

**Instructions for Submitting Documents to the
Emergency Response and Spill Prevention Division
Emergency Response Unit**

- Documents related to oil and chemical spill incidents reported to CT DEEP's Emergency Response Unit should be sent by email to DEEP.SpillsDocs@ct.gov.
 - If you have documents too large to send by electronic mail you may submit documents to this secure file transfer website: <https://sft.ct.gov>. Please send an email to DEEP.SpillsDocs.upload@ct.gov to receive an upload user name and password.
- Documents submitted through email or the secure file transfer website can include all applicable correspondence, narrative reports, figures, tables, photos, and laboratory data provided they are [saved as a PDF/A](#) document.

Please name your document as follows:

COR_CASEID#

- For example,
 - If the Case ID# is 2016-09897, then you would name the document
COR_201609897
 - Please do not use a hyphen between the year and the unique case number.
- If you don't know the Case ID# you may look it up on the [Spills Incident Tracking System](#) page of the [CT Open Data Portal](#) by searching on the address, date, or town. Go to "view data" then "search." The dataset is updated generally every two weeks. This is just the dataset, not the records or documents.
- ***Please do not submit a duplicate copy or multiple copies for electronic filing*** if the report has already been submitted to DEEP through EZ File or through another DEEP electronic file transfer system unless directed by Department staff to do so.
- ***Please do not submit a paper copy*** unless directed by Department staff to do so.
- Documents, once submitted electronically, are available through the [DEEP Document Online Search Portal](#). **You can search by address or the Case ID number.**

Thank you,
Administrative Records Manager
Emergency Response and Spill Prevention Division
DEEP.SpillsDocs@ct.gov (860) 424-3024