Instructions for Submitting Electronic Requests
to the Sacramento District Regulatory Division

Contents of requests:

1. The preferred document file format is .pdf. We will also accept Word documents in .docx format.
   - The Aquatic Resource/Consolidated Upload Excel spreadsheet must be submitted in .xlsm spreadsheet format.

2. If transmitting via email, include all information as email attachments, and avoid transmitting information in the body of the email.

3. All documents (aquatic resource delineations, permit applications, endangered species biological assessment, historic properties reports, etc.) must be submitted as separate files. Do not combine all documents into one Adobe PDF or Word document file.

4. Name files based on their content. Please do not use company project numbers or acronyms as the sole basis for the file name(s).

5. Reduce file sizes to the maximum extent possible.

Submitting requests:

There are multiple options for submitting your request to the Corps (in order of preference):

1. **Submit via email.** Our preferred method of electronic file submittal is via email. Initial requests that have not been assigned a project manager and number should be sent to the Corps general email inbox: SPKRegulatoryMailbox@usace.army.mil
   - **NOTE:** Add County and State to the Email Subject line.
        i. Once a project has been assigned information should be emailed directly to the Corps Project Manager.

The Corps file limit is 40 MB for individual emails. If your email would exceed 40 MB you can use one of the following methods as a work-around:

- **Use .zip files as attachments.** Combine multiple files into a .zip file to compress file size prior to adding as an email attachment.

- **Send multiple emails.** Label each email with same subject line and indicate number of emails. For example:

  Smith Subdivision Application (1 of 2)
  Smith Subdivision Application (2 of 2)

2. **Send an email with a link to the documents on your company ftp site.**
   - **NOTE:** Add County and State to the Email Subject line.

3. **Upload documents to the Corps ftp site.** You can request a link to the Corps ftp site where you can upload your documents using any of the three below options:
   - Call the Corps Project Manager already assigned to the action to set up ftp access.
   - If no Corps Project Manager has been assigned to the action:
     - Send an email to CESPK-REGULATORY-INFO@usace.army.mil to request a link to our ftp site.
     - Call the Sacramento District's general information line at 916-557-5250 to provide your contact information, and an ftp link will be sent to your email.
   - **NOTE:** Add County and State to the Subject line/Notes Section.

4. **Send a CD with all required information to the Regulatory office that services the project area.** <u>DO NOT SEND A USB STICK</u>. The Corps cannot connect USB sticks to our computers.

5. **Mail a hard copy.** We will continue to accept paper copies of your requests if you are unable to submit them electronically.