

# The North Carolina Division of Air Quality's Electronic Public Records Management System

## **Laserfiche**<sup>®</sup>

### Laserfiche WebLink User Guide

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#### INTRODUCTION

This guide is a brief overview of the North Carolina Division of Air Quality's electronic records management system, Laserfiche. The intended audience for this user guide is the general public. This software allows access to public records through an internet browser and does not require any login credentials. Users may browse, search for, and download public records made available to them by the Division.

#### REQUIREMENTS

- Computer with internet access and an internet browser (e.g., Chrome, Edge, etc.)
- Software to view PDF documents (e.g., Adobe)

#### DAQ'S LASERFICHE WEBLINK

https://edocs.deq.nc.gov/AirQuality/Welcome.aspx?dbid=0&repo=AirQuality&cr=1

#### LAYOUT

This is the home page. There are three recommended ways you can find documents, which are numbered and discussed below. The numbering is for illustrative purposes only.

NORTH CAROLINA         Department of Environmental Quality         Air Quality         (1)         Fadility Documents Search         Text Search - Ambient Monitoring         Text Search - Citizen Complaints         Text Search - Fadilities         Text Search - Citizen Complaints         Text Search - Fadilities         Text Search - General         Browse - Ambient Monitoring         Browse - Citizen Complaints         Browse - General         Browse - Vapor Recovery	Browse	Search	Help	About	Sign Out
Powered by Laterfiche	Department of Environmental Quality	1       Facility Documents Search         Text Search - Ambient Monitoring         Text Search - Citizen Complaints         2         3         3			

- The "Facility Documents Search" is the most efficient search and allows you to search for Facility documents using specific metadata fields such as Facility ID, Facility Name, Document Date, or Author. "<u>Metadata</u>" are pieces of information that help identify the document. This will be discussed in more detail in the <u>SEARCHING</u> section.
- 2. The Text Searches allow you to search for specific words or phrases within the document text itself (e.g., phrases within a letter or permit). This will be discussed in more detail in the

<u>SEARCHING</u> section. This search can potentially take a long time since it scans the text of all the documents of that template.

3. DAQ's public records are categorized into five types, or "templates": Facilities, General, Ambient Monitoring, Citizen Complaints, and Vapor Recovery. You can click on the Browse link to each of these templates to view the subfolders and all documents within each type. This will be discussed in more detail in the <u>BROWSING</u> section.

#### SEARCHING

#### FACILITY DOCUMENTS SEARCH (Recommended)

Click on the "Facility Documents Search" button in center of the home page (#1 in the <u>LAYOUT</u> section screenshot). The facility search form looks like this:

Laserfiche		More 👻
Home Browse Search Facility Documents Search Use this search to find Facility documents.	Enter one or more search terms below to retrieve Facility documents. Use an asterisk (*) as a wildcard before and/or after to search for partial words or phrases. For example: Document Type = *Permit* Facility ID	
	Facility ID Facility ID = 7 numerical digits; Want to find Facility ID? Search by Facility Name here: https://xapps.ncdenr.org/aq/docs/FDocsDataToExceLjsp Facility Name Document Date Document Date = the date on the document (if internol) or the date received (if external). Key Event Date	
	Key Event Date = ony other associated date. For example: Letter date from external sources, inspection date, or stack test date.         Document Type         County       All         City/Town         Sort by:       Facility ID         Facility ID       Submit	
	Powered by Laserfiche	

Enter at least one search term; the more specific you can be, the better. For example, entering a Facility ID, Document Date range and Document Type will return a smaller document list faster than just a Facility ID, which will return a list of all documents ever uploaded for that facility.

Except for Facility ID, Document Date, and Key Event Date, all the other metadata fields are text fields. If you don't know the exact wording, use the asterisk (\*) wildcard symbol before and/or after a word or phrase. Some examples of this would be:

• Facility Name = \*Piedmont Lithium\*

- This will return any documents with a Facility Name that contains those two words, like "Piedmont Lithium Carolinas, LLC".
- Document Type = \*Permit\*
  - This will return any documents where the Document Type contains the word permit, like "Permit Final Signed (PDF)", "Permit Addendum", "Permit Applicability Determination", etc.
- Author = \*Jones\*
  - This will return any documents with an Author that contains the word Jones, like "Bob Jones", "Lisa Jones Johnson" or "Tim Jonesy".

As you become more familiar with DAQ's metadata, you can be more specific in your search terms. When ready to execute the search, click on the green 'Submit' button on the form.

https://xapps.ncdenr.org/aq/docs/FDo	ocsDataToExce	l.jsp	
This site is a list of facility complian be returned in the results, like in the		5	rch by Facility Name. The Facility
Facility C	Compliance I	Documents List	t Search
o Search for a facility please enter either the NCDAQ Fa	cility Name or NCDA	AQ Facility ID in the sear	rch field below:
Facility Name ✔			uke
Select 'Facility Name'	Find D	ocuments Enter a	a full or partial Facility Name
acility Name	Facility Id	County	Facility Class
Duke Energy Carolinas, LLC - Allen Steam Stat Duke Energy Carolinas, LLC - Allen Steam Stat	3600039 3600039	Gaston Gaston	Title V No Permit
Duke Energy Carolinas, LLC - Belews Creek Ste Duke Energy Carolinas, LLC - Belews Creek Ste Duke Energy Carolinas, LLC - Buck Combined Cy	8500004 8500004 8000004		evant Facility ID
Duke Energy Carolinas, LLC - Buck Combined Cy	8000004	Kowan	TILLE V
Duke Energy Carolinas, LLC - Buck Combined Cy Duke Energy Carolinas, LLC - Cliffside Steam	8000004 8100028	Rowan Rutherford	No Permit No Permit
Duke Energy Carolinas, LLC - Cliffside Steam	8100028	Rutherford	Title V
Duke Energy Carolinas, LLC - Dan River Comb.	7900015	Rockingham	Title V
Duke Energy Carolinas, LLC - Dan River Comb.	7900015	Rockingham	No Permit
Duke Energy Carolinas, LLC - Marshall Steam S Duke Energy Carolinas, LLC - Marshall Steam S	1800073 1800073	Catawba Catawba	No Permit Title V
Duke Energy Carolinas, LLC - Marshall Steam S Duke Energy Carolinas, LLC-Rockingham Co Comb	7900156	Rockingham	Title V
Duke Energy Carolinas, LLC-Rockingham Co Comb	7900156	Rockingham	No Permit
Duke Energy Corporation - W F Lark Maintenanc	3600244	Gaston	No Permit
	ted Document to Exc		
ocument Count 36 Export Select			

After running a search in Laserfiche, the results will appear below the search terms. You can scroll to the right to see more columns of data. You can check the checkbox to the left of the file name to view the <u>metadata</u> on the right side panel. Click on the document name to <u>open the document</u> for viewing. It will open in another tab.

Enter one or mo	re search terms below to retriev	Facility documents	i.				
lee an actorick (*) ac	a wildcard before and/or after to search for	nartial words or phrases	For example: Docume	ant Type = *Permit*			
acility ID		partial words or prinases.	for example. Docum	inerype - remite			
	its; Want to find Facility ID? Search by Facility Name here: https://i	apps.ncdenr.org/aa/docs/FDocsDataToi	xceliso				
acility Name	*Duke*						
Document Date							
Document Date = the date o	on the document (if internal) or the date received (if external).						
ley Event Date	-						
	associated date. For example: Letter date from external sources, in	spection date, or stack test date.					
Oocument Type	*Permit*						
lounty	All 🗸						
City/Town							
Facility ID	Submit Reset			Vi	ew the m	etadata f	or a document here
						\	
182 Re Cher	k the box to select t	he docume	nt				
			t Date	Facility ID	Facility Name		
AQ_F_9600017	_20220823_PRMT_Permi Permit Final Signed (PDF)	08/23/2022		9600017	Duke Energy	- <b>-</b>	7_20220823_PRMT_Permit
AQ_F_9600017	20210802_PRMT_Permi Permit Final Signed (PDF)	08/02/2021		9600017	Duke Energy I	Metadata Pre	/iew
AQ_F_9600017	_20210427_PRMT_Permit Final Signed (PDF)	04/27/2021		9600017	Duke Energy I	Entry Properties	
AQ_F_9600017	20210311_SBMT_Permi Permit Final Signed (PDF)	03/11/2021		9600017	Duke Energy I	Tags	Current Permit
AQ_F_9600017	_20201023_PRMT_Perm	·			Duke Energy I	Modified	10/21/2022 5:10:45 PM
AQ_F_9600017	20200406_PRMT_Perm	Name to op	en the ac	cument -	Duke Energy I	Created	10/21/2022 5:10:45 PM
AQ_F_9600017	_20190411_PRMT_Perm in anoth	er tab			Duke Energy I	Path	\Public\Facilities\Wayne
	_20181211_PRMT_Permi				Duke Energy I		(96)\9600017\AQ_F_9600017_20220823_PRMT_Perm
AQ_F_9600017				9600017	Duke Energy I	Template	
-	20160908_PRMT_Permit Final Signed (PDF)	09/08/2016				Facility	
AQ_F_9600017	20160908_PRMT_Perm Permit Final Signed (PDF)	09/08/2016		9600017	Duke Energy I	rocinty	
AQ_F_9600017	20160323_PRMT_Perm Permit Final Signed (PDF)	03/23/2016			Duke Energy I	·	
AQ_F_9600017	20160323_PRMT_Perm Permit Final Signed (PDF) 20150715_PRMT_Perm Permit Final Signed (PDF)	03/23/2016 07/15/2015		9600017	Duke Energy I	Fields	Warna
AQ_F_9600017	20160323_PRMT_Perm Permit Final Signed (PDF)	03/23/2016			Duke Energy I	Fields County	Weyne
AQ_F_9600017           AQ_F_9600017           AQ_F_9600017           AQ_F_9600017           AQ_F_9600017           AQ_F_9600017	20160323_PRMT_Perm Permit Final Signed (PDF) 20150715_PRMT_Perm Permit Final Signed (PDF)	03/23/2016 07/15/2015 06/18/2013		9600017	Duke Energy I	Fields	Wayne 9600017

#### TEXT SEARCH

To find documents with a certain word or phrase that may not be in the metadata, use any of the Text Searches to look within the context of the documents. Click on any of the "Text Search" links in center of the home page (#2 in the <u>LAYOUT</u> section screenshot). The text search form looks like this:

Laserfiche	More
Home Browse Search	
Text Search - Facilities Use this search to find words or phrases within the document text.	Please be aware this type of search will take longer to generate. It searches the text on all Facility documents. Use quotes to search for an exact phrase. For example: "Boiler MACT"
	Text Search Submit Reset
	Powerd by Laserfiche

You can enter one word or a phrase; if entering a phrase, you can use quotes to look for that exact phrase. Otherwise, the search will return documents with any of the words in the phrase. For example:

- Text Search = "Boiler MACT" will return documents containing that exact phrase only.
- Text Search = Boiler MACT (without quotes) will return documents containing the words Boiler, MACT, and Boiler MACT.

*A warning:* This type of search may take a very long time to run because it searches across all the text within that template type. We recommend using the "Facility Documents Search" instead if you are able.

Enter the search terms and click the green 'Submit' button. After running a search, the results will appear below the search terms. You can scroll to the right to see various columns of data. You can check the checkbox to the left of the file name to view the <u>metadata</u> on the right side panel. Click on the document name to <u>open the document</u> for viewing. It will open in another tab.

#### BROWSING

Laserfiche uses a folder structure similar to Windows file explorer, by nesting folders within folders. You can navigate to the documents by drilling down into the folders.

If you click on any of the "Browse" links in the center of the home page (#3 in the <u>LAYOUT</u> section screenshot), you will see the subfolders for that template. The folder structure is as follows:

- Ambient Monitoring > Document Group > ambient monitoring documents
- Citizen Complaints > County > citizen complaints documents
- Facilities > County (2-Digit County ID#) > Facility ID > facility documents
- General > Document Category > general documents
- Vapor Recovery > County > vapor recovery documents

As an example, here are some of the County folders within the Facilities folders:

Laserfiche	Search in WebLink     Q     Advanced					My WebLink	More -
AirQuality > Public > Fa	acilities 99 Entries						
Name	Page count	Template name	-	Facilities			
Alamance (01)			<u></u>				
Alexander (02)			M	letadata Preview			
Alleghany (03)	Click any of those fol	dors to open them	Ent	ry Properties			
Anson (04)	Click any of these fol	ders to open them	Mo	dified	11/7/2022 2:15:08 PM		
🗌 🛅 Ashe (05)			Cre	ated	10/21/2022 12:26:47 PM		
Avery (06)			Pat	h	\Public\Facilities		
Beaufort (07)			Ten	nplate			
Bertie (08)			No	template assigned			
Bladen (09)							
Brunswick (10)							
Buncombe (11)							
Burke (12)							
Cabarrus (13)							
Caldwell (14)							
Camden (15)							
Carteret (16)							
Caswell (17)							
Catawba (18)							
Chatham (19)							
Cherokee (20)							

And some of the Facility ID folders within a County folder:

Laserfiche  Search in WebLink	Q Advanced			My WebLink	More -
AirQuality > Public > Facilities > Alamance (01)	49 Entries				
Name	Page count	Template name	Alamance (01)		
0100010					
0100034					
Click any	y of these folders to	open them	Entry Properties		
0100043	y of these folders to	open mem	Modified	11/15/2022 11:59:42 AM	
0100055			Created	10/21/2022 12:26:48 PM	
0100057			Path	\Public\Facilities\Alamance (01)	
0100087			Template		
0100089			No template assigned		
0100099					
0100160					
0100204					
0100217					
0100220					
0100224					
0100226					
0100227					
0100228					
0100230					
0100234					
0100237					

And some of the Facility documents within a Facility ID folder:

Laserfiche • Search in WebLink	٩	Advanced				My WebLink	More -
AirQuality > Public > Facilities > Alamance (01	> 0100010 80	Entries					
Name	Page count	Template name		AQ_F_0100010_20120301_PRMT	Permit_T20		
AQ_F_0100010_20111115_CMPL_InspRpt	0	Earility	LÎ.	Metadata Preview			
AQ_F_0100010_20120203_CEM_RptRvwLtr	0	You can navigate backward		Fields			
AQ_F_0100010_20120214_CEM_RptRvwLtr	0	by using the folder trail in	_	County	Alamance		
AQ_F_0100010_20120301_PRMT_Permit_T20	0			Facility ID	0100010		
AQ_F_0100010_20120807_CEM_RptRvwLtr	0	the upper left corner. For		Facility Name	Stericycle, Inc.		
AQ_F_0100010_20121024_CMPL_InspRpt	0	example, you can click on	_	Document Date	03/01/2012		
AQ_F_0100010_20121212_CEM_RptRvwLtr	0		_	Document Group	Permitting		
AQ_F_0100010_20130206_CEM_RptRvwLtr	0	"Alamance (01)" or	_	Document Type	Permit Final Signed (PDF)		
AQ_F_0100010_20130517_PRMT_Permit	0	"Facilities" or "Public" to	-	Author	Gautam Patnaik		
AQ_F_0100010_20130822_CEM_RptRvwLtr	0			Signatory	Donald van der Vaart		
AQ_F_0100010_20131121_CMPL_InspRpt	0	navigate back to those	-	Publicly Accessible?	Yes		
AQ_F_0100010_20140123_CEM_RptRvwLtr	0	folders.	-	Confidential	No		
AQ_F_0100010_20140204_CEM_RptRvwLtr	0			File Name Suffix	T20		
AQ_F_0100010_20140515_ENF_Enf-FND	0	Facility		Note	.11A		
AQ_F_0100010_20140523_PRMT_Permit	0	Facility		Permit	05896		
AQ_F_0100010_20140813_CEM_RptRvwLtr	0	Facility		Street Address	1168 Porter Avenue		
AQ_F_0100010_20150430_CEM_RptRvwLtr (5)	0	Facility Facility		City/Town	Haw River		
AQ_F_0100010_20150430_CEM_RptRvwLtr (6)	0	Facility		Region	Winston-Salem Regional Office		
AQ_F_0100010_20150618_CEM_Fac-CEM-Ltr (3)	0	*		Class/Status	Title V		
AQ_F_0100010_20150630_PRMT_Permit	U	Facility		NAICS Code	562213		

#### LASERFICHE FILE FORMAT

All public records available for viewing and downloading in Laserfiche are in PDF format. You will need a PDF viewer installed on your computer in order to download and view these documents (e.g., Adobe).

#### OPENING DOCUMENTS

You can open documents by clicking on the file name. The document will open in another tab for viewing.

Name	Document Date	Key Event Date	Document Group	Docume	-	
AQ_AM_19861110_QA_QAPP_Quality A	11/10/1986		Quality Assurance	Quality	🛅 Quality Assurance	
M MQ_AM_19661110_QA_QAPP_Quality A	11/10/1960		Quality Associative	Quanty	Metadata Preview	
AQ_AM_19961001_QA_SOP_ROOTSME	10/01/1996		Quality Assurance	Standa	Metadata Preview	
AQ_AM_19980406_QA_SOP_TECO 49C	04/06/1998		Quality Assurance	Standa	Entry Properties	
AQ_AM_19980626_QA_QMP_Quality As	06/26/1998		Quality Assurance	Quality	Modified	11/15/2022 12:39:16 PM
AQ_AM_19980901_QA_SOP_ORIFICE FL	09/01/1998		Quality Assurance	Standa	Created	10/20/2022 2:34:12 PM
AQ_AM_19981124_QA_QAPP_PM2.5	11/24/1998		Quality Assurance	Quality	Path	\Public\Ambient Monitoring\Quality Assurance
AQ_AM_20010731_QA_SOP_TECO 17C	07/31/2001		Quality Assurance	Standa	Template	
AQ_AM_20010803_QA_SOP_TECO 17C	08/03/2001		Quality Assurance	Standa	No template assigned	
AQ_AM_20011001_QA_SOP_PM10	10/01/2001		Quality Assurance	Standa		
AQ_AM_20011101_QA_SOP_Fine Partic	11/01/2001		Quality Assurance	Standa		
AQ_AM_20011101_QA_SOP_Fine Partic	11/01/2001		Quality Assurance	Standa		
AQ_AM_20011210_QA_QAPP_PM2.5 Sp	12/10/2001		Quality Assurance	Quality		
	12/27/2001		Quality Assurance	Standa		

An example of an open document:

Laserfiche <sup>®</sup>	Search in document	Q			My WebLink More -
	↑↓1 /70 🖑  ⊕ 6	D Fit width 🗸 😵 🛨 🚱 View plain text 🚦		Metadata Annotations	
The second secon			Î	Entry Properties Modified	11/15/2022 12:37:56 PM
The second secon	REDUCED NIT	ROGEN (NH <sub>3</sub> ) MONITORING WITH THE TEI MODEL 17C ANALYZER. DESCRIPTION OF THE TEI MODEL 17C NH3 ANALYZER, CALIBRATOR, AND ZERO AIR SUPPLY		Created Path	10/14/2022 6:05:55 PM Unternal\Ambient: Monitoring\Quality Assurance\AQ_AM_20010731_QA_SOP_TECO 17C Ammonia (NH3)
2 Provide state Provide state Pro	2.22.0.1 2.22.0.2 2.22.0.3 2.22.0.4 2.22.0.5	17C Operating Principle Instrument Specifications and Components Description (17C) 17C Analyzer Startup and Shutdown 146C Operating Principle Operating Principle (Model 111 Zero-Air Supply System)		Template Ambient Monitoring	
3	2.22.0.6 2.22.0.7 2.22.0.8	Concerning Finicipie (Kooser 111 Zero-Air Supply System) 146C Description of Controls Calibrator Functions Zero Air Supply Start-up and Operation		Fields Document Date Document Group	07/31/2001 Quality Assurance
n normalization Hereitarian New York New Yo	2.22.1	ECB RESPONSIBILITIES AND ASSIGNMENTS Ammonia Monitoring Equipment		Document Type Author	Standard Operating Procedures
101 101 101 101 101 101 101 101	2.22.1.1 2.22.1.2 2.22.1.3 2.22.1.4	Selection and Procurement Receipt, Assembly, Initial Adjustment, and Testing Inventory Preventative and Routine Maintenance		Publicly Accessible? Confidential Note	Yes No Section 2.22.1 Revision 0
5	2.22.1.5 2.22.1.6 2.22.1.7	Calibration Equipment and Standards Equipment Selection and Procurement Initial Set-up Inventory		Document Name Document ID	ECB Responsibilities TECO 17C Ammonia (NH3)
	2.22.1.8 2.22.1.9	Calibration of the TECO 146 NH <sub>3</sub> Calibrator Routine Maintenance		AM Template Oracle Date	Ambient Monitoring 7/31/2001 12:00:00 AM

#### VIEWING METADATA

"Metadata" is data that describes other data. In this case, things like Author and Document Date are metadata that describe the document itself. You can view the metadata associated with each public record by either selecting the document by checking the checkbox next to the file name, or by opening the document. The metadata is on the right-side panel under "Metadata" (see screenshot below).

The metadata is for viewing only and may help with identifying the documents you'd like to find.

Laser	fiche' Search in WebLink	Q Advanced			My WebLink More
AirQ	uality > Public > General > Rules Development	t 181 Entries			
N	ame	Page count	Template name	AQ_GEN_RD_20040802_FA_SIP-Subr	mit
•	AQ_GEN_RD_20040802_FA_SIP-Submit	0	General		
	AQ_GEN_RD_20040802_FA_SIP-Submit (10)	0	General	Metadata Preview	
- £	AQ_GEN_RD_20040802_FA_SIP-Submit (11)	0	General	Entry Properties	
	AQ_GEN_RD_20040802_FA_SIP-Submit (12)	0	General	Tags	QA/QC Complete
	AQ_GEN_RD_20040802_FA_SIP-Submit (14)	0	General	Modified	10/24/2022 1:30:40 PM
	AQ_GEN_RD_20040802_FA_SIP-Submit (15)	0	General	Created	10/24/2022 1:30:40 PM
	AQ_GEN_RD_20040802_FA_SIP-Submit (9)	0	General	Path	\Public\General\Rules Development\AQ_GEN_RD_20040802_FA_SIP-
đ	AQ_GEN_RD_20040802_RA_HR	0	General		Submit
5	AQ_GEN_RD_20040802_RA_HR (6)	0	General	Template	
	AQ_GEN_RD_20040802_RA_HR (7)	0	General	General	
đ	AQ_GEN_RD_20070131_FA_SIP-Submit	0	General		
	AQ_GEN_RD_20070131_FA_SIP-Submit (10)	0	General	Fields	
	AQ_GEN_RD_20070131_FA_SIP-Submit (11)	0	General	Document Date	08/02/2004
6	AQ_GEN_RD_20070131_FA_SIP-Submit (12)	0	General	Document Category	Rules Development
- É	AQ_GEN_RD_20070131_FA_SIP-Submit (13)	0	General	Document Group	Federal Activities
	AQ_GEN_RD_20070131_FA_SIP-Submit (8)	0	General	Document Type	State Implementation Plan (SIP) Submission
	AQ_GEN_RD_20070131_FA_SIP-Submit (9)	0	General	Author	Teresa Colon
	AQ_GEN_RD_20070314_FA_SIP-Submit	0	General	Publicly Accessible?	Yes
5	AQ_GEN_RD_20070314_FA_SIP-Submit (4)	0	General	Confidential	No
5	AQ_GEN_RD_20070314_FA_SIP-Submit (5)	0	General	Note	3 Full Hearing Records # 3 (others); 2004-08- 02 NSR, PSD, SIP, Others

#### DOWNLOADING

Documents can be downloaded from Laserfiche. If you have the document open, click on the download button (black arrow) located on the top of the document.

Laserfiche	Search in document	٩			My WebLink More +
		•			
	↑ ↓ 1 /70 🖑 Q ⊕ Θ	Fit width ▼ S ± ↔ View plain text :		Metadata Annotations	
Transmission Tr			Ê	Entry Properties	
1				Modified	11/15/2022 12:37:56 PM
	REDUCED NITROGEN (NH <sub>3</sub> ) MONITORING WITH THE TEI MODEL 17C ANALYZER.			Created	10/14/2022 6:05:55 PM
	2.22.0	GEN (NH3) MONITORING WITH THE TEI MODEL 17C ANALYZER. DESCRIPTION OF THE TEI MODEL 17C NH3 ANALYZER, CALIBRATOR, AND ZERO AIR SUPPLY		Path	\Internal\Ambient Monitoring\Quality Assurance\AQ_AM_20010731_QA_SOP_TECO 17C Ammonia (NH3)
2	2.22.0.1 2.22.0.2 2.22.0.3 2.22.0.4	17C Operating Principle Instrument Specifications and Components Description (17C) 17C Analyzer Startup and Shutdown 146C Operating Principle		Template Ambient Monitoring	
3	2.22.0.5 2.22.0.6 2.22.0.7 2.22.0.8	Operating Principle (Model 111 Zero-Air Supply System) 146C Description of Controls Calibrator Functions Zero Air Supply Start-up and Operation		Fields Document Date	07/31/2001
	2.22.1	ECB RESPONSIBILITIES AND ASSIGNMENTS		Document Group Document Type	Quality Assurance Standard Operating Procedures
4		Ammonia Monitoring Equipment		Author	JP Chauhan
	2.22.1.1	Selection and Procurement		Publicly Accessible?	Yes
Normality of the second	2.22.1.2 2.22.1.3 2.22.1.4	Receipt, Assembly, Initial Adjustment, and Testing Inventory Preventative and Routine Maintenance		Confidential	No
	2.22.1.4	Calibration Equipment and Standards		Note	Section 2.22.1 Revision 0
5	2.22.1.5	Equipment Selection and Procurement		Document Name	ECB Responsibilities
The second second	2.22.1.6	Initial Set-up		Document ID	TECO 17C Ammonia (NH3)
	2.22.1.7 2.22.1.8	Inventory Calibration of the TECO 146 NH <sub>3</sub> Calibrator		AM Template	Ambient Monitoring
Entresson and	2.22.1.9	Routine Maintenance		Oracle Date	7/31/2001 12:00:00 AM

You'll see a brief message that "WebLink is exporting your documents", and then you'll see it wherever you find your downloaded documents on your computer.

tiple tions at p and S tople	WebLink is exporting your documents		<b>Template</b> mbient Mo
(Model Contro	1%		elds
, rt-up ar		Cancel	ocument i ocument (
ILITIES	AND ASSIGNMENTS		Document <sup>-</sup>

You can also download multiple documents at once. Select the documents by checking the checkbox next to the file name. Right click on any of the selected documents, and click on "Download Selected Entries." You will see the same brief message that "WebLink is exporting your documents" and then you'll see the zipped folder wherever you find your downloaded documents on your computer.

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	REDUCED NIT	ROGEN (NH <sub>3</sub> ) MONITORING WITH THE TEI MODEL 17C ANALYZER. DESCRIPTION OF THE TEI MODEL 17C NH, ANALYZER, CALIBRATOR, AND ZERO AIR SUPPLY		Path	\Internal\Ambient Monitoring\Quality Assurance\AQ_AM_20010731_QA_SOP_TECO 17C Ammonia (NH3)
2	2.22.0.1 2.22.0.2 2.22.0.3 2.22.0.4 2.22.0.5	17C Operating Principle Instrument Specifications and Components Description (17C) 17C Analyzer Startup and Shutdown 146C Operating Principle Operating Principle (Model 111 Zero-Air Supply System)		Template Ambient Monitoring	
3	2.22.0.6 2.22.0.7 2.22.0.8	Table Description of Controls Calibrator Functions Zero Air Supply Start-up and Operation		Fields Document Date Document Group	07/31/2001 Quality Assurance
	2.22.1	ECB RESPONSIBILITIES AND ASSIGNMENTS Ammonia Monitoring Equipment		Document Type Author	Standard Operating Procedures JP Chauhan
A Normal State	2.22.1.1 2.22.1.2 2.22.1.3 2.22.1.4	Selection and Procurement Receipt, Assembly, Initial Adjustment, and Testing Inventory Preventative and Routine Maintenance		Publicly Accessible? Confidential Note	Yes No Section 2.22.1 Revision 0
5	2.22.1.5 2.22.1.6	Calibration Equipment and Standards Equipment Selection and Procurement Initial Setup		Document Name Document ID	ECB Responsibilities TECO 17C Ammonia (NH3)
	2.22.1.7 2.22.1.8 2.22.1.9	Inventory Calibration of the TECO 146 NH <sub>3</sub> Calibrator Routine Maintenance		AM Template Oracle Date	Ambient Monitoring 7/31/2001 12:00:00 AM

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#### CONCLUSION

The Laserfiche WebLink allows the general public to access most public records that DAQ produces or receives. The software is primarily designed to provide easy access to public records related to DAQ-regulated facilities with a Facility ID issued by DAQ, although other types of DAQ public records may also be made available here. Certain types of documents containing sensitive information will not be available for public review through this portal. However, you can contact the respective <u>Regional</u> <u>Office</u> to see if these documents are available for public review through other means. To see a listing of the compliance related actions since 2009 for any DAQ-regulated facility with a Facility ID assigned by DAQ, you can <u>click here</u>.

**DISCLAIMER:** Copies of public records are provided by DAQ for your convenience. Every effort has been made to ensure that public records are made available for public review in a timely manner but uploads of certain records to Laserfiche could be delayed for various reasons. DAQ reserves the right to withdraw or correct any documents in our public repository.

**Note:** At this time this search does not include documents controlled by the three North Carolina <u>Local Programs</u> in Mecklenburg, Forsyth, and Buncombe Counties.