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## Colorado River Basin Regional Water Quality Control Board

March 3, 2014

### Electronic Submittal Required for Correspondence and Reports

Dear Interested Party:

The Colorado River Basin Regional Water Quality Control 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 **April 1, 2014**, please convert all regulatory documents, submissions, materials, data, and correspondence that you would normally submit to us as hard copies to a searchable Portable Document Format (PDF). Documents that are less than 50 MB should be emailed to [RB7-coloradoriver@waterboards.ca.gov](mailto:RB7-coloradoriver@waterboards.ca.gov). Documents that are 50 MB or larger should be transferred to a disk and mailed to the address listed below. 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 our website [www.waterboards.ca.gov/coloradoriver](http://www.waterboards.ca.gov/coloradoriver) and navigate to [Paperless Office](#), located under the Resources heading.

If you have questions regarding this matter, please contact the appropriate staff assigned to your program or project. Contact information can be found on our website under the "About Us" tab at the top of the page, click on [Phone List](#).

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

Sincerely,

Robert Perdue  
Executive Officer

Enclosure: Guidelines for Electronic Submittal of Documents