

Response and Remediation Program Document Submittal Format

All documents more than 25 pages in length shall be submitted as one paper copy and two compact disc (CD) copies with the documents in searchable (i.e., tagged) Portable Document Format (PDF). A signed certification page must be included in the CD copies. The certification page states that the electronic copy is complete, identical to the paper copy, and virus free.

All documents currently in electronic format should be converted into the searchable PDF format. All documents not available electronically and pages that contain signatures, initials, or other information not in the electronic copy should be scanned into a searchable PDF format including the signed certification page. Scanning should be at 200 dpi with any documents requiring color being scanned in color.

The document should be broken down into multiple searchable PDF files along the following guidelines with the file name referenced in the table of content.

Table of Contents

Signature / Certification pages

Main body of document

Each Attachment (Appendices, Tables, Figures, Reports, etc.)

For ease of posting on EPD's web page, all Voluntary Remediation Program CD submittals should also contain the entire document in a single PDF file, identical to the paper copy, in addition to the multiple searchable PDF files listed above.

The CDs shall be enclosed in a jewel case. The CD shall be labeled with the following information written on the CD in indelible ink or affixed to the CD with an adhesive CD label.

Site Name

Site Address

HSI Number

City

County

Document Name

Document Date