



Department of Environmental Conservation

Division of Spill Prevention and Response Contaminated Sites Program

Submitting Streamlined Cleanup Program Application/ Workplan Electronically

Portable Document Format (PDF)

The adoption of the Portable Document Format (PDF) as a preferred submission format by world-wide regulatory agencies has hastened the acceptance of electronic submissions and has allowed many organizations to save both time and money. Documents created in any application—even hard copies, microfilm, forms, and medical images—can be converted to this universal file format. PDF files can be tracked and archived through the development process. Reviewers can view and mark them up on-screen. Once the preparatory work is complete, a comprehensive, compiled submission can be created and submitted electronically to the regulatory agency. For more information regarding PDF files, please visit: [What is PDF? at Adobe.com](http://www.adobe.com/what-is-pdf/)

How to make an electronic submittal

You must be able to create PDF documents to submit your application/workplan electronically.

Create your workplan, fill out your application information and submit your application/workplan via email to the Contaminated Sites Streamlined Cleanup Program:

1. Open up **Appendix A** – Streamlined Cleanup Program Application ([SCP Application.pdf](#) 139KB) using any of the software that can open PDF documents.
2. Fill out the application form by clicking on text fields, typing in your information and checking appropriate boxes.
3. Save your Application as a PDF file preferably using the site name as the document file name.
4. Include your workplan and any other related documents as PDF files.
5. Email your Application and Workplan to: Bill_Janes@dec.state.ak.us