

Wastewater System and Potable Water Supply Permit Applications Instructions for Submitting Electronic Supporting Materials

All supporting materials being submitted electronically either by using the file upload option on the eDEC "My Attachments" page or by sending the materials via postal mail on a CD, **must be in PDF format** and conform to the requirements described below.

1) Application Submission Receipt

- Supporting materials that are being submitted on a CD for an application that was submitted online using eDEC must include a copy of the Application Submission Receipt (ASR) provided by the eDEC system. The ASR allows regional office staff to associate the submitted supporting materials with the correct online application submittal.

2) Files Submitted on CD

- Files should be submitted on a standard CD-ROM.
- CDs must be labeled. The label must include the Applicant's last name and the submitter's name, company name (if applicable) and phone number.
- CDs should contain only files for a single project.
- All files should be written to the root level of the CD. No subdirectories should be created.

3) PDF Creation

- PDFs created directly from the original electronic source (e.g. Microsoft Word, AutoCAD, etc.)
 - Fonts must be embedded. PDF viewing software automatically substitutes a font to display text if the font used to create the text isn't available on the reviewer's computer. Font substitution can affect a document's appearance and structure, and in some cases it can affect the information conveyed by a document. Font availability to the reviewer is ensured if all fonts are embedded.
 - The "Standard" conversion setting should be selected when creating PDFs from electronic source applications using Adobe PDFMaker to create the PDF. This is the default conversion setting in Adobe Acrobat 7, 8, & 9.
 - Plans must be signed, stamped, and include a graphic scale.***
- PDFs created from scanning paper documents
 - Scanned documents must be scanned at 300 dpi to ensure that the pages of the document are legible both when viewed on screen and printed, and so that optical character recognition may be applied to the document with a minimum of errors.
 - Documents should be scanned primarily in black and white. Where it is needed for reviewability of the material (e.g. photographs, location maps, soil maps, etc.), documents should be scanned in grayscale. Color scans are not permitted at this time.
 - Plans must be signed, stamped, and include a graphic scale.***
- PDFs created directly from the original electronic source or by scanning paper
 - The file must be in PDF Version 1.4 (version 1.4 is for use with Acrobat 5.0 or higher).
 - There should be no passwords required to access the file in any way.
 - There should be no restrictions on the ability to print, copy or extract text, or add and edit comments.

4) Attachment Naming Convention

It is important to have a consistent and informative naming convention so that individual documents are readily identifiable, and families of documents are easily grouped and extracted for use on the web.

- a. All documents are to be named according to the following convention, and with these additional rules:
 - No spaces are allowed anywhere in the file name. Not all software interprets spaces consistently.
 - Only alpha-numeric characters, hyphens, underscores and dots (.) are acceptable in file names. Other special characters (e.g. ` ~ ! @ # \$ % ^ & * () + = [] { } ; ' , ? | " /) must be avoided, as they may cause errors.
 - All required elements for the naming convention must be present for each and every document.
- b. The attachment naming convention is as follows:

AttachmentType_Description_ApplicantName.pdf

Note: The "Description" element of the filename is optional. All other elements are required.

- AttachmentType – The "AttachmentType" element used **must** be one of those listed in the table below.
- Description – The Description element is optional. A word or two may be used to describe the attachment. Any description added should be in title case and contain no spaces. See Attachment Type Table below for examples of filenames that include a description.
- ApplicantName – The "ApplicantName" element **must** be the Last Name of the first Applicant shown on the application form. If the applicant is a legal entity or organization, the legal entity or organization name should be used.

Attachment Type Table:

Type of Supporting Material	AttachmentType	Examples of Filenames
Certifying Official Signatory Authority	SigAuthority	SigAuthority_Smith.pdf
Overshadowing Notification Certification	NotificationCert	NotificationCert_Smith.pdf
Easement	Easement	Easement_Smith.pdf Easement_SharedWaterSupply_Smith.pdf
Hazardous Waste Site Information	HWSiteInfo	HWSiteInfo_Smith.pdf
Hydro Study and Mounding Analysis	HydroStudy	HydroStudy_Smith.pdf
Location Map	LocationMap	LocationMap_Smith.pdf
Monitor Well Data	WellData	WellData_Smith.pdf
Municipal Sewer Approval	MunSewerApproval	MunSewerApproval_Smith.pdf
Municipal Water Approval	MunWaterApproval	MunWaterApproval_Smith.pdf
Plans	PlanXofY	Plan2of4_Smith.pdf Plan2of4_Rev20071015_Smith.pdf Plan2of4_SiteMap_Smith.pdf Plan2of4_SiteMapRev20071025_Smith.pdf
Power of Attorney	POALetter	POALetter_Smith.pdf
Public Water System Approval Letter WSD	PWSApproval	PWSApproval_Smith.pdf
Signature Sheet	SignatureSheet	SignatureSheet_Smith.pdf SignatureSheet_TimberHillHomeownersAssoc.pdf
Soil Test Pit Logs	TestPitLogs	TestPitLogs_Smith.pdf

Variance Request	Variance	Variance_Smith.pdf Variance_Wastewater_Smith.pdf
Water and Sewer System Specifications	WaterSewerSpecs	WaterSewerSpecs_Smith.pdf
Water Quality Results	WQResults	WQResults_Smith.pdf
Water Treatment Device Details	TreatmentDevice	TreatmentDevice_Smith.pdf
Well Pump Test Results	PumpTestResults	PumpTestResults_Smith.pdf