



# ENVIRONMENTAL IMPACT REVIEW BOARD DOCUMENT SUBMISSION STANDARDS

## Introduction

During an environmental review, the proponents, registered participants, aboriginal organizations, government agencies and the public can submit documents to the review agency, in this instance the EIRB. The documents filed can be environmental impact statement, comment letters, reports, public notices, correspondence, management plans, etc.

The Public Registry is a place where the evidence is kept, labeled and organized for public use. The information submitted to the EIRB is placed on the Public Registry (unless ruled confidential information). The documents placed on the Public Registry should be easily accessible to the public. To ensure easy access and consistency to the Registry, the EIRB has developed the following document submission standards.

## Document Submission

When submitting written information regarding an existing project under review:

- Documents should be filed electronically via email to the EIRB coordinator at [eirb@jointsec.nt.ca](mailto:eirb@jointsec.nt.ca).
- The email subject line and the cover letter of the documents should clearly identify the project number and title.
- The individual or group who submit the documents should be clearly identified.
- Cover letters should be submitted at the front of the electronic version of the document it accompanies.
- Documents should respect the file and size format standards outline below.
- Hard copies of the filed documents may be request. For the procedure regarding the filing of hard copy documents, please refer to the EIRB Rules of Procedure.

## **File Format Standards**

Electronic documents should be submitted in 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 extracting 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.
- Using 'Save As' instead of 'Save' will create a smaller document optimized for uploading and downloading.

A version of the filed PDF documents may be subsequently requested by the EIRB in other electronic formats, such as Microsoft Word, Microsoft Excel or Microsoft Power Point.

## **File Size Standards**

Document size should not exceed 20 MB. If the document to submit is a large document (over 20 MB):

- the document should be broken-down into sections of no more than 20 MB each.
- the Table of Contents should be filed as one of the sections and the rest of the document should be filed by chapters.