

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 01/12/06	APPROVED BY: SERC
REVISED BY: Karen J. Pabón	REVISED DATE: 01/08/15	
DATE ISSUED: 09/06/02	DATE EFFECTIVE: 01/12/06	SUBJECT: Requirement of Original Signatures; Use of Faxed and/or E-Mailed Documents
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.13

No NAC is applicable to this policy

PRINCIPLE:

The State Emergency Response Commission (SERC) will accept all documents via hard copy or electronic transaction. Certain documents will require hard copy follow up to ensure proper program management, document review and records retention. This policy is written in accordance with the provisions of NRS 719.010 et seq.

POLICY FOR LEPCs:

- A. The SERC will accept all documents via physical delivery or electronic transaction. Submissions must come from or be signed by the LEPC Chair or Co-chair as the LEPC point of contact.
 1. All documents received by SERC must contain required signatures and content pursuant to SERC policies. Signatures must be in a form and format that can be validated by SERC. Electronic signatures must conform to requirements of NRS 719.
 2. All documents received during normal business hours, 8 am to 5 pm, Monday through Friday excluding holidays will be received stamped that day. Documents received after 5 pm will be received stamped the following work day.
 3. All documents postmarked by the due date will be accepted as timely.
- B. Documents submitted via electronic transaction will be accepted with the following conditions:

1. The SERC may request hard copy documentation as necessary to validate signatures, ensure visual clarity of electronic submittals of poor quality, or for file format not acceptable or available to the SERC.
2. All grant applications, Certified Assurances and grant awards submitted to the SERC pursuant to SERC policy 8.2, 8.2a, and 8.3 must be followed up with a hard copy within 30 days of the electronic transaction. This will ensure proper program management; provide for effective review by SERC staff and committees; and ensure accessibility during the records retention period.
3. An appeal submitted to the SERC pursuant to SERC policy 8.12 must be followed up with a hard copy within 30 days of the electronic transaction. The hard copy must include the original signature of the LEPC Chair or Co-chair. This will ensure proper program management and accessibility during the records retention period.
4. The LEPC's Hazardous Materials Emergency Response Plan and/or plan updates submitted to the SERC pursuant to SERC policy 8.1 must be followed up with a hard copy within 30 days of the electronic transaction. This will ensure proper program management; provide for effective review by SERC committees; and ensure accessibility for the records retention period.
5. Financial Reports over twenty pages submitted via electronic transaction must be followed up with a hard copy before reimbursement will be processed. This will ensure proper program management; provide for effective review; and ensure accessibility during the records retention period.

POLICY FOR STATE AGENCIES:

- A. The SERC will accept all documents via physical delivery or electronic transaction. Submissions must come from or be signed by the Project Manager as the agency point of contact.
 1. All documents received by SERC must contain required signatures and content pursuant to SERC policies. Signatures must be in a form and format that can be validated by SERC. Electronic signatures must conform to requirements of NRS 719.
 2. All documents received during normal business hours, 8 am to 5 pm, Monday through Friday excluding holidays will be received stamped that day. Documents received after 5 pm will be received stamped the following work day.

- B. Documents submitted via electronic transaction will be accepted with the following conditions:
1. The SERC may request hard copy documentation as necessary to validate signatures, ensure visual clarity of electronic submittals of poor quality, or for file format not acceptable or available to the SERC.
 2. All applications, Certified Assurances and awards submitted to the SERC pursuant to SERC policy 8.2, 8.2a, and 8.3 must be followed up with a hard copy within 30 days of the electronic transaction. This will ensure proper program management; provide for effective review by SERC staff and committees; and ensure accessibility during the records retention period.
 3. An appeal submitted to the SERC pursuant to SERC policy 8.12 must be followed up with a hard copy within 30 days of the electronic transaction. The hard copy must include the original signature of the Project Manager. This will ensure proper program management and accessibility of the documents during the records retention period.
 4. A Hazardous Materials Emergency Response Plan and/or plan updates submitted to the SERC pursuant to SERC policy 8.1 must be followed up with a hard copy within 30 days of the electronic transaction. This will ensure proper program management; provide for effective review by SERC committees; and ensure accessibility during the records retention period.
 5. Financial Reports over twenty pages submitted via electronic transaction must be followed up with a hard copy before reimbursement will be processed. This will ensure proper program management; provide for effective review; and ensure accessibility during the records retention period.

PROCEDURES:

- A. LEPCs and state agencies must be cognizant of possible e-mail/firewall restrictions. Submission of documents via electronic transaction may be delayed or rejected due to size and therefore not received by a due date. Electronic transaction should be made in a manner to ensure successful and timely submission.