

**West Virginia Accreditation Standards  
for  
Asbestos, Lead and Radon Training**

West Virginia Bureau for Public Health  
Office Of Environmental Health Services  
Radiation, Toxics and Indoor Air Division  
Certification & Licensing Program  
350 Capitol Street, Room 313  
Charleston, WV 25301-1798

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## **I. Introduction**

This document is to provide accreditation standards for training providers to be in compliance with West Virginia Public Health Code Chapter 16 Article 32, *Asbestos Abatement Licensing*, Article 35, *Lead Abatement Act*, and Article 34, *Radon Licensure Law*. These 2005 standards supersede any previous standards or documents provided by the Radiation, Toxics and Indoor Air Division, Office of Environmental Health Services, Bureau for Public Health. These standards are in compliance with federal regulations EPA: 40 CFR Part 763, Subpart E, Appendix C, “*Model Accreditation Plan*” (February 3, 1994) and EPA: 40 CFR Part 745, Subpart L, “*Lead: Requirements for Lead-Based Paint Activities in Target Housing and Child-Occupied Facilities; Final Rule*” (January 5, 2001).

## **II. Application Procedures for Training Course Approval**

Using the application form found in Appendix A, B or E, the training provider will submit the completed form, fee, and training course manuals to:

Office of Environmental Health Services  
Radiation, Toxics and Indoor Air Division  
Certification and Licensing Program  
350 Capitol Street, Room 313  
Charleston, WV 25301-1798

## **III. Changes to an Accredited Training Course**

Accredited training providers must submit written notification to the Program Manger of changes in course curriculum, instructors, etc., at least five working days prior to conducting the course.

## **IV. Annual Reaccreditation**

All approved training providers seeking annual reaccreditation of their training courses should submit the appropriate form found in Appendix A, B or E, fee, and include a statement in the additional comments section of the form stating that they are applying for reaccreditation prior to the expiration date of the course or courses.

## **V. Notice and Cancellation of a Scheduled Training Course**

It is the responsibility of the training provider to notify this Division of all scheduled training courses conducted in the State using the form found in Appendix C. This notice of training may be accomplished on a monthly basis, but must be done at least five working days before the training course is offered. Training providers conducting training out of State may notify this Division so that this information is available for public inquiry. Cancellation of a scheduled training course should be made to this Division at least three working days prior to the course start date. Training providers will allow Division personnel to attend, evaluate, and monitor courses at no cost. Prior notice of attendance by Division personnel may or may not be given.

## VI. Suspension of Training Course Approval

A. Violations of WV 64 CSR 63 Section 9.1 and U.S. Environmental Protection Agency “*Model Accreditation Plan*” 40 CFR Part 763 Subpart E, Appendix C, will result in a letter of warning to be placed in the training providers administrative file for two years. At the end of two years the warning letter will be removed. Should the specific violation mentioned in the warning letter occur within the two year period the training provider can expect the following actions:

1. Loss of West Virginia accreditation status for the course for six months.
2. The instructor’s West Virginia approval privilege revoked for a period of six months.
3. Members of the Mid-Atlantic Regional Environmental Consortium (MAREC) notified of the violation.

B. Approved training courses are automatically suspended upon expiration of the training certificate issued by the Division. Approval for a training course may be suspended for the following reasons:

1. Misrepresentation of the extent of a training course’s approval, contents or student population.
2. Failure to submit required information or notifications in a timely manner.
3. Failure to maintain requisite records.
4. Falsification of accreditation records, instructor qualifications, or other accreditation-related information or documentation.
5. Failure to comply with training standards and applicable federal and state regulations.
6. False or misleading statements made during application for accreditation or re-accreditation which are relied upon in approving the application.

C. Upon suspension, all certificates issued for the course in question are null and void for certification and licensure in West Virginia.

## VII. Training Accreditation Fees

A. In accordance with WV 64 CSR 51, “*Fees for Service*,” and 64 CSR 45, “*Lead Abatement Licensing*,” and 64 CSR 78, “*Radon Licensure*,” the following fees will be submitted for training course approval:

<u>Asbestos Initial &amp; Refresher Course</u>	<u>Accreditation Fee</u>	<u>Reaccreditation Fee</u>
Worker	\$1,000	\$ 500
Contractor/Supervisor	\$1,000	\$ 500
Inspector	\$1,000	\$ 500
Management Planner	\$1,000	\$ 500
Project Designer	\$1,000	\$ 500
Clearance Air Monitor	\$ 500	\$ 500
Resilient Floor Covering Worker	\$ 500	\$ 500

<u>Lead Initial &amp; Refresher Course</u>	<u>Accreditation Fee</u>	<u>Reaccreditation Fee</u>
Worker	\$1,000	\$ 500
Supervisor	\$1,000	\$ 500
Inspector	\$1,000	\$ 500
Project Designer	\$1,000	\$ 500
Risk Assessor	\$1,000	\$ 500
<u>Radon Training Facility Annual License Fee</u> \$ 50		

B. A maximum annual fee of \$3,000 for asbestos courses and a maximum annual fee of \$3,000 for lead courses can be assessed per training provider for training course approvals. Checks or money orders should be made out to “West Virginia Bureau for Public Health”.

### **VIII. Instructor Qualifications**

#### A. Asbestos Instructor Qualifications

1. Instructors should display adequate knowledge and experience in the field of asbestos abatement.
2. Final determination of an instructor’s qualifications will be made by the Certification and Licensing Program Manager, and should be based upon the instructor’s experience, education and knowledge.

#### B. Lead Abatement Instructor Qualifications

1. Demonstrated experience, education, or training in workers or adults; and
2. Successfully completed at least 16 hours of any EPA-accredited or EPA-authorized State or Tribal-accredited lead-specific training; and
3. Demonstrated experience, education, or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

#### C. Radon Instructor Qualifications

1. Instructors should display adequate knowledge and experience in the field of radon detection and mitigation.
2. Documentation that the instructor is certified by the National Safety Radon Board.
3. Final determination of an instructor’s qualifications will be made by the Certification and Licensing Program Manager, and should be based upon the instructor’s experience, education, knowledge and certifications.

## **IX. Training Course Requirements**

### **A. General**

1. It is recommended that courses be taught by at least two (2) instructors. The use of video tape instruction is encouraged.
2. An adequate classroom will be provided for students. Adequate space will be provided to ensure that students can comfortably take notes and conduct hands-on training.
3. Smoking is prohibited during classroom instruction and hands-on training.
4. A numbered certificate will be issued to students who successfully complete a training course. The certificate should indicate:
  - a. The name of the student and for lead certificates the address of the student
  - b. Social security number, or
  - c. Unique certificate number instead of a SSN
  - d. Course title and hours
  - e. Dates of course and examination
  - f. Location of training course
  - g. Training providers name, address and telephone number
  - h. For asbestos certificates a one (1) year expiration date
  - i. For lead certificates a three (3) year expiration date
  - j. For radon certificates the dates of the course
  - k. A statement that the student passed the course
  - l. For asbestos courses, a statement that the course is “West Virginia Approved” and meets the requirements of 40 CFR Part 763 AHERA for purposes of Accreditation required under the Toxic Substances Control Act (TSCA) 206
  - m. For lead courses, a statement that the course is “West Virginia Approved” and that the course meets the requirements of 40 CFR Part 745 for purposes of accreditation required under Toxic Substances Control Act (TSCA) Section 402
  - n. For radon courses, a statement that the course is “West Virginia Approved” and signed by the National Safety Radon Board certified instructor
  - o. For lead courses, the language in which the course was taught.
5. After the completion of the course the training provider will forward a list of class participants to the Certification and Licensing Program, within thirty (30) working days.
6. The training provider will keep a daily sign-in sheet of all students showing morning/afternoon and/or evening sessions.
7. Training providers conducting evening classes will not exceed four training (4) hours each evening. All periods of course instruction will be completed within a two (2) week period.
8. One training hour means at least 50 minutes of actual learning, including but not limited to lecture, learning activities, small group activities, demonstrations, evaluations, and/or hands-on experience. One day of instruction will be equal to eight (8) training hours and will not exceed eight (8) hours.
9. The training provider will keep records for a period of five (5) years:
  - a. Documenting approved training course material
  - b. Demonstrating instruction qualifications
  - c. Documenting examinations, and
  - d. Documenting accreditation certificates
10. When appropriate for the course; hands-on training will include, but not be limited to, the following:
  - a. Inspecting, donning/doffing, cleaning and repairing the respirator

- b. Qualitative fit test
    - 1. Positive/negative respirator fit checks
    - 2. Irritant smoke test
  - c. Construction of mock decontamination/containment site with use of negative air
  - d. Proper sampling techniques for laboratory analysis
  - e. Wearing PPE
  - f. Glove bag procedures
  - g. Proper disposal procedures of ACM into six (6) mil bag with HEPA vacuum
  - h. Field trip
11. When appropriate for the course; training will consist of lectures, demonstrations, individual respirator fit testing, field trips, course review, hands-on training, and an examination.
  12. Examinations will be closed book. Test security and monitoring during the examination are required.
  13. Each training course must be specific to single discipline, and not combined with training for any other discipline.
  14. The use of Resilient Floor Covering Institute's training materials are deemed sufficient for training and certifying Resilient Floor Covering Workers.
  15. If a class participant fails an examination, then the training provider will instruct the participant in the area of deficiency and administer the test.
  16. The training provider shall allow auditing of training courses by agency officials.

**B. Lead Specific Requirements**

1. The training program shall employ a training manager who has:
  - a. At least 2 years of experience, education, or training in teaching workers or adults
  - b. A bachelor's or graduate degree in building construction technology, engineering, industrial hygiene, safety, public health, education, business administration or program management or a related field; or
  - c. Two years of experience in managing a training program specializing in environmental hazards
  - d. 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:
  - a. Demonstrated experience, education, or training in teaching workers or adults
  - b. Successfully completed at least 16 hours of any EPA-accredited or EPA-authorized State or Tribal-accredited lead-specific training
  - c. Demonstrated 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 course material. 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 course.
4. The following documents shall be recognized by EPA as evidence that training managers and principal instructors have the education, work experience, training

requirements or demonstrated experience:

- a. Official academic transcripts or diploma as evidence of meeting the education requirements
  - b. Resumes, letters of reference, or documentation of work experience, as evidence of meeting the work experience requirements
  - c. Certificates from train-the-trainer courses and lead-specific training courses, as evidence of meeting the training requirements
5. 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.
  6. For each course offered, the training program shall conduct either a course test at the completion of the course, and if applicable, a hands-on skills assessment, or in the alternative a proficiency test for that discipline. Each individual must successfully complete the hands-on skills assessment and receive a passing score on the course test to pass any course, or successfully complete a proficiency test.
  7. The training manager is responsible for maintaining the validity and integrity of the hands-on skills assessment or proficiency test to ensure that it accurately evaluates the trainee's performance of the work practices and procedures associated with the course topics.
  8. 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.
  9. The course test shall be developed in accordance with the test blueprint submitted with the training accreditation application.
  10. The training manager shall develop and implement a 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:
    - a. Procedures for periodic revision of training materials and the course test to reflect innovations in the field
    - b. Procedures for the training manager's annual review of principal instructor competency
  11. The training program shall offer courses which teach the work practice standards for conducting lead-based paint activities contained in 40 CFR part 745.227 and other standards developed by EPA pursuant to Title IV of TSCA. These standards shall be taught in the appropriate courses to provide trainees with the knowledge needed to perform the lead-based paint activities they are responsible for conducting.
  12. The training manager shall be responsible for ensuring that the training program complies at all times with all of the requirements in this section.
  13. A statement signed by the training program manager certifying that the initial and/or refresher training program meets the minimum requirements established by 40 CFR Part 745 Subpart L. If a training program uses EPA-developed model training materials, or training materials approved by a State or Indian Tribe that has been authorized by EPA under §745.324 to develop its refresher training course materials, the training manager shall include a statement certifying that, as well. See Appendix D.

## C. Asbestos Initial Training Courses

### 1. Worker: Four (4) day course

Fourteen (14) hours hands-on training  
Examination: 50 questions-70% passing score

Topics:

1. Physical characteristics of asbestos:
  - a. Identification of asbestos
  - b. Aerodynamic characteristics
  - c. Typical uses and physical appearance
  - d. A summary of abatement control options
  - e. A review of hazard assessment considerations
2. Potential health effects related to asbestos exposure:
  - a. The nature of asbestos related disease
  - b. Routes of exposure, dose response relationships and the lack of a safe exposure level
  - c. The synergistic effect between cigarette smoking and asbestos exposure
  - d. Latency period for disease; with a discussion of the relationship between asbestos exposure and asbestosis, lung cancer, mesothelioma, and cancer of other organs
3. Employee personal protective equipment:
  - a. Classes and characteristics of respirator types
  - b. Limitations of respirators and their proper selection, inspection, donning, use maintenance, and storage procedures
  - c. Positive/negative respirator fit checks
  - d. Qualitative and quantitative fit testing procedures
  - e. Variability between field and laboratory protection factors
  - f. Factors that alter respirator fit
  - g. Components of a proper respiratory protection program
  - h. Selection and use of personal protective clothing: use, storage, and handling of non-disposable equipment
  - i. Regulations covering personal protective equipment
4. State-of-the-art work practices:
  - a. Proper asbestos abatement activities including descriptions of proper construction and maintenance of barriers and decontamination enclosure systems
  - b. positioning of warning signs
  - c. Electrical and ventilation system lock-out
  - d. Proper working techniques for minimizing fiber release, use of wet methods, use of negative pressure ventilating equipment, use of high efficiency particulate air (HEPA) vacuums
  - e. Proper clean-up and disposal procedures
  - f. Work practices for removal, encapsulation, enclosure and repair
  - g. Emergency procedures for sudden release
  - h. Potential exposure situations and transport/disposal procedures
  - i. Recommended and prohibited work practices
5. Personal hygiene:
  - a. Entry and exit procedures for the work area, use of showers, avoidance of eating,

- drinking, smoking and chewing (gum or tobacco) in the work area
- b. Potential exposures, such as family exposure
- 6. Additional safety hazards:
  - a. Hazards encountered during abatement activities and how to deal with them, including electrical hazards, heat stress, air contaminants other than asbestos, fire and explosion hazards
  - b. Scaffold and ladder hazards
  - c. Slips, trips and falls
  - d. Confined spaces
- 7. Medical monitoring:
  - a. OSHA requirements for a pulmonary function test
  - b. Chest x-rays and a medical history for each employee
- 8. Air monitoring:
  - a. Procedures to determine airborne concentrations of asbestos fibers
  - b. Focusing on how personal air sampling is performed and the reasons for it
- 9. Relevant Federal, State and local regulatory requirements, procedures and standards, with particular attention directed at relevant EPA, OSHA, and State regulations concerning asbestos abatement workers.
- 10. Establishment of respiratory protection programs.
- 11. Course review. A review of key aspects of the training course.

**2. Contractor/Supervisor:** Five (5) day course

Fourteen (14) hours hands-on training  
 Examination: 100 questions-70% passing score

Topics:

Refer to Worker training sections one (1) through seven (7):

- 8. Air monitoring:
  - a. Procedures to determine airborne concentration of asbestos fibers, including a description of aggressive sampling equipment and methods
  - b. Reasons for air monitoring
  - c. Types of samples and interpretation of results, specifically from analysis performed by polarized light, phase-contrast, and electron microscopy
- 9. Relevant Federal, State, and local regulatory requirements, procedures and standards including:
  - a. EPA: ACM in Schools, Final Rule 40 CFR Part 763; Subpart E
  - b. 40 CFR Part 61 National Emission Standards for Hazardous Air Pollutants, Subpart A (General Provisions) and M (National Emission Standards for Asbestos), Asbestos NESHAP Revision and Final Rule
  - c. OSHA Standards for permissible exposure to airborne concentrations of asbestos fibers and respiratory protection (29 CFR 1910.134)
  - d. OSHA Asbestos Construction Standard (29 CFR 1926.1101)
  - e. EPA Worker Protection Rule (40 CFR Part 763, Subpart G)
  - f. WV 64 CSR 63
- 10. Respiratory protection programs and medical surveillance programs.

11. Insurance and liability issues:
  - a. Contractor issues, worker's compensation coverage, and exclusions
  - b. Third-party liabilities and defenses
  - c. Insurance coverage and exclusions
12. Record keeping for asbestos abatement projects:
  - a. Records required by Federal, State, and local regulations
  - b. Records recommended for legal and insurance purposes
13. Supervisory techniques for asbestos abatement activities. Supervisory practices to enforce and reinforce the required work practices and discourage unsafe work practices.
14. Contract specifications. Discussions of key elements that are included in contract specifications.
15. Course review. A review of key aspects of the training course.

**3. Inspector:** Three (3) day course

Four (4) hours hands-on training  
 Examination: 50 questions-70% passing score

Topics:

1. Background information on asbestos:
  - a. Identification of asbestos; examples and discussion of the uses and locations of asbestos in buildings
  - b. Physical appearance of asbestos
2. Potential health effects related to asbestos exposure:
  - a. The nature of asbestos related diseases
  - b. Routes of exposure, dose-response relationships and the lack of a safe exposure level
  - c. The synergistic effect between cigarette smoking and asbestos exposure
  - d. Latency period for disease; with discussion of the relationship between asbestos exposure and asbestosis, mesothelioma, lung cancer and cancer of other organs
3. Functions/qualifications and role of inspectors:
  - a. Discussions of prior experience and qualifications for inspectors and management planners
  - b. Discussions of the functions of an accredited inspector as compared to those of an accredited management planner
  - c. Discussion of inspection process including inventory of ACM and physical assessment
4. Legal liabilities and defenses:
  - a. Responsibilities of the inspector, a discussion of comprehensive general liability policies, claims made and occurrence policies, environment and pollution liability policy clauses; State liability insurance requirements
  - b. Bonding and relationship of insurance availability to bond availability
5. Understanding building systems:
  - a. The interrelationship between building systems, including; an overview of common building physical plan layout; heat, ventilation and air conditioning (HVAC) system type; physical organization; and where asbestos is found on HVAC components
  - b. Building mechanical systems, their type and organization and where to look for asbestos on such systems

- c. Inspecting electrical systems, including appropriate safety precautions
- d. Reading building plans and as-built drawings
- 6. Public/employee building occupant relations:
  - a. Notifying employee organizations about the inspection
  - b. Signs to warn building occupants
  - c. Tact in dealing with occupants and the press
  - d. Scheduling of inspections to minimize disruption
  - e. Education of building occupants about actions being taken
- 7. Pre-inspection planning and review of previous inspection reports:
  - a. Scheduling the inspection and obtaining access
  - b. Building record review, identification of probable as-built drawings
  - c. Consultation with maintenance or building personnel
  - d. Review of previous inspection, sampling, and abatement records of a building
  - e. The role of the inspector in exclusions for previously performed inspections
- 8. Inspection for friable and non-friable asbestos containing material (ACM) and assessment of the condition of friable ACM:
  - a. Procedures to follow in conducting visual inspections for friable and non-friable ACM
  - b. Types of building materials that may contain asbestos
  - c. Touching materials to determine friability
  - d. Open return air plenums and their importance in HVAC systems
  - e. Assessing damage, significant damage, potential damage and potential significant damage
  - f. Amount of suspected ACM, both in total quantity and as a percentage of the total area
  - g. Type of damage
  - h. Accessibility
  - i. Material's potential for disturbance
  - j. Known or suspected causes of damage or significant damage and deterioration as assessment factors
- 9. Bulk sampling/documentation of asbestos in schools:
  - a. Detailed discussion of the "Simplified Sampling Scheme For Friable Surfacing Materials" (EPA 560/5-85-030a October 1985); techniques to ensure sampling in a randomly distributed manner for other than friable surfacing materials
  - b. Techniques for bulk sampling
  - c. Sampling equipment the inspector should use
  - d. Patching or repair of damage done in sampling; an inspector's repair kit
  - e. Discussion of polarized light microscopy
  - f. Choosing an accredited laboratory to analyze bulk samples
  - g. Quality control and quality assurance procedures
- 10. Inspector respiratory protection and equipment:
  - a. Classes and characteristics of respirator types
  - b. Limitations of respirators
  - c. Proper selection, inspection, donning, use, maintenance and storage procedures for respirators
  - d. Positive/negative fit checks and qualitative/quantitative fit testing procedures
  - e. Variability between field and laboratory protection factors
  - f. Factors that alter respirator fit
  - g. Components of a proper respiratory protection program
  - h. Selection and use of personal protective clothing, use, storage and handling of non-

- disposable clothing
- 11. Record keeping and writing the inspection report
  - a. Labeling of samples and keying sample identification to sample location
  - b. Recommendations on sample labeling
  - c. Detailing of ACM inventory
  - d. Photographs of selected sampling areas and examples of ACM condition
  - e. Information required for inclusion in the management plan by TSCA Title II, Section 203 (I) (1) and EPA: ACM in Schools; Final Rule 40 CFR Part 763; Subpart E.
- 12. Regulatory review:
  - a. ACM in Schools; Final Rule 40 CFR Part 763; Subpart E
  - b. EPA Worker Protection Rule found at 40 CFR Part 763, Subpart G
  - c. OSHA Asbestos Construction Standard 29 CFR 1926.1101
  - d. OSHA Respirator Requirements 29 CFR 1910.134
  - e. Applicable state and local regulations, WV 64 CSR 63
- 13. Field trip:
  - a. To include a field exercise including a walk-through inspection
  - b. Discussion on information gathering and determination of sampling locations
  - c. On-site practice in physical assessment
  - d. Classroom discussion of field exercise
- 14. Course review. A review of key aspects of the training course.

**4. Project Designer:** Three (3) day course

Examination: 100 questions-70% passing score

Topics: Refer to Inspector training sections one (1) and two (2):

- 3. Overview of abatement construction projects:
  - a. Abatement as a portion of a renovation project
  - b. OSHA requirements for notification of other contractors on a multi-employer site - 29 CFR 1926.1101
  - c. EPA requirements for NESHAP's notification of renovation and demolition projects
- 4. Safety system design specifications:
  - a. Construction and maintenance of containment barriers and decontamination enclosure systems
  - b. Positioning of warning signs
  - c. Electrical and ventilation system lock-out
  - d. Proper working techniques for minimizing fiber release
  - e. Entry and exit procedures for the work area; use of wet methods; use of negative pressure exhaust ventilation equipment; use of high efficiency particulate air (HEPA) vacuums; proper clean-up and disposal of asbestos; work practices as they apply to removal encapsulation, enclosure and repair; use of glove bags and a demonstration of glove bag use
- 5. Field trip:
  - a. Visit an abatement site of other suitable building site, including on-site discussions of abatement design
  - b. Building walk-through inspection and discussion following the walk-through

6. Employee personal protective equipment:
  - a. Classes and characteristics of respirator types
  - b. Limitations of respirators, proper selection, inspection donning, use, maintenance and storage procedures
  - c. Positive/negative fit testing and qualitative/quantitative fit testing procedures
  - d. Variability between field and laboratory protection factors and factors that alter respirator fit
  - e. Components of a proper respiratory protection program
  - f. Selection and use of personal protective clothing; use, storage and handling of non-disposable clothing
7. Additional safety hazards:
  - a. Hazards encountered during abatement activities and how to deal with them
  - b. Electrical hazards, heat stress, air contaminants other than asbestos; fire and explosion hazards
8. Fiber aerodynamics and control:
  - a. Aerodynamic characteristics of asbestos fibers
  - b. Importance of proper containment barriers
  - c. Settling time for asbestos fibers
  - d. Wet methods in abatement
  - e. Aggressive air monitoring following abatement
  - f. Aggressive air movement and negative pressure exhaust ventilation as a clean-up method
9. Designing abatement solutions:
  - a. Discussions of removal, enclosure and encapsulation methods
  - b. Asbestos waste disposal
10. Budgeting/cost estimation:
  - a. Development of cost estimates
  - b. Present costs of abatement versus future operations and maintenance costs
  - c. Setting priorities for abatement jobs to reduce costs
11. Writing abatement specifications:
  - a. Means and methods specifications versus performance specifications
  - b. Design of abatement in occupied buildings
  - c. Modification of guide specifications to a particular building
  - d. Worker and building occupant health/medical considerations
  - e. Replacement of ACM with non-asbestos substitutes
  - f. Clearance of work area after abatement
  - g. Air monitoring for clearance
12. Preparing abatement drawings:
  - a. Use of as-built drawings
  - b. Use of inspection photographs and on-site reports
  - c. Particular problems in abatement drawings
13. Contract preparation and administration.
14. Legal/liabilities/defenses:
  - a. Insurance considerations, bonding, hold harmless clauses, use of abatement contractor's liability insurance
  - b. Claims-made versus occurrence policies
15. Replacement of asbestos with asbestos-free substitutes.
16. Role of other consultants:

- a. Development of technical specification sections by industrial hygienists or engineers
  - b. The multi-disciplinary team approach to abatement design
17. Occupied buildings:
- a. Special design procedures required in occupied buildings
  - b. Education of occupants
  - c. Extra monitoring recommendations
  - d. Staging of work to minimize occupant exposure
  - e. Scheduling of renovation to minimize exposure
18. Relevant Federal, State and local regulatory requirements, procedures and standards, including:
- a. EPA: ACM in Schools; Final Rule 40 CFR Part 763; Subpart E
  - b. 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants, Subparts A (General Provisions) and M (National Emission Standard for Asbestos), Asbestos NESHAP Revision and Final Rule
  - c. OSHA 29 CFR 1910.134 Respiratory Protection Standard
  - d. EPA Worker Protection Rule 40 CFR Part 763, Subpart G
  - e. OSHA 29 CFR 1926.1101 Asbestos Construction Standard
  - f. WV 64 CSR 63
19. Course review. A review of key aspects of the training course.

**5. Management Planner:** Two (2) day course

Examination: 50 questions-70% passing score Topics:

Topics:

- 1. Course overview:
  - a. The role of management planner
  - b. Operations and maintenance programs
  - c. Setting work priorities-protection of building occupants
- 2. Evaluation/interpretation of survey results:
  - a. Review of TSCA Title II requirements for inspection and management plans given in Section 203 (I) (1) of TSCA Title II
  - b. Summarized field data and laboratory results, comparison between field inspector's data sheet with laboratory results and site survey
- 3. Hazards assessment:
  - a. Amplification of the difference between physical assessment and hazard assessment
  - b. The role of the management planner in hazard assessment
  - c. Explanation of significant damage, damage, potential damage, potential significant damage and use of a description (or decision tree) code for assessment of ACM; assessment of friable ACM
  - d. Relationship of accessibility, vibration sources, use of adjoining space, and air plenums and other factors to hazard assessment
- 4. Legal implications:
  - a. Liability, insurance issues specific to planners
  - b. Liabilities associated with interim control measures, in-house maintenance, repair and removal

- c. Use of results from previously performed inspections
- 5. Evaluation:
  - a. Overview of encapsulation, enclosure, interim operations and maintenance and removal, advantages and disadvantages of each method
  - b. Response actions described via a decision tree or other appropriate methods, work practices for each response action
  - c. Staging and prioritizing of work in both vacant and occupied buildings
  - d. The need for containment barriers and decontamination in response actions
- 6. Role of other professionals:
  - a. Use of industrial hygienists, engineers and architects in developing technical specifications for response actions
  - b. Any requirements that may exist for architect sign-off of plans
  - c. Team approach to design of high-quality job specifications
- 7. Developing an operations and maintenance (O&M) plan:
  - a. Purpose of the plan
  - b. Discussion of applicable EPA guidance documents
  - c. What actions should be taken by custodial staff; proper cleaning procedures, steam cleaning and HEPA vacuuming
  - d. Reducing disturbance of ACM
  - e. Scheduling O&M for off-hours, rescheduling or canceling renovation in areas with ACM
  - f. Boiler room maintenance
  - g. Disposal of ACM
  - h. In-house procedures for ACM, bridging and penetrating encapsulants, pipe fittings, metal sleeves, polyvinyl chloride (PVC), canvas, wet wraps, muslin with strap, fiber mesh cloth, mineral wool and insulating cement
  - i. Discussion of employee protection programs and staff training
  - j. Case study in developing and O&M plan (development, implementation process and problems that have been experienced)
- 8. Regulatory review:
  - a. Asbestos-Containing Materials In Schools, Final Rule and Notice 40 CFR Part 763; Subpart E
  - b. OSHA Asbestos Construction Standard 29 CFR 1926.1101
  - c. NESHAP 40 CFR Part 61, Subparts A (General Provisions) and M (National Emission Standard for Asbestos), NESHAP Revision and Final Rule
  - d. EPA Worker Protection Rule 40 CFR Part 763, Subpart G
  - e. Applicable State regulations, WV 64 CSR 63
- 9. Record keeping for the management planner:
  - a. Use of field inspector's data sheet along with laboratory results
  - b. On-going record keeping as a means to track asbestos disturbance
  - c. Procedures for record keeping
- 10. Assembling and submitting the management plan:
  - a. Plan requirements in TSCA Title II Section 203 (I) (1) and EPA: ACM in Schools, Final Rule 40 CFR Part 763; Subpart E
  - b. The management plan as a planning tool
- 11. Financing abatement actions:
  - a. Economic analysis and cost estimates
  - b. Development of cost estimates

- c. Present costs of abatement versus future operations and maintenance costs
  - d. Asbestos School Hazard Abatement Act grants and loans
12. Course review. A review of key aspects of training course.

**6. Clearance Air Monitor:** Two (2) day course

Three (3) hours hands on training\*  
Examination: 50 questions-70% passing score

Topics:

1. Physical characteristics of asbestos:
  - a. Identification of asbestos
  - b. Aerodynamic characteristics
  - c. Typical uses and physical appearance
2. Potential health effects related to asbestos exposure:
  - a. The nature of asbestos related disease
  - b. Routes of exposure, dose response relationships and the lack of a safe exposure level
  - c. The synergistic effect between cigarette smoking and asbestos exposure
  - d. Latency period for disease; with a discussion of the relationship between asbestos exposure and asbestosis, lung cancer, mesothelioma, and cancer of other organs
3. Employee personal protective equipment:
  - a. Classes and characteristics of respirator types
  - b. Limitations of respirators and their proper selection, inspection, donning, use maintenance, and storage procedures
  - c. Positive/negative respirator fit checks
  - d. Qualitative and quantitative fit testing procedures
  - e. Variability between field and laboratory protection factors
  - f. Factors that alter respirator fit
  - g. Components of a proper respiratory protection program
  - h. Selection and use of personal protective clothing: use, storage, and handling of non-disposable equipment
  - i. Regulations covering personal protective equipment
  - j. Hands on inspection of respirator
  - k. Qualitative fit test if medically approved
4. Medical monitoring:
  - a. OSHA requirements for a pulmonary function test
  - b. Chest x-rays and a medical history for each employee
5. Additional safety hazards:
  - a. Hazards encountered during abatement activities and how to deal with them, including electrical hazards, heat stress, air contaminants other than asbestos, fire and explosion hazards
  - b. Scaffold and ladder hazards
  - c. Slips, trips and falls
  - d. Confined spaces
6. Regulatory requirements:
  - a. AHERA air clearance standards for response actions

- b. West Virginia 64 CSR 63 air clearance standards for non-school asbestos abatement projects
- 7. Air clearance monitoring:
  - a. Air clearance monitoring strategy on asbestos abatement projects-how to do it
  - b. PCM - NIOSH 7400 Method
  - c. TEM - NIOSH 7402 Method
  - d. Obtaining valid air clearance samples
  - e. Primary and secondary pump calibration\*
  - f. Aggressive air sampling
  - g. Chain of custody/sampling sheet/written records/request for analysis
  - h. Troubleshooting - what to do when things go wrong
  - i. Interpretation of analysis report
- 8. Hands-on-training:
  - a. Calibration of pumps using primary and secondary calibration devices\*
  - b. Visual inspection of a contained work area\*
  - c. PCM and TEM clearance case requirements - setup, taking samples, written records\*
- 9. Review and examination.

**7. Resilient Floor Covering Worker:**      One (1) day course

Examination: 50 questions-70% passing score

Topics:

- 1. Background information on asbestos:
  - a. Characteristics of asbestos
  - b. Desirable properties of asbestos
  - c. Categories of asbestos containing building materials
  - d. Friable and non-friable materials
  - e. Identification of asbestos containing materials
  - f. Control options
  - g. Potential health effects related to exposure to airborne asbestos
    - 1. Asbestosis, lung cancer, mesothelioma
    - 2. Latency period
    - 3. Synergism
- 2. Laws and regulations:
  - a. WV Public Health Code 16-32, WV 64 CSR 63
  - b. How regulations are enforced
  - c. Difference between federal and state asbestos laws
  - d. Government agencies which regulate asbestos removal
- 3. Hazard communication and general safety and health considerations:
  - a. Material safety data sheets
  - b. Hazardous communication program
  - c. General safety and health considerations
- 4. Asbestos containing resilient flooring materials:
  - a. Types of floor covering which contain asbestos
  - b. Flooring adhesives which contain asbestos

- c. Alternatives to removing asbestos containing floor covering
- d. Procedures which should not be used in removing asbestos containing floor covering
- 5. Removal of resilient floor tile.
- 6. Removal of residual asphaltic adhesive.
- 7. Removal of resilient sheet flooring.
- 8. Complete removal of wood underlayment.
- 9. Review and examination.

## **D. Asbestos Refresher Training Courses**

### **1. Worker, Supervisor, Project Designer Refresher Training:** One (1) day course

Examination: 20 questions-70% passing score

Topics:

- 1. Background information on asbestos, see Worker section one (1).
- 2. Potential health effects related to asbestos exposure, see Worker section two (2).
- 3. Respiratory/personal protection measures, see Worker section three (3).
- 4. Developments in abatement state-of-the-art procedures, see Worker section four (4).
- 5. Regulatory changes, discussion and review:
  - a. OSHA 1926.1101
  - b. OSHA 1910.134
  - c. NESHAP Final Rule and Revision
  - d. EPA Worker Protection Rule
  - e. EPA: ACM in Schools, Final Rule 40 CFR Part 763; Subpart E
  - f. WV 64 CSR 63
  - g. other applicable State regulations
  - h. proposed regulatory changes, Federal and State
- 6. Key aspects of the training course specific to the discipline. Examples would be: air monitoring and contract/legal review for Contractor/Supervisors; Record keeping for Management Planners; cost analysis for Project Designers, etc.
- 7. Review and examination.

### **2. Clearance Air Monitor, Inspector, Management Planner:** One half (½) day course

Examination: 20 questions-70% passing score

Topics:

- 1. Potential health effects related to asbestos exposure, see Worker section two (2).
- 2. Respiratory/personal protection measures, see Worker section three (3).
- 3. Developments in abatement state-of-the-art procedures, see Worker section four (4).
- 4. Regulatory changes, discussion and review:
  - a. OSHA 1926.1101
  - b. OSHA 1910.134
  - c. NESHAP Final Rule and Revision

- d. EPA Worker Protection Rule
  - e. EPA: ACM in Schools, Final Rule 40 CFR Part 763; Subpart E
  - f. WV 64 CSR 63
  - g. Other applicable State regulations
  - h. Proposed regulatory changes, Federal and State
5. Review and examination.

**3. Resilient Floor Covering Worker Refresher Course:** One half (1/2) day course

Examination: 20 questions-70% passing score

Topics:

1. Background information on asbestos:
  - a. Characteristics of asbestos
  - b. Control options
  - c. Potential health effects related to exposure to airborne asbestos
    1. Asbestosis, lung cancer, mesothelioma
    2. Latency period
    3. Synergism
2. Laws and regulations:
  - a. WV Public Health Code 16-32, WV 64 CSR 63
  - b. Government agencies which regulate asbestos removal
3. Hazard communication and general safety and health considerations:
  - a. Material safety data sheets
  - b. Hazardous communication program
  - c. General safety and health considerations
4. Asbestos containing resilient flooring materials:
  - a. Types of floor covering which contain asbestos
  - b. Flooring adhesives which contain asbestos
  - c. Alternatives to removing asbestos containing floor covering
  - d. Procedures which should not be used in removing asbestos containing floor covering
5. Review of Resilient Floor Covering Institute's recommended work practices
6. Review and examination.

**E. Lead Initial Training Courses**

**1. Lead Worker:** Two (2) day course

Eight (8) hours hands-on-training \*  
 Examination: 50 questions-70% passing score

Topics:

1. Role and responsibilities of an abatement 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-based paint hazard reduction methods, including restricted practices.\*
6. Interior dust abatement methods/cleanup or lead-based paint hazard reduction.\*
7. Soil and exterior dust abatement methods or lead-based paint hazard reduction.\*
8. Review and examination.

**2. Lead Supervisor:** Four (4) day course

Eight (8) hours hands-on-training\*

Examination: 100 questions-70% passing score

Topics:

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-based paint hazard reduction methods, including restricted practices.\*
9. Interior dust abatement/cleanup or lead-based paint hazard control and reduction methods.\*
10. Soil and exterior dust abatement of lead-based paint hazard control and reduction methods.\*
11. Clearance standards and testing.
12. Cleanup and waste disposal.
13. Record keeping.
14. Review and examination.

**3. Risk Assessor:** Two (2) day course

Four (4) hours hands-on-training\*

Examination: 50 questions-70% passing score

Topics:

1. Role and responsibilities of a 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 purposes of identifying potential sources of 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 and 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 activities to reduce lead-based paint hazards.
9. Preparation of the final risk assessment report.
10. Review and examination.

**4. Lead Inspector:** Three (3) day course

Eight (8) hours hands-on-training\*

Examination: 50 questions-70% passing score

Topics:

1. Role and responsibilities of an inspector.
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 lead-based paint activities.
4. Lead-based paint inspection methods, including selection of rooms and components for sampling or testing.\*
5. Paint, dust, and soil sampling methodologies.\*
6. Clearance standards and testing, including random sampling.\*
7. Preparation of the final inspection report.\*
8. Record keeping.
9. Review and examination.

**5. Lead Project Designer:** One (1) day course Prerequisite: 4-day Lead Supervisor Course

Topics:

Examination: 50 questions-70% passing score

1. Role and responsibilities 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, including restricted practices for large-scale abatement projects.
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. Review and examination.

## **F. Lead Refresher Training Courses**

1. Requirements for refresher training programs for inspector, risk assessor, supervisor, project designer, and abatement worker must meet the following minimum requirements:
  - a. Each refresher course shall review the curriculum topics of the full-length courses
  - b. An overview of current safety practices relating to lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline
  - c. Current laws and regulations relating to lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline
  - d. Current technologies relating to lead-based paint activities in general, as well as specific information pertaining to the appropriate discipline
2. Each refresher course, shall last a minimum of 8 training hours. The project designer refresher course shall last a minimum of 4 training hours.
3. For each course offered, the training program shall conduct a hands-on assessment (if applicable), and at the completion of the course, a course test.

## **G. Radon Tester Training Course**

### **1. Radon Tester: Two (2) day Course**

Examination: 50 Questions - 70% passing score or NRSB certification exam

1. Understanding radon.
  - a. Radioactivity
    1. The atom
    2. The radon atom
    3. Uranium decay chain
    4. Radon decay chain
    5. Half-life
    6. Ionization
  - b. Health issues
    1. Radiation history
      - a. The curie
      - b. The becquerel
    2. Radon in history
      - a. Mine history
      - b. How BEIR came about
    3. The BEIR studies
  - c. How radon causes disease
    1. Radon gas vs. working level
    2. Inhalation of radon gas
    3. Inhalation of particles and decay in lungs
    4. Damage at cellular level; inert gas/reactive particles
    5. Linear dose-response
    6. Radon and smoking-synergistic effect
    7. Working level months

- d. Relative risk comparisons
  - 1. EPA charts
  - 2. Comparison to other causes of death
- 2. Introduction to National Safety Radon Board certification.
- 3. Radon Testing.
  - a. Purpose of test
    - 1. EPA *Home Buyer's and Seller's Guide*
    - 2. EPA *Citizen's Guide to Radon*
  - b. Home requirements and conditions for the test
- 4. Individual site visit.
  - a. Window and weather conditions
  - b. Initial discussion with home owner
    - 1. Action level
    - 2. Radon facts
      - a. source, pressure differentials
      - b. nationwide statistics
      - c. average radon levels
      - d. EPA map
      - e. health effects of radon
    - 3. Compliance agreement regarding testing equipment
    - 4. Discussing tamper indicating techniques
  - c. Inspecting closed-house conditions
    - 1. Thermostat
    - 2. Windows
    - 3. Air conditioner
    - 4. Attic fans
    - 5. Whole house fans
    - 6. HVAC systems
    - 7. Mitigation systems
    - 8. Crawl space vents
  - d. Radon entry dynamics
    - 1. Radon soil gas
    - 2. Radon entry routes/building material emanation
    - 3. Pressure dynamics
    - 4. Radon in water
  - e. Test location
    - 1. Location in house
    - 2. Location in room
    - 3. Why device placement matters
  - f. Tamper indicating measures
    - 1. Tape
    - 2. Electronic devices and their attributes
    - 3. Device placement
    - 4. Informed client
- 5. Device retrieval
  - a. Re-check of closed-house conditions
  - b. Re-check tamper indicating measures

6. Valid results
  - a. Proper device handling
    1. Following manufacturer's instructions
    2. Documentation of procedure
    3. Chain of custody
  - b. Quality assurance/quality control
    1. Definition of QA
    2. Elements of the QA document
    3. Introduction of SOP
    4. Definition of QC
    5. Definition of accuracy
    6. Blanks
    7. Duplicates
      - a. Precision goals
      - b. Calculating RPD
    8. Spikes, calculating RPE
    9. Calibration
    10. Control charts
7. Choosing the appropriate device
  - a. Duration of test
    1. Long term
    2. Short term
    3. Grab sample
  - b. Active/passive
  - c. Integrating/continuous
  - d. Radon decay products/radon gas
  - e. Device strengths and limitations
    1. Charcoal canisters
      - a. Open face
      - b. Diffusion Barrier
    2. Charcoal liquid scintillation
    3. Alpha track
    4. Electric ion chamber
    5. Continuous radon monitor
    6. 3-day scintillation cell
    7. Pump/collapsible bag
    8. Grab sample
      - a. Scintillation cell
      - b. Charcoal
      - c. Pump collapsible bag
    9. Continuous working level monitor
    10. Grab sample working level
  - f. Using approved laboratories.

8. Radon concentration variability.
  - a. Weather
    1. Wind
    2. Snow/rain
  - b. Diurnal variation
  - c. Seasonal
9. Interpreting radon results.
  - a. Reporting to the client
    1. Follow-up recommendations per *Home Buyer's and Seller's Guide*
    2. Follow-up recommendations per *Citizen's Guide to Radon*
  - b. Confidentiality
10. Mitigation.
  - a. Fixing radon in air
    1. Concept of sub-slab and sub-membrane depressurization
    2. System elements
      - a. Sub-slab pit
      - b. Sub-membrane piping
      - c. Piping to fan
      - d. Sealing
      - e. Fan
      - f. Fire collars
      - g. Exhaust
      - h. Additional requirements
        - i. Alarm
        - ii. System labeling
        - iii. Back draft testing
    3. Ventilation
  - b. Fixing radon in water
    1. Aeration
    2. Active charcoal filtration
  - c. Post-mitigation follow-up measurements
11. Applicable regulations - WV 64 CSR 78 Radon Licensure.
  - a. Annual license required
  - b. Records required
  - c. Record reporting
12. Review and examination.

# APPENDIX

## A

WEST VIRGINIA BUREAU FOR PUBLIC HEALTH  
Office of Environmental Health Services  
Radiation, Toxics and Indoor Air Division  
Certification and Licensing Program  
350 Capitol Street, Room 313

Charleston, WV 25301-1798  
Telephone (304) 558-2981 Fax (304) 558-0524

**Asbestos Training Provider Application for West Virginia Accreditation**

Provider Name: _____ Date: _____ Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____ Contact Person: _____ Title: _____
Courses for accreditation:  Worker____ Worker Refresher____ Supervisor____ Supervisor Refresher____ Inspector____ Inspector Refresher____ Management Planner____ Management Planner Refresher____ Project Designer____ Project Designer Refresher____ Clearance Air Monitor____ Clearance Air Monitor Refresher____ Resilient Floor Covering Worker____ Resilient Floor Covering Worker Refresher____
Initial Accreditation: \$1,000 per discipline; max. \$ 3,000 Reaccreditation: \$500 per discipline  <b>Amount attached \$</b> _____
Instructors:  Name(s): _____ Years experience: _____ _____ Years experience: _____ _____ Years experience: _____
Additional comments: _____ _____ _____ _____ _____

# APPENDIX B

**WEST VIRGINIA BUREAU FOR PUBLIC HEALTH**  
**Office of Environmental Health Services**  
**Radiation, Toxics and Indoor Air Division**  
**Certification and Licensing Program**  
**350 Capitol Street, Room 313**

Charleston, WV 25301-1798  
Telephone (304) 558-2981 Fax (304) 558-0524

**Lead Training Provider Application for West Virginia Accreditation**

Provider Name: _____ Date: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	Fax: _____
Contact Person: _____ Title: _____	
Lead Courses for accreditation:	
Worker ____ Worker Refresher ____ Supervisor ____ Supervisor Refresher ____	
Inspector ____ Inspector Refresher ____ Risk Assessor ____ Risk Assessor Refresher ____	
Project Designer ____ Project Designer Refresher ____	
Initial Accreditation: \$1,000 per discipline; max. \$ 3,000 Reaccreditation: \$500 per discipline	
<b>Amount attached \$</b> _____	
Training Manager: _____	(Attach documentation)
Instructors:	
Name(s): _____	Years experience: _____
_____	Years experience: _____
_____	Years experience: _____
Attach notary certification and other documentation as required by WV Training Accreditation Standard.	
Additional Comments: _____	
_____	
_____	
_____	
_____	
_____	

# APPENDIX C

Complete and send form to:  
 West Virginia DHHR / Bureau for Public Health  
 Office of Environmental Health Services  
 Radiation, Toxics and Indoor Air Division  
 Certification and Licensing Program  
 350 Capitol Street, Room 313

Charleston, WV 25301- 1798  
 304-558-2981 fax 304-558-0524

\_\_\_\_\_  
 Training Provider Name

\_\_\_\_\_  
 Mailing Address

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Training Course Notification Schedule

Training Course	Start Date	Finish Date	Training Location	Course Times	Instructor

# APPENDIX D

**West Virginia Lead Training Provider Notary Certification**

Date \_\_\_\_\_

I, \_\_\_\_\_, training manager for \_\_\_\_\_  
(Legible Signature)

do certify that we are in compliance with EPA 40 CFR Part 745 Subpart L for lead training for the following disciplines: (check)

Lead Worker \_\_\_\_\_

Supervisor \_\_\_\_\_

Risk Assessor \_\_\_\_\_

Inspector \_\_\_\_\_

Project Designer \_\_\_\_\_

\_\_\_\_\_

This document was signed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(Stamp Goes Here)

# APPENDIX E

**RADON CONTRACTOR \ TRAINING FACILITY \ LABORATORY LICENSING APPLICATION**

**West Virginia Bureau for Public Health  
Office of Environmental Health Services  
Radiation, Toxics and Indoor Air Division  
Certification and Licensing Program  
350 Capitol Street, Room 313  
Charleston, West Virginia 25301-1798  
Telephone 304-558-2981 Fax 304-558-0524**

**A. General information (Follow the instructions below. Incomplete application cannot be processed.)**

1. Type or print legibly in blue ink. Complete sections A and B.
2. Attach required documentation.
  - a. A copy of EPA or West Virginia approved certificate for licensing category.
  - b. A separate application form for each license category.
  - c. For the Radon Contractor's license, the required information as outlined in WV 64 CSR 78-5 and a copy of the WV Department of Labor Contractor's License.
3. Attach check or money order payable to the West Virginia Bureau for Public Health. Tax is not applicable. We do not accept cash or credit cards.
4. Submit application, documentation, and check or money order to the above address.
5. License Category and Fee Schedule:

Radon Contractor	\$100.00	Radon Laboratory	\$ 100.00
Radon Training Facility	\$ 50.00		

Name of Firm \_\_\_\_\_

WV Tax Dept. # \_\_\_\_\_ (If a Contractor) WV Contractor # \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ LICENSE CATEGORY \_\_\_\_\_ FEE \$ \_\_\_\_\_

**B. Applicant Attest**

**In accordance with Chapter 16, Article 34 of the Code of West Virginia and the applicable promulgated rules, I hereby certify that all submitted information is true and correct and that I am familiar with all applicable licensing requirements.**

Signature of Applicant, \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_

**C. Health Department Use Only**

**Fee:**

App. No. \_\_\_\_\_

Paid By \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_

Amount Paid \_\_\_\_\_

Denied By \_\_\_\_\_ Date \_\_\_\_\_

Check Number \_\_\_\_\_

Issue Date \_\_\_\_\_ Exp. Date \_\_\_\_\_

Date of Check \_\_\_\_\_

Mailed To \_\_\_\_\_

Date \_\_\_\_\_