The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Waste Management Division Submittal Requirements
May 2024

To improve public access, protect the security of documents and reduce the use of paper, the New Hampshire Department of Environment (NHDES) Waste Management Division (WMD) accepts documents by electronic submittal through OneStop. The requirements below are minimum requirements for accepting submittals.

Any submittals that do not meet the requirements will not be accepted. Users will be notified of rejections via email.

Electronic Submittal Procedure:

o Apply for credentials or Log into your account on Onestop Data Provider.

***All new users must be approved prior to submitting documentation.

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

o **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.

o 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.

o **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 stamped are protected/locked to protect the integrity of the stamp and its user. Stamp to be placed on the Report Cover Sheet.

o **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.

o **Page Thumbnails**: Miniature previews of each page are required for each page.

o **Adobe Electronic Signature**: An Adobe electronic signature or equivalent verifying the identity of the sender and the integrity of the document is required for any document with a PE/PG stamp.

  o One Adobe electronic signature for the entire document. To be placed on the Report Cover Sheet.

Example: Adobe Electronic Signature

  o 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).

- o **Electronic Signature Verification:**

  - o 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 may need to call or email to verify the serial number located on the signature certificate.

- o **Software Requirements for electronic submittals:**

  - o Shall be in Adobe Acrobat 5.0 or newer or equivalent.

  - o Diagrams or drawings may be submitted in AutoCAD with a .dwg format (only with Adobe 5.0).

  - o Only one continuous .pdf file per site shall be accepted.

If you are unable to submit documents electronically, please contact the Library Section Supervisor; Nicole Gianunzio at 603-271-8401 or Nicole.P.Gianunzio@DES.NH.GOV.

Please forward all comments or questions to:
Tina Clark
Waste Management Division
Library Section
(P) [(603) 271-7379](tel:6032717379)
Tina.a.Clark@des.nh.gov

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

o   Please visit NHDES' Fuel Storage Tanks web page for all recommended testing and registration submittal forms, publications, rules and other resources pertaining to USTs and ASTs.

o   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.

o   **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."

o   **Submitting Non-Enforcement (ROUTINE) Test Results, Operator Training, and Reporting/Plan Documents:**
1. Follow above steps 1-4.
2. Click the Type of Submittal entitled "Routine Document Submittals."

- o **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.

- o **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:

Document Type	Submittal Platform
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 *(except as noted below)*	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. Matthew.A.Jones@des.nh.gov
UST and AST Vapor Recovery Notification Form	Submit via email to Matthew.A.Jones@des.nh.gov, Robert.L.Stockman@des.nh.gov, Harding.N.Schofield@des.nh.gov, Corey.J.Rousseau@des.nh.gov, Derek.A.Clay@des.nh.gov
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, ORCBWMD@des.nh.gov.

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

Please forward all comments or questions related to UST and AST submittals to:

MATT JONES
NHDES, Oil Compliance Section
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Concord, NH 03301
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(F) (603) 271-2181
Matthew.A.Jones@des.nh.gov