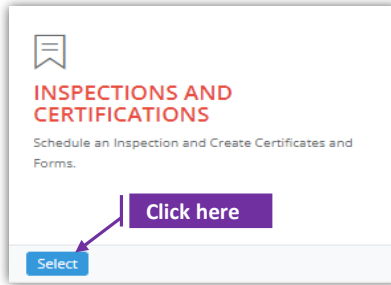


## Add Form-C (Dust Inspection) to Inspection Certificate



### 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	1000005	PASSED	0	Completed	No

Click here

### Set-2: Steps

- Click on the certificate ID link to go to the certificate details page.
- Select 'Form C - Dust 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 C 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

Date of Lab Report:  Report Date  
 Date of Lab Report received by Inspector:  Report Date

PART I - VISUAL REVIEW

Is the Condition of Paint Satisfactory? INTERIOR:

## Add Form-C (Dust Inspection) to Inspection Certificate

### Set-3: Steps

- On Form-C page, property details will be displayed with the certificate number. This information cannot be changed.
- Provide lab report created date, and when the report is received. Answer Yes or No to 3 questions in Part I where all are required.

**Date of Lab Report:\***

**Date of Lab Report received by Inspector:\***

**PART I - VISUAL REVIEW**

Is the Condition of Paint Satisfactory? - INTERIOR:\*

Yes  No

Is the Condition of Paint Satisfactory? - EXTERIOR:\*

Yes  No

Is an Exterior Waiver being used?:\*

Yes  No

- If Q#3 is answered yes, then the inspector needs to provide the re-inspection date, and

**Is an Exterior Waiver being used?:\***

Yes  No

If yes, this certificate expires on:  The property must pass re-inspection no later then **this date** or this inspection vertificate will no longer be valid.

Name of the approving agency or official for the Exterior Waiver:

Form D with the Supervisor's Statement of Work must be submitted to MDE and the property owner by the lead inspector.

- Provide dust collection and analysis information in Part III. All fields are optional except the question on retest.

**PART III - DUST COLLECTION & ANALYSIS**

Is this a retest of failed room(s)?\*  Yes  No  Unknown

<p><b>Blank Sample No 1:</b></p> <input type="text" value="Blank Sample No 1"/>	<p><b>AREA 1 (12"X12"/sq ft):</b></p> <input type="text" value="Area 1"/>	<p><b>RESULT 1 (&lt; or =)µg/ft²:</b></p> <input type="text" value="Result 1"/>
<p><b>Blank Sample No 2:</b></p> <input type="text" value="Blank Sample No 2"/>	<p><b>AREA 2 (12"X12"/sq ft):</b></p> <input type="text" value="Area 2"/>	<p><b>RESULT 2 (&lt; or =)µg/ft²:</b></p> <input type="text" value="Result 2"/>
<p><b>Blank Sample No 3:</b></p> <input type="text" value="Blank Sample No 3"/>	<p><b>AREA 3 (12"X12"/sq ft):</b></p> <input type="text" value="Area 3"/>	<p><b>RESULT 3 (&lt; or =)µg/ft²:</b></p> <input type="text" value="Result 3"/>

^Field blank samples are required to be collected at a minimum frequency of 5 % (or 1 blank sample for every 20 samplescollected), and in no case fewer than one blank sample for each day of inspections.

- Scroll down to view room information section.

**ADD ROOM INFORMATION**

<p><b>Room Name / Room No:*</b></p> <input type="text" value="Room Name / Room No"/>	<p><b>Number of NON-Lead Free windows in room: *</b></p> <input type="text" value="Non-Lead Free Windows"/>	<p><b>Number of Lead Free windows in room: *</b></p> <input type="text" value="Lead Free Windows"/>	<p><b>Total number of windows in room:</b></p> <input type="text" value="Total Windows"/>
<p><b>Floor SAMPLE No:</b></p> <input type="text" value="Floor Sample No"/>	<p><b>Floor AREA (12"X12"/sq ft):</b></p> <input type="text" value="Floor Area"/>	<p><b>&lt; or =:</b></p> <input type="text" value="Select"/>	<p><b>Floor RESULT(&lt; or =)µg/ft²:</b></p> <input type="text" value="Floor Result"/>
<p><b>Sill SAMPLE No:</b></p> <input type="text" value="Sill Sample No"/>	<p><b>Sill AREA (12"X12"/sq ft):</b></p> <input type="text" value="Sill Area"/>	<p><b>&lt; or =:</b></p> <input type="text" value="Select"/>	<p><b>Sill RESULT(&lt; or =)µg/ft²:</b></p> <input type="text" value="Sill Result"/>
<p><b>Well SAMPLE No:</b></p> <input type="text" value="Well Sample No"/>	<p><b>Well AREA (12"X12"/sq ft):</b></p> <input type="text" value="Well Area"/>	<p><b>&lt; or =:</b></p> <input type="text" value="Select"/>	<p><b>Well RESULT(&lt; or =)µg/ft²:</b></p> <input type="text" value="Well Result"/>

**Total Samples Collected in room:**

**Room Comments:**

Add Room Information

**List of Room Information**

No Room Information Added

## Add Form-C (Dust Inspection) to Inspection Certificate

### Set-4: Steps

- While adding room information, enter the results using = or < operations. 'MEETS STANDARDS' Yes or No will be auto-calculated based on the operation chose & the RESULT entered.

The screenshot shows a form titled "Floor RESULT(< or =)µg/ft²:". It includes a dropdown menu for "< or =:" with "Select" chosen. Below are three rows of input fields for "Number of Lead Free windows in room:", "Floor RESULT(< or =)µg/ft²:", "Sill RESULT(< or =)µg/ft²:", and "Well RESULT(< or =)µg/ft²:". Each row has a dropdown for "< or =:" and a text input field. To the right, there are fields for "Total number of windows in room:", "Floor MEETS STANDARD:", "Sill MEETS STANDARD:", and "Well MEETS STANDARD:". The values shown are: 1 window, 10 µg/ft² floor result, 99 µg/ft² sill result, 100 µg/ft² well result, 3 total windows, Floor MEETS STANDARD: No, Sill MEETS STANDARD: Yes, and Well MEETS STANDARD: No.

- Total number if windows in room and Total samples collected in a room are also calculated based on the information provided in that room.
- Click on 'Add room information' to save the room. Room record will be displayed under the 'List of Room Information' section.
- Inspector can view/update or delete the information if required.
- Inspector can also save the form without entering the room information and return later to add this information.

A confirmation dialog box with the text: "Are you sure to save Form-C without adding any room information? You are saving the form". It has two buttons: "No, cancel please!" and "Yes, save it!".

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

The screenshot shows the certification section of the form. It includes a calendar for "October - 2021" with the date "24" selected. Below the calendar is a "Comments" field and a checkbox labeled "I certify that on [Certify Date], the information being". The date field shows "24" and "18:15".

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

Form Type	Assigned On	Certify Date	Certificate Number	Schedule ID	View/Update	Delete	Export To PDF
Form C - Dust Inspection	10/28/2021 6:11:33 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 FormB can be added as required.

A confirmation dialog box with the text: "Are you sure you want to view/update? You are viewing/updating this form". It has two buttons: "No, cancel!" and "Yes, please!".

A confirmation dialog box with the text: "Re-confirm the delete activity. You are deleting this form". It has two buttons: "No, cancel!" and "Yes, delete!".