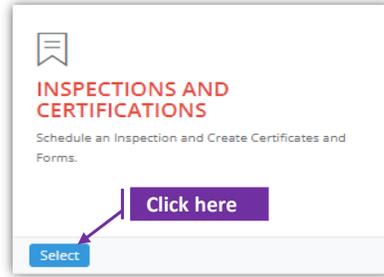


## Add Modified Risk Reduction (MRR) Certificate



### 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 ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name	Inspector Name	Inspection Type	Inspection Date	Certificate Number	Certificate Status	Parent InspectionID	Inspection Status	Notification Lapse
69	0132896	5522	Woodmont	James Sepia	Julius Borat LLC	Julius Borat	Full Risk Reduction	3/26/2021 10:55:00 AM	62	PASSED	49	Completed	No

### Set-2: Steps

- After completing the **Full Risk Reduction (FRR) 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	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name
119		11724	REISTERSTOWN	MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Julius Borat LLC

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

Add Certificate

Inspection Home    Go To Inspection

InspectionScheduleID : 119

MDE Tracking ID: MDE Tracking ID

Address: 11724 REISTERSTOWN RD MD 01

Inspection Category: Modified Risk Reduction

Owner/Manager Name: MERCHANTS ASSOCIATES LIMITED PARTNERSHI

Unit Number:

Method: Select Certification Method

Status: Select Certification Status

Construction Year: 1985

Parcel: 0247

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 Article, Annotated Code of MD.\*

[Download Form-330 Instructions](#)    [Form-A Inspection Certificate Disclaimer](#)

Save Certificate

## Add Modified Risk Reduction (MRR) Certificate

<b>Method:*</b>	<b>Status:*</b>
Select Certification Method	Select Certification Status
Select Certification Method	Select Certification Status
Visual and Dust Inspection	PASSED
Visual and Dust Inspection with Exterior Waiver	FAILED
Visual and Dust Inspection with Lead Free Exterior	PENDING
	VOIDED

### Set-3: Steps

- Select the certificate method from the 3.
- Select the certificate status - Passed / Failed / Pending / Voided.
- Check 'I certify..' checkbox to confirm the inspection date and time. Inspection date & time is pulled from the inspection schedule date & time.

I certify that I inspected the above listed property unit on 10/27/2021 1:36:00 PM under Title 6, Subtitle 8 of the Environment Article, Annotated Code of MD.\*

- If 'Dust Inspection with Exterior Waiver' method is selected, then the inspector needs to provide 'Passing Re-inspection no later than date'.

Passing Re-inspection required no later than:

Passing Re-inspection Date

- Click on 'Save Certificate'. Certificate method cannot updated once saved.
- Inspector will navigate to certificate details page & the inspection status changes to

Inspection Category:	Method:*
Modified Risk Reduction	Visual and Dust Inspection
<input type="checkbox"/> 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 Article, Annotated Code of MD.*	

Inspection Category:	Method:*
Modified Risk Reduction	Visual and Dust Inspection with Lead Free Exterior
<input type="checkbox"/> 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 Article, Annotated Code of MD.*	

Inspection Category:	Method:*
Modified Risk Reduction	Visual and Dust Inspection with Exterior Waiver
Passing Re-inspection required no later than:	
Passing Re-inspection Date	

Certificate method cannot be changed once saved. Please cross check before saving.

Are you sure you want to save?

You are saving this certificate

No, cancel please! Yes, save it!

## Add/update Modified Risk Reduction (MRR) Certificate details

InspectionScheduleID : 119 and InspectionCertificateNumber : 1000005

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<b>MDE Tracking ID:</b> <input type="text" value="MDE Tracking ID"/>	<b>Owner/Manager Name:</b> <input type="text" value="MERCHANTS ASSOCIATES LIMITED PARTNE"/>	<b>Construction Year:</b> <input type="text" value="1985"/>
<b>Address:</b> <input type="text" value="11724 REISTERSTOWN RD"/>	<b>Unit Number:</b> <input type="text" value=""/>	<b>Parcel:</b> <input type="text" value="0247"/>
<b>Inspection Category:</b> <input type="text" value="Modified Risk Reduction"/>	<b>Method:</b> <input type="text" value="Visual and Dust Inspection with Exterior Waiver"/>	<b>Status:</b> <input type="text" value="PASSED"/>

Passing Re-inspection required no later than:

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 Article, Annotated Code of MD.

Please upload any supporting documents (as required)

**Document Type**

**SelectFile**

Choose File
No file chosen

**Comment**

**Select the form:**

**List of Forms & SSWs**

No Forms Added

**Available SSWs to select & add**

No SSWs to select

**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

### Set-4: Steps

- On the certificate details page, the inspector can see the Inspection schedule ID & the Certificate number that is generated (7 digit numeric format).

InspectionScheduleID : 120 and InspectionCertificateNumber : 1000003

- In addition to that, there are two links to download the certificate (Form 330) instructions and Form-A Inspection certificate disclaimer in PDF format.

[Download Form-330 Instructions](#)    [Form-A Inspection Certificate Disclaimer](#)

- Information pulled from the inspection schedule and certificate creation pages like category, method, property information cannot be updated.
- Inspector can attach any documents using document upload section & can also add comments or notes about the document. Document type dropdown lists the type of documents that can be uploaded or attached to the certificate.

**Document Type**

Select a type

Select a type

Diagram of Unit

Exterior Waiver

Lab Results

Other

XRF Results

## Add/update Modified Risk Reduction (MRR) Certificate details

### Set-1: Steps

- After document upload sections, there is a dropdown to select the forms that must be added to the certificate.
- All the forms that are added will be listed in '**List of Forms & SSWs**' section.
- If there are any existing supervisor statement of work (SSW) to the property, then they will be listed under '**Available SSWs to select & add**' section. Example -

Select	Property Number	Property Address	Supervisor Name	Beginning Date	End Date	Action
<input type="radio"/>	0326334179N008	3914 Erdman Avenue Baltimore MD 21213	Narmada Patha	3/22/2021 12:00:00 AM	3/23/2021 12:00:00 AM	<a href="#">View</a>
<input type="radio"/>	0326334179N008	3914 Erdman Avenue Baltimore MD 21213	Narmada Patha	3/10/2021 12:00:00 AM	3/11/2021 12:00:00 AM	<a href="#">View</a>

- Inspector can select an SSW applicable for the certificate & click on '**Assign SSW**'.
- A pop-up will be displayed to re-confirm the assignment.

**Are you sure you want to save?**

You are assigning this SSW to Certificate

No, cancel please!
Yes, save it!

- If there are no SSWs available to select & assign to the certificate, then the inspector must contact the Owner to get the SSW from a supervisor.
- Similarly, Form-G can be added to the certificate if already available for that property.
- Assigned forms or SSWs will be listed under '**List of Forms & SSWs**'. Inspector can view/edit/update the forms (except SSWs) as needed.

Form Type	Assigned On	Certify Date	Certificate Number	Schedule ID	View/Update	Delete	Export To PDF
Form SSW	10/24/2021 8:49:16 PM		51	60	<a href="#">View/Update</a>	<a href="#">Delete</a>	

- Click on '**Update Certificate**' to save.

**Update Certificate**