

Northeast District File Copying Procedures

Due to increased demand for file reviews, appointments are required to review district files. A minimum of two weeks is needed to gather the files and schedule a room.

Within four business days after submitting a request, Ohio EPA will contact you to set up an appointment for the review. At this time, additional information may be required to help locate the correct file. If we are unable to reach you by phone, we will send written notification of the date and time for the review.

When you are here to review a file, you may make copies of the public records that you have reviewed. You will be billed five cents per copy, but as a courtesy, if you make fewer than 250 copies, you will not be billed. A two-sided copy is counted as two copies. If you copy more than 250 pages, you will be invoiced.

Office staff are not available to research files. The exception is if you are looking for a very specific document; in that case, we will try to assist in finding that one document.

If a file is small, approximately 50 pages, copies will be made and mailed to you. For larger files, copying options include:

- Bring your own copier and paper.
- If you are not available to review the files, you may send other personnel to review the requested file(s) and copy documents as needed.
- Contract with a private copy service. The Northeast District Office works in association with Ikon. You may contact them to make copies for you or at your request, we will contact Ikon for you. The customer is responsible for all charges incurred from Ikon. Even though we work in association with Ikon, you are not required to use this service.

The contact person for Ikon is Ryan O'Deal at (330) 384-9111.

Ikon can pick up the same day as your review or the following morning. If the requestor is in the Ikon service area, they can hand deliver documents or send the copied documents out by Federal Express.

- Contact with another vendor to come to Northeast District to copy files. However, the only vendor authorized to take files from the building is Ikon. Other vendors will need to come to the district and make all copies on the premises.

For access to public records, please contact Nicole Patella at (330) 963-1200.