



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES
Waste Management Division



Electronic and Paper Copy Submittal Guidelines
 November 2017

In an effort to improve public access and security of documents and reduce the use of paper, the New Hampshire Department of Environmental Services (NHDES) Waste Management Division (WMD) strongly encourages the electronic submittal of documents to OneStop. Submittal of documents in an electronic format, while preferred, is voluntary. The guidelines below are minimum requirements for accepting both electronic and paper copy submittals. Submittals that do not meet these minimum guidelines will not be accepted beginning January 1, 2018.

Electronic Submittals must include:

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a **Report Cover Sheet**, which provides important site information including the site name, site number, project number, and town as listed in the OneStop database. The Report Cover Sheet template can be downloaded from the following link:

<https://www.des.nh.gov/organization/divisions/waste/hwrb/documents/cover-sheet.doc>

* If the submittal is associated with an existing Groundwater Management Permit, in addition to the "Report Cover Sheet", Permittees are required to also include a **Groundwater Monitoring Report Cover Sheet**. The Groundwater Monitoring Report Cover Sheet template can be downloaded from the following link:

<https://www.des.nh.gov/organization/divisions/waste/hwrb/documents/gmp-submittal.doc>

- **PE/PG Stamp:** Review the *Stamping Requirement Table* provided below to determine if a PE/PG Stamp is required.

Stamping Requirement Table

Document Type	Stamping Required
Initial Site Characterization Report	No Requirement
Site Investigation Reports	Engineer or Geologist
Remedial Action Plan Report	Engineer
Pilot Test and Associated Reports	Engineer or Geologist
Design Report	Engineer
Construction Plans and Specifications	Engineer
Remedial Action Implementation Report	Engineer
Periodic Status Report	Engineer or Geologist
Groundwater Management Permit Application	Engineer or Geologist
Annual Summary Report	Engineer or Geologist
Groundwater Sampling Data Submitted	No Requirement

Source: <https://www4.des.state.nh.us/WasteReports/Menu.aspx>

* Under service providers, click on *Site Investigation and Remedial Design Consultants* and scroll to bottom of the page.

www.des.nh.gov

PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095

Telephone: (603) 271-7379 Fax: (603) 271-2181 TDD Access: Relay NH 1-800-735-2964



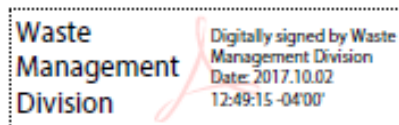
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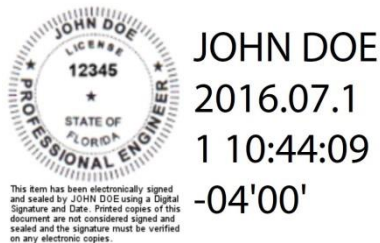
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- **Bookmarks:** Links that represent a page in the document are required for all main headings and sub-headings.
- **Pages:** Miniature previews of each page are required for each page.
- **Adobe Electronic Signature:** An Adobe electronic signature verifying the identity of the sender and the integrity of the document is required.
 - One Adobe electronic signature for the entire document:
 - In text format only
 - Placed on the Report Cover Sheet
 - Sections of the report that are prepared in an electronic format by a subcontractor may have an Adobe electronic signature verifying the integrity of that section (example: laboratory data sheets compiled in an electronic format by the laboratory).
 - A third party handler must be compatible with Adobe Acrobat.

Example Electronic Signature



Example PE/PG Stamp with Electronic Signature



- **Software Requirements for electronic submittals:**
 - Shall be in Adobe Acrobat 5.0 or newer.
 - Diagrams or drawings may be submitted in AutoCAD with a .dwg format (only with Adobe 5.0).
 - Only one continuous .pdf file per site shall be accepted.

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○ **Electronic Submittal Procedure:**

- Log onto the WMD through the NHDES Website at:
<https://www2.des.state.nh.us/Onestop/DESLogin.aspx>. All new users must be approved prior to submitting documentation. If you have any questions, please contact Nicole Gianunzio at (603) 271-7379 or nicole.gianunzio@des.nh.gov. When using the WMD for uploading to OneStop; the only documents that must include an Adobe digital signature are those documents that require a PE or PG stamp.

- Email submittals should have authorization prior to sending.

- Prior to submitting an electronic document review the following:

File Size / Download Time:	– Site is configured to allow uploads of up to 250MB and may time out after 20 minutes
Page Orientation:	– Page contents should be properly oriented for viewing
Bookmarks:	– Verify the creation of headings and sub-headings
Pages:	– Verify they have been created
Adobe Electronic Signature:	– Verify placement on Report Cover Sheet

○ **Electronic Signature Verification:**

- Prior to accepting an electronic submittal for the first time, a Site Remediation Representative will call to verify, the serial number located on the signature certificate, and any time after the certificate expiration date.

○ **CD submittals:**

- If electronic upload to WMD's OneStop is not possible, CD submittals are acceptable. All requirements of an electronic submittal described above apply to CD submittals. Please address all CD submittals to the attention of Nicole Gianunzio at the address provided below.



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If you elect not to submit reports electronically and opt for paper reports, use the following procedures:

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a **Report Cover Sheet**, which provides important site information including the site name, site number, project number, and town as listed in the OneStop database. The Report Cover Sheet template can be downloaded from the following link:

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- **PE/PG Stamp:** Review the *Stamping Requirement Table* provided above to determine if a PE/PG Stamp is required.
- The pages in the documents submitted must meet size restrictions. No sheet of paper larger than 11" x 17" may be included in the report. Large maps or design plans (C size or larger) must be reduced to 11" x 17" sheets for NHDES scanning.
- Text color shall be black.
- The report shall be unbound and without hole punches.
- Do not shade over text and numbers.
- Eliminate all blank pages.
- All attachments must contain the NHDES site number, project number, associated report title and report date.
- Submit one original report.

Please forward all comments or questions to:

Nicole Gianunzio

Department of Environmental Services
Site Remediation Program
29 Hazen Drive
Concord, NH 03301
(P) 603-271-7379
(F) 603-271-2181

nicole.gianunzio@des.nh.gov

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