



ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

MICHAEL SCOTT
Director

February 13, 2018

MEMORANDUM

TO: Responsible Parties, Environmental Service Companies, Consultants, and Other Interested Parties

FROM: Vance Jackson, UST Section Chief *VJ*

CC: Scott Bullock, Corrective Action Branch Head and Ruth Strauss, Permits and Inspections Branch Head

SUBJECT: Electronic Document Submittal for the UST Section Corrective Action Branch

Since February 20, 2014 the UST Section has been transitioning to electronic data management in order to enhance customer service, reduce paper consumption, and decrease requirements for file space. Starting on March 1, 2018, all reports (including, but not limited to 20-Day Reports, Initial Abatement Action Reports, LSA Reports, CSA Reports, Feasibility Reports, CAPs, NTCPs, monitoring reports, remediation reports, letter reports, etc.) required by the UST Section Corrective Action Branch should be submitted according to the following procedures updated from the February 20, 2014 Memorandum:

1. An electronic version of the complete document, inclusive of any required laboratory reports, should be submitted to the appropriate UST Section Regional Office and, if requested by the Trust Fund Branch, to the UST Section Central Office.
2. The electronic document should be submitted on a CD in PDF format. Only one document should be submitted per CD. The file should have Optical Character Recognition (OCR) applied. Any scanned document should have a minimum resolution of 300 dpi. The document should not be submitted solely by email.
3. The electronic document should be named per the attached naming protocols.
4. A signed cover/transmittal letter should accompany the CD and should include the UST Section incident name, incident number, the name and date of the document, and facility ID if applicable. The CD itself should be labeled with the same information. A copy of the signed cover/transmittal letter should be included within the electronic document immediately behind the cover page.
5. A single paper copy of the document, exclusive of the laboratory reports, should be submitted with an electronic version of the complete document to the appropriate UST Section office.

6. Both the electronic version and the paper copy of the document should display the seal and signature of the certified professional engineer or licensed geologist and the name and corporate certification of the firm or corporation, as applicable, on the title page.
7. Portfolio formats, password protections and/or encryptions should not be included in the electronic file.

If you have questions regarding this memo, please contact the appropriate UST Section regional office supervisor at the address or telephone number listed below or, if applicable, the Trust Fund Branch at (919) 707-8200.

UST Regional Offices

Asheville (ARO) – 2090 US Highway 70, Swannanoa, NC 28778 **(828) 296-4500**

Fayetteville (FAY) – 225 Green Street, Suite 714, Systel Building, Fayetteville, NC 28301 **(910) 433-3300**

Mooresville (MOR) – 610 East Center Avenue, Suite 301, Mooresville, NC 28115 **(704) 663-1699**

Raleigh (RRO) – 3800 Barrett Drive, Raleigh, NC 27609 **(919) 791-4200**

Washington (WAS) – 943 Washington Square Mall, Washington, NC 27889 **(252) 946-6481**

Wilmington (WIL) – 127 Cardinal Drive Extension, Wilmington, NC 28405 **(910) 796-7215**

Winston-Salem (WS) – 450 West Hanes Mill Road, Suite 300, Winston-Salem, NC 27105, **(336) 776-9800**

Guilford County Environmental Health, 400 West Market Street, Suite 300, Greensboro, NC 27401, **(336) 641-3771**