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ENVIRONMENTAL PROTECTION

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## State Water Resources Control Board

### Division of Drinking Water

April 6, 2016

### **IMPORTANT – Request for Electronic Submittal of Documents**

Dear Public Water System Owners and Operators:

The State Water Resources Control Board, Division of Drinking Water (DDW) is implementing a Paperless Office system to reduce our paper use, increase efficiency, and provide a more effective way for our staff and the public to view water quality documents. This change in procedure will help ensure that DDW meets the same efficiency and transparency goals as other Water Board programs, which have already implemented Paperless Office.

Starting July 1, 2016, DDW requests that public water systems begin submitting most documents in electronic format, including but not limited to: monthly monitoring reports, general correspondence, and other routine submittals. If you already send some or all submittals to our offices via email, you will continue to do that with our new procedure; however some methods and specifics may change.

Before June 1, 2016, you will receive another letter regarding electronic document submittal. That letter will be sent directly from the DDW district office that oversees your water system and will describe in detail the submittal methods and requirements that pertain to your water system.

If you anticipate difficulty complying with this request, or if you have any questions concerning the upcoming changes, please contact the DDW district office that oversees your water system. A map of DDW district offices with phone numbers may be found at [https://www.waterboards.ca.gov/drinking\\_water/programs/documents/ddwem/DDWdistrictofficesmap\\_WA\\_version.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap_WA_version.pdf).

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E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

Please provide a copy of this letter to all water system personnel responsible for submitting documents to DDW.

Sincerely,

Original signed by Cindy Forbes

Cindy A. Forbes, P.E.  
Deputy Director  
Division of Drinking Water