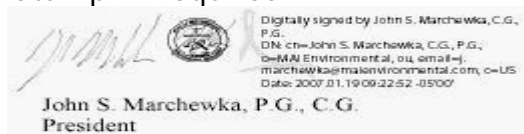


## Waste Management Division Submittal Guidelines

The Waste Management Division (WMD) strongly encourages the electronic submittal of reports and data via the WMD upload although e-mail attachments and CDs sent to Brett Rand are still permissible. Submittal of documents in an electronic format is voluntary. The electronic submittal must meet the following guidelines in order to be accepted by the Department.

### ◇ **Submittals must include:**

- The site name, site number, project number and town of the site as listed in the One Stop database. <http://des.nh.gov/OneStop/>
- PE/PG Stamp: if required.



Seal may be created electronically

- Bookmarks: (links that represent a page in the document) are required for all main headings and sub-headings.
- Pages: (miniature previews of each page) are required for each page.
- Electronic Signature verifying the identity of the sender and the integrity of the document.
  - One signature for the entire document:
    - In text format only
    - Placed below the complimentary closing of the cover letter.
  - Sections of the report that are prepared in an electronic format by a subcontractor may have an electronic signature verifying the integrity of that section (example: laboratory data sheets compiled in an electronic format by the laboratory).
  - A third party handler must be compatible with Adobe Acrobat.

### ◇ **Software Requirements:**

- Shall be in Adobe Acrobat 5.0 or newer.
- Diagrams or drawings may be submitted in AutoCAD with a .dwg format (only with Adobe 5.0).
- Only one continuous .pdf file per site shall be accepted.

◇ **Submittal Procedure:**

- Log onto the WMD through the DES Website at:  
<https://www2.des.state.nh.us/Onestop/DESLogin.aspx> when using the WMD for uploading; the only documents that must include an adobe acrobat digital signature are those documents that require a PE or PG stamp.
- E-mail submittals shall be sent to Brett Rand [brand@des.state.nh.us](mailto:brand@des.state.nh.us) with a subject line of "Electronic Submittal":
- Prior to submitting an electronic document review the following:
  - Download Time:
  - Page Orientation: Page contents should be horizontally aligned.
  - Bookmarks: Verify the creation of headings and sub-headings.
  - Pages: Verify they have been created.
  - Digital Signature: Verify placement – unless using the WMD with no PE or PG stamp.
- Duplicate Paper Copy:  
A complete paper copy, stamped "PM Duplicate Copy", shall be submitted in addition to the electronic submittal, copies must be sent to:

Brett Rand  
Department of Environmental Service  
Site Remediation Program  
PO Box 95, 29 Hazen Drive  
Concord, NH 03302- 0095

- Documents stamped "PM Duplicate Copy" will not be logged into the Waste Management Division database. The document will not be scheduled for review until the electronic document is received and accepted by the Department.
- Electronic Signature Verification:  
Prior to accepting an electronic submittal for the first time, a Site Remediation Representative will call to verify, the serial number located on the signature certificate, and any time after the certificate expiration date.

In an effort to improve public access and security of documents and address a severe space problem, the Waste Management Division is encouraging the electronic submittal of documents. The above guidelines are minimum requirements for accepting an electronic submittal. Electronic submittals that do not meet these minimum guidelines will not be accepted.

**If you elect not to submit reports electronically and opt for paper reports the following procedures are required.**

- The pages in the "original report" must meet size restrictions established in DES rules. No sheet of paper larger than 11" x 17" may be included in the "original report". Large maps or design plans (C size or larger) must be reduced to 11" x 17" sheets for DES scanning.
- There is no size restriction for pages in the "project manager duplicate" copy. Large size maps or design plans (larger than 11" x 17") are permissible and encouraged when submitting complex maps and design plans that contain a large amount of information.
- Text color will be black.
- Unbound and without hole punches.
- Do not shade over text and numbers.
- Eliminate all blank pages.
- All attachments must contain the DES site number, project number, associated report title and report date.
- Submit one original report.
- Submit a second copy stamped "Project Manager Duplicate".

Please forward all comments or questions to:

Brett Rand  
Department of Environmental Service  
Site Remediation Program  
PO Box 95, 29 Hazen Drive  
Concord, NH 03302-0095  
(P) 603-271-7379  
(F) 603-271-2181  
[brand@des.state.nh.us](mailto:brand@des.state.nh.us)