

### **Submission requirements for electronic copies of VAP NFA Letters.**

When submitting an NFA Letter, an electronic copy on compact disc is also required to be submitted. The formatting of these documents should be as follows:

- Documents should be submitted in PDF format only.
- Each PDF must be bookmarked or indexed by section. Instructions for bookmarking are on the VAP web page at <http://www.epa.ohio.gov/portals/30/vap/docs/Electronic%20Submittals.pdf> .
- Each PDF should be no larger than 150,000 KB.
- DO NOT submit each document as a separate PDF.
- Documents should be combined into as few PDFs as possible, without exceeding the 150,000 KB limit.
- When creating PDFs, please compress the size of the files whenever possible. (This is especially needed for photos.)
- When naming documents:
  - DO NOT use any special characters (i.e., \*, <, >, /, |, ?, etc...)
  - Only letters, numbers, dashes (-) and underscore (\_) should be used.
  - Names should not exceed 25 characters.
  - Names should be indicative of the contents of the document (i.e., NFA Form.pdf, Lab Results.pdf, etc...) for ease of reference.
  - Refrain from using only internal project numbers as the name of documents.

The submittal of an NFA Letter is not considered complete until the electronic copies comply with these standards. Any electronic copy submitted not adhering to these standards may be returned for correction and review of the NFA Letter will be delayed until the electronic copy is determined to have been submitted correctly.