenant(s):

- Notified tenant(s) of property non-compliance with the Lead Law
- Lead safety literature given to tenant(s)
["Protect Your Family" booklet](#)
- "Prevent Lead Poisoning" poster posted
["Prevent Lead Poisoning" Poster](#)

Interior Paint - record current status of compliance (in each unit, if in a multi-unit dwelling), cleanup of paint chips or debris, condition of paint coatings:

- Inspect all rooms and common areas for deteriorated paint
- Record by room the paint condition and amount deteriorated paint by sq. ft.
- Clean up any paint chips or debris

Interior Windows - record current status of compliance (in each unit, if in a multi-unit dwelling), cleanup of paint chips or debris, condition of windows:

- Inspect all wooden windows for window wells
- Record windows without inserts and their location(s)
- Clean up any paint chips or debris

Exterior Paint - record current status of compliance, cleanup of paint chips or debris on ground surfaces, condition of exterior paint coatings:

- Inspect all exterior painted components, outbuildings, and ground surfaces for deteriorated paint
- Draw outline of building footprint with all relevant details and structures
- Record by area or side paint condition and amount deteriorated paint by sq. ft.
- Clean up any paint chips or debris

Identify any areas where restricted occupant access is applicable or warranted:

- Deteriorated paint greater than 1 sq. ft. must have access blocked by physical barriers

Proper work practices and EMP information:

- [EMP Fact Sheet](#)

- [Lead Safe Work Practices](#)

I certify that I understand the requirements of the Vermont Lead Laws applicable to the subject property which is currently in a non-compliant status with Vermont Lead Law requirements. I further certify that this request for an extension of time to complete the Essential Maintenance Practices and file the required Compliance Statement supported by information contained herein, including any supplements attached hereto, is true and correct to the best of my knowledge and belief. I understand that providing false, incomplete or inaccurate information on this form is unlawful and is punishable by civil and criminal penalties pursuant to Vermont law.

Signature of Responsible Individual

Date

Print Name

The Vermont Department of Health's Asbestos and Lead Regulatory Program will review written EMP Filing extension requests within ten business days from the date of receipt. The requesting property owner will receive a written EMP Filing Extension response indicating the Department's acceptance/approval (with ongoing and outstanding LBP hazard and risk control conditions) or denial. The property owner will be requested to provide proof of disclosure to building occupants.