



Mackenzie Valley Environmental Impact Review Board



Document Submission Standards



September 2018



Mackenzie Valley
Review Board

1.0 Introduction

These Document Submission Standards outline the formats, specifications, and requirements for documents submitted to the Mackenzie Valley Environmental Impact Review Board (Review Board) by developers and parties, with the goal of improving the consistency and efficiency of the submission and review process.

The Review Board receives hundreds of documents each year related to environmental assessments and environmental impact reviews. The Review Board posts these documents to our online Public Registry so they are available to the public for review.

2.0 Document Standards

When submitting documents, please reference the project name and EA number (if known) in your correspondence. For longer documents, please use bookmarks or links within the document to assist readers in navigating the document.

Each individual document should be submitted separately, unless it is appended to a larger document with a clear table of contents. If the document was prepared by an organization other than your own, please include a cover letter.

Include any accompanying cover letter at the front of the hard copy (if applicable) and as part of the electronic copy. Developers and parties may submit documents requiring a signature as a signed hard copy, electronically by scanning the signature page, or by including an electronic signature.

Electronic submissions

Typically, the Review Board only requires an electronic copy of most documents. Developers and parties may submit electronic documents by email or memory stick in Microsoft Word, Microsoft Excel, or PDF format.

For documents over 20MB in size, the Review Board requires the developer or parties to break the document into sections of no more than 20MB each. This is to ensure that communities and organizations with low internet speeds can access all documents on our online Public Registry.

Hard copy submissions

If documents are greater than 10MB or 50 pages, the Review Board requires that submissions include a printed hard copy in addition to the electronic copy. The Review Board may make exceptions for parties who submit electronic documents over 50 pages if providing a hard copy will be challenging or cause undue hardship (for example, due to printing or shipping costs for remote locations or small organizations).

In certain circumstances, the Review Board may require multiple hard copies of a report. For example, the Review Board **typically requires three print copies and an electronic copy of Developer's Assessment Reports**.

Prior to making a large submission, developers and parties should contact Review Board staff to determine the number of hard copies required.

Submitting documents in Excel format

When submitting files created in Microsoft Excel, please submit the Excel version. If there are multiple worksheets in the Excel file, please also submit a PDF version of each sheet.

Submitting documents in Adobe PDF format

When submitting documents in Adobe PDF format:

- make sure PDF security settings allow printing, as well as merging and extraction of PDF pages
- make sure PDF documents are searchable so parties can search, select, copy, and past document text
- save documents to the smallest file size possible (see 'reduce file size' option under the document menu)
- save documents in the newest software version available

Tips on Saving Adobe PDF Files

Use 'File | Save As' within Acrobat rather than a simple save. This optimizes the document for web streaming so that the first page of the document is visible online long before the entire document has downloaded.