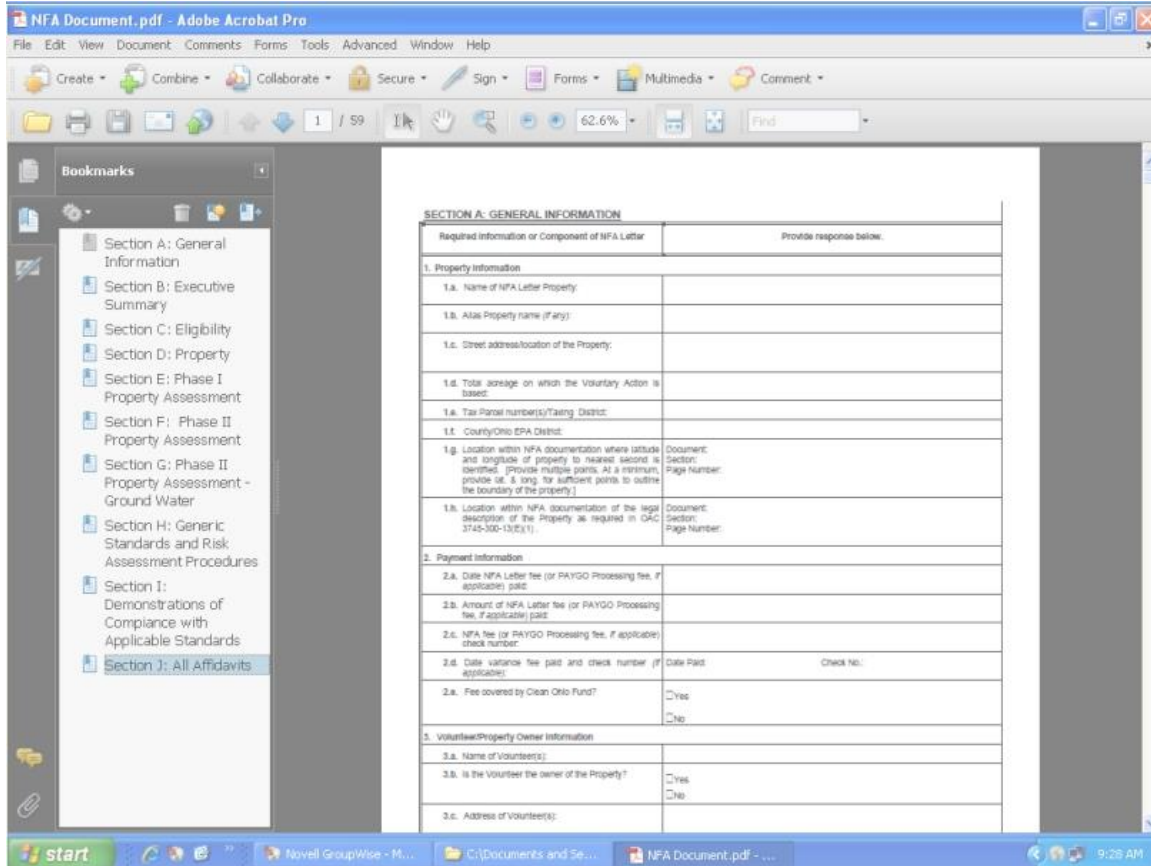


## Bookmarking Instructions for Submission of the NFA Letter

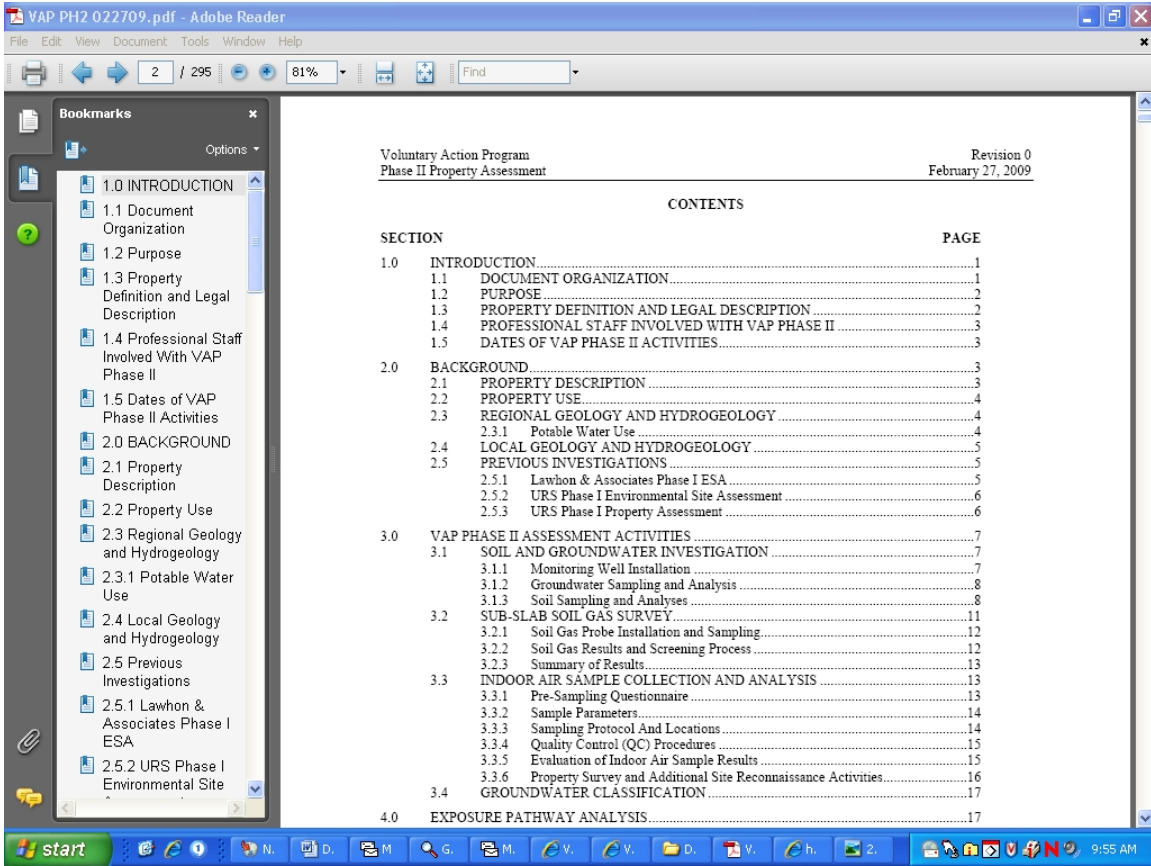
The electronic disk copy must be in .pdf format and indexed by section and attachments.

This **IS** what we want:

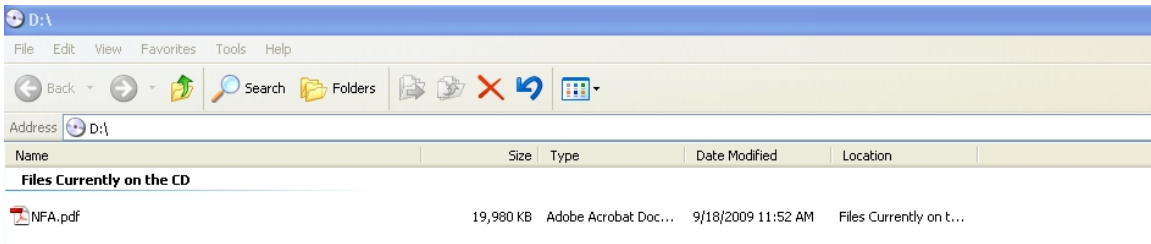
The NFA Form should be indexed by section.



...and any additional attachments (Phase I, Phase II, Risk Assessment, O&M, etc..) should also be indexed by section.



This is what we **DON'T** want:



## **How to create bookmark in a .pdf (*Full version of Adobe Acrobat needed*)**

### Step 1

Bookmarks appear on the left side of a PDF document. To view bookmarks, choose Bookmarks or Bookmarks and Page from the View menu, or Show Bookmark from the Window menu (depending on the version of [Acrobat](#) you are using).

### Step 2

To create a bookmark, first view the page you'd like to bookmark. For example, if your document has a Table of Contents page, navigate to that page.

### Step 3

Choose New Bookmark from the Document menu. (You can also click the triangle in the upper right of the Bookmark list to display the Bookmarks menu and then choose New Bookmark.)

### Step 4

Click the new untitled bookmark and enter a name for it. (Being obvious is helpful. For example, if you are creating a bookmark for the table of contents, call your bookmark Table of Contents.)

### Step 5

Repeat for each bookmark you want to create.

File Edit View Document Comments Forms Tools Advanced Window Help

Open... Ctrl+O  
 Organizer  
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 Modify PDF Portfolio  
 Create PDF  
 Combine  
 Collaborate  
 Save Ctrl+S  
 Save As... Shift+Ctrl+S  
 Save as Certified Document...  
 Export  
 Attach to Email...  
 Report  
 Close Ctrl+W  
 Properties... Ctrl+D  
 Print Setup... Shift+Ctrl+P

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**ACTION A: GENERAL INFORMATION**

| Required Information or Component of NFA Letter            | Pro |
|--|-----|
| <b>Property Information</b>                                |     |
| 1.a. Name of NFA Letter Property:                          |     |
| 1.b. Alias Property name (if any):                         |     |
| 1.c. Street address/location of the Property:              |     |
| 1.d. Total acreage on which the Voluntary Action is based: |     |
| 1.e. Tax Parcel number(s)/Taxing District:                 |     |

**Document Properties** ✕

Description Security Fonts **Initial View** Custom Advanced

Layout and Magnification

Navigation tab: Bookmarks Panel and Page ▾

Page layout: Single Page Continuous ▾

Magnification: Default ▾

Open to page: 1 of 59

Window Options

Resize window to initial page

Center window on screen

Open in Full Screen mode

Show: File Name ▾

User Interface Options

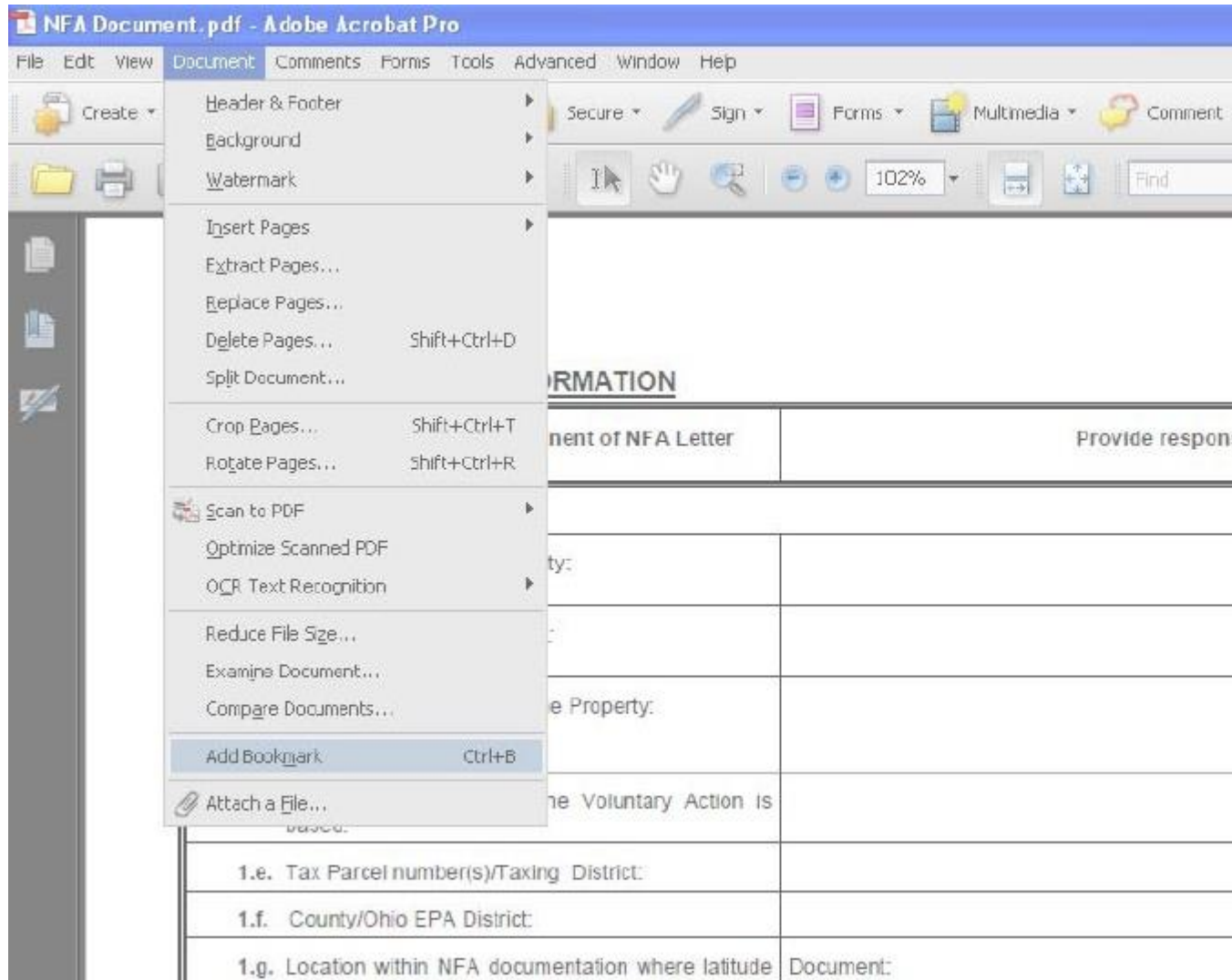
Hide menu bar

Hide tool bars

Hide window controls

Help OK Cancel

How to set up your .pdf document to make the bookmarks viewable:



NFA Document.pdf - Adobe Acrobat Pro

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Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 59 81% Find

Bookmarks

Untitled

**SECTION A: GENERAL INFORMATION**

| Required Information or Component of NFA Letter   | Pr                                |
|---|-----------------------------------|
| <b>1. Property Information</b>  |                                   |
| 1.a. Name of NFA Letter Property;   |                                   |
| 1.b. Alias Property name (if any):  |                                   |
| 1.c. Street address/location of the Property;   |                                   |
| 1.d. Total acreage on which the Voluntary Action is based:  |                                   |
| 1.e. Tax Parcel number(s)/Taxing District:  |                                   |
| 1.f. County/Ohio EPA District   |                                   |
| 1.g. Location within NFA documentation where latitude and longitude of property to nearest second is identified. [Provide multiple points. At a minimum, provide lat. & long. for sufficient points to outline the boundary of the property.] | Document Section:<br>Page Number: |
| 1.h. Location within NFA documentation of the legal description of the Property as required in OAC 3745-300-13(E)(1).   | Document Section:<br>Page Number: |
| <b>2. Payment Information</b>   |                                   |
| 2.a. Date NFA Letter fee (or PAYGO Processing fee, if applicable) paid:   |                                   |

start

C:\Documents and Se... NFA Document.pdf - ... screen1.pdf - Adobe ...

**Bookmarks**

Section A: General Information

**SECTION A: GENERAL INFORMATION**

| Required Information or Component of NFA Letter   | Pro                                   |
|---|---------------------------------------|
| <b>1. Property Information</b>  |                                       |
| 1.a. Name of NFA Letter Property:   |                                       |
| 1.b. Alias Property name (if any):  |                                       |
| 1.c. Street address/location of the Property:   |                                       |
| 1.d. Total acreage on which the Voluntary Action is based:  |                                       |
| 1.e. Tax Parcel number(s)/Taxing District:  |                                       |
| 1.f. County/Ohio EPA District:  |                                       |
| 1.g. Location within NFA documentation where latitude and longitude of property to nearest second is identified. [Provide multiple points. At a minimum, provide lat. & long. for sufficient points to outline the boundary of the property.] | Document:<br>Section:<br>Page Number: |
| 1.h. Location within NFA documentation of the legal description of the Property as required in OAC 3745-300-13(E)(1).   | Document:<br>Section:<br>Page Number: |
| <b>2. Payment Information</b>   |                                       |
| 2.a. Date NFA Letter fee (or PAYGO Processing fee, if applicable) paid:   |                                       |



**Bookmarks**

- Section A: General Information
- Section B: Executive Summary
- Section C: Eligibility
- Section D: Property
- Section E: Phase I Property Assessment
- Section F: Phase II Property Assessment
- Section G: Phase II Property Assessment - Ground Water
- Section H: Generic Standards and Risk Assessment Procedures
- Section I: Demonstrations of Compliance with Applicable Standards
- Section J: All Affidavits**

**SECTION A: GENERAL INFORMATION**

| Required information or Component of NFA Letter   | Provide response below                                      |
|---|---|
| <b>1. Property information</b>  |   |
| 1.a. Name of NFA Letter Property:   |   |
| 1.b. Atlas Property name (if any):  |   |
| 1.c. Street address/location of the Property:   |   |
| 1.d. Total acreage on which the Voluntary Action is based:  |   |
| 1.e. Tax Parcel number(s)/Tasting District:   |   |
| 1.f. County/Ohio EPA District:  |   |
| 1.g. Location within NFA documentation where latitude and longitude of property to nearest second is identified. (Provide multiple points. At a minimum, provide lat. & long. for sufficient points to outline the boundary of the property.) | Document Section: Page Number:                              |
| 1.h. Location within NFA documentation of the legal description of the Property as required in OAC 3745-300-13(E)(1).   | Document Section: Page Number:                              |
| <b>2. Payment information</b>   |   |
| 2.a. Date NFA Letter fee (or PAYGO Processing fee, if applicable) paid:   |   |
| 2.b. Amount of NFA Letter fee (or PAYGO Processing fee, if applicable) paid:  |   |
| 2.c. NFA fee (or PAYGO Processing fee, if applicable) check number:   |   |
| 2.d. Date variance fee paid and check number (if applicable):   | Date Paid: Check No.:                                       |
| 2.e. Fee covered by Clean Ohio Fund?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>3. Volunteer/Property Owner information</b>  |   |
| 3.a. Name of Volunteer(s):  |   |
| 3.b. Is the Volunteer the owner of the Property?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| 3.c. Address of Volunteer(s):   |   |

## Document Properties



Description Security Fonts Initial View Custom Advanced

### Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: No Security

Change Settings...

Can be Opened by: All versions of Acrobat

Show Details...

### Document Restrictions Summary

Printing: Allowed  
Changing the Document: Allowed  
Document Assembly: Allowed  
Content Copying: Allowed  
Content Copying for Accessibility: Allowed  
Page Extraction: Allowed  
Commenting: Allowed  
Filling of form fields: Allowed  
Signing: Allowed  
Creation of Template Pages: Allowed

Help

OK

Cancel