



Access 101: Navigating DEQ

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Division Name

Office Organizational Chart



ENVIRONMENTAL SERVICES

WATER PERMITS

WASTE PERMITS

AIR PERMITS

ENVIRONMENTAL ASSISTANCE

ENVIRONMENTAL COMPLIANCE

SURVEILLANCE

ENFORCEMENT

EMERGENCY RESPONSE
AND RADIATION PROTECTION

ENVIRONMENTAL ASSESSMENT

AIR QUALITY ASSESSMENT

WATER QUALITY ASSESSMENT

TECHNOLOGY

REMEDIATION

LABORATORY SERVICES

UNDERGROUND STORAGE TANK

MANAGEMENT & FINANCE

FINANCIAL SERVICES

INFORMATION SERVICES

GENERAL SERVICES

HUMAN RESOURCES



ENVIROSCHOOL

FOR COMMUNITIES

LOUISIANA DEPARTMENT OF
ENVIRONMENTAL QUALITY

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?





What is a record?

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





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

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.



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





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





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

A screenshot of a Microsoft Internet Explorer browser window displaying the EDMS Login page. The browser's address bar shows the URL: https://edms.deq.louisiana.gov/app/security/login.aspx?ref=http%3a%2f%2fedms.deq.louisiana.gov%2fapp%2fdoc%2fquerydef.aspx. The page title is "EDMS Login". The main content area includes a welcome message, a "New to the EDMS?" tutorial link, and a login form with fields for "Username" and "Password" (both marked as case sensitive) and a "Logon" button. A left-hand navigation menu contains sections for "Find Documents", "Manage Account", and "Help". The "Manage Account" section is highlighted, and the "Create Account" link is underlined. The "Help" section includes links for "About EDMS", "FAQ", "Getting Started", "Guides & Manuals", and "Contact Us". At the bottom of the menu, it says "Logged onto EDMS as quest" with links for "logon" and "preferences".

EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address <https://edms.deq.louisiana.gov/app/security/login.aspx?ref=http%3a%2f%2fedms.deq.louisiana.gov%2fapp%2fdoc%2fquerydef.aspx>

EDMS Login

Welcome to DEQ's Electronic Document Management System (EDMS)! By becoming a registered user, you may access records dated January 1, 2000 to the present. First-time EDMS users can click the button below to view a quick tutorial on how to search the EDMS. Or to create an account, click the **Create Account** link in the **Manage Account** panel on the left side of the screen.

New to the EDMS?
View this 2-minute tutorial to learn how to search the EDMS. *(Click the Play button twice to start the tutorial)*

Username
case sensitive

Password
case sensitive

Logon

Find Documents
[Document Search](#)
[Public Records Req](#)

Manage Account
[Create Account](#)
[Reset Password](#)
[Find Accounts](#)
[Account Information](#)

Help
[About EDMS](#)
[FAQ](#)
[Getting Started](#)
[Guides & Manuals](#)
[Contact Us](#)

Logged onto EDMS as **quest**
[logon](#) :: [preferences](#)

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



Request New Account Form



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

A screenshot of a web browser window showing the "Request New Account" form on the EDMS (Environmental Document Management System) website. The browser's address bar shows the URL: https://edms.deq.louisiana.gov/app/security/account.aspx?op=new. The page title is "EDMS Account Manager" and the main heading is "Request New Account". The form includes a sidebar with navigation links such as "Find Documents", "Manage Account", and "Help". The main content area contains a form with the following fields: Username (with a note "20 Characters or less"), E-mail Address, Password (with a note "at least 7 characters"), Re-enter Password, First Name, Last Name, and Security Code (with a note "type letters exactly as shown in the image below" and a CAPTCHA image). Below the form is a "Submit" button and a disclaimer: "By clicking Submit, I agree not to share my EDMS account password with anyone." The browser's status bar at the bottom shows "Internet".

Request New Account Form



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

The screenshot shows a web browser window titled "EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer". The address bar shows the URL: <https://edms.deq.louisiana.gov/app/security/account.aspx?op=new>. The page content is titled "EDMS Account Manager" and "Request New Account".

Instructions: "Please complete the form below and click submit. After you submit your account request, EDMS will send an account activation link to the e-mail address you provide. Then check your e-mail inbox and follow this link to activate your EDMS account. EDMS requires that all guest users have a valid e-mail address."

Form fields and values:

- Username: misterbill (20 Characters or less)
- E-mail Address: mister.bill@la.gov
- Password: [Redacted]
- Re-enter Password: [Redacted]
- First Name: Mister
- Last Name: Bill
- Security Code: twwkde (type letters exactly as shown in the image below)

Navigation menu (left sidebar):

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

Logged onto EDMS as [guest](#)
[logout](#) :: [preferences](#)

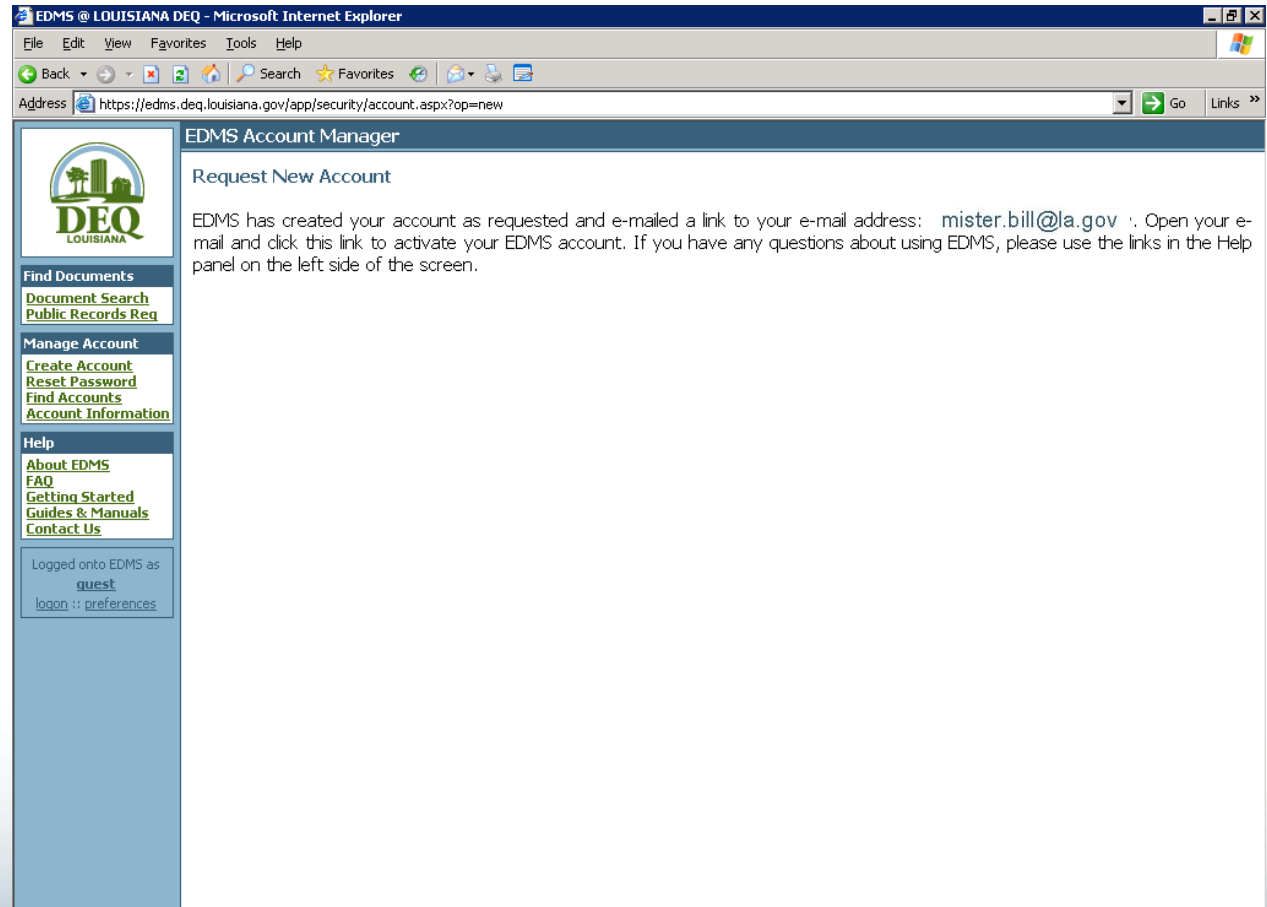
Agreement: "By clicking Submit, I agree not to share my EDMS account password with anyone."



Account Request Confirmation



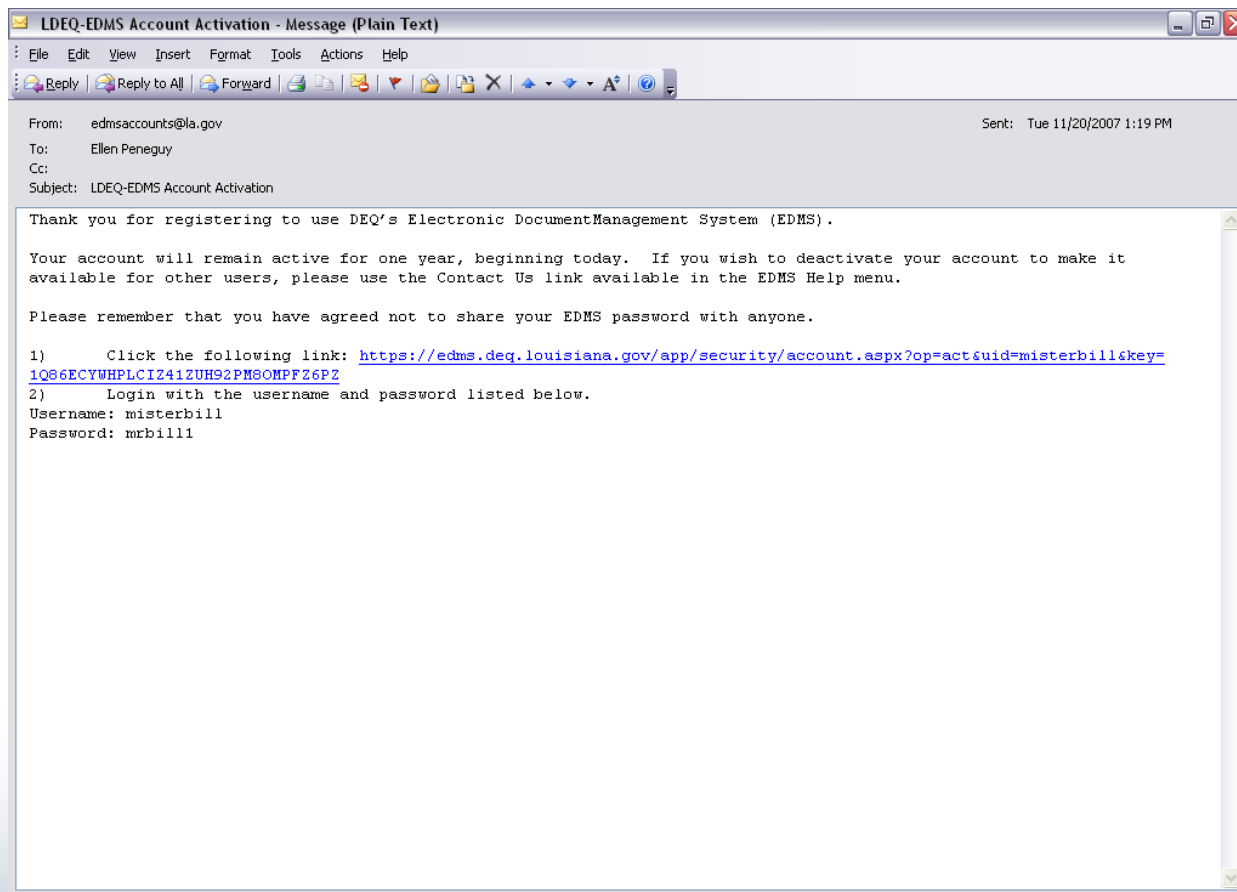
- You will receive a confirmation screen stating that an account has been created for you.
- Open your e-mail program to activate your account.





Activate Account

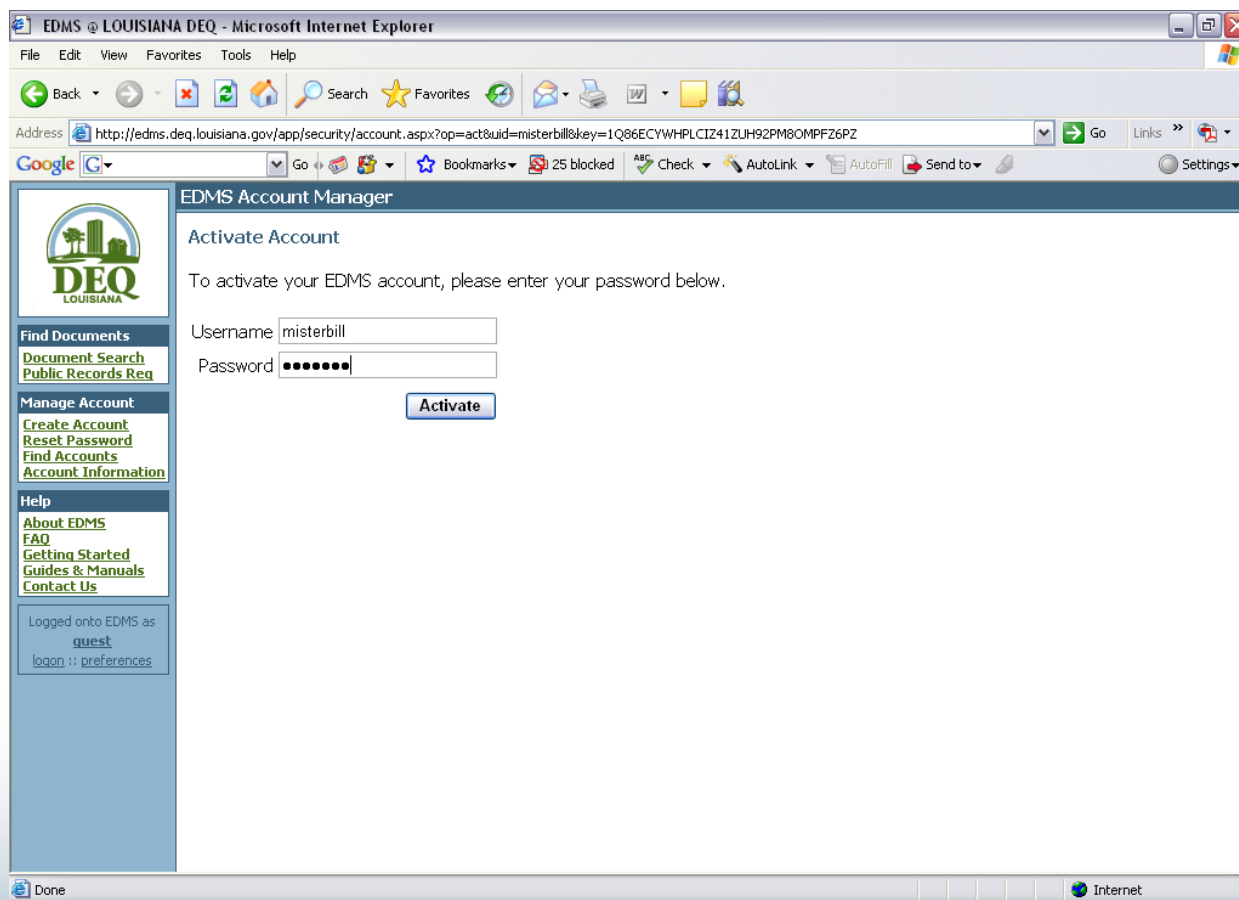
- You will receive an e-mail from edmsaccounts@la.gov
- Open the e-mail and click the activation link





Activate Account

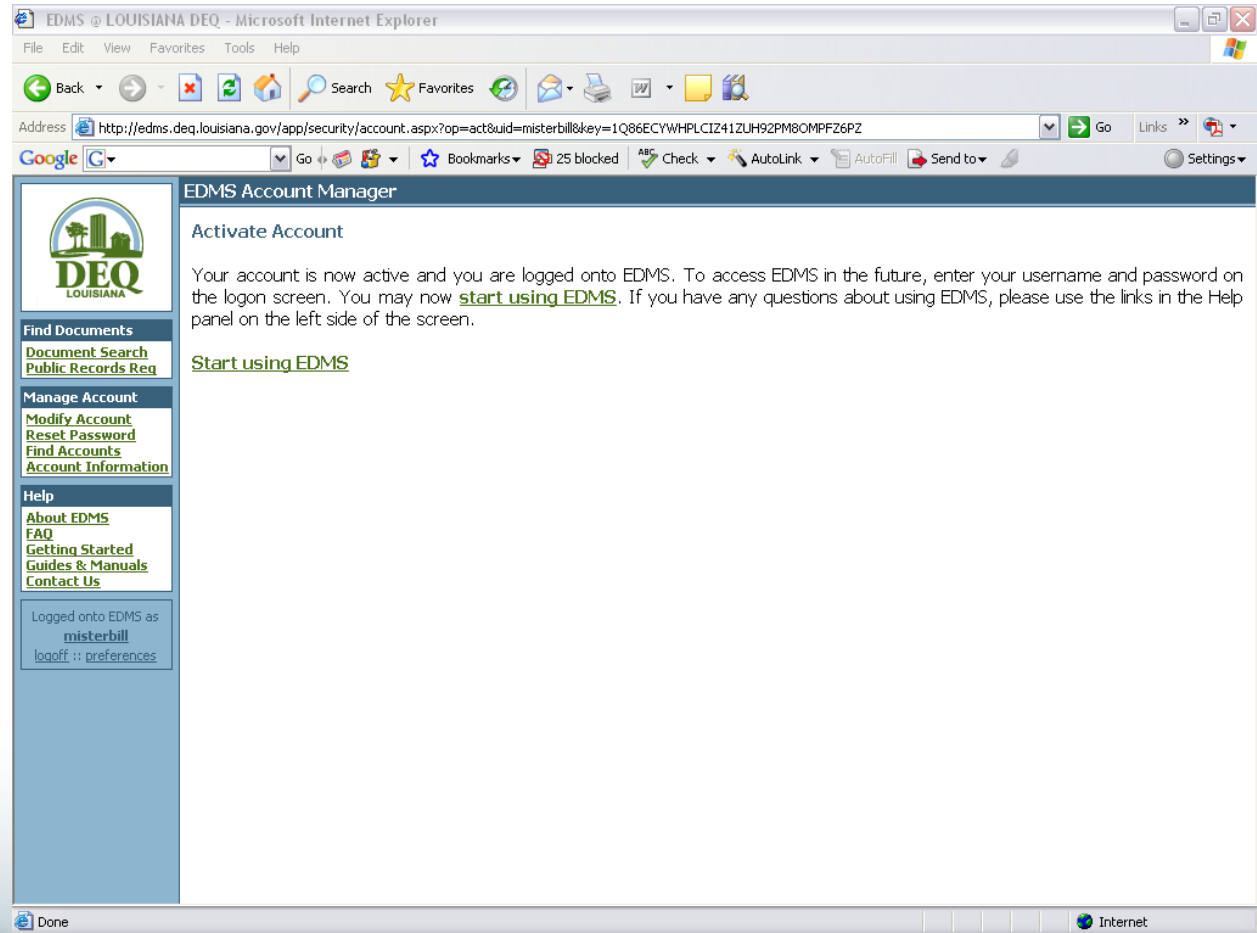
- After clicking the activation link, EDMS will open an Activate Account window.
- Enter your username and password.
- Click **Activate**.



Activation Confirmation



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





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



- 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.

EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

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

Document Search

AI [Lookup AI](#)

TEMPO Activity Number

Date Between -

Description

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

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

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



Lookup AI

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

A screenshot of a Microsoft Internet Explorer browser window displaying the "Agency Interest Search" page. The browser's address bar shows the URL: http://edms.deq.louisiana.gov/app/ai/querydef.aspx?url=%7e%2fdoc%2fquerydef.aspx&pstr=Return+to+Document+Search. The page has a blue header with the DEQ Louisiana logo and the title "Agency Interest Search". On the left side, there is a vertical navigation menu with links for "Find Documents", "Document Search", "Public Records Req", "Help", "About EDMS", "FAQ", "Getting Started", "Guides & Manuals", and "Contact Us". Below the menu, it indicates the user is logged on as "alpha\ellenp" and provides a "logoff" link. The main content area contains a search form with the following fields: "AI Name", "Master ID", "Alternate ID", and "Address". Below the "Address" field are two radio buttons: "physical" (selected) and "mailing address". There are five dropdown menus for "Type", "State", "Region", "Parish/County", and "Municipality", each with "[All]" selected. At the bottom of the form are three buttons: "Run", "Count", and "Reset". The browser's status bar at the bottom shows "Done" and "Internet".

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.

EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

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

Agency Interest Search Results

results 1 - 100 of 356; 100 results per page

[Return to Document Search](#)

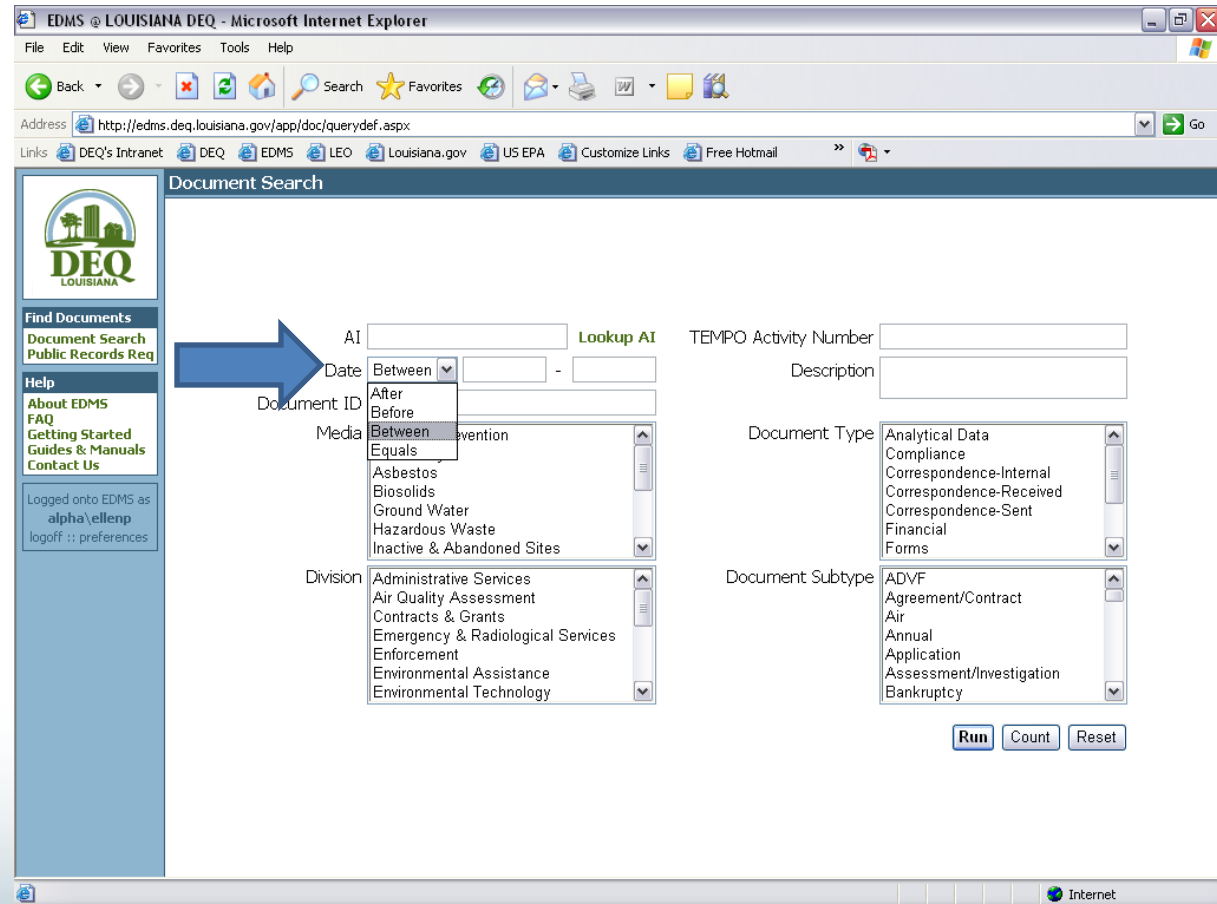
ID	Name	Physical Address	Mailing Address
<input type="checkbox"/> 1 76608	17th Street Maintenance	1385 N 17th St Baton Rouge, LA 70802-3514	1385 N 17th St Baton Rouge, LA 70802-3514
<input checked="" type="checkbox"/> 2 122364	419 North 19th Street Site	419 North 19th St Baton Rouge, LA 70802	LA
<input type="checkbox"/> 3 23496	A&W Auto Body	473 Roselawn Ave Baton Rouge, LA 70802	473 Roselawn Ave Baton Rouge, LA 70802
<input type="checkbox"/> 4 34055	AEP Elmwood LLC	2500 River Rd Baton Rouge, LA 70802	PO Box 1148 Harvey, LA 70059-1148
<input type="checkbox"/> 5 79851	AT&T - BellSouth Baton Rouge Main	333 N Sixth St Baton Rouge, LA 70802	1200 Peachtree St Atlanta, GA 30309
<input type="checkbox"/> 6 122197	Abandoned Building	200 Government St Baton Rouge, LA 70802	200 Government St Baton Rouge, LA 70802
<input type="checkbox"/> 7 113940	Acacia Foundation - LSU	3733 West Lakeshore Dr Baton Rouge, LA 70802	318 S Charles St Baton Rouge, LA 70802
<input type="checkbox"/> 8 7504	Acadian Ambulance	3122 Main St Baton Rouge, LA 70802	PO Box 98000 Lafayette, LA 70509
<input type="checkbox"/> 9 79288	Acco Transmission & Car Care Center	3575 Florida Blvd Baton Rouge, LA 70802	3575 Florida Blvd Baton Rouge, LA 70802
<input type="checkbox"/> 10 23314	Ace Armature Wks Inc	2143 Plank Rd Baton Rouge, LA 70802	Po Box 926 Baton Rouge, LA 70821
<input type="checkbox"/> 11 80001	Airtrol	3960 North St Baton Rouge, LA 70802	3960 North St Baton Rouge, LA 70802
<input type="checkbox"/> 12 77538	Alford Alarm	1758 Government St Baton Rouge, LA 70802-4098	1758 Government St Baton Rouge, LA 70802-4098
<input type="checkbox"/> 13 1446	Allements Robertson Machine Works	930 Scenic Hwy Baton Rouge, LA 70802	930 Scenic Hwy Baton Rouge, LA 70802
<input type="checkbox"/> 14 44605	American Capitol Asphalt	2116 N Fourth St Baton Rouge, LA 70802	2116 N Fourth St Baton Rouge, LA 70802
<input type="checkbox"/> 15 116196	Ancona's Stop & Save - Inferno Incinerator Model I-7.5	2705 North St Baton Rouge, LA 70802	LA
<input type="checkbox"/> 16 111000	Antennas Building	3255-3257-3259 Highland Rd	3255-3257-3259 Highland Rd





Date

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





Document ID

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

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 onto EDMS as alpha\ellenp
logoff :: preferences

AI **Lookup AI** TEMPO Activity Number

Date After Description

Document ID

Medium
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

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

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

Done Internet





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).





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.

A screenshot of a web browser window displaying the EDMS Document Search interface. The browser title is "EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer". The address bar shows the URL "http://edms.deq.louisiana.gov/app/doc/querydef.aspx". The page has a blue header with the text "Document Search". On the left side, there is a sidebar with the DEQ Louisiana logo, a "Find Documents" section with links for "Document Search" and "Public Records Req", a "Help" section with links for "About EDMS", "FAQ", "Getting Started Guides & Manuals", and "Contact Us", and a status bar indicating the user is logged in as "alpha\ellenp". The main content area contains several search criteria: "AI" with a text input and a "Lookup AI" button; "Date" with a "Between" dropdown and two text inputs; "Document ID" with a text input; "Media" with a list box containing "Accident Prevention", "Air Quality", "Asbestos", "Biosolids", "Ground Water", "Hazardous Waste", and "Inactive & Abandoned Sites"; and "Division" with a list box containing "Administrative Services", "Air Quality Assessment", "Contracts & Grants", "Emergency & Radiological Services", "Enforcement", "Environmental Assistance", and "Environmental Technology". To the right of these criteria are "TEMPO Activity Number" and "Description" text inputs. Below these are two dropdown menus: "Document Type" with a blue arrow pointing to it, and "Document Subtype" with a blue arrow pointing to it. The "Document Type" dropdown is open, showing options: "Analytical Data", "Compliance", "Correspondence-Internal", "Correspondence-Received", "Correspondence-Sent", "Financial", and "Forms". The "Document Subtype" dropdown is also open, showing options: "Noncompliance", "Notice", "Order", "Penalty", and "Warning Letters". At the bottom right of the search area are three buttons: "Run", "Count", and "Reset". The browser status bar at the bottom shows "Done" and "Internet".



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

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	4620726	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

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





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.

EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address: http://edms.deq.louisiana.gov/app/Doc/QueryResults.aspx

Document Search Results

1 - 36 of 36 (0.03 seconds), 500 results per page

	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



Download Documents



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

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
<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
<input type="checkbox"/>	34619134	1250	Correspondence-Internal	Meeting	09/13/2006	Meeting report and attachments	Surface Water	Enforcement	3
<input type="checkbox"/>	34606295	1250	Correspondence-Sent		09/11/2006		Solid Waste	Permits	1
<input type="checkbox"/>	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
<input type="checkbox"/>	34607275	1250	Correspondence-Received		09/05/2006		Hazardous Waste	Permits	2
<input checked="" type="checkbox"/>	34591060	1250	Reports		08/31/2006	Unauthorized discharge, written notification T90272	Air Quality	Surveillance	3
<input checked="" type="checkbox"/>	34591122	1250	Reports		08/30/2006	Unauthorized Discharge Notification; Written Report T90217	Surface Water	Surveillance	3
<input checked="" type="checkbox"/>	34604297	1250	Permits	Application	08/30/2006	consolidated emission control program	Air Quality	Permits	16
<input type="checkbox"/>	34591050	1250	Reports		08/28/2006	Unauthorized discharge, written notification T 90165	Air Quality	Surveillance	3
<input type="checkbox"/>	34591002	1250	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 ...



Download Documents

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the EDMS @ LOUISIANA DEQ website. The address bar shows the URL: <http://edms.deq.louisiana.gov/app/doc/queryresults.aspx>. The page title is "EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer".

The main content area displays "Document Search Results" for 17,569 results, showing 10 results per page. The results are listed in a table with columns: Document ID, AI, Document Type, Document Subtype, Date, Description, Media, Division, and Pgs.

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	11				Solid Waste	Permits	1
4	34606001	11				Air Quality	Surveillance	1
5	34607275	11				Hazardous Waste	Permits	2
6	34591060	11				Air Quality	Surveillance	3
7	34591122	11				Surface Water	Surveillance	3
8	34604297	11				Air Quality	Permits	16
9	34591050	11				Air Quality	Surveillance	3
10	34591002	11				Air Quality	Surveillance	3

A "Download Documents" dialog box is overlaid on the table, showing the progress of downloading. The dialog box 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.

Document 1 of 3 0%
Overall Progress 0%

Cancel



Download Documents



- Click **pickup** documents here.

The screenshot shows a Microsoft Internet Explorer browser window displaying the EDMS @ LOUISIANA DEQ website. The page title is "EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer". The address bar shows the URL: <http://edms.deq.louisiana.gov/app/doc/queryresults.aspx>. The page content includes a "Document Search Results" section with a table of documents. A modal window titled "Download Documents" is open, showing a large blue arrow pointing to the text "Processing Complete" and "pickup documents here".

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 Citgo representatives regarding the Retention/Neutralization Basin and Holding Basin 1 Post-Closure Permit	Hazardous Waste	Permits	1
2	<input type="checkbox"/>	34619134	17	Correspondence		ments	Surface Water	Enforcement	3
3	<input type="checkbox"/>	34606295	17	Correspondence		to discuss	Solid Waste	Permits	1
4	<input type="checkbox"/>	34606001	17	Correspondence		aset with Central, and oil release	Air Quality	Surveillance	1
5	<input type="checkbox"/>	34607275	17	Correspondence			Hazardous Waste	Permits	2
6	<input checked="" type="checkbox"/>	34591060	17	Correspondence		ritten	Air Quality	Surveillance	3
7	<input checked="" type="checkbox"/>	34591122	17	Correspondence		rtification;	Surface Water	Surveillance	3
8	<input checked="" type="checkbox"/>	34604297	17	Correspondence		rol program	Air Quality	Permits	16
9	<input type="checkbox"/>	34591050	17	Correspondence		ritten	Air Quality	Surveillance	3
10	<input type="checkbox"/>	34591002	17	Correspondence		ritten	Air Quality	Surveillance	3





Contact Us

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the EDMS @ LOUISIANA DEQ website. The address bar shows the URL: <http://edms.deq.louisiana.gov/app/doc/querydef.aspx>. The page title is "Document Search".

On the left side of the page, there is a navigation menu with the following links:

- Find Documents
- Document Search
- Public Records Reg
- Help
 - About EDMS
 - FAQ
 - Getting Started
 - Guides & Manuals
 - Contact Us

Below the navigation menu, it says: "Logged onto EDMS as alpha\ellenp" and "logoff :: preferences".

The main content area displays the "Contact Us" form. The form includes:

- A dropdown menu for "What is the nature of your message?" with options: [Choose One], Comment/Suggestion, Question About Using EDMS, Question About Finding Documents, Account Request, and Bug Report.
- A "From" field containing "mister.bill@la.gov".
- A "Message" text area.
- "Send" and "Cancel" buttons.

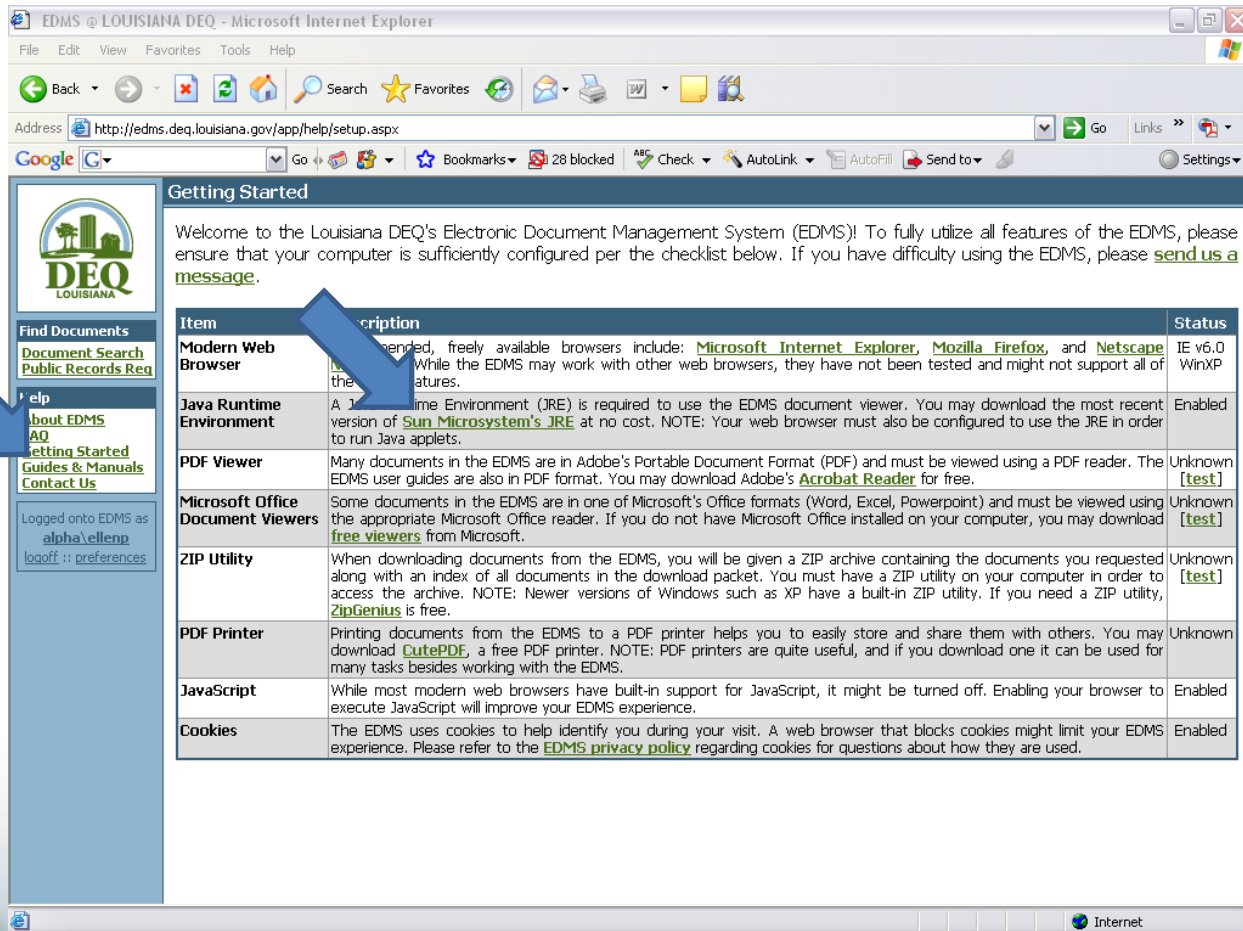
On the right side of the form, there are several dropdown menus and buttons:

- A dropdown menu for "Data" with options: ce, ndence-Internal, ndence-Received, ndence-Sent.
- A dropdown menu for "t/Contract".
- A dropdown menu for "n ent/Investigation by".
- "Run", "Count", and "Reset" buttons.



Troubleshooting

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



EDMS @ LOUISIANA DEQ - Microsoft Internet Explorer

Address: <http://edms.deq.louisiana.gov/app/help/setup.aspx>

Getting Started

Welcome to the Louisiana DEQ's Electronic Document Management System (EDMS)! To fully utilize all features of the EDMS, please ensure that your computer is sufficiently configured per the checklist below. If you have difficulty using the EDMS, please [send us a message](#).

Item	Description	Status
Modern Web Browser	Recommended, freely available browsers include: Microsoft Internet Explorer , Mozilla Firefox , and Netscape . While the EDMS may work with other web browsers, they have not been tested and might not support all of the features.	IE v6.0 WinXP
Java Runtime Environment	A Java Runtime Environment (JRE) is required to use the EDMS document viewer. You may download the most recent version of Sun Microsystems's JRE at no cost. NOTE: Your web browser must also be configured to use the JRE in order to run Java applets.	Enabled
PDF Viewer	Many documents in the EDMS are in Adobe's Portable Document Format (PDF) and must be viewed using a PDF reader. The EDMS user guides are also in PDF format. You may download Adobe's Acrobat Reader for free.	Unknown [test]
Microsoft Office Document Viewers	Some documents in the EDMS are in one of Microsoft's Office formats (Word, Excel, Powerpoint) and must be viewed using the appropriate Microsoft Office reader. If you do not have Microsoft Office installed on your computer, you may download free viewers from Microsoft.	Unknown [test]
ZIP Utility	When downloading documents from the EDMS, you will be given a ZIP archive containing the documents you requested along with an index of all documents in the download packet. You must have a ZIP utility on your computer in order to access the archive. NOTE: Newer versions of Windows such as XP have a built-in ZIP utility. If you need a ZIP utility, ZipGenius is free.	Unknown [test]
PDF Printer	Printing documents from the EDMS to a PDF printer helps you to easily store and share them with others. You may download CutePDF , a free PDF printer. NOTE: PDF printers are quite useful, and if you download one it can be used for many tasks besides working with the EDMS.	Unknown
JavaScript	While most modern web browsers have built-in support for JavaScript, it might be turned off. Enabling your browser to execute JavaScript will improve your EDMS experience.	Enabled
Cookies	The EDMS uses cookies to help identify you during your visit. A web browser that blocks cookies might limit your EDMS experience. Please refer to the EDMS privacy policy regarding cookies for questions about how they are used.	Enabled

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>



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>



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



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>



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>



DEQ in 2008

Contact Information



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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

