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Submission Instructions:

(Note that [Question-by-Question Instruction \(QQ\)](#) links and [Frequently Asked Questions \(FAQ\)](#) links on this page are numbered so you can find them easily.)

Please scroll to find the item you want and click on it to see the answer.

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**(Sub #1) - Why does DCS encourage Households to file their Surveys electronically? (online)**

By completing and submitting your Survey electronically, your Survey responses will be stored in a secure electronic database administered by [DCS](#). With this backup database, DCS can ensure that ATSDR has fulfilled its mandate to compile and evaluate your Survey responses. Electronic completion also makes it possible to submit your individual Household Survey together with other Households in your community as a Multi-Household Group. From that electronic group Survey submission, Damascus Citizens can create a Composite Report of the data and transmit it to ATSDR. This gives ATSDR the **big picture** of the NGE&P impacts on your community. Lastly, (but certainly not least!) online is the most inexpensive way to submit your Survey Packet.

**(Sub #2) - What do I need to know about submitting the Survey electronically? (online)**

If your supporting documents (medical records, photos, test results, etc.) are stored on your computer or you can scan them to your computer, those records can be submitted electronically (by email) with your Survey. You'll need access to a computer with a browser an internet connection (preferably broadband) and an email account. Use the pre-addressed email provided at the end of the Survey.

**(Sub #3) - My Survey and Supporting Documents are ready to be electronically submitted (emailed) How do I do it?**

If your supporting documents are saved on, or can be scanned to, your computer, move them or copy them into your newly created “NGE&P Survey” folder, where you are already storing the downloaded Survey file.

**(Sub #3a) - If you are not using a webmail service:** click on the email link provided on the final (“thank you”) page of the Survey. An email will open that is pre-addressed to both ATSDR and DCS, and already contains your unique [HID \(FAQ #13\)](#). Send the files in your “NGE&P Survey” folder as attachments.

**(Sub #3b) - If you’re using a web-based email service such as Gmail:** open your email program and address a new email to ATSDR at: [fwa9@cdc.gov](mailto:fwa9@cdc.gov) and DCS at: [Survey@DamascusCitizensATSDR.org](mailto:Survey@DamascusCitizensATSDR.org). The subject of the email should be, “NGEP Survey *plus your HID*” for example, “NGEP Survey Johnston3760852”. Send the files in your “NGE&P Survey” folder as attachments - (or you can burn your documents to discs and send them by postal service. [Here’s a link](#) for learning how to copy your documents to a disc on a PC, [and a link](#) for Macs.)

**(Sub #4) - I submitted my Survey to ATSDR and DCS electronically but my supporting documents are not in electronic form. How do I make sure ATSDR and DCS keep and review my Survey and supporting documents together?**

By filling out and attaching a [cover sheet](#) to any batch of documents you send by postal service, you can ensure that all your Survey documents will be kept and reviewed jointly. You can [print out a cover sheet here](#). (note- Printing out a few copies of the cover sheet now, will assure you’ll have one handy for any future mailings of supporting documents.) Make sure your unique [Household ID and if you have one, Multi-Household ID \(FAQ #13\)](#) appear on the cover sheet so your [supporting documents \(FAQ #15\)](#) are properly identified as your own. Remember, always send copies of your documents - never the originals.

If you are unable to use our cover sheet, make sure you send your submission with a sheet of paper which includes:

- Your head of Household’s name and address
- Your Household’s unique Household Identifier
- If you’re working in affiliation with a Multi-Household Group (MHG), your unique Multi-Household Identifier
- If you’re working in affiliation with an MHG, the name and contact information for your Multi-Household Group Coordinator

**(Sub #5) - What is the postal address for The Agency for Toxic Substances and Disease Registry (ATSDR)?**

The Agency for Toxic Substances and Disease Registry (ATSDR)

Petition Administrator

Division of Health Assessment and Consultation Agency for Toxic Substances and Disease Registry

4770 Buford Highway NE, (MS F-59),

Atlanta, GA 30341

**(Sub #6) - What is the postal address for Damascus Citizens for Sustainability (DCS)?**

Damascus Citizens for Sustainability

PO Box 147

Milanville, PA 18443

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**(Sub #7) - What do I need to know about submitting my Household's manually completed Survey Packet?**

Your [Survey Packet \(FAQ #22\)](#) will include your Survey, Petition Letter, any supporting documents you might have, and a [cover sheet](#). The cover sheet will ensure that your Survey and other documents will be kept together and viewed jointly. You can [print out a cover sheet Here](#). (note- Printing out a few copies of the cover sheet now, will assure that you'll have one handy for any future mailings of supporting documents.) Make sure your unique [Household ID and if you have one, Multi-Household ID \(FAQ #13\)](#) appear on the cover sheet so your documents are properly identified as your own. Remember, always send copies of your documents - never the originals.

If you are unable to use our cover sheet, make sure you send your submission with a sheet of paper which includes:

- Your head of Household's name and address
- Your Household's unique Household Identifier
- If you're working in affiliation with a Multi-Household Group (MHG), your unique Multi-Household Identifier
- If you're working in affiliation with an MHG, the name and contact information for your Multi-Household Group Coordinator

Mail your Survey Packet to DCS. The postal address for Damascus Citizens for Sustainability is:

Damascus Citizens for Sustainability  
P.O. Box 147  
Milanville, PA 18443

We understand that copying and mailing your Supporting Documents can be costly. If your Household or Multi-Household group has documents you want to copy and submit, but have few resources, please contact us by email at [Survey@DamascusCitizensATSDR.org](mailto:Survey@DamascusCitizensATSDR.org) at, by phone at **(845) 252-6677** or write to us at **DCS, P.O. Box 147, Milanville, PA 18443**. We are working to obtain funds to help offset those costs.

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**(Sub #8) - Several Households in my community do not have broadband internet access but we would like to submit our Survey Packets together. How do we do it?**

If your group of Households is submitting their individual Survey Packets by postal service and want to be considered as a [Multi-Household Group \(FAQ #12\)](#), be sure each Household submission includes a **cover sheet** which includes not only the Household's unique Household Identifier, but also the group [Multi-Household Identifier \(FAQ #13\)](#) as well.

We have prepared a [cover sheet](#) to be included with hard (printed or on disc) Survey and document submissions. You can [print out a cover sheet Here](#). (note- Printing out a few copies of the cover sheet now, will ensure that you'll have one handy for any future mailings of supporting documents.)

If you are unable to use our cover sheet, make sure your group submits their individual Survey Packets with a sheet of paper which includes:

- Head of Household's name and address
- Household's unique Household Identifier
- **Multi-Household Identifier**
- The name and contact information for your Multi-Household Group Coordinator

Be sure to include a new cover sheet (or the above information) with any subsequent submission of [Supporting Documents \(FAQ #15\)](#) you might send in the future.

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**(Sub #9) - Before you send your Survey Packet...!**

Whether you're submitting your Survey electronically or by postal service:

- Make sure your Survey and supporting documents are identified with your unique Household ID (HID).
- Be sure you're sending only COPIES of your supporting documents.

If you are part of a group submitting your Survey Packets by postal service because you do not have access to broadband internet services but want to be considered as a Multi-Household Group, be sure to:

- Identify your individual Household Surveys with a unique Household Identifier (HID).
- Identify your "group" with the group's unique Multi-Household Identifier (MHID) and make sure it appears on all documents your group submits.
- Whether you are submitting your Survey and Supporting Documents electronically, by postal service, or a combination of both - use our prepared email or a [cover sheet](#).

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