Instructions for Using the LLAP Guide

The Local Lead Action Plan (LLAP) Guide is a framework that provides local government officials with resources to assist them in identifying the lead-related issues in their city, town, community, county or other geographic area (local area) and developing a sustainable, targeted action plan to address their local area's lead issues.

A. Local Lead Action Plan (LLAP) Guide Website

All of the LLAP Guide's tools and resources can be accessed online from the U.S. Environmental Protection Agency's (EPA) website at www.epa.gov/lead/build-your-local-lead-action-plan-guide-local-leaders. The webpages listed below include steps involved in the LLAP Guide and helpful resources for implementation and best practices.

- **Build Your Local Lead Action Plan: A Guide for Local Leaders (Overview):** Users should start by visiting the Overview webpage to find background information and steps for how to use the LLAP Guide.
- **LLAP Guide Checklists:** This webpage includes links to three different checklists for local government officials to complete to better understand the concerns, goals and potential solutions specific to lead in their local area.
- **Local Lead Action Plan Template:** Local government officials can use this template to develop an action plan that addresses their local area's concerns and goals related to lead.
- **Implementation:** This webpage includes resources and other information that local government officials may find helpful when preparing to implement their local lead action plan.
- **Local Lead Action Plan Strategies for Success:** This webpage includes case studies, example LLAPs and best practices for developing and implementing a local lead action plan.

B. Filling out the LLAP Guide Checklists

The LLAP Guide Checklists are all formatted the same way. For best results, users should complete these checklists in the following order:

- Checklist 1: Assessing Local Lead History and Data
- Checklist 2: Identifying Potential Lead Issues
- Checklist 3: Identifying Opportunities to Address Lead

All three checklists can be accessed by clicking here and then scrolling to the bottom of the page.

When you click on a checklist, it will automatically open in a new tab in your web browser. For the best user experience, we recommend that you save each checklist to your computer, then open and fill it out in Adobe. Each checklist is interactive. You can type your comments or thoughts in the "My Notes" column. There are checkboxes for each question in the checklist. If the "No" or "?" checkboxes are selected in response to a question, additional information (such as website links) appear in the "Resources" column.

You may want to visit these links while filling out the checklist for more information. When viewing in Adobe, you can use the cursor (pointer icon) to click and drag to select the links, then copy/paste the links into a new browser window or tab to visit the website.

C.   Filling out the Local Lead Action Plan Template

You can access the Local Lead Action Plan Template here. For the best user experience, we recommend that you save the template to your computer, then open and fill it out in Adobe.

Complete the template by filling in the text boxes throughout the document. Here are some guidelines for each section:

- Concerns: Use the summaries from the bottom of each of the three previously completed checklists.
- Goals: Consider short- and long-term goals that specifically address your concerns.
- Priority Actions: Consider actions that will help achieve your short-term goals and support your long-term goals.
- Future Steps You Will Take to Sustain Your Plan: Add necessary steps to ensure that the plan remains up-to-date and implementation continues.

Be sure to save your progress on the template as you fill it out and, save it to your computer once complete.

If you need additional space for more than three priority actions, you should first save the current template, then open a *new* template and fill out another blank LLAP. Save this file with a different name than your original template (such as "local-LEAD-action-plan-template1**page2**") to ensure that you do not overwrite the first completed template. Each time a revision to your plan is needed, you can either fill out a new LLAP Template or make updates to your original one. Be sure to save the document with its version number (such as "local-LEAD-action-plan-template1**v2.0**") to avoid overwriting a previous version.

The following acronyms are used throughout the LLAP Guide:

ATSDR	Agency for Toxic Substances and Disease Registry
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CHIP	Children's Health Insurance Program
CMS	Center for Medicare & Medicaid Services
CPSC	Consumer Product Safety Commission
EBLL	Elevated blood lead level
EPA	U.S. Environmental Protection Agency
HHS	U.S. Department of Health and Human Services
HUD	U.S. Department of Housing and Urban Development
IQ	Intelligence quotient
LLAP	Local Lead Action Plan
LSL	Lead service line
NEI	National Emissions Inventory
OSHA	Occupational Safety and Health Administration
RCRA	Resource Conservation and Recovery Act
RRP	Renovation, Repair, and Painting Rule
TRI	Toxics Release Inventory
USDA	United States Department of Agriculture
USGS	United States Geological Survey