

**Solid Waste Management Bureau  
Electronic Submittal Guidelines**

August 2021

The New Hampshire Department of Environmental Services (NHDES), Solid Waste Management Bureau (SWMB) requires all submittals to either be made electronically via OneStop or in paper. Below are minimum requirements for electronic submittals.

**Electronic Submittals Must Include:**

- **Cover Sheet:** All submittals to NHDES' SWMB shall include a **Cover Sheet**. Please ensure that the cover sheet is the first page of the submittal. Use of this cover sheet will assist in correct delivery and processing of the submittal. The SWMB relies on the information on the cover sheet to ensure the submittal is added to the appropriate facility record; therefore, it is critical that the cover sheet information be correct and current. **A template cover sheet is attached.**

For all solid waste submittals, the **Site Code** is 123456789.

For permitted facilities, the **permit number** is the NHDES assigned solid waste facility permit number. Solid waste permit numbers are alphanumeric and frequently start with "DES-SW-" or "DPHS-SW-." A facility's permit number can be found with the facility record in the [NHDES OneStop Data Retrieval System](#).

For supplemental submittals (e.g., additional information related to an ongoing activity/application), include the **activity/application number**. The activity or application number is a number assigned upon receipt of a submittal by the SWMB. If assigned, an activity or application number can be found on correspondence from the SWMB, also available in the facility record in the [NHDES OneStop Data Retrieval System](#).

- **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.
- **PE/PG Stamp:** A PE/PG stamp is required for certain submittals, particularly those that include the practice of engineering. For additional guidance, see the table below. Please note that the table is not definitive, and a qualified professional may be required to stamp other submittals.

Document Type	Stamp Required
Landfills: <ul style="list-style-type: none"><li>- Landfill design plans</li><li>- Closure/Post-Closure Cost Estimates</li><li>- Post-Closure Reports</li><li>- Notice of Intent to Operate</li><li>- Quality Assurance/Quality Control reports</li></ul>	Professional Engineer (Professional Geologist for hydrogeological reports)
Other Facilities: <ul style="list-style-type: none"><li>- Facility design plans</li><li>- Notice of Intent to Operate</li></ul>	Professional Engineer

- **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 cover sheet.

- Sections of the document that are prepared in an electronic format by a subcontractor may have an 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 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 facility shall be accepted.

**Electronic Submittal Procedure:**

- Log into the [OneStop Data Provider](#) through the NHDES website. All new users must complete the online registration form to obtain a username, PIN and password prior to submitting documents. If you have any questions about the registration process, please contact Tina Clark at (603) 271-7379 or [tina.clark@des.nh.gov](mailto:tina.clark@des.nh.gov).
- Prior to submitting an electronic document, review the following:
  - File size/Download Time: Website is configured to allow uploads of up to 250 MB and may time out after 20 minutes;
  - Page Orientation: Page contents should be properly oriented for viewing;
  - Bookmarks: Verify the creation of headings and subheadings;
  - Pages: Verify they have been created;
  - Adobe Electronic Signature: Verify placement on the cover sheet.
- Prior to accepting an electronic submittal for the first time, a WMD Representative will call to verify the serial number located on the signature certificate, and any time after the certificate expiration date.

**Duplicate Paper Copy:**

- If submittals are made via OneStop, a single paper copy is also required. Submit paper copies to:

NH Department of Environmental Services  
 Waste Management Division, Solid Waste Management Bureau  
 PO Box 95, 29 Hazen Drive  
 Concord, NH 03302-0095

All comments or questions regarding electronic data submittals may be directed to Tina Clark at (603) 271-7379 or [tina.clark@des.nh.gov](mailto:tina.clark@des.nh.gov).

**NHDES, Waste Management Division  
Solid Waste Management Bureau  
29 Hazen Drive, PO Box 95  
Concord, NH 03302-0095**

**DOCUMENT/REPORT TITLE**

**Facility Name**

**Street Address**

**City/Town, NH Zip Code**

**Site Code #: 123456789**

**NHDES Permit #: DES-SW-XX-##-###, DES-SW-##-###, or DPHS-SW-##-###**

**Activity/Application #: 20##-#####**

Prepared For:

Permittee / Applicant Name

Mailing Address

City/Town, State Zip Code

Phone Number:

Email:

Permittee/Applicant Contact Name:

Permittee/Applicant Contact Email:



Prepared By:

Consultant/Contractor Name

Mailing Address

City/Town, State Zip Code

Phone Number:

Email:

Contact Name:

Contact Email:

Date of Document/Report: