

Division of Remediation Online Records Search Tips Using the “DocuWare” Online Records Portal
(rev. 4/5/2022)

General Tips:

If you know exactly what site you are interested in, search by the Division of Remediation Sites List Database Number (REM#####) or the name of the site as it appears in that database.

The asterix (*) symbol can be used as a wildcard for any field. As an example, searching the Town/City field for “*ab*” would return results for Abbot and Sabattus. Searching the Town/City field for “ab*” would only return results for Abbot.

Multiple fields can be queried at once to reduce the number of results returned, and depending on what you are looking for. For example, you could search for all sites in Portland located on Forest Avenue by searching for “Portland” under Town/City and “*Forest Ave*” under Address.

The Following Fields Exist in the Searchable Online Portal:

Remediation Site Number: This is the Division of Remediation Sites List Database Number in the following format “REM#####”.

Address: Physical address of site as recorded in Division of Remediation Sites List Database.

Town/City: Municipality or Township the site is located in.

Site Name: Name of site as it appears in the Division of Remediation Sites List Database.

REM Program-Null pre 1/1/2022!: The program within the Division of Remediation responsible for the document. This field is not populated for all documents and may be blank for some records. Program fields include:

- BROWNFIELDS REMEDIATION SITE
- FUDS & other DSMOA remediation sites (not on NPL) / non-NPL FEDERAL FACILITIES / Dept of Defense Environmental Response Program (not on NPL)
- GENERATORS
- LAND FOR MAINE'S FUTURE PROGRAM (LMFP) DOC/IFW SITES
- MUNICIPAL LANDFILL CLOSURE & REMEDIATION
- SUPERFUND, Including Dept of Defense Sites on NPL REMEDIATION SITE
- TREATMENT STORAGE DISPOSAL (TSD) FACILITIES
- UNCONTROLLED SITES
- VOLUNTARY RESPONSE ACTION PROGRAM (VRAP)

Document Type: Online Remediation Documents are placed in 6 general categories which are based on the file room’s historical paper filing structure:

- 00 Correspondence
- 03 Reports
- 06 Photos
- 08 Decision Documents
- 10 Potential Responsible Parties
- 11 Closure Plans

Document Date-Null pre 2022!: The date of the document (e.g., the date a letter or report was originally written) – this field is not populated for all documents and may be blank for some records. Some available electronic files may contain records within them that have multiple dates (e.g., various correspondence for a site that was scanned and uploaded as a single pdf).

Fulltext: This field allows you to search by keywords within the text of a document since documents are formatted for character recognition. You can use the “*” character as a wildcard.

Document Name: Name of the document as saved in the online portal. This is the name as it was saved in DEP’s system, it may not be the actual title of a report shown on the report title page. If you are looking for a very specific report title, searching in the “Fulltext” field may yield better results.

Part: Some documents are scanned into the online portal in several parts due to file size. The DEP file room may populate this field, but it may be blank for some records (e.g., a complete report exists as a single pdf document that is not broken into “parts”)

Of: Total number of parts if document is split into parts as described above.

Stored on: The date a file was uploaded/stored in the online portal. This is not the date a document was originally written – see “document date” field above.