Guidelines for Submitting PDF Documents to DTSC

With the DTSC Cleanup Program's database, EnviroStor, the public can now download and view project-related documents online. To provide the public with this vital source of information, please provide a PDF copy of documents, even if a hard copy will be supplied.

Due to differences in internet downloading capabilities and resolutions of PDF files, many users have problems uploading and downloading PDF files. Most often the problem is caused by files being saved at unnecessary large sizes. The following guidelines were created to provide consistency in PDF files and allow most users to access these files from EnviroStor.

1) File size: For each file that needs to be uploaded, the maximum file size should be kept to **30 megabytes** (MB). If you have a large file, please save large color images (e.g., figures, site photos, maps) and supplemental information (appendices) into separate PDF files.

2) Resolution for scanned files: For files being scanned from a scanner, the resolution or DPI setting should be no more than **200 DPI.**

3) Saving and Naming PDF files: If you make any changes to a PDF file, always use the Save As option instead of the Save option when saving. This will produce a smaller file size. It is recommended that the files be named by using an abbreviated site name, report title, date, and, if multiple files are being uploaded, the section of report (e.g., **Site_report_mmddyy_section**, 968-81stAve_PEA_072706_text).

4) Accessibility: To ensure that all files uploaded into EnviroStor are searchable and comply with California's Web Accessibility law, please run all PDF files through an Optical Character Recognition (OCR) process prior to submitting the file to DTSC.

5) Bookmarks: For large reports, bookmarks should be created in the PDF for ease of navigation.