

# STATE OF COLORADO

John W. Hickenlooper, Governor  
Christopher E. Urbina, MD, MPH  
Executive Director and Chief Medical Officer

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.      Laboratory Services Division  
Denver, Colorado 80246-1530      8100 Lowry Blvd.  
Phone (303) 692-2000      Denver, Colorado 80230-6928  
Located in Glendale, Colorado      (303) 692-3090  
<http://www.cdphe.state.co.us>



Colorado Department  
of Public Health  
and Environment

April 29, 2013

## Update to the Notice of Document Submittal Policy Changes for Solid Waste Stakeholders

The Colorado Department of Public Health and Environment (the "Department") Hazardous Materials and Waste Management Division (the "Division") is pleased to announce this update to make documents available for viewing in an electronic format. This update address changes to the July 23, 2012 notification based on recent changes to Divisional internal systems.

**What are the changes between this update and the July 23, 2012 notification?** There are two main changes to the electronic submittal policy, these include:

- 1) The Division request that PDFs be submitted in a PDF-A format to provide a greater degree of protection to the integrity of the electronic documents. The PDF-A format cannot be altered by document users.
- 2) Based on the recent updates to the Division's internal systems staff can now receive up to 25 Megabytes in their regular e-mail. The G-mail account previously utilized will no longer be monitored.

**What does this mean for solid waste industry stakeholders and facilities?** We are asking that all correspondence and documents continue to be submitted electronically (with some restrictions to larger and oversized files) with the changes to the submissions as provided herein. The Division's goal is to make documents and correspondence available for on-line viewing once we finish with scanning existing records to a digital format and the interface software is functional.

The Division requests that all submittals be submitted to your solid waste permitter and inspector following one of the following processes based on file size and content:

- 1) Any document that is less than 10 pages in length and does not contain oversized figures, drawings, or engineering plates can be submitted electronically.

- 2) Larger documents greater than 10 pages in length should be submitted with one paper (hardcopy for review) version and one electronic submittal.
- 3) All oversized figures, drawings, or engineering plates should be submitted electronically along with one paper copy (oversized files are defined as any item larger than standard 11" x 17" paper sizes).

Electronic copies submitted can be delivered:

- 1) E-mail (up to 25 Megabytes);  
or,
- 2) on a CD or USB drive (any size document).

**All text submitted electronically should be formatted as Adobe \*.PDF-A searchable files.** Any non-PDF-A word document will be electronically filed in the format submitted. The Department does not recommend word format submittals.

Figures, drawings, or engineering plates must be submitted in Adobe \*.PDF-A format or a format commonly accepted by the general public such as \*.JPG. Do not submit CADD, Surfer, or other technically-oriented file formats.

In an effort to assist in the conversion to electronic files if you have electronic copies of any documents that have been previously submitted only in hardcopy form, please provide us with the electronic copy.

Should you have any questions please contact the solid waste permitter or inspector representative for your site.