

Property Owner Guide to Submitting a Get the Lead Out Application

Purpose: To help property owners understand, complete, and submit their Get the Lead Out application.

Application Questions:

This guide reviews all possible questions in the application form. The Get the Lead Out application form is not a static form; it will adjust based on your answers to each question. Due to this, you may see questions throughout this guide that you may not be able to see while you fill out your application. Questions in this application guide appear in the order they will appear if visible.

- Is this application a new application for a lead service line replacement request, or are you submitting to update or cancel an existing application?

Possible Answers	Additional Information
<i>Start a New Application</i>	This option will begin a new application for a lead service line replacement request.
<i>Update an Existing Application</i>	This option will let a property owner update an existing application on file if previously entered information needs to be modified.
<i>Cancel an Existing Application</i>	This option will let a property owner remove/cancel an existing application prior to the replacement of the lead service line. Note that applications will automatically be removed following the replacement of the lead service line.

- Are you a registered property owner, as listed in the Nova Scotia Land Registry, of the property associated with this application?

Possible Answers	Additional Information
Yes	Only the owner of the property can authorize the replacement of lead service lines and the associated work on private property.
No	

● Submission ID

The entry of the Submission ID is required only when updating or cancelling an existing application.

The Submission ID is used to verify that the individual submitting the update or cancel request is authorized to make changes to the application on file. Submission IDs are assigned to each new application submitted and are unique to the application. Without the Submission ID, an application cannot be updated.

To locate the Submission ID associated with an application on file, refer to the Confirmation of Receipt issued to you in the days following the first submission of the application you are trying to update.

● Name of Applicant

The name of the individual filling out and submitting the application. The name of the applicant will be compared to the Nova Scotia Land Registry to confirm property ownership.

● Property Address Information

Civic address for the property with the lead service line. This may be different from the mailing address of the property owner in situations where the property owner does not live at the address that has the lead service line.

Note: Each application received can only be associated with a single lead service line. If a property owner maintains more than one property with a lead service line, an individual application must be submitted for each property.

● Mailing Address Information

Mailing address information is only required when it differs from the Property Address Information. Mailing address information is required for issuing documents to the property owner when an email is not possible and/or preferred.

● Indicate how you would like to be contacted

Possible Answers	Additional Information
Email	Select this option to only provide an email address.
Phone	Select this option to only provide a phone number you can be best reached at.
Email & Phone	Select this option to provide both an email address and a phone number you can be best reached at.

Upon selecting the contact information you wish to provide, the chosen email/phone fields will appear.

- **How many people live or are daily occupants of the property? Daily occupants include any person/staff who spends at least three consecutive hours per day at the property.**

Reason for the question:

To maximize the benefit to public health, Halifax Water will factor in the number of daily occupants living and/or working at the property to determine how many individuals are potentially exposed to elevated lead concentrations by drinking water on a daily basis. Daily occupants are considered to be individuals who would spend a minimum of three hours at the property each day.

This information will never be shared with anyone other than the applicant and will only be used to help Halifax Water replace lead service lines in areas where the impacts of potential lead exposure are greatest (population density, sensitive populations, etc.)

How to answer the question:

- **Residential Properties:**
 - The number of daily occupants include any individuals:
 - Living at the property full-time or part-time (e.g. split custody arrangements).
 - Visiting the property on a regular basis for at least 3-hours per day on multiple days each week (e.g. childcare arrangements).
 - **Commercial Properties:**
 - The number of daily occupants is an average number of individuals who are at the property for a minimum of three consecutive hours each day. It is recognized that each day the number of daily occupants may change. To reply to this question, enter the number of daily occupants present at the property averaged over a typical week.
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- **Are there children under the age of 6 currently living at the property, or expected to be living at the property in the next 2 years? This includes any children residing at the property part-time under a custody and/or foster agreement.**

Reason for the question:

Children under the age of six are more vulnerable to adverse health effects from lead exposure¹. Halifax Water will be prioritizing lead service line replacements at locations where lead exposure to children under the age of six is identified to maximize the benefit to public health.

This information will never be shared with anyone other than the applicant and will only be used to help Halifax Water replace lead service lines in areas where the impacts of potential lead exposure are greatest (population density, sensitive populations, etc.)

¹Health Canada 2013, *Final Human Health State of the Science Report on Lead*.

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/environmental-contaminants/final-human-health-state-science-report-lead.html>

- Is the property used for childcare purposes for children less than 6 years old? This includes any childcare that occurs outside of children living in the home; this could include licensed and unlicensed daycare or familial/other childcare arrangements.

Reason for the question:

Children under the age of six are more vulnerable to adverse health effects from lead exposure¹. To maximize the benefit to public health, Halifax Water will be prioritizing lead service line replacements at locations where lead exposure to children under the age of six is identified.

This information will never be shared with anyone other than the applicant and will only be used to help Halifax Water replace lead service lines in areas where the impacts of potential lead exposure is greatest (population density, sensitive populations, etc.)

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Ensure you have clicked the submit button and received the “Thank You for Your Submission” notice before leaving the page.