

## EXHIBIT 8-4 MSHDA LEAD-BASED PAINT MANUAL

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## 1. INTRODUCTION

- A. These procedures apply to families receiving tenant-based rental assistance within the following programs:
  - 1. MSHDA Housing Choice Voucher program including the HCV Project-Based Voucher Program.
  - 2. HOME program (TBRA)
  - 3. Shelter Plus Care program
  - 4. Housing Opportunities for Persons with AIDS (HOPWA) program
- B. These rules apply to the following housing:
  - 1. The **majority** of these rules apply to pre-1978 units occupied, or to be occupied, by families with one or more children less than 6 years old.
  - 2. A **few** of these rules, primarily notification requirements, apply to all pre-1978 units.
- C. These rules DO NOT apply to the following housing:
  - 1. All post 1977 units.
  - 2. All units not occupied by a child less than 6 years of age.
  - 3. Zero bedroom units.
  - 4. Units designated exclusively for the elderly or disabled.
  - 5. Units certified by a lead-based paint (LBP) inspector to be free of LBP.

## 2. DISCLOSURE OF LEAD-BASED PAINT HAZARDS

- A. MSHDA must provide the pamphlet *Protect Your Family From Lead In Your Home* (EPA747-K-94-001) to:
1. All applicants selected for participation in the program at the time of the family's briefing; and
  2. All participating families each time that they move.
- B. Owner must disclose knowledge of the presence of LBP on surfaces of all pre-1978 units:
1. The Request for Tenancy Approval (HUD 52517) informs owners of pre-1978 housing that they must provide either of the following:
    - a. Certification that the unit is free of lead-based paint, or
    - b. Disclosure of known information on LBP and/or LBP hazards in the unit.
  2. MSHDA provides the *Disclosure of Information On LBP Hazards* (MSHDA 1637b) to the owner for completion PRIOR to executing a lease for all pre-1978 units:
    - a. The completed and signed MSHDA 1637b must be attached to the lease.
      - **MSHDA does not sign this form!**
    - b. If the landlord's lease contains the exact language as found on the MSHDA 1637b it may substitute for the MSHDA disclosure form.

### 3. VISUAL ASSESSMENT

- A. A visual assessment is required for all pre-1978 units in which a child under the age of 6 resides or is expected to reside.
- B. At each initial and annual inspection an HQS inspector conducts a visual assessment of all painted surfaces in order to identify any deteriorated paint.
  - A *visual assessment* involves looking for interior/exterior paint that is peeling, chipping, chalking, cracking or otherwise damaged or separated from the substrate.
- C. The HQS inspector must be trained in conducting a visual assessment:
  - HUD Visual Assessment training and certification may be obtained by logging onto the HUD web site - [www.hud.gov/offices/lead/training/visualassessment/h00100.cfm](http://www.hud.gov/offices/lead/training/visualassessment/h00100.cfm)
  - If a HA is using contracted HQS inspectors, the HA must ensure that all HQS inspectors they are using have received this training.
- D. The visual assessment will include inspection of all painted surfaces:
  - a. Within the unit.
  - b. On the complete exterior of the structure associated with the unit.
  - c. All common areas frequented by resident children less than 6 years old including:
    - On-site play areas.
    - Child care facilities.
    - Exterior painted surfaces associated with such common areas.
- E. All owners of pre-1978 units are to receive a *Stabilizing Deteriorated Paint* brochure (MSHDA 105c) along with their *Notice of Inspection* (MSHDA 104).

#### 4. PAINT STABILIZATION

- A. When deteriorated paint is discovered during a visual assessment, of pre-1978 units with a child under the age of 6, the owner must receive the brochure *Stabilizing Deteriorated Paint for Section 8 Landlords* (MSHDA 105c) with the *Inspection Deficiencies Notice* (MSHDA 105).

- Owners are required to stabilize each deteriorated paint surface.
- Owners are to receive specific instructions as to location and required action.

Example: (below De Minimis)

Left, front bedroom wall has deteriorated paint below the De Minimis Level. Please see the enclosed brochure, *Stabilizing Deteriorated Paint for Section 8 Landlords* (MSHDA 105c). Correct paint deterioration in accordance with all requirements of 24 CFR Part 35. At the conclusion of all repairs, submit to this office the signed *Lead Paint Owner's Certification* (MSHDA 127).

Example: (exceeds De Minimis)

Left, front bedroom wall has deteriorated paint that exceeds the De Minimis Level. Because this deficiency exceeds De Minimis Level, safe work practices must be followed. Please see the enclosed brochure, *Stabilizing Deteriorated Paint for Section 8 Landlords* (MSHDA 105c) for required procedures. For this deficiency to be corrected, the Clearance Report, the *Lead Paint Owner's Certification* (MSHDA 127), and a copy of the completed *Summary Notice of Completion of Lead-Based Hazard Reduction Activity* (MSHDA 125) must be submitted to this office.

- If the amount of deteriorated paint exceeds the *De Minimis* Levels (see subpart E of this section, Safe Work Practices) owners must use trained workers that have successfully completed an EPA or HUD approved course on lead safe work practices.
- Upon completion of stabilization the owner must certify that the work was conducted by properly trained workers via the *Lead Paint Owner's Certification* (MSHDA 127).

- B. Completion Time-Frames:

1. INITIAL or MOVE Inspection:

- Paint stabilization must be completed prior to occupancy and Contract.

2. ANNUAL Inspection:

- Paint stabilization must be completed within 30 days of notification of the existence of deteriorated paint.

C. Substrate Repair:

- Owner must repair any physical defect in the substrate that is causing paint deterioration. This includes:
  - Dry rot
  - Rust
  - Moisture
  - Missing siding
  - Crumbling plaster
  - Loose component, etc.

D. Paint Removal Methods:

1. PROHIBITED methods of paint removal:

- Open flame burning.
- Machine sanding without HEPA exhaust control.
- Abrasive blasting without HEPA local exhaust control.
- Heat guns operating above 1,100 degrees F.
- Paint stripping using a hazardous volatile substance in a poorly ventilated space.
- Dry scraping or sanding, EXCEPT:
  - When less than 20 sq. ft. on total exterior surfaces.
  - When less than 2 sq. ft. in any one interior room or space.
  - Within 1.0 ft. of electrical outlets.

2. ACCEPTABLE methods of paint removal:

- Wet scraping or sanding.
- Chemical stripping on or off site.
- Replacing painted components.
- Scraping with infra-red or coil type heat guns with temperature below 1,100 degrees F.
- Contained hydro-blasting or HEPA vacuum pressure wash.

- HEPA vacuum sanding or needle gun.

E. New protective coating or paint:

1. Paint stabilization includes the application of a new protective coating or paint.
2. The surface substrate must be dry and protected from future moisture damage before applying a new protective coating or paint.
3. Covering must be durable materials with joints and edges sealed and caulked as needed to prevent the escape of lead-contaminated dust.
4. All protective coatings and paints must be applied in accordance with the manufacturer's recommendations.

F. Safe work practices:

1. Safe work practices are NOT REQUIRED when the area of deteriorated paint is less than the following *De Minimis* Levels:
  - a. 20 sq. ft. on total exterior surfaces.
  - b. 2 sq. ft. in any one interior room or space.
  - c. 10% of the total surface area on an interior or exterior component with a small surface area. Examples: window sills, baseboards, trim, etc.
2. Safe work practices are REQUIRED when the area of deteriorated paint exceeds *De Minimis* Levels. When this occurs:
  - a. Prohibited methods of paint removal shall not be used.
  - b. Occupants shall not be permitted to enter the work site during stabilization until the treatment is completed and clearance achieved.
  - c. Personal belongings in work areas must be relocated or otherwise protected from contamination.
  - d. Soil and playground equipment must be protected from contamination during treatment.
  - e. The work site shall be prepared to prevent the release of leaded dust and contain LBP chips and other debris within the worksite until they can be safely removed.
  - f. After treatment all surfaces in the room or area of treatment must be thoroughly cleaned to remove dust. Cleanup must be done by wet-washing surfaces with lead specific detergents and HEPA vacuums.
  - g. Waste/debris must be disposed of per all applicable laws.

## 5. CLEARANCE EXAMINATIONS

- A. Clearance exams are NOT REQUIRED when the area of deteriorated paint is less than *De Minimis* Levels. However:
1. The owner must stabilize ALL deteriorated paint, and
  2. An HQS inspector must re-inspect to verify that paint stabilization has been correctly performed and then make the appropriate notation on the *Inspection Checklist* similar to any other fail item.
- B. Clearance exams are REQUIRED when the area of deteriorated paint exceeds *De Minimis* Levels (see Definitions section). When a Clearance Examination is required, the owner is responsible for making arrangements for the clearance exam and covering the cost of the clearance examination and all related expenses.
1. Paint stabilization is not complete until clearance is achieved and a subsequent Clearance Report is provided.
  2. Clearance must be conducted by a State certified LBP Inspector/Risk Assessor or other HUD or State approved trained person.
  3. Clearance examination includes:
    - a. **Visual assessment** to determine if deteriorated paint, dust, debris, paint chips and other residue are still present. If not present;
    - b. **Dust samples** are taken on floors, interior window sills and troughs. (Soil samples are not required); and
    - c. **Clearance Report** is completed by certified LBP Inspector/Risk Assessor or other qualified clearance examiner.
  4. Surfaces that fail clearance shall be re-cleaned, or treated, and re-tested until the applicable clearance level is achieved (see *Clearance Examination* in definition section).
  5. The Clearance Report and *Lead Paint Owner's Certification* (MSHDA 127) serve as verification that the deteriorated surfaces have been properly stabilized and the work area has been cleaned as required. Thus, a re-inspection by an HQS inspector is not required.
  6. If clearance exam fails, the owner is responsible for the additional costs associated with re-cleaning and all additional clearance exams.



7. Housing Agent proceeds depending upon the results of the clearance:
  - a. When a unit FAILS clearance:
    - Owner failure to correct will result in not executing a Contract, or abatement and possible termination of the existing Contract.
    - **Time extensions may be allowed with advance written authorization by the Resource Specialist.**
  - b. When unit PASSES clearance:
    - The owner sends the Housing Agent:
      - A copy of the Clearance Report.
      - A copy of the completed *Summary Notice of Completion of Lead-Based Hazard Reduction Activity* (MSHDA 125). The original document goes to the tenant.
      - *Owner's Certification - Lead Paint* (MSHDA 127)
    - All Clearance Reports along with copies of the MSHDA 125 & 127 should be placed in the current unit section of the participant's file.

## 6. NOTICE TO OCCUPANTS

1. If an owner is required to stabilize deteriorated paint that exceeds *De Minimis* Levels they must provide written notice to occupants of stabilization activities within 15 days of receipt of the Clearance Examination Report.
2. The notice to occupants must include the following basic information:
  - a. Summary of the nature and scope of the stabilization activities.
  - b. Contact name, address and telephone number for more information.
  - c. Results of the activities (including a copy of the Clearance Examination Report).
3. The Housing Agent is to provide the owner with the *Summary Notice of Completion of Lead-Based Paint Hazard Reduction Activity* (MSHDA 125). The owner is to:
  - a. Complete this notice.
  - b. Give it to the occupants.
  - c. Provide a copy to MSHDA.

- d. MSHDA retains in the current unit section of the participant's file.

## 7. OWNER CERTIFICATION

- A. The *Lead Paint Owner's Certification* (MSHDA 127) has been developed to assist owners in certifying the following LBP situations:

1. The unit is free of LBP based upon a report from a certified LBP inspector.
2. The unit has had all identified LBP removed by a certified abatement contractor/supervisor.
3. Ongoing LBP maintenance has been incorporated.
4. Correction of LBP hazards has been done in accord with federal regulations.
5. Paint stabilization work has been conducted by trained workers.
6. Occupants and their belongings were protected during the work.
7. The worksite was properly prepared during the work.
8. Certified clearance was achieved with passed report.
9. Occupants were properly notified of LBP hazard reduction work.

- C. The Housing Agent is to provide the owner with the *Lead Paint Owner's Certification* (MSHDA 127) when required.

The owner:

1. Completes the form.
2. Provides MSHDA a copy to be retained in the current unit section of the participant's file.

## 8. ONGOING LEAD-BASED PAINT MAINTENANCE

- A. All owners of pre-1978 units with children under the age of 6 years must institute ongoing maintenance of painted surfaces and safe work practices as part of regular building operations. This includes:
1. Visually assessing at least once a year the condition of painted surfaces to identify deteriorated paint.
  2. Stabilizing any deteriorated paint.
  3. Using safe work practices when performing any maintenance or renovation that disturbs paint that may be LBP.
- B. HA is to obtain certification from the owner of ongoing LBP maintenance via the *Lead Paint Owner's Certification* (MSHDA 127).
1. This form is required of all owners of pre-1978 units with children under the age of 6.
    - Required once, at the time of the initial lease.
  2. A copy of the executed *Lead Paint Owner's Certification* (MSHDA 127) is to be retained in the current unit section of the participant's file.

## 9. RESPONSE TO ELEVATED BLOOD LEAD LEVEL CHILD 24 CFR 35.1225; Federal Register Notice 1/18/17

### Housing Choice Voucher (HCV) Program

For Housing Choice Voucher (HCV) units built prior to 1978, when a child under 6 is identified with an Elevated Blood Lead Level (EBLL), MSHDA or the owner, as described below, must take certain steps. For the HCV program, the regulations identify MSHDA as the designated party for ensuring compliance with all the regulations.

EBLL means a confirmed concentration of lead in whole blood of a child under age 6 equal to or greater than the concentration in the most recent guidance published by the U.S. Department of Health and Human Services (5 micrograms of lead per deciliter) on recommending that an environmental intervention be conducted.

A confirmed concentration is one that is measured by a venous (from a vein) blood draw or two capillary blood specimens drawn within 12 weeks of each other.

### **MSHDA is responsible for:**

- **Initial notification of a confirmed case to HUD:** Notifying the HUD field office and the HUD Office of Lead Hazard Control and Healthy Homes of the case within 5 business days of notification from DHHS that a child under 6, residing in a pre-1978 unit, is identified with an EBL.
- **Initial notification of the public health department, when necessary:** When MSHDA is notified of the case by any medical health care professional other than the public health department, MSHDA shall notify the public health department of the name and address of the child within 5 business days of notification from the medical care professional.
- **Verification of the case, when necessary:** When MSHDA receives information from a person who is not a medical health care provider that a case may have occurred, the MSHDA should immediately notify the public health department.
- **Environmental Investigation:** Within 15 calendar days of notification from DHHS that a child under 6, residing in a pre-1978 unit, is identified with an EBL, conducting an environmental investigation of the child's unit and the common areas servicing that unit in accordance with Chapter 16 of the HUD *Guidelines*. If lead-based paint hazards are found in the child's unit (the index unit) in a multiunit property, risk assessments must be conducted, within 30 or 60 calendar days of MSHDA's receipt of the EI report, in other covered units with a child under age 6 and the common areas servicing those units depending on the number of units. In these instances, the owner is responsible for the risk assessments for "other covered units and common areas". (See "Other Covered Units and Common Areas" below.)

**NOTE:** In some cities and counties, the local public health department will evaluate the child's home for lead-based paint hazards and other possible sources of lead exposure when a child is found with an EBL. In these instances, MSHDA is not required to perform an additional EI, and can rely on the results of the health department's evaluation.

If MSHDA is able to obtain the results of an EI or an evaluation report from the health department, MSHDA must notify the HUD field office within 10 business days and the family of the results within 15 calendar days. The notifications must include the date the investigation was completed. If the evaluation was completed in a multiunit property, the owner must also notify all residents that an evaluation was completed in accordance with 24 CFR Part 35.125. This must be done by letter or notice delivered to each occupied dwelling unit affected by the evaluation, and not by central posting.

If the EI or evaluation report from the health department indicates the lead poisoning is coming from another location (not the index unit and/or common areas) no further evaluation or activity is required on the index unit and/or common areas. If lead-based paint hazards are identified in the index unit and/or common areas, the hazards must be addressed by the owner within 30 calendar days of receiving the results.

- **Monitoring of owner's compliance with HUD's Lead Safety Housing Rule (LSHR):** Monitoring the owner's compliance with the LSHR in accordance with the Housing Assistance Payments (HAP) contract between MSHDA and the owner. MSHDA can perform oversight of this in conjunction with periodic Housing Quality Standards (HQS) inspections, but not at a frequency less than annually if there was deteriorated paint or known lead-based paint hazards identified in the child's unit or common areas servicing that unit. This includes such actions as:
  - Notifying HUD of a confirmed case;
  - Notifying the public health department when any other medical health care professional notified the owner of the case;
  - Ensuring that any required lead hazard control work (including passing clearance) is complete;
  - Ensuring that residents of other units in a multiunit property were notified of lead evaluate and hazard control activities by the owner; and
  - Ensuring the ongoing maintenance of paint is conducted in accordance with 24 CFR Part 35.1220 and 35.1355(a).

**The owner is responsible for:**

- **Control of lead-based paint hazards:** Completing the reduction of lead-based paint hazards in the index unit and common areas servicing that unit, that were identified by the environmental investigation, within 30 calendar days of MSHDA's receipt of the EI report, using a certified lead-based paint abatement firm or certified lead renovation firm. Work shall include occupant protection, and clearance of the unit and common areas servicing that unit by an independent certified risk assessor or a trained dust sampling technician working under the risk assessor in accordance with 24 CFR Part 35.1340.
- **Notification to other residents:** As already required by the LSHR, in a multiunit property, the owner must notify all residents of lead evaluation and hazard control activities.
- **Ongoing maintenance:** Maintaining covered housing without deteriorated paint if there is a child under 6 in the family in accordance with 24 CFR Part 35.1220 and 35.1355(a).

The following table summarizes the responsibilities above for MSHDA and HCV rental property owners for compliance when a child in the HCV program is identified with an EBLL.

Activity	MSHDA	HCV Owner
Initial notification of confirmed case to HUD	X	
Verification, when necessary	X	
Initial notification of confirmed case to public health department, when necessary	X	
Environmental Investigation	X	
Risk Assessments on other covered units and common areas in Multiunit properties		X
Lead Hazard Control		X
Clearance Examination after work is completed		X
Notification to other residents		X
On-going Lead Based Paint Maintenance		X
Monitoring owner's compliance with LSHR and HQS	X	

### **Project-Based Vouchers (PBV)**

For project-based vouchers, when a child under 6 is identified with an EBLL, the owner and MSHDA must take the following steps. For several steps, as described below, MSHDA has chosen to collaborate with the owner on this verification process, such as agreeing with the owner to notify the HUD Field Office and HUD Office of Lead Hazard Control and Healthy Homes of confirmed cases, receive the information, convey the information to the public health department and ask for that department's verification, and convey the result of the verification to the owner for further action if the case is confirmed or closing out the action if not.

#### **MSHDA is responsible for:**

- **Initial notification of a confirmed case to HUD:** Notifying the HUD Field Office and the HUD Office of Lead Hazard Control and Healthy Homes of the case within 5 business days of notification from DHHS that a child under 6, residing in a pre-1978 unit, is identified with an EBLL.
- **Initial notification of a confirmed case to public health department, when necessary:** When MSHDA is notified of the case by any medical health care

professional other than the public health department, MSHDA shall notify the public health department of the name and address of the child within 5 business days of notification from the medical care professional.

- **Verification of the case, when necessary:** When MSHDA receives information from a person who is not a medical health care provider that a case may have occurred, MSHDA shall immediately convey the information to the public health department, asking that department to verify the information to determine whether the child has an EBLL.
- **Environmental Investigation:** Within 15 calendar days of notification from DHHS that a child under 6, residing in a pre-1978 unit, is identified with an EBLL, conducting an environmental investigation of the child's unit and the common areas servicing that unit in accordance with Chapter 16 of the HUD *Guidelines*. If lead-based paint hazards are found in the child's unit (the index unit) in a multiunit property, risk assessments must be conducted within 30 or 60 calendar days of MSHDA's receipt of the EI report, in other covered units with a child under age 6 and the common areas servicing those units depending on the number of units. In these instances, the owner is responsible for the risk assessments for "other covered units and common areas". (See "Other Covered Units and Common Areas" below.

**NOTE:** In some cities and counties, the local public health department will evaluate the child's home for lead-based paint hazards and other possible sources of lead exposure when a child is found with an EBLL. In these instances, MSHDA is not required to perform an additional EI, and can rely on the results of the health department's evaluation.

If MSHDA is able to obtain the results of an EI or an evaluation report from the health department, MSHDA must notify the HUD field office within 10 business days and the family of the results within 15 calendar days. The notifications must include the date the investigation was completed. If the evaluation was completed in a multiunit property, the owner must also notify all residents that an evaluation was completed in accordance with section 24 CFR Part 35.125. This must be done by letter or notice delivered to each occupied dwelling unit affected by the evaluation, and not by central posting.

If the EI or evaluation report from the health department indicates the lead poisoning is coming from another location (not the index unit and/or common areas) no further evaluation or activity is required on the unit and/or common areas. If lead-based paint hazards are identified in the index unit and/or common areas, the hazards must be addressed by the owner within 30 calendar days of receiving the results.

- **Monitoring of owner's compliance with LSHR:** Monitoring the PBV owner's compliance with the LSHR in accordance with the Housing Assistance Payments (HAP) contract between MSHDA and the owner. This includes such actions as monitoring the owner's compliance in:

- Ensuring that any required lead hazard control (including passing clearance) is complete;
  - Ensuring that residents of other units in a multiunit property were notified of lead evaluation and hazard control activities; and
  - Ensuring that ongoing maintenance of paint is conducted.
- **Housing Assistance Payments Contract monitoring:** For the owner to allow the resident family to return to full occupancy of their housing unit, the owner must notify the family of the completion of work and passing of clearance. Because MSHDA will be monitoring the owner's compliance with the LSHR in accordance with the HAP contract between MSHDA and the owner, MSHDA may wish to collaborate with the owner on this monitoring process, such as by agreeing to have the owner inform MSHDA that the lead hazard control (including passing clearance) is complete, and providing documentation.
  - **Lead Hazard Control:** Ensuring the owner completes and clears the control of lead-based paint hazards identified in the Environmental Investigation of the index unit and the common area servicing that unit. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards.
  - **Follow-up notification:** MSHDA must notify the HUD Field Office of the results of the environmental investigation and then of the lead hazard control work within 10 business days of the deadline for each activity.
  - **Ongoing monitoring:** Units with identified lead-based paint hazards must have annual re-examinations for deteriorated paint and/or failed hazard control. This can be done in conjunction with periodic HQS inspections, but not at a frequency less than annually there was deteriorated paint or known lead-based paint hazards identified in the child's unit or common areas servicing that unit.

**The owner is responsible for:**

- **Control:** The owner must control (and clear) any lead-based paint hazards identified by the environmental investigation within 30 calendar days, of MSHDA's receipt of the EI report, using a certified lead-based paint abatement firm or certified lead renovation firm, including having the unit and common area pass a post-work dust clearance exam in accordance with 24 CFR Part 35.1340. If lead-based paint hazards are found in the index unit in a multiunit property, and the risk assessments in other covered units with a child under age 6 and the common areas servicing those units identified lead-based paint hazards, control those lead-based paint hazards within 30 or 90 days of MSHDA's receipt of the risk assessment, depending on the number of units.
- **Notification to other residents:** As already required by the LSHR, in a multiunit



property, the owner must notify all residents of lead evaluation and hazard control activities.

- **Ongoing lead-based paint maintenance:** As already required by the LSHR in 24 CFR Part 35.715(c) and 35.720(b), after the work passes clearance, the owner must ensure that the unit and common areas are maintained as lead-safe for continued occupancy, which includes no deteriorated paint or failed lead hazard control methods. The requirements for ongoing LBP maintenance are in 24 CFR Part 35.1355(a).
- **Reevaluation if PBV exceeds \$5,000 per unit per year:** As already required by the LSHR in section 35.715(c), if the PBV is for more than \$5,000 per unit per year, the owner must generally conduct periodic reevaluations every two years, using a certified lead risk assessor, and respond to them. The reevaluations shall be for: deteriorated paint surfaces unless they are known not to be lead-based paint, deteriorated or failed interim controls of lead-based paint hazards or encapsulation or enclosure treatments, dust-lead hazards, and soil-lead hazards in newly-bare soil. Exceptions from the reevaluation requirement are in 24 CFR Part 35.1355(b)(1) and (4); the requirements for responding to the reevaluations are in 24 CFR Part 35.1355(c).

The following table summarizes the responsibilities of MSHDA and PBV rental property owners for compliance when a child in the PBV program is identified with an EBLL.

Activity		MSHDA	PBV Owner
Initial notification of confirmed case to HUD		X	X
Verification, when necessary		X	X
Initial notification of confirmed case to public health department, when necessary		X	X
Environmental Investigation		X	
Risk Assessments on other covered units and common areas in Multiunit properties			X
Lead Hazard Control			X
Clearance Examination after work is completed			X
Notification to other residents			X
On-going Lead Based Paint Maintenance			X
Periodic Reevaluation			

and Response if >\$5,000/unit/year		X	X
Monitoring owner's compliance with LSHR and HQS		X	

The table below summarizes the timelines for environmental investigations, lead hazard control work, clearance, and HUD field office notifications when MSHDA learns a child has an elevated blood lead level (EBLL) (MSHDA staff is responsible for reporting this information to HUD).

Activity	Timeframe
Notify HUD field Office of EBLL case	Within 5 business days after verification from DHHS of the EBLL
Conduct the Environmental Investigation	Within 15 calendar days after verification from DHHS of the EBLL
Notify HUD Field office of results of the Environmental Investigation	Within 10 business days after receiving the results of the Environmental Investigation
Complete lead hazard work and clearance	Within 30 calendar days of receiving the results of the Environmental Investigation
Notify HUD Field Office of the results of the Clearance Examination	Within 10 business days after receipt of the Clearance Examination.

#### **Other Covered Units of the Property and Common Areas Servicing those Units**

If the evaluation was completed in a multiunit property, the owner must notify all assisted residents that an evaluation was completed.

If the EI indicates there are lead-based paint hazards in the index unit and common areas servicing that unit, any other assisted units in the property with a child under the age of 6 must receive a risk assessment, as must common areas servicing those units. In these instances, the owner is responsible for the risk assessments.

Upon receipt of the EI report, provided there is lead hazard work to be completed, MSHDA staff will determine if there are other HCV or PBV families residing in the development with children under the age of 6. If so, MSHDA will provide the owner with the units randomly selected for the risk assessment. MSHDA will follow the sampling protocol outlined in Chapter 16 of HUD's *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* when determining the random sampling. The owner will be required to conduct a risk assessment on all other covered units based on the timelines provided below. All completion reports must be submitted to MSHDA for review.

The table below summarizes the timelines for risk assessments, lead hazard work, and clearance for other covered dwelling units depending on the number of units in the property.

<b>Activity</b>	<b>If the property has 20 or fewer other covered units</b>	<b>If the property has more than 20 other covered units</b>
Conduct risk assessment	Within 30 calendar days of receiving the results of the Environmental Investigation	Within 60 calendar days of receiving the results of the Environmental Investigation
Complete lead hazard control work and Clearance Examination	Within 30 calendar days of receiving the results of the risk assessment	Within 90 calendar days of receiving the results of the risk assessment

**MSHDA Process:**

- A. MSHDA staff will notify the HUD Field Office and HUD Office of Lead Hazard Control and Healthy Homes of the EBLL within 5 business days of notification from DHHS.
- B. MSHDA staff will send the family a certified letter detailing the information below. A copy of the letter will be emailed to the HA and the HA must confirm that the family contact information in Elite is accurate.
  - The reason for an EI and possible lead paint hazard work on the unit. The EI can take up to 6 hours to complete, the family must be present and grant the owner and inspector access to the unit to conduct the EI. Failure to do so will result in program termination.
  - Provide information relative to moving with a voucher if the owner does not comply with the EI or lead hazard work.
  - If a move is initiated, the family must locate a lead-safe unit. A lead-safe unit is one that is built after 1977, or one built before 1978 that has had a risk assessment within the past 6 months, control of any lead-based paint hazards identified, and met clearance.
- C. MSHDA staff will send the owner a certified letter detailing the information below. A copy of the letter will be emailed to the HA and the HA must confirm that the owner contact information in Elite is accurate.
  - A child under the age of 6 residing in the unit has been identified as having EBLL.
  - If the unit has been tested and/or treated for Lead-Based Paint within the last 12 months and the results were negative or the unit has been cleared, the owner must provide MSHDA with the test results and/or certificate of treatment within 5 business days from the date of the letter.
  - If the unit has not been tested and/or cleared, an EI must be conducted on the unit. MSHDA will contact a trained Environmental Inspector to conduct the EI. MSHDA will pay for the EI.

- The Environmental Inspector will contact the owner to schedule the inspection. If the owner does not provide the inspector access to the unit or refuses the EI, MSHDA will stop payments to the owner using the abatement process and issue the family a voucher to move.
  - If lead hazards are identified, the owner must complete all lead hazard work identified in the EI report within 30 calendar days of MSHDA's receipt of the results of the EI report in accordance with 24 CFR Part 35. This includes obtaining a Lead Clearance Exam. Lead Abatement must be completed by using certified workers. The owner is responsible for the cost.
  - If the required work is not completed within 30 calendar days, or if the owner refuses to complete the work, MSHDA will stop payments to the owner using the abatement process and issue the family a voucher to move.
  - For multiunit properties, to include PBV, the owner is responsible for having risk assessments conducted on other covered units and common areas when lead hazard work is identified in the subject unit. In these instances, the owner is responsible for the cost of the risk assessments and providing MSHDA with the reports within 5 business days of receipt of the report. The owner is also responsible for the cost of any lead hazard work identified for other covered units and common areas.
  - The owner must provide the results of Lead Clearance Exam within 5 business days of receiving the report.
  - The owner can apply for funding through the Healthy Homes Division at DHHS for remediation work. The application will be provided as an attachment. The owner can also contact 1-866-691-LEAD or visit <http://michigan.gov/leadsafe> to inquire about funding for this activity.
- D. If the owner does not provide verification that the unit is clear of lead by the timeframe provided in the letter, MSHDA staff must contact an EI trained inspector to perform the service. The EI trained inspector will be notified that the EI will be paid by MSHDA. The EI trained inspector is provided the following:
- Landlord Name and Phone Number
  - Family Name and Phone Number
  - Unit Address
- E. EI trained inspector schedules the EI with the owner and family and notifies MSHDA staff of the date and time of the inspection. MSHDA staff will provide the HA with the EI date and time. Within 2 business days of being notified by MSHDA staff of the EI date and time, the HA must send the family and the owner a Notice of Inspection (MSHDA 104). See Elite User Guide for Environmental Investigations.

If the EI is not conducted within 15 calendar days from the notification date of the EBL, the HA will abate the HAP on the first day of the month, following the 15

calendar day deadline. The family must be issued a voucher to move. The effective date of the voucher issuance will be the effective date of the abatement. Notification of the HAP abatement must be sent to the owner and family. If MSHDA staff or the HA receives a copy of the EI report before the abatement effective date, the abatement will be cancelled and notification will be sent to the owner and family. If MSHDA staff or the HA receives a copy of the EI report after the abatement effective date and the family is still in the unit, the abatement will end and notification will be sent to the owner and family. See Chapter 8 SOP for required Abatement Notices. See the Elite User Guide for Abatement Procedures.

- If the family moves after the abatement effective date but prior to the receipt of the EI report, the HAP contract will terminate effective the date of the family's move-out date.
- F. If the owner informs MSHDA staff that they are refusing the EI or does not grant the inspector access to the unit, the HA will abate the unit on the first day of the month, following the 15 calendar day deadline and issue the family a voucher to move. The voucher issuance effective date will be the effective date of the abatement. Notification of HAP abatement must be sent to the owner and family. See Chapter 8 SOP for required Abatement Notices. See the Elite User Guide for Abatement Procedures.
- G. The family must locate a lead-safe unit. A lead-safe unit is one that is built after 1977, or one built before 1978 that has had a risk assessment within the past 6 months, control of any lead-based paint hazards identified, and met clearance. **NOTE:** MSHDA will pay for one risk assessment, per family, when the family must move from their current unit and locate a lead-safe unit.
- H. If the family does not grant the inspector access to the unit in order to perform the EI, the HA will pursue program termination. The HA will provide the family and owner with a 30 day notice of program and HAP termination. See Chapter 12 SOP for required Program Termination Notices.
- I. Within 10 business days of receipt of the EI report, MSHDA staff will provide the HUD Field Office and HUD Office of Lead Hazard Control and Healthy Homes the results the report.
- J. MSHDA staff will provide the HA, family and the Owner with the copy of the EI report within 2 business days of receipt of the EI report. For multiunit properties, to include PBV, the owner is responsible for having risk assessments conducted on other covered units and common areas when lead hazard work is identified in the subject unit. In these instances, the owner is responsible for the cost of the risk assessments and providing MSHDA with the reports within 5 business days of receipt of the report. The owner is also responsible for the cost of any lead hazard work identified for other covered units and common areas.

- K. If lead hazard work is identified in the EI report, the HA must generate an inspection instance in Elite. The inspection date must be the date MSHDA received the EI report. The Instance Result must be "Fail". The HA must also generate an Inspection Deficiency Notice (MSHDA 105). See Elite User Guide for Environmental Investigations.
- L. The HA must provide the Owner the following documents within 2 business days of receipt of the EI report:
- *Inspection Deficiency Notice* (MSHDA 105) – the correction deadline date must be 30 calendar days from the Inspection Date entered into Elite. A copy of the MSHDA 105 must be sent to the family as well.
  - *Summary Notice of Lead-Based Paint Environmental Investigation* (MSHDA 126) to be provided by owner to building residents.
  - *Owner's Certification - Lead Paint* (MSHDA 127) to be completed by owner and returned to HA.
- M. Within 30 calendar days of MSHDA's receipt of the EI report, the owner must complete the reduction of identified lead paint hazards using qualified workers. Work is finalized with a passed Clearance Exam.
- N. The owner must provide the HA with the Clearance Exam, MSHDA 126, and MSHDA 127 by the correction deadline date on the MSHDA 105.
- O. If the work is not completed within 30 calendar days, the HA must abate the HAP on the first day of the month following the correction deadline date on the MSHDA 105. The family must be issued a voucher to move. The effective date of the voucher issuance will be the effective date of the abatement. Notification of HAP abatement must be sent to the owner and family. If the work is completed prior to the abatement effective date and the owner provides the HA the required documents listed above, the abatement will be cancelled and notification will be sent to the owner and family. If the work is completed after the abatement effective date, the owner provides the HA with the required documents listed above, and the family is still in the unit, the abatement will end and notification will be sent to the owner and family. See Chapter 8 SOP for required Abatement Notices. See Elite User Guide for Abatement Procedures.
- If the family moves after the abatement effective date but prior to the completion of work and owner submission of all required documents, the HAP contract will terminate effective the date of the family's move-out date.

- P. Within 10 business days of receipt of the Clearance Exam, MSHDA staff will provide the HUD Field Office and HUD Office of Lead Hazard Control and Healthy Homes the results the report.
- Q. If the owner notifies MSHDA staff that they are refusing to complete the lead paint hazard work identified in the EI report, the HA will abate the unit on the first day of the month, following the 30 calendar day notice and issue the family a voucher to move. See Chapter 8 SOP for required Abatement Notices. See the Elite User Guide for Abatement Procedures.
- R. The family must locate a lead-safe unit. A lead-safe unit is one that is built after 1977, or one built before 1978 that has had a risk assessment within the past 6 months, control of any lead-based paint hazards identified, and met clearance.  
**NOTE:** MSHDA will pay for one risk assessment, per family, when the family must move from their current unit and locate a lead-safe unit.

## 10. ELEVATED BLOOD LEAD LEVEL QUARTERLY & WEEKLY MATCHING

- Quarterly, MSHDA staff will provide DHHS with a list of pre-1978 unit addresses under a current HAP contract.
- DHHS will match the addresses provided by MSHDA staff with their database of names and addresses of children under the age of 6 with Elevated Blood Lead Levels.
- Weekly, DHHS will provide an EBLR report to MSHDA staff with the addresses of units reported for children with an EBLR.
- Weekly, MSHDA staff will check the list provided by DHHS against Elite for matches.
- MSHDA staff will follow up with DHHS on any matches found and follow the process outlined above for HUD, owner and family notification and further actions required.

## 11. RECORD KEEPING

- If a LBP Inspection has been conducted, verifying that the unit is free of LBP, then a copy of the subsequent report must be provided and indefinitely maintained in the file.
- If an Environmental Investigation and subsequent LBP hazard reduction has been conducted the following records must be maintained in the current unit

section of the participant's file:

- Environmental Investigation/Risk Assessment.
- Summary Notice of Lead-Based Paint Environmental Investigation (MSHDA 126).
- Clearance Report(s).
- Owner's Certification - Lead Paint (MSHDA 127).

<b>12. OTHER MSHDA LEAD-BASED PAINT RESPONSIBILITIES</b>
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- Inclement Weather Delays may be allowed, but must be 90 days or less. In these instances, the work must be completed in accordance with the policy and procedures identified above.
- Information Sharing:
  - Provide all owners of pre-1978 units with a Stabilizing Deteriorated Paint brochure (MSHDA 105c). This form is to be sent to the owner with each Notice of Inspection (MSHDA 104).
  - Provide all owners of pre-1978 units with children under the age of 6 with a Stabilizing Deteriorated Paint brochure (MSHDA 105c), when deteriorated paint has been identified. This form is to be sent to the owner with the Deficiencies Notice (MSHDA 105).



### 13. OVERVIEW OF LEAD BASED-PAINT FORMS

<p style="text-align: center;"><b>ALL UNITS</b></p>	<p style="text-align: center;"><b>PRE-1978 UNIT WITH CHILD UNDER AGE 6 WITH EBL</b></p>
<ul style="list-style-type: none"> <li>○ Protect Your Family from Lead in Your Home (EPA booklet).</li> </ul>	<ul style="list-style-type: none"> <li>○ Notice of EBL</li> <li>○ Environmental Investigation</li> <li>○ Summary Notice of LBP (MSHDA 126)</li> <li>○ Clearance Report (passed)</li> <li>○ Owner Certification - LBP (MSHDA 127) of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Corrected per HQS</li> <li><input type="checkbox"/> Used trained workers</li> <li><input type="checkbox"/> Occupants protected</li> <li><input type="checkbox"/> Worksite maintained</li> <li><input type="checkbox"/> Clearance achieved</li> <li><input type="checkbox"/> Occupants notified</li> </ul> </li> </ul>
<p style="text-align: center;"><b>PRE-1978 UNIT</b></p> <ul style="list-style-type: none"> <li>○ Disclosure of Information on Lead-Based Paint and its Hazards (MSHDA 1637b)</li> <li>○ Stabilizing Deteriorated Paint (MSHDA 105c).</li> </ul>	
<p style="text-align: center;"><b>PRE-1978 UNIT WITH CHILD UNDER AGE 6</b></p>	
<ul style="list-style-type: none"> <li>○ Owner's Certification-LBP (MSHDA 127) of on-going LBP maintenance.</li> </ul> <p>Additional forms when deteriorated paint exceeds De Minimis Levels:</p> <ul style="list-style-type: none"> <li>○ Stabilizing Deteriorated Paint- For Sec. 8 Landlords (MSHDA 105c)</li> <li>○ Clearance Report (passed)</li> <li>○ Summary Notice of Lead-Based Paint Hazard Reduction (MSHDA 125)</li> <li>○ Lead Paint Owner's Certification (MSHDA 127) of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Corrected per HQS</li> <li><input type="checkbox"/> Used trained persons</li> <li><input type="checkbox"/> Occupants protected</li> <li><input type="checkbox"/> Worksite maintained</li> <li><input type="checkbox"/> Clearance achieved</li> <li><input type="checkbox"/> Occupants notified</li> </ul> </li> </ul>	

## 14. DEFINITIONS

1.

**Abatement** - any set of measures designed to **permanently** eliminate lead-based paint or lead-based paint hazards (see definition of permanent). Abatement includes: (1) The removal of lead-based paint and dust-lead hazards, the permanent enclosure or encapsulation of lead-based paint, the replacement of components or fixtures painted with lead-based paint, and the removal or permanent covering of soil-lead hazards; and (2) All preparation, cleanup, disposal, and post abatement clearance testing activities associated with such measures.

**Assisted Units** – the Lead Safe Housing Rule covers federally-assisted and federally-owned “target” housing, which includes units assisted under Sections 8 and 9 of the United States Housing Act of 1937, as amended.

**Bare soil** - soil or sand not covered by grass, sod, other live ground covers, wood chips, gravel, artificial turf, or similar covering.

**Certified** - licensed or certified to perform such activities as risk assessment, lead-based paint inspection, or abatement supervision, either by a State or Indian tribe with a lead-based paint certification program authorized by the Environmental Protection Agency (EPA).

**Chewable surface** - an interior or exterior surface painted with lead-based paint that a young child can mouth or chew. Hard metal substrates and other materials that cannot be dented by the bite of a young child are not considered chewable.

**Clearance examination** - an activity conducted following lead-based paint hazard reduction activities to determine that the hazard reduction activities are complete and that no soil-lead hazards or settled dust-lead hazards, as defined in this part, exist in the dwelling unit or work site. The clearance process includes a visual assessment and collection and analysis of environmental samples. Dust-lead standards for clearance are:

EVALUATION METHOD	FLOORS ug/ft <sup>5</sup>	INTERIOR WINDOW SILLS ug/ft <sup>5</sup>	WINDOW TROUGHES ug/ft <sup>5</sup>
Clearance	40	250	400

**Common area** - a portion of a residential property that is available for use by occupants of more than one dwelling unit. Such an area may include, but is not limited to, hallways, stairways, laundry and recreational rooms, playgrounds, community centers, on-site day care facilities, garages and boundary fences.

**Component** - an architectural element of a dwelling unit or common area identified by type and location, such as a bedroom wall, an exterior window sill, a baseboard in a living room, a kitchen floor, and interior window sill in a bathroom, a porch floor, and stair treads in a common stairwell, or an exterior wall.

**Containment** - the physical measures taken to ensure that dust and debris created or released during lead-based paint hazard reduction are not spread, blown or tracked from inside to outside of the work site.

**De Minimis Levels -**

- 20 sq. ft. on exterior surfaces
  - 2 sq. ft. in any one interior room or space
  - 10% of the total area on an interior or exterior component with a small surface area.
- Examples: window sills, baseboards, trim, etc.

**Designated Party** – for purposes of this Notice, the housing agency or the property owner, as indicated in the applicable section, is responsible for complying with applicable requirements.

**Deteriorated paint** - any interior or exterior paint or other coating that is peeling, chipping, chalking, cracking, or any paint or coating located on an interior or exterior surface or fixture that is otherwise damaged or separated from the substrate.

**Dry sanding** - sanding without moisture either by hand or machine.

**Dust-lead hazard** - surface dust that contains a dust-lead loading (area concentration of lead) at or exceeding the following levels:

EVALUATION METHOD	FLOORS ug/ft <sup>5</sup>	INTERIOR WINDOW SILLS ug/ft <sup>5</sup>	WINDOW TROUGHES ug/ft <sup>5</sup>
Clearance	40	250	400

**Encapsulation** - the application of a covering or coating that acts as a barrier between the lead-based paint and the environment and that relies for its durability on adhesion between the encapsulate and the painted surface, and on the integrity of the painted surface, and on the integrity of the existing bonds between paint layers and between the paint and the substrate. Encapsulation may be used as a method of abatement if it is designed and performed so as to be permanent (see definition of permanent).

**Enclosure** - the use of rigid, durable construction materials that are mechanically fastened to the substrate in order to act as a barrier between lead-based paint and the environment. Enclosure may be used as a method of abatement if it is designed to be

permanent (see definition of permanent).

**Elevated Blood Lead Level (EBLL)** - a confirmed concentration of lead in whole blood of a child under age 6 equal to or greater than the concentration in the most recent guidance published by the U.S. Department of Health and Human Services (5 ug/dl – 5 micrograms of lead per deciliter) on recommending that an environmental intervention be conducted.

A confirmed concentration is one that is measured by a venous (from a vein) blood draw or two capillary blood specimens drawn within 12 weeks of each other.

**Environmental Investigation** – a risk assessment with additional questions for the family regarding other sources of lead exposure (e.g., water, pottery, daycare settings), and testing of other potential sources of lead exposure.

**Evaluation** - a risk assessment, a lead-based paint inspection, paint testing, or a combination of these to determine the presence of lead-based paint hazards or lead-based paint.

**Expected to reside** - there is actual knowledge that a child will reside in a dwelling unit reserved for the elderly or designated exclusively for persons with disabilities. If a female resident is known to be pregnant, there is actual knowledge that a child will reside in the dwelling unit.

**Friction surface** - an interior or exterior surface that is subject to abrasion or friction, including, but not limited to, certain window, floor, and stair surfaces.

**mg** - milligram (thousandth of a gram), **ug** - microgram (millionth of a gram)

**Hazard reduction** - measures designed to reduce or eliminate human exposure to lead-based paint hazards through methods including interim controls or abatement or a combination of the two.

**HEPA vacuum** - a vacuum cleaner device with an included high-efficiency particulate air (HEPA) filter through which the contaminated air flows, operated in accordance with the instructions of its manufacturer. A HEPA filter is one that captures at least 99.97 percent of airborne particles of at least 0.3 micrometers in diameter.

**Impact surfaces** - an interior or exterior surface that is subject to damage by repeated sudden force, such as certain parts of door frames.

**Index Unit** – the unit where a child with an elevated blood lead level resides.

**Interim controls** - a set of measures designed to reduce temporarily human exposure or likely exposure to lead-based paint hazards. Interim controls include, but are not limited to, repairs, painting, temporary containment, specialized cleaning, clearance,

ongoing lead-based paint maintenance activities. And the establishment and operation of management and resident education programs.

**Interior window sill** - the portion of the horizontal window ledge that protrudes into the interior of the room, adjacent to the window sash when the window is closed. The interior window sill is sometimes referred to as the window stool.

**Lead-based paint** - paint or other surface coatings that contain lead equal to or exceeding 1.0 milligram per square centimeter or 0.5 percent by weight or 5,000 parts per million (ppm) by weight.

**Lead-based paint hazard** - any condition that causes exposure to lead from dust-lead hazards, soil-lead hazards, or lead-based paint that is deteriorated or present in chewable surfaces, friction surfaces, or impact surfaces, and that would result in adverse human health effects.

**Lead-based paint inspection** - a surface-by-surface investigation to determine the presence of lead-based paint and the provision of a report explaining the results of the investigation.

**Multi-unit Property** - a residential property containing two or more dwelling units. For the purposes of the LSHR, all buildings with assisted units or servicing those buildings (e.g., garages, toolsheds, etc.) associated with the property are covered by the requirements.

**Other Covered Units** - federally-assisted units where a child under age 6 resides or is expected to reside in a multiunit property that has an index unit. The child's age is considered as of the date the Environmental Investigation in the index unit and associated common areas is completed.

**Paint stabilization** - repairing any physical defect in the substrate of a painted surface that is causing paint deterioration, removing loose paint and other material from the surface to be treated, and applying a new protective coating or paint.

**Paint testing** - the process of determining, by a certified lead-based paint inspector or risk assessor, the presence or the absence of lead-based paint on deteriorated paint surfaces or painted surfaces to be disturbed or replaced.

**Paint removal** - a method of abatement that permanently eliminates lead-based paint from surfaces.

**Permanent** - an expected design life of at least 20 years.

**Play area** - an area of frequent soil contact by children of less than 6 years of age, as indicated by the presence of play equipment (e.g., sand boxes, swing sets, sliding boards, etc.) or toys or other children's possessions, observations of play patterns, or

information provided by parents, residents or property owners.

**Replacement** - a strategy of abatement that entails the removal of building components that have surfaces with lead-based paint and the installation of new components free of lead-based paint.

**Risk assessment** - (1) An on-site investigation to determine the existence, nature, severity, and location of lead-based paint hazards; and (2) The provision of a report by the individual or firm conducting the risk assessment explaining the results of the investigation and options for reducing lead-based paint hazards.

**Soil-lead hazard** - bare soil on residential property that contains lead equal to or exceeding levels promulgated by the U.S. Environmental Protection Agency pursuant to the following levels: 400 ppm in play areas; and an average of 1,200 ppm in remainder of the yard.

**Substrate** - material directly beneath the painted surface of which the components are constructed, including wood, drywall, plaster, concrete, brick or metal.

**Target housing** - any housing constructed prior to 1978, except housing for the elderly or persons with disabilities or any zero-bedroom dwelling (unless a child of less than 6 years of age resides or is expected to reside in such housing). In the case of jurisdictions which banned the sale or use of lead-based paint prior to 1978, HUD may designate an earlier date.

**Visual assessment** - looking for as applicable: (1) Deteriorated paint; (2) Visible surface dust, debris and residue as part of a risk assessment or clearance examination, or (3) The completion of a hazard reduction measure.

**Wet sanding or wet scraping** - a process of removing loose paint in which the painted surface to be sanded or scraped is kept wet to minimize the dispersal of paint chips and airborne dust.

**Window trough** - the area between the interior window sill (stool) and the storm window frame. If there is no storm window, the window trough is the area that receives both the upper and lower window washes when they are both lowered.

**Work site** - an interior or exterior area where lead-based paint hazard reduction activity takes place. There may be more than one work site in a dwelling unit or at a residential property.

## 15. LISTING OF LEAD-BASED PAINT FORMS

EPA747-K-94-001	Protect Your Family from Lead In Your Home
HUD 52517	Request for Tenancy Approval
MSHDA 104	Notice of Inspection
MSHDA 105	Inspection Deficiencies Notice
MSHDA-105c	Stabilizing Deteriorated Paint
MSHDA-125	Summary Notice of Completion of Lead-Based Hazard Reduction Activity
MSHDA-126	Summary Notice of Lead-Based Paint Environmental Investigation
MSHDA-127	Lead Paint Owner's Certification
MSHDA-1637b	Disclosure of Information on LBP Hazards