Cara Online Document System Instructions for the Superfund Section

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Please be sure that your web browser is Internet Explorer version 6 or higher. For best results, it is recommended that you use Internet Explorer 9 (or higher) or Google Chrome. In order to view documents from the CARA^3 Portal, you will also need Adobe Acrobat Reader on your computer or device. To obtain a free download of Acrobat Reader, go to http://www.adobe.com/products/reader.html.

Please read all of the instructions below and then use the following link to the CARA^3 Portal:

https://edm.nc.gov/DENR-Portal/

To search by **Property criteria** (recommended):

- Enter the facility/site ID # *(no dashes, periods, or commas)* where it reads "Value" in the box to the right of the "ID" criteria (refer to the screenshot below)

  OR

- Enter all or a portion of the facility/site name where it reads "Value" in the box to the right of the "Name/Subject" criteria and enter "contains" in the center box.

- Then click ***Search.*** The documents found will be displayed in the **Content** window. The results can be sorted by the column headers. To view a document, right-click on the document and select ***Download***.

Note: If you don't know the facility/site ID #, visit the appropriate Program's webpage below for site lists and additional Program information:

Federal Remediation Branch: National Priority List Sites
Federal Remediation Branch - Site Evaluation and Removal: CERCLIS Sites
Inactive Hazardous Waste Program: http://portal.ncdenr.org/web/wm/sf/ihshome
Special Remediation Branch: http://portal.ncdenr.org/web/wm/dsca/remediation

To search by **General criteria:**

- Use the drop-down menus to narrow your search. For example:
  - **Division:** Waste Management
  - **Subdivision:** Superfund
  - **Document Category:** Facility
  - **Document Group:** *select the Program*
  - **Document Type:** *select the document type*

- Then click ***Search.*** The documents found will be displayed in the **Content** window. The results can be sorted by the column headers. To view a document, right-click on the document and select ***Download***.

Note: Each Superfund Section Program has different document types. For a list of the document types for each Program, click here

The **General criteria** and the **Property criteria** may be used together to further narrow your search. For example, after using **Property criteria** to retrieve documents for a specific facility, the results can be further refined by selecting a specific document type using **General criteria**. A screenshot of the CARA^3 Portal with tips is shown on the next page.

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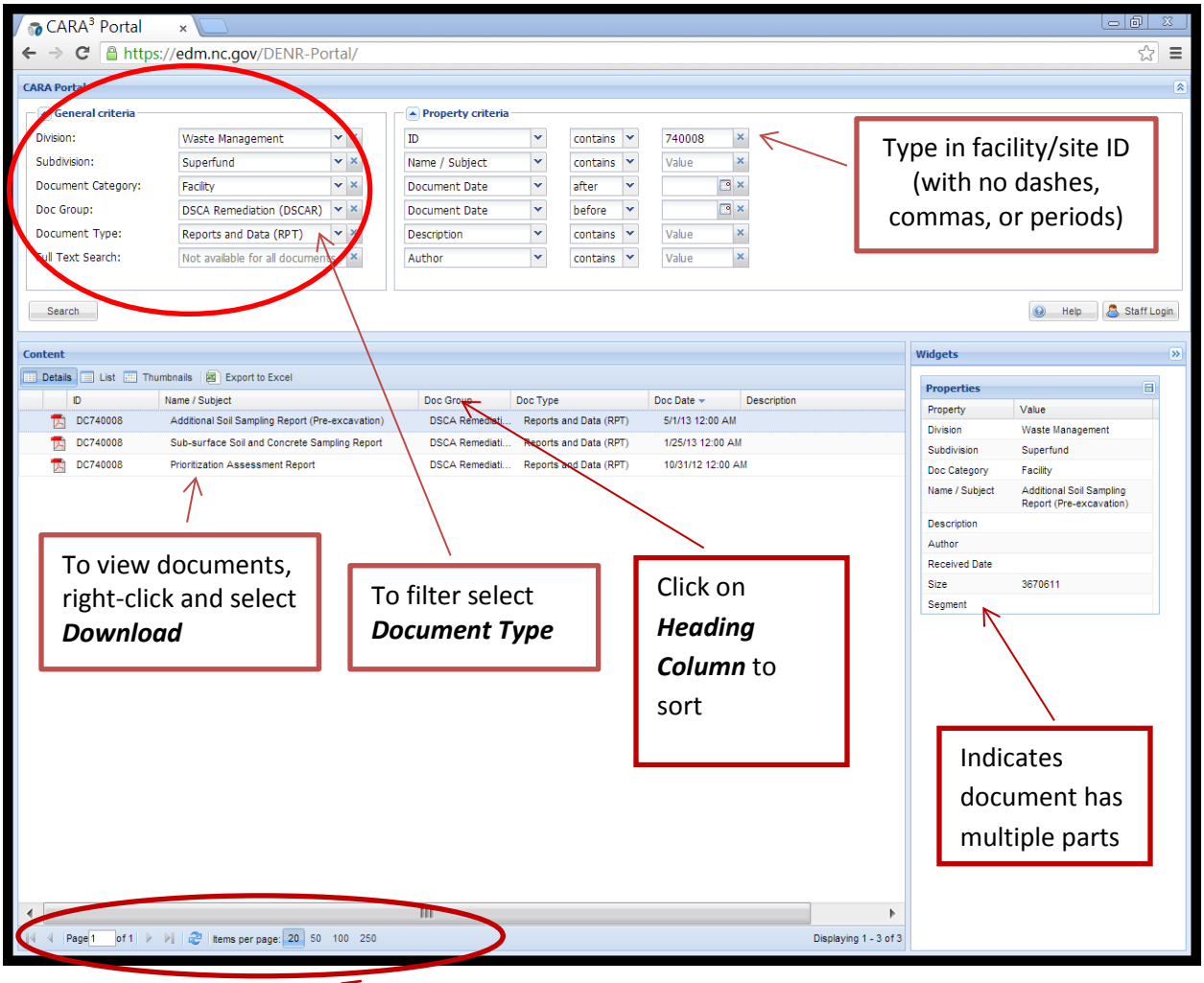
CARA³ Portal Screenshot:



Note: Number of pages and items per page will be displayed here. If document you are searching for does not appear in the list, you may need to narrow your search criteria in the general and property criteria sections above. ***A maximum of 1,000 records will be displayed total.