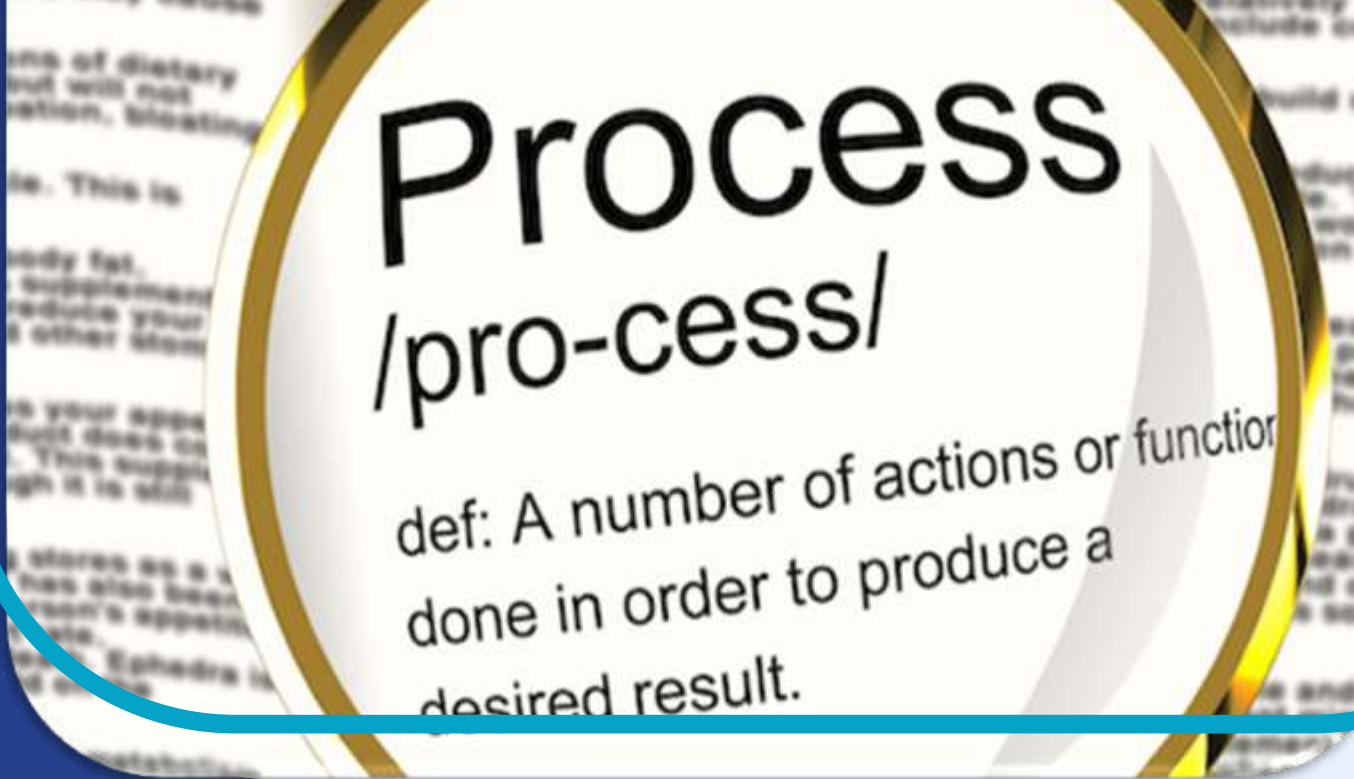


February 2026

Lead & Healthy Homes



# I-LEAD User Manual



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# 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](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:

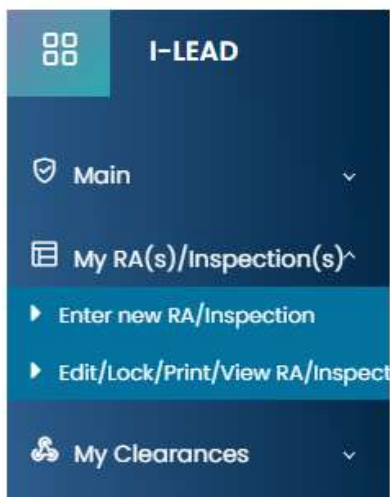
## **IDOH REQUIREMENTS FOR I-LEAD ENTRY OF RISK ASSESSMENT AND INSPECTIONS:**

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 web application interface for Risk Assessment. The form is divided into several sections. The top section is titled 'Risk Assessment Type' and contains four radio buttons: 'Risk Assessment', 'Lead Hazard Screen', 'Lead Paint Inspection', and 'Risk Assessment and Inspection(Combo)'. Below this, there are sections for 'Lead Hazard Screen', 'Lead Paint Inspection', and 'Exterior Assessment Only'. Each of these sections contains various input fields and checkboxes. At the bottom of the form, there is a 'Comments' box and a 'Save' button.

- 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.

Risk Assessment Type \*

☐ Risk Assessment
 ☐ Lead Hazard Screen
 ☐ Lead Paint Inspection
 ☐ Risk Assessment and Inspection(Combo)
 ☐ 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.

Dust And Soil Samples

Dust Samples Taken? \* ☐ Yes ☐ No

Comments

Soil Samples Taken? \* ☐ Yes ☐ No

Comments



---



---

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



- 9) Enter all Household Members, particularly any EBL 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.

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

- 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.

The screenshot shows the 'Exterior Paint Determination' form with the following data entered:

- Risk Assessment Number:** RA00000000
- Component Location:** House
- Substrate:** Metal
- Window Type:** None
- Paint Color:** (empty)
- Test Type:** Wet Test
- Units:** mg/dm²
- Hazard:** ☐ Yes ☒ No
- Side:** A-Side
- Component Type:** Siding
- Deterioration:** Chipped or Peeling
- Notes/Comments:** (empty)
- Reading:** 0
- Condition:** Determined

Buttons at the bottom: Save/Update, Cancel.

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

The screenshot shows the 'Exterior Paint Determination' form with the 'Component Location' dropdown menu open, displaying the following options:

- House
- Equipment
- Fence
- Garage
- Other
- Outbuilding
- Roach/Insect
- mg/dm²

The other fields are empty, and the 'Hazard' section shows ☐ Yes ☐ No.

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

The screenshot shows the 'Exterior Paint Determination' form with the following data entered:

- Risk Assessment Number:** RA00000000
- Component Location:** Other
- Substrate:** Metal
- Window Type:** None
- Paint Color:** (empty)
- Test Type:** Wet Test
- Units:** mg/dm²
- Hazard:** ☐ Yes ☐ No
- Side:** A-Side
- Component Type:** Other
- Deterioration:** Chipped or Peeling
- Notes/Comments:** Component Type: Light fixture
- Reading:** 0
- Condition:** Determined

Buttons at the bottom: Save/Update, Cancel.

- 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:



- 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.

- 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.

The screenshot shows the 'Add a New Lead Inspection Activity' form with the 'Interior Dust Sample' tab selected. The form includes fields for Risk Assessment Number (BA00000036), Component Location (Bedroom), Substrate (Wood), Length & Width (in inches) (5 x 10), Sample Area (in square inches) (50), Lead Loading (in ug/ft2) (0), Hazard (Yes), and Notes/Comments. The Component Type is set to Floor Surface. Buttons for 'Save/Update' and 'Cancel' are at the bottom.

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.**

The screenshot shows the 'Add a New Lead Inspection Activity' form with the 'Others/Notes' tab selected. The form includes fields for Risk Assessment Number (BA00000036), Component Location (House Entrance), Component Type (Room/Sub), Reading (0), Hazard (Yes), and Notes/Comments. A dropdown menu for Component Type is open, showing options: Room/Sub, Cosmetic, Decorations, Dishesware, Food Item, Home Remedy, MiniBlinds, Other, Toy, and Water Sample. A 'Select One' button is also visible. At the bottom, there is a table with columns 'S Number', 'Description', and 'Results', and a message 'No Results Found!'.



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.

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

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.



Zone	Description	Remediation Option
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil

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



Component Type	Description	Remediation Option
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil
Water System Components	Remove asbestos from the building	Remove asbestos from the building
Water System Components	Remove asbestos from the soil	Remove asbestos from the soil



Attach Any Documents To Risk Assessment/and Hazard Inspection

Please note that the system will not allow you to make any changes since you have created a risk assessment. Please double check before saving.

Risk Assessment Number

Document Type \*

Other

Upload Document Cancel

Please proceed to attachments. Click continue button to proceed to next step.

Continue

Document	File Name	File Extension	File Size	Actions
Level 2 Risk (Planning) 2019.pdf	agp190104.pdf	application/pdf	55.05K	

Warning! Make the following subscriptions for not being recorded	
Self-Insurance	Self-Insurance
Insurance - Insurance	Insurance - Insurance
Insurance - Insurance	Insurance - Insurance
Insurance - Insurance	Insurance - Insurance

Please note 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: 8000000000	RA Date: 08/18/2023	Street: 312 W. 10th Street RD	Status: In Progress
Please enter the date when the lab samples were submitted (mm/dd/yyyy). *		08/09/2024	
<small>Please: I've lab done enter: 10/01/2000.</small>			
Please enter the date when results were received from lab (mm/dd/yyyy). *		mm/dd/yyyy	
<small>Please: I've lab done enter: 10/01/2000.</small>			
Please choose if remediation is required. *		<input type="radio"/> Yes <input type="radio"/> No	
Please choose if hazardous to present. *		<input type="radio"/> Yes <input type="radio"/> No	
If hazardous present, property owner needs to complete remediation in:			
Please enter approximate clearance date (mm/dd/yyyy).		00 days	
		mm/dd/yyyy	

Submit and Lock RA Cancel





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".

RA Number: RA0000000000 RA Date: 10/10/2025 Month: 10 Year: 2025 Status: Complete

Please enter the date when the RA report was submitted (mm/dd/yyyy) \*

Please enter the date when results were received from lab (mm/dd/yyyy) \*

Please choose if remediation is required \*

Please choose if hazard is present \*

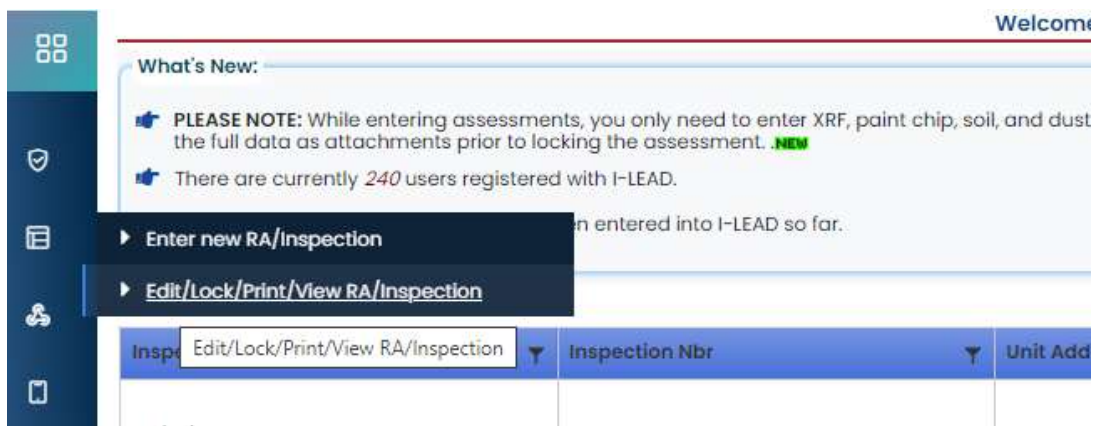
If hazard present, properly owner needs to complete remediation in:

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








Submit and Lock RA 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.



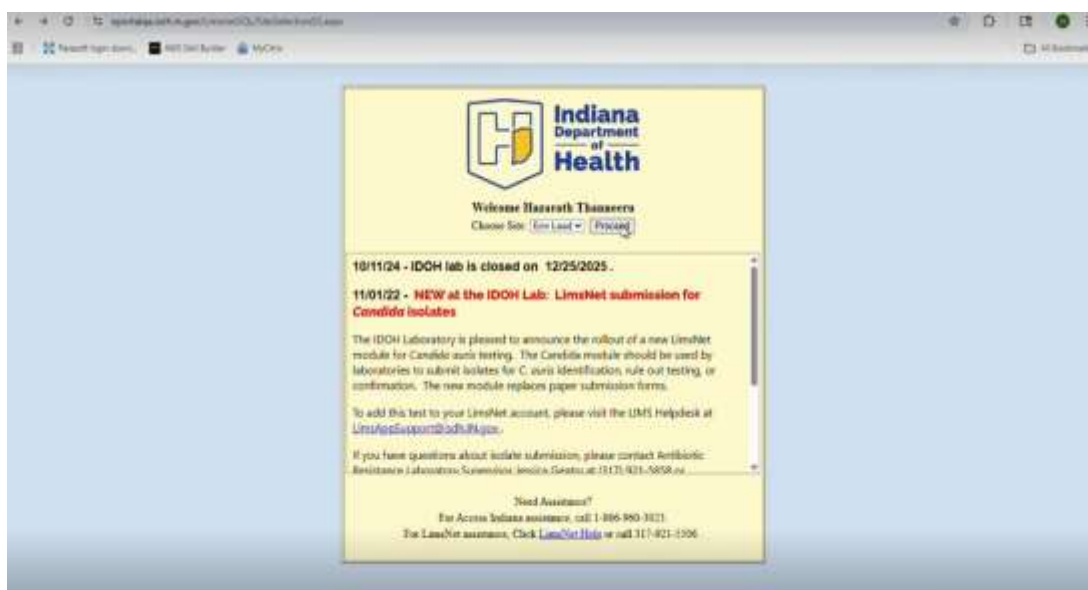
## Risk Assessment Submission through Limsnet:

- 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.



- 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 a web browser window displaying the 'Environmental Lead Form' from the Indiana Department of Health Laboratories. The browser's address bar shows the URL 'eportalqa.idoh.gov/limsnetSQL/Test\_EnvLead.aspx'. The page has a blue header with navigation links like 'Log new order', 'Submit Tests', 'Packages', 'Test Results', and 'Personalized Settings'. Below the header, the form is titled 'Environmental Lead Form' and includes a link to 'View Environmental Lead Instructions'. The form contains several input fields: 'Risk Assessment #' (with a dropdown menu), 'Sampling Address Apt #', 'County' (with a dropdown menu), 'Assessor License #', 'Date Sampled', 'Wipe Lot Number', 'Priority' (with a dropdown menu), 'City', 'State' (with a dropdown menu), 'Zip' (with a dropdown menu), 'Clearance' (with radio buttons for 'Yes' and 'No'), 'Collected by', and 'Ghost Wipe Used?' (with radio buttons for 'Yes' and 'No'). Below these fields is a table for entering sample information. The table has columns for 'Material', 'Sample Number', 'Location', 'Size', 'Component Type', 'Length/Width/Area', 'Window Type', 'Sample Material', 'Determination', 'Fusort Location', 'Product Name', and 'Well water?'. The table contains five rows of data, each with a 'Wipe' radio button and a 'Soil' radio button. At the bottom of the form, there are buttons for 'Save', 'Add Lines', and 'Remove Lines'. The footer of the form includes a 'Test debug mode' section with buttons for 'Populate', 'Test ZIP', and 'Match ZIP'.

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.



im ▼				
Locate County Zip				
<input checked="" type="radio"/> No				
<input type="radio"/> No				
Deterioration	Faucet Location	Product Name	Well water?	Comments
▼ --Empty-- ▼			<input type="radio"/> Yes <input checked="" type="radio"/> No	
▼ --Empty-- ▼			<input type="radio"/> Yes <input checked="" type="radio"/> No	
▼ --Empty-- ▼			<input type="radio"/> Yes <input checked="" type="radio"/> No	
▼ --Empty-- ▼			<input type="radio"/> Yes <input checked="" type="radio"/> No	
▼ --Empty-- ▼			<input type="radio"/> Yes <input checked="" type="radio"/> No	

Water samples will take approximately 30 days to complete processing. If 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.

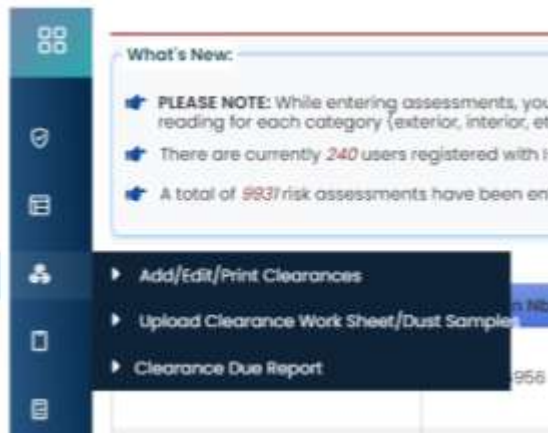
- 4) Go to "Submit Tests" link and click on it, find the lab submission information just completed, and select all submissions you wish to send to the lab with your samples, and click on "Submit Checked Samples" button





# 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.

Search By:  Type:  Order By:  Direction:

Add/Edit Clearances/Print Clearance Check list/Work Sheet

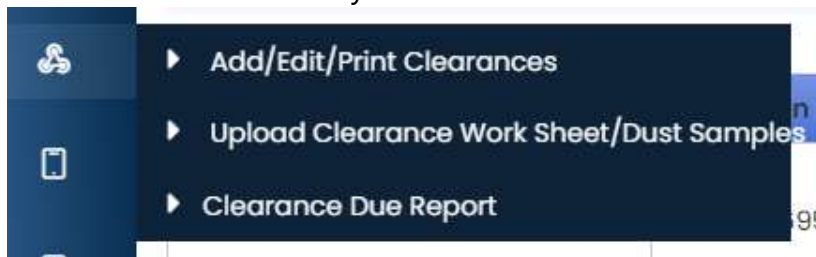
Assessment Date	Risk Assessment	Web Address	Clearance Due	Clearance	Buttons
06/16/2025	Assessment ID	100 W. Main St	06/16/2025	06-06-25	<a href="#">Add/Edit Clearances</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Inspection Report</a> <a href="#">Print Clearance List</a> <a href="#">Add Clearance List</a>
06/16/2025	Assessment ID	100 W. Main St	06/16/2025	Not Cleared	<a href="#">Add/Edit Clearances</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Inspection Report</a> <a href="#">Print Clearance List</a> <a href="#">Add Clearance List</a>
06/16/2025	Assessment ID	100 W. Main St	06/16/2025	06-06-25	<a href="#">Add/Edit Clearances</a> <a href="#">Print Clearance Check List</a> <a href="#">Print Clearance Work Sheet</a> <a href="#">Print Inspection Report</a> <a href="#">Print Clearance List</a> <a href="#">Add Clearance List</a>



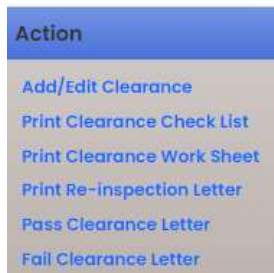
- 4) Select "Print Clearance Checklist" and/or "Print Clearance Worksheet". An PDF document results.

The image shows two PDF documents side-by-side. The left document is titled "Clearance Check List Sheet" and contains a table for "Exterior Assessment of Paint Deterioration". It lists various components like "Wood Siding", "Vinyl Siding", "Aluminum Siding", etc., and provides checkboxes for "Clearance Status" (Yes/No) and "Remediation Options Recommended". The right document is titled "Clearance Work Sheet" and contains a table for "Exterior Assessment of Paint Deterioration". It lists various components like "Wood Siding", "Vinyl Siding", "Aluminum Siding", etc., and provides checkboxes for "Clearance Status" (Yes/No) and "Remediation Options Recommended".

- 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.

ID#	Description	Results	Work Instructions	Visual Clearance
1	Woodhouse, A-Side Door Coating Chipped or Peeling	Pass (0.1 mg/cm <sup>2</sup> )	<b>Work Instructions:</b> • Apply to all sides. • Cover the surface with a lead-free, smooth and cleanable surface. • Seal as deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and/or paint (e.g. painted surface). <b>Abatement:</b> • 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 resurface with lead free paint or other coating.	Yes <input checked="" type="radio"/> No <input type="radio"/>
2	Woodhouse, C-Side Other Chipped or Peeling	Pass (0.1 mg/cm <sup>2</sup> )	<b>Work Instructions:</b> • Apply to all sides. • Cover the surface with a lead-free, smooth and cleanable surface. • Seal as deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and/or paint (e.g. painted surface). <b>Abatement:</b> • Completely replace components with a lead free building component as noted below. • Encapsulate the component with a lead-free encapsulant. • Enclose the component with a barrier completely preventing access. • Permanently remove the component. • Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.	Yes <input checked="" type="radio"/> No <input 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

[Main Page](#)
[Exterior Paint Determination](#)
[Exterior-Soil](#)
[Interior Paint Determination](#)
[Interior Dust Sample](#)

Add Assessment Nbr: 
 Unit Address:

**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 Exam Details**

No.	Description	Sample Area (Length x Width)	Lead Loading	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):

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):

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:

Enter date by which all dust levels need to be corrected:

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

Items per page:



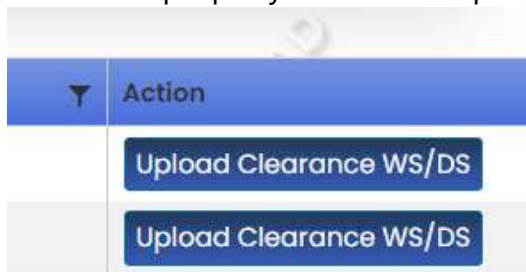
- 11) If the property passes clearance, the date of clearance will now show next to the address on the "Add/Edit/Print Clearances" page.

Clearance Due Date	Lot Number	Work Address	Clearance Due	Clearance	Action
09/18/2025	0000000000	000 S 1000th ST	09/18/2025	04-OCT-18	<a href="#">Add/Edit Clearance</a> <a href="#">Work Clearance Check List</a> <a href="#">Work Clearance Work Sheet</a> <a href="#">Work Clearance Worksheet</a> <a href="#">Print Clearance List</a> <a href="#">Print Clearance List</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".





▶ Add/Edit/Print Clearances

▶ Upload Clearance Work Sheet/Dust Sample

▶ Clearance Due Report

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

Date From (mm/dd/yyyy)  
From Date

Date To (mm/dd/yyyy)  
To Date

Search By  
☒ County ☐ Org

Select County  
ADAMS

Search

