

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 an appointment.

When your request for files has been received, an Administrative Professional at Ohio EPA's Northeast District Office will contact you.

During your scheduled appointment, you may make copies of the public records that you have requested. 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 100 pages, it can be scanned and emailed 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 Northeast Blueprint. Our office will estimate the job cost and make the initial contact with Northeast Blueprint. The customer is responsible for all charges incurred from Northeast Blueprint. Even though we work in association with Northeast Blueprint, you are not required to use this service.

The contact person for Northeast Blueprint is Tim Yurcik at (216) 261-7500.

- Contact with another vendor to come to Northeast District to copy files. However, the only vendor authorized to take files from the building is Northeast Blueprint. 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.