

CTDOT ezFile Roles and Information

Ezfile Roles – please include the following:

FOR ALL PROJECTS:

	<u>NAME</u>	<u>ROLE</u>	<u>USERNAME</u>
	Office of Environmental Planning (OEP)	Reviewer	DOTOEPWNC
	Environmental Permit Coordination Unit (EPC)	Reviewer	EPCDOT2150
District 1	Donald Ward (District Engineer)	Sign Only	CTDOT2018
	Kevin Tormay (District Environmental Coordinator)	Reviewer	Tormaykm
	Nicholas Bryant	Reviewer	Nicholas_Bryant
District 2	Eileen Ego (DE)	Sign Only	eileenego
	William Bucko (DEC)	Reviewer	williambucko
	Teresa Donahue (DEC)	Reviewer	OOCGAUGES
District 3	Domenic LaRosa (DE)	Sign Only	larosadom
	Brian Brinsmade (DEC)	Reviewer	BrinsmadeB
District 4	John Lee (DE)	Sign Only	Leejohn1
	Edward Burke (DEC)	Reviewer	Burkeet66
District 5	Michael Mendick (DE)	Sign Only	mmendick
	Edward Rivera	Reviewer	riveraer
	Laurie Fand	Reviewer	LaurieFand

Very Important Note: CTDEEP accepts CTDOT to submit Stormwater General Permit, as “Locally Approvable” rather than “Locally Exempt”. Locally Approvable projects will require two Professional Engineer review signatures - Design Professional and Qualified Professional (QPE). These cannot be the same person, and if the project has more than 15 acres of disturbance, the QPE cannot work for the same firm as the Preparer/Filer.

FOR STATE DESIGN PROJECTS
(Reviewed and signed by BL)

NAME	ROLE	USERNAME
David Cicia	Design Professional	DavidCicia
Michael G. Fisher	Reviewing Qualified Professional	MFisher9

CONSULTANT DESIGNED PROJECTS:
(Other than BL)

Consultant engineer(s) are likely to have roles of Filer, Reviewer, Design Professional and Qualified Professional. Also include the DOT Consultant Design Project Engineer(s) with a Reviewer role.

The “Design Professional” and “Qualified Professional” roles will be for Consultant reviewers that have their PE license and will both digitally sign the ezfile registration after its final review. (Please note that once the Stormwater registration is “signed” by the Design Professional or Qualified Professional, no one can edit the filing or else these signatures will be erased. DEEP has this occur deliberately so no changes can be made to the filing after it has been signed.)

Following signatures by the Design Professional and Qualified Professional, the application will be submitted to the District Engineer through EPC. The District Engineer will be the one who will digitally sign the registration and formally submit the registration to DEEP. All DOT District Engineers have signed Subscriber Agreements with DEEP to have the authority to electronically sign and submit the ezfiling. Consultant reviewers (Design Professional and Qualified Professional) do not need a Subscriber Agreement since they are only signing the ezfiling, not submitting it.

To all the ezfile filers- Please include the State Project number on the same line as the "name of the site" ("Form Info" screen-Step 2.1 of 2.7). This way the State Project number will be included on the invoice when it is sent to Finance to be paid. Additionally, please include the specific district general mailbox (DOT.ConstrD1@ct.gov , DOT.ConstrD2@ct.gov , DOT.ConstrD3@ct.gov, or DOT.ConstrD4@ct.gov , DOT.ConstrD5@ct.gov) in any email correspondence regarding the review of the Stormwater filing.

****Once the Stormwater registration has been reviewed, signed and submitted to DEEP, please make sure a copy of the application and Pollution Control Plan gets included in the Contract for processing. (No signatures or PE stamp needed.)****