

ENVIRONMENTAL ASSESSMENT OFFICE

Electronic Project Information Centre

Guidance to Proponents for Submitting Electronic Files

The Environmental Assessment Office (EAO) publishes environmental assessment documentation such as Terms of Reference (ToR) or Application Information Requirements (AIR) and applications for an environmental assessment certificate, project descriptions, and other related information in the electronic Project Information Centre (e-PIC).

All applicable project documentation must be submitted to EAO within the guidelines listed below. This applies to documentation prepared by both proponents and their consultants. Proponents are responsible for ensuring their consultants are aware of these guidelines.

Electronic Documentation

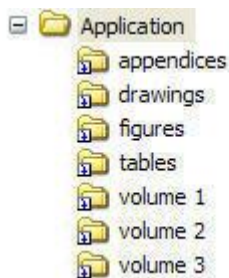
- All documentation must be submitted on CD, DVD or via e-mail as appropriate for the document size and in accordance with the project requirements.
- It must be in .pdf format, although other formats may also be requested by the EAO.
- It must not have security limitations or passwords of any kind.
- It is preferred that the electronic files do not exceed 5 MB in size but they must not exceed 10 MB. Documentation that exceeds 10 MB may be returned to the proponent.
- The table of contents must be a separate document.
- Pictures can dramatically increase the file size of a document in .pdf format. Making the picture a jpeg (.jpg) before inserting it can help to meet the size limits mentioned above.
- File names must reflect the contents of the document and must not have slashes, brackets or commas.
- When possible, small files of the same type should be combined and kept within the size limits mentioned above.

Format of Applications

Applications are usually large documents of several volumes with tables, figures and drawings. We have two formats that can be used when submitting applications:

Format 1:

This format has all similar file types in one folder; therefore, all the drawings for all the volumes are in the drawings folder, all the figures are in the figures folder, etc. There are no sub-folders within the drawings, figures, tables, etc. folders, only files.



Format 2:

This format shows all the applicable figures, drawings, tables and additional information applicable to volume 1, within that folder.



Folders and Sub-Folders

Please note with both types of file structures, there are only two levels of folders. In Format 1, the Application level may have as many sub-folders as needed. In the next level, where folders such as “volume 1”, “appendices” or “tables” are located, those folders are to contain files only. Additional sub-folders within the “appendices”, “tables”, etc. folders are not allowed. In Format 2, the Application level may contain as many sub-folders as needed; however, the volume sub-folders are to contain all the files for each specific volume regardless of whether they are tables, figures, etc.

File Names

In Format 1, the appendices, figures, etc., are not specific to a volume, they are part of the overall application and, therefore, it is sufficient to name files “Appendix A Data Log, Figure 1-1 Lake Echo”, etc.

In Format 2, each volume has its own appendices, figures, etc. And, as it is possible to have, for example, figure 1.1 in each volume, each file needs to be named appropriately and completely for the volume it is within. Examples: Volume 1 Chapter 1 Introduction, Volume 1 Chapter 2 Table of Contents, Volume 1 Appendix A Studies of the Lake, Volume 1 Figure 2-5 Aerial View of Land.

Additional Information

For further clarification and information on these requirements, please contact the Business Applications Administrator by phone at (250) 356-7441, by fax at (250) 356-7440, or by e-mail at eaoinfo@gov.bc.ca