



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.



1. 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. "[Metadata](#)" are pieces of information that help identify the document. This will be discussed in more detail in the [SEARCHING](#) 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

[SEARCHING](#) 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 [BROWSING](#) section.

## SEARCHING

### FACILITY DOCUMENTS SEARCH (Recommended)

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

The screenshot shows the Laserfiche web interface for Facility Documents Search. The page has a blue header with the Laserfiche logo and a 'More' dropdown. Below the header is a navigation bar with 'Home', 'Browse', and 'Search' links. A 'Facility Documents Search' button is highlighted in the left sidebar. The main content area contains a search form with the following fields and instructions:

- 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**: Text input field. *Facility ID = 7 numerical digits; Want to find Facility ID? Search by Facility Name here: <https://xapps.ncdenr.org/aaq/docs/FDocsDataToExcel.jsp>*
- Facility Name**: Text input field.
- Document Date**: Range selection (two text input fields separated by a hyphen). *Document Date = the date on the document (if internal) or the date received (if external).*
- Key Event Date**: Range selection (two text input fields separated by a hyphen). *Key Event Date = any other associated date. For example: Letter date from external sources, inspection date, or stack test date.*
- Document Type**: Text input field.
- County**: Dropdown menu with 'All' selected.
- City/Town**: Text input field.
- Sort by:** Dropdown menu with 'Facility ID' selected.
- Submit** and **Reset** buttons.

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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.

**Note:** If you know a Facility Name or partial name, but don't know the Facility ID and would like to know it, you can visit the URL here:

<https://xapps.ncdenr.org/aq/docs/FDocsDataToExcel.jsp>

This site is a list of facility compliance actions, and you can search by Facility Name. The Facility ID will be returned in the results, like in the below example:

### Facility Compliance Documents List Search

To Search for a facility please enter either the NCDQA Facility Name or NCDQA Facility ID in the search field below:

Select 'Facility Name'
Find Documents
Enter a full or partial Facility Name

Facility Name	Facility Id	County	Facility Class
Duke Energy Carolinas, LLC - Allen Steam Stat	3600039	Gaston	Title V
Duke Energy Carolinas, LLC - Allen Steam Stat	3600039	Gaston	No Permit
Duke Energy Carolinas, LLC - Belews Creek Ste	8500004		
Duke Energy Carolinas, LLC - Belews Creek Ste	8500004		
Duke Energy Carolinas, LLC - Buck Combined Cy	8000004		
Duke Energy Carolinas, LLC - Buck Combined Cy	8000004	Rowan	Title V
Duke Energy Carolinas, LLC - Buck Combined Cy	8000004	Rowan	No Permit
Duke Energy Carolinas, LLC - Cliffside Steam	8100028	Rutherford	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	1800073	Catawba	No Permit
Duke Energy Carolinas, LLC - Marshall Steam S	1800073	Catawba	Title V
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

Document Count  Export Selected Document to Excel

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 [metadata](#) on the right side panel. Click on the document name to [open the document](#) for viewing. It will open in another tab.

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 Name

Document Date  -

Key Event Date  -

Document Type

County

City/Town

Sort by: Facility ID

182 Results

<input type="checkbox"/>	Name	Date	Facility ID	Facility Name
<input checked="" type="checkbox"/>	<a href="#">AQ_F_9600017_20220823_PRMT_Permit</a>	08/23/2022	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20210802_PRMT_Permit</a>	08/02/2021	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20210427_PRMT_Permit</a>	04/27/2021	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20210311_PRMT_Permit</a>	03/11/2021	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20200406_PRMT_Permit</a>			Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20190411_PRMT_Permit</a>			Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20181211_PRMT_Permit</a>			Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20160908_PRMT_Permit</a>	09/08/2016	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20160323_PRMT_Permit</a>	03/23/2016	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20150715_PRMT_Permit</a>	07/15/2015	9600017	Duke Energy /
<input type="checkbox"/>	<a href="#">AQ_F_9600017_20130618_PRMT_Permit</a>	06/18/2013	9600017	Duke Energy /

View the metadata for a document here

Check the box to select the document

Click the Name to open the document in another tab

Scroll right to see more columns of data →

**AQ\_F\_9600017\_20220823\_PRMT\_Permit**

Metadata Preview

**Entry Properties**

Tags  Current Permit

Modified 10/21/2022 5:10:45 PM

Created 10/21/2022 5:10:45 PM

Path \\Public\Facilities\Wayne (96)9600017\AQ\_F\_9600017\_20220823\_PRMT\_Permit

**Template**

Facility

**Fields**

County Wayne

Facility ID 9600017

Facility Name Duke Energy/Progress, LLC - H.F. Lee Steam Electric Plant

## 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 [LAYOUT](#) 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

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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 [metadata](#) on the right side panel. Click on the document name to [open the document](#) 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 [LAYOUT](#) 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:

The screenshot shows the Laserfiche web interface. The breadcrumb navigation is 'AirQuality > Public > Facilities' with 99 entries. The main table lists folders from 'Alamance (01)' to 'Cherokee (20)'. A red arrow points to 'Alamance (01)'. The right sidebar shows the 'Facilities' metadata and entry properties, including 'Modified: 11/7/2022 2:15:08 PM' and 'Created: 10/21/2022 12:26:47 PM'.

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

The screenshot shows the Laserfiche web interface with the breadcrumb navigation 'AirQuality > Public > Facilities > Alamance (01)' and 49 entries. The main table lists folders with IDs from '0100010' to '0100237'. A red arrow points to '0100010'. The right sidebar shows the 'Alamance (01)' metadata and entry properties, including 'Modified: 11/15/2022 11:59:42 AM' and 'Created: 10/21/2022 12:26:48 PM'.

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



The screenshot shows the Laserfiche web interface. At the top, there is a search bar and navigation links. Below that, a breadcrumb trail is visible: **AirQuality > Public > Facilities > Alamance (01) > 0100010**. A red box highlights this trail, and a red arrow points to it from a text box that says: "You can navigate backward by using the folder trail in the upper left corner. For example, you can click on 'Alamance (01)' or 'Facilities' or 'Public' to navigate back to those folders." Below the breadcrumb trail is a table with columns for Name, Page count, and Template name. The table lists various documents, with the selected document being **AQ\_F\_0100010\_20120301\_PRMT\_Permit\_T20**. To the right of the table is a preview pane for the selected document, showing metadata such as County (Alamance), Facility ID (0100010), Facility Name (Stericycle, Inc.), Document Date (03/01/2012), Document Group (Permitting), Document Type (Permit Final Signed (PDF)), Author (Gautam Patnaik), Signatory (Donald van der Vaart), Publicly Accessible? (Yes), Confidential (No), File Name Suffix (T20), Note (.11A), Permit (05896), Street Address (1168 Porter Avenue), City/Town (Haw River), Region (Winston-Salem Regional Office), Class/Status (Title V), and NAICS Code (562213).

## LASERFICHE FILE FORMAT

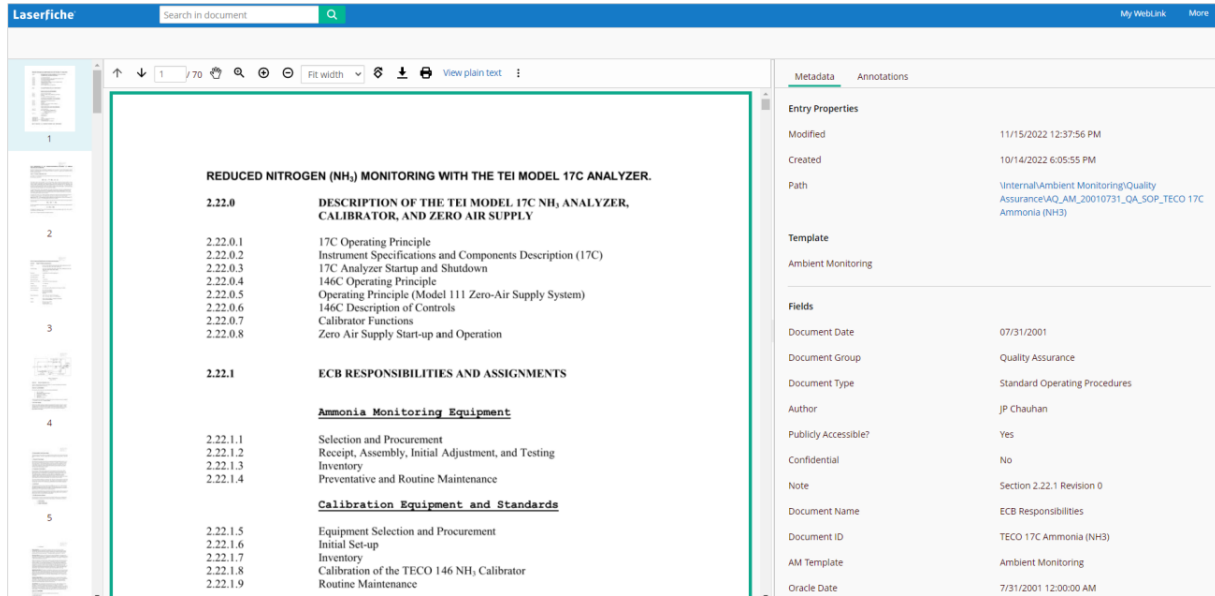
All public records available for viewing and downloading in Laserfiche are in PDF format. You will need a PDF viewer installed on your computer in order to download and view these documents (e.g., Adobe).

## OPENING DOCUMENTS

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

The screenshot shows the Laserfiche web interface displaying a list of documents. The table has columns for Name, Document Date, Key Event Date, Document Group, and Document Type. The selected document is **AQ\_AM\_20010731\_QA\_SOP\_TECO 17C /** with a Document Date of 07/31/2001. To the right of the table is a preview pane for the selected document, showing metadata such as Quality Assurance, Entry Properties (Modified: 11/15/2022 12:39:16 PM, Created: 10/20/2022 2:34:12 PM, Path: \PublicAmbientMonitoring\Quality Assurance), and Template (No template assigned).

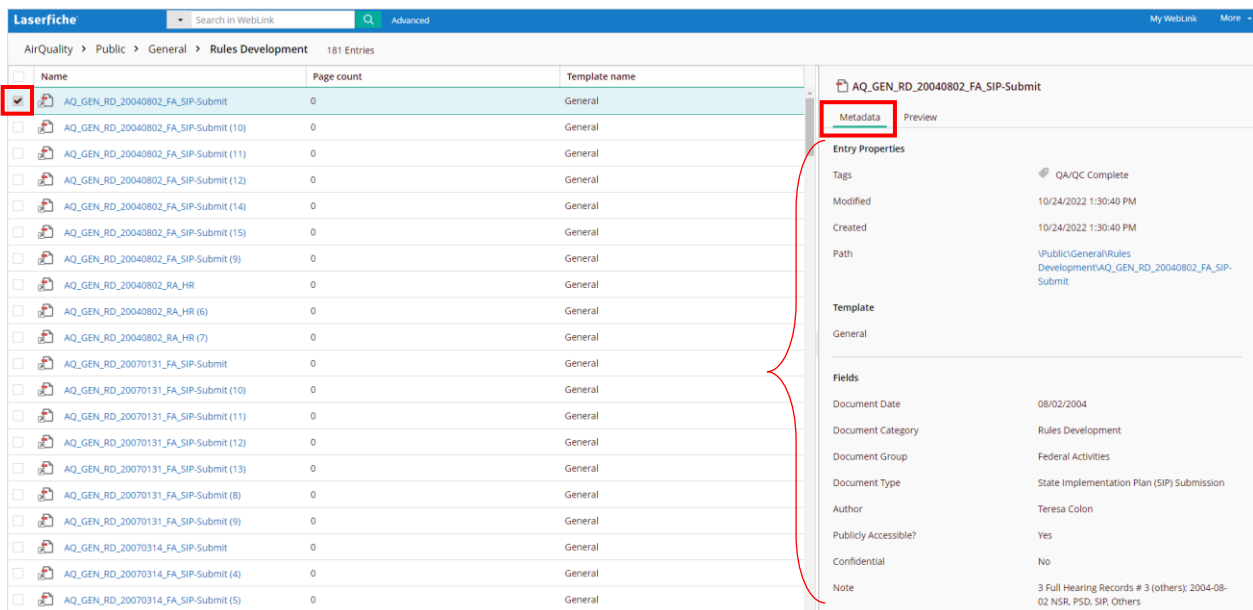
An example of an open document:



## VIEWING METADATA

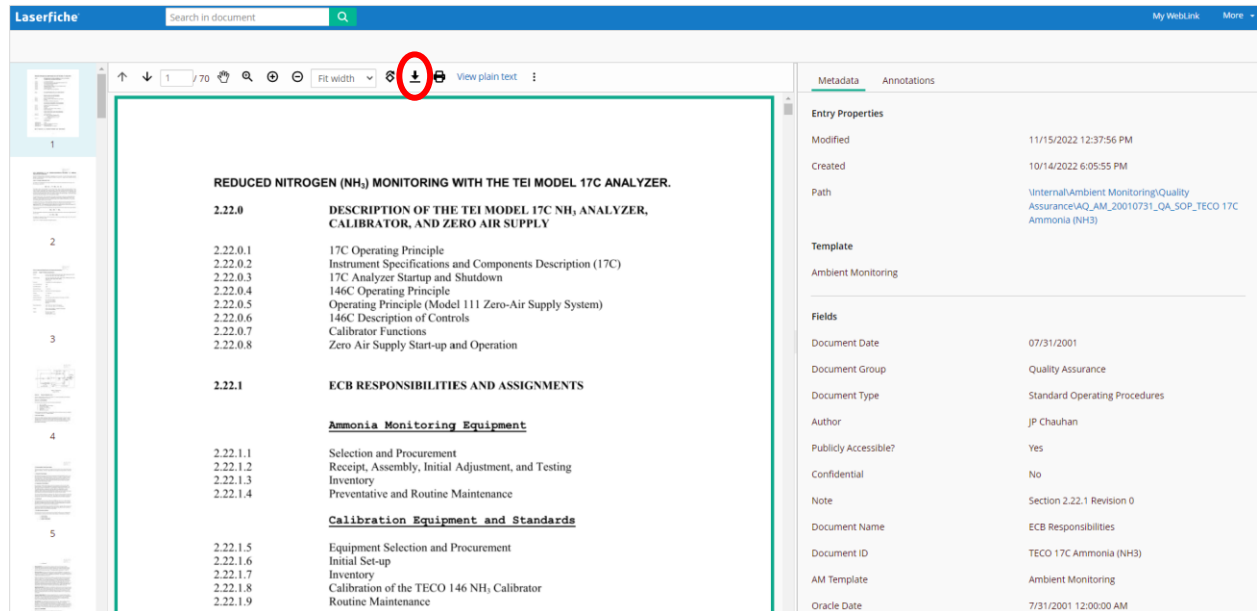
“Metadata” is data that describes other data. In this case, things like Author and Document Date are metadata that describe the document itself. You can view the metadata associated with each public record by either selecting the document by checking the checkbox next to the file name, or by opening 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.

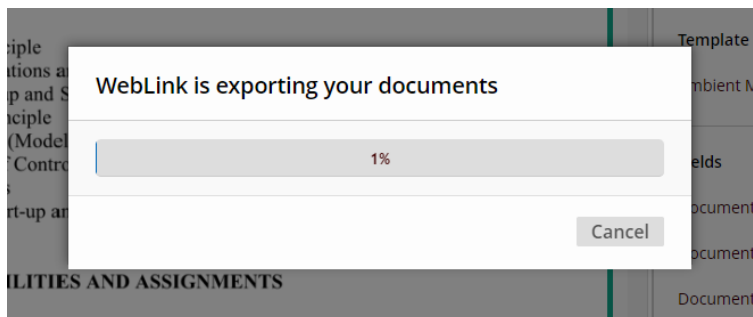


## DOWNLOADING

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.



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.











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.

You may need to allow pop-ups from this site if your pop-up blocker prevents the download.

Laserfiche Search in WebLink Advanced

AirQuality > Public > General > Rules Development 4 Entries


<input type="checkbox"/>	Name	Page count	Template name
<input checked="" type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit	0	General
<input checked="" type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (10)	0	General
<input checked="" type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (11)	0	General
<input checked="" type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (12)	0	General
<input type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (14)	0	General
<input type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (15)	0	General
<input type="checkbox"/>	 AQ_GEN_RD_20040802_FA_SIP-Submit (9)	0	General
<input type="checkbox"/>	 AQ_GEN_RD_20040802_RA_HR	0	General

[Download Selected Entries](#)

## PRINTING

You can either print directly from Laserfiche, or you can print from your computer after you download the document(s). To print directly from Laserfiche, open the document, click on the printer button located on the top of the document.

Laserfiche Search in document My WebLink More

↑ ↓ 1 / 70 🔍 ⌂ ⌂ Fit width ⌂ ⌂ ⌂  View plain text

**REDUCED NITROGEN (NH<sub>3</sub>) MONITORING WITH THE TEI MODEL 17C ANALYZER.**

**2.22.0 DESCRIPTION OF THE TEI MODEL 17C NH<sub>3</sub> ANALYZER, CALIBRATOR, AND ZERO AIR SUPPLY**

2.22.0.1 17C Operating Principle

2.22.0.2 Instrument Specifications and Components Description (17C)

2.22.0.3 17C Analyzer Startup and Shutdown

2.22.0.4 146C Operating Principle

2.22.0.5 Operating Principle (Model 111 Zero-Air Supply System)

2.22.0.6 146C Description of Controls

2.22.0.7 Calibrator Functions

2.22.0.8 Zero Air Supply Start-up and Operation

**2.22.1 ECB RESPONSIBILITIES AND ASSIGNMENTS**

Ammonia Monitoring Equipment

2.22.1.1 Selection and Procurement

2.22.1.2 Receipt, Assembly, Initial Adjustment, and Testing

2.22.1.3 Inventory

2.22.1.4 Preventative and Routine Maintenance

Calibration Equipment and Standards

2.22.1.5 Equipment Selection and Procurement

2.22.1.6 Initial Set-up

2.22.1.7 Inventory

2.22.1.8 Calibration of the TECO 146 NH<sub>3</sub> Calibrator

2.22.1.9 Routine Maintenance

Metadata Annotations

**Entry Properties**

Modified 11/15/2022 12:37:56 PM

Created 10/14/2022 6:05:55 PM

Path Internal\Ambient Monitoring\Quality Assurance\AQ\_AM\_20010731\_QA\_SOP\_TECO 17C Ammonia (NH<sub>3</sub>)

**Template**

Ambient Monitoring

**Fields**

Document Date 07/31/2001

Document Group Quality Assurance

Document Type Standard Operating Procedures

Author JP Chauhan

Publicly Accessible? Yes

Confidential No

Note Section 2.22.1 Revision 0

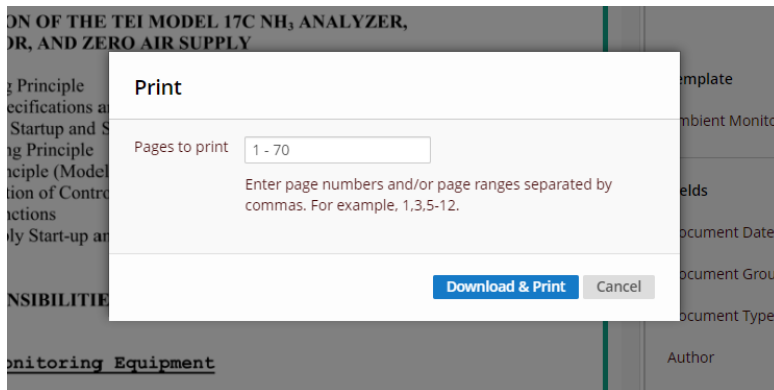
Document Name ECB Responsibilities

Document ID TECO 17C Ammonia (NH<sub>3</sub>)

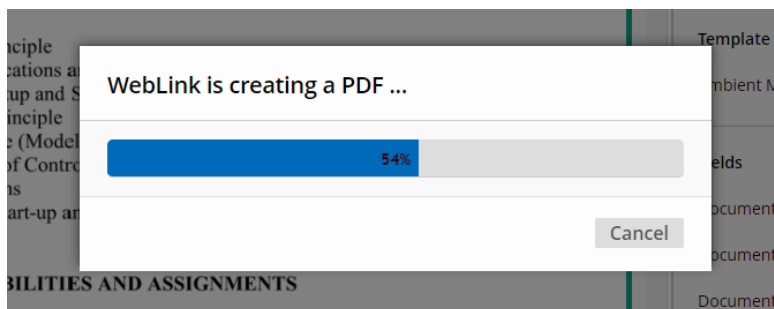
AM Template Ambient Monitoring

Oracle Date 7/31/2001 12:00:00 AM

A pop-up window will appear where you can specify which pages to print. Click the blue 'Download & Print' button.



You will see a brief 'WebLink is creating a PDF...' message. The PDF will open in another tab, from which you can print.



## 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 [Regional Office](#) 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 [click here](#).

**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 [Local Programs](#) in Mecklenburg, Forsyth, and Buncombe Counties.