## Add Lead Free 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.

Schedule an     Create Cert	n Inspection ificates and Forms.											
hedule Inspec	tion SSW Abati	ment Notification										
st of Schedule I	inspections											
Owner/Mana	ger First Name			Owner/Manager	Last Name				Inspector Contrac	tor/Provider		
First Name				Last Name			Contractor/Provi	wider				
Inspection Ty	pe		Inspection From Dat	e		Inspect	ion To Date			MDE Tracking ID		
Select Inspe	ction Type	~	From Date			To Date				MDE Tracking ID		
Search											Search:	
Search IF ichedule D	MDE II Tracking Street ID Numb	it it Street ar Name	Uwner/Manager Name	lî Provider Name	lî Inspector Ins Name Ty	↓† spection pe	11 Inspection Date	Li Certificate Number	Certificate Status	lî Parent InspectionID	Search:	Notification Lapse

#### Set-2: Steps

After completing the inspection and when the inspector is ready to add the inspection certificate, navigate to the list of inspections & click on the inspection schedule ID to view the inspection information.

Schedule ID	Tracking ID	Number	Street Name	Name	Name
119	Click here	11724	REISTERSTOWN	MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Julius Borat LLC

- Scroll down and click on 'Add Certificate' button.
- Inspector will land on Lead Free certificate page with inspection category set to 'Lead Free' by default.

ection Home Go To Inspection				
pectionScheduleID : 119				
MDE Tracking ID:	Owner/Manager Name:		Construction Year:	
MDE Tracking ID	MERCHANTS ASSOCIATES LIMIT	D PARTN	1985	
Address: 🕈	Unit Number:		Parcel:	
11724 REISTERSTOWN RD			0247	
Inspection Category:	Method:*		Status:*	
Lead Free	Select Certification Method	~	Select Certification Status	~
No. of Pre-1950 Lead Free Units:	No. of Post-1949 Lead Free Units:			
No. of Pre-1950 Lead Free Units	No. of Post-1949 Lead Free Units:			
I certify that I inspected the above listed property	unit on 10/30/2021 12:30:00 PM under Title 6, Subtitle 8 of the	Environment Ar	ticle, Annotated Code of MD.*	
numbered Form 220 Instructions	Form A locastion Cortificate Disclaimer			

# Add Lead Free Certificate

Method:*				
Select Certification M	Status:*			
Select Certification M	Select Certificat	ion Status		
One Time Only Limited Unknown	Select Certificat PASSED FAILED PENDING VOIDED	No. of Pre-1950 Lea	d Free Units:	No. of Post-1949 Lead Free Units: 0
et-3: Steps				
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Click on 'Save Ce	ertificate'. Certif	ficate metho	d cannot	updated once saved.
Inspector will na	avigate to certifi	icate details	page & th	ie inspection status changes to
Inspection Category: Lead Free		Method:* Limited		~
No. of Pre-1950 Lead Free Units: No. of Pre-1950 Lead Free Units Passing Re-inspection required no theor.	later F	No. of Post-1949 Lead F No. of Post-1949 Lead Expiration Date:	ree Units: I Free Units:	Certificate method cannot be changed once saved. Please cross check before saving.
than:	1	0/30/2023		Are you sure you want to save?

spection Category:	Method:		No, cancel please!	Yes, save it!
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o. of Pre-1950 Lead Free Units:	No. of Post-1949 Lead Free Unit	5:		
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	Go To Inspection				
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Address:				0212	
TI900 REISTERS	TOWN RD				
Lead Free	γ:	Method: One Time Only	~	PASSED	~
No. of Pre-1950 Lea	d Free Units:	No. of Post-1949 Lead Free Unit	2 *		
0		0			
I certify that l inspec Please upload any sup	ted the above listed property unit oporting documents (as require	: on <b>10/27/2021 1:36:00 PM</b> under Title 6, Sul <b>d)</b>	otitle 8 of the Environment	Article, Annotated Code of MD.	
Document Type		SelectFile			
Select a type		Choose File	lo file chosen	Upload	
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