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

Topic	Document Name	NCLEAD Document Description	Event	How to get fields on document populated correctly	Additional info needed to fill in the template
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
Remediatiated 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.
Remediatiated 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.