

The State of New Hampshire  
**DEPARTMENT OF ENVIRONMENTAL SERVICES**  
**Waste Management Division Submittal Requirements**  
November 2024

To improve public access, protect the security of documents and reduce the use of paper, the New Hampshire Department of Environmental Services (NHDES), Waste Management Division (WMD) accepts documents by electronic submittal through OneStop. Any submittals that do not meet the requirements will be rejected. Data providers will be notified of rejections via email.

**Electronic Submittal Procedure:**

- Apply for credentials or Log into your account on [Onestop Data Provider](#).

\*\*\*All new users must be approved prior to submitting electronic documents.

**Electronic Submittals must be properly oriented, proportionate to each page and include:**

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a [Report Cover Sheet](#), placed in front of the document which provides important site information including proper title, the site name, site number, project number and town as listed in the OneStop database.

- For submittals for the Solid Waste Management Bureau (SWMB), upload to NHDES Site #123456789 and enter the following on the cover sheet:
  - NHDES Site #: 123456789
  - Project Type: Solid Waste Management
  - Project #: Facility permit number and/or the activity/application number

The SWMB database has a maximum file size limit of 250 MB. If an electronic document is to be submitted to the SWMB and is larger than 250 MB, please split the document into parts that are smaller than 250 MB, attach a cover sheet to each part and submit each part.

- Submittals for Asbestos Disposal Sites (ADS) must use the Site Number assigned to them by NHDES. Using a different Site Number may delay processing and review of the submittal.
- 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](#).
- To save a fillable PDF so that the fields cannot be edited, flatten or lock the form before saving by:
  - Flatten:
    - Open the fillable form and add data.
    - Click "File" and select "Print."
    - Select a PDF printer and click "OK" or "Print."
    - In the pop-up window, select where to save the "flattened" version of the form.
  - Lock the form:
    - Open the PDF in Adobe Acrobat.
    - Select "Protect" in the right sidebar.
    - Select "Advanced Options > Security Properties."
    - Click "Change Settings."
    - Click "Restrict editing and printing of the document" and set "Changes Allowed" to "None."
    - Type a permissions password.
    - Click "OK" and then click "Save."

- **PE/PG Stamp:** Review the [NHDES Document Professional Stamp Requirements](#) to help determine if a PE/PG Stamp is required. It is recommended that all documents containing a stamp are protected/locked to protect the integrity of the stamp and its user. Stamp to be placed on the Report Cover Sheet.
- **Bookmarks:** At minimum, links that connect to a page in the document are required for all main headings and sub-headings of the text as well as the cover pages/ first pages for tables, figures, and each attachment or appendix section.
- **Page Thumbnails:** Miniature previews of each page are required for each page.
- **Visible Certificate-Based Adobe Electronic Signature:** A certified Adobe electronic signature or equivalent verifying the identity of the sender, and the integrity of the document is required for any uploaded reports/documents with a PE/PG stamp.
  - One Adobe electronic signature for the entire document. To be placed on the Report Cover Sheet.

***Example: Certificate-Based Adobe Electronic Signature***



- Sections of the report/document 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).
- **Electronic Signature Verification:**
  - When uploading a submittal with an electronic signature, a Waste Management Division Representative may need to call or email to verify the serial number located on the signature certificate.
- **Software Requirements for electronic submittals:**
  - Shall be in Adobe Acrobat 5.0 or newer or equivalent.
  - 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.

**Any questions should be directed to the specific contact as listed below:**

**HW Remediation**  
 Andrew Labay  
[andrew.b.labay@des.nh.gov](mailto:andrew.b.labay@des.nh.gov)  
 (603) 271-2979

**Account set-up and uploading**  
 Nicole Gianunzio  
[nicole.p.gianunzio@des.nh.gov](mailto:nicole.p.gianunzio@des.nh.gov)  
 (603) 271-8401

**Petroleum Remediation**  
 Tina Clark  
[tina.a.clark@des.nh.gov](mailto:tina.a.clark@des.nh.gov)  
 (603) 271-7379

**MtBE Remediation**  
 Vanessa Remillard  
[vanessa.a.remillard@des.nh.gov](mailto:vanessa.a.remillard@des.nh.gov)  
 (603) 271-7174

**Groundwater Discharge**  
[gwdischarge@des.nh.gov](mailto:gwdischarge@des.nh.gov)  
 (603) 271-2858

**Solid Waste Management**  
[swmbreporting@des.nh.gov](mailto:swmbreporting@des.nh.gov)  
 (603) 271-2925

## SUBMITTALS FOR UNDERGROUND (UST) & ABOVEGROUND (AST) STORAGE TANKS

- Please visit NHDES' [Fuel Storage Tanks](#) webpage for all recommended testing and registration submittal forms, publications, rules and other resources pertaining to USTs and ASTs.
- After creating a OneStop Provider account and receiving credentials as referenced in the **Electronic Submittal Procedure** portion of this document, log on to the [OneStop Data Provider](#) page to view the available activities for your registration. Choose the "Upload Report/Documents for the Waste Management Division" option.

The screenshot shows a web interface with the following elements:

- Header: **Available Data Provider Activities for Your Registration** and [Data Provider Help](#)
- Buttons: [Logout](#)
- Highlighted Option: [Upload Reports/Documents for the Waste Management Division](#) (indicated by a red arrow)
- Section: **Managing Your Account**
- Links: [Change Password](#), [Change Profile](#)
- Section: **Data Upload Guidance**
- Link: [WMD Submittal Requirements](#)

- **Responding to Enforcement or Non-Compliance:** If you are responding to compliance deficiencies resulting from a *Triennial Facility Inspection Report, Survey*, or if you have received a *formal enforcement document* (LOD, AO, IRT, NOF, RFE) issued by NHDES:
  1. Provide a cover sheet that includes:
    - ✓ A brief listing of the paperwork being uploaded.
    - ✓ Include the date of the Triennial Inspection Report or Survey being complied with.
    - ✓ If applicable, include the formal NHDES enforcement ID # that you are responding to.
  2. Select Project No. / Facility ID No. assigned to the UST or AST.
  3. Self-title the document being submitted.
  4. Upload applicable document (.pdf ONLY) up to 300MB.
    - ✓ Be as descriptive as possible with testing, repair and maintenance documents, as well as responses to compliance inspections and enforcement. A thorough summary of the work performed is required for NHDES to know exactly what work was conducted and that it was performed correctly.
  5. Click the type of submittal entitled "Formal Enforcement Response."
- **Submitting Non-Enforcement (ROUTINE) Test Results, Operator Training and Reporting/Plan Documents:**
  - Follow above steps 1-4.
  - Click the type of submittal entitled "Routine Document Submittals."

Please enter a Site Number and then press [Tab] key:

Site Number:

Site Name:

Project No./Facility ID No.:

Document Title:

Select a file:

Type of submittal:  
Select most applicable

Routine Document Submittals  
 Formal Enforcement Response

I acknowledge that I have read the [NHDES Waste Management Division Submittal Requirements](#).

An upload confirmation email will be sent.  
The email will only include a copy of your document if the document is less than 18 MB.

- **For all uploads:**
  1. Verify the correct UST/AST facility and NHDES site numbers are listed on each form or report.
  2. Use the correct ID number/s for each tank and UST system component being tested. Please visit [OneStop Search](#) to look up correct ID numbers.
  3. Include the date of the test.
  4. Sign all documents, where applicable.
  5. Failure to provide correct facility and site numbers, correct tank numbers, UST system component IDs, and proper signatures will cause the documents to be **REJECTED!**
  6. Test results shall be submitted **within 30 days** of the date of the test, unless otherwise specified in formal enforcement documents.
  
- **Be as descriptive as possible** with testing, repair, and maintenance documents, as well as responses to compliance inspections and enforcement. A thorough summary of the work performed is required for NHDES to know exactly what work was conducted and that it was performed correctly.

**The following is a list of typical documents and whether they should be communicated to NHDES through OneStop, sent via email directly to Oil Compliance Section staff or submitted by regular mail to the NHDES office:**

<b>Document Type</b>	<b>Submittal Platform</b>
Triennial Facility Inspection Reports	OneStop
Survey Inspection Reports	OneStop
All Formal Enforcement	OneStop
All recommended NHDES forms pertaining to UST and AST Testing and Reporting Results ( <i>except as noted below</i> )	OneStop
UST and AST Registration Forms	OneStop Submit via email to Matt Jones when there is no NHDES Site # or UST ID # associated with the facility, <a href="mailto:Matthew.A.Jones@des.nh.gov">Matthew.A.Jones@des.nh.gov</a>
UST and AST Vapor Recovery Notification Form	Submit via email to <a href="mailto:Matthew.A.Jones@des.nh.gov">Matthew.A.Jones@des.nh.gov</a> , <a href="mailto:Robert.L.Stockman@des.nh.gov">Robert.L.Stockman@des.nh.gov</a> , <a href="mailto:Harding.N.Schofield@des.nh.gov">Harding.N.Schofield@des.nh.gov</a> , <a href="mailto:Corey.J.Rousseau@des.nh.gov">Corey.J.Rousseau@des.nh.gov</a> , <a href="mailto:Derek.A.Clay@des.nh.gov">Derek.A.Clay@des.nh.gov</a>
AST Internal Inspection Reports	OneStop Note: Include the American Petroleum Institute or Steel Tank Institute certification number or New Hampshire Professional Engineer stamp.
AST Spill Prevention, Control, and Countermeasure Plans	OneStop Note: Submit New Hampshire Professional Engineer stamped certification page where applicable, otherwise submit owner/manager signed and dated review page.
UST Closure Notification Form	Oil Remediation & Compliance Bureau email, <a href="mailto:ORCBWMD@des.nh.gov">ORCBWMD@des.nh.gov</a> .
Plan Submittal and Applications for Construction and Substantial Modification of USTs, ASTs and Corrosion Protection	Mail to NHDES office Note: Plans must be stamped by a New Hampshire Professional Engineer.

SafeTank Applications	Mail to NHDES office ATTN: Genevieve Al-Egaily
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Please forward all comments or questions related to UST and AST submittals to:

**MATT JONES**

NHDES, Oil Compliance Section

29 Hazen Dr.

Concord, NH 03301

(P) [\(603\) 271-2986](tel:6032712986)

(F) (603) 271-2181

[Matthew.A.Jones@des.nh.gov](mailto:Matthew.A.Jones@des.nh.gov)