

A new policy is being instituted regarding the submission of sketch and topographic maps when requesting site numbers (and for revisits). Effective immediately, faxed maps will no longer be accepted. Acceptable methods will be paper copies or digital copies. The preferred method is to send paper copies by however means you choose. If you are sending color paper maps and more than one site is depicted on the map, please send enough copies so that there is a copy of the map for each site since we have no way of duplicating color maps. Digital copies should be sent as e-mail attachments. The acceptable digital format is PDF. If you are scanning maps, the preferred format is to use Adobe Acrobat and send the files in PDF format. Minimum resolution for topographic maps is 300 dpi by 300 dpi. All the maps can be scanned into one file as separate pages if you so desire.

Here are the revised Map Submission Protocols.

A sketch map showing the site in relation to local landmarks/features (not a plan map) and a good quality 1:1 photocopy of the relevant portion of a 7.5 min topographic map showing site locations must accompany the forms. Also required is the actual area that was surveyed for your project. For ease of our scanning, please submit paper maps only on 8 ½ by 11 paper. To ensure that site locations can be digitized quickly and accurately from the copy, please adhere to the following guidelines.

1. Site boundaries on the topographic map should be clearly delineated. Try to be as accurate as possible. Do not use stylized symbols to represent site locations. Remember, what is outlined on the map as the site boundary is what will get digitized. Sites should be clearly labeled with the field designation. Do not obscure site boundaries with other lines, such as for the survey area.
2. The entire section in which sites are located must be visible on the copy (unless the section is on separate quad maps).
3. Make sure all topographic lines around the site(s) are clearly visible. This is necessary for aligning the copy on a light table with the actual quad map.
4. Try to center the relevant section on the copy as much as possible to reduce photocopying distortion.
5. Do not enlarge or shrink the map during the copying or scanning process; copy at 100%.
6. Make sure the copy is of good enough quality (lines sufficiently dark) that it can be reproduced without losing definition.

Numbers 1, 3 and 5, especially 5, are most important. If sending digital copies, remember that I will not be able to control the size of the printed image. I strongly suggest that you print out a paper copy and overlay the actual quad map on it to make sure the scale is correct. Topographic maps that are too distorted or are of poor resolution will not be accepted. If there are any questions, please feel free to contact us.