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## Requirements for Submitting Electronic Copies of Environmental Assessment Documents

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The Environmental Assessment Branch requires all proponents registering an undertaking for environmental assessment (EA) to submit an electronic copy of all EA documents and Class 1 public notices to the EA Branch along with the required number of hard copies. These documents will be published on the EA Branch website as another means of providing public access to project information.

**It is the proponent's responsibility to ensure that all electronic documents meet the requirements of the EA Branch as detailed in this Bulletin. Failure to do so will result in the EA Branch not registering the undertaking for EA until satisfactory electronic versions are received.**

All electronic documents must be submitted to the EA Branch on either a floppy disk or compact disc (formatted for IBM compatible computers), or by e-mail (e-mail attachments can be no larger than 3 megabytes (MB)).

For further clarification on any of the following requirements, please contact the EA Branch by phone at (902) 424-2574, by fax at (902) 424-0503, or by e-mail at [EA@gov.ns.ca](mailto:EA@gov.ns.ca).

### **PUBLIC NOTICE**

For all Class 1 undertakings, the proponent must submit to the EA Branch an electronic copy of the public notice in Word, WordPerfect or Adobe Portable Document Format (PDF), prior to the date of publication in one local and one province-wide newspaper. It is the proponent's responsibility to ensure that there are no grammatical errors and that the notice meets the requirements under subsection 10(3) of the *Environmental Assessment Regulations* prior to submitting the public notice.

### **EA DOCUMENTS**

Electronic copies of the EA documents (e.g. registration documents, addendums, focus reports, EA reports) must be accurate, legible, and formatted properly before being submitted to the EA Branch. Electronic files must contain the same information as the hard copy submitted, including all tables, figures, and pictures, unless otherwise approved by the EA Administrator. The files must be submitted as PDF files and must be no larger than 10 MB.

All tables, figures, and pictures must be embedded into the PDF document or provided as an

appropriately named separate file in either Joint Photographic Experts Group (JPG) format or Graphics Interchange Format (GIF).

## **Directions for Creation of PDF Documents:**

### **1. Use Original Digital Documents**

If it can be avoided, do not scan paper documents and then convert to PDF format. This can result in files that are three to four times larger and exceed the EA Branch's maximum size limit. Instead, create PDFs from the **original** digital documents.

### **2. File Content, Size and Naming Conventions**

- **Files can not exceed 10MB.** For files greater than 10 MB, break the file into several files, preferably by document section so that each file contains one or more complete sections of the document. If a single section results in a file greater than 10 MB, break the file into smaller files.
- Images should have resolutions of no more than 150 to 200 pixels per inch (ppi). This applies to pictures, maps, drawings or other large graphics embedded in documents or created as separate JPG or GIF files.
- Individual JPG or GIF files should be 30 kilobytes (KB) or less unless otherwise approved by the EA Administrator.
- Use a consistent file naming convention, including shortened forms of company name, or report section name and number.
  - Do not use spaces in the file names
  - Keep file name to 20 characters or less

Examples:

Acme\_Intro\_Sec1.pdf  
Acme\_Sec1,2,3.pdf  
Acme\_MapSec2a.pdf  
TNDSummary.pdf  
TNDNotice.pdf

For more information on creating Adobe PDF documents, please visit the following website:

<http://www.adobe.com/homepage.html>.