Access 101: Navigating DEQ

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Information Science Division
Louisiana Department of Environmental Quality

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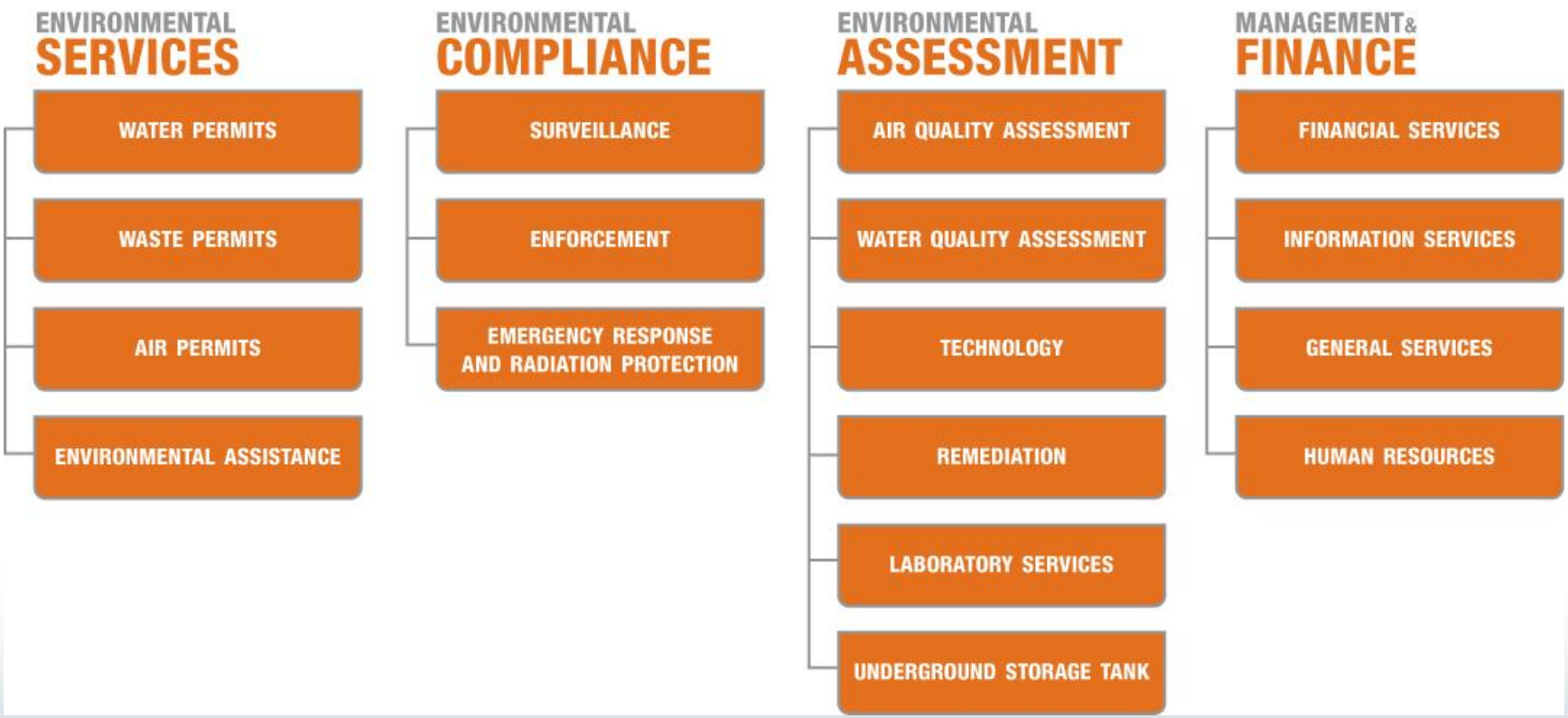
Division Name

Office Organizational Chart



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Records Management

- Security of Information
- Access to Information

Questions to Answer Today

- What is a record?
- How do I access the records I need?
- How do I use the online public records system?
- How can I get more information?

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What is a record?

- **Definition**
  - Evidence of a business activity or decision
- **Record formats**
  - Paper documents, photographic records, electronic records

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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

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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 Links
Google Go Bookmarks 28 blocked Check AutoLink AutoFill Send to Settings

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

Hurricane Katrina / Rita :: Free Copy Eligibility

- ○ I certify that the requested records are for use by an entity under contract to a Federal Agency for the purpose of assisting in Hurricane Katrina or Hurricane Rita clean up and restoration.
- ○ I certify that the requested records are to replace records lost as a result of Hurricane Katrina or Hurricane Rita.
- ◉ I am NOT eligible for free copies.

Submit Request | Clear Fields

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

Done 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 media
- Regional Offices with public access computers

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Online Records Access

- http://www.deq.louisiana.gov/edms
- Documents available online include:
  - Documents from January 1, 2000 to present
  - No Radiation related documents
- Visit Public Records Centers to access all documents, except confidential

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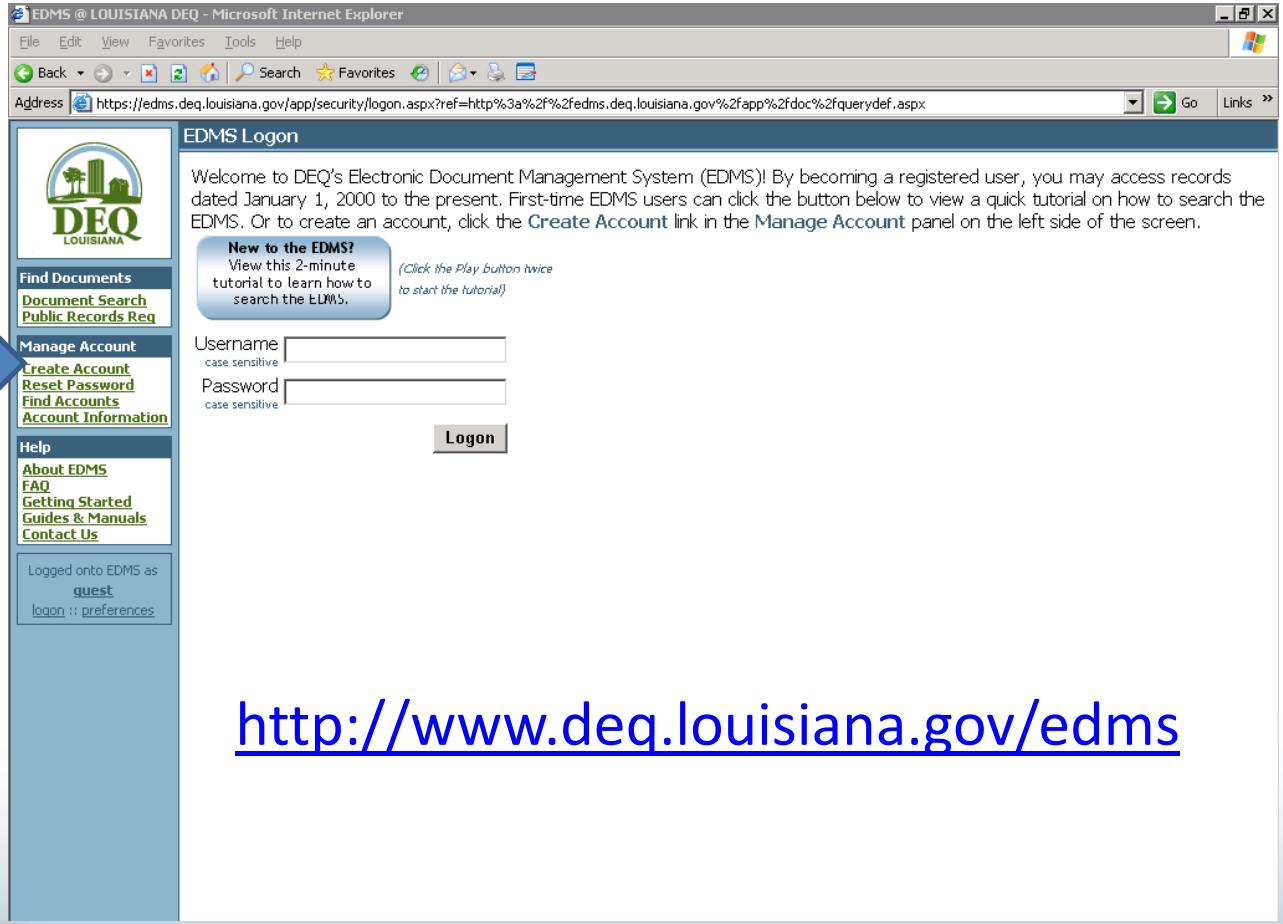
What is the EDMS?

- The Electronic Document Management System (EDMS) is DEQ's electronic repository of official records that have been created or received by DEQ.
- Examples of documents available:
  - Permits to discharge into the Air or Water
  - Facility Inspection Reports
  - Compliance Orders

Register

- Click the **Create Account** link in the Manage Account box on the left side of the screen



http://www.deq.louisiana.gov/edms

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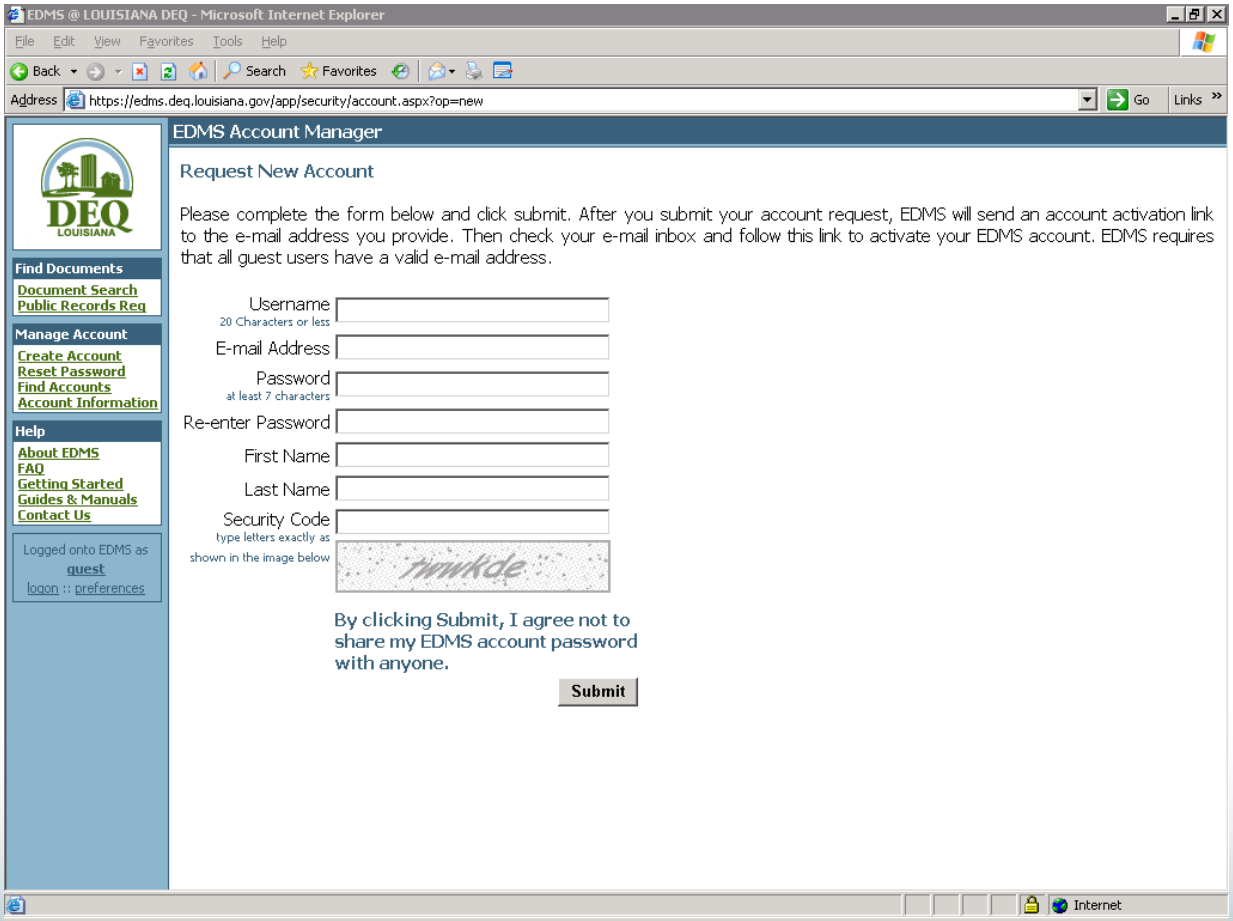
Request New Account Form

- Open the Request New Account form
- Username and password may not contain spaces



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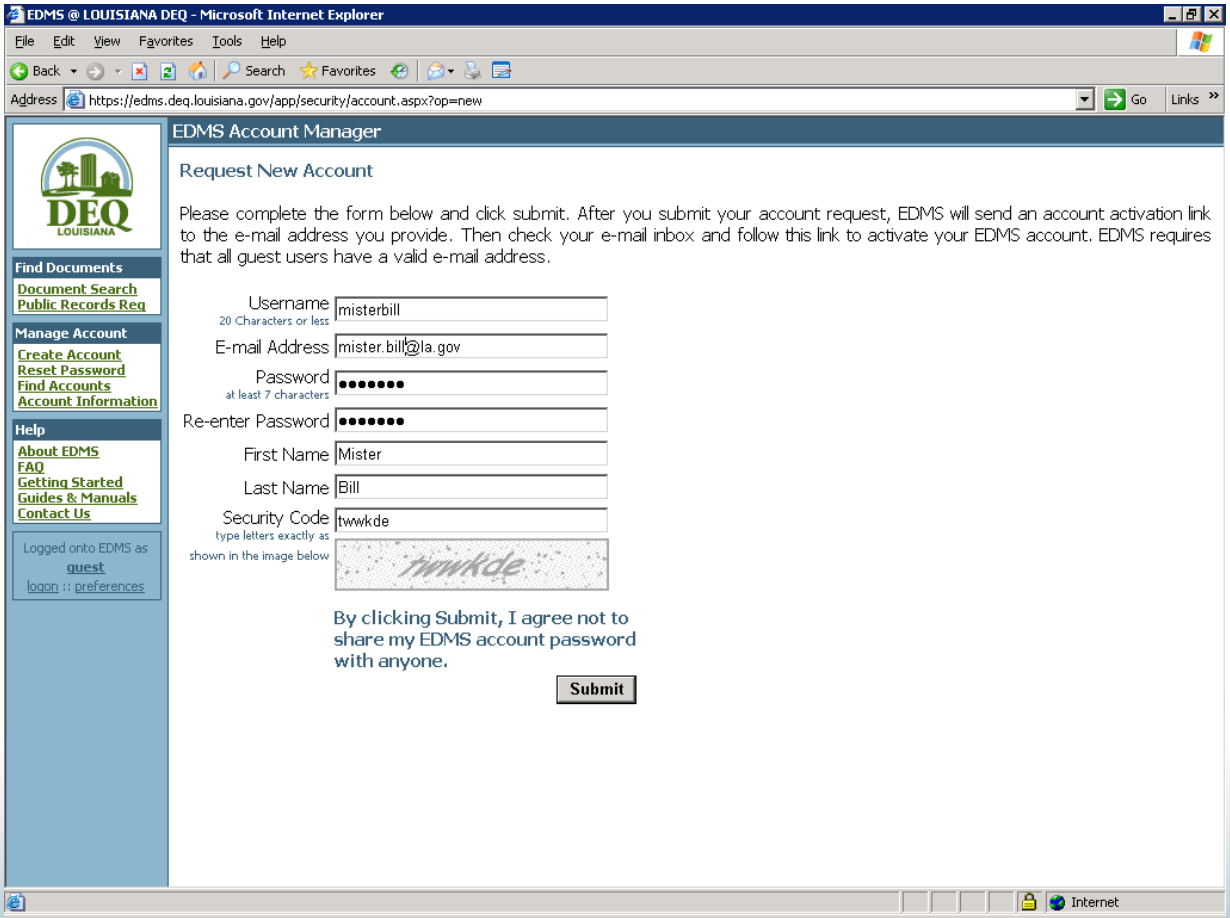
Request New Account Form

- Fill in all fields
- Click **Submit**



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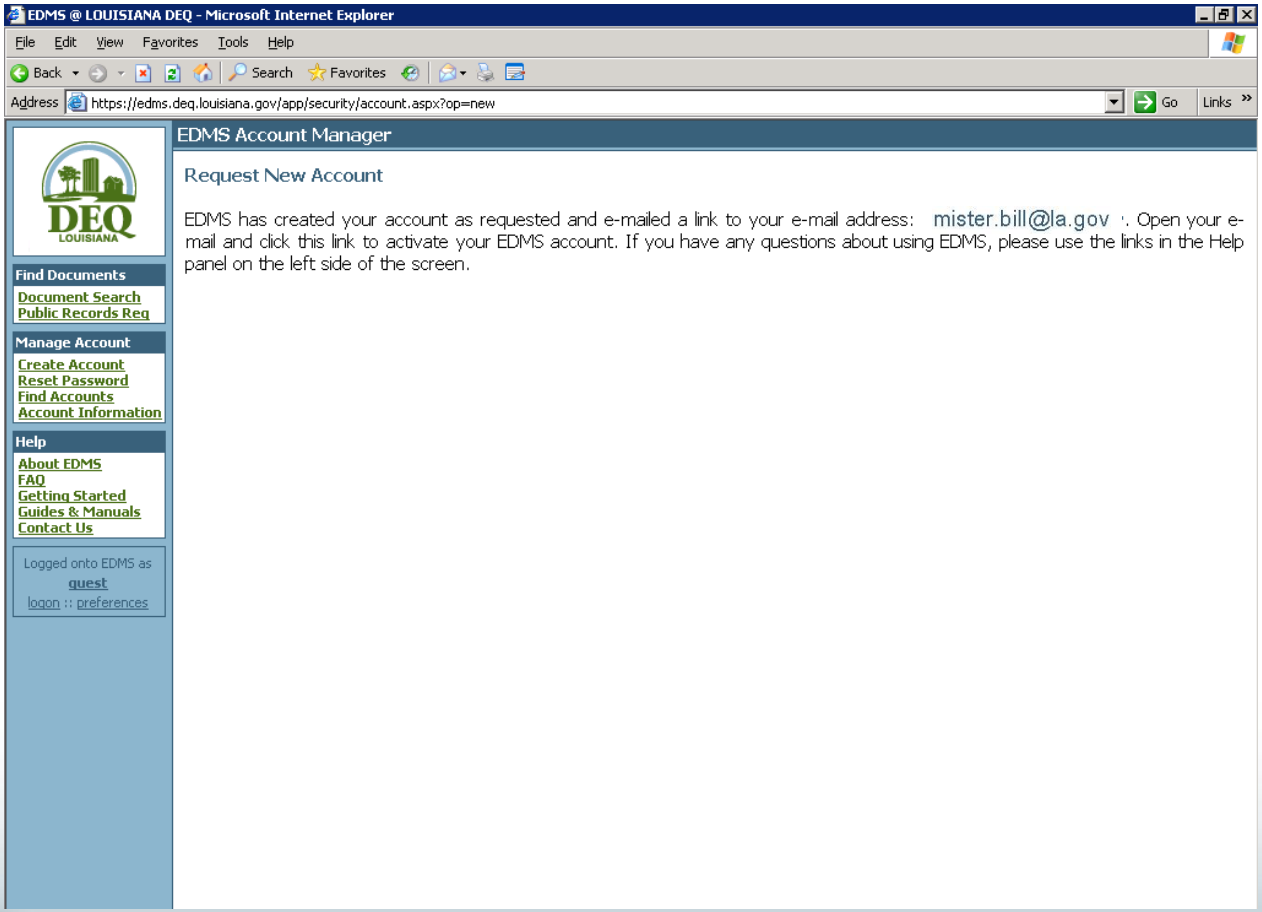
Account Request Confirmation

- You will receive a confirmation screen stating that an account has been created for you.
- Open your e-mail program to activate your account.



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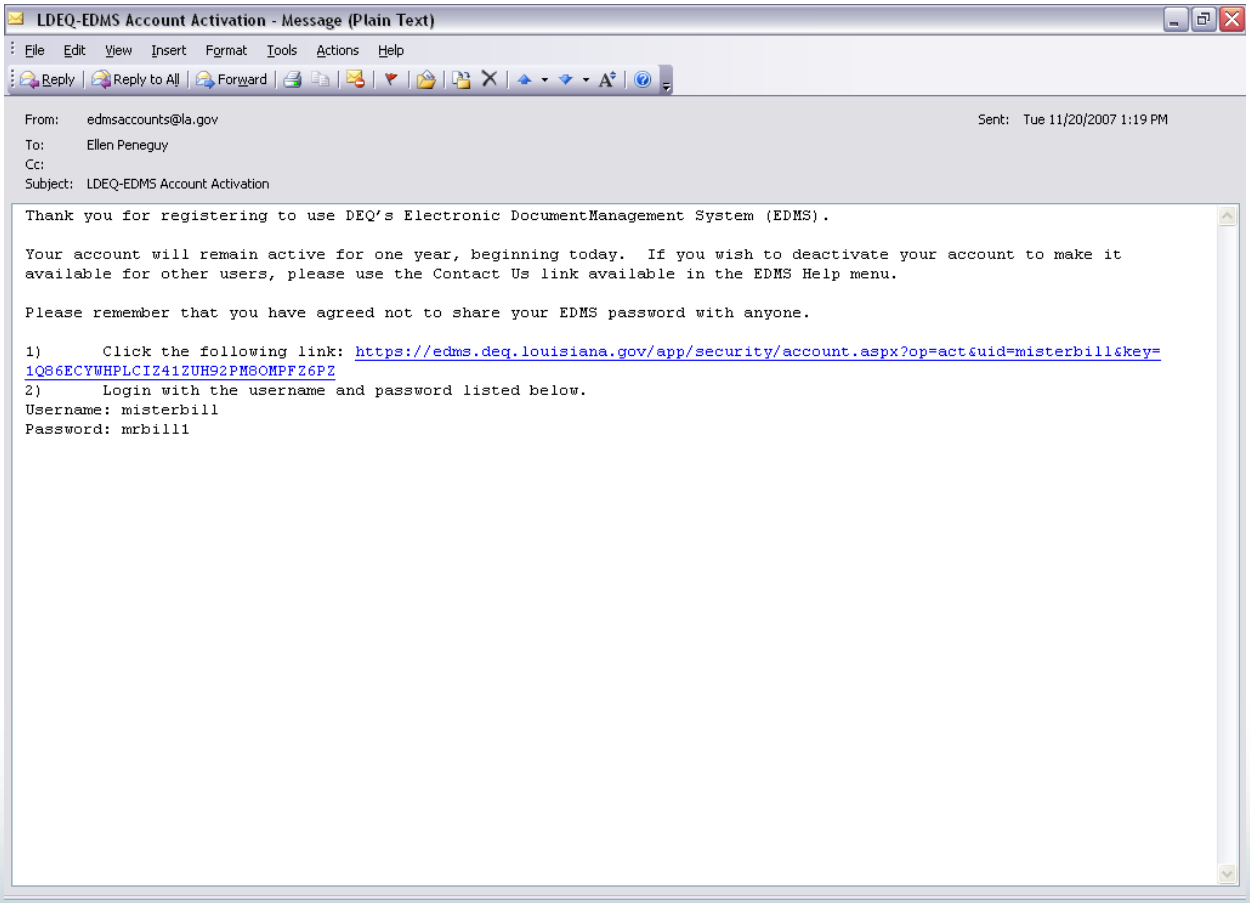
Activate Account

- You will receive an e-mail from edmsaccounts@la.gov
- Open the e-mail and click the activation link



LDEQ-EDMS Account Activation - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply | Reply to All | Forward

From: edmsaccounts@la.gov
Sent: Tue 11/20/2007 1:19 PM
To: Ellen Peneguy
Cc:
Subject: LDEQ-EDMS Account Activation

Thank you for registering to use DEQ's Electronic DocumentManagement System (EDMS).

Your account will remain active for one year, beginning today. If you wish to deactivate your account to make it available for other users, please use the Contact Us link available in the EDMS Help menu.

Please remember that you have agreed not to share your EDMS password with anyone.

1) Click the following link: https://edms.deq.louisiana.gov/app/security/account.aspx?op=act&uid=misterbill&key=1Q86ECYWHPLCIZ41ZUH92PM8OMPFZ6PZ
2) Login with the username and password listed below.
Username: misterbill
Password: mrbill1

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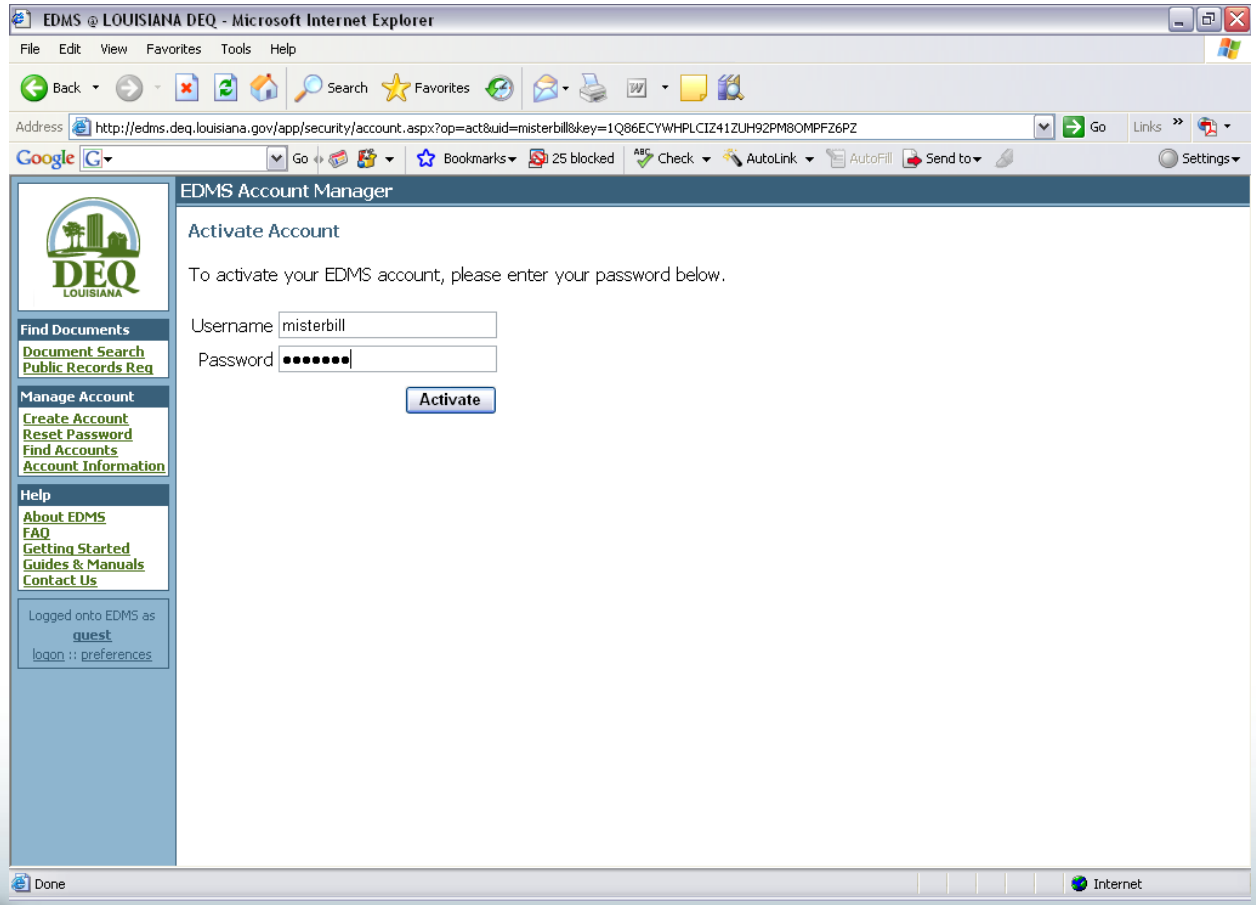
Activate Account

- After clicking the activation link, EDMS will open an Activate Account window.
- Enter your username and password.
- Click **Activate**.



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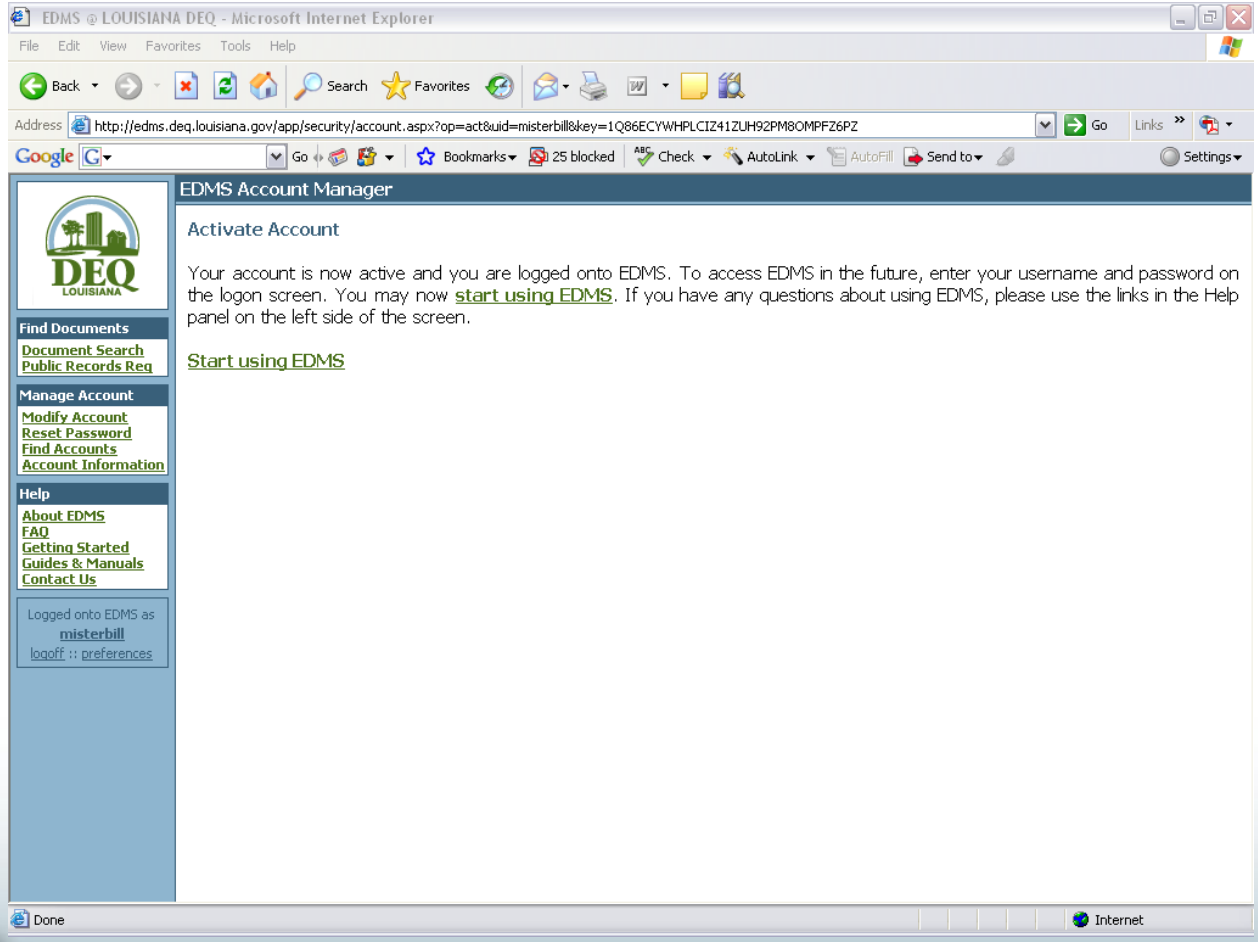
Activation Confirmation

- After clicking **Activate**, EDMS will open an activation confirmation screen.
- Click the **Start Using EDMS** link to begin searching for documents.



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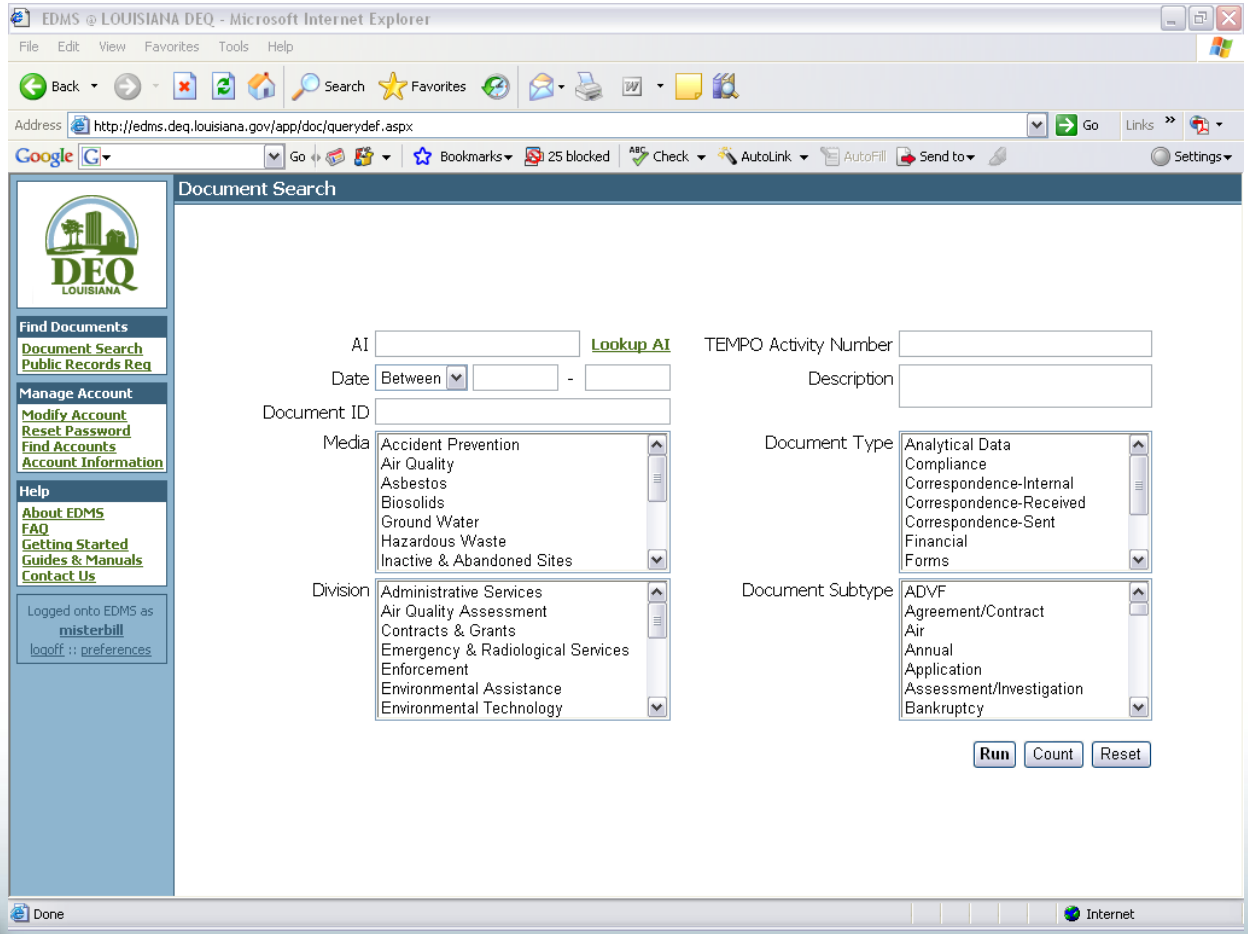
Searching

- 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**.



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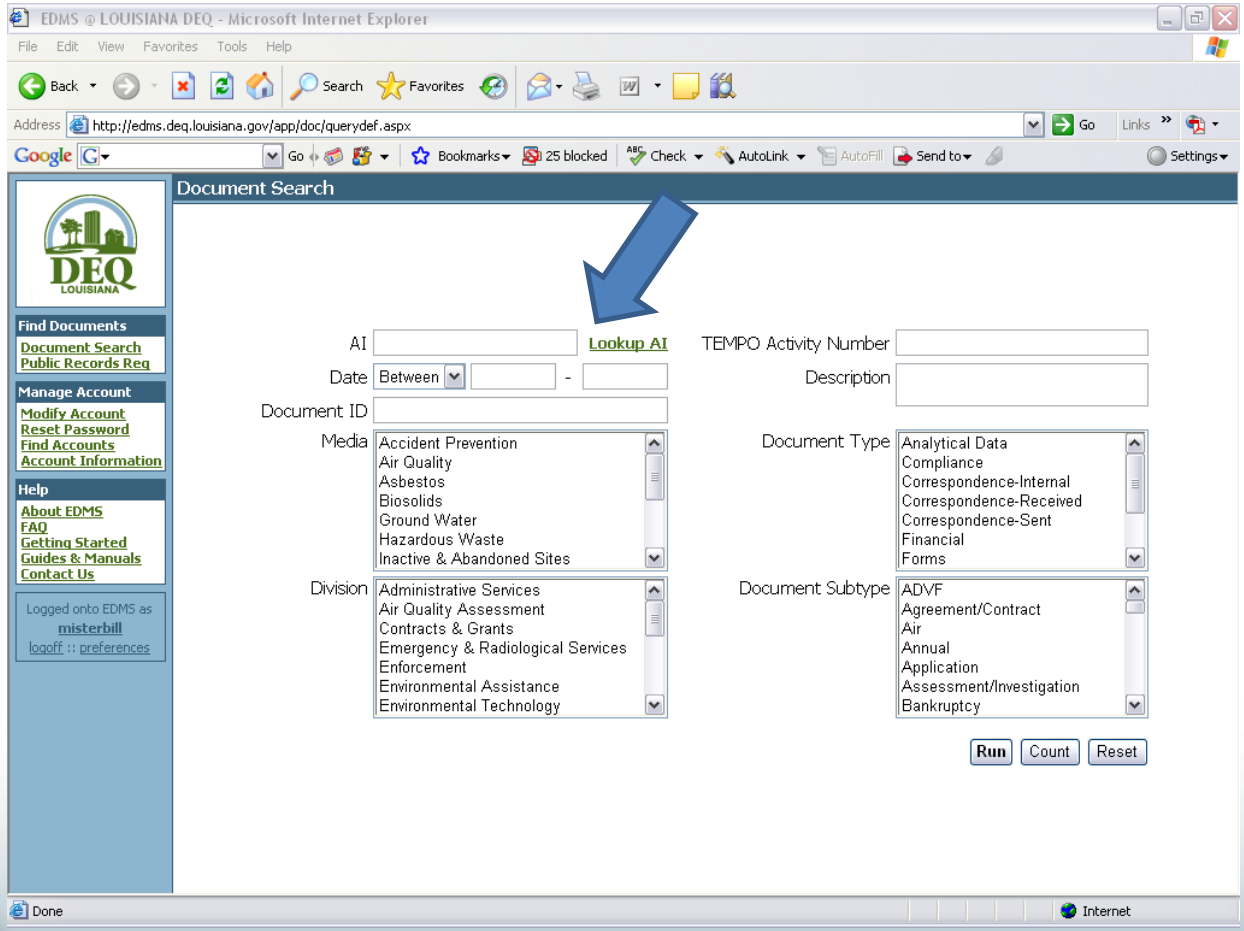
Agency Interest (AI) Number

- AI stands for Agency Interest
- An Agency Interest number is the identification number that is assigned to every facility that DEQ regulates
- Click the **Lookup AI** link to find an unknown AI number.



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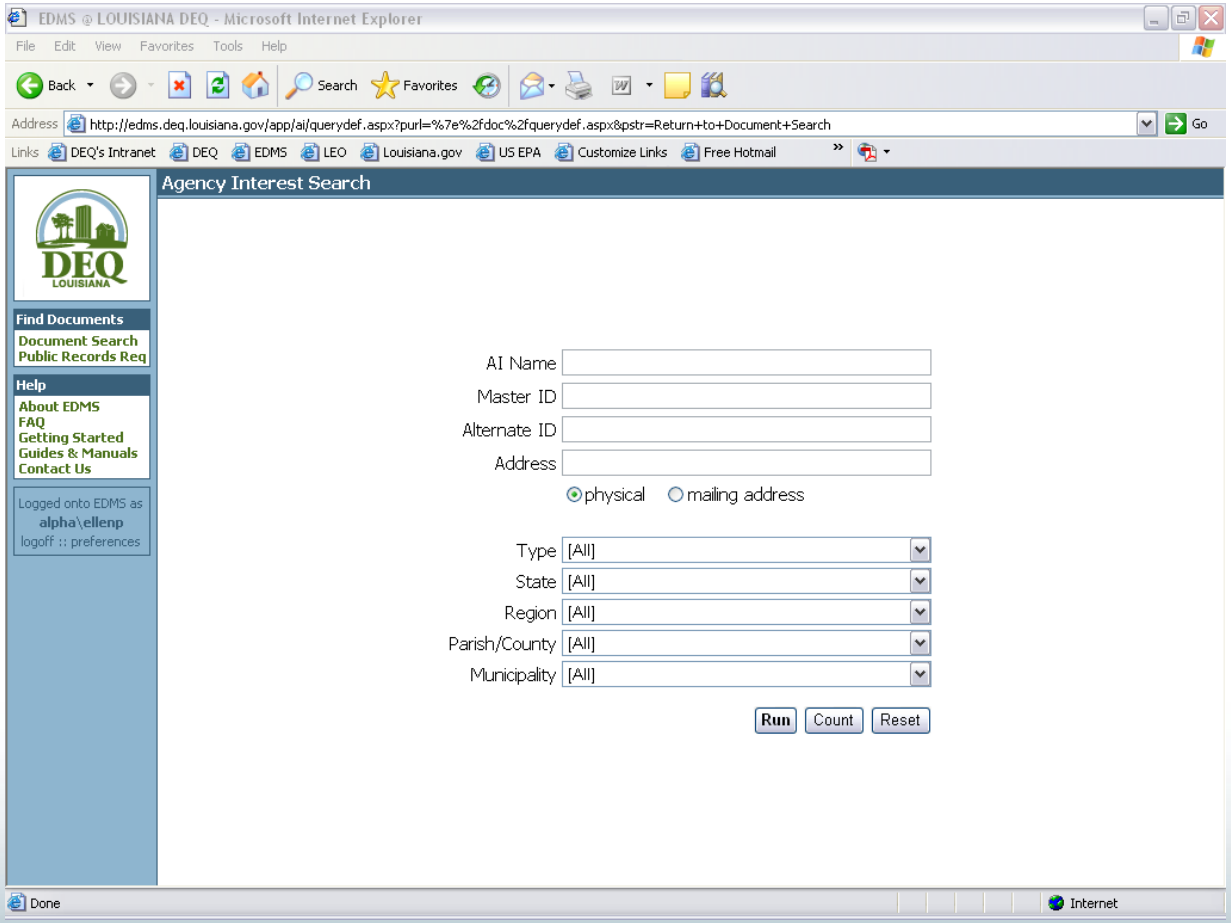
Lookup AI

- Enter the available search information
- Click **Run**
- Not case sensitive
- Use wildcards (*) to expand your search



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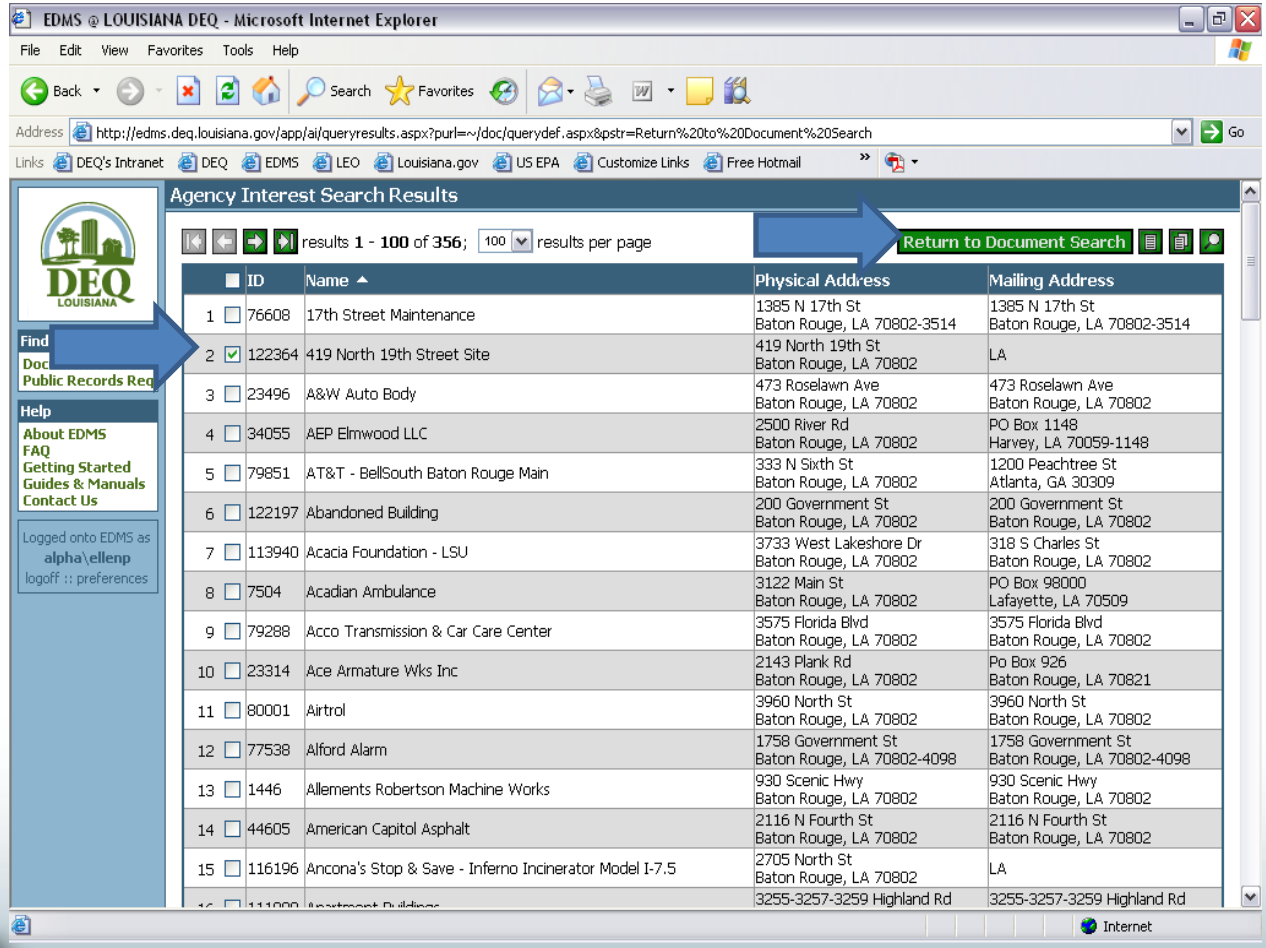
AI Search Results

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



		ID	Name	Physical Address	Mailing Address
1	☐	76608	17th Street Maintenance	1385 N 17th St Baton Rouge, LA 70802-3514	1385 N 17th St Baton Rouge, LA 70802-3514
2	☑	122364	419 North 19th Street Site	419 North 19th St Baton Rouge, LA 70802	LA
3	☐	23496	A&W Auto Body	473 Roselawn Ave Baton Rouge, LA 70802	473 Roselawn Ave Baton Rouge, LA 70802
4	☐	34055	AEP Elmwood LLC	2500 River Rd Baton Rouge, LA 70802	PO Box 1148 Harvey, LA 70059-1148
5	☐	79851	AT&T - BellSouth Baton Rouge Main	333 N Sixth St Baton Rouge, LA 70802	1200 Peachtree St Atlanta, GA 30309
6	☐	122197	Abandoned Building	200 Government St Baton Rouge, LA 70802	200 Government St Baton Rouge, LA 70802
7	☐	113940	Acacia Foundation - LSU	3733 West Lakeshore Dr Baton Rouge, LA 70802	318 S Charles St Baton Rouge, LA 70802
8	☐	7504	Acadian Ambulance	3122 Main St Baton Rouge, LA 70802	PO Box 98000 Lafayette, LA 70509
9	☐	79288	Acco Transmission & Car Care Center	3575 Florida Blvd Baton Rouge, LA 70802	3575 Florida Blvd Baton Rouge, LA 70802
10	☐	23314	Ace Armature Wks Inc	2143 Plank Rd Baton Rouge, LA 70802	Po Box 926 Baton Rouge, LA 70821
11	☐	80001	Airtrol	3960 North St Baton Rouge, LA 70802	3960 North St Baton Rouge, LA 70802
12	☐	77538	Alford Alarm	1758 Government St Baton Rouge, LA 70802-4098	1758 Government St Baton Rouge, LA 70802-4098
13	☐	1446	Allements Robertson Machine Works	930 Scenic Hwy Baton Rouge, LA 70802	930 Scenic Hwy Baton Rouge, LA 70802
14	☐	44605	American Capitol Asphalt	2116 N Fourth St Baton Rouge, LA 70802	2116 N Fourth St Baton Rouge, LA 70802
15	☐	116196	Ancona's Stop & Save - Inferno Incinerator Model I-7.5	2705 North St Baton Rouge, LA 70802	LA
	☐			3255-3257-3259 Highland Rd	3255-3257-3259 Highland Rd

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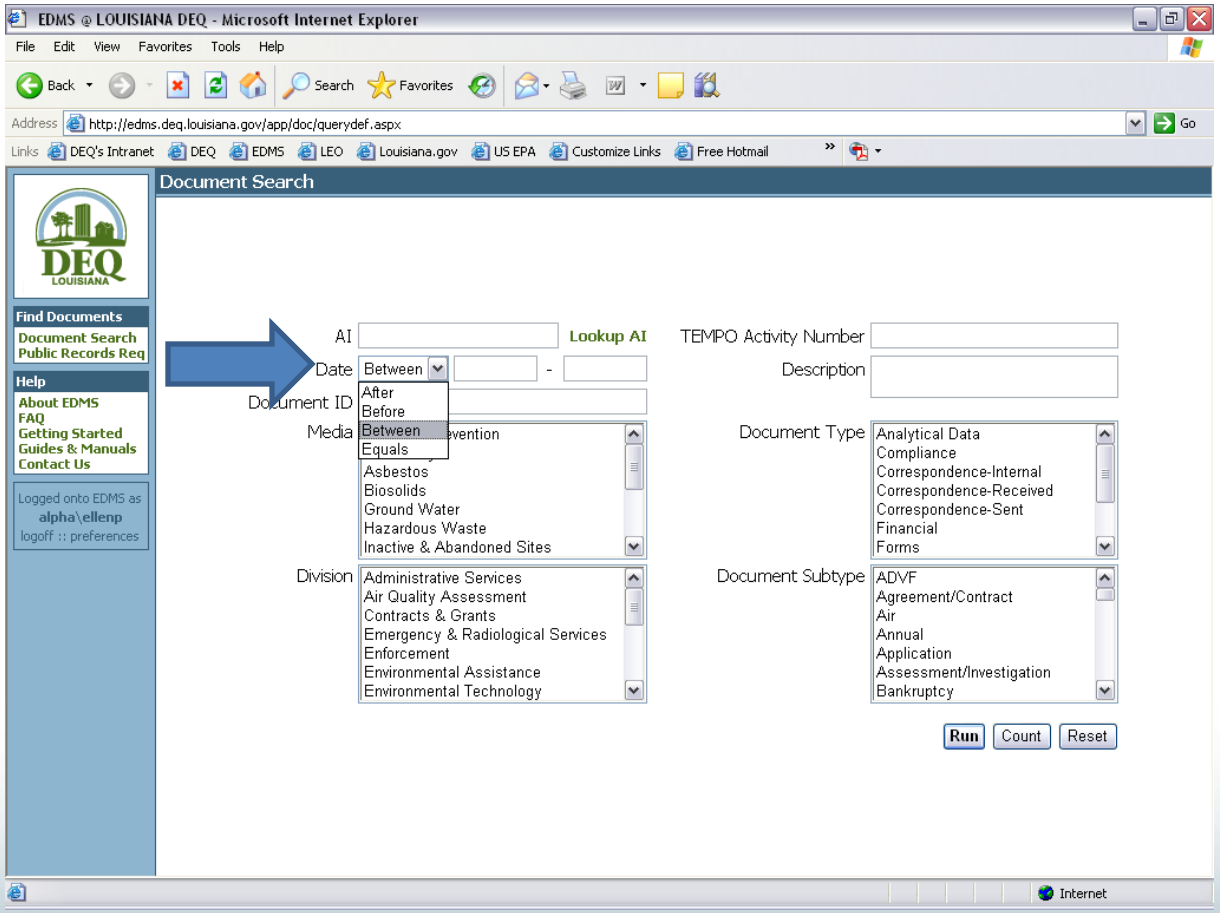
Date

- Choose a date format from the drop down box.
  - **Between**: Enter start and end dates
  - **Before**
  - **After**
  - **Equals**: For exact date only



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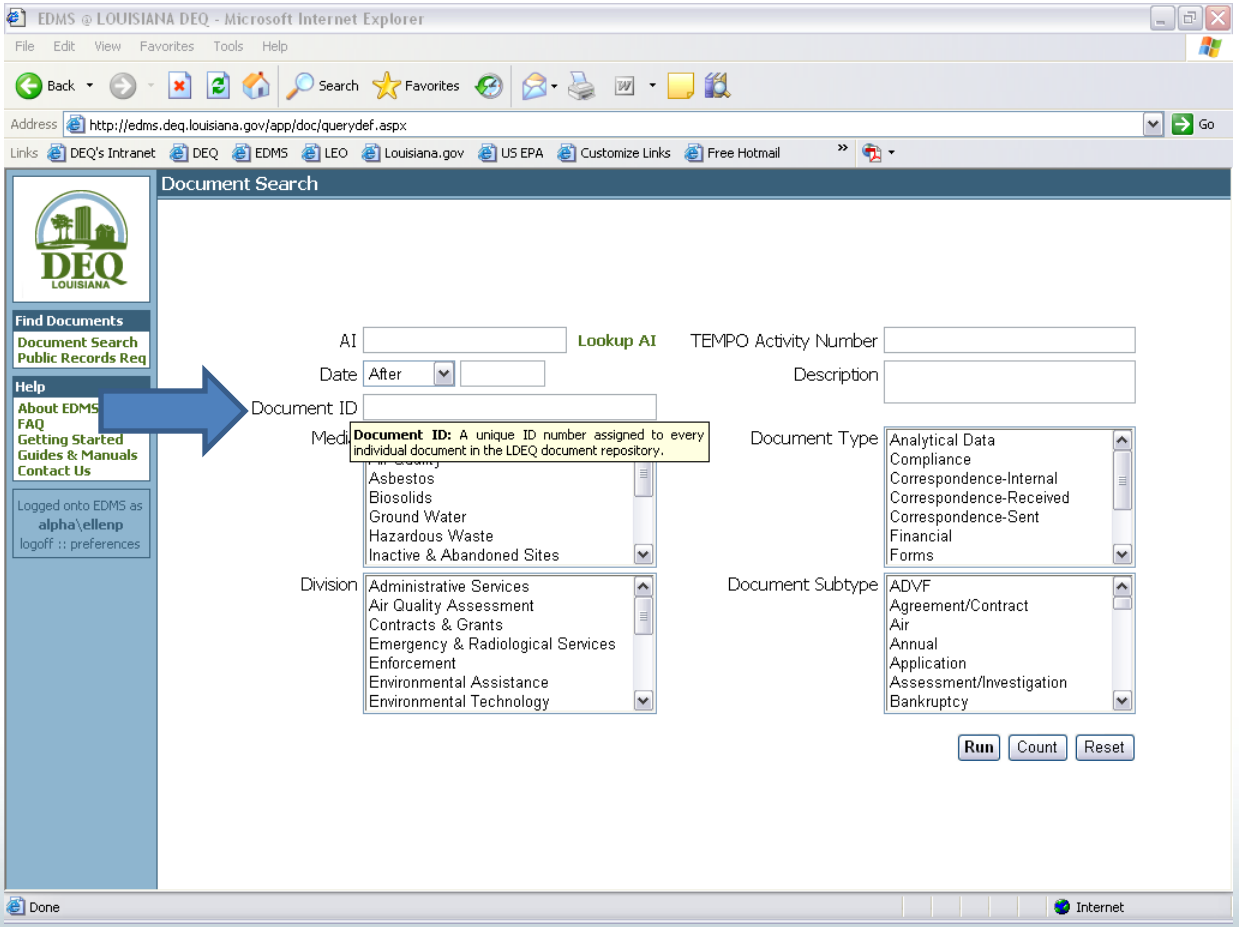
Document ID

- Identification number assigned to each document
- Use this field only when the exact document number is known.



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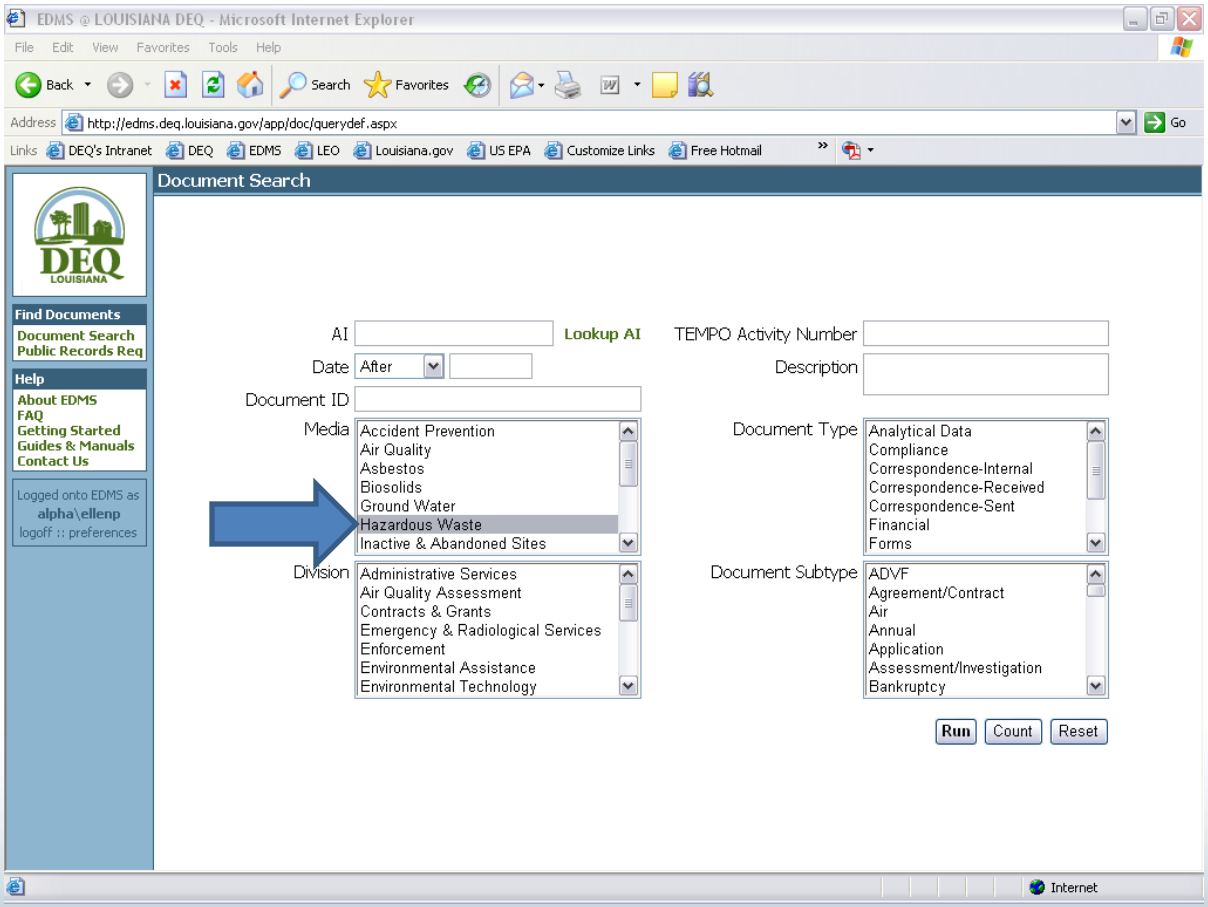
Media

- Media are specific environments which are the concern of regulatory activities (i.e. air).
- Click on desired media to select it.
- Select multiple media by holding the **Ctrl** key while clicking (works for all drop down boxes).



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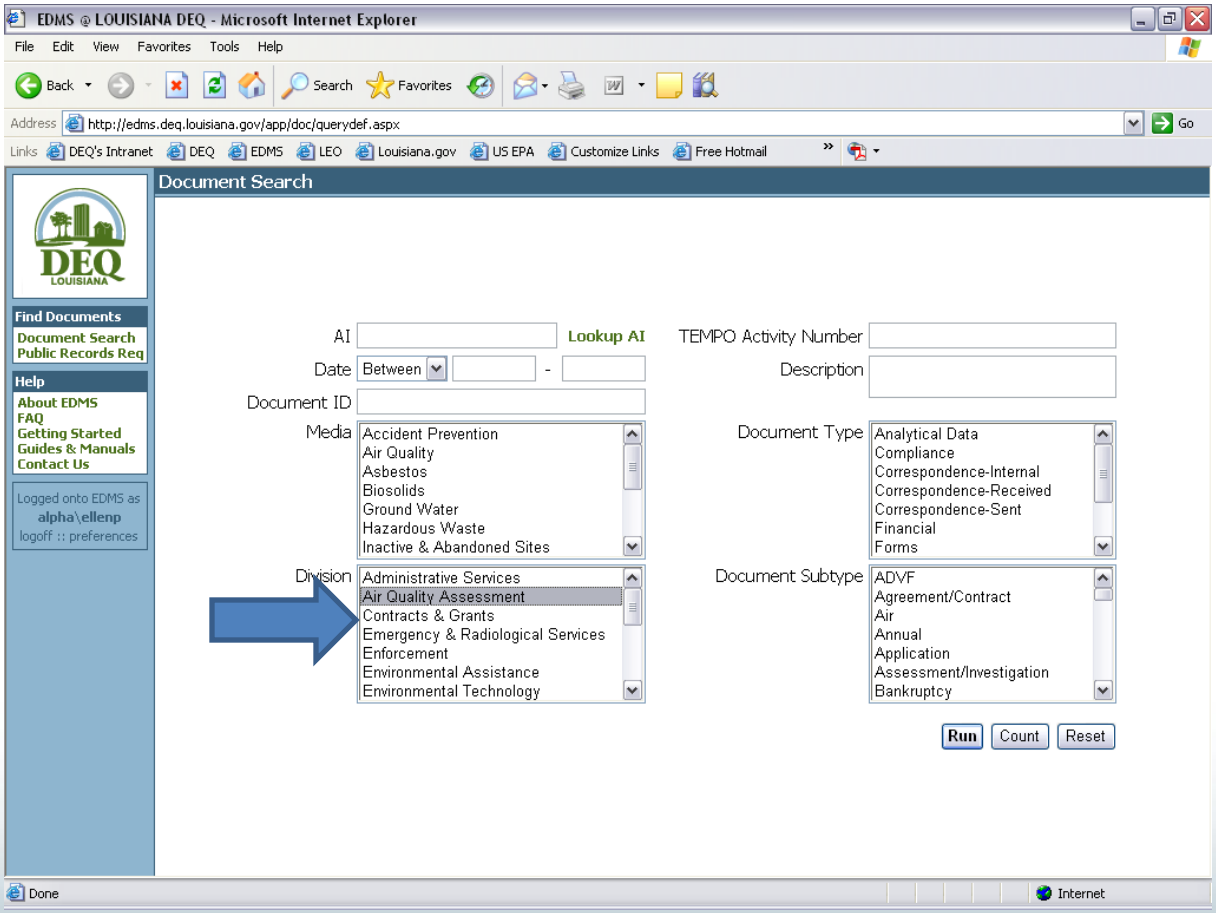
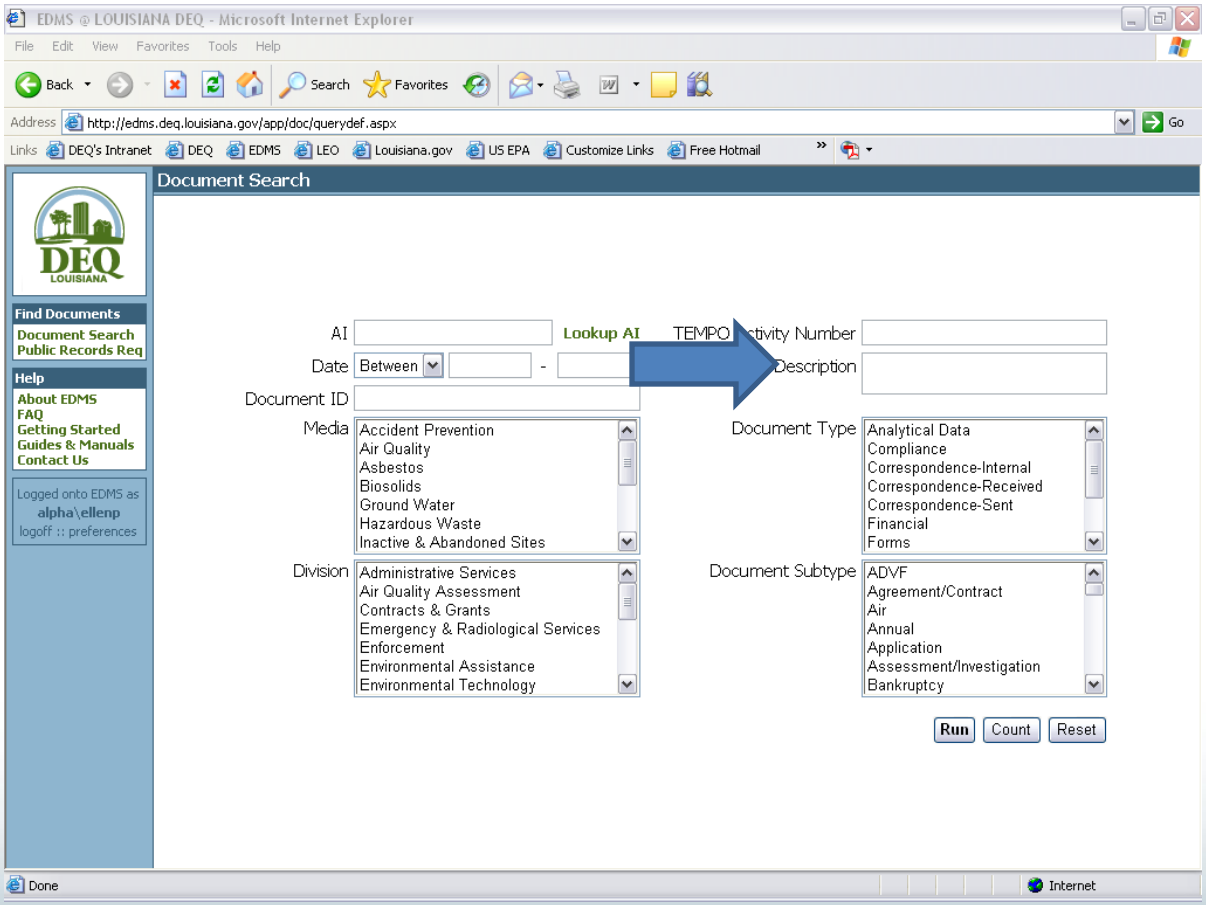
Division

- Division lists the different sections of DEQ's organizational structure.
- Searches based on division will not return documents prior to the year 2000.



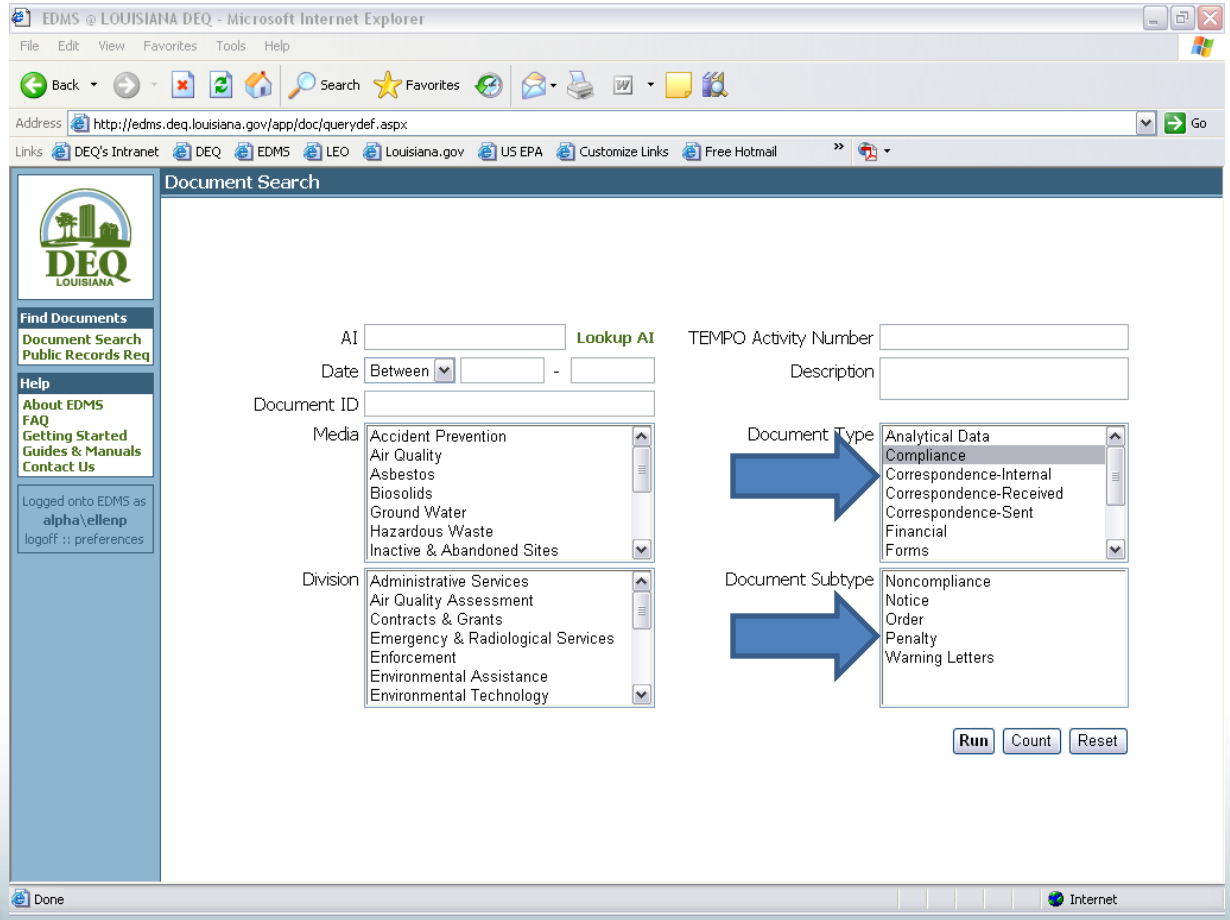
Description

- Enter complete or partial description.
- Not case sensitive
- Use wildcards (*) to expand search
  - Don’t need * at beginning or end of words
  - Use for intervening words or truncation



Document Type/Subtype

- Types are categories of documents.
- Subtypes are more specific than types.
- Only the subtypes applicable to selected types will appear in the drop down box.



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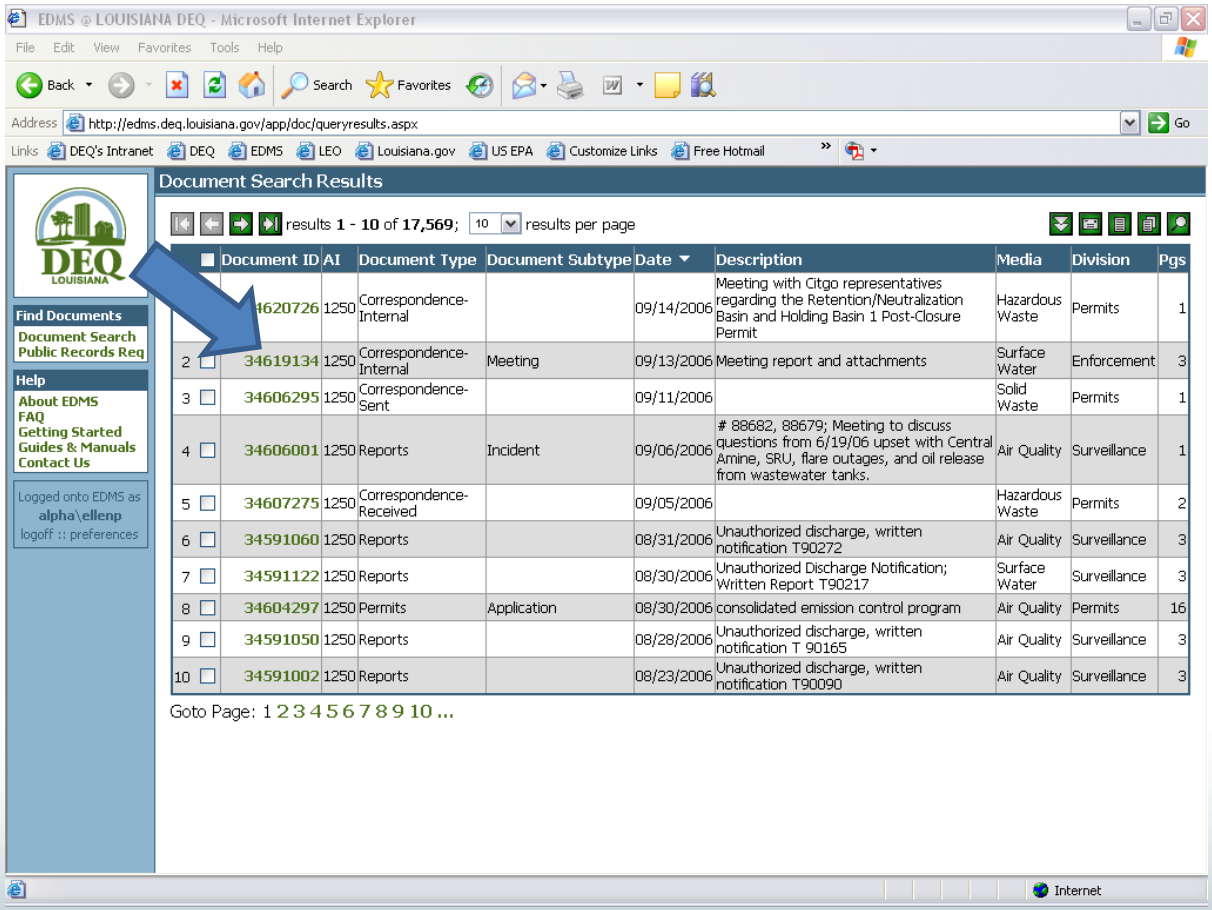
Document Search Results

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



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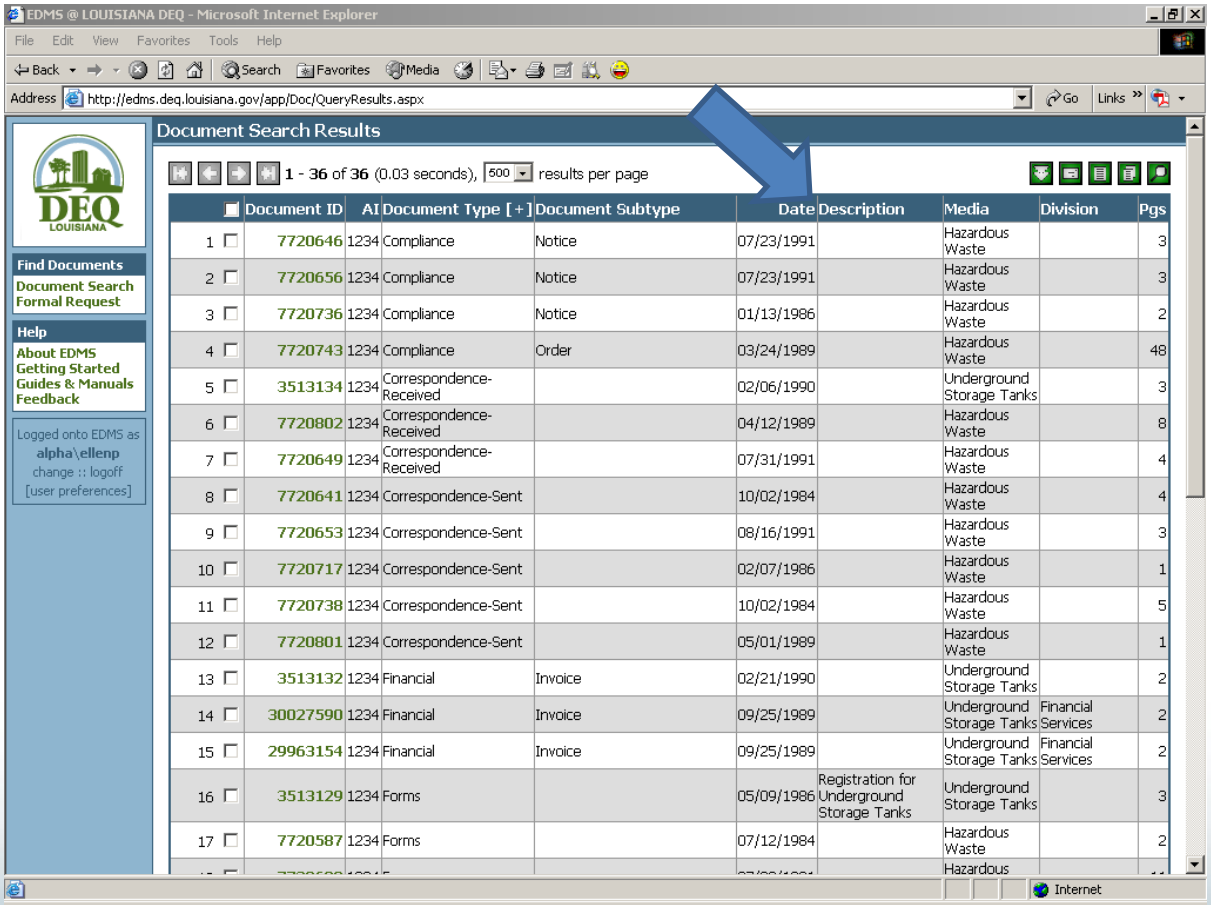
Sorting Results

- For 50,000 documents or less, sort results by any field by clicking on the column header.
- Click again to reverse the order of the sort.



	Document ID	AI	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		48
5	3513134	1234	Correspondence-Received		02/06/1990		Underground Storage Tanks		3
6	7720802	1234	Correspondence-Received		04/12/1989		Hazardous Waste		8
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 Storage Tanks	Financial Services	2
15	29963154	1234	Financial	Invoice	09/25/1989		Underground Storage Tanks	Financial Services	2
16	3513129	1234	Forms		05/09/1986	Registration for Underground Storage Tanks	Underground Storage Tanks		3
17	7720587	1234	Forms		07/12/1984		Hazardous Waste		2

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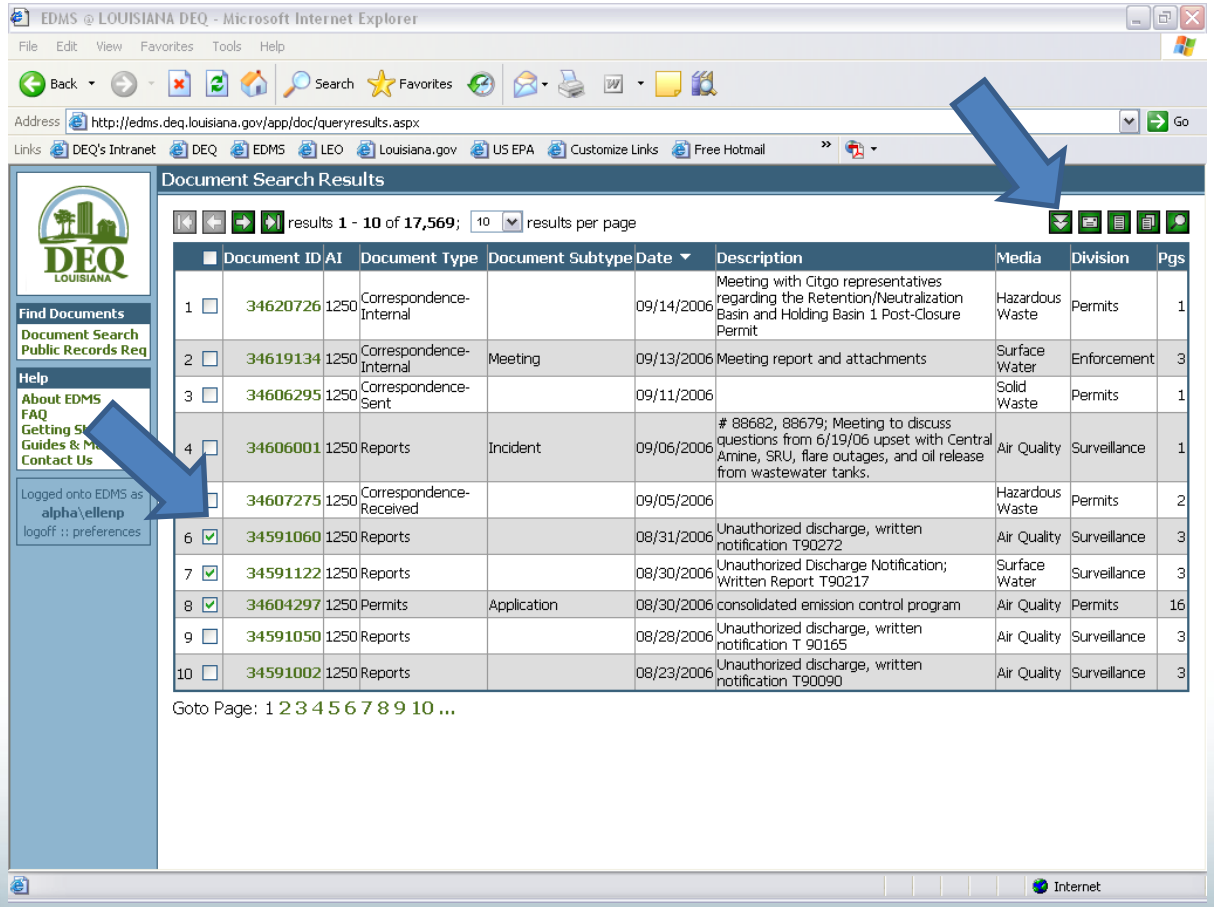
Download Documents

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



		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
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	1
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	16
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 T90090	Air Quality	Surveillance	3

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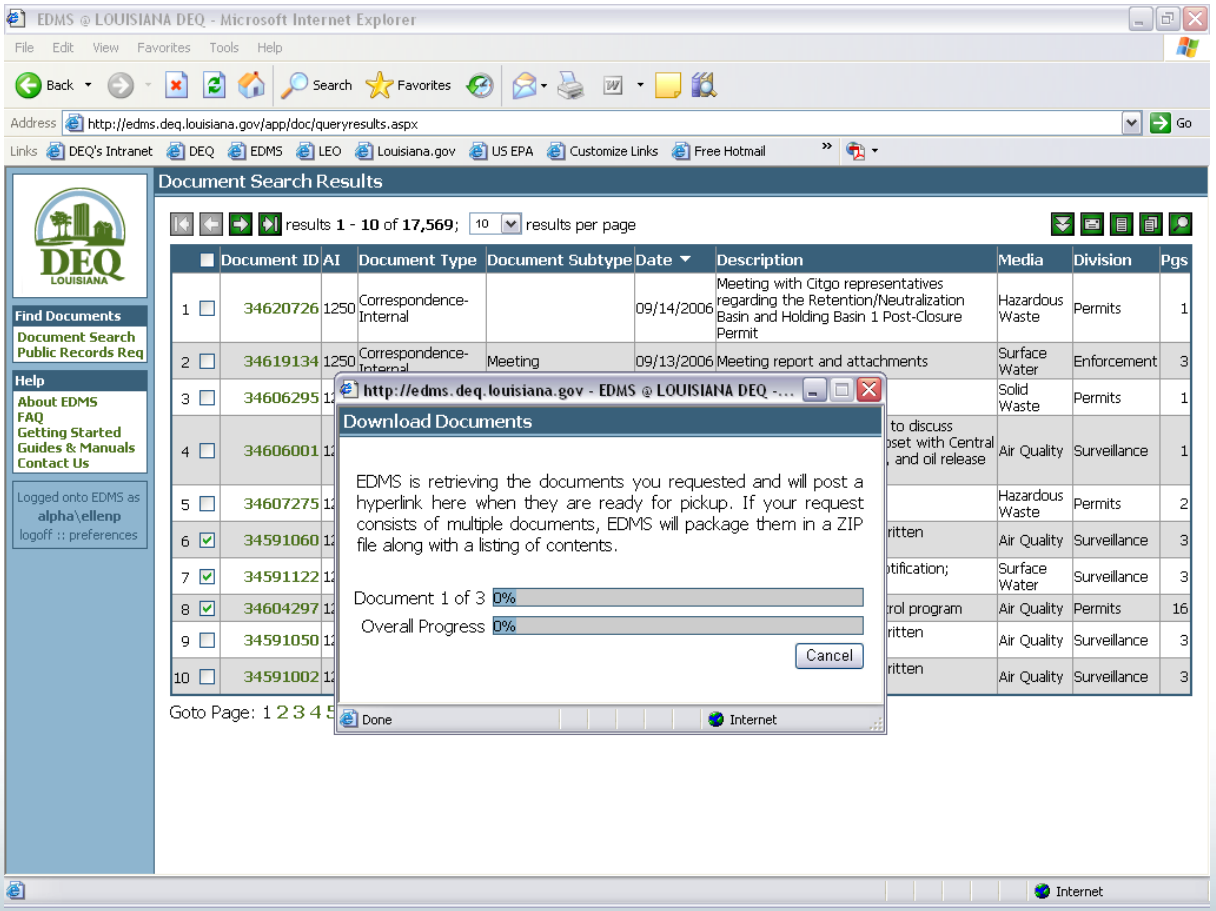
Download Documents

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



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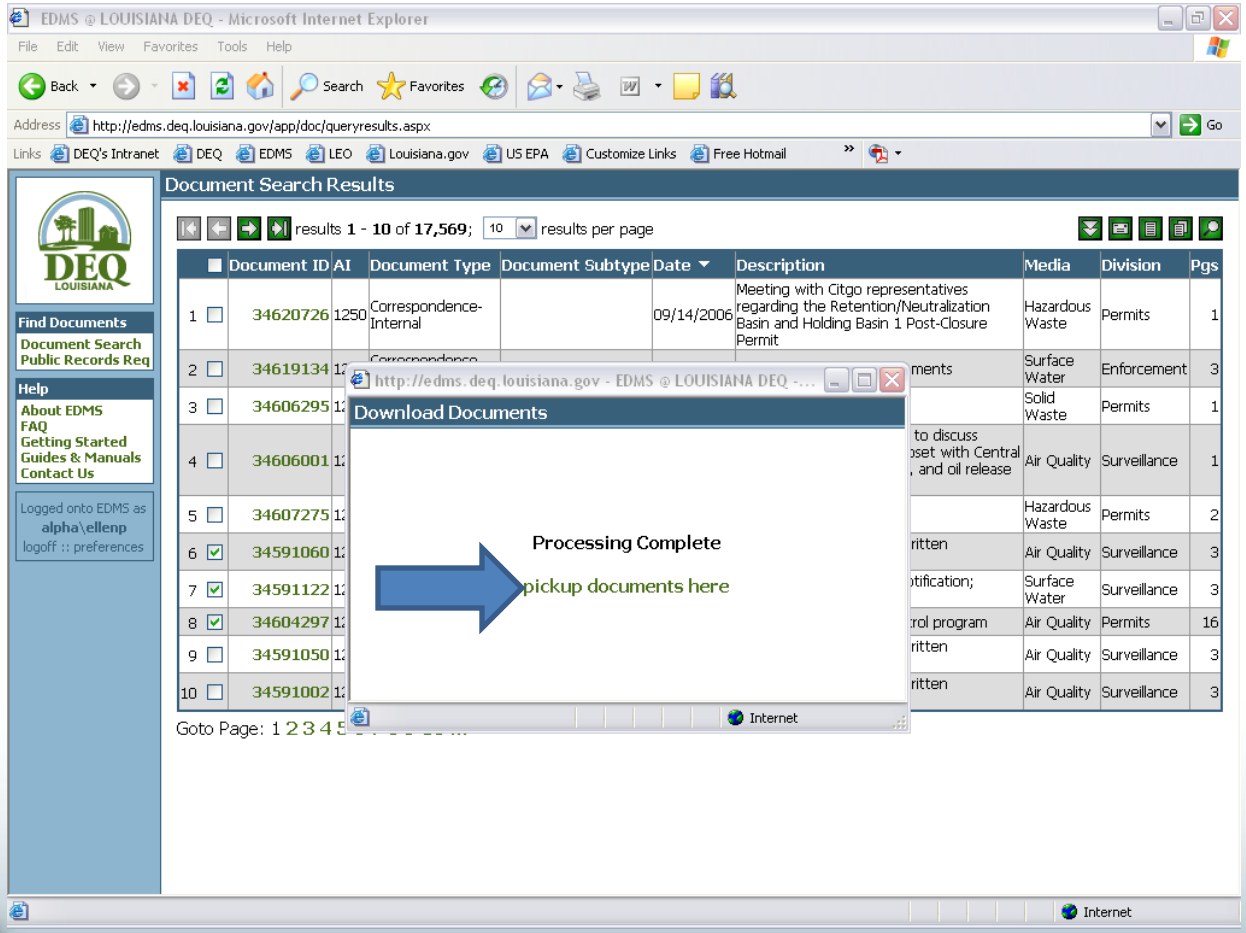
Download Documents

- Click **pickup documents here**.



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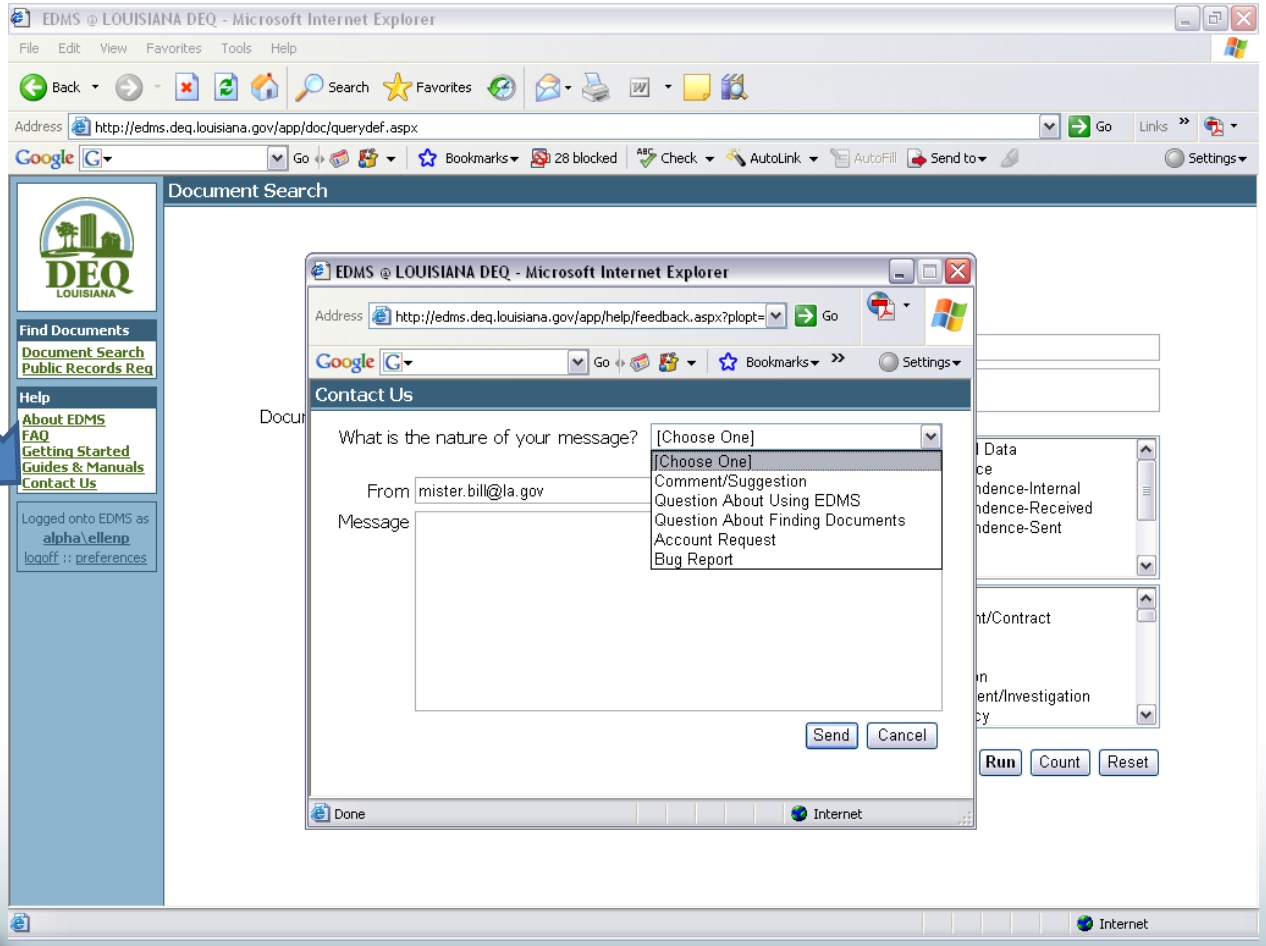
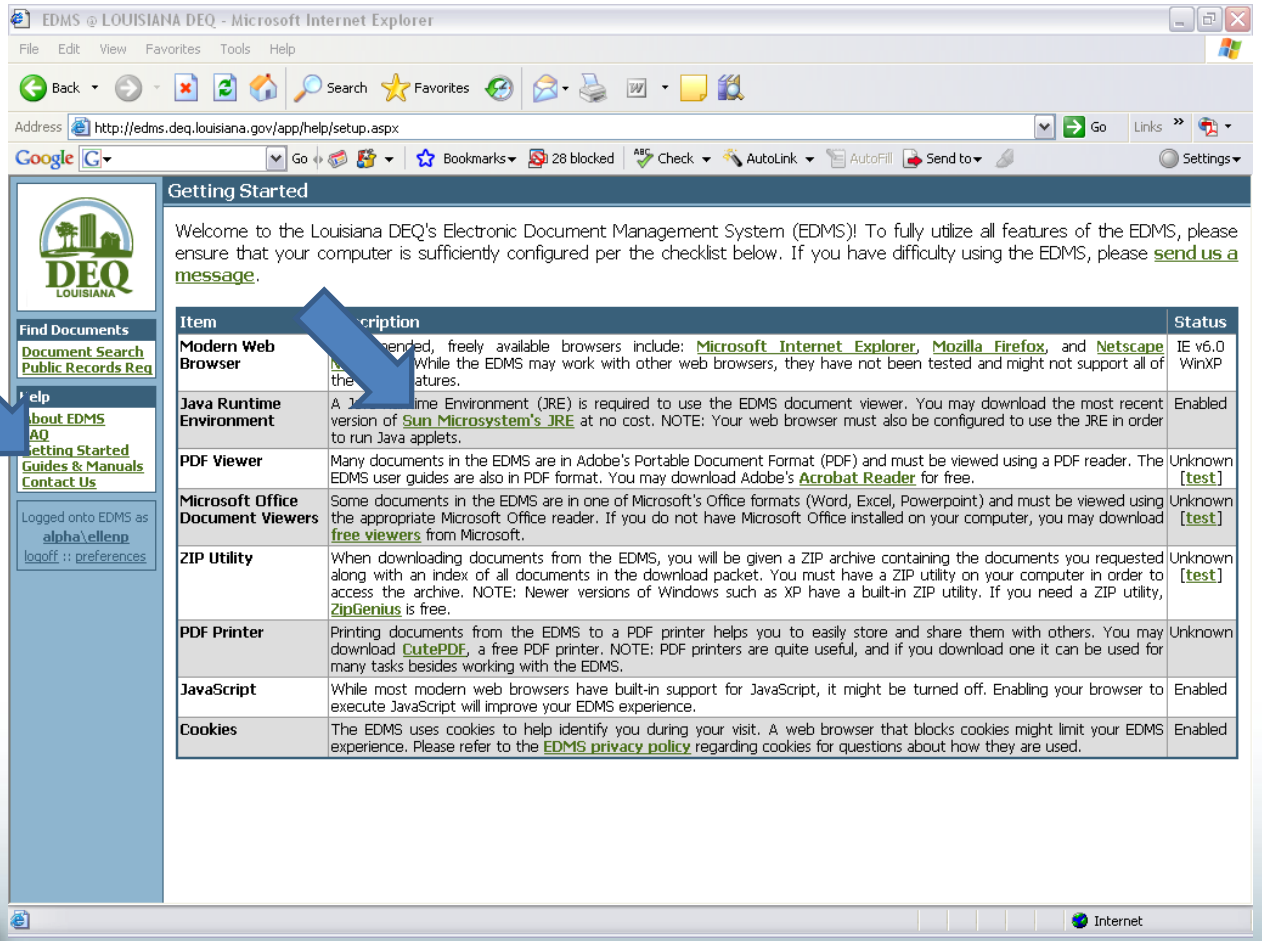
Contact Us

- Click the **Contact Us** link to ask questions or provide suggestions or comments



Troubleshooting

- If documents will not open, download the Java Runtime Environment
- Available by clicking **Getting Started**, then **Sun Microsystem's JRE**



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Records on DEQ Website

- Rules and Regulations
  - http://www.deq.louisiana.gov/portal/tabid/96/Default.aspx
- Air Quality Data
  - http://www.deq.louisiana.gov
  - http://www.deq.louisiana.gov/portal/tabid/2831/Default.aspx

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Records on DEQ Website

- Permit Applications
  - http://www.deq.louisiana.gov/portal/tabid/2194/Default.aspx
- Enforcement Actions
  - http://www.deq.louisiana.gov/portal/tabid/225/Default.aspx

Records on DEQ Website

- Settlement agreements
  - http://www.deq.louisiana.gov/portal/tabid/2838/Default.aspx
- Emission Inventory Program
  - http://www.deq.louisiana.gov/portal/tabid/1758/Default.aspx

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Records on DEQ Website

- Toxic air pollutant emission reports
  - http://www.deq.louisiana.gov/portal/tabid/1758/Default.aspx
- Toxics Release Inventory
  - http://www.deq.louisiana.gov/portal/tabid/105/Default.aspx

Records on DEQ Website

- Abandoned hazardous waste sites
  - http://www.deq.louisiana.gov/portal/tabid/2447/Default.aspx
  - http://www.epa.gov/superfund
- Criminal Investigations
  - http://www.deq.louisiana.gov/portal/Default.aspx?tabid=2581

Records on DEQ Website

- Emergency Response
  - http://www.deq.louisiana.gov/portal/tabid/1617/Default.aspx
- Public Notice Information
  - Proposed permitting information: http://www.deq.louisiana.gov/apps/pubNotice/default.asp
  - Upcoming public hearings: www.deq.louisiana.gov/portal/Default.aspx?tabid=2605
  - Notification subscription: http://doa.louisiana.gov/oes/listservpage/ldeq_pn_listserv.asp

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Records on DEQ Website

- Recycling/Household disposal
  - http://www.deq.louisiana.gov/portal/tabid/87/Default.aspx
- Fish consumption/swimming advisories
  - http://www.deq.louisiana.gov/portal/default.aspx?tabid=1631
- Drinking water protection program
  - http://www.deq.louisiana.gov/portal/tabid/1724/Default.aspx

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Records on DEQ Website

- Impaired water bodies
  - http://www.deq.louisiana.gov/portal/tabid/130/Default.aspx
- Customer Service Center and Public Records Requests
  - http://www.deq.louisiana.gov/portal/tabid/2231/Default.aspx
- Hurricane Information
  - http://www.deq.louisiana.gov/portal/tabid/2231/Default.aspx

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DEQ in 2008

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Customer Service Center
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Resources

- EDMS: http://edms.deq.louisiana.gov
- Public Records Request: http://www.deq.louisiana.gov/prr
- Public Records e-mail: publicrecords@la.gov

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