

UIC Submittal Guide

Aloha,

The UIC Program is moving to a new e-mail address from the previously used email: doh.sdwb@doh.hawaii.gov to doh.uic@doh.hawaii.gov to streamline our resources. Please start using this email for all correspondence and submittal of documents that apply to the UIC program. We appreciate you not sending emails to individuals, because staff may change and we want to ensure that no correspondence get lost in individual's email boxes. You can still cc individuals if you wish.

A few things for submittal

- 1) Please use the exact format for your submittals as outlined below and do not use special characters (e.g. &,#,*,@,!,?) or blanks.
- 2) Please do not bundle submittals.
 - a. If you have, for example, results for 3 different facilities in one lab report, submit 3 different emails with each showing the respective UIC number for each facility as outlined below.
 - b. If you are submitting multiple submittals for the same facility, e.g., a lab report and a status report, or multiple months of lab reports, please submit these in separate emails as specified by Keyword and Type below and in the attached table.

For the **Report Name** use format:

YYYYMMDD_UICNumber_Keyword_Type

YYYYMMDD is the date of submittal

UICNumber is the assigned UIC Number without dash, e.g. UH1234 or GEN for topics not related to a specific UIC Number

_Keyword:

- for status reports use: IWSR
- for Lab reports use: Lab
- for Correspondence use: Corr
- for Record Requests use: RFR
- for additional Keywords see attachment

_Type:

Is the type of lab analyses per the specifications in the permit, e.g., Type1 for Type I, Type2 for Type II etc; for multiple Types add all the numbers together- Type1234; Type should also specify the frequency of monitoring results reporting (Q1,S1 etc. see attached table)

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or

for **Correspondence, Notifications, miscellaneous topics, or Inquiries**
use: a specific topic

or

for **Requests of Information/FOIA Requests**: add an address or TMK No.

Examples:

Lab reports

20250105_UK2405_Lab_Q1Type123

Status Reports

20250214_UK2405_IWSR

Correspondence

20250106_Corr_WellsPahoa

Request for Information

20250312_RFR_2385WaimanoHmRd

For the **Subject Line** use the same format as for the Report Name above, but add
“Submittal” add the end:

Examples:

20250105_UK2405_Lab_type123_Submittal

20250214_UK2405_IWSR_Submittal

We acknowledge that this may be an inconvenience to you, but this step is necessary for us so we can spend more time on reviewing and issuing permit application and deliverables and spend less time on filing tasks. We appreciate your patience and cooperation on this task.

These instructions will be posted on our website and will likely be updated from time to time to incorporate more datatypes.

If you have any issues with these instruction, please contact Wendy Camber at Wendy.camber@doh.hawaii.gov.