RI DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

Office of Land Revitalization & Sustainable Materials Management
Facilities Management Program
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Submittal Guidelines for
Applications and Environmental Monitoring Data

September 2012 - Revised September 7, 2022

Background

As part of its function to oversee permitting and monitoring of solid, hazardous, and medical waste facilities, the Department requires the submission of a variety of permit applications and environmental monitoring reports. Currently the historic practice of archiving paper documents, is being replaced by scanning of paper files into electronic records to save resources and aid the search and retrieval of information. The Department has a duty to reasonably accommodate any right of interested parties to review public records, including the submitted reports and applications. Providing access to electronic records in PDF file format or copy of a CD (Compact Disk) is a necessary improvement in data management.

CONFIDENTIAL DATA SUBMITTAL

Some information requested in submittals is of a personal nature like birth dates and social security numbers of applicants and employees. This data must be redacted from the original document submittal by the submitter. Confidential information must be submitted separately and clearly marked CONFIDENTIAL in the file name. The Department will not be held responsible for a submitter's failure to identify, separated, and redact such information. Placeholder documents shall be inserted in the original submittal for extensive confidential sections that are too large to be lined out with a black redaction mark.

Standards for Submittal

The standards below are intended to streamline both the submittal and review process. The Department may, for a particular site, make specific requests such as more than 1 hard copy of the Application. We are aware that new technologies and formats are constantly being created and will therefore seriously consider any request to submit reports, applications, or data in any alternative format. Parties should discuss this option with the Office prior to submittal of the deliverables.

All applications, reports and environmental monitoring reports should be submitted to the Department shared in digital format in addition to one (1) hard copy. Please contact the Department for further instruction if needed. The Department recommends that the files be in adobe portable document format (.pdf) (preferably converted from word processing or spreadsheet as opposed to scanned). However, the Department will also accept documents and data in one of the formats listed below. In certain circumstances, such as if numerical data will need to be further analyzed by the Department, the Department may require data in a specific format (such as in a spreadsheet).

Text:

1. Word (.doc & .docx) files
2. Hypertext Macro Language file (.html)
3. Rich text (.rtf) file

Numerical data (such as analytical results):

1. Excel (.xls or xlsx) spreadsheet
2. Comma Delimited ASCII (.csv) file

Photos and diagrams:

1. Embedded into the Microsoft word or adobe file submitted.
2. Adobe (.pdf) file
3. One of the following graphics formats: jpg (joint photographic experts' group), .tif (tagged image file), .bmp (bitmap) or .eps (encoded postscript file).