**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: Risk Assessment**

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(1)(a)) and [163.14(8)(a)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(8)(a)): **Who may conduct.**

* Only a **certified lead hazard investigator or risk assessor** associated with a **certified lead company** may perform a risk assessment involving target housing or a child-occupied facility.
* Under direct on-site supervision of a certified lead hazard investigator or risk assessor, a certified lead inspector or sampling technician may assist with a risk assessment.

[Wisconsin Admin. Code § DHS 163.14(9)(c):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(c)) **Presence of lead-based paint.**

Treat all painted surfaces as lead-based paint. Test all of the following locations for the presence of lead-based paint by using documented methodologies\*:

* + Each testing combination with deteriorated paint
  + Any other surface that is determined to be a potential lead-based paint hazard

**Note:** Refer to [Wis. Admin. Code § DHS 163.15](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.15). Examples of potential lead-based paint hazards: friction, impact, and chewed surfaces

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

[Wisconsin Admin. Code § DHS 163.14(9)(d):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(d)) **Background information.**

Collect background information on the physical characteristics of the dwelling and occupant use patterns that may cause lead-based paint exposure to a child under 6 years of age.

**Recommendation**: Summarize the background information and occupant use patterns in the report. Since the report is given to future owners or tenants, omit any personally identifying information and personal health information.

[Wisconsin Admin. Code § DHS 163.14(9)(e):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(e)) **Visual inspection.**

Conduct a visual inspection to locate the existence of deteriorated paint, assess the extent and causes of the deterioration and identify other potential lead-based paint hazards.

**Note:** The visual inspection should include **all areas of the property** including the basement, attic, garages, outbuildings, and soil. Be sure to note any areas that were inaccessible (ex: locked areas) or unable to be assessed (for example, areas of bare soil due to snow cover).

[Wisconsin Admin. Code § DHS 163.14(9)(f):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(f)) **Dust Sampling.**

* “Dwellings”: In dwellings, collect single-surface dust samples from the **interior windowsill and floor in each of the following locations**:

The floor where a child under 6 years of age is likely to come into contact with dust, including play areas within rooms, high-traffic walkways, room midpoints and areas underneath windows, in each room or area where a child under 6 years of age is likely to come into contact with dust

The interior windowsill of the window that is most frequently operated

Common areas adjacent to the sampled residential dwelling

Other common areas that a child under 6 years of age is likely to come into contact with dust

* “Child-occupied facilities”: For child-occupied facilities, collect single-surface dust samples from the **interior windowsill and floor in each of the following locations**:

Each room, hallway or stairwell used by a child under 6 years of age

Common areas adjacent to the sampled child-occupied facility

Other common areas that a child under 6 years of age is likely to come into contact with dust

Yes/NA.[Wisconsin Admin. Code § DHS 163.14(9)(g):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(g)) **Soil Sampling.**

Unless assessment of the lead concentration in soil is specifically excluded by a written contract, collect soil samples for analysis of lead concentrations in all of the following locations:

Yes/NA. Exterior play areas where bare soil is present

Yes/NA. The rest of the yard where bare soil is present

Yes/NA. Dripline and foundation areas where bare soil is present

**Note:** In either the visual inspection or soil sampling section, note if areas of bare soil are not observed or were unable to be assessed due to snow cover.

[Wisconsin Admin. Code § DHS 163.14(9)(h):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(h)) **Documented methodologies.**

Conduct any paint, dust or soil sampling or testing using documented methodologies\* that incorporate adequate quality control procedures.

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

[Wisconsin Admin. Code § DHS 163.14(9)(i):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(i)) **Analysis by recognized laboratory.**

Have any collected paint chip, dust or soil samples analyzed by a [recognized laboratory](https://www.epa.gov/lead/national-lead-laboratory-accreditation-program-list).

[Wisconsin Admin. Code § DHS 163.14(9)(j):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(j)) **Presence of a lead-based paint hazard.**

Determine whether a lead-based paint hazard is present under s. [DHS 163.15](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.15).

* + **Dust-lead hazards:**  10 μg/ft2 on a floor and  100 μg/ft2 on an interior windowsill
  + **Soil-lead hazard**s:  400 ppm in a play area,  1,200 ppm dripline, and  
      1,200 ppm non-play areas.
  + **Lead-based paint hazards:** Friction and impact surfaces, Evidence of teeth marks, and Any other deteriorated lead-based paint

[Wisconsin Admin. Code § DHS 163.14(9)(k):](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(k)) **Written report.**

**Within 10 working days** after a risk assessment or receipt of any required laboratory results, whichever is later, prepare a written risk assessment report for submission to the person who contracted for the risk assessment. The report shall include **all of the following information:**

1. Date of the risk assessment
2. Address of (each) building assessed
3. Date of construction
4. Apartment number of units, if applicable
5. Name, address, and telephone number of each current owner of each building or child-occupied facility or dwelling
6. Name, address, telephone number, certification number and signature of each certified individual participating in the inspection or risk assessment
7. Name, address, telephone, and certification number of the certified lead company conducting the inspection or risk assessment
8. Name, address and telephone number of each recognized laboratory conducting analysis of collected samples
9. Results of the visual inspection
10. Description of the testing method and sampling procedure used for paint analysis
11. Specific locations of each painted component tested for the presence of lead
12. All data collected from on-site testing, including quality control data and, if used, the serial number of any XRF
13. All results of laboratory analysis on collected paint, soil, and dust samples
14. Any other sampling results
15. Any background information collected under par. [(d)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20163.14(9)(d))
16. To the extent that they are used as part of the lead-based paint hazard determination, the results of any previous inspections or analyses for the presence of lead-based paint or other assessments of lead-based paint-related hazards
17. A description of the location, type and severity of identified lead-based paint hazards and any other potential lead hazards
18. A description of lead hazard reduction options for each identified lead-based paint hazard and a suggested prioritization for addressing each hazard   
    **Note**: If the use of an encapsulant or enclosure is recommended, the report shall recommend a maintenance and monitoring schedule for the encapsulant or enclosure.