



OHIO DEPARTMENT OF HEALTH

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John R. Kasich / Governor

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To: All Lead Inspectors and Lead Risk Assessors

From: David E. Holston, Environmental Abatement Section Chief *DEH*

Subject: Clearance Procedures for Lead Hazard Control Orders

Date: August 26, 2013

The following are the requirements set forth in rule 3701-32-12 (H) of the Ohio Administrative Code (OAC) and program procedures that are to be followed in conducting clearance examinations on properties with Lead Hazard Control Orders (LHCO).

1. Review the lead hazard control order and work specifications (e.g. contractor's work specifications or report) to determine the clearance area.
 - Ensure that all lead hazards identified in the order have been eliminated or sufficiently controlled. If the lead hazards have not been eliminated or sufficiently controlled, do not proceed with the clearance examination and contact the licensed contractor or project designer to inform them of the deficiencies found and the necessary corrections prior to conducting another clearance examination.
 - Ensure that the proper lead hazard control method has been used. If the proper lead hazard control method was not used, do not proceed with the clearance examination. Contact the licensed contractor or project designer to inform them of the deficiencies found and the necessary corrections prior to conducting another clearance examination. For example, the use of an encapsulant on a friction surface is a deficiency. Refer to rule 3701-30-10 of the OAC for the acceptable measures of control for lead hazards. A copy of this rule is also attached to this memorandum.
2. Perform a visual assessment in the clearance area to identify the following.
 - Any remaining deteriorated paint, visible dust, paint chips, debris, or residue
 - Any remaining lead hazards
3. The findings of the visual assessment shall be recorded on the attached Ohio Department of Health Lead Hazard Control Visual Clearance form (HEA7731 (8/13)) as prescribed by the director. The interactive version of this form is also located at the Ohio Department of Health web page www.odh.ohio.gov forms link.
4. If deteriorated lead based painted surfaces, visible dust, paint chips, debris, residue or remaining lead hazards are identified during the visual assessment, these conditions shall be eliminated or controlled. The lead inspector or lead risk assessor shall not collect dust samples until the clearance area passes the visual assessment.
5. If the area passes the visual assessment the lead inspector or lead risk assessor shall collect environmental samples.
 - Use Appendix A of the rule for guidance in **residential units** (see attached).
 - Use Appendix B of this rule for guidance in **child care facilities or schools** (see attached).
 - In order to pass a clearance examination of a residential unit, child care facility or school, the clearance examination results must indicate that the collected dust sample lead loading is less than the clearance examination levels as listed below and set forth in rule 3701-32-19 of the OAC.

- For single-surface wipes, have a lead loading **less than**
 - a) **40** micrograms per square foot ($\mu\text{g}/\text{ft}^2$) on interior floors, or exterior living area floors or other horizontal surfaces other than window sills or window troughs
 - b) **250** $\mu\text{g}/\text{ft}^2$ on interior window sills, exterior living area window sills, or any other interior chewable surface
 - c) **400** $\mu\text{g}/\text{ft}^2$ on window troughs
 - Soil – if sampling is determined necessary by the director of health or his designee, lead inspector or lead risk assessor, have a concentration less than:
 - a) **1,200** $\mu\text{g}/\text{ft}^2$ in non-play areas
 - b) **400** $\mu\text{g}/\text{ft}^2$ in play areas
 - Water - if sampling is determined necessary by the director of health or his designee, lead inspector or lead risk assessor, have a concentration less than:
 - a) **15** micrograms per liter ($\mu\text{g}/\text{l}$)
 - All horizontal surfaces in the exterior living area closest to the surface abated or receiving interim controls shall be found to be free of all visible dust and debris.
6. When clearance examination sample results indicate the lead loading of the dust samples are **equal to or exceed** the clearance examination levels listed above and set forth in rule 3701-32-19 of the Administrative Code the area fails clearance.
- The components that failed and those represented by the failed sample shall be recleaned.
 - Perform a reexamination of the residential unit(s), child care facility, or school following the procedures set forth in steps 1-5 listed above and retest the components represented by the failed sample.
7. Clearance Examination Report must contain the following as required in rule 3701-32-12 of the OAC. A copy of the Ohio Department of Health Clearance Examination Report (HEA 7730 (8/13)) is attached. The interactive version of this form is also located at the Ohio Department of Health web page www.odh.ohio.gov forms link.
- The address of the residential unit, child care facility or school and, if only part of a property is affected, the specific dwelling units and common areas affected.
 - The address of the residential unit, child care facility or school. If work was performed in only part of the property, list the specific dwelling units and common areas where work was performed.
 - Name, address, and telephone number of the owner and manager of the residential unit, child care facility or the name, address and telephone number of the school principal.
 - The following information on the lead abatement or interim controls activity for which the clearance examination was performed:
 - a) Start and completion dates of the lead abatement or interim controls activity for which the clearance examination was performed.
 - b) Name, address, and telephone number of the designated lead abatement contractor or lead abatement project designer for the project, or persons performing interim controls activity.
 - c) A detailed written description of all lead abatement, interim controls, locations where the activity was performed and suggested monitoring schedule of encapsulants, enclosures, and interim controls activity to maintain sufficient control of lead hazards. This can be in the form of the contractor's report or work specifications.
 - Clearance examination information:
 - a) Date of clearance examination or reexamination.
 - b) Name, address, license number, signature of person(s) performing clearance.

- c) Statement indicating whether all the lead hazards identified in the LHCO have been sufficiently eliminated or controlled based on comparison of the LHCO with the work performed.
- d) Findings of each visual assessment (Ohio Department of Health Lead Hazard Control Visual Clearance form HEA 7731).
- e) Diagram of the floor plan of the residential unit, child care facility or school illustrating the location of each environmental sample collected.
- f) Sample location and result of each dust sample analysis in micrograms per square foot ($\mu\text{g}/\text{ft}^2$).
- g) Sample location and result of each soil sample analysis in parts per million (ppm) or percent by weight.
- h) Sample location, type, and result of each water sample in parts per billion (ppb).
- i) Name, address, telephone number and approval number of each analytical laboratory conducting the analysis of any environmental sample and a copy of the laboratory results.

Any questions regarding this memorandum should be directed to the Lead Poisoning Prevention Program at 877-668-5323.

Attachments:

- Rule 3701-30-10 of the Ohio Administrative Code - Method of Control
- Ohio Department of Health Clearance Examination Report HEA 7730 (Rev 8/13)
- Ohio Department of Health Lead Hazard Control Visual Clearance form HEA 7731 (Rev 8/13)
- Appendix A to rule 3701-32-12 of the Ohio Administrative Code - Residential Units: Clearance Area and Minimum Number and Location of Environmental Samples
- Appendix B to rule 3701-32-12 of the Ohio Administrative Code - Child Care Facilities and Schools: Clearance Area and Minimum Number and Location of Environmental Dust Samples

Method of control.

- (A) The owner or manager of a residential unit, child care facility, or school that receives a lead hazard control order shall choose a method of controlling each lead hazard from the methods listed in this rule that enables the residential unit, child care facility, or school to pass the clearance examination. Except as specified in paragraphs (D) and (E) of this rule, lead hazards identified in the lead hazard control order shall be controlled by a licensed lead abatement contractor as required by section 3742. of the Revised Code and chapter 3701-32 of the Administrative Code.
- (B) The following are acceptable measures of control for lead hazards and shall be applied in accordance with the United States Department of Housing and Urban Development guidelines, which are available on the internet at www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm and in state libraries, and other applicable federal, state, and local laws:
- (1) Deterioration of lead-based paint on a non-friction or non-impact surface shall be controlled using one or more of the following methods:
- (a) Removal of the lead-based painted component and replacement with a lead-free component;
 - (b) Paint removal by separation of the lead-based paint from the substrate using heat guns (operated below eleven hundred degrees fahrenheit), chemicals, or certain abrasive measures either onsite or offsite;
 - (c) Enclosure of the lead-based painted component with durable materials. Durable materials include wallboard, drywall, paneling, siding, coil stock and the sealing or caulking of edges and joints so as to prevent or control chalking, flaking, peeling, scaling or loose lead-containing substances from becoming part of house dust or otherwise accessible to children;
 - (d) Encapsulation of lead-based painted component with a durable surface coating approved in rule 3701-32-13 of the Administrative Code;
 - (e) Any other lead safe method of permanently removing the lead hazard as approved by the director; or
 - (f) Paint stabilization as defined in rule 3701-32-01 of the Administrative Code and a written ongoing maintenance and monitoring schedule.
- (2) Deterioration of lead-based paint on friction or impact surfaces shall be controlled using one or more of the following methods:
- (a) Removal of the lead-based painted component and replacement with lead-free component;
 - (b) Lead-based paint removal by separation of the lead-based paint from the substrate using heat guns (operated below eleven hundred degrees

- fahrenheit), chemicals or certain abrasive measures either onsite or offsite;
- (c) Enclosure of impact surfaces with durable materials. Durable material include wallboard, drywall, paneling, a quarter inch or thicker plywood or other underlayment for floors, coil stock and the sealing or caulking of edges and joints so as to prevent or control chalking, flaking, peeling, scaling or loose lead-containing substances from becoming part of house dust or otherwise accessible to children. The underlayment for floors must be covered with a cleanable, impermeable surface;
 - (d) Any other lead safe method of permanently removing the lead hazard- as approved by the director; or
 - (e) Immobilization of the friction points or application of a treatment that will prevent abrasion of the friction surface and a written ongoing maintenance and monitoring schedule.
- (3) Deterioration of lead-based paint on a chewable surface shall be controlled using one or more of the following methods:
- (a) Removal of lead-based painted component and replacement with lead-free components;
 - (b) Lead-based paint removal by separation of the lead-based paint from the substrate using heat guns (operated below eleven hundred degrees fahrenheit), chemicals or certain abrasive measures either onsite or offsite;
 - (c) Enclosure of the lead-based painted component with a material that cannot be penetrated by a child's teeth;
 - (d) Encapsulation of the lead-based painted component by coating and sealing of the component with a durable surface coating approved in rule 3701-32-13 of the Administrative Code; or
 - (e) Any other lead safe method of permanently removing the lead hazard as approved by the director.
- (4) Lead-contaminated dust shall be controlled using one or more of the following methods:
- (a) Elimination or control of the source creating the lead-contaminated dust using an appropriate control method listed in this rule and followed with specialized cleaning to eliminate the lead-contaminated dust. Specialized cleaning includes the use of a HEPA vacuum, wet-mopping and/or wet-scrubbing; or
 - (b) Elimination of the lead-contaminated dust through specialized cleaning - when the source creating the lead-contaminated dust cannot be identified. Specialized cleaning includes the use of a HEPA vacuum, wet-mopping or wet-scrubbing.

- (5) Lead-contaminated soil shall be controlled using one or more of the following methods:
 - (a) Covering of the lead-contaminated bare soil with a permanent covering such as concrete or asphalt;
 - (b) Removal of the top six inches of lead-contaminated bare soil and replacing it with six inches of new soil having a lead concentration of less than four hundred parts per million;
 - (c) Covering of the lead-contaminated soil with an impermanent covering and a written ongoing maintenance and monitoring schedule. Impermanent covering includes sod and artificial turf. Gravel and mulch may be used as an impermanent covering if applied at a minimum of six inches in depth; or
 - (d) Any other lead safe method of permanently removing the lead hazard as approved by the director.
- (6) Lead-contaminated water pipes shall be controlled using one or more of the following methods:
 - (a) Removal of plumbing fixtures and replacement with lead-free fixtures;
 - (b) Any other lead safe method of permanently removing the lead hazard- as approved by the director; or
 - (c) Flushing of water lines that are used for drinking or cooking for a minimum of one minute when water has not been used in the last six hours.
- (C) The following practices are prohibited to be used as a method of control:
 - (1) Open flame burning or torching;
 - (2) Machine sanding or grinding without a HEPA local vacuum exhaust tool;
 - (3) Abrasive blasting or sandblasting without a HEPA local vacuum exhaust tool;
 - (4) Use of a heat gun operating above one thousand one hundred degrees fahrenheit;
 - (5) Charring paint;
 - (6) Dry sanding;
 - (7) Dry scraping, except when done as follows:
 - (a) In conjunction with a heat gun operating at not more than one thousand one hundred degrees fahrenheit;
 - (b) Within one foot of an electrical outlet;

- (c) To treat defective paint spots totaling not more than two square feet in an interior room or space or twenty square feet on an exterior surface.
 - (8) Uncontained hydroblasting or high-pressure washing; and
 - (9) Paint stripping in a poorly ventilated space using a volatile stripper that is considered a hazardous substance under 16 C.F.R. 1500.3 or a hazardous chemical under 29 C.F.R. 1910.1200 or 29 C.F.R. 1926.59 in the type of work being performed.
- (D) In addition to or in lieu of the accepted measures of control for lead hazards identified in paragraph (B) of this rule, upon written determination from the director, a property owner or manager may implement reasonable controls of lead hazards through the demolition of a building containing lead hazards. In order to be considered a reasonable control of lead hazards, all demolition efforts must be conducted in a manner that is protective of human health, the environment and is compliant with all applicable federal, state, and local laws.
- (E) A property owner or manager is not required to use a licensed lead abatement contractor when doing the following:
- (1) Removal of mini blinds;
 - (2) Flushing of water lines that are used for drinking or cooking; and/or
 - (3) If the individual completed a training program approved by the director:
 - (a) Specialized cleaning not associated with lead abatement;
 - (b) Permanent immobilization of friction points on a window;
 - (c) Covering of lead-contaminated bare soil with an impermanent covering, such as sod, artificial turf, or six inches of gravel or mulch.
- (F) The owner or manager of a property subject to a lead hazard control order shall inform the director in writing on a form prescribed by the director as to which lead hazard control method has been chosen for each lead hazard. The notification shall be sent to the director by facsimile, electronic mail, or regular mail ten days prior to the start of the lead hazard control work on shall be signed by the licensed lead abatement contractor hired to perform the lead hazard control work. The director may provide written comments to the owner or manager within ten calendar days of receipt of the proposed methods of control.
- (G) After each lead hazard has been sufficiently controlled by a licensed lead abatement contractor or lead abatement worker, the property owner or manager shall ensure the successful completion of a clearance examination by a licensed lead risk assessor or lead inspector in accordance with rule 3701-32-12 of the Administrative Code. The property owner or manager shall submit a copy of the clearance examination report to the director.
- (H) Upon a determination by the director that all lead hazards have been sufficiently controlled, an ongoing maintenance and monitoring plan is in place, when applicable, and a clearance examination has been passed, the director shall issue

Ohio Department of Health
Clearance Examination Report
 As Required by Ohio Administrative Code 3701-32

Ohio law(section 5302.30 of the Revised Code) requires every person who intends to transfer any residential real property by sale, land installment contract, lease with option to purchase, exchange, or lease for a term of 99 years and renewable forever, to complete and provide a copy to the prospective transferee of the applicable property disclosure forms, disclosing known hazardous conditions of the property, including lead-based paint hazards.

Federal law (24 CFR part 35 and 40 CFR part 745) requires sellers and lessors of residential units constructed prior to 1978, except housing for the elderly or persons with disabilities (unless any child who is less than 6 years of age resides or is expected to reside in such housing) or any zero-bedroom dwelling to disclose and provide a copy of this report to new purchasers or lessees before they become obligated under a lease or sales contract. Property owners and sellers are also required to distribute an educational pamphlet approved by the United States Environmental Protection Agency and include standard warning language in or attached to lease contracts or sales contracts to ensure that parents have the information they need to protect children from lead-based paint hazards.

Building owner name		Type of building <input type="checkbox"/> Residence <input type="checkbox"/> Child daycare facility <input type="checkbox"/> School <input type="checkbox"/> Other.....	
Building Address	City	State OHIO	Zip
Contact person/Manager/Principal (if other than owner)			Telephone
Name of Lead Abatement Contractor, Lead Abatement Project Designer, Lead-Safe Renovator, or Essential Maintenance Practice Worker		License number (if applicable)	License expiration date
Employer street address	City	State	Zip
Employer			Employer telephone
Name of Risk Assessor/Inspector/Clearance Technician who performed testing		License number	License expiration date
Employer street address	City	State	Zip
Employer			Employer telephone
Activity conducted requiring clearance examination (Please check appropriate boxes.) <input type="checkbox"/> Lead abatement <input type="checkbox"/> Lead-safe renovation <input type="checkbox"/> Lead Hazard Control Order <input type="checkbox"/> Interim controls <input type="checkbox"/> Essential maintenance practices <input type="checkbox"/> Paint stabilization		Dates of Lead Hazard Control or other activity performed <div style="display: flex; justify-content: space-between;"> Start date Completion date </div>	
Check each clearance activity performed and attach appropriate form(s): <input type="checkbox"/> Visual assessment <input type="checkbox"/> Dust sample collection <input type="checkbox"/> Soil sample collection <input type="checkbox"/> Water sample collection		Date of Clearance Examination	<input type="checkbox"/> Passed Clearance examination <input type="checkbox"/> Failed Clearance examination <input type="checkbox"/> Repeat Clearance examination
This form is accompanied by the following required information <input type="checkbox"/> Description of the lead hazard work performed <input type="checkbox"/> Diagram of the floor plan with sample locations <input type="checkbox"/> Laboratory results/reports <input type="checkbox"/> Visual Assessment form			
For a clearance examination following lead abatement on a property under a Lead Hazard Control Order issued under rule 3701-30-09 of the Administrative Code, were all lead hazards identified in the Lead Hazard Control Order sufficiently eliminated or controlled, based on comparison of the Lead Hazard Control Order with the work performed? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, attach an explanation) <input type="checkbox"/> Not Applicable			
Clearance Examiner signature			Date

Ohio Department of Health
Lead Hazard Control Visual Clearance

Clearance date		Page _____ of _____	
Name of Clearance Examiner		License number	License expiration date
Name of property owner/manager		Property owner/manager phone	
Property address	City	State	Zip
Lead hazard control start date		Date/time final cleanup completed	
Name of Contractor, Project Designer, Lead Safe Renovator or Essential Maintenance worker		Telephone	
Address	City	State	Zip
<input type="checkbox"/> Passed Visual Clearance Examination <input type="checkbox"/> Failed Visual Clearance Examination <input type="checkbox"/> Repeat Visual Clearance Examination			

Room Identifier	List of building components to be treated and method of control in each room	Work on each component completed?		Visible paint chips seen?		Visible settled dust seen?		Additional work required?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Exterior soil Treated Not treated (provide explanation if not treated)

If treated, is bare soil present? Yes No

Was contaminated soil removed? Yes No

Is additional soil treatment required? Yes No

Notes:

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Clearance Examiner signature

Appendix A
Residential Units:
Clearance Area and Minimum Number and Location of Environmental Samples

Clearance Category	Number and Location of Samples in Each Area
1. Interior work with no dust containment	The clearance area is the entire residential unit. A dust sample shall be collected from a floor, and if present, window sill and window trough in no fewer than four separate room equivalents. A minimum of twelve samples shall be collected for this clearance category, unless the residential unit contains less than four room equivalents, in which case a dust sample shall be collected from a floor, and if present, window sill and window trough, from each room equivalent.
2. Interior work with dust containment	The clearance area extends ten feet outside the dust containment area. A dust sample shall be collected from a floor, and if present, window sill and window trough in no fewer than four separate room equivalents within the containment area. In addition, one additional floor sample shall be collected outside and within 10 feet of the containment area. A minimum of thirteen samples shall be collected for this clearance category, unless the residential unit contains less than four room equivalents, in which case a dust sample shall be collected from a floor, and if present, window sill and window trough, from each room equivalent.
3. Exterior paint disturbing work	If building openings within twenty feet of the work surfaces were not sealed or tightly closed, Category 1 interior dust sampling must be conducted in rooms that may have been contaminated. No interior dust sampling is required if building openings within twenty feet of the work surfaces were tightly closed or sealed during the work
4. Exterior living area	A minimum of one dust sample from an exterior living area (such as a porch or entryway floor) that may have been contaminated during exterior paint disturbing work.
5. Soil	If soil treatment was performed and bare areas of soil remain, soil samples shall be collected from those areas. If soil treatment involved covering of bare soil areas only, soil samples are not needed, a visual assessment is adequate. When a property is subject to a lead hazard control order in accordance with rule 3701-30-09 of the Administrative Code is demolished and bare soil remains, the clearance examination shall consist of the collection of two composite soil samples for every two thousand square feet of bare soil.
6. Essential Maintenance Practices	The clearance area is the entire residential unit, including areas identified in paragraph (G)(1) of rule 3701-32-12 of the Administrative Code. Perform a visual assessment of all rough, pitted or porous horizontal surfaces to ensure a smooth, cleanable covering or coating such as metal coil stock, plastic, polyurethane, carpet or linoleum, was installed and all bare soil areas to determine it was sufficiently covered. The clearance area shall also be free of debris. A dust sample shall be collected from a floor, and if present, window sill and window trough in no fewer than four separate room equivalents. A minimum of twelve samples shall be collected for this clearance category, unless the residential unit contains less than four room equivalents, in which case a dust sample shall be collected from a floor, and if present, window sill and window trough, from each room equivalent.
7. Water	When lead water levels above the hazard level are identified during the risk assessment, a water sample shall be collected as a part of the clearance examination to ensure the lead-contaminated water hazard has been eliminated or controlled.

Appendix B
Child Care Facilities and Schools:
Clearance Area and Minimum Number and Location of Environmental Samples

Clearance Category	Number and Location of Samples in Each Area
1. Interior work with no dust containment	Collect dust samples in all rooms where children frequent including, but not limited to, classrooms, common areas, hallways, music room, computer room, etc. For every one thousand square feet increment of a room equivalent, collect a dust sample from a floor , and if present, window sill and window trough. The area of the room equivalent shall be rounded up to the nearest one thousand square feet. For example, a room equivalent with an area of two thousand five hundred fifty square feet shall be rounded up to three thousand square feet, with three dust samples collected from the floor and if present, three separate window sills and three separate window troughs.
2. Interior work with dust containment	The clearance area extends ten feet outside the dust containment area. Within the containment area, collect dust samples in all rooms where children frequent including, but not limited to classrooms, common areas, hallways, music room, computer room, etc. For every one thousand square feet increment of a room equivalent, collect a dust sample from a floor, and if present, window sill and window trough. The area of the room equivalent shall be rounded up to the nearest one thousand square feet. For example, a room equivalent with an area of two thousand five hundred fifty square feet shall be rounded up to three thousand square feet, with three dust samples collected from the floor and if present, three separate window sills and three separate window troughs. Collect at least one additional dust sample from the floor outside and within ten feet of the containment.
3. Exterior paint disturbing work	If building openings within twenty feet of the work surfaces were not sealed or tightly closed, Category 1 interior dust sampling must be conducted in rooms equivalents that may have been contaminated. No interior dust sampling is required if building openings within twenty feet of the work surfaces were tightly closed or sealed during the work.
4. Soil	If soil treatment was performed and bare areas of soil remain, composite samples shall be collected from those areas. If soil treatment involved covering of bare soil areas only, soil samples are not needed, a visual assessment is adequate. When a property is subject to a lead hazard control order in accordance with rule 3701-30-09 of the Administrative Code is demolished and bare soil remains, the clearance examination shall consist of the collection of two composite soil samples for every two thousand square feet of bare soil.
5. Essential Maintenance Practices	Collect dust samples in all rooms where children frequent including, but not limited to, classrooms, common areas, hallways, music room, computer room, etc. Perform a visual assessment of rough, pitted or porous horizontal surfaces to ensure that a smooth, cleanable covering or coating, such as metal coil stock, plastic, polyurethane, carpet, or linoleum was installed and all bare soil areas to determine if it was sufficiently covered. The clearance area shall be also free of debris. For every one thousand square feet increment of a room equivalent, collect a dust sample from a floor, and if present, window sill and window trough. The area of the room equivalent shall be rounded up to the nearest one thousand square feet. For example a room equivalent with an area of two thousand five hundred fifty square feet shall be rounded up to three thousand square feet, with three dust samples collected from the floor and if, three separate window sills and three separate window troughs
6. Water	When lead water levels above the hazard level are identified during the risk assessment, a water sample shall be collected as a part of the clearance examination to ensure the lead contaminated water hazard has been eliminated or controlled.