

# I-LEAD User Manual



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# Indiana Lead Environmental Assessment Database (I-LEAD)

The *I-LEAD* database and guide were developed under an agreement between the Indiana Department of Health (IDOH) and the Indiana Department of Environmental Management (IDEM) for the production of a standard risk assessment. The forms and documents are largely a product of the Environmental and Housing subcommittee of the Lead Poisoning Elimination Plan Advisory Committee (EPAC).

The *I-LEAD* system has been developed primarily as a tool for the risk assessments which are required under a number of circumstances where a dwelling has or may have lead hazards, including deteriorated lead-based paint.

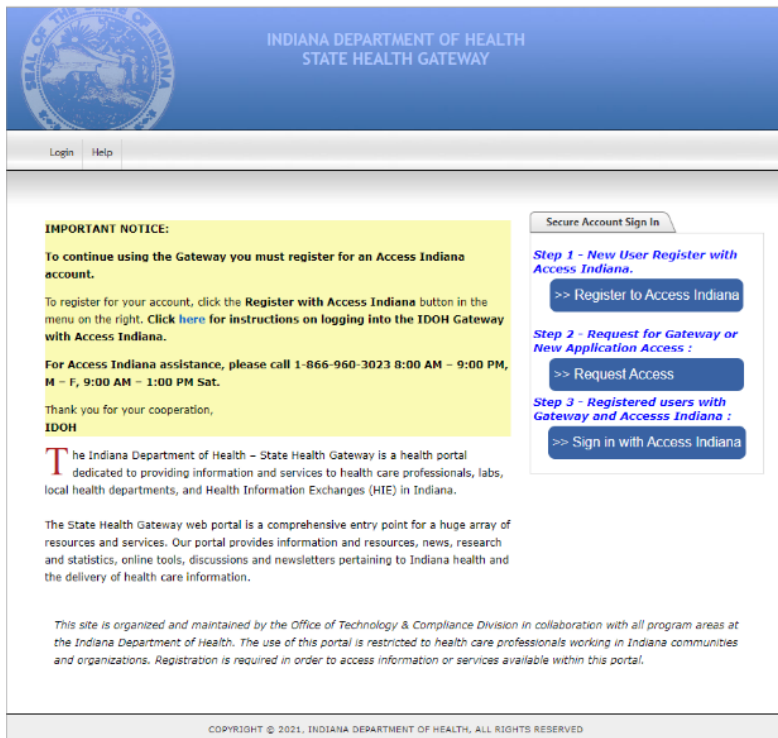
Whenever a child living in a dwelling built before 1978 is confirmed to have an elevated blood lead level, Indiana regulations require that an environmental lead inspection be conducted to discover the cause of the disease (410 IAC 29-1-6). An environmental inspection consists of an environmental investigation of all possible non-structural sources of lead as well as a risk assessment to specifically test for lead hazards and to determine options for the elimination of those hazards.

I-LEAD can be easily used to enter lead inspections and clearance examinations. Note that a Clearance Examination is required for all remediation conducted where a lead poisoned child is involved or where abatement has occurred.



# Getting Started:

- 1) To log into I-LEAD, you must first access ISDH Gateway (<https://gateway.isdh.in.gov/Gateway/SignIn.aspx>) and register for a new account.
- 2) To register for your account, click the **Register with Access Indiana** button in the menu on the right. **Click [here](#) for instructions on logging into the IDOH Gateway with Access Indiana.**




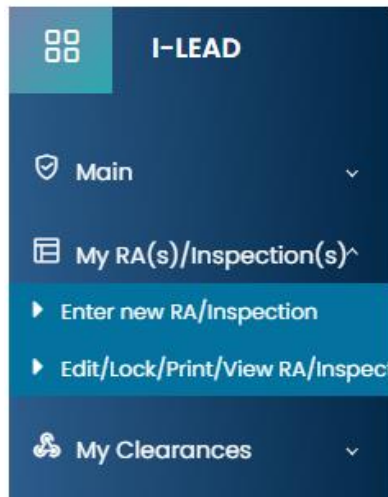
If you have trouble registering for Gateway or logging into I-Lead, contact Hazarath Thanneeru [hthanneeru@health.in.gov](mailto:hthanneeru@health.in.gov)

- 3) Once logged into I-LEAD, on the left side bar under "Main", select Update Profile to ensure all information is accurate and up to date.



# Risk Assessments:

- 1) On the left sidebar, click on the drop-down menu for "My RA(s)/Inspection(s)". Then select "Enter new RA/Inspection". This option is also available by hovering over the My RA Icon 



- 2) This will take you to Page 1 of New RA/Inspection Entry, as seen below.

- 3) Select the appropriate Inspection activity under Risk Assessment Type. If this is a property associated with an Elevated Blood Lead Level (EBLL), "Risk Assessment" or "Risk Assessment and Inspection (Combo)" should be selected.



- 4) Select whether you've taken Dust, Soil, or Paint Chip samples. If you are performing a risk assessment, you MUST take dust and soil samples. If for some reason you don't take a soil sample, record your justification for the decision (e.g. no bare soil, ground covered in snow, ground frozen) in the Comments box. If an XRF is used, select No next to Paint Chip Samples and note that in the comment box.

The screenshot shows a web form with three distinct sections, each separated by a horizontal line. The first section is titled "Dust And Soil Samples" and contains the question "Dust Samples Taken?\*" with radio buttons for "Yes" and "No", and a "Comments" text box. The second section is titled "Soil Samples Taken?\*" with radio buttons for "Yes" and "No", and a "Comments" text box. The third section is titled "Paint Chip Samples Taken?\*" with radio buttons for "Yes" and "No", and a "Comments" text box. Each text box has a small icon in the bottom right corner, likely for clearing the text.

- 5) Select whether the assessment is part of an LHC or LHRD grant. For most users and cases, this will be answered "No."
- 6) Fill out the appropriate information in the Risk Assessor Info section. Your contact information, license number, XRF brand and serial number, and lab information should be auto filled. The only information you need to supply is the assessment date and the XRF calibration readings/times. When that is completed, click "Save and go to Step 2."
- 7) Step 2 of the Main Page tab is for the risk assessment address and demographic information.



Step 2

Unit Identification

House Nbr:

State:

Year of Construction:

Is this unit a business entity:  Yes  No

Owner Last Name:

Owner State:

Is the home currently vacant or is this a day care facility:  Yes  No

Street:

Zip:

Dwelling Type:

Owner First Name:

Owner Zip:

Apt Nbr:

County:

Occupancy Type:

Address:

Owner Phone:

City:

Unit Phone:

Unit Side-A:

Owner City:

Previously entered owner details

Household Members

Last Name	First Name	DOB	AGE	Identified EBLL

Unit Assessment History

Has the exterior of the unit recently undergone any remodeling or renovation?  Yes  No  Don't know

Has the interior of the unit recently undergone any remodeling or renovation?  Yes  No  Don't know

Were LSRP followed?  Yes  No  Don't know

Has this unit had a prior local Paint Inspection or Risk Assessment?  Yes  No  Don't know

Save/Update Reset

- 8) Enter the Unit/address information. Put *only* the address number in the "House Nbr" box. All other street information goes in the "Street" or "Apt Nbr" boxes. Year of Construction can be found in your county's GIS/Assessor Records. Under "Dwelling Type," keep in mind that a building must have  $\geq 5$  individual units to be a multi-family dwelling. Duplexes are *not* considered a multi-family dwelling.

Unit Identification

House Nbr:

State:

Year of Construction:

Is this unit a business entity:  Yes  No

Owner Last Name:

Owner State:

Is the home currently vacant or is this a day care facility:  Yes  No

Street:

Zip:

Dwelling Type:

Owner First Name:

Owner Zip:

Apt Nbr:

County:

Occupancy Type:

Address:

Owner Phone:

City:

Unit Phone:

Unit Side-A:

Owner City:

Previously entered owner details

- 9) Enter all Household Members, particularly any EBLL associated with the property. This gives both local health departments and IDOH a better tool for case management. If Elevated Blood Lead Level is Yes, then check the box and press update.

Last Name	First Name	DOB	AGE	Identified EBLL	
		10/04/2024	0	<input type="checkbox"/>	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
Smith	John	06/04/2022	2	Yes	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



10) Enter the inspection/renovation history of the unit. If you're not sure, simply select "Don't Know." After that, click "Save/Update".

Unit Assessment History

Has the exterior of the unit recently undergone any remodeling or renovation?  Yes  No  Don't Know If Yes Select Period

Has the interior of the unit recently undergone any remodeling or renovation?  Yes  No  Don't Know If Yes Select Period

Were LSWP followed?  Yes  No  Don't Know If Yes Select Period

Has this unit had a prior Lead Paint Inspection or Risk Assessment?  Yes  No  Don't Know If Yes Select Period

Save/Update Reset

11) The next tab is "Exterior Paint Deterioration." Any XRF readings, paint chip samples, or visual hazard verifications from the exterior of the home or the exterior of any accessory structure (e.g. barn, shed, detached garage) will go under this tab. Under Indiana law, you are ONLY required to enter lead hazards. However, if you have no hazardous readings/samples, IDOH would prefer you to enter your highest reading. This allows us to verify that you completed the section.

Risk Assessment Number: RA000016936

Component Location: House

Substrate: Wood

Window Type: None

Paint Color:

Test Type: XRF Test

Units: mg/cm2

Hazard:  Yes  No

Side: A-Side

Component Type: Ceiling

Deterioration: Chipped or Peeled

Notes/Comments:

Reading:

Condition: Deteriorated

Save/Update Cancel

ID Number	Description	Results	Action
EP-2	WoodHouse: A-Side (faces north); Door Casing; Chipped or Peeled	XRF Test : 11 mg/cm2 HAZARD-YES	<span>+</span> <span>-</span> <span>+</span> <span>-</span>
EP-1	WoodHouse: C-Side (faces south); Other; Chipped or Peeled	XRF Test : 11 mg/cm2 HAZARD-YES	<span>+</span> <span>-</span> <span>+</span> <span>-</span>

Add New Assessment

12) For each reading/sample, enter a new assessment. Make dropdown selections for all applicable categories.

Risk Assessment Number: RA000016936

Component Location: 

- House
- Equipment
- Fence
- Garage
- Other
- Outbuilding
- Porch/Stoop

Substrate:

Window Type:

Paint Color:

Test Type:

Units: mg/cm2

Hazard:  Yes  No

Side: A-Side

Component Type: Ceiling

Deterioration: Chipped or Peeled

Notes/Comments:

Reading:

Condition: Deteriorated

Save/Update Cancel





13) If you select "Other" for any dropdown category, specify your reason in the "Notes/Comments" box, as follows:

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Main Page, Exterior-Paint Deterioration (selected), Exterior-Soil, Interior-Paint Deterioration, Interior Dust Sample, Remediation, Others/Notes, and ATTACHMENTS. Below the navigation bar is a form for 'Exterior Paint Deterioration Elements'. The form includes the following fields:

- Risk Assessment Number: RA000016936
- Component Location: House (dropdown with checkmark)
- Substrate: Metal (dropdown with checkmark)
- Window Type: None (dropdown with checkmark)
- Paint Color: (empty text field)
- Test Type: XRF Test (dropdown)
- Units: mg/cm2 (dropdown)
- Hazard:  Yes  No
- Side: A-Side (dropdown)
- Component Type: Other (dropdown with checkmark)
- Deterioration: Chipped or Peeled (dropdown)
- Notes/Comments: Component Type: Light Fixture (text area)
- Reading: = (dropdown)
- Condition: Deteriorated (dropdown)

At the bottom of the form are two buttons: 'Save/Update' and 'Cancel'.

14) Repeat this process for each individual hazardous component. NOTE: For exterior components with common construction, it is acceptable to note that the readings apply to all like components (e.g. siding, window sashes), as below:

The screenshot shows the same web application interface as above, but with the 'Component Type' dropdown set to 'Window' and the 'Notes/Comments' field containing the text: 'Includes window sashes on all sides, where original wooden sashes exist and are deteriorated'. The 'Reading' field now shows a value of '3.0'.

15) When finished with the final component, click "Save/Update" and select "Exterior – Soil" from the tabs at the top of page. This will take you to sample entry screen for soil. If soil was *not* taken, please double check that your justification for not taking a soil sample was documented in the "Main Page – Page 1" section.



Main Page | Exterior-Paint Deterioration | **Exterior-Soil** | Interior-Paint Deterioration | Interior Dust Sample | Remediation | Others/Notes | ATTACHMENTS

Risk Assessment Number: RA000016936  
 Component Location: Garden Area  
 Component Type: Bare Soil Common Area  
 Deterioration: Lead in Soil  
 Reading: = ppm  
 Hazard:  Yes  No  
 Notes/Comments:

Side: A-Side

Save/Update Cancel

Exterior Soil Elements

16) Each sample should be entered separately. Select the appropriate info from the dropdown menus and enter the lab result for the sample. The system will automatically select whether the sample is a hazard based on the thresholds for play areas and non-play areas. NOTE: The system defaults to ppm as a measuring unit, but many labs use mg/kg. PPM, mg/kg, and ug/g are all a 1:1 conversion. 100 ppm is 100 mg/kg and 100 ug/g. Afterwards select "Save/Update" and repeat for each sample.

Main Page | Exterior-Paint Deterioration | **Exterior-Soil** | Interior-Paint Deterioration | Interior Dust Sample | Remediation | Others/Notes | ATTACHMENTS

Risk Assessment Number: RA000016936  
 Component Location: Play Area  
 Component Type: Bare Soil Common Area  
 Deterioration: Lead in Soil  
 Reading: = 500 ppm  
 Hazard:  Yes  No  
 Notes/Comments:

Side: A-Side

Save/Update Cancel

17) Next, select "Interior – Paint Deterioration" from the tabs at the top of the page to begin logging interior paint hazards. After clicking on the tab, you'll be taken to the page for new component entry. Any XRF readings, paint chip samples, or visual hazard verifications from the interior of the home or associated interior common area (for apartment buildings) will go under this tab. After each sample entry, press "Save/Update." Again, under Indiana law, you are ONLY required to enter lead hazards. However, if you have no hazardous readings/samples, IDOH would prefer you to enter your highest reading. This allows us to verify that you completed the section.



Add a New Lead Inspection Activity

Main Page   Exterior-Point Deterioration   Exterior-Soil   Interior-Point Deterioration   Interior Dust Sample   Remediation   Others/Notes   ATTACHMENTS

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Risk Assessment Number: RA00009936

Component Location: Basement

Substrate: Brick

Window Type: None

Paint Color:

Test Type: XRF Test

Hazard:  Yes  No

[Save/Update](#) [Cancel](#)

Side: A-Side

Component Type: Baseboard

Deterioration: Chipped or Peeled

Notes/Comments:

Reading:  mg/cm2

---

Interior Point Deterioration Elements [Add New Assessment](#)

#	Description	Results	Action
#-1	Wood Entry, A-Side (faces north); Door Casing; Chipped or Peeled	XRF Test: 13 mg/cm2 HAZARD-YES	

18) Fill this section out in the same fashion as exterior component entry. Each hazardous testing combination *in each room* should be a separate entry. If all examples of a specific component in the room contain lead, you only need to enter one instance per component type (i.e. doors only need one entry, window frames only need one entry, window sashes only need one entry). NOTE: Window frames, sashes, sills, and troughs all should be entered as separate components. One blanket entry for “windows” is not sufficient.

19) Select “Interior – Dust Sample” from the tabs at the top of the page to begin logging dust samples. This will take you to sample entry screen for dust samples. Each sample should be entered separately followed by pressing the “Save/Update”. Fill in all appropriate dropdowns and fields. The system will automatically calculate the Sample Area after you enter the Length & Width. NOTE: After entering the sample result, the system will automatically designate its hazard status based on the thresholds for that component. The defaults are set to 10 ug/ft2 (floors), 100 ug/ft2 (sills). If this investigation was performed as part of a HUD grant, manually select the appropriate radio button to reflect the lower thresholds. When you enter your field blank, be sure to select “blank” for the component location.

Add a New Lead Inspection Activity

Main Page   Exterior-Point Deterioration   Exterior-Soil   Interior-Point Deterioration   Interior Dust Sample   Remediation   Others/Notes   ATTACHMENTS

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Risk Assessment Number: RA000016936

Component Location: Bathroom ✓

Substrate: Wood ✓

Length & Width (in inches): 12 ✓   12 ✓

Sample Area (in square inches): 144

Lead loading (in ug/ft2): =   500 ✓

Hazard:  Yes  No

Notes/Comments:

[Save/Update](#) [Cancel](#)

Side: A-Side

Component Type: Floor Surface ✓

---

Interior Dust Sample Elements



20) Then, move onto the tab, "Others/Notes." This is the tab you'll use as a catchall for any samples/readings that don't fit in the other categories or aren't building components. These could be water samples, food samples, cosmetics, dishes, lawn ornaments, or play equipment, to name a few examples. Fill in the dropdowns and fields with the appropriate information. Press "Save/Update" after each sample input.

21) Next, click on the Remediation tab. Remediation options are grouped by component types with Interim Control and Abatement options for each category. Below is table showing which components are included with each component type.

Component Types	Included components
<b>Major Exterior Components</b>	Fascia Siding Slats Soffit Trim Other



<b>Exterior Window Components</b>	Windowsill Window Frame Window Trough Window Sash Window Casing
<b>Exterior Door Components</b>	Door Face Door Casing Door Threshold Door Jamb Garage Door
<b>Exterior Porch Components</b>	Ceiling Column/Post Railing Steps Floor Surface Slats
<b>Other Exterior Components</b>	Downspout Gutter Other
<b>Interior Window Components</b>	Windowsill Window Frame Window Trough Window Sash Window Casing
<b>Interior Door Components</b>	Door Face Door Casing Door Threshold Door Jamb
<b>Interior Floors</b>	Floor
<b>Interior Trim</b>	Chair Rail Baseboard Crown Molding
<b>Interior Wall and Ceiling Surfaces</b>	Wall Surface Ceiling
<b>Interior Stair Components</b>	Riser Stringer Tread



	Spindle Handrail Newel Post
<b>Other Interior Components</b>	Sink Bathtub HVAC Vent Cosmetics Food Cabinets Other
<b>Bare Soil Areas</b>	Play Area Dripline Common Area

22) After choosing the component type from the dropdown, you must select at least one interim control option *and* one abatement option. Each remediation option can be edited if necessary, with details specific to the risk assessment. Edit the text by clicking the Edit button on the right side of the selection.

RA Number: RA00008938

Component Types: Major Exterior Components

Remediation Option:

TYPE	CONTROL TYPE	REMEDIATION OPTION	
Major Exterior Components	STRUCTURE WORKPRACTICES	Lead abatement based on results of the specific instructions section.	Edit
Major Exterior Components	INTERIM CONTROLS	Correct moisture problems before addressing paint issues.	Edit
<input checked="" type="checkbox"/> Major Exterior Components	INTERIM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	Edit
Major Exterior Components	INTERIM CONTROLS	Cover the surface with a lead free, smooth and cleanable surface.	Edit
Major Exterior Components	INTERIM CONTROLS	Cover component with materials that protect against further wear from impact or friction.	Edit
Major Exterior Components	INTERIM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	Edit
Major Exterior Components	ABATEMENT	Completely replace components with a lead-free building component, as noted below.	Edit
Major Exterior Components	ABATEMENT	Enclose the component with a barrier completely preventing access (e.g. with vinyl or aluminum).	Edit
Major Exterior Components	ABATEMENT	Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.	Edit

Selected Options:

Component type	Control Type	Description

23) After making remediation selections, press "Add Remediation Options" and your selections should appear under "Selected Options." Do the same process for each component type where hazards were found.



Main Page Exterior-Point Deterioration Exterior-Soil Interior-Point Deterioration Interior Dust Sample Remediation Others/Notes ATTACHMENTS

RA Number: RA000016936

Component Types: Major Exterior Components

Remediation Option

TYPE	CONTROL TYPE	REMEDIATION OPTION	
Major Exterior Components	INTERM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	<input checked="" type="checkbox"/> Edit
Major Exterior Components	INTERM CONTROLS	Cover the surface with a lead free, smooth and cleanable surface.	<input type="checkbox"/> Edit
Major Exterior Components	INTERM CONTROLS	Cover component with materials that protect against further wear from impact or friction.	<input checked="" type="checkbox"/> Edit
Major Exterior Components	INTERM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	<input checked="" type="checkbox"/> Edit
Major Exterior Components	ABATEMENT	Completely replace components with a lead-free building component, as noted below.	<input type="checkbox"/> Edit
Major Exterior Components	ABATEMENT	Enclose the component with a barrier completely preventing access (e.g. with vinyl or aluminum).	<input type="checkbox"/> Edit
Major Exterior Components	ABATEMENT	Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.	<input type="checkbox"/> Edit
Major Exterior Components	ABATEMENT	Encapsulate the component with a paint encapsulant.	<input type="checkbox"/> Edit

Selected Options

Component type	Control Type	Description	
Major Exterior Components	INTERM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	<input checked="" type="checkbox"/> Delete
Major Exterior Components	INTERM CONTROLS	Cover component with materials that protect against further wear from impact or friction.	<input type="checkbox"/> Delete
Major Exterior Components	INTERM CONTROLS	Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).	<input checked="" type="checkbox"/> Delete

24) Finally, select the ATTACHMENTS tab. This tab is where you can upload any photos, inspection sheets, lab results, or other files pertinent to the investigation. The system will use the "RAUnitPhoto" photo you upload as the cover photo for your report. The photo must be <650X650 pixels. After uploading all your files, select "I have uploaded all attachments. Click continue button to proceed to next step." Then press continue. NOTE: You can upload as many files as you need, but each individual file must be <20mb.

Main Page Exterior-Point Deterioration Exterior-Soil Interior-Point Deterioration Interior Dust Sample Remediation Others/Notes ATTACHMENTS

Attach Any Documents To Risk Assessment/Lead Hazard Inspection

Please note that the system will not allow you to make any changes once you have locked a risk assessment. Please double check before locking.

Risk Assessment Number: RA000016936

Document Type: Other

Choose File | No file chosen

Upload document Cancel

I have uploaded all attachments. Click continue button to proceed to next step. Continue

Documents

File Name	File Type	File Folder	File Size	Action
Lead Safe Cleaning- IDOH.pdf	application/pdf	RA000016936/	332185	<input type="checkbox"/> <input type="checkbox"/>

25) Pressing "Continue" on the ATTACHMENTS tab will bring you to the lock screen. If any tabs were left blank, this will be noted on the lock screen with the option to go back if necessary.

Warning Note: The following information has not been recorded

Item Number	Warnings	
	Interior assessment- dust sample details is missing	<input type="button" value="View"/>
	Exterior assessment- soil details is missing	<input type="button" value="View"/>
	Assessment of other items is missing	<input type="button" value="View"/>

26) Follow the prompts on the lock screen. Enter date when lab samples were sent and received. Choose if remediation is required, if hazards were found, and the number of days allowed to complete remediation. Note: Indiana law allows up to



180 days for remediation; however, some counties or situations may have shorter allowances. Add your approximate clearance date based on the remediation deadline you selected. Then press "Submit and Lock RA".

Please not that once you have locked a risk assessment you will not be able to make any more changes. Please double check before locking.

RA Number: RA000016936      RA Date: 09/12/2023      Street: 333 W TENNYSON RD      Status: In Process

Please enter the date when the lab samples were submitted(mm/dd/yyyy). \*  
(Note: if no labs done enter '01/01/2001').

Please enter the date when results were received from lab(mm/dd/yyyy). \*  
(Note: if no labs done enter '01/01/2001').

Please choose if remediation is required. \*

Please choose if hazard is present. \*

If hazards present,property owner needs to complete remediation in

Please enter approximate clearance date(mm/dd/yyyy).

Submit and Lock RA    Cancel

27) After pressing "Submit and Lock RA" you will be given the option to print the I-LEAD generated report by pressing "Print RA Report".

Please not that once you have locked a risk assessment you will not be able to make any more changes. Please double check before locking.

RA Number: RA000016936      RA Date: 09/12/2023      Street: 333 W TENNYSON RD      Status: Complete

Please enter the date when the lab samples were submitted(mm/dd/yyyy). \*  
(Note: if no labs done enter '01/01/2001').

Please enter the date when results were received from lab(mm/dd/yyyy). \*  
(Note: if no labs done enter '01/01/2001').

Please choose if remediation is required. \*

Please choose if hazard is present. \*

If hazards present,property owner needs to complete remediation in

Please enter approximate clearance date(mm/dd/yyyy).

Submit and Lock RA    Cancel    Print RA Report

28) Once the risk assessment is locked, any changes will require the report to be unlocked by a state risk assessor or the I-LEAD program administrator. Unlocked reports will require an explanation for unlocking.

29) To edit, print, lock, or view a risk assessment. Select the option on the left side of the screen "Edit/Lock/Print/View Ra/Inspection".

Welcome

What's New:

- PLEASE NOTE: While entering assessments, you only need to enter XRF, paint chip, soil, and dust the full data as attachments prior to locking the assessment. **NEW**
- There are currently 240 users registered with I-LEAD.

Enter new RA/Inspection








**Edit/Lock/Print/View RA/Inspection**

Inspe	Edit/Lock/Print/View RA/Inspection	Inspection Nbr	Unit Add
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30) This selection will bring up your risk assessments. Select the icon next the assessment that corresponds with the action you want to take. The description of each icon can be seen by hovering the mouse over the icon.

- |                                                                                                                 |                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|  - Add and view personal notes |  -Print RA report |
|  -Edit RA details              |  -Upload-Lock RA  |
|  -Print Attachments            |  -View RA details |
|  -Print Lab Forms              |                                                                                                    |

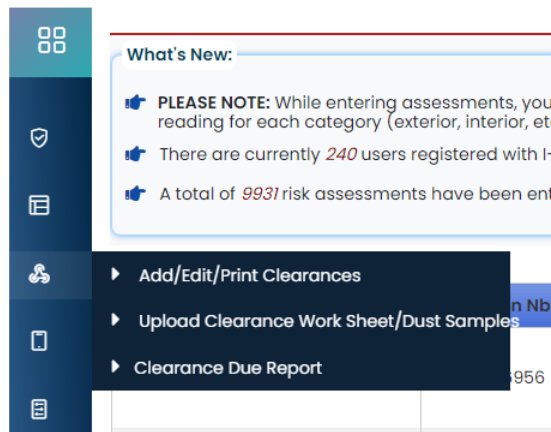
#### Risk Assessment Tips:

1. Risk assessments and inspections are routinely audited by IDOH staff, so please ensure information is accurate and complete. The most commonly found audit violations include:
  - a. Calibration information missing
  - b. Property owner phone number missing
  - c. Dust sample blank missing
2. Many counties use their own report template. This is perfectly fine. However, even if you are not using the I-LEAD report feature, please enter your risk assessment and inspection hazard results into I-LEAD. Entering hazard data into ILEAD is required by state code. This data is used to generate statistical figures and reports on lead hazards and remediation throughout the state, informing the targeting of lead education, blood lead testing, and grant funding for remediation.



# Clearances:

- 1) Before returning to a property for a clearance inspection, the Clearance Checklist and Clearance Worksheet can be printed from ILEAD to aid in the inspection. The checklist and worksheet identify all hazards found during the original assessment/inspection.
- 2) To print the checklist and/or worksheet for the property first select "Add/Edit/Print Clearances" from the "My Clearances" icon on the left side menu.



- 3) The "Add/Edit/Print Clearances" selection will bring up your risk assessments, both cleared and uncleared properties. Note: If you were not the original risk assessor who did the assessment/inspection, you can find the property using the search feature at the top of the page.

Note: Please enter dates like this > 10-04-2024

Search By\*  Type a Keyword\*  Order By  Direction

Add-Edit Clearances/Print Clearance Check List/Work Sheet

Assessment Date	RA Number	Unit Address	Clearance Due	Clearance	Action
09/18/2023	RA000016956	921 S GIBSON ST	01/08/2025	04-OCT-24	<a href="#">Add/Edit Clearance</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Re-Inspection Letter</a> <a href="#">Pass Clearance Letter</a> <a href="#">Fail Clearance Letter</a>
09/12/2023	RA000016936	333 W TENNYSON RD	01/04/2025	Not Cleared	<a href="#">Add/Edit Clearance</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Re-Inspection Letter</a> <a href="#">Pass Clearance Letter</a> <a href="#">Fail Clearance Letter</a>
09/01/2023	RA000016934	270 ABEL LN	03/01/2024	01-OCT-24	<a href="#">Add/Edit Clearance</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Re-Inspection Letter</a> <a href="#">Pass Clearance Letter</a> <a href="#">Fail Clearance Letter</a>

- 4) Select "Print Clearance Checklist" and/or "Print Clearance Worksheet". An PDF document results.



**Clearance Work Sheet**  
Use this to record the results of your clearance

**Clearance Check list Sheet**  
Lists all exterior paint, interior paint, dust and soil problems that needs to be addressed.

Inspection Activity Nbr : RA000016936      Unit Address : 333 W TENNYSON RD

Address: 333 W TENNYSON RD      Report Printed On: 10/4/2024  
BOONVILLE, IN 47601

Risk Assessment No: RA000016936

**Exterior Assessment of Paint Deterioration**

Hazard Nbr	Description	Remediation Options Recommended
1	Wood/House; A-Side; Door Casing; Chipped or Peeled	<p><b>INTERIM CONTROLS:</b></p> <p>1 Remove all chipping and peeling paint, stabilize paint. 2 Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).</p> <p><b>ABATEMENT:</b></p> <p>1 Completely replace components with a lead free building component, as noted below. 2 Permanently remove the component. 3 Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.</p> <p>Name:</p>
2	Wood/House; C-Side; Other; Chipped or Peeled	<p><b>INTERIM CONTROLS:</b></p> <p>1 Remove all chipping and peeling paint, stabilize paint. 2 Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).</p> <p><b>ABATEMENT:</b></p> <p>1 Completely replace components with a lead free building component, as noted below. 2 Encapsulate the component with a paint encapsulant. 3 Enclose the component with a barrier completely preventing access. 4 Permanently remove the component. 5 Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.</p> <p>Name:</p>

**Exterior Assessment of Soil Deterioration**

Hazard Nbr	Description	Remediation Options Recommended
1	Play Area; A-Side; Bare Soil Common Area; Lead in Soil	

**Exterior Assessment of Paint Deterioration**

Hazard Nbr	Component Location-Type	Description	Clearance Passed
1	House - Door Casing; A-Side	Wood; Chipped or Peeled	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	House - Other; C-Side	Wood; Chipped or Peeled	<input type="checkbox"/> Yes <input type="checkbox"/> No

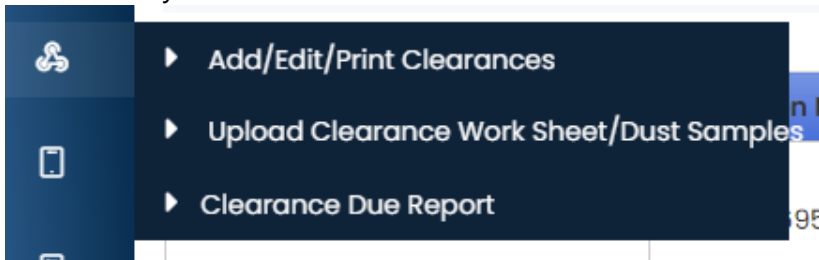
**Interior Assessment of Paint Deterioration**

Hazard Nbr	Component Location-Type	Description	Clearance Passed
1	Entry - Door Casing; A-Side	Wood; Chipped or Peeled	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Basement - Baseboard; A-Side	Brick; Cracked	<input type="checkbox"/> Yes <input type="checkbox"/> No

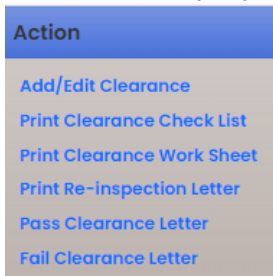
Have soil samples been collected?  Yes  No  
Have dust samples been collected?  Yes  No

Clearance Examiner Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

- 5) To enter the results of the clearance inspection, first select "Add/Edit/Print Clearances" from the "My Clearances icon" on the left side menu.



- 6) The "Add/Edit/Print Clearances" selection will bring up your risk assessments, both cleared and uncleared properties. Locate the property, then enter clearance information for the property, by selecting "Add/Edit Clearance"



- 7) This will bring up the Main Page tab where you will identify if remediation was required, the original clearance due by date (which should have been identified when locking the risk assessment), and the date that clearance was completed. After entering the information, press "Save" then press "Go to Step 2".



Add/Update Clearance Information

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[Interior Dust Sample](#)
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Risk Assessment Nbr	Unit Address
RA000018936	333 W TENNYSON RD

Follow up

Lead hazards were located and remediation is required?  
 Yes  No

If so, clearance due by

Actual clearance date

- 8) The following steps will move through visual clearances for hazards identified during the risk assessment/inspection. The tabs Exterior Paint Deterioration, Exterior-Soil, and Interior Paint Deterioration utilize a visual clearance Yes or No option. After completing each tab, press "Save Selections" and move to the next tab.

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Risk Assessment Nbr	Unit Address
RA000018936	333 W TENNYSON RD

SNo	Description	Results	Remediation Options	Visual Clearance
1	Wood;House; A-Side; Door Casing; Chipped or Peeled	XRF Test : 11 mg/cm2	<b>Interim Controls</b> <ul style="list-style-type: none"> <li>Applies to All Sides</li> <li>Cover the surface with a lead free, smooth and cleanable surface.</li> <li>Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).</li> </ul> <b>Abatement</b> <ul style="list-style-type: none"> <li>Completely replace components with a lead free building component, as noted below.</li> <li>Permanently remove the component.</li> <li>Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.</li> </ul>	Yes <input type="radio"/> No <input checked="" type="radio"/>
2	Wood;House; C-Side; Other; Chipped or Peeled	XRF Test : 11 mg/cm2	<b>Interim Controls</b> <ul style="list-style-type: none"> <li>Applies to All Sides</li> <li>Cover the surface with a lead free, smooth and cleanable surface.</li> <li>Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).</li> </ul> <b>Abatement</b> <ul style="list-style-type: none"> <li>Completely replace components with a lead free building component, as noted below.</li> <li>Encapsulate the component with a paint encapsulant.</li> <li>Enclose the component with a barrier completely preventing access.</li> <li>Permanently remove the component.</li> <li>Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.</li> </ul>	Yes <input type="radio"/> No <input checked="" type="radio"/>

- 9) For the Interior Dust Sample tab, you will be prompted to put in dust sample clearance results. After entering press "Save" and return to the "Add/Edit/Print Clearances" page.

Add/Update Clearance Information

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[Interior Dust Sample](#)

Risk Assessment Nbr	Unit Address
RA000018936	333 W TENNYSON RD

Add New Clearance Dust Sample Info

Component Location:   
 Component Type:   
 Side:   
 Substrate:   
 Length & Width (in inches):   
 Sample Area (in square inches):   
 Lead loading (in ug/ft2):   
 Hazard:  Yes  No  
 Notes/Comments:

Clearance Test Details

SNo	Description	Sample Area (Length*Width)	Lead Loading	Is Hazard	Action
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10) Locate the property and, if clearance passed, select "Pass Clearance Letter". You will be prompted to input the clearance date. Then, press "Save".

**Pass Clearance Report.**

Enter date on which clearance exam was done (actual clearance date)	mm/dd/yyyy
<input type="button" value="Save"/>	

After pressing "Save" the option to "Print Clearance Report" will appear. Pressing this option will generate a Pass Clearance Letter.

**Pass Clearance Report.**

Enter date on which clearance exam was done (actual clearance date)	10/17/2024
<input type="button" value="Save"/> <input type="button" value="Print Clearance Report"/>	

If the property failed clearance, select "Fail Clearance Letter". You will be prompted to input the date of the clearance inspection and when remediation and reinspection will occur. Then, press "Save".

**Failed Clearance Report.**

Enter date on which clearance exam was done:	mm/dd/yyyy
Enter date by which all dust levels need to be corrected:	mm/dd/yyyy
<input type="button" value="Save"/>	

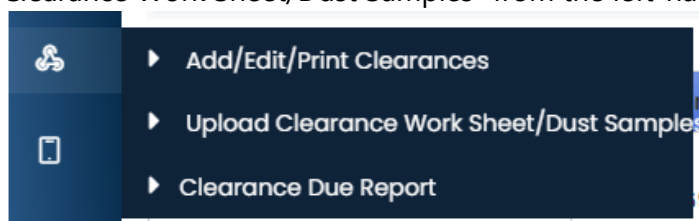
Inspection Failed Date	Re-inspection Date	Date Recorded in I-ILEAD	Action
No Results Found!			

5 items per page

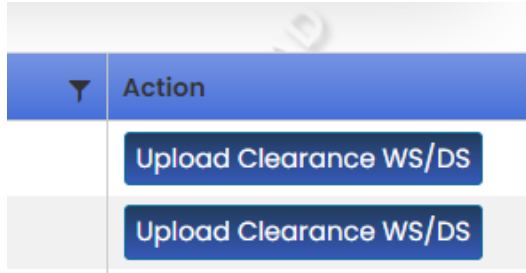
11) If the property passes clearance, the date of clearance will now show next to the address on the "Add/Edit/Print Clearances" page.

Assessment Date	RA Number	Unit Address	Clearance Due	Clearance	Action
09/18/2023	RA000016956	921 S GIBSON ST	01/08/2025	04-OCT-24	<a href="#">Add/Edit Clearance</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Re-inspection Letter</a> <a href="#">Pass Clearance Letter</a> <a href="#">Fail Clearance Letter</a>

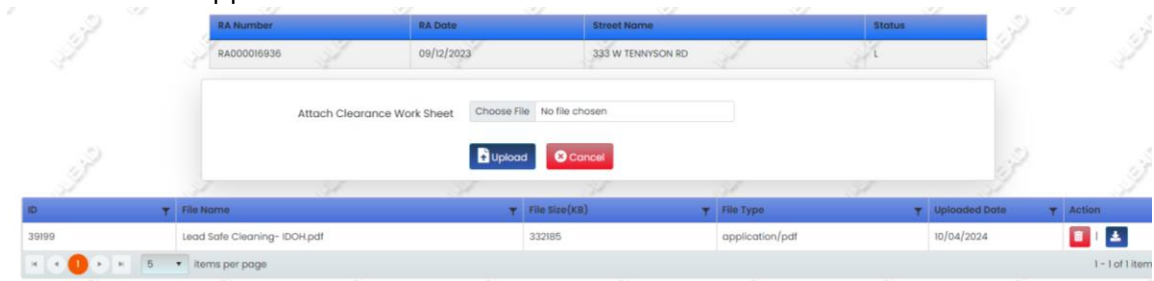
12) Finally, ensure all clearance documents are uploaded for the property (e.g., lab results, worksheets, and other inspection documents that are pertinent). Select "Upload Clearance Work Sheet/Dust Samples" from the left-hand menu under My Clearances.



13) Locate the property address and press the "Upload Clearance WS/DS" button.



14) You will be prompted to choose a file and upload. If the file is successfully saved, the document will appear below.



15) To identify uncleared properties in a particular county over a period of time select "Clearance Due Report" from My Clearances and select search guidelines. Then, press "Search".

