

# Finding Documents Using eFile

Direct web link for eFile: <http://edocs.adem.alabama.gov/eFile/>

**Over 1 Million electronic documents are freely available to the public from the ADEM eFile web application. These documents include permits, inspection reports, complaints, compliance reports, enforcement actions, and a host of other documents. In fact, over 400 different types of documents may be specified in a document search. – Appendix A provides a complete list of the document type. – This list is also provided via a link on the eFile web page.**

**Documents in eFile may be located using a variety of search criteria:**

**Permit number**

**Master Id number**

**Media Area (Land, Air, Water)**

**Date Range**

**Document Type**

**Facility Name**

***These search criteria may be used in combination with each other in order to narrow the search and provide the user with a smaller list of documents to review/download.***

# The eFile Web Page And Its Components:

Direct web link for eFile: <http://edocs.adem.alabama.gov/eFile/>

## eFile

The program-specific permit number (NPDES, RCRA etc.)

Use of the date range checkbox will reduce the document query to a narrow range of document dates.

Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date:

Date Range

Document Category/Type:

Available Types:	Selected Types:
AB	
ACA	
ACERT	
ACES	

[Show Type Descriptions](#)

Custom Query

Document types Ex. Permitting, Complaints, Enforcement, Public Notices etc.

One, or more, media area boxes may be checked.

A facility name, or partial facility name, may be entered. – Caution: This may result in long search times.

If the Master ID button is clicked then you may use A Master Id number to find facility records

Specifying the county will reduce the document query to a relatively narrow geographic area.

ADEM uses ~400 specific document types that allow highly targeted retrieval of particular document, such as permits, compliance reports, inspections and enforcement actions.

A complete list of ADEM's ~400 document types is available by clicking on this link..

# Example 1:

Lets say we are interested in documents related to a facility that processes wastewater in Talladega county in the city of Talladega, but we do not know the permit number. Here are the steps that we are going to follow:

- 1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link**
- 2. Begin creating your search by giving some basic information, such as media area. - Since we are looking for documents related to a wastewater treatment plant, click on the checkbox beside the Water media area.**
- 3. We then use the County drop-down menu to select Talladega as the county.**
- 4. Click on “Search” to perform the search.**

*The following slides will show where to enter this information on the eFile web page so that you can perform a search for electronic documents.*

*We will also show you how to refine the list of electronic documents so that the number presented for your review is manageable.*

**Example 1:** Finding documents related to a wastewater treatment plant in Talladega county, in the City of Talladega.

**ADEM** Alabama Department of Environmental Management

Home

ADEM Forms  
ADEM Programs  
Alabama Environmental Regulations and Laws  
Compliance Information  
Environmental Management Commission  
Inside ADEM  
More Information  
Notices and Events  
Contact Us

Enter your email address to sign up for ADEM Email Notifications!

Submit

Search the ADEM Website:

Search

Cherokee Rock Village, Lookout Mountain - Alabama Board of Tourism

### Welcome to ADEM

Alabama is blessed with a wealth and variety of natural resources which provide significant social, economic, and environmental benefits and opportunities for the citizens of Alabama. Our mission at ADEM is to protect and improve the quality of Alabama's environment and the health of all its citizens. This web site is designed to keep you informed and to help you as you live and work in Alabama.

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e-Pay  
Complaints  
ARRA  
Calendar  
What's Happening In Your County  
Permit Wizard  
eFile

1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link.



**Example 1:** Finding documents related to a wastewater treatment plant in Talladega county, in the City of Talladega.

**ADEM** Alabama Department of Environmental Management

eFile

**Main**

UST Search

Director's Correspondence

Complaint

Disclaimer

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date:

Date Range

Document Category/Type:

Custom Query

2. Begin creating your search by giving some basic information, such as media area.

Since we are looking for documents related to wastewater treatment plant, click on the checkbox beside the Water media area.

3. Since we know that the facility is in Talladega county we will use the County drop-down menu to select Talladega county.

**Example 1:** After selecting Talladega county from the county drop-down menu your eFile document search screen should look like:

**ADDEM** Alabama Department of Environmental Management

eFile

**Main**

UST Search

Director's Correspondence

Complaint

Disclaimer

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date:

Date Range

Document Category/Type:

Custom Query

4. Click on "Search" to perform the search.

**Example 1:** Since this search is general, many documents will be returned. – We will examine how to narrow our search so that a manageable number of documents will be presented for review.

**ADDEM** Alabama Department of Environmental Management

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID  
[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date:

Date Range

Document Category/Type:

Custom Query

11543 Documents Found

1 2 3 4 5 6 7 8 9 10 ...

<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
<a href="#">Download</a> 04664	04664	AL0001236	TALLADEGA	07/14/4011	DWMDBP	04664 AL0001236 01121 07-14-4011 DWMDBP MCW

Our search returned over 10,000 documents from eFile!

*Since it is probably not practical to go through all these documents we will refine our search to make the list more manageable.*

Let's try taking a stab at the date range that we think the documents have. – We will say that we are pretty sure that the documents were issued/created in 2011. Knowing that we will use the "date Range" feature. – **Click the check box beside "Date Range."**

**Example 1:** We will enter a document date range of 1/1/2011 – 12-31-2011 in order to narrow down the list of documents:

**ADDEM** Alabama Department of Environmental Management

eFile

**Main**

UST Search

Director's Correspondence

Complaint

Disclaimer

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date: Start: 1/1/2011

End: 12/31/2011

Date Range

Document Category/Type: Category:

Custom Query

Search Clear

After the "Date Range" check box is clicked, enter the start and ending dates here.

Click on the "Search" button once you have entered the dates.

**Example 1:** We now see that we have 1531 documents that fit our search criteria.

**ADEM** Alabama Department of Environmental Management

eFile

**Main**

UST Search

Director's Correspondence

Complaint

Disclaimer

**eFile**

Media Area:  Air  Land  Water

Facility:   
 Name  Master ID  
[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date: Start: 1/1/2011  
End: 12/31/2011

Date Range

Document Category/Type:   
 Custom Query

1531 Documents Found

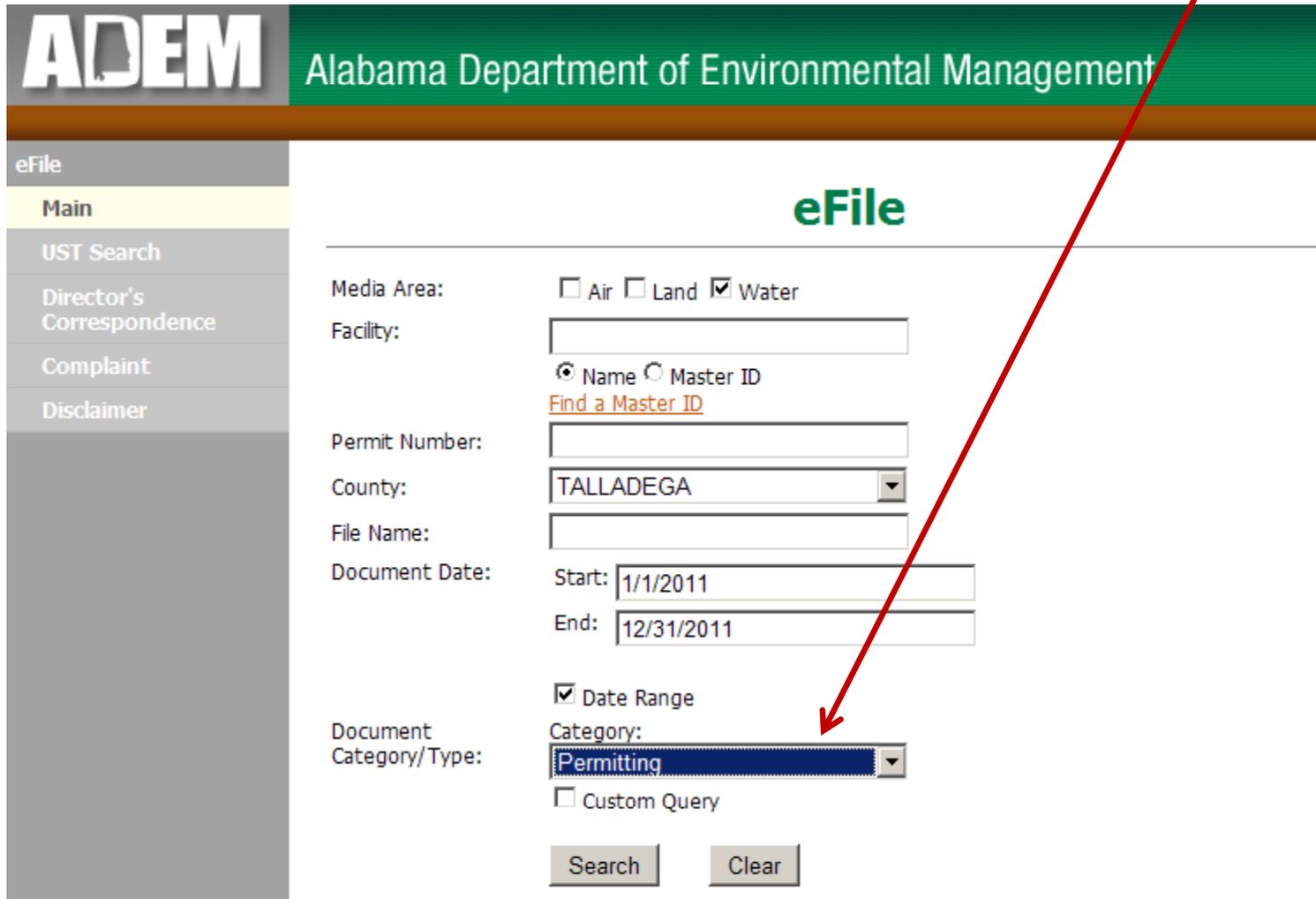
1 2 3 4 5 6 7 8 9 10 ...

<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
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We will now use the "Document Category/Type" to get an even smaller list.

**Tip:** Clicking on the column headings will sort the list of documents. – The second time you click it sorts in reverse order.

**Example 1:** We will now click on the drop-down menu for “Document Category/Type” ... click on the “Permitting “ entry ... then click the Search button:



**ADEM** Alabama Department of Environmental Management

eFile

**Main**

UST Search

Director's Correspondence

Complaint

Disclaimer

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date: Start: 1/1/2011 End: 12/31/2011

Date Range

Document Category/Type: **Permitting**

Custom Query

Search Clear

**Example 1:** The list is now down to a more manageable 132 documents:

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID  
[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date: Start: 1/1/2011  
End: 12/31/2011

Date Range

Document Category/Type: Category: Permitting  
 Custom Query

You can now scroll down the list of document to spot the one(s) you are interested in.

Click on the page numbers to move deeper into the list.

132 Documents Found

1 2 3 4 5 6 7 8 9 10 ...

	<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
<a href="#">Download</a>	10118	B R WILLIAMS TRUCKING INC	ALG140935	TALLADEGA	12/06/2011	NOI	10118 ALG140935 121 12-06-2011 NOI KBJ NA.pdf
<a href="#">Download</a>	17143	HARRELLS FERTILIZER INC	AL0074284	TALLADEGA	11/29/2011	FPER	17143 AL0074284 121 11-29-2011 FPER SAS NA.pdf

**Example 1:** As we review the list of document we notice, on the fourth page an entry for “TALLADEGA CITY OF WATER AND SEWER BD.” - There are several entries so we are going to open some documents and see if any of them are what we are looking for.

1 2 3 4 5 6 7 8 9 10 ...							
	<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	05/25/2011	MWPP	11970 AL0054658 121 05-25-2011 MWPP MFC NA.pdf
<a href="#">Download</a>	11971	TALLADEGA CITY OF WATER AND SEWER BD	AL0022349	TALLADEGA	05/25/2011	MWPP	11971 AL0022349 121 05-25-2011 MWPP MFC NA.pdf
<a href="#">Download</a>	11972	TALLADEGA CITY OF WATER AND SEWER BD	AL0022357	TALLADEGA	05/25/2011	MWPP	11972 AL0022357 121 05-25-2011 MWPP MFC NA.pdf
<a href="#">Download</a>	11921	SYLACAUGA CITY OF UTILITIES BOARD	AL0020010	TALLADEGA	05/19/2011	MWPP	11921 AL0020010 121 05-19-2011 MWPP MFC NA.pdf
<a href="#">Download</a>	11922	SYLACAUGA CITY OF UTILITIES BOARD	AL0020001	TALLADEGA	05/19/2011	MWPP	11922 AL0020001 121 05-19-2011 MWPP MFC NA.pdf
<a href="#">Download</a>	4260	IMERY'S CARBONATES LLC	AL0003662	TALLADEGA	05/16/2011	DPER	4260 AL0003662 121 05-16-2011 DPER ABN TO PERMITTEE.pdf
<a href="#">Download</a>	2835	CHILDERSBURG CITY OF VVWORKS SEWER GAS BD	AL0021466	TALLADEGA	05/13/2011	MWPP	2835 AL0021466 121 05-13-2011 MWPP MFC NA.pdf

Clicking on “Download” allows you to EITHER open the document for review OR save the electronic document on your computer.

**Example 1:** Here is what we see when we click on the “Download” link for the first document:

**eFile**

Media Area:  Air  Land  Water

Facility:

Name  Master ID  
[Find a Master ID](#)

Permit Number:

County: TALLADEGA

File Name:

Document Date: Start: 1/1/2011 End: 12/31/2011

Date Range

Document Category/Type: Category: Permitting  Custom Query

132 Documents Found

Master ID	Name	Permit Number	County	Date	Type	File Name
<a href="#">Download</a> 11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	05/25/2011	MWPP	11970 AL0054658 121 05-25-2011 MWPP MFC NA.pdf

Click on “Open” to review the document.

*Note: You must have the free Adobe Reader installed on your computer.*

**File Download**

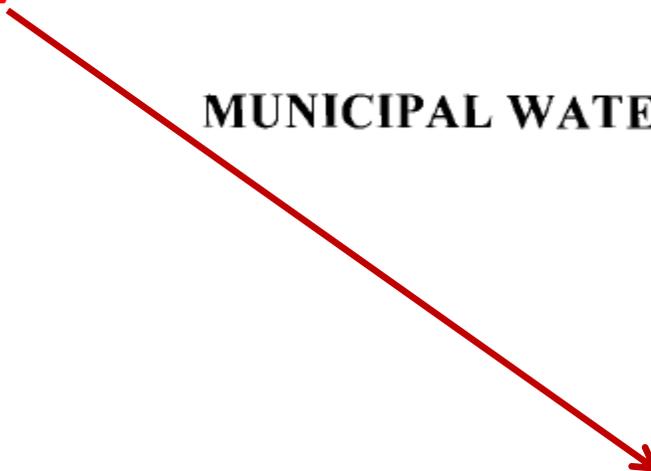
Do you want to open or save this file?

 Name: ...AL0054658\_121\_05-25-2011\_MWPP\_MFC\_NA.pdf  
Type: Adobe Acrobat Document  
From: **edocs.adem.alabama.gov**

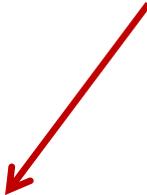
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**Example 1:** Here is what we see when we click on the “Open” button:

**Note the facility name.**



**Note the permit number.**



**MUNICIPAL WATER POLLUTION PREVENTION (MWPP)  
ANNUAL REPORT**

SUBMITTED BY:

**TREATMENT FACILITY:** Talladega Airport WWTP      **NPDES #:** AL0054658

**MUNICIPALITY:** Talladega      **COUNTY:** Talladega

**CONTACT PERSON:** Cathy Fuller  
Municipal Official  
Director of Operations  
Title

**Example 1:** For this example we will say that we have found the facility of interest. – It has a permit number of AL0054658. – **Now we will use this permit number to find documents specific to this facility:**

## MUNICIPAL WATER POLLUTION PREVENTION (MWPP)

### ANNUAL REPORT

SUBMITTED BY:

TREATMENT FACILITY: Talladega Airport WWTP NPDES #: AL0054658

MUNICIPALITY: Talladega COUNTY: Talladega

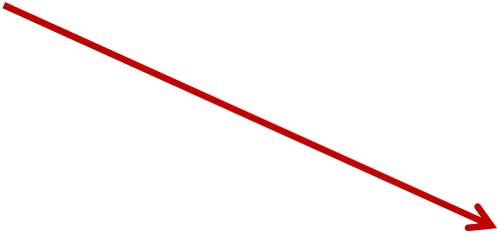
CONTACT PERSON: Cathy Fuller

Municipal Official

Director of Operations

Title

Note the facility name.



Note the permit number. – You may wish to make a written note of this number if you plan on reviewing eFile documents for this facility in the future.



**Example 1:** Click the “Clear” button, check the “Water” media area, and enter the permit number AL0054658 in the “Permit Number” field, then click the “Search” button:

**eFile**

---

Media Area:  Air  Land  Water

Facility:

Name  Master ID  
[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date:

Date Range

Document Category/Type:

Custom Query

***Tip: Save this permit number if you plan to come back to eFile in the future to search for information about this particular facility. – Knowing the permit number makes finding documents very simple.***

**Example 1:** Here is what we see when we search using the permit number (AL0054658), and “Water” as the media area, in the eFile search criteria:

104 Documents Found

1 2 3 4 5 6 7 8 9 10 ...							
	<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	12/31/2011	DMR	11970 AL0054658 121 12-31-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	12/31/2011	DMR	11970 AL0054658 121 12-31-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	11/30/2011	DMR	11970 AL0054658 121 11-30-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	10/31/2011	DMR	11970 AL0054658 121 10-31-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	09/30/2011	DMR	11970 AL0054658 121 09-30-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	09/30/2011	DMR	11970 AL0054658 121 09-30-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	08/31/2011	DMR	11970 AL0054658 121 08-31-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	07/31/2011	DMR	11970 AL0054658 121 07-31-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	06/30/2011	DMR	11970 AL0054658 121 06-30-2011 DMR ANH NA.pdf
<a href="#">Download</a>	11970	TALLADEGA CITY OF WATER AND SEWER BD	AL0054658	TALLADEGA	05/31/2011	DMR	11970 AL0054658 121 05-31-2011 DMR ANH NA.pdf

Click on the page numbers to go deeper into the list of documents.

Click on “Download” to open or to save the document to you computer.

## Example 2:

**We are interested in finding public notices between 11/1/2011 and 1/15/2012:**

Here are the steps that we are going to follow:

1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link:
2. Begin creating your search by giving some basic information, such as media area. - Since we are looking for all public notice documents, click on all three media area checkboxes (Air , Land and Water).
3. Click on the Date Range check box and enter the date range. – The Start date will be 11/1/2011 and the End date will be 1/15/2012.
4. Select “Public Notices” as the “Document Category/Type.”
5. Click on “Search” to perform the search.

***The following slides will show where to enter this information on the eFile web page.***

## Example 2:

We are interested in finding public notices between 11/1/2011 and 1/15/2012:

1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link:

**ADEM** Alabama Department of Environmental Management

Home

ADEM Forms  
ADEM Programs  
Alabama Environmental Regulations and Laws  
Compliance Information  
Environmental Management Commission  
Inside ADEM  
More Information  
Notices and Events  
Contact Us

Enter your email address to sign up for ADEM Email Notifications!  
  
Submit

Search the ADEM Website:  
  
Search

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23rd Annual Nonpoint Source Conference

e-Pay  
Complaints  
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What's Happening In Your County  
Permit Wizard  
eFile

Cherokee Rock Village, Lookout Mountain - Alabama Board of Tourism

**Example 2:** Finding public notices between 11/1/2011 and 1/15/2012 :



Media Area:  Air  Land  Water

Facility:

Name  Master ID

[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date: Start:

End:

Date Range

Category:

Custom Query

2. Since we are interested in all public notices click into the check boxes for all three media areas (Air, Land and Water).

3. Click on the Date Range check box. and enter the date range.

4. Select "Public Notices" as the "Document Category/Type."

5. Click on the Search button.

**57 documents are found.**



Document Category/Type:

**Example 2:** Finding public notices between 11/1/2011 and 1/15/2012 :

**107 documents are found.**

107 Documents Found

1 2 3 4 5 6 7 8 9 10 ...							
	<u>Master ID</u>	<u>Name</u>	<u>Permit Number</u>	<u>County</u>	<u>Date</u>	<u>Type</u>	<u>File Name</u>
<a href="#">Download</a>	4127	DUDLEY LUMBER CO INC	206-S003	LEE	12/22/2011	PNOT	4127 206-S003 081 12-22-2011 PNOT MOG REN MSOP.pdf
<a href="#">Download</a>	3776	NICHOLS ALUMINUM ALABAMA INC	712-0005	MORGAN	12/15/2011	PNOT	3776 712-0005 103 12-15-2011 PNOT MOG CO.pdf
<a href="#">Download</a>	41513	GRANGER ENERGY OF DECATUR LLC	712-0102	MORGAN	12/06/2011	PNOT	41513 712-0102 103 12-06-2011 PNOT MOG X001 SMOP.pdf
<a href="#">Download</a>	10922	ITW SEXTON	712-0019	MORGAN	11/30/2011	PNOT	10922 712-0019 103 11-30-2011 PNOT MOG RENEWAL MSOP.pdf
<a href="#">Download</a>	12653	GEORGIA PACIFIC WOOD PRODUCTS SOUTH LLC	403-S006	CHILTON	11/29/2011	PNOT	12653 403-S006 021 11-29-2011 PNOT CDO PN FOR GP-THORSBY 2ND RENEWAL.PDF
<a href="#">Download</a>	36848	SKLAR EXPLORATION	103-0026	CONECUH	11/14/2011	PNOT	36848 103-0026 035 11-14-2011

**Tip:** You can sort the list of documents by clicking on the column headings. - Clicking a second time reverses the sort order.

**Click on the Download link to view or to save the document on your computer.**

**Tip:** If there is a particular facility of interest to you, make a note of their permit number and/or their MasterID number. – These numbers make future searches very quick and provide only the documents related to that facility.

## **Example 3: Using the Facility Name to Find a Document in eFile**

***Lets say that we are interested in finding documents related to facilities permitted by the Montgomery Water Works.***

Here are the steps that we are going to follow:

1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link:
2. Begin creating your search by giving some basic information, such as media area. - In this example we will check the “Water” media area.
3. Click into the “Facility” field. – Enter “Montgomery” into the facility name field.
4. Since we are looking for relatively new document we will use the “Date Range” feature to restrict the search to the time span of 10/1/2011 to 3/1/2012.
5. We will also use the “County” field to further narrow our search. – Select the county as “Montgomery” from the drop-down menu.
6. Click on “Search” to perform the search.

***The following slides will show where the enter this information on the eFile web page.***

# Example 3: Using the Facility Name to Find a Document in eFile

We are interested in finding facilities belonging to the Montgomery Water works:

1. Go the ADEM web page at [www.adem.state.al.us](http://www.adem.state.al.us) and click on the eFile link:

**ADEM** Alabama Department of Environmental Management

Home

ADEM Forms  
ADEM Programs  
Alabama Environmental Regulations and Laws  
Compliance Information  
Environmental Management Commission  
Inside ADEM  
More Information  
Notices and Events  
Contact Us

Enter your email address to sign up for ADEM Email Notifications!  
  
Submit

Search the ADEM Website:  
  
Search

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e-Pay  
Complaints  
ARRA  
Calendar  
What's Happening In Your County  
Permit Wizard  
eFile

Cherokee Rock Village, Lookout Mountain - Alabama Board of Tourism

### Example 3: Using the Facility Name to Find a Document in eFile

## eFile

Media Area:  Air  Land  Water

Facility:

Name  Master ID  
[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date: Start:   
End:

Date Range

Document Category/Type:

Custom Query

2. Since we are interested in documents in the Water media area, click into the check box for Water.

3. Enter "montgomery" into the "Facility" field.

Make sure that the "Name" radio button is selected. – Click on the radio button beside "Name."

4. Select "Montgomery" from the county drop-down menu.

5. Select the "Date Range" check box and enter the Start and End dates.

6. Click on the Search button.

### Example 3: Using the Facility Name to Find a Document in eFile

## eFile

Media Area:  Air  Land  Water

Facility:   
 Name  Master ID  
[Find a Master ID](#)

Permit Number:

County:

File Name:

Document Date: Start:   
End:

Date Range

Document Category/Type:   
 Custom Query

95 documents were found.

You can sort the list by clicking on the column headings. - Clicking a second time reverses the sort order.

95 Documents Found

1 2 3 4 5 6 7 8 9 10						
Master ID	Name	Permit Number	County	Date	Type	File Name
<a href="#">Download</a>	18137	CITY OF WWSSB	AL0059315	MONTGOMERY	02/27/2012	DPER MFC REVISED.pdf

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**Tip:** If there is a particular facility of interest to you, make a note of their permit number and/or their MasterID number. – These numbers make future searches very quick and provide only the documents related to that facility.

- **Example 4:** Find a UST facility-related Document in eFile

The screenshot shows the ADEM (Alabama Department of Environmental Management) eFile search interface. The header includes the ADEM logo and the text "Alabama Department of Environmental Management". A left-hand menu contains options: Main, UST Search, Director's Correspondence, Complaint, Disclaimer, and How-To Guide. The main search area is titled "eFile" and contains the following fields and options:

- Media Area:** Three checkboxes for "Air", "Land", and "Water". A red arrow points to the "Water" checkbox with the text "Click into the check box for Water."
- Facility:** A text input field.
- Search Type:** Radio buttons for "Name" (selected) and "Master ID". A link "Find a Master ID" is provided below.
- Permit Number:** A text input field.
- County:** A dropdown menu.
- File Name:** A text input field. A red arrow points to this field with the text "Enter the 6-digit Site Number in the format: %123456%".
- Document Date:** A text input field.
- Date Range:** A checkbox.
- Document Category/Type:** A dropdown menu.
- Custom Query:** A checkbox.
- Buttons:** "Search" and "Clear".

**Disclaimer:** This application is intended to provide a convenience to stakeholders so that they may freely access documents that exist in electronic format in the Department's document management system. Because of the existence of significant volumes of documents that are not in electronic format, no representation is made that the documents retrieved by this system represent the entirety of documents that exist for a particular area of concern. Use of this system shall not be construed to constitute a formal request for records to the Department.