

The Service requests that recovery permittees follow this guidance when submitting reports, or other information, pursuant to their permit requirements.

1. Electronic Reporting Requirements

All reports shall be submitted electronically. Reports shall satisfy the following:

- a. Paper reports are no longer accepted.
- b. Each report shall be saved as one PDF only. Zipped files, other file formats, and Excel spreadsheets are not accepted (unless the applicable Field Office Recovery Permit Coordinator previously arranged for receipt of this format from you).
 - i. One exception: No Activity reporting will follow specific instructions in ePermits.
- c. Standard 8.5 x 11 size pages are to be used in all submitted reports with the exception of page sizes up to 11 x 17 for maps and figures.
- d. Each report shall “stand alone” from any correspondence or transmittal and shall contain the permittee name, the respective contact details, and permit number at minimum. Only reports for activities conducted pursuant to this recovery permit shall include this permit number. Do not identify your permit number in any other reports for activities not authorized under this permit.
- e. Emails are limited to 25 megabytes in size. If emails with attachments exceed this size limitation, please: (1) send the attachments in separate emails (but do not break up individual reports; again, only one PDF per report), (2) try the Optimize PDF tool if it is available in your version of Adobe, or (3) submit them via an alternative method agreed upon by the applicable Field Office Recovery Permit Coordinator (*i.e.*, DVD, CD, the Service’s FileShare program). Again, do not zip the file(s) and do not send file formats other than PDF. Links for file download and thumb drives are not accepted.
- f. Unless a report is revised, please submit each report only once. Do not send duplicates.
- g. Please only send GIS files if the applicable Field Office Recovery Permit Coordinator previously arranged for receipt of these data from you.
- h. Please include your recovery permit number in the subject line or body of all emails.