



Document Submittal Form

Instructions: This form should be completed and included with any document submitted to the Response and Remediation Program, Response Development Units 1 – 3, that is greater than 25 pages in length or that contains paper sizes larger than 11"x17". This includes Release Notifications and documents related to Hazardous Site Inventory and Voluntary Remediation Program sites. Contact Brownfield Unit staff for Brownfield submittal guidelines. Your cooperation helps to ensure that documents are filed correctly, completely, and efficiently.

Name of Document: [Click here to enter text.](#)

Date of Document: [Click here to enter text.](#)

Site Name: [Click here to enter text.](#)

Site ID Number: [Click here to enter text. Enter "NA" if not applicable.](#)

Document Submittal Checklist. Please certify that the submittal includes the following by checking each box as appropriate. Items 1 – 3 should be checked / included / certified for each submittal:

- 1. One paper copy of the document (double-sided is preferred)
- 2. Two compact disks (CDs), each containing an electronic copy of the document as a single, searchable, Portable Document Format (PDF) file. Only one CD is needed for Release Notifications. CDs should be labeled at a minimum with the following: 1) Name of Document, 2) Date of Document, 3) Site Name, and 4) Site Number. Any scanned images should have a resolution of at least 300 dpi and should be in color if applicable.
- 3. The electronic copies are complete, virus free, and identical to the paper copy except as described in Item 4 below.
- 4. (Optional) To reduce the size of the paper copy, certain voluminous information has been omitted from the paper copy and is included only with the electronic copies:
 - laboratory data sheets
 - manifests
 - other: [Click here to enter text. Enter "NA" if not applicable.](#)

I certify that the information I am submitting is, to the best of my knowledge and belief, true, accurate, and complete.

Signature:

Name (Printed): [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Organization: [Click here to enter text.](#)

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Receipt Date
(for EPD use only)