WEB SITE DOCUMENT SUBMITTALS

*Please complete this form, save it, and submit your request according to the web posting policy and procedures.*

[*http://waternet/oit/forms/internet\_postingpolicy.doc*](http://waternet/oit/forms/internet_postingpolicy.doc)

*(Use tab key, arrow keys or mouse to navigate through this form.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requestor/Contact** | Tammy Vallejo | Phone | 322-8469 | Date | 4/24/2015 |
| **Regional Board,**  **Division or Office** | Division of Water Rights | **Unit** | Water Quality Certification Program | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRIORITY of PUBLISHING:** | LOW | MEDIUM | | HIGH | |
| URGENT DEADLINE: | Date: |  | Time: |  |
| Reason for Urgency: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNET :** | DFA | DWR | SWRCB | RB # |
| *Submit the completed form and files to OPA by email:* [***info@waterboards.ca.gov***](mailto:info@waterboards.ca.gov)*. Hard copy material can be hand-delivered.*  *For exceptions, refer to the* [*“SWRCB Internet Web Posting Policy and Procedures”*](http://waternet/oit/forms/internet_postingpolicy.doc) *(section 7).*  ***Please add the website you’ve checked above to the subject line of your email.*** | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INTRANET:** | DAS | DFA | DWQ | DWR | EXEC | OCC | OEA | OIT | OSI | RB# |
| *Submit the completed form and files to* [***websupport@waterboards.ca.gov***](mailto:websupport@waterboards.ca.gov) *or in hard copy to the OIT/Web Development Unit.*  ***Please add the website you’ve checked above to the subject line of your email.*** | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION REQUESTED:** | Create New Web Page | Change Existing Web Page | Delete Old Files |
| Delete a Web Page | Update Links | Other |
| Which web page is effected?  (provide the URL) | http://www.waterboards.ca.gov/waterrights/water\_issues/programs/water\_quality\_cert/unffr\_ferc2105.shtml | | |
| What text should be typed on the web page? (attach example if needed) | Please see attached. | | |
| Where on web page is your change? | Please see attached. | | |
| What are the names of the files you are sending for posting? | Please see attached. | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Time frame this document will remain on the web: | | | | Date to be Posted: |  | | Date of Removal: | | n/a |
|  | | | | | | | | | |
| Will this document be updated? | YES | NO | If yes, how frequently? | | |  | | | |
|  | | | | | | | | | |
| Material is being submitted via: | Email | CD | Hard Copy | | FTP Site: | | |  | |

|  |
| --- |
| INSTRUCTIONS / COMMENTS: |
| Please see attached. |

|  |  |  |
| --- | --- | --- |
| REVIEWED / APPROVED BY: | (obtain approval and type the names in) | DATE |
| (1) PROGRAM MANAGER | Erin Ragazzi | 4/24/2015 |
| (2) DIVISION CHIEF | Barbara Evoy | 4/24/2015 |
| (3) OFFICE OF PUBLIC AFFAIRS |  |  |

***The Web Unit will notify you when your request is completed.***

***Please review the results and let the Web staff know if the posting is satisfactory.***