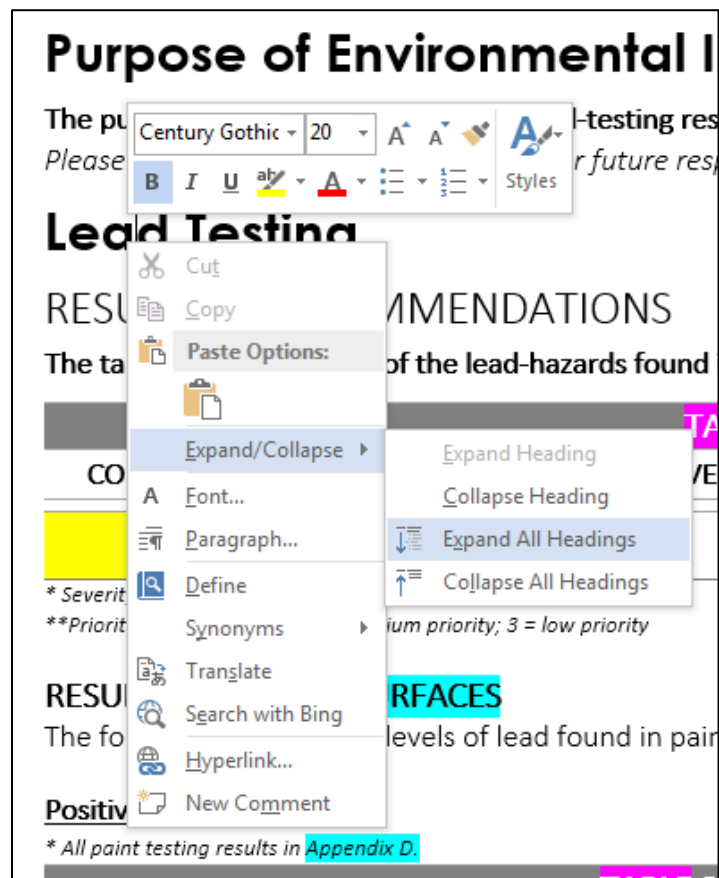


Lead Inspection & Risk Assessment Report

STEP BY STEP GUIDE

1. All of the **YELLOW highlights** IN THE ACTUAL REPORT signify areas that need information from you 😊
2. If a section is missing in this guide, that means you do not have to input any information.
3. Remember when you are finished with the report to:
 - a. Expand all of the Headings. To do this: (see picture below)
 - i. Right click on one of the headings (ex. "Lead Testing")
 - ii. Choose "Expand/Collapse" → "Expand All Headings"
 - b. **To collapse all headings (make the report user-friendly):*
 - i. *Right click on one of the headings (ex. "Lead Testing")*
 - ii. *Choose "Expand/Collapse" → "Collapse All Headings"*

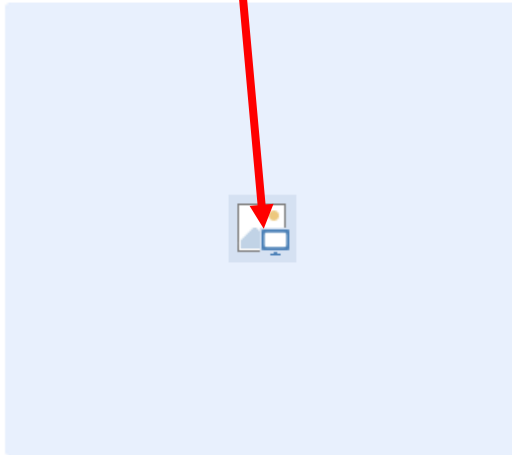


4. PLEASE REMEMBER TO SAVE THE TEMPLATE AS A TEMPLATE. This will ensure you always have a fresh copy.

END "Intro" SECTION

Lead Inspection & Risk Assessment Report (Title/Cover Page)




1. Enter in all of the **yellow highlighted** areas.
2. To insert a photo: click on the computer icon.



3. Select “From a file” and browse to find correct photo.

Insert Pictures



 From a file	Browse ▾
 Bing Image Search	<input type="text" value="Search Bing"/>
 OneDrive - Personal	Browse ▾

END “Title/Cover Page” SECTION

Table of contents

1. To update Table of Contents:
 - a. Go to the “REFERENCES” tab
 - b. Click anywhere on the Table of Contents to select it (turns it grey)
 - c. Click on “Update Table”

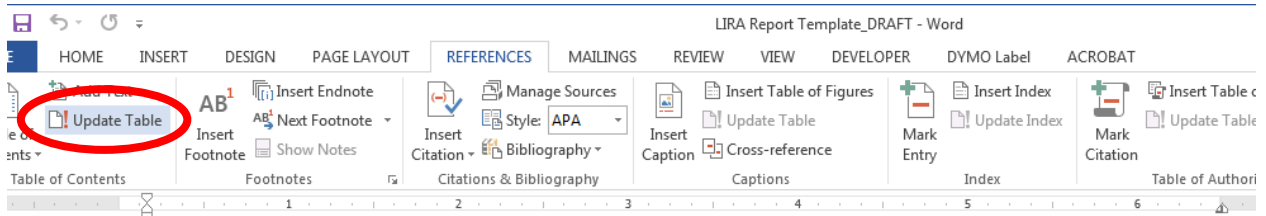


TABLE OF CONTENTS

PURPOSE OF ENVIRONMENTAL INVESTIGATION	3
ATTENTION LANDLORDS	3
LEAD TESTING	4
RESULTS & RECOMMENDATIONS	4
WATER TESTING.....	7
RESULTS & RECOMMENDATIONS.....	7

- d. Select “Update entire table”

END “Table Contents” SECTION

Lead Testing

TABLE 1: ALL LEAD-HAZARDS

1. Steps to insert lead-hazard data from Excel sheet into **Table 1: ALL LEAD-HAZARDS** in Word:

a. In Excel

i. **Highlight all hazards found** (Excel Tab: Table 1 ALL HAZARDS) (cells A, B, C, D, E – *Component & Location of Hazard; Severity; Priority; Abatement option; Interim control option*). **Be sure to ONLY highlight the data – not the headings** (AKA: begin at row 3).

ii. Press & Hold **Ctrl C** (copy)

b. In Word

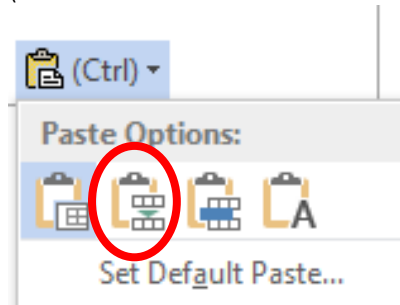
i. Click inside of the **yellow cell** in **Table 1: ALL LEAD-HAZARDS**

ii. Press & Hold **Ctrl V** (paste)

iii. Scroll to the bottom of pasted cells and find:

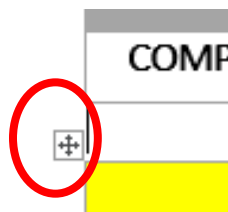


(Click on the down arrow to see your options):



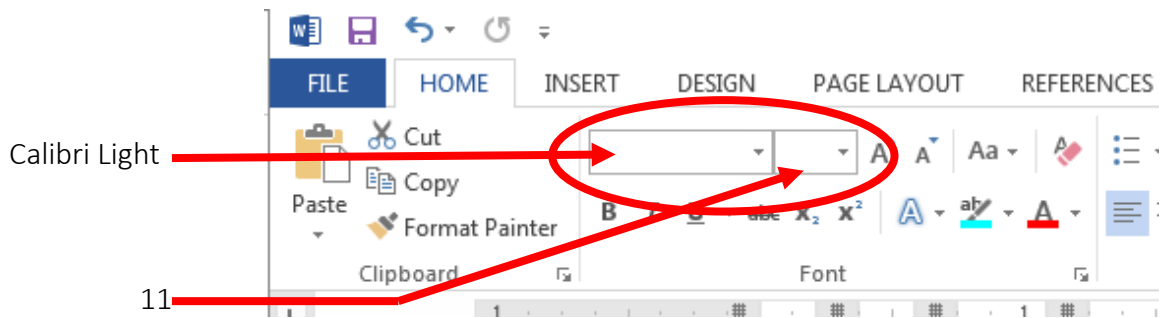
Select **Merge Table (M)**

iv. Scroll to the top of the table and find the double arrow symbol:

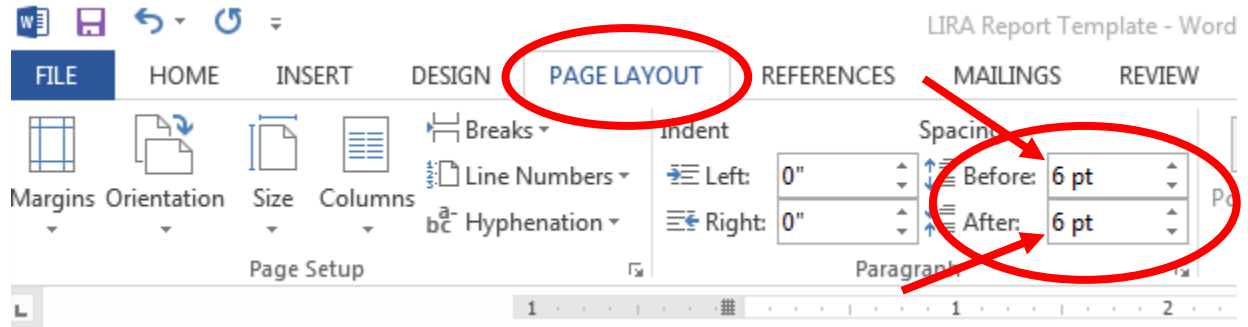


v. Click on it to select the entire table

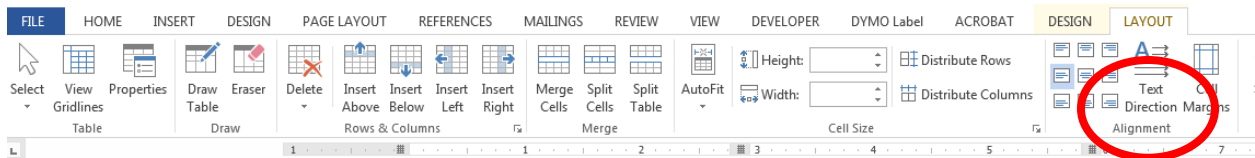
1. Type in **“Calibri Light”** and **“11”** (see next page for diagram):



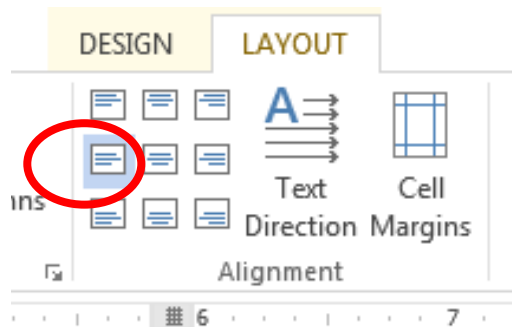
2. Click on the **Page Layout** Tab:
 - a. Type "6" in Spacing – Before and After



3. Click on the **Layout** Tab:

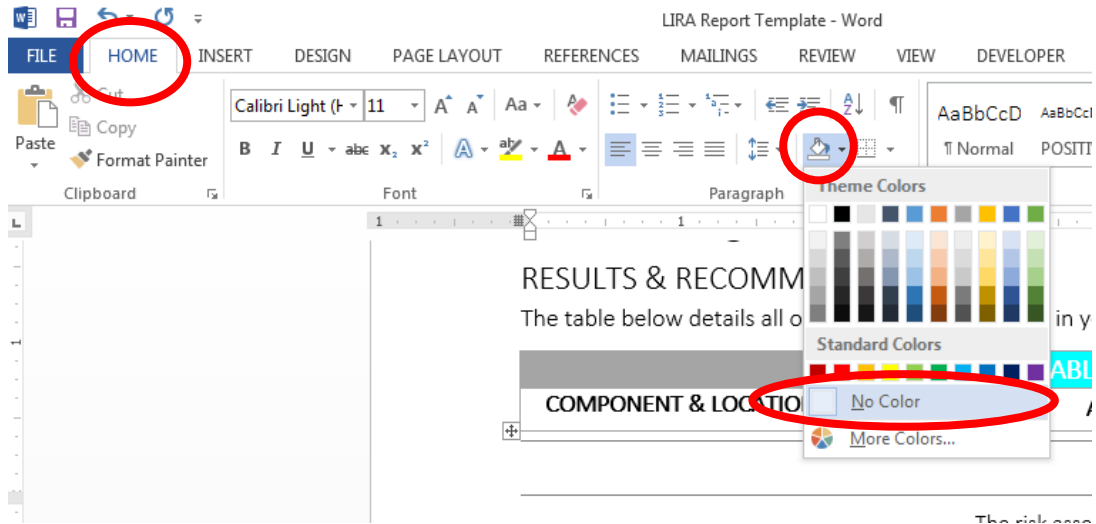


- a. Select "Align Center Left:"



vi. Click in the yellow cell

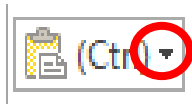
4. On the **Home Tab** – choose the paint bucket and select “no color” (removes yellow shading):



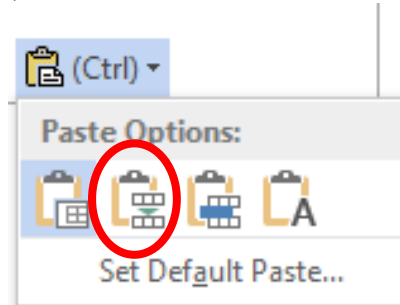
END "Table 1: ALL LEAD-HAZARDS" SECTION

TABLE 2: POSITIVE LEAD-PAINT RESULTS

1. Steps to insert lead-hazard data from Excel sheet into **TABLE 2: POSITIVE LEAD-PAINT RESULTS** in Word:
 - a. In Excel (Tab: Table 2 POSITIVE PAINT)
 - i. Highlight all POSITIVE XRF results (cells A – N). Be sure to ONLY highlight the data – not the headings (AKA: begin at row 3).
 - ii. Press & Hold **Ctrl C** (copy)
 - b. In Word
 - i. Click inside of the yellow cell in **TABLE 2: POSITIVE LEAD-PAINT RESULTS**
 - ii. Press & Hold **Ctrl V** (paste)
 - iii. Scroll to the bottom of pasted cells and find:

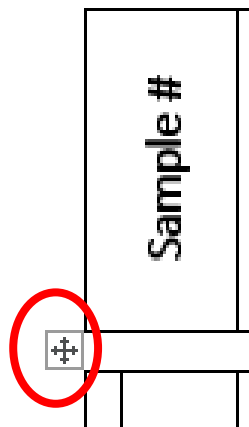


(Click on the down arrow to see your options):



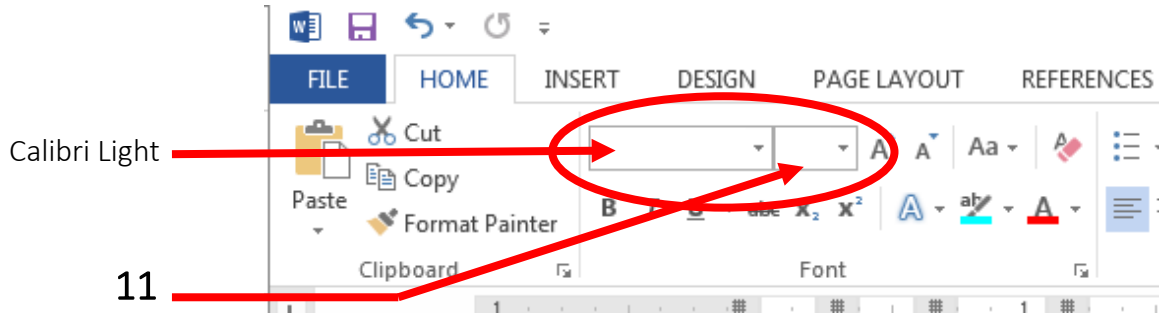
Select **Merge Table (M)**

- iv. Scroll to the top of the table and find the double arrow symbol:



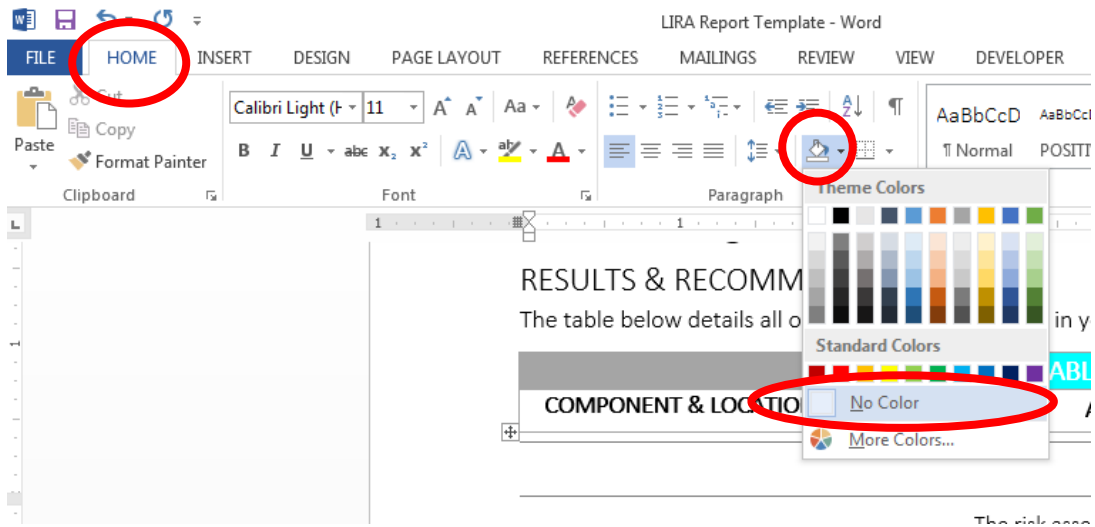
1. Click on it to select the entire table

2. Type in "Calibri Light" and "11":



v. Click in the yellow cell

1. On the Home Tab – choose the paint bucket and select "no color" (removes yellow shading):



END "Table 2: POSITIVE LEAD-PAINT RESULTS" SECTION

TABLE 3: DUST WIPE SAMPLE RESULTS

1. Steps to input Dust Wipe Sample Results into **TABLE 3: DUST WIPE SAMPLE RESULTS**

2. **In Word:**

- a. Enter Sample #
- b. Enter Room/Wipe Location
- c. Select Surface Tested

#	Room/Location	Surface Tested
#	Room/Location	HF
		CF
		T
		S
		O

**HUD lead action levels for dust: Floors – at 10 µg/ft² or
action levels for dust: Window troughs – at 400 µg/ft² or*

d. Select Lead Hazard – Yes/No

Yes/No
Yes
No

e. Enter Lab Result

f. **To add more rows:**

- i. Add blank rows by clicking in the empty row of cells and pressing the **Tab** key (do this until you have your desired number of rows)
- ii. Next, highlight one row of cells that have the “data prompts” (i.e., #, Room/Location, Surface Tested, Yes/No, Result)

Dust Wipe Sample Results

TABLE 3: DUST WIPE SAMPLE RESULTS				
SAMPLE #	ROOM/WIPE LOCATION	SURFACE TESTED	LEAD HAZARD?	LAB RESULT (µg/sq.ft.)
		HF Hard Floor		
		CF Carpet Floor		
		T Trough		
		S Stool/Sill		
		O Other		
#	Room/Location	Surface Tested	Yes/No	Result
#	Room/Location	Surface Tested	Yes/No	Result

*HUD lead action levels for dust: Floors – at 10 µg/ft²; Window stools/interior sills – at 100 µg/ft². Michigan lead action levels for dust: Window troughs – at 400 µg/ft².
**BRL = Below Reporting Limits. N/D = Not Detected

- iii. Press & Hold **Ctrl C** (copy)
- iv. Next, highlight all of the empty cells you created in step (i)
- v. Press & Hold **Ctrl V** (paste)

END “Table 3: DUST WIPE SAMPLE RESULTS” SECTION

TABLE 4: SOIL SAMPLE RESULTS

Click the box to select if soil samples were not collected:



Soil samples not collected due to snow or frozen ground.

**if this box is checked, soil sample results will not be included because soil samples were not taken.*

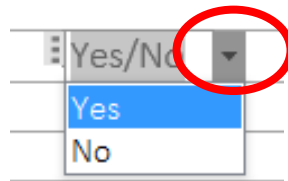
1. If soil samples were not collected, remove **TABLE 4: SOIL SAMPLE RESULTS**
2. If soil samples were collected: Follow these steps to input Soil Sample Results into **TABLE 4: SOIL SAMPLE RESULTS**

a. In Word:

i. To add more rows, refer to *Dust Wipe Sample Results* step (f) (pg. 9 of this guide)

ii. Once rows are added:

1. Enter Sample #
2. Enter Location
3. Enter Sq. Ft.
4. Select Lead Hazard – Yes/No



5. Enter Lab Result

END "Table 4: SOIL SAMPLE RESULTS" SECTION

TABLE 5: OTHER SURFACE SAMPLE RESULTS

1. Steps to input Other Surface Sample Results into **TABLE 5: OTHER SURFACE SAMPLE RESULTS**
 - a. **In Word:**
 - i. **Be sure to BOLD the positive lead results*
 - ii. To add more rows, refer to **Dust Wipe Sample Results** step (f) (pg. 9)
 - iii. Once rows are added:
 1. Enter Surface/Item
 2. Enter Location
 3. Enter Material
 4. Enter Result

END "Table 5: OTHER SURFACE SAMPLE RESULTS" SECTION

TABLE 6: SURFACES UNABLE TO TEST

1. Steps to input Surfaces Unable to Test into **TABLE 6: SURFACES UNABLE TO TEST**
 - a. **In Word:**
 - i. Enter the room where the surface was unable to be tested
 1. *If the entire room is locked or you have been told not to enter the room, specify the entire room as unable to be tested.*
 - ii. Enter the component that was unable to be tested
 1. *If the entire room was unable to be tested – specify all components were unable to be tested.*
 - iii. Enter the reason it was unable to be tested

END “Table 6: SURFACES UNABLE TO TEST” SECTION

TABLE 7: POTENTIAL HAZARDS

1. Steps to input Potential Hazards into **TABLE 7: POTENTIAL HAZARDS**
 - a. **In Word:**
 - i. Use the same steps as “**TABLE 2: POSITIVE LEAD-PAINT RESULTS**” (pg. 7-8) except pull the data from “Table 7 POTENTIAL HAZARDS” in Excel.

END “Table 7: POTENTIAL HAZARDS” SECTION

Water Testing

1. Steps to input responses into **Water Testing: RESULTS & RECOMMENDATIONS**
 - a. Select appropriate response for each question (drop down options) or type in response where appropriate (“When?” “Where” “Location” etc.)
 - b. **Bolded questions** are questions you should **verbally ask** the interviewee.
 - c. For this table:

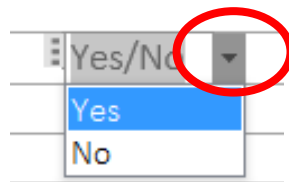
FAUCET	WATER FILTER	AERATOR
--------	--------------	---------

- i. To add more rows, refer to **Dust Wipe Sample Results** step (f) (pg. 9)

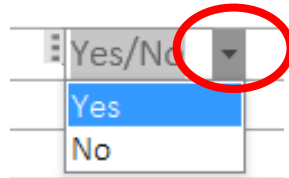
- d. For this table:

TABLE W.1: WATER SAMPLE RESULTS

- i. To add more rows, refer to **Dust Wipe Sample Results** step (f) (pg. 9)
 1. Enter Sample #
 2. Enter Location
 3. Select if lead is present in sample – Yes/No



4. Select if sample exceeds EPA action levels – Yes/No



5. Enter Lab Result in milligrams
 6. Enter Lab Result in ppb

- b. For the **“Recommendations”** section: **Select a lead detection response:**
 - i. Click on the box “Select Lead Detection” and select if lead was detected in water.

Recommendations

Select Lead Detection

Lead was not detected in water.

Lead was detected in water. The results are BELOW EPA action levels. EPA action level is 15 ppb (parts per billion) or above.

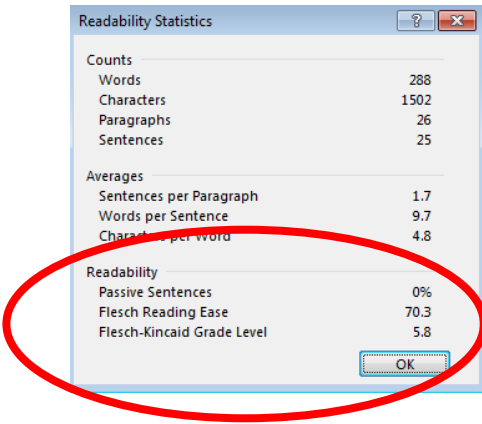
Lead was detected in water. Some results are ABOVE EPA action levels. EPA action level is 15 ppb (parts per billion) or above. Areas where lead was detected in water include:

- ii. If some results are ABOVE EPA action levels **(third option)** – remember to **write the locations where lead was detected in water.**
 - iii. ****If lead was not detected in water or the results are BELOW EPA action levels, please delete the “Location” bullets.**

END “Water Testing” SECTION

Inspector Summary

1. This section is here for you to capture anything else that may not be reflected in the report. You do not have to write an Inspector Summary.
2. If you choose to not write a summary – please **delete** this section (including the title)
3. Before you post your summary, please check your readability statistics. To do so:
 - a. Open up a new Word document.
 - i. Paste your summary in the blank Word document
 - ii. Go to the **Review** tab and select “**Spelling & Grammar**”
 - iii. *Review all of the grammar tips – once finished, a dialogue box will appear.*



Passive sentences goal:
0%

Flesch Reading Ease:
90 – 100 **Very Easy (A+)**
80 – 89 **Easy (A)**
70 – 79 **Fairly Easy (A-)**
60 – 69 **Standard (B)**
50 – 59 **Fairly Difficult (C)**
30 – 49 **Difficult (D)**
0 – 29 **Very Confusing (F)**

Flesch-Kincaid Grade Level:
Below 7.0

Inspector Certification

1. Enter name
2. Insert electronic signature*
 - a. *Establish an electronic signature:*
 - i. *Sign name on a blank piece of paper.*
 - ii. *Scan paper into computer (at office, scan at copy machine)*
 - iii. *Retrieve scanned copy of signature on computer*
 - iv. *Use “Snag-It” to copy signature.*
 - v. *Save signature as a photo.*
 - vi. *Upload this photo into report as your signature.*
3. Enter Michigan Certified Lead Inspector/Risk Assessor # P-0XXXX
4. Enter email address

END “Inspector Summary” & “Inspector Certification” SECTION

Appendices

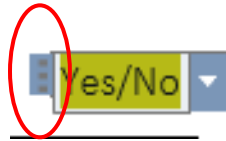
APPENDIX A – RESIDENT INTERVIEW

To input responses for each question:

1. Select appropriate response for each question.
 - a. **Bolded questions** are questions you should **verbally ask** the interviewee.
2. For this table:

FREQUENT AREAS CHILD VISITS					
Where does your child like to sleep, eat, and play?					
CHILD	AGE	BEDROOM	EATS	PLAYS INDOORS	PLAYS OUTDOORS
Child 1	Age	Bedroom	Eats where?	Plays where?	Plays where?

- a. To add more rows, refer to **Dust Wipe Sample Results** step (f) (pg. 9)
3. For this table:
 - a. For clickable responses (ex. “Yes/No,” “Where?”) – if there is not a response, click on the three dots and press **delete** (or you can type **N/A**):



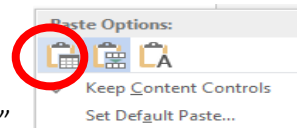
b.

OCCUPATIONAL/HOBBY RISK FACTORS	
QUESTION	RESPONSE
Name:	Name
Relationship:	Relationship
Occupation/Hobby:	Occupation/Hobby
Does the child have access to the area where the activity (occupation or hobby) takes place?	Yes/No
Are the clothes worn during these activities separated from family laundry?	Yes/No
Are work/hobby shoes worn into the house?	Yes/No
Is a vehicle used to commute to and from this activity and home?	Yes/No
Is the child held or greeted before this person showers, changes clothes or washes hands?	Yes/No

- a. To add another table, in the report:
 - i. Copy table from **QUESTION- RESPONSE** to **Is there a child held or greeted..** to **Yes/No** by pressing and holding **Ctrl C** (copy)



- ii. Click below the table and press **Ctrl V** (paste) and find:



- iii. Select “Keep Original Table Formatting (K)”

END “Appendix A – Resident Interview” SECTION

APPENDIX B – SITE INFORMATION

B-1: General Property Description:

1. Enter general property description.

B-2: Building Condition

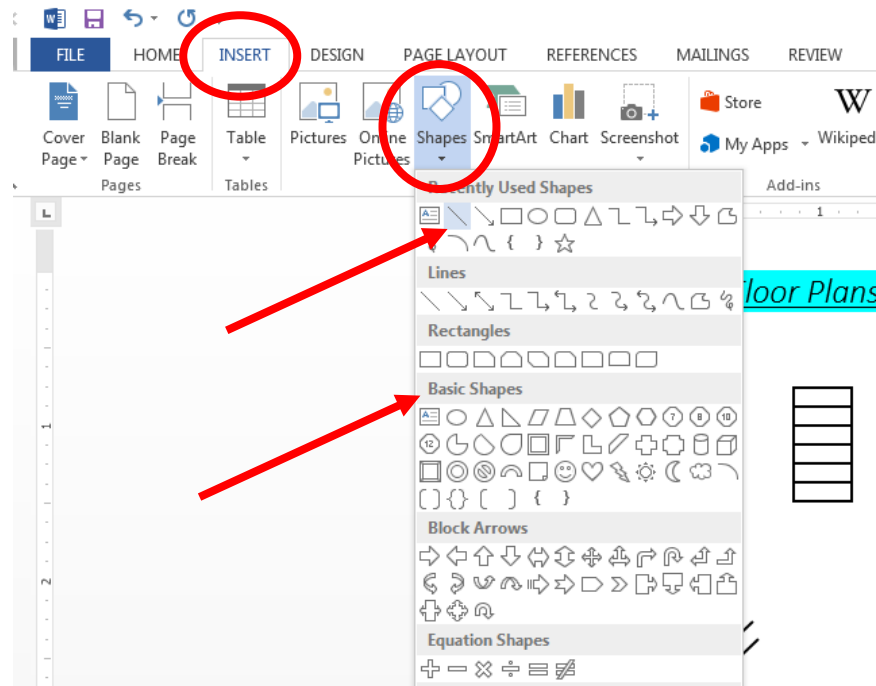
To input responses for each question:

1. Select appropriate response for each question.
 - a. **Bolded questions** are questions you should **verbally ask** the interviewee.

B-3: Floor Plans

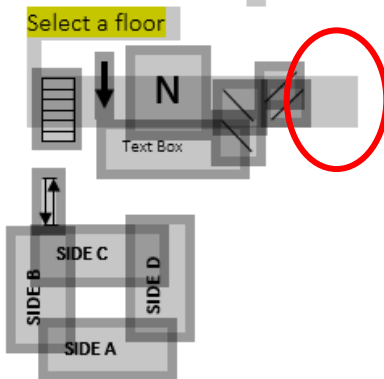
To create floor plans in Word:

1. Use the shapes provided in the report template
2. To copy a shape
 - a. Press and hold **Ctrl C** (copy)
 - b. Click off of the shape
 - c. Press and hold **Ctrl V** (paste)
3. To insert a new shape (line / square / etc.) go to the **INSERT** tab.
 - a. Click on “Shapes” to select shape needed (see photo below):



4. To add more Floor Plan pages:
 - a. Highlight:

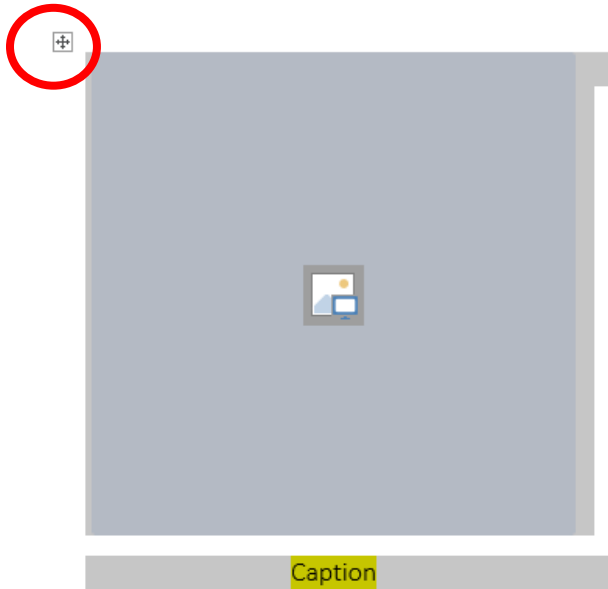
B-3: Floor Plans



- b. Press **Ctrl C**
- c. Click somewhere near the red circle (above)
- d. Press **Ctrl V**
- e. Repeat pressing **Ctrl V** for the correct number of floor plan pages you need
- f. *Remember to remove any blank pages that may have been made*

B-4: Photos

1. To add more pages of photos:
 - a. Click on the double arrow (shown below)



- b. Press **Ctrl C** (copy)
- c. Press **Ctrl V** (paste)
- d. Press **Ctrl Enter**
- e. Repeat steps a – d (continue until you have enough pictures)

END "Appendix B – Site Information" SECTION

APPENDIX D – ALL XRF RESULTS

D-1: Results

ALL XRF RESULTS

1. Steps to input All XRF Results **TABLE 8: ALL XRF RESULTS**
 - a. Use the same steps as “**TABLE 2: POSITIVE LEAD-PAINT RESULTS**” (pg. 7-8) except pull the data from “Table 8 ALL XRF RESULTS” in Excel.

END “Appendix D – ALL XRF RESULTS” SECTION

APPENDIX E – ORIGINAL LABORATORY REPORTS

E-1: Laboratories Used

1. Enter Trace Metals Laboratory address
2. Enter Drinking Water Laboratory address

END “Appendix D – ALL XRF RESULTS” SECTION

E-2: Original Laboratory Reports

1. Attach all copies of Original Laboratory Reports here (AKA: print the PDFs the lab sends you and include at the end of this report)

END “Appendix D – ALL XRF RESULTS” SECTION