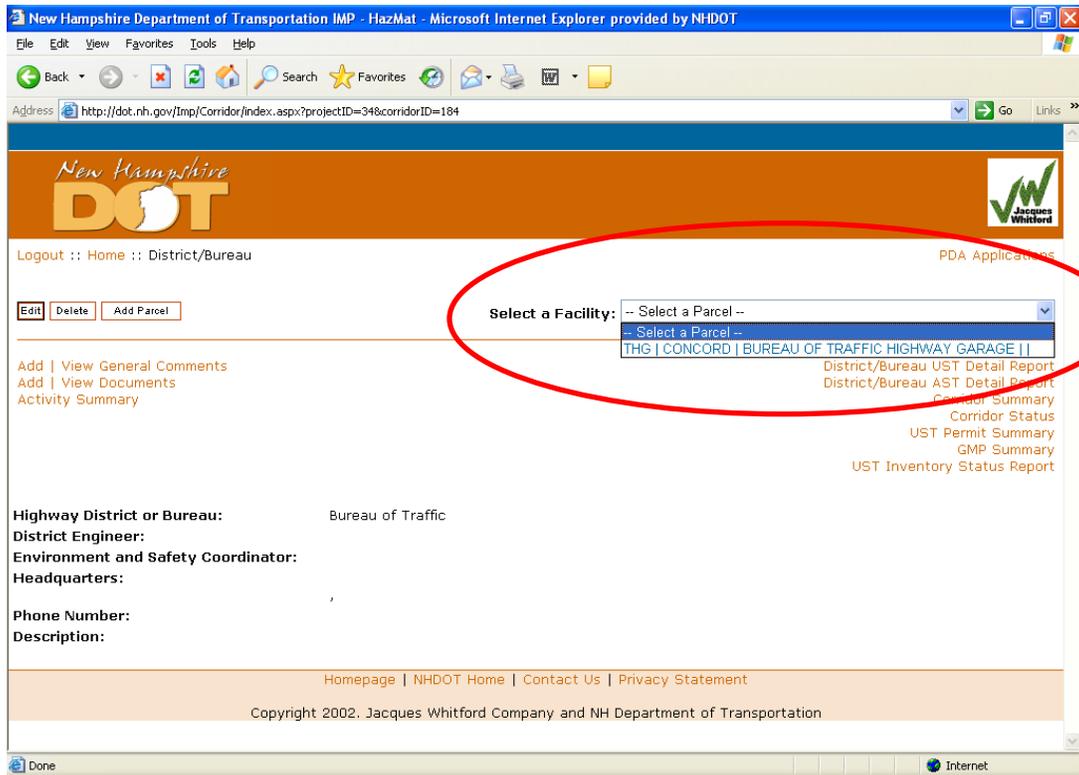
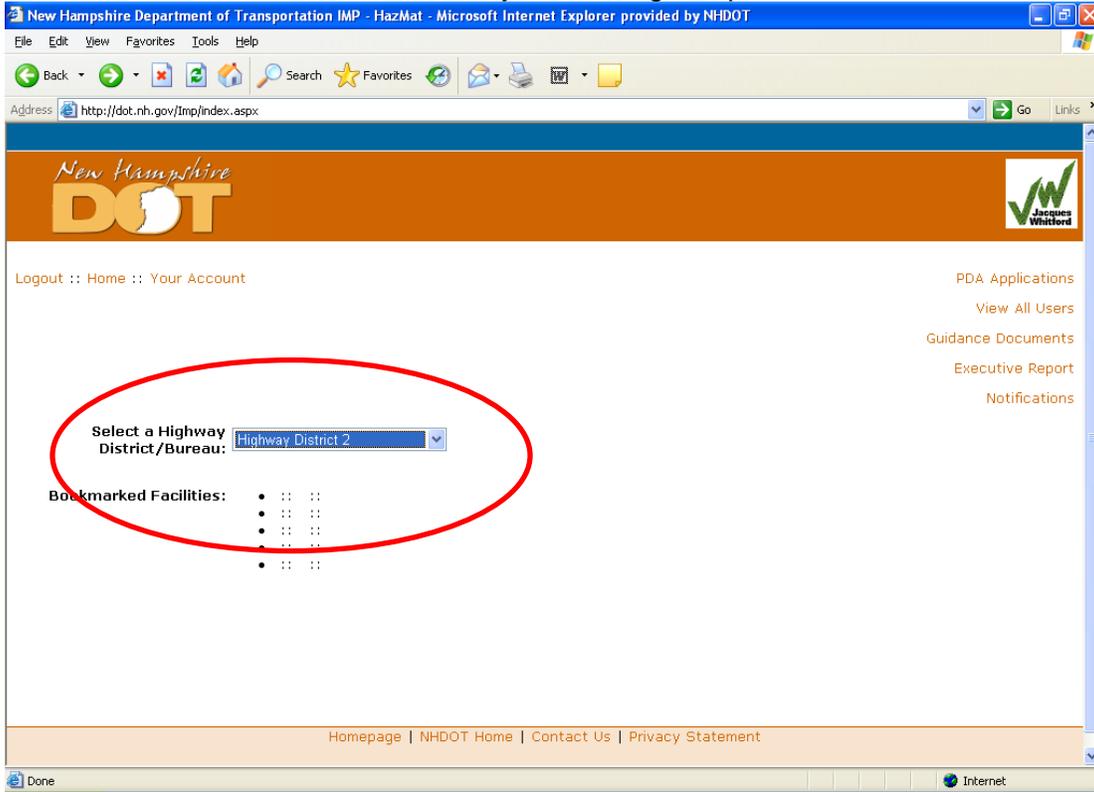


# Inventory of Managed Properties (IMP) Electronic Document Submittal Guidelines

The New Hampshire Department of Transportation (NHDOT) encourages the submittal of electronic documents (reports, forms, manifests) relating to NHDOT properties and equipment, to the IMP web-accessible database (<http://dot.nh.gov/imp>). Electronic submissions greatly improve the efficiency and speed in data documentation, retrieval and site compliance issues. To submit electronic documents, the following guidelines must be adhered to.

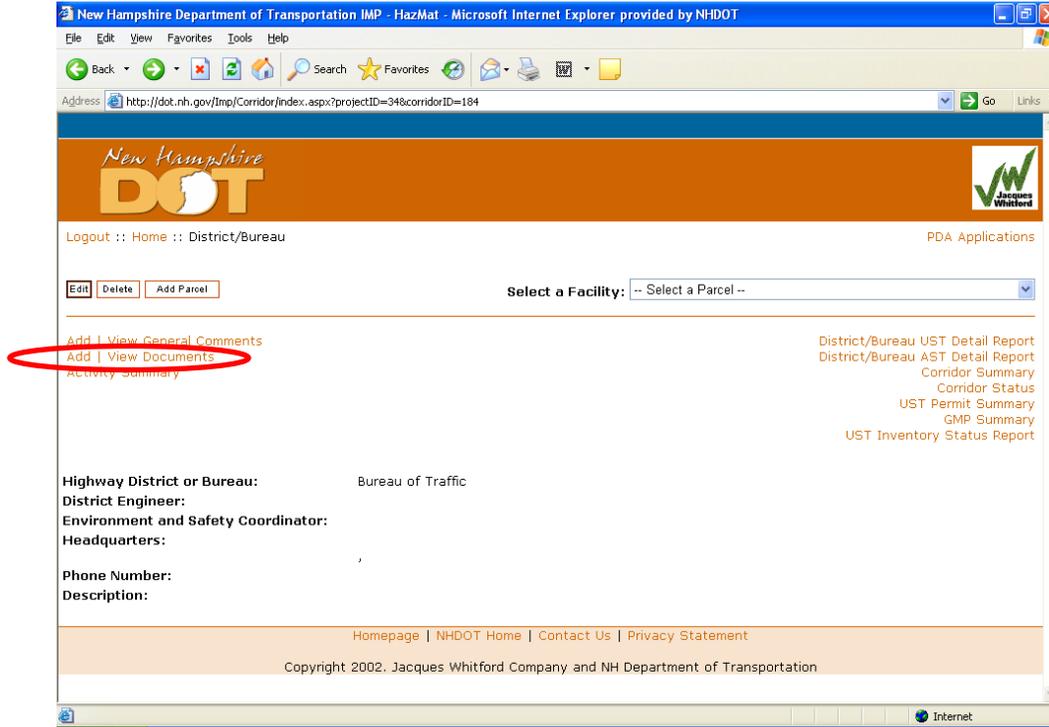
- **Submittal of Documents into IMP (upload):**
  - Document must include Facility/Site **name** and/or number, **NHDES** Facility/Site **number** (when appropriate), **address** of Facility/Site and **contact information** of document creator/signature.
  - Document file should be logical named to reflect the document type (e.g. PS411ASMT).
  - File **must be submitted as PDF** that:
    - is one continuous file if it is a multi-page document.
    - is compatible with third party handlers with Adobe Acrobat.
    - This requirement is exempt if permission is specifically granted otherwise by the Database Facilitator (some examples may include excel spreadsheets, shapefiles and imagery).
  - **Specific filing instructions may exist** for some forms of documentation (refer to last page of this document).
    - If possible, download appropriate form from IMP (see below).
  
- **Submittal Procedure for General Documents:**
  1. **Logon** to IMP web-access (<http://dot.nh.gov/imp>)
    - click IMP
  2. **Verify** that the following are affiliated with the document:
    - Facility/Site name, number, address present
    - Document contact info present
    - That the document has no specific uploading instructions (see last page of this document)

3. Navigate to the **District/Bureau** using the pull down menu
  - Select the Facility/Site using the pull down menu



#### 4. Click “ADD | VIEW DOCUMENTS”

- Click “Add Document>>”



#### 5. Upload the file, select the Document type and enter a brief description, including the date of the document and any significant findings.

#### 6. Click the “Upload Document” button.

- Verify that your document uploaded, if not, please contact Erik Paddleford.
  - email: [epaddleford@dot.state.nh.us](mailto:epaddleford@dot.state.nh.us)
  - phone: 603.271.1627

- **Download of Documents from IMP**

1. **Logon** to IMP web-access (<http://dot.nh.gov/imp>)
  - click IMP
2. **Navigate** to the District/Bureau using the pull down menu
  - Select the Facility using the pull down menu
3. **Click** “Add/View Documents”
  - or navigate to the menu of interest (if not a general document)
4. **Click the Link** (text in blue) of your desired document.
  - either save the document for later viewing or open the document

Alternatively, use the Activity Summary module by **clicking “Activity Summary”** at the top of the page

- click on the hyperlink of your desired document, if available
- either save the document for later viewing or open the document

## **List of Forms/Documents/Subjects Requiring Specific Submittal Instructions**

- **Parcel Photos** (not site maps)
- **UST Documents**
  - Baseline Inventory Inspections
  - NHDES Inspections
  - Cathodic Protection Testing
  - Automatic Tank Gauge Testing
  - Tank Tightness Testing
  - Piping Tightness Test
  - Leak Monitor Testing
  - Line Leak Detector Testing
  - Stage I Monthly Inspection
  - Stage I Annual Inspection
  - Stage II Monthly Inspection
  - Stage II Annual Inspection
  - Inventory Monitoring
  - Throughput
- **AST Documents**
  - Monthly Inspection
  - Overfill Alarm Sensor Test
  - Interstitial Alarm Sensor Test
  - Cathodic Protection Test
  - Inventory Monitoring
  - SPCC Plan
  - Registration
- **Hazardous Waste Documents**
  - manifests
  - reports
  - correspondence

Detailed instructions for the submittal of the above documents can be found in the IMP User's Manual, available upon request.

**If you have any further questions regarding any aspect of the IMP  
Database, please to not hesitate to contact:**

Erik Paddleford  
[epaddleford@dot.state.nh.us](mailto:epaddleford@dot.state.nh.us) or 603.271.1627  
Office of Stewardship and Compliance  
Department of Transportation, Concord NH