

MDE FORM 330, RISK REDUCTION INSPECTION CERTIFICATE INSTRUCTIONS

MDE Tracking Number: (Previously known as the **MDE Owner Number**) The owner of the property is to supply this number to the Lead Paint Inspector. 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 Codes](#) followed by the property Tax Identification number (also known 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 dat.maryland.gov 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 Code Enforcement Office or Department of Housing and Community Development. 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 on or before April 30th, the certificate is then expired, and the property will need a completely new inspection.



MARYLAND DEPARTMENT OF THE ENVIRONMENT
Land and Materials Administration • Lead Poisoning Prevention Program
1800 Washington Boulevard • Suite 630 • Baltimore Maryland 21230
410-537-3825 • 1-800-633-6101 • mde.maryland.gov/lead

- **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 ten (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 thirty (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: Inspection Contractors who are newly accredited or have never been issued/assigned Form 330s in the past may call 410-537-3825 to request them. For those who are requesting additional Form 330s then, **fax a completed Form H to: 410-537-3156 or email to mde.lpppformh@maryland.gov**. The Form 330 certificates are mailed in packs of 25-100 with unique numbers which are assigned to the accredited Inspection Contractor. Allow seven (7) business days for approval/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 used (except Form A), **pass or fail.** Inspection contractor is to retain copies for a minimum of five (5) years. See separate instructions for details on individual attachments.
- Use Form F to make corrections on forms already submitted. Form F may be submitted without a Form 330 or Form D. **MDE and the property owner are to receive a copy** and the Inspection Contractor is to retain a copy for a minimum of five (5) years.
- **MAIL ALL INSPECTION FORMS (except Form H) 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. Monday - Friday, 8:00 - 5:00 (excluding closures/holidays).

