

Weatherization Grantee Health and Safety Plan

POLICY SUBMITTED WITH PLAN

1.0 – GENERAL INFORMATION

Grantees are encouraged to enter additional information here that does not fit neatly in one of the other sections of this document.

Pennsylvania's WAP Health and Safety Plan provides provisions for all health and safety (H&S) measures and issues addressed by DOE's WPN 17-7 and Attachment A. Pennsylvania will only install H&S measures when the installation of weatherization measures necessitates a H&S measure.

Subgrantees may use funds to abate energy-related H&S hazards only if elimination of such hazards are necessary before, or as a result of, installation of weatherization materials.

Although most of the Health and Safety topics are covered in the Quality Control Inspector (QCI), Energy Auditor, Crew Leader and Retrofit Installer Technician trainings, PA will hold regional continuing education Health and Safety Trainings to review the specifics of this Health and Safety Plan. In the trainings, they will be expected to understand the causes and effects of the various Health and Safety issues as listed, properly identify Health and Safety issues through testing or sensory perception and mitigate those issues if mitigation is allowed within this Health and Safety Plan. Energy Auditors, Retrofit Installer Technicians, Crew Leaders and QCIs must attend the Health and Safety Trainings.

Topics to be reviewed:

- 7.1 Air Conditioning, Heating System Repair/Replacements
- 7.2 Asbestos – all
 - 7.2a Asbestos in siding, walls, ceilings, etc
 - 7.2b. Asbestos – in vermiculite
 - 7.2c. Asbestos – on pipes, furnaces, other small covered surfaces
- 7.5 Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc)
- 7.6. Building Structure and Roofing
- 7.7 Code Compliance
- 7.8 Combustion Gases
- 7.9. Electrical
- 7.10 Formaldehyde, Volatile Organic Compounds {VOC}, and other Air Pollutants
- 7.11 Fuel Leaks
- 7.12 Gas Ovens/Stovetops/Ranges
- 7.13 Hazardous Materials Disposal
- 7.14 Injury Prevention of Occupants and Weatherization Workers
- 7.15 Lead Based Paint
- 7.16 Mold and Moisture
- 7.17 Pests
- 7.18 Radon
- 7.19 Safety Devices: Smoke & Carbon Monoxide Alarms, Fire Extinguishers
- 7.20 Occupant Health & Safety Concerns and Conditions
- 7.21 Ventilation and Indoor Air Quality
- 7.22 Window and Door Replacement, Window Guards
- 7.23 Worker Safety (OSHA, etc.)

When conducting a whole-house standardized energy audit, subgrantees must follow the H&S guidance provided in BPI's ANSI-BPI-1100-T-2014 Home Energy Auditing Standard sections 2.1.2, 2.2.4, section 3 and section 6.2.1. Section 03. Health and Safety Related Requirements (BPI-1100-T-201x) For example from Section 3 of BPI Standards:

Health and Safety Related Requirements

3.1 The energy audit shall:

3.1.1 Include a test of all combustion appliances in accordance with Section 7 of the BPI standard.

3.1.2 Evaluate ventilation requirements in accordance with Section 8 of the BPI standard.

3.1.3 Identify signs of moisture problems in accordance with Section 9 of the BPI standard.

3.2 The energy report shall:

3.2.1 Include the specific information needed to implement, maintain and/or improve existing levels of health and safety in the home.

3.2.2 Identify ways to mitigate identified health and safety hazards.

3.2.3 Identify existing health and safety hazards and hazards that may develop when the improvement measures are installed and recommend preventative measures for each situation.

3.2.4 Emphasize the importance of Testing Out after retrofit improvements have been made.

3.2.5 Inform customers about identified and potential fire, structural, health and safety hazards related to energy systems and any retrofit work recommended in the audit report.

3.2.6 Inform customers about any known or suspected lead, asbestos, or mold and recommend further evaluation by a qualified professional.

3.2.7 Inform customers about potential radon risk and provide information in accordance with Environmental Protection Agency (EPA) guidelines, unless an EPA guidelines-compliant radon-mitigation system is already in place.

3.2.8 Prescribe that identified electrical hazards, which may hinder planned energy conservation measures (ECMs), are mitigated prior to or in parallel with ECMs.

Since the agency's overall maximum Health and Safety Budget is determined during their initial budget, each agency must identify the Health and Safety costs of the units to be completed for the annual funding source. No budget is approved which exceeds the allowable Health and Safety maximum of 18%. If Health and Safety costs exceed the maximum amount in their overall final budget, the agency must utilize other funds to offset the costs of the Health and Safety measures or defer a higher Health and Safety cost unit to stay within the allowable maximum Health and Safety budget. Health and Safety is a separate budget line item and has a separate appropriation code. Budget modification requests which exceed the allowable amount are not approved.

Every single-family unit and mobile home/manufactured home must receive a whole-house standardized energy audit using the Hancock Energy Audit Tool (HEAT) which has been approved by DOE for use in the PA WAP.

If a unit is not deferred, the unit's energy audit must include safety and diagnostic testing in accordance with the whole-house standardized audit and must be documented in the client file. If the subgrantee believes a

H&S measure could qualify as an energy conservation measure (ECM), the measure must receive a Savings-to Investment Ratio (SIR) of 1 or greater in the whole-house standardized energy audit. Then, the measure will not be charged through H&S, but through regular weatherization funds. All measures installed (both H&S and ECMs) must be installed in accordance with the national Standard Work Specifications (SWS) and the PA SWS Field Manual. Monitoring to include Quality Control Inspections will verify compliance of H&S requirements such as OSHA, ASHRAE 62.2-2016, and Lead Safe Renovator requirements.

PA's Life-threatening Policy - DOE WAP is not an emergency program. However, there may be situations during the time spent in the home and after evaluating conditions in the home that an emergency or life-threatening situation is present. Some examples of situations which PA defines as life-threatening would be a suspected gas leak, suspected Carbon Monoxide (CO) leak/poisoning, heating system failure in November – March, significant fire, electrical or structural hazards, suspected elderly or child endangerment or abuse, or the presence of hazardous materials.

The subgrantees must protect themselves, notify client and possibly instruct the client to leave the home in the case of a significant gas leak or a home that has a high CO level test result and seek immediate safety. Then, the subgrantees must notify the appropriate authorities based on the issue. Some examples are:

- Gas leak- notify the utility company
- Carbon Monoxide level- please refer to SWS 2.0201.1 Combustion Appliance Zone (CAZ) testing for appropriate plan of action. According to SWS 2.0201.1, for levels over 70 ppm, the unit must be evacuated first
- Heating System failure (November – March) - refer client to LIHEAP Crisis program for assistance and offer temporary, auxiliary heat and/or blanket
- Significant fire, electrical or structural issues- Contact Local Codes Authorities or fire company depending on seriousness of issue
- Suspected elderly or adults with disabilities, endangerment or abuse-To report abuse of elderly individuals or adults with disabilities call the Protective Services Hotline: **1-800-490-8505**
- Suspected child endangerment or abuse- To report child abuse call **1-800-932-0313**. Mandated reporters can [report online](#).
- Presence of hazardous materials- Contact emergency service responsible for specific hazardous material

Some examples include:

- PA Department of Environmental Protection, reporting link: <http://www.dep.pa.gov/About/ReportanIncident/Pages/default.aspx>
- From US Environmental Protection Agency website:

For **emergencies and other sudden threats** to public health, such as:

- oil and/or chemical spills,
- radiation emergencies, and
- biological discharges

call the **National Response Center at 1-800-424-8802**.

2.0 – BUDGETING

PA and the PA subgrantees will maintain separate health and safety budgets. Health and Safety will be its own budget category.

Select which option is used below.

Separate Health and Safety Budget

Contained in Program Operations

3.0 – HEALTH AND SAFETY EXPENDITURE LIMITS

Per-Unit Average Percent: up to 18%

Pennsylvania estimates that the average for H&S expenditures as a percentage of average cost per unit (hereafter referred to as "H&S Percentage"). For the 2020 program year the H&S Percentage will be up to 18% for budgeting purposes. For the 2018 program year, we adjusted to 18% to meet the increased need expressed by the weatherization network. In addition, we have allowed for increased flexibility in using Health and Safety funds by discontinuing the requirement for DOE Lead Certification and utilizing the ASHRAE 62.2 2016, Appendix A, alternative guidance.

Each subgrantee will be responsible for management of their H&S budget and will be required to bill H&S repairs as a separate budget line item. Subgrantees are also reminded that H&S expenses in their overall budget expenditures which exceed the Health and Safety allowance may be disallowed costs. For your budget, the following formula should be used: Start with your agency's established average cost per unit, multiply that figure by 18%. That sum multiplied by the number of units to be completed will be the maximum Health and Safety budget amount.

Cost basis for H&S measures table: \$1,380 per unit

5.0 – DEFERRAL/REFERRAL POLICY

As a result of these H&S policies, subgrantees may find it necessary to defer homes based on a home's H&S requirements. If the H&S issues cannot be adequately addressed according to the 17-7 guidance or if H&S expenses on a home would force a subgrantee to exceed the up to 18% per-unit average overall H&S expenditure, the subgrantee may defer the home while referring it to an outside resource (i.e. local home repair program, HOME or CDBG program) capable of remedying the H&S issues, after which it may weatherize the home. The decision to defer work in a dwelling is difficult but necessary in some cases. This does not mean that assistance will never be available, but that work must be postponed until the problems can be resolved and/or alternative sources of help are found. If, in the judgment of the auditor, any conditions exist which may endanger the health and/or safety of the workers or occupants if the weatherization work was performed, the unit should be deferred until the conditions are corrected. Deferral may also be necessary for other reasons such as where occupants are uncooperative, abusive, or threatening or the client refuses critical weatherization measures.

Additionally, as per the PA Client File and Health & Safety Directives:

The deferral process includes a three-step process with the client:

- (1) The 'Notification of Potential Deferral of Weatherization Services Form' which describes the potential reasons for deferral which must be signed and dated by the client, generally at the time of application for the Weatherization Assistance Program. (Attachment E)
- (2) Conditions already existing in the home which may cause H&S hazards must be documented. A sample form, the Pre-Existing Conditions form (Attachment H), may be utilized to describe the hazards and the agency's recommendations regarding those hazards.
- (3) If the dwelling unit is deferred during the audit or at any time after the application has been approved, the "Deferral of Weatherization Services" form (Attachment F) must be utilized and provided to the client/landlord/property manager.

Agencies must maintain a list of all deferred clients who have received a Deferral of Weatherization Services notice. The deferred clients must be tracked by date and include a reason for deferral, if they were referred to another program and what program to which they were referred.

The Client File must contain a Client Appeals Process with a client sign-off. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Appeals Process, and sign-off must indicate that the client has received and understands the Client Appeals Process. The Client Appeals Process must present a clear order in which the client may appeal any weatherization services-based decision or action with which the client disagrees. The order of the Client Appeals Process must proceed from the subgrantee's Weatherization Coordinator (that is, the person in charge of all weatherization services) to the subgrantee's Executive Director (that is, the person in charge of the entire subgrantee) to the Center for Community Services' Director. Additional sources of contact (for example, the Energy Auditor or Crew Leader associated with the dwelling unit's weatherization services) may be added, but none of the three mentioned above may be removed from the appeals process and all must include sufficient contact information. With the exception of the Center for Community Services' Director, the Client Appeals Process must contain the name, mailing address, phone number and email address of all individuals or offices listed on the Client Appeals Process form (that is, this information is required for at least the Weatherization Coordinator and the Executive Director).

The Client Appeals Process must detail that the Center for Community Services' Director may only be contacted in writing after the other steps have been taken and the client feels that the issue is still unresolved. Sample Appeals template attached. (Attachment G).

If any of the reasons listed in the Deferral Policy as standards for deferral are true for a property at the time of client application or anytime during the weatherization period, then the property is not eligible for weatherization services until the condition is resolved. NOTE: If a dwelling unit falls within any of these categories during the weatherization process, all measures started must be completed; however, no new measures will be permitted. The job will be considered deferred. When deciding not to weatherize, agency must follow deferral process as defined in this Health and Safety Plan. For example, but not limited to, a subgrantee may choose not to weatherize a property under the following conditions which could occur during the weatherization process:

1. There are vermin, unsanitary, or other H&S problems on the property that present a hazard to the weatherization workers
2. The client or occupants are physically or verbally abusive

Grantee has developed a comprehensive written deferral/referral policy that covers both H&S, and other deferral reasons?

Yes No

Where can this deferral/referral policy be accessed?

The PA Client File and Health and Safety Directives.

6.0 – HAZARD IDENTIFICATION AND NOTIFICATION FORM(S)

According to the PA Client File and Health and Safety Directives, the Hazard Identification and Notification process is the second step of the Deferral process. The deferral process as described includes a three-step process:

- (1) The 'Notification of Potential Deferral of Weatherization Services Form' which describes the potential reasons for deferral which must be signed and dated by the client, generally at the time of application for the Weatherization Assistance Program. (Attachment E)
- (2) Conditions already existing in the home which may cause H&S hazards must be documented. A sample form, the Pre-Existing Conditions form (Attachment H), may be utilized to describe the hazards and the agency's recommendations regarding those hazards. A Radon Information Form (Attachment M) is used to specifically make clients aware of Radon. It is used in combination with EPA's, "A Citizen's Guide to Radon."
- (3) If the dwelling unit is deferred, the "Deferral of Weatherization Services" form (Attachment F) must be utilized and provided to the client/landlord/property manager.

The Client File must also contain a Client Appeals Process with a client sign-off. Every client, regardless of whether the client has been deferred or not, must receive a copy of the Client Appeals Process, and sign-off must indicate that the client has received and understands the Client Appeals Process.

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| Documentation Form(s) have been developed and comply with guidance? |
| Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| 7.0 – HEALTH AND SAFETY CATEGORIES |
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| <p>7.0. Air Conditioning, Heating System Repair/Replacements</p> <p>7.1. Asbestos – all</p> <p>7.2a Asbestos in siding, walls, ceilings, etc</p> <p>7.2b. Asbestos – in vermiculite</p> <p>7.2c. Asbestos – on pipes, furnaces, other small covered surfaces</p> <p>7.5 Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc)</p> <p>7.6. Building Structure and Roofing</p> <p>7.7. Code Compliance</p> <p>7.8. Combustion Gases</p> <p>7.9. Electrical</p> <p>7.10. Formaldehyde, Volatile Organic Compounds (VOC), and other Air Pollutants</p> <p>7.11. Fuel Leaks</p> <p>7.12. Gas Ovens/Stovetops/Ranges</p> <p>7.13. Hazardous Materials Disposal</p> <p>7.14. Injury Prevention of Occupants and Weatherization Workers</p> <p>7.15. Lead Based Paint</p> <p>7.18. Mold and Moisture</p> <p>7.17. Pests</p> <p>7.18. Radon</p> <p>7.19. Safety Devices: Smoke & Carbon Monoxide Alarms, Fire Extinguishers</p> <p>7.20. Occupant Health & Safety Concerns and Conditions</p> <p>7.21. Ventilation and Indoor Air Quality</p> <p>7.22. Window and Door Replacement, Window Guards</p> <p>7.23. Worker Safety (OSHA, etc.)</p> |

| 7.1 Air Conditioning and Heating Systems | | | | |
|--|---------------------------------|---|--|--|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | | Alternative Guidance <input type="checkbox"/> | | Results in Deferral <input type="checkbox"/> |
| Air Conditioning Unallowable Measure <input checked="" type="checkbox"/> | | | Heating Unallowable Measure <input type="checkbox"/> | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| How do you address unsafe or non-functioning primary heating/cooling systems? | | | | |

Unsafe, and inoperable, or “Red tagged” heating system replacement, repair or installation is allowed.

The number of heating degree days within a 10-year timeframe in Pennsylvania ranges, on average, from a low of 3282 in Delaware County to a high of 5394 in McKean County. This large number of heating degree days in all areas of the state is justification for the repair, replacement, or installation of heating systems. This is justified due to the potential client death or illness due to cold weather conditions especially to the most vulnerable people such as the elderly and families with small children.

When furnace replacement doesn’t achieve a Savings to Investment (SIR) of one or greater and when the furnace, in its current condition, presents a clear and present danger to the occupants, Pennsylvania allows the use of DOE H&S funds for furnace replacement, repair, clean/tune, or installation only where other funds are unavailable.

Maintenance, repair, and replacement of primary indoor solid fuel heating units is allowed where occupant H&S is a concern. Maintenance, repair, or replacement of secondary solid fuel heating sources is not allowed with DOE H&S funds.

Repair, replacement, or installation of stand-alone electric space heaters is not allowed with DOE WAP funds and, **when possible**, removal is required. An alternate code-compliant source of heat will be provided if the heater is the primary heating source and is going to be removed.

For Vented, Combustion Space Heaters used as primary heat source, unsafe and inoperable heating system replacement, repair or installation is allowed and treated as a furnace replacement.

Pennsylvania recommends to subgrantees that, when possible, LIHEAP or other sources of funding be utilized for all heating-related issues in the home. If no other funding source is available, then DOE H&S funds may be utilized if the stand-alone electric space heater is a primary heating source and is to be removed or is offered in a life-threatening situation as defined in previous section.

Pennsylvania does not allow subgrantees to spend DOE funds for the replacement, repair, or installation of air conditioning unless it is part of a heat pump system.

How do you address unsafe or non-functioning secondary heating systems, Including unvented secondary space heaters?

Pennsylvania will not replace non-functioning secondary heating systems and will remove or render inoperable, unsafe, non-functioning secondary heating systems to include unvented space heaters. PA will not install secondary heating systems. Functioning secondary unvented units that conform to the safety standards of ANSI Z21.11.2 may remain as back-up heat sources.

Homes may be deferred when client refuses recommended H&S measure such as removal of unsafe stand- alone electric space heater or an unvented combustion space heater which does not meet ANSI Z21.11.2 requirements.

See SWS 2.0202.1 Unvented Space Heaters

| Indicate Documentation Required for At-Risk Occupants |
|--|
| <p>Pennsylvania will repair or replace unsafe, inoperable and/or “red-tagged” primary heating systems as a health and safety measure only when no other funds are available and when the replacement doesn’t achieve an SIR of one or greater. Although consideration for heating system replacement will be given to the elderly, families with small children and people with medical conditions documented with a doctor’s note, occupants do not have to be “at risk” to be considered for furnace replacement. For example, in FY 2018-2019, PA had a low replacement rate of 5.0%.</p> |
| Testing Protocols |
| <p>Primary heating system must be present, operable and performing correctly. On combustion equipment, inspect chimney and flue and test for Combustion Appliance Zone (CAZ) depressurization. For solid fuel appliances look for visual evidence of soot on the walls, mantel or ceiling or creosote staining near the flue pipe. Manual J calculations must be documented for all furnace replacements.</p> <p>For electric space heaters being used as a heat source, check circuitry to ensure adequate power supply for existing space heaters.</p> <p>For unvented combustion space heaters, testing for air-free carbon monoxide (CO) is required. Check units for ANSI Z21.11.2 label.</p> |
| Client Education |
| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to provide clients with education on maintenance and use of the new or repaired heating system as provided in the SWS guidance. Paperwork and manuals for any installed equipment must be provided. Follow applicable SWS guidance on occupant safety, occupant education and removal/disposal procedures.</p> <p>Subgrantees are required to inform clients of the dangers of unvented space heaters – CO, moisture, and NO2. CO can be dangerous even if CO alarm does not sound.</p> |
| Training |
| <p>H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including this Health and Safety Plan. Licensing and/or certification for HVAC installers is required by authority having jurisdiction(AHJ). Combustion appliance testing, and inspection protocol is provided in HEP Energy Auditor training.</p> |

| 7.2 Asbestos All |
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| <p>What is the blower door testing policy when suspected Asbestos Containing Material (ACM) is identified?</p> |
| <p>Follow SWS 2.0100.1o</p> <p>Any necessary removal of asbestos should be disposed of by a certified remediation professional and according to all applicable regulations and standards.</p> |

| 7.2a Asbestos in siding, walls, ceilings, etc. | | |
|--|---|--|
| Concurrence, Alternative, or Deferral | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> |
| <p>All reasonable and necessary precautions should be taken to prevent asbestos contamination in the home. As per WPN 17-7, partial removal of siding is allowed when necessary to perform an ECM. All precautions must be taken not to damage siding. Asbestos siding should never be cut or drilled. Follow SWS guidance at 4.1101.2- 4.1101.5 Preparation of Exterior walls for insulation.</p> | | |
| Funding | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/> |
| How do you address suspected ACM's in siding, walls, or ceilings that will be disturbed through the course of weatherization work? | | |
| <p>If the siding is friable or weathered to the point of disintegration and you cannot access from the inside to perform sidewall insulation, then the home's sidewalls may not be insulated.</p> <p>Subgrantees are required to document all aspects of any weatherization measures not possible due to H&S concerns.</p> <p>Asbestos siding not re-installed onto the client's home must be removed from the client's home and property and properly disposed of by the subgrantee.</p> <p>Asbestos siding that is in good condition does not prevent installing dense pack insulation from the exterior. Siding may be removed and reinstalled in order to perform an ECM, and the associated costs may be charged as part of the ECM.</p> <p>General abatement of asbestos siding or replacement with new siding is not an allowable H&S cost.</p> | | |
| Testing Protocols | | |
| <p>Visually inspect exterior wall surface and subsurface, siding, floors, walls, and ceilings for suspected asbestos containing materials (ACM) prior to drilling or cutting.</p> <ul style="list-style-type: none"> If testing is conducted with other funding, according to Asbestos Hazard Emergency Response Act of 1986 (AHERA), sample collection and testing must be conducted by a PA Labor and Industry certified/licensed professional to perform renovation projects involving asbestos. | | |

| Client Education |
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| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients in writing that asbestos containing materials are suspected to be present and what precautions will be taken. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. There is a sample form to be used when notifying the client about the possibility of asbestos.</p> <p>If professional testing was conducted with other funds, the client must be formally notified in writing of the test results.</p> |
| Training and Certification Requirements |
| <p>Health and Safety continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its’ Health and Safety Plan. Safe practices for siding removal and replacement are covered in the HEP Retrofit Installer Technician training. How to identify suspected ACM is covered in HEP Energy Auditor training.</p> <p>If required by AHJ, licensing/certification for removal and reinstallation of asbestos siding must be utilized.</p> |

| 7.2b Asbestos in vermiculite | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| <p>Vermiculite insulation in attics is assumed to contain asbestos and is considered friable. No work should be performed that disturbs vermiculite unless testing determines it does not contain asbestos. Insulation cannot be installed over it, it cannot be moved for air sealing, etc. and that area should be off limits for work, to avoid disturbance. PA will not allow the encapsulation or removal of vermiculite with DOE WAP funds, and as such, any encapsulation or removal should be avoided or funded by other funding.</p> <p>A trust, Zonolite Attic Insulation Trust, was created to provide financial assistance to homeowners who spend money abating vermiculite attic insulation. Please visit www.zonoliteatticinsulation.com for further information and details.</p> | | | | |
| How do you address suspected ACM’s in vermiculite that will be disturbed through the course of weatherization work? | | | | |
| <p>In general, all homes containing vermiculite are assumed to have asbestos, and testing will not usually be an allowable H&S expense. However, Pennsylvania may allow some testing by subgrantees but only if testing for asbestos in vermiculite is conducted by a PA Labor and Industry certified/licensed professional and is a baseline environmental asbestos sampling. Proper respiratory protection must be used while in areas containing vermiculite.</p> | | | | |

| Testing Protocols |
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| <p>Assume asbestos is present in covering materials. Any material appearing to contain asbestos should not be disturbed, in which case, baseline environmental testing and removal should be conducted first and is allowed by only a PA Labor and Industry certified/licensed professional.</p> |
| Client Education |
| <p>When deferral is necessary, PA's deferral policy must be followed. Homes may be deferred because of the presence of vermiculite, if a blower door depressurization test cannot be done. Subgrantees are required to instruct clients not to disturb suspected asbestos-containing material, to provide clients with asbestos safety information, and to formally notify clients in writing (and acquire a client signature) if test results reveal a high probability that the tested vermiculite contains dangerous levels of asbestos. Please see attached Asbestos Form (Attachment K). Actual test results must be shared with client. Client must provide documentation that a certified professional performed the removal or remediation in cases where the home was deferred due to ACM and then later approached for weatherization. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures.</p> |
| Training and Certification Requirements |
| <p>Health and Safety continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its' Health and Safety Plan. How to identify suspected ACM and vermiculite is covered in HEP Energy Auditor training.</p> |

| 7.2c Asbestos on pipes, furnaces, other small covered surfaces | | | | |
|--|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| How do you address suspected ACM's (e.g., pipes, furnaces, other small surfaces) that will be disturbed through the course of weatherization work? | | | | |
| <p>Assume asbestos is present in covering materials. Any material appearing to contain asbestos should not be disturbed, except when furnace replacement is necessary (see prior guidelines on furnace replacement); in which case, testing and removal should be conducted first and is allowed by only a PA Labor and Industry certified/licensed professional. DOE H&S funds may be utilized for asbestos on pipes, furnaces, or other small covered surfaces only when furnace replacement is necessary.</p> | | | | |

| Testing Protocols |
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| <p>Visual inspection. Assume asbestos is present in covering materials. Any material appearing to contain asbestos should not be disturbed, in which case, baseline environmental testing and removal should be conducted first and is allowed by only a PA Labor and Industry certified/licensed professional.</p> <p>Follow SWS 2.0100.1o testing protocol.</p> |
| Client Education |
| <p>When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to instruct clients not to disturb suspected asbestos-containing material, to provide clients with asbestos safety information, and to formally notify clients in writing (and acquire a client signature) if test results reveal a high probability that the tested vermiculite contains dangerous levels of asbestos. Please see attached Asbestos Form (Attachment K). Actual test results must be shared with client. Client must provide documentation that a certified professional performed the removal or remediation in cases where the home was deferred due to ACM and then later approached for weatherization. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures.</p> |
| Training and Certification Requirements |
| <p>Health and Safety continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its' Health and Safety Plan. Safe practices for pipe insulation are covered in the HEP Retrofit Installer Technician training. How to identify suspected ACM is covered in HEP Energy Auditor training.</p> |

| 7.5 Biologicals and Unsanitary Conditions (odors, mustiness, bacteria, viruses, raw sewage, rotting wood, etc.) | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Unallowable Measure <input checked="" type="checkbox"/> | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for dealing with biological and/or unsanitary conditions in homes slated for weatherization? | | | | |
| <p>Remediation of conditions that may lead to or promote biological concerns and unsanitary conditions is not allowed in the Pennsylvania Weatherization Assistance Program. Addressing bacteria and viruses is not an allowable cost. Deferral is required in cases where a known agent is present in the home that may create a serious risk to occupants or weatherization workers. Unless the client can quickly remedy the problem(s), homes with these conditions will be deferred.</p> | | | | |
| Testing Protocols | | | | |
| <p>Sensory inspection. Retrofit Installer Technician must conduct a pre-work assessment as per SWS guidance.</p> | | | | |

| Client Education |
|---|
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to inform clients of problematic conditions observed and to provide clients with information on how to maintain a sanitary home. If the home is deferred due to unsanitary conditions, subgrantees are required to provide the client with the steps necessary to correct the unsanitary conditions. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. |
| Training |
| Health and Safety continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its' Health and Safety Plan. Training described in General Information part of this plan. |

| 7.6 Building Structure and Roofing | | | | |
|--|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for dealing with structural issues (e.g., roofing, wall, foundation) in homes slated for weatherization? | | | | |
| Minor building repairs (for example, patching a leak or sealing around chimney flashing) or any other building repairs may only be conducted when necessary for the effective performance or preservation of weatherization materials, and as such, will only be funded as a cost-justified incidental repair. DOE H&S funds will not be utilized for building rehabilitation. Subgrantee is encouraged to find other resources to address these types of repairs. | | | | |
| How do you define "minor" or allowable structure and roofing repairs, and at what point are repairs considered beyond the scope of weatherization? | | | | |
| When repairs are necessary but cannot be cost-justified with the accompanying ECM, meaning that the overall measure will have an SIR of less than 1 as determined by the audit, and no other funding source is available, the home may be deferred. Subgrantees may request that a client whose home requires non-cost-justifiable building rehabilitation spend his/her own private funds on building rehabilitation in order for the subgrantee to complete weatherization services at the home. | | | | |
| If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required? | | | | |
| PA uses a whole house standardized audit for all units. | | | | |

| Client Education |
|--|
| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients of problematic conditions observed and to provide clients with information on how to fix the issue in order for weatherization to commence. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. SWS 2.0401.1 Air Sealing and Moisture Precautions would be applicable.</p> |
| Training |
| <p>Health and Safety continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its’ Health and Safety Plan. Training will be conducted to review how to identify structural and roofing issues.</p> |

| 7.7 Code Compliance | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| <p>When correction of preexisting code compliance issues is triggered and paid for with WAP funds, specific code requirements with reference to the weatherization measure(s) that triggered the code compliance issue must be documented in the client file.</p> | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for dealing with code compliance issues in homes receiving weatherization measures? | | | | |
| <p>Except where specifically noted elsewhere in this plan as a H&S measure (for example, code requirements of smoke/CO detectors are considered H&S), correction of preexisting code compliance is not an allowable cost other than where weatherization measures are being conducted. State and local (or jurisdiction having authority) codes must be followed while installing weatherization measures. Condemned properties and properties where utilities, local or state officials determine that H&S conditions exist that cannot be corrected under this guidance should be deferred.</p> | | | | |
| What specific situations commonly trigger code compliance work requirements for your network? How are they addressed? | | | | |
| <p>Correction of code compliance may only be conducted when necessary for the effective performance or preservation of weatherization materials, and as such, will only be funded as a cost-justified incidental repair. DOE H&S funds will not be utilized for code compliance except when related to H&S repair (for example, follow code when installing a furnace or water heater for H&S) or as instructed elsewhere in this guidance.</p> | | | | |

| Client Education |
|--|
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to inform clients of problematic conditions observed and to provide clients with information on how to fix the issue in order for weatherization to commence. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. |
| Training |
| Workers are trained to determine the proper pathway for code compliance and to follow manufacturer's installation guidelines. |

| 7.8 Combustion Gases | | |
|--|---|--|
| Concurrence, Alternative, or Deferral | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> |
| Proper venting to the exterior of the structure for all combustion appliances, including gas dryers, refrigerators, furnaces, vented space heaters, and water heaters is required. Appropriate venting and venting materials are required. | | |
| Funding | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> Utility <input type="checkbox"/> Other <input type="checkbox"/> |

Unsafe or leaking water heaters may be replaced with a hot water source that meets occupant needs at the lowest possible cost of installation and operation. Appliance options will be based on the needs and desires of the occupant with saving water and energy in mind while at the same time protecting the environment. As such, the potential for heat pump hot water heater or other renewable energy systems should be considered when selecting hot water equipment. All installations will adhere to SWS Sections 7.8102 Installation and Replacement and Section 7 of Baseload.

Repair and cleaning of water heaters and minor cleaning of other appliances is allowed if necessary to perform weatherization measures.

DOE H&S funds may be utilized only for the replacement of broken water heaters, refrigerators and minor cleaning of other appliances. Replacement, installation, or repair of appliances other than those named is not allowable with DOE funds. The replacement of water heaters must be considered a H&S measure, unless as a result of the whole-house standardized energy audit, the replacement would produce an SIR of 1 or greater for that measure. In the instance that the SIR is 1 or greater, the water heater replacement should be funded as an ECM.

Maintain documentation justifying the replacement with a cost comparison between replacement and repair in the client file.

Replacement units must meet the safety, selection and installation requirements in the PA SWS Field Manual.

Water heaters which have been replaced must be removed from the client's home and property and properly disposed of by the subgrantee.

Testing Protocols

CAZ testing must be conducted according to the BPI 1200 Standards. Complete details can be found at <http://www.bpi.org/sites/default/files/CST%20PROCEDURE%20FOR%20GAS%20OVENS%2C%20DIRECT%2C%20POWER-VENTED%20OR%20VENT-FREE%20APPLIANCES.pdf>

| 70 ppm or greater | 36 ppm – 69 ppm | 9 ppm – 35 ppm |
|--|---|---|
| <ul style="list-style-type: none"> • Terminate the inspection. • Notify the homeowner – occupant of the need for all building occupants to evacuate the building • Leave the building and the appropriate emergency services shall be notified from outside the home. | <ul style="list-style-type: none"> • Advise the homeowner – occupant that the elevated levels of ambient CO have been detected • Open windows and doors. Recommend that all possible sources of CO be turned off immediately. • Where it appears that the source of CO is a permanently installed appliance, recommend that the appliance be turned off and advise homeowner – occupant to contact a qualified professional. | <ul style="list-style-type: none"> • Advise the homeowner-occupant that CO has been detected. • Recommend that all possible sources of CO be checked and windows and doors opened. • Where it appears that the source of CO is a permanently installed appliance, advise the homeowner – occupant to contact a qualified professional. |

Inspect venting of combustion appliances and confirm adequate clearances.

How are crews instructed to handle problems discovered during testing, and what are the specific protocols for addressing hazards that require an immediate response?

If unsafe conditions whose remediation is necessary to perform weatherization cannot be remedied by repair or tuning, replacement is not an allowable H&S measure. Pennsylvania will allow weatherization in a home regardless of the existence of appliances (other than water heaters) broken beyond repair, as long as the broken appliance(s) do not interfere with the weatherization process or cause an imminent H&S problem.

Homes with broken appliances which interfere with the weatherization process or create an imminent H&S problem (for example, there are dangerous levels of hazardous gases from other appliances) will be deferred immediately unless an alternate funding source can be found.

See the SWS section 2.02 Combustion Safety. Proper ventilation must be installed, and workers must take precautions to avoid dangerous situations. The subgrantee must inform the client in writing of any excessive CO that cannot be corrected.

| Client Education |
|---|
| When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients of problematic conditions observed and to provide clients with information on how to fix the issue in order for weatherization to commence. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures |
| Training |
| HEP Crew Leader and Energy Auditor training covers CAZ testing according to BPI 1200 Standards. How to perform combustion appliance safety inspection for vented appliances. Training covers the difference between air free and as -measured CO, as well as CO action levels. |

| 7.9 Electrical | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Minor electrical repairs, including knob and tube remediation are allowed where H&S of the occupant is at risk. Installation must be by a qualified electrician and inspected by a qualified, procured and certified electrical inspector. | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| DOE H&S funds will be utilized for this measure, unless the electrical work is a direct component of an energy efficiency measure. | | | | |
| What guidance do you provide Subgrantees for dealing with electrical hazards, including knob & tube wiring, in homes slated for weatherization? | | | | |
| Visual inspection. Voltage drop and voltage detection testing are allowed when deemed necessary. | | | | |
| How do you define “minor” or allowable electrical repairs, and at what point are repairs considered beyond the scope of weatherization? | | | | |
| <p>Minor electrical repairs, including knob and tube remediation are allowed where H&S of the occupant is at risk. Installation must be by a qualified electrician and inspected by a qualified, procured and certified electrical inspector. Minor repairs are defined as those which will not bring the overall SIR of the home under 1 and will not exceed the agency’s maximum Health and Safety expenditure limit.</p> <p>Removed knob and tube wiring must be removed from the client’s home and property and properly disposed of by the subgrantee. DOE H&S funds will be utilized for this measure.</p> <p>When dangerous conditions exist, and remediation would be cost-prohibitive, or the dwelling unit has been condemned for electrical, plumbing, or other issues, the home will be deferred.</p> | | | | |

| |
|--|
| If priority lists are used, and these repairs are designated as Incidental Repairs, at what point is a site-specific audit required? |
| PA uses a whole house standardized audit for all units. |
| Client Education |
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to provide clients information on overloading circuits and electrical safety/risks. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. |
| Training |
| How to identify electrical hazards is taught in HEP Retrofit Installer Technician, Crew Leader and Energy Auditor training. Local (or AHJ) code compliance is taught in HEP Crew Leader and Energy Auditor training |

7.10 Formaldehyde, Volatile Organic Compounds (VOCs), Flammable Liquids, and other Air Pollutants

| | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for dealing with formaldehyde, VOCs, flammable liquids, and other air pollutants identified in homes slated for weatherization? | | | | |
| <p>If posing a risk to workers, removal of pollutants by the client is required before weatherization work can be performed. DOE H&S funds may be utilized for this measure, but generally speaking, clients should be removing these pollutants themselves or paying a qualified professional to do so. Subgrantees are not allowed to use DOE funds to remove pollutants that do not affect workers or the weatherization process.</p> <p>If pollutants pose a risk to workers and removal cannot be performed or is not allowed by the client, the unit must be deferred.</p> <p>Pollutants removed from the client's home or property must be properly disposed of by the subgrantee.</p> | | | | |
| Testing Protocols | | | | |
| Sensory inspection | | | | |
| Client Education | | | | |
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to inform clients in writing of any observed conditions and associated risks, and to provide clients with written materials on safety and proper disposal of household pollutants. | | | | |

| Training |
|---|
| How to recognize potential hazards and when removal is necessary. H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its Health and Safety Plan. |

| 7.11 Fuel Leaks <i>(please indicate specific fuel type if policy differs by type)</i> | | | | |
|--|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| Remediation Protocols | | | | |
| <p>When a minor gas leak is found on the utility side of service, the utility service must be contacted before work may proceed.</p> <p>Fuel leaks that are the responsibility of the client (vs. the utility) must be repaired before weatherizing the unit.</p> <p>If the fuel leak is considered the client’s responsibility, subgrantees may fix minor fuel leaks. The costs of fixing the minor fuel leak should not bring the overall SIR of the home under 1 or cause the agency to exceed their maximum Health and Safety budget.</p> <p>Major excavation or landscaping may not be covered with DOE funds.</p> <p>For oil leaks, the oil vendor or PA Department of Environmental Protection may need to be contacted. PA DEP link:</p> <p>http://www.dep.pa.gov/Business/Land/SiteRemediation/Storage-Tank-Cleanup-Program/Pages/Underground- Heating-Oil-Tank-Cleanup-Reimbursement-Program.aspx</p> | | | | |
| How do you define allowable fuel leak repairs, and at what point are repairs considered beyond the scope of weatherization? | | | | |
| Temporarily halt work when leaks are discovered that are the responsibility of the utility to address. The utility must be notified. | | | | |
| Client Education | | | | |
| When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients in writing of detected fuel leaks and associated risks. | | | | |

| Training |
|---|
| Fuel leak testing is provided in current required Crew Leader and Energy Auditor training as part of the Advanced Diagnostics, CAZ testing and the upcoming required HEP Crew Leader and Energy Auditor training. |

| 7.12 Gas Ovens / Stovetops / Ranges | | | | |
|--|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for addressing unsafe gas ovens/stoves/ranges in homes slated for weatherization? | | | | |
| Inspect stove tops/gas ovens/ ranges for operability, flame quality, and CO. Replacement of stove tops/gas ovens/ranges is not allowed although clean and tune is allowed. | | | | |
| Testing Protocols | | | | |

Gas stove testing must be done according to BPI Standards, see this link or copy and paste into your browser:

<http://www.bpi.org/sites/default/files/CST%20PROCEDURE%20FOR%20GAS%20OVENS%2C%20DIRECT%2C%20POWER-VENTED%20OR%20VENT-FREE%20APPLIANCES.pdf>

Gas Ovens and Range Tops Gas ovens must be tested for vented CO and range top burners must be visually inspected. Perform appliance testing procedures following the manufacturer’s appliance procedure. In the absence of the manufacturer’s appliance procedure, use the following testing procedures and action levels.

1. With appliance off, complete the following visual inspection:
 - a. Check the oven cavity for any stored materials and remove before testing.
 - b. Inspect the oven cavity for cleanliness. If the oven area is dirty enough to adversely impact the combustion process recommend that the oven be cleaned to reduce the possibility of unacceptable emissions.
 - c. Check the bottom surface inside of the oven cabinet for air venting that may be present. Any air vent obstruction, such as aluminum foil or silicone liners, must be removed before oven CO testing.
 - d. Check for air blockage at the bottom of the range and drawer and/or broiler compartment under the oven and remove any obstructions before testing.
 - e. Inspect range top burners for cleanliness. If the burners are excessively dirty, recommend that they be cleaned to reduce the possibility of unacceptable emissions.
2. Turn the oven on to a bake temperature of 500°F. Do not turn the oven all the way up to the broil setting or self-cleaning setting.
3. After 5 minutes of the oven’s main burner operation, place the test probe of a CO analyzing tool into the throat of the oven exhaust vent and measure undiluted CO.
4. Record the CO measurement once the CO level has become a stable reading.
5. Compare the CO measurement as in tables below:

| Appliance | Threshold Limit |
|------------------|------------------------|
| Oven/Broiler | 225 ppm as measured |

| Action Levels for CO in Combustion Appliances | |
|--|--|
| TEST RESULT | ACTION REQUIRED |
| Unacceptable CO level | Advise the homeowner/occupant that the appliance should be serviced immediately by a qualified professional NOTE: if ambient CO levels do not exceed 70 ppm, testing of other appliances and other audit procedures may continue at the discretion of the auditor |

| | |
|---|--------------------|
| Acceptable CO level | No action required |
| <p>NOTE: The Action Levels above are based on the following criteria:</p> <ul style="list-style-type: none"> • CO measured at 5 minutes of main burner operation • CO level at or below threshold in Table 1 for the appliance being tested is ACCEPTABLE • CO level exceeding threshold in Table 1 for the appliance being tested is UNACCEPTABLE | |
| Client Education | |
| <p>When deferral is necessary, PA’s deferral policy must be followed. Clients must be informed of the importance of keeping burners clean to limit the production of CO.</p> | |
| Training | |
| <p>Inspection techniques and CO action levels are covered in HEP Energy Auditor training.</p> | |

| | | | | |
|--|---|--|----------------------------------|--------------------------------|
| <p>7.13 Hazardous Materials Disposal [Lead, Refrigerant, Asbestos, Mercury (including CFLs/fluorescents), etc.] <i>(please indicate material where policy differs by material)</i></p> | | | | |
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |

| |
|--|
| <p>Hazardous waste materials generated in the course of weatherization work shall be disposed of according to local laws, regulations and/or Federal guidelines, as applicable.</p> <p>Lead and Asbestos disposal is also covered in their respective sections of this plan.</p> <p>For Refrigerant, reclaim refrigerant per Clean Air Act 1990, section 608, as amended by 40 CFR82, 5/14/1993.</p> <p>Refrigerators may only be removed and replaced when the total cost of removal and decommissioning (including reclaiming refrigerant) of the current refrigerator in conjunction with the installation of the new refrigerator can be cost-justified through the standardized energy audit (HEAT) using the existing refrigerator’s energy rating information from the Kouba-Cavallo Refrigerator & Freezer Energy Rating Database. Refrigerator replacement is further discussed in the PA SWS Field Manual. The reclamation of refrigerant of any refrigerator replaced through DOE WAP funds will be within the scope of DOE WAP. Refrigerant reclamation of refrigerator replacements funded through utilities or some other funding source will be included in the overall cost of refrigerator replacement through that funding source.</p> <p>The costs of making minor repairs should not bring the overall SIR of the home under 1 and will not exceed the agency’s maximum Health and Safety expenditure limit.</p> <p>For Mercury, thermostats, CFLs and fluorescent bulbs must be disposed of according to EPA requirements. See information at this link: https://www.epa.gov/cfl/recycling-and-disposal-cfls-and-other-bulbs-contain-mercury</p> <p>PA State law requires mandatory mercury thermostat recycling: https://www.thermostat-recycle.org/statelaws/pennsylvania</p> |
| Client Education |
| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients in writing of hazards associated with hazardous waste materials being generated/handled in the home. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. Subgrantees are required to educate clients not to disturb refrigerant.</p> |
| Training |
| <p>PA will not provide training on refrigerant disposal but will require that subgrantees hire a universally certified or EPA-approved section 608 type I certified worker or subcontractor to recover refrigerant.</p> <p>Appropriate Personal Protective Equipment (PPE) for working with hazardous waste materials, disposal requirements and locations and the health and environmental risks related to hazardous materials is taught in HEP Retrofit Installer technician and Crew Leader training.</p> <p>An EPA Certified Lead Renovator must be utilized on units as required by EPA Guidelines.</p> |

Disposal Procedures and Documentation Requirements

See above appliance disposal must always include refrigerant reclamation. Also see above and other areas of the plan for disposal requirements for lead, asbestos and mercury.

7.14 Injury Prevention of Occupants and Weatherization Workers (Measures such as repairing stairs and replacing handrails)

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers.

Funding

DOE LIHEAP State Utility Other

What guidance do you provide Subgrantees regarding allowable injury-related repairs (e.g., stairs, handrails, porch deck board)?

When necessary to effectively weatherize the home, workers may make minor repairs and installations. Refer to SWS 2.0100.1 Global Worker Safety and 2.0100.2 Work Area Inspection and Stabilization.

How do you define "minor" or allowable injury prevention measures, and at what point are repairs considered beyond the scope of weatherization? Quantify "minor" or allowable injury prevention measures.

The costs of making minor repairs should not bring the overall SIR of the home under 1 and will not exceed the agency's maximum Health and Safety expenditure limit.

Training

Inspect for dangers which would prevent weatherization. Hazard identification is taught in OSHA.

7.15 Lead Based Paint

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

DOE H&S funds will be utilized for this measure. Labor and material costs that would have been conducted anyway, without consideration for LSW, may not be charged to H&S funds.

| Safe Work Protocols |
|---|
| <p>Pennsylvania follows guidelines established in EPA’s Lead: Renovation, Repair, and Painting Program (RRP), with workers trained accordingly. To reduce production costs associated with measures requiring LSW, H&S funds must be used to cover those costs directly associated with conducting LSW, although deferral is required when weatherization work could create H&S hazards due to the extent and condition of lead-based paint in the home.</p> <p>Homes will be deferred when the extent and condition of lead-based paint in the house would create further H&S hazards (for example, extensive paint blistering or peeling throughout the home).</p> <p>Follow EPA regulations for disposal purposes. See link: https://www.epa.gov/lead/regulatory-status-waste-generated-contractors-and-residents-lead-based-paint-activities</p> |
| Testing Protocols |
| <p>In general, all homes built prior to 1978 are assumed to have lead, and testing will not be a common allowable H&S expense. However, Pennsylvania may allow some lead testing by subgrantees who can justify the need due to the presence of lead in paint that will be disturbed by WAP measure installation. Any testing must be done with EPA-approved testing method and must be economically feasible. A Certified Renovator is required to conduct jobsite set-up and cleaning verification.</p> |
| Client Education |
| <p>When deferral is necessary, PA’s deferral policy must be followed. Follow applicable SWS, DOE, and EPA RRP guidance on occupant safety, occupant education and removal and disposal procedures.</p> <p>PA is in compliance with the EPA RRP requirements of client education. Lead Paint Notification, Lead Hazard Education, and EPA Lead Paint Pamphlet Sign-offs Link to Pamphlet: https://www.epa.gov/sites/production/files/documents/renovaterightbrochure.pdf</p> |
| Training and Certification Requirements |
| <p>An EPA Certified Lead Renovator must be utilized on all completed units as required by EPA guidelines. EPA Certified Lead Renovator training is required for any worker that would fulfill the role of a Certified Renovator. Certified Renovators must provide jobsite training to crews regarding lead safety when installing measures. In addition, State Monitors and Quality Control Inspectors are required to be EPA Certified Lead Renovators.</p> |
| Documentation Requirements |
| <p>Monitors will review client files containing proof of lead safe practices. Follow EPA RRP requirements. Photo documentation is required in the client files of all jobs where LSW is necessary. EPA Renovation Recordkeeping checklist attached (Attachment L).</p> |

7.16 Mold and Moisture

(Including but not limited to: drainage, gutters, down spouts, extensions, flashing, sump pumps, dehumidifiers, landscape, vapor retarders, moisture barriers, etc.)

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Major drainage issues are beyond the scope of the Weatherization Assistance Program. Minor drainage repair must be cost-justified as an incidental expense or should not exceed the agency's allowable Health and Safety budget.

Funding

DOE LIHEAP State Utility Other

What guidance do you provide Subgrantees for dealing with moisture related issues (e.g., drainage, gutters, down spouts, moisture barriers, dehumidifiers, vapor barrier on bare earth floors) in homes slated for weatherization?

Repair of limited water damage may only be conducted when necessary for the effective performance or preservation of weatherization materials, and as such, will only be funded as a cost-justified incidental repair. For example, sump pumps and dehumidifiers can be replaced as cost-justified IRM. For dirt floors in basements and crawl spaces under mobile homes, vapor retarders or moisture barriers may be used to protect insulation.

DOE H&S funds will not be utilized for water damage repair

How do you define "minor" or allowable moisture-related measures, and at what point is work considered beyond the scope of weatherization?

Drainage repairs may only be conducted when necessary for the effective performance or preservation of weatherization materials, and as such, will only be funded as a cost-justified incidental repair. Vapor retarders and moisture barriers cannot be used when unit is prone to flooding. DOE H&S funds will not be utilized to resolve drainage issues.

When drainage repairs are required but cannot be cost-justified with the accompanying ECM, and no other funding source is available, the home may be deferred. Subgrantees may request that a client whose home requires non-cost-justifiable drainage repairs spend his/her own private funds on drainage repairs in order for the subgrantee to complete weatherization services at the home.

When water damage repairs are required but cannot be cost-justified with the accompanying ECM or when mold remediation (which cannot be funded through DOE) is required, and no other funding resource is available, the home may be deferred. Subgrantees may require that a client whose home requires non-cost justifiable water damage repairs spend his/her own private funds on water damage repairs in order for the subgrantee to complete weatherization services at the home.

| Client Education |
|---|
| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients of the importance of cleaning and maintaining drainage systems and proper landscape design.</p> <p>PA is in compliance with the mold and moisture requirements of client education, providing the client notification and disclaimer on mold and moisture awareness. Please see attachments, Whole House Moisture Assessment Form (Attachment I) and Weatherization Mold Assessment Form (Attachment J).</p> <p>Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures.</p> |
| Training |
| <p>HEP Energy Auditor training covers how to address moisture and indoor air quality issues. In addition, workers are trained to determine the proper pathway for code compliance.</p> |

| 7.17 Pests | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide Subgrantees for dealing with pests and pest intrusion prevention in homes slated for weatherization? | | | | |
| <p>Pest removal and containment/control is allowed only when infestation would prevent weatherization. Infestation of pests is grounds for deferral if infestation cannot be remediated and/or poses a H&S concern for workers. Proof of professional pest removal is necessary to weatherize a home deferred on grounds of pest infestation.</p> | | | | |
| Define Pest Infestation Thresholds, Beyond Which Weatherization Is Deferred | | | | |
| <p>Pest remediation cannot exceed the total overall agency Health and Safety budget. If client refuses to correct the pest infestation, the home must be deferred.</p> | | | | |
| Testing Protocols | | | | |
| <p>Sensory inspection. Assessment of the presence and degree of infestation and risk to workers.</p> | | | | |
| Client Education | | | | |
| <p>When deferral is necessary, PA’s deferral policy must be followed. Subgrantees are required to inform clients of observed conditions and associated risks.</p> | | | | |

Training

H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its Health and Safety Plan. How to assess the presence and degree of infestation, associated risk and deferral policy is taught in this H&S continuing education.

7.18 Radon

Concurrence, Alternative, or Deferral

Concurrence with Guidance Alternative Guidance Results in Deferral

Funding

DOE LIHEAP State Utility Other

What guidance do you provide Subgrantees around radon?

The use of DOE funds for radon remediation is not an allowable Weatherization expense. DOE H&S funds will be utilized only for basic precautions to reduce the likelihood of making radon issues worse (for example, covering exposed dirt with a vapor barrier, sealing foundations and/or covering sump pit).

Homes where known radon levels are 4pCi/L or higher will be deferred until the client provides accurate and plausible test results indicating that radon levels no longer present a dangerous situation.

In homes where radon may be present, work scope should include precautionary measures based on EPA Healthy Indoor Environment Protocols found here: https://www.epa.gov/sites/production/files/2014-12/documents/epa_retrofit_protocols.pdf

Testing Protocols

Testing of radon and remediation of dangerous radon levels is beyond the scope of DOE WAP. Homes requiring remediation will be deferred until remediation is accomplished through some other funding source.

Client Education

When deferral is necessary, PA's deferral policy must be followed. Subgrantees will be required to provide all clients with the EPA's consumer's guide to radon. Radon Information Form attached (Attachment M). EPA's "A Citizen's Guide to Radon", found at https://www.epa.gov/sites/production/files/2016-02/documents/2012_a_citizens_guide_to_radon.pdf.

| Training and Certification Requirements |
|--|
| <p>H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including its Health and Safety Plan. Retrofit Installer Technicians are trained in proper vapor barrier installation.</p> <p>Energy Auditors are trained to have the knowledge of radon, what it is and how it occurs, including what factors may make radon worse and the precautionary measures that may be helpful.</p> |
| Documentation Requirements |
| <p>PA's Radon Information form and a copy of EPA's "A Citizen's Guide to Radon" must be reviewed and signed off on by client. Although testing is not an allowed Health & Safety expense, if results are obtained, they must be shared in writing with the client.</p> |

| 7.19 Safety Devices: Smoke and Carbon Monoxide Alarms, Fire Extinguishers | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| <p>Pennsylvania recommends to subgrantees that, when possible, some other source of funding be utilized to purchase smoke/CO detectors. If no other funding source is available, DOE H&S funds may be utilized to fund the installation of smoke/CO detectors. Additionally, any exceptions to the guidelines listed below due to code requirements must be documented with a copy of the applicable code on file and accessible with the subgrantee.</p> | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What is your policy for installation or replacement of the following: | | | | |
| <p>Smoke Alarms: Except where otherwise required by code, installation of smoke alarms/detectors is only allowed where detectors are not present or are inoperable. For inoperable replacements, smoke alarms/detectors are placed one per floor. Replacing operable smoke alarms is not an allowable cost.</p> | | | | |
| <p>Carbon Monoxide Alarms: Except where otherwise required by code, installation of CO alarms/detectors is only allowed where detectors are not present or are inoperable. For inoperable replacements, CO alarms/detectors are placed to be placed one outside of each separate sleeping area in the immediate vicinity of the bedrooms (IRC R315.3) Replacing operable CO alarms is not an allowable cost.</p> | | | | |
| <p>Fire Extinguishers: Pennsylvania does not allow subgrantees to utilize DOE WAP funds to provide fire extinguishers.</p> | | | | |

| Testing Protocols |
|--|
| Check to see if smoke and CO alarms are operable and that they are present in the required areas of the home. |
| Client Education |
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to provide clients with verbal and written information on use of smoke/CO alarms. Clients with solid fuel heating are encouraged to acquire a fire extinguisher, whether through an alternate program or by spending their own funds. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. |
| Training |
| H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including this Health and Safety Plan. Training will follow aspects of the guidance provided in WPN 17-7 but will include the necessity for subgrantees to determine the proper pathway for code compliance and keep a copy of all local codes in their records. |

7.20 Occupant Health and Safety Concerns and Conditions

| Concurrence, Alternative, or Deferral | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| When a person's health may be at risk and/or the work activities could constitute a health or safety hazard, the occupant at risk will be required to take appropriate action based on the severity of risk. Failure or the inability to take appropriate action must result in deferral. | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| DOE H&S funds may not be utilized to pay for screening for occupant preexisting or potential health conditions. This should be charged as a program cost. | | | | |
| What guidance do you provide Subgrantees for determining whether occupants suffer from health conditions that may be negatively affected by the act of weatherizing their home? | | | | |
| Occupants will be required to reveal known or suspected health concerns will be screened during the audit. Subgrantees will be required to provide at-risk clients (refers to occupants with health conditions such as respiratory issues or allergic reactions that could be affected by the weatherization process) with worker contact information (in the form of subgrantee weatherization office staff phone numbers) so clients can inform workers of any issues. Additionally, subgrantees will be required to provide the client with information of any known risks to the client's condition(s). Identification of Occupant Health Condition form attached (Attachment D). | | | | |

| What guidance do you provide Subgrantees for dealing with potential health concerns when they are identified? | | |
|---|--|---|
| Subgrantees will be required to provide the client with information of any known risks to the client's condition(s). Homes will be deferred if the client has known health problems which may be exacerbated by installation of weatherization materials such as insulation, caulking, two-part foam, etc. | | |
| Client Education | | |
| Subgrantees will be required to provide an at-risk client with worker contact information (in the form of subgrantee weatherization office staff phone numbers) so clients can inform workers of any issues. Additionally, subgrantees will be required to provide the client with information of any known risks to the client's condition(s). | | |
| Documentation Form(s) have been developed and comply with guidance? | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

| 7.21 Ventilation and Indoor Air Quality | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| Identify the Most Recent Version of ASHRAE 62.2 Implemented (optional: identify Addenda used) | | | | |
| ASHRAE 62.2-2016 must be followed to determine the Required Mechanical Ventilation Rate for all structures covered under the ASHRAE 62.2-2016 standard. For existing structures, ASHRAE 62.2-2016 Appendix A will be utilized as appropriate. | | | | |
| ASHRAE 62.2 – 2016 Compliance: | | | | |
| Air leakage must provide fresh outdoor air when no mechanical ventilation system exists because the air leaks are the home's only means of fresh air intake and pollutant removal. Follow the current ASHRAE 62.2 2016 standards to determine the Required Mechanical Ventilation Rate. | | | | |
| Testing and Final Verification Protocols | | | | |
| ASHRAE 62.2-2016 Required Mechanical Ventilation Rate evaluation, fan flow, and follow up testing are required to ensure compliance. Actions will be taken to prevent zonal pressure differences greater than 3 pascals. | | | | |
| Measure fan flow of existing fans and of installed equipment to verify performance. | | | | |

| Client Education |
|--|
| When deferral is necessary, PA's deferral policy must be followed. Subgrantees are required to provide clients with information on function, use, and maintenance of any ventilation systems and components, along with a disclaimer stating that current ASHRAE 62.2-2016 standards do not account for high polluting sources or guarantee indoor air quality. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. |
| Training |
| Current ASHRAE 62.2-2016 will be implemented as per training initiatives by National Sustainable Structures Center (NSSC). |

| 7.22 Window and Door Replacement, Window Guards | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| Replacement, repair, or installation of doors, windows, or window guards is not an allowable H&S cost | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| What guidance do you provide to Subgrantees regarding window and door replacement and window guards? | | | | |
| It is not allowable for DOE H&S funds to be spent on Window and Door Replacements or on Window Guards. This measure exists as an ECM and this measure should be performed only if an SIR of 1 or greater can be determined by conducting the Whole House Standardized Energy Audit. Window and Door repairs may be counted as an IRM, depending on the other measures called for in the Energy Audit. | | | | |
| Testing Protocols | | | | |
| If disturbing lead paint while conducting this ECM, LSW practices must be in effect. Otherwise, as this measure is not considered a H&S measure, there is no testing protocol under H&S. | | | | |
| Client Education | | | | |
| Clients are provided with information on lead risks associated with the repair or replacement of windows/doors. Follow applicable SWS guidance on occupant safety, occupant education and removal and disposal procedures. | | | | |
| Training | | | | |
| Although no Health and Safety training is required for this measure. H&S continuing education training will be provided in the 2020-2021 program year upon approval of the PA State Plan including this Health and Safety Plan. | | | | |

| 7.23 Worker Safety (OSHA, etc.) | | | | |
|---|---|--|----------------------------------|--------------------------------|
| Concurrence, Alternative, or Deferral | | | | |
| Concurrence with Guidance <input checked="" type="checkbox"/> | Alternative Guidance <input type="checkbox"/> | Results in Deferral <input type="checkbox"/> | | |
| <p>Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever there may be exposure to hazardous materials.</p> <p>Spray Polyurethane Foam (SPF) is considered a weatherization ECM.</p> <p>SPF is allowed if appropriate precautions are taken and if OSHA Confined Space requirements are followed if applicable. Use EPA recommendation (available online at polyurethane foam.html) when working (or when SPF fumes come evident) within the conditioned space. When working outside the building envelope, isolate the area where foam will be applied take precautions so that fumes will not transfer inside conditioned space, and exhaust fumes outside the home. Manufacturer recommendations must be followed.</p> <p>Workers must follow OSHA standards and Safety Data Sheets (SDS) and take precautions to ensure the H&S of themselves and other workers. SDS must be posted wherever workers may be exposed to hazardous materials</p> | | | | |
| Funding | | | | |
| DOE <input checked="" type="checkbox"/> | LIHEAP <input type="checkbox"/> | State <input type="checkbox"/> | Utility <input type="checkbox"/> | Other <input type="checkbox"/> |
| <p>T&TA funds will be utilized to pay for OSHA 10 training. Costs incurred from jobsite compliance with OSHA guidelines may be paid with DOE H&S funds.</p> <p>All actions peripheral to but necessary for the effective performance or preservation of SPF will only be funded as a cost-justified incidental repair. DOE H&S funds will not be utilized for SPF. However, the required safety precautions when using SPF are covered as a H&S expense.</p> <p>For SPF, check for penetrations in the building envelope. Sensory inspection is to be done inside the home for fumes during foam application. Follow EPA recommendations. Subgrantees are required to notify clients of plans to use two-part foam and any necessary corresponding precautions.</p> | | | | |
| How do you verify safe work practices? What is your policy for in-progress monitoring? | | | | |
| <p>DCED monitors to ensure that weatherization workers have taken the OSHA class.</p> <p>Pictures are required to verify safe work practices. In-progress monitoring is conducted for High Risk to High Medium Risk agencies BY DCED.</p> <p>DCED monitors to ensure compliance with all regulations, including EPA lead, OSHA, SDS and other regulations. Technical assistance is provided by NSSC to agencies during agency visits or at their request.</p> <p>Links to the Centers for Disease Control and Prevention and OSHA regarding COVID-19: www.cdc.gov and www.osha.gov</p> <p>DCED will offer further guidance as it comes available and developed.</p> | | | | |

Training and Certification Requirements

PA requires weatherization workers to receive appropriate OSHA training. OSHA 10 is required for all weatherization Retrofit Installer Technicians, Energy Auditors, and Quality Control Inspectors.

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|---|---------------|--------------------|--------------|
| Insulation Dam | Attic | Program Operations | ANCIL |
| Eave Chutes | Attic | Program Operations | ANCIL |
| Tyvek | Attic | Program Operations | ANCIL |
| Box Recessed Light | Attic | Program Operations | ANCIL |
| 6 Mil Poly | Floor | Program Operations | ANCIL |
| Blower door set-up & tests | Infiltration | Program Operations | ANCIL |
| Supplies - saw blades, drill bits, bug spray, brushes | Other Measure | Program Operations | ANCIL |
| PO-Permits/Fees | Other Measure | Program Operations | ANCIL |
| Remove/disposal old refrigerator | Refrigerator | Program Operations | ANCIL |
| Metering Refrigerator | Refrigerator | Program Operations | ANCIL |
| Finish Wall Plugs | Wall | Program Operations | ANCIL |
| Gable Vent | Ventilation | Program Operations | ANCIL |
| Roof Vent | Ventilation | Program Operations | ANCIL |
| Soffit Vent | Ventilation | Program Operations | ANCIL |
| Window Vent | Ventilation | Program Operations | ANCIL |
| PO-Replace Radiator | Distribution | Program Operations | ECM |
| PO-Repair Gas Line | HeatingSystem | Program Operations | ECM |
| PO-Vented Space Heater | HeatingSystem | Program Operations | ECM |
| PO-Expansion Tank | HeatingSystem | Program Operations | ECM |
| PO-Gas Valve | HeatingSystem | Program Operations | ECM |
| PO-Blower Motor | HeatingSystem | Program Operations | ECM |
| PO-Circulator Pump | HeatingSystem | Program Operations | ECM |
| PO-Ignition Transformer | HeatingSystem | Program Operations | ECM |
| PO-Primary Control | HeatingSystem | Program Operations | ECM |
| PO-Replace Heating unit | HeatingSystem | Program Operations | ECM |
| PO-Burner Replacement | HeatingSystem | Program Operations | ECM |
| PO-Clean & Tune | HeatingSystem | Program Operations | ECM |
| PO-Barometric Draft Control | HeatingSystem | Program Operations | ECM |
| PO-Power Vent | HeatingSystem | Program Operations | ECM |
| PO-Roof Jack | HeatingSystem | Program Operations | ECM |
| PO-Tstat | HeatingSystem | Program Operations | ECM |
| PO-Heating System Repairs | HeatingSystem | Program Operations | ECM |
| PO-Fuel Filter | HeatingSystem | Program Operations | ECM |
| PO-Replace Fuel Line | HeatingSystem | Program Operations | ECM |
| PO-Replace Oil Tank | HeatingSystem | Program Operations | ECM |
| PO-Stainless Chimney Liners | HeatingSystem | Program Operations | ECM |
| PO-Chimney Repairs | HeatingSystem | Program Operations | ECM |
| PO-Pipe Pressure Relief Valve | HeatingSystem | Program Operations | ECM |

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|----------------------------------|---------------|--------------------|--------------|
| PO-Burner Nozzle | HeatingSystem | Program Operations | ECM |
| PO-Spill Switch | HeatingSystem | Program Operations | ECM |
| PO-Minor Electrical Repairs | Other Measure | Program Operations | ECM |
| R-30 Cellulose | Attic | Program Operations | ECM |
| R-19 Cellulose | Attic | Program Operations | ECM |
| R-11 Cellulose | Attic | Program Operations | ECM |
| Seal ducts | Attic | Program Operations | ECM |
| Insulate ducts | Attic | Program Operations | ECM |
| Install attic hatch or door | Attic | Program Operations | ECM |
| Insulate mobile home roof-cavity | Attic | Program Operations | ECM |
| R-38 Cellulose | Attic | Program Operations | ECM |
| Pull Down Stair Cover | Attic | Program Operations | ECM |
| Insulate Attic Hatch/Door | Attic | Program Operations | ECM |
| R-11 KWall FG | Attic | Program Operations | ECM |
| R-19 KWall FG | Attic | Program Operations | ECM |
| R-11 KWall Door FG | Attic | Program Operations | ECM |
| R-11 Attic Stair Wall | Attic | Program Operations | ECM |
| Insulate Attic Stairs | Attic | Program Operations | ECM |
| Blown in FG R-19 | Attic | Program Operations | ECM |
| R-11 F/G | Attic | Program Operations | ECM |
| R-38 FG Batts | Attic | Program Operations | ECM |
| Blown in FG R-38 | Attic | Program Operations | ECM |
| PO-Replace Radiator | Distribution | Program Operations | ECM |
| Duct Insulation R-11 Wrap | Distribution | Program Operations | ECM |
| Duct Sealing | Distribution | Program Operations | ECM |
| Duct Repair | Distribution | Program Operations | ECM |
| Duct Pressure Balancing | Distribution | Program Operations | ECM |
| HW Pipe Insulation | Distribution | Program Operations | ECM |
| Steam Pipe Insulation | Distribution | Program Operations | ECM |
| Install Ductwork | Distribution | Program Operations | ECM |
| Insulate Basement Door | Floor | Program Operations | ECM |
| Loose Fill FG R19 | Floor | Program Operations | ECM |
| 3.5 lbs/ft3 DP Cellulose | Floor | Program Operations | ECM |
| Styrofoam/2 Part Foam | Floor | Program Operations | ECM |
| Sill Plate Insulation | Floor | Program Operations | ECM |
| R-19 FG Insulation | Floor | Program Operations | ECM |
| Closed Floor Cavity DP | Floor | Program Operations | ECM |
| PO-Tstat | HeatingSystem | Program Operations | ECM |

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|-------------------------------------|---------------|--------------------|--------------|
| Air Filters | HeatingSystem | Program Operations | ECM |
| Vent Connectors | HeatingSystem | Program Operations | ECM |
| Replace faucet aerators | Hot Water | Program Operations | ECM |
| Water Heater Blanket | Hot Water | Program Operations | ECM |
| Insulate 6' hot & Cold water lines | Hot Water | Program Operations | ECM |
| Low-flow showerhead | Hot Water | Program Operations | ECM |
| Adjust water heater thermostat 120° | Hot Water | Program Operations | ECM |
| Repair plumbing (Hot Water) | Hot Water | Program Operations | ECM |
| Replace kitchen & bath faucets | Hot Water | Program Operations | ECM |
| Blower door set-up & tests | Infiltration | Program Operations | ECM |
| Blower door guided air sealing | Infiltration | Program Operations | ECM |
| Caulking cracks | Infiltration | Program Operations | ECM |
| Weatherstrip Door | Infiltration | Program Operations | ECM |
| Threshold | Infiltration | Program Operations | ECM |
| Door Sweeps | Infiltration | Program Operations | ECM |
| Replace broken glass | Infiltration | Program Operations | ECM |
| W/S insulate attic hatch | Infiltration | Program Operations | ECM |
| Repair faulty doors | Infiltration | Program Operations | ECM |
| Repair faulty windows | Infiltration | Program Operations | ECM |
| Spray foam Insulation | Infiltration | Program Operations | ECM |
| Electrical Outlet & Switch gaskets | Infiltration | Program Operations | ECM |
| 2 Part Foam Airsealing | Infiltration | Program Operations | ECM |
| Attic Airsealing | Infiltration | Program Operations | ECM |
| Basement Airsealing | Infiltration | Program Operations | ECM |
| Major Bypass Airsealing | Infiltration | Program Operations | ECM |
| Build Bulkhead door | Infiltration | Program Operations | ECM |
| LED Lighting | Lighting | Program Operations | ECM |
| Install light fixture | Lighting | Program Operations | ECM |
| PO-Sump Pump | Other Measure | Program Operations | ECM |
| Z Door | Other Measure | Program Operations | ECM |
| Relocate Dryer | Other Measure | Program Operations | ECM |
| PO-Replace 4" Alum Vent Hose | Other Measure | Program Operations | ECM |
| PO-Contractor's Labor Only | Other Measure | Program Operations | ECM |
| General Carpentry Repairs | Other Measure | Program Operations | ECM |
| A/C cover | Other Measure | Program Operations | ECM |
| Secure and seal window A/C | Other Measure | Program Operations | ECM |
| PO-Range Hood | Other Measure | Program Operations | ECM |
| PO-Crew Labor | Other Measure | Program Operations | ECM |

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|--|---------------|--------------------|--------------|
| Replace refrigerator | Refrigerator | Program Operations | ECM |
| Clean condenser coil | Refrigerator | Program Operations | ECM |
| Adjust temperatures | Refrigerator | Program Operations | ECM |
| Ridge Vent | Ventilation | Program Operations | ECM |
| Wall Insulation DP | Wall | Program Operations | ECM |
| Wall Insulation FG R-13 | Wall | Program Operations | ECM |
| Wall Insulation FG R-19 | Wall | Program Operations | ECM |
| PO-Clean vent pipe, vent termination & coils | Washer/Dryer | Program Operations | ECM |
| PO-Replace 4" Alum Vent Hose | Washer/Dryer | Program Operations | ECM |
| PO-Relocate Dryer | Washer/Dryer | Program Operations | ECM |
| Door Replacement | Windows | Program Operations | ECM |
| Window Replacement | Windows | Program Operations | ECM |
| Install Low E Storm | Windows | Program Operations | ECM |
| Replace w Low E Storm | Windows | Program Operations | ECM |
| Replacement Window R-5 | Windows | Program Operations | ECM |
| Replace MH Window | Windows | Program Operations | ECM |
| Self Storing Storm | Windows | Program Operations | ECM |
| HS-Eave Chutes | Attic | Health & Safety | H&S |
| HS-Replace Radiator | Distribution | Health & Safety | H&S |
| HS-Pipe Thawing | Distribution | Health & Safety | H&S |
| HS-Duct Repair | Distribution | Health & Safety | H&S |
| HS-6 Mil Poly | Floor | Health & Safety | H&S |
| HS-Stainless Chimney Liners | HeatingSystem | Health & Safety | H&S |
| HS-Expansion Tank | HeatingSystem | Health & Safety | H&S |
| HS-Burner Replacement | HeatingSystem | Health & Safety | H&S |
| HS-Ignition Transformer | HeatingSystem | Health & Safety | H&S |
| HS-Primary Control | HeatingSystem | Health & Safety | H&S |
| HS-Chimney Repairs | HeatingSystem | Health & Safety | H&S |
| HS-Replace Heating unit | HeatingSystem | Health & Safety | H&S |
| HS-Heating System Repairs | HeatingSystem | Health & Safety | H&S |
| HS-Repair Gas Line | HeatingSystem | Health & Safety | H&S |
| HS-Replace Fuel Line | HeatingSystem | Health & Safety | H&S |
| HS-Power Vent | HeatingSystem | Health & Safety | H&S |
| HS-Replace Oil Tank | HeatingSystem | Health & Safety | H&S |
| HS-Vented Space Heater | HeatingSystem | Health & Safety | H&S |
| HS-Roof Jack | HeatingSystem | Health & Safety | H&S |
| HS-Gas Valve | HeatingSystem | Health & Safety | H&S |
| HS-Blower Motor | HeatingSystem | Health & Safety | H&S |

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|---|---------------|-----------------|--------------|
| HS-Circulator Pump | HeatingSystem | Health & Safety | H&S |
| HS-Clean & Tune | HeatingSystem | Health & Safety | H&S |
| HS- Clean & Tune Gas Range/Cook tops/Ovens | HeatingSystem | Health & Safety | H&S |
| HS- Inspect CO levels @Gas Range/Cooktops/Ovens | HeatingSystem | Health & Safety | H&S |
| HS-Barometric Draft Control | HeatingSystem | Health & Safety | H&S |
| HS-Tstat | HeatingSystem | Health & Safety | H&S |
| HS-Fuel Filter | HeatingSystem | Health & Safety | H&S |
| HS-Pipe Pressure Relief Valve | HeatingSystem | Health & Safety | H&S |
| HS-Burner Nozzle | HeatingSystem | Health & Safety | H&S |
| HS-Spill Switch | HeatingSystem | Health & Safety | H&S |
| HS-Vent Connectors | HeatingSystem | Health&Safety | H&S |
| HS-Pipe Pressure Relief Valve | Hot Water | Health & Safety | H&S |
| HS-Replace DHW Tank | Hot Water | Health & Safety | H&S |
| HS-Spill Switch | Hot Water | Health & Safety | H&S |
| HS-Water Heater Vent | Hot Water | Health & Safety | H&S |
| HS-Install light fixture | Lighting | Health&Safety | H&S |
| HS-Lead Safe Measures | Other Measure | Health & Safety | H&S |
| HS-Clean vent pipe, vent termination & coils | Other Measure | Health & Safety | H&S |
| HS-Relocate Dryer | Other Measure | Health & Safety | H&S |
| HS-Replace 4" Alum Vent Hose | Other Measure | Health & Safety | H&S |
| HS-Vent Outside | Other Measure | Health & Safety | H&S |
| HS-Inspect knob & tube wiring | Other Measure | Health & Safety | H&S |
| HS-Repair plumbing leaks | Other Measure | Health & Safety | H&S |
| HS-Remove un-vented space heater | Other Measure | Health & Safety | H&S |
| HS-Install kit/bath exhaust fan | Other Measure | Health & Safety | H&S |
| HS-Install C/O Alarm | Other Measure | Health & Safety | H&S |
| HS-Install Smoke Alarm | Other Measure | Health & Safety | H&S |
| HS-Minor Electrical Repairs | Other Measure | Health & Safety | H&S |
| HS-Asbestos Mitigation | Other Measure | Health & Safety | H&S |
| HS-K&T Mitigation | Other Measure | Health & Safety | H&S |
| HS-Pest Remediation | Other Measure | Health & Safety | H&S |
| HS-Radon Remediation | Other Measure | Health & Safety | H&S |
| HS-Remove un-vented space heater | Other Measure | Health & Safety | H&S |
| HS-Range Hood | Other Measure | Health & Safety | H&S |
| HS-Contractor Labor Only | Other Measure | Health & Safety | H&S |
| HS-Crew Labor | Other Measure | Health & Safety | H&S |
| HS-Permits/Fees | Other Measure | Health & Safety | H&S |
| HS-PPE/Job Safety Materials | Other Measure | Health & Safety | H&S |

Measure Identification List

| Measure | Audit Group | Budget Type | Measure Type |
|--|---------------|--------------------|--------------|
| HS-Clear drain line | Other Measure | Health & Safety | H&S |
| HS-Mechanical Ventilation | Other Measure | Health & Safety | H&S |
| HS-Gable Vent | Ventilation | Health & Safety | H&S |
| HS-Roof Vent | Ventilation | Health & Safety | H&S |
| HS-Soffit Vent | Ventilation | Health & Safety | H&S |
| HS-Window Vent | Ventilation | Health & Safety | H&S |
| HS-Ridge Vent | Ventilation | Health & Safety | H&S |
| HS-Clean vent pipe, vent termination & coils | Washer/Dryer | Health & Safety | H&S |
| HS-Vent outside | Washer/Dryer | Health & Safety | H&S |
| HS-Replace 4" Alum Vent Hose | Washer/Dryer | Health & Safety | H&S |
| HS-Relocate Dryer | Washer/Dryer | Health & Safety | H&S |
| Tyvek | Floor | Program Operations | IRM |
| Vent Connectors | HeatingSystem | Program Operations | IRM |
| PO-repair plumbing leaks | Other Measure | Program Operations | IRM |
| PO-Dehumidifier | Other Measure | Program Operations | IRM |
| PO-Sump Pump | Other Measure | Program Operations | IRM |
| General Carpentry Repairs | Other Measure | Program Operations | IRM |
| Install lockset | Other Measure | Program Operations | IRM |
| Fix roof leak(s) | Other Measure | Program Operations | IRM |
| Repair floor | Other Measure | Program Operations | IRM |
| Window repair | Other Measure | Program Operations | IRM |
| Door repair | Other Measure | Program Operations | IRM |
| Repair wall | Other Measure | Program Operations | IRM |
| Repair ceiling | Other Measure | Program Operations | IRM |
| Gutters/Downspout | Other Measure | Program Operations | IRM |
| Molding | Other Measure | Program Operations | IRM |
| PO-Clear drain line | Other Measure | Program Operations | IRM |
| Plaster patch | Wall | Program Operations | IRM |

Identification of Occupant Health Conditions

Please list any known or suspected health conditions which could affect you or a member of your household during or as a result of the weatherization process (for example, respiratory issues or allergic reactions that could be affected by the weatherization process):

SIGN AND DATE AT TIME OF APPLICATION: Please sign below to indicate that you have listed all known or suspected health conditions which could affect you or a member of your household during or as a result of the weatherization process.

| | |
|---------------------------------|---------------------------|
| Applicant's Signature | Staff Signature |
| Applicant's Name (please print) | Staff Name (please print) |
| Date | Date |

SIGN AND DATE AT TIME OF AUDIT: Please sign below to indicate the following:

- That the above list of health conditions is correct at the time of the weatherization audit (if necessary, update the list now);
- That you have received worker contact information allowing you to quickly inform workers of any medical issues caused by the weatherization process;
- That you promise to inform workers immediately if any medical issues arise;
- That you have received information on weatherization materials and installation techniques that could affect the medical conditions you have listed;
- That you have worked with your auditor to ensure that if necessary, the weatherization process is amended so that it does not affect any listed medical conditions;
- That you consent to the weatherization process continuing.

| | |
|---------------------------------|-------------------------------|
| Applicant's Signature | Auditor's Signature |
| Applicant's Name (please print) | Auditor's Name (please print) |
| Date | Date |

NOTIFICATION OF POTENTIAL DEFERRAL OF WEATHERIZATION SERVICES FORM
PLEASE READ, SIGN AND DATE

The Pennsylvania Weatherization Assistance Program is providing you with this information in the event that your application is deferred. If an application is deferred, the applicant's home will not receive weatherization services until after the reason(s) for deferral have been corrected and a new application is submitted. Listed below are reasons why an application may be deferred:

- Reported household income may exceed federal poverty guidelines set for the program;
- The house has been condemned or has electrical, heating, plumbing, or other equipment issues which have caused the local or state building officials or utilities to prohibit work in the building;
- The property becomes owned by a bank or other financial entity or is in foreclosure proceedings;
- The property becomes for sale or rent or unoccupied or the client is moving or scheduled for sheriff sale;
- The building structure or its mechanical systems are in such a state of disrepair that the conditions cannot be resolved cost-effectively;
- The structure is not secured to a permanent foundation and connected to utilities;
- The structure is a camper, recreational vehicle, boat, railroad car, bus, or other structure which does not have a mailing address and is designed and constructed as temporary, non-stationary, living quarters.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances that cannot be resolved under existing health and safety measures and with only minor repairs;
- The dwelling unit or surrounding property exhibits problems with pet containment;
- The extent of and condition of lead-based paint or friable asbestos in the house would create further health and safety hazards.
- Moisture problems are so severe that they cannot be resolved under existing health and safety measures and with only minor repairs;
- The client denies access to every room at unit;
- Criminal behavior is observed in the household;
- The client refuses critical weatherization measures;
- The client creates a health and safety issue and refuses to correct the problem, or the dwelling unit has sewage or sanitary problems which will further endanger the client and installers;
- The client refuses recommended health and safety measures;
- The client or a household member acts in an uncooperative, threatening or abusive manner;
- The client has known health problems which preclude insulation or other weatherization materials from being installed;

- If testing is done with other funding, test results must be included for lead paint, asbestos, and Radon. If Radon testing is known, defer home if over 4pCi/L.

- Other Must Specify: _____

Applicant's Name (please print)

Applicant's Signature

Date

Staff Name (please print)

Staff Signature

Date

Address of Property

DEFERRAL OF WEATHERIZATION SERVICES FORM
PLEASE READ, SIGN AND DATE

The Pennsylvania Weatherization Assistance Program is providing you with this information as a result of your audit on _____. Your home will not receive weatherization services until the reason(s) for deferral have been corrected and an updated application may need submitted. Listed below are reasons why your home is deferred:

- The reported household income exceeds federal poverty guidelines set for the program;
- The house has been condemned or has electrical, heating, plumbing, or other equipment issues which have caused the local or state building officials or utilities to prohibit work in the building;
- The property is owned by a bank or other financial entity or is in foreclosure proceedings;
- The property is currently for sale or rent or unoccupied or the client is moving or scheduled for sheriff sale;
- The building structure or its mechanical systems are in such a state of disrepair that the conditions cannot be resolved cost-effectively;
- The structure is not secured to a permanent foundation and connected to utilities;
- The structure is a camper, recreational vehicle, boat, railroad car, bus, or other structure which does not have a mailing address and is designed and constructed as temporary, non-stationary, living quarters.
- Dangerous conditions exist due to high carbon monoxide levels in combustion appliances that cannot be resolved under existing health and safety measures and with only minor repairs;
- The dwelling unit or surrounding property exhibits problems with pet containment;
- The extent of and condition of lead-based paint or friable asbestos in the house would create further health and safety hazards.
- Moisture problems are so severe that they cannot be resolved under existing health and safety measures and with only minor repairs;
- The client has denied access to every room at unit;
- Criminal behavior is observed in the household;
- The client refused critical weatherization measures;
- The client created a health and safety issue and refuses to correct the problem, or the dwelling unit has sewage or sanitary problems which will further endanger the client and installers;
- The client refuses recommended health and safety measures;
- The client or a household member acts in an uncooperative, threatening or abusive manner;
- The client has known health problems which preclude insulation or other weatherization

materials from being installed;

- If testing is done with other funding, test results must be included for lead paint, asbestos, and Radon. If Radon testing is known, defer home if over 4pCi/L.
- Other Must Specify: _____

Applicant's Name (please print)

Date

Staff Name (please print)

Staff Signature

Address of Property

Department of Community and Economic Development
Center for Community Services

Client Appeals Process

Appeals should be followed in numerical order as listed below, with the client only proceeding to the next level of appeal if the previous level did not adequately satisfy the client's concerns. This document must contain the printed name and dated signature of both the client and the subgrantee staff administering this document, unless it has been mailed to the client as part of the Deferral Process.

- 1. Subgrantee Weatherization Coordinator** – The name, address, phone number, and email address of each applicable person at a given subgrantee is required.
- 2. Subgrantee Executive Director** – The name, address, phone number, and email address of the subgrantee's Executive Director is required.
- 3. Department of Community and Economic Development/Center for Community Services** – The office should only be contacted regarding a formal appeal/complaint in writing and only in cases that have escalated beyond all other attempts at resolution. **Submission must include details regarding the subgrantee's involvement and responses to the client appeal/complaint.** An example is attached to this process to provide guidance to a client submitting a formal complaint. Use the following contact information:

Lynette Praster, Director
Department of Community and Economic Development
Center for Community Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225

| | | |
|------------------------------|------------------------------|---------------|
| _____ Client Printed Name | _____ Client Signature | _____ Date |
| _____ Staff Printed Name | _____ Staff Signature | _____ Date |

Department of Community and Economic Development Center for Community Services

Client Guidance for Filing a Formal complaint with DCED

When should you file a complaint/appeal with DCED?

If you have tried to resolve the issue yourself and you have exhausted all your efforts to resolve the issue without success.

Steps to follow when filing the formal complaint:

1. Identify the problem. What has been done to resolve the problem and what are your expectations to resolve the problem? What is a fair solution to the problem?
2. Gather the information regarding the problem and what has been done to resolve it. Who has been contacted? What was their response? Keep notes regarding who you talked to, when you talked to that person, and what was said.
3. Writing the formal complaint/appeal must include:
 - a. Your name and complete address, best phone number to reach you and an email address (if possible)
 - b. The agency name and address
 - c. Name of the people at the agency with whom you spoke
 - d. Describe your complaint briefly, remember to include what happened, who was there, and when it happened.
 - e. Describe what has been done so far to resolve the issue, who has been contacted, when were they contacted, and what was their reply?
 - f. What are your expectations to resolve the issue? Are your expectations possible and reasonable?

Other tips for writing the letter:

1. Remember to include important facts about the services received
2. Avoid angry, sarcastic or threatening language
3. Type your letter, if possible. If handwritten, make sure the writing is clear

Pennsylvania Weatherization Assistance Program

Pre-Existing Conditions Form

HOME OWNER/CLIENT NAME: _____

ADDRESS: _____

The following information is intended to help you understand certain conditions in the home which may prevent weatherization work from being performed, or which may require other actions.

The pre-existing conditions in my home have been explained and I also have been informed of possible conditions that may occur from altering weatherization work performed in my home. Understanding these issues, I agree to allow weatherization work to be performed and to follow the recommendations provided by the agency.

I understand that if my heating system is found to be a serious health or fire hazard, the service technician may be legally required to shut the unit down, and weatherization discontinued until the unit is repaired to run safely. I may be required to pay for heating system repairs if funding is not available in order to receive weatherization.

I agree to receive Energy Education as part of this program.

I understand and agree that I shall not hold _____ and its employees liable for damage resulting from weatherization.

_____ agrees to work with the homeowner to resolve any complaints resulting from weatherization.

(HOME OWNER / CLIENT SIGNATURE)

(DATE)

(HOME OWNER / CLIENT SIGNATURE)

(DATE)

(AGENCY REPRESENTATIVE NAME)

(AGENCY REPRESENTATIVE SIGNATURE)

(DATE)

Pre-existing conditions:

Appliances-

- Clothes dryer:
 - vented to outside un-vented

Space Heater-

- vented to outside un-vented

Exhaust Fans-

- Bathroom:
 - vented to outside un-vented
- Kitchen:
 - vented to outside un-vented
- Other: _____

Heating System-

- Wood Oil Gas Other: _____
- Heating system installation meets standards
- Heating system DOES NOT meet standards

DHW (hot water) -

- Oil Gas Electric

Chimney/Vent Condition-

- Acceptable Un-acceptable

Moisture Levels-

- Acceptable Un-acceptable

Test Results (if applicable):

Health and Safety Concerns:

General Comments:



Department of Community and Economic Development
Center for Community Services

Whole House Moisture Assessment

Date: _____ Client: _____
Job Number: _____ Auditor: _____

Weather conditions at the time of the audit: _____

Attic access is best described as: Hatch Door None
Attic Ventilation: Yes No Other

Description: _____

Mechanical ventilation: Dryer Range hood Bath fan Other

Are the mechanical vents properly extended? Yes No

If no, explain: _____

Water Moisture Symptoms: Efflorescence Stains Rotted wood Damp floor/walls
 Visible mold growth Mildew/odor Rust stains on appliances, etc. Other

If so, where do they appear in the home? _____

Pictures Taken for Client File: Yes No

Moisture Contributing Factors: Wet basement Roof leaks Plumbing leaks Other
If other, explain: _____

Comments: _____

Do any children or elderly reside or frequently visit? Yes No

Does anyone residing in the home have health issues? Yes No

If yes, explain: _____

Repairs recommended prior to weatherization? Yes No

Repair description: _____

Repairs to be completed by: Landlord Homeowner Other

Repair completion verified by: _____

The above statement regarding moisture history of this dwelling is true and correct to the best of my knowledge.

Recommended repairs must be completed prior to any measures being installed in the home.

Client Signature: _____

Date: _____

Auditor Signature: _____

Date: _____

Reviewed By: _____



Department of Community and Economic Development
Center for Community Services

Weatherization Mold Assessment and Release Form

Date: _____ Client: _____
Job Number: _____ Auditor: _____

Mold can be a problem in any home, but especially in those where there is an excessive amount of moisture or humidity present. In addition, if there are several people, pets, plants, or fish aquariums present, conditions may exist for mold to grow. An assessment of your home included a visual check for mold. This is not a mold inspection and the person making this assessment is not a mold inspector. Testing and identification of specific molds is beyond the scope of this program and we are not liable for mold that was not found during this inspection.

During an energy audit on (date) _____ our personnel identified mold growth in the following room(s) of your home located at: _____

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Living/Bedroom Areas | <input type="checkbox"/> Bathroom Areas | <input type="checkbox"/> Laundry Areas | <input type="checkbox"/> Combustion Areas |
| <input type="checkbox"/> Crawlspace Areas | <input type="checkbox"/> Attic Areas | <input type="checkbox"/> Basement Areas | <input type="checkbox"/> Other Location |

(Other Location) _____

Moldy or musty odors are an indicator that there may be hidden mold growth.

Moldy or Musty Odors: Are present Are not present

The U.S. Department of Energy generally does not allow Weatherization agencies to remedy mold problems, but some actions associated with a cost effective energy saving measure may be taken to reduce moisture problems. We will take the following measures that may help to resolve existing moisture problems:

Check and Sign One of the Following Disclaimers:

Moisture/Mold Disclaimer: By signing below, I acknowledge that I have received information concerning moisture and mold conditions in my home prior to any weatherization work being done and I will take steps to reduce excessive moisture. I agree to hold the agency performing weatherization harmless for any future moisture or mold problems that are not associated with the weatherization work.

Weatherization Client: _____ Date: _____
Agency Auditor/Estimator: _____ Date: _____

Deferral Disclaimer: By signing below, I acknowledge that I have been notified there is existing mold in the home prior to any weatherization work being done. I have been advised that the agency performing weatherization cannot cost effectively resolve the identified mold or moisture and that weatherization work must be deferred until the mold or moisture is remedied.

Weatherization Client: _____ Date: _____
Agency Auditor/Estimator: _____ Date: _____

Weatherization Assistance Program Asbestos Assessment and Release Form

Date: _____ Client: _____

Job Number: _____ Auditor: _____

Asbestos is a problem in many homes. An assessment of your home included a visual check for asbestos. This is not an asbestos inspection and the person making this assessment is not an asbestos inspector. Testing and abatement of asbestos is beyond the scope of this program and the Weatherization Agency is not liable for asbestos found during this inspection.

After a visual inspection of the home, asbestos was found present. __Yes __No

Asbestos was found in the following areas of the home:

__ Living/Bedroom __ Bathroom __ Laundry __ Mechanical room

__ Crawlspace __ Attic __ Basement __ Home Exterior

Other Locations _____

Description _____

Disclaimer:

Asbestos Disclaimer: By signing below, I acknowledge that I have received information concerning asbestos in my home prior to weatherization work being done. I agree to hold the _____ harmless for any asbestos health related problems after weatherization has been performed.

Client: _____

Date: _____

Agency Staff: _____

Date: _____

Deferral Disclaimer: By signing below, I acknowledge that I have been notified there is existing asbestos in my home. I have been advised by the _____ that weatherization work must be deferred until asbestos has been removed by a certified asbestos abatement company.

Client: _____

Date: _____

Agency Staff: _____

Date: _____

EPA Renovation Recordkeeping Checklist

Name of Firm: _____

Date and Location of Renovation: _____

Brief Description of Renovation: _____

Name of Assigned Renovator: _____

Name(s) of Trained Worker(s), if used: _____

Name of Dust Sampling Technician, Inspector, or Risk Assessor, if used: _____

- D Copies of renovator and dust sampling technician qualifications (training certificates, certifications) on file.
- D Certified renovator provided training to workers on (check all that apply):
 - D Posting warning signs
 - D Maintaining containment
 - D Waste handling
 - D Setting up plastic containment barriers
 - D Avoiding spread of dust to adjacent areas
 - D Post-renovation cleaning
- D Test kits used by certified renovator to determine whether lead was present on components affected by renovation (identify kits used and describe sampling locations and results): _____
- D Warning signs posted at entrance to work area.
 - D Work area contained to prevent spread of dust and debris
 - D All objects in the work area removed or covered (interiors)
 - D HVAC ducts in the work area closed and covered (interiors)
 - D Windows in the work area closed (interiors)
 - D Windows in and within 20 feet of the work area closed (exteriors)
 - D Doors in the work area closed and sealed (interiors)
 - D Doors in and within 20 feet of the work area closed and sealed (exteriors)
 - D Doors that must be used in the work area covered to allow passage but prevent spread of dust
 - D Floors in the work area covered with taped-down plastic (interiors)
 - D Ground covered by plastic extending 10 feet from work area—plastic anchored to building and weighed down by heavy objects (exteriors)
 - D If necessary, vertical containment installed to prevent migration of dust and debris to adjacent property (exteriors)
- D Waste contained on-site and while being transported off-site.
- D Work site properly cleaned after renovation
 - D All chips and debris picked up, protective sheeting misted, folded dirty side inward, and taped for removal
 - D Work area surfaces and objects cleaned using HEPA vacuum and/or wet cloths or mops (interiors)
- D Certified renovator performed post-renovation cleaning verification (describe results, including the number of wet and dry cloths used): _____
- D If dust clearance testing was performed instead, attach a copy of report
- D I certify under penalty of law that the above information is true and complete.

Printed Name

Signature

Title

Date

Radon Information Form

Weatherization achieves energy and cost savings and improved comfort, health and safety of homes through a variety of home retrofit measures, including some which improve the airtightness of the building. According to the Department of Energy (DOE) sponsored study, "[Weatherization and Indoor Air Quality: Measured Impacts in Single-family Homes under the Weatherization Assistance Program](#)," there is a small risk of increased radon levels in homes when the building air tightness levels are improved. These increases are smaller in manufactured housing everywhere, and all homes in low-radon potential counties, and higher in site built homes in high-radon-potential counties. There is some evidence that the installation of continuous mechanical ventilation reduces radon levels in homes, and counteracts any radon increases that are due to improved building air tightness levels.

Precautionary Measures: Since your house is located in a county identified as having moderate- to high-potential-radon levels¹, precautionary measures indicated below will be installed as part of weatherization:

- Exposed dirt floors covered and sealed
- Floor/foundation penetrations sealed
- Open sump pit capped
- Crawl space venting inspected and/or improved
- Basement isolated (air sealed) from living space
- Other: _____

I am aware that weatherization may result in increased levels of radon, and that mechanical ventilation may counteract those increases. I have received the Environmental Protection Agency's (EPA's) "A Citizen's Guide to Radon," and radon-related risks were discussed. I have chosen to go forward with weatherization, and accept all risks of injury or damages.

I have carefully read this informed consent form and have signed it of my own free will.

Client Name: _____

Client Signature: _____ Date: _____

Intake Worker Name: _____

Intake Worker Signature: _____ Date: _____

Property Address: _____

¹ Defined as counties with predicted indoor radon screening levels at or above 2 pico Curies per liter of air (pCi/L). Link to EPA interactive zonal radon map: <https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information#radonmap>