

LEAD-BASED PAINT ENROLLMENT SURVEY– PUBLIC SCHOOLS AND CHARTER SCHOOLS

The Clean Classrooms for Carolina Kids program helps fulfill North Carolina requirements for public schools and child care facilities related to lead in water, lead-based paint, and asbestos. The goal is to identify and eliminate exposure to lead and asbestos hazards where North Carolina children learn and play.

This reference document provides information on who should complete the enrollment survey and what is included in the enrollment survey, as well as a full copy of the questions that your facility can expect to answer in the enrollment survey.

Who should complete the enrollment survey?

Your facility should designate a primary contact to complete the survey and be the main point of contact for the lead-based paint section of the program. Additional individuals can help to complete the enrollment survey, if needed. To access the enrollment survey, you will need to complete the required lead-based paint section training.

Primary Contact

The primary contact should be familiar with 1) any lead-based paint assessments that have already been conducted at your facility and 2) the facility construction records – including past and planned building renovations. Additionally, if lead-based paint hazards are identified in your facility, the primary contact should be able to oversee the efforts to restrict access to or mitigate those hazards.

What is included in the enrollment survey?

The enrollment survey includes seven different sections:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Lead-Based Paint Questions](#)
5. [Renovations](#)
6. [Document Upload](#)
7. [Finalize](#)

If the lead in water or asbestos enrollment survey has already been completed, the responses will auto populate for the Welcome, Building Information, and Student Demographics sections.

The primary contact is responsible for reviewing all auto-populated information. It is important that the information is carefully reviewed for accuracy because the responses will affect other questions in the enrollment survey and ultimately next steps for the facility.

Welcome

1. Overview

The lead-based paint enrollment survey will walk you through a series of questions related to your facility and will gather information on any lead-based paint hazards in your building(s).

There are seven sections to the survey:

1. [Welcome](#)
2. [Building Information](#)
3. [Student Demographics](#)
4. [Lead-Based Paint Questions](#)
5. [Renovations](#)
6. [Document Upload](#)
7. [Finalize](#)

You must save your progress on each page. You can sign out and come back to complete your enrollment survey at any time.

Your enrollment is not finished until you complete the survey and submit it.

Click the **Next** button to begin.

Note that the asbestos and lead in water surveys are in other sections and must be completed separately.

2. Contact Information

Add personnel to receive updates about your facility's progress in the lead-based paint section of our program. Added personnel must attend the pre-enrollment webinar and create an account to register before they can view or edit your facility's survey in the portal. Unregistered personnel will still receive email updates when added as a contact here.

You will need to enter the following information:

1. **First Name**
2. **Last Name**
3. **Email**
4. **Direct Phone Number**
5. **Title** (Teacher, Superintendent, Principal, Asbestos LEA Designee, Administrator, Facilities Staff, Other)

If 'Other': **Role/Title**

6. **Is this person a staff member of the facility or of the school district?** (School District Staff, Facility Staff)

3. Address Information

The physical addresses we have on file for your facility are listed below. It is required that your facility list at least one physical address. You may add additional addresses or modify existing addresses using the buttons below. You should not edit or delete the address designated for shipping as this will be used to send the sampling kit for the water section.



If your facility has multiple addresses, designate the main building as the physical address.

You will need to enter the following information:

1. Address
2. Address Details
3. City
4. State
5. ZIP Code
6. Address Type

Building Information

1. Overview

In this section, we will collect general information about your facility and details about your building(s).

Click the **Next** button to continue.

2. School Information

1. Select the school type for your facility:

- Public elementary school with pre-k or head start
- Public elementary school
- Public middle school
- Public high school
- Public charter school
- Other (such as CECAS, Migrant, LEP, etc.)

If 'Other': Please write in the school type that best describes your facility. [Free-text]

2. What is the size of your facility?

- <25,000 sq ft
- 25,000 – 100,000 sq ft
- >100,000 sq ft

3. Buildings

Please list each of the buildings and annexes at your facility. We ask the year built for each building to determine if certain lead and asbestos regulations apply. Please contact the owner of the building(s) if you are renting and do not know the year a building was built.



Please ensure your building name is specific to the building at your facility.

1. **Building Name:** [Free-text]
2. **Building Description:** [Free-text]
3. **Do you know the exact year that the building was built?**

If you are unsure of the year the building was built, RTI may be in contact for additional information.

- Yes
- No

If “Yes”, **Year Built:** [Free-text]

If “No”: **Year Built Estimate** [Dropdown]

- Before 1979
- Between 1979 and 1988
- Between 1988 and 1990
- Between 1990 and 2014
- After 2014

4. School Scheduling

1. **What best describes your facility’s schedule?**
 - Traditional – closed for an extended period over the summer in addition to standard holiday breaks
 - Year-Round – closed for shorter vacation breaks after a certain number of school days
 - Other

If “Other”: **Describe your facility’s schedule.** [Free-text]

2. **Do campus, churches, clubs, or sports use your facility when it is not used for school purposes? (Select all that apply)**
 - Yes – weekends
 - Yes – evenings
 - Yes – summer
 - Yes – vacation/holiday breaks
 - Yes – after school
 - No

Student Demographics

1. Overview

In this section, we collect information on student demographic and socioeconomic information.

If we receive a large volume of requests in a short period of time, these answers will be used to help prioritize when enrollment surveys are reviewed.

Click the **Next** button to continue.

2. School Demographics

Student Enrollment

1. How many students were enrolled during the latest school year? [Free-text]
2. What percentage of enrolled students are eligible for free and reduced lunch? [Free-text value between 0 and 100]

Race and Ethnicity

1. What percentage of enrolled students identify as the following race and ethnicity? [Free-text values between 0 and 100]
 - White
 - Black
 - Hispanic or Latino
 - American Indian or Alaskan Native
 - Asian
 - Pacific Islander
 - Two or More

Lead-Based Paint Questions

1. Overview

In this section, we will collect information about lead-based paint in your facility, previous lead-based paint inspections or risk assessments, and concerns about lead exposure.

Click the **Next** button to continue.

Questions available in the following parts are dependent upon building age(s) and your facility's documentation (e.g., assessment history and report, etc.).

Please use the following to skip to the appropriate section for your facility.

- If **ALL** building(s) at your facility were built after 1978, click [here](#).
- If some or no building(s) at your facility were built after 1978, click [here](#).

2.A. Building Age Exemption

You indicated that all buildings at your facility were built after 1978.

1. Can a responsible individual attest that your facility was built after 1978 and that no lead-based paint was used in the building(s)?

Responsible individual means the superintendent of a public school operated by a local school administrative unit, as defined in G.S. 115C-5(6), or the superintendent's designee(s); the governing body of any charter school or school operated under Article 7A or Article 9C of G.S. 115C or that body's designee(s), as applicable.

- Yes
- No

A lead-based paint assessment may be required if a signed attestation is not provided.



If you select “yes”, you will be asked to sign an attestation that is provided in the Document Upload section. This will end the enrollment survey. RTI will review the survey to determine if your facility can be exempt from the lead-based paint assessment requirements per 10A NCAC 41C.1002-.1007.

If “Yes”, you will not be required to answer the remaining questions in the enrollment survey. Skip to the ‘Document Upload’ section by clicking [here](#).

If “No”, you will be required to answer the remaining questions in the enrollment survey. Go to those questions by clicking [here](#).

NOTE: 'Partial Building Exemption' only applies to facilities where some buildings were built after 1978. If no buildings were built after 1978, skip to 'Assessment Information.'

2.B. Partial Building Exemption

You indicated that some buildings at your facility were built after 1978.

1. Can a responsible individual attest that the building(s) were built after 1978 and that no lead-based paint was used in the building(s)?

Responsible individual means the superintendent of a public school operated by a local school administrative unit, as defined in G.S. 115C-5(6), or the superintendent's designee(s); the governing body of any charter school or school operated under Article 7A or Article 9C of G.S. 115C or that body's designee(s), as applicable.

- Yes
- No

A lead-based paint assessment may be required if a signed attestation is not provided.



If you select "yes", you will be asked to sign an attestation that is provided in the Document Upload section. RTI will review the survey to determine if your facility can be exempt from the lead-based paint assessment requirements per 10A NCAC 41C.1002-.1007.

3. Assessment Information

1. Has your facility already been assessed by a certified professional for lead-based paint?

Do not include assessments conducted by uncertified personnel using lead test kits. The inspection or assessment must have been conducted by a certified professional.

- Yes
- No

If "Yes":

2. Was the most recent lead-based paint assessment within the past three years?

- Yes
- No

3. Does your facility have any known lead-based paint hazards that were identified by the certified professional?

- Yes
- No

If "Yes":

Please describe if anything is currently being done to reduce exposure to the lead-based paint hazards.

Example: Lead-based paint monitoring program with local health department. [Free-text]

4. Assessment History

Lead-Based Paint Assessment Details

Please provide details on your facility's most recent lead-based paint assessment. Do not include assessments conducted by uncertified personnel using lead test kits. The assessments must have been conducted by a certified professional.

1. **Most Recent Assessment Date** (MM/DD/YYYY)
2. **Type** (Risk Assessment, Inspection, Do Not Know)
3. **Area** (Whole Facility, Partial Facility)

If "Partial Facility": **Buildings** [Drop-down of all buildings entered in the Building Information section. Select all that apply.]

4. **Company** [Drop-down]

If "Other": **Company (Write In)** [Free-text]

5. Risk Assessment

1. **Is your facility's most recent lead-based paint inspection or risk assessment report available for electronic upload?**
 - Yes - I can upload the document(s) electronically
 - No - I cannot upload the document(s) electronically, but I can mail the document(s) to RTI
 - No - I cannot upload the document(s) electronically and I cannot mail the document(s) to RTI
 - No - I do not have the document(s)

The lead-based paint report must be uploaded electronically or mailed to RTI in order to continue through the program and comply with state requirements (10A NCAC 41C.1002-.1007). A lead-based paint assessment will be required if documentation is not provided to RTI.



Mailing the lead-based paint report will significantly delay this process and require additional communications to complete the program. We recommend scanning it for upload if at all possible.

A lead-based paint assessment will be required if documentation is not provided to RTI.

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

6. Mitigation/Abatement

Previous Mitigation/Abatement

1. Did your facility mitigate/abate any identified lead-based paint hazards in the last three years?

- Yes
- No

If “Yes”:

2. Are your facility’s mitigation/abatement records available for electronic upload?

- Yes – I can upload the document(s) electronically
- No – I cannot upload the document(s) electronically, but I can mail the document(s) to RTI
- No – I cannot upload the document(s) electronically and I cannot mail the document(s) to RTI
- No – I do not have the document(s)



Mailing the lead-based paint report will significantly delay this process and require additional communications to complete the program. We recommend scanning it for upload if at all possible.

An on-site visit by a professional may be required to verify the condition of specific lead-based paint hazards if documentation is not provided to RTI.

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are at the end of the survey.

Planned Mitigation/Abatement

1. Does your facility have plans to mitigate/abate any lead-based paint hazards within the next three years?

- Yes
- No

5. Areas of Concern

1. Are there any areas in your facility where you are concerned about exposure to lead-based paint?

- Yes
- No

If “Yes”: **Please describe areas of concern.** [Free-text]

Example: Peeling paint in room 101 in Building A

6. Preferred Professionals



While we cannot guarantee you will be assigned your preferred company due to potential availability, we aim to connect you with your preferred company when possible.

1. Would you like to request specific certified lead professionals to work with your facility?

- Yes
- No

If "Yes":

2. Choose the company you prefer to work with below. [Drop-down]

If "Other": Write in the name of your preferred company. [Free-text]

3. Would you like to be assigned to a different company if your preferred company is not currently available?

- Yes
- No

Renovations

1. Overview

In this section, we will collect general information about any previous or upcoming renovations.

Click the **Next** button to continue.

2. Renovation Information

1. Has your facility gone through major renovations since the most recent lead-based paint assessment was conducted?

- Yes
- No

2. Does your facility have any upcoming renovations planned or scheduled?

- Yes
- No

If "Yes":

3. When are the renovations scheduled? (MM/DD/YYYY)

4. Please provide a brief description of the planned renovations. [Free-text]

Document Upload

1. Overview

In this section, you will be instructed to upload any documents that were indicated as available for electronic upload throughout the survey.



.pdf document type is recommended.

Remember to confirm that the document is legible and right side up.

Click the **Next** button to continue.

2. Lead-Based Paint-Free Attestation for New Facilities/New Buildings

If you indicated that a responsible individual could attest that all or some building(s) in your facility were built after 1978 and that no lead-based paint was used in those building(s), you will be directed to download, complete, and upload the signed attestation.

A fillable PDF and Word document will be available for download.

Disclaimer: RTI provides links to [NC statutes](#) pertaining to lead-based paint to help your understanding of the lead-based paint assessment requirements specified by the statutes. However, RTI cannot provide legal advice and does not warrant that the statutes cited are the only ones that may apply to your facility. You are responsible for providing accurate information to RTI and for understanding and complying with all relevant statutes and, if necessary, obtaining appropriate legal advice.

3. Lead-Based Paint Report

If you indicated that you could electronically upload your facility's most recent lead-based paint inspection or risk assessment report, you will be directed to do so in this section.

4. Mitigation/Abatement Records

If you indicated that you could electronically upload your facility's records of mitigation/abatement activities to address lead-based paint hazards within the last three years, you will be directed to do so in this section.

Finalize

1. Overview

In this section, we ask you to finalize your survey.

Click the **Next** button to continue.

2. Summary

Mailing Documents

Warning – Documents will not be returned. Please keep the original documents and only send copies to RTI. Mailing instructions are at the end of the survey.

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

- [If you indicated that you would mail any documents to RTI, the documents will be listed here.]

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

Electronic Document Upload

You uploaded the following documents for your facility:

- [If you electronically uploaded any documents in the Document Upload section, the documents will be listed here.]

What is next?

If all documents are electronically uploaded:

RTI will review your enrollment survey to determine if your facility will need a lead risk assessment to meet the requirements per [10A NCAC 41C.1002-.1007](#). We will contact you if we have any questions.

If any documentation is mailed:

Mailing documentation will significantly delay your progress through the program and may require additional communications. Once your documents have been received, RTI will review your enrollment survey to determine if your facility will need a lead risk assessment to meet the requirements per [10A NCAC 41C.1002-.1007](#). We will contact you if we have any questions.

3. Complete Survey

If there are any errors in your enrollment survey, the errors will be listed here along with links to 'jump' back to those sections.

Finalize and submit the enrollment survey. If you are not ready to submit, you may return to any section of the survey by selecting its name. Your progress will be saved, but you will have to continue through the survey from the point at which you stopped.

You will receive an email confirmation that your enrollment survey was received within 24 hours. If you do not get an email confirmation, please ensure your enrollment survey was submitted by logging back into the portal to check that you click submitted.

You must click the blue "Submit Enrollment Survey" button to complete the enrollment. If you do not, your work will be saved but you will not move onto the review stage.

Thank you for completing this survey!

I certify that to the best of my knowledge, all documents I upload are authentic and complete.

- Yes
- No

I certify that the documents I upload are legible, right side up, and uploaded in full.

- Yes
- No