

Instructions for Submitting Electronic Requests to the Sacramento District Regulatory Division

Contents of requests:

1. The preferred document file format is a text-recognized.pdf. We will also accept Word documents in .docx format.
 - 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, and avoid transmitting information in the body of the email.
3. All documents (aquatic resource delineations, permit applications, endangered species biological assessment, historic properties reports, etc.) must be submitted as separate files. Do not combine all documents into one Adobe PDF or Word document file.
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.

Submitting requests:

There are multiple options for submitting your request to the Corps (in order of preference):

1. **Submit via email.** Our preferred method of electronic file submittal is via email. Initial requests that have not been assigned a project manager and number should be sent to the Corps general email inbox:
SPKRegulatoryMailbox@usace.army.mil

NOTE: Add County and State to the Email Subject line.

- Once a request has been assigned to a Corps Project Manager (PM), additional information should be sent directly to that PM via email.

The Corps file limit is 40 MB for individual emails. If your email would exceed 40 MB you can use one of the following methods as a work-around:

- **Use .zip files as attachments.** Combine multiple files into a .zip file to compress file size prior to adding as an email attachment.
- **Send multiple emails.** Label each email with same subject line and indicate number of emails. For example:
Smith Subdivision Application (1 of 2)
Smith Subdivision Application (2 of 2)

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.

2. Upload documents to the Corps S.A.F.E. ftp site.

- File size limitation is 2 GB.

Instructions for using the Corps S.A.F.E. ftp site can be found in Appendix A of this document.

3. Send an email with a link to the documents on your company ftp site.

- **NOTE:** Add County and State to the Email Subject line.

4. Send a CD with all required information to the Regulatory office that services the project area. DO NOT SEND A USB FLASH DRIVE. The Corps is not authorized to connect USB flash drives to our computers.

5. Mail a hard copy. We will continue to accept paper copies of your requests if you are unable to submit them electronically.

Appendix A:

Instructions for using the U.S. Army SAFE (SAFE) Upload Website

For submissions of electronic files over 40 MB to the Sacramento District, please upload attachments to the SAFE website. Below are instructions on how to use the site.

Step 1. Accessing SAFE

Using your internet browser, navigate to:

<https://safe.amrdec.army.mil/safe/Welcome.aspx>

SAFE is designed to work on Microsoft Windows and Internet Explorer. However, some features may not work as intended.

If you receive a warning message or script errors, try adding SAFE as a trusted site through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Security tab, pick Trusted Sites, click the Sites button, and add *.army.mil to the list of websites.

And, add SAFE to the list of sites always allowed to use cookies through the Internet Explorer Tools pull down menu. Then choose Internet Options, the Privacy tab, click the Sites button, and add army.mil to the list of managed websites.

If you need further assistance, please email the SAFE Team at usarmy.redstone.rdecom-amrdec.mbx.safe-team@mail.mil or call 256-336-1200 for help with problems sending or receiving files.

Step 2. Sending Files

There are two options to proceed from the SAFE homepage:

- **CAC User** - Select this option if you have a valid US DoD-issued Common Access Card (CAC).
- **Non-CAC User**- Select this option if you do not have a US DoD-issued CAC (e.g. general public).

SAFE is an alternative way to send files other than email. SAFE supports file sizes up to 2GB for **UNCLASSIFIED DATA ONLY** to include PII and FOUO.

[Click here for Getting Started Guide](#)

To begin using SAFE please click on one of the links below.

Welcome to the SAFE Web Application

CAC Users
This option is for CAC users with a computer configured for CAC use. When prompted for a certificate, select the one with "EMAIL" in the name.

[Click Here](#)

Or

Non-CAC Users
For users **without** a CAC **OR** if your computer is **not** configured to read your CAC. Using this option will allow you to access SAFE as a guest.

[Click Here](#)

Step 3. Name and Email Address

After selecting one of the options above, the page will be redirected to the package upload form. Fill in all the required input fields:

- **Your Name** - Your name;
- **Your Email address** - Your email address;
- **Confirm Your Email Address** - Re-enter your email address;

The screenshot shows the top navigation bar with 'AMRDEC SAFE' and links for 'Home', 'About', and 'Help'. Below the navigation is a blue banner with the 'SAFE' logo and the text 'Safe Access File Exchange'. A green button labeled 'Click here for Getting Started Guide' is also present. The main content area is titled 'UNCLASSIFIED USE ONLY, TO INCLUDE PRIVACY DATA' and contains a 'Personal Information' section with three input fields: 'Your Name' (containing 'John Doe'), 'Your Email Address' (containing 'JohnDoe@Xmail.com'), and 'Confirm Your Email Address' (containing 'JohnDoe@Xmail.com'). Each field has a 'HELP' button to its right. Below this is a 'File Information' section which is currently empty.

Step 4. File Information

Click the "Choose File" button to select your file(s). You may add up to 25 files per package, so long as the total file size does not exceed **2 GB**;

The screenshot shows the 'File Information' section of the web application. It features a pink 'Notice' box with the following text: 'SAFE is not for personal use and is to be used only in direct support of your job function.', 'SAFE is for UNCLASSIFIED data only to include PII and FOUO.', 'Files will be available for two (2) days after upload.', 'Contact the intended recipient(s) before submitting a package to ensure they are available to receive the file(s).', and 'You and your organization will be held accountable for non-compliant activity on SAFE.' Below the notice is a 'Choose File' button with the text 'No file chosen' and a 'HELP' button. Underneath, it states '25 Maximum Files (total size cannot exceed 2GB)' and 'File(s):'. To the right is a 'Description of File(s):' label with a large text area and a 'HELP' button. At the bottom of the description area, a red banner reads 'Do NOT enter Privacy Act Data (PII) in the description.'

Step 5. Description

Enter a description of the package, including **project/site name** (if known), **Corps ID number** (if previously assigned), **type of action** (i.e. aquatic resource delineation, permit application, monitoring report, etc.), and the **County and State where the project/site is located (REQUIRED)**.

File Information

Notice

- SAFE is not for personal use and is to be used only in direct support of your job function.
- SAFE is for UNCLASSIFIED data only to include PII and FOUO.
- Files will be available for **two (2)** days after upload.
- Contact the intended recipient(s) before submitting a package to ensure they are available to receive the file(s).
- You and your organization will be held accountable for non-compliant activity on SAFE.

No file chosen

25 Maximum Files (total size cannot exceed 2GB)

File(s):

AR Delineation Report.pdf	<input type="checkbox"/> Privacy Act Data	<input type="button" value="Delete"/>
PCN Submittal.pdf	<input type="checkbox"/> Privacy Act Data	<input type="button" value="Delete"/>

Description of File(s):

Nationwide permit application for XX project in Sacramento County, CA.

Do NOT enter Privacy Act Data (PII) in the description.

Step 6. Provide an email address to give access to materials

Add the desired email address(s) of the recipient(s).

For new requests add the SPK Regulatory Mailbox: SPKRegulatoryMailbox@usace.army.mil.

For existing actions where you have established a Corps point of contact, add the email address of the Corps Project Manager assigned to your action.

Provide an email address to give access to:

Manually Enter Email Address

Email Address:

Do not send SAFE packages to group email accounts.

Recipients List:

Step 7. Notification that materials were received and downloaded

To receive a notification that your files have been received and downloaded, select the box as shown below.

Email Settings

Encrypt email message when possible [HELP](#)

Notify me when file(s) downloads are **STARTED** [HELP](#)

Notify me when file(s) downloads are **COMPLETED** [HELP](#)

NONE FOUO

Other:

Step 8. Upload documents

Once the documents are successfully uploaded, you will get a confirmation screen and instructed to verify your email address.

The files were successfully uploaded. You will receive a confirmation email shortly.

Your files cannot be downloaded by recipients until you verify your email address. Please check your email for further instructions.

Information on The Uploaded File(s)

File Name	File Size
PCN Submittal.pdf	13 MB
AR Delineation Report.pdf	11 MB
Total file size: N/A	

Step 9: Verify email address

Open your email account you entered in Step 3 and follow the directions to verify you are the sender of the information.

Once your email is verified, your files will be delivered to the recipient.

Step 10. Confirmation email that download is complete

If you selected "Notify me when download is Complete", you will receive the following email confirmation.

AMRDEC Safe Access File Exchange Pick-Up Notice

The file(s) you sent through SAFE (Package ID 13165948) were downloaded at 4/10/2018 12:56:06

PM

by: jason.a.gipson@usace.army.mil

File description: permit for XX action, Sacramento County, CA