



Mackenzie Valley Environmental Impact Review Board



Document Submission Standards



March 2015



Mackenzie Valley
Review Board

1.0 Introduction

The Mackenzie Valley Environmental Impact Review Board receives over 1000 documents each year related to environmental assessments and environmental impact reviews. These documents (including development applications and referrals, and information requests) are in turn filed, posted to our online registries, and often redistributed for review.

Document Submission Standards outlines the formats, specifications, and copy requirements for documents submitted to the Board, with the goal of improving the consistency and efficiency of the submission and review process.

2.0 Document Submission Standards

Proponent submissions: Development Assessment Reports, Information Requests, and other reports:

- ◇ Any accompanying cover letter should be included at the front of the hard copy and any electronic version.
- ◇ For existing projects, the cover letter should state which assessment process stage it is being submitted under.
- ◇ Please reference the project name and EA number (if known) in your correspondence.
- ◇ Electronic documents may be submitted in Microsoft Word, Microsoft Excel, or Adobe PDF format. When submitting documents in Adobe PDF format, please note the following:
 - PDF security settings must allow printing of the document and the merging and extraction of PDF pages.
 - PDF documents must be searchable so that document text can be searched, selected, copied, and pasted.
 - Documents should be optimized to the smallest file size possible.
 - Save documents in the newest software version available. (See sidebar for more tips on saving Adobe files.)
- ◇ Documents requiring a signature may be submitted as a signed hard copy,

- electronically by scanning the signature page, or by including an electronic signature.
- ◇ Prior to making a submission, proponents should always contact Board staff to determine the number of copies required. Although the required number of copies varies according to each circumstance, typical practices are as follows:
 - The Board requires that submissions greater than 10MB or 50 pages include 3 printed hard copies in addition to an electronic copy (email or memory stick).
 - For Developer’s Assessment Reports, please submit ten print copies and ten electronic copies on memory sticks.
 - Smaller submissions (e.g., under ten pages) may be submitted by fax if necessary.
- ◇ When submitting large electronic documents (i.e., over 20MB), break the document down into sections of no more than 20MB each, with a table of contents related to the sections. The table of contents must be editable so that Board staff can add hyperlinks to the document sections on the Public Registry. This is to ensure that communities and organizations with low internet speeds can access all documents on our online Public Registry.
- ◇ When submitting files created in EXCEL, please submit the EXCEL version. If there are multiple worksheets in the EXCEL file, please submit a PDF version of each sheet.

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.
- Use the Reduce File Size option under Acrobat’s Document menu.
- For more help, do a web search for ‘PDF Optimization’ or visit [this link](#).