County of San Diego

ADVISORY REGARDING REPORTS TO BE SUBMITTED TO THE SAM PROGRAM
January 2009

In an effort to become more environmentally friendly and to increase operational efficiency, SAM Program staff request that submitted paper copies of reports adhere to a few simple guidelines:

- **Reports should be submitted under a transmittal form and/or cover letter (one copy of a report is sufficient)**
- **Reports should be <u>clipped</u> or held together with heavy-duty rubber bands**

  Please do not use staples or vinyl plastic binding materials, including cover sheets

- **Reports should be printed on regular paper (white is preferred)**

  Please do not use card stock for front-pieces or section separators

  Report sections may be separated with regular paper (white or colored); Please print the name of the section (e.g., "Figures," "Appendix C") on the section separator

- **Reports may be printed double-sided**
- **Reports may be sent via regular mail to the DEH post office box listed on our letterhead (overnight delivery will not generally result in a report being reviewed any sooner)**

Following these guidelines will assist SAM to image case file documents more quickly so that they may become available for review on-line. Also, it will help reduce the amount of waste generated (we throw away binding and heavy paper stock materials upon receipt).

Finally, please note that paper copies of reports submitted to the SAM Program MUST be uploaded to GEOTRACKER before project managers will review them.

We would greatly appreciate your cooperation in following these guidelines.

Thank you.

SAM PROGRAM STAFF