

Why Perform a File Review?

Performing a file review at the Alabama Department of Environmental Management (ADEM) can reveal valuable information to determine a company's impact on the environment.

The public information available in ADEM's files include compliance information, sampling data, facility maps and drawings, photos, inspection reports, contamination assessments, operator information, permit limits, ADEM correspondence and administrative orders.

This information helps to determine a facility's pollution, the cleanliness of water and permit comments.



*Polluted Shades Creek, April Hall

Important Contacts

Alabama Department of Environmental Management

www.adem.alabama.gov

334-271-7700

Online Request Form:

<http://edocs.adem.alabama.gov/eFile/>

Public Records Office:

334-271-7712

Fax: 334-271-7950

E-mail: records@adem.state.al.us

Address: Post Office Box 301463

Montgomery, AL 36130-1463

EPA's Permit Compliance System

<http://www.epa.gov/compliance/data/systems/water/pcssys.html>

EPA's ECHO database

Enforcement & Compliance History Online

<http://www.epa-echo.gov/echo/index.html>



Alabama Rivers Alliance

www.AlabamaRivers.org

205-322-6395

205-322-6397 fax

877-862-5260 toll free

2027 2nd Avenue North, Suite A
Birmingham, AL 35203

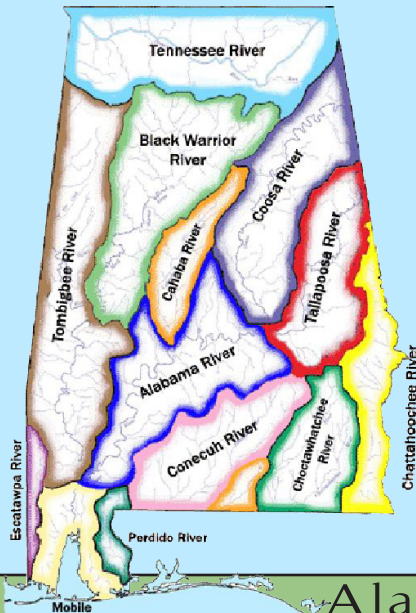
How to Check a Company's Pollution Record



Alabama Rivers Alliance:
River Protection Essentials

Info Required

- Permit number if applicable.
- Facility name and address (include county).
- Public notice date if applicable.
- Type of permit. Facility may have numerous permits.
- If the exact address or permit number is unknown, give as much information as possible. The Records Officer can work with you to determine which facility you are describing.



How to Set up a File Review

- Submit a written request to ADEM to review a company's file or submit a request online at this Web site: <http://edocs.adem.alabama.gov/eFile/>
- Submit the request well in advance of the time you want to review the file.
- Public notices for facilities with permits can be reviewed at this Web site: <http://adem.alabama.gov/PublicNotice/PublicNotice.htm> if they are current.
- Requests may be submitted via e-mail, fax or mail to the ADEM Public Records Office. (See reverse for contact info.)
- The Public Records Officer will contact you to schedule an appointment.
- Generally, you will be contacted about your request within 10 days. However, the wait for your appointment could be up to six weeks.
- Check with the Public Records Officer to see if files may be reviewed at the field office within your area or if you will need to drive down to ADEM in Montgomery.
- Files for multiple facilities can be reviewed at the same time.

What to Expect

- ADEM charges for copy orders over \$10. Color copies and wide-format pages are more expensive.
- Electronic information on CD may be available for a charge.
- You are allowed to bring a portable copier to make your own copies.
- Inform the Public Records Office of the number of people reviewing the file.
- ADEM cannot compile information from files, so make your request as specific as possible.
- File reviews use normal business hours.
- Bring pens/pencils and notebook.
- Keep track of how many copies you request and compare to your invoice.
- Be sure to give any special copying instructions to ADEM before you leave.

