

U.S. Department of Housing and Urban Development

550 12th, SW
Suite 100
Washington, D.C. 20410



OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

Inspector Notice No. 2010-01

TO: All HUD Inspectors Certified in the use of the Uniform Physical Condition Standards (UPCS) Inspection Protocol

FROM: Robert L. Garrett
Inspector Administration

SUBJECT: UPCS Inspection Protocol
Other Hazards – Bed Bug Infestation

DATE ISSUED: September 1, 2010

EFFECTIVE DATE: September 13, 2010

This notice establishes protocol requirements to be utilized by all UPCS inspectors who conduct physical inspections of HUD assisted and insured properties. The inspection requirements are applicable to all properties, subject to UPCS physical inspections, reported to have or suspected of having bed bug infestation.

Background

Bed bugs became virtually non-existent in the United States and other industrialized nations through eradication efforts that relied upon treating infested spaces with lethal insecticides. In the past decade, however, bed bugs have begun to reemerge and are increasingly becoming more widespread, irrespective of housing type or style.

Procedures

- A. Effective September 13, 2010, all inspectors will be required to report the presence or existence of bed bugs at any property being inspected.
- B. Before beginning the inspection, when the inspector meets with the property representative, the inspector will:
 1. Inquire of the property representative or management if there has been any reports of bed bugs in any units.
 2. Enter results of the inquiry in the “Comments” field under the “Property

Information” tab as: “no bed bugs reported” or “yes bed bugs reported.”

- a. If no, proceed with inspection; or
- b. If yes, before proceeding with the inspection
 - i. call the Technical Assistance Center (1-888-245-4860) to report the presence and location of the bed bugs and obtain a TAC number,
 - ii. in the Comments field write the TAC number and identify the building(s) and units(s) with bed bugs.
 - iii. if there is not sufficient space in the Comments field to write in all of the units, enter “Bed bugs yes, Building 1, 50 of 100 units” or if the property does not give the inspector the number of units enter “Bed bugs yes, Building 1 numerous units – property did not provide number.”

C. Inspectors will not enter a unit if bed bugs are reported in that unit. If any unit with bed bugs is selected in the sample, the inspector will:

1. Select an alternate. Alternate units must be selected in the order they are displayed in the UPCS software, but may be inspected in the order most convenient to the inspector.
2. Treat the unit(s) with bed bugs as uninspectable, select “Other Hazard” for the reason and write “bed bugs” as the Comment.

D. If the presence of bed bugs is discovered after the start of the inspection, the inspector will do all of the following:

1. Call the TAC immediately;
2. Report the presence of bed bugs and the location (building/unit);
3. Obtain a TAC number and record the TAC number in the “Comments” field at under the “Property Information” tab;
4. Select “Other Hazard” for the reason the unit is uninspectable and write “bed bugs” as the Comment; and
5. Select an alternate unit.

E. If the property has relocated the residents because of a bed bug issue, then the unit is considered vacant and still should not be entered.

Administration

The presence and/or treatment of bed bugs will not be scored in the UPCS inspection. This data, however, is being collected to ensure that HUD program participants maintain HUD properties in decent, safe and sanitary condition, and in good repair.

Should you have any questions about this notice, please contact the REAC TAC at 1-888-245-4860 or at reac_tac@hud.gov