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GOVERNOR



MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

North Coast Regional Water Quality Control Board

May 8, 2014

Electronic Submittal Required for Correspondence and Reports to the Regional Board

Dear Interested Party:

The North Coast Regional Water Quality Control Board (Regional Board) is implementing a paperless office system to reduce our paper use, increase efficiency, and provide a more effective way for our staff, the public and interested parties to view water quality documents in electronic form.

Effective **June 2, 2014**, please submit to the email address listed below, all regulatory documents, data, correspondence, or other materials that you would normally submit to us as hard copies in a searchable Portable Document Format (PDF). Documents that are less than 50 MB should be emailed to NorthCoast@waterboards.ca.gov. Documents that are larger than 50 MB should be transferred to a CD or DVD and mailed to the address shown below. Please see the enclosed document titled, **Guidelines for Electronic Submittal of Documents** for more information. 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 California Integrated Water Quality System (CIWQS), GeoTracker, or the Stormwater Multi-Application Reporting & Tracking System (SMARTS) should continue submitting as previously required.

If you have any questions regarding this matter or if converting to electronic submittals creates a significant hardship for you, please contact the appropriate staff assigned to your program or project. You may refer to the Regional Board's website (www.waterboards.ca.gov/northcoast) for contact information. We are sending out this notice as broadly as possible, so if you happen to receive more than one copy, we apologize for the duplication.

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

Sincerely,

Original Signed By:

Matthias St. John
Executive Officer

Enclosure: Guidelines for Electronic Submittal of Documents

North Coast Regional Water Quality Control Board

Guidelines for Electronic Submittal of Documents

The North Coast Regional Water Quality Control Board (Regional Board) implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve overall accessibility to Regional Board records and documents. Effective June 2, 2014, please provide all regulatory documents, submissions, materials, data, and correspondence via email or on disk (CD or DVD) in a Portable Document Format (PDF) file **in lieu of paper-sourced documents**.

The format guidelines below will provide an accurate substitute of an original paper-sourced document suitable for inspection, review, and copying:

Please verify that the PDF file(s):

1. Contains the entire document, maintaining organization and layout, including page orientations, size, margins, fonts, table formats, page numbers, and appendices.
 - a. Appendix cover pages must be in the same order as they would appear in a paper-sourced document, followed by the information assigned to that appendix; and
 - b. Each subsection of an appendix must also have its own cover page (i.e. Appendix D.1 or Appendix E.4) followed by the information assigned to that subsection.
2. Allows the reviewer to copy text and images into common word processing documents (OCR – Optical Character Recognition). If you do not have this technology, we will attempt to convert the PDF into OCR as deemed necessary.
3. Enables review of the document clearly, legibly and in the proper orientation for reading on a computer screen. Include a well-structured table of contents allowing the reviewer to identify key components of the document. Generally bookmarks are useful, and hypertext linking improves navigation through the document. However, in order to minimize loss of functionality, if hypertext links are provided, use only relative paths which do not reference specific drives or root

directories, and make the bookmark hierarchy identical to the table of contents (avoid using more than 2-3 levels which will increase the need for space to read the bookmarks).

Submitting via email (documents <50 MB)

1. Convert documents less than 50 MB (<50 MB) into a PDF file as it would normally appear in a paper-sourced document.
2. Attach the PDF(s) to an email and send to NorthCoast@waterboards.ca.gov with information in the email to include:
 - *Document title*
 - *Discharger/Project name*
 - *Program type (Land Disposal, Nonpoint Source, Storm Water, Underground Storage Tank, etc.)*
 - *Project identifiers (such as: CIWQS, Global ID, Waste Discharger ID number, etc)*
 - *The Regional Water Board staff person to receive the document(s)*
3. See additional information regarding original certifications and other original signature requirements below.

Submitting via CD or DVD (documents >50 MB):

1. Convert documents greater than 50 MB (>50 MB) into a PDF file as it would normally appear in a paper-sourced document. Please limit the size of the PDF file to less than 150 MB (<150MB); if more than 150 MB, please break the document into volumes.
2. Transfer onto a CD or DVD. **After transfer of the documents to CD/DVD, verify CD/DVD is readable.** Please label the CD/DVD and jewel case or envelope with the following information:
 - *Document title*
 - *Discharger/Project name*
 - *Program type (Land Disposal, Nonpoint Source, Storm Water, Underground Storage Tank, etc.)*
 - *Project identifiers (such as CIWQS, Global ID, Waste Discharger ID number, etc.)*
 - *The Regional Board staff person to receive the document(s)*

Submit/mail to the address listed below:
North Coast Regional Water Quality Control Board
5550 Skylane Blvd., Suite A
Santa Rosa, CA 95403
Attn: (Regional Board staff name)

See additional information regarding original certifications and other original signature requirements below.

Submitting Checks

The Regional Board does not accept electronic transfer of funds. Please continue to **mail** all checks to the address listed below along with a paper cover letter and an electronic copy of your application/renewal/waiver/etc. on CD/DVD following the guidelines above. Or, if you have emailed the application materials, clearly define the purpose of the check.

Documents that Require Hand Signature

Please provide an electronic duplicate of the original hand-written signature on your cover letter when submitting the CD/DVD containing the document. If you are unable to provide an electronic duplicate of the original hand-written signature, please indicate on your cover letter when submitting the CD/DVD containing the document.

Future Guidelines and Additional Information

Regional Board guidance on electronic submissions will be updated periodically to reflect the evolving nature of the technology involved and the experience of those using this technology. Be advised that failure to comply with formatting guidelines for CD/DVD sourced documents may cause a delay in the review of the submission, and you may be requested to perform necessary re-conversion changes. Additionally, we may request that some documents and materials continue to be submitted on paper, particularly large drawings or maps.

For additional information, please contact the appropriate staff assigned to your program/project. You may refer to the Regional Board's website (www.waterboards.ca.gov/northcoast) for contact information.

May 8, 2014