**Guidelines for Electronic Submission of Documents**

To ensure consistent and reliable processing of the documents you submit to the Division of Drinking Water (DDW), please follow the formatting, labeling, and submission procedures described below:

**CREATION OF ELECTRONIC DOCUMENTS (PDF FILES)**

For more efficient processing, we request that you submit all documents to DDW offices **in a Portable Document Format (PDF) file.**

Please note that after review of your submission, DDW staff may request a hardcopy of certain documents, particularly drawings or maps that require a large size to be readable. In other cases – for instance, where the evaluation of data is required – DDW staff may request that documents be submitted in other electronic formats.

1. **Convert your submittal into PDF format. The PDF file should:**
	1. Have a one-to-one relationship between the document being created and the information within the document. For example: If you are submitting both monthly bacteriological results and a monthly treatment plant monitoring report, you would create two separate documents: one document labeled appropriately for the bacteriological results and one document labeled appropriately for the treatment plant monitoring report.
	2. Contain the entire document, maintaining organization and layout, including page orientation, size, margins, fonts, table formats, page numbers, etc.
	3. Be clear and legible.
	4. Be named per the instructions in Item #2 below.
	5. Allow the reviewer to copy text and images into common word processing documents. For scanned documents, the document should be processed using Optical Character Recognition (OCR). If you do not have this technology, we will attempt to process the document using OCR as deemed necessary.

**Note:** Where a signature is specifically required by law or regulation, you should sign the document prior to converting to a PDF file and maintain the signed hardcopy of the document in your records for the period of time prescribed in the law or regulation.

1. **Name each individual PDF file as follows:**
	1. Create a filename with the following information:
		1. Water System Number—(e.g. 1234567)
		2. Water System Name—(e.g. ABC Water Company)
		3. Compliance Period—Year and month or quarter that the document covers, if applicable—(e.g. 2016July).
		4. Document Link—Use the following table to choose the Document Link that applies to the document you are submitting:

|  |  |
| --- | --- |
| **Document Link** | **Documents Pertaining to:** |
| TCR | Monthly monitoring and summaries for the Total Coliform Rule and Revised Total Coliform Rule (RTCR) (routine distribution system bacteriological monitoring data) |
| SWTR | Monthly treatment plant monitoring reports for surface water |
| WTP | Monthly treatment plant monitoring reports, non-surface water |
| RAWB | Raw (source) water bacteriological data |
| RAWC | Raw water chemical monitoring data |
| LT2 | Raw water monitoring in accordance with Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) |
| LCR | Lead and copper tap sampling data |
| PN | Public notification documents |
| MRDL | Disinfectant running annual average reporting |
| DBP | Disinfection byproduct reporting |
| GP | Distribution monitoring for general physicals |
| QPR | Quarterly progress report |

**Note:** If there is not an applicable Document Link in the table above, use a word that describes the subject of the document you are submitting.

**Example of complete filename:** 1234567-ABC Water Company-2016July-TCR

**SUBMISSION OF ELECTRONIC DOCUMENTS**

1. **Submission via Email**

**Note:** DDW email servers can only receive emails less than or equal to 50 megabytes (50 MB) in size

* 1. Attach **one** PDF file to an email. Enter the same information in the Subject line of the email as you used in the filename for the attachment to the email (e.g., “1234567-ABC Water Company-2015July-TCR”); see Item # 2 above for instructions. Send to: dwpdist18@waterboards.ca.gov; OR
	2. Attach **multiple** PDF files to an email, assuming total size is less than 50 MB. This option should only be utilized if all of the PDF files to be attached pertain to the same water system. Enter the water system number and name in the Subject line of the email (e.g., “1234567-ABC Water Company”). Send to: dwpdist18@waterboards.ca.gov.
1. **Submission of files greater than 50 MB in size**
	1. Split documents into files smaller than 50 MB total and email per instructions in #1 above; OR
	2. Upload your documents to a DDW FTP website. Contact the DDW District office that oversees your water system for further details; OR
	3. Transfer onto a CD-ROM. **After transfer of the document to CD-ROM, verify it is readable.** Label the jewel case or envelope of the CD-ROM with the water system number and name (e.g., “1234567-ABC Water Company”). Mail to the address listed below:

SWRCB-DDW

50 D Street, Suite 200

Santa Rosa, CA 95404

1. **Submitting checks for payment of fees**

**The DDW does not accept electronic transfer of funds**. Please continue to **mail** all checks to the address you normally send them to, along with a paper cover letter and any necessary attachments.

**Special instructions regarding laboratories:**

Please notify your laboratory of our electronic submission requirements for routine submittals. (This only affects documents that labs routinely submit via email or hardcopy). Please note that labs must continue submitting chemical monitoring data through electronic data transfer (EDT) using the established procedure, as described at: <http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/EDT.shtml>.

**Use of this guidance and updates:**

Please be advised that not following the formatting guidelines above may cause a delay in the review of your submission, and you may be requested to resubmit document(s). This guidance may be updated periodically to reflect the evolving nature of the technology and the experience of those using this technology. You will be notified of any changes that affect your water system.