

How to use the FOIA Index and Dropbox file

The FOIA index provides information for every enforcement documents we received from EPA and uploaded to the Dropbox. There are two worksheets at the bottom of the Excel spreadsheet. The “data” tab identifies a unique filename (used to search the Dropbox), the page the document begins (if applicable), the EPA region that issued the document, the date, facility information (name, state, ID, facility type), the document time (i.e. Notice of Violation, Request for Information, etc.), and the statute. The “directions-glossary” tab includes information on how to use the file, the link to the Dropbox folder, and definitions for acronyms used in the file.

1. **Narrowing your search in the Index:** To navigate the list of over 1,000 documents, the index includes filters to help you narrow your search and find documents that interest you. You can use this to limit your search to states, EPA regions, companies, statutes, etc. For example, if you’d like to focus on facilities in a particular state, you can use the filters (identified in the red squares below) to narrow the files to that specific state (or several states). First, select the “Entity state” filter to open the filter box (like below). The filter box will include a list of available states and a search box (identified in green below). From here, you can type in the state abbreviation to find the state, or use the checkboxes to select only the states of interest. Select “OK” to see your results. To turn off the filter, open the filter and press “Clear Filter from ...” Note: You can use more than one filter at a time.

	A	B	C	D	E	F	
1	Link to Dropbox Folder	https://www.dropbox.com/sh/c95eigucjdau161/AAADajK5fwGLQH7170hBZ14pxa?dl=0					
2	Filename	Page Number	Issuing EPA Region	Doc Date	Entity State	Facility or Company Name	
3	SDWA-UIC-IR-16-022 - 138 West Avenue 40 Lanes 2nd Letter.pdf					138 West Avenue 40 Lanes, 138 West Avenue, P	
4	SDWA-UIC-IR-16-022 - 138 West Avenue 40 Lanes.pdf					138 West Avenue 40 Lanes, 138 West Avenue, P	
5	SDWA-UIC-IR-17-021 - 138 West Avenue .pdf					138 West Avenue 40 Lanes, 138 West Avenue, P	
6	AECAB-439					MarkWest Energy Partners, LP and MarkWest U	
7	SDWA-UIC-IR-16-011 - 98 Field Street.pdf					34 & 38 Kean Street Suites	
8	A-288					Kalsec, Inc.	
9	A-240					USG Interiors, Inc.	
10	A-251					Valero Renewable Fuels Company, LLC	
11	20150420110124179 3M.pdf					3M Menomonie Plant	
12	17-001504InformationRequest1.pdf					5R Processors, Limited	
13	20140922134225317 5R.pdf					5R Processors, Limited	
14	Region 5 ARD-IL Migrated Combined.pdf	p.551				A & R Custom Chrome Plating	
15	01.14.2014_PAS5F0950049.pdf					A&A Limousine Service	
16	3-24-16 AB Foundry Info Request.pdf					A&B Foundry	
17	20160810122135805 A&B Foundry.pdf					A&B Foundry	
18	AB Foundry IR 3-24-16.pdf					A&B Foundry	
19	NOV_PAD001882752.pdf					A. C. Products, Inc.	
20	CWA-IR-16-005_NYU008129_2015-11-23_A. Messina & Sons Properties, LLC.pdf					A. Messina & Sons Properties, LLC	
21	R1 - RI - A.T. Wall Company 05 08 15.pdf					A.T. Wall Company	
22	UIC IRL Letters July Aug & Oct 2014.pdf	p. 51				A/M Automotive	
23	05.20.2016_PAS5F0810085.pdf					A-1 Wheels & Deals	
24	AAI_Corporation_C16-012.pdf					AAI Corporation	
25	febmar2014308s2017-04-18-073853.pdf	p.47				AAMCO Transmission	
26	febmar2014308s2017-04-18-073853.pdf	p.59				Aaron Henneforth Trucking	
27	AECAB-1926					Abbyland Trucking, Inc.	
28	ABC Recycling KSR1288578000 02182016.pdf			7	2/18/2016	KS	ABC Recycling LLC

- Once you've found a document you would like to review, identify the filename, like the one shown below. The filenames are the *only* way to identify and find the files in Dropbox. Copy the file name from the Index to use in the next step.

	A	B	C	D	E	F
1	Link to Dropbox Folder	https://www.dropbox.com/sh/c95ejgucjdau161/AADajK5fwGLQHZIZQbBZJ4pxa?dl=0				
2	Filename	Page Number	Issuing EPA Region	Doc Date	Entity State	Facility or Company Name
3	SDWA-UIC-IR-16-022 - 138 West Avenue 40 Lanes 2nd Letter.pdf			2 11/7/2016	NY	138 West Avenue 40 Lanes, 138 West Avenue, Patchague, NY
4	SDWA-UIC-IR-16-022 - 138 West Avenue 40 Lanes.pdf			2 5/9/2016	NY	138 West Avenue 40 Lanes, 138 West Avenue, Patchague, NY
5	SDWA-UIC-IR-17-021 - 138 West Avenue .pdf			2 3/6/2017	NY	138 West Avenue 40 Lanes, 138 West Avenue, Patchague, NY
6	AECAB-439			5 9/20/2015	OH	MarkWest Energy Partners, LP and MarkWest Utica EMG, LLC
7	SDWA-UIC-IR-16-011 - 98 Field Street.pdf			2 12/9/2015	NY	34 & 38 Kean Street Suites
8	A-288			5 8/13/2015	MI	Kalsec, Inc.
9	A-240			5 7/30/2015	MN	USG Interiors, Inc.
10	A-251			5 8/13/2015	MN	Valero Renewable Fuels Company, LLC
11	20150420110124179 3M.pdf			5 4/20/2015	WI	3M Menomonie Plant
12	17-001504InformationRequest1.pdf			5 9/22/2014	WI	5R Processors, Limited
13	20140922134225317 5R.pdf			5 9/22/2014	WI	5R Processors, Limited
14	Region 5 ARD-IL Migrated Combined.pdf	p.551		5 9/24/2014	IL	A & R Custom Chrome Plating
15	01.14.2014_PAS5F0950049.pdf			3 1/14/2014	PA	A&A Limousine Service
16	3-24-16 AB Foundry Info Request.pdf			5 3/24/2016	OH	A&B Foundry
17	20160810122135805 A&B Foundry.pdf			5 8/10/2016	OH	A&B Foundry
18	AB Foundry IR 3-24-16.pdf			5 3/24/2016	OH	A&B Foundry
19	NOV_PAD001882752.pdf			3 4/13/2016	PA	A. C. Products, Inc.

- In Dropbox, open the "Find" or "Search" function of your internet browser (check near the top of the window or in menu options). Alternatively, you can quickly do this by pressing "Ctrl + F" on Windows or "Command + F" on a Mac. Paste or enter the file name from the Index into the search box to locate the file in Dropbox. **If your search results in zero matches, try reducing the file name to the first few (15) characters of the file name, as Dropbox may cut off longer file names.**

Dropbox link: <https://www.dropbox.com/sh/c95ejgucjdau161/AADajK5fwGLQHZIZQbBZJ4pxa?dl=0>

