

External Users/Customers: Access EALS & Submit an Online Lead Monthly Summary Report

- Enter User ID and Password at <https://odhgateway.odh.ohio.gov/HomePage.aspx>
- Once you have logged on to the system, select **Environmental Licensing - External**

- Click on **Select** on the left hand side of the page next to your license number

You are currently assigned to the following licenses

	License #	Company Name	First Name	Last Name	Last Accessed
Select	LA9524	YOUR COMPANY NAME HERE	FIRST NAME	LAST NAME	6/14/2021 11:31:56 AM

- Click the [Search] button to view list of lead monthly summary reports previously submitted
- Click the [New monthly summary] button to enter and submit a new lead monthly summary report

- Once you select [New monthly summary] the screen below will appear
- Input the summary month which is last day of month as a date (mm/dd/yy) in the text box next to 'Summary month ending on:'
- Click on the [Save] button.

New Summary Save Cancel

(** MUST PROVIDE VALID number and summary month in date format **)

License #: LA9524 License expiration: No: 170944 Summary Summary month ending on: []

Individual: Company: Address: City: Columbus State: OH Zip: 43215

Status: Pending [] No Activity

Notes to ODH: []

Notes to Individual: For ODH use only []

- If you have not performed any activity for the entered month, the database defaults to the 'No Activity' selection and you are done.
- If you need to submit another summary, click on the [New Summary] button and follow previous steps
- If you have performed any activity for the entered month, click on the [Add Summary Detail] button

New Summary Edit Summary New Search Back to Listing Print

(** MUST PROVIDE VALID number and summary month in date format **)

License #: LA9524 License expiration: No: 170944 Summary Summary month ending on: 7/31/2021

Individual: Company: Address: City: Columbus State: OH Zip: 43215

Status: Pending [] No Activity

Notes to ODH: []

Notes to Individual: For ODH use only []

Add Summary Detail

0 detail records found for monthly summary: 170944

Address	City	Zip
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- Once you select [Add Summary Detail] the screen below will appear
- Input the property information in the Address, City and Zip fields
- Answer two questions with dropdown menu responses
 - Was constructed before 1950? - Yes/No/Don't know
 - Was lead hazard found? - Yes/No

Add Monthly Detail

[LA9524]

Property Detail #: **216877**

Address: City: State: Zip:

Was constructed before 1950? Was a lead hazard found?

List of activities

- Clearance Testing
- Inspection
- Inspection/Risk Assessment
- Lead Hazard Screen
- Partial Inspection
- Partial Risk Assessment
- Risk Assessment

List of Activities Performed

Reasons for activity

- Abatement
- EBL Investigation
- Essential Maintenance Practices
- Hazard Control Order
- Lead Safe Renovation
- Non-Abatement
- Owner Requested

List of Reasons for Activity

- In the **List of activities** field, select the activity that was performed and then click the [>] button. As you select an activity, it will appear in the list (and can be deleted if necessary)
 - If you select Clearance Testing, answer the question “Did clearance area pass?” with the drop down menu responses - Yes/No
- In the **Reasons for activity** field, select the activity that was performed and then click the [>] button. As you select an activity, it will appear in the list (and can be deleted if necessary)
- Click on the [Save detail] button when all required information has been entered. Failure to provide answers to questions or select a reason for activity will result in a deficient summary.

List of activities

- Clearance Testing
- Inspection
- Inspection/Risk Assessment
- Lead Hazard Screen
- Partial Inspection
- Partial Risk Assessment
- Risk Assessment

List of Activities Performed

Clearance Testing	Delete
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Reasons for activity

- Abatement
- EBL Investigation
- Essential Maintenance Practices
- Hazard Control Order
- Lead Safe Renovation
- Non-Abatement
- Owner Requested

List of Reasons for Activity

Abatement	Delete
EBL Investigation	Delete
Hazard Control Order	Delete

Did clearance area pass?

Must select 'YES' or 'NO'

- If more properties need to be added, click on the [Add Summary Detail] button and follow previous steps
- If you are done, click on the [Print] buttons to print a paper copy or save an electronic PDF of the report
- Once all your details have been added, you are done and can return to the search page by clicking on the [New Search] button. If you need to enter another monthly summary report, click on the [New Summary] button and follow previous steps

(MUST PROVIDE VALID number and summary month in date format **)**

License #:
 License expiration: No: 170944
 Summary
 Summary month ending on:

Individual:
 Company:
 Address:
City: Columbus
State: OH
Zip: 43215

Status:
 No Activity

Notes to ODH:

Notes to Individual: For ODH use only

1 detail records found for monthly summary: 170944

Address	City	Zip		
123 EXAMPLE AVE	COLUMBUS	43215	<input type="button" value="Delete"/>	<input type="button" value="Edit"/>

- If you need to revise a lead monthly summary due to it being marked deficient, return to the 'Search' page by logging into your account following instructions on Page 1 (or clicking the [New Search] button)
- Click on the [Search] button to view a list of lead monthly summary reports previously submitted

Lead Monthly Summary Search

Summary #:

License #:

First name:

Last name:

Summary Dates: ⓘ through ⓘ

Status:

Summary details zip:

11111
 13154
 13207
 13613
 14473
 15003
 15002

- Once you select [Search] the screen below will appear
- Find the corresponding monthly summary on the resulting list, then click **Select** on the left hand side to open the report

Lead Monthly Summary Search Result

New summary report New Search

10 records found matching your criteria

	Summary #	Summary date	View
Select	170944	07/31/2021	View
Select	170943	06/30/2021	View
Select	170374	05/31/2021	View
Select	170191	04/30/2021	View
Select	169906	03/31/2021	View
Select	169927	02/28/2021	View
Select	169203	01/31/2021	View
Select	168625	12/31/2020	View
Select	168540	11/30/2020	View
Select	168541	10/31/2020	View

1 2 3

- If you need to revise the date, click the [Edit Summary] button and then type in the last day of month as a date (mm/dd/yy) in the text box next to 'Summary month ending on:', then click the [Save] button
- If you need to add summary detail to a monthly summary marked as no activity, click the [Edit Summary] button, click the [Save] button, and then click [Add Summary Detail] and follow instructions on Page 3
- If you need to revise a summary detail, click **Edit** on the right hand side of the page next to the address

Add Summary Detail

1 detail records found for monthly summary: 170944

Address	City	Zip		
123 EXAMPLE AVE	COLUMBUS	43215	Delete	Edit

- Follow the instructions on Page 3 to make required revisions, then click on the [Save detail] button

Property Detail #: **216877**

Address: City: State: Zip:

Was constructed before 1950? Was a lead hazard found?

List of activities

- Clearance Testing
- Inspection
- Inspection/Risk Assessment
- Lead Hazard Screen
- Partial Inspection
- Partial Risk Assessment
- Risk Assessment

List of Activities Performed

Clearance Testing [Delete](#) Did clearance area pass?

Reasons for activity

- Abatement
- EBL Investigation
- Essential Maintenance Practices
- Hazard Control Order
- Lead Safe Renovation
- Non-Abatement
- Owner Requested

List of Reasons for Activity

Abatement [Delete](#)

EBL Investigation [Delete](#)

Hazard Control Order [Delete](#)