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
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.

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

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

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<th>Description</th>
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<th>Division</th>
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Goto Page: 12345678910...
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

• 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.
• 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

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