# ENVIRONMENTAL ASSESSMENT OFFICE (EAO)
## Project Information Centre (EPIC)

### Guidance to Proponents for Submitting Electronic Documentation

Purpose: The EAO publishes key environmental assessment review materials (i.e. applications for an environmental assessment certificate) and other related information on the EAO website. All project documentation must be submitted on CD, 3.5 floppy disc, or via e-mail in a format that is compatible with the EAO website guidelines listed below.  This includes historic information that is required to be converted by the proponent from hardcopy to PDF format. The purpose of this document is to provide ease of access to the EAO website, ease of printing, and ease of formatting documentation to the EAO website. For further clarification and information on these requirements, please contact the Project Information Centre by phone at (250) 356-7441, by fax at (250) 356-7440 or by email at Mark.Jousi@gov.bc.ca

## 1. ALL ELECTRONIC DOCUMENTATION

1. All documentation for inclusion on the EAO website must be submitted either on **CD, 3.5 high density diskette, or via e-mail**.

2. All electronic documentation must be formatted *in Portable Document Format (PDF).* All PDF files must have the security features set to **no security**

3. It is recommended that all PDF files be no larger than 5 mb and at no time greater than 10 mb is size.

4. When assigning filenames common sense should prevail. For example the title and location within a document should correspond directly to the filename. Example **chap1.pdf** would be **chapter one** and **fig_1.1.pdf** would be **Figure 1.1** as listed in the **Table of Contents**.  *All file names must be in lower case letters or numbers with no spaces. Dashes (-), and underscores (_) are ok, but no slashes (/) or (\).*

## 2. TEXT, TABLES, PICTURES, FIGURES AND DRAWINGS

1. When submitting large documents i.e. applications and appendices please include the tables, pictures, figures and drawings in the correct locations throughout the document as it would be in paper format. If the table of contents lists tables, pictures, figures and drawings as separate documents then please include them as separate files.

   - **Inclusion of the report's Table of Contents is vital and should be a separate document. (example:  toc.pdf)**

Submitting a Table of Contents as a separate file will enable the Project Information Centre to provide linkages to individual PDF files contained in applications and supporting materials.

<mark>PLEASE ENSURE THAT ELECTRONIC DOCUMENTATION ACCOMPANIES FORMAL SUBMISSION OF HARD-COPY DOCUMENTATION.</mark>