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## Lahontan Regional Water Quality Control Board

March 16, 2015

### NEW SUBMITTAL PROCEDURE – EFFECTIVE MAY 1, 2015

The Lahontan Regional Water Quality Control Board (Water Board) is implementing a paperless office system to reduce paper use, increase efficiency, and provide an electronic system for our staff, the public and interested parties to view documents.

Effective May 1, 2015, please convert all regulatory documents, submissions, materials, data, and correspondence that you would normally submit to us as hard copies in a single Portable Document Format (PDF) package. Be sure to include your preferred contact and email address in your correspondence. Documents that are less than 50 MB should be emailed to [Lahontan@waterboards.ca.gov](mailto:Lahontan@waterboards.ca.gov). You will receive a confirmation email from us. Documents that are 50 MB or larger should be transferred to a disk and mailed to the address listed below.

Staff may request some documents be submitted on paper, particularly drawings or maps that require a large size to be readable, or in other electronic formats where evaluation of data is required.

Dischargers who currently submit electronic documents to CIWQS, GeoTracker, or SMARTS should continue submitting as previously required. No duplicate submission is required.

If you have questions regarding this matter, please contact the appropriate staff assigned to your program or project. You may refer to the [Water Boards' Phone List](#) for contact information.

Thank you for your cooperation and assistance in protecting California's natural resources.

PATTY Z. KOUYOUMDJIAN  
EXECUTIVE OFFICER