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## San Diego Regional Water Quality Control Board

March 2018

### Electronic Submittal Required for Correspondence and Reports to the Regional Board

Dear Interested Party:

The San Diego Regional Water Quality Control Board (Waterboard) implemented 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.

Please convert all regulatory documents, submissions, materials, and correspondence that you would normally submit to us as hard copies to a searchable Portable Document Format (PDF). Data may be submitted in Excel spreadsheets. Documents that are less than 50 MB should be emailed to [SanDiego@waterboards.ca.gov](mailto:SanDiego@waterboards.ca.gov). Documents that are 50 MB or larger should be transferred to a disk and mailed to the address below.

California Regional Water Quality Control Board  
San Diego Region  
2375 Northside Drive, Ste. 100  
San Diego, California 92108

**Be sure the files on your CD are not password protected.**

Reports emailed to staff may be returned or declined at their discretion.

Staff may request some documents be submitted on paper, particularly drawings or maps that require a large size to be readable, or in the 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 have any questions regarding this matter, please contact the appropriate staff assigned to your program/project. If you have a specific question about large document submittal procedures, please contact the Mission Support Services Staff at (619) 516-1990.

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

Sincerely,



David W. Gibson  
Executive Officer