

<b>DEPARTMENT OF ENVIRONMENTAL MANAGEMENT</b>  <b>AGENCY POLICY</b>	<b>COVERAGE:</b> Agency-wide	<b>POLICY NUMBER:</b> A-017-OEA-08-P-R2
	<b>AUTHORIZED:</b> Thomas W. Easterly, Commissioner	
<b>SUBJECT:</b>  <b>PUBLIC RECORDS REQUEST POLICY</b>	<b>SUPERSEDES:</b> A-017-OEA-08-P-R1	<b>Office:</b> Office of External Affairs
	<b>EFFECTIVE:</b> April 1, 2006	<b>RENEWED/REVISED:</b> July 15, 2008

#### 1.0 PURPOSE

This policy is to ensure the timely and complete response to Agency public records requests related to the conduct or administration of the Agency's business. The Indiana Access to Public Records Act states, "providing persons with information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide information."

#### 2.0 SCOPE

This policy applies to all Agency staff.

#### 3.0 SUMMARY

This policy is to:

- A. Provide uniform procedures applicable to all Agency staff for managing, collecting, organizing, cataloging and producing public records in response to a public records request.
- B. Ensure that all responsive records are identified, organized and properly managed for each public records request.
- C. Ensure the appropriate review of Agency files.

#### 4.0 DEFINITIONS

- 4.1. "Access to Public Records Act (APRA)" - The Indiana Access to Public Records Act found at IC 5-14-3-1 et seq. requires that public agency records be made available for public inspection and copying upon request unless the record fits a specific, enumerated exemption from public disclosure found in IC 5-14-3-4.
- 4.2. "Accounting Office" - The Accounting Office in the Office of External Affairs.
- 4.3. "Agency" - The Indiana Department of Environmental Management (IDEM).
- 4.4. "Agency Central File Room" - The central repository (located in the Indiana Government Center Complex) for public files for program areas of the Agency.
- 4.5. "Agency Central File Room Director" - The Agency's Director of the Central File Room in the Office of External Affairs.
- 4.6. "Agency Contractor" - A non-Agency entity acting under contract on behalf of IDEM.
- 4.7. "Agency staff" - Any employee or representative of the Indiana Department of Environmental Management including regular employees, temporary employees, contractors and interns.
- 4.8. "Assistant Commissioner" - An Assistant Commissioner in the Indiana Department of Environmental Management.
- 4.9. "Cashier's Office" - The Agency's Cashier's Office located in the Accounting Office in the Office of External Affairs.
- 4.10. "Commissioner" - The Commissioner of the Indiana Department of Environmental Management.
- 4.11. "Confidential" - Records identified by Indiana's Access to Public Records Act as exempt from public disclosure requirements. Records that may be kept confidential by the Agency are

listed at IC 5-14-3-4.

- 4.12. "Copy" – The reproduction of an original record. This includes transcribing by handwriting, photocopying, xerography, duplicating machine, duplicating electronically stored data onto a disk, tape, drum or any other medium of electronic data storage, and reproducing by any other means.
- 4.13. "Deliberative" – Involved in or characterized by deliberation, discussion and examination pursuant to IC 5-14-3-4(b)(6).
- 4.14. "Disclosable records" – Agency records that are not exempt from public disclosure under the APRA (See also Non-disclosable records).
- 4.15. "Discretionary Exemptions" – Those exemptions from disclosure listed in IC 5-14-3-4(b) which are non-disclosable at the discretion of the Commissioner or Assistant Commissioner.
- 4.16. "Established Workstation" - The Agency employee's officially assigned work site.
- 4.17. "External communications" – Written records, including electronic mail, which are sent to or received from outside the Agency, its contractors, or other state, local or Federal governmental entities that are working with or on behalf of the Agency on the subject matter of the communication.
- 4.18. "External communications claimed as confidential" – External communications that are either submitted to the Agency under a claim of confidentiality consistent with the applicable program rule (See 326 IAC 17.1; 327 IAC 12.1; and 329 IAC 6.1) or are subject to any IDEM or U.S. Environmental Protection Agency Confidentiality Agreement.
- 4.19. "Information Technology Office" - The Agency's Information Technology Office in the Office of External Affairs.
- 4.20. "Indiana Office of Technology (IOT)" – An agency of Indiana State Government responsible for technology infrastructure and desktop support for IDEM.
- 4.21. "Inspect" - To view or to manually transcribe or make notes, abstracts or memoranda. In the case of tape recordings or other audible public records, to listen and manually transcribe or duplicate, or make notes, abstracts or other memoranda from them. In the case of electronically stored data to manually transcribe and make notes, abstracts or memoranda or to duplicate the data onto a disk, tape, drum or any other medium of electronic storage.
- 4.22. "Inter-Agency or Intra-Agency communications" – This includes all communication among Agency staff and all communications between Agency staff and its contractors, or other state, local or Federal governmental entities that are working with or on behalf of the Agency on the subject matter of the communication. Any internal communication that includes any external recipients is not an internal communication. Internal communications may be electronic, oral or written.
- 4.23. "Inter-Agency or Intra-Agency communications claimed as deliberative" - All internal communications that are non-disclosable and exempt from public disclosure under the APRA.
- 4.24. "Non-disclosable records" - As used in IC 5-14-3-6, non-disclosable records include public records that are exempt from the public disclosure requirements of the APRA. Non-disclosable records include:
  - A. Internal communications which are deliberative in nature or express opinions and are used for decision-making (i.e., draft documents or staff reviews).
  - B. Diaries, journals or other personal notes.
  - C. Documents made confidential by State or Federal Law, or rules of the Indiana Supreme Court.
  - D. An individual's Social Security number.
  - E. Documents containing trade secrets or confidential financial information received upon request from a person, when an appropriate claim of confidentiality is made.
  - F. Records containing communications to Office of Legal Counsel (OLC) staff attorneys, which are communicated for the purpose of rendering legal advice or contain work

- product of an attorney representing the Agency in pending or anticipated litigation.
- G. Records submitted to the Agency's Voluntary Remediation Program and declared confidential by IC 13-25-5-2(b) until a voluntary remediation agreement is signed.
  - H. Records of the Agency's Compliance and Technical Assistance program that identify or describe an individual facility or operation are confidential under IC 13-29-3-4.
  - I. Any other exceptions listed in IC 5-14-3-4(a) or IC 5-14-3-4(b).
- 4.25. "Office of the Indiana Attorney General (OAG)" – The attorneys and staff from the Indiana Office of the Attorney General assigned to represent the Agency.
  - 4.26. "Office of Legal Counsel (OLC)" – The Office of Legal Counsel within the Agency.
  - 4.27. "Person" - An individual, a corporation, a limited liability company, a partnership, an unincorporated association or a governmental entity.
  - 4.28. "Public Record" - Any writing, paper, report, study, map, photograph, book, card, tape recording or other material that is created, received, retained, maintained or filed by or with the Agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data or any other material, regardless of form or characteristics. A public record may include electronic mail, attachments to electronic mail, and other electronic records.
  - 4.29. "Public Records Coordinator" – The person designated by the Assistant Commissioner or Regional Office Director to manage public records for their respective program area(s).
  - 4.30. "Records Request Workgroup" – A workgroup assembled by the Agency's Central File Room Director to ensure that all responsive records are identified, organized and reviewed as appropriate.
  - 4.31. "Records requestor" – A person or entity who makes a request to view or copy public records.
  - 4.32. "Regional Office Director" – A Regional Office Director in the Office of External Affairs.
  - 4.33. "Response" – The action taken by the Agency staff in regards to a public records request. At minimum, Agency staff must acknowledge receipt of the request within the specified timeframe, as required by law.
  - 4.34. "Responsive record" – A record that is within the scope of the language of the request for records under APRA.
  - 4.35. "Supervisor" – The Agency manager to whom the Agency staff reports.
  - 4.36. "State" - The State of Indiana.
  - 4.37. "Virtual File Cabinet" – The Agency's electronic file document management system. This system will capture, store, file, index, redact, reassemble and securely access electronic documents of all types both received and created by the various programs within the Agency.

## 5.0 ROLES

- 5.1. The Commissioner may:
  - A. Have final approval over the records request responses from the Agency.
- 5.2. The Assistant Commissioner or Regional Office Director shall:
  - A. Designate a Public Records Coordinator(s) for their respective office whose priority will be to coordinate recovering office records responsive to a request for public records.
  - B. Identify all current and past Agency employees who have or had records responsive to the public records request and provide a list of employees to the Central File Room Director.
  - C. Ensure that all Agency staff with records responsive to the applicable request have responded to each records request in accordance with this policy.
  - D. Indicate whether a confidentiality agreement or other claim of confidentiality exists which may be related to the records request.
  - E. Be responsible for assigning Agency staff with filing, organizing and managing records from their respective offices based upon the approved record retention schedules.

- 5.3. The Accounting Office shall:
- A. Have the Cashier's Office receive and document the daily revenue from copying of public records.
  - B. Assist with the public records requests for the Agency phone records.
  - C. Assist in coordinating with the Indiana Office of Technology (IOT) to ensure all responsive phone records are provided.
- 5.4. The Agency Central File Room Director shall:
- A. Coordinate with the Agency Record Coordinators, the Records Request Workgroup and the Office of Legal Counsel to ensure that each records request is met in a complete and organized manner.
  - B. Respond to the records request within the proper time period and provide information regarding how or when the Agency will comply with the request.
  - C. Receive Agency public record requests and assist in determining the scope, extent and timeframe of the requests. Maintain a chronology of each revision that includes the content of the revision.
  - D. Scan and e-mail the records request to the appropriate Assistant Commissioners, Deputy Assistant Commissioners, Branch Chiefs and Record Coordinators. Provide the timeline for Agency staff to retrieve, organize and provide the requested records and/or e-mails.
  - E. Notify appropriate Agency staff and Record Coordinators of any revisions or modifications to the records request.
  - F. Assist in collecting, organizing, cataloging and tracking records provided by Agency staff in response to a request.
  - G. Track the receipt of responsive records from Agency staff and return records to Agency staff for additional processing if the records are not provided in a manner consistent with this policy.
  - H. Maintain a copy of the signed cover letter, the disclosable public records provided to the records requestor and a copy of the non-disclosable records.
  - I. Assist in providing Agency staff training on public records requests.
  - J. Ensure the public records response and disclosable records are sent to the records requestor.
- 5.5. The Agency Central File Room staff shall:
- A. Locate Agency public records upon request.
  - B. Coordinate records requests involving multiple programs within the Agency.
  - C. Copy or scan documents for a public requestor to protect the integrity of Agency public record files.
  - D. Copy public records requests in the order they are received in the Agency Central File Room.
  - E. Notify the records requestor that reproduced materials will be held for only fourteen (14) days.
  - F. Provide daily the documentation and revenue from the copying of public records to the Agency's Cashier's Office.
  - G. Notify Agency Central File Room Director and appropriate Supervisory staff immediately of problems regarding public records requests.
  - H. Submit for review to the Agency Central File Room Director any public records requests and associated files that may be subject to an exemption from disclosure.
- 5.6. The Agency Information Technology Office shall:
- A. Maintain the electronic document management system (the Virtual File Cabinet).
  - B. Assist with requests for Agency electronic mail records of current and past Agency staff.
  - C. Assist in coordinating with the Indiana Office of Technology (IOT) to ensure all responsive records are provided.
- 5.7. Agency staff shall:
- A. Routinely organize their electronic mail so they may be timely in their responses to public records requests.
  - B. Retrieve and provide to the Central File Room Director or Records Coordinator, records responsive to the records request that are organized in the manner required in this policy.

- C. Carefully review the request for public records and only retrieve records responsive to the request. Any questions about whether a record is responsive to a request should be directed to the Office of Legal Counsel.
  - D. Separate their responsive electronic mail or other communications into two (2) groups to avoid the production of duplicate records.
    - 1) The first group is:
      - a. Records sent by IDEM staff to anyone (inside or outside IDEM) or received by IDEM staff from outside IDEM.
    - 2) The second group is:
      - a. Records received by IDEM staff from other IDEM staff.
  - E. Organize and clearly label the records in the first group consistent with sections F, G and H below.
  - F. Separate the first group of records into Intra- or Inter-Agency communications and communications with persons outside of IDEM, its contractors, or its governmental partners. Please note, some records IDEM staff send outside the Agency or received from outside the Agency may be considered Intra-Agency if they are to or from an Agency contractor or a State, local or Federal government entity that is working with or acting on behalf of IDEM on the subject matter of the communication.
  - G. Separate and label from any electronic mail received from outside IDEM, its contractors or its governmental partners that were claimed as confidential.
  - H. Review your Inter-Agency and Intra-Agency communication and label all that are exempt from public disclosure citing the exemption from disclosure that applies on a separate piece of paper. If not certain of the exemption, include a statement of why the record should be exempt from public disclosure on a separate piece of paper and not directly on the record itself.
  - I. Direct any questions about the characterization of any record and where it should be placed to the Office of Legal Counsel.
  - J. Ensure that any e-mail attachments are attached to the responsive e-mail.
  - K. Provide all responsive records to the Central File Room Director or Records Coordinator in the time period and format requested (electronic or paper). The records shall be organized and labeled according to this policy and the Public Records Request Standard Operating Procedure.
  - L. Upon termination of employment with the Agency, deliver all records to their Supervisor.
  - M. Make electronic records accessible to their Supervisor before going on an extended leave.
- 5.8. Agency staff who receive a public records request by mail, telephone call, facsimile or by electronic media shall:
- A. Ensure that the request indicates the date received by the Agency.
  - B. Immediately send the request to the Agency Central File Room Director who will determine and assist in providing a timely response to the request.
  - C. Ensure that all information related to the transmittal is maintained with the request (i.e., envelope, certified mail receipt, fax cover sheet, etc.).
- 5.9. Agency staff who request public records from the Agency Central File Room shall:
- A. Complete and submit the outslip for each file requested (See Appendix A).
  - B. Show their State identification badge when working in or requesting public records from the Agency Central File Room.
  - C. Not transfer the original public record to other Agency staff or a public record requestor.
  - D. Return the file to the Central File Room, initial and date as returned where indicated on the outslip.
  - E. Use the copiers in their respective offices or the Agency Central File Room to copy or scan the documents that are critical to their work activity. Files that are scanned may be e-mailed to their e-mail account. Copying or scanning is to be completed by the Agency staff requesting the file, not by staff in the Agency Central File Room.
  - F. Only be allowed to remove public records from the Agency Central File Room if their established workstation is located in the Indiana Government Center Complex. Agency staff whose established workstation is not located in the Indiana Government Center

Complex shall be able to view and copy the public records, but shall not be able to remove original public records from the Government Center Complex.

- G. Return public records to the Agency Central File Room in the condition and order they were received.
  - H. Check out files for a maximum of a 30 (thirty) day period. An additional thirty (30) day period may be requested with the completion of another outslip.
  - I. Return all files that are marked "confidential" in person to an Agency Central File Room staff member. All confidential files shall be clearly marked as "confidential" and secured in a red folder. Each day, confidential files shall be returned to the Agency Central File Room by 4:30 pm or secured in a locked file cabinet.
- 5.10. The Office of Legal Counsel (OLC) shall:
- A. Assign staff in the Office of Legal Counsel to review public records requests that involve Agency legal issues.
  - B. Assist in determining the scope, extent and timeframe of a public records request and if further clarification is needed from the records requestor.
  - C. Refer appropriate issues to the Indiana Office of the Attorney General.
  - D. Work with Agency staff to elicit all important facts concerning the public records request and help ensure that Agency staff understands the pertinent laws, regulations, policies and procedures related to the public records request.
  - E. Determine whether any exemptions from disclosure may apply under IC 5-14-3-4.
  - F. Determine the composition and develop a privilege log if requested with the assistance of applicable program staff.
  - G. Assign OLC staff for any records that need redaction.
  - H. Assist in providing training to Agency staff on public records requests.
  - I. Prepare and sign the public records denial letter if public records are being denied.
- 5.11. The Public Records Coordinator shall:
- A. Obtain from the Assistant Commissioner or designee, the list of all current and past program staff that may be reasonably anticipated to have responsive records associated with a particular records request.
  - B. Understand the basic requirements of public records laws, related Agency policies and their respective Agency program staff with records responsive to a request.
  - C. Organize the records responsive to a public records request involving their respective program office, section, branch or Regional Office prior to submitting to the Central File Room Director.
  - D. Work with other Public Records Coordinators if the request involves more than one (1) Agency program.
  - E. Ensure coordination with the Central File Room staff so that an initial response is made in the appropriate timeframe and manner.
  - F. Submit for review to the Agency Central File Room Director any public records request and their associated files that may be subject to an exemption from disclosure.
  - G. Notify their appropriate Supervisory staff of problems with their respective public records requests.
  - H. Ensure that information provided for a public records request does not contain Social Security numbers.
- 5.12. The Records requestor shall:
- A. Provide enough description and detail about the information requested to enable the Agency to accurately identify and locate the items requested.
  - B. Cooperate with the Agency's reasonable efforts to clarify the type or amount of information requested.
  - C. Complete the Indiana Department of Environmental Management Outslip for each file requested (See Appendix A).
  - D. Use the Agency Central File Room computers for viewing Agency records only. External electronic storage devices are prohibited on Agency Central File Room computers.
  - E. Complete a Photocopier/Scanner Equipment Waiver and schedule an appointment with the Central File Room Director before bringing in any equipment for the purpose of copying and/or scanning of public documents (See Appendix C).

- 5.13. The Records Review Workgroup shall:
- A. Assist in determining Agency staff with responsive records.
  - B. Review the final records response package prior to submittal to the records requestor.
  - C. Recommend procedures for resolving record request issues.
- 5.14. The Supervisor shall:
- A. Train employees to ensure the appropriate management and organization of e-mail.
  - B. Manage, file and retrieve Agency records responsive to a public records request of their former Agency staff and any Agency staff on an extended leave.

## 6.0 POLICY

- 6.1. The following applies to a public records request:
- A. Any person may inspect, have copied on paper or view on the public computers, the public records of the Agency during regular business hours. These hours are 8:30 am to 4:30 pm, Monday through Friday, except State holidays.
  - B. There shall be no charges assessed for the inspection of existing records, including viewing of documents through the electronic document management system (the Virtual File Cabinet).
  - C. Public records requests may be received by Agency staff by electronic mail, telephone, facsimile, letter or in person.
  - D. The Agency is not required to provide the information in a format different from that in which it currently maintains the information.
  - E. The Agency is not required to create any records in response to a public records request.
  - F. A public request may not be denied because the person making the request refuses to state the purpose of the request, unless such condition is required by other applicable statute or the material is deemed "confidential."
  - G. A public record may not be removed from the Agency Central File Room by a records requestor.
  - H. Public records requests shall be copied in the order they are received.
  - I. Original records may not be altered.
- 6.2. The following applies to charges for copying Agency public records:
- A. There shall be no charge for copying records of one-hundred (100) pages or less, e-mailing electronic documents or for the retrieval of records from the electronic management system (the Virtual File Cabinet).
  - B. There shall be no charge for duplication of records if the records request is from a representative of:
    - 1. The government of the United States,
    - 2. The government of a state or political subdivision of a state,
    - 3. An agency of the United States,
    - 4. A state or a political subdivision of a state,
    - 5. Any interstate governmental agency, and
    - 6. Any "public agency" as defined in IC 5-14-3-2(1).
  - C. A per page cost of ten cents (\$.10) will be charged for copied documents after the first one-hundred (100) pages.
  - D. A charge of \$5.00 per compact disc, digital video disc or diskette is assessed for copying of public documents onto electronic storage medium.
  - E. The fee for copying non standard-sized documents (larger than 11.5" x 17") is seventy cents (\$.70) per page.
  - F. Payment by the records requestor is due upon receipt of the public documents.
  - G. Postage will be charged if the public records request is sent by overnight parcel service.
  - H. Fees paid shall be paid by cash, check or money order, with the check or money order being made payable to "Cashier, Indiana Department of Environmental Management." When mailed, mail to Cashier's Office Mail Code 50-10C, Indiana Department of Environmental Management, 100 N. Senate Avenue, Indianapolis, IN 46204.
  - I. The records requestor will be provided with a receipt for payment of records.

- J. If orders for copies of records are not claimed, a charge for the second reproduction in addition to the original charge for the first reproduction will be assessed. Prepaid fees will be forfeited if the copied materials are not picked up within fourteen (14) days.
- 6.3. The following applies to the initial response of a public records request:
    - A. If the records requestor is physically present in the Agency or makes the request by telephone or by e-mail, the Agency must respond within twenty-four (24) hours after any Agency employee receives the request.
    - B. If a request for public records is mailed or sent by facsimile, the Agency must respond within seven (7) days of the receipt of that request.
    - C. The acknowledgement of receipt shall be documented by the Agency.
  - 6.4. The following applies to the copying of records where equipment, materials and personnel are provided by the records requestor:
    - A. The records requestor may use their own equipment, materials and personnel to scan public documents in the Agency Central File Room.
    - B. The records requestor shall have completed the Photocopy/Scanner Equipment Waiver (See Appendix B) that has been pre-approved by the Agency Central File Room Director before equipment can be brought into the Agency Central File Room.
    - C. The public documents being copied or scanned can not be removed from the Agency Central File Room.
  - 6.5. If a public record contains disclosable and non-disclosable information, the Agency shall, upon receipt of a request under APRA, separate the material that may be disclosed and make it available for inspection and copying (IC 5-14-3-6(a)).
  - 6.6. Records must be produced in a reasonable period, considering the circumstances of the requested public records. These circumstances include the scope of the requests (whether it is broad or narrow), the location and organization of the requested records, and whether the requested records must be reviewed to remove or redact non-disclosable records or portions of records.
  - 6.7. The Agency shall gather any responsive records and review those records to determine whether any mandatory or discretionary exceptions apply to disclosure under IC 5-14-3-4.
  - 6.8. A records request denial for disclosure must be made in writing or by facsimile and shall include a statement of the specific exemption or exemptions authorizing the withholding of all or part of the public record and the name and the title or position of the Agency staff responsible for the denial.

## 7.0 REFERENCES

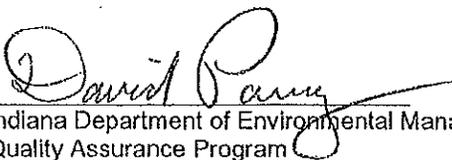
- 7.1. IC 5-14-3, Access to Public Records
- 7.2. IC 13-14-11, Records of the Department and Boards
- 7.3. Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 15 -- Public Records, Indiana State Board of Accounts, March 2007
- 7.4. Handbook on Indiana's Public Access Laws, Office of the Public Access Counselor, December, 2003
- 7.5. Agency Policies:
  - A. Agency Staff Receiving Legal Notices of Legal Requests, August 1, 2007
  - B. Correspondence Responsiveness Policy, December 1, 2006
  - C. E-Mail Management Policy, February 1, 2007
  - D. Litigation Hold Policy, October 18, 2005
  - E. Social Security Confidentiality Policy, August 15, 2007

8.0 SIGNATURES

  
\_\_\_\_\_  
Thomas W. Easterly, Commissioner,  
Indiana Department of Environmental Management

JULY 3, 2008  
Date

This policy is consistent with Agency requirements.

  
\_\_\_\_\_  
Indiana Department of Environmental Management  
Quality Assurance Program  
Planning and Assessment

7/7/2008  
Date



### Indiana Department of Environmental Management Outslip

Rev: 01/01/08

#### Requestor Information

Date of Request: \_\_\_\_\_ Date Request Completed: \_\_\_\_\_  
Date Checked Out: \_\_\_\_\_ Return Due Date: \_\_\_\_\_  
Name - Program (Optional): \_\_\_\_\_ Phone (Optional): \_\_\_\_\_  
Address/Office (Optional): \_\_\_\_\_  
City/State (Optional): \_\_\_\_\_ Zip Code (Optional): \_\_\_\_\_  
 Public Request \_\_\_\_\_  Public Agency Request \_\_\_\_\_  
 IDEM Employee Request (IDEM Employees are **required** to fill in name, office and phone information)  
 **Confidential File**  
(Confidential Files are not allowed to be physically removed from the Central File Room)

#### Records Requested

<input type="checkbox"/> <b>Office of Air Quality</b> County: _____ Facility/Site Name: _____ Permit #: _____	<input type="checkbox"/> <b>Office of Water Quality</b> County: _____ Facility/Site Name: _____ Permit #: _____
<input type="checkbox"/> <b>Office of Land Quality</b> County: _____ Site Name: _____	
<input type="checkbox"/> CERCLIS ID Number _____	
<input type="checkbox"/> Confine Feeding Operations (CFO/CAFO) Log # _____	
<input type="checkbox"/> Defense Environmental Restoration Program Number (DERP) _____	
<input type="checkbox"/> Department of Defense (DOD) _____	
<input type="checkbox"/> Environmental Spill(s) Year and County _____	
<input type="checkbox"/> Excess Liability Trust Fund (ELTF) _____	
<input type="checkbox"/> Immediate Removal Site(s) _____	
<input type="checkbox"/> Land Application _____	
<input type="checkbox"/> Leaking Underground Storage Tanks (LUST) FID # _____	
<input type="checkbox"/> Underground Storage Tanks (UST) FID # _____	
<input type="checkbox"/> Resource Conservation Recovery Act (RCRA) _____	
<input type="checkbox"/> Septic Hauler(s) _____	
<input type="checkbox"/> State Cleanup Site(s) _____	
<input type="checkbox"/> Superfund Site(s) _____	
<input type="checkbox"/> Voluntary Remediation Program (VRP) _____	

#### For Internal Use Only

Date Returned \_\_\_\_\_ Initial \_\_\_\_\_