

I-LEAD User Manual



Table of Contents

What is I-LEAD?	3
Getting Started	4
Risk Assessments	5
Risk Assessment Submission Through LIMSnet	19
Clearances	23



Indiana Lead Environmental Assessment Database (I-LEAD)

The *I-LEAD* database and manual 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 several 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 at
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:

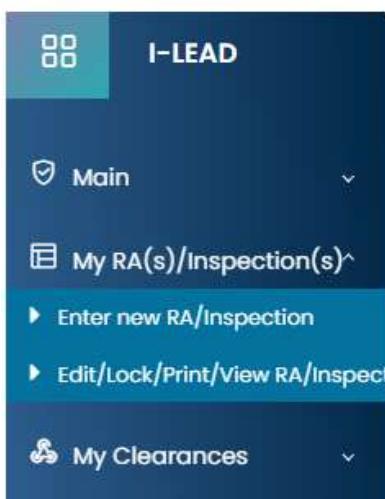
IDOH REQUIREMENTS FOR I-LEAD ENTRY OF RISK ASSESSMENT AND INSPECTIONS:

If a lead risk assessor or inspector uses their own report format for risk assessment and inspection reports, they must ensure that their report meets all requirements of 410 IAC 32-4-4(10) AND enter sufficient property address information as well as all lead hazards identified for each inspection into I-LEAD according to this user manual. They shall also upload the full report as an attachment to their I-LEAD entry.

If a lead risk assessor or inspector does not use their own report format and will be using the report rendered by I-LEAD, they must follow all instructions for data entry in this user manual to ensure that their report complies with Indiana Administrative Code 32. They shall also be sure to include attachments to their report to include such items as lab analytical reports, complete XRF data, any pictures, property description, etc. These attachments shall be uploaded in I-LEAD as well as included with the physical report sent out to the property owner.

Please reach out to IDOH staff if you have questions about these requirements.

- 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.



The screenshot shows a software interface for lead hazard screening. At the top, there are tabs for 'Risk Assessment', 'Lead Hazard Screen', 'Lead Paint Inspection', 'Exterior Assessment', and 'Paint Chip Sampling'. Below these are sections for 'Address and Location' (Address: 123 Main St, City: Any, State: Any, Zip: 12345), 'Property Type' (Single Family Home, Multi Family Home, Residential, Commercial, Other), and 'Lead Status' (Lead Status: Unknown, Lead Status: Known, Lead Status: Pending, Lead Status: Declined). The 'Risk Assessment Type' section is highlighted with a blue border, containing five radio button options: 'Risk Assessment', 'Lead Hazard Screen', 'Lead Paint Inspection', 'Risk Assessment and Inspection(Combo)' (which is selected), and 'Exterior Assessment Only'.

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.

A screenshot of a 'Risk Assessment Type' selection screen. It shows five radio button options: 'Risk Assessment', 'Lead Hazard Screen', 'Lead Paint Inspection', 'Risk Assessment and Inspection(Combo)' (selected), and 'Exterior Assessment Only'.

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 two sections for sample collection. The first section, 'Dust And Soil Samples', contains a question 'Dust Samples Taken? *' with radio buttons for 'Yes' and 'No', and a 'Comments' text area. The second section, 'Soil Samples Taken?', contains a question 'Soil Samples Taken? *' with radio buttons for 'Yes' and 'No', and a 'Comments' text area.



Paint Chip Samples Taken?* Yes No

Comments

- 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.

- 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 ≥ 5 individual units to be a multi-family dwelling. Duplexes are *not* considered a multi-family dwelling.



Unit Identification

House #/P#	Address	Apartment	City
Block	Zip	County	Unit Phone
Year of Construction	Building Type	Occupancy Type	Unit Block/Unit
Is this unit in an accessory unit?	1 House	Owner Occupied	Access North
Owner Last Name	Owner First Name	Address	Owner City
Owner Street Address	Owner Zip	Owner Phone	
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.

First Name	Middle Name	SSN	DOB	Identified EBLL
		123456789	1980-01-01	<input type="checkbox"/> Update <input type="checkbox"/> Cancel
		123456789	1980-01-01	<input type="checkbox"/> Update <input type="checkbox"/> Cancel

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?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know <input type="checkbox"/> If Yes Select Period
Has the interior of the unit recently undergone any remodeling or renovation?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know <input type="checkbox"/> If Yes Select Period
Were LSPW followed?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know
Has this unit had a prior Lead Paint Inspection or Risk Assessment?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know <input type="checkbox"/> If Yes Select Period

Save/Update Reset

11) Under the Unit Assessment History section is the Misc. Notes section. You can enter and save any notes regarding the building condition, occupant use patterns, or any other background information here. These notes will appear on the RA report rendered by I-LEAD. Do not input any HIPAA-protected information.

12) 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-based paint hazards.** However, if you have no hazardous readings/samples, IDOH

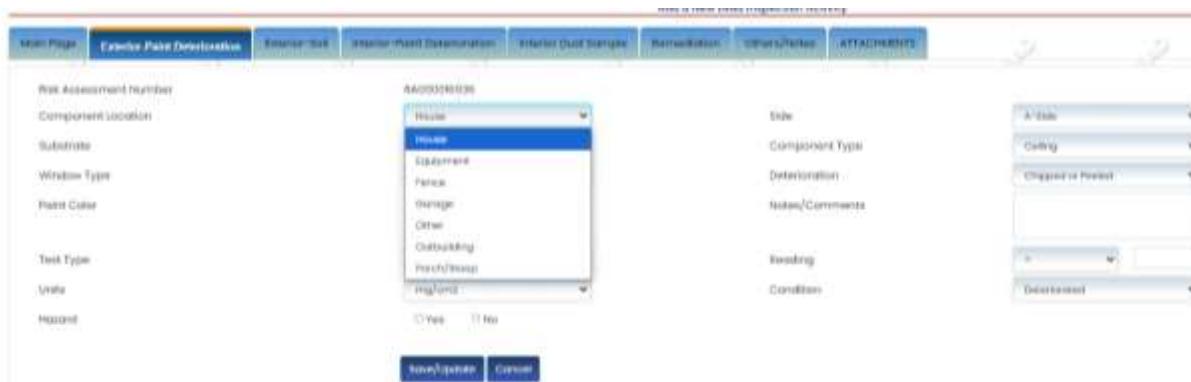


would prefer you to enter your highest reading. This allows us to verify that you completed the section.



This screenshot shows the 'Exterior Paint Deterioration' section of a software application. The 'Component Location' dropdown menu is open, displaying options: House, Equipment, Fence, Garage, Other, Outside, Outside/Inside, Porch/Deck, and Roof/Deck. Other fields visible include 'Risk Assessment Number' (AA003310130), 'Side' (An-Left), 'Component Type' (Painting), 'Deterioration' (Chipped or Peeling), and 'Notes/Comments' (None). Below the form is a list of 'Exterior Paint Deterioration Elements' with two items: 'AA003310130 - House' and 'AA003310130 - Garage'.

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



This screenshot shows the 'Exterior Paint Deterioration' section of a software application. The 'Component Location' dropdown menu is open, displaying options: House, Equipment, Fence, Garage, Other, Outside, Outside/Inside, Porch/Deck, and Roof/Deck. Other fields visible include 'Risk Assessment Number' (AA003310130), 'Side' (An-Left), 'Component Type' (Painting), 'Deterioration' (Chipped or Peeling), 'Notes/Comments' (None), 'Reading' (None), and 'Condition' (Untested). Below the form is a list of 'Exterior Paint Deterioration Elements' with two items: 'AA003310130 - House' and 'AA003310130 - Garage'.

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



This screenshot shows the 'Exterior Paint Deterioration' section of a software application. The 'Component Location' dropdown menu is open, displaying options: House, Equipment, Fence, Garage, Other, Outside, Outside/Inside, Porch/Deck, and Roof/Deck. Other fields visible include 'Risk Assessment Number' (AA003310130), 'Side' (An-Left), 'Component Type' (Painting), 'Deterioration' (Chipped or Peeling), 'Notes/Comments' (Component Type: Light Paint), 'Reading' (None), and 'Condition' (Untested). Below the form is a list of 'Exterior Paint Deterioration Elements' with two items: 'AA003310130 - House' and 'AA003310130 - Garage'.

15) 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:



Risk Assessment Number: RA200000000

Component Location: House, Wood, Adhesive Joint

Component Type: Deterioration

Side: Side

Notes/Comments: Includes exterior adhesives are off loading, before original exterior adhesive was applied and are deteriorated.

Save/Update Cancel

16) 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.

Risk Assessment Number: RA200000000

Component Location: Garden Area, Residential Area, Residential Soil

Component Type: Soil

Side: Side

Notes/Comments: Soil is not taken.

Save/Update Cancel

Exterior Soil Elements

17) Each result should be entered separately. **You are only required to enter hazardous soil results.** 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.



18) 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.” **Under Indiana law, you are only required to enter lead-based paint 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.

19) 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.

20) 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 result should be entered separately followed by pressing the "Save/Update" button. Fill in all appropriate dropdowns and fields. **You are only required to enter hazardous dust results and the field blank result.** 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.

21) 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. **You are only required to enter hazardous results.**



22) 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.

The screenshot shows a software interface for managing remediation activities. At the top, there are tabs for 'Remediation', 'Interim Control', 'Abatement', 'Status', 'History', 'Remediation', 'Attachments', and 'Attachments'. Below the tabs, there are sections for 'DB Number' (08-00102010), 'Component Types' (with a dropdown for 'Select Remediation Type'), 'Interim Control Options', and 'Abatement Options'. A large blue button at the bottom right says 'Add Remediation Options'.

Component Types	Included components
Major Exterior Components	Fascia Siding Slats Soffit Trim Other
Exterior Window Components	Windowsill Window Frame Window Trough Window Sash Window Casing
Exterior Door Components	Door Face Door Casing Door Threshold Door Jamb Garage Door
Exterior Porch Components	Ceiling Column/Post Railing Steps Floor Surface Slats
Other Exterior Components	Downspout Gutter Other



Interior Window Components	Windowsill Window Frame Window Trough Window Sash Window Casing
Interior Door Components	Door Face Door Casing Door Threshold Door Jamb
Interior Floors	Floor
Interior Trim	Chair Rail Baseboard Crown Molding
Interior Wall and Ceiling Surfaces	Wall Surface Ceiling
Interior Stair Components	Riser Stringer Tread Spindle Handrail Newel Post
Other Interior Components	Sink Bathtub HVAC Vent Cosmetics Food Cabinets Other
Bare Soil Areas	Play Area Dripline Common Area

23) 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.



24) 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. Be sure to click "Save Remediation" at the bottom once they're all done adding remediation options. This pop up should come up when the "Save Remediation" button is pressed:

gateway.isdh.in.gov says

Remediation Added successfully

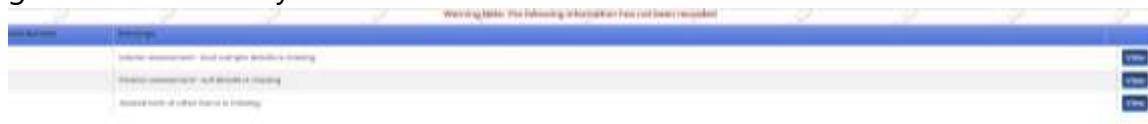
OK



25) 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. Do not upload any attachments containing HIPAA-protected information.



26) 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.



27) 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".



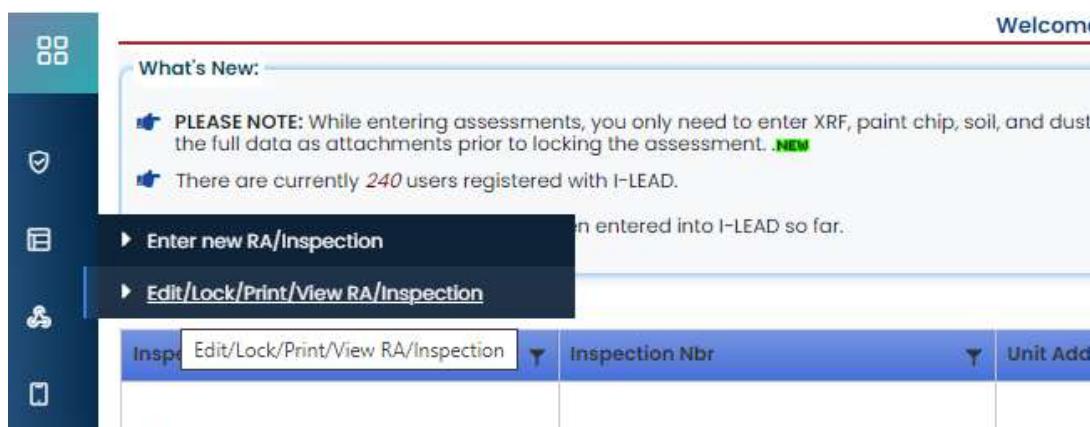
28) After pressing "Submit and Lock RA" you will be given the option to print the I-LEAD generated report by pressing "Print RA Report".



The screenshot shows a software interface for a risk assessment. At the top, there is a header with fields for RA Number (942000000000), RA Date (10/07/2020), Month (10/2020), and Status (Status: Complete). Below the header, there are several input fields and dropdown menus. One of the buttons at the bottom is labeled "Print RA Report".

29) 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.

30) 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".



31) 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
-  -Edit RA details
-  -Print Attachments
-  -Print Lab Forms
-  -Print RA report
-  -Upload-Lock RA
-  -View RA details



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 I-LEAD RA review violations include:
 - a. Calibration information missing or XRF calibration performed incorrectly
 - b. Property owner phone number missing
 - c. Dust sample field 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, you must still enter your risk assessment and inspection hazard results into I-LEAD. Entering hazard data into ILEAD is required by Indiana code. IDOH is required to report this data to the EPA. This data is also 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.



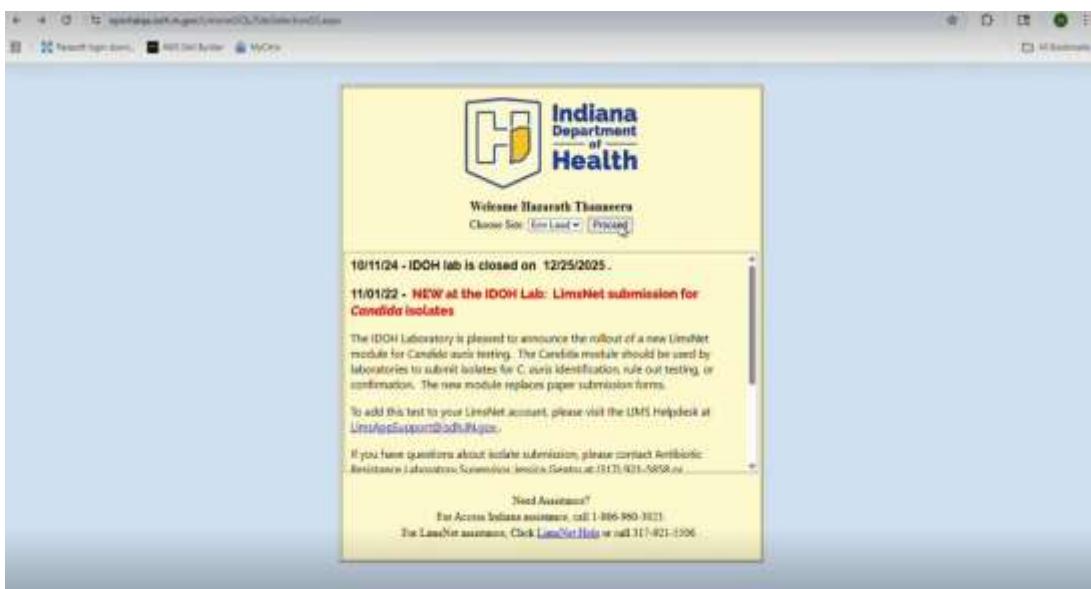
Risk Assessment Submission through Limsnet:

- 1) To log into Limsnet, create a new user ID or Login to the Limsnet site by using single sign on the Limsnet Login Page

Limsnet Login URL: (<https://eportalqa.isdh.in.gov/LimsnetSQL/login.aspx>)



- 2) Once you're successfully logged in to the system, you will see the below page, choose "**Environment Lead**" from site dropdown, and click the "Proceed" button.



3) You will be navigated to the Environmental Lead form to submit risk assessment details. This is a home page to submit samples to the IDOH Lab. Once the samples are processed the results will automatically be incorporated into your ILEAD risk assessment. Use any risk assessment which is already created in the ILEAD system. A risk assessment should exist in ILEAD, to submit details to this Limsnet site.

The screenshot shows the 'Environmental Lead Form' on a web browser. The top navigation bar includes links for '2 Unsubmitted tests', 'Hazard Thassos', 'Site Test Lead', 'Logout order: Env.lead', 'Submit Test', 'Packages', 'Test Results', 'Personalized Session', and 'Log Off'. The main content area is titled 'Environmental Lead Form' and 'INDIANA DEPARTMENT OF HEALTH LABORATORIES'. It contains fields for 'Risk Assessment #', 'Sampling Address/Apt #', 'County', 'Assessor License #', 'Date Sampled', and 'Wipe Lot Number'. Below these are tables for sample entries with columns for Material, Sample Number, Location, side, Component Type, Length, Width, Area, Window Type, Sample Material, Demolition, Facer Location, Product Name, and Well water?/Comments. A 'Save' button is at the bottom.

Enter all Risk Assessment required information on the page like Risk Assessment Number, dust samples info, County, Sampling Address, Assessor License number, Material type, Clearance info, date sample collected, etc.

If Ghost wipes are used for dust samples, select "Yes" and input the wipe lot number.
 Note: IDOH lab requires the use of Ghost wipes for dust samples submission.
 All data fields on the above form are corresponding to ILEAD.

Click on the "Add Lines" button if would like to add more samples information.

If you would like to delete an entered sample row, use the minus sign after comments and it will reset the row.



Locate County Zip

No

No

Deterioration	Faucet Location	Product Name	Well water?	Comments
▼ --Empty--			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="-"/>
▼ --Empty--			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="-"/>
▼ --Empty--			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="-"/>
▼ --Empty--			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="-"/>
▼ --Empty--			<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="-"/>

Water samples will take approximately 30 days to complete processing. If you would like to receive your dust, soil and paint results sooner, then submit your water samples separately.

Once you've entered all samples information review and make sure all information is correct and click on the "Save" button at the bottom of the screen.

- 4) Go to "Submit Tests" link and click on it, find the lab submission information just completed, and select all submissions you wish to send to the lab with your samples, and click on "Submit Checked Samples" button



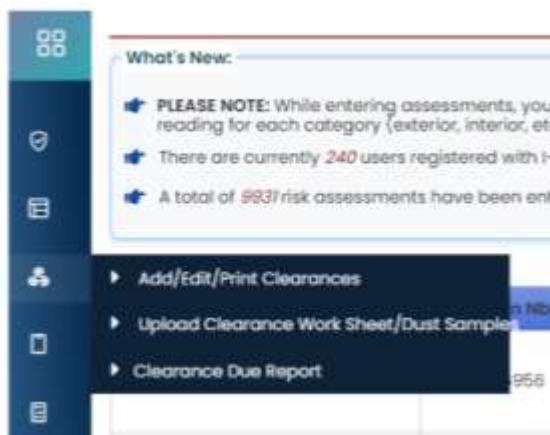
4 unsubmitted tests.		Stacy Peterson		Site: Eu Lead																																																					
Logout order ... Select One ...		Submit Test		Pictures		See Results																																																			
Personalized Settings																																																									
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<h2>Unsubmitted Samples</h2>																																																									
<input type="checkbox"/> Select All <table border="1"> <thead> <tr> <th>Test</th> <th>Date Entered</th> <th>Date Created</th> <th>Collector</th> <th>Due in Lab</th> <th>Patient ID</th> <th>Patient Name</th> <th>Last Name</th> <th>Test Type</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Edit</td> <td>1/21/2026 9:11 AM</td> <td>1/19/2026</td> <td></td> <td></td> <td>Stacy</td> <td>Peterson</td> <td>Eu Lead</td> <td>speterson@health.n.gov</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Edit</td> <td>1/21/2026 9:17 AM</td> <td>1/17/2026</td> <td></td> <td></td> <td>Hannah</td> <td>Thompson</td> <td>Eu Lead</td> <td>hthompson@health.n.gov</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Edit</td> <td>3/14/2021 3:30 PM</td> <td>3/14/2021</td> <td></td> <td></td> <td>Stacy</td> <td>Smiley</td> <td>Eu Lead</td> <td>smiley@health.n.gov</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Edit</td> <td>5/1/2025 7:05 PM</td> <td>5/1/2025</td> <td></td> <td></td> <td>Hannah</td> <td>Thompson</td> <td>Eu Lead</td> <td>hthompson@health.n.gov</td> </tr> </tbody> </table>								Test	Date Entered	Date Created	Collector	Due in Lab	Patient ID	Patient Name	Last Name	Test Type	Last Name	<input type="checkbox"/>	Edit	1/21/2026 9:11 AM	1/19/2026			Stacy	Peterson	Eu Lead	speterson@health.n.gov	<input type="checkbox"/>	Edit	1/21/2026 9:17 AM	1/17/2026			Hannah	Thompson	Eu Lead	hthompson@health.n.gov	<input type="checkbox"/>	Edit	3/14/2021 3:30 PM	3/14/2021			Stacy	Smiley	Eu Lead	smiley@health.n.gov	<input type="checkbox"/>	Edit	5/1/2025 7:05 PM	5/1/2025			Hannah	Thompson	Eu Lead	hthompson@health.n.gov
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1 Records Per Page: <input type="button" value="10"/> Color: <input type="checkbox"/> Tracking Number: <input type="checkbox"/>																																																									
IOOH Laboratory will be closed on the following state holidays. Upcoming holidays in the next 7 days: None																																																									
Submit Checked Samples Patient Instructions																																																									

5) A receipt will automatically be generated, and this should be included in the lab samples, you will be notified once results are sent to ILEAD. Then you can verify the sample results in ILEAD.



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.

A screenshot of a table titled 'Add/Edit Clearances/Print Clearance Check List/Work Sheet'. The table has columns: 'Assessment Date', 'Job Number', 'Job Address', 'Clearance Due', 'Status', and 'Actions'. There are three rows of data:

Assessment Date	Job Number	Job Address	Clearance Due	Status	Actions
2017/01/01	1234567890	123 Main Street	2018/01/01	Not Cleared	Add/Edit Clearance Print Clearance Check List Print Clearance Work Sheet Print for Inspection Other Print Clearance Letter Print Clearance Other
2017/01/02	9876543210	222 W Main St	2018/01/02	Not Cleared	Add/Edit Clearance Print Clearance Check List Print Clearance Work Sheet Print for Inspection Other Print Clearance Letter Print Clearance Other
2017/01/03	1234567890	123 Main St	2018/01/03	Not Cleared	Add/Edit Clearance Print Clearance Check List Print Clearance Work Sheet Print for Inspection Other Print Clearance Letter Print Clearance Other

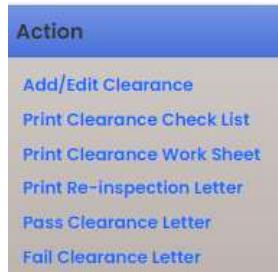


4) Select "Print Clearance Checklist" and/or "Print Clearance Worksheet". An PDF document results.

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".

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.

Work Assessment Info		Work Assessment No.	0002-00000000	Work Assessment Date	2023-01-10 09:00:00
Work	Description	Method	Work Assessment Criteria	Work Assessment Details	
1	WoodHouse A-Side Only Coating: Chipped or Peeling	001 Test: 10 mg/cm ²	Retention Criteria <ul style="list-style-type: none"> Applies to all sides Cover the surface with a reusable, smooth and cleanable surface Identify deteriorated point using best safe-work practices (see instructions) to report current point surface condition point (e.g. painted surfaces). Abatement <ul style="list-style-type: none"> Completely replace components with a lead-free building component, as noted below Permanently remove the component. Remove all of the paint or coating using lead safe-work practices and results in a lead-free point or other coating. 	Test	No. 8
2	WoodHouse C-Side: Other: Chipped or Peeling	001 Test: 10 mg/cm ²	Retention Criteria <ul style="list-style-type: none"> Applies to all sides Cover the surface with a reusable, smooth and cleanable surface Identify deteriorated point using best safe-work practices (see instructions) to report current point surface and re-paint (e.g. painted surfaces). Abatement <ul style="list-style-type: none"> Completely replace components with a lead-free building component, as noted below Enclose the component with an enclosure completely preventing access. Permanently remove the component. Remove all of the paint or coating using lead safe-work practices and results in a lead-free point or other coating. 	Test	No. 9

- 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

Main Logos	Exterior-Point Deterioration	Exterior-Dust	Interior-Point Deterioration	Interior-Dust Sample
Site Assessment Info	Unit Address: 1000 W. TOWNE RD.			
Address/Address	1000 W. TOWNE RD.			
Add New Clearance Dust Sample Info				
Component Location	Component Type	Side	Submission	
Bottom	Face Surface	Front	Print	
Length & Width (in inches)	Sample Area (in square inches)	Lead loading (in ug/tg)		
Notes/Comments				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
Clearance Test Details				
<input type="button" value="New"/> <input type="button" value="Description"/> <input type="button" value="Delete"/> <input type="button" value="Print/View Details"/> <input type="button" value="Re-inspection"/> <input type="button" value="In Progress"/> <input type="button" value="Print"/>				

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 off dust levels need to be corrected:	mm/dd/yyyy
<input type="button" value="Save"/>	
<input type="button" value="Inspection Failed Date"/> <input type="button" value="Re-Inspection Date"/> <input type="button" value="Date Recorded in I-ESAD"/> <input type="button" value="Action"/>	
No Results Found!	
<input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/> Items per page: <input type="text" value="10"/>	



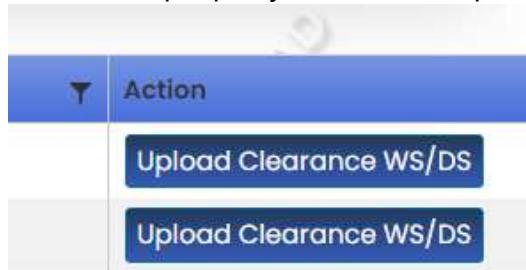
11) If the property passes clearance, the date of clearance will now show next to the address on the "Add/Edit/Print Clearances" page.

Date	Address	Status	Action
08/08/2018	121 S. 14th St	CLEAR	<ul style="list-style-type: none">Add/Edit ClearancePrint Clearance/Check ListPrint Clearance in Word FormatPrint/Email Inspection ReportPrint/Email Inspection ReportPrint Clearance Letter

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".



Get like that are due for clearance for your organization/county between a time period

Date From (From date):

Date To (To date):

Search By: County Org

Select County:

