**DEPARTMENT OF HEALTH SERVICES** **STATE OF WISCONSIN**

Division of Public Health Bureau of Environmental and Occupational Health

 Wisconsin Admin. Code ch. DHS 163

**Work Practice Standards Review Checklist: Lead Inspection**

Below is a list of requirements that need to be met to be compliant with Wis. Admin. Code ch. DHS 163. This checklist is similar to what is used by DHS staff when conducting record reviews. Please use this checklist as a tool to ensure that your reports are complete.

[ ] [Wisconsin Admin. Code § DHS 163.10(1)(a)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.10%281%29%28a%29) and [163.14(8)(a)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28a%29): **Who may conduct.**

* Only a **certified lead inspector or risk assessor** associated with a **certified lead company** may perform an inspection involving target housing or a child-occupied facility.
* Under direct on-site supervision of a certified lead inspector or risk assessor, a certified lead hazard investigator or sampling technician may assist with an inspection but may not use an XRF.

[ ] [Wisconsin Admin. Code § DHS 163.14(8)(c)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28c%29): **Locations to test for lead-based paint.**

Select the following locations by using documented methodologies\* and test for the presence of lead-based paint:

1. In a **dwelling** or **child-occupied facility**:

[ ]  Test each interior and exterior testing combination.

1. In a **multi-family dwelling** or **child-occupied facility**:

[ ]  Test each interior and exterior testing combination.

[ ]  Test each interior and exterior testing combination in **every common area.**

1. When a **partial inspection** is conducted **to determine if lead-safe work practices are required** in an area to be renovated,
	* + [ ]  Test each interior and exterior testing combination within that area in accordance with subd. [1.](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28c%291.) or [2.](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28c%292.)
		+ The inspection shall be based on a written contract under s. [DHS 163.13 (5)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.13%285%29) that specifies the limits of the partial inspection.
		+ A partial inspection may not be conducted when a certificate of lead-free status is being sought.

**\*Note:** Refer to [Wis. Admin. Code § DHS 163.03 (29)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.03%2829%29) for documented methodologies.

[ ] [Wisconsin Admin. Code § DHS 163.14(8)(d)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28d%29): **Paint analysis.**

Conduct paint analysis by using **one or both** of the following methods:

* Analyze paint to determine the presence of lead by using documented methodologies that incorporate adequate quality control procedures.
* Have all collected paint chip samples analyzed by a recognized laboratory to determine if they contain detectable levels of lead that can be quantified numerically

[ ]  [Wisconsin Admin. Code § DHS 163.14(8)(e)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28e%29): **XRF requirements.**

When using an XRF, a certified lead inspector or risk assessor shall be trained to operate the specific model of XRF being used and shall do **all of the following**:

* Comply with radiation protection requirements under Wis. Admin. Code ch. DHS 157.
* Follow recommendations from the manufacturer.
	+ [ ]  **Conduct calibration checks** according to recommendations from the manufacturer or documented methodologies.

**Note**: Before, after, and every four hours (if needed)

* + Conduct substrate corrections when required.
	+ For inconclusive readings, assume the painted surface with the inconclusive reading contains lead-based paint unless sampling is required by contract.

[ ] [Wisconsin Admin. Code § DHS 163.14(8)(f):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14%288%29%28f%29) **Written report.**

[ ]  **Within 10 working days** after an inspection or receipt of any required laboratory results, whichever is later, prepare a written inspection report for submission to the property owner or owners and to any other person who contracted for the inspection. The report shall **include all of the following** **information:**

1. [ ]  Date of the inspection
2. [ ]  Address of the building inspected
3. [ ]  Date of construction of the building
4. [ ]  Apartment numbers of units inspected, if applicable
5. [ ]  Name, address and telephone number of the current owner of each residential dwelling or child-occupied facility
6. [ ]  Name, address, telephone number, certification number and signature of each certified individual participating in the inspection
7. [ ]  Name, address, telephone number and certification number of the certified lead company conducting the lead inspection
8. [ ]  Each testing method and device and each sampling procedure used for paint analysis, including quality control data and, if used, the serial number of any XRF
9. [ ]  Specific locations of each painted component tested for the presence of lead-based paint
10. [ ]  The results of the inspection expressed in terms appropriate to the sampling method used
11. [ ]  A copy of any laboratory report of the analysis of collected paint chips.