



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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Office of Waste Management/ Waste Facilities Management Program

**Submittal Guidelines
for
Applications and Environmental Monitoring Data
September, 2012**

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.

In terms of managing these documents, the Department is confronted with two challenges:

1. Whereas the accumulation of documents can stress the ability of the Office to store, track and retrieve these documents.
2. The Department has a need to reasonably accommodate members of the public and other interested parties to review the reports and applications.
3. To allow members of the public the option to obtain a copy of a cd of large documents is more environmentally friendly than requiring them to photocopy the document.

Furthermore, in order to streamline the review of documents and data, the Department is faces the following issues:

1. In order to review these documents efficiently, the Department frequently has a need for more than one copy of a document so the review can occur simultaneously with more than one reviewer. However, the Department, for environmental reasons, does not wish to require multiple paper copies if they are not necessary.
2. The Department finds it much more efficient to utilize data that is submitted in electronic form, as opposed to that that is transmitted only in hard copy.

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.

This Office is trying to make the electronic data standards such that they are easily viewed by persons within and outside of the Department without the need to purchase proprietary software. 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 as (1) hard copy and (1) data CD. The Department recommends that the files on the data CD should 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 specifically require data in a specific format (such as in a spreadsheet).

Text:

1. Word (.doc) file
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).