Lead & Healthy Homes

February 2026

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

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.

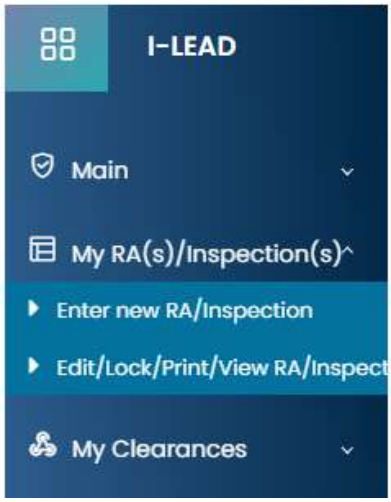
Risk Assessments:

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.

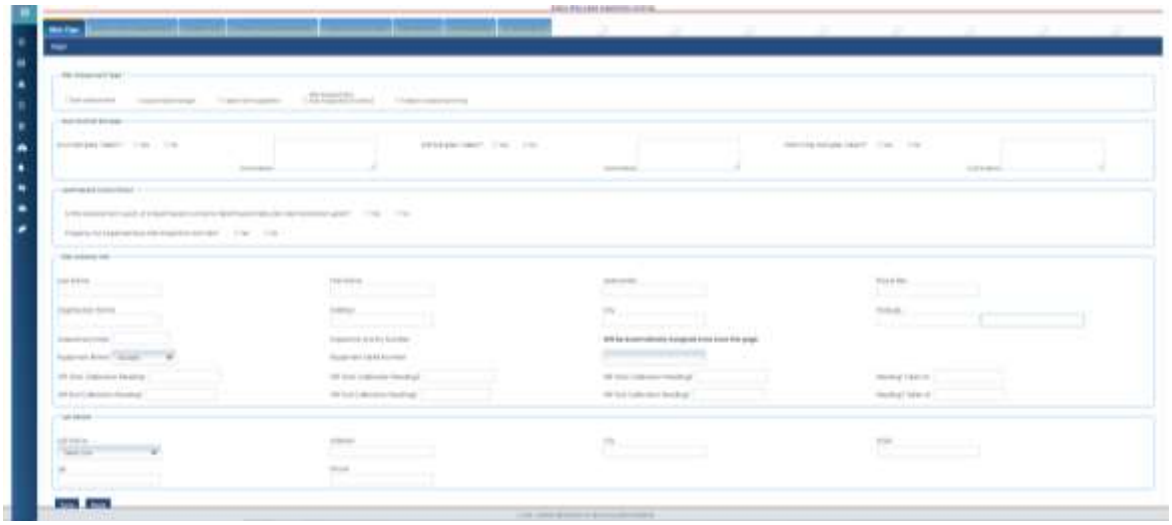
If a lead risk assessor or inspector does not use their own report format and will be using the report rendered by I-LEAD, they must follow all instructions for data entry in this user manual to ensure that their report complies with Indiana Administrative Code 32. They shall also be sure to include 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.

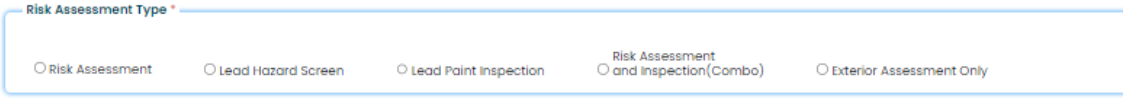
1) On the left sidebar, click on the drop-down menu for "My RA(s)/Inspection(s). Then select "Enter new RA/Inspection". This option is also available by hovering over the My RA Icon



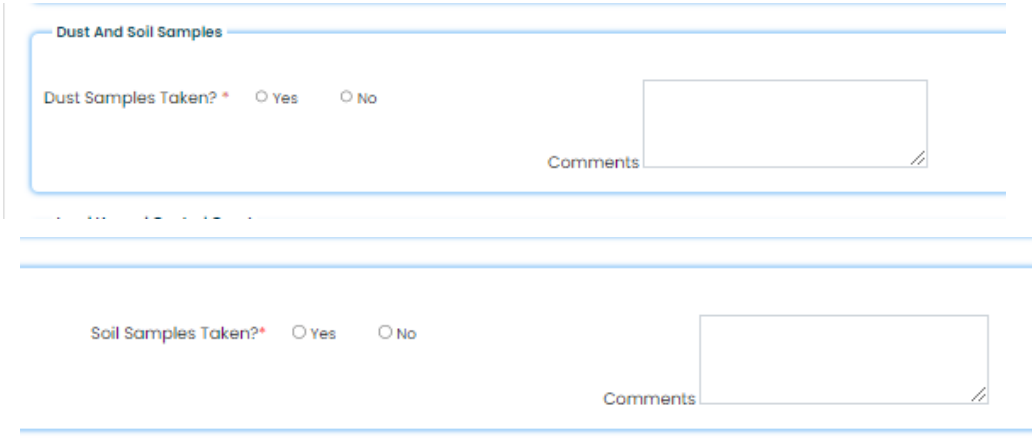
2) This will take you to Page 1 of New RA/Inspection Entry, as seen below.

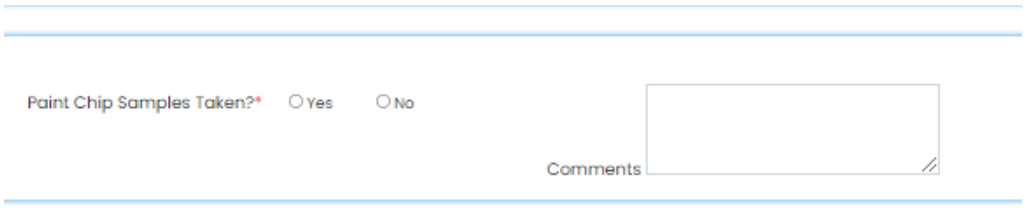


3) Select the appropriate Inspection activity under Risk Assessment Type. If this is a property associated with an Elevated Blood Lead Level (EBLL), "Risk Assessment" or "Risk Assessment and Inspection (Combo)" should be selected.



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.

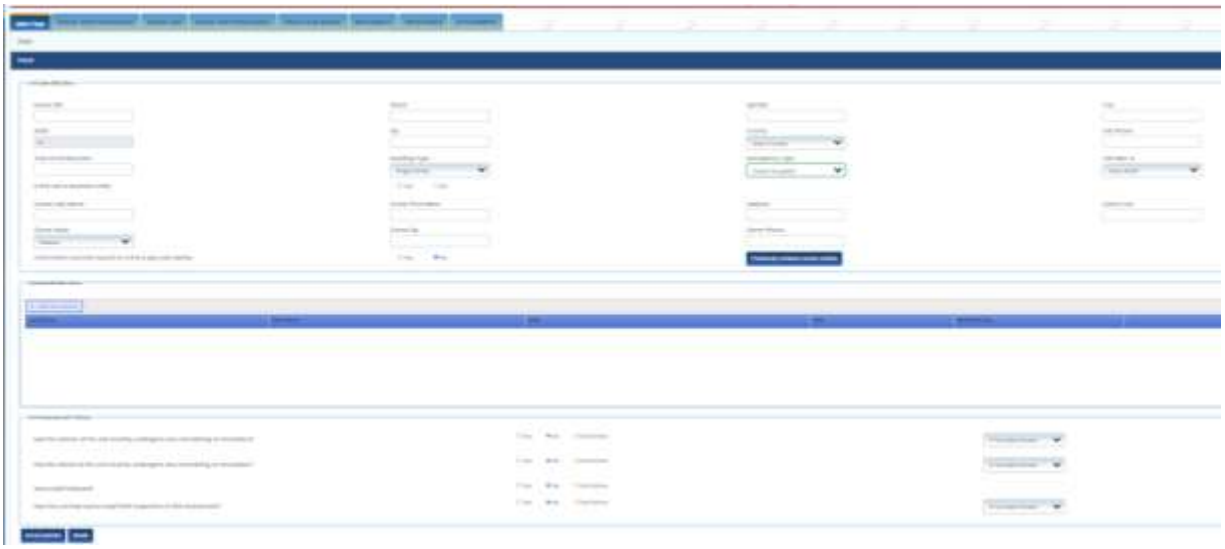




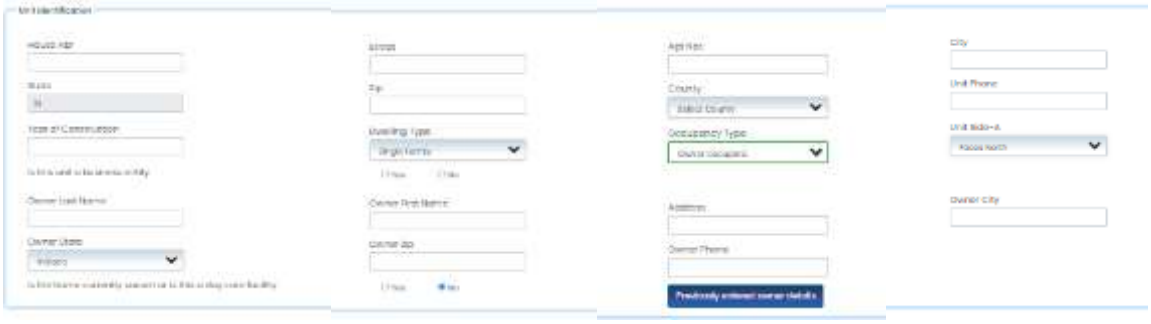
5) Select whether the assessment is part of an LHC or LHRD grant. For most users and cases, this will be answered "No."

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.



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.

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

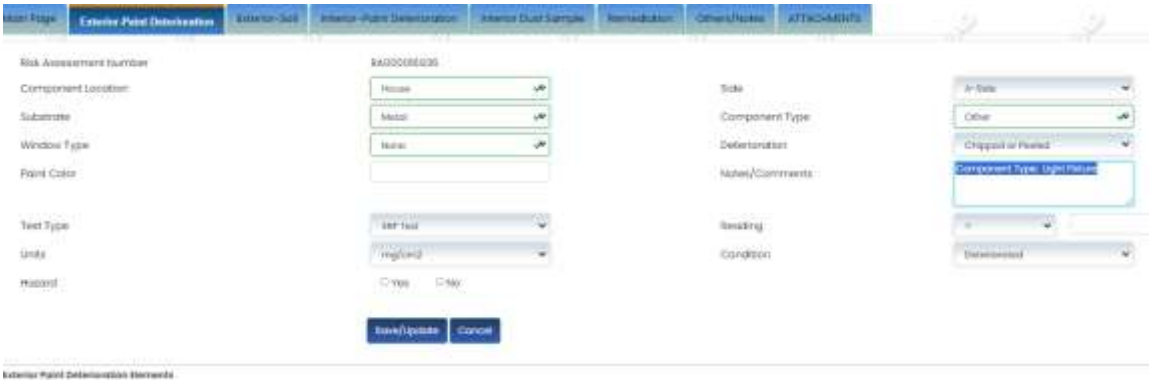
11) Under the Unit Assessment History section is the Misc. Notes section. You can enter and save any notes regarding the building condition, occupant use patterns, or any other background information here. These notes will appear on the RA report rendered by I-LEAD. <u>Do not input any HIPAA-protected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

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.

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

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



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.

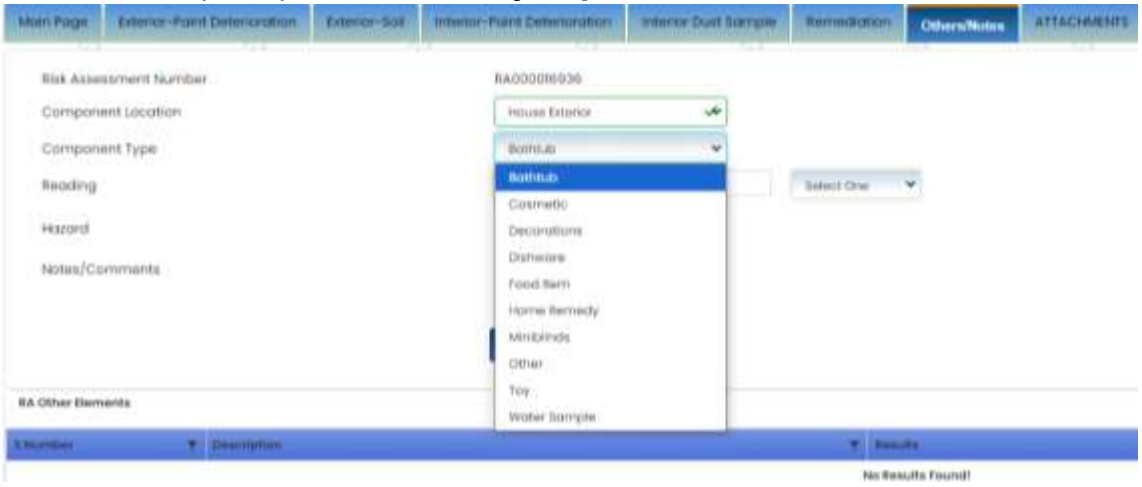
18) Next, select "Interior – Paint Deterioration" from the tabs at the top of the page to begin logging interior paint hazards. After clicking on the tab, you'll be taken to the page for new component entry. Any XRF readings, paint chip samples, or visual hazard verifications from the interior of the 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.

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.**



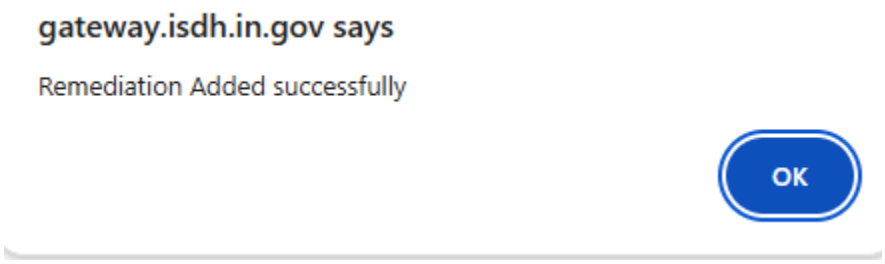
22) Next, click on the Remediation tab. Remediation options are grouped by component types with Interim Control and Abatement options for each category. Below is table showing which components are included with each component type.

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:



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. <u>Do not upload any attachments containing HIPAA-protected information.</u>

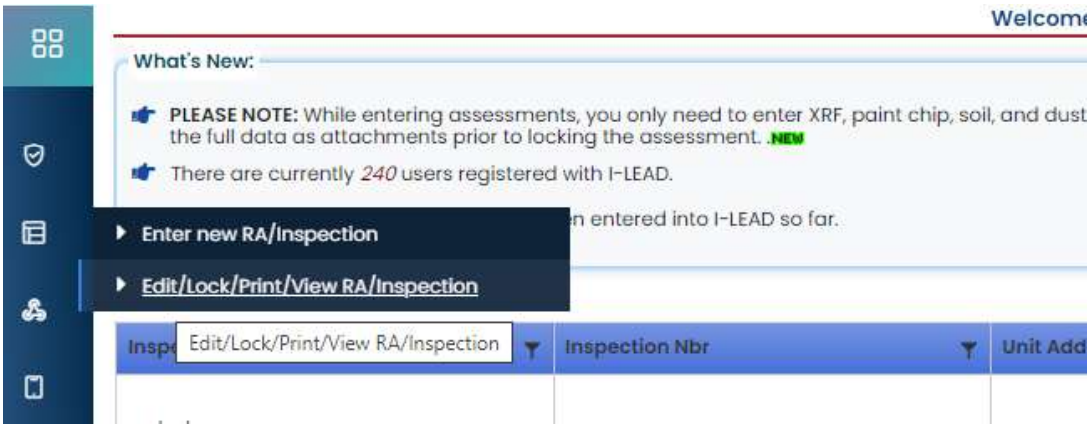
26) Pressing "Continue" on the ATTACHMENTS tab will bring you to the lock screen. If any tabs were left blank, this will be noted on the lock screen with the option to go back if necessary.

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”.

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

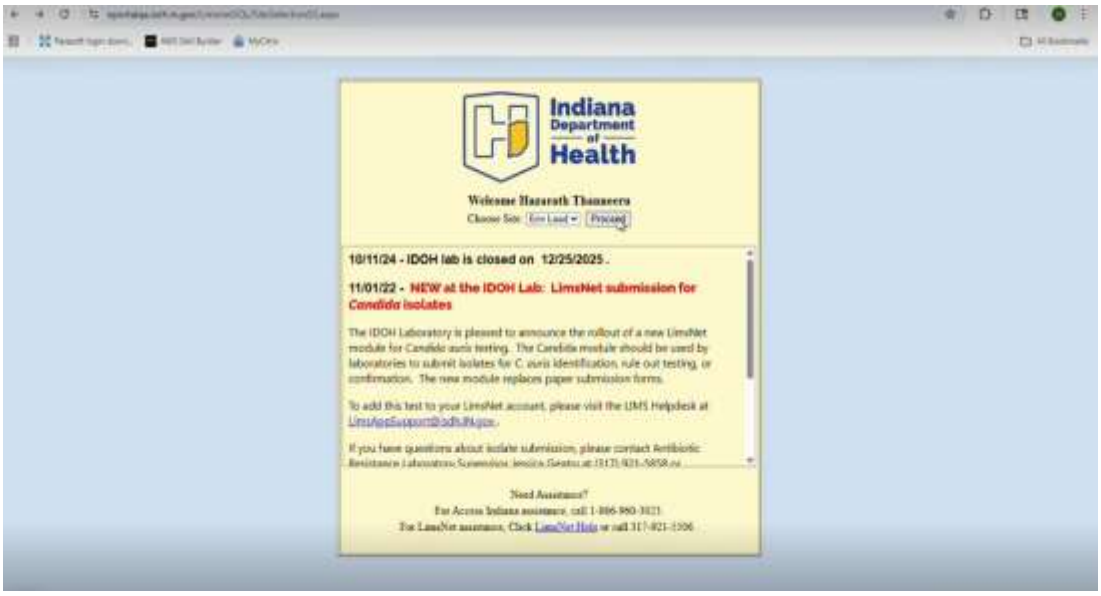
2. Many counties use their own report template. This is perfectly fine. However, even if you are not using the I-LEAD report feature, you must still enter your risk assessment and inspection hazard results into I-LEAD. Entering hazard data into ILEAD is required by Indiana code. IDOH is required to report 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:

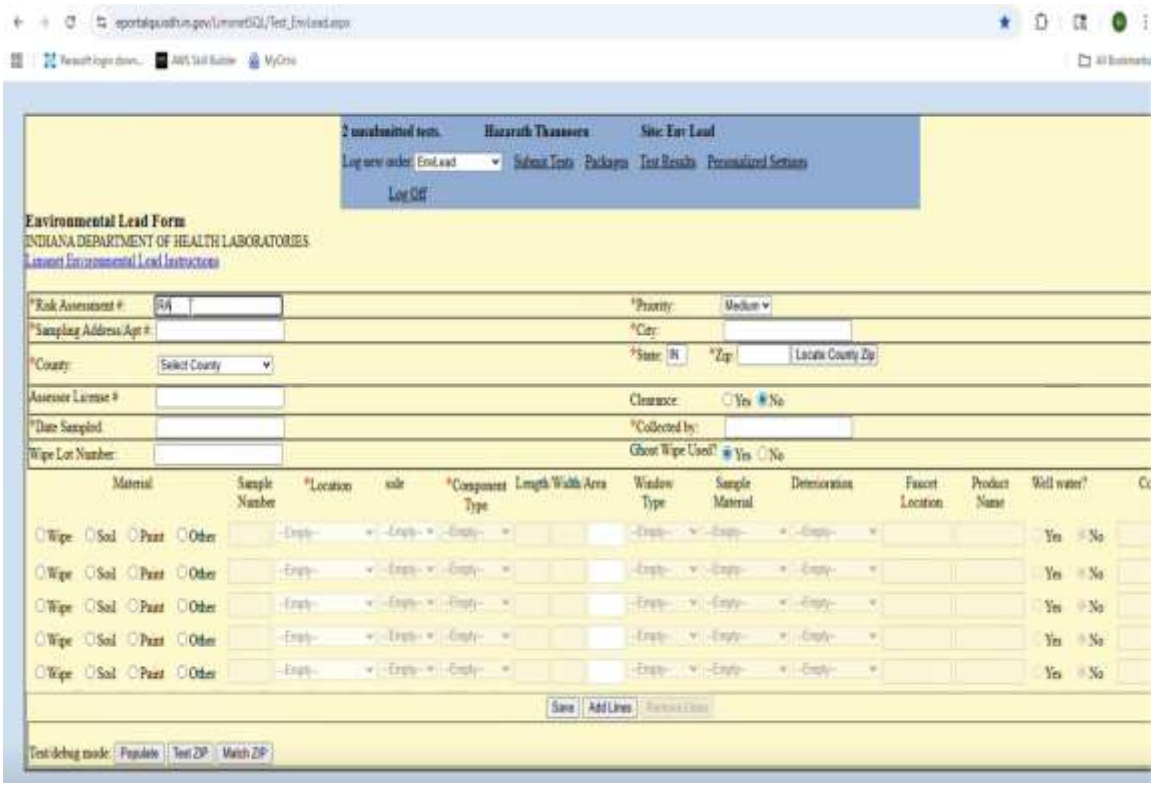
1) To log into Limsnet, create a new user ID or Login to the Limsnet site by using single sign on the Limsnet Login Page

   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.

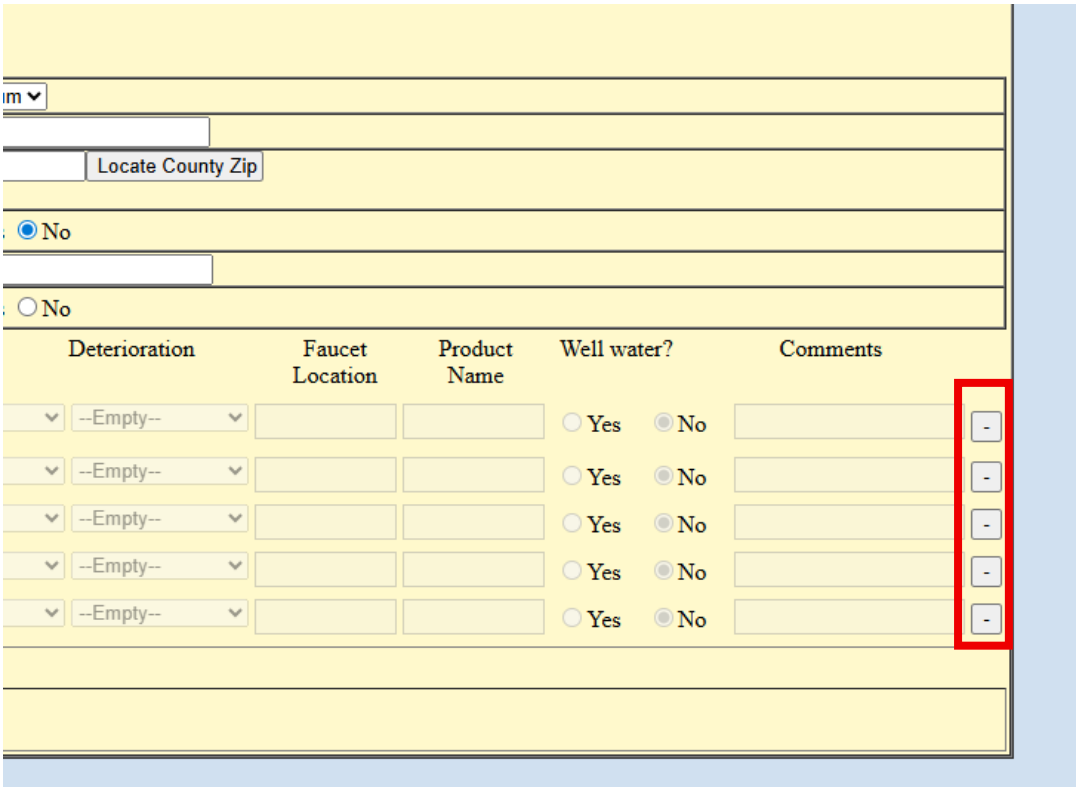


Enter all Risk Assessment required information on the page like Risk Assessment Number, dust samples info, County, Sampling Address, Assessor License number, Material type, Clearance info, date sample collected, etc.

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.

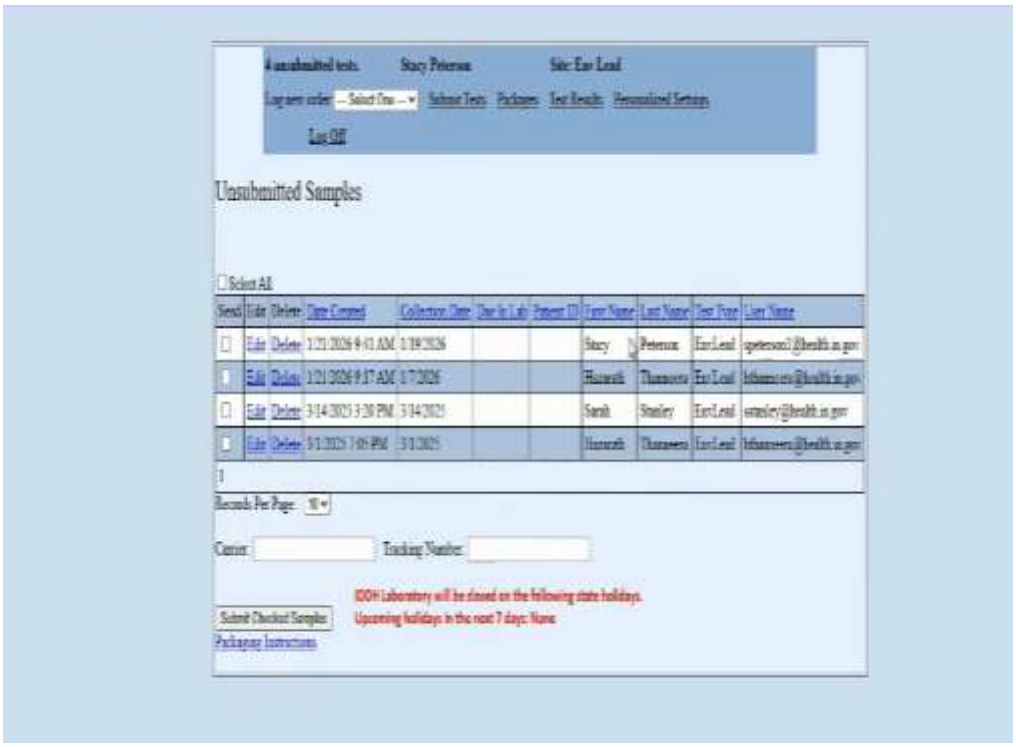
If you would like to delete an entered sample row, use the minus sign after comments and it will reset the row.



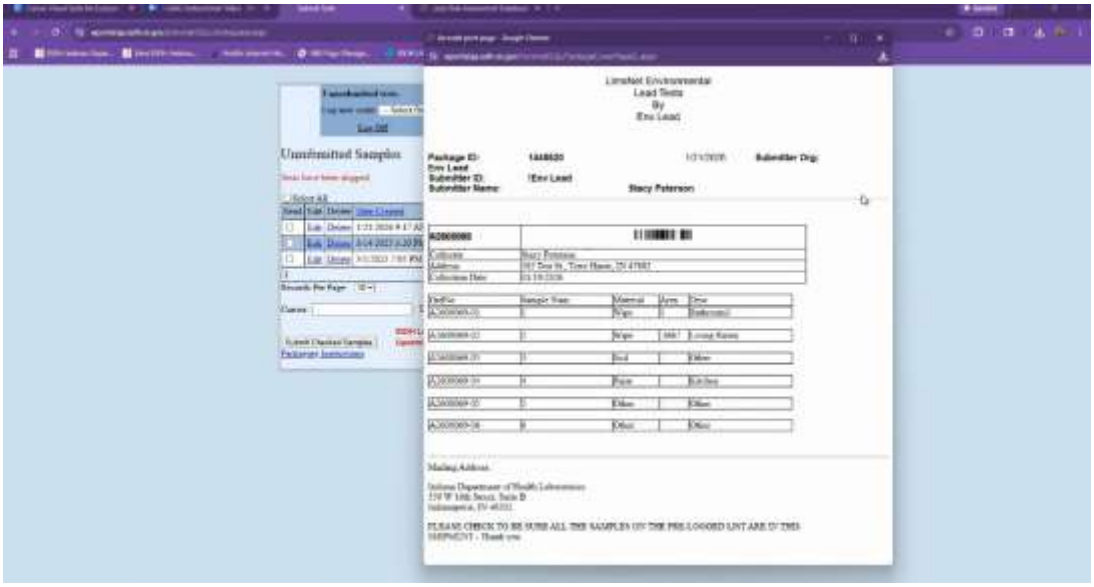
Water samples will take approximately 30 days to complete processing. If would like to receive your dust, soil and paint results sooner, then submit your water samples separately

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



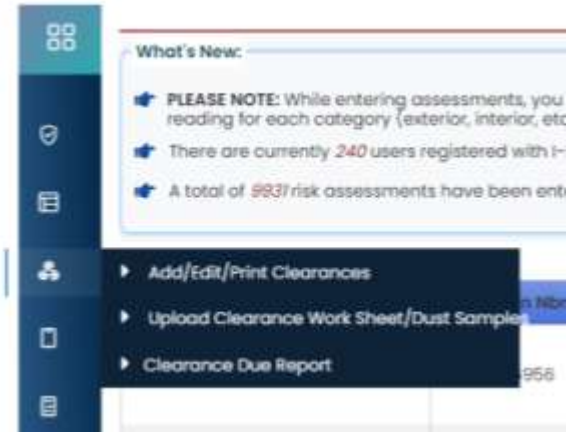
5) A receipt will automatically be generated, and this should be included in the lab samples, you will be notified once results are sent to ILEAD. Then you can verify the sample results in ILEAD.



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.

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.

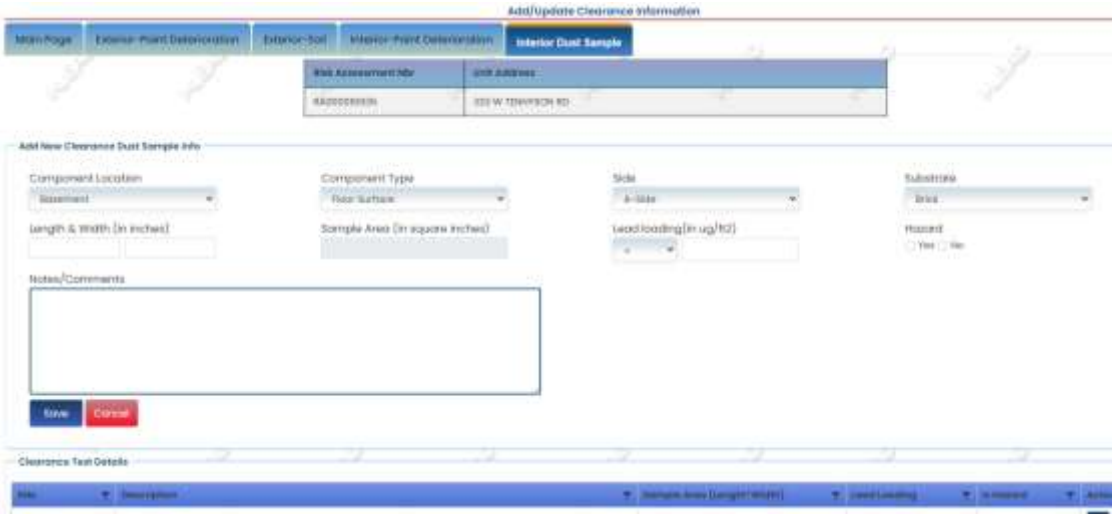
6) The “Add/Edit/Print Clearances” selection will bring up your risk assessments, both cleared and uncleared properties. Locate the property, then enter clearance information for the property, by selecting “Add/Edit Clearance”

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.

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.

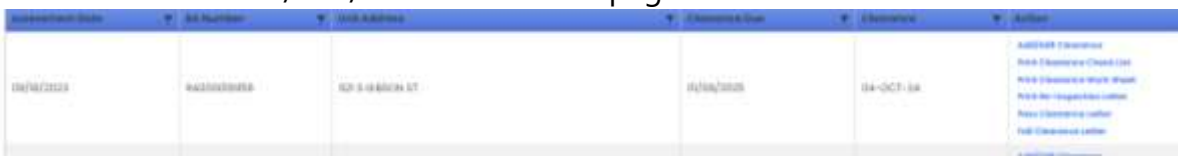


10) Locate the property and, if clearance passed, select “Pass Clearance Letter”. You will be prompted to input the clearance date. Then, press “Save”.

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

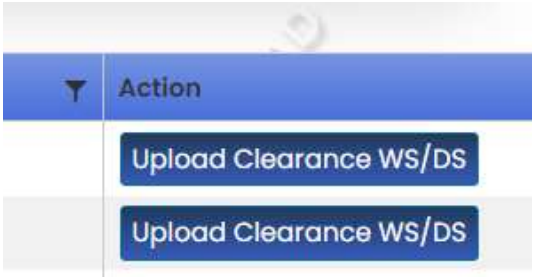
If the property failed clearance, select “Fail Clearance Letter”. You will be prompted to input the date of the clearance inspection and when remediation and reinspection will occur. Then, press “Save”.

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



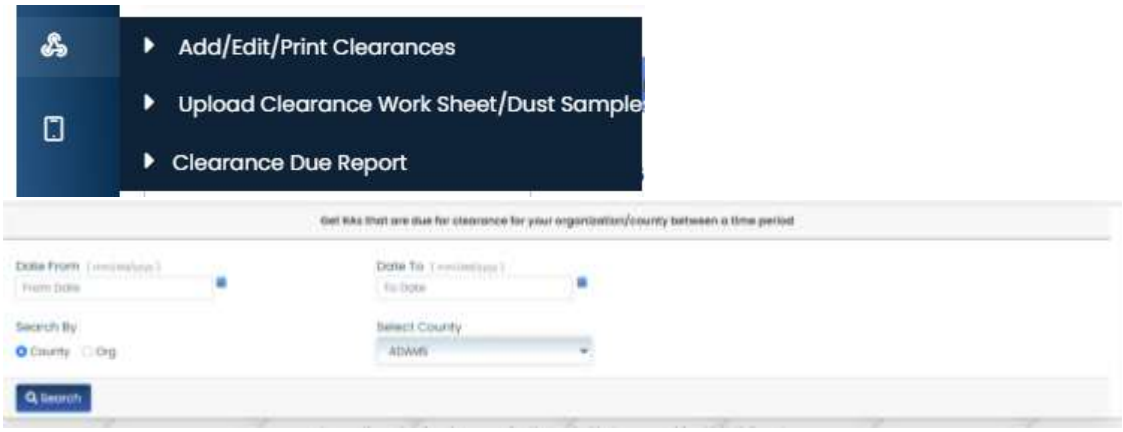
12) Finally, ensure all clearance documents are uploaded for the property (e.g., lab results, worksheets, and other inspection documents that are pertinent). Select "Upload Clearance Work Sheet/Dust Samples" from the left-hand menu under My Clearances.

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
From Date
Date To
To Date
Search By
County
Org
Select County
ADAMS
Search