

General Search Help

Searching for data at the Department of Environmental Services Onestop site need not be complicated.

Searching is **Case Insensitive** which means that entering search data in upper or lower case **will not** return different results. Also, site name, owner name and address searching will automatically include the wild card character (%) to help broaden the search.

The General Rule is **not to be as specific** in your search selections as to eliminate desired results.

The following abbreviations are used as a prefix when a detail page is saved to a PDF file or an Excel dataset is downloaded:

Abbreviation	Description	Abbreviation	Description
ADS	Asbestos Disposal Site (Inactive)	AFS	Air Stationary Source
AOT	Alteration of Terrain Permit	ASF	Auto Salvage Yard
AST	Aboveground Storage Tank	BWS	Bottled Water Site
GWP	Groundwater Permit Site	HWG	Hazardous Waste Generator
IRS	Initial Response Spill	OSS	Onestop
PRS	Remediation Site	POL	Pools/Spas
PWS	Public Water System	SWF	Solid Waste Facility
UST	Underground Storage Tank	WLS	Water Well

Click on the other  on the page for further information regarding searching Onestop data.

Click on the  in any section to reset the search criteria within the section to the default values.

Onestop Version One Help

The purpose of this checkbox is to allow you to output to the Onestop Version One results format. The Onestop Version One format shows **no** reference to other areas of interest that may be happening at the site listed.

There are exceptions to using this checkbox. Whether or not you check the Onestop Version One checkbox, if you select **ONLY** "Alteration of Terrain Permit" or **ONLY** "Water Well" as the specific areas of interest, the results will **automatically** be returned in a Onestop Version One format. If you select other interests along with "Alteration of Terrain Permit" or "Water Well", the results will be returned in a Onestop Version Two format. Note: If you check the Onestop Version One checkbox, you can ONLY check one area of interest.

See the examples below when using the Onestop Version One checkbox.

Specific Area Interest Checked	Other Interests Checked	Onestop Version One Checked	Results Format Version
Alteration of Terrain Permit	No	No	1
Alteration of Terrain Permit	No	Yes	1
Alteration of Terrain Permit	Yes	No	2
Water Well	No	No	1
Water Well	No	Yes	1
Water Well	Yes	No	2
Any Interest(s) except Alteration of Terrain Permit or Water Well checked			
Any Interest Checked	Yes	No	2
Any Interest Checked	No	Yes	1
Any Interest Checked	No	No	2

Location Search Help

If you select a town/city, a very specific address and a specific area of interest:

Town/City: Concord
Address: 123 Main
Specific Interest: Underground Storage Tank

the search may find no results.

By simply removing the number on the address:

Town/City: Concord
Address: Main
Specific Interest: Underground Storage Tank

results may be returned.

Click on the other  in this section for further information regarding Location searching.

Town Search Help

This is an optional field.

If the town or city to be searched is known, select it from the drop down list. This will decrease the search time and narrow the search results. **Note that if a County had been selected, the drop down list will only contain those towns and cities that are located in selected county.**

Note: Town and city localities are listed within the drop down list. An example of a locality would be Lakeport. Lakeport is located with the city boundaries of the city of Laconia, so if you select Lakeport for your Town/City selection, the results returned will be for Laconia and not just the locality of Laconia called Lakeport.

Name Search Help

This is an optional field. To find results that have

these words: **Pease Air**

This will locate all data where the words or fragment of the words is in the name. **This will return more results and may satisfy your search requirements.**

i.e. AIR will also locate AIRPORT or REPAIR

this phrase: **"Pease Air"**

The phrase **MUST** be enclosed in double quotes.

This will locate all data where this EXACT phrase is in the name. **This will return less results and may not satisfy your search requirements.**

Note: If the search being done includes the Alteration of Terrain interest, both the owner and project name fields will be searched. The reason for including owner in the search is because most people searching for Alteration of Terrain data do not know the project name but know the owners name.

Try not use words such as "Company", "Inc", etc. These words are found in many results and may return more results than you desire. Use a proper name words combined with a selected "TOWN" and this will narrow the search results.

Include Other Interests at Location Help

By un-checking this checkbox, the results returned **will not** show any other interests at a location other than the Specific Areas of Interest(s) checked.

For example:

You selected the specific interest "Aboveground Storage Tank"

If an "Aboveground Storage Tank" is found at a location, then the location **will** be returned but no other specific interests which may be at this location will be returned.

Return only results that exist in ALL selected areas of interest Help

By checking this checkbox, the results returned will **only** show locations where **ALL** the selected Specific Areas of Interests are found at a location.

For example:

You selected "Aboveground Storage Tank" and "Underground Storage Tank"

If both an "Aboveground Storage Tank" and an "Underground Storage Tank" are found at a location, then the location **will** be returned.

If the search only finds an "Aboveground Storage Tank" at a location **but not** an "Underground Storage Tank" or vice versa, then the location will **not** be returned.

Program Specific Criteria Search Help

Program specific criterion is optional. If a Specific Area of Interest is checked, that area of interest will have further selection criterion for narrowing the search results.

Some examples of program specific criterion are:

1. A key identifier, i.e. Site Number, Public Water System Id, etc.
2. Status for some of the interests
3. Specific project type(s) for Remediation sites
4. Generator size for Hazardous Waste Generators

Wherever a check box list is displayed, you may check multiple checkboxes for that criterion.

Wherever a dropdown list or radio button is displayed, you may only select one option for that criterion.

Using the Wildcard "%" in a Search

The wildcard character "%" can be used to help locate information. The usage of the wildcard character is not needed in any owner, address or name field since the field is automatically wildcard searched. Only fields with an "*" indicator can use the wildcard character. **Since searches are case insensitive, entering upper or lowercase characters will not matter in the search.**

- 1: **XYZ**
This will locate all the data where the entered value matches the searched field exactly.
This may return very limited results and may not satisfy your search requirements.

Returned Results: XYZ
Xyz
xyz
- 2: **XYZ%**
This will locate all the data where the searched field STARTS with the entered value and ends with anything.
This may return more results than the first example but may not satisfy your search requirements.

Returned Results: XYZ
Xyz
xyz
XYZ-123
Xyz-123
Xyz-123
- 3: **%XYZ**
This will locate all the data where the searched field ENDS with the entered value and starts with anything.
This may return more results than the first example but and may not satisfy your search requirements.

Returned Results: XYZ
Xyz
xyz
123-XYZ
123-Xyz
123-by xyz
- 4: **%XYZ%**
This will locate all the data where the searched field CONTAINS the entered value anywhere in the field.
This will return the most results but may provide you with more results than desired. Using other search fields may help to limit the results returned.

Returned Results: XYZ
Xyz
xyz
XYZ-123
Xyz-123
xyz-123
123-XYZ
123-Xyz
123-xyz
123-XYZ-999
123-Xyz-999
123-and-999