



# Notifier

## Obtaining Public Records

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Do you want to learn more about a facility’s hazardous waste activities? You can search for compliance information through Envirofacts and ECHO. (see *The [Fall 2010 Notifier](#)* article “Finding Compliance Information on the Web” but you may still need additional information only available through Ohio EPA. Under Ohio’s public records law, citizens have the right to view and/or obtain copies of the Ohio EPA records. Many people use the term

“Freedom of Information Act” (FOIA) requests when asking for copies of these records. Ohio’s public records requests are detailed in Ohio Revised Code Chapter 149, Documents, Reports, and Records: <http://codes.ohio.gov/orc/149.43>.

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## QUICK STEPS FOR REQUESTING PUBLIC RECORDS

It is best to make the request in writing (e-mail is acceptable). Include the nature of the request (specific issue); facility name and address; and the timeframe for the request. Ohio EPA doesn’t have a central repository for files, but keeps working files both at the districts and the central office locations. This means you may need to contact both the facility’s district and the Central Office for the records you are seeking. Files in the district may include: permits; violation letters; facility inspections; sampling results; complaint investigations; and general correspondence. The central office files may include: permitting; enforcement; and correspondence with the districts and U.S. EPA. E-mail contacts for district and central office records requests are listed below:

- NE District Office: [Nicole.Patella@epa.state.oh.us](mailto:Nicole.Patella@epa.state.oh.us)
- SE District Office: [Angie.Hardesty@epa.state.oh.us](mailto:Angie.Hardesty@epa.state.oh.us)
- NW District Office: [Linda.Tilse@epa.state.oh.us](mailto:Linda.Tilse@epa.state.oh.us)
- SW District Office: [Penny.Horstman@epa.state.oh.us](mailto:Penny.Horstman@epa.state.oh.us)
- DHWM Central Office Contact: [Marilyn.Macklin@epa.state.oh.us](mailto:Marilyn.Macklin@epa.state.oh.us)
- All Divisions at the Central Office: [Richard.Bouder@epa.state.oh.us](mailto:Richard.Bouder@epa.state.oh.us)

Ohio EPA strives to fulfill requests in a reasonable time after receiving the request. The timeframe for fulfillment of the request depends on the volume of the request and the number of requests coming in at one time. For more information, see the *Procedures for [Public Records and File Reviews webpage](#)*.