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SECRETARY FOR
ENVIRONMENTAL PROTECTION

Santa Ana Regional Water Quality Control Board

January 22, 2014

ELECTRONIC SUBMITTAL REQUIRED FOR CORRESPONDENCE AND REPORTS TO THE REGIONAL BOARD

Dear Stakeholder:

The Santa Ana Regional Water Quality Control Board (Regional Board) is implementing a Paperless Office (ECM - Electronic Content Management) 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 an electronic form.

Effective March 10, 2014, please convert all regulatory documents, submissions, materials data, and correspondence that you would normally submit to us as hard copies to a searchable (OCR) Portable Document Format (PDF). Documents that are less than 25 MB should be emailed to santaana@waterboards.ca.gov. Documents that are 25 MB or larger should be transferred to a CD/DVD and mailed to the Santa Ana Regional Board at 3737 Main St., Ste. 500, Riverside, CA 92501. Please see the attached document titled "**Guidelines for Electronic Submittal of Documents**" for more information.

However, 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.

If you need additional information regarding Electronic Submittal of Documents please visit the Regional Board's website below and navigate to ECM (Electronic Content Management).

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If you have questions regarding this matter, please contact the appropriate staff assigned to your program or project. You may refer to the Regional Boards' Departmental Listing for contact information.

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

Sincerely,

Kurt V. Berchtold
Executive Officer
Santa Ana Regional Water Quality Control Board

Enclosure

Guidelines for Electronic Submittal of Documents

The Santa Ana Regional Water Quality Control Board (Regional Board) implemented an electronic records management system, aka Paperless Office, (ECM – Electronic Content Management) to reduce paper consumption, anticipate future records management solutions, and improve overall accessibility to Regional Board records and documents. Effective March 10, 2014, provide all regulatory documents, submissions, materials, data, and correspondence via email or on disk (CD or DVD) in a searchable (OCR) 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 and legibly. Include a well-structured table of contents that allows the reviewer to identify key components of the document is helpful. 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 <25 MB):

1. Convert documents less than 25 MB (<25 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 santaana@waterboards.ca.gov with information in the email to include: Document title; Discharger/Project name; Program type (Land Disposal, NPDES, Site Cleanup, Storm Water, TMDL, UST, WQC, etc.);

Project identifiers such as (CI, CIWQS, File, Global ID, NPDES, Order, SCP, WDID Numbers, etc.); and Regional Board staff name.

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

Submitting via CD or DVD (documents >25 MB):

1. Convert documents greater than 25 MB (>25 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 (<150 MB); if more than 150 MB, please break the document into volumes.
2. Transfer onto a CD or DVD. Remember to label the CD/DVD and jewel case or envelope with similar information which appears in the 'subject' line of the cover page (i.e. title of the document, property name and location, submission date, and project identifier such as NPDES, CIWQS, Order Numbers, etc.).
3. Submit/mail to the address listed above with a paper copy of a cover letter, transmittal page, and/or report cover page. 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:

State Water Resources Control Board
Accounting
1001 "I" Street
Sacramento, CA 95814

along with a paper cover letter and an electronic copy of your application/renewal/waiver/etc. on CD/DVD following the guidelines above.

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. 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 containing the 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.

If you need additional information regarding Electronic Submittal of Documents please visit the Regional Board's website above and navigate to ECM (Electronic Content Management).