

MEMORANDUM

DATE: December 5 , 2016

Records No. 10

TO: Compliance Bureau, Water Allocation Bureau, Regional Offices

FROM: Mat Weaver 

RE: Receiving time-sensitive filings at the Salmon Field Office

Staff members in the Salmon Field Office are not currently equipped to issue electronic receipts and make banking deposits. Nevertheless, they can enhance IDWR's customer service by receiving time-sensitive filings and the associated fees. Time-sensitive filings could include, but are not limited to, Notices of Protest, Proofs of Beneficial Use, Applications for Permit, Petitions for Reconsideration, and Responses to Hearing Schedules, etc.

Staff in the Salmon Field Office will continue to encourage most customers to self-mail IDWR filings, including any required fees, directly to the State Office or to a Regional office for processing. In the event that a time-sensitive filing may not arrive at its destination prior to a deadline, Salmon Field Office staff may use the following procedure to document timely receipt of a filing and forward it to the appropriate IDWR office for processing.

1. Mark the original document with the "Received – Dept of Water Resources Salmon Office" date stamp.
2. If a fee is associated with the filing:
 - a. Require the fee to be paid by check. Salmon Field Office staff will not accept cash or credit cards.
 - b. Mark the back of the check with the IDWR "For Deposit Only" bank stamp, and the front of the check with the date only stamp.
 - c. Issue a handwritten receipt in triplicate, including the applicant's name, the check number and the type of document. Return one copy to the applicant, attach one copy to the document, and retain one copy at the Salmon Office. The Salmon Office copy, whether retained in a receipt book or on a loose sheet, should be filed in date order.
3. Scan the received document and the receipt, if applicable, and email the images to the State Office or to a Regional office, whichever is appropriate, on the day received. Do not make images of checks.
4. Send the original document and any fees by standard mail to the same office no later than the next business day.
5. If signed documents or checks must be held until the next business day, the entire filing with any applicable receipt and fee attached shall be placed in a designated folder in a locked drawer in Cindy's office. A key will be kept in a pre-determined location in the office.
6. Fees which are received from the Salmon office shall be receipted into the state accounting system immediately upon arrival at the State Office or at a Regional office, and filings shall be forwarded for processing. Unless there are insufficiencies found in a filing which cause it to be determined incomplete, the received date for processing purposes shall be the date received at the Salmon office.