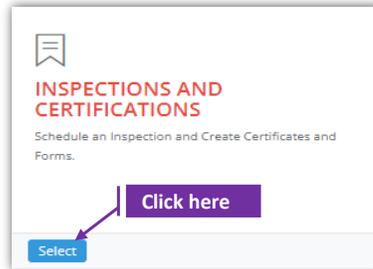


## Add Form-G (Lead Free Exterior) to Inspection Certificate



### 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	Inspection Lapse	Notification
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.

**Adding Form-G if there is an existing Form-G for that under 'Available Form-Gs to select & add' section in the certificate page.**

- Select 'Form G - Lead Free Exterior' 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 G 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 : 119 and InspectionCertificateNumber : 1000005

MDE Tracking ID:  MDE Tracking ID

Date of Inspection:  10/30/2021 12:30:00 PM

Inspection Certificate No:  1000005

Address:  11724 REISTERSTOWN RD

Unit Number:

Parcel:  0247

In accordance with Environment Article § 6-804, certification that all outside surfaces of the affected property are lead-free shall not be issued unless all the outside surfaces have been tested for the presence of lead-based paint in accordance with COMAR 26.16.02.05.

All outside surfaces were tested on:\*

Tested Date:

The test conducted revealed that painted surfaces were found to be lead-free in accordance with the law as well as the regulatory requirements of COMAR 26.16.02.05.

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

## Add Form-G (Lead Free Exterior) to Inspection Certificate

### Set-3: Steps

- On FormG page, property details will be displayed with the certificate number. This information cannot be changed.
- Provide the tested date "All outside surfaces were tested on:" and certify the form.
- 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' and re-confirm to save from the pop-up.

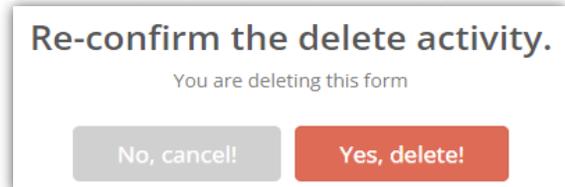
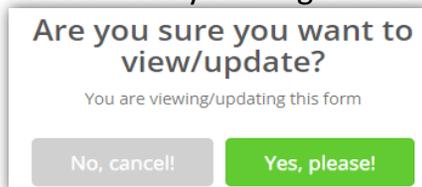


- After saving the form, the inspector will land on the certificate page where the FormG is added under 'List of Forms & SSWs' section.

List of Forms & SSWs

Form Type	Assigned On	Certify Date	Certificate Number	Schedule ID	View/Update	Delete	Export To PDF
Form G - Lead Free Exterior	10/28/2021 12:38:29 AM	10/28/2021 8:37:00 PM	1000005	119	<a href="#">View/Update</a>	<a href="#">Delete</a>	

- Inspector can click on 'View/Update' to view or change FormB details.
- Form can also be deleted by clicking on 'Delete' and another Form-G can be added as required.



### Adding Form-G if there is an existing Form-G for that property under 'Available Form-Gs to select & add' section in the certificate page.

Available Form-Gs to select & add

Select	Property Number	Property Address	Supervisor Name	Action
<input type="radio"/>	04041900013647	11724 REISTERSTOWN RD MD 00000	Bala Vega	<a href="#">View</a>

[Assign Form-G](#)

- Inspector can select Form-G applicable for the certificate. Click on '**Assign Form-G**'.
- A pop-up will be displayed to re-confirm the assignment.
- Assigned Form-G will be listed under '**List of Forms & SSWs**'. Inspector can view/edit/update the forms as needed.