

The Lead Screening Worksheet is intended to guide subrecipients providing financial assistance through the lead-based paint inspection process to ensure compliance with the rule. Staff can use this worksheet to document any exemptions that may apply, whether any potential hazards have been identified, and if safe work practices and clearance are required and used. A copy of the completed worksheet along with any additional documentation should be kept in each program participant's case file.

INSTRUCTIONS

To prevent lead-poisoning in young children, subrecipients must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R. Under certain circumstances, a visual assessment of the unit is not required. This screening worksheet will help program staff determine whether a unit is subject to a visual assessment, and if so, how to proceed. A copy of the completed worksheet along with any related documentation should be kept in each program participant's file. Note: ALL pre-1978 properties are subject to the disclosure requirements outlined in 24 CFR 35, Part A, regardless of whether they are exempt from the visual assessment requirements.

Complete the information below and sign only if you have completed a visual assessment of the unit as required.

Recipient Name			
Project Name (if shelter location)		Client Name (if individual unit)	
Address (project or unit listed above)		City	State ZIP Code
Person Completing Form	Signature		Date

PART 1: DETERMINE WHETHER THE UNIT IS SUBJECT TO A VISUAL ASSESSMENT

If the answer to one or both of the following questions is 'no,' a visual assessment is not triggered for this unit and no further action is required at this time. Place this screening worksheet and related documentation in the program participant's file. If the answer to both of these questions is 'yes,' then a visual assessment is triggered for this unit and program staff should continue to Part 2	Yes	No
Was the leased property constructed before 1978? If yes, what year?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered yes to the question above, provide lead-based paint disclosure and brochure.		
Will a child under the age of six be living in the unit occupied by the household receiving assistance?	<input type="checkbox"/>	<input type="checkbox"/>

PART 2: DOCUMENT ADDITIONAL EXEMPTIONS

If the answer to any of the following questions is 'yes,' the property is exempt from the visual assessment requirement and no further action is needed at this point. Place this screening sheet and supporting documentation for each exemption in the program participant's file. If the answer to all of these questions is 'no,' then continue to Part 3 to determine whether deteriorated paint is present.	Yes	No
Is it a zero-bedroom or single room occupancy-sized unit?	<input type="checkbox"/>	<input type="checkbox"/>
Has X-ray or laboratory testing of all painted surfaces by certified personnel been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint?	<input type="checkbox"/>	<input type="checkbox"/>
Has this property had all lead-based paint identified and removed in accordance with HUD regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the client receiving Federal assistance from another program, where the unit has already undergone (and passed) a visual assessment within the past 12 months (e.g., if the client has a Section 8 voucher and is receiving assistance for a security deposit or arrears)? If yes, obtain documentation for the case file.	<input type="checkbox"/>	<input type="checkbox"/>

Does the property meet any of the other exemptions described in 24 CFR Part 35.115(a)?	<input type="checkbox"/>	<input type="checkbox"/>
Please describe the exemption and provide appropriate documentation of the exemption.		

PART 3: DETERMINE THE PRESENCE OF DETERIORATED PAINT

To determine whether there are any identified problems with paint surfaces, program staff should conduct a visual assessment prior to providing financial assistance to the unit as outlined in the following training on HUD's website at: <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>. Use the Lead-Based Paint Visual Assessment form SFN 62379 to conduct the assessment. If no problems with paint surfaces are identified during the visual assessment, then no further action is required at this time, sign the assessment certification in Part 6. This form and the visual assessment form must be in each participant file. If any problems with paint surfaces are identified during the visual assessment, then continue to Part 4 to determine whether safe work practices and clearance are required.

	Yes	No
Has a visual assessment of the unit been conducted?	<input type="checkbox"/>	<input type="checkbox"/>
Were any problems with paint surfaces identified in the unit during the visual assessment. If no, complete Part 6 – Lead-Based Paint Visual Assessment Certification	<input type="checkbox"/>	<input type="checkbox"/>

PART 4: DOCUMENT THE LEVEL OF IDENTIFIED PROBLEMS

All deteriorated paint identified during the visual assessment must be repaired prior to clearing the unit for assistance. However, if the area of paint to be stabilized exceeds the de minimus levels (defined below), the use of lead safe work practices and clearance is required. If deteriorating paint exists but the area of paint to be stabilized does not exceed these levels, then the paint must be repaired prior to clearing the unit for assistance, but safe work practices and clearance are not required.

Does the area of paint to be stabilized exceed any of the de minimus levels below?	Yes	No
20 square feet on exterior surfaces	<input type="checkbox"/>	<input type="checkbox"/>
2 square feet in any one interior room or space	<input type="checkbox"/>	<input type="checkbox"/>
10 percent of the total surface area on an interior or exterior component with a small surface area, like window sills, baseboards, and trim	<input type="checkbox"/>	<input type="checkbox"/>

If any of the above are 'yes,' then safe work practices and clearance are required prior to clearing the unit for assistance

PART 5: CONFIRM ALL IDENTIFIED DETERIORATED PAINT HAS BEEN STABILIZED

Program staff should work with property owners/managers to ensure that all deteriorated paint identified during the visual assessment has been stabilized. If the area of paint to be stabilized does not exceed the de minimus level, safe work practices and a clearance exam are not required (though safe work practices are always recommended). In these cases, the program staff should confirm that the identified deteriorated paint has been repaired by conducting a follow-up assessment. If the area of paint to be stabilized exceeds the de minimus level, program staff should ensure that the clearance inspection is conducted by an independent certified lead professional. A certified lead professional may go by various titles, including a certified paint inspector, risk assessor, or sampling/clearance technician. Note, the clearance inspection cannot be conducted by the same firm that is repairing the deteriorated paint.

	Yes	No	N/A
Has a follow-up visual assessment of the unit been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	

Have all identified problems with the paint surfaces been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	
Were all identified problems with paint surfaces repaired using safe work practices? Choose N/A if the area of paint to be stabilized did not exceed the de minimus levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was a clearance exam conducted by an independent, certified lead professional? Choose N/A if the area of paint to be stabilized did not exceed the de minimus levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the unit pass the clearance exam? Choose N/A if the area of paint to be stabilized did not exceed the de minimus levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: A copy of the clearance report should be placed in the program participant's file.

Part 6: LEAD-BASED PAINT VISUAL ASSESSMENT CERTIFICATION

The person named below certifies that they have completed HUD's online visual assessment training and is a HUD-certified visual assessor.

Assessor			
Address of Visual Assessment		City	State
			ZIP Code
<input type="checkbox"/> No problems with paint surfaces were identified in the unit or in the building's common areas.		Date of Assessment	
Signature		Date	
Project Participant Name		Participant File Number	