**Instructions for submitting peer review documents**

**for the Pacific Southwest Region website**

The following instructions are provided to help you prepare your documents for submission.

**1. Format**

Portable document format (PDF) must be used for all peer review documents for the web.

All documents originally created in MS Word or MS Excel must be converted to PDF files before uploading to the Science Applications folder on the common drive. *Documents not submitted as PDFs will be returned.*

**2. Files and naming convention**

There will be only two documents per action: 1) The peer review plan itself and 2) a single, consolidated PDF containing all reviewer comments.

All documents must be titled using the standard naming convention below.

* Name your files for the appropriate action using short, clear titles.
* Use lower case characters and underscores between words.
* Include the year and month of peer review plan submission in the format shown below.

**Example:**

central\_california\_tiger\_salamander\_delisting\_2017-08.pdf

central\_california\_tiger\_salamander\_delisting\_2017-08\_comments.pdf

**Submission process**

Once you have created your peer review plan documents in PDF format and titled them correctly, place into the appropriate folder. The folder on the Science Applications common drive is located here:

[L:\Science Applications\Peer Review Website Documents](file:///L:/Science%20Applications/Peer%20Review%20Website%20Documents)\\_ProgramSubmissions

Submit peer review plans in the appropriate year’s subfolder, and comments, if necessary in the other subfolder for that year.

**3. Federal Register URLs**

Once the “Comments Document” has been added to the peer review folder, email URLs for Federal Register Notices related to each action to Jon Myatt (Please cc Larry Rabin).