

Laserfiche Online Document System Instructions for the Superfund Section

For best results, it is recommended that you use Internet Explorer 10 (or higher), Chrome, Mozilla, or Firefox.

In order to view documents from the Laserfiche WebLink, you will also need Adobe Acrobat Reader on your computer or device. To obtain a free download of Acrobat Reader, go to <http://www.adobe.com/products/reader.html>.

Please read all of the instructions below and then use the following link to get to the Laserfiche WebLink:

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

To search by **Property criteria** (recommended):

- Enter the facility/site ID # (*no dashes, periods, or commas*) in the box below where it reads "ID" (refer to the screenshot below). You may also use the "*" symbol as a wildcard search preceding the facility/site ID # if you do not know the full facility/site ID #.

OR

- Enter all or a portion of the facility/site in the box below where it reads "Name/Subject".
- Then click **Search**. The documents found will be displayed in the window to the right of the search toolbar. The results can be sorted by the column headers. To view a document, either single click on it to open it in a new window, or right-click on the document and select **Open**.

Notes: The top search box in the center of the page searches across all fields and text, but may be slow. There is a "help" button located in the upper right-hand corner of the page.

If you don't know the facility/site ID #, visit the appropriate program or branch webpage below for site lists and additional program information:

Federal Remediation Branch: [National Priority Lists Sites](#)

Federal Remediation Branch - Site Evaluation and Removal: [CERCLIS Sites](#)

Inactive Hazardous Waste Program: <http://deq.nc.gov/about/divisions/waste-management/superfund-section/inactive-hazardous-sites-program>

Special Remediation Branch: <http://deq.nc.gov/about/divisions/waste-management/dry-cleaning-solvent-cleanup-act-program>

To search by **General criteria**:

- Use the drop-down menus to narrow your search. For example:
 - o **Template:** WM
 - o **Subdivision:** Superfund
 - o **Document Category:** Facility
 - o **Document Group:** *select the program*
 - o **Document Type:** *select the document type*
- Then click **Search**. The documents found will be displayed in the window to the right of the search bar. The results can be sorted by the column headers. To view a document, right-click on the document and select **Open**, or simply click on the document you wish to open. It will open in a new window.

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Note: Each Superfund section program has different document types. For a list of the document types for each program, [click here](#)

A screenshot of the Laserfiche WebLink with tips is shown below:

Laserfiche WebLink Screenshot:

The screenshot shows the Laserfiche WebLink interface. On the left is a search filter sidebar with fields for Template, Subdivision, Doc_Category, Doc_Group, Doc_Type, and various location-based filters. The main area displays a table of search results. A red circle highlights the 'NONCD0000805' ID in the 'Name/Subject' column. Three red callout boxes provide instructions: one pointing to the ID field, one pointing to a document row, and one pointing to the 'ID' column header.

Name	Hits	Page count	Template name	Subdivision	Doc_Category	Doc_Group	Doc_Type	ID	Name/Subject	Document Date
W.C. Beck 805RA-4 Task Order Request.pdf	0	2	WM	Superfund	Facility	IHS (IHS)	Correspondence (C)	NONCD0000805	W.C. Beck Property	4/25/2016
Remedial Investigation - Waste Delineation Report - W. C. Beck Property March 11, 2016.pdf	0	26	WM	Superfund	Facility	IHS (IHS)	Site Assessment Rpt (SAR)	NONCD0000805	W.C. Beck Property	3/11/2016
805RA-4 Authorization to proceed.pdf	0	1	WM	Superfund	Facility	IHS (IHS)	Correspondence (C)	NONCD0000805	W.C. Beck Property	5/12/2016
805DP-3 completion and invoice request.pdf	0	1	WM	Superfund	Facility	IHS (IHS)	Correspondence (C)	NONCD0000805	W.C. Beck Property	3/14/2016

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Click on **Heading Column** to sort

Scroll the bar to the right to view more document categories

To view documents, click on them and they will open in a new window

Type in facility/site ID (with no dashes, commas, or periods). You may also use the "*" symbol as a wildcard preceding the search if you do not know the full facility/site ID