Submitting source protection documents electronically? Please read this...

As you might imagine, the Division receives hundreds of documents electronically every month. In an effort to streamline our data entry and ensure our records are accurate, we recommend that you use a standard format in naming documents prior to submittal. The recommended format is:

System number-source number-subject-year

so a submittal for systems 12345 would be named something like this:

12345-ws002-dwsp plan-2014

Or

12345-ws002-response 2014

Or

12345-ws002-update-2014

This is only a suggestion, not a requirement, and you should modify as needed, but this will help us handle your submittals more accurately and in a timely fashion.