

Residential Lead Paint: Letter of Full Compliance

Steps to Achieve a Letter of Full Compliance

This fact sheet will discuss the required steps to obtain a Letter of Full Compliance. The Commonwealth of Massachusetts regulates lead paint through **105 CMR 460**, the **Massachusetts Lead Law**. The goal of the Lead Law is to prevent children from being poisoned through ingestion of lead paint or inhalation of lead dust and requires all lead paint hazards removed or covered in residences built before 1978 where children under the age of six (6) reside. Lead paint hazards include loose lead paint and lead paint on windows and other surfaces accessible to children.

Owners are responsible for complying with the Lead Law. This includes owners of dwellings and rental property, as well as owners living in their own single family homes. Full compliance with the Lead Law requires obtaining a Letter of Full Compliance for each applicable residence. An owner has two routes to a Letter of Full Compliance.

- Hire a licensed **lead inspector** who will conduct a lead inspection and, if no lead hazards are identified, issue a Letter of Full Compliance. If lead hazards are identified, the owner must use a licensed **deleading contractor** or other trained and authorized person to remove or cover all lead hazards, and then hire a lead inspector to reinspect and issue the Letter of Full Compliance; or
- To extend the timeframe for full deleading, hire a licensed **risk assessor** in order to obtain a Letter of Interim Control prior to obtaining a Letter of Full Compliance. Refer to [Lead Paint Fact Sheet 4](#) for the process of obtaining a Letter of Interim Control.

Regardless of the route selected, an owner is not in compliance with the Lead Law until a Letter of Full Compliance has been received within all required timeframes.

Step 1 – Inspect the Residence

A licensed **lead inspector** must conduct an inspection of the residence. If the inspector determines that there are no lead hazards and there are no signs of unauthorized deleading, the Inspector will issue a Letter of Initial Compliance. If lead hazards are noted during the initial inspection, those hazards will have to be removed or covered by an authorized person and/or a licensed **deleading contractor**.

Step 2 – Determine Who Will Perform Deleading Work

Based on the lead hazards identified during the lead inspection, determine if the necessary deleading work constitutes low-risk, moderate-risk, or high-risk leading, and hire the appropriately licensed or “authorized person” to complete the work. This “authorized person” must have an authorization number issued to the individual by the Childhood Lead Poisoning Prevention Program (CLPPP) and can perform only low-risk and moderate-risk deleading work. Only licensed **deleading contractors** can do high-risk deleading work. *See below clarification of types of work that may be done by trained and authorized persons or a licensed **deleading contractor**.*



Low-Risk Deleading includes:

- Removing doors, cabinet doors and shutters from hinges;
- Covering surfaces;
- Applying vinyl siding to buildings; and
- Capping baseboards

Moderate-Risk Deleading includes:

- Removing windows, woodwork and other surfaces; and
- Repairing or repainting (referred to as “making intact”) small amounts of lead paint (no more than 2 square feet per interior room or 20 square feet on the exterior).

High-Risk Deleading includes:

- Scraping paint;
- Using chemical paint strippers;
- Demolition; and
- Making large amounts of lead paint intact

Step 3 – Send Required Notifications

The owner must send notifications to CLPPP, the Department of Labor Standards (DLS), the local Board of Health, and to all tenants living in the building before any deleading work begins. Tenants living in the residence must receive notification at least 10 days prior to start of work. If no one is living in the residence, you do not need to wait 10 days, but notification must still be made to CLPPP, DLS, and the Board of Health.

Step 4 – Conduct Deleading Work

If all deleading work is low-risk, tenants living in the residence do not have to relocate. If high-risk or moderate-risk deleading is required inside the residence, the tenants must be relocated until the work is completed.

Please note: When all high- and moderate-risk deleading has been completed inside a residence or residential unit, the tenants may be able to return to that residence or residential unit prior to all deleading work being completed if a Reoccupancy Reinspection is conducted by a licensed **lead inspector**. Any remaining low-risk deleading inside the residence and deleading of the exterior can be completed after tenants have returned. Refer to [Lead Paint Fact Sheet 5](#) for information on reoccupancy.

Step 5 – Arrange to have the Residence Reinspected

The residence must be reinspected by a licensed **lead inspector** after all deleading is completed. The **lead inspector** will collect lead dust wipe samples during this final reinspection. If all lead hazards have been removed or covered, and all wipe samples meet acceptable levels, the inspector will issue a Letter of Full Compliance.

Step 6 – Maintaining Compliance

An owner that has been issued a Letter of Full Compliance must make sure that the conditions of the Letter of Full Compliance are maintained. It is recommended that at least once a year and/or at the beginning and end of a lease term, the owner perform a visual inspection of the current conditions, using the Letter of Full Compliance as a guide to what conditions should be inspected and maintained. If peeling, flaking or damage to protective measures taken to achieve full compliance are observed during owner's inspection, the owner must promptly correct conditions or forfeit Letter of Full Compliance. If a **lead inspector** performs a post-compliance assessment and determines that the residence remains in compliance, the Inspector will issue a Certification of Maintained Compliance.

Assistance

Harvard EH&S is available to assist and support Harvard property and project managers with issues relating to obtaining a Letter of Full Compliance or general Lead Law compliance.

EH&S (Cambridge Campus)
46 Blackstone St,
Cambridge MA, 02139
617-495-2060

EH&S (Longwood Campus)
107 Ave. Louis Pasteur,
Boston, MA 02115
617- 432-1720

www.ehs.harvard.edu/buildings-facilities

Contact the Massachusetts Childhood Lead Poisoning Prevention Program (CLPPP) to get training and authorization for low-risk deleading, to find a moderate-risk training course, or to find a licensed lead inspector, risk assessor, or deleading contractor:

CLPPP
MA Department of Public Health
250 Washington Street, Seventh Floor
Boston, MA 02108
1-800-532-9571 (toll free)
clppp@state.ma.us
www.mass.gov/dph/clppp

Additional assistance concerning deleading can be obtained from the Massachusetts Department of Labor Standards (DLS).

DLS
Lead Program
Department of Labor and Workplace Development
19 Staniford St., 2nd floor
Boston, MA 02114
1-617-626-6960
www.mass.gov/LWD/Labor-standards/lead-program