

The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

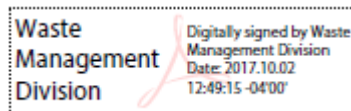
Waste Management Division Submittal Guidelines
April 2021

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 March 1, 2021.

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.
- 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](#).
- **PE/PG Stamp:** Review the [NHDES Document Professional Stamp Requirements](#) to help determine if a PE/PG Stamp is required.
- **Bookmarks:** Links that represent a page in the document are required for all main headings and sub-headings.
- **Page Thumbnails:** 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.

Example: Adobe Electronic Signature



- 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).

- **Electronic Signature Verification:**

- When uploading reports/documents to the WMD through OneStop; the only documents that must include an Adobe digital signature are those documents that require a PE or PG stamp. When uploading a submittal with an electronic signature, a Site Remediation Representative will call to verify, the serial number located on the signature certificate.
 - **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.
 - **Electronic Submittal Procedure:**
 - Apply for credentials and Log into [Onestop Data Provider](#).
- ***All new users must be approved prior to submitting documentation.
- **CD submittals:**
 - If electronic upload to OneStop is not possible, CD submittals are acceptable. All requirements of an electronic submittal described above apply. Please address all CD submittals to the attention of Nicole Gianunzio at the address provided below.

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.

* 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](#).

- **PE/PG Stamp:** Review the *Stamping Requirement Table* 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"x17" may be included in the report. Large maps or design plans (C size or larger) must be reduced to 11"x17" 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:

Tina Clark

New Hampshire Department of Environmental Services Site Remediation Program

29 Hazen Drive

Concord, NH 03301

(P) (603) 271-7379

(F) (603) 271-2181

Tina.a.Clark@des.nh.gov

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

- Please visit the [Fuel Storage Tanks](#) page for forms, publications, rules, and other resources on USTs and ASTs.
- **Responses to Enforcement or Non-Compliant Inspections:** If you are responding to a non-compliant inspection or an enforcement document issued by NHDES:
 - Provide a cover sheet that includes a summary of the paperwork being uploaded, including reference to the date of the compliance inspection that you are responding to or enforcement document number.
 - Check the box titled “Enforcement or Compliance Inspection Response.”
- **Uploads of Test Results, Operator Training and Reporting/Plan Documents:**
 - Check the box titled “General Testing Upload.”
- **For all uploads:**
 - Verify the correct UST/AST facility and NHDES site numbers are on each page of the documents being uploaded.
 - Use the correct tank number/s associated with the facility. Please visit NHDES’ OneStop search engine to look up a particular facility to determine the correct tank numbers.
 - Include the date of the test.
 - Sign all documents, where applicable.
 - Failure to use provide correct facility and site numbers, correct tank numbers, and proper signatures will cause the documents to be rejected.
 - **Test results shall be submitted within 30 days of the date of the test.**
- 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 helpful for NHDES to know exactly what work was performed and that it was performed in a proper manner.
- If you do not have the capability to submit documents electronically, please refer to the paper submittal guidance found in the main portion of this document.

The following is a list of documents and whether they should be uploaded through the OneStop portal, sent via email to Oil Compliance staff, or submitted via mail to the NHDES office:

Document Type	Submittal Platform
Responses to NHDES AST & UST Oil Compliance Inspections	OneStop See note above regarding submittal of documents associated with this response
Responses to NHDES AST & UST Oil Compliance Issued Enforcement	OneStop See note above regarding submittal of documents associated with this response
UST Annual Leak Monitor Test Results	OneStop
UST Corrosion Protection Test Results	OneStop; Note: Include certification numbers from the International Code Council, Steel Tank Institute, or North American Corrosion Engineers
UST Spill Bucket Tightness Test Results	OneStop
UST Overfill Device Test Results	OneStop
UST Primary Containment Test Results	OneStop
UST Operator Training Statement of Training	OneStop

UST and AST Registration Forms	Submit via email to Matt Jones, Matthew.A.Jones@des.nh.gov , and Emily Szmyt, Emily.D.Szmyt@des.nh.gov
UST and AST Annual Line Leak Detector Test Results	OneStop
UST and AST Sump Tightness Test Results	OneStop
UST and AST Vapor Recovery Notification Form	Submit via email to Matthew.A.Jones@des.nh.gov , Emily.D.Szmyt@des.nh.gov , Robert.L.Stockman@des.nh.gov , Harding.N.Schofield@des.nh.gov , Stephen.Scotton@des.nh.gov , and Corey.J.Rousseau@des.nh.gov
UST and AST Vapor Recovery Test Results	OneStop
UST and AST Tank and Piping Tightness Test Results	OneStop
UST and AST Closure Reports	OneStop
AST Annual Leak Monitoring and Overfill Protection Test Results	OneStop
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	Submit via email to Matt Jones, Matthew.A.Jones@des.nh.gov , and Oil Remediation & Compliance Bureau email, ORCBWMD@des.nh.gov
Plan Submittal and Applications for Construction and Significant 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

Please forward all comments or questions to:

Matt Jones

New Hampshire Department of Environmental Services
Oil Compliance & Enforcement Subsection Administrator

29 Hazen Dr.

Concord, NH 03301

(P) (603) 271-2986

(F) (603) 271-2181

Matthew.A.Jones@des.nh.gov