



# California Regional Water Quality Control Board Los Angeles Region



Matthew Rodriguez  
Secretary for  
Environmental Protection

320 W. 4<sup>th</sup> Street, Suite 200, Los Angeles, California 90013  
(213) 576-6600 • FAX (213) 576-6640  
<http://www.waterboards.ca.gov/losangeles>

Edmund G. Brown Jr.  
Governor

October 20, 2011

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

Dear Interested Party:

The Los Angeles Regional Water Quality Control Board (Regional Board) is implementing 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.

Effective November 1, 2011, please convert all regulatory documents, submissions, materials, data, and correspondence that you would normally submit to us as hard copies to a searchable Portable Document Format (PDF). Documents that are less than 10 MB should be emailed to [losangeles@waterboards.ca.gov](mailto:losangeles@waterboards.ca.gov). Documents that are 10 MB or larger should be transferred to a disk and mailed to the address listed above. Please see the attached document titled "**Guidelines for Electronic Submittal of Documents**" for more information.

However, staff may request some documents be submitted on paper, particularly drawings or maps that require a large size to be readable, or in 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 need additional information regarding Electronic Submittal of Documents please visit the Regional Board's website above and navigate to [Paperless Office](#).

If you have questions regarding this matter, please contact the appropriate staff assigned to your program or project. You may refer to the Regional Boards' [Departmental Listing](#) for contact information.

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

Sincerely,

Samuel Unger, P.E.  
Executive Officer

Enclosure: Guidelines for Electronic Submittal of Documents

*California Environmental Protection Agency*





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## **Guidelines for Electronic Submittal of Documents**

The Los Angeles Regional Water Quality Control Board (Regional 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 immediately 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. 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 deemed necessary.
3. 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 <10 MB):**

1. Convert documents less than 10 MB (<10 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 [losangeles@waterboards.ca.gov](mailto:losangeles@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 (CI, 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 >10 MB):**

1. Convert documents greater than 10 MB (>10 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 Regional Board does not accept electronic transfer of funds. Please continue to **mail** all checks to the address listed above 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 the Regional Board's website above and navigate to [Paperless Office](#).