

BIG BUY REIMBURSEMENT QUALITY ASSURANCE CHECKLIST

(LEAD RISK ASSESSMENT QUALITY ASSURANCE TOOL)

Property REMS No.	_____
Property Name	_____
Property City, State ZIP	_____
Date report received	_____
QA reviewer name / date	_____
QA reviewer signature	_____

Risk assessment reports are checked to ensure the property sample evaluated and the evaluation are consistent with applicable regulations.	Y / N / NA	Exceptions	Conclusions	Response Action
1. Timeliness of Report Was the report provided within required timeframe following completion of field work?				Document for GTR. Continue report review.
2. Property Owner Does the report contain the name, address and telephone number of the owner?				Document for GTR. Recommend contractor supply missing information - required.

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3. Property Manager / Agent Does the report contain the name, address and telephone number of the manager or owner's agent (if applicable)?				Document for GTR. Recommend contractor supply missing information - required.
4. Evaluated Property Does the report contain the property's REMS Number?				Document for GTR. Recommend contractor supply missing information - required.
5. Evaluated Property Does the report contain the property name and address?				Document for GTR. Recommend contractor supply missing information - required.
6. Evaluated Property Does the report identify the number and types of buildings and units - single family, 2-story apartments, high-rises, etc.?				Document for GTR. Recommend contractor supply missing information - required.
7. Evaluated Property Does the report contain a listing of unique identifiers for each dwelling unit, common area and exterior site on the evaluated property?				Document for GTR. Recommend contractor supply missing information - required.
8. Evaluated Property Does the report contain a statement as to the current general use of the structure?				Document for GTR. Recommend contractor supply missing information - required.

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9. Construction and Renovation History Are the year(s) of construction and past major renovations and repainting documented?				Document for GTR. Recommend contractor supply missing information - required.
10. Occupant Lead Exposure History Does the report address the existence of (and contain copies of) any exposure related records from occupants of the property?				Document for GTR. Recommendation neutral.
11. Signed Permission Releases Did the contractor acquire whatever additional signed permission releases are necessary, such as: Permission to conduct in-situ paint testing, and any intrusive paint chip sampling deemed necessary or appropriate?				Document for GTR. Recommendation neutral.
12. Evaluating Contractor Does the report identify the name, address and telephone number of the risk assessment contractor?				Document for GTR. Recommend contractor supply missing information - required.
13. Risk Assessors Does the report document the name, signature, address and telephone number of each participating risk assessor?				Document for GTR. Recommend contractor supply missing information - required.

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14. Risk Assessor Certification Does the report document EPA or EPA-authorized State risk assessment (or State equivalent) certification, including certification or license number and expiration date for each risk assessor?				Document for GTR. Recommend contractor supply missing information, if evaluators are properly qualified. If documentation is not available because evaluators are not properly qualified, recommend contractor repeat evaluation.
15. Not applicable.				
16. XRF usage Does the report document certification and licensing in the use of X-ray fluorescence (XRF) equipment under appropriate manufacturer's, federal, state and local authority for each risk assessor who used XRF equipment?				Document for GTR. Recommend contractor supply missing information, if evaluators are properly qualified. If documentation is not available because evaluators are not properly qualified, recommend contractor repeat evaluation.
17. Not applicable.				
18. Not applicable.				
19. Not applicable.				
20. Analytical Laboratories Does the report document the name, address and telephone number of each lab utilized?				Document for GTR. Recommend contractor supply missing information - required.

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<p>21. Analytical Laboratories Does the report document the National Lead Laboratory Accreditation Program status at the time samples were analyzed?</p>				Document for GTR. Recommend contractor supply missing information, if laboratories are properly accredited. If documentation is not available because laboratories are not properly accredited, recommend contractor repeat required sample collection and submission to an accredited laboratory.
<p>22. Analytical Laboratories Does the report document that the analytical method used to process samples under this contract was the same used to obtain NLLAP recognition?</p>				Document for GTR. Recommend contractor supply missing information - required.
<p>23. Date(s) of Risk Assessment Does the report contain the actual date(s) the evaluators were on site?</p>				Document for GTR. Recommend contractor supply missing information - required.
<p>24. Field Instrumentation Does the report document the makes, brands, models and serial numbers of all field sampling equipment that was used?</p>				Document for GTR. Recommend contractor supply missing information - required.

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25. XRF Instrumentation Does the report document the operational mode in which each XRF analyzer was used during the risk assessment?				Document for GTR. Recommend contractor supply missing information - required.
26. XRF Instrumentation Does the report document the source type and age for each XRF analyzer used during the risk assessment?				Document for GTR. Recommend contractor supply missing information - required.
27. XRF Instrumentation Is the latest edition of the Performance Characteristic Sheet name, its publication date and validation check standard values for the XRF analyzer used contained in the report?				Document for GTR. Recommend contractor supply missing information – values of calibration standards used are required.
28. NIST Standard Reference Materials Does the report contain documentation of the NIST source of all Standard Reference Materials (SRMs) used for calibration check purposes?				Document for GTR. Recommend contractor supply missing information, if NIST SRMs were used. If documentation is not available because NIST SRMs were not used, recommend contractor repeat evaluation.
29. Not applicable.				
30. Action Levels Does the report contain identification of all federal, state and local lead action levels applicable to this risk assessment?				Document for GTR. Recommend contractor supply missing information - required.

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<p>31. Units Evaluated (Unit Identifiers and Groupings) Does the report contain unique identifiers for each unit on the property and a determination of which housing units, common areas and exterior sites can be grouped together (homogeneous groups) for inspection purposes based on similarity of construction materials, maintenance, management and painting histories?</p>				Document for GTR. Recommend contractor supply missing information - required.
<p>32. Units Evaluated (Unit Selection) Was the correct number of buildings/units selected for each homogeneous group according to the random lead protocol (HUD Guidelines chapter 7) or an appropriate and justified targeted protocol (chapter 5)?</p>				Document for GTR. Recommend contractor return to the property and complete the evaluation.
<p>33. Units Evaluated Does the report contain a listing of unique identifiers for each evaluated dwelling unit, common area or exterior site on the evaluated property?</p>				Document for GTR. Recommend contractor supply missing information - required.

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34. Units Evaluated Did the evaluation evaluate all single-family units on the property covered by the task order?				Document for GTR. Recommend contractor clarify the issue and if unevaluated single-family units exist, return to the property and complete the evaluation.
35. Surface Dust Sample Locations Have the floor and interior window sills of each room or common area within each living area likely to be frequented by children been sampled and analyzed for lead in dust?				Document for GTR. Recommend that the issue be clarified/addressed and if any unsampled units are identified that should have been sampled the contractor return to the property and complete the evaluation.
36. Surface Dust Sample Locations Have the floor and interior window sills of each room or common area within each living area where damaged paint, deteriorated paint or paint chips have been found been sampled and analyzed for lead in dust?				Document for GTR. Recommend the contractor return to the property and complete the evaluation.

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37. Soil Sample Locations Have all exterior children's play areas where bare soil is present been sampled and analyzed for lead in soil?				Document for GTR. Recommend that the issue be clarified/addressed and if any unsampled areas are identified that should have been sampled the contractor return to the property and complete the evaluation.
38. Soil Sample Locations Have all drip-line/foundation and mid-yard areas where bare soil is present been sampled and analyzed for lead in soil?				Document for GTR. Recommend that the issue be clarified/addressed and if any unsampled areas are identified that should have been sampled the contractor return to the property and complete the evaluation.
39. Test Protocols Are all test protocols used documented?				Document for GTR. Recommend contractor supply missing information - required.
40. Test Protocols Does the report contain a statement as to whether any variations in standard test protocols were implemented, and provide a description of each?				Document for GTR. Recommend contractor supply missing information - required.

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<p>41. Paint Chip Samples Was ASTM standard E 1729, Standard Practice for the Field Collection of Dried Paint Samples for Lead Determination..., or an equivalent used? Is the reason for each paint chip sample clearly documented?</p>				Document for GTR. Recommend that the issue be clarified/addressed and if any improper sampling procedures are identified the contractor return to the property and repeat sampling using proper procedures in adjacent undisturbed areas.
<p>42. Settled Dust Samples Was ASTM standard E 1728, Standard Practice for the Field Collection of Settled Dust Samples for Lead Determination..., or an equivalent used?</p>				Document for GTR. Recommend that the issue be clarified/addressed and if any improper sampling procedures are identified the contractor return to the property and repeat sampling using proper procedures in adjacent undisturbed areas.

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43. Soil Samples Was ASTM standard E 1727, Standard Practice for the Field Collection of Soil Samples for Lead, or an equivalent used?				Document for GTR. Recommend that the issue be clarified/addressed and if any improper sampling procedures are identified the contractor return to the property and repeat sampling using proper procedures in adjacent undisturbed areas.
44. Paint Tests Has paint associated with each instance of deteriorated paint, friction surfaces or impact surfaces been analyzed for its lead content?				Document for GTR. Recommend contractor return to the property and complete the evaluation.
45. Summary Risk Assessment Findings Does the report contain a summary that states whether or not lead-based paint hazards were found?				Document for GTR. Recommend contractor supply missing information - required.
46. Not applicable.				
47. Not applicable.				
48. Not applicable.				

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<p>49. Lead-Based Paint Hazards and Severity ID Does the report contain a tabular listing of all lead-based paint hazards? For each identified lead-based paint hazard is, the location, a description of the deteriorated paint, friction surface, impact surface, or bare soil, type of hazard, severity of the hazard (i.e. physical condition, major or minor) and most probable cause provided?</p>				Document for GTR. Recommend contractor supply missing information - required, even if it means returning to the property.
<p>50. Environmental Test Results Evaluation Are test results compared to the applicable standard level to determine if there is a site wide problem?</p>				Document for GTR. Recommend contractor supply missing information – required.
<p>51. Lead Hazard Management Categories Based on environmental test results, have each of the originally identified lead hazards been assigned a lead hazard management category (i.e. high, moderate or low), the physical condition of the hazard and the environmental test results?</p>				Document for GTR. Recommend contractor supply missing information - required.

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52. Disclosure Statement Does the report contain the appropriate disclosure statement that lead-based paint if found, and/or lead-based paint hazards (if found when lead-based paint is found at the property), as applicable, must be disclosed to potential buyers and renters?				Document for GTR. Recommend contractor supply missing information - required.
53. Recommended Lead Hazard Controls For each identified lead-based paint hazard, is a description of interim controls and/or abatement options provided?				Document for GTR. Recommend contractor supply missing information - required.
54. Not applicable.				
55. Control Prioritization Is a suggested prioritization for addressing each identified lead-based paint hazard provided?				Document for GTR. Recommend contractor supply missing information - required.
56. Monitoring Schedules Whenever an encapsulant or enclosure is recommended, is a recommended maintenance and monitoring schedule provided?				Document for GTR. Recommend contractor supply missing information - required.

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57. Sample/Test Location Documentation System Does the report use a standardized numbering system, floor plan, sketch or other system to allow clear documentation of where each sample was collected or test performed?				Document for GTR. Recommend contractor clarify the issue or repeat the evaluation.
58. All Test Results Is a listing of all numerical test results with unique ID number and location for each, and date each test was made or sample collected included in the report?				Document for GTR. Recommend contractor supply missing information – required.
59. Not applicable.				
60. XRF Test Results Does the tabular listing of each test result identify whether the numerical result is positive or negative for lead-based paint?				Document for GTR. Recommend contractor supply missing information - required.
61. XRF Test Results Is a location description for each test, including room equivalent, site within equivalent, component type, substrate type, paint condition provided?				Document for GTR. Recommend contractor supply missing information – required.
62. XRF Test Results Are units of measure for each test given in mg/cm ² ?				Document for GTR. Recommend contractor supply missing information - required.

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63. XRF Test Results Is the operational mode for each test noted?				Document for GTR. Recommend contractor supply missing information – this can be a statement of the specific protocol used for the property with any exceptions noted.
64. XRF Test Results Is documentation provided that all XRF results used in the evaluation are bracketed by before and after acceptable calibration checks?				Document for GTR. Recommend contractor supply missing documentation - required. If calibrations were not done, recommend contractor be required to repeat lead inspection.
65. XRF Calibrations Are calibrations performed before any tests are done each day, every four hours & before the machine is turned off?				Document for GTR. Recommend contractor supply missing documentation - required. If calibrations were not done, or if deviations from calibration requirements is significant, recommend contractor be required to repeat affected portion of lead inspection.

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66. XRF Calibrations Are the date and time of each calibration documented along with the actual readings?				Document for GTR. Recommend contractor supply missing documentation - required.
67. XRF Calibrations For each calibration is the NIST SRM standard closest to 1.0 mg/cm ² evaluated three times, and the difference of the average of these readings and the SRM standard, compared to the calibration check tolerance range specified in the Performance Characteristic Sheet?				Document for GTR. Recommend contractor supply missing documentation - required.
68. XRF Calibrations Is ASTM standard E 2119, Standard Practice for Quality Systems for ... X-Ray Fluorescence (XRF) Devices or equivalent, used?				Document for GTR. Recommend contractor supply missing documentation - required.
69. Site and Floor Plans Does the report contain a site plan and floor plans for each distinct unit type with unique room and wall designations and major architectural features?				Document for GTR. Recommend report acceptance.

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<p>70. All Lab Tests, Chain-of-Custody Is the chain of custody of all lab samples documented?</p>				Document for GTR. Recommend contractor supply missing information - required. If required information is not available, recommend resampling.
<p>71. Paint Chip Tests Is the area of painted surface (4 square inches) stripped of paint measured and recorded in square centimeters (each measurement with precision to the nearest 1/16th inch) for each sample?</p>				Document for GTR. If laboratory minimum reporting limits provides for adequate analysis, accept sample/test. If sample size does not provide adequate sample for analysis, recommend contractor be required to repeat affected portion of lead inspection.
<p>72. Paint Chip Test Results Is a location description for each test, including room equivalent, site within equivalent, component type, substrate type, paint condition provided?</p>				Document for GTR. Recommend contractor supply missing information – required.
<p>73. Paint Chip Test Results Is the total mass in grams of each sample provided?</p>				Document for GTR. Recommend contractor supply missing documentation - required.

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74. Paint Chip Test Results Is the total mass digested by the laboratory for each sample provided?				Document for GTR. Recommend contractor supply missing documentation - required.
75. Paint Chip Test Results Does the tabular listing of each test result identify whether the numerical result is positive or negative for lead-based paint?				Document for GTR. Recommend contractor supply missing information - required.
76. Paint Chip Test Results Are the results for each sample given for milligrams of lead found per square centimeter of painted surface (mg/cm ²)?				Document for GTR. Recommend contractor supply missing documentation - required.
77. Paint Chip Test Results Are the results for each sample given for milligrams of lead found per gram of sample (mg/g)?				Document for GTR. Recommend contractor supply missing documentation - required.
78. Paint Chip Test Result Reporting Limits Are laboratory analysis minimum reporting limits given in both milligrams per square centimeter (mg/cm ²) and milligrams per gram (mg/g)?				Document for GTR. Recommend contractor supply missing information - required.

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79. Environmental Test Results For each dust and soil test, is the location, sampling parameters, analysis results and a comparison to applicable federal, state and local lead hazard level standards included in the report?				Document for GTR. Recommend contractor supply missing information - required. If required information is not available, recommend resampling.
80. Area of Surface Dust Samples Do all tests have a minimum collection area of 1 square foot unless the area on the component being tested is smaller? Are area dimensions recorded in inches to the nearest 1/16"?				Document for GTR. If laboratory minimum reporting limits verify adequate sample size, accept sampling, otherwise recommend contractor return to the property and resample where possible in adjacent undisturbed areas.
81. Not applicable.				
82. Spiked Surface Dust Samples Does the report contain laboratory blind spiked samples that are prepared and sent in for analysis at the rate of one per 50 wipe samples? This is in addition to laboratory prepared QA/QC samples.				Document for GTR. If there are no other problems with sampling and analysis, recommend proper practices be implemented in the future, and accept the report.
83. Surface Dust Test Results Are the total micrograms of lead found per square foot of sampled area (mg/ft ²) provided for each sample?				Document for GTR. Recommend contractor supply missing documentation - required.

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84. Surface Dust Test Results Are the minimum reporting limits in milligrams per square foot (mg/ft ²) provided?				Document for GTR. Recommend contractor supply missing information.
85. Soil Analysis Test Results Is the sub-sample mass digested and used to make the lead determination provided for each sample?				Document for GTR. Recommend contractor supply missing documentation - required.
86. Soil Analysis Test Results Are the total milligrams of lead found per gram of sample (mg/g) provided for each sample?				Document for GTR. Recommend contractor supply missing documentation - required.
87. Soil Analysis Test Results Are the minimum reporting limits in milligrams per gram (mg/g) provided?				Document for GTR. Recommend contractor supply missing information - required.
88. Not applicable.				
89. Data Records Do all data records contain at least the date of record generation and the generator's ID in addition to the data contained within the record?				Document for GTR. Recommend contractor supply missing information - required.

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<p>90. Data Records Does the report contain a hard copy summary record (index) for the risk assessment's generated data? (This summary should categorize or list for each equivalent unit all the various records containing data for the risk assessments. It should identify the general identity of each record containing data, the type of media and where the record is stored or maintained.)</p>				Document for GTR. Recommend contractor supply missing information - required.
91. Not applicable.				