

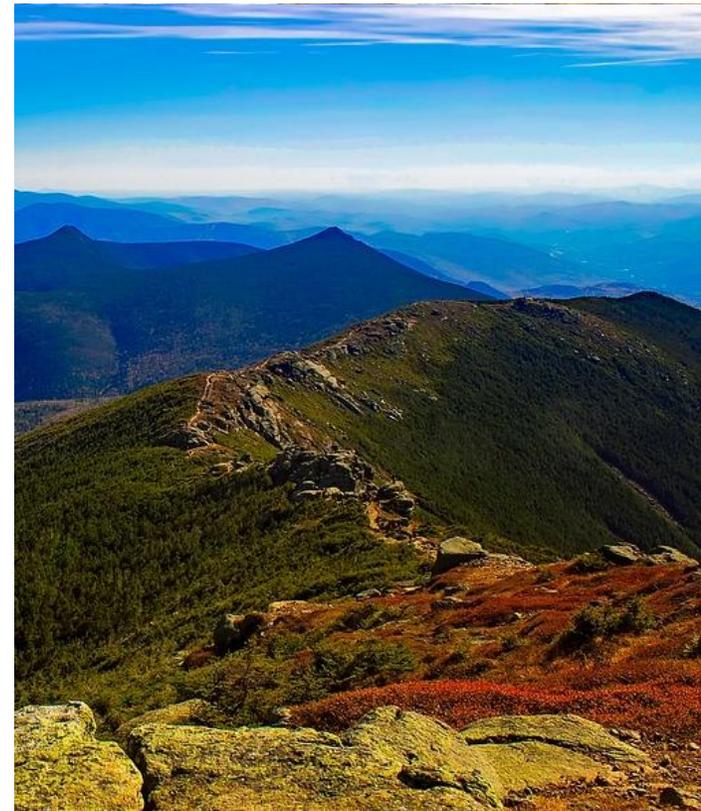


NEW HAMPSHIRE
DEPARTMENT OF
**Environmental
Services**

ORCB Reports & OneStop Navigation

Robert Bishop

Nicole Gianunzio



Oil Remediation and Compliance Bureau



SRCIS - Spill Response & Complaint Investigation
FMS- Oil Fund Administration
Library- Data Management



OCS- UST & AST Compliance & Permitting
PRS- Petroleum Contamination Investigation & Remediation

Site Assessment Reports

Storage Tank Closure Assessments

- UST Closure Reports
- AST Closure Reports

Spill Response Assessments

- Initial Response Action Report

Remediation Assessments

- Groundwater Quality Assessments
- Initial Site Characterizations
- Site Investigations
- Groundwater Monitoring Permit Reports

UST/AST Closure Reporting

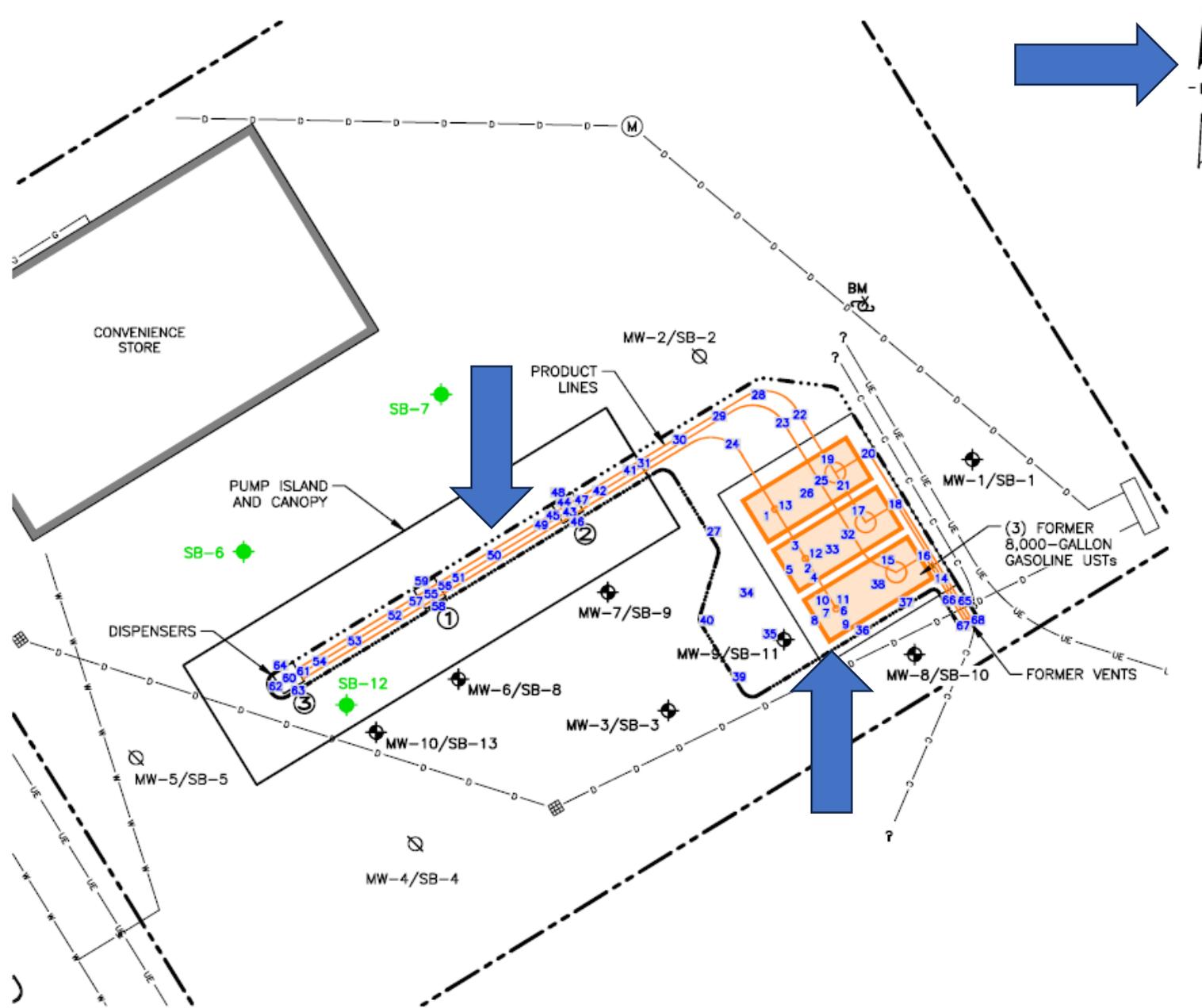


UST - Env-OR 408.10 - Permanent Closure; Closure Report;

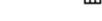
- Required for any full UST system closure, piping closure, or sump closure
- Submitted within 30 days of samples being taken

AST - Env-OR 308.02 – Site Assessment After Removal

- Required when contact with the ground and no secondary containment; or
- Evidence of a release has been observed
- Otherwise, submittal of AST registration form within 30 days

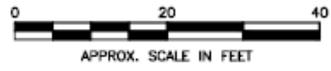


LEGEND

-  MW-5/SB-5 MONITORING WELL/SOIL BORING LOCATION AND DESIGNATION
-  SB-6 SOIL BORING LOCATION AND DESIGNATION
-  MW-1/SB-1 DESTROYED MONITORING WELL
-  APPROXIMATE PROPERTY BOUNDARY
-  GAS UTILITY LINE
-  DRAIN UTILITY LINE
-  OVERHEAD ELECTRIC UTILITY LINE
-  UNDERGROUND ELECTRIC UTILITY LINE
-  WATER UTILITY LINE
-  SEWER UTILITY LINE
-  UNDERGROUND COMMUNICATION LINE
-  CATCH BASIN
-  X BM BENCHMARK (100.00 FEET)
-  FORMER PRODUCT PIPING
-  14 SOIL SAMPLE LOCATION FOR PID FIELD SCREENING
-  APPROXIMATE LIMITS OF EXCAVATION

NOTES:

1. THIS FIGURE WAS BASED UPON AN AERIAL IMAGE FROM GOOGLE EARTH PRO DATED 2014.



CLIENT:			
PROJECT:			
TITLE: UST CLOSURE SAMPLE LOCATION PLAN			
DESIGNED:	DRAWN:	CHECKED:	APPROVED:



Sample I.D.	Sample Depth (feet)	PID Reading (ppm)	Laboratory Analytical Sample Collected	Note
Underground Storage Tank Screening Samples				
1	2	<1		beneath fill bucket
2	2	647.2		
2	3	11.2		base of fill riser
3	3	<1		
4	3	<1		
5	3	27.5		top of tank
6	2.5	1.8		beneath fill bucket
7	3	<1		near base of fill riser
8	2.5	2.1		
9	3	6.3		
10	3	7.2		
11	3	1		beneath historical phase 2 vent pipe "T"
11	13-14	18	Bottom Comp (13-16')	UST excavation bottom
12	3	<1		beneath historical phase 2 vent piping
13	3	3.0		
14	3	<1		beneath vent piping
15	3	2.4		beneath product piping at sump
16	3	3.4		beneath vent elbow
16	8-10	2		eastern sidewall of UST excavation
16	11-13	2.2		
17	3	3.6		beneath product piping at sump
18	8-10	2.1	Sidewall Comp (8-13')	eastern sidewall of ust excavation
18	3	3.2		beneath vent elbow
19	3	3.4		beneath product piping at sump
20	3	3.2		beneath vent elbow
20	10-12	1		eastern sidewall of ust excavation
21	3	1.6		beneath product piping at sump
22	4-5	<1		beneath product piping
23	8-10	3.9		northern sidewall of UST excavation
24	8-10	2.0	Sidewall Comp (8-13')	northern sidewall of UST excavation
25	13-14	3		UST excavation bottom
26	15-16	3.1	Bottom Comp (13-16')	UST excavation bottom
27	10-13	8.9	Sidewall Comp (8-13')	western sidewall of UST excavation
28	3-4	<1	Piping Comp 1 (3-4')	sandy fill beneath product piping
29	3-4	3.9	Piping Comp 1 (3-4')	
30	3-4	1.8	Piping Comp 1 (3-4')	
31	3-4	1	Piping Comp 1 (3-4')	
32	12-14	3.9		
33	12-14	22.8		UST excavation bottom

**TABLE 2
SUMMARY OF UST CLOSURE SOIL SAMPLE ANALYTICAL RESULTS**

Sample ID	Soil Remediation Standards	Sidewall Comp	Bottom Comp	West Sidewall	Piping Comp 1	Piping Comp 2	Dispenser 1	Dispenser 2	Dispenser 3	Dispenser 3 Sidewalls
Sample Depth (feet)		8-13	13-16	13	3-4	2.5-3.5	4-5.5	4-6	9	7-7.5
Date		06/15/18	06/15/18	06/15/18	06/14/18	07/05/18	07/05/18	07/05/18	07/05/18	07/05/18
VOLATILE ORGANIC COMPOUNDS (mg/kg)										
Benzene	0.3	ND(0.021)	ND(0.028)	ND(0.03)	ND(0.02)	ND(0.02)	ND(0.022)	ND(0.021)	ND(0.024)	ND(0.021)
Toluene	100	ND(0.042)	ND(0.056)	ND(0.06)	ND(0.04)	ND(0.039)	ND(0.045)	ND(0.043)	ND(0.049)	0.054
Ethylbenzene	140	ND(0.042)	ND(0.056)	ND(0.06)	ND(0.04)	ND(0.039)	ND(0.045)	ND(0.043)	ND(0.049)	ND(0.042)
Total xylenes	500	ND(0.042)	ND(0.056)	ND(0.06)	ND(0.04)	ND(0.039)	ND(0.045)	ND(0.043)	ND(0.049)	ND(0.042)
1,2,4-trimethylbenzene	130	ND(0.085)	ND(0.11)	ND(0.12)	ND(0.08)	ND(0.078)	ND(0.09)	ND(0.086)	ND(0.098)	ND(0.084)
1,3,5-trimethylbenzene	96	ND(0.085)	ND(0.11)	ND(0.12)	ND(0.08)	ND(0.078)	ND(0.09)	ND(0.086)	ND(0.098)	ND(0.084)
Methyl Tertiary Butyl Ether	0.2	ND(0.085)	ND(0.11)	ND(0.12)	ND(0.08)	ND(0.078)	ND(0.09)	ND(0.086)	ND(0.098)	ND(0.084)
Naphthalene	28	ND(0.17)	ND(0.22)	ND(0.24)	ND(0.16)	ND(0.16)	ND(0.18)	ND(0.17)	ND(0.2)	ND(0.17)
TOTAL PETROLEUM HYDROCARBONS (mg/kg)										
Gasoline Range Organics	10,000	ND(1.9)	ND(2.1)	ND(2.2)	ND(1.9)	ND(1.9)	ND(2.1)	ND(2)	500	ND(2)

NOTES:

1. New Hampshire Department of Environmental Services Soil Remediation Standards (SRS) from Env-Or 600.
2. mg/kg = milligrams per kilogram (parts per million).
3. ND(x) = constituent not detected above laboratory practical quantitation limit (shown in parentheses).
4. Volatile organic compounds were analyzed by United States Environmental Protection Agency (USEPA) Method 8260C.
5. Total petroleum hydrocarbons were analyzed by USEPA Method 8015.
6. NHDES revised the naphthalene SRS from 5 mg/kg to 28 mg/kg during September 2018.

Initial Response Action (IRA) Report



- Required by Env-Or 605.06
- Consists of a Two-Page IRA Form and required attachments
- Due within 30 days of completing an emergency or initial response action
- Detailed instructions are included on the IRA Form template.
- IRA Form is available on the NHDES Website under the Spill Response tab.



INITIAL RESPONSE ACTION REPORTING FORM

Waste Management Division



NHDES-S-04-011

Env-Or 605.09

Date of Release: Click to enter a date. NHDES Site #: Project #:

A. Release Location Information	Property Owner Information
Site Name: <input type="text"/>	Owner Name: <input type="text"/>
Responsible Party Name: <input type="text"/>	Mailing Address: <input type="text"/>
Site Address: <input type="text"/>	<input type="text"/>
Contact Person: <input type="text"/>	Contact Person: <input type="text"/>
Daytime Phone: <input type="text"/>	Daytime Phone: <input type="text"/>
	Email: <input type="text"/>

B. Consultant Information	Contractor Information
Company Name: <input type="text"/>	Company Name: <input type="text"/>
Mailing Address: <input type="text"/>	Mailing Address: <input type="text"/>
Contact Person: <input type="text"/>	Contact Person: <input type="text"/>
Daytime Phone: <input type="text"/>	Daytime Phone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>

Contractor/Consultant hired by: Responsible Party NHDES Insurance Company

C. Potential Receptor Information (check all that apply)

Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Municipal Water Provided to Site
Municipal Sewer Service
Within Wellhead Protection Area
Surface Water Body Within 100'

Water Supply Well On-Site
Dug Drilled
Depth:
Distance From Release:

D. Spill Information (check all that apply)

<input type="checkbox"/> Aboveground Storage Tank (AST) spill/release	Product Type:	Quantity of Product Lost: <input type="text"/> Gallons
<input type="checkbox"/> Underground Storage Tank (UST) spill/release	<input type="checkbox"/> #2 Fuel Oil	Additional Information: <input type="text"/>
<input type="checkbox"/> Residential Home Heating Oil Release	<input type="checkbox"/> Kerosene	
<input type="checkbox"/> Release to Surface Water	<input type="checkbox"/> Diesel Fuel	
<input type="checkbox"/> Free Product Present	<input type="checkbox"/> Gasoline	
<input type="checkbox"/> Transportation Accident	<input type="checkbox"/> Hydraulic Oil	
<input type="checkbox"/> Indoor Air Vapors Present	<input type="checkbox"/> Used/Waste Oil	
<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>	

E. Corrective Action Information (check all that apply)

<input type="checkbox"/> Soil Disposal	Quantity (units): <input type="text"/>	<input type="checkbox"/> Vapor Abatement Measures
<input type="checkbox"/> Drums	<input type="checkbox"/> Truck	<input type="checkbox"/> Sub-slab venting
<input type="checkbox"/> Roll-off	<input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Other: <input type="text"/>
<input type="checkbox"/> Free Product Recovery	Quantity (units): <input type="text"/>	<input type="checkbox"/> Surface Water Protection Measures
<input type="checkbox"/> Drums	<input type="checkbox"/> Vacuum Truck	<input type="checkbox"/> Sorbent Boom
		<input type="checkbox"/> Sorbent Pads

F. Investigation Information (check all that apply)

<input type="checkbox"/> Soil Sampling	<input type="checkbox"/> Drinking Water Sampling	<input type="checkbox"/> Monitoring Well/Boring Installation
<input type="checkbox"/> Groundwater Sampling	<input type="checkbox"/> Recovery Well Sampling	<input type="checkbox"/> Other: <input type="text"/>

Notes:

G. Summary of Laboratory Analytical Data

Sample ID								SRS (mg/kg)	AGQS (µg/L)
Sample Date									
Sample Type (Soil/GW)									
(C)omposite/(D)iscrete									
Depth (ft) (Soil)									
PID Reading								--	--
TPH								10,000	--
Benzene								0.3	5
Toluene								100	1,000
Ethylbenzene								120	700
Total Xylenes								500	10,000
Naphthalene								28	100
2-Methylnaphthalene								96	280
sec-Butylbenzene								130	260
Isopropylbenzene								330	800
n-Propylbenzene								85	260
1,2,4-trimethylbenzene								130	330
1,3,5-trimethylbenzene								96	330

H. Attachments

Site Sketch Laboratory Analytical Report(s) Field Screening Table
 Site Photos Disposal Receipts Boring Logs/Well Construction Details

I. Project Narrative, Conclusions and Recommendations:

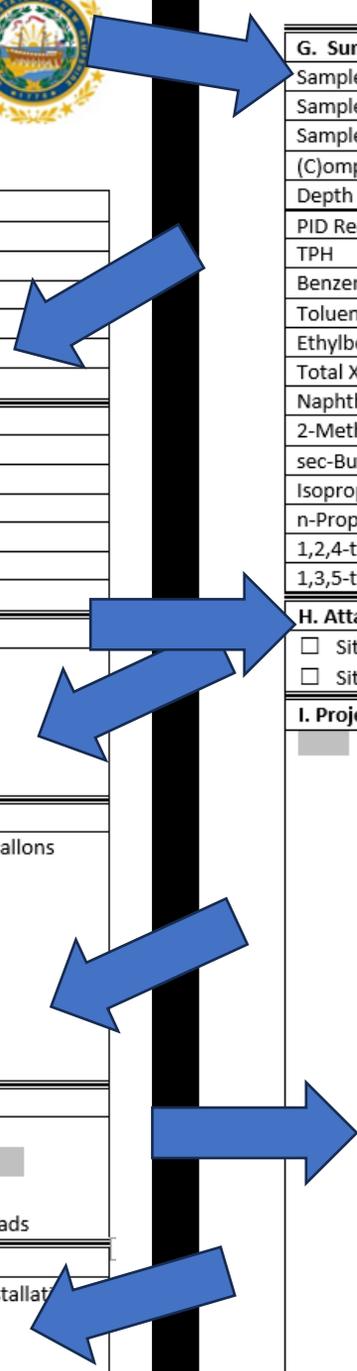
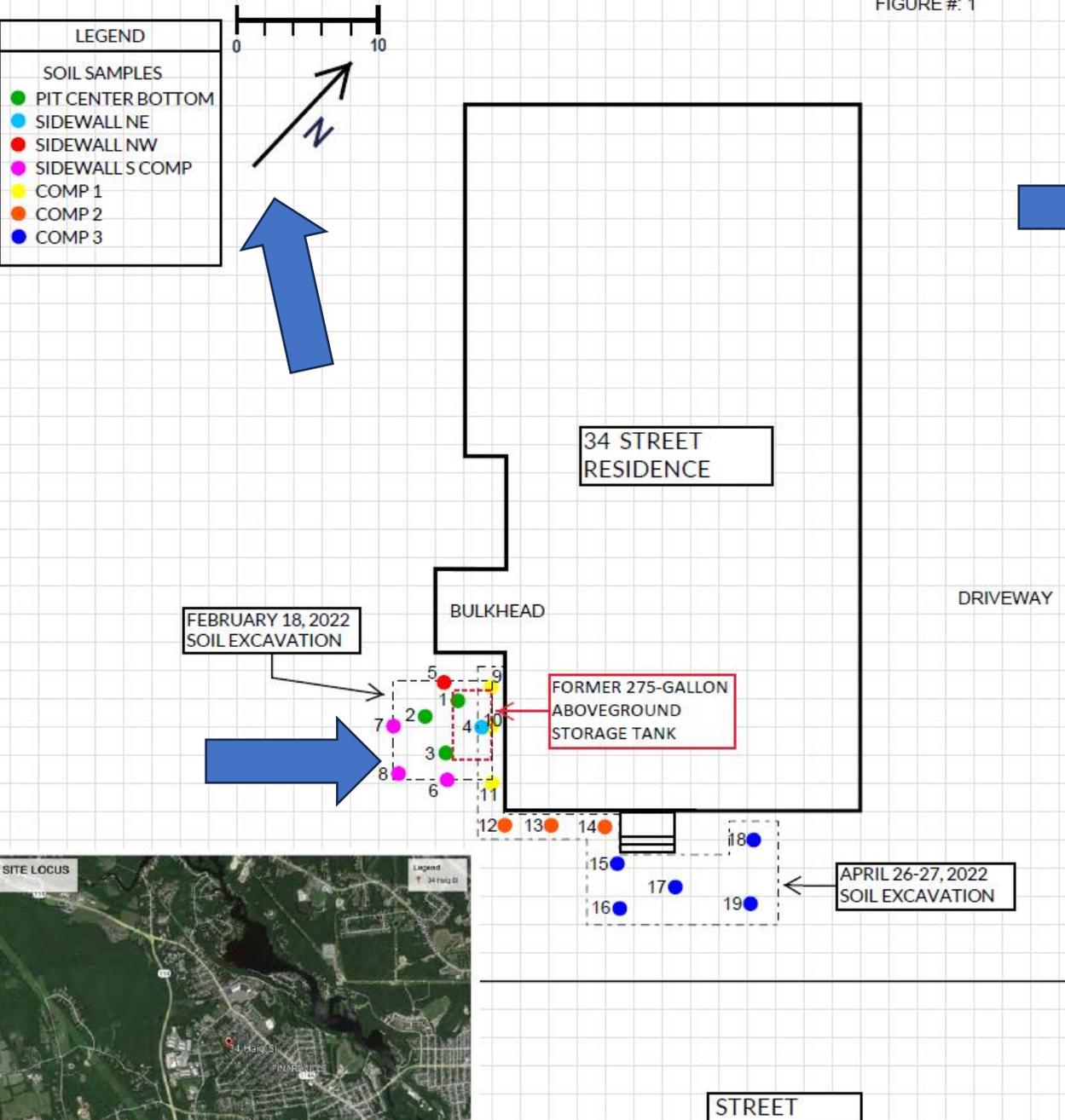
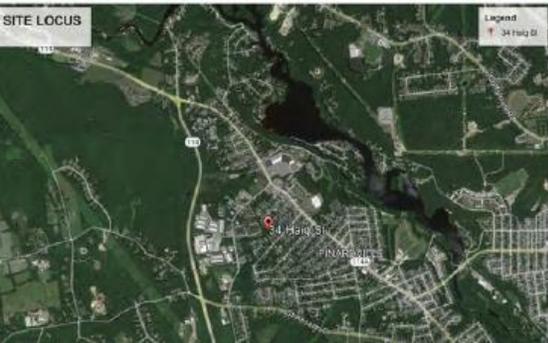


TABLE 1
SOIL SAMPLE FIELD SCREENING DATA
ANALYTICAL RESULTS
B RESIDENCE
STREET
MANCHESTER, NEW HAMPSHIRE
NHDES #2022000000

PID Screening ID	Date	Sample Depth (feet)	PID Reading (ppm)	Sample ID (laboratory analysis)
1	2/18/2022	3	11.9	Pit Center Bottom (3-4')
2	2/18/2022	3	52.1	
3	2/18/2022	4	--	
4	2/18/2022	2-3	97.4	Sidewall NE (2-3')
5	2/18/2022	2-3	111	Sidewall NW (2-3')
6	2/18/2022	1	10	Sidewall S Comp
7	2/18/2022	2	32.9	
8	2/18/2022	3	--	
9	4/27/2022	1.5	2.2	Comp 1
10	4/27/2022	1.5	1.1	
11	4/27/2022	1.5	<1	
12	4/27/2022	1.5	34.8	Comp 2
13	4/27/2022	1.25	2.6	
14	4/27/2022	1	1.6	
15	4/27/2022	0.5	<1	Comp 3
16	4/27/2022	0.25	<1	
17	4/27/2022	0.25	9.9	
18	4/27/2022	0.25	1.4	
19	4/27/2022	0.25	5.0	

NOTES:

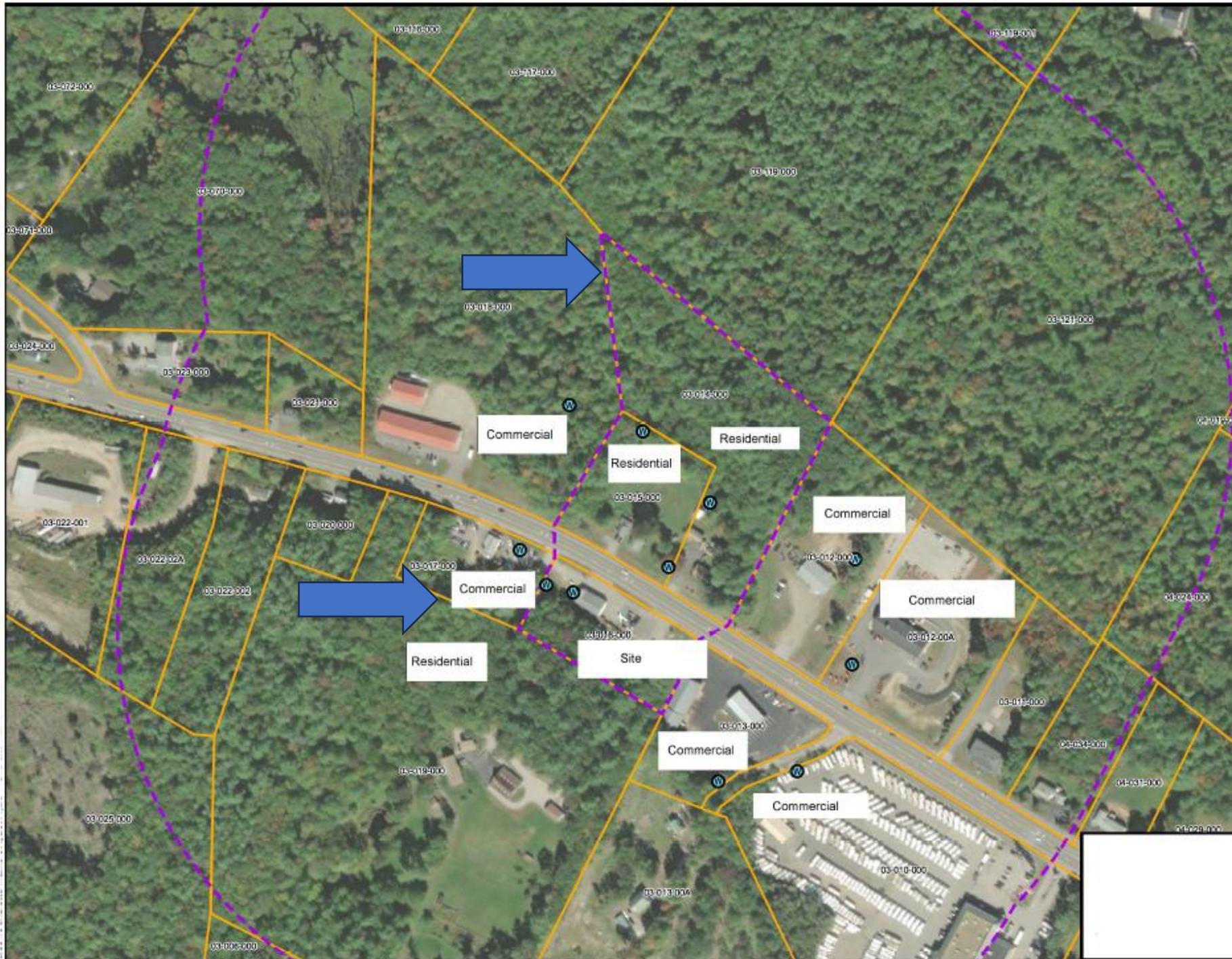
1. Field screening performed with a photoionization detector (PID) programmed to report readings in parts per million (ppm) and adjusted to reference a benzene correction factor.
2. Only endpoint screening measurements and samples are shown.
3. -- = sample not screened with PID (included in composite sample for laboratory analysis only).
4. Samples were collected for laboratory analysis of volatile organic compounds (VOCs) by the United States Environmental Protection Agency (USEPA) Method 8260D, polycyclic aromatic hydrocarbons (PAHs) by USEPA Method 8270E, and total petroleum hydrocarbons (TPH) as diesel-range organics (DRO) by USEPA Method 8015M.
5. Color shading in Sample ID column corresponds with sample location markers shown on Figure 2.



Groundwater Investigation Reports



- Initial Site Characterizations Env-Or 605.07
- Site Investigations Env-Or 606
- Groundwater Monitoring Permit Reports Env-Or 607
- Groundwater Quality Assessments



Notes:

1. This site sketch was developed from a site plan supplied by the former site owner, site observations by and NH Department of Revenue Administration, Axiomatic, NH GRANIT. Aerial image provided by ESRI.
2. Locations of site features depicted hereon are approximate and given for illustrative purposes only.

Legend

-  Domestic Well
-  Groundwater Management Zone
-  Property Lines

03-016-000 Parcel ID

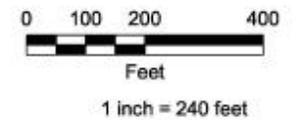
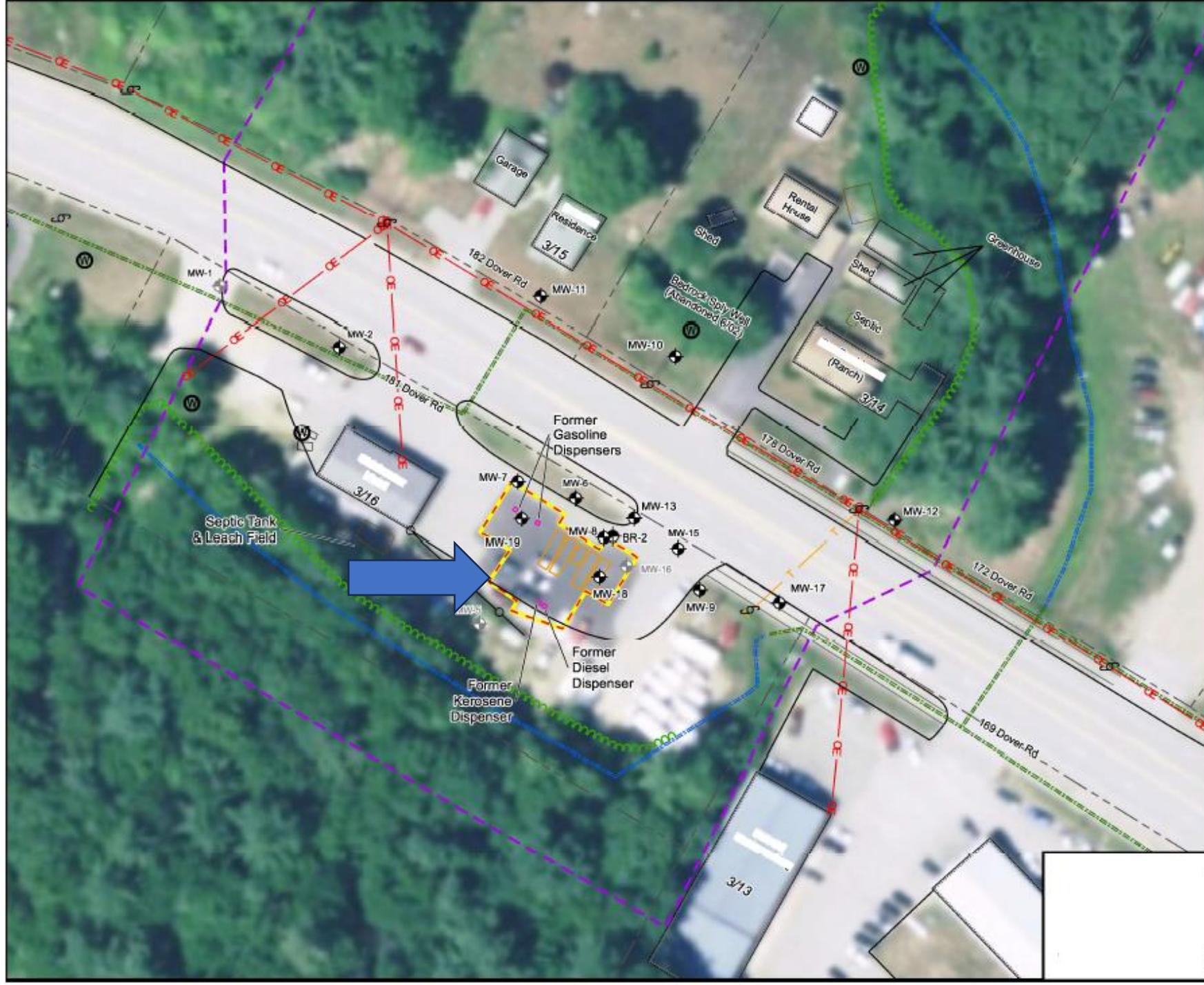


FIGURE 1
 GROUNDWATER MANAGEMENT ZONE MAP
 NEW HAMPSHIRE
 NHDES SITE
 DATE: NOVEMBER 2022



Notes:

1. This site sketch was developed from a site plan supplied by the former site owner, site observations by **Nobis Engineering, Inc.**, and Chichester assessor's tax maps. Aerial photograph from NH GRANIT web map service, 2016.
2. Overburden and bedrock monitoring wells MW-12 and BR-2, respectively, were installed by New Hampshire Boring on February 9-10, 2004, under the observation of **Nobis Engineering, Inc.** Monitoring wells MW-16 and MW-17 were installed by New Hampshire Boring, Inc. on January 21, 2013 under the observation of **Nobis Engineering, Inc.** MW-18 and MW-19 were installed November 5, 2015 by Eastern Analytical, Inc. under the observation of **Nobis Engineering, Inc.**



3. Locations and site features depicted hereon are approximate and given for illustrative purposes only.

Legend

- | | | | |
|--|---|--|---------------------------------|
| | Monitoring Well | | Edge of Wooded Area |
| | Bedrock Monitoring Well | | Culvert |
| | Decommissioned or Destroyed Monitoring Well | | Surface Water |
| | Water Supply Well | | Property Lines |
| | Pole | | GMZ |
| | Overhead Electric | | 2015 Excavation Area |
| | Overhead Telecommunications Line | | Former Fuel Dispenser |
| | Buildings | | Former Underground Storage Tank |
| | Edge of Pavement | | 3/14 Map/Lot |
| | Sidewalk | | |
| | Fenceline | | |

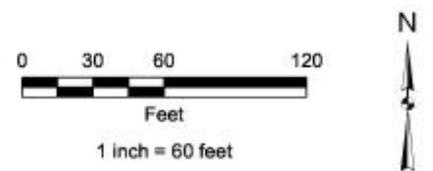


FIGURE 2
SITE SKETCH

NEW HAMPSHIRE
NHDES SITE

Table 2
Summary of Groundwater Analyses
 Monitoring Well 001010001
 Northwood, NH
 NHDES Site No. 100001000 | LUST Project No. 10001

NHDES Groundwater Standards		Benzene	Toluene	Ethylbenzene	Xylenes (Total)	MtBE	tBA	Naphthalene	Isopropylbenzene	n-Butylbenzene	sec-Butylbenzene	tert-Butylbenzene	p-Isopropyltoluene	n-Propylbenzene	1,2,4 Trimethylbenzene	1,3,5 Trimethylbenzene
AGQS		5	1,000	700	10,000	13	40	100	800	260	260	260	260	260	330	330
RCMP GW-2		2,900	50,000	1,500	17,000	2,600	ns	1,700	ns	ns	ns	ns	ns	ns	1,300	ns
MW-10	6/1/2012	<0.8	<5.0	<2.0	2.1	180	2,100	<4.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
	10/1/2012	<0.8	<2.0	4.6	<6.0	130	3,800	7.2	2.6	<2.0	<2.0	<2.0	<2.0	3.3	2.2	4.0
	5/6/2014	<1.0	<10	<10	<20	65	1,200	<20	<10	<10	<10	<10	<10	<10	<10	<10
	10/6/2014	<4.0	<10	<10	<30	40	1,200	<20	<10	<10	<10	<10	<10	<10	<10	<10
	10/28/2015	<4.0	<10	<10	<30	31	1,300	<20	<10	<10	<10	<10	<10	<10	<10	<10
	10/3/2016	<0.8	<2.0	<2.0	<6.0	1.4	47	<4.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
	10/16/2017	<0.8	<2.0	<2.0	<6.0	3.0	93	<4.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
	10/3/2018	<0.9	<0.5	<0.6	<3.0	6.0	220	<5	<0.6	<0.8	<0.5	<0.5	<0.5	<0.7	<2.5	<0.5
	10/15/2019	<1.0	<1.0	<1.0	<1.0	2.6	63	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
	10/20/2020	<0.5	<0.5	<0.5	<1.5	2.9	50	<0.8	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<5.0
	10/7/2021	<1	<1	<1	<2	<1	<2	<2	<1	<1	<1	<1	<1	<1	<1	<1

- Note:
1. Concentrations are reported in parts per billion (ppb). Bold figures are exceedances of applicable standards.
 2. "-" indicates that parameter was not detected, "<" indicates that the parameter was not detected at the specified detection limit. "ns" indicates that no standard is currently established for the parameter. "na" indicates that the parameter was not analyzed or reported.
 3. Monitoring was performed by Nobis Group® on the dates indicated.
 4. The analyses prior to 2021 were performed by Nelson Analytical Lab (formerly Aquarian Analytical, Inc.) of Manchester, New Hampshire. Samples collected in 1997 were analyzed per EPA Method 8260 for VOCs. Samples collected in 1998 were analyzed per EPA Method 8020 + naphthalene + MtBE for volatile organic compounds (VOCs). Samples collected August 30, 2000 and after were analyzed per EPA Method 8260B. Analyses in 2021 were performed by Eastern Analytical of Concord, NH per EPA Method 8260C.
 5. Ambient Groundwater Quality Standards (AGQS) are referenced to Env-01-600 "Contaminated Site Management" most recently revised on January 1, 2021. The GW-2 standards are referenced in the NHDES Risk Characterization and Management Policy, most recently revised September 2018.
 6. Data for wells that have been decommissioned may be reviewed in submittals through December 2014.



NEW HAMPSHIRE
DEPARTMENT OF
**Environmental
Services**

Onestop Navigation

Nicole Gianunzio

ORCB Library Section Supervisor



Searching OneStop

Explore the many documents, permits, data and reports on our OneStop database.

NHDES ONESTOP >



OneStop - Search

Any DES Interest Id:

NHDES is working to make all of our online documents fully accessible. If you have any problems accessing a particular file, please contact us and we will make the necessary accommodations. If you have any questions about using this site, please contact us. Click the OneStop Contact button in the menu bar above for contact information.

Areas of Interest

General Areas of Interest:

If you are unsure which Specific Areas of Interest you want, try selecting a General Area of Interest. This will select all the Specific Areas that apply.

Specific Areas of Interest

<input type="checkbox"/> Aboveground Storage Tank	<input type="checkbox"/> Air Stationary Source	<input type="checkbox"/> Alteration of Terrain Permit	<input type="checkbox"/> Asbestos Disposal Site (Inactive)	<input type="checkbox"/> Auto Salvage Yard
<input type="checkbox"/> Beaches	<input type="checkbox"/> Bottled Water Site	<input type="checkbox"/> Groundwater Discharge Site	<input type="checkbox"/> Hazardous Waste Generator	<input type="checkbox"/> Initial Response Spill
<input type="checkbox"/> Public Pools/Spas	<input type="checkbox"/> Public Water System	<input type="checkbox"/> Registered Water User	<input type="checkbox"/> Remediation Site	<input type="checkbox"/> Solid Waste Facility
<input type="checkbox"/> Underground Storage Tank	<input type="checkbox"/> Water Well			

Before hitting the Enter key, if you have checked specific area(s) of interest, you may want to scroll down to check other Interest Specific Criteria you can search on.

Include other interests found at location(s) Return only results that exist in ALL selected areas of interest

Location

Town/City:

Name:

Address:

County:

Onestop Data



[Advisories](#) | [Events](#) | [OneStop](#) | [About](#) | [Contact](#)



[Home and Recreation](#) [Business and Community](#) [Climate and Sustainability](#) [Permits, Rules and Regulatory](#) [Resource Center](#)

Repairing Storm Damage in a Wetland

Many culverts and roads have been damaged in the recent storm events. Any emergency work to repair this damage needs to be reported to NHDES if it is in a wetland area.

[DETAILS ON EMERGENCY AUTHORIZATION >](#)

How Can We Help You Today?

I want to.....

select an option



Helpful Links

select an option



OneStop Navigation



Searching OneStop

Explore the many documents, permits, data and reports on our OneStop database.

NHDES ONESTOP >



Related Content

- [NHDES Waste Management Division Submittal Requirements](#)
- [Data and Maps](#)
- [OneStop Data Provider](#)
- [Waste Division Reports and Service Provider Listing](#)

OneStop Data Mapper >

Accredited Labs >

Fuel Storage Tanks >

Septic Systems >

Tuesday, Aug. 8, 2023

User Name:

PIN: 

Password: 

[Forgot your PIN or Password? Click here](#)

Submit

New User?



Data Provider

Logout

[Upload Reports/Documents for the Waste Management Division](#)



Managing Your Account

[Change Password](#)

[Change Profile](#)

Data Upload Guidance

[WMD Submittal Requirements](#)

The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Waste Management Division Submittal Requirements
April 2023

In an effort to improve public access and security of documents and reduce the use of paper, the New Hampshire Department of Environmental Services (NHDES) Waste Management Division (WMD) strongly encourages the electronic submittal of documents to OneStop. Submittal of documents in an electronic format, while preferred, is voluntary. The guidelines below are minimum requirements for accepting both electronic and paper copy submittals. Submittals that do not meet these minimum guidelines will not be accepted beginning March 1, 2021.

Electronic Submittals must be properly oriented and include:

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a [Report Cover Sheet](#), which provides important site information including the site name, site number, project number and town as listed in the OneStop database.
- If the submittal is associated with an existing Groundwater Management Permit, in addition to the "Report Cover Sheet," Permittees are required to also include a [Groundwater Monitoring Report Cover Sheet](#).
- **PE/PG Stamp:** Review the [NHDES Document Professional Stamp Requirements](#) to help determine if a PE/PG Stamp is required. Stamp to be placed on the Report Cover Sheet. It is recommended that all documents containing a stamped are protected/locked to protect the integrity of the stamp and its user.
- **Bookmarks:** Links that represent a page in the document are required for all main headings and sub-headings.
- **Page Thumbnails:** Miniature previews of each page are required for each page.
- **Adobe Electronic Signature:** An Adobe electronic signature or equivalent verifying the identity of the sender and the integrity of the document is required for any document with a PE/PG stamp.
 - One Adobe electronic signature for the entire document. To be placed on the Report Cover Sheet.

Example: Adobe Electronic Signature



- Sections of the report that are prepared in an electronic format by a subcontractor may have an Adobe electronic signature verifying the integrity of that section (Example: laboratory data sheets compiled in an electronic format by the laboratory).

- **Electronic Signature Verification:**
 - When uploading reports/documents to the WMD through OneStop; the only documents that must include an Adobe digital signature are those documents that require a PE or PG stamp. When uploading a submittal with an electronic signature, a Site Remediation Representative may need to call or email to verify the serial number located on the signature certificate.
 - **Software Requirements for electronic submittals:**
 - Shall be in Adobe Acrobat 5.0 or newer or equivalent.
 - 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.
 - **Electronic Submittal Procedure:**
 - Apply for credentials and Log into [Onestop Data Provider](#).
- ***All new users must be approved prior to submitting documentation.

CD submittals:

- If electronic upload to OneStop is not possible, CD submittals are acceptable. All requirements of an electronic submittal described above apply. Please address all CD submittals to the attention of Tina Clark at the address below.

If you elect not to submit reports electronically and opt for paper reports, use the following procedures:

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a [Report Cover Sheet](#), which provides important site information including the site name, site number, project number and town as listed in the OneStop database.
- If the submittal is associated with an existing Groundwater Management Permit, in addition to the "Report Cover Sheet," Permittees are required to also include a [Groundwater Monitoring Report Cover Sheet](#).
- **PE/PG Stamp:** Review the *Stamping Requirement Table* to determine if a PE/PG Stamp is required.
- The pages in the documents submitted must meet size restrictions. No sheet of paper larger than 11"x17" may be included in the report.
- Text color shall be black.
- The report shall be unbound and without hole punches.
- Do not shade over text and numbers.
- Eliminate all blank pages.
- All attachments must contain the NHDES site number, project number, report title and report date.
- Submit one original report.

Submittal Requirements

- **Appropriate Cover Sheet:** All documents submitted to NHDES' WMD shall include a [Report Cover Sheet](#), which provides important site information including the site name, site number, project number and town as listed in the OneStop database.
- If the submittal is associated with an existing Groundwater Management Permit, in addition to the "Report Cover Sheet," Permittees are required to also include a [Groundwater Monitoring Report Cover Sheet](#).
- **PE/PG Stamp:** Review the [NHDES Document Professional Stamp Requirements](#) to help determine if a PE/PG Stamp is required. Stamp to be placed on the Report Cover Sheet. It is recommended that all documents containing a stamped are protected/locked to protect the integrity of the stamp and its user.

Upload Reports/Documents for the Waste Management Division

Logout

This page provides the ability to transmit digital documents to NHDES in accordance with RSA 294-E, Uniform Electronic Transactions Act.

Documents must be in PDF format; allowable upload size is 300MB.

Please enter a Site Number and then press [Tab] key:

Site Number:

Site Name:

Project No./Facility ID No.:

Document Title:

[Select a file:](#)

Do you wish to receive a copy of your file, attached to your confirmation email?

- No
 Yes

If you have questions or concerns about Document Uploads, please contact Nicole Gianunzio (Nicole.P.Gianunzio@des.nh.gov) or Tina Clark (Tina.A.Clark@des.nh.gov).



Dear WILLIAM HASTINGS:

This email will act as a receipt for your file submitted on 06/21/2023 at 06:30:06 to NHDES. The attached file is a copy of the one you submitted. It has a CheckSum associated with it. A Checksum is a way of maintaining data integrity between what was submitted and what was uploaded to our database.

WMD Upload File: [WGH_TEST_DOCUMENT.pdf] CheckSum = 40-0F-C4-8F-4D-0E-1C-43-6B-EC-50-A1-18-BF-63-52

Site Number: 199501010
Site Name: BERLIN FISH HATCHERY
Project Number: 0113616 UNDERGROUND STORAGE TANK 11/20/2017
File: WGH TEST DOC

You can open the file and review it. However, if you save it, the CheckSum will be invalidated. Simply close the file and the CheckSum will be preserved.

If you have any questions, please contact me.

Thank you,

Tina Clark
New Hampshire Department of Environmental Services
Ph: (603) 271-7379
Email: Tina.A.Clark@des.nh.gov

This is an automated response from the New Hampshire Department of Environmental Services OneStop Data Retrieval/Data Provider Application. If you believe that you have received this email in error, please contact Tina Clark at the address shown above.



- Missing Cover Sheet(s)
- Missing PE/PG Stamp
- Missing electronic signature
(only required for documents with PE/PG stamp)
- Missing or inaccurate information



Common Mistakes



We are here to help!

If you have questions or concerns about Document Uploads, please contact Nicole Gianunzio (Nicole.P.Gianunzio@des.nh.gov) or Tina Clark (Tina.A.Clark@des.nh.gov).

Questions??

