
Requirements for Submitting Electronic Copies of Environmental Assessment Documents

The Environmental Assessment Branch requires all proponents registering an undertaking for environmental assessment (EA) to submit an electronic copy of all EA documents and Class 1 public notices to the EA Branch along with the required number of hard copies. These documents will be published on the EA Branch website as another means of providing public access to project information. To reduce download times for public viewing, files must be submitted as Adobe Portable Document Format (PDF) files and must be no larger than 10 megabytes (MB).

It is the proponent's responsibility to ensure that all electronic documents meet the requirements of the EA Branch as detailed in this Bulletin. Failure to do so will result in the EA Branch not registering the undertaking for EA until satisfactory electronic versions are received.

All electronic documents must be submitted to the EA Branch on compact disc (formatted for PC compatible computers), or by e-mail (e-mail attachments can be no larger than 3 MB). Documents can also be made available through an FTP service or web-based secure file storage service.

For further clarification on any of the following requirements, please contact the EA Branch by phone at (902) 424-2574, by fax at (902) 424-6925, or by e-mail at EA@gov.ns.ca.

PUBLIC NOTICE

For all Class 1 undertakings, the proponent must submit to the EA Branch an electronic copy of the public notice in Word, WordPerfect or PDF, prior to the date of publication in one local and one province-wide newspaper. It is the proponent's responsibility to ensure that there are no grammatical errors and that the notice meets the requirements under subsection 10(3) of the *Environmental Assessment Regulations* prior to submitting the public notice.

EA DOCUMENTS

Electronic copies of the EA documents (e.g. registration documents, addendums, focus reports, EA reports) must be accurate, legible, and formatted properly before being submitted to the EA Branch. Electronic files must contain the same information as the hard copy submitted, including all tables, figures, and pictures, unless otherwise approved by the EA Administrator. All tables, figures, and pictures must be provided as an appropriately named separate file in either Joint Photographic Experts Group (JPG) format or Graphics Interchange Format (GIF).

1. Directions for Creation of PDF Documents:

1.1 Use Original Digital Documents

If it can be avoided, do not scan paper documents and then convert to PDF format. This can result in files that are three to four times larger and exceed the EA Branch's maximum size limit. Instead, create PDFs from the **original** digital documents.

1.2 File Content, Size and Naming Conventions

- **Files cannot exceed 10MB.** For files greater than 10 MB, break the file into several files, preferably by document section so that each file contains one or more complete sections of the document. If a single section results in a file greater than 10 MB, break the file into smaller files.
- Images should have resolutions of no more than 150 to 200 pixels per inch (ppi). This applies to pictures, maps, drawings or other large graphics embedded in documents or created as separate JPG or GIF files.
- Individual JPG or GIF files should be 30 kilobytes (KB) or less unless otherwise approved by the EA Administrator.

For more information on creating Adobe PDF documents, please visit the following website:
<http://www.adobe.com>.

2. File Naming Conventions for PDF Documents:

2.1 File names shall not contain spaces

When creating files for the web, spaces must be replaced with hyphens. Using hyphens between words in file names will ensure better search engine optimization, so the documents on our website can more easily be found by the public.

2.2 Allowable Characters

- letters, numbers, hyphens and underscores.
- last 4 characters of the file extension must be lowercase (e.g. .pdf).
- do not use characters such as (,), :, ?, #, *, \$, @, etc.
- as previously mentioned, do not use spaces in file names.

2.3 Descriptive File Names

- use descriptive file names so users can easily identify what the file contains.
- use hyphens between words so that file names are easy to read by those who download them.
- use an identifiable acronym of the publication (e.g. "RPP" for "Report on Plans and Priorities").
- where appropriate, include the year of the publication.
- if using the full date in the file name, follow this format: 'YYYY-MM-DD' e.g. 2014-01-01.
- if using dates in file names, put them at the end of the file name.

2.4 Examples

- do not use: "June 18, 2013 Environment Report, final FINAL version 3.PDF"
- DO use: "Environment-Report-2013-06-18.pdf"