

Quick Reference Guide to Environmental Print Documents

Updated 6-09-2010

The Print Documents screen is accessed by clicking on the following icon from the Dashboard toolbar
A Property Event must be loaded.



| Topic | Document Name | NCLEAD Document Description | Event | How to get fields on document populated correctly | Additional info needed to fill in the template |
|--------------------------|--|--|----------|--|---|
| Child Occupied Facility | 120-COF-CLP-NOTICE.rtf | Child Occupied Facility/Confirmed Lead Poisoning | Property | | Child care Consultant Address CC Consultant Name Investigation Date Certified mail date Address certified mail set to |
| Child Occupied Facility | 130-COF-PlanRequired-Owner-NOTICE.rtf | Child Occupied Facility/Remediation Required (to Owner) | Property | Owner info must be filled out on Property Information Question Pack: Owner Occupied? = NO; Owner Address must be filled out. | Notice of Lead Poisoning Hazard Date Receipt Date |
| Child Occupied Facility | 131-COF-PlanRequired-MngAgent-NOTICE.rtf | Child Occupied Facility/Remediation Required (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack: Agent Address must be filled out. | Notice of Lead Poisoning Hazard Date Receipt Date |
| Parent-Daycare | 160-Parent-TestChild-NOTICE.rtf | Parent Notice to Have Child Tested | Property | | Parent/Guardian Address Parent/Guardian name suggested BLL test date Contact person and phone at LHD |
| Investigation Form | 180-Form3460.rtf | Environmental Investigation For Lead Hazards - DENR 3460 | Property | Save as a Word document, and enter your information manually or print, and enter by hand. | |
| Lead Paint Investigation | 190-Form3279.rtf | Lead Based Paint Investigation - DENR 3279 | Property | You can use the pre-populated information. Save as a Word document, and enter other information manually. | |

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| Lead Paint Summary | 200-HealthHazard-PaintActivitySummary.rtf | Lead-Based Paint Activity Summary | Property | You can use the pre-populated information. Save as a Word document, and enter other information manually. | |
| No Hazards Found | 210-NoHazard-Owner.rtf | Lead Paint/No Hazard (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Investigation Date |
| No Hazards Found | 211-NoHazard-MngAgent.rtf | Lead Paint/No Hazard (Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Investigation Date |
| Hazards Confirmed-CLP | 220-CLP-Dwell-Owner-NOTICE.rtf | Confirmed Lead Poisoning - Dwelling Owner | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Select single or multiple hazards types Residential/ Child Occupied Facility |
| Hazards Confirmed-CLP | 221-CLP-Dwell-MngAgent-NOTICE.rtf | Confirmed Lead Poisoning - Dwelling Managing Agent | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Select single or multiple hazards types Residential/ Child Occupied Facility |
| Hazards Confirmed-CLP | 222-CLP-Dwell-Occup-NOTICE.rtf | Confirmed Lead Poisoning - Dwelling Occupant | Property | | Owners name |
| Remediation-Plan Approved | 250-Plan-Approved-Owner.rtf | Remediation Plan Approved (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | N/A |
| Remediation-Plan Approved | 251-Plan-Approved-MngAgent.rtf | Remediation Plan Approved (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | N/A |

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| Modification Order | 260-Plan-Modify-Owner-ORDER.rtf | Modification Order (to Owner) | Property | Owner info must be filled out on Property Information Question Pack Owner Occupied? = NO Owner Address must be filled out. | Modification recommendations for plan. Submit within xx days of receipt. |
| Modification Order | 261-Plan-Modify-MngAgent-ORDER.rtf | Modification Order (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack Agent Address must be filled out. | Modification recommendations for plan. Submit within xx days of receipt. |
| Resubmit Plan | 270-Plan-Late-Owner-ORDER.rtf | Remediation Order - Plan is Late (to Owner) | Property | Owner info must be filled out on Property Information Question Pack Owner Occupied? = NO Owner Address must be filled out. | Receipt Date |
| Resubmit Plan | 271-Plan-Late-MngAgent-ORDER.rtf | Remediation Order - Plan is Late (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack Agent Address must be filled out. | Receipt Date |
| 10 Day Remediate Order | 290-Remediate-Past60Days-Owner-ORDER.rtf | Remediation Order - Not Completed Within 60 Days (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Hazard/s |
| 10 Day Remediate Order | 291-Remediate-Past60Days-MngAgent-ORDER.rtf | Remediation Order - Not Completed Within 60 Days (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Hazard/s |
| Remediation-Final Notice | 300-Remediate-Incomplete-Owner-FINALNOTICE.rtf | Final Notice - Remediation Incomplete (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Remed. Order Sent Date Receipt Date |

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| Remediation-Final Notice | 301-Remediate-Incomplete-MngAgent-FINALNOTICE.rtf | Final Notice - Remediation Incomplete (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Remed. Order Sent Date Receipt Date |
| Remediation-Extension Approved | 320-Remed-ExtendTime-APPROVAL-Owner.rtf | Approval to Extend Remediation Deadline (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | N/A |
| Remediation-Extension Approved | 321-Remed-ExtendTime-APPROVAL-MngAgent.rtf | Approval to Extend Remediation Deadline (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | N/A |
| Remediated according to Plan | 330-Clearance-VERIFICATION-Owner.rtf | Clearance Verification (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Inspection date Select single or multiple hazards. |
| Remediated according to Plan | 331-Clearance-VERIFICATION-MngAgent.rtf | Clearance Verification (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Inspection date Select single or multiple hazards. |
| Consent Refusal | 380-EBL-ConsentRefusal.rtf | Consent/Refusal EBL | Property | | Select Owner/ Tenant from dropdown. Drop down selection for Consent/Refuse. |
| Notice of Hazards | 390-EBL-Dwell-Owner-NOTICE.rtf | Elevated Blood Lead Level/Dwelling (to Owner) | Property | Owner info must be filled out on Property Information Question Pack. Owner Occupied? = NO Owner Address must be filled out. | Select Source of Hazard. Select Hazard/ hazards. |

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| Notice of Hazards | 391-EBL-Dwell-MngAgent-NOTICE.rtf | Elevated Blood Lead Level/Dwelling (to Managing Agent) | Property | Managing Agent info must be filled out on Property Information Question Pack. Agent Address must be filled out. | Select Source of Hazard. Select Hazard/ hazards. |
| Notice of Hazards | 392-EBL-Dwell-Occup-NOTICE.rtf | Elevated Blood Lead Level/Dwelling (to Occupant) | Property | | Enter Occupant name. |
| PMP | 440-PMP-Renewal-COC.rtf | PMP Renewal of Certificate of Compliance Approved | PMP Property | Should only be seen by PMP group | Expiration date Date 2 months prior to Expiration Date Year when renewal is due. |
| Components of Investigation | 500-Components-Investigation.rtf | Components of Environmental Lead Investigation | Property | | N/A |
| All Event Info | Event_Print.xsl | Generic Event Template | Property | This prints to a web page that you can print manually. | Prints all of information regarding Property. All of the samples ever collected and question pack information. |