

# Laserfiche Online Document System Instructions for the Superfund Section

For best results, it is recommended that you use Internet Explorer 10 (or higher) or Chrome.

In order to view documents from the Laserfiche WebLink, you will also need Adobe Acrobat Reader on your computer or device. To obtain a free download of Acrobat Reader, go to <http://www.adobe.com/products/reader.html>.

**Please read all of the instructions below and then use the following link to get to the Laserfiche WebLink:**

<https://edocs.deq.nc.gov/WasteManagement/Search.aspx>

To search by **Property criteria** (recommended):

- Enter the facility/site ID # (*no dashes, periods, or commas*) in the search box next to the Magnifying glass (refer to the screenshot below). You may also use the "\*" symbol as a wildcard search preceding the facility/site ID # if you do not know the full facility/site ID #.

**OR**

- Enter all or a portion of the facility/site in the box below where it reads "Name/Subject" on the left side.
- Then click **Search**. The documents found will be displayed in the window to the right of the search toolbar. The results can be sorted by the column headers. To view a document, either single click on it to open it in a new window, or right-click on the document and select **Open**.

Notes: The top search box in the center of the page searches across all fields and text, but may be slow. There is a "help" button located in the upper right-hand corner of the page.

If you don't know the facility/site ID #, visit the appropriate program or branch webpage below for site lists and additional program information:

Federal Remediation Branch: <https://deq.nc.gov/about/divisions/waste-management/superfund-section/federal-remediation-branch>

Inactive Hazardous Waste Program: <https://deq.nc.gov/about/divisions/waste-management/superfund-section/inactive-hazardous-sites-program>

Special Remediation Branch: <https://deq.nc.gov/about/divisions/waste-management/dry-cleaning-solvent-cleanup-act-program>

To search by **General criteria**:

- Use the drop-down menus to narrow your search. For example:
  - o **Template:** WM
  - o **Subdivision:** Superfund
  - o **Document Category:** Facility
  - o **Document Group:** *select the program*
  - o **Document Type:** *select the document type*
- Then click **Search**. The documents found will be displayed in the window to the right of the search bar. The results can be sorted by the column headers. To view a document, right-click on the document and select **Open**, or simply click on the document you wish to open. It will open in a new window.

Note: Each Superfund section program has different document types. For a list of the document types for each program, [click here](#)

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A screenshot of the Laserfiche WebLink with tips is shown below:

## Laserfiche WebLink Screenshot:

The screenshot shows the Laserfiche WebLink search interface. The browser address bar displays the URL: <https://edocs.deq.nc.gov/WasteManagement/Search.aspx?dbid=0>. The page title is "Laserfiche WebLink".

The search results table is as follows:

Name	Hits	Program_ID	Facility Name/Subject	Document Date	Des
SF_F_NONCD0000805_08-07-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	8/7/2014	RI Su
SF_F_NONCD0000682_12-09-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	12/9/2014	RI Su
SF_F_NONCD0000682_12-01-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	12/1/2014	6820
SF_F_NONCD0000682_11-30-2011_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	11/30/2011	
SF_F_NONCD0000682_11-26-2012_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	11/26/2012	HRE
SF_F_NONCD0000682_11-11-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	11/11/2013	RI Su
SF_F_NONCD0000682_11-04-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	11/4/2013	RI Su
SF_F_NONCD0000682_11-01-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	11/1/2014	Rem
SF_F_NONCD0000682_10-25-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	10/25/2013	6825
SF_F_NONCD0000682_10-24-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	10/24/2014	Pota
SF_F_NONCD0000682_10-03-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	10/3/2013	Site
SF_F_NONCD0000682_10-02-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	10/2/2013	RI Su
SF_F_NONCD0000682_09-29-2008_IHS_PRGMON	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	9/29/2008	2nd
SF_F_NONCD0000682_09-25-2012_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	9/25/2012	HRE
SF_F_NONCD0000682_09-18-2012_IHS_SAR	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	9/18/2012	Wat
SF_F_NONCD0000682_09-14-2012_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	9/14/2012	Task
SF_F_NONCD0000682_09-13-2010_IHS_SAR	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	9/13/2010	682F
SF_F_NONCD0000682_08-20-2014_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	8/20/2014	RI Su
SF_F_NONCD0000682_08-16-2013_IHS_C	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	8/16/2013	Site
SF_F_NONCD0000682_08-15-2013_IHS_C (3)	0	NONCD0000682	BUNCOMBE CO LF/E CANTON LF/OLD CHANDLER LF	8/15/2013	Site

The search filter sidebar on the left includes the following fields:

- Template: WM
- Subdivision: [dropdown]
- Doc\_Category: [dropdown]
- Doc\_Group: [dropdown]
- Doc\_Type: [dropdown]
- Program\_ID: NONCD0000682
- Facility Name/Subject: [text input]
- Document Date: from [calendar] to [calendar]
- Received Date: from [calendar] to [calendar]
- Description: [text input]
- Author: [text input]
- Facility/Site Address: [text input]
- Facility/Site City: [text input]
- Facility/Site State: [text input]

At the bottom of the search results, there is a pagination control showing "Page 1 of 3" with buttons for 1, 2, 3, and Last.

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