

# Interoffice Memo

**To:** DAPC eDocuments Project Ingestion Staff  
**CC:** Legal eDocuments Project Ingestion Staff, Pete Simcic, eDocuments Governance Board  
**From:** John McGreevy, eDocuments Governance Board  
**Date:** July 12, 2012  
**Re:** Guidance for Phase 0 day-forward scanning

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The purpose of this Memo is to provide specific guidance for Offices engaged in ad-hoc barcoding of Air Pollution Control documents for ingestion into the Phase 0 day-forward system. This documents is intended to emphasize key topics in the Phase 0 FAQ. This guidance is transitional, as we move into Phase 1 day forward processes (scheduled for 2013) document ingestion and handling will be primarily through OnBase software.

## DAPC Document Types:

The only DAPC Phase 0 documents that require barcode sheets<sup>1</sup> are:

- Non-facility Notices of Violation (NOVs);
- Director's Final Findings and Orders (DFFOs<sup>2</sup>);
- Expedited Settlement Agreements (ESAs);
- Non-facility Return to Compliance (RTC) letters; and
- Non-facility Rescission letters

Only the final, signed, and journalized (when appropriate) version of these documents should be ingested. The final document may include addenda, appendices, photographs, or other attachments (e.g., certified mail cards). Please remain vigilant and remove any interoffice memos related to enforcement, attorney-client privileged attachments, and Compliance and Enforcement Plans prior to scanning and ingesting. Also, please remember that there is no screening of documents that get ingested, so at this stage it is VERY important to make sure no documents containing confidential claimed information gets ingested.

All document types, except those identified above<sup>3</sup>, are currently outside the scope of the project and should not be barcoded or ingested into the Phase 0 system as day-forward content. A good rule of thumb to use is: if the document you are working with is not clearly one of the "document types" listed on the ad-hoc barcode sheet, then it should not be ingested into the eDocs system. If there is a question, please use the contact information provided below to get resolution. It is always preferable to address an issue prior to ingestion than to make database changes afterward.

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<sup>1</sup> The latest version of the barcode sheet is available via Answer Place ID [2363](#) – you must be logged in to see the topic.

<sup>2</sup> Note: these are scanned by legal and Central Office develops the barcode sheet

<sup>3</sup> Reminder: any document that cites a violation is legally a "Notice of Violation" even if the letter has traditionally been called a "warning letter".

### Scanning and Ingestion:

In order to minimize ingestion errors, ensure the following when completing barcodes and scanning:

- Utilize the most recent version of the ad-hoc barcode sheet from the eDocuments SharePoint Site or the DAPC-specific version provided by our CRM.
- Use ALL CAPITAL LETTERS to fill in text fields, where applicable;
- Do not use any special characters<sup>4</sup> in text fields (e.g. pound symbol #, “at” symbol @, dollar sign \$, asterisk \*, apostrophes ‘, commas ,, or quotes “ ”); and
- For all multi-functional devices (printer/scanner/copiers) use at least +2 density; and
- If color photos or attachments are part of the original document, ensure that the ingested document is also in color.

### Contacts and Assistance:

For documents not showing up in the system, or other scanning or ingestion issues please use the eDocs support e-mail link on the eDocs search page.

For DAPC personnel with questions about whether a document should be ingested or other eDocuments policies, please contact John McGreevy (614-728-3818).

For Legal personnel with questions about whether a document should be ingested or other eDocuments policies, please contact Pete Simcic (614-644-3037).

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<sup>4</sup> Most times you will notice a character that is problematic because the barcode ends up having a weird looking square in it rather than a series of lines.