**Step 2: Site Visit Checklist**

| **Field Visit Checklist sample format** Completing the form requires a site visit by the preparer. The preparer should be sure to observe the property by walking through the property and the building(s) and other structures on the property to the extent possible and observing all adjoining\* properties. **Preparer should provide responses to all fields to avoid ambiguity** | | |
| --- | --- | --- |
| **Date of Visit:** | **Time:** | **Weather Conditions:** |
| **Program Name:** | | |
| **Project Location/Address:** | | |
| **Property Owner:** | | |
| **Attach the following, as appropriate:** | | |
| **🗆 Photographs of site and surrounding areas 🗆 Maps (street, topographic, aerial, site map, etc.)** | | |

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| --- | --- | --- | --- | --- |
| **QUESTION**  **Is there evidence of any of the following?** | | | **OBSERVATION** | |
| **SUBJECT PROPERTY** | **ADJOINING PROPERTIES** |
| Is the property or any adjoining propertycurrentlyused, or has evidence of prior use, as a ***gasoline station, motor vehicle repair facility, printing facility, dry cleaners, photo developing laboratory, junkyard, or as a waste treatment, storage, disposal, processing or recycling facility***? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Are there any damaged or discarded ***automobile(s), automotive or industrial batteries, pesticides, paints, or other chemicals*** in individual containers greater than 5 gal in volume or 50 gal in the aggregate, stored on or used at the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Are there any industrial ***drums***(typically 55 gal) or sacks of ***chemicals, herbicides or pesticides***located on the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Has ***fill dirt***been brought onto the property or adjoining properties that originated from a suspicious site or that is of an unknown origin? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Are there any ***pits, ponds, or lagoons***located on the property or adjoining properties in connection with waste treatment or waste disposal? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Is there any ***stained soil, distressed vegetation* and/or *discolored water***on the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Are there any ***storage tanks*,**aboveground or underground (other than residential), located on the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| \**Adjoining properties*: Any real property or properties the border of which is contiguous or partially contiguous with that of the property, or that would be contiguous or partially contiguous with that of the property but for a street, road, or other public thoroughfare separating them.  DRAFT HUD-R7-5-4-12 | | | | |
| **QUESTION**  **Is there evidence of any of the following?** | | | **SUBJECT PROPERTY** | **ADJOINING PROPERTIES** |
| Are there any ***vent pipes, fill pipes, or******underground******tank access ways*** visible on the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Are any flooring, drains, walls, ceilings, or grounds on the property or adjoining properties ***stained by substances*** (other than water) or emitting ***noxious or foul odors* or *odors of a chemical nature?*** | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Is the propertyserved by a ***private well or non-public water system***? (If yes, a follow-up investigation is required to determine if contaminants have been identified in the well or system that exceed guidelines applicable to the water system, or if the well has been designated contaminated by any government environmental/health agency.) | | | YES   NO   UNKNOWN  |  |
| Has the owner or occupant of the property been informed of the existence of past or current ***hazardous substances or petroleum products or environmental violations*** with respect to the property or adjoining properties? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Do the property or adjoining properties***discharge wastewater*** (not including sanitary waste or storm water) onto the property or adjoining properties and/or into a storm water system? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| Is there a ***transformer, capacitor, or any hydraulic equipment*** on the property or adjoining properties that are not marked as “non-PCB”? | | | YES   NO   UNKNOWN  | YES   NO   UNKNOWN  |
| **If answering “YES” or UNKNOWN” to any above items, describe the conditions:**  **Use photographs and maps to mark and identify conditions. Attach more information as needed.** | | | | |
| **Is further evaluation warranted? YES**  **NO**  **UNCERTAIN**  | | | | |
| **Preparer of this form must complete the following required information.** | | | | |
| **This inspection was completed by:**  Name:  Title: | Phone Number: | | | |
| Email: | | | |
| Agency: | | | |
| Address: | | | | |
| **Preparer represents that to the best of his/her knowledge the above statements and facts are true and correct and to the best of his/her actual knowledge no material facts have been suppressed, omitted or misstated.** | | | | |
| Signature: | | Date:  DRAFT HUD-R7-5-4-12 | | |

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| Approximate Minimum Search Distance Chart |  |  |
|  | Within distance (miles) | Yes / no |
| Federal NPL site list | 1.0 mile |  |
| Federal Delisted NPL site | 0.5 |  |
| Federal CERCLIS list | 0.5 |  |
| Federal CERCLIS NFRAP site list | 0.5 |  |
| Federal RCRA CORRACTS facilities list | 1.0 mile |  |
| Federal RCRA generators list | Property/adjoining property |  |
| Federal institutional/engineering control registries | Property only |  |
| Federal ERNS | Property only |  |
| State/tribal NPL | 1.0 mile |  |
| State/tribal CERCLIS | 0.5 |  |
| State/tribal landfill/solid waste disposal site list | 0.5 |  |
| State/tribal leaking storage tanks | 0.5 |  |
| State/tribal registered storage tanks | Property/adjoining property |  |
| State/tribal institutional/engineering control registries | Property only |  |
| State/tribal voluntary cleanup site | 0.5 |  |
| State/tribal Brownfield site | 0.5 |  |