

GEORGIA ENVIRONMENTAL PROTECTION DIVISION - LAND PROTECTION BRANCH

FILE REVIEW REQUEST

- READ THE INSTRUCTIONS ON THE REVERSE OF THIS PAGE
- CELL PHONE VOICE CONVERSATIONS ARE PROHIBITED

REVIEW DATE: _____

Check here if this file review is associated with a Georgia Open Records Act (GORA) response:

Your Name: _____ Company Name: _____
 Address: _____ Contact Phone: _____
 City: _____ State: _____ Zip: _____

UNDERGROUND STORAGE TANK (UST) FILES

Step 1: Provide ALL of the following information for each location covered by this File Review Request (please note, we can only pull files for up to three sites at a time):

COUNTY	FACILITY/ SITE ID #	FACILITY/SITE NAME	FACILITY/SITE ADDRESS	THIS COL. EPD ONLY (# VOLS.)

Step 2: Indicate the type(s) of UST files included in this File Review Request‡:

MARK THIS BOX TO REVIEW ONLY THE MOST RECENT FILES: Corrective Action Plan(s) Corrective Action Regulatory Compliance

DO NOT PUT MORE THAN THREE UST SITES ON THIS SHEET! USE A NEW SHEET.

SOLID WASTE, SURFACE MINING, AND PERMIT-BY-RULE FILES

Step 1: Provide ALL of the following information for each location covered by this File Review Request (please note, we can only pull files for up to three sites at a time):

COUNTY	PERMIT #	LANDFILL/SITE NAME	LANDFILL/SITE ADDRESS	THIS COL. EPD ONLY (# VOLS.)

Step 2: Indicate the type(s) of Solid Waste Files included in this File Review Request‡: Only the Most Recent for:

Closure Construction Permitting Operations Tonnage Rep. Remain. Cap. Methane
 Financial Assurance Design & Operating Plan* Groundwater Hydrogeologic Assessment
 Groundwater Correspondence Groundwater Well Installations Groundwater ACM Groundwater Sampling

* Review D&O plans on the computer provided in the File Review area. See the attendant for assistance if needed.

‡Due to space constraints, some files in whole or in part have been removed from the active files and stored in accordance with O.C.G.A. § 50-18-92. Please allow seven to 10 days for retrieval of these records. Also, in some cases records may have been destroyed in accordance with the retention schedule(s) established by Georgia law. We apologize for any inconvenience.

DO NOT PUT MORE THAN THREE SW SITES ON THIS SHEET! USE A NEW SHEET.

- If workload permits, staff will copy up to 100 pages per day/visit at the time of the file review. There is a charge of 10 cents per page for letter and legal size copies.
- Place a paper clip firmly **on the top** of the pages to be copied and place the file in the Copy Basket. Unless you have brought equipment to reproduce your own copies, please *do not disassemble the notebook yourself*.
- If requesting 8"x14" copies, **unfold the page prior to inserting paper clip(s)**. We are not responsible for copies made where the maps/plans were not unfolded prior to copying.
- We do not pull files for review after **3:30** p.m. to allow time for review, copies (if needed), and replacement of files.

PLEASE SEE THE REVERSE OF THIS PAGE FOR IMPORTANT INFORMATION ABOUT THE FILE REVIEW PROCESS. Thank you!

LAND BRANCH TRADEPORT FILE ROOM GUIDELINES

Because files covered by this file review request may be checked out of the file room for use by EPD staff, it may require up to three business days from the date of your original file review request to gather all components of the file for review.

The file review area is open 8 a.m. to 4:30 p.m., Monday through Friday, except for state holidays or inclement weather. Check for state holiday office closures here: <http://georgia.gov/popular-topic/observing-state-holidays>

After 3:30 p.m., no new file review requests will be processed. New copy requests will not be accepted after 4 p.m.

Files for up to three facilities may be reviewed at one time. We pull no more than three files at a time per person and/or group and make no more than 100 copies per person and/or group per day.

Staff will copy up to 100 pages per visit per day. If staff availability permits, copies will be made at the time of the file review. Place a paper clip on the pages to be copied and return the file to File Room staff for copying. Unfold 11"x14" and 11"x17" pages prior to clipping for copies. Staff is not responsible for copies of pages that are not unfolded.

For more than 100 copies, you may bring in equipment or hire a service to copy, scan, or photograph files. There is no charge to pull files for this purpose; however, restrictions on review hours and number of files to be pulled may remain in effect. EPD staff can make more than 100 marked pages as time permits for later pick-up or shipment charged to requestor's FedEx or UPS account.

Certification of copies must be approved through the EPD director's office. EPD may require up to three business days to receive approval to certify and to then produce the certified copies.

There is a charge of 10 cents per page for letter, legal, or ledger size copies made by EPD staff/equipment.

There is a charge of \$2.00 for paper map copies (larger than 11"x17").

Map files on the public directory can be burned to a disc for \$1.00 per CD or \$5.00 per DVD. Digital media must be purchased from EPD – *the use of external media is not permitted*.

We accept checks and cash payments *only*.

Cash payments must be the exact dollar amount. We do not hold cash on the premises, nor do we make change under any circumstances.

Thank you for your cooperation,
File Room Staff