



Searching DEQ's EDMS: Tips and Tricks

Ellen Peneguy

Questions to Answer Today

- How can I access DEQ's records?
- How can I find the documents I need more quickly?
- What are the advanced features of the EDMS?

How can I access records?

- Submit a public records request
- Visit a Public Records Center
- View the online Electronic Document Management System (EDMS)

Public Records Requests

- Send request form to DEQ
 - Online – www.deq.louisiana.gov/prr
 - Mail
 - Fax
 - In person
- To obtain a paper form visit our website at www.deq.la.gov/pubrecords or contact a Public Records Technician at (225) 219-3168 or publicrecords@la.gov



Louisiana Department of Environmental Quality

To submit a **Public Records Request**, enter the information about your request into the fields below. When complete, click the "Submit Request" button. You may also download a [blank form](#) and enter your information per the instructions on the form. If you have questions, call (225)219-3168 or e-mail publicrecords@la.gov. Form fields marked with an asterisk (*) are required.

*Full Name
Organization
*Mail Address-1
Mail Address-2
*City
*State *Zip Save the requestor info as a [cookie?](#)
*Phone - - x
Fax - - x
E-mail
*Request Details
Delivery Method **[Select a delivery method.]**

To expedite your request, be as specific as possible. Include the street address of the facility, document dates, and other details about the records of interest, limited to 4000 characters.

After your request is reviewed, an LDEQ Public Records staff member will contact you. Duplication fees are listed below; you will be notified of the total cost when contacted. If you qualify for free or reduced rate copies, please complete the [Free or Reduced Rate Copy Certification Form](#) and submit it via fax, mail, or personal delivery.

Regular copies -- \$0.25 per page	Fax rate -- \$1.00 per page
Reduced copies -- \$0.05 per page	CDs or disks -- \$5/disk + \$25/hour data processing fee

Submit Request **Clear Fields**

Public Records Requests

- Records Management fulfills public records requests by:
 - Receiving requests
 - Contacting requester within three days
 - Locating responsive records
 - Providing notice of copy and shipping costs
 - Receiving appropriate fees (check or money order)
 - Delivering copies of records upon payment



Public Records Center

- Hours: 8:00 AM - 4:30 PM, Monday - Friday
- Visitors may research and print facility records
- Assistance is provided by a member of the Records Management staff
- Provide access to non-paper records
- Regional Offices have public access computers

Regional Offices



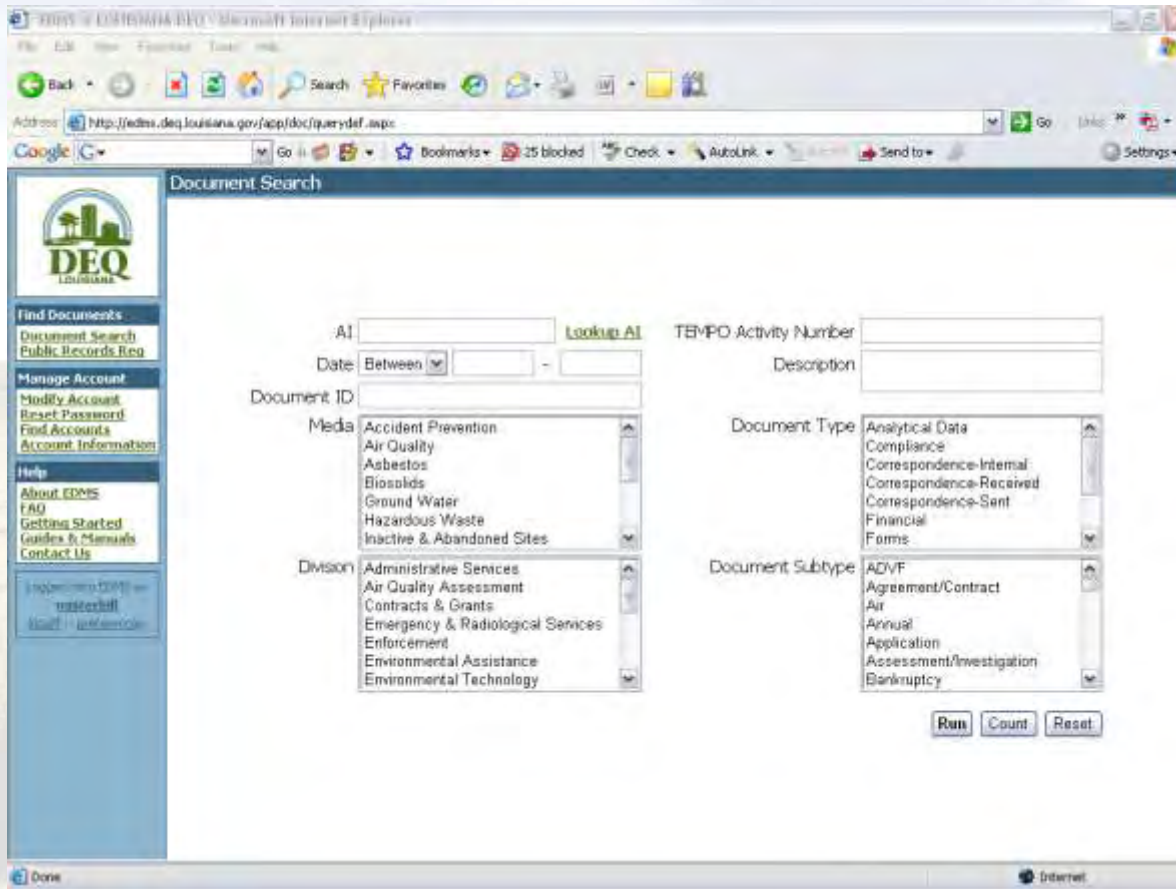
- Shreveport
- West Monroe
- Pineville
- Lake Charles
- Lafayette
- Lockport
- New Orleans
- Baton Rouge



Online Records Access

- <http://www.deq.louisiana.gov/edms>
- Documents available online
 - No Radiation related documents
- Visit Public Records Centers to access all documents, except confidential

Searching



The screenshot shows a web browser window displaying the DEQ Louisiana Document Search interface. The browser address bar shows the URL: <http://edms.deq.louisiana.gov/app/doc/querydef.aspx>. The page title is "Document Search".

The interface includes a sidebar on the left with the following sections:

- Find Documents:** Document Search, Public Records Req.
- Manage Account:** Modify Account, Reset Password, Find Accounts, Account Information.
- Help:** About EDMS, FAQ, Getting Started, Guides & Manuals, Contact Us.

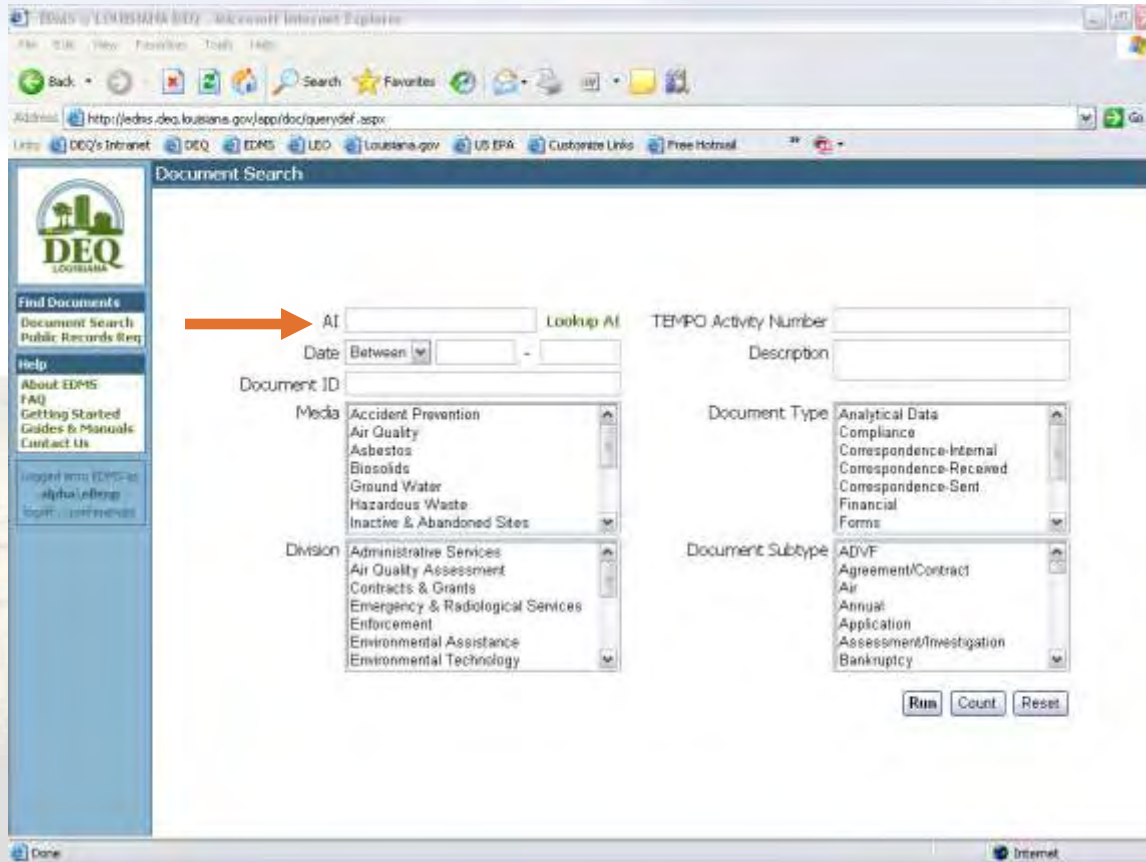
The main search area contains the following fields and options:

- AI:** A text input field with a "Lookup AI" button.
- Date:** A "Between" dropdown menu followed by two date input fields.
- Document ID:** A text input field.
- Media:** A dropdown menu with options: Accident Prevention, Air Quality, Asbestos, Biosolids, Ground Water, Hazardous Waste, Inactive & Abandoned Sites.
- Division:** A dropdown menu with options: Administrative Services, Air Quality Assessment, Contracts & Grants, Emergency & Radiological Services, Enforcement, Environmental Assistance, Environmental Technology.
- TEMPO Activity Number:** A text input field.
- Description:** A text input field.
- Document Type:** A dropdown menu with options: Analytical Data, Compliance, Correspondence-Internal, Correspondence-Received, Correspondence-Sent, Financial, Forms.
- Document Subtype:** A dropdown menu with options: ADFV, Agreement/Contract, Air, Annual, Application, Assessment/Investigation, Bankruptcy.

At the bottom of the search area, there are three buttons: **Run**, **Count**, and **Reset**.

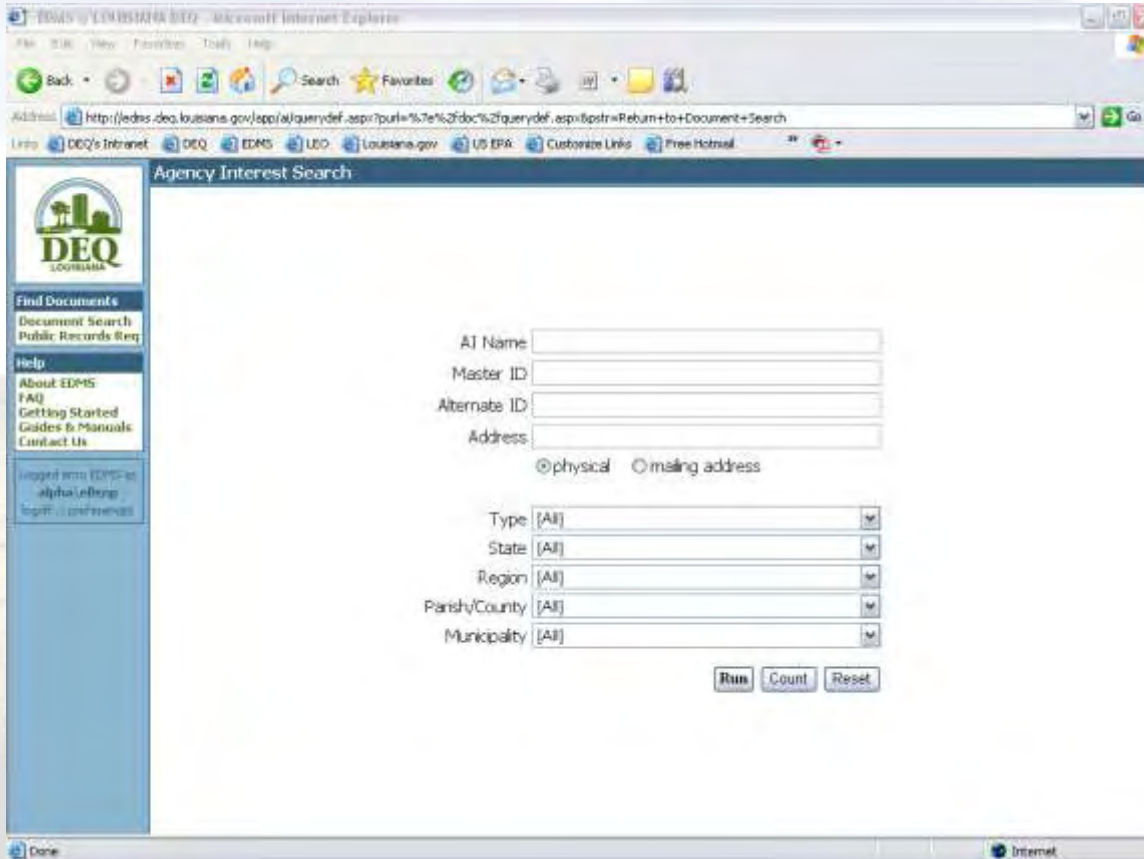
- To begin searching for documents, enter information in the fields on the document search screen.
- For a broad search, fill in one or two fields.
- To narrow a search, fill in more fields.
- Click **Run**.

Agency Interest (AI) Number



- Identification number assigned to every facility DEQ regulates
- To enter one or more AI numbers:
 - Use a semicolon to separate multiple AIs
 - Do not use a space
 - If you don't know the AI, click green Lookup AI link

Lookup AI



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

State [All]

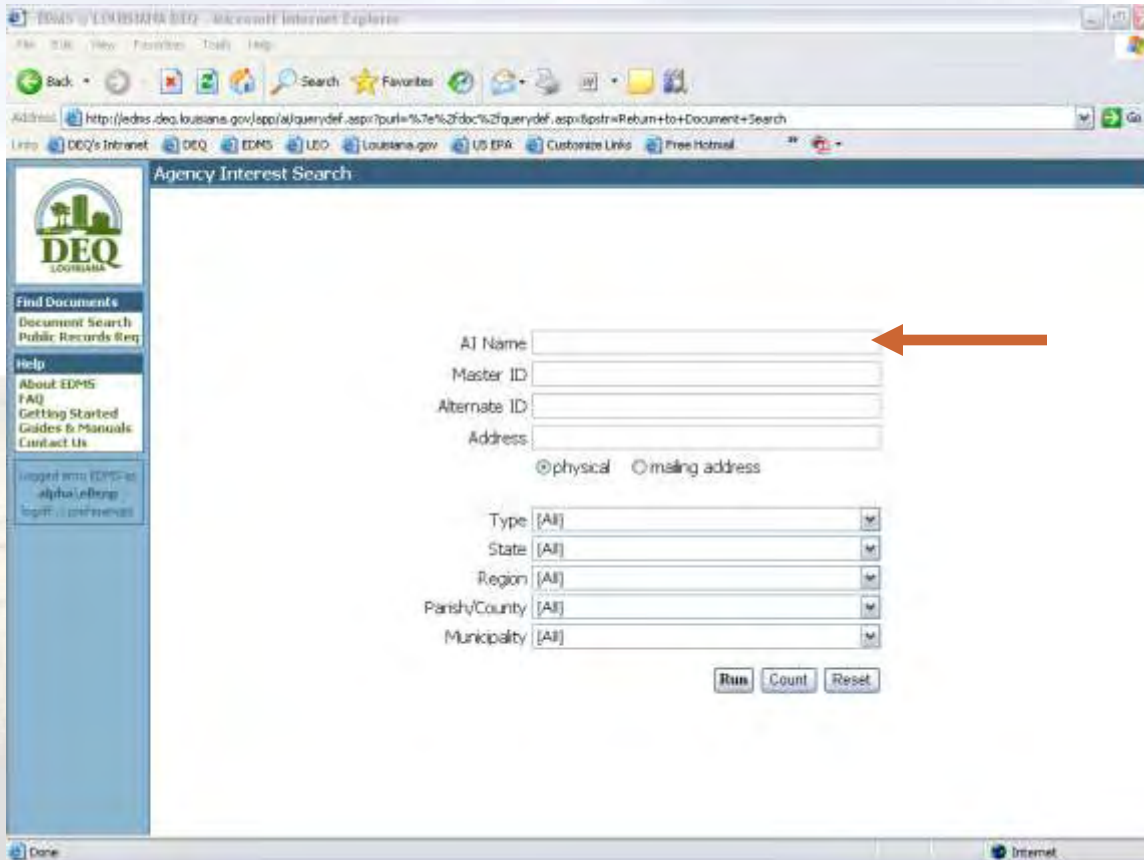
Region [All]

Parish/County [All]

Municipality [All]

- AI Search screen
- Not case sensitive
- Wildcards (*) may be used in text fields
- Enter the available search information. Click **Run**.

AI Name



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

State [All]

Region [All]

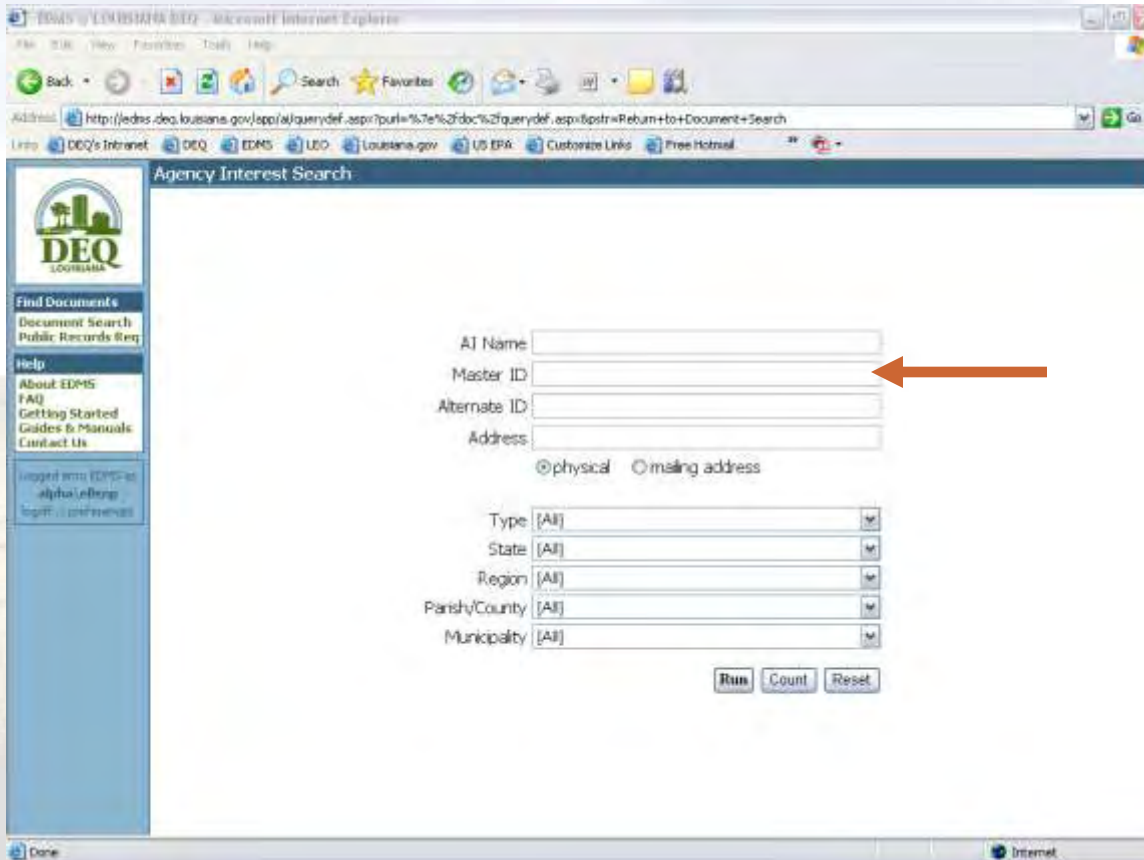
Parish/County [All]

Municipality [All]

- Use wildcards when unsure of spelling
- Waste Water Treatment Plants listed as WWTP
- For city/town lookup, search for cityname*city (i.e. Pineville*city)

Master ID

- Enter a known AI number to find the name and physical and mailing addresses for a facility.



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

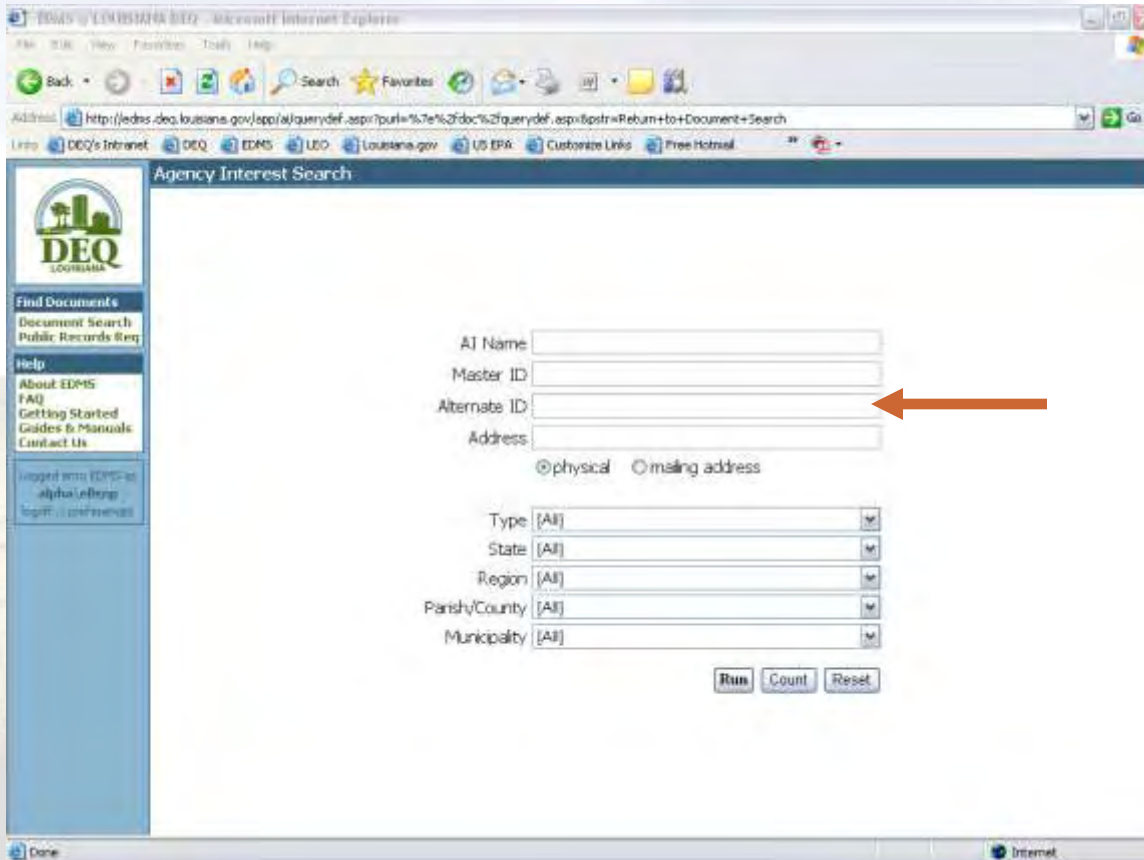
State [All]

Region [All]

Parish/County [All]

Municipality [All]

Alternate ID



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

State [All]

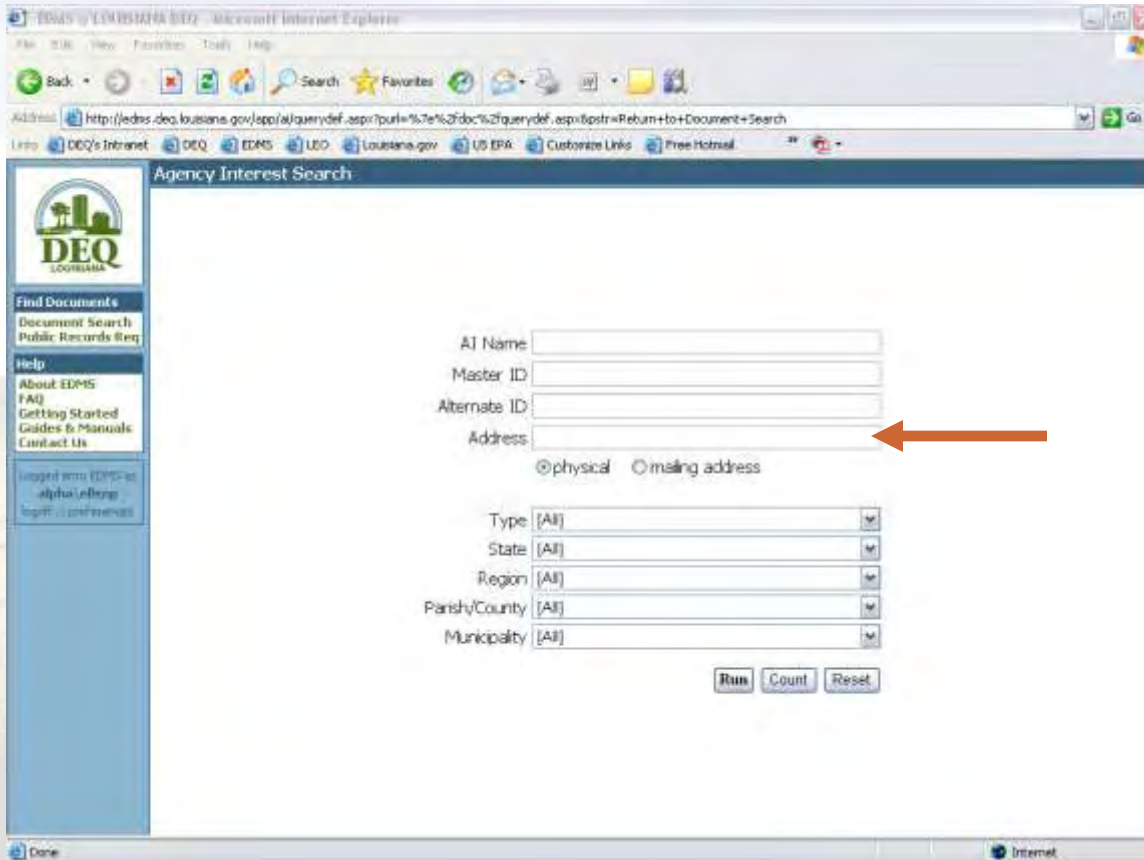
Region [All]

Parish/County [All]

Municipality [All]

- Enter a permit number to find which AI it is associated with
- In place of dashes in permit numbers, use a wildcard
- i.e. LAD*9857*

Address



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

State [All]

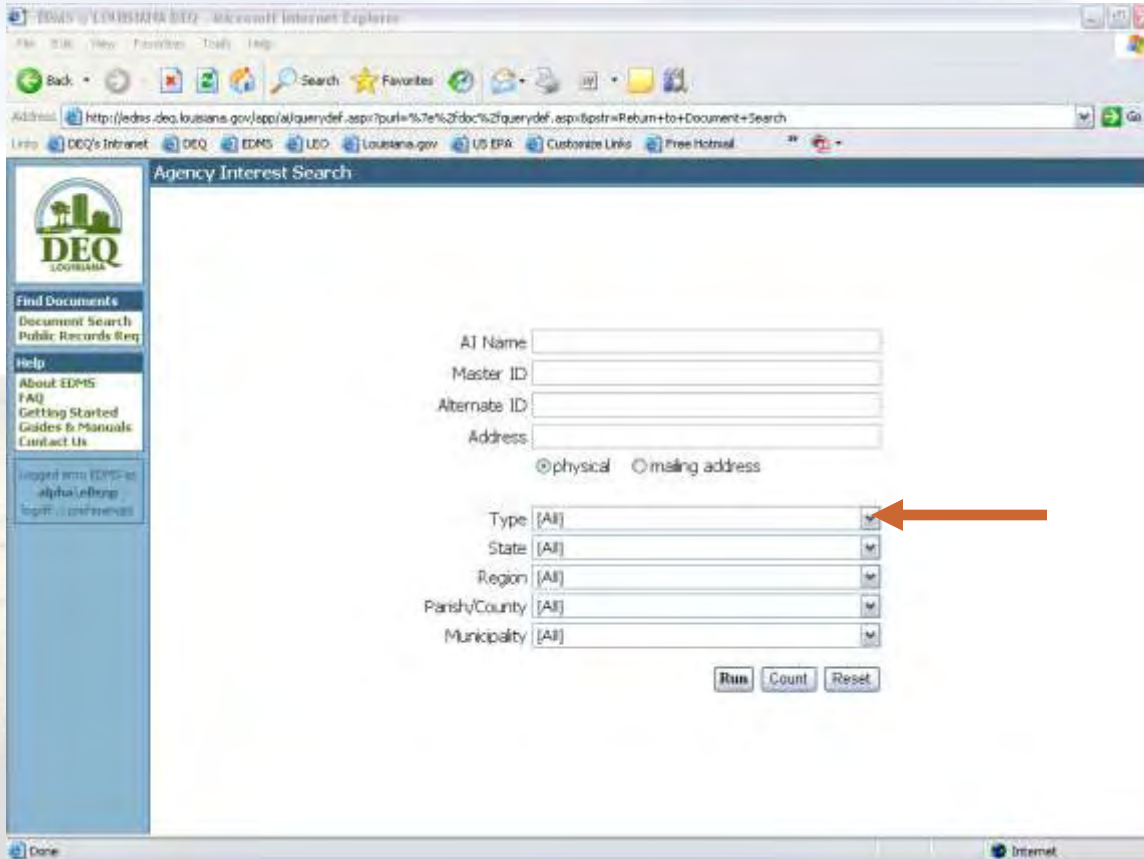
Region [All]

Parish/County [All]

Municipality [All]

- Enter a complete or partial address
- Avoid entering Dr., St., Ave., etc.
- For mailing addresses, use p*o*box
- Enter a zip code to generate list of all facilities in an area

Type



Agency Interest Search


AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All] 

State [All]

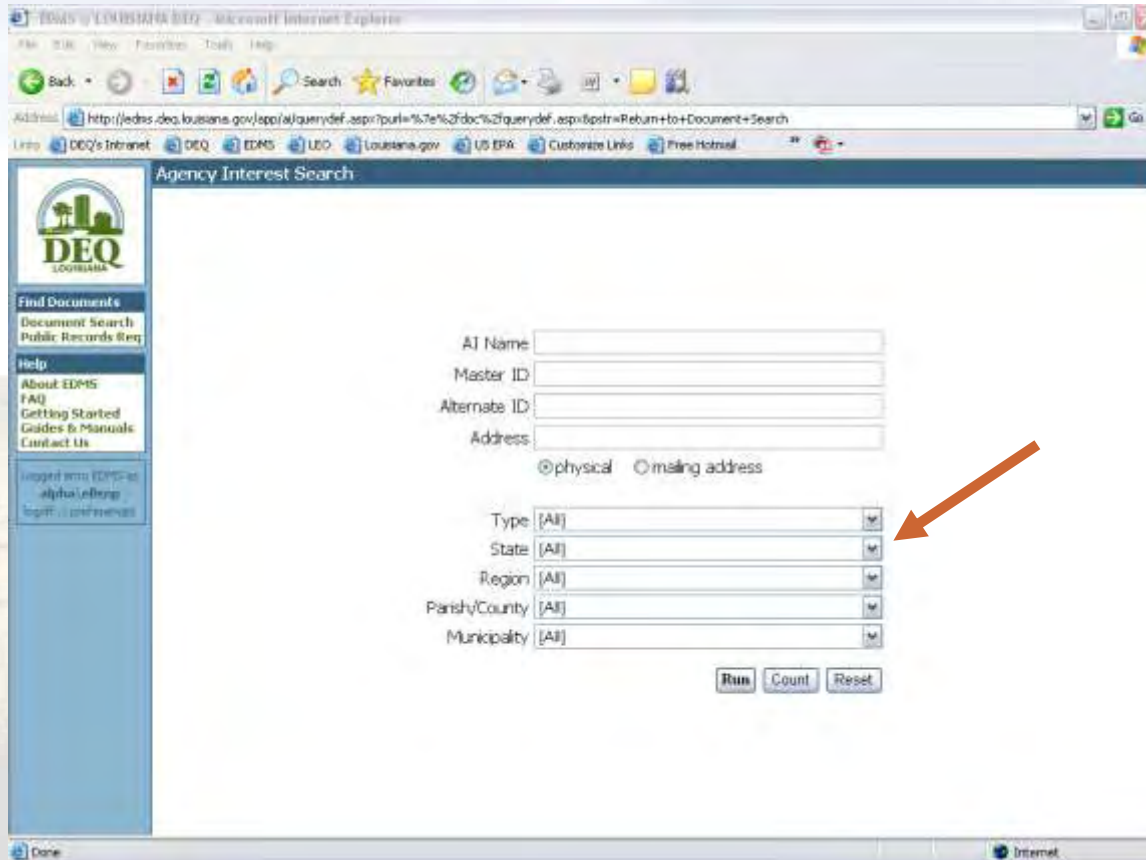
Region [All]

Parish/County [All]

Municipality [All]

- Select a type of facility from the drop down list
- May provide only partial results, depending on the information available in DEQ database (TEMPO)

State/Region/Parish/ Municipality



Agency Interest Search

AI Name

Master ID

Alternate ID

Address

physical mailing address

Type [All]

State [All]

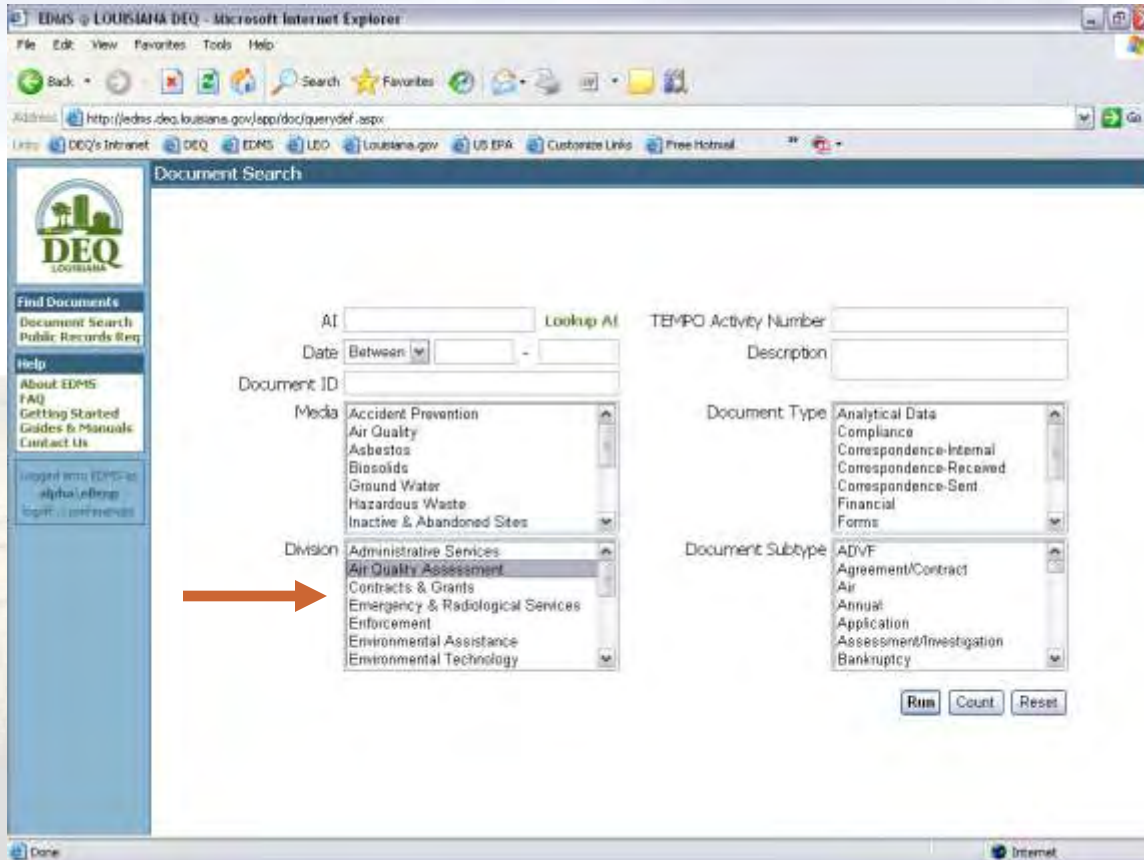
Region [All]

Parish/County [All]

Municipality [All]

- Select State first, or other fields are not available
- Select area from drop down boxes to generate a list of facilities in an area

Division



EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address: http://edms.deq.louisiana.gov/app/doc/querydef.aspx

Document Search

Find Documents
Document Search
Public Records Req

Help
About EDMS
FAQ
Getting Started
Guides & Manuals
Contact Us

logged into EDMS as
alpha/alpha
login | preferences

AI Lookup AI

Date Between -

Document ID

Media
Accident Prevention
Air Quality
Asbestos
Biosolids
Ground Water
Hazardous Waste
Inactive & Abandoned Sites

Division
Administrative Services
Air Quality Assessment
Contracts & Grants
Emergency & Radiological Services
Enforcement
Environmental Assistance
Environmental Technology

TEMPO Activity Number

Description

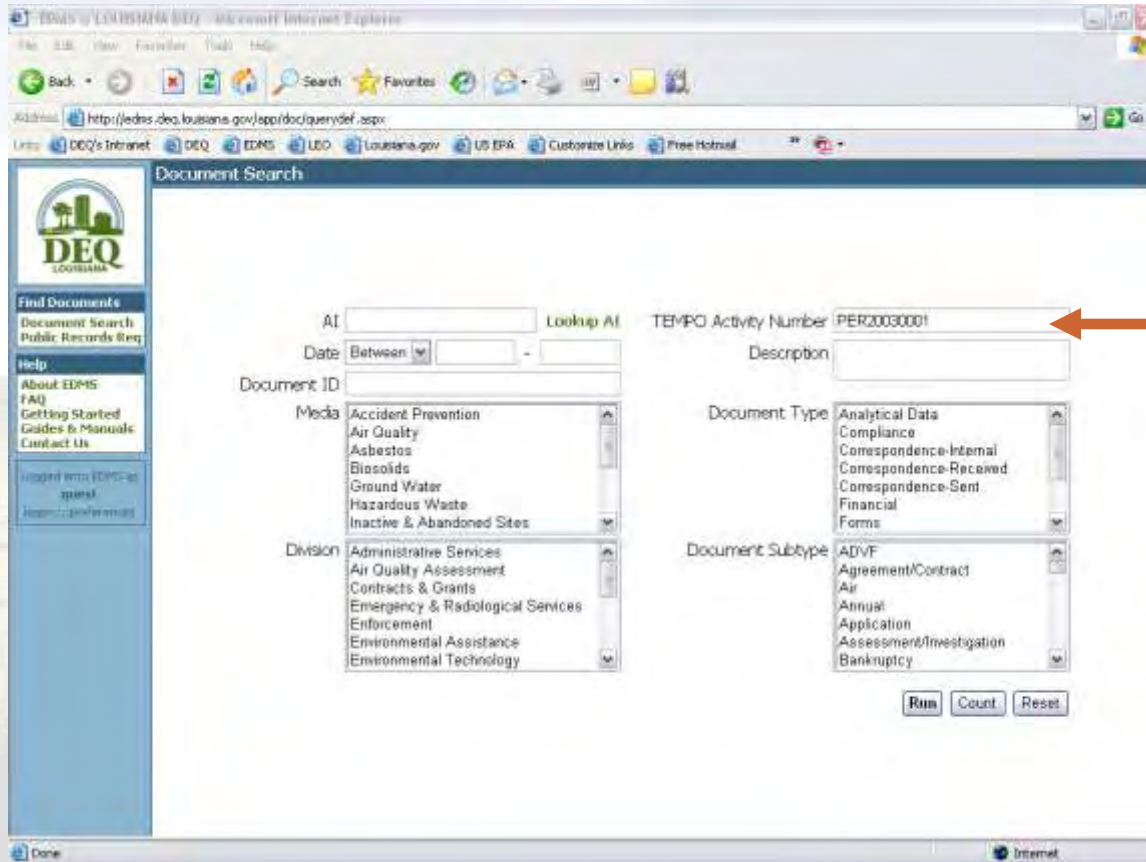
Document Type
Analytical Data
Compliance
Correspondence-Internal
Correspondence-Received
Correspondence-Sent
Financial
Forms

Document Subtype
ADVF
Agreement/Contract
Air
Annual
Application
Assessment/Investigation
Bankruptcy

Run Count Reset

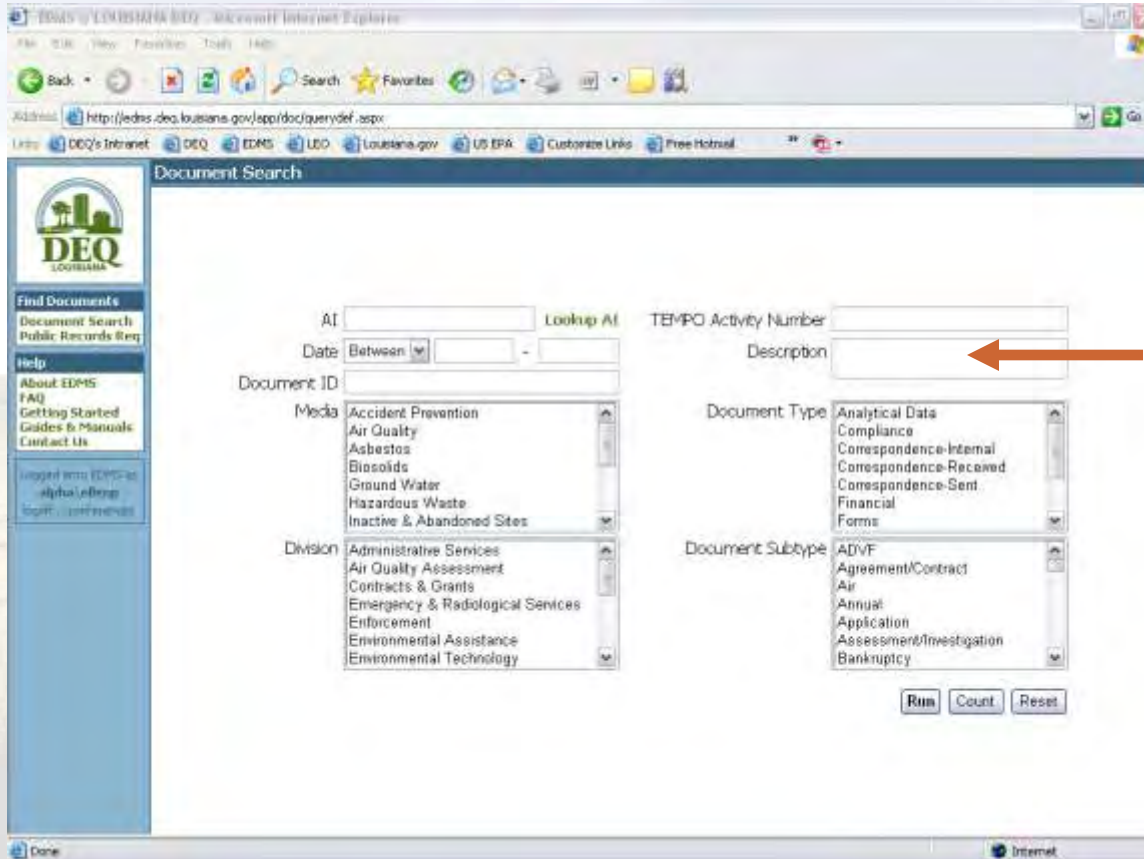
- Division lists the different sections of DEQ's organizational structure.
- Searches based on division will not return documents prior to the year 2000.
- For all pick list boxes, hold Ctrl key to make multiple selections

TEMPO Activity Number



- TEMPO is a DEQ database.
- Use a semicolon and a space to separate multiple TEMPO Activity Numbers.

Description



The screenshot shows the DEQ Document Search interface in a web browser. The page title is "Document Search". On the left, there is a sidebar with the DEQ logo and navigation links: "Find Documents", "Document Search", "Public Records Req", "Help", "About EDMS", "FAQ", "Getting Started", "Guides & Manuals", and "Contact Us". Below the sidebar, it says "Logged into EDMS as alpha\afrey" and "Logout".

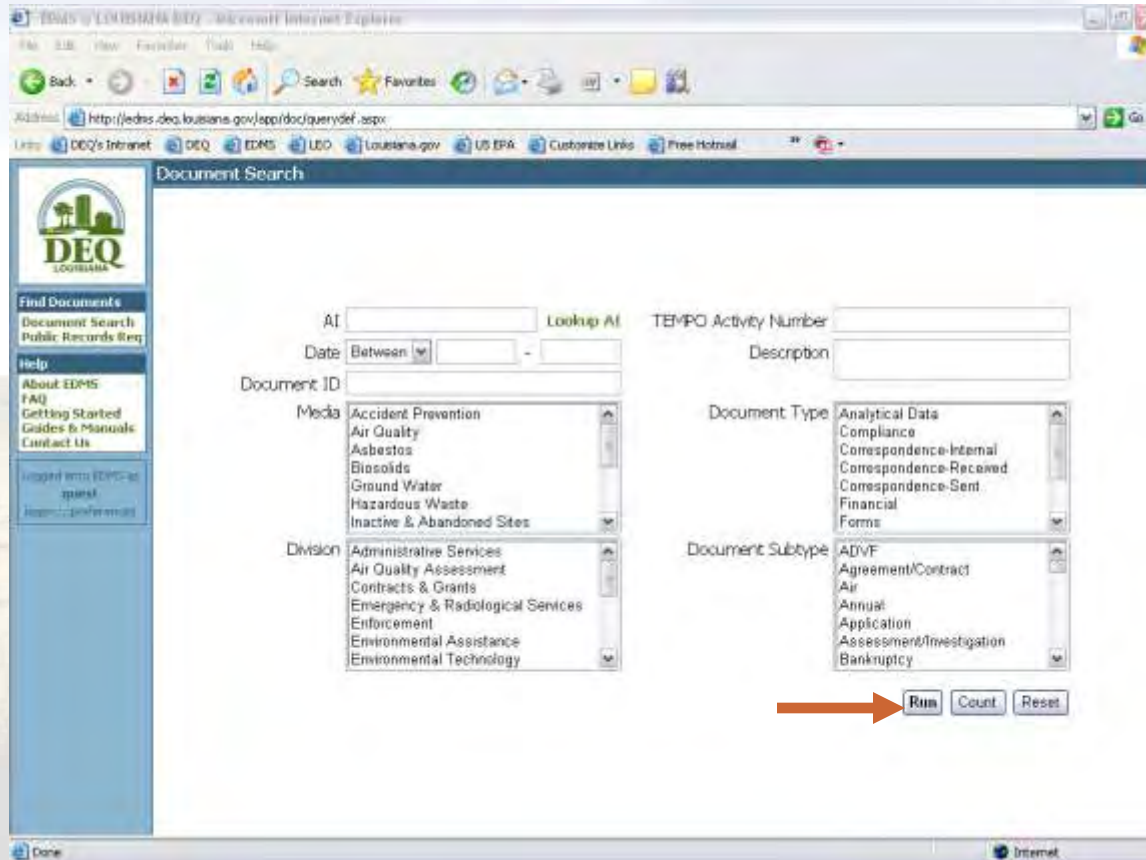
The main search area contains several input fields and dropdown menus:

- AI**: A text input field with a "Lookup AI" button next to it.
- Date**: A dropdown menu set to "Between" with two date input fields.
- Document ID**: A text input field.
- Media**: A dropdown menu with options: Accident Prevention, Air Quality, Asbestos, Biosolids, Ground Water, Hazardous Waste, and Inactive & Abandoned Sites.
- Division**: A dropdown menu with options: Administrative Services, Air Quality Assessment, Contracts & Grants, Emergency & Radiological Services, Enforcement, Environmental Assistance, and Environmental Technology.
- TEMPO Activity Number**: A text input field.
- Description**: A text input field with an orange arrow pointing to it from the right.
- Document Type**: A dropdown menu with options: Analytical Data, Compliance, Correspondence-Internal, Correspondence-Received, Correspondence-Sent, Financial, and Forms.
- Document Subtype**: A dropdown menu with options: ADVF, Agreement/Contract, Air, Annual, Application, Assessment/Investigation, and Bankruptcy.

At the bottom of the search area, there are three buttons: "Run", "Count", and "Reset".

- Enter complete or partial description
- Not case sensitive
- Use wildcards (*) to expand search
 - Don't need * at beginning or end
 - Intervening words
 - Truncation
- Do not hit the **Enter** key at the end of the description field

Run, Count and Reset



Document Search

AI Lookup AI

TEMPO Activity Number

Date Between -

Description

Document ID

Document Type

- Analytical Data
- Compliance
- Correspondence-Internal
- Correspondence-Received
- Correspondence-Sent
- Financial
- Forms

Document Subtype

- ADVF
- Agreement/Contract
- Air
- Annual
- Application
- Assessment/Investigation
- Bankruptcy

Media

- Accident Prevention
- Air Quality
- Asbestos
- Biosolids
- Ground Water
- Hazardous Waste
- Inactive & Abandoned Sites

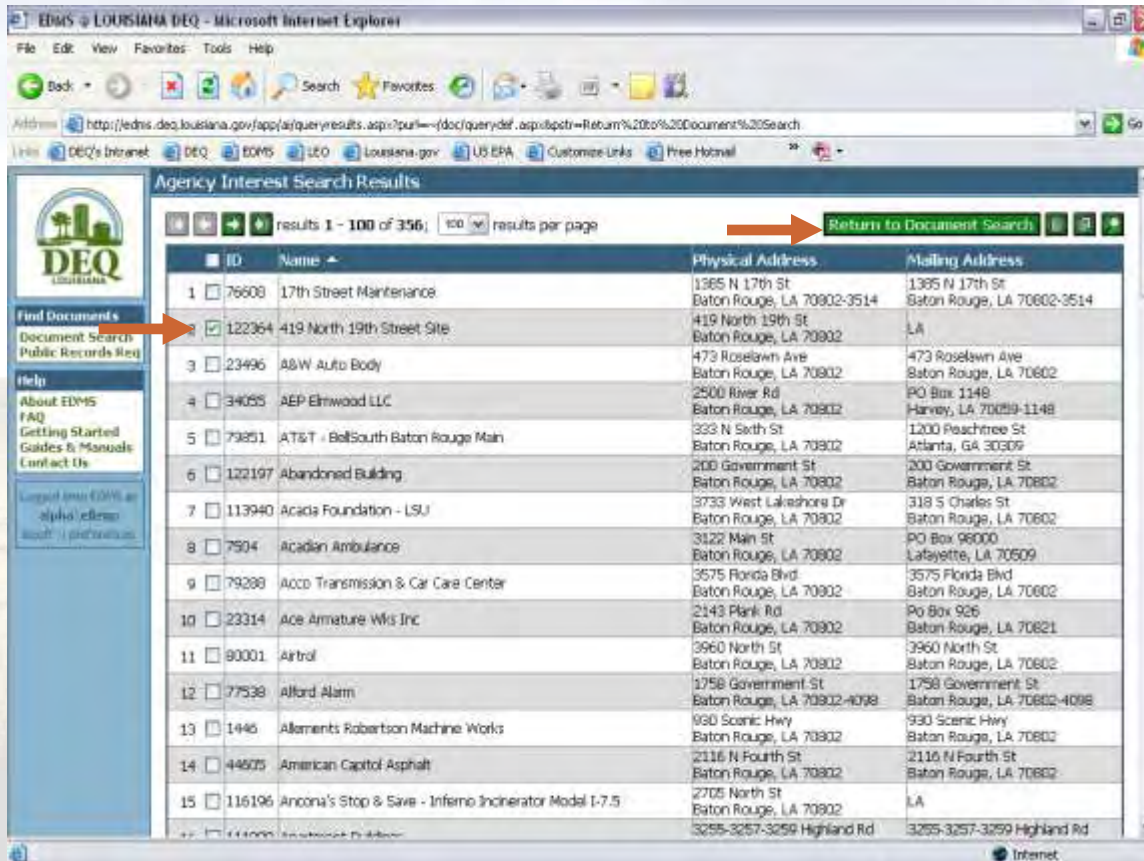
Division

- Administrative Services
- Air Quality Assessment
- Contracts & Grants
- Emergency & Radiological Services
- Enforcement
- Environmental Assistance
- Environmental Technology

Run Count Reset

- Click **Run** to run a search.
- Click **Count** to determine how many documents a search will return.
- Click **Reset** to remove all previously entered information.

AI Search Results Screen



EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address: http://edms.deq.louisiana.gov/app/ai/queryresults.aspx?pur1=~/doc/querydef.aspx&ptr=Return%20to%20Document%20Search

Agency Interest Search Results

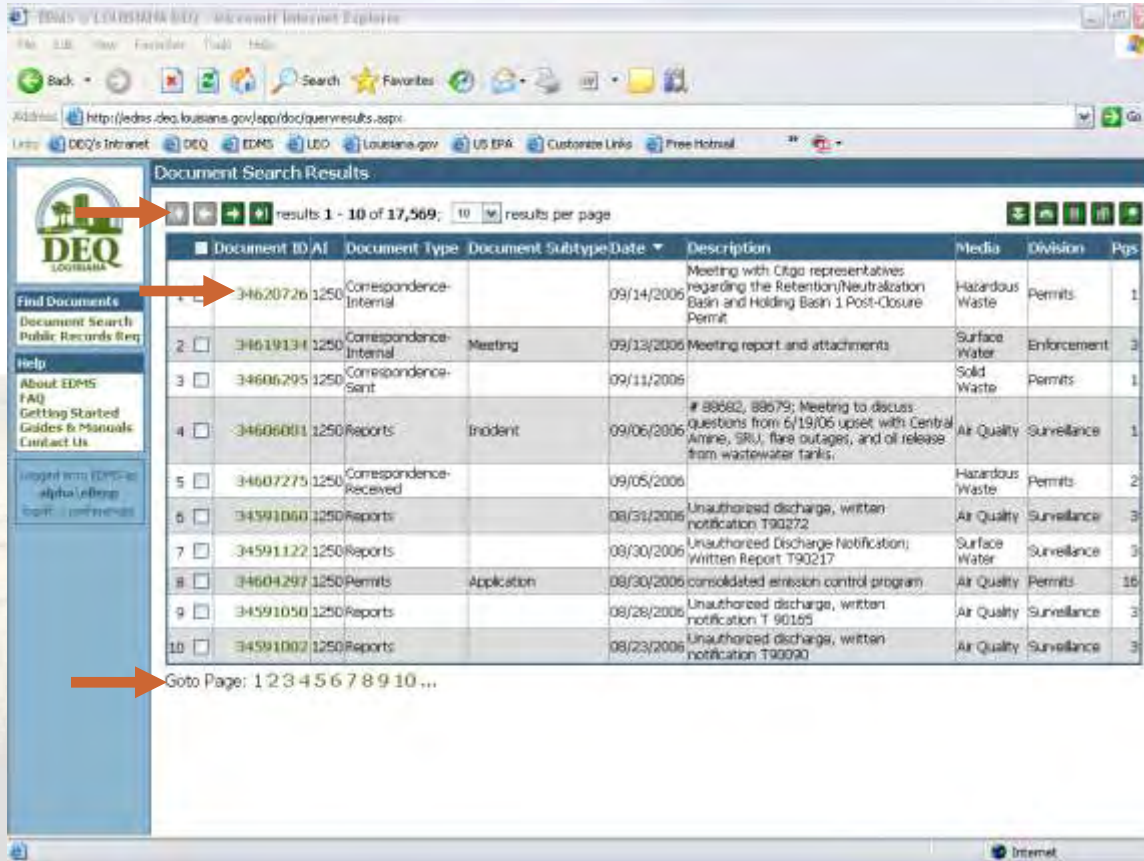
results 1 - 100 of 356; 100 results per page

[Return to Document Search](#)

ID	Name	Physical Address	Mailing Address
<input type="checkbox"/> 76600	17th Street Maintenance	1365 N 17th St Baton Rouge, LA 70902-3514	1365 N 17th St Baton Rouge, LA 70802-3514
<input checked="" type="checkbox"/> 122364	419 North 19th Street Site	419 North 19th St Baton Rouge, LA 70902	LA
<input type="checkbox"/> 23496	A&W Auto Body	473 Roselaw Ave Baton Rouge, LA 70902	473 Roselaw Ave Baton Rouge, LA 70802
<input type="checkbox"/> 34055	AEP Elmwood LLC	2500 River Rd Baton Rouge, LA 70902	PO Box 1148 Harvey, LA 70089-1148
<input type="checkbox"/> 79851	AT&T - BellSouth Baton Rouge Main	333 N Sixth St Baton Rouge, LA 70902	1200 Peachtree St Atlanta, GA 30309
<input type="checkbox"/> 102197	Abandoned Building	200 Government St Baton Rouge, LA 70902	200 Government St Baton Rouge, LA 70802
<input type="checkbox"/> 113940	Acadia Foundation - LSU	3733 West Lakeshore Dr Baton Rouge, LA 70902	318 S Charles St Baton Rouge, LA 70802
<input type="checkbox"/> 7504	Acadian Ambulance	3122 Main St Baton Rouge, LA 70902	PO Box 96000 Lafayette, LA 70509
<input type="checkbox"/> 79288	Acco Transmission & Car Care Center	3575 Florida Blvd Baton Rouge, LA 70902	3575 Florida Blvd Baton Rouge, LA 70802
<input type="checkbox"/> 23314	Ace Amature Wfs Inc	2143 Plank Rd Baton Rouge, LA 70902	Po Box 926 Baton Rouge, LA 70821
<input type="checkbox"/> 90001	Airbrl	3960 North St Baton Rouge, LA 70902	3960 North St Baton Rouge, LA 70802
<input type="checkbox"/> 77538	Alford Alarm	1758 Government St Baton Rouge, LA 70902-4098	1758 Government St Baton Rouge, LA 70802-4098
<input type="checkbox"/> 1446	Allements Robertson Machine Works	930 Scenic Hwy Baton Rouge, LA 70902	930 Scenic Hwy Baton Rouge, LA 70802
<input type="checkbox"/> 44605	American Capitol Asphalt	2116 N Fourth St Baton Rouge, LA 70902	2116 N Fourth St Baton Rouge, LA 70802
<input type="checkbox"/> 116196	Ancona's Stop & Save - Inferno Incinerator Model I-7.5	2705 North St Baton Rouge, LA 70902	LA
<input type="checkbox"/> 44606	Asphalt Paving	3255-3257-3259 Highland Rd	3255-3257-3259 Highland Rd

- Click the checkbox to select the desired AI(s).
- Click **Return to Document Search**.
- AI(s) will automatically be entered on the Document Search screen.

Document Search Results



Document Search Results

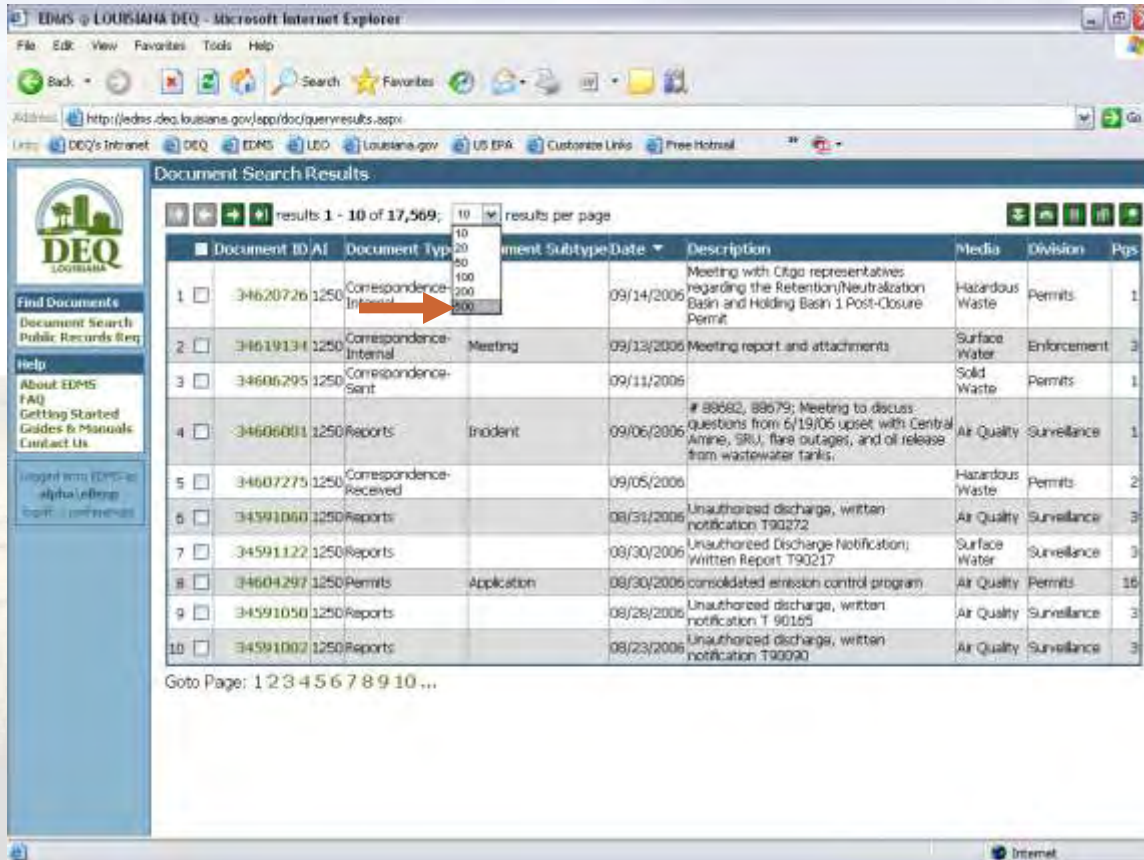
results 1 - 10 of 17,569; 10 results per page

Document ID/Alt	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
34620726	Correspondence-Internal		09/14/2006	Meeting with Citgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
34619134	Correspondence-Internal	Meeting	09/13/2006	Meeting report and attachments	Surface Water	Enforcement	3
34606295	Correspondence-Sent		09/11/2006		Solid Waste	Permits	1
34606001	Reports	Incident	09/06/2006	# 88682, 88679; Meeting to discuss questions from 6/19/06 upset with Central Amine, SRU, flare outages, and oil release from wastewater tanks.	Air Quality	Surveillance	1
34607275	Correspondence-Received		09/05/2006		Hazardous Waste	Permits	2
34591060	Reports		08/31/2006	Unauthorized discharge, written notification T90272	Air Quality	Surveillance	3
34591122	Reports		08/30/2006	Unauthorized Discharge Notification; Written Report T90217	Surface Water	Surveillance	3
34604297	Permits	Application	08/30/2006	consolidated emission control program	Air Quality	Permits	16
34591050	Reports		08/28/2006	Unauthorized discharge, written notification T 90165	Air Quality	Surveillance	3
34591002	Reports		08/23/2006	Unauthorized discharge, written notification T90390	Air Quality	Surveillance	3

Goto Page: 1 2 3 4 5 6 7 8 9 10 ...

- Click the **Document ID** (in green) to open a document.
- To scroll through the results:
 - Green arrow buttons at the top of the page
 - Page numbers at bottom of page

Document Search Results



EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address: http://edms.deq.louisiana.gov/app/doc/queryresults.aspx

Document Search Results

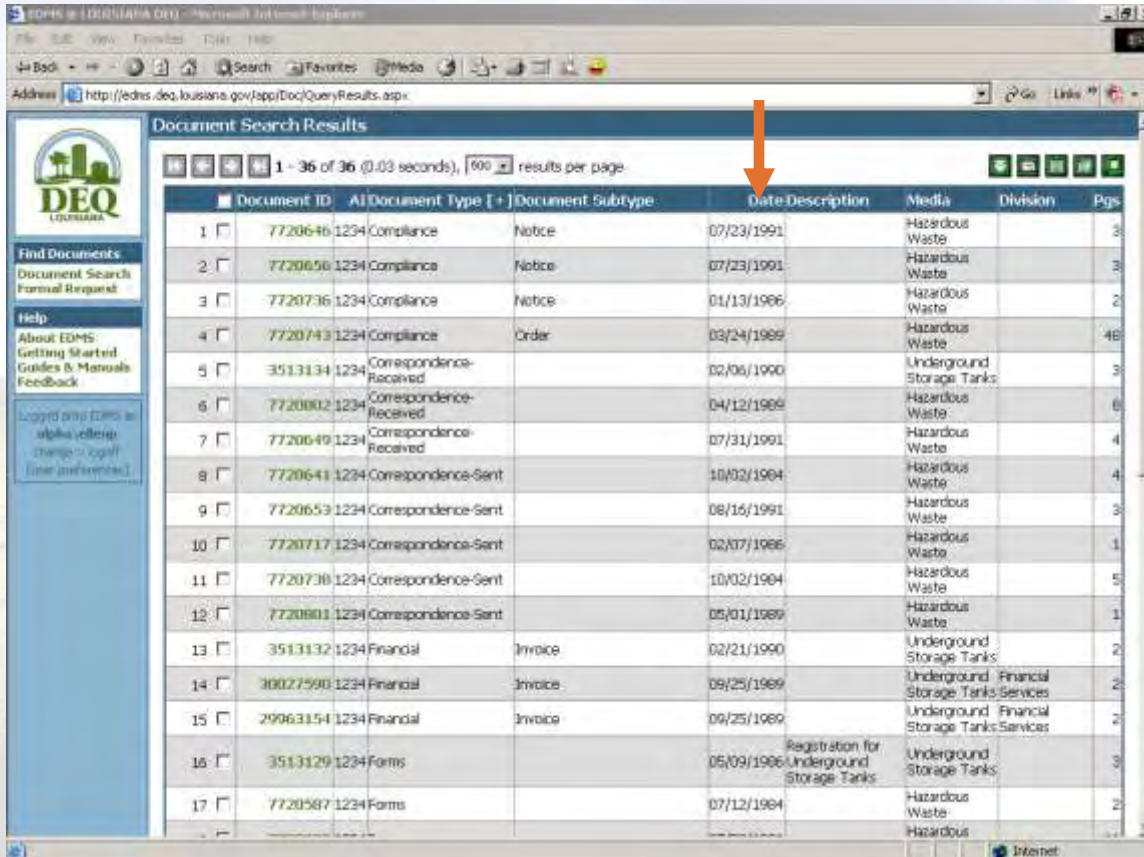
results 1 - 10 of 17,569; 10 results per page

Document ID	AI	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
1	34620726	1250	Correspondence-Internal	09/14/2006	Meeting with Citgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
2	34619134	1250	Correspondence-Internal	Meeting	09/13/2006	Meeting report and attachments	Surface Water	Enforcement
3	34606295	1250	Correspondence-Sent	09/11/2006		Solid Waste	Permits	1
4	34606001	1250	Reports	Incident	09/06/2006	# 88682, 88679; Meeting to discuss questions from 6/19/06 upset with Central Amine, SRU, flare outages, and oil release from wastewater tanks.	Air Quality	Surveillance
5	34607275	1250	Correspondence-Received	09/05/2006		Hazardous Waste	Permits	2
6	34591060	1250	Reports	08/31/2006	Unauthorized discharge, written notification T90272	Air Quality	Surveillance	3
7	34591122	1250	Reports	08/30/2006	Unauthorized Discharge Notification; Written Report T90217	Surface Water	Surveillance	3
8	34604297	1250	Permits	Application	08/30/2006	consolidated emission control program	Air Quality	Permits
9	34591050	1250	Reports	08/28/2006	Unauthorized discharge, written notification T 90165	Air Quality	Surveillance	3
10	34591002	1250	Reports	08/23/2006	Unauthorized discharge, written notification T90290	Air Quality	Surveillance	3

Goto Page: 1 2 3 4 5 6 7 8 9 10 ...

- Change the number of results displayed per page using the drop down box.
- Choices range from 10 to 500.

Sorting Results



Document Search Results

1 - 36 of 36 (0.03 seconds), 100 results per page

	Document ID	Document Type [+]	Document Subtype	Date-Description	Media	Division	Pgs
1	7720646	1234 Compliance	Notice	07/23/1991	Hazardous Waste		3
2	7720656	1234 Compliance	Notice	07/23/1991	Hazardous Waste		3
3	7720736	1234 Compliance	Notice	01/13/1986	Hazardous Waste		2
4	7720743	1234 Compliance	Order	03/24/1989	Hazardous Waste		46
5	3513134	1234 Correspondence-Received		02/06/1990	Underground Storage Tanks		3
6	7720802	1234 Correspondence-Received		04/12/1989	Hazardous Waste		6
7	7720649	1234 Correspondence-Received		07/31/1991	Hazardous Waste		4
8	7720641	1234 Correspondence-Sent		10/02/1984	Hazardous Waste		4
9	7720653	1234 Correspondence-Sent		08/16/1991	Hazardous Waste		3
10	7720717	1234 Correspondence-Sent		02/07/1986	Hazardous Waste		1
11	7720738	1234 Correspondence-Sent		10/02/1984	Hazardous Waste		5
12	7720801	1234 Correspondence-Sent		05/01/1989	Hazardous Waste		1
13	3513132	1234 Financial	Invoice	02/21/1990	Underground Storage Tanks		2
14	30027590	1234 Financial	Invoice	09/25/1989	Underground Financial Storage Tanks Services		2
15	29063154	1234 Financial	Invoice	09/25/1989	Underground Financial Storage Tanks Services		2
16	3513129	1234 Forms		05/09/1986	Registration for Underground Storage Tanks		9
17	7720587	1234 Forms		07/12/1984	Hazardous Waste		2

- For 100,000 documents or less, sort results by any field by clicking on the column header.
- Click again to reverse the order of the sort.

Viewed/Selected Documents

Document Search Results

results 11 - 20 of 17,801; 10 results per page

	Document ID	AI	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
<input type="checkbox"/>	35404941	1250	Permits	Application	10/20/2006	Permit Application Modification 2796-V4	Air Quality	Permits	141
<input type="checkbox"/>	35399123	1250	Correspondence-Received		10/19/2006	Correction of C-PCDU CEMS serial numbers for three reports	Air Quality	Air Quality Assessment	4
<input checked="" type="checkbox"/>	34759617	1250	Correspondence-Received	Green Cards	10/18/2006	7004 1160 0001 9949 6915	Solid Waste	Permits	2
<input type="checkbox"/>	35382381	1250	Correspondence-Received		10/18/2006	Notification of newly discovered release; SWMU #35 refinery oily water sewer south impoundment	Hazardous Waste	Remediation Services	1
<input type="checkbox"/>	34736919	1250	Correspondence-Sent		10/17/2006		Solid Waste	Permits	1
<input checked="" type="checkbox"/>	34736935	1250	Correspondence-Sent		10/17/2006		Solid Waste	Permits	24
<input checked="" type="checkbox"/>	35436403	1250	Permits	Application	10/17/2006	Letter of Response 2908-V1	Air Quality	Permits	23
<input type="checkbox"/>	34755721	1250	Compliance	Notice	10/17/2006	Letter - Performance Test Extension Request	Air Quality	Environmental Assistance	2
<input type="checkbox"/>	34763021	1250	Correspondence-Received		10/17/2006	Stack test extension request for C Cat B-6 Furnace, Emission Point 3(I) 9, BJT 32	Air Quality	Air Quality Assessment	2
<input type="checkbox"/>	34737793	1250	Permits	Application	10/13/2006	revised renewal Part A	Hazardous Waste	Permits	61

Goto Page: 1 2 3 4 5 6 7 8 9 10 ...

- Documents that have been viewed appear with an orange number.
- To select documents for another use, click the check box.

Download Documents



Document Search Results

results 1 - 10 of 17,569; 10 results per page

Document ID/Alt	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
<input type="checkbox"/> 34620726	Correspondence-Internal		09/14/2006	Meeting with Citgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
<input type="checkbox"/> 34619134	Correspondence-Internal	Meeting	09/13/2006	Meeting report and attachments	Surface Water	Enforcement	3
<input type="checkbox"/> 34606295	Correspondence-Sent		09/11/2006		Solid Waste	Permits	1
<input type="checkbox"/> 34606001	Reports	Incident	09/06/2006	# 88682, 88679; Meeting to discuss questions from 6/19/06 upset with Central Amine, SRU, flare outages, and oil release from wastewater tanks.	Air Quality	Surveillance	1
<input type="checkbox"/> 34607275	Correspondence-Received		09/05/2006		Hazardous Waste	Permits	2
<input checked="" type="checkbox"/> 34591060	Reports		08/31/2006	Unauthorized discharge, written notification T90272	Air Quality	Surveillance	3
<input checked="" type="checkbox"/> 34591122	Reports		08/30/2006	Unauthorized Discharge Notification; Written Report T90217	Surface Water	Surveillance	3
<input checked="" type="checkbox"/> 34604297	Permits	Application	08/30/2006	consolidated emission control program	Air Quality	Permits	16
<input type="checkbox"/> 34591050	Reports		08/28/2006	Unauthorized discharge, written notification T 90165	Air Quality	Surveillance	3
<input type="checkbox"/> 34591002	Reports		08/23/2006	Unauthorized discharge, written notification T90090	Air Quality	Surveillance	3

Goto Page: 1 2 3 4 5 6 7 8 9 10 ...

- To download documents, select desired documents.
- Click **Download Selected Documents** button.
- Download up to 10 documents at once.

Download Documents



The screenshot displays the EDMS web application interface. At the top, the browser address bar shows the URL: <http://edms.deq.louisiana.gov/app/docqueryresults.aspx>. The page title is "Document Search Results". Below the title, it indicates "results 1 - 10 of 17,569; 10 results per page".

Document ID	AI	Document Type	Document Subtype	Date	Description	Media	Division	Pgs	
1	<input type="checkbox"/>	34620726	1250	Correspondence-Internal	09/14/2006	Meeting with Ctgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
2	<input type="checkbox"/>	34619134	1250	Correspondence-Internal Meeting	09/13/2006	Meeting report and attachments	Surface Water	Enforcement	3
3	<input type="checkbox"/>	34606295	1	Correspondence-Internal		Solid Waste	Permits	1	
4	<input type="checkbox"/>	34606001	1	Correspondence-Internal		Air Quality	Surveillance	1	
5	<input type="checkbox"/>	34607275	1	Correspondence-Internal		Hazardous Waste	Permits	2	
6	<input checked="" type="checkbox"/>	34591060	1	Correspondence-Internal		Air Quality	Surveillance	3	
7	<input checked="" type="checkbox"/>	34591122	1	Correspondence-Internal		Surface Water	Surveillance	3	
8	<input checked="" type="checkbox"/>	34604297	1	Correspondence-Internal		Air Quality	Permits	16	
9	<input type="checkbox"/>	34591050	1	Correspondence-Internal		Air Quality	Surveillance	3	
10	<input type="checkbox"/>	34591002	1	Correspondence-Internal		Air Quality	Surveillance	3	

A "Download Documents" dialog box is overlaid on the table. It contains the following text: "EDMS is retrieving the documents you requested and will post a hyperlink here when they are ready for pickup. If your request consists of multiple documents, EDMS will package them in a ZIP file along with a listing of contents." Below the text are two progress bars: "Document 1 of 3 0%" and "Overall Progress 0%". A "Cancel" button is located at the bottom right of the dialog box.

- Documents will download as a zip file.
- Progress bars show downloading process.

Download Documents



- Click “pickup documents here”.

Document Search Results

results 1 - 10 of 17,569; 10 results per page

Document ID/Alt	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
1 <input type="checkbox"/> 34620726	1250	Correspondence-Internal	09/14/2006	Meeting with Citgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
2 <input type="checkbox"/> 34619134	1250	Correspondence-Internal			Surface Water	Enforcement	3
3 <input type="checkbox"/> 34606295	1250	Correspondence-Internal			Solid Waste	Permits	1
4 <input type="checkbox"/> 34606001	1250	Correspondence-Internal			Air Quality	Surveillance	1
5 <input type="checkbox"/> 34607275	1250	Correspondence-Internal			Hazardous Waste	Permits	2
6 <input checked="" type="checkbox"/> 34591060	1250	Correspondence-Internal			Air Quality	Surveillance	3
7 <input checked="" type="checkbox"/> 34591122	1250	Correspondence-Internal			Surface Water	Surveillance	3
8 <input checked="" type="checkbox"/> 34604297	1250	Correspondence-Internal			Air Quality	Permits	16
9 <input type="checkbox"/> 34591050	1250	Correspondence-Internal			Air Quality	Surveillance	3
10 <input type="checkbox"/> 34591002	1250	Correspondence-Internal			Air Quality	Surveillance	3

Processing Complete
pickup documents here

E-mailing Document Links

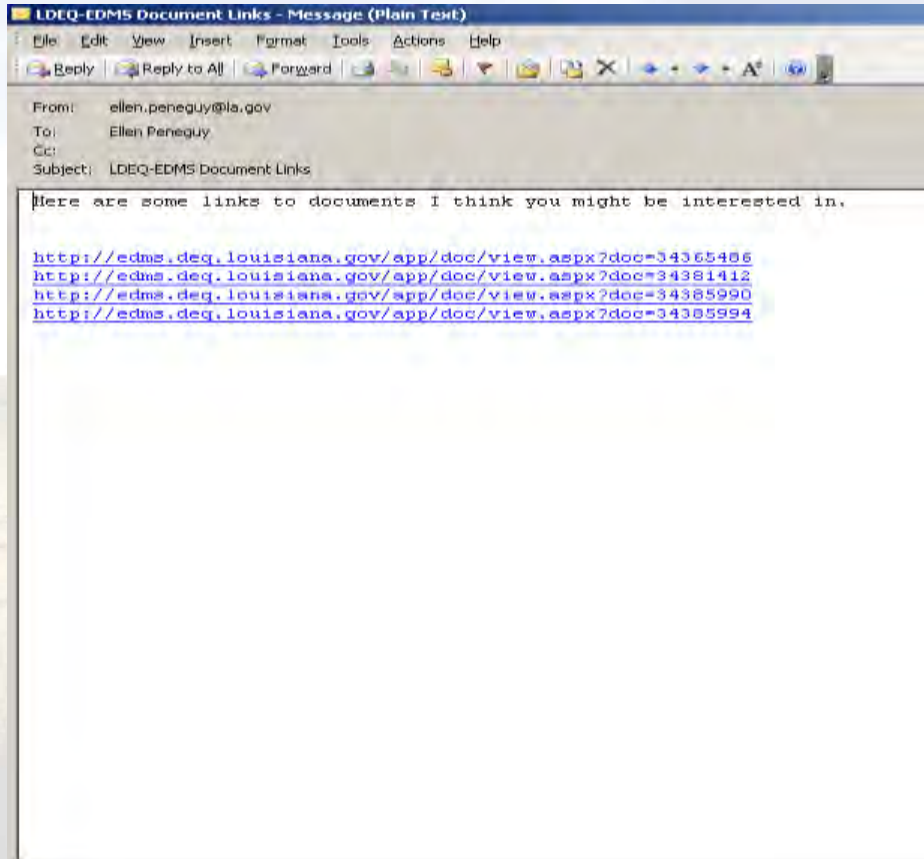


The screenshot shows a web browser window displaying the 'Document Search Results' page. The page lists various documents with columns for Document ID, Document Type, Document Subtype, Date, Description, Media, Division, and Pgs. An orange arrow points to the 'Email Document Links' button in the top right corner of the results table. A popup window titled 'Email Document Links' is open, showing a form with fields for 'From' (pre-filled with 'joe.smith@la.gov'), 'To', and 'Comments', along with 'Send' and 'Cancel' buttons.

Document ID	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
34383020	Permits	Variances/Exemptions	07/05/2006	Variance for tanks	Air Quality	Permits	3
34381412	Permits	Variances/Exemptions	06/29/2006	Variance	Air Quality	Permits	14
34365406	Correspondence-Received	Green Cards	06/23/2006	7004 1160 0000 3793 3594	Solid Waste	Permits	2
34364400	Correspondence	Green Cards	06/23/2006	7004 1160 0000 3793 3594	Solid Waste	Permits	2
34382012	Correspondence-Sent		06/19/2006	Request for Emergency Authorization for Temporary Use of Refinery Surge Pond	Hazardous Waste	Permits	1
34367718	Correspondence-Sent		06/16/2006	Request additional information for consolidation of groundwater reporting request	Ground Water	Remediation Services	3
34386038	Reports		06/16/2006	Unauthorized discharge, written notification result	Air Quality	Surveillance	3

- Select desired documents
- Click **Email Links to Selected Documents** button
- **Email Document Links** popup window will appear.

E-mailing Document Links



- Fill in the To: line and any comments.
- Click **Send**.
- The recipient will receive an e-mail containing the hyperlinks.

Exporting Search Results



Document Search Results

1 - 20 of 17,363 (0.19 seconds) 20 results per page

Document ID	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
34383020	Permits	Variances/Exemptions	07/05/2006	Variance for tanks	Air Quality	Permits	3
34381412	Permits	Variances/Exemptions	05/28/2006	Variance	Air Quality	Permits	14
34365486	Correspondence-Received	Green Cards	06/23/2006	7004 1160 0000 3793 0584	Solid Waste	Permits	2
34365488	Correspondence-Received	Green Cards	06/23/2006	7004 1160 0000 3793 0591	Solid Waste	Permits	2
34385992	1250 Reports		06/23/2006	Unauthorized Discharge Notification; Written Report T88787	Air Quality	Surveillance	2
34385994	1250 Reports		06/23/2006	Unauthorized Discharge Notification; Written Report T88785	Air Quality	Surveillance	2
34385990	1250 Reports		06/23/2006	Unauthorized Discharge Notification; Written Report T88679	Air Quality	Surveillance	3
34349970	1250 Permits	Variances/Exemptions	06/22/2006	Exemption to test	Air Quality	Permits	3
34358090	1250 Reports	Incident	06/22/2006	Incident #: 88812	Air Quality; Surface Water; Multi-Media	Surveillance	3
34358092	1250 Reports	Incident	06/22/2006	Incident #: 88807	Air Quality; Surface Water; Multi-Media	Surveillance	4
34382012	1250 Correspondence-Sent		06/19/2006	Request for Emergency Authorization for Temporary Use of Refinery Surge Pond	Hazardous Waste	Permits	1
34367710	1250 Correspondence-Sent		06/16/2006	Request additional information for consolidation of groundwater reporting request	Ground Water	Remediation Services	3
34386038	1250 Reports		06/16/2006	Unauthorized discharge, written notification T89461	Air Quality	Surveillance	3
34370426	1250 Correspondence-Sent		06/16/2006	Conditional Approval; Facility-wide RFI Work plan addendum	Hazardous Waste	Remediation Services	3
				Material associated with			

• To export results to an Excel file, click:

- Export Page Results, or
- Export All Results.

Exporting Search Results



The screenshot shows a Microsoft Excel spreadsheet with the following data:

Document ID	Document Type	Document Description	Date	Description	Media	Division	Pgs
34333028	1250 Permits	Variances/	7/5/2006	Variance #	Air Quality	Permits	3
34331412	1250 Permits	Variances/	6/26/2006	Variance #	Air Quality	Permits	14
34365496	1250 Correspondence	Green Can	6/23/2006	7004 1160	Solid Was	Permits	2
34365486	1250 Correspondence	Green Can	6/23/2006	7004 1160	Solid Was	Permits	2
34365962	1250 Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	2
34365994	1250 Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	2
34365960	1250 Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	3
34349370	1250 Permits	Variances/	6/22/2006	Exemption	Air Quality	Permits	3
34358080	1250 Reports	Incident	6/22/2006	Incident #	Air Quality	Surveillanc	3
34358092	1250 Reports	Incident	6/22/2006	Incident #	Air Quality	Surveillanc	4
34382012	1250 Correspondence-Sent		6/19/2006	Request fo	Hazardous	Permits	1
34367718	1250 Correspondence-Sent		6/16/2006	Request a	Ground W/	Remediati	3
34396038	1250 Reports		6/16/2006	Unauthoriz	Air Quality	Surveillanc	3
34370426	1250 Correspondence-Sent		6/16/2006	Conditiona	Hazardous	Remediati	3
34311410	1250 Permits	Public Not	6/15/2006	Material as	Air Quality	Permits	249
34388320	1250 Correspondence	Green Can	6/15/2006	Signed ret	Solid Was	Remediati	2
34382010	1250 Correspondence-Sent		6/15/2006	USEPA GI	Hazardous	Permits	2
34366182	1250 Reports		6/12/2006	Unauthoriz	Air Quality	Surveillanc	3
34324654	1250 Reports	Monitoring	6/8/2006	Monthly st	Hazardous	Remediati	5
34338009	1250 Permits	Variances/	6/8/2006	Exemption	Air Quality	Permits	4

- Choose **Open** or **Save**.
- File will open in Excel.

Viewer Features



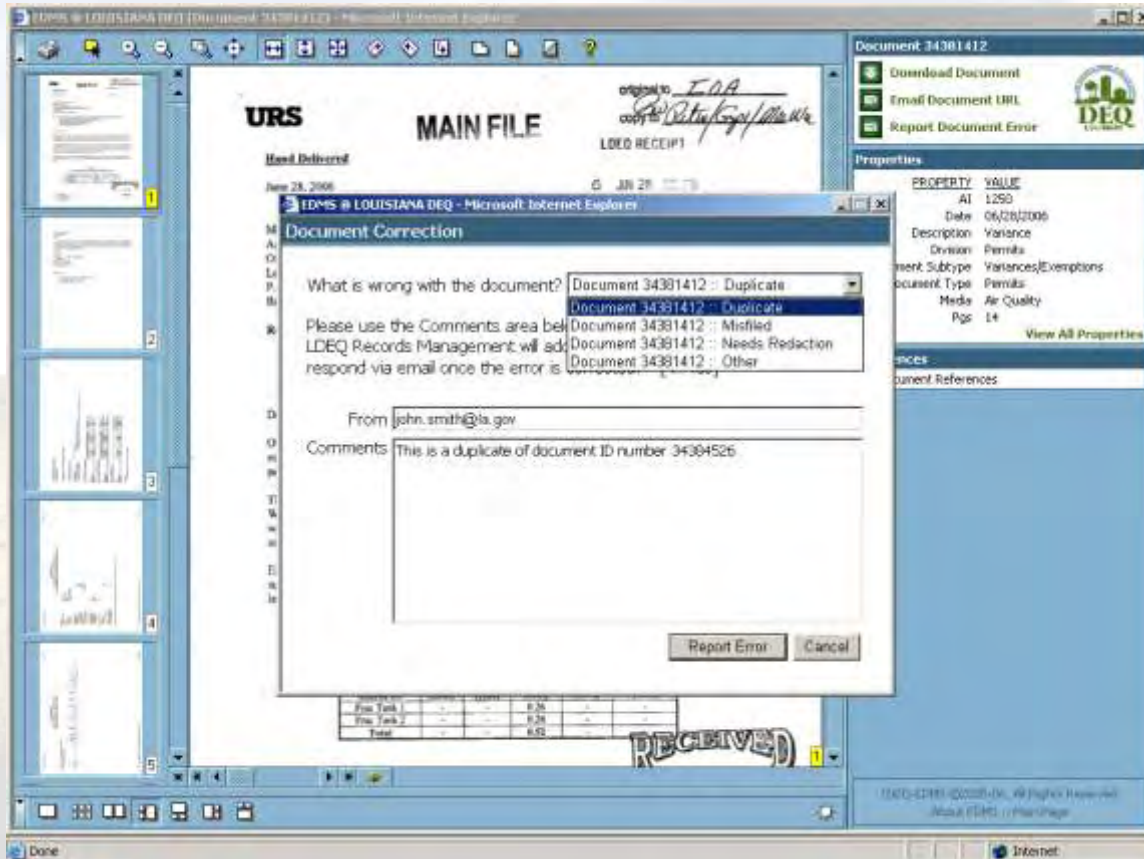
The screenshot displays a document viewer window. The main content area shows a report titled "Subsurface Investigation Report - Pipeline Site" for "Exxon Mobil Corporation, Baton Rouge, Louisiana". It includes a "RECEIVED" stamp dated JUL 2 2003, a "Remediation Services Division" stamp, and signatures of Brent A. Cavalot and Gary D. Moore. The right-hand panel contains a "Document 27659696" header with links for "Download Document", "E-mail Document Link", and "Report Document Error". Below this is a "Properties" section with a table of document details, and a "References" section with a table of related documents. Two orange arrows point to the right edge of the viewer, indicating the collapsible right panel.

PROPERTY	VALUE
AI	101948
Date	06/06/2003
Description	Subsurface Investigation - Vol 1 of 1
Division	Environmental Technology
Document Subtype	Assessment/Investigation
Document Type	Reports
Media	Ground Water
Pgs	346

PAGE	REF ID	DESCRIPTION
12	156429	Document 29494803
18	156430	Document 29494804
21	156431	Document 29494805
23	156432	Document 29494806
34	156433	Document 29494811
36	156434	Document 29494812
38	156435	Document 29494834
79	156436	Document 29283716
80	156437	Document 29283717
81	156438	Document 29283718
82	156439	Document 29283719
94	156440	Document 29283720

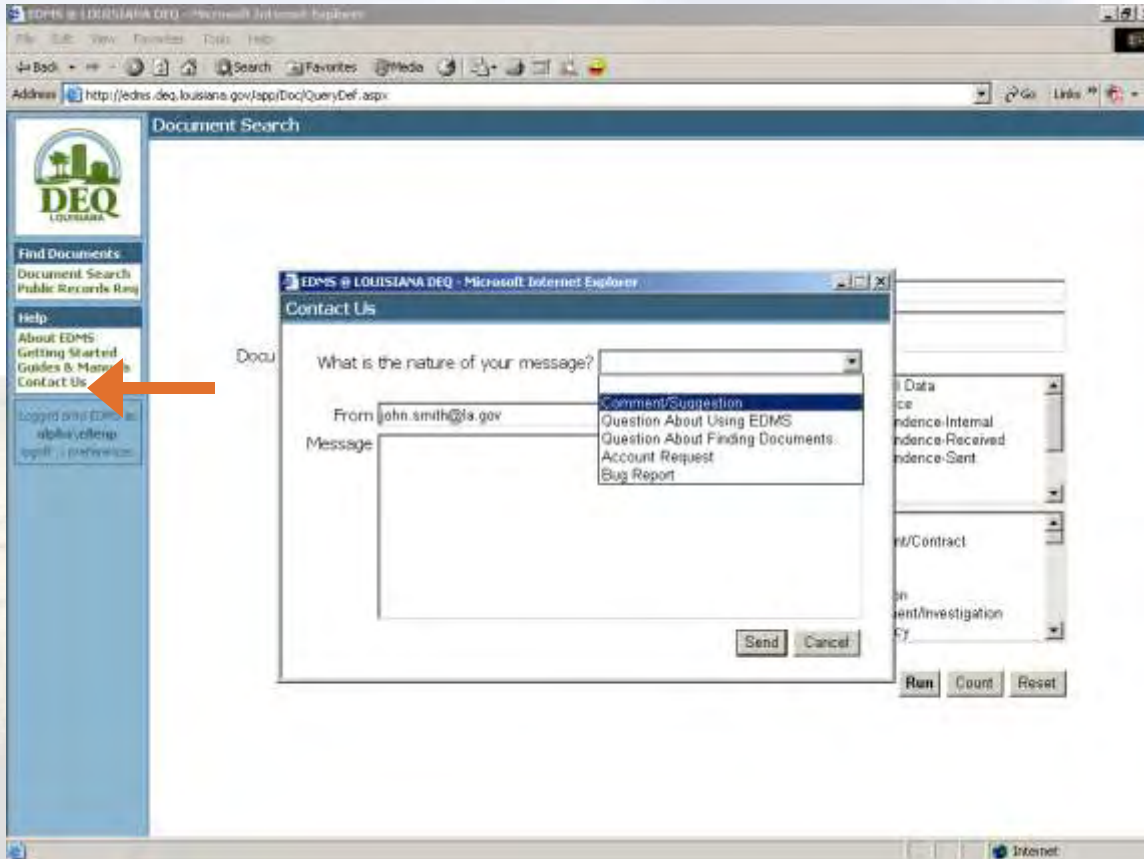
- Collapsible right panel
- References
- Download documents
- E-mail document links
- Report document errors to Document Corrections.

Document Corrections



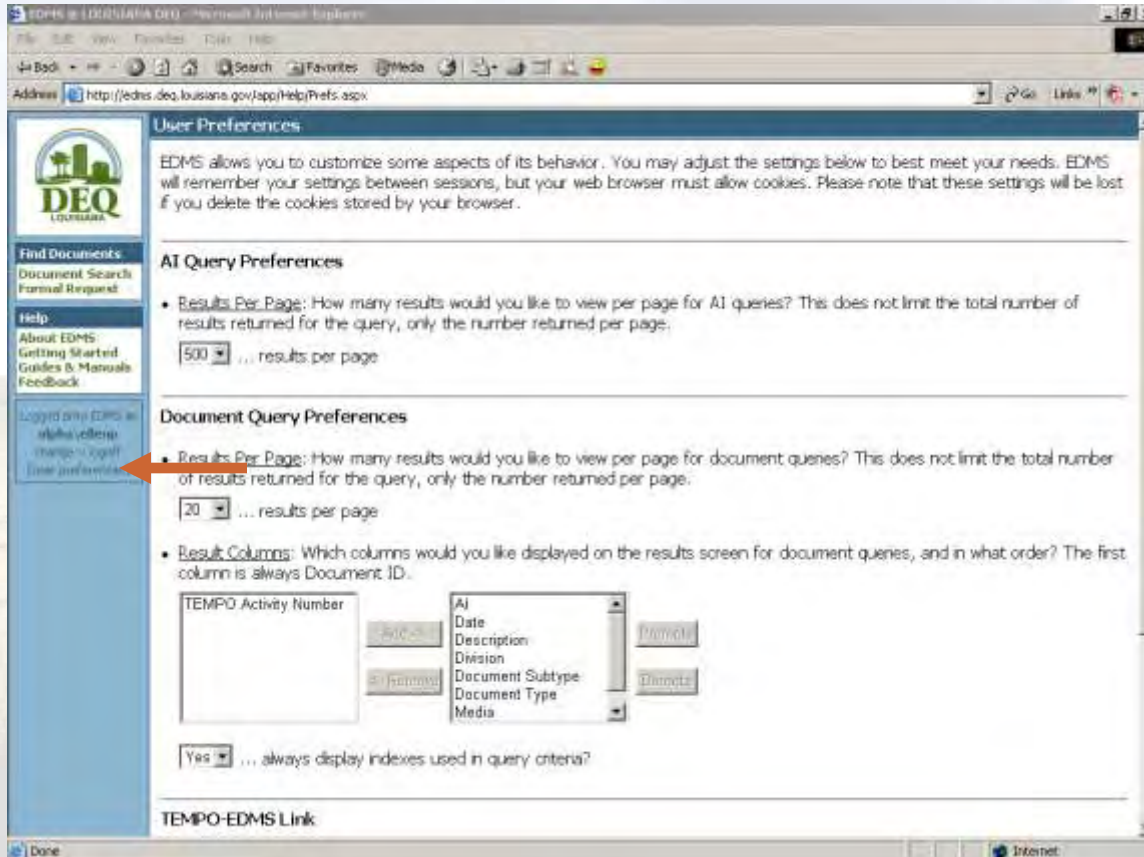
- Select the type of correction that needs to be made from the drop down box.
- Enter as much information as possible in the **Comments** box.
- Click **Report Error** to send.

Contact Us



- Click **Contact Us** in the Help menu.
- The feedback popup window will appear.
- Choose a type of feedback from the drop down box.
- Enter your feedback in the **Message** field.
- Click **Send**.

User Preferences



- Click **User Preferences** in the logon box.
- May set preferences to user's choices:
 - Default results per page
 - Columns to display
- Click **Save** at bottom of page.

Additional Information

- Use the **Contact Us** link.
- Use the **Guides** link to view the Quick Start guide and complete User guide.
- View the **Getting Started** page to be sure your system is set up properly.
- Contact Customer Service Center at (225)219-LDEQ or (866) 896-LDEQ.



Customer Service Center
(225) 219-LDEQ (5337)
toll free (866) 896-LDEQ

Ellen Peneguy
ellen.peneguy@la.gov
(225) 219-3167