



EDMUND G. BROWN JR.
GOVERNOR

MATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

State Water Resources Control Board
Division of Drinking Water

June 10, 2016

Dear Public Water System Owners and Representatives:

IMPORTANT – Electronic Submission of Documents – Effective July 1, 2016

This letter confirms our April 6, 2016, correspondence informing you that 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.

Effective July 1, 2016, all routine submittals to DDW offices throughout the state should be sent electronically. This includes all monthly monitoring reports, general correspondence, and any other routine submittals. In general, instead of mailing hardcopy documents, you will email electronic documents to the DDW District Office that oversees your water system. (Note that where a signature is specifically required by law or regulation, you should maintain the signed hardcopy of the document in your records for the period of time prescribed.)

All submittals to the Central District Office (District 16) should be sent to: DDWRegion4@waterboards.ca.gov or DWPDIST16@waterboards.ca.gov following the "Guidelines for Electronic Submission of Documents" enclosed with this letter.

Thank you for helping us protect California's natural resources, and we appreciate your attention to this change in our procedures. If you have any questions regarding this matter or if converting to electronic submission of documents create a significant hardship, please contact Wes Stieringer at 818-551-2055, or email Wes.Stieringer@Waterboards.ca.gov.

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

Sincerely,

A handwritten signature in cursive script that reads "Sutida Bergquist".

Sutida Bergquist, P.E.
District Engineer
Central District
Division of Drinking Water

Enclosure: Guidelines for Electronic Submission of Documents

State Water Resources Control Board
Division of Drinking Water

June 3, 2016

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:

- a. 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.
- b. Contain the entire document, maintaining organization and layout, including page orientation, size, margins, fonts, table formats, page numbers, etc.
- c. Be clear and legible.
- d. Be named per the instructions in Item #2 below.
- e. 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.

2) Name each individual PDF file as follows:

- a. Create a filename with the following information:
 - i. Water System Number—(e.g. 1234567)
 - ii. Water System Name—(e.g. ABC Water Company)
 - iii. Compliance Period—Year and month or quarter that the document covers, if applicable—(e.g. 2015July).
 - iv. 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-2015July-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

- a. 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:

DDWRegion4@waterboards.ca.gov or DWPDIST16@waterboards.ca.gov

- b. Please use DWPDIST16@waterboards.ca.gov for all water quality reports (i.e. TCR, SWTR, etc.). For all other correspondences (permit application, plan, etc.), please use DDWRegion4@waterboards.ca.gov

2) Submission of files greater than 50 MB in size

- a. Split documents into files smaller than 50 MB total and email per instructions in #1 above; OR
- b. Upload your documents to a DDW FTP website. Contact the DDW District office that oversees your water system for further details; OR
- c. 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 - Division of Drinking Water
500 N. Central Ave. Suite 500
Glendale, CA 91203

3) 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.