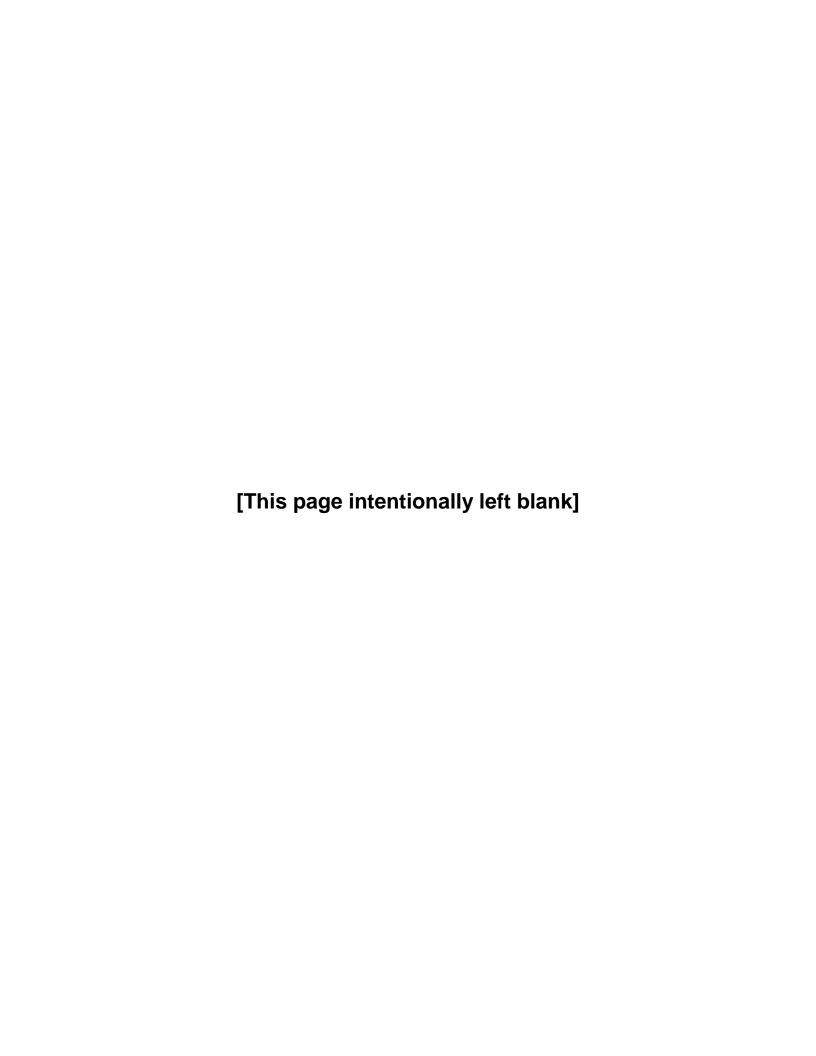


# SEPA Application and Instructions for Firms

Applying for Certification to Conduct Lead-**Based Paint Activities** 

	Form Approved CAND No. 2070-0155 Express 08/31/04		
	APPLICATION FOR FIRMS APPLICATION FOR ACTIVITIES  APPLICATION FOR ACTIVITIES		
	A DRI ICATION FOR ACTIVITIES		
	APPLIAD-BASED PAINT		
W.S. ENVIRONMENTAL PROTECTION AGENCY  U.S. ENVIRONMENTAL PROTECTION AGENCY  U.S. ENVIRONMENTAL PROTECTION AGENCY  Important: This application form is a substitute for the letter required by 40 CFI  for Firms Applying for Certification to Conduct Lead-Based Paint Activities and for Firms Applying for Certification to Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities Applying for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for Firms Applying for Certification in Conduct Lead-Based Paint Activities and for	APPLICATION FOR FIXING APPLICATION FOR FIXING NOUT LEAD-BASED PAINT ACTIVITIES NOUT LEAD-BASED PAINT ACTIVITIES 10.7345 226(1)(2). Consult the Instructions 10.7345 226(1)(2). Consult reprint their to		
W.S. ENVIRONMENTAL PROTECTION AGENCY  U.S. ENVIRONMENTAL PROTECTION AGENCY  Important: This application form is a substitute for the letter required by 40 CFI  for Firms Applying for Conflictation to Conduct Lead-Based Paint Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based National Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and  for Firms Applying for Certification to Conduct Lead-Based Seal Activities and Certification to Certificat	2 5745 226(f)(2) ments reprinted this form.		
A DENCY muired by 40 CF	the official requirements instead of the		1200
U.S. ENVIRONMENTAL PROTECTION AGENCY  U.S. ENVIRONMENTAL PROTECTION AG	dication for Individual		Form Approved OMB No. 2070-0155 Expires 08/31/04
IN JONNENTAL PROJECT IS a substitute for Based Paint Ause the Apr	only.		
U.S. ENVIRS	Only		
Important: This soft Certification individual responses in blade	Official Use Offis		
for Firms Applying Persons Type or print to	break		Name of Firm
complete this out all sections.			
U.S. ENVIRONMENTAL PROTECTION of the lesses of paint Activities in the program. This application form is a substitute for the lesses of paint Activities in the program. This application for conduct Lead-Based Paint Activities in the programs applying for Certification to Conduct Lead-Based Paint Activities for Firms Applying for Certification to Conduct Lead-Based Paint Activities for Firms Applying for Certification in Conduct Lead-Based Paint Activities and International Conduction of Conduct Lead-Based Paint Activities and International	For information on EPA and other lead programs, see:	sed paint activ	ities.
A. General Information     Select one of the following application types:     Select one of the following application	other lead programs, soother lead programs, s		
A. General microllowing application (yellowing application of the following application or initial certification application or Re-certification application or Re-certification jurisdiction(s) to certification/amending certification or Re-certification jurisdiction(s) or Replacement of a certification of the number of EPA-run jurisdiction(s) or Replacement of a certificate or Replacement of a certification of the number of EPA-run jurisdiction(s) or Replacement of a certification of the Replacement of	http://www.ep	byees shall fi	ollow the work practice standards
Select one of the application	and on EPA's	S.	present Standards
Select one of the following  Select one of the following select one of the following selection application  Initial certification application  Receptification application to certification/amending certification application application to certification/amending certification application to certification application application application to certification application applica	hare to be listed on		
Re-certificational jurisdiction.  Adding additional jurisdiction.  Adding additional jurisdiction.  Replacement of a certificate Rep	Check here to be listed on EPA's web site for web site for Evaluation (inspection, risk accessment, clearance)	No outback to	
Adding adding a certificate on the number of Livities. A firm of by the	unation (Insperse)	is eligibility for or	ollecting this information is 40 C.F.R. Part 745, information to conduct lead-based paint activities information may delay or prevent an applicant's grantees or others when performing delay that their
Replace in not pay depends of based paint act is not affected instruction	Evaluation (inspection) assessment, clearance) assessment	1 to provide this	information may delay or prevent an applicativities
☐ Initial certification application ☐ Re-certification application ☐ Re-certification application ☐ Re-certification application ☐ Adding additional jurisdiction(s) ☐ Adding additional jurisdiction(s) ☐ Adding additional jurisdiction ☐ Replacement of a certificate ☐ Replacement	assessment Lead Abatement	ary to complete	information may delay or prevent an applicant's grantees or others when performing duties that the task; a member of Congress in response lating, enforcing, prosecuting or income.
	1 Leau	fudicative how	the task: a member of Congress in response lating, enforcing, prosecuting or implementing by when such disclosure is compatible with the attributed of the Treasury, the General Services
receive cerdisciplines you see. The total	Fee: \$	T, and the De:	by when such disclosure is compatible with the partment of the Treasury, the General Services dd to this information.
receive cerumes you fee. The total recommender of disciplines you feel to the total recommender of		annibes relate	d to this information.
booklet culated on any according to the control of	_		
fees calculated on any additional and fees calculated on any additional and fees calculated on any additional and fees cartification fee only.  [See the definition of EPA-run pursuiction(s) and the fee example in the instruction because the definition of EPA-run pursuictions, see www.epa.govinead or call 1-800-424-L. For ourself issing of EPA-run pursuictions.	oklet.	ng any a	attachments, is true and accurate
additication fee only) - or instruction fee only - or instruction fee	ENV-1	ed purs	uant to this application, including
rediction (pay base cons) and the fee govilead or call		_ rinade	equate information that materially
1 <sup>st</sup> EPA-run jurisdiction (say base), and true are selected to the Special Sp	Total Fee: \$		- Indicinally
(See the definition of EPA-run ) distribution (See the definition of		_	
For current			
such additional Error of paper and attended	Zip	Code	
(List on additional State	coste		
	City Zig	Code	D-1 - D-1
B. Applicant Information  Name of Firm:  Business Address:  Street Address, Suite Number (Please no P.O. Box)	State	_	Date Signed
	City Middle		
Business Address: Street Address, Suite Number	ext. —	_	
	First )	_	
Mailing Address:  (# different from above)  Address  (# different from above)  Attesting	Individual's Phone #:()		
Mailing Atresting	Individual	O No	
Mailing Autorition above) (if different from above) Name of Attesting Individual:	☐ Yes	7110	
Name of American			anualana
	trations in the lead-	d Attach	envelopes - one (1) for your
Films ation Individual's Estations, C	or registration he	745.226(1)	
Attesure Certifications licenses, certifican tribal	land? certification, of 105 (40 CFR 9		ted application, supporting
ext.  Attesting Individual's E-mail Address:  Attesting Individual's E-mail Address:  C. Professional Certifications  Does the firm hold current permits, licenses, certifications, or Indian tribal paint activity field in any state, U.S. territory, or Indian tribal paint activity field in any state, U.S. territory, or Indian tribal in the second state of paper, as necessary. For more infinantial sheets of paper, as necessary. For more infinantial paper, as necessary.	each permit, license, the official requirement		e certification fee to:
noes the firm hold in any state.	emation, refer to the		100 10.
naint activity lield the following blanks, For more into	Since .	Date received	
please fill in the longer, as necessary	agrange strategy Number		
If yes, please fill in unapple additional sheets of paper, as necessary additional sheets of paper.	Centicus	Date received	
addition the instruction	(Certification Number Certification Number Certific		
Shake U.S. territory		O NO	
Decopline in which certification held  State, U.S. territory, or Indian  State, U.S. territory, or Indian	tribal land(s) name	5	perforated fee payment
Tollow in which certification is a U.S. territory, or Indian	unions of EPA.		
Describe in which certification held  Describe in which certification held in which certification held in which held in whic	agint activity violations		
A stivity Violations	s-based parity		
Based Paint Active or pending	s?		
D. Lead-base any past, probal land(s) regulation tribal land(s) regulation		Page 1 of 2	
Does the firm they or Indian the		Fag	
D. Lead-Based Paint Activity Violation  D. Lead-Based Paint Activity Violation  Does the firm have any past, present, or pending lead  state, U.S. territory, or Indian tribal land(s) regulations  anach a written explanation.			
please attach a William			
Does the Interiory, or Indiana- state, U.S. territory, or Indiana- it yes, please attach a written explanation.			
EPA Form 8500-27 (Rev 07/02)			
EPA Form 8500-27 (Rev 07/02)			
(1000 07/02)			
			Page 2 of 2
			L 936 S 01 S



#### U.S. Environmental Protection Agency

# APPLICATION FOR FIRMS To Conduct Lead-Based Paint Activities

**Important:** This application form is a substitute for the letter required by 40 CFR §745.226(f)(2). Consult the instructions for firms applying for certification to conduct lead-based paint activities. Persons seeking individual certification should use the *Application for Individuals* instead of this form. **Please fill out all sections. Type or print responses in black or blue ink only.** 

#### A. General Information

Select one	of the	following	application	types:
OCICCI OIIC	OI LIIC	IOIIOWIIIQ	application	LYPUS.

Initial certification application

Re-certification application

Adding jurisdiction[s] to certification/amending certification

Replacement of a certificate

The fee you must pay depends on the number of EPA-run jurisdiction(s) in which you plan to conduct lead-based paint activities. A firm does not receive certification by discipline and your fee is not affected by the number of disciplines you select. See the fees schedule in the instructions to determine your fee. The total fee listed below should include fees calculated on any additional sheets.

For information on EPA and other Lead Programs, see: http://www.epa.gov/lead Check to be listed on EPA's web site for:

Evaluation (inspection, risk assessment, clearance)

Lead Abatement

1 <sup>st</sup> EPA-run jurisdiction (pay base certification fee only)	.Fee: \$	
Each additional EPA-run jurisdiction: (List on additional sheets of paper and attach, as necessary. \$35 per jurisdiction)	Fee: \$	
Total	l Fee: \$	

# **B. Applicant Information**

Check here if you are a tribal government seeking certification as a firm.

Name of Firm:

**Business Address:** 

Street Address, Suite Number (Please no P.O. Box)

City State Zip Code

Mailing Address:

(if different from above) Street Address, Suite Number (Please no P.O. Box)

City State Zip Code

Name of Attesting Individual:

Last First Middle

Firm's Phone #: ext #: Attesting Individual's Phone #: ext.

Attesting Individual's E-mail Address:

# C. Professional Certifications

Does the firm hold current permits, licenses, certifications, or registrations in the lead-based

Yes
No paint activity field in any state, U.S. territory, or Indian tribal land?.

If yes, please fill in the following blanks, one line for each permit, license, certification, or registration held. Attach additional sheets of paper, as necessary.

Type of certification held

State, U.S. Territory, or Indian tribal land(s) name

Certification/Identification Number

Date received

Type of certification held

State, U.S. Territory, or Indian tribal land(s) name

Certification/Identification Number

Date received

### D. Lead-Based Paint Activity Violations

Does the firm have any past, present, or pending lead-based paint activity violations of EPA,

Yes
No State, U.S. territory, or Indian tribal land(s) regulations?

If yes, please attach a written explanation.

EPA Form 8500-27 (Rev 09/04) Page 1 of 2

#### **E. Certification Statement**

Fill in the blanks in the following statement as indicated.

attests that

Name of Attesting Individual

Name of Firm

shall only employ appropriately certified individuals to conduct lead-based paint activities.

and its employees shall follow the work practice

Name of Firm

standards in 40 CFR § 745.227 for conducting lead-based paint activities at all times.

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

I hereby attest and affirm that the information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge. I acknowledge that any certification issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the certification.

	Date Signed
Attesting Individual's Signature	3 3 3
(Please sign legibly within the boundaries of the box above.)	
Attesting Individual's Title (please print)	

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

Filled out all applicable sections of the application

Signed and dated the application

Made a copy of your application for your files

Enclosed the appropriate certification fee(s) (check or money order)

Printed "Lead Program User Fees" on the check or money order

For more information, see the fees section in the instructions

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

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

EPA Form 8500-27 (Rev 09/04) Page 2 of 2

# INSTRUCTIONS FOR FIRMS APPLYING FOR CERTIFICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES

Firms must apply to the U.S. Environmental Protection Agency (EPA) to be certified or recertified to perform or offer to perform lead-based paint activities in states, U.S. territories, and all Indian tribal land(s) in any one EPA Region where EPA implements the lead-based paint certification program. If EPA does not administer the certification program in an area where a firm wishes to work, the firm must apply directly to that state, territory, or Indian tribe for certification.

These instructions supplement EPA form 8500-27 (Rev 09/04), *Application for Firms to Conduct Lead-Based Paint Activities*. Please note that you must use a separate form for each application type.

#### **How to Apply for Initial Certification**

Firms can submit their application and payment on-line or by mail. To apply for certification as a firm, you must:

- To submit an application on-line, go to the following website (http://cdx.epa.gov) and follow the instructions for applying on-line.
- To submit your application to EPA by mail:
  - Complete, sign, and date EPA form 8500-27 (Rev 09/04). The form can be filled out by hand or by using a fillable form on your computer (http://www.epa.gov/lead/firmapp.pdf).
  - Calculate the appropriate fee using the fees schedule listed on the inside front cover.
  - Print "Lead Program User Fees" on the check or money order for the fee and mail it with your application to the following address:

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

# How to Apply for Re-certification

Firms must be re-certified every three (3) years. To ensure that your firm will be re-certified before its current certification expires, you should submit a re-certification application well before the expiration date. If you apply after your certification expires, you must pay the full initial certification fee. For re-certification, complete all sections of the application and follow the mailing instructions described in the "Initial Certification" section of these instructions.

# **Amended Application**

Amended applications must be sent to the following address:

U.S. EPA P.O. Box 14417 Washington, DC 20044-4417

#### Replacement of a Certificate

To replace a certificate, complete only sections A (General Information), B (Applicant Information), and E (Certification Statement) of the application and follow the mailing instructions described in the "Initial Certification" section of these instructions.

### **Incomplete Application**

If your application is incomplete, EPA will not process your application. If any components of your application are missing, your application will become inactive for a period not to exceed 30 days until the application is made complete. If you do not complete your application, EPA will return the application package. You may apply again with a complete package. Please call 1-800-424-LEAD to see if your application is complete.

#### Firms Completing Applications for Individuals

If the firm is assisting in completing applications for individuals who are applying for certification, please be aware of the following:

- Individual must have an address and phone number different from the firm's.
- Individual must sign and date the application.
- Individual's name, social security number, and discipline should appear on the front of the application fee payment (check or money order), even if it is hand-written, if the firm pays for the individual.
- EPA forwards all correspondence to individuals who have signed the application attesting to their willingness to comply with the work practice standards found at 40 CFR §745.227.
- EPA forwards copies of the individual's approval letter and certificate to the firm upon written request of the applicant; however, the approval letter, identification badge, and certificate remain the property of the individual.

#### Fees

The fee for applying for certification, re-certification, and other requests is listed in the following schedule. It is important that you:

- Calculate fee based on the number of EPA-run jurisdiction(s) in which you plan to operate (the number of disciplines you select does not affect your fee).
- Write your total fee amount in section A of the application, even if you attach additional sheets of paper listing additional EPA-run jurisdictions.
- Make the check or money order payable to U.S. Environmental Protection Agency. Other methods
  of payment include wire transfer, electronic funds transfer, and, for government payers only, on-line
  payment agency collection (OPAC).

# **Fees Schedule**

Description	Fee
Initial Firm Certification	\$550
Tribal Firm Certification	\$20
Firm Recertification	\$550
Tribal Firm Recertification	\$20
Multi-jurisdictional Certification Fee*	\$35 for each additional EPA-run jurisdiction**
Replacement Certificate	\$15

<sup>\*</sup>Multi-jurisdictional certification applies to an applicant applying in more than one EPA-run jurisdiction.

\*\*An EPA-run jurisdiction includes an EPA-run state, a U.S. territory, or all Indian tribal land(s) in any one EPARegion. (For current listing of EPA-run jurisdictions, see www.epa.gov/lead or call 1-800-424-LEAD.)

# Fee Example

If your firm is applying for initial certification in two states and all Indian tribal land(s) in any one EPA Region, your firm is required to pay \$620:

	Total Amount Due:	\$620
All Indian tribes in one EPA Region fee*		<u>\$ 35</u>
One additional state fee*		\$ 35
Initial firm certification fee		\$550

<sup>\*</sup>Each certification request includes the fee for one EPA-run jurisdiction.

# **EPA's Certification Fees Refund Policy**

Firms having submitted an application and associated fees for certification or re-certification who wish to withdraw their application prior to Agency approval will receive a fee refund based upon the schedule listed below. Firms who request a refund more than 10 days after the Agency receives the application will not receive a 100 percent refund.

Number of Days Following Agency Receipt of Application	Percent Reimbursable (based upon total fees submitted)
up to 10 days	100%
11 to 60 days	75%
61 to 120 days	50%
121 or more days	25%

Note: Refunds will only be made after EPA verifies fee receipt and deposit by the U.S. Treasury.

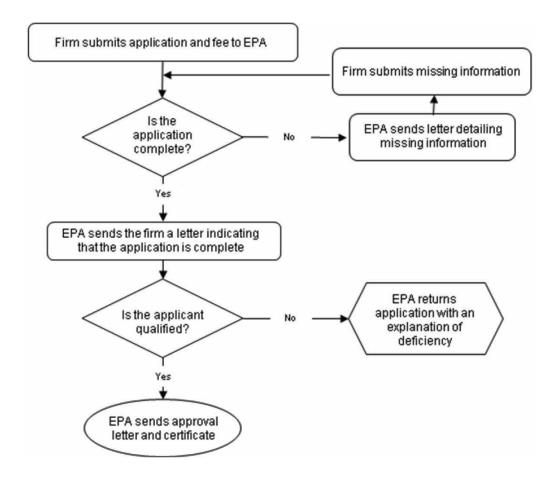
Firms must notify the Agency in writing in order to qualify for a refund. The date of withdrawal is the date on which the Agency received the withdrawal notification.

EPA will not refund fees after granting a firm certification or re-certification. If your application is disapproved, EPA will not refund fees.

Refunds are not available for replacing a certificate.

#### **Application Process for Firm Certification**

EPA processes applications on a first-come, first-served basis. The following flowchart depicts the application process for firm certification. EPA has up to 90 days after receiving a complete request for certification to approve or disapprove the application.



Paperwork Reduction Act Notice: The annual public burden for this collection of information is estimated to be 7.5 hours for firms, including the time needed for reading the instructions and completing the necessary information contained in this form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Director, Collection Strategies Division, Office of Environmental Information (OEI), U.S. Environmental Protection Agency (Mail Code 2822), 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460. Include OMB number 2070-0155 in any correspondence. Do not send the completed form or requested information to this address. The actual information or form should be submitted in accordance with the instructions accompanying the form, or as specified in the corresponding regulations.