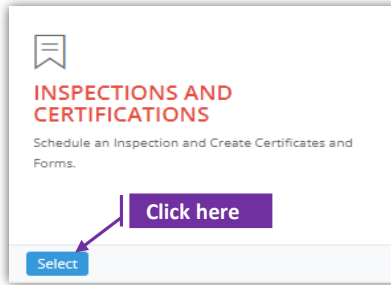


Add Full Risk Reduction (FRR) Certificate



Set-1: Steps

- Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
 - Users having MDE Admin / Inspector / Supervisor roles will have the access.

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name	Inspector Name	Inspection Type	Inspection Date	Certificate Number	Certificate Status	Parent InspectionID	Inspection Status	Notification Lapse
69	0132896	5522	Woodmont	James Sapia	Julius Borat LLC	Julius Borat	Full Risk Reduction	3/26/2021 10:55:00 AM	62	PASSED	49	Completed	No

Set-2: Steps

- After completing the **Full Risk Reduction (FRR) inspection** and when the inspector is ready to add the inspection certificate, navigate to the list of inspections & click on the inspection schedule ID to view the inspection information.

Schedule ID	MDE Tracking ID	Street Number	Street Name	Owner/Manager Name	Provider Name
119		11724	REISTERSTOWN	MERCHANTS ASSOCIATES LIMITED PARTNERSHIP	Julius Borat LLC

- Scroll down and click on 'Add Certificate' button.
- Inspector will land on FRR certificate page with inspection category set to 'Lead Free' by default.

InspectionScheduleID : 55

MDE Tracking ID: 0132896

Owner/Manager Name: James Sapia

Construction Year: 1952

Address: 5522 Woodmont Avenue Baltimore MD 2

Unit Number: SFP

Parcel: Parcel

Inspection Category: Full Risk Reduction

Method*: Select Certification Method

Status*: Select Certification Status

I certify that I inspected the above listed property unit on 2/24/2021 9:37:00 PM under Title 6, Subtitle 8 of the Environment Article, Annotated Code of MD.*

[Download Form-330 Instructions](#) [Form-A Inspection Certificate Disclaimer](#)

[Save Certificate](#)

Add Full Risk Reduction (FRR) Certificate

Method:*	Status:*
Dust Inspection	Select Certification Status
Select Certification Method	Select Certification Status
Dust Inspection	PASSED
Dust Inspection with Exterior Waiver	FAILED
Dust Inspection with Lead Free Exterior	PENDING
	VOIDED

Set-3: Steps

- Select the certificate method from the 3.
- Select the certificate status - Passed / Failed / Pending / Voided.
- Check 'I certify..' checkbox to confirm the inspection date and time. Inspection date & time is pulled from the inspection schedule date & time.

I certify that I inspected the above listed property unit on 10/27/2021 1:36:00 PM under Title 6, Subtitle 8 of the Environment Article, Annotated Code of MD.*

- If 'Dust Inspection with Exterior Waiver' method is selected, then the inspector needs to provide 'Passing Re-inspection no later than date'.

Passing Re-inspection required no later than:

Passing Re-inspection Date

- Click on 'Save Certificate'. Certificate method cannot updated once saved.
- Inspector will navigate to certificate details page & the inspection status changes to 'Completed'.

Inspection Category:	Method:*
Full Risk Reduction	Dust Inspection
<input type="checkbox"/> I certify that I inspected the above listed property unit on 2/24/2021 9:37:00 PM under Title 6, Subtitle 8 of the	
Full Risk Reduction	Dust Inspection with Lead Free Exterior
<input type="checkbox"/> I certify that I inspected the above listed property unit on 2/24/2021 9:37:00 PM under Title 6, Subtitle 8 of the En	

Inspection Category:	Method:*	
Full Risk Reduction	Dust Inspection with Exterior Waiver	
Passing Re-inspection required no later than:	Certificate method cannot be changed once saved. Please cross check before saving.	
Passing Re-inspection Date		Are you sure you want to save? You are saving this certificate
	No, cancel please!	Yes, save it!

Add/update Full Risk Reduction (FRR) Certificate details

InspectionScheduleID : 55 and InspectionCertificateNumber : 1000004 [Download Form-330 Instructions](#) [Form-A Inspection Certificate Disclaimer](#)

MDE Tracking ID: 0132896	Owner/Manager Name: James Sapia	Construction Year: 1952
Address: 5522 Woodmont Avenue Baltimore MD 212	Unit Number: SFP	Parcel: Parcel
Inspection Category: Full Risk Reduction	Method: Dust Inspection with Exterior Waiver	Status: PASSED

Passing Re-inspection required no later than:
10/29/2021

I certify that I inspected the above listed property unit on 2/24/2021 9:37:00 PM under Title 6, Subtitle 8 of the Environment Article, Annotated Code of MD. Please upload any supporting documents (as required)

Document Type
Select a type

SelectFile
Choose File No file chosen Upload

Comment

No documents found

Select the form:
Select Form Add Form

List of Forms & SSWs
No Forms Added

Available SSWs to select & add
No SSWs to select

Assign SSW
Update Certificate

Select the form:
Select Form

Select the form:

- Select Form
- Select Form
- Form B - Visual Inspection
- Form C - Dust Inspection
- Form D - Re-Inspection
- Form E - Lead Free Inspection
- Form F - Inspection Update
- Form G - Lead Free Exterior

Set-4: Steps

- On the certificate details page, the inspector can see the Inspection schedule ID & the Certificate number that is generated (7 digit numeric format).

InspectionScheduleID : 120 and InspectionCertificateNumber : 1000003

- In addition to that, there are two links to download the certificate (Form 330) instructions and Form-A Inspection certificate disclaimer in PDF format.

[Download Form-330 Instructions](#) [Form-A Inspection Certificate Disclaimer](#)

- Information pulled from the inspection schedule and certificate creation pages like category, method, property information cannot be updated.
- Inspector can attach any documents using document upload section & can also add comments or notes about the document. Document type dropdown lists the type of documents that can be uploaded or attached to the certificate.

Document Type

Select a type

- Select a type
- Diagram of Unit
- Exterior Waiver
- Lab Results
- Other
- XRF Results

Add/update Full Risk Reduction (FRR) Certificate details

Select the form:*

Select Form

Add Form

List of Forms & SSWs

No Forms Added

Available SSWs to select & add

No SSWs to select

Assign SSW

Update Certificate

Select the form:*

Select Form

Select Form

Form B - Visual Inspection

Form C - Dust Inspection

Form D - Re-Inspection

Form E - Lead Free Inspection

Form F - Inspection Update

Form G - Lead Free Exterior

Set-1: Steps

- After document upload sections, there is a dropdown to select the forms that must be added to the certificate.
- All the forms that are added will be listed in 'List of Forms & SSWs' section.
- If there are any existing supervisor statement of work (SSW) to the property, then they will be listed under 'Available SSWs to select & add' section. Example -

Available SSWs to select & add

Select	Property Number	Property Address	Supervisor Name	Beginning Date	End Date	Action
<input type="radio"/>	0326334179N008	3914 Erdman Avenue Baltimore MD 21213	Narmada Patha	3/22/2021 12:00:00 AM	3/23/2021 12:00:00 AM	View
<input type="radio"/>	0326334179N008	3914 Erdman Avenue Baltimore MD 21213	Narmada Patha	3/10/2021 12:00:00 AM	3/11/2021 12:00:00 AM	View

- Inspector can select an SSW applicable for the certificate & click on 'Assign SSW'.
- A pop-up will be displayed to re-confirm the assignment.
- If there are no SSWs available to select & assign to the certificate, then the inspector must contact the Owner to get the SSW from a supervisor.
- Similarly, Form-G can be added to the certificate if already available for that property.
- Assigned forms or SSWs will be listed under 'List of Forms & SSWs'. Inspector can view/edit/update the forms (except SSWs) as needed.

Are you sure you want to save?
You are assigning this SSW to Certificate

[No, cancel please!](#) [Yes, save it!](#)

List of Forms & SSWs

Form Type	Assigned On	Certify Date	Certificate Number	Schedule ID	View/Update	Delete	Export To PDF
Form SSW	10/24/2021 8:49:16 PM		51	60	View/Update	Delete	

- Click on 'Update Certificate' to save.

[Update Certificate](#)