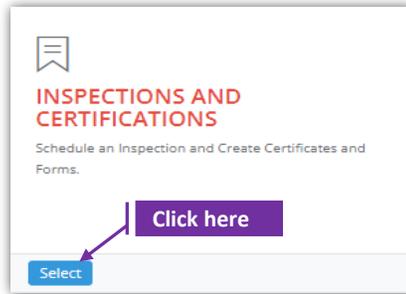


Add Form-E (Lead Free Inspection) to Inspection Certificate



Set-1: Steps

- Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
 - Users having MDE Admin / Inspector / Supervisor roles will have the access.

List of Schedule Inspections

Owner/Manager First Name: First Name
 Owner/Manager Last Name: Last Name
 Inspector Contractor/Provider: Contractor/Provider

Inspection Type: Select Inspection Type
 Inspection From Date: From Date
 Inspection To Date: To Date
 MDE Tracking ID: MDE Tracking ID

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name	Inspector Name	Inspection Type	Inspection Date	Certificate Number	Status	InspectionID	Inspection Status	Notification Lapse
120		11900	REISTERSTOWN	BALTIMORE COUNTY MD	ABC Lead Associates	Julius Borat	Lead Free	10/27/2021 1:36:00 PM	1000003	PASSED	0	Completed	No

Search:

Click here (arrow pointing to Certificate Number 1000003)

Set-2: Steps

- Click on the certificate ID link to go to the certificate details page.
- Select 'Form E - Lead Free Inspection' from the 'Select the form' dropdown and click 'Add Form'
- A popup will be displayed to re-confirm. Click 'Yes'.
- Inspector will land on Form E page

Select the form:*

Select Form

- Select Form
- Form B - Visual Inspection
- Form C - Dust Inspection
- Form D - Re-Inspection
- Form E - Lead Free Inspection
- Form F - Inspection Update
- Form G - Lead Free Exterior

Are you sure you want to add the form?
 You are adding the form

InspectionScheduleID : 113 and InspectionCertificateNumber : 1000002

MDE Tracking ID: MDE Tracking ID
 Date of Inspection: 6/17/2021 2:12:00 PM
 Inspection Certificate No: 1000002

Address: 00010 BOONE ST CUMBERLAND
 Unit Number:
 Parcel: 2020

SECTION 1. Interior Surface

If multiunit building or multibuilding complex is being certified as Lead-Free under this certificate # then, the "Form E-Appendix" must be submitted.

Add Form-E (Lead Free Inspection) to Inspection Certificate

Set-3: Steps

- On Form-E page, property details will be displayed with the certificate number. This information cannot be changed.
- Provide interior surface information as required, and the '**Total # of Units this certificate Applies**' is critical if this form applies to multiple units for the premise address.

SECTION 1. Interior Surface

If multiunit building or multibuilding complex is being certified as Lead-Free under this certificate # then, the "Form E-Appendix" must be submitted.

Total # of Units this Certificate Applies:*	Total # Units Surveyed:*	Total Parcels:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total # of XRF Readings:*	Total # of Inconclusive XRF Readings:*	Total # of Paint Chip Samples Collected:*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total # of Units this Certificate Applies:*

- Exterior Surface options is required and must be selected to match with the certificate method. If Option-B (Limited) is selected, then the reinspection date is required.

SECTION 2. Exterior Surfaces (Includes Common Areas):*

OPTION A (one time only): Exterior is Lead-Free, satisfactory result requires no further action.

OPTION B (limited): Exterior is not Lead-Free but free of any chipping, peeling or flaking paint.

Must Be inspected within two years on or before or the certificate is expired.

- Provide if factory applied coatings in metal components is Yes or No in Section-3.

SECTION 3. Factory Applied Coatings on Metal Components:

Select One:*

Yes No Unknown

I certify that on , the information being submitted is accurate.*

- Check 'I certify..' checkbox to confirm the form information is valid and provide the date & time when the form is certified by the inspector. Click 'Save Form'

Are you sure you want to save Form-E?

You are saving the form

- Once the form is successfully saved, a new button 'Add From E-Appendix' will be displayed right next to 'Save Form'.
 - If the certificate applies to multiple units, then the User needs to add Form E-Appendix to select all the applicable units.

I certify that on 10/29/2021 11:25:00 PM, the information being submitted is accurate.*

- If the certificate applies to only one unit or one specific physical address, then there is no need to add Form E-Appendix.

Add Form-E Appendix

Set-4: Steps

- Click on 'Add From E-Appendix'. User will land on Form E-Appendix page where the premise address, certificate number, certified date, and the number of units certified as lead free will be displayed based on the saved inspection certificate & Form-E

I certify that on 10/29/2021 11:25:00 PM, the information being submitted is accurate.*

MDE Tracking ID: 0159387 Date of Inspection: 10/31/2021 10:52:00 AM Inspection Certificate No: 1000008

Address: 1625 Cypress Street Baltimore MD 21226 Unit Number: Parcel:

Date Certified Lead-Free: 10/30/2021 10:53:00 AM Number of Units Certified Lead-Free: 3

This number is pulled from Form-E saved.

List of Properties

Select	Address	Unit	Owner/Manager Name	County	Property Number	MDE Tracking ID	Parcel	Address Picked From	Premise Flag
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	1	William Hugel		0325087191041	0159387			
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 2	William Hugel		0325087191041	0159387			
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 3	William Hugel		0325087191041	0159387			
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 4	William Hugel		0325087191041	0159387			

All units related to the premise address that was selected while scheduling the inspection will be displayed here.

- If the user selects only one unit and clicks 'Save Form', then the application will throw an error to select the correct number of units for which the certificate is applicable.
 - In the example below, the total number of units that are certified are 3 and the user needs to select exactly three units for which this certificate is applied & then save the appendix form.

Date Certified Lead-Free: 10/30/2021 10:53:00 AM Number of Units Certified Lead-Free: 3

List of Properties

Select	Address	Unit	Owner/Manager Name	County	Property Number
<input checked="" type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	1	William Hugel		0325087191041
<input checked="" type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 2	William Hugel		0325087191041
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 3	William Hugel		0325087191041
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 4	William Hugel		0325087191041

Correct number of units are not selected.

Date Certified Lead-Free: 10/30/2021 10:57 AM Number of Units Certified Lead-Free: 3

List of Properties

Select	Address	Unit	Owner/Manager Name	County	Property Number
<input checked="" type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	1	William Hugel		0325087191041
<input checked="" type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 2	William Hugel		0325087191041
<input type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 3	William Hugel		0325087191041
<input checked="" type="checkbox"/>	1625 Cypress Street Baltimore MD 21226	Unit 4	William Hugel		0325087191041

I certify that on 10/30/2021 10:57 AM, the information being submitted is accurate.*

