BCD Minor Label Program – Inspection Reporting Procedure

Three attempts within three weeks of receiving the inspection request are required to try and make contact with the homeowner. This would be three telephone calls or one mailing with two follow-up telephone calls.

How reimbursement is determined:

Reimbursement is **determined by date.** The earliest Pass/Fail date entered for a label is the one reimbursed. A hypothetical example:

- Example label lot: label numbers 12341 through 12350 (10 labels = 1 lot)
- 12341 is sent to a jurisdiction on May 1, 2009
- 12341 is passed by this jurisdiction on May 5, 2009—this jurisdiction receives "this label eligible for reimbursement" message
- A different jurisdiction enters an unrequested inspection for 12345, another label in this same lot of 10, on May 10, 2009
- Because only one inspection out of the lot is eligible for reimbursement, the jurisdiction with the unrequested label 12345 will receive the "this label not eligible for reimbursement" message
- The first requested inspection is always reimbursable.

* If an inspection is completed at the end of a quarter but the inspection is not reported online until the beginning of the following quarter the inspection will not be paid in the quarter it was inspected in.

First quarter: January 1 at 12:00am – March 31 at 11:59pm
Second quarter: April 1 at 12:00am – June 30 at 11:59pm
Third quarter: July 1 at 12:00am – September 30 at 11:59pm
Fourth quarter: October 1 at 12:00am – December 31 at 11:59pm

Second/Third Inspections – Failed Labels

The same procedure will occur with second/third inspections for previously failed labels. Once a label that is the second or third inspection out of a lot is passed or failed, the "not eligible for reimbursement" message will appear on the screen with a notice that the jurisdiction will need to bill the contractor directly for the $75.00 fee.

Unrequested Inspections

A minor label can be inspected at anytime. If an inspector is on a jobsite and finds a minor label sticker; provided they are qualified to inspect the work, they can document the inspection information and the label number. Unrequested inspection information has to be entered using the Enter inspection results link. These inspections may or may not be paid. Once inspection results are entered online you will be notified if the inspection qualifies for reimbursement.

- If the installation information for the unrequested inspection **has not** been entered into the system:
    1. From the Main Menu, click Enter inspection results
    2. Enter the label number ("S" in front of the number)
    3. The following messages will appear on the screen:

No installation information found

No inspection information found

No address has been entered for this label. If you have not performed an inspection, DO NOT use the following links to edit or create an inspection record.

There are no inspection entries for this label at this time.

Click Here to create a new inspection record and enter the inspection details.

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4. Click on Click Here. Type in the address of the property inspected (city and ZIP must be entered). Select "Pass" or "Fail" from the Inspection Status menu, and enter the inspection date. The type of work inspected and the inspector's name should be typed in the comment box (this information will be visible to the contractor). Press SAVE. The message "This inspection qualifies (or does not) for reimbursement through the BCD Minor Label Program." will appear.
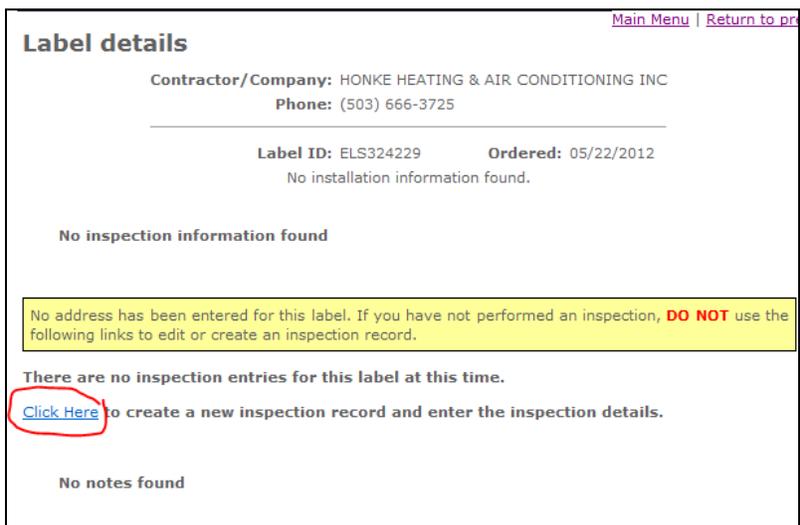
- If the installation information for the unrequested label has already been entered into the system :
    1. The "Click Here to create a new inspection record…" message will appear on the screen. Click on Click Here. The complete installation information will be displayed on the screen. Select "Pass" or "Fail," enter the inspection date, what was inspected and by whom in the comment box, and press SAVE. The "inspection qualifies (or does not) for reimbursement…" message will display.