

# 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.

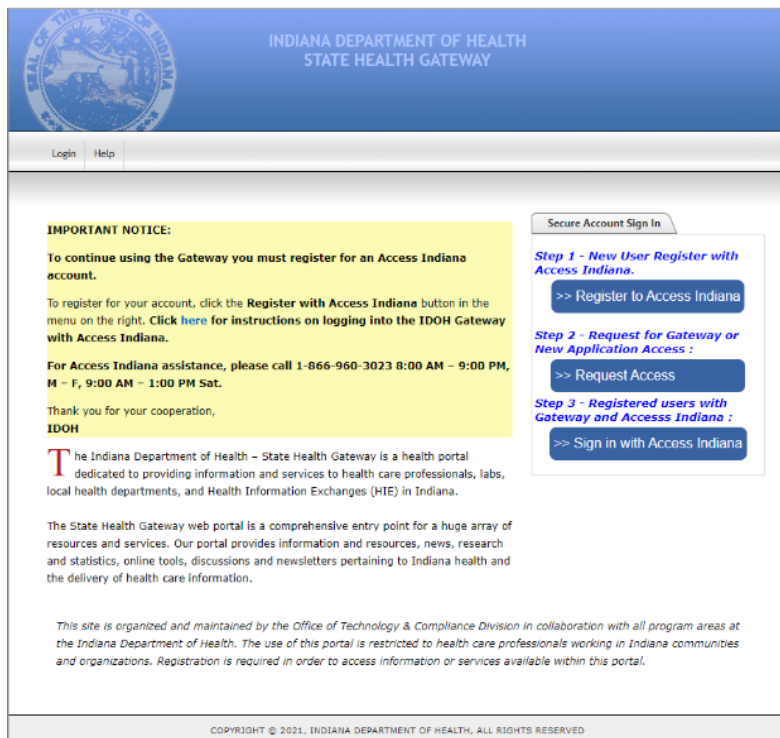
Whenever a child living in a dwelling built before 1978 is confirmed to have an elevated blood lead level, Indiana regulations require that an environmental lead inspection be conducted to discover the cause of the disease (410 IAC 29-1-6). An environmental inspection consists of an environmental investigation 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:

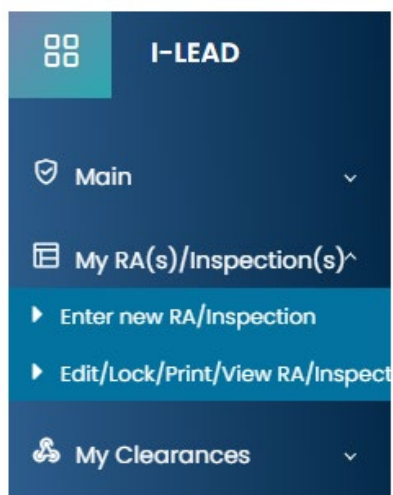
## **IDOH REQUIREMENTS FOR I-LEAD ENTRY OF RISK ASSESSMENT AND INSPECTIONS:**

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.



ADD A NEW LEAD INSPECTION ACTIVITY

Step 1

Risk Assessment Type \*

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

Dust And Soil Samples

Dust Samples Taken? \* ☐ Yes ☐ No

Soil Samples Taken? \* ☐ Yes ☐ No

Paint Chip Samples Taken? \* ☐ Yes ☐ No

Lead Hazard Control Grant

Is this assessment a part of a lead hazard control or lead hazard reduction demonstration grant? ☐ Yes ☐ No

Property not inspected due HUD inspection formula? ☐ Yes ☐ No

Risk Assessor Info

Last Name  First Name  License #  Phone #

Organization Name  Address  City  State  Zip

Assessment Date  Inspection Activity Number

Equipment Brand  Equipment Serial Number

XRF Start Calibration Reading  XRF Start Calibration Reading  XRF Start Calibration Reading

XRF End Calibration Reading  XRF End Calibration Reading  XRF End Calibration Reading

Reading1 Taken At  Reading2 Taken At

Will be Automatically Assigned once save this page

Lab Details

Lab Name  Address  City  State

Lab One  Zip  Phone

Save Cancel

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- 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

Soil Samples Taken? \* ☐ Yes ☐ No



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Paint Chip Samples Taken?\* ☐ Yes ☐ No

Comments

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

**Step 2**

**Unit Identification**

House Nbr  Street  Apt Nbr  City

State  Zip  County

Year of Construction  Dwelling Type  Occupancy Type

Is this unit a business entity? ☐ Yes ☐ No

Owner Last Name  Owner First Name  Address

Owner State  Owner Zip  Owner Phone

Is this home currently vacant or is this a day care facility? ☐ Yes ☐ No

**Household Members**

Unit Name	First Name	DOB	Age	Relationship
Add new member				

**Unit Assessment History**

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

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

Were LSPW followed? ☐ Yes ☒ No ☐ Don't know

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

**Save/Update** **Reset**

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



Unit Identification

House Nbr <input type="text"/>	Street <input type="text"/>	Apt Nbr <input type="text"/>	City <input type="text"/>
State <input type="text" value="IN"/>	Zip <input type="text"/>	County <input type="text" value="Select County"/>	Unit Phone <input type="text"/>
Year of Construction <input type="text"/>	Dwelling Type <input type="text" value="Single Family"/>	Occupancy Type <input type="text" value="Owner Occupied"/>	Unit Side-A <input type="text" value="Faces North"/>
Is this unit a business entity <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Owner Last Name <input type="text"/>	Owner First Name <input type="text"/>	Address <input type="text"/>	Owner City <input type="text"/>
Owner State <input type="text" value="Indiana"/>	Owner Zip <input type="text"/>	Owner Phone <input type="text"/>	
Is the home currently vacant or is this a day care facility <input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Previously entered owner details"/>	

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

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

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

Unit Assessment History

Has the exterior of the unit recently undergone any remodeling or renovation?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Don't Know	<input type="text" value="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="text" value="If Yes Select Period"/>
Were LSWP 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="text" value="If Yes Select Period"/>

- 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.

- 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.



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

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

Side: A-Side  
 Save/Update Cancel

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.

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

Risk Assessment Number: RA000016936  
 Component Location: Basement  
 Substrate: Brick  
 Window Type: None  
 Paint Color:

Test Type: XRF Test  
 Hazard: ☐ Yes ☐ No  
 Save/Update Cancel

Side: A-Side  
 Component Type: Baseboard  
 Deterioration: Chipped or Peeled  
 Notes/Comments:

Reading: mg/cm2

Interior Paint Deterioration Elements

ID Number	Description	Results	Action
IP-1	Wood Entry: A-Side (faces north); Door Casing: Chipped or Peeled	XRF Test: 11 mg/cm2 HAZARD-YES	

Add New Assessment

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.

Add a New Lead Inspection Activity

Main Page	Exterior-Paint Deterioration	Exterior-Soil	Interior-Paint Deterioration	<b>Interior Dust Sample</b>	Remediation	Others/Notes	ATTACHMENTS
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Risk Assessment Number: RA000016936

Component Location: Bathroom1 ✓

Substrate: Wood ✓

Length & Width (in inches): 12 ✓ 12 ✓

Sample Area (in square inches): 144

Lead loading (in ug/ft2): = 500 ✓

Hazard: ☒ Yes ☐ No

Notes/Comments:

Side: A-Side ✓

Component Type: Floor Surface ✓

Save/Update Cancel

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.**

Main Page	Exterior-Paint Deterioration	Exterior-Soil	Interior-Paint Deterioration	Interior Dust Sample	Remediation	<b>Others/Notes</b>	ATTACHMENTS
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Risk Assessment Number: RA000016936

Component Location: House Exterior ✓

Component Type: **Bathtub** (dropdown menu open showing: Cosmetic, Decorations, Dishware, Food Item, Home Remedy, Miniblinds, Other, Toy, Water Sample)

Reading:

Hazard: ☐ Yes ☐ No

Notes/Comments:

RA Other Elements:

Select One (dropdown menu)

S Number	Description	Results
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.



Add a new Lead Inspection Activity

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

RA Number: RA000016936

Component Types: Major Exterior Components ✓

Remediation Option

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

Selected Options

Component type	Control Type	Description
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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



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

RA Number: RA000016936

Component Types: Major Exterior Components ✓

Remediation Option

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

Selected Options

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



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.

Warning Number	Warnings	Action
	Interior assessment- dust sample details is missing	<a href="#">View</a>
	Exterior assessment- soil details is missing	<a href="#">View</a>
	Assessment of other items is missing.	<a href="#">View</a>

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".

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

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

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

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

Please choose if remediation is required. \*

Please choose if hazard is present. \*

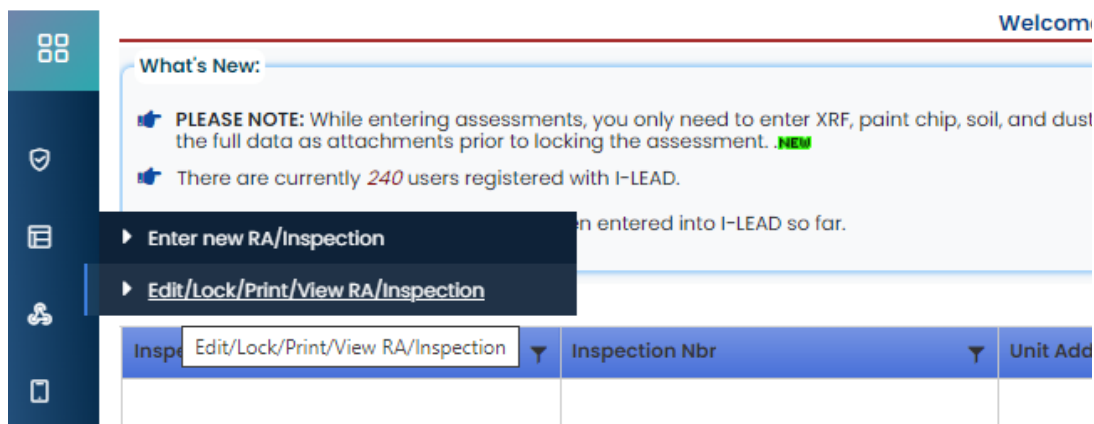
If hazards present, property owner needs to complete remediation in

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

Submit and Lock RA Cancel Print RA Report

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



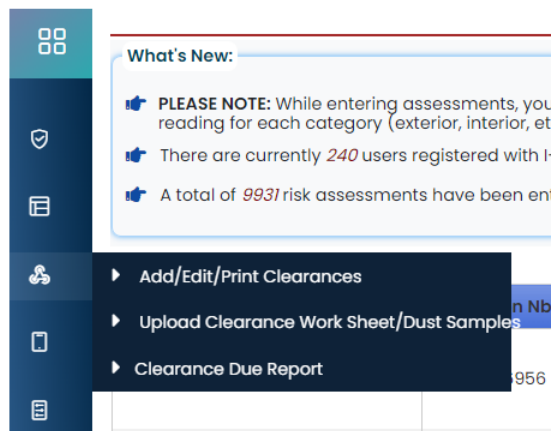
### Risk Assessment Tips:

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.



# Clearances:

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



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

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

Search By*	Type a Keyword*	Order By	Direction
Assessment date		Clearance Due Date	Ascending

Search Clear

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

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



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

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

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

**Exterior Assessment of Paint Deterioration**

Hazard Nbr	Description	Remediation Options Recommended
1	Wood House; A-Side; Door Casing; Chipped or Peeled	<b>INTERIM CONTROLS:</b> 1 Remove all chipping and peeling paint, stabilize paint. 2 Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).  <b>ABATEMENT:</b> 1 Completely replace components with a lead free building component, as noted below. 2 Permanently remove the component. 3 Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.
2	Wood House; C-Side; Other; Chipped or Peeled	None <b>INTERIM CONTROLS:</b> 1 Remove all chipping and peeling paint, stabilize paint. 2 Stabilize deteriorated paint using lead safe work practices (see instructions) to repair current paint surface and re-paint (e.g. painted surfaces).  <b>ABATEMENT:</b> 1 Completely replace components with a lead free building component, as noted below. 2 Encapsulate the component with a paint encapsulant. 3 Enclose the component with a barrier completely preventing access. 4 Permanently remove the component. 5 Remove all of the paint or coating using lead safe work practices and resurface with lead free paint or other coating.

**Exterior Assessment of Soil Deterioration**

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

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

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

Risk Assessment No: RA000016936

**Exterior Assessment of Paint Deterioration**

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

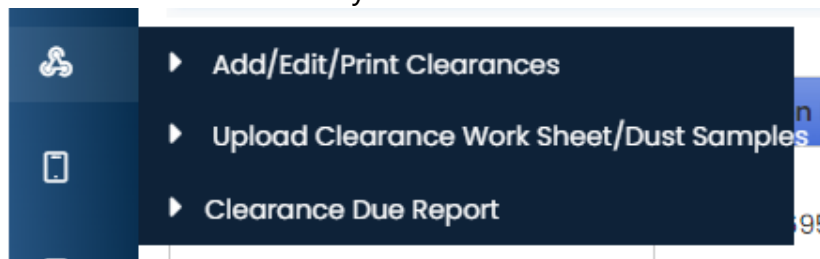
**Interior Assessment of Paint Deterioration**

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

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

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

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



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

Action
Add/Edit Clearance
Print Clearance Check List
Print Clearance Work Sheet
Print Re-inspection Letter
Pass Clearance Letter
Fail Clearance Letter

- 7) This will bring up the Main Page tab where you will identify if remediation was required, the original clearance due by date (which should have been identified



when locking the risk assessment), and the date that clearance was completed. After entering the information, press "Save" then press "Go to Step 2".

Add/Update Clearance Information

[Main Page](#)
[Exterior-Paint Deterioration](#)
[Exterior-Soil](#)
[Interior-Paint Deterioration](#)
[Interior Dust Sample](#)
[Back To Main Page](#)

Risk Assessment Nbr	Unit Address
RA000016936	333 W TENNYSON RD

Follow up

Lead hazards were located and remediation is required?  
☒ Yes ☐ No

If so, clearance due by

Actual clearance date

[Save](#)
[Go to Step 2](#)
[Cancel](#)

- 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.

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

Risk Assessment Nbr	Unit Address
RA000016936	333 W TENNYSON RD

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

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



Add/Update Clearance Information

Main Page	Exterior-Paint Deterioration	Exterior-Soil	Interior-Paint Deterioration	Interior Dust Sample
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Risk Assessment Nbr RA000016936	Unit Address 333 W TENNYSON RD
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**Add New Clearance Dust Sample Info**

Component Location Basement	Component Type Floor Surface	Side A-Side	Substrate Brick
Length & Width (in inches) <input type="text"/>	Sample Area (in square inches) <input type="text"/>	Lead loading(in ug/ft2) = <input type="text"/>	Hazard <input type="radio"/> Yes <input type="radio"/> No

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

Pass Clearance Report.

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

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

Pass Clearance Report.

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

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

Failed Clearance Report.

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

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

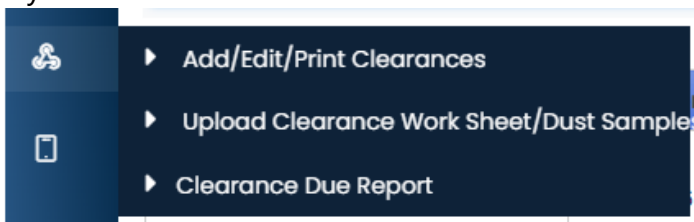
5 items per page
No



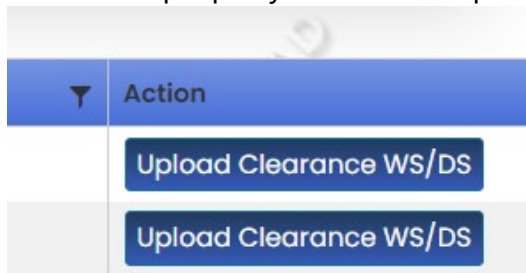
11) If the property passes clearance, the date of clearance will now show next to the address on the "Add/Edit/Print Clearances" page.

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

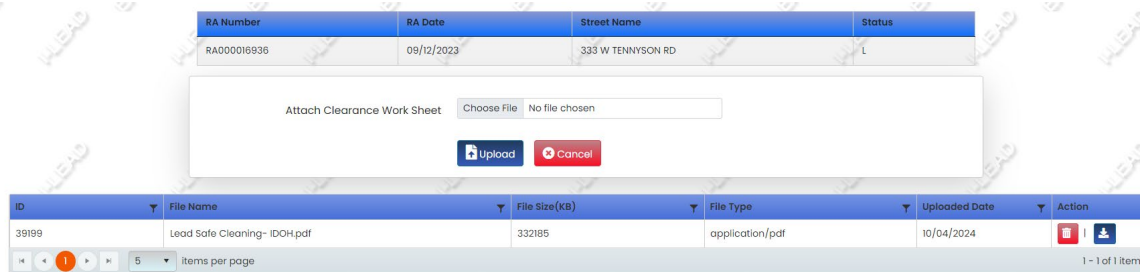
12) Finally, ensure all clearance documents are uploaded for the property (e.g., lab results, worksheets, and other inspection documents that are pertinent). Select "Upload Clearance Work Sheet/Dust Samples" from the left-hand menu under My Clearances.



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




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



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





► 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

