

MDE FORM 330, RISK REDUCTION CERTIFICATE INSTRUCTIONS

MDE Tracking Number: The property owner is to supply this number. To obtain this number the property owner may contact MDE Rental Registry at **800-776-2706** (*in MD only*) or **410-537-4199**.

MDE Property Number: This number is the [two digit county code](#) followed by the property Tax Identification number (also know as the Account Identifier number). The property owner is to supply the Tax Identification number. This number can be found on the property tax bill or may be obtained at www.dat.state.md.us. The Account Identifier is found at the top of the page. Leave out the descriptive words e.g. district, ward, subdivision, account number.

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 5. Lead Safe. (Inspection Category 4 is no longer in use.)

Methods: Select one under the selected category.

- **Dust Inspection** – This inspection method requires Form C attachment, a diagram and a copy of the laboratory results 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 – Effective Jan. 1, 2012**, Visual Inspections may only be done to satisfy the Modified Risk Reduction and must be accompanied by a dust inspection (Category 3). This inspection method requires attachments: Form B, Supervisor’s Statement of Work, Form C, a diagram and the laboratory results. 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. This may 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 it with Form E. The property must pass inspection prior to the expiration date on the certificate for the certificate to stay current. Submit Form D upon passing re-inspection; including, a Supervisor’s Statement of Work if paint needed to be stabilized.
- **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 1st through April 1st. Insert year of expiration. The exterior **must pass** re-inspection no later than April 30th. If it does not pass prior to April 30th, the certificate is then expired, and the property will need a complete new



inspection.

- **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 Number: Use the three to five digit Accreditation Number printed on the Accreditation Certificate issued by MDE (**not** the training card number issued by the training provider). **The individual who performed the inspection must print their name and sign where indicated.** Both, the Inspector and Inspection Contractor accreditations must be current (not expired) with the state of MD’s Lead Poisoning Prevention Program to issue Form 330’s.

Order Form 330s: Call **410-537-3825**. They are mailed in packs of 25-100 with unique numbers assigned to the accredited inspection contractor when ordered. Allow 5-7 business days for mailing.

Submit Inspection Certificates (Form 330 or Form D):

- Staple the appropriate attachments to the back of Form 330 or Form D
- The property owner is to receive a copy of all forms used **including Form A**, pass or fail. Property owner may collect Tenant’s copy. MDE is to receive a copy of all forms, **except the Form A**. Inspection contractor is to retain copies for a minimum of 5 years. See separate instructions for details on individual attachments.
- Use Form F to make corrections on forms already submitted. This form is the only form that may be submitted with out a Form 330 or Form D. MDE & property owner are to receive a copy and Inspection contractor is retain a copy for a minimum of 5 years.
- MAIL all forms to:

MDE, LEAD INSPECTION CERTIFICATES, PO BOX 943, JESSUP, MD 20794

Inspection Guidance: If you need guidance about an inspection please call 410-537-3825 and ask to talk to the inspector on duty.

