

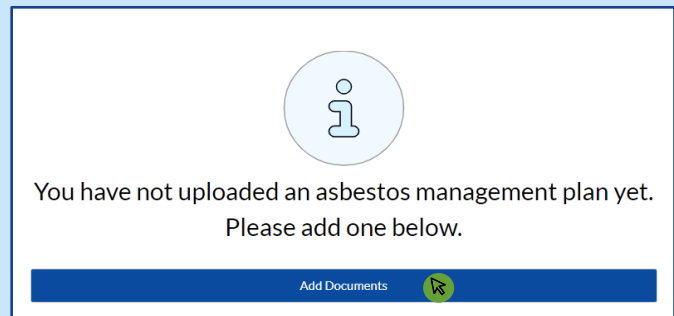
Instructions for Submitting Documentation

This guide explains how to electronically upload or mail documentation to complete enrollment in the lead-based paint and asbestos sections of the program.

Electronic Document Upload

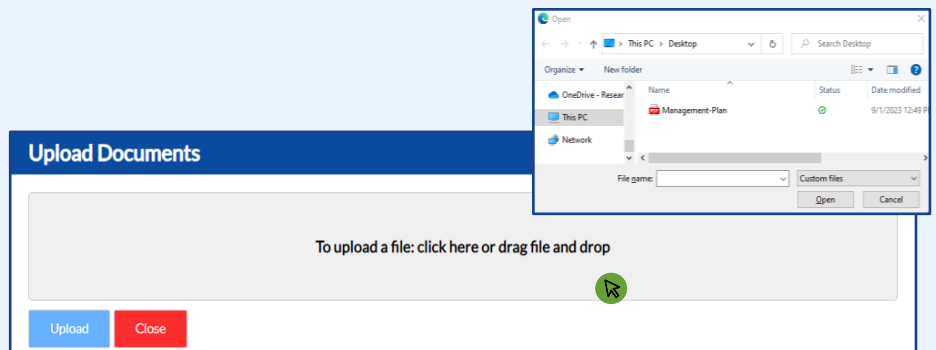
Step 1. In the “Document Upload” section of the enrollment survey, click the “Add Documents” button.

Note: If you indicated earlier in the survey that you will mail your document to RTI or cannot provide it, it will NOT appear in the “Document Upload” section.



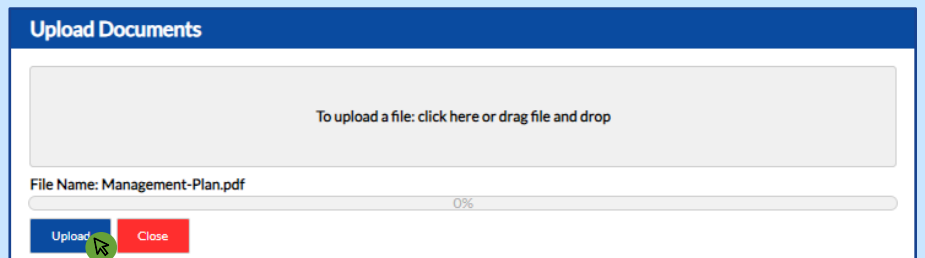
Step 2. Click on the grey box to upload your file or drag and drop your file onto the box.

Note: PDF document type is recommended. Remember to confirm the document is legible, complete, and right side up.

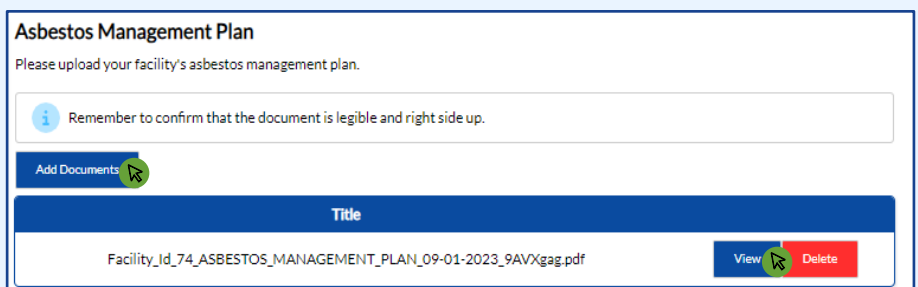


Step 3. Click the blue “Upload” button.

Note: your file will be renamed using a standard format to allow for document tracking.



Step 4. Once the upload is complete, it will appear on the screen in a box with the standardized name. You can add more documents, or you can view or delete any documents that have already been uploaded.



Mailing Documents

Mailing address for documents that cannot be electronically uploaded:

Attn: Laurie Stella
RTI International
Clean Classrooms for Carolina Kids
3040 E. Cornwallis Road
Johnson 2nd Floor
Research Triangle Park, NC 27709

Mailing Documents

Warning - Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are below.

You indicated that your facility will mail the following document(s) to RTI:

- **Asbestos Management Plan**

Please mail these document(s) to RTI using the following address:

Attn: Laurie Stella
RTI International
Clean Classrooms for Carolina Kids
3040 E. Cornwallis Road
Johnson 2nd Floor
Research Triangle Park, NC 27709

Note: Mailing documents will significantly delay the review process and will require additional communications to complete the program.

Note: Keep original documents and only send copies to RTI.