



Linda S. Adams
Secretary for
Environmental Protection

California Regional Water Quality Control Board San Diego Region

Over 50 Years Serving San Diego, Orange, and Riverside Counties
Recipient of the 2004 Environmental Award for Outstanding Achievement from USEPA



Arnold Schwarzenegger
Governor

9174 Sky Park Court, Suite 100, San Diego, California 92123-4353
(858) 467-2952 • Fax (858) 571-6972
<http://www.waterboards.ca.gov/sandiego>

August 31, 2010

In reply refer to:
241772:adai

Ms. Enriqueta Lugin
Mt. Empire Jr. & Sr. High School
3291 Buckman Springs Rd
Pine Valley, CA 91962

Dear Ms. Lugin:

**SUBJECT: NON-SUBMITTAL OF 2009 ANNUAL MONITORING REPORT
MT. EMPIRE JR & SR HIGH SCHOOL**

This letter is to inform you that the January-December 2009 annual monitoring report has not been submitted to the California Regional Water Quality Control Board, San Diego Region (San Diego Water Board). Failure to submit the 2009 annual monitoring report is a violation of Order No. 88-005. The annual report is required to be submitted by January 30th of every year pursuant to the Monitoring and Reporting Program of Order No. 88-005. Please submit the referenced annual report as soon as possible.

The report is more than 180 days overdue. You will be out of compliance with Order No. 88-005, and will continue to accrue days of violation until the San Diego Water Board receives the annual report.

Failure to submit reports required by Waste Discharge Requirements within 30 days from the due date are considered priority violations and are subject to civil liabilities pursuant to California Water Code Section 13350. Civil liability amounts imposed by the San Diego Water Board under this section range from \$100 to \$5,000 per day per violation, or up to \$10 per gallon for each gallon of waste discharged.

The San Diego Water Board implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve the overall accessibility to water quality records and documents. We strongly encourage you to provide all regulatory documents, submissions, materials, data, and correspondence on compact disk (CD-ROM or CD) in a Portable Document Format (PDF) file *in lieu of paper-sourced documents*. In some instances paper submittals are still required; see attached letter for details.

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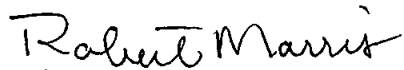
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In the subject line of any response, please include the requested "In reply refer to:" information located in the heading of this letter. For questions pertaining to the subject matter, please contact Amanda Dai at (858) 627-3977 or via email at adai@waterboards.ca.gov.

Sincerely,



Robert Morris, P.E.
Senior Water Resource Control Engineer
Cleanup and Land Discharge Branch

RWM:ch:ad

Enclosure: *Guidelines for Submittal of Electronic Documents*

Regulatory Measure ID: 375687

Violation ID: 880168



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TO: All Persons/Parties Submitting Documents and Data

FROM: David W. Gibson, Executive Officer

DATE: July 1, 2010

SUBJECT: Guidelines for Electronic Submittal of Documents – CD-ROM

The California Regional Water Quality Board, San Diego Region (San Diego Water Board) implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve the overall accessibility to water quality records and documents. We strongly encourage you to provide all regulatory documents, submissions, materials, data, and correspondence on compact disk (CD-ROM or CD) in a Portable Document Format (PDF) file *in lieu of paper-sourced documents*. In some instances paper submittals are still required; see below for details.

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

1. **Convert** documents greater than 10 megabytes (>10MB), or more than 25 pages, into a PDF file as it would normally appear in a paper-sourced document. Please limit the size of the PDF file to <150mbs (less than 150MB); if more than 150MB, divide the document into volumes. *Documents that are 25 pages or less need not be submitted on CD.*
2. **Transfer** onto a CD. Remember to *label* the CD and case or envelope with similar information which appears in the 'subject' line of the cover page (ie. title of the document, property name and location, submission date, and project identifier such as NPDES, CIWQS, Order Numbers, etc.).
3. **Verify** that the PDF file on CD:
 - a. Contains the *entire* document, maintaining organization and layout, including page orientations, size, margins, fonts, table formats, page numbers, and appendices.
 - i. 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
 - ii. Each subsection of an appendix must also have its own cover page (ie. Appendix D.1 or Appendix E.4) followed by the information assigned to that subsection.

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- b. 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 necessary.
 - c. Enables review of the document *clearly and legibly*. If needed for larger documents, include a well-structured table of contents that allows 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).
4. *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.

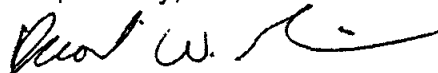
Be advised that failure to comply with formatting guidelines for CD-sourced documents may cause a delay in the review of the submission, and you may be requested to perform necessary re-conversion changes. Additionally, we may request that some documents and materials continue to be submitted on paper, particularly large drawings or maps.

Documents submitted via electronic mail (e-mail) to individual Staff will not be accepted as formal submissions at this time. In order to properly catalogue all submissions, they must be sent to our mailing address.

The San Diego Water Board is developing policy and procedure requirements for the submission of digital signatures (electronic signatures). In the meantime, if documents for which regulations, orders, permits, etc., require an *original hand-written signature*, such as professional certifications or penalty of perjury oaths, please *also* scan and insert into the PDF file where appropriate and easily identified. 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-sourced document.

If you have questions please call the appropriate Staff assigned to your program or project. Thank you for your cooperation and assistance in protecting California's natural resources.

Respectfully,



David Gibson,
Executive Officer

DWG/ca/ac