



## Inuvialuit Water Board

### Document Submission Standards

#### Introduction

The Inuvialuit Water Board (the IWB) receives various documents each year related to reporting requirements under water licences. These documents (including applications, management plans, and reports) are in turn filed in the Public Registry, posted to our online registry, and often redistributed for review.

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

#### Document Submission Standards

Proponent submissions: applications, management plans, and other reports:

- ◇ A signed and dated cover letter should be included at the front of the hard copy and electronic version.
  - Please reference the licence or application number in all your correspondence.
  - For existing licences, the cover letter should state which licence condition it is being submitted under.
- ◇ 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.
  - Documents requiring a signature (such as an application form) to be submitted as a signed hard copy, and electronically (USB preferred) by scanning the signature page, or by including an electronic signature.

- Prior to making a submission, proponents should always contact IWB 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 IWB requires that all submissions include two (2) printed hard copies in addition to two (2) electronic copies (USB preferred). A convenient way of doing this is by attaching a USB sleeve to the hard-copy document.
  - Smaller submissions (e.g., under ten pages, containing no photos or maps) should also include an electronic copy (USB preferred) and may be submitted by fax, if necessary, with the originals package in the mail.
- ◇ When submitting files created in EXCEL, please submit the EXCEL and PDF version on USB.