Department of Environmental Quality

Public Records Information Request – Regional Office Routing Form

This form is to assist in the identification of public records in the regional office for a specific project, permit, property and/or facility. After circulation of this routing form, the requestor will be notified if records exist and provided the appropriate division(s) contact information. [Learn more](https://ncdoj.gov/public-protection/open-government/) about public records in North Carolina.

**Note:** Use of this form is optional. Any format for a public records request is acceptable. However, responses by agencies are limited by the level of detail and quality of information provided by the requestor. Additionally, information volunteered by the requestor may help fill the request more efficiently. This form identifies public records in the regional offices; email correspondence is not included unless specifically requested.

**Requestor Information:**

**Name (Last, First, and Middle Names):** Click here to enter text. **Date:** (mm/dd/yyyy)

**Address (Street Number and Name):** Click here to enter text.

**City:** Click here to enter text. **State:** Click here to enter text. **Zip:** Click here to enter text.

**Daytime Telephone:** Click here to enter text. **Email:** Click here to enter text.

**Information Requested:**

***Please note that inclusion of current and historic site information will better facilitate our records search.***

**Identify the documents, records or information you are seeking:** Click here to enter text.

**Physical location of subject site (include city and county):** Click here to enter text.

**Property Owner(s):** Click here to enter text.

**Project Name:** Click here to enter text.

**Facility Name:** Click here to enter text.

**Project ID Number/Permit Number/Facility ID Number (include with which agency this coincides):**

Click here to enter text.

**Provide any unique identifiers which exist on the property (e.g. wells, ponds, dams, UST’s, current and previous land uses, etc.):** Click here to enter text.

**Provide below any additional information you feel may be helpful in the records search (e.g. GIS *map image, PIN, Latitude & Longitude, etc.):***

Click here to enter text.

***Email or fax the completed form to the appropriate regional staff member.***

* Asheville Region - Alison Davidson, Phone: (828) 296-4698, Fax: (828) 299-7043; alison.davidson@ncdenr.gov
* Fayetteville/Raleigh Region - David Lee, Phone: (919) 791-4204, Fax: (919) 571-4718; david.lee@ncdenr.gov
* Mooresville/Winston-Salem Region – Paul Williams, Phone: (336) 776-9631, Fax: (336) 776-9797; paul.e.williams@ncdenr.gov
* Washington Region - Lyn Hardison, Phone: (252) 948-3842, Fax: (252) 975-3716; lyn.hardison@ncdenr.gov
* Wilmington Region - Cameron Weaver, Phone: (910) 796-7265, Fax: (910) 350-2004; cameron.weaver@ncdenr.gov

**Need help in determining which regional office to send your request? Visit our regional office webpage for an interactive map and text version of counties showing their associated regional office:** <https://deq.nc.gov/contact/regional-offices>.

**File Locations for DEQ Central Offices - Important Please Read:**

Type address here or use Mail Merge (under Tools) to automatically address this publication to multiple recipients.

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This form does not identify public records which may exist in the central offices of DEQ. The information below will guide you in accessing***additional files which may be located in the Raleigh central offices***.

* **Division of Air Quality:** For state air quality records, call (919) 707-8400.

#### **Division of Waste Management –** [Waste Management Online Documents and File Room Procedures](https://deq.nc.gov/about/divisions/waste-management/laserfiche)

##### Brownfields Program: For access to a specific Brownfields Program file, please call Shirley Liggins at (919) 707-8383.

##### Hazardous Waste: For access to a specific Hazardous Waste Section file, please call Scott Ross: (919) 707-8272.

##### Solid Waste Section: For access to a specific Solid Waste Section file, please call Carmen Johnson: (919) 707-8271.

##### Superfund Section: For access to a specific Superfund Section file, please call Scott Ross: (919) 707-8272.

* Underground Storage Tank Section: For access to a specific UST file, visit the following for [more information](https://deq.nc.gov/about/divisions/waste-management/laserfiche).
* **Division of Water Resources -** [**DWR Public Records Access, Policies and Fees**](http://deq.nc.gov/about/divisions/water-resources/water-resources-training/public-involvement/public-records)
* **Water Quality Permitting** records contact - Diane Rodman (919) 707-3683 or diane.rodman@ncdenr.gov.
* **Other Division of Water Resources Records Requests**: Anna Gurney (919) 707-8604 or anna.gurney@ncdenr.gov
* **Division of Energy, Mineral and Land Resources**

To review files on mining activities, dams, sedimentation and erosion control and stormwater in the Division of Energy, Mineral and Land Resources, call (919) 707-9200.

* **Division of Coastal Management**, 400 Commerce Ave., Morehead City, NC 28557. For information, call (252) 808-2808
* **For other information requests in Central Office**, visit the following: <https://deq.nc.gov/about/divisions/environmental-education-public-affairs/contacts-media> for Division Public Information Officers.

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| ***To Be Completed by The Requester*****Regional Office:** | ***To Be Completed by The Requester*****Division Records Review:** | ***For DEQ Use Only*** **Records Available*****Due Date:*** Click here to enter a date. |
| **Asheville** [ ] **Fayetteville** [ ] **Mooresville** [ ] **Raleigh** [ ] **Washington** [ ] **Wilmington** [ ] **Winston-Salem** [ ]  | **Air Quality** [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| **Coastal Management** [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| **Energy, Mineral and Land Resources** [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| **Marine Fisheries** [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| **Waste Management:** Brownfields Program [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| Hazardous Waste Section [ ]  | Yes: Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| Inactive Hazardous Sites Branch - IHSB [ ]  | Yes: Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| Solid Waste Section [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| Underground Storage Tank Section [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| **Water Resources:**Public Water Supply Section [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |
| Water Quality Regional Operations [ ]  | Yes:Available for file review: [ ] Provided: [ ]  | No [ ]  | Initial:      |

[Learn more](https://ncdoj.gov/public-protection/open-government/) about public records in North Carolina (e.g., fees).

More information about file access procedures in the N.C. Department of Environmental Quality can be found online at <http://deq.nc.gov/about/divisions/environmental-assistance-customer-service/deacs-permit-guidance/faq#fileaccess>. If you make an appointment to review files, be sure to inquire about copying procedures, directions to buildings, parking and visitor passes.

**Disclaimer:**  DEQ staff will fulfill this request in accordance with the requirements of the North Carolina Public Records Act (“the Act”), N.C. Gen. Stat. § 132-1 et seq., based on the information received from the requester.  While the Act addresses the availability of records, the Act does not address the accuracy of those records.  Accordingly, the production of records pursuant to the Act does not insure that the records (many of which have been previously submitted to DEQ from outside sources) are accurate, complete or current with regard to all environmental issues at a property.  The scope of the search for records is determined by the data provided by the requester; limited or incomplete data may constrain and limit the discovery and production of available records.  To obtain the best information available, please provide as much specific information as possible about the topic, location and type of data being requested.

***TO BE COMPLETED BY DEQ STAFF***

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| **Staff Representative/****Contact Information** | **Date Comments****Rec’d.** | **Findings of Records Review** |
| Air Quality:Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Coastal Management: Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Energy, Mineral, and Land Resources: Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Marine Fisheries: Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Brownfields Program:Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Hazardous Waste Section:Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Inactive Hazardous Sites Branch:Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Solid Waste Section:Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Underground Storage Tank Section:Click here to enter text. | Date Rec’d. | Click here to enter text.  |
| Public Water Supply Section: Click here to enter text. | Date Rec’d. | Click here to enter text. |
| Water Quality Regional Operations Section:Click here to enter text. | Date Rec’d. | Click here to enter text. |