

March 20, 2020

TO: Responsible Parties, Environmental Service Companies, Consultants, and Other Interested Parties

FROM: Vance Jackson, UST Section Chief

CC: Scott Bullock, Corrective Action Branch Head, William Hunneke, Trust Fund Branch Head and Ruth Strauss, Permits and Inspections Branch Head

SUBJECT: Electronic Document Submittal for the UST Section

Since February 20, 2014 the UST Section has been transitioning to electronic data management in order to enhance customer service, reduce paper consumption, and decrease requirements for file space. Starting immediately, all reports (including, but not limited to 20-Day Reports, Initial Abatement Action Reports, LSA Reports, CSA Reports, Feasibility Reports, CAPs, NTCs, monitoring reports, remediation reports, letter reports, etc.) required by the UST Section should be submitted according to the following procedures updated from the February 20, 2014 and February 13, 2018 Memorandums:

1. An electronic version of the complete document, including any required laboratory reports, should be submitted to the appropriate UST Section Regional Office and, if requested to the Trust Fund Branch, to the UST Section Central Office.
2. The electronic document in PDF format should be submitted via the UST Section's FTP site. The access information for the FTP site is available from the respective regional office or from staff in the Green Square office. There is a separate access protocol for members of the public, who may have need to request a large file that is time sensitive and not available on Laserfiche. If the RP or Consultant cannot access the FTP site, the electronic document may still be submitted on a CD in PDF format. Only one document should be submitted per CD.
3. The file should have Optical Character Recognition (OCR) applied. Any scanned document should have a minimum resolution of 300 dpi. The document should not be submitted solely by email.
4. The electronic document should be named per the previously provided naming protocols.  
[https://files.nc.gov/ncdeq/Waste Management/DWM/UST/Corrective Action/UST file names for Laserfiche.docx](https://files.nc.gov/ncdeq/Waste%20Management/DWM/UST/Corrective%20Action/UST%20file%20names%20for%20Laserfiche.docx)
5. If a CD is submitted, a signed cover/transmittal letter should accompany the CD and should include the UST Section incident name, incident number, the name and date of the document, and facility ID if applicable. The CD itself should be labeled with the same information.
6. The electronic version of the document should display the seal and signature of the certified professional engineer or licensed geologist and the name and corporate certification of the firm or corporation, as applicable, on the title page. A copy of the signed cover/transmittal letter should be included within the electronic document immediately behind the cover page.
7. Portfolio formats, password protections and/or encryptions should not be included in the electronic file.

If you have questions regarding this memo, please contact the appropriate UST Section regional office supervisor at the address or telephone number listed below or, if applicable, the Trust Fund Branch at (919) 707-8200.