

June 11, 2009

## Updated Lead Paint Pamphlet & ICEC Requirements

This letter is to inform you of certain changes that have occurred within the construction industry in the past year. If you have any questions regarding these changes, please contact us.

1. Independent Contract Exemption Certificate: Effective January 1, 2009, state law requires independent contractors who are sole proprietors and not a business entity to obtain an Independent Contractor Exemption Certificate (ICEC) from the Minnesota Department of Labor and Industry in order to maintain his or her independent contractor status; also, if a sole proprietor independent contractor receives payment, including the cost of materials and subcontracted labor, which exceeds \$600.00 in aggregate, from a Contractor during a calendar year, those payments shall be subject to 2% withholding from the first dollar paid. We have enclosed for your reference an ICEC Information sheet regarding this matter. We have also enclosed a Disclosure and Waiver to be used for any work in which you hire a subcontractor. You should use this Waiver when you hire a sole proprietor independent contractor.
2. Lead Paint Pamphlet: Enclosed for your information please find the updated Lead Hazard Information Pamphlet "Renovate Right". You must provide the Pamphlet to the owner and occupant of any house you renovate or remodel which is constructed before 1978. These pamphlets are also provided on the EPA website at <http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>.

We have also enclosed an Addendum to accompany the pamphlet. You must provide the Pamphlet to the owner of the home prior to commencing any work, but not earlier than 60 days before the start of the work. If the owner is not the home's occupant, you must also provide the Pamphlet to an adult occupant. The owner and occupant, must sign the Addendum, acknowledging their receipt of the Pamphlet. Federal law requires that you keep the signed Addendum for three years following completion of the work. If you are unable to obtain the owner or occupant's signature or if you are working on a multi-unit dwelling or common area built before 1978, please contact us for the proper disclosure and recording methods. Please keep in mind that this Addendum and pamphlet must only be provided when working on a home which was built before 1978.

3. Lead Paint Certification: Beginning in April 2010, federal law will require that contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and follow specific work practices to prevent lead contamination. To learn more about how

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you can meet these requirements contact the National Lead Information Center at 1-800-424-LEAD (5323) or visit [www.epa.gov/lead](http://www.epa.gov/lead).

If you have any questions regarding any of the information discussed in this letter, please let me know.

Sincerely,

Stefanie L. Brown

A handwritten signature in blue ink that reads "Stefanie L. Brown". The signature is written in a cursive style with a large initial 'S'.