

Sacramento District Regulatory Division Paperless Submission Process

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30 July 2019



US Army Corps of Engineers
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Paperless Submission Process

- Sacramento District officially went paperless January 1, 2019
- Public Notice on December 27, 2018
- Required all requests to be submitted electronically
- **Purpose:** Streamline process, be more responsive to the needs of the public and minimize resource use (paper and money).
- Applicable to all requests



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Submitting Requests

New requests

- Submit it to our general email inbox at SPKRegulatoryMailbox@usace.army.mil for initial in-processing.

In-process requests (currently assigned to PM)

- Submit directly to Project Manager currently assigned to action



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Contents of Request

1. Preferred file format is a text-recognized.pdf. Word docs in .docx format also acceptable.
 - The Aquatic Resource/Consolidated Upload Excel spreadsheet must be submitted in .xlsm spreadsheet format.
2. If transmitting via email, include all information as email attachments, don't transmit info in the body of the email.
3. All documents must be submitted as separate files. Do not combine all documents into one Adobe PDF or Word document file.



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Contents of Request (cont'n)

4. Name files based on their content (i.e. Application, Wetland Delineation, etc.). Please do not use company project numbers or acronyms as the sole basis for the file name(s).
5. Reduce file sizes to the maximum extent possible.



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Submitting Requests

Multiple options:

- Submit via Email (preferred)
- Upload documents to the Corps S.A.F.E. ftp site
- Send an email with a link to the documents on your company ftp site
- Send CD (no USB flash drives)
- Mail Hardcopy



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Email Considerations

- Add County, State, & watershed to the email Subject line.
- The Corps file limit is 10 MB for individual emails
 - ▶ Use .zip files as attachments to compress
 - ▶ Send multiple emails

NOTE: If you must use more than 2 emails to transmit your information, we strongly recommend using the Corps S.A.F.E. ftp site identified below.



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S.A.F.E. FTP Site

- Allows non-Corps individuals to initiate file transfer
- File size limitation is 2 GB.
- Instructions for use attached to Dec 27 PN

- Demo
 - ▶ <https://safe.amrdec.army.mil/safe/>



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