

## Instructions for Submission of Electronic Documents

Electronic documents can be submitted to Ohio EPA by various means, i.e., on compact disc or DVD, thumb drives, emailed (if a small size), or links to file transfer sites. Links to files transfer sites should clearly indicate which documents are included in the submittal.

Ohio EPA requests the following format of these documents:

- Documents should be submitted in PDF format only.
- Each PDF should be bookmarked or indexed by section.  
Example 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.
- 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., ExecSum.pdf, RMP.pdf, etc...) for ease of reference.
  - Refrain from using only internal project numbers as the name of documents.