
Colorado River Basin Regional Water Quality Control Board

Guidelines for Electronic Submittal of Documents

The Colorado River Basin Regional Water Quality Control Board (Colorado River Basin Water Board) implemented an electronic records management system, aka Paperless Office, to reduce paper consumption, anticipate future records management solutions, and improve overall accessibility to Regional Board records and documents. Effective **April 1, 2014**, please provide all regulatory documents, submissions, materials, data, and correspondence via email or on disk (CD-ROM or CD) in a Portable Document Format (PDF) file ***in lieu of paper-sourced documents***.

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

Please verify that the PDF file(s):

1. Contains the entire document, maintaining organization and layout, including page orientations, size, margins, fonts, table formats, page numbers, and appendices.
 - a. 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
 - b. Each subsection of an appendix must also have its own cover page (i.e. Appendix D.1 or Appendix E.4) followed by the information assigned to that subsection.
2. Enables review of the document clearly and legibly. Include a well-structured table of contents that allows the reviewer to identify key components of the document is helpful. 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).

Submitting via email (documents <50 MB):

1. Convert documents less than 50 MB (<50 MB) into a PDF file as it would normally appear in a paper-sourced document.
2. Attach the PDF(s) to an email and send to RB7-coloradoriver@waterboards.ca.gov with information in the email to include: Document title; Discharger/Project name; Program type (Land Disposal, NPDES, Site Cleanup, Storm Water, TMDL, UST, WQC, etc.); Project identifiers such as (CIWQS, File, Global ID, NPDES, Order, SCP, WDID Numbers, etc.); and Regional Board staff name.

3. See additional information regarding original certifications and other original signature requirements below.

Submitting via CD-ROM or CD (documents >50 MB):

1. Convert documents greater than 50 MB (>50 MB) into a PDF file as it would normally appear in a paper-sourced document. Please limit the size of the PDF file to less than 150 MB (<150 MB); if more than 150 MB, please break the document into volumes.
2. Transfer onto a CD-ROM. Remember to label the CD-ROM and jewel case or envelope with similar information which appears in the 'subject' line of the cover page (i.e. title of the document, property name and location, submission date, and project identifier such as NPDES, CIWQS, Order Numbers, etc.).
3. 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.

Submitting Checks

The Colorado River Basin Water Board does not accept electronic transfer of funds. Please continue to **mail** all checks to 73-720 Fred Waring Drive, Suite 100, Palm Desert, CA 92260 along with a paper cover letter and an electronic copy of your application/renewal/waiver/etc. on CD-ROM following the guidelines above.

We are 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 convert 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.

Regional Board guidance on electronic submissions will be updated periodically to reflect the evolving nature of the technology involved and the experience of those using this technology. 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.

If you need additional information regarding Electronic Submittal of Documents please visit our website www.waterboards.ca.gov/coloradoriver and navigate to [Paperless Office](#) located under the Resources heading.