Lead Inspection & Risk Assessment Report
Step by Step Guide to Redact the Report

To quickly locate information to redact, press "Ctrl F" on the keyboard. This opens the "find" dialogue box. Search for key words regarding the information you seek to remove/hide/cover. For example, search for "resident interview" to find the spot where the name of the person interviewed is written. Continue to do this until the entire report is redacted (i.e., all identifiable information is removed).

Title Page

Redact:

- ☐ Occupant Name
- ☐ Occupant Phone
- ☐ Owner Name
- ☐ Owner Address
- ☐ Owner City, State, Zip

Inspector Summary

Redact:

- ☐ Any identifiable information in the summary

Appendices

APPENDIX A – RESIDENT INTERVIEW

Resident Interview Questions & Responses:

Redact:

- ☐ Person interviewed: name
- ☐ Relationship to child: relationship

FREQUENT AREAS CHILD VISITS (TABLE)

Redact:

- ☐ Information in table where child receives care
- ☐ Child name
- ☐ Child age

OCCUPATIONAL/HOBBY RISK FACTORS

Redact:

- ☐ Name
- ☐ Relationship
- ☐ *Remove name and relationship for multiple entries*