

**From:** Shakoora Azimi-Gaylon  
**To:** guiliano.dave@epa.gov,Guiliano.Dave@epamail.epa.gov,Barbara Baginska,Nao...  
**Date:** 9/12/2009 2:12 PM  
**Subject:** Re: Transmittal Letter: Transfer to the State Water Board

Hi everyone,

Below are the two checklists for information that need to be included in the CD (with transmittal letter) and Admin Record. Please call us if you have any questions.

#### Administrative Record Checklist

- . CalWQA category reports
- . CalWQA comprehensive report
- . CalWQA miscellaneous changes report
- . Signed Board resolution for approved 303(d) List or Integrated Report
- . Signed Executive Officer's transmittal letter
- . Public hearing notice signed and dated
- . Interested parties mailing list (Lyris)(We will send you additional information regarding the address being posted on the web next week.)
- . Staff's responses to public comments
- . All other public versions of the Integrated Report.
- . Transcripts of the Board hearing or recording and minutes of the Board hearing
- . Exhibits presented at the hearing by Water Board staff and the public as part of their testimony
- . Board hearing agenda
- . Written public comments
- . Documents and other "substantial evidence" used to support the Integrated Report (e.g. consultant reports, agency studies). Evidence is substantial if it was relied on for a decision or recommendation
- . Guidelines and Standards

#### CD Checklist (with Executive Officer's signed transmittal letter)

- . CalWQA category reports
- . CalWQA comprehensive report
- . CalWQA miscellaneous changes report
- . Signed Board resolution for approved 303(d) List or Integrated Report
- .

- Shakoora

Shakoora Azimi-Gaylon, Senior Environmental Scientist  
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>>> Shakoora Azimi-Gaylon 09/03/09 12:39 PM >>>

Hi Everyone,

There have been many good questions about the content of the CD with the transmittal letter. To address everyone's questions and concerns, we will make a checklist that will identify the Board approved files and documents that need to be included on the CD.

We are also reviewing the information that you placed in the Admin Records. To further assist you with this effort, we will also make a checklist for the Admin Record files. Everything that you are including in the Admin Record will not need to be included in the CD.

I will send you both checklists by next week. Please hold off sending your transmittal letters.

Thanks very much,  
-Shakoora

>>> Judith Unsicker 9/3/2009 8:58 AM >>>

Thanks, Shakoora. Could you provide more specific direction on what files to include on the CD? Do you want copies of everything in the "List Approval Process" sections of the Regional Boards' official administrative records, including notices, comments and responses, agenda material, multiple public drafts of staff reports, audio recordings of workshops and hearings, etc, etc.? Do you want the CD files named with CalWQA reference numbers or descriptive titles? Do you want a separate electronic index of the files on the CD? If you and your staff are primarily interested in having convenient working copies of the "final" comprehensive and category reports, can't these be generated and saved from the CalWQA database as needed after the Regions have completed all data entries for the 2008 cycle?

If the complete online administrative records are NOT turning out to be convenient for use by State Board staff, I suggest that the workgroup discuss developing a much simpler record protocol (such as submitting everything on CD in the first place) for the next assessment cycle.

Due to the Governor's Executive Order on furloughs, my office will be closed on the first, second and third Fridays of each month.

Judith Unsicker  
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>>> Shakoora Azimi-Gaylon 09/02/09 3:59 PM >>>

Hi Everyone,

During the Integrated Report Roundtable there were a few questions about sending the Regional Board Resolution to the State Board. Below is information to help when transferring the Regional Board Integrated Report to the State Water Board: The transmittal letter must have the signatures of the Regional Board Executive Officer and should be sent to the State Board Executive Director, Dorothy Rice, and include the Board's adopted resolution as an enclosure. The transmittal letter should reference the date the Board approved the list. Send a copy of the letter, adopted resolution, and a CD containing the Integrated Report electronic files including the comprehensive report, the category report and any other associated documents used in the Board approval process to Shakoora Azimi-Gaylon at the State Water Board.

Hope this answer your questions.

Thanks,  
-Shakoora

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