



DPLU ELECTRONIC DOCUMENTS GUIDELINES FOR PUBLIC REVIEW DOCUMENTS

Electronic Documents

Electronic documents are now requested when a project is ready for public review. These documents will consist of Environmental Impact Reports (EIRs), Plot Plans/Maps, and other project related technical studies (Biological Reports, SWMP, Drainage Study, Noise Analysis, etc.). Electronic documents should be saved on **compact discs (CDs) or on Digital Versatile Discs (DVDs) in Portable Document Format (PDF) format.**

File Naming System

Utilizing a structured file naming system will increase the efficiency of managing electronic documents. All separate electronic files must be named using the following system:

1. The main project number for the project should be the first part of the file name (if there are multiple project numbers use the one that warrants the highest level of County review) – examples: GPA 07-123 = GPA07123 ; P07-123 = P07123; TM-1234 = TM1234; TPM-12345 = TPM12345.
2. Next, use the name of the type of CEQA document/technical study - examples include: Air Quality Study; Biological Resources Study; Draft EIR; Noise; Fire Protection Plan; etc.
3. If the document has tables, figures, appendices that need to be saved as a separate electronic file for whatever reason (11 x 17 maps or figures in the study should be saved separately) simply label it using this naming system – examples: AppendixA; Table2-1; Fig2-2, etc.
4. Finally, include the date of submittal – example (Chronological): 080107 (2 Digit Year, 2 Digit Month, 2 Digit Day)

Here are some examples of acceptable file names:

- S07123-PlotPlan-081107
- TPM12345-Map-081107
- P07123-NoiseStudy-081107
- TM9999-BioStudy-AppendixA-081107
- SP0123-AppendixA-Fig2-2-081107

* Ensure dots are used only at the end of a file name: S07123-PlotPlan-081107.pdf

* Only Dashes are authorized mid name. Refrain from using underscores, periods, backslashes or spaces.

Example:

- Wrong: SP 01_23-Appendix/A-Fig2.2-081107
- Correct: SP0123-AppendixA-Fig2-2-081107

Electronic Format – Negative Declarations

Each map/plot plan (including Open Space easement maps and the regional maps) and technical study should be saved as a separate PDF file on each CD or DVD. Electronic documents must be submitted for all projects. The number of CDs / DVDs and paper copies requested for other agencies or organizations will be determined on a case by case basis.

Electronic Format – Maps/Plot Plans

Each map/plot plan should be saved as a separate file in an 11” x 17” format as a PDF (see examples under File Naming System).

Electronic Format – Technical Studies

Each technical study should be saved in a PDF format as a separate file on each CD or DVD. Some technical studies have maps or figures that must be in color for public review. Any such figures or maps should be color scanned and saved as a separate PDF file. Any appendix to a technical study should be saved as a separate file (see examples under File Naming System).

Electronic Format – EIRs

Submitting EIRs on CD or DVD necessitates very specific requirements. The executive summary, table of contents, each chapter, as well as each subchapter of Chapter 2 must be saved as a separate PDF file on the CD(s) or DVD(s). Each technical study should also be saved as a separate PDF file. If a technical study has appendices, each of these appendices should also be saved as a separate electronic file on the disc(s). The number of CDs / DVDs and paper copies requested for other agencies or organizations will be determined on a case by case basis. In addition to electronic copies (for EIRs), **15 print copies of the executive summary will also need to be submitted.**

Examples of file naming for EIRs: (Refer to section **File Naming System** above for full guidance)

- GPA07123-DEIR-Sum-081107 (executive summary example)
- GPA07123-DEIR-TOC-081107 (table of contents example)
- GPA07123-DEIR-Chap1-081107 (chapter 1 example)
- GPA07123-DEIR-Chap2-Traffic-081107 (chapter 2–traffic subsection example)
- GPA07123-DEIR-AppendixA-AirQuality-081107 (technical appendix example)