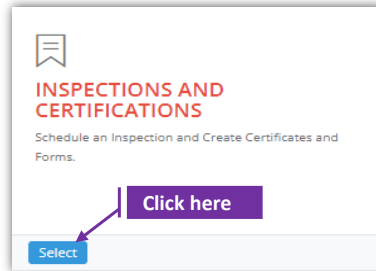


Add Lead Free Certificate



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 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 Lease
119	0132896	5522	Woodmont	James Sapia	Julius Borat LLC	Julius Borat	Full Risk Reduction	3/26/2021 10:55:00 AM	42	PASSED	49	Completed	No

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	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name
119		11724	REISTERSTOWN	MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Julius Borat LLC

[Add Certificate](#)

- 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.

INSPECTIONS AND CERTIFICATES

• Schedule an Inspection
• Create Certificates and Forms.

Inspection Home Go To Inspection

InspectionScheduleID : 119

MDE Tracking ID: MDE Tracking ID

Owner/Manager Name: MERCHANTS ASSOCIATES LIMITED PARTN

Construction Year: 1985

Address: 11724 REISTERSTOWN RD

Unit Number:

Parcel: 0247

Inspection Category: Lead Free

Method: Select Certification Method

Status: Select Certification Status

No. of Pre-1950 Lead Free Units: No. of Pre-1950 Lead Free Units

No. of Post-1949 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 Article, Annotated Code of MD.*

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

[Save Certificate](#)

Add Lead Free Certificate

Method:*

Select Certification Method

Select Certification Method

One Time Only

Limited

Unknown

Status:*

Select Certification Status

Select Certification Status

PASSED

FAILED

PENDING

VOIDED

No. of Pre-1950 Lead Free Units:

No. of Post-1949 Lead Free Units:

Set-3: Steps

- Select the certificate method - One Time Only or Limited.
- Select the certificate status - Passed / Failed / Pending / Voided.
- Provider number of lead free units for Pre-1950 & Post-1949. Application will throw a validation error if the certificate is saved without providing the lead free units. Enter '0' if there are none.

Please enter the LeadFreeUnits

OK
- 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 'Limited' method is selected, then the inspector needs to provide 'Passing Re-inspection no later than date'. Application will auto-populate certificate expiration date 2yrs from the certified date.
- In future -
 - If the re-inspection fails, then this certificate will be cancelled or failed accordingly.
 - If the re-inspection passes, then the additional supporting documents can be attached to this certificate.
- Click on 'Save Certificate'. Certificate method cannot updated once saved.
- Inspector will navigate to certificate details page & the inspection status changes to

Inspection Category:

Lead Free

No. of Pre-1950 Lead Free Units:

No. of Pre-1950 Lead Free Units

Passing Re-inspection required no later than:

Passing Re-inspection Date

Method:*

Limited

No. of Post-1949 Lead Free Units:

No. of Post-1949 Lead Free Units:

Expiration Date:

10/30/2023

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!

Inspection Category:

Lead Free

No. of Pre-1950 Lead Free Units:

0

Method:

One Time Only

No. of Post-1949 Lead Free Units:

0

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.*

Please upload any supporting documents (as required)

Add/update Lead Free Certificate details

Inspection Home Go To Inspection

InspectionScheduleID : 120 and InspectionCertificateNumber : 1000003 [Download Form-330 Instructions](#) [Form-A Inspection Certificate Disclaimer](#)

MDE Tracking ID: Owner/Manager Name: Construction Year:

Address: Unit Number: Parcel:

Inspection Category: Method: Status:

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 10/27/2021 1:36:00 PM under Title 6, Subtitle 8 of the Environment Article, Annotated Code of MD. Please upload any supporting documents (as required)

Document Type: No file chosen

Comment:

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

Select the form:*

Select Form

List of Forms & SSWs

Available SSWs to select & add

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

- Diagram of Unit
- Exterior Waiver
- Lab Results
- Other
- XRF Results

Add/update Lead Free 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	View
<input type="radio"/>	0326334179N008	3914 Erdman Avenue Baltimore MD 21213	Narmada Patha	3/20/2021 12:00:00 AM	3/13/2021 12:00:00 AM	View

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

Are you sure you want to save?
You are assigning this SSW to Certificate

[No, cancel please!](#) [Yes, save it!](#)

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	View/Update	Delete	

- Click on 'Update Certificate' to save.

[Update Certificate](#)

Set-10: Steps

- Click on 'Processing' blue box to view any messages from MDE regarding the certificate or the forms or the supporting documents.