

## **GUIDE FOR SUBMITTING ELECTRONIC DOCUMENTS SAN FRANCISCO BAY REGIONAL WATER QUALITY CONTROL BOARD**

PLEASE READ THE DOCUMENT REQUIREMENTS BEFORE SUBMITTING YOUR REPORT TO THE **FILE TRANSFER PROTOCOL (FTP)** SYSTEM.

### **Document Requirements**

- Submit two (2) formats of all documents that you send to the Board. One in PRINT (paper) format for staff review and the other in an ONLINE (electronic) format via Internet for archiving.
- Submit documents as **Portable Document Format (PDF)** files.
- The PDF files should include images of signed, dated, and letterhead pages.
- **Submit each document as a single PDF file.** For example, signed cover letters accompanying reports should be included as the first page(s) of the PDF file. Each report should be submitted as one PDF file, not as separate chapters, figures, etc.
- The file name should be **24 characters or less** and representative of the document or project. Example: Use "ParkRoadBeniciaRptSept03.pdf" instead of "4365.00Final.pdf".
- **Ensure that the files you submit to us are not password-protected.**
- Submit files to your designated case manager's folder in the Water Board's File Transfer Protocol (FTP) site (see below).

## Submitting a Document

The following are the types of browsers the Water Board supports.

### Explorer 6.0

1. Type in the URL Address: <ftp://swrcb2a.waterboards.ca.gov> . This will show you a screen with several folders.
2. Login by doing one of the following:
  - Right click the screen and select Login As.
  - Click the File button on the top left hand corner and then *Login As*. A separate screen will appear.
3. Type in the User ID and the Password (provided by your Water Board case manager). Another screen will appear.
4. Double-click the *Staff* folder.
5. Double-click the folder with the name of your case manager.
6. Copy your file into that folder or the sub-folder that the staff person has set up for you.
7. **Send a confirmation e-mail to your case manager to inform them that you have submitted your report.**

### Explorer 7.0/8.0

1. Type in the URL Address: <ftp://swrcb2a.waterboards.ca.gov>.  
(You will see *FTP root at swrcb2a.swrcb.ca.gov* in bold at the top and a list of directories below).
2. Click the **Page** drop-down menu in the upper right side of Internet Explorer.
3. Select *Open FTP Site in Windows Explorer*.
4. Follow steps 2-6 in the Explorer 6.0 section.

### FTP software

1. Type in the Address name: **swrcb2a.waterboards.ca.gov**. A folder directory will appear on the right side.
2. Double-click the *FTP* folder.
3. Double-click the *pub* folder.
4. Double-click the *rwqcb2* folder.
5. Double-click the *Staff* folder.
6. Follow steps 4-6 in the Explorer 6.0 section.