Laserfiche: WebLink

Underground Storage Tank Section

# Purpose and General Information

This document provides some basic instructions in carrying out the common searches in the Laserfiche Document Management System.

Documents stored in the Laserfiche Document Management System are viewable through the public webpage. This is web-based software, so an internet connection is necessary.

WebLink URL: <http://edocs.deq.nc.gov/WasteManagement/Search.aspx>

On the left near the top, you will see three tabs: “Home”, “Browse”, and “Search”. Each allow different views and methods for searching files. Across the top center of the page, there is also a general search box. Again, just a different way for searching files.

## General Search Box

You can type any term you want in this box and it will conduct a search across all fields (indices) and programs. If you need to search for multiple terms you can use asterisks (\*) on each side of your search terms to provide more precise searches.



Example: \*WA-\*LSA\* will return entries in the Washington Regional Office with LSA in the record. Be aware if the LSA appears in any part of the record it will be included in this search.

## Search Tab

You can select the “Search” tab on the left. It will then give you choices for searching the files. The search most familiar to previous users is “Template”. This will show all the fields associated with our template, “WM”. After you make your choices and entries in the Template (see descriptions and examples below), click the search box on the bottom of the template to launch this search.



You can also use the drop-downs and text boxes to conduct searches. Choices in the drop-down fields will limit your search. You cannot type in the drop-down fields.

Example, if you choose the Subdivision drop-down UST, you will be limited to searching only the UST programs. Then if you choose the Doc\_Type of NFA (NFA), your search will return all No Further Action documents. Not all drop-downs need to be chosen.

Things to remember, the search box at the top of the page conducts a “fuzzy” search. A fuzzy search will return all entries that contain the search term. The search fields on the left don’t use fuzzy searches, but you can use asterisks (\*) on each side of your search term to act as a fuzzy search (the asterisk is called a wildcard).

Example, if you choose the Subdivision drop-down UST to limit your search to the UST program and then enter \*WS-71\* in the Program ID text box it will return all Winston-Salem regional office UST Numbers that begin with 71.

Program ID for the UST Subdivision contains the UST Number, available from the UST incident management databases. ([Incident Management Database for Regional Underground Storage Tanks, Aboveground Incident Management Database for Regional Aboveground Storage Tanks](https://deq.nc.gov/about/divisions/waste-management/ust/databases))

Facility Name/Subject contains the name of the facility as entered in the UST incident management databases

Facility/Site Address, City, State, Zipcode are also imported from the databases

Template entries for UST past the Facility/Site County are either not used or for internal data entry tracking

Name is not a searchable field in the Template, but it can be searched in the top search box with a fuzzy search.

## Browse Tab

The “Browse” tab allows a folder view, where users can click on the folders to open them.



You will notice there are breadcrumbs (Waste Management > Underground Storage Tanks) across the top that allow you to go back or up a level. Breadcrumbs provide links to previous pages.

# Links

Laserfiche User Guide online

<https://www.laserfiche.com/support/webhelp/laserfiche/9.2/en-us/userguide/laserfiche_client.htm>

**IMPORTANT NOTE:**

Many but not all historical facility files, have been added to this electronic file system. The document Groups may include but are not limited to: General, Corrective Action, Groundwater, Enforcement, etc. Document Types and other file name examples are included in the following pages and table. In addition, the user should be aware, if searching by a date range, that some of the documents that were imported have incorrect dates. You may not get the full set of documents anticipated if you do not account for this. The oldest date for Underground Storage Tank data is an incorrect entry of 5/12/1950.

**Underground Storage Tank Laserfiche File Naming Convention**

UST Number\_Incident Number\_Document Group\_Document Type\_Date\_text.file type

UST Number is a unique number that begins with a two-letter code (indicating a UST Regional Office) followed by a hyphen (Example: WS-1111):

AS – Asheville Regional Office

FA – Fayetteville Regional Office

MO – Mooresville Regional Office

RA – Raleigh Regional Office

WA – Washington Regional Office

WI – Wilmington Regional Office

WS – Winston-Salem Regional Office

Incident Number is unique to the individual Regional Office and may be unique in the state. It is always a set of numbers. A site with an Incident Number is a site that has had a contamination event occur. Sites that enter our system due to complaints or other situations where contamination did not occur will only have a UST Number.

Both UST Number and Incident Number can be obtained from the [UST databases](https://edocs.deq.nc.gov/WasteManagement/Search.aspx?dbid=0http://deq.nc.gov/about/divisions/waste-management/ust/databases) on our website.

DocGroup and DocType provide limits to what kind of document the file contains. This information is presented in the following table, see last column for examples.

YYYYMMDD is the date of the document in the format of YearMonthDay, with no separations.

text is an optional identifier, using abbreviations found in the DocType column in the table and/or short descriptions.

Examples: WA-1778\_20448\_M\_DENR\_20000309\_00001.PDF

 FA-3630\_29601\_M\_DENR\_20171031\_NRP Approval & Cover Letter.pdf

 FA-88453\_90253\_CA\_UST-62\_20170925\_w supporting documents.pdf

FA-92460\_90236\_G\_NORR\_20170501\_NORR for Initial Assessment.pdf

 FA-3532\_29552\_CA\_RPTS\_20170510\_Letter Report.doc

UST DocGroup and DocTypes (If changes occur an updated table will be posted on our website)

| Group | Group | Type | Type | Entry Format |
| --- | --- | --- | --- | --- |
| Closure (C) | C | Closure Information (CI) | CI | C\_CI |
| Closure (C) | C | Miscellaneous Closure Documentation (MISCCLO) | MISCCLO | C\_MISCCLO |
| Closure (C) | C | NFA (NFA) | NFA | C\_NFA |
| Closure (C) | C | Notice of Residual Petroleum (NRP) | NRP | C\_NRP |
| Closure (C) | C | Other (O) | O | C\_O |
| Closure (C) | C | Public Notices (PUBNOT) | PUBNOT | C\_PUBNOT |
| Closure (C) | C | Site Investigation for Permanent Closure-Change in Service (UST-2) | UST-2 | C\_UST-2 |
| Closure (C) | C | UST Closure Report - Clean Closure (UST-12) | UST-12 | C\_UST-12 |
| Closure (C) | C | UST Closure Report - PIB (UST12PIB) | UST12PIB | C\_UST12PIB |
| Corrective Action (CA) | CA | 20 Day Report (20-DAY) | 20-DAY | CA\_20-DAY |
| Corrective Action (CA) | CA | 24-Hr Notification of Discharge Form (UST-62) | UST-62 | CA\_UST-62 |
| Corrective Action (CA) | CA | 24-Hr Release and UST Leak Reporting (UST-61) | UST-61 | CA\_UST-61 |
| Corrective Action (CA) | CA | 45 Day Report (45-DAY) | 45-DAY | CA\_45-DAY |
| Corrective Action (CA) | CA | Aggressive Fluid Vapor Recovery (AFVR) | AFVR | CA\_AFVR |
| Corrective Action (CA) | CA | Alternate Water (ALTWTR) | ALTWTR | CA\_ALTWTR |
| Corrective Action (CA) | CA | Bottled Water (BTLWTR) | BTLWTR | CA\_BTLWTR |
| Corrective Action (CA) | CA | Bulk Water (BWTR) | BWTR | CA\_BWTR |
| Corrective Action (CA) | CA | Closure Report (CLO) | CLO | CA\_CLO |
| Corrective Action (CA) | CA | Comprehensive Site Assessment (CSA) | CSA | CA\_CSA |
| Corrective Action (CA) | CA | Contractor Information (CNTINF) | CNTINF | CA\_CNTINF |
| Corrective Action (CA) | CA | Corrective Action Information (CAI) | CAI | CA\_CAI |
| Corrective Action (CA) | CA | Corrective Action Plan (CAP) | CAP | CA\_CAP |
| Corrective Action (CA) | CA | Deed Recordation (DR) | DR | CA\_DR |
| Corrective Action (CA) | CA | Field Notes & Test Results (FNTR) | FNTR | CA\_FNTR |
| Corrective Action (CA) | CA | Free Product Recovery Report (FPR) | FPR | CA\_FPR |
| Corrective Action (CA) | CA | Free Product Recovery System Specification Report (FPRSS) | FPRSS | CA\_FPRSS |
| Corrective Action (CA) | CA | General Technical Data (TECHDA) | TECHDA | CA\_TECHDA |
| Corrective Action (CA) | CA | Health Risk Evaluation (HRE) | HRE | CA\_HRE |
| Corrective Action (CA) | CA | Initial Abatement Action Report (IAR) | IAR | CA\_IAR |
| Corrective Action (CA) | CA | Lab Data (LAB) | LAB | CA\_LAB |
| Corrective Action (CA) | CA | Limited Site Assessment (1 or 2) (LSA) | LSA | CA\_LSA |
| Corrective Action (CA) | CA | Letter Report (LTRRPT) | LTRRPT | CA\_LTRRPT |
| Corrective Action (CA) | CA | Mobile Multi Phase Extraction (MMPE) | MMPE | CA\_MMPE |
| Corrective Action (CA) | CA | Monitoring Report (MRP) | MRP | CA\_MRP |
| Corrective Action (CA) | CA | NC Licensed Surveyor (NCPS) | NCPS | CA\_NCPS |
| Corrective Action (CA) | CA | New Technology Cleanup Report (NTCP) | NTCP | CA\_NTCP |
| Corrective Action (CA) | CA | Notice of Intent UST Permanent Closure-Change in Service (UST-3) | UST-3 | CA\_UST-3 |
| Corrective Action (CA) | CA | Other (O) | O | CA\_O |
| Corrective Action (CA) | CA | Other Reports (RPTS) | RPTS | CA\_RPTS |
| Corrective Action (CA) | CA | POE (POE) | POE | CA\_POE |
| Corrective Action (CA) | CA | Public Water Supply (PWS) | PWS | CA\_PWS |
| Corrective Action (CA) | CA | Receptor Survey (RS) | RS | CA\_RS |
| Corrective Action (CA) | CA | Remediation Monitoring Report (RMR) | RMR | CA\_RMR |
| Corrective Action (CA) | CA | Site Check Report (SCH) | SCH | CA\_SCH |
| Corrective Action (CA) | CA | Site Cleanup and Site Closure Report (SCSC) | SCSC | CA\_SCSC |
| Corrective Action (CA) | CA | Site Closure Report (SCR) | SCR | CA\_SCR |
| Corrective Action (CA) | CA | Soil Assessment Report (SAR) | SAR | CA\_SAR |
| Corrective Action (CA) | CA | Soil Cleanup Plan (SCP) | SCP | CA\_SCP |
| Corrective Action (CA) | CA | Soil Excavation Report (SE) | SE | CA\_SE |
| Corrective Action (CA) | CA | System Enhancement Recommendations (SER) | SER | CA\_SER |
| Corrective Action (CA) | CA | Tank Closure Report (TCR) | TCR | CA\_TCR |
| Corrective Action (CA) | CA | UST Suspected Release Notification (24-Hour) (UST-17A) | UST-17A | CA\_UST-17A |
| Corrective Action (CA) | CA | UST Suspected Release Notification (7-Day) (UST-17B) | UST-17B | CA\_UST-17B |
| Corrective Action (CA) | CA | Variance Report (VR) | VR | CA\_VR |
| Corrective Action (CA) | CA | Water Supply Well (WSW) | WSW | CA\_WSW |
| Corrective Action (CA) | CA | Waterline (WL) | WL | CA\_WL |
| Corrective Action (CA) | CA | Well Records (WR) | WR | CA\_WR |
| Enforcement (E) | E | 10-Day Letter (10-DAY) | 10-DAY | E\_10-DAY |
| Enforcement (E) | E | Administrative Order on Consent (AOC) | AOC | E\_AOC |
| Enforcement (E) | E | Civil Penalty Assessment (CPA) | CPA | E\_CPA |
| Enforcement (E) | E | Compliance Order (CO) | CO | E\_CO |
| Enforcement (E) | E | Immediate Action Notice of Violation (IANOV) | IANOV | E\_IANOV |
| Enforcement (E) | E | Notice of Violation (NOV) | NOV | E\_NOV |
| Enforcement (E) | E | Other (O) | O | E\_O |
| Enforcement (E) | E | Owner-Operator Responses to NOV (OORESP) | OORESP | E\_OORESP |
| Enforcement (E) | E | Settlement Agreement (SA) | SA | E\_SA |
| Financial (F) | F | Certificate of Insurance (CERTINS) | CERTINS | F\_CERTINS |
| Financial (F) | F | Correspondence (C) | C | F\_C |
| Financial (F) | F | Fee Adjustment Documentation (FEEAD) | FEEAD | F\_FEEAD |
| Financial (F) | F | Invoice-Fee Payment Information (PMTINFO) | PMTINFO | F\_PMTINFO |
| Financial (F) | F | NC Certification Form (NCCERT) | NCCERT | F\_NCCERT |
| Financial (F) | F | Pre-approval Task Authorization (PATA) | PATA | F\_PATA |
| Financial (F) | F | Refund Documentation (REFDOC) | REFDOC | F\_REFDOC |
| Financial (F) | F | Settlement Agreements-Third Party Claims (SA) | SA | F\_SA |
| Financial (F) | F | State Lead Task Authorization (SLTA) | SLTA | F\_SLTA |
| General (G) | G | Acceptance Letter (ACCLTR) | ACCLTR | G\_ACCLTR |
| General (G) | G | Access Agreement (ACCAGMT) | ACCAGMT | G\_ACCAGMT |
| General (G) | G | Alternate Fuels Compatibility Checklist (UST-20) | UST-20 | G\_UST-20 |
| General (G) | G | Annual Containment Sump Visual Inspections (UST-22C) | UST-22C | G\_UST-22C |
| General (G) | G | Annual Interstitial Sensor Operability Check (UST-22B) | UST-22B | G\_UST-22B |
| General (G) | G | Annual Overfill Prevention Operability Check (UST-22A) | UST-22A | G\_UST-22A |
| General (G) | G | Annual UST Equipment Operability (UST-22) | UST-22 | G\_UST-22 |
| General (G) | G | Application to Install or Replace UST (Post) (UST-6B) | UST-6B | G\_UST-6B |
| General (G) | G | Application to Install or Replace UST (Pre) (UST-6A) | UST-6A | G\_UST-6A |
| General (G) | G | Attorney Correspondence (ATNYCOR) | ATNYCOR | G\_ATNYCOR |
| General (G) | G | Cert - No Visible Corrosion on Metal Piping Components (UST-24) | UST-24 | G\_UST-24 |
| General (G) | G | Certification of LD Exemption for Piping (UST-19) | UST-19 | G\_UST-19 |
| General (G) | G | Change of Ownership Notification (UST-15) | UST-15 | G\_UST-15 |
| General (G) | G | Compartmented Tank Notification (UST-13) | UST-13 | G\_UST-13 |
| General (G) | G | Compliance Assistance Visit (CAV) | CAV | G\_CAV |
| General (G) | G | Correspondence (C) | C | G\_C |
| General (G) | G | CP System Evaluation, Impressed Current (UST-7B) | UST-7B | G\_UST-7B |
| General (G) | G | CP System Evaluation, Sacrificial Anode (UST-7A) | UST-7A | G\_UST-7A |
| General (G) | G | IC CP Sys 60-Day Record of Rectifier Op (UST-21) | UST-21 | G\_UST-21 |
| General (G) | G | Notice of Intent to Install - Old Form (UST-6) | UST-6 | G\_UST-6 |
| General (G) | G | Notice of Intent to Install Vapor or GW Monitoring System (UST-4) | UST-4 | G\_UST-4 |
| General (G) | G | Notice of Regulatory Requirement (NORR) | NORR | G\_NORR |
| General (G) | G | Notification of Activities Involving USTs (EPA7530-1) | EPA7530-1 | G\_EPA7530-1 |
| General (G) | G | Notification of Activities Involving USTs (UST-1) | UST-1 | G\_UST-1 |
| General (G) | G | Notification of Activities Involving USTs (UST-8) | UST-8 | G\_UST-8 |
| General (G) | G | Oil Terminal Facility Registration (OTF-1) | OTF-1 | G\_OTF-1 |
| General (G) | G | Other (O) | O | G\_O |
| General (G) | G | Ownership of USTS (UST-15A) | UST-15A | G\_UST-15A |
| General (G) | G | Pictures and Diagrams (PICDIAG) | PICDIAG | G\_PICDIAG |
| General (G) | G | Risk Ranking Abatement (RRA) | RRA | G\_RRA |
| General (G) | G | Site Investigation Report for Install of Vapor-GWM Sys (UST-5) | UST-5 | G\_UST-5 |
| General (G) | G | STF Eligibility Information (ELIG) | ELIG | G\_ELIG |
| General (G) | G | Technical Assistance (TA) | TA | G\_TA |
| General (G) | G | Triennial UST Containment Sump-UDC Integrity Testing (UST-23B) | UST-23B | G\_UST-23B |
| General (G) | G | Triennial UST Interstice Integrity Testing (UST-23D) | UST-23D | G\_UST-23D |
| General (G) | G | Triennial UST Piping Integrity Testing (UST-23C) | UST-23C | G\_UST-23C |
| General (G) | G | Triennial UST Spill Bucket Integrity Testing (UST-23A) | UST-23A | G\_UST-23A |
| General (G) | G | Upgrade Notification for USTs (UPGRADE) | UPGRADE | G\_UPGRADE |
| Groundwater (GW) | GW | Comprehensive Monitoring Event (CME) | CME | GW\_CME |
| Groundwater (GW) | GW | Correspondence (C) | C | GW\_C |
| Groundwater (GW) | GW | Other (O) | O | GW\_O |
| Inspection/Investigation (I) | I | Complaint Investigation (CMP) | CMP | I\_CMP |
| Inspection/Investigation (I) | I | General Inspection Checklist (UST-10B) | UST-10B | I\_UST-10B |
| Inspection/Investigation (I) | I | Installation Inspection Checklist (UST-10A) | UST-10A | I\_UST-10A |
| Inspection/Investigation (I) | I | Miscellaneous Inspection/Investigation Letters (MISINSP) | MISINSP | I\_MISINSP |
| Inspection/Investigation (I) | I | Other (O) | O | I\_O |
| Inspection/Investigation (I) | I | Pictures and Diagrams (PICDIAG) | PICDIAG | I\_PICDIAG |
| Inspection/Investigation (I) | I | Primary Operator Certificate (POCERT) | POCERT | I\_POCERT |
| Miscellaneous (M) | M | Correspondence (C) | C | M\_C |
| Miscellaneous (M) | M | DENR (DENR) | DENR | M\_DENR |
| Miscellaneous (M) | M | Environmental Site Assessment (1 or 2) (ESA) | ESA | M\_ESA |
| Miscellaneous (M) | M | MISC (MISC) | MISC | M\_MISC |
| Miscellaneous (M) | M | NFA (NFA) | NFA | M\_NFA |
| Miscellaneous (M) | M | Reports (RPTS) | RPTS | M\_RPTS |
| Miscellaneous (M) | M | RP (RP) | RP | M\_RP |
| Permit (P) | P | Certificate of Approval for Storage/Treatment of Soil (SR-71) | SR-71 | P\_SR-71 |
| Permit (P) | P | Correspondence (C) | C | P\_C |
| Permit (P) | P | Denial of Permit Letter (PERMDEN) | PERMDEN | P\_PERMDEN |
| Permit (P) | P | Documentation Received for Release of Permit (DOCREL) | DOCREL | P\_DOCREL |
| Permit (P) | P | Invoice and Compliance Questionnaire (INVCQ) | INVCQ | P\_INVCQ |
| Permit (P) | P | Land App Agreement Contain/Treat Soils on Private Lands (SR-72) | SR-72 | P\_SR-72 |
| Permit (P) | P | Leak Detection Records (LDREC) | LDREC | P\_LDREC |
| Permit (P) | P | Manual Tank Gauging Records (UST-16) | UST-16 | P\_UST-16 |
| Permit (P) | P | Monitoring Well Permit (MW) | MW | P\_MW |
| Permit (P) | P | Non-Discharge Permit Application for Soil Remediation (SR-70) | SR-70 | P\_SR-70 |
| Permit (P) | P | Non-Discharge Permit Report (NDP) | NDP | P\_NDP |
| Permit (P) | P | NPDES Permits (NPDES) | NPDES | P\_NPDES |
| Permit (P) | P | Oil Terminal Certificate (OILTERM) | OILTERM | P\_OILTERM |
| Permit (P) | P | Other (O) | O | P\_O |
| Permit (P) | P | Permit Rejection Letter (PERMREJ) | PERMREJ | P\_PERMREJ |
| Permit (P) | P | Permitting Information (PI) | PI | P\_PI |
| Permit (P) | P | POTW Monitoring Report (POTW) | POTW | P\_POTW |
| Permit (P) | P | UIC/Injection Permit (UIC) | UIC | P\_UIC |
| Permit (P) | P | UST Permit-Certificate (USTPERM) | USTPERM | P\_USTPERM |
| Permit (P) | P | UST Section Groundwater Quality Monitoring (UST-59) | UST-59 | P\_UST-59 |