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

LDEQ Public Records Request - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.deq.louisiana.gov/prr/RequestForm.aspx
Go
Google Search Bookmarks Check AutoFill Sign In

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

Submit Request Clear Fields

Questions or comments? Send e-mail to publicrecords@la.gov.
LDEQ Public Records: http://www.deq.louisiana.gov/pubrecords

mailto:publicrecords@la.gov?subject=LDEQ Public Records Request
Internet

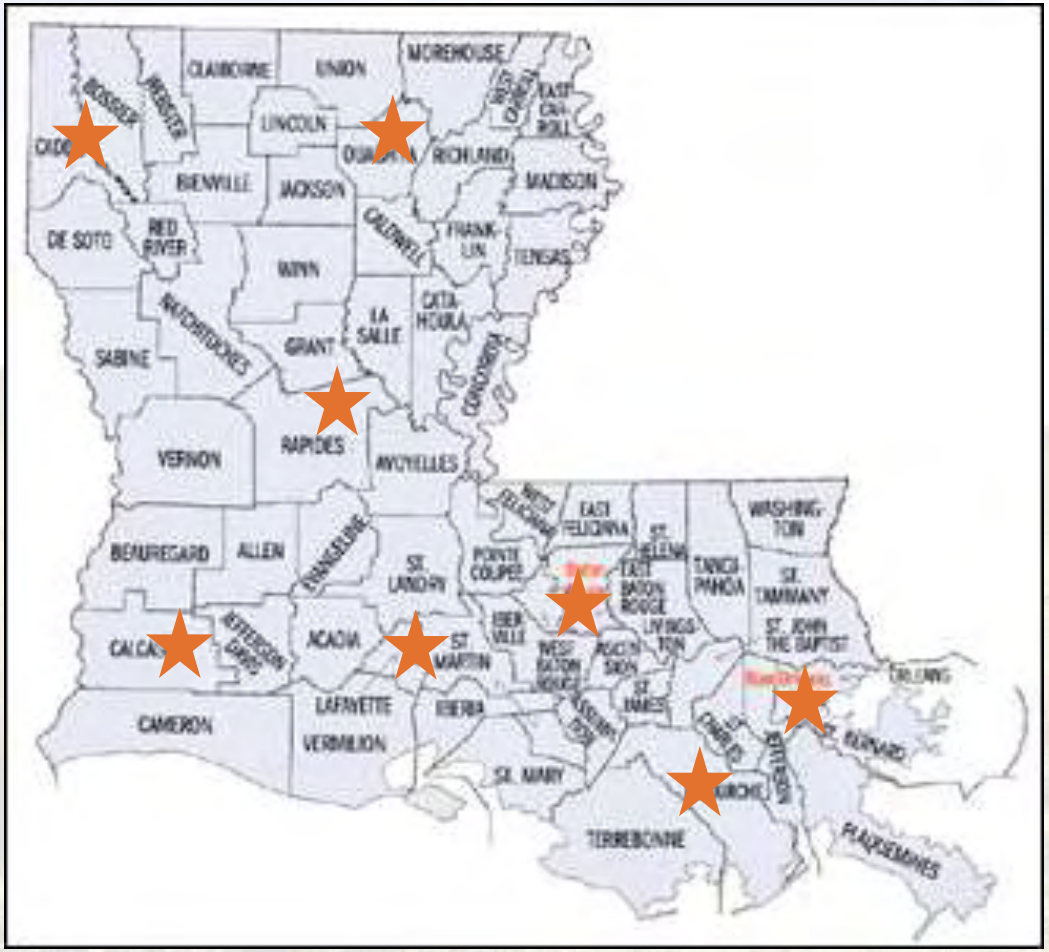
Public Records Requests

- 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

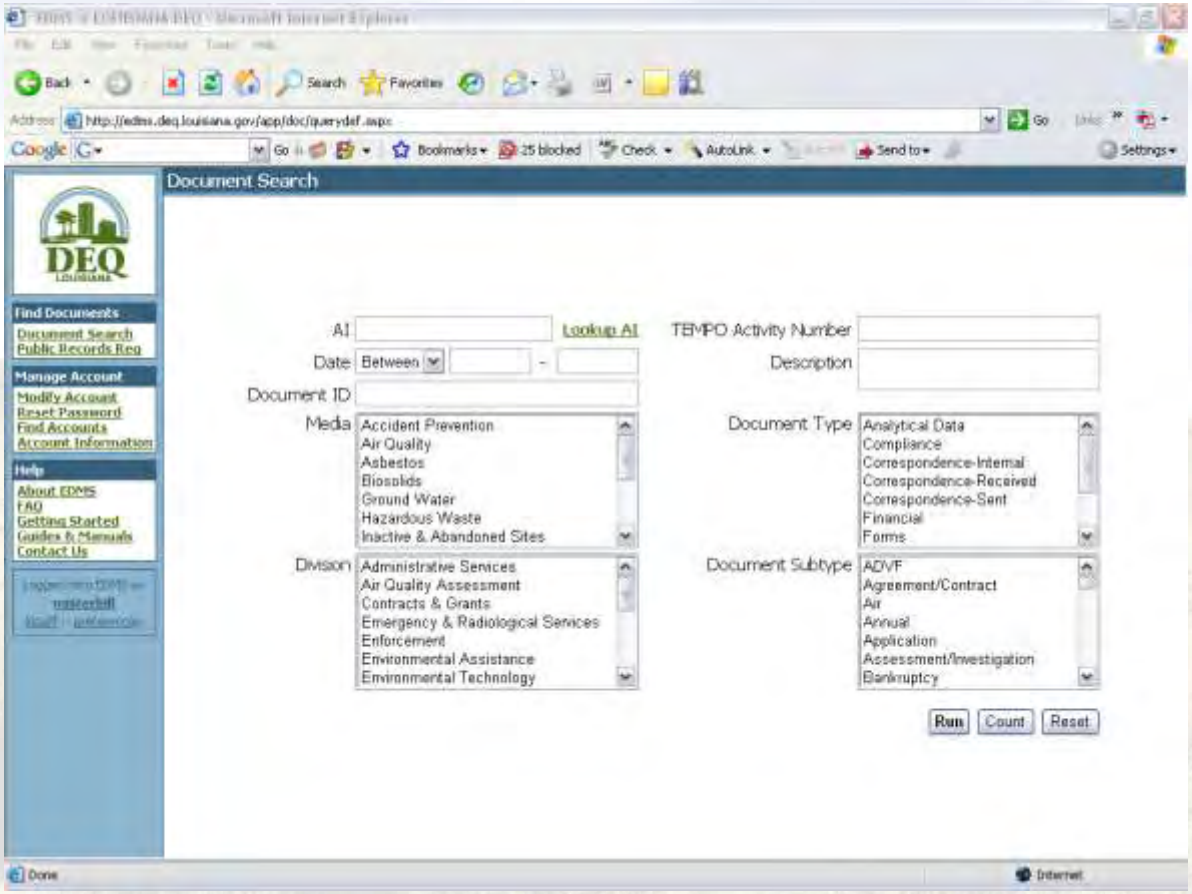


- Shreveport
- West Monroe
- Pineville
- Lake Charles
- Lafayette
- Lockport
- New Orleans
- Baton Rouge

Online Records Access

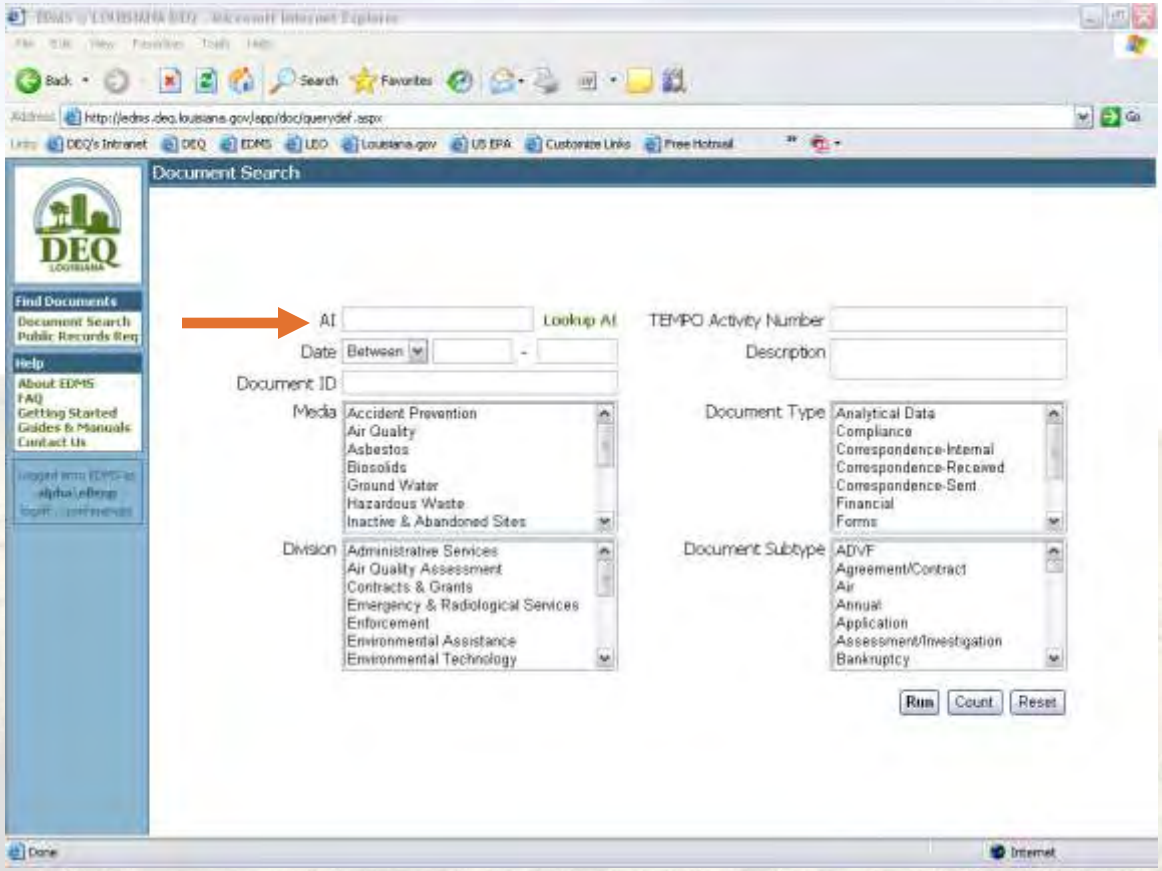
- http://www.deq.louisiana.gov/edms
- Documents available online
  - No Radiation related documents
- Visit Public Records Centers to access all documents, except confidential

Searching



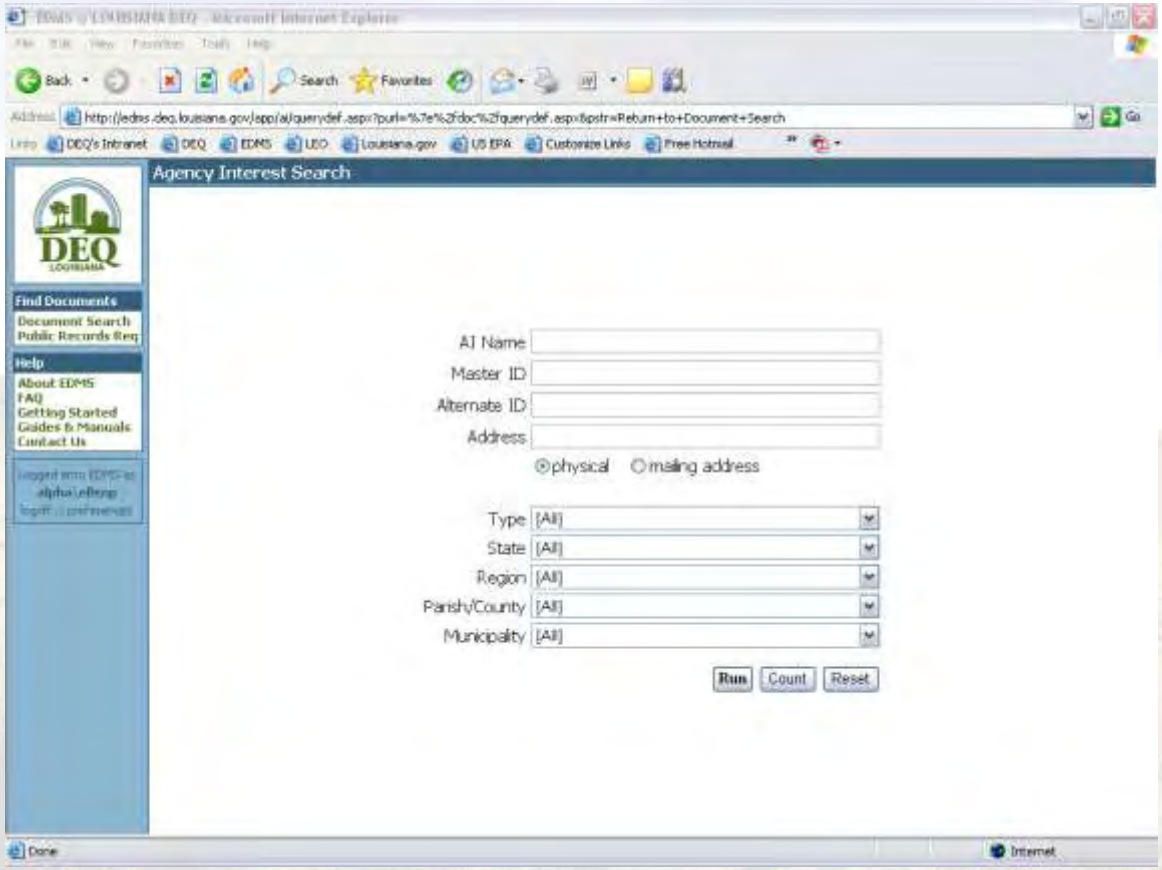
- To begin searching for documents, enter information in the fields on the document search screen.
- For a broad search, fill in one or two fields.
- To narrow a search, fill in more fields.
- Click **Run**.

Agency Interest (AI) Number



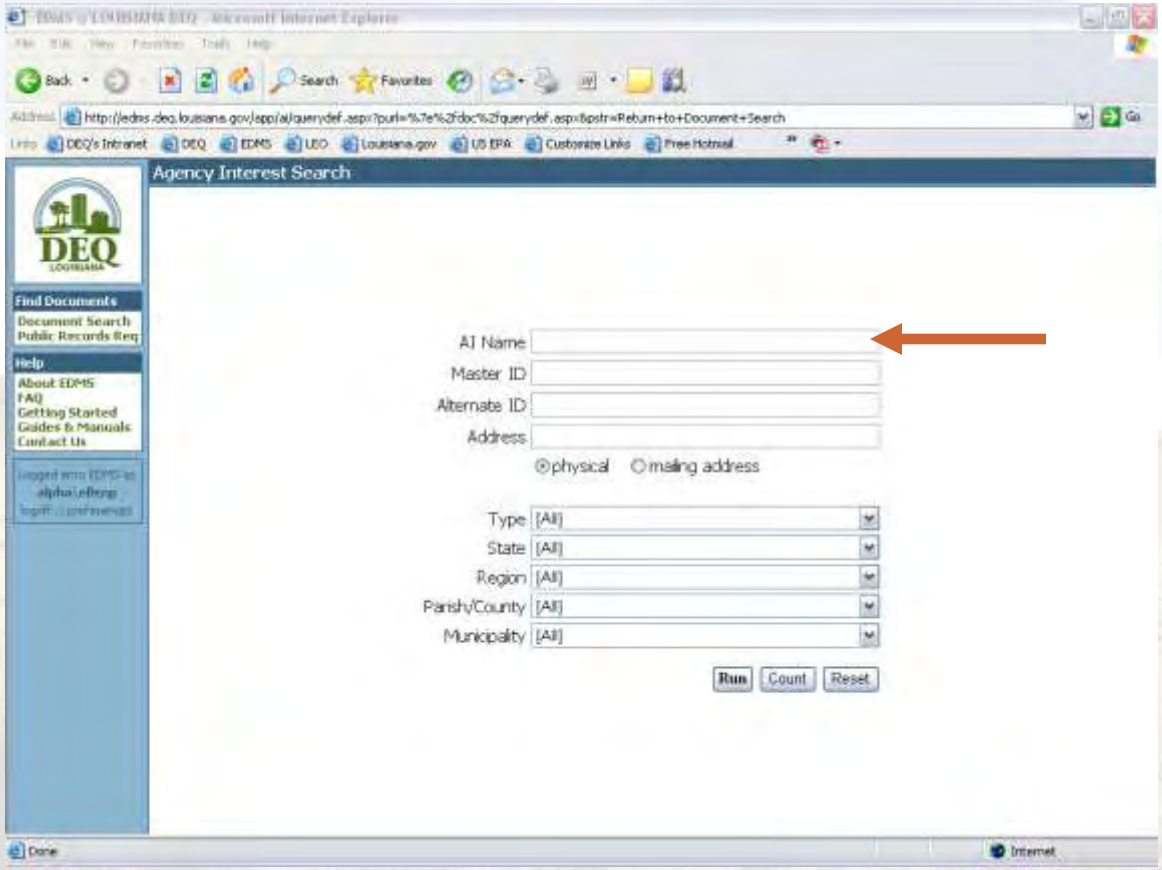
- Identification number assigned to every facility DEQ regulates
- To enter one or more AI numbers:
  - Use a semicolon to separate multiple AIs
  - Do not use a space
- If you don't know the AI, click green Lookup AI link

Lookup AI



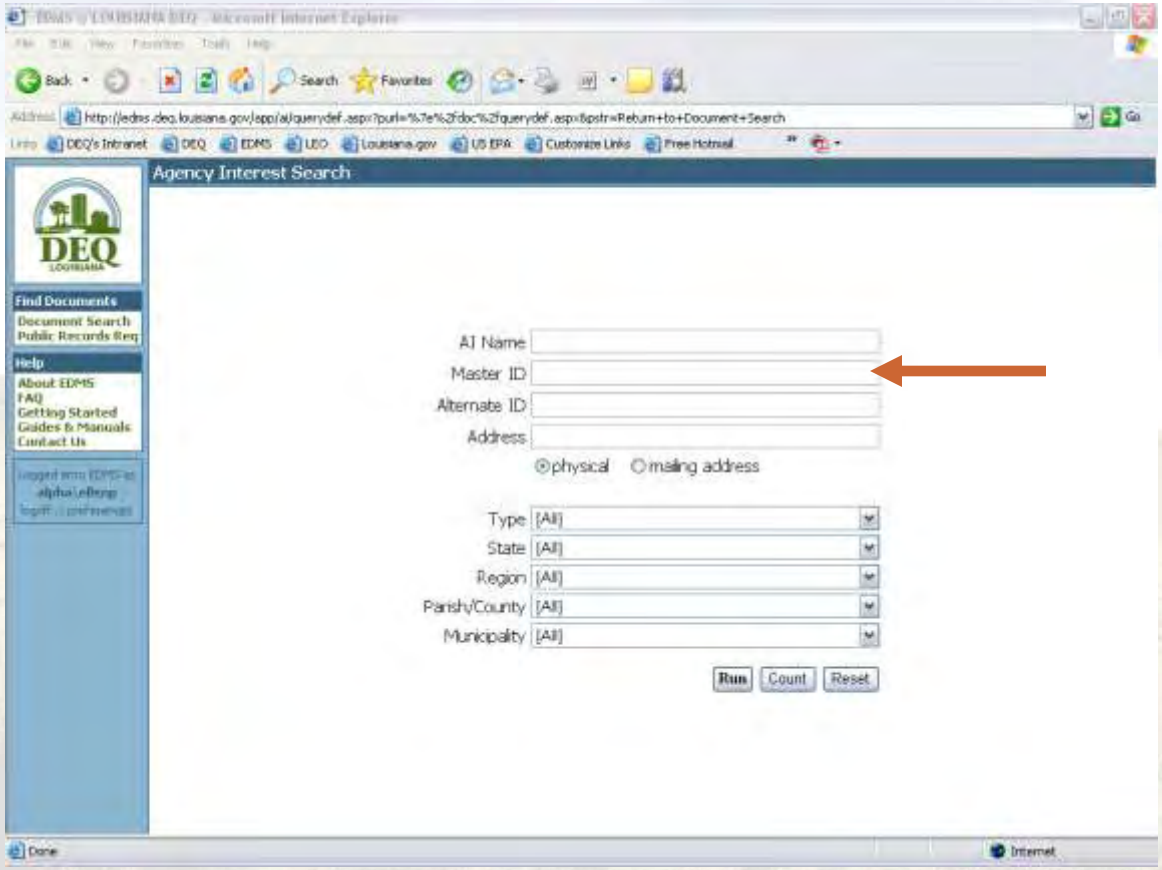
- AI Search screen
- Not case sensitive
- Wildcards (*) may be used in text fields
- Enter the available search information. Click **Run**.

AI Name



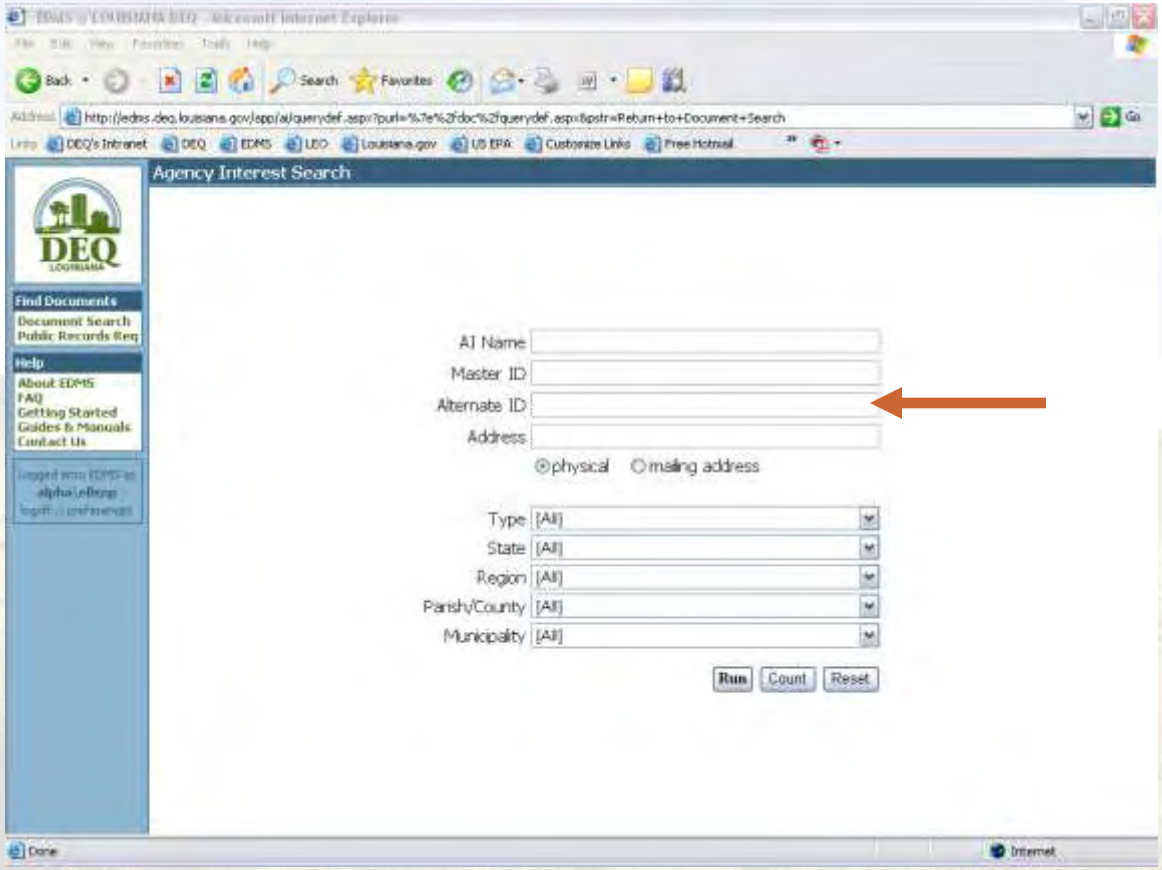
- Use wildcards when unsure of spelling
- Waste Water Treatment Plants listed as WWTP
- For city/town lookup, search for cityname*city (i.e. Pineville*city)

Master ID



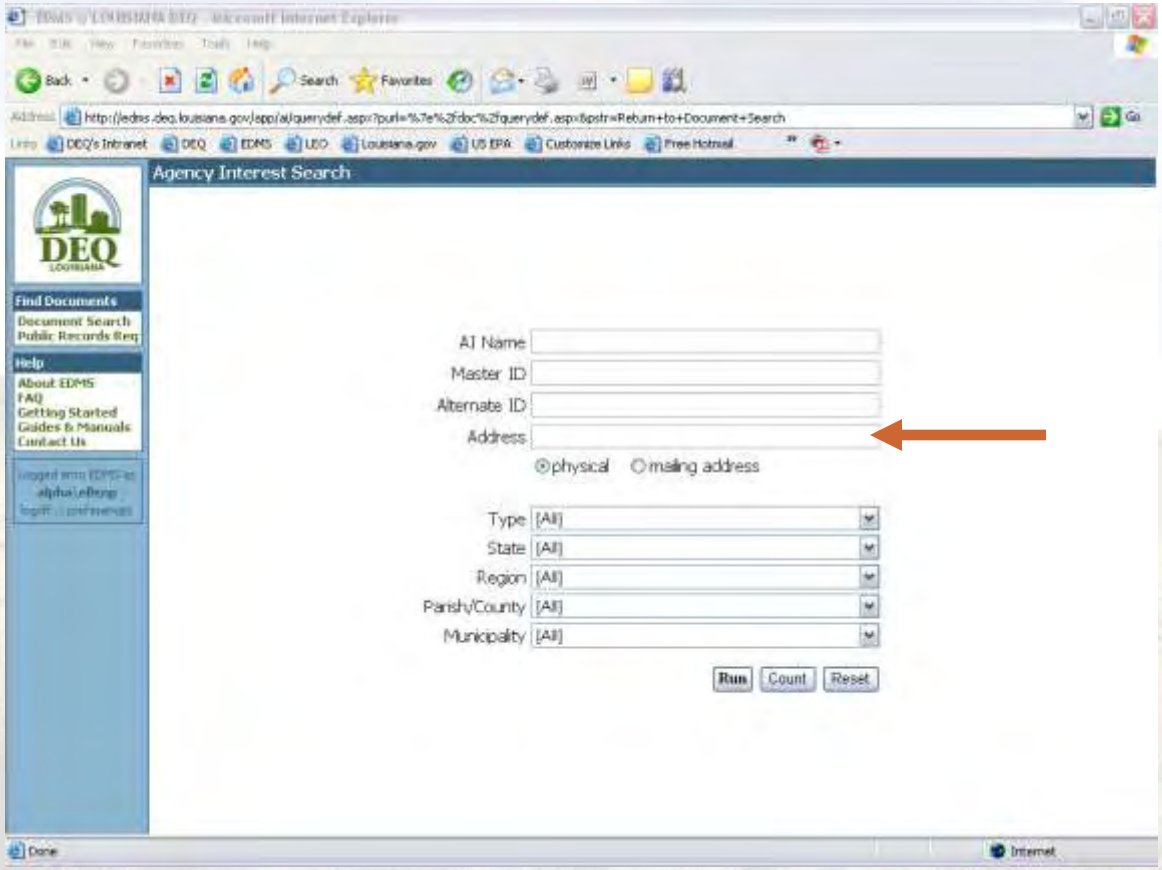
- Enter a known AI number to find the name and physical and mailing addresses for a facility.

Alternate ID



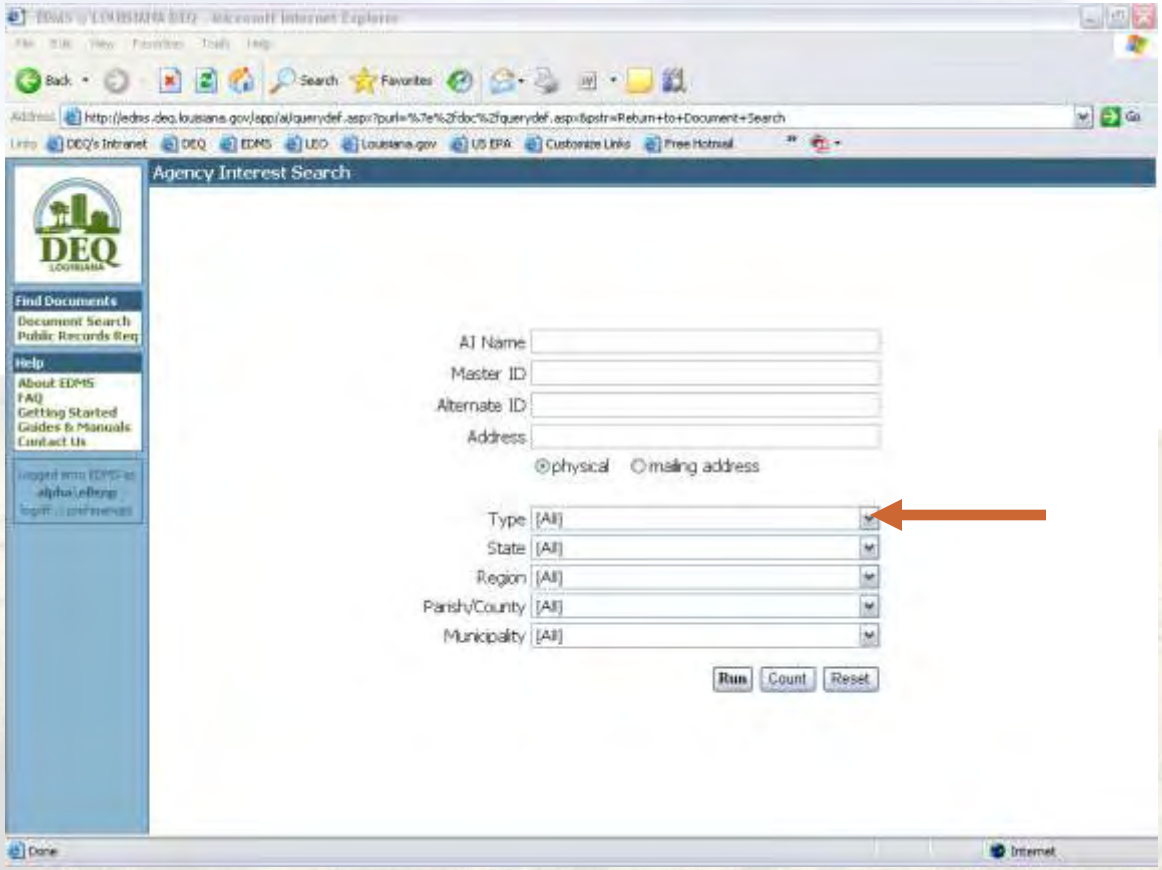
- Enter a permit number to find which AI it is associated with
- In place of dashes in permit numbers, use a wildcard
- i.e. LAD*9857*

Address



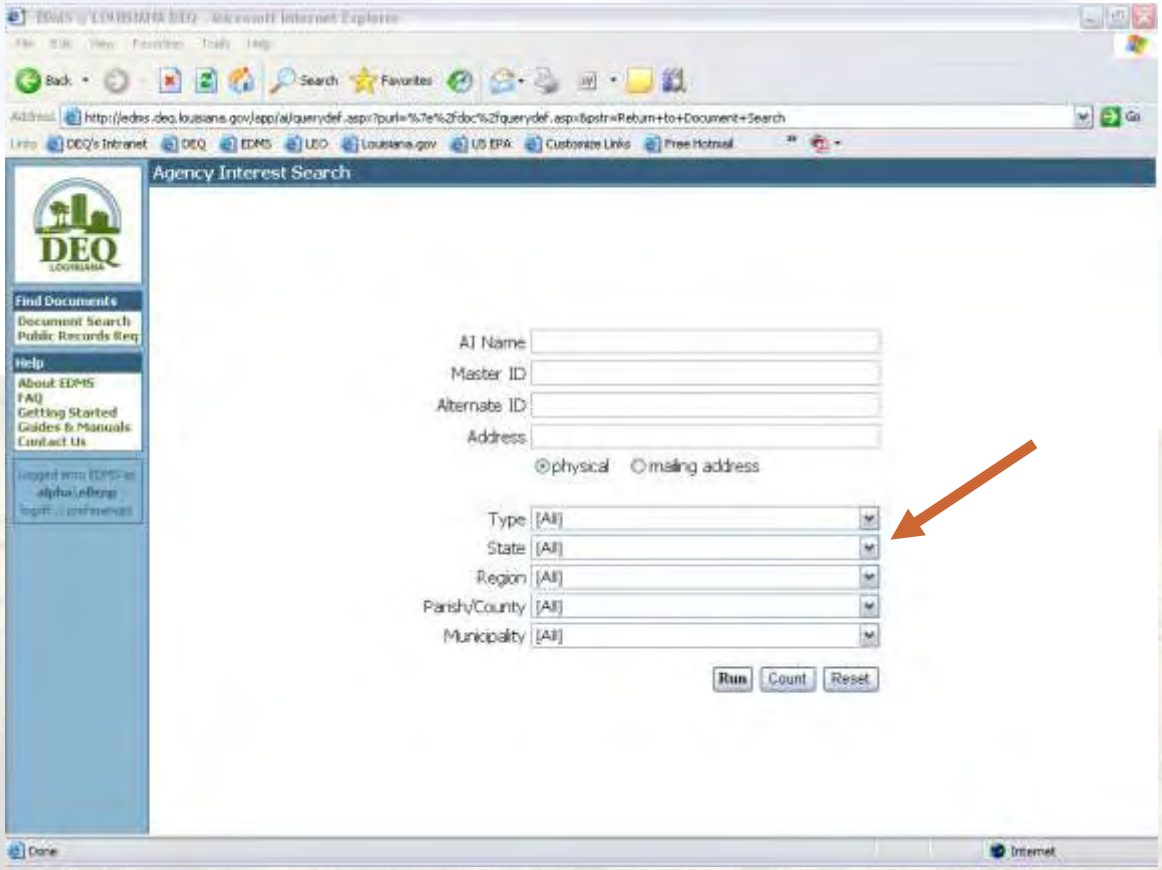
- Enter a complete or partial address
- Avoid entering Dr., St., Ave., etc.
- For mailing addresses, use p*o*box
- Enter a zip code to generate list of all facilities in an area

Type



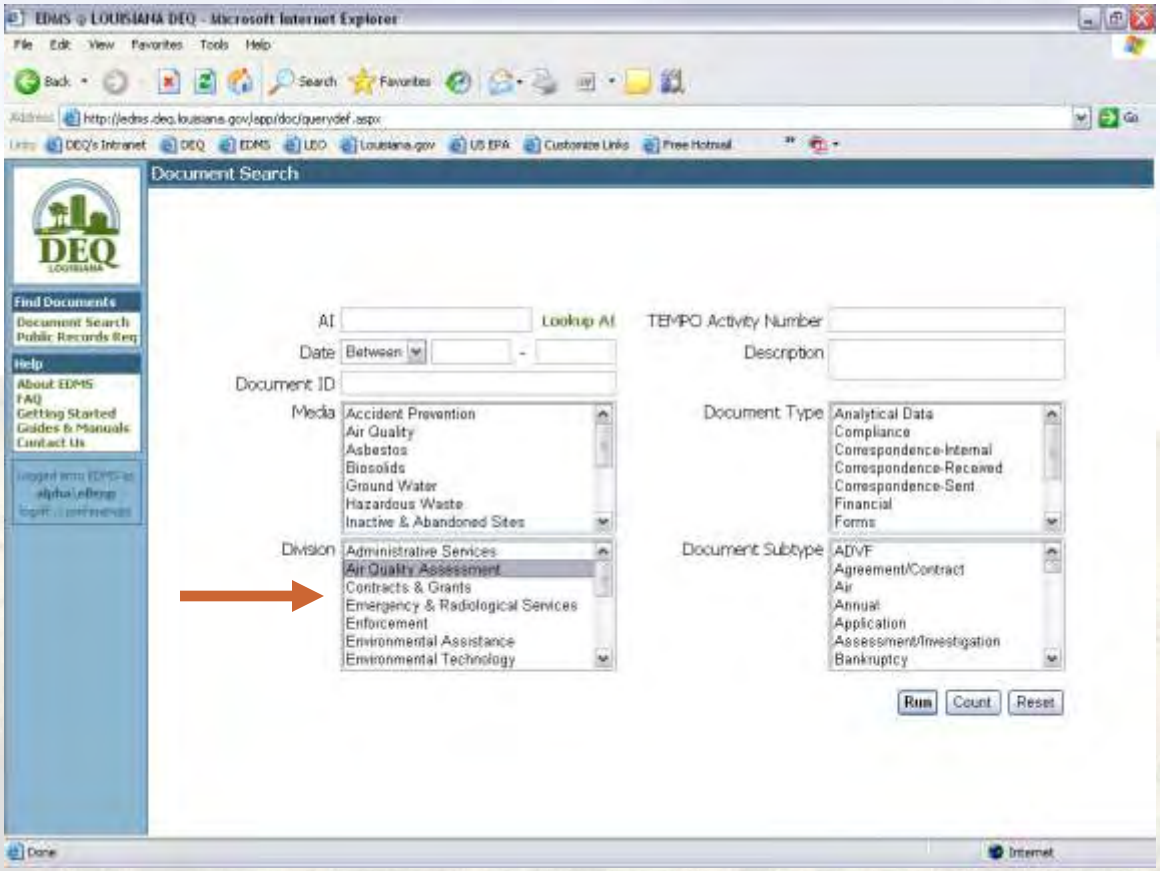
- Select a type of facility from the drop down list
- May provide only partial results, depending on the information available in DEQ database (TEMPO)

State/Region/Parish/ Municipality



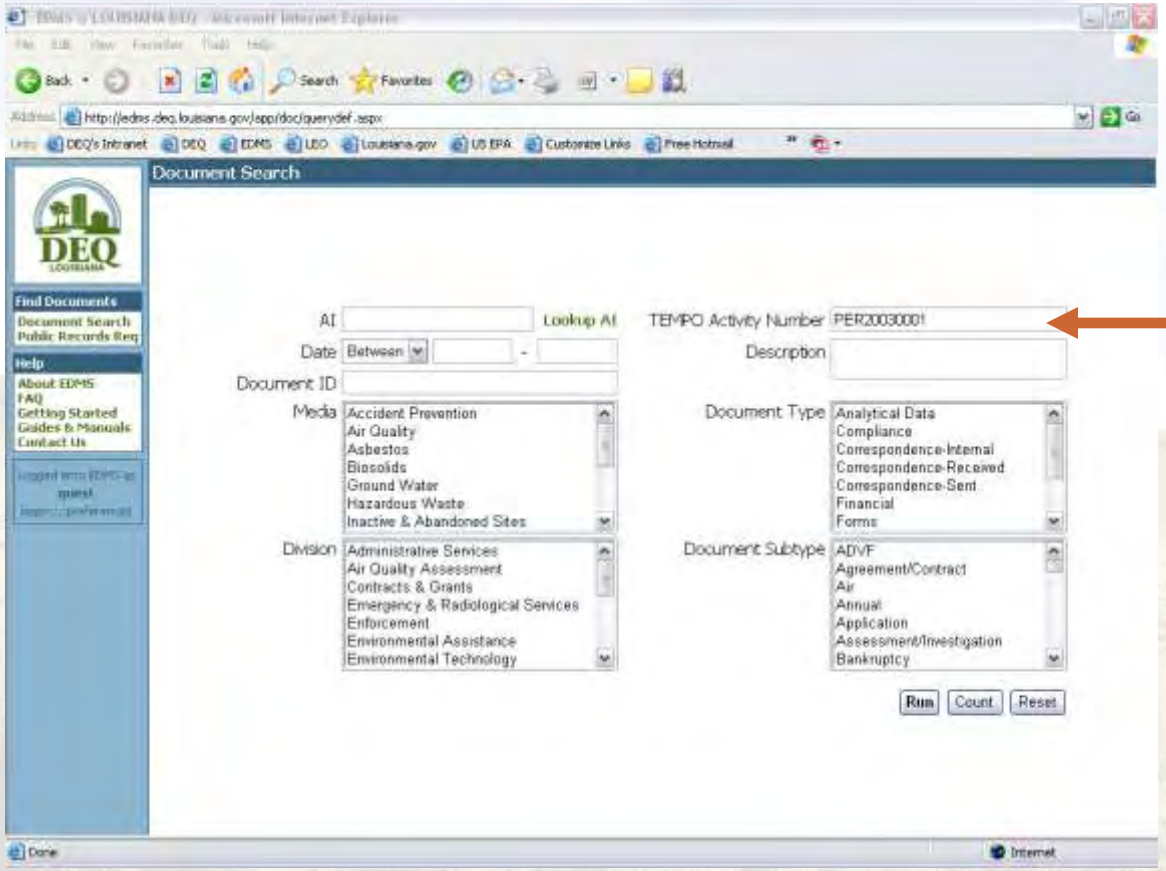
- Select State first, or other fields are not available
- Select area from drop down boxes to generate a list of facilities in an area

Division



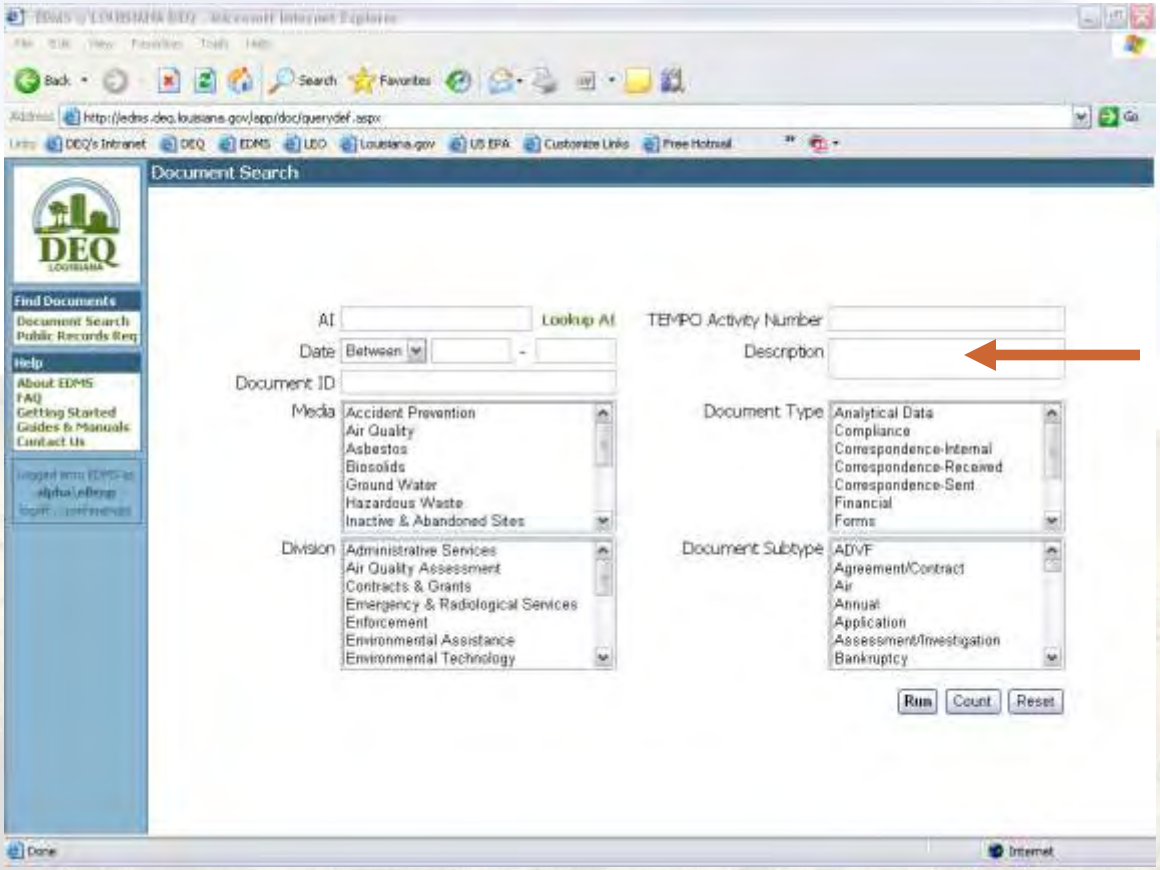
- Division lists the different sections of DEQ's organizational structure.
- Searches based on division will not return documents prior to the year 2000.
- For all pick list boxes, hold Ctrl key to make multiple selections

TEMPO Activity Number



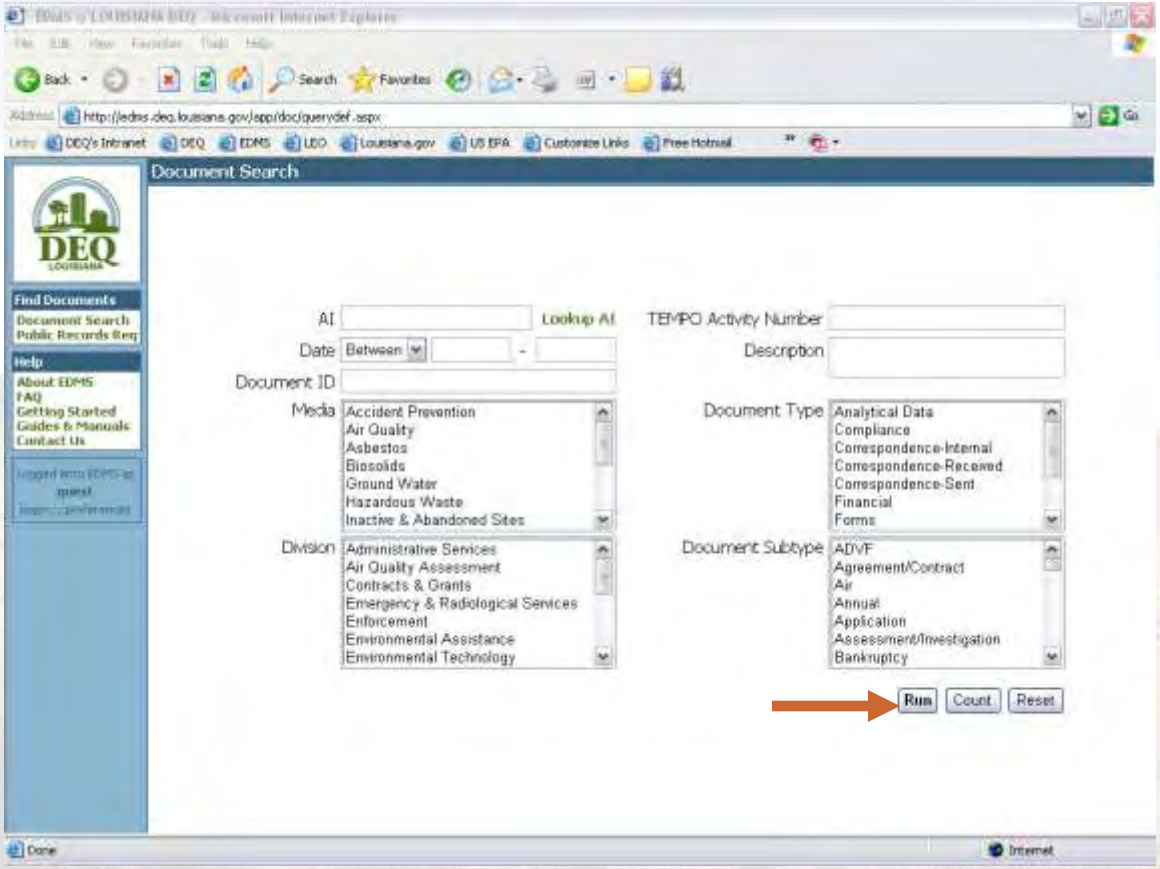
- TEMPO is a DEQ database.
- Use a semicolon and a space to separate multiple TEMPO Activity Numbers.

Description



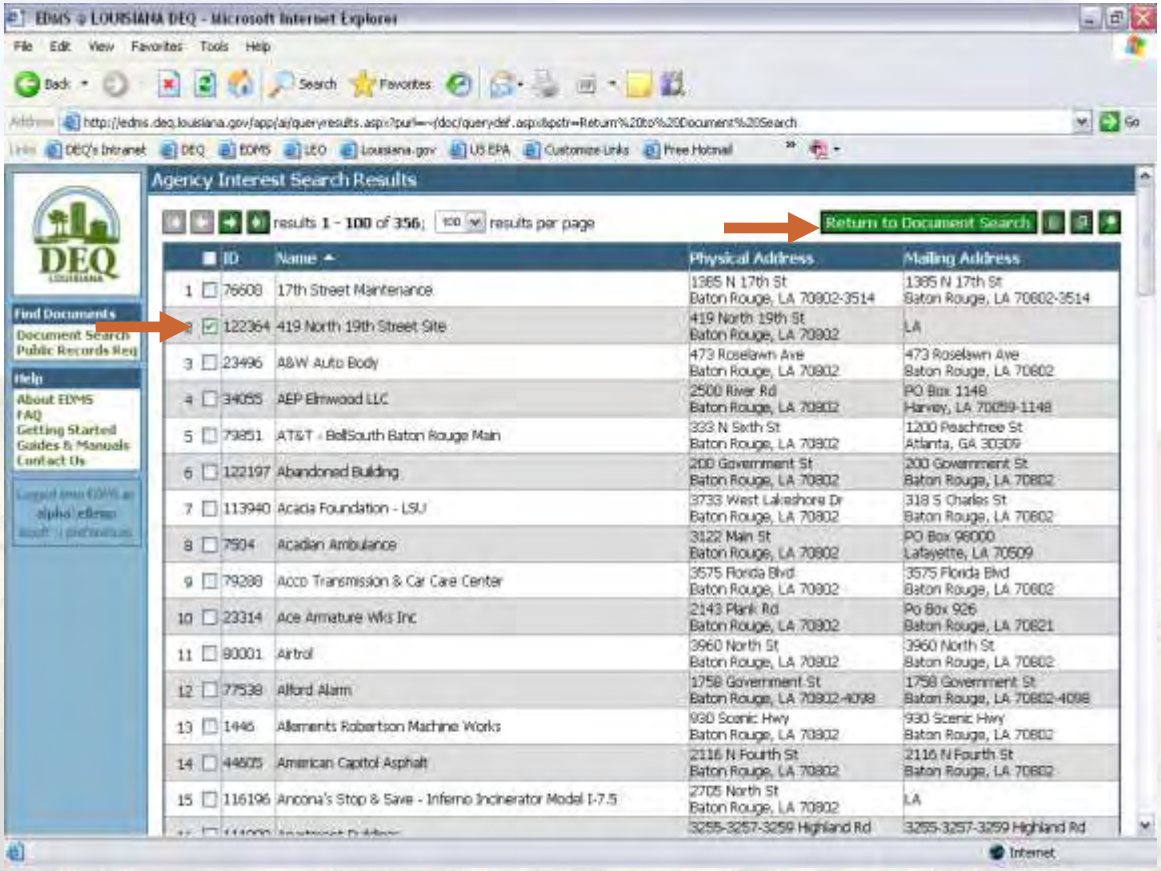
- Enter complete or partial description
- Not case sensitive
- Use wildcards (*) to expand search
  - Don't need * at beginning or end
  - Intervening words
  - Truncation
- Do not hit the **Enter** key at the end of the description field

Run, Count and Reset



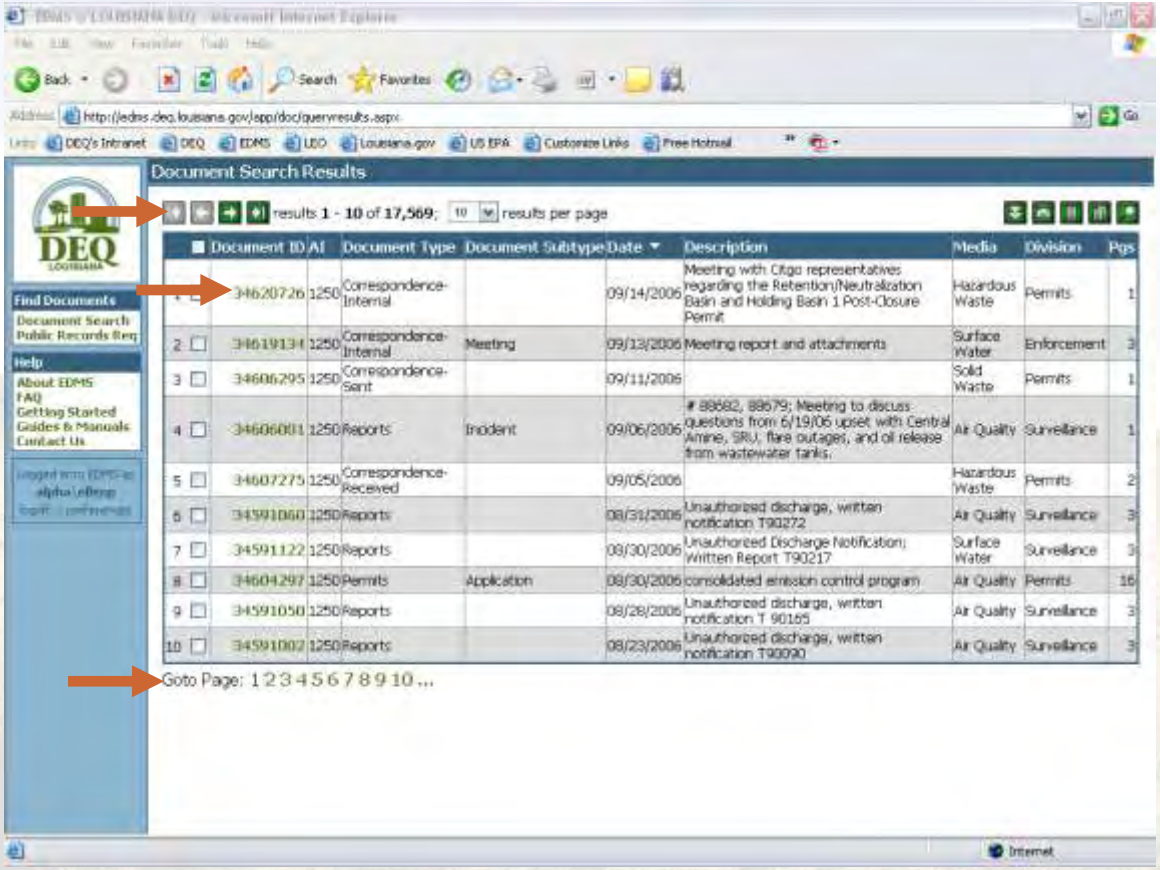
- Click **Run** to run a search.
- Click **Count** to determine how many documents a search will return.
- Click **Reset** to remove all previously entered information.

AI Search Results Screen



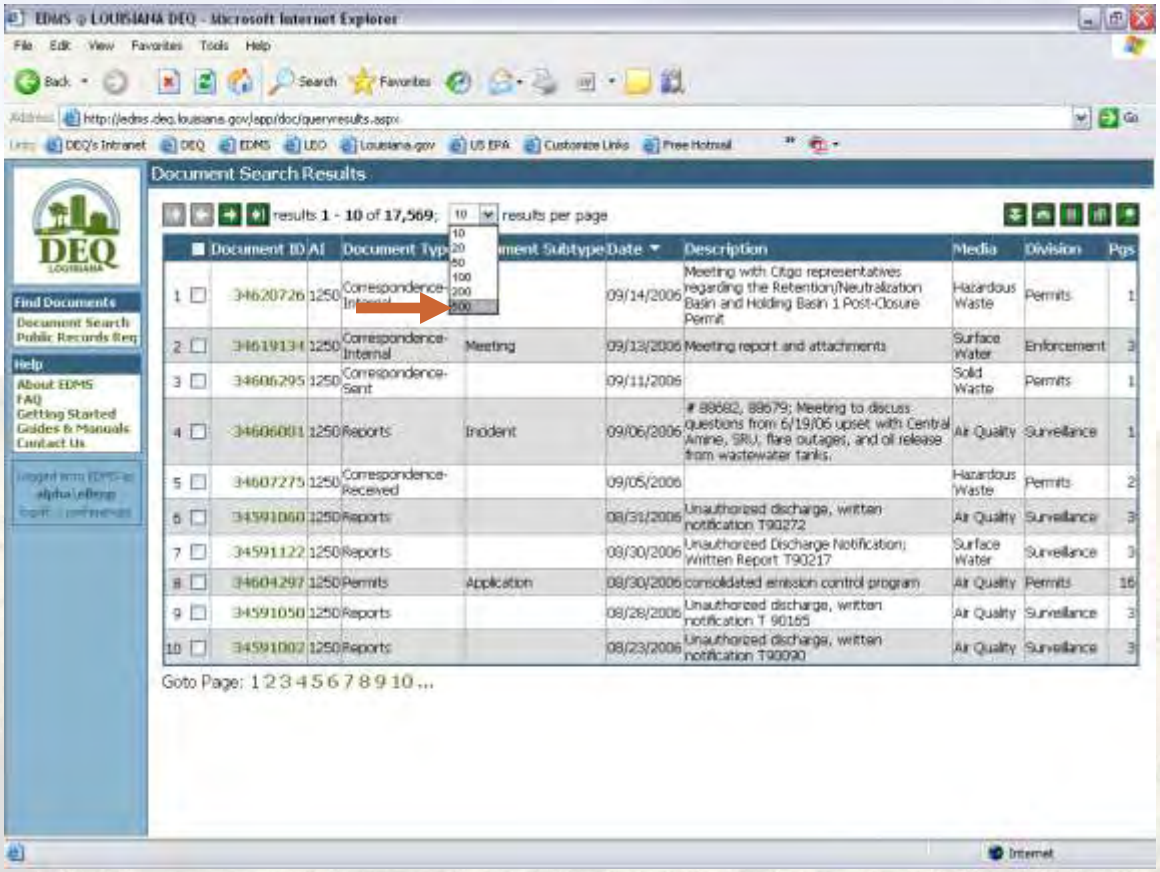
- Click the checkbox to select the desired AI(s).
- Click **Return to Document Search**.
- AI(s) will automatically be entered on the Document Search screen.

Document Search Results



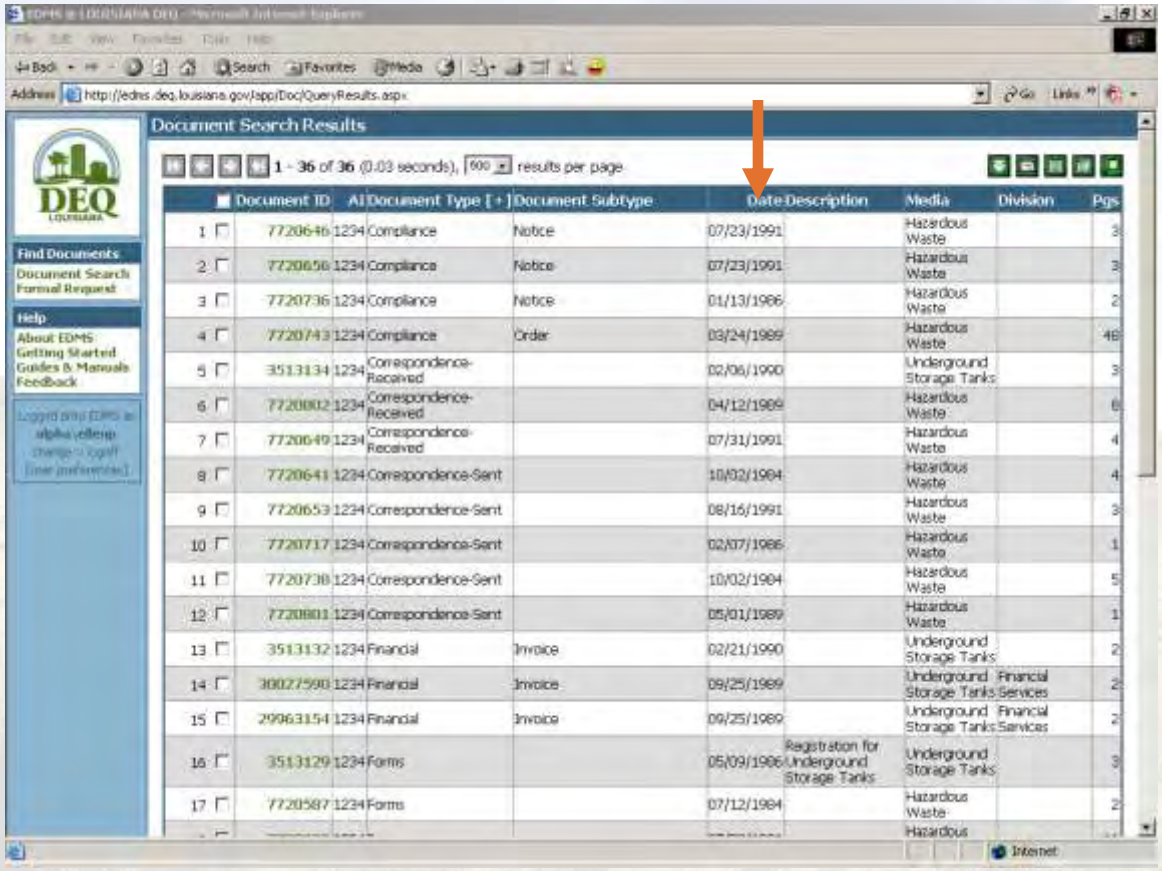
- Click the **Document ID** (in green) to open a document.
- To scroll through the results:
  - Green arrow buttons at the top of the page
  - Page numbers at bottom of page

Document Search Results



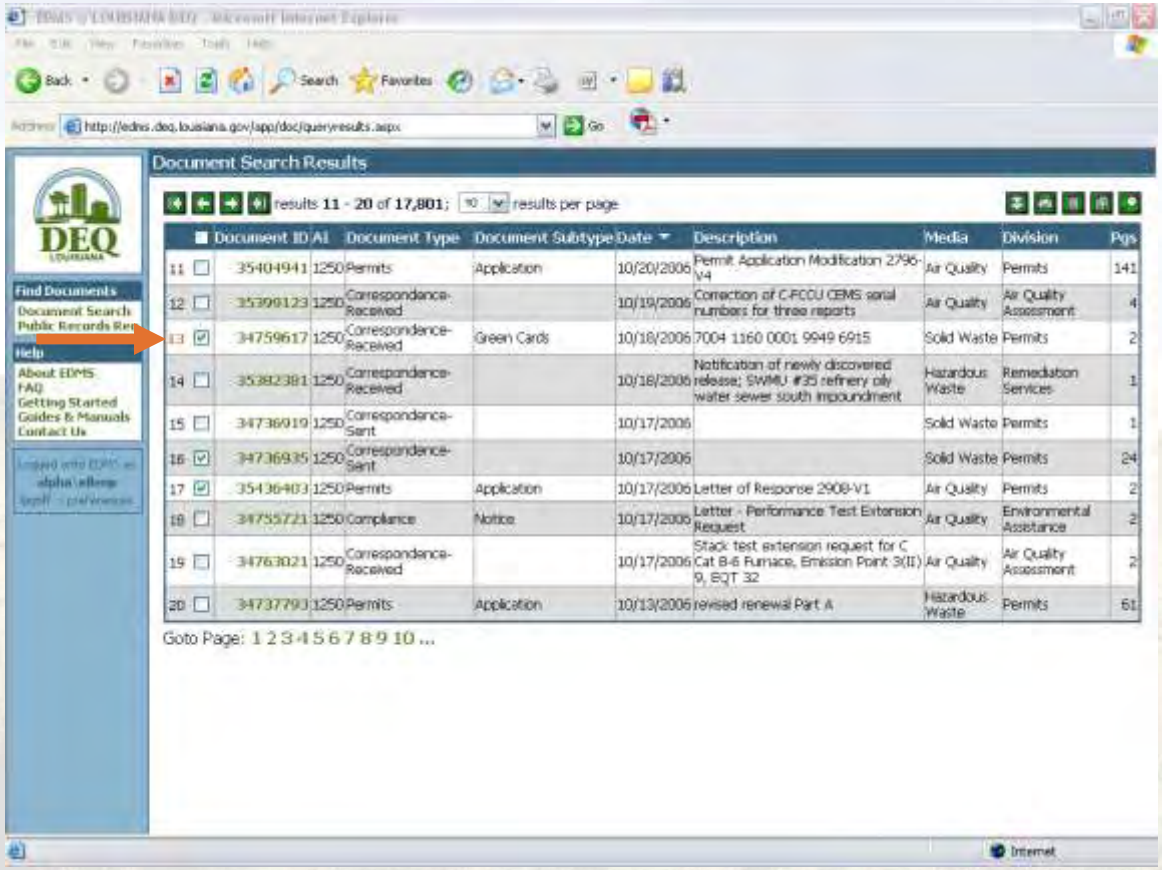
- Change the number of results displayed per page using the drop down box.
- Choices range from 10 to 500.

Sorting Results



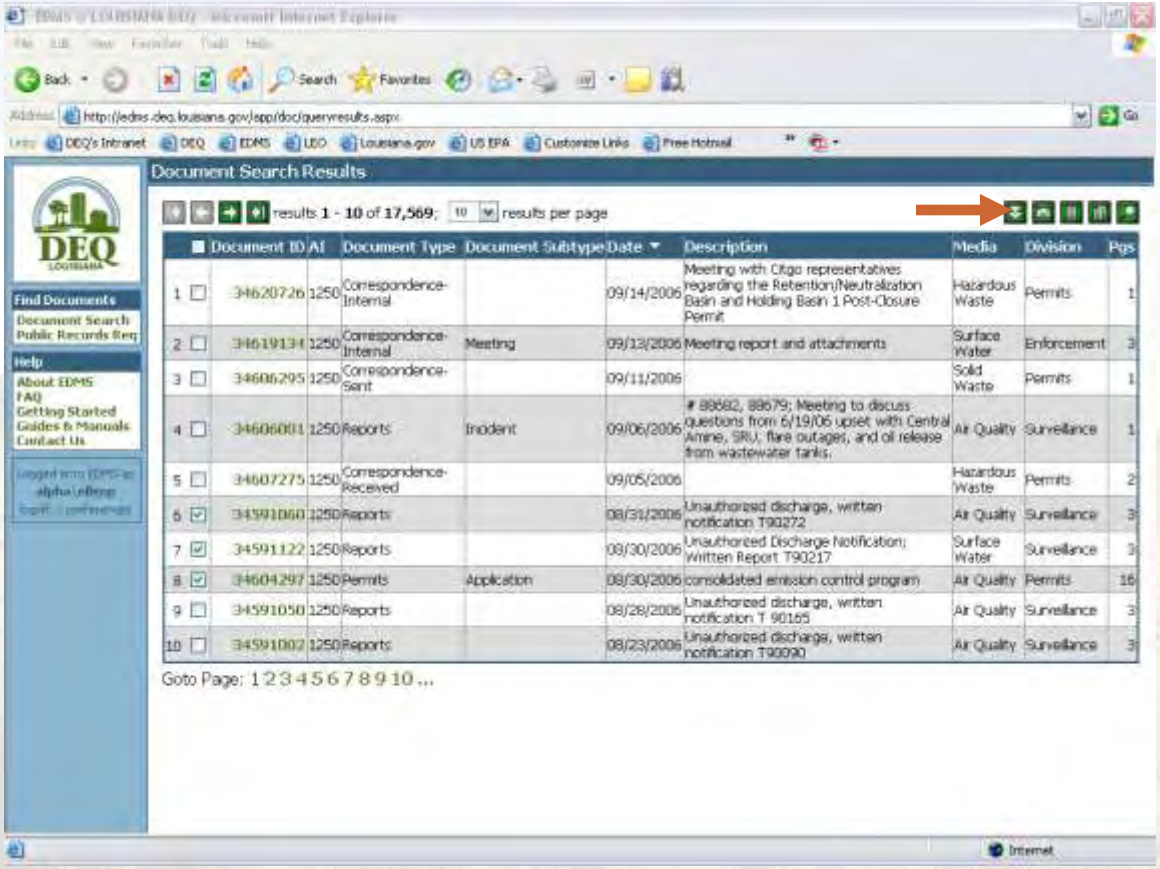
- For 100,000 documents or less, sort results by any field by clicking on the column header.
- Click again to reverse the order of the sort.

Viewed/Selected Documents



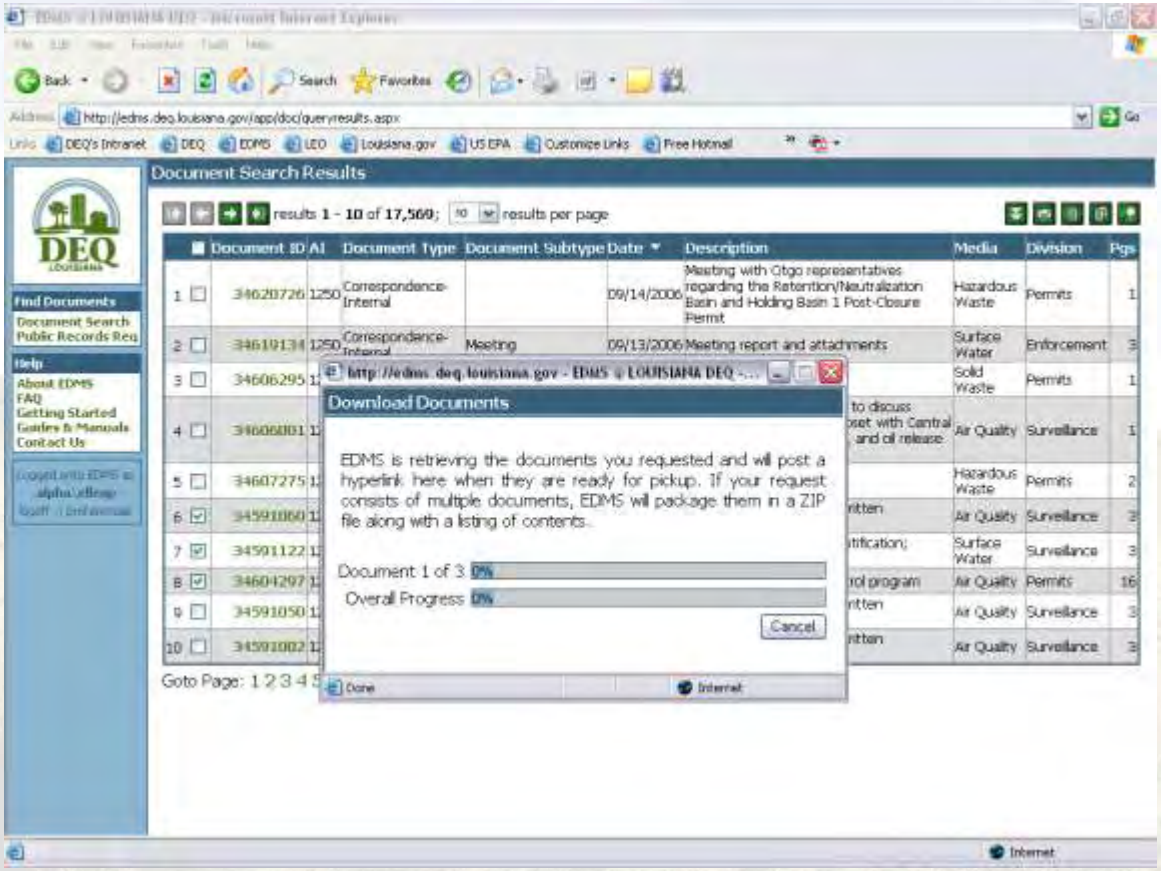
- Documents that have been viewed appear with an orange number.
- To select documents for another use, click the check box.

Download Documents



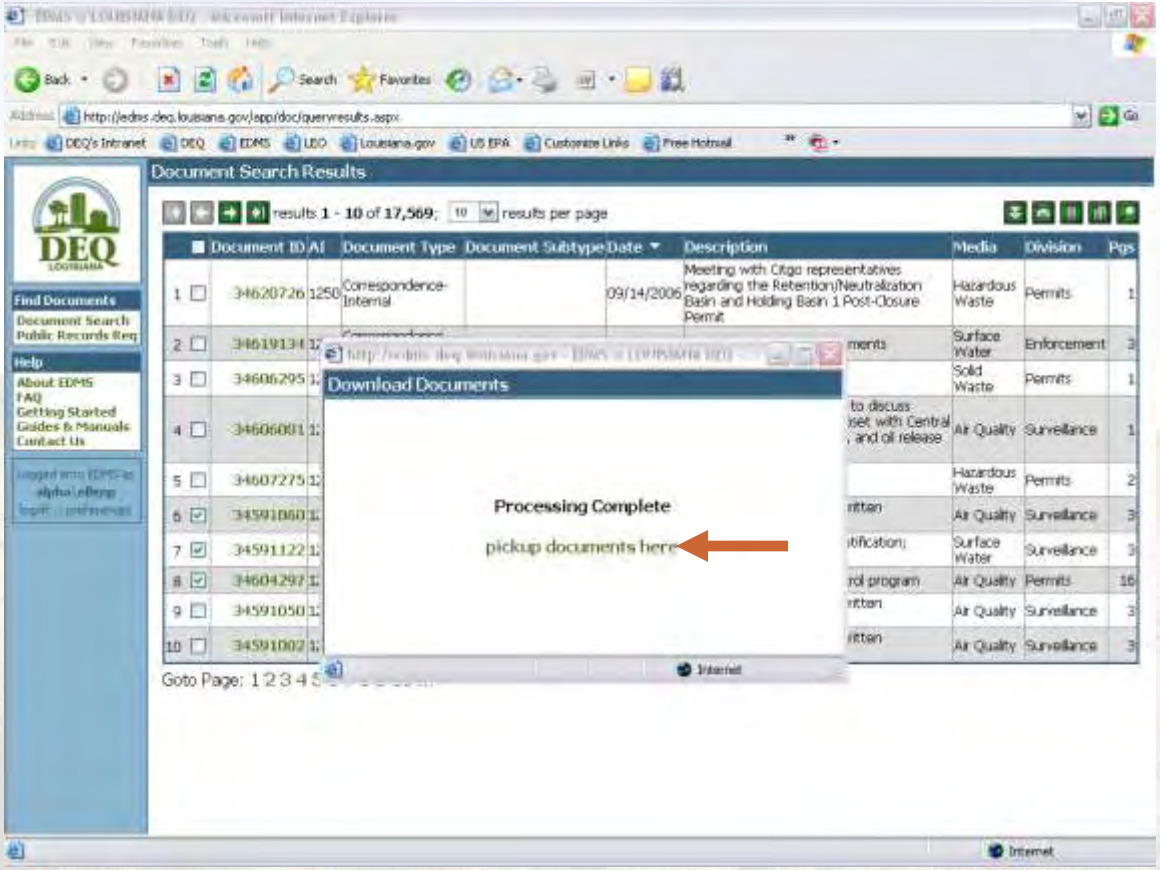
- To download documents, select desired documents.
- Click **Download Selected Documents** button.
- Download up to 10 documents at once.

Download Documents



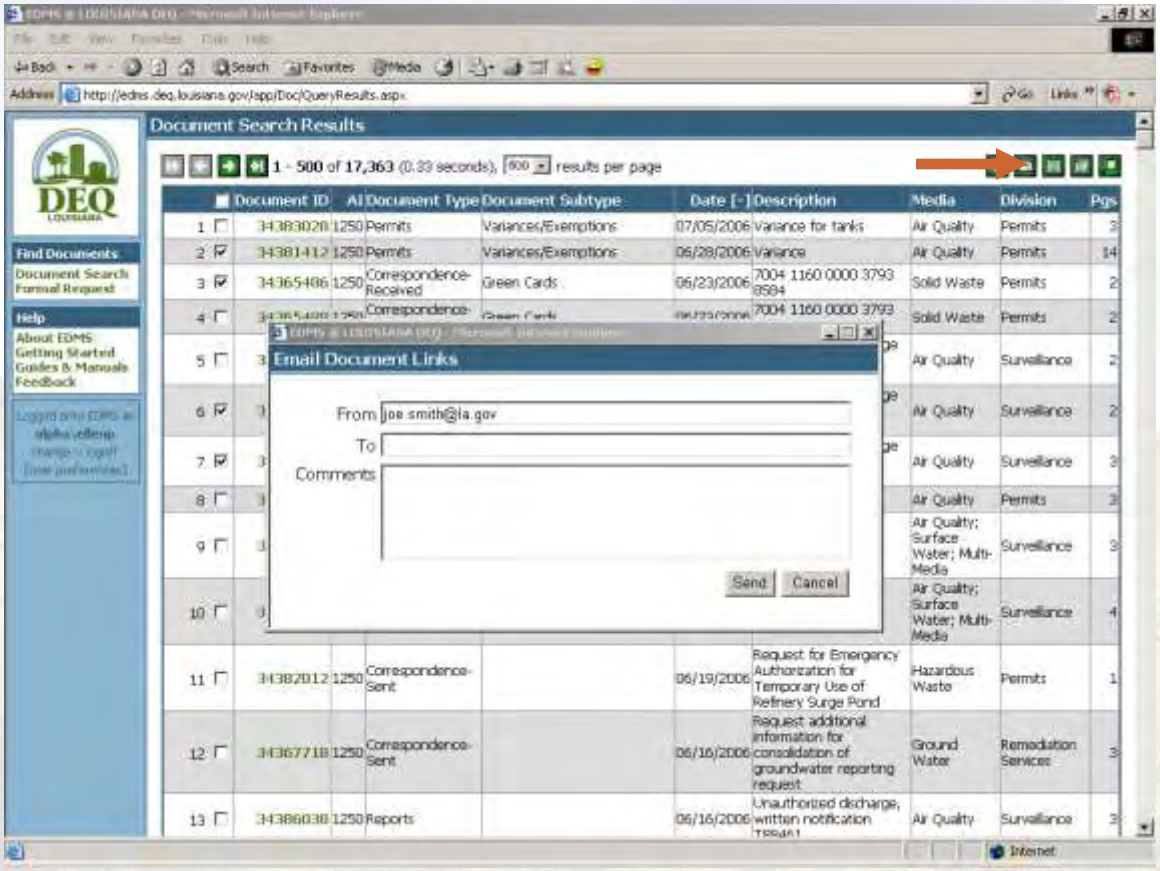
- Documents will download as a zip file.
- Progress bars show downloading process.

Download Documents



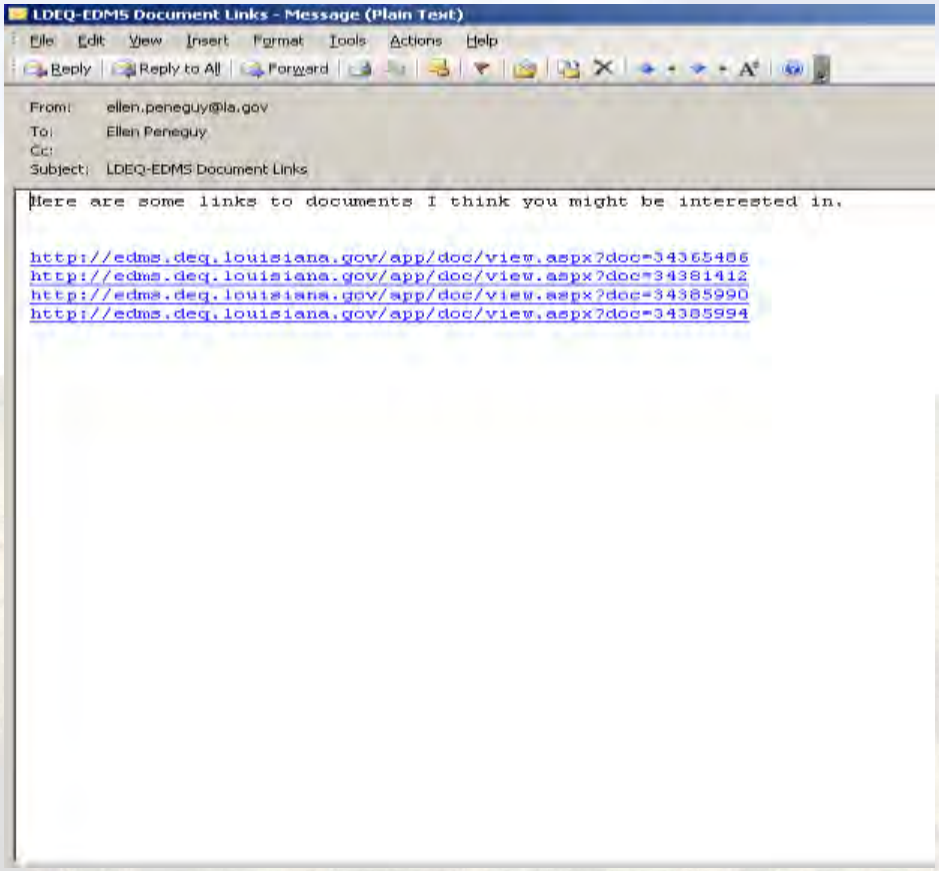
- Click **“pickup documents here”**.

E-mailing Document Links



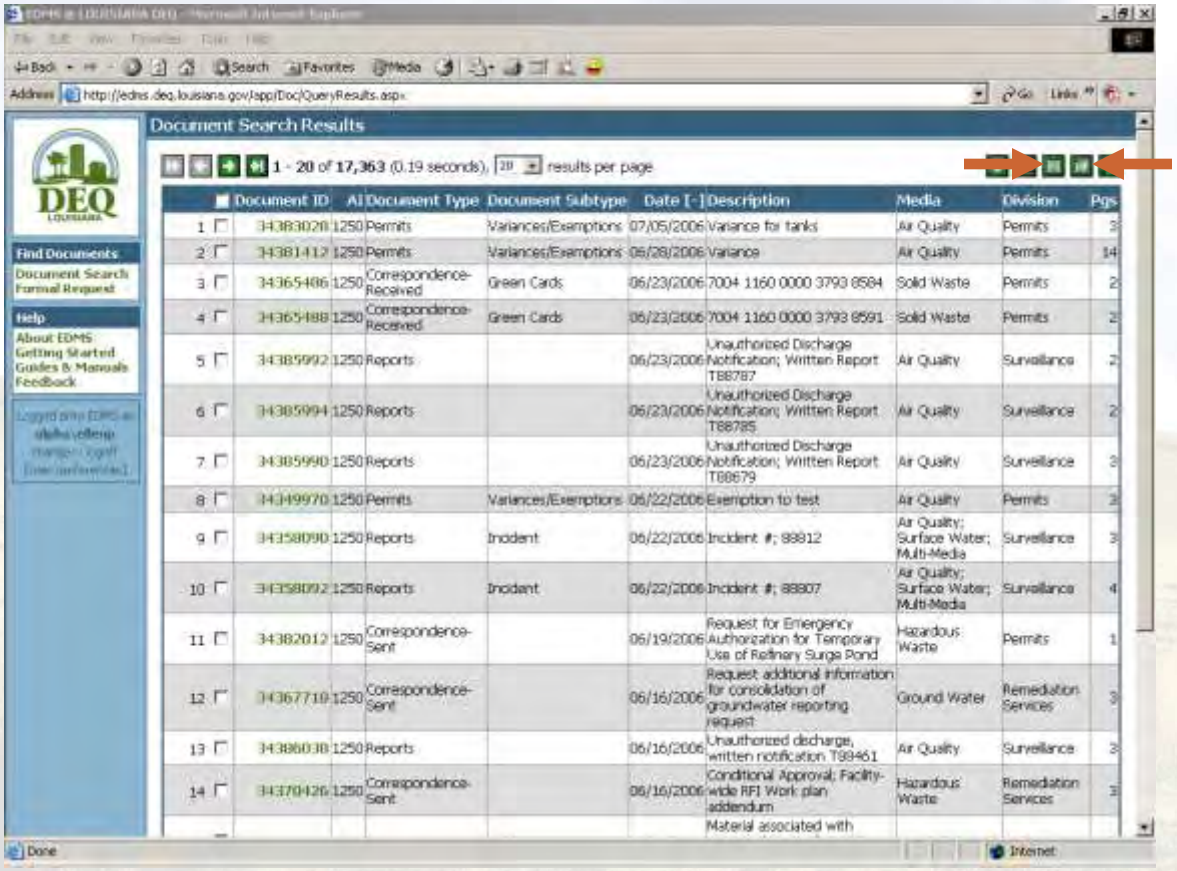
- Select desired documents
- Click **Email Links to Selected Documents** button
- **Email Document Links** popup window will appear.

E-mailing Document Links



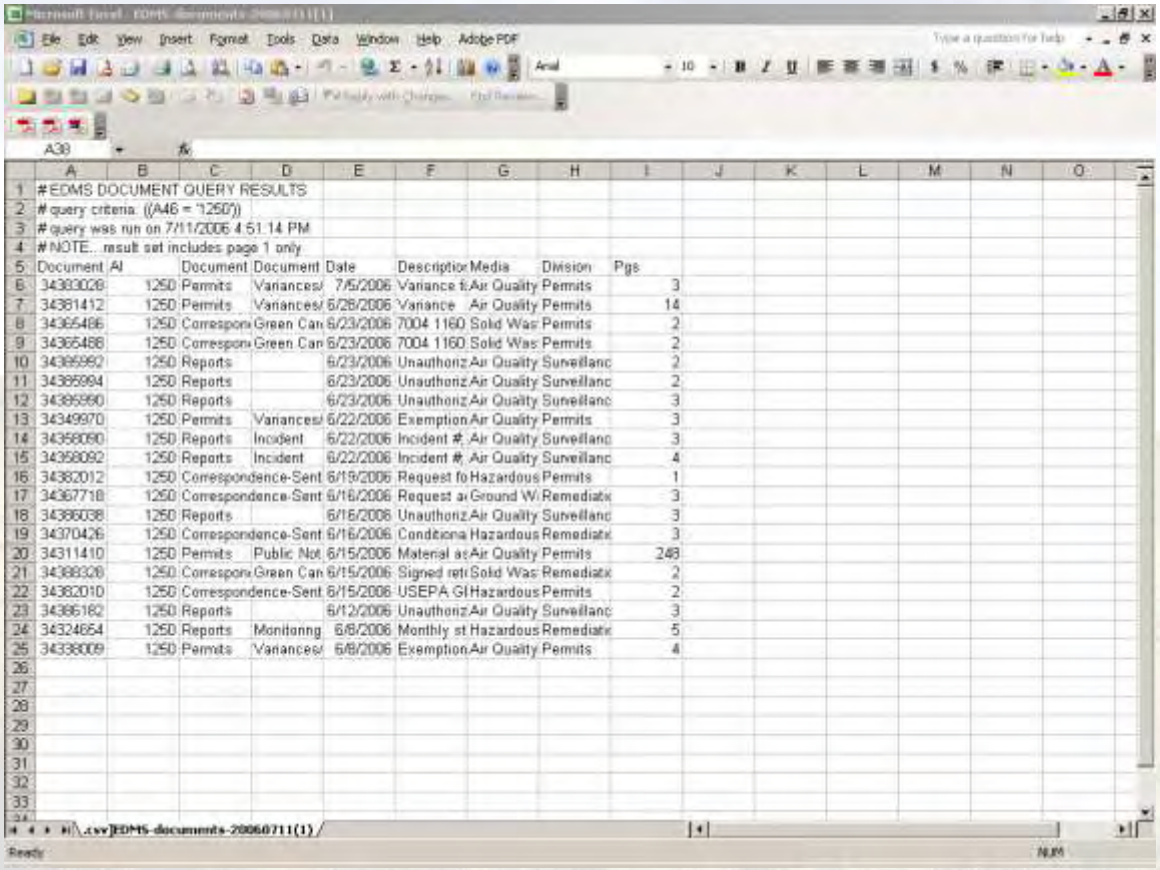
- Fill in the To: line and any comments.
- Click **Send**.
- The recipient will receive an e-mail containing the hyperlinks.

Exporting Search Results



- To export results to an Excel file, click:
  - **Export Page Results**, or
  - **Export All Results**.

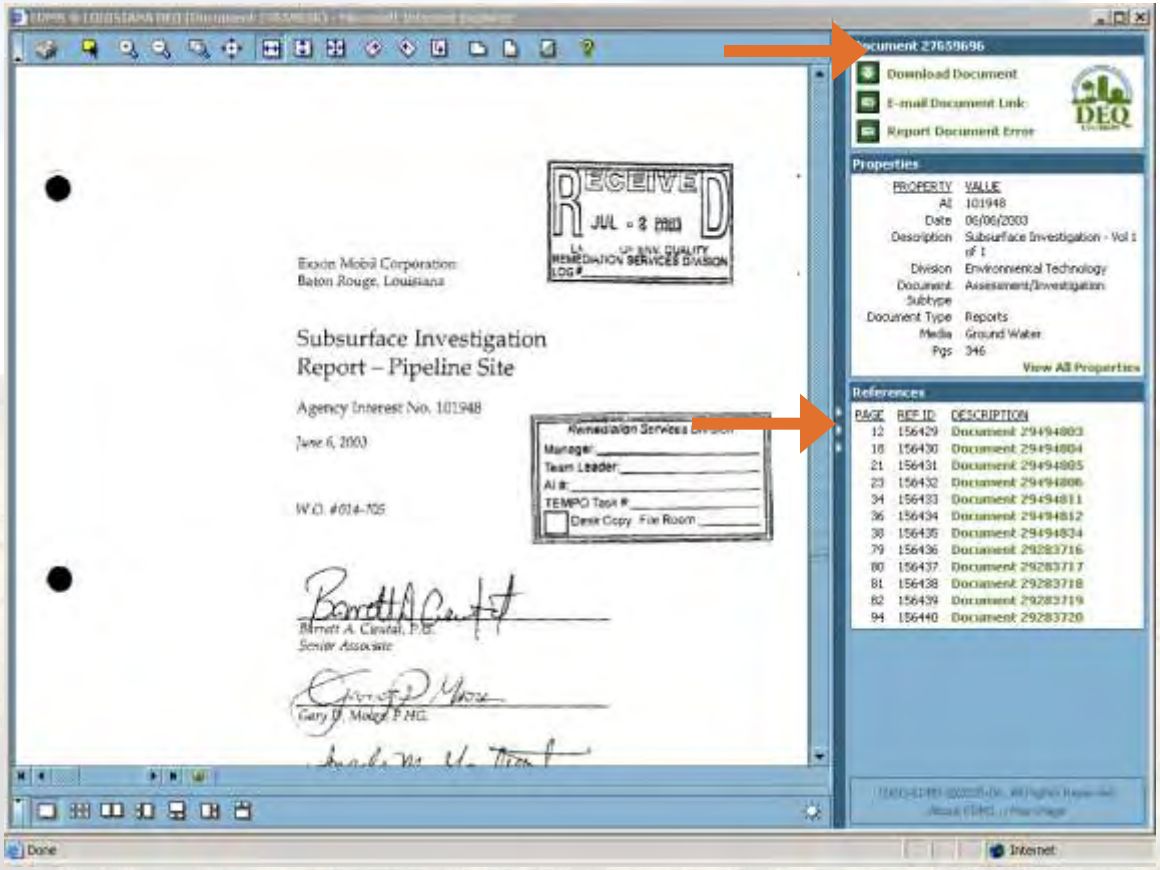
Exporting Search Results



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	# EDMS DOCUMENT QUERY RESULTS														
2	# query criteria: ((A46 = "1250"))														
3	# query was run on 7/11/2006 4:51:14 PM														
4	# NOTE... result set includes page 1 only														
5	Document	AI	Document	Document	Date	Description	Media	Division	Pgs						
6	34393028	1250	Permits	Variances/	7/5/2006	Variance fi	Air Quality	Permits	3						
7	34381412	1250	Permits	Variances/	6/28/2006	Variance	Air Quality	Permits	14						
8	34366486	1250	Correspon	Green Can	6/23/2006	7004 1160	Solid Was	Permits	2						
9	34366488	1250	Correspon	Green Can	6/23/2006	7004 1160	Solid Was	Permits	2						
10	34365992	1250	Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	2						
11	34365994	1250	Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	2						
12	34365990	1250	Reports		6/23/2006	Unauthoriz	Air Quality	Surveillanc	3						
13	34349970	1250	Permits	Variances/	6/22/2006	Exemption	Air Quality	Permits	3						
14	34358090	1250	Reports	Incident	6/22/2006	Incident #:	Air Quality	Surveillanc	3						
15	34358092	1250	Reports	Incident	6/22/2006	Incident #:	Air Quality	Surveillanc	4						
16	34382012	1250	Correspondence-Sent		6/19/2006	Request fo	Hazardous	Permits	1						
17	34367718	1250	Correspondence-Sent		6/16/2006	Request a	Ground W	Remediatic	3						
18	34366038	1250	Reports		6/16/2006	Unauthoriz	Air Quality	Surveillanc	3						
19	34370426	1250	Correspondence-Sent		6/16/2006	Conditiona	Hazardous	Remediatic	3						
20	34311410	1250	Permits	Public Not	6/15/2006	Material as	Air Quality	Permits	248						
21	34368328	1250	Correspon	Green Can	6/15/2006	Signed reti	Solid Was	Remediatic	2						
22	34382010	1250	Correspondence-Sent		6/15/2006	USEPA GI	Hazardous	Permits	2						
23	34366182	1250	Reports		6/12/2006	Unauthoriz	Air Quality	Surveillanc	3						
24	34324654	1250	Reports	Monitoring	6/8/2006	Monthly st	Hazardous	Remediatic	5						
25	34338009	1250	Permits	Variances/	6/8/2006	Exemption	Air Quality	Permits	4						

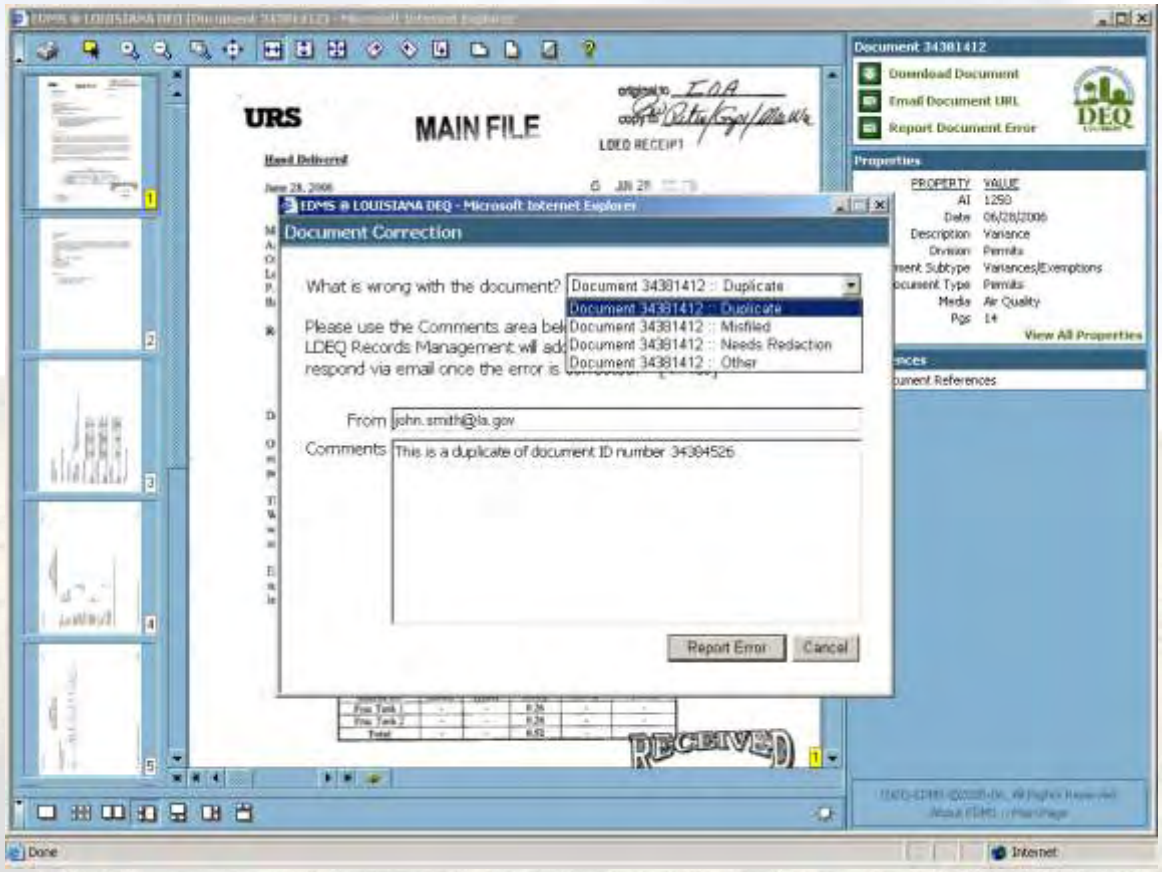
- Choose **Open** or **Save**.
- File will open in Excel.

Viewer Features



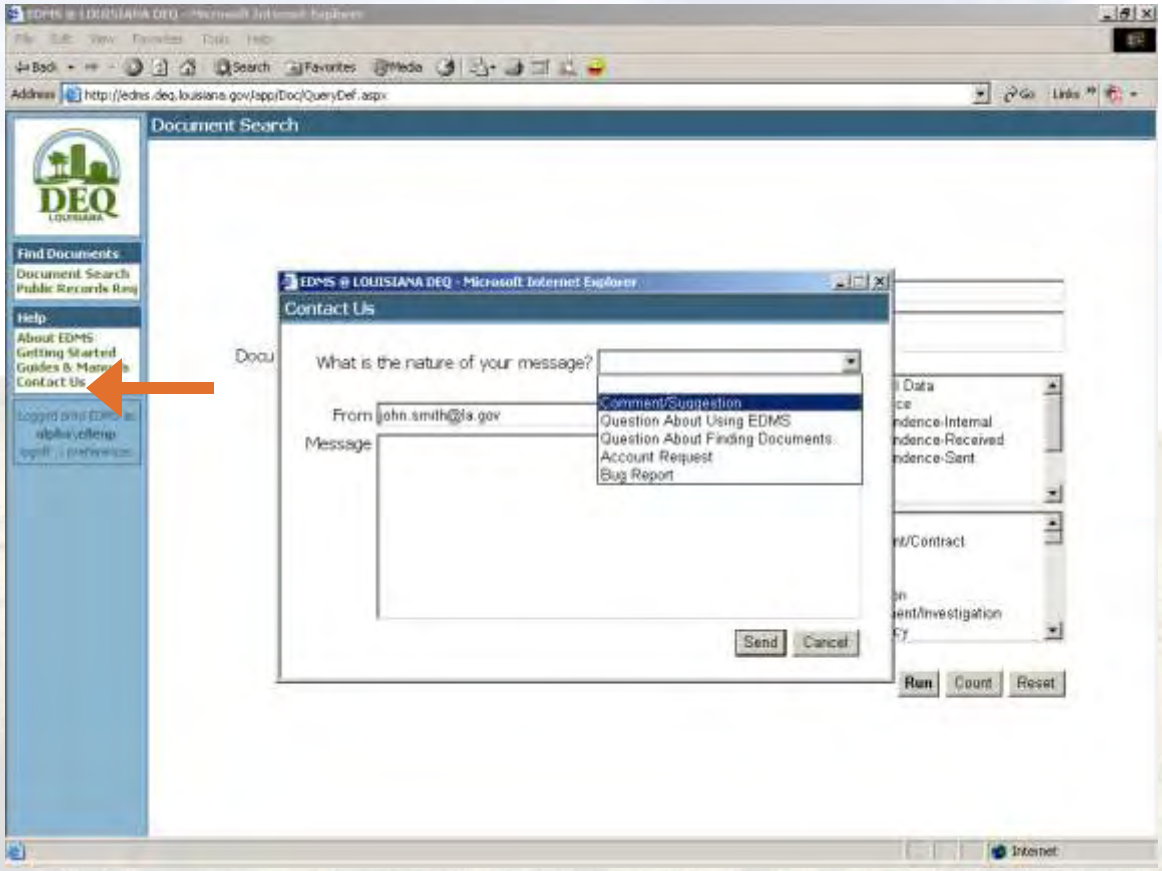
- Collapsible right panel
- References
- Download documents
- E-mail document links
- Report document errors to Document Corrections.

Document Corrections



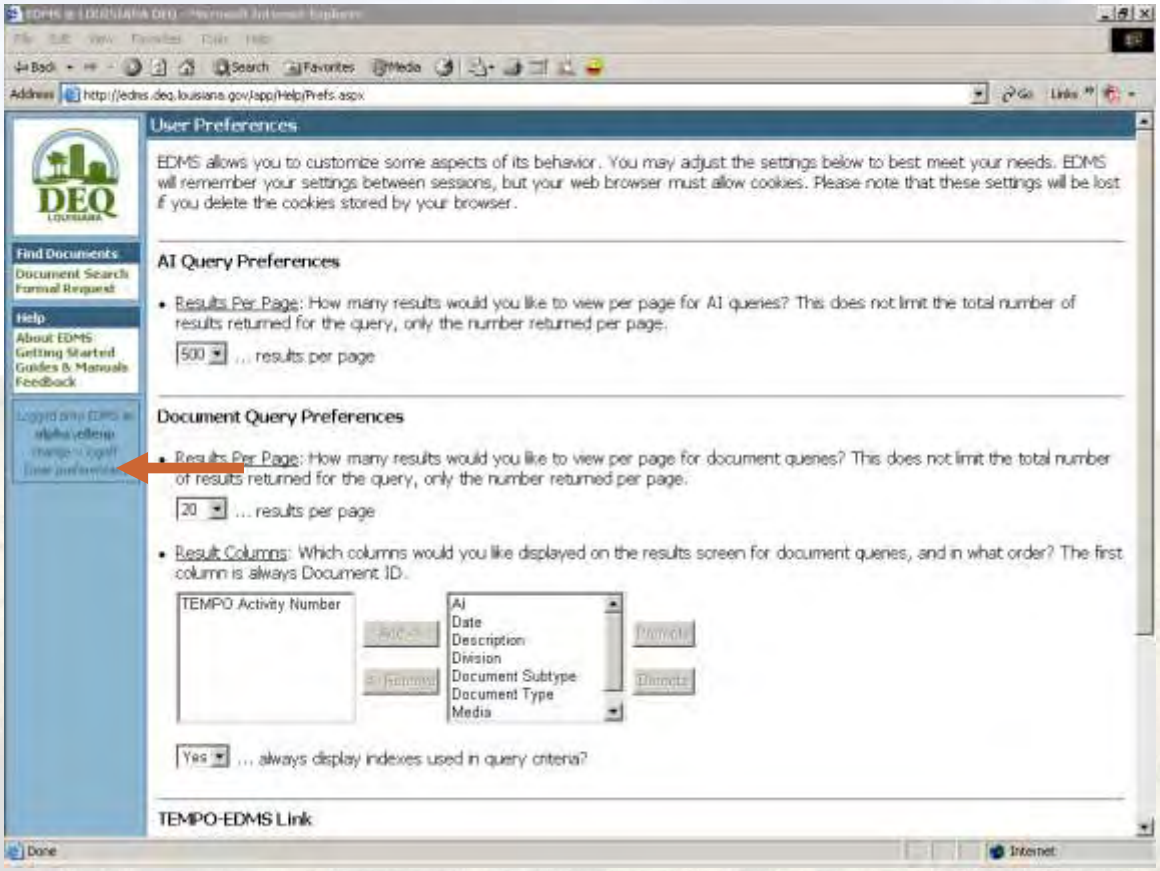
- Select the type of correction that needs to be made from the drop down box.
- Enter as much information as possible in the **Comments** box.
- Click **Report Error** to send.

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