
State Water Resources Control Board

NOTICE OF AVAILABILITY OF WATER BOARD'S FTP SITE FOR DOCUMENT DOWNLOADS AND UPLOADS FOR ADMINISTRATIVE HEARINGS OFFICE

The Administrative Hearings Office (AHO) uses the State Water Resources Control Board's File Transfer Protocol (FTP) site to make AHO administrative record files available to interested parties and the public. The AHO makes a different part of the FTP site available to parties to upload their files, including exhibits and closing briefs, to the AHO.

Anyone may view and download documents from the FTP site, but only interested persons or parties participating in a proceeding may upload documents to this site. To access this FTP site, an interested person or party needs one account to view and download documents and another account to upload documents.

The Water Board's FTP site can be accessed at <https://ftp.waterboards.ca.gov/>. The AHO accounts and folders on this site are described here:

(1) AHO-FTP download folders:

All parties and members of the public may use the shared account username *AHO-FTP* to access and download documents in the administrative record for each AHO proceeding. When the AHO issues a notice for a proceeding, the AHO normally also creates a folder for that proceeding on the State Water Board's FTP site. The folder for each proceeding will contain all administrative record documents for that proceeding. The folder for each proceeding may contain various subfolders, including subfolders for background documents and hearing documents.

Only AHO personnel may upload files to the administrative record folder for each proceeding. The AHO will upload relevant documents to this folder promptly after each filing deadline. The AHO may add other administrative record documents to this folder during each proceeding (including recordings of hearings). Please refer to the hearing notice in each specific matter for more information about the documents in the administrative record for that proceeding.

To access the AHO-FTP download folder, please submit an e-mail request to the AHO at AdminHrgOffice@Waterboards.ca.gov with "Request for AHO ftp password" in the

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subject line. After receiving the e-mail request, the AHO will send a reply e-mail with a password to access the download account. It is not necessary to include any other parties in the cc line for such an e-mail request.

(2) Upload folders:

For most proceedings, the AHO will create a new account for each party that has filed a Notice of Intent to Appear, and will transmit to that party a unique username and password that will allow that party to access the party's account on the FTP site to upload exhibits and other documents for that proceeding. The AHO will not create a new account for a party that already has an AHO-FTP upload account associated with a different proceeding. For such parties, the AHO will create a separate folder within the party's upload account for each proceeding in which the party is participating. The party then can use the party's existing account to upload documents to the appropriate folder for any proceeding in which the party is participating.

Only the party may upload files to the party's upload folder. After a party uploads files to the party's folder, the party may not delete them. After the applicable filing deadline, AHO staff will move the documents each party uploaded into the party's folder to the administrative record in the AHO-FTP download folder for the proceeding, so all other parties may view and download the documents. After the hearing and related proceedings have finished, the AHO will close the upload accounts for that hearing. A party participating in more than one hearing will continue to have access to the folders for the other hearings through the party's upload account on the FTP site.

Date: July 12, 2021

SIGNATURE ON FILE
Alan B. Lilly, Presiding Hearing Officer