



## Information sheet

# Requirements for submission of contaminated sites technical reports

## Submission of technical reports

Emailing [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au) is the preferred method of report submission. You may also wish to copy the relevant Department of Water and Environmental Regulation (DWER) officer so they are aware of your submission.

### Covering email

When you submit technical reports please include a covering email, which should provide the following information:

- a clear description of the site, including the legal description, street address and common name; this may also be used as the subject line for the email
- DWER Contaminated Sites reference number (e.g. DMO XXX), if known
- identification and contact details of the report submitter
- purpose for submitting the report, where relevant (e.g. seeking reclassification, planning condition clearance)
- a list of the technical reports being submitted.

Providing this information will help us to process your submission in a timely manner.

### File format

When you submit reports and other documents to the department, they should be attached to an email as PDF files, with a single file for each report.

**Files in zipped folders will not be accepted.** If the total size of the email, with attachments, exceeds 50 MB, the department will accept submissions via Secure File Transfer Protocol (SFTP). When you provide a secure link to access files via SFTP, please ensure that:

- a covering letter is included in the submission with the details outlined above
- if you are unable or unwilling to provide a secure link to [info@dwer.wa.gov.au](mailto:info@dwer.wa.gov.au), then please note in your email that a department officer may respond to request a secure link directly.

*(Note: files in zipped format are still acceptable for submission of GIS shapefiles)*

You should provide all technical reports as text-searchable PDF files. Relevant appendices should be provided within the same PDF file. However, an exception is where PDF files would be larger than about 300–500 pages, in which case it is acceptable to provide large appendices (such as laboratory certificates) in separate PDF files to make the electronic documents faster to load, read and save.

Please ensure you clearly name the appendices as per the naming protocol (see below).



## Naming of Files

File names for technical reports should include, as a minimum, the report date and a significant portion of the report title. To ensure that reports can be easily searched within our records system, the preferred format for report file names is as follows:

**YearMonthDay (if applicable)<space>Report Title<space>Author<space>DWER reference.pdf**

For example: **2022Jul Eastern Depot Geraldton Stage 2 DSI GHD DMO35260.pdf**

Please abbreviate the report title where necessary to avoid very long filenames, but also ensure that sufficient information is included to make the report easily identifiable. Using filenames that easily and uniquely identify the report will help the department to comply with its obligations under the *State Records Act 2000* and will also streamline the processing of any future requests for a Detailed Summary of Records in relation to the site.