



Instructions: How to Declare Confidential/Trade Secret Information

Introduction Use the following instructions to help guide you on how to submit confidential or trade secret information.

Definition A specific designation of any information contained in the application that the applicant asserts is trade secret pursuant to Section 6254.7 of the California Government Code.

Procedure The applicant shall:

- Submit two copies of each page containing trade secret information.
- One copy shall be clearly labeled "Trade Secret," and each trade secret item shall be clearly marked.
- The second copy shall be clearly labeled "Public Copy," and each trade secret item shall be redacted.
- For each item which it asserts to be a trade secret, a statement signed by a responsible representative of the applicant shall identify that portion of Government Code Section 6254.7(d) upon which the assertion is based and a brief statement setting forth the basis for this assertion.

Still need help? Call the Engineering Division at (415) 749-4990.
