

## MDE FORM 330, RISK REDUCTION CERTIFICATE INSTRUCTIONS

**MDE Tracking #:** The property owner should supply this number. If not, contact MDE Rental Registry at **800-776-2706** (*in MD only*) or **410-537-4199**.

**MDE Property #:** The property owner should supply this number. It is found on their tax bill. If not, it may be obtained at [www.dat.state.md.us](http://www.dat.state.md.us).

**Owner Name:** List: Last Name, Suffix, First Name, Middle Name or complete name of organization i.e. ...LLC, Corp., etc.

**Property Address:** Please see the "Unit Naming Guidance" fact sheet for information.

**Inspection Category:** Select one: 1. Lead Free, 2. Full Risk Reduction, 3. Modified Risk Reduction, or 4. Lead Safe.

**Methods:** Select one under the selected category.

- **Dust Inspection-** This inspection method requires Form C attachment and a diagram if no defective paint was found and dust samples were collected. Dust Inspection procedures are different between Categories. This may only be performed by a Visual Inspector or Risk Assessor.
- **Visual Inspection-** This inspection method requires Form B and Supervisor's Statement of Work attachments. Visual Inspection procedures are different between Categories. This may only be performed by a Visual Inspector or Risk Assessor.
- **One Time Only-** This is where both the exterior and interior pass the requirements for Lead Free via XRF or Paint Chip Sampling. This method requires the Form E attachment. Only be performed by an Inspector Technician or Risk Assessor.
- **Limited-** This inspection method expires two years from the date of the original inspection (fill in expiration date on certificate) and submit with Form E. Then every two years re-inspection must take place for the certificate to stay current. Submit Form D upon passing re-inspection. If you want to change from a Limited Lead Free to a One Time Only Lead Free, you must submit a Form D along with a signed Supervisor Statement of Work after the exterior has passed as Lead Free. The initial Lead Free certification must be done by an Inspector Technician or Risk Assessor. The Visual Reviews may be completed by Visual Inspector, Inspector Technician or Risk Assessor.
- **Method w/ Exterior Waiver-** Exterior Waiver can be issued only when approved by the Local Housing Authority or Department of Housing and Community Development except in Baltimore City where they are automatically in effect during the applicable time period. Exterior waivers only apply from November 1<sup>st</sup> through April 1<sup>st</sup>. Insert year of expiration. The exterior is to pass re-inspection by April 30<sup>th</sup>. If it doesn't pass or April 30<sup>th</sup> has past a complete inspection with a new form 330 and attachments would be required.
- **Method w/ Lead Free Exterior-** Lead Free Exterior is where all exterior testing combinations have passed Lead Free Requirements. Form G is to be submitted as an attachment.

**Pass/Fail:** Select one, do not leave blank. The inspection must pass every requirement for that category and method to pass.

- Always circle either "property" or "unit."
- All passing inspections require the certificate to be issued and submitted with in 10 days of the inspection date or the receipt date of laboratory results.
- All failing inspections require the certificate to be issued and submitted with in 30 days of the initial inspection date.

**Accreditation #:** Use the 3-5 digit # issued by MDE w/ expiration of accreditation, not the number issued by the training provider. The individual who performed the inspection must print their name and sign where indicated. Inspector and Inspection contractor must be currently accredited with the state of MD's Lead Poisoning Prevention Program to issue Form 330's.

**Ordering Form 330's & Inspection Guidance:** Call **410-537-3825**. They are mailed in packs of 50-100 with unique numbers assigned to the accredited inspection contractor when ordered. Allow time for mailing. If you need guidance about an inspection ask to talk to the inspector on duty.

### Submit Inspection Certificates (Form 330 or Form D):

- Staple the appropriate attachments to the back of Form 330 or Form D
- MDE & Property owner are to receive a copy of all forms used including Form A, pass or fail. Property owner may collect Tenant's copy. Inspection contractor is to retain copies for a minimum of 5 years. See "Instructions for Attachment s."
- Use Form F to make corrections on forms already submitted.
- MAIL TO: **MDE, LEAD INSPECTION CERTIFICATES, PO BOX 943, JESSUP, MD 20794**

