California Regional Water Quality Control Board
San Diego Region

Linda S. Adams
Secretary for
Environmental Protection

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

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TO: Designated Parties and Interested Persons Distribution Lists

FROM: John Robertus, Executive Officer

DATE: May 20, 2008

SUBJECT: NOTICE OF SELECTION AND DISTRIBUTION OF METHOD FOR
SEARCHING THE ELECTRONIC RECORD FOR
TENTATIVE CLEANUP AND ABATEMENT ORDER NO. R9-2005-0126
(SAN DIEGO BAY SEDIMENT CLEANUP)

NOTE: Additional information related to this proceeding is available at the following website: http://www.waterboards.ca.gov/sandiego/.

This Notice informs the Designated Parties of selection of the method to be used for searching the electronic record for the proceeding to consider Tentative Cleanup and Abatement Order No. R9-2005-0126 and provides instructions to the Designated Parties for accessing the search method.

The California Regional Water Quality Control Board, San Diego Region (Regional Board) Advisory Team, in consultation with the Regional Board Cleanup Team has reviewed various options for providing users of the electronic record with enhanced text search capability. The Regional Board Advisory Team considered Adobe Index, Google Desktop, iConect NXT, Catalyst CR, Concordance FYI and kCura in terms of cost, accessibility, functionality, complexity and implementation timing.

The Regional Board Advisory Team has selected Adobe Index from the available options. The index created with Adobe Acrobat 8 Professional substantially improves accessibility and text searchability of the electronic record and does so in a timely fashion and at a reasonable cost to the Regional Board, and at no cost to the Designated Parties.

While some of the other systems may provide further enhanced capabilities for searching, with the exception of Google Desktop, they are costly and their selection would delay distribution of a search engine by a minimum of several weeks. They also require substantial user training which would complicate making the electronic record accessible to the public. None of these options will be made available by the Regional Board.

Complete the following steps to install and access the index on any current version of Adobe Acrobat, including the free Adobe Reader:

STEP 1: Copy One Folder and Two Files from State Internet File Transfer Protocol (FTP) Site onto Administrative Record Hard Drive[1].
Go to: ftp://swrcb2a.waterboards.ca.gov/pub/rwqcb9/Shipyard/

Copy the following <u>one folder and two files</u> onto the hard drive under the "RWQCBSD" folder of the administrative record hard drive:

Folder (which has 4 files inside) - "RWQCBSD Adobe Index"
File 1 - "RWQCBSD Adobe Index.log"
File 2 - "RWQCBSD Adobe Index.pdx"

The files are about 640 MB and the time to copy will vary depending on your computer and connection speed.

STEP 2: Setting Up Adobe to Use Downloaded Files.

Once you have copied the folder and two files to the hard drive, open Adobe Reader or Acrobat and select "Search" under the "Edit" menu.
Select "Use Advanced Search Options" at the bottom of the search screen.
In the "Look In:" drop down menu, select "Select Index ..."
In the dialogue box select "Add" and browse to and select the "RWQCBSD Adobe Index.pdx" file that is now on the hard drive and click "Ok".
Once back at the search box, enter the search word or phrase, plus any other search criteria you wish.
A list of documents with your search term is displayed as a hot link to the first instance of the search term in the document. The documents can be expanded to display the individual pages within the document with the search term by clicking on the plus sign. These locations are also hot linked to the document.

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[1] NOTE: You must have a hard drive with the administrative record files in order to accomplish these steps. A portable hard drive with the files can be purchased directly from D-M. For more information go to the following link:
http://www.waterboards.ca.gov/sandiego/programs/shipyards/Shipyard%20Sediment%20Cleanup/ CUT_R9-2005-0126.html. The files can also be accessed by the public in the Regional Board file review room or can be copied from a hard drive in the Regional Board file review room onto a hard drive brought in by a member of the public. Please not that the Regional Board will be unable to provide technical assistance with the file transfer.

Suggestion: For a faster search, select the "whole words only" option.

NOTE: The Adobe Reader default for "Maximum Number of Documents Returned in Results" is 500. To increase this number, go to "Edit" then "Preferences," and select "Search" in the column on the left. Look for "Maximum Number of Documents Returned in Results" and increase the number to 9999.

Should you have any difficulties installing or accessing the Adobe Index, please contact Frank Melbourn at (858) 467-2973 or by e-mail at fmelbourn@waterboards.ca.gov.