**Electronic Transmittal Form for DEEP Remediation and LUST Secure File Transfer (SFT)**

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION

REMEDIATION DIVISION

LEAKING UNDERGROUND STORAGE TANK COORDINATION PROGRAM

[**www.ct.gov/deep**](http://www.ct.gov/deep)

This Electronic Transmittal Form is to be used when submitting a document to the Connecticut SFT website. This form must be completed and included as the cover sheet of your electronic document.

Requirements for Transmittals through the SFT website:

* Only document types identified in Part III below may be submitted through the SFT website.
* Documents submitted through the SFT website must include all applicable figures, tables and laboratory data.
* Files must be formatted as PDF/A and use the appropriate naming convention:
  + For Remediation Filings: **REM\_RemID\_DocumentType\_DateofDocument  
    Example:** REM\_1234\_MonitoringReport\_01-01-2001
  + For LUST Filings: **LUST\_SiteAddress\_Town\_AbbreviationForDocumentType\_DateofDocument  
    Example:** LUST\_1MainStreet\_Hartford\_ESA\_01-01-2001 **Note:** ForAbbreviationForDocumentType” use appropriate abbreviation on page 2 of this form

**Part I: Program Type** (Select either Remediation or LUST as your Primary Program Type)

|  |  |
| --- | --- |
| Remediation  Primary Program: Select Primary Program  \*Rem ID:       (required) | LUST  UST Facility ID:       (if applicable)  Spill Case Number:       (if known) |

**Part II: Site Information**

|  |
| --- |
| Site Name:  Site Address:  City/Town:       State: CT Zip Code: |
| Secondary Programs (complete as many as applicable for this document):  Program: Select Secondary Program Project ID:  Program: Select Secondary Program Project ID:  Program: Select Secondary Program Project ID:  Program: Select Secondary Program Project ID:  Provide Project ID for each secondary program if it is known.  Each program has a unique ID (i.e. Rem ID, Spill Case #, UST Facility ID, PCB File #, etc.) |

**Part III: Document Information**

|  |
| --- |
| Select Document Type  Date of Document: SELECT DATE. |

**Part IV: Submitter Information**

|  |
| --- |
| Name:      \*\*E-mail:  \*\*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject document. Please remember to check your security settings to be sure you can receive e-mails from “ct.gov” addresses. Also, please notify the department if your e-mail address changes.  Name of company/business this document is being submitted on behalf of: |

(Do not submit this page with your filing)

**DEEP Contact Information:**

Remediation Division

79 Elm St 2nd floor  
 Hartford, CT 06106-5127  
 860-424-3705

LUST Coordination Program

79 Elm St. 4th floor  
Hartford, CT 06106-5127  
860-424-3376

**Additional Information for LUST Filings**

Select one of the following abbreviations for use in File name

|  |  |
| --- | --- |
| **Report** | **Abbreviation** |
| Tank Closure Assessment Report/UST Closure Report | CR |
| Investigation - Site Characterization Report | ESA |
| Investigation - Subsurface Investigation Report | ESA |
| Investigation - Phase I Site Assessment Report | ESA |
| Investigation - Phase II Investigation Report | ESA |
| Investigation - Phase III Investigation Report | ESA |
| Investigation - Receptor Survey | SRS |
| Investigation - Environment Site Assessment | ESA |
| Investigation - Supplemental Phase I Site Assessment Report | ESA |
| Investigation - Supplemental Phase II Investigation Report | ESA |
| Investigation - Supplemental Phase III Investigation Report | ESA |
| Investigation - Well Receptor Survey | SRS |
| Remediation - Corrective Action Plan | CAP |
| Remediation - Corrective Actions Report | CAR |
| Remediation - 20 Day Spill Report | CAR |
| Remediation - 45 Day Spill Report | CAR |
| Remediation - Soil Excavation Report | CAR |
| Remediation - Free Product Removal Report | CAR |
| Remediation - Remedial Action Plan | RAP |
| Remediation - Operation & Maintenance Plan | RAR |
| Remediation - Remedial Action Report | RAR |
| Remediation - Remedial Design Report | RAR |
| Monitoring Reports - Ground Water Monitoring Report | GWMR |
| Monitoring Reports - Site Status Report | SSR |
| Schedule | SCH |
| Scope of Work | SOW |