Guidance for completing DEEP Stormwater Registration Form in ezFile

DATED: NOVEMBER 5, 2021

Revision Date:

EzFile isn't so easy! (A common statement)

The guidance contained in this document is intended to provide designers with an outline of the ezFile process, answer frequent questions, give many useful tips and help avoid common problems, when filling out a DEEP Stormwater registration in ezFile. EzFile has many "glitches" and after many submissions, we are aware of the majority of them – they are highlighted and explained with their solutions in this document.

This guidance provides step by step navigation through ezFile and covers:

- Initiating the form
- How to assign the appropriate role types for State Design and Consultant Design Projects
- Providing registrant and site information
- Information about the required attachments
- Registration certification by the Design Professional and QPE
- How to submit the form through the District Engineer.

The information in this guidance will be updated/revised as procedures change, different questions are asked and more helpful tips are discovered. It is highly recommended that designers read through this guidance when registering a CTDOT stormwater permit through ezFile. It is also imperative that designers utilize the latest Stormwater Pollution Control Template located on the Department's Environmental Planning webpage at: Environmental Planning, Permitting & Compliance (SWPCP Template)

Please forward questions, inquiries, or suggestions regarding registering Stormwater permits through ezFile to the following contacts:

Alejandro Brito
Transportation Engineer 3
EPC Unit
alejandro.brito@ct.gov

Engineering Project Coordination
dot-epc@ct.gov

David W. Harms
Transportation Supervising Engineer
EPC Unit
david.harms@ct.gov

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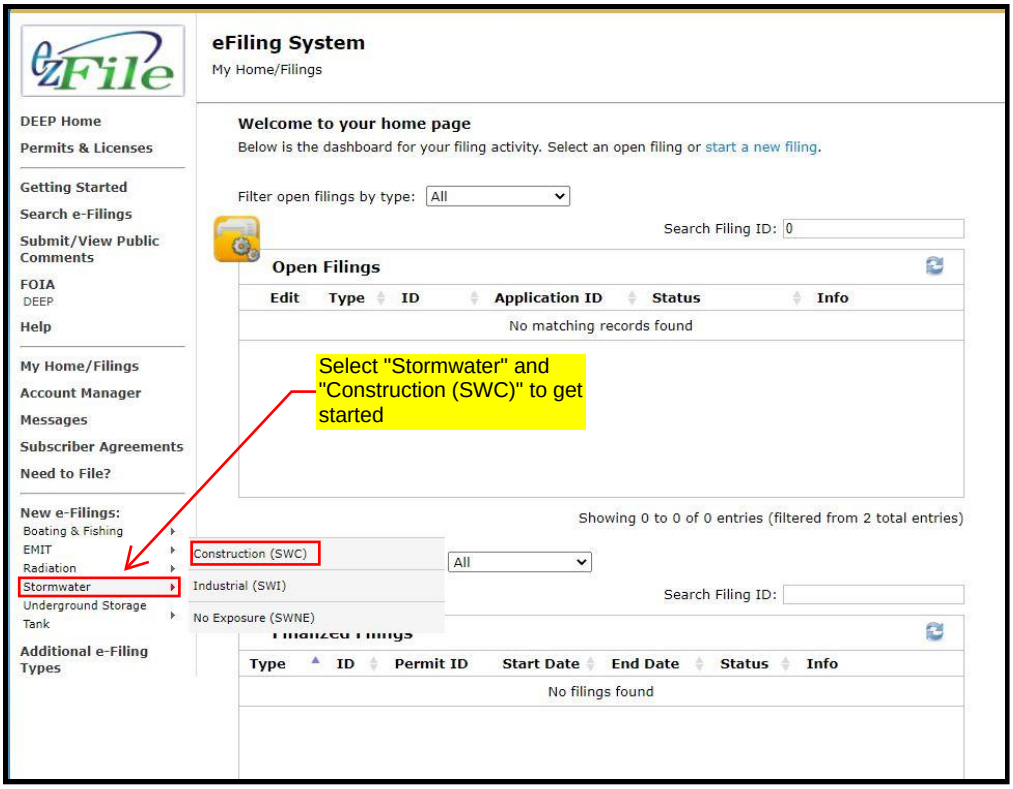
Getting Started: How to create a new Stormwater Registration from in ezFile

1) To get started, select "Stormwater" from the "New e-Fillings: option on left menu and then select "Construction (SWC)".

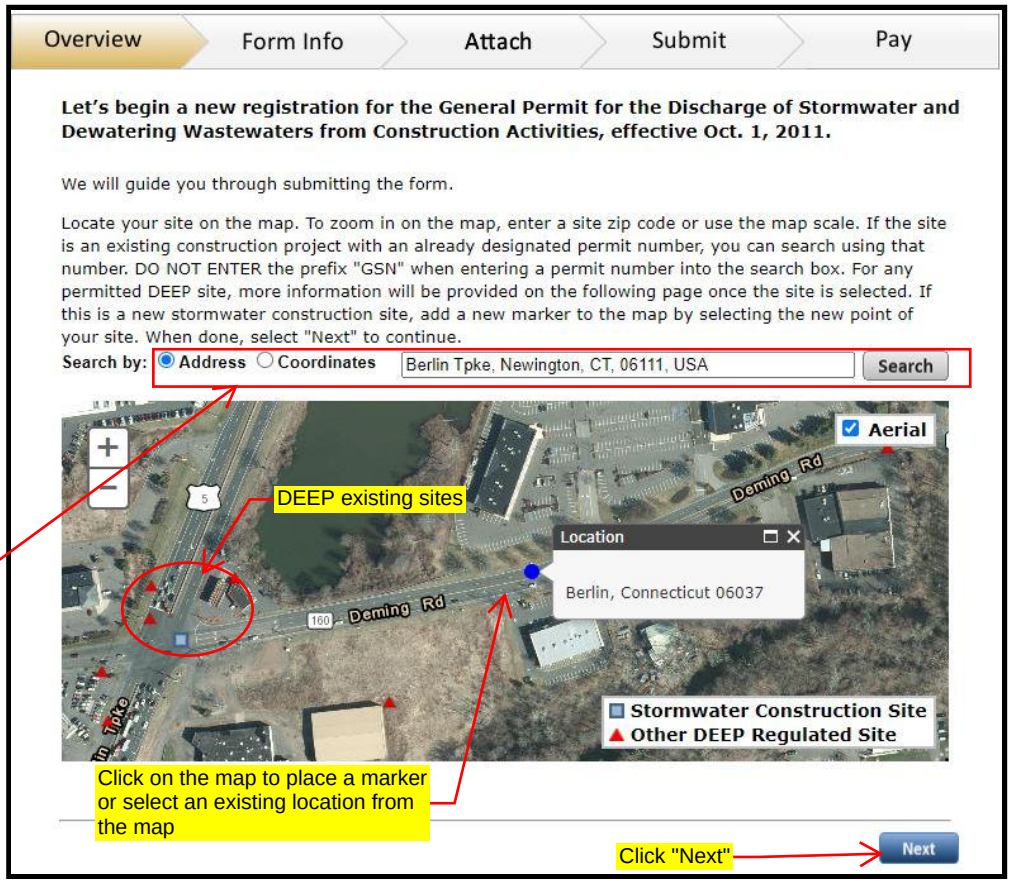
The person that creates the e-Filling will be have the role of Filer.

(See page 6 for more details)



Overview Tab

2) Use an address, zip code or coordinates to find the Project Site.

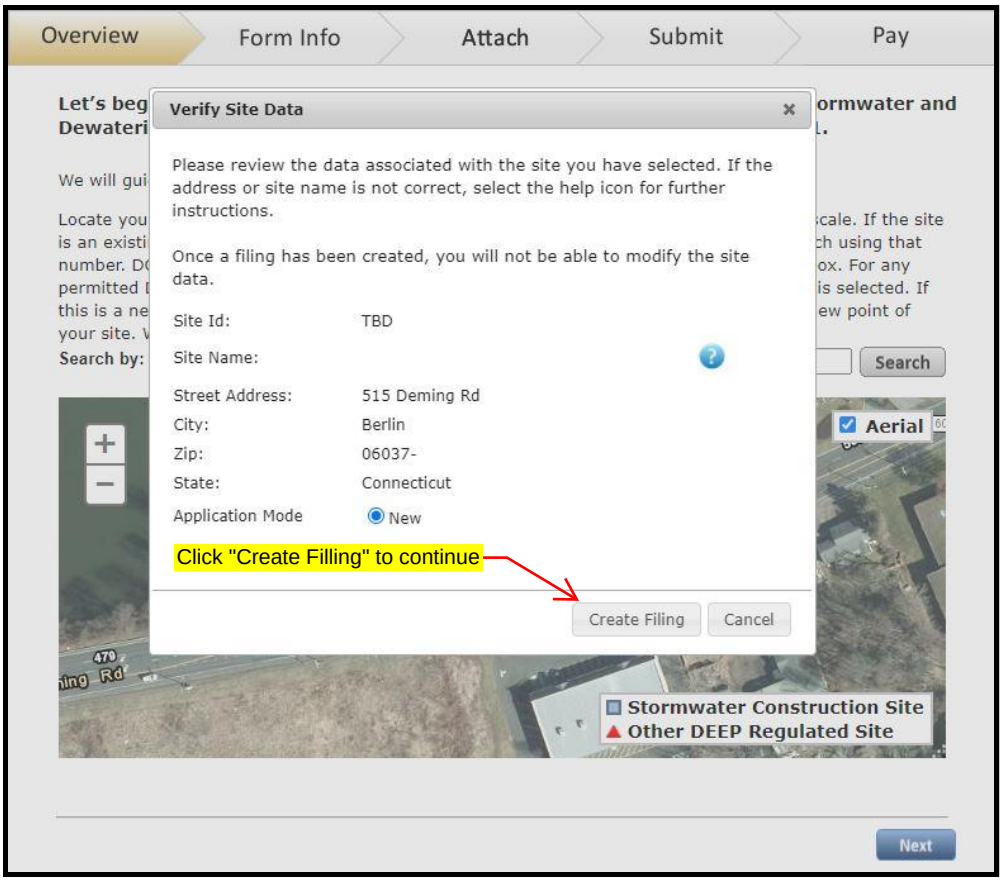


Select method to find your Project Site

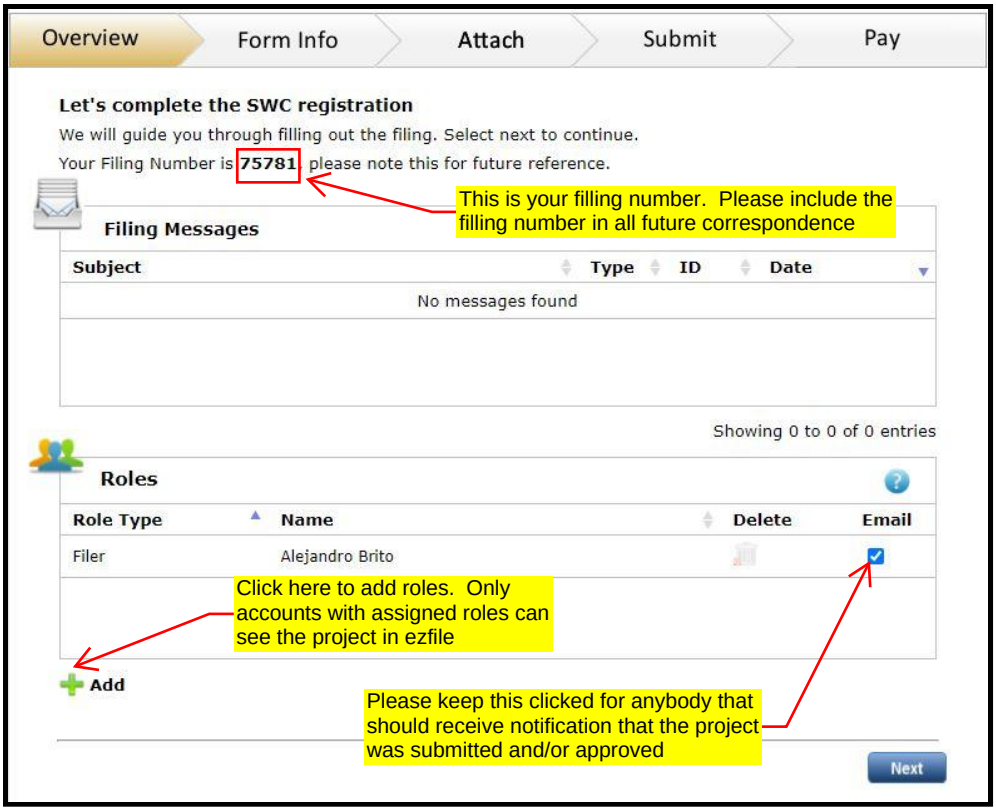
Address: search for an address or zip code

Coordinates: search the latitude and longitude

3) Click "Create Filling".



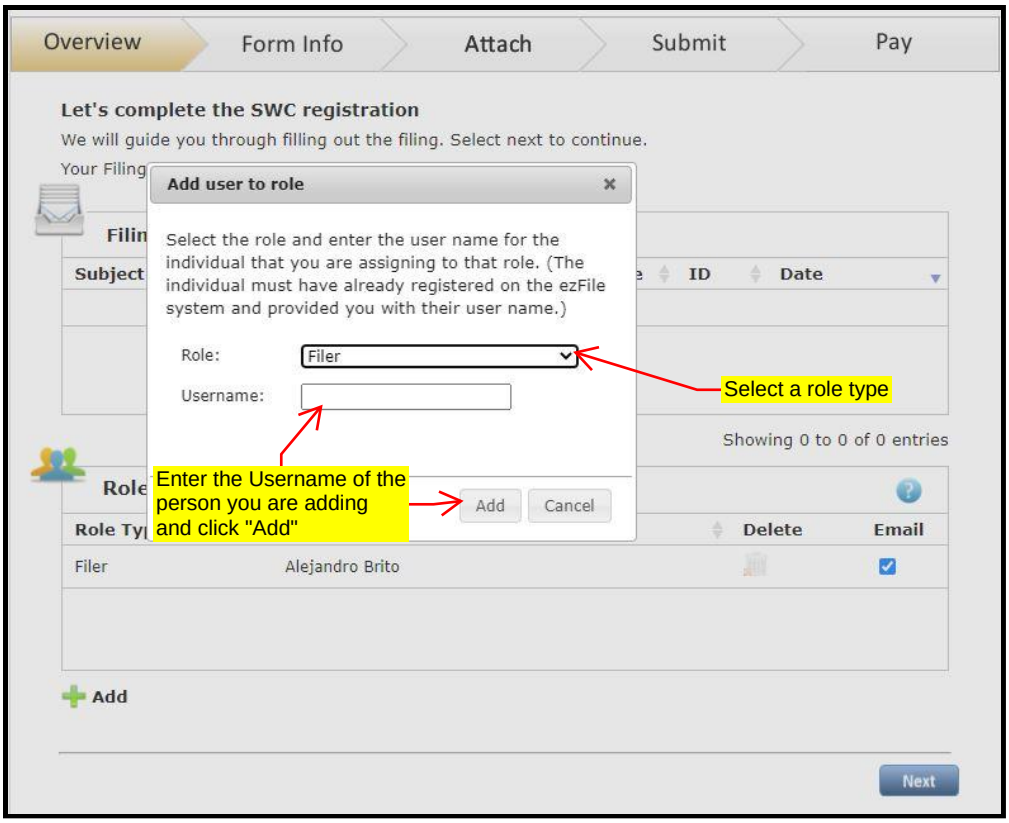
Note:
ezFile will delete the Filling if the Filling is not submitted within 18 months after it was created.



5) Please add all roles listed in the link below:

Roles and Filing Information

Note:
For quality control, the Department discourages the preparer and the design professional being the same person.



Role Types:

Filer - The person that creates the filling. For Consultant Design Projects, the Filer can act as the Preparer or the Design Professional but, as stated previously, the Preparer and the Design Professional should not be the same person.

Preparer - The person that prepares the Stormwater Form and Pollution Control Plan.

Sign Only - The District Engineer. They will digitally sign the registration and formally submit the registration to DEEP.

Reviewer - Any person that needs access the filling who is not assigned to any other role.

Design Professional - The person reviewing the Pollution Control Plan. This person must have a PE license and certify the Pollution Control Plan.

Reviewing Qualified Professional - This person is the QPE and must certify that the Stormwater Pollution Control Plan is adequate to assure that the activity authorized under this general permit will comply with the terms and conditions of such general permit. Note: If the project has more than 15 acres of disturbance, the QPE cannot work for the same firm as the Preparer/Filer.

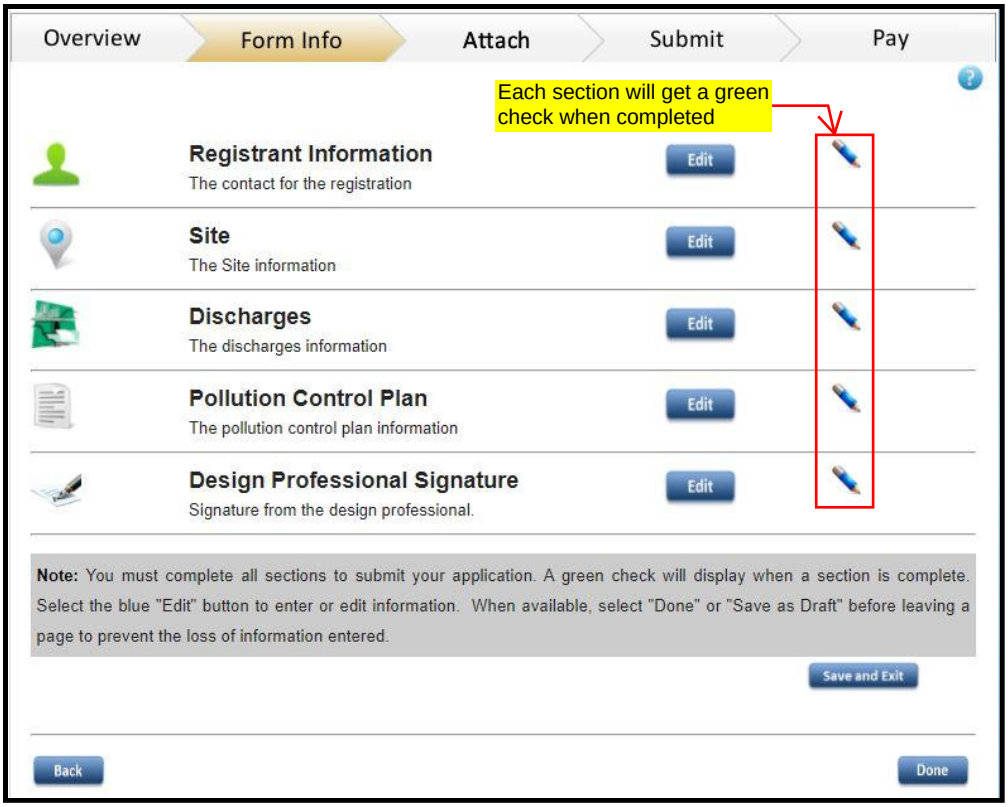
Filling out ezFile Form Information

6) On the Form Info tab, Fill out the following sections:

- Registrant Information
- Site
- Discharges
- Pollution Control Plan

The Design Professional will fill out the "Design Professional Signature" section.

The QPE will fill out the "Reviewing Qualified Professional" section (the section will become available after filling out the "Site" section).

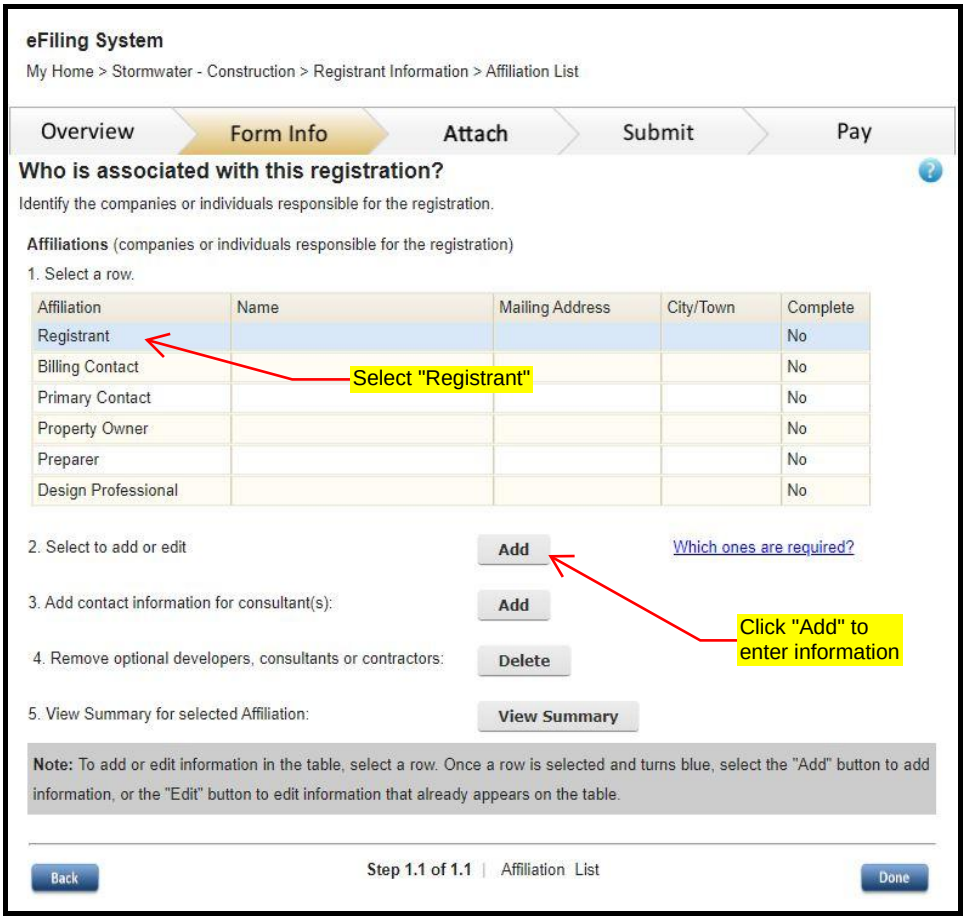


Note:
ezFile will time out if inactive for 10-15 minutes.
Save periodically to avoid losing information.

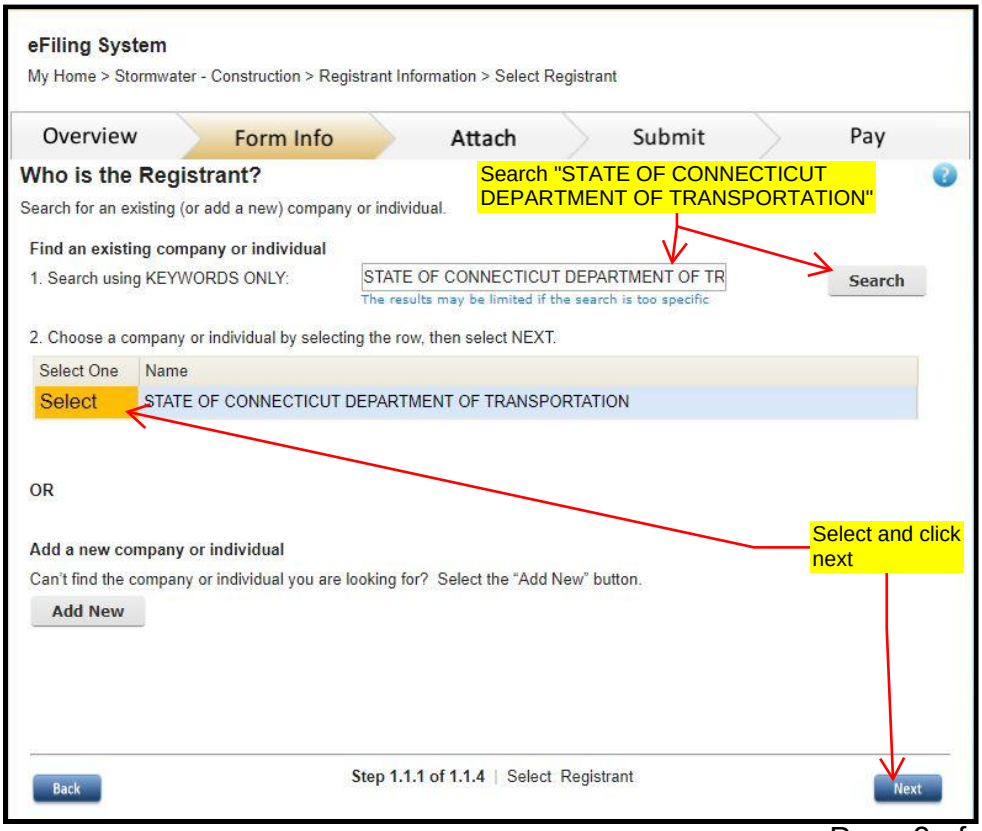
Registrant Information

Registrant Information

1) Select “Registrant” from the table and click the “Add” button in the second section.



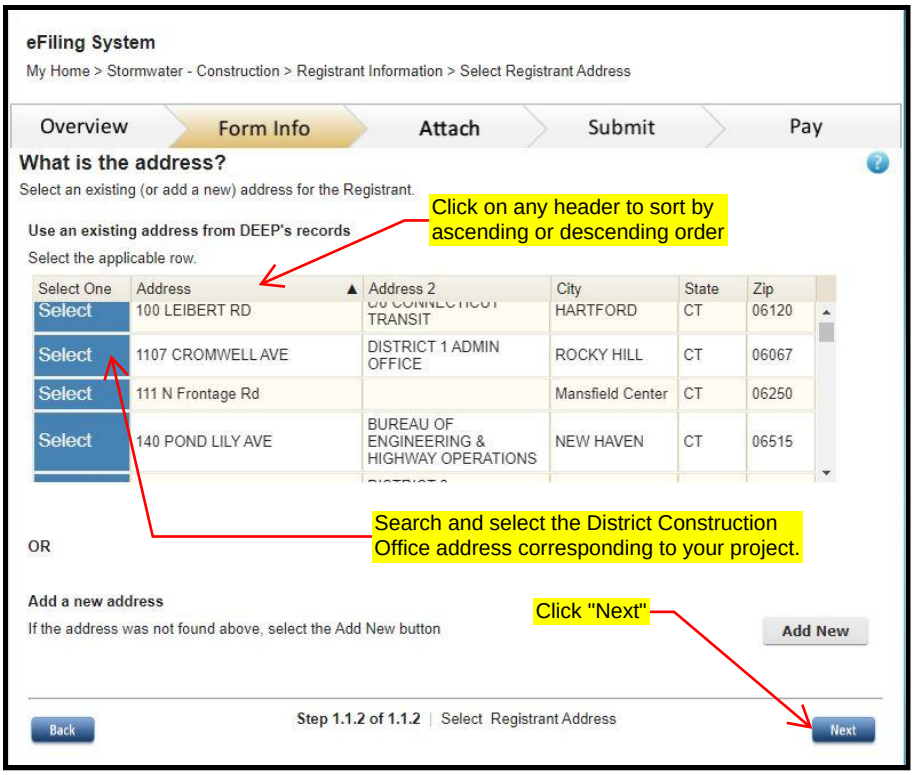
2) Search for “STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION”, select it and click "Next".



Note:
The District Engineer cannot sign the stormwater permit form if the registrant says anything other than "STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION".

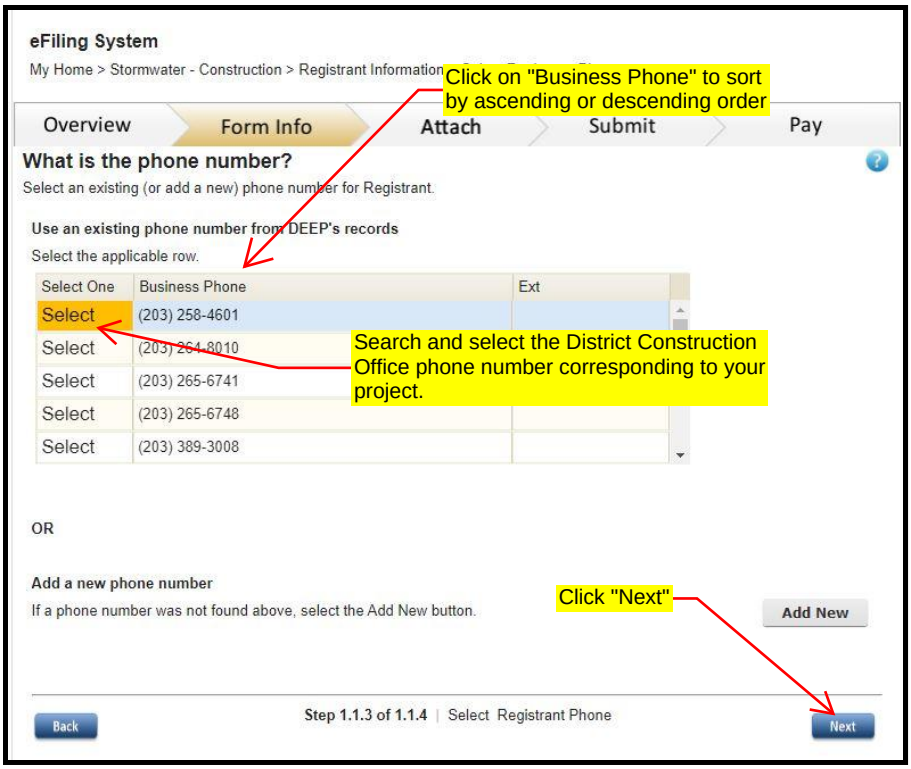
3) Search and select the District Construction Office address corresponding to your project. Click "Next".

See Table 1 on next page for list of addresses for each District Construction Office.



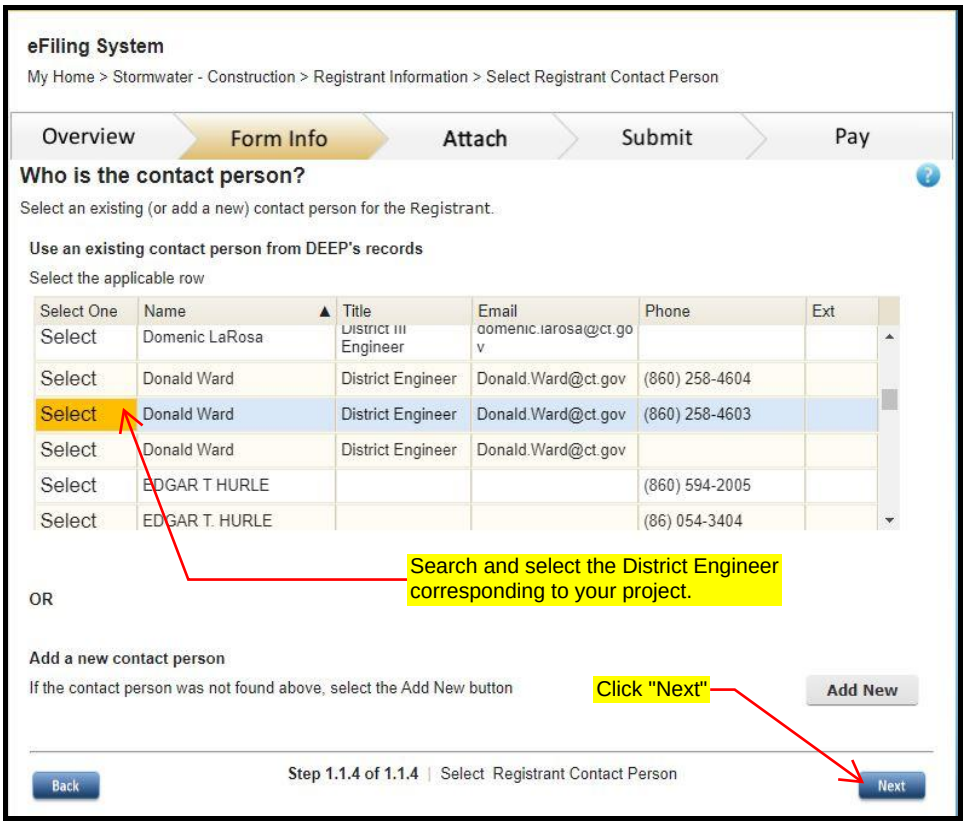
4) Search and select the District Construction Office phone number corresponding to your project. and click "Next".

See Table 1 on next page for list of phone numbers for each District Construction Office.



5) Search and select the Construction District Engineer corresponding to your project. Click "Next".

See Table 2 below for list of District Engineer for each District Construction Office.



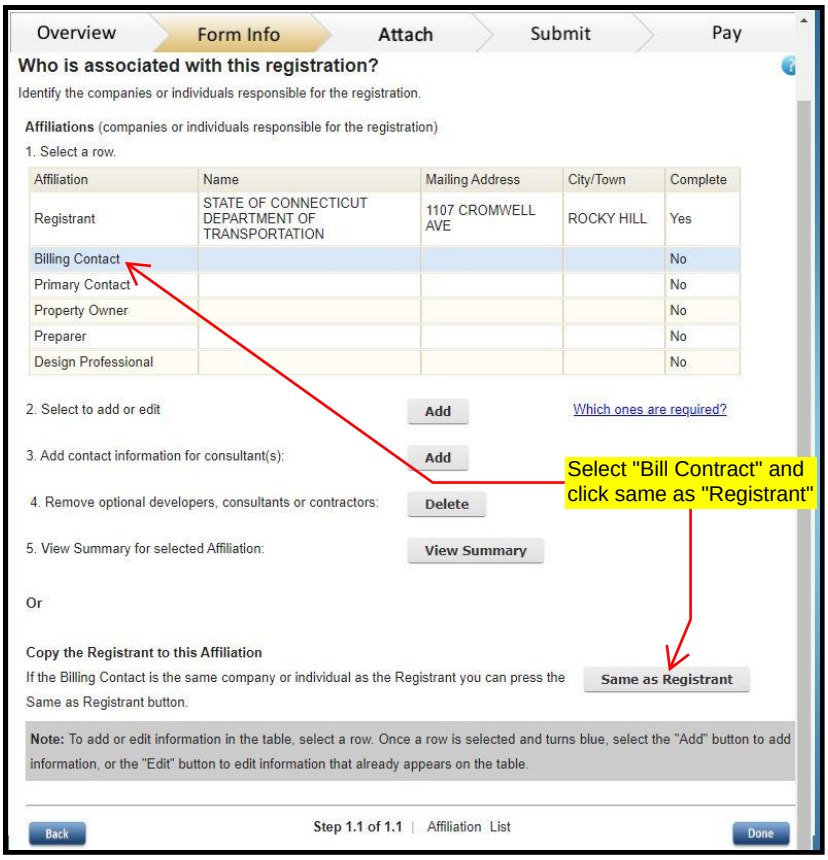
Office	Address	Address 2	City	State	Zip Code	Phone
District 1	1107 Cromwell Avenue	District 1 - Construction	Rocky Hill	CT	06067	(860) 258-4601
District 2	171 Salem Turnpike	District 2 - Construction	Norwich	CT	06360	(860) 823-3204
District 3	140 Pond Lily Avenue	District 3 - Construction	New Haven	CT	06515	(203) 389-3100
District 4	359 South Main Street	District 4 - Construction	Thomaston	CT	06787	(203) 591-3544
District 5	4 Brewery Street	District 5 - Construction	New Haven	CT	06511	(203) 401-5160

Table 1 - District Construction Office Information

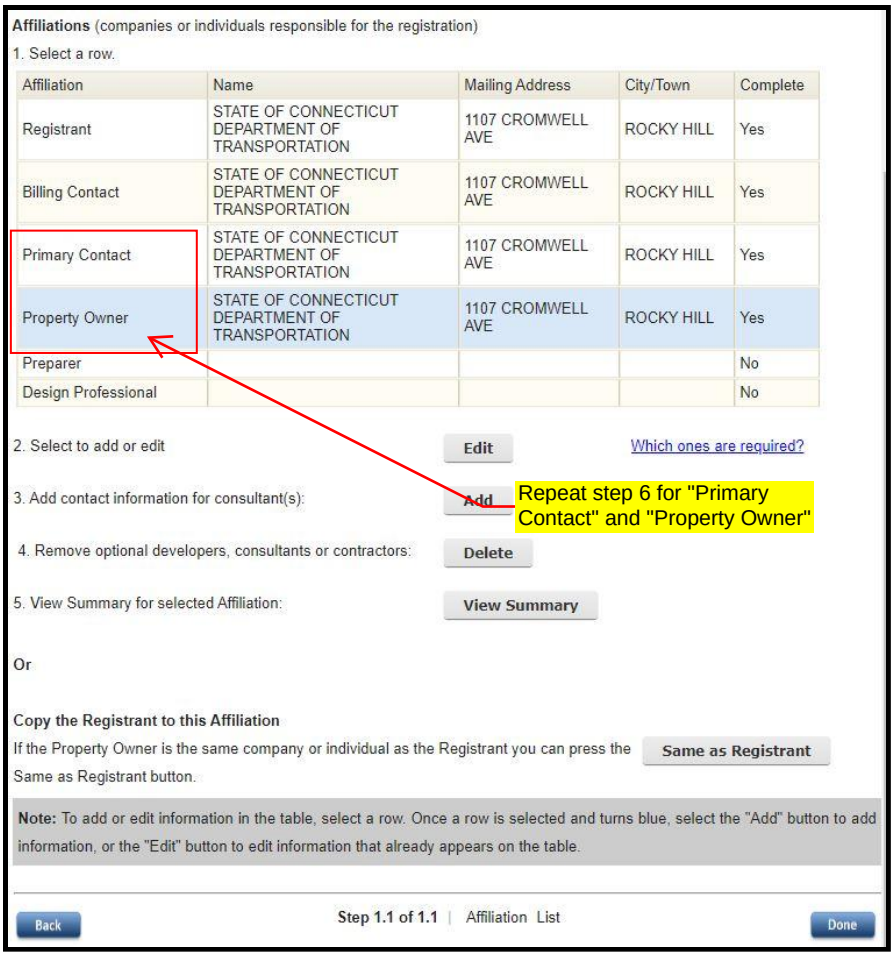
Contact Person	Contact Title	Email	Contact Phone
Donald L. Ward, P.E.	District 1 Engineer	donald.ward@ct.gov	(860) 258-4603
Eileen Ego, P.E.	District 2 Engineer	eileen.ego@ct.gov	(860) 823-3249
Domenic LaRosa, P.E.	District 3 Engineer	domenic.larosa@ct.gov	(203) 389-3100
Richard N. Symonds, P.E.	District 4 Engineer	richard.symonds@ct.gov	(203) 591-3544
Michael Mendick, P.E., CCM	District 5 Engineer	michael.mendick@ct.gov	(203) 401-5160

Table 2 - District Engineer Information

6) Select “Billing Contact” from the table and click the “Same as Registrant” button. This will copy all the information previously entered for the "Registrant".

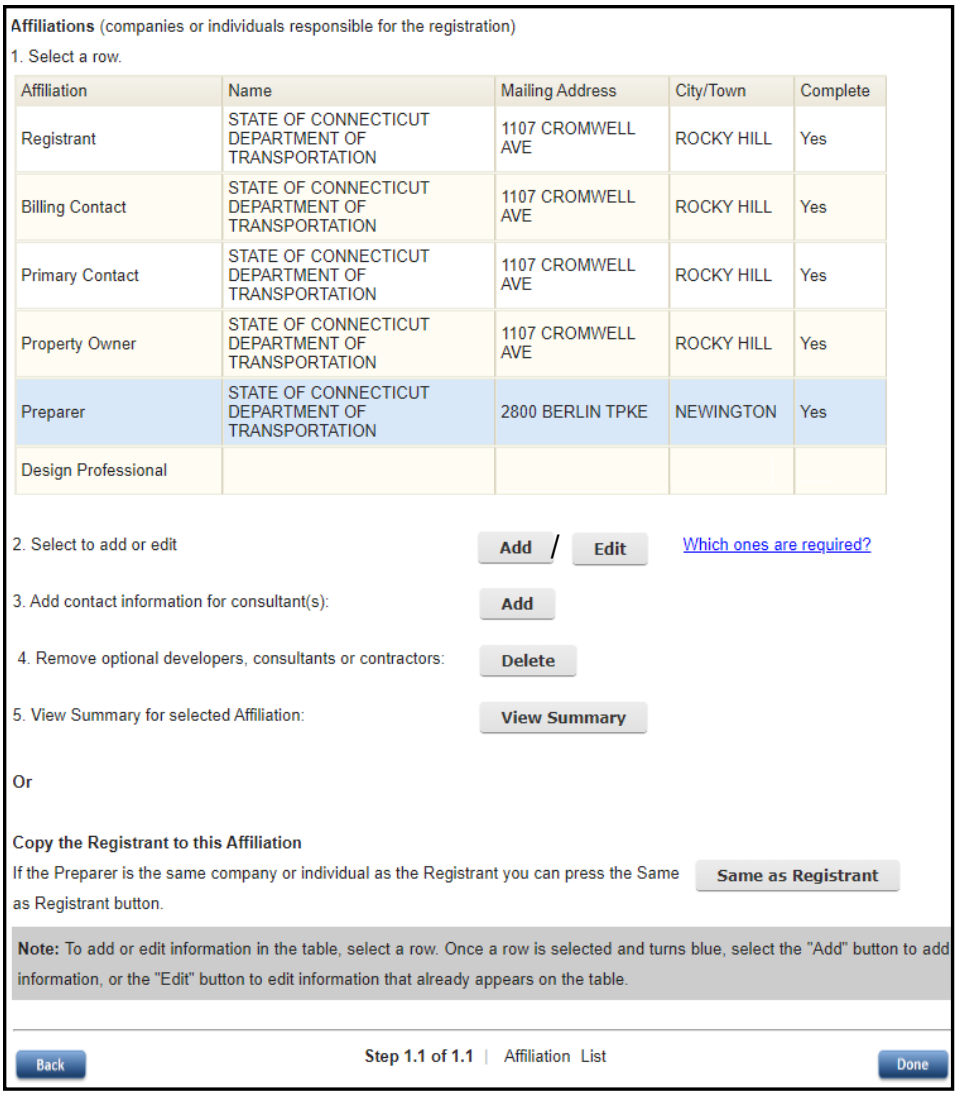


7) Repeat Step 6 for the “Primary Contact” and Property Owner” to copy all the information from the "Registrant".



8) Select “Preparer” from the table and click the “Add” button in the second section.

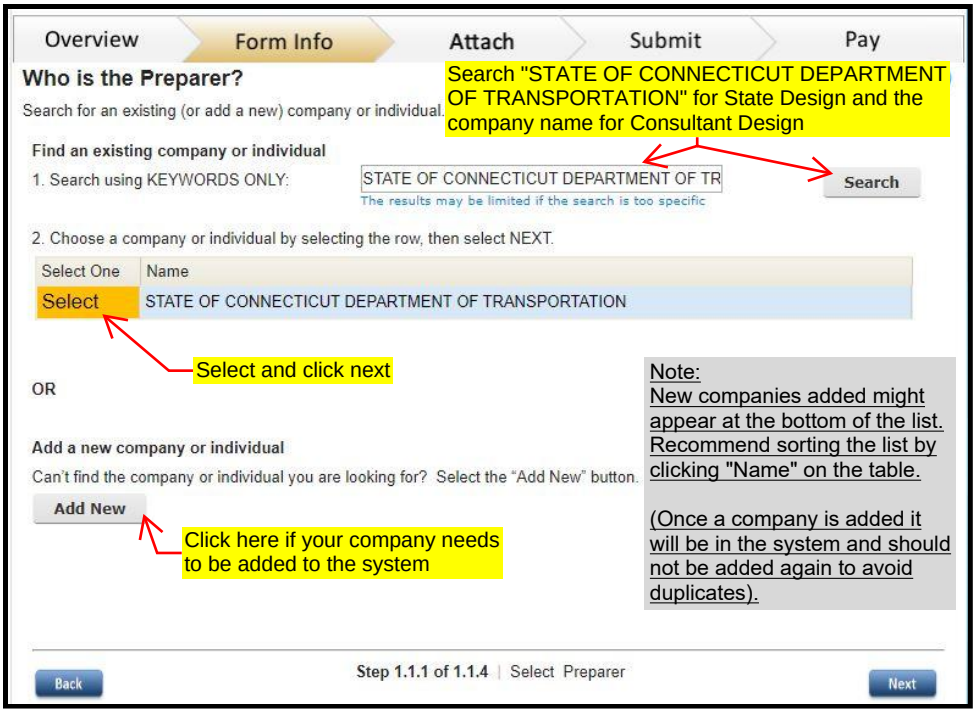
Note:
For State Design, the Preparer info can be alternatively filled out by selecting "Preparer", clicking the "Same as Registrant" button to copy the information from the "Registrant", and clicking the "Edit" button in the second section.



9) Enter the preparer company information.

For State Design: Search for “STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION”, select it and click "Next".

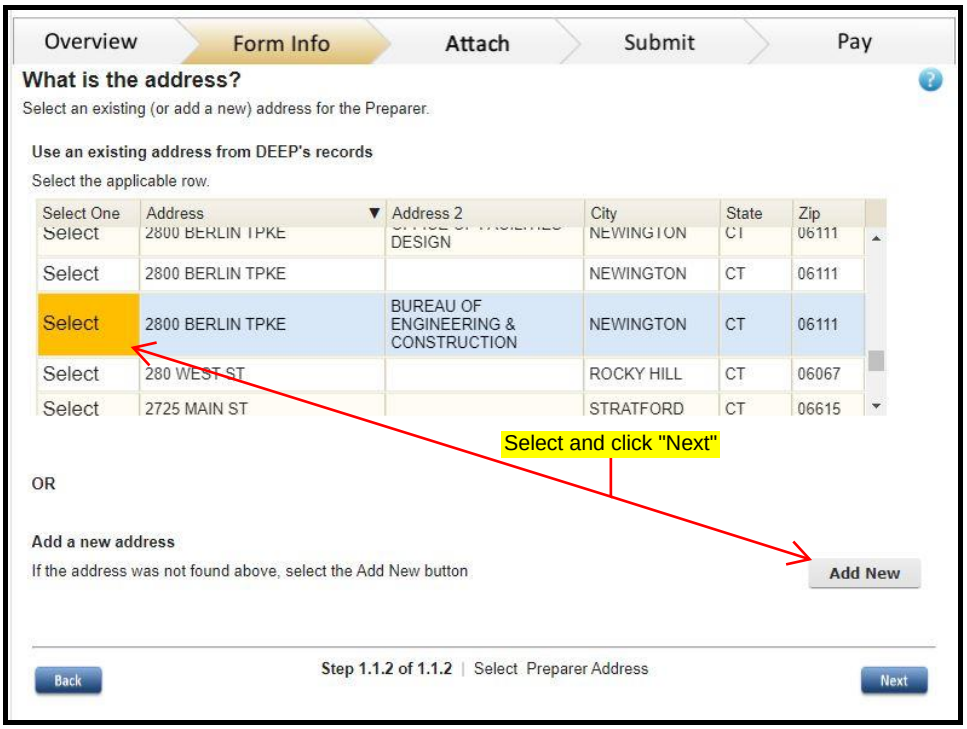
For Consultant Design: Search for your company name, select it and click "Next". If your company is not available, click "Add New" and enter the information for your company.



10) Select the address.

For State Design search the address “2800 Berlin Turnpike” and click “Next" See table 3 below.

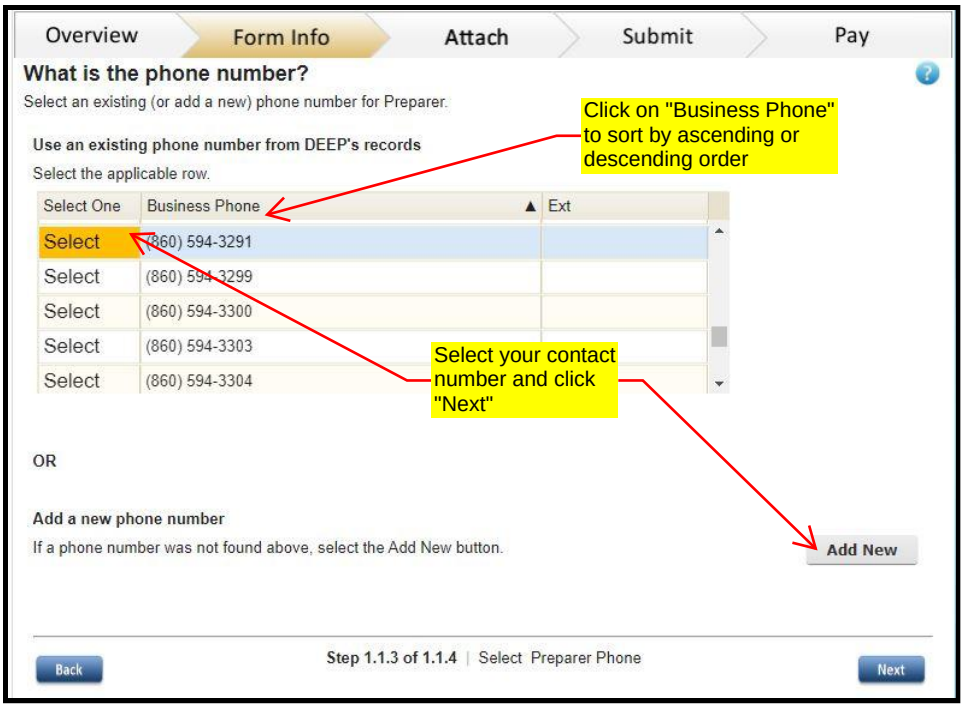
For Consultant Design search your company's address.



Office	Address	Address 2	City	State	Zip Code	Phone
HQ	2800 Berlin Turnpike	Bureau of Eng. & Const.	Newington	CT	06111	(860) 594-XXXX

Table 3 - Preparer Information for State Design

11) Select the Project Engineer contact number from the list of business phone numbers. If you do not find their phone number click the “Add New” button and add the phone number.



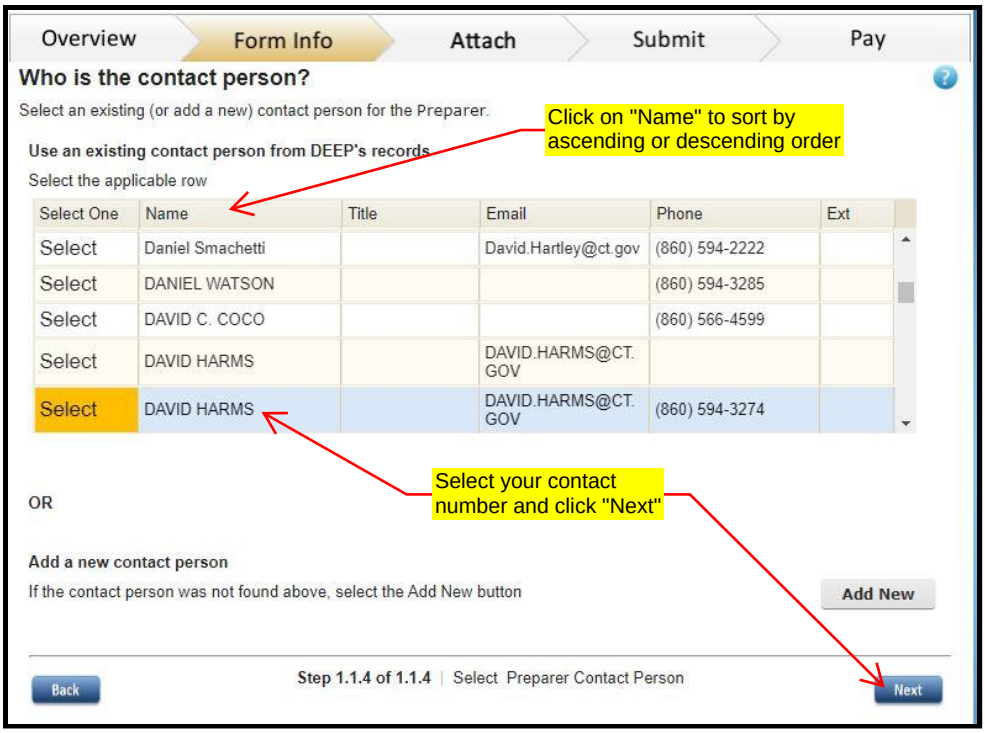
Note:
New numbers added might appear at the bottom of the list. Recommend always sorting the "Business Phone numbers" to find the phone number easier.

(Once a number is added it will be in the system and should not be added again to avoid duplicates).

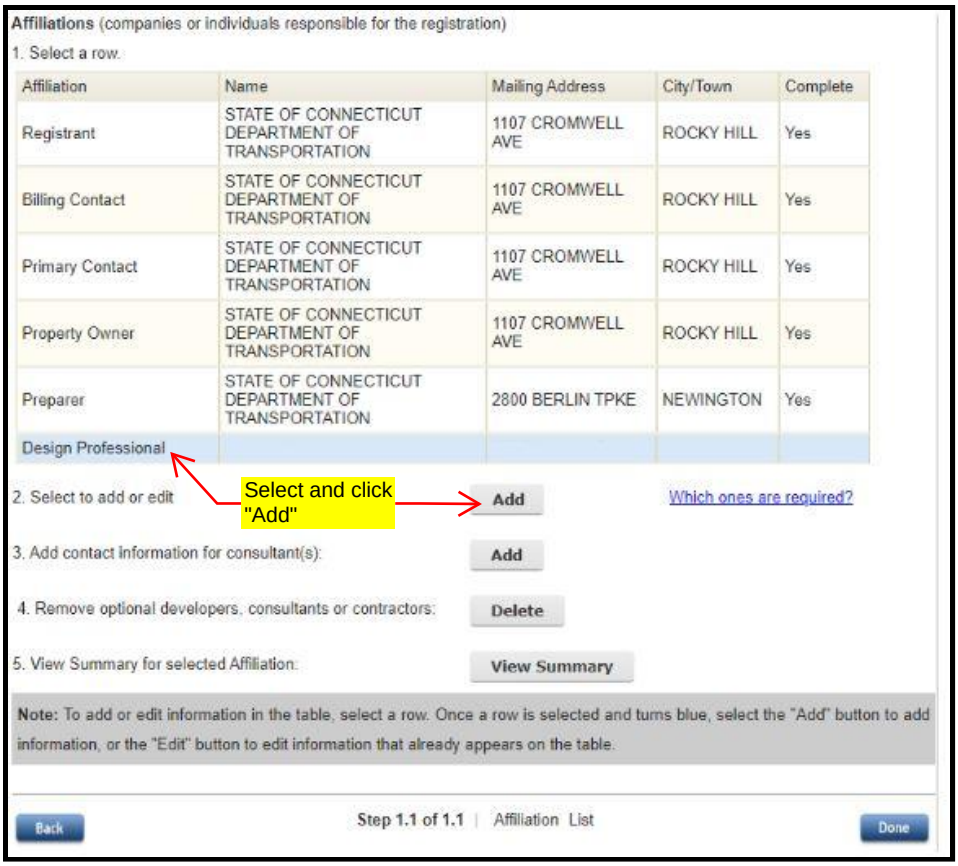
12) For the contact person, select the Project Engineer from the list. If you do not find the contact info click the “Add New” button and add the information.

Note:
New contact info added might appear at the bottom of the list. Recommend always sorting by name to find the contact information easier.

(Once a contact information is added it will be in the system and should not be added again to avoid duplicates).



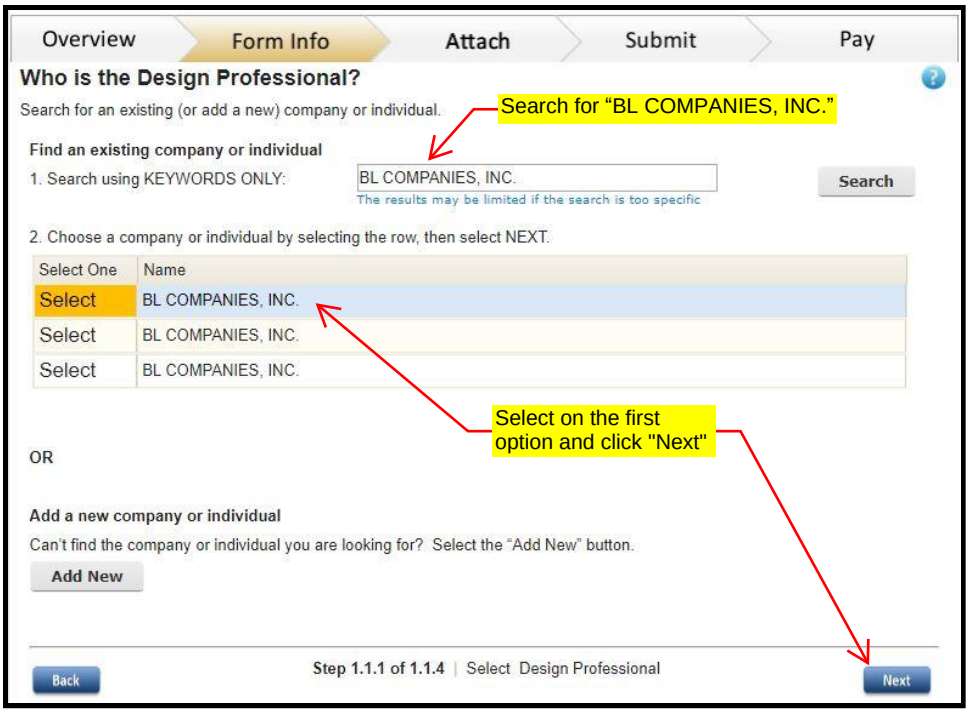
13) Select “Design Professional” from the table and click the “add” button in the second section.



13) Enter the Design Professional information.

For State Design: Search for “BL COMPANIES, INC.”. There will be three selections. Select the first choice and click "Next".

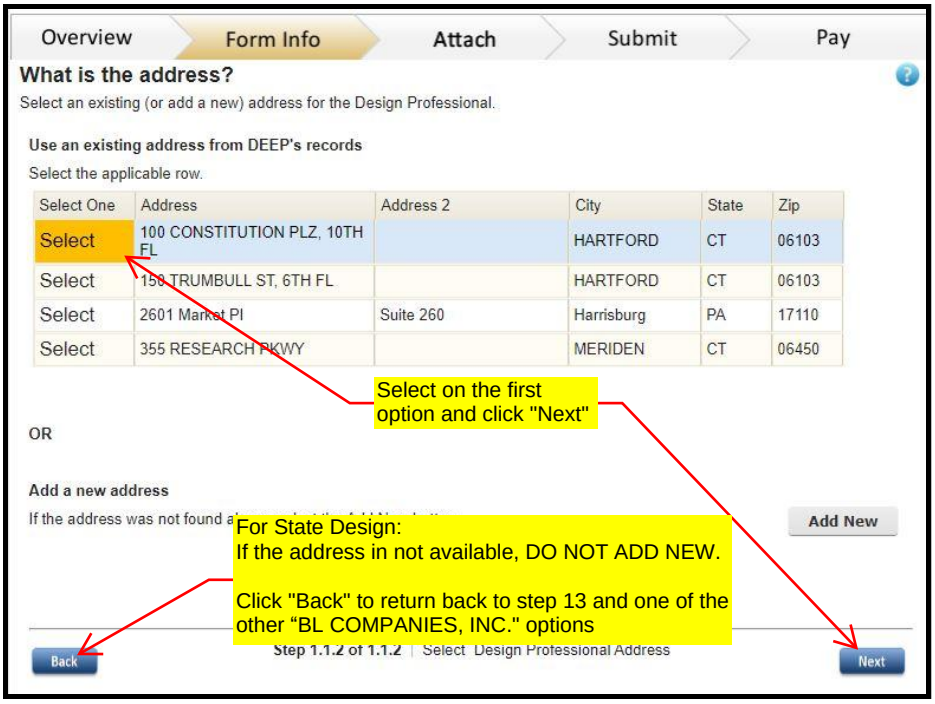
For Consultant Design: Search for the Design Professional's company name. If the company is not available, click "Add New" and enter the information for your company.



14) Select the address.

For State Design: select “100 CONSTITUTION PLZ 10TH FL”. If the list of selection does not include this address, click the "Back" button to return back to step 13 and select one of the other options for “BL COMPANIES, INC.”

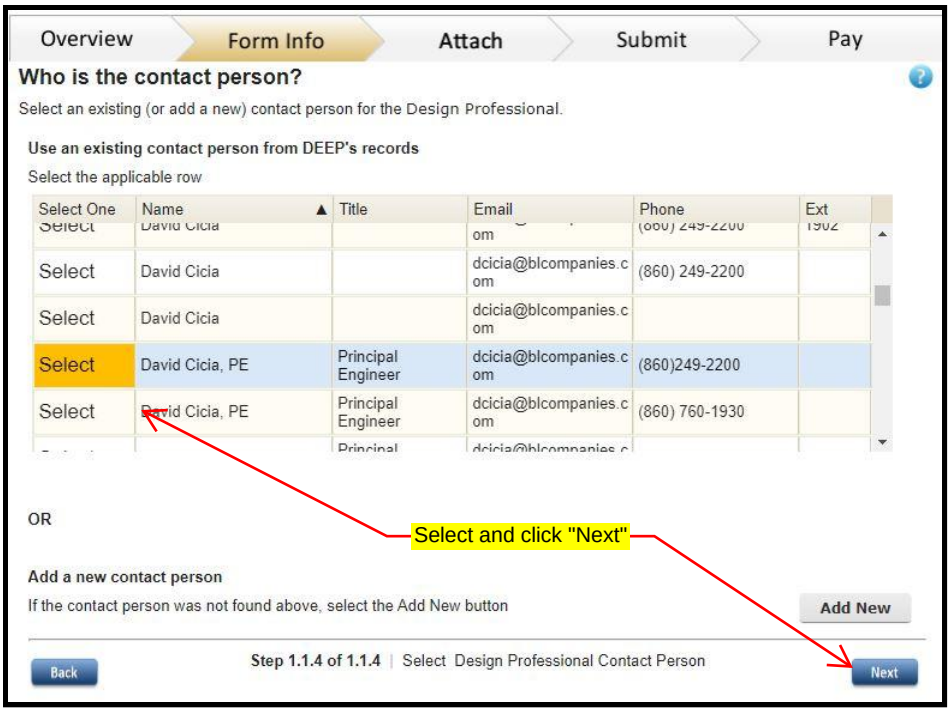
For Consultant Design: select the Design Professional's company address. If the company address is not available, click "Add New" and enter the information for the company.



15) Select the Design Professional

For State Design:
Select the highlighted “David Cicia, PE….” and click "Next". See Table 4 below

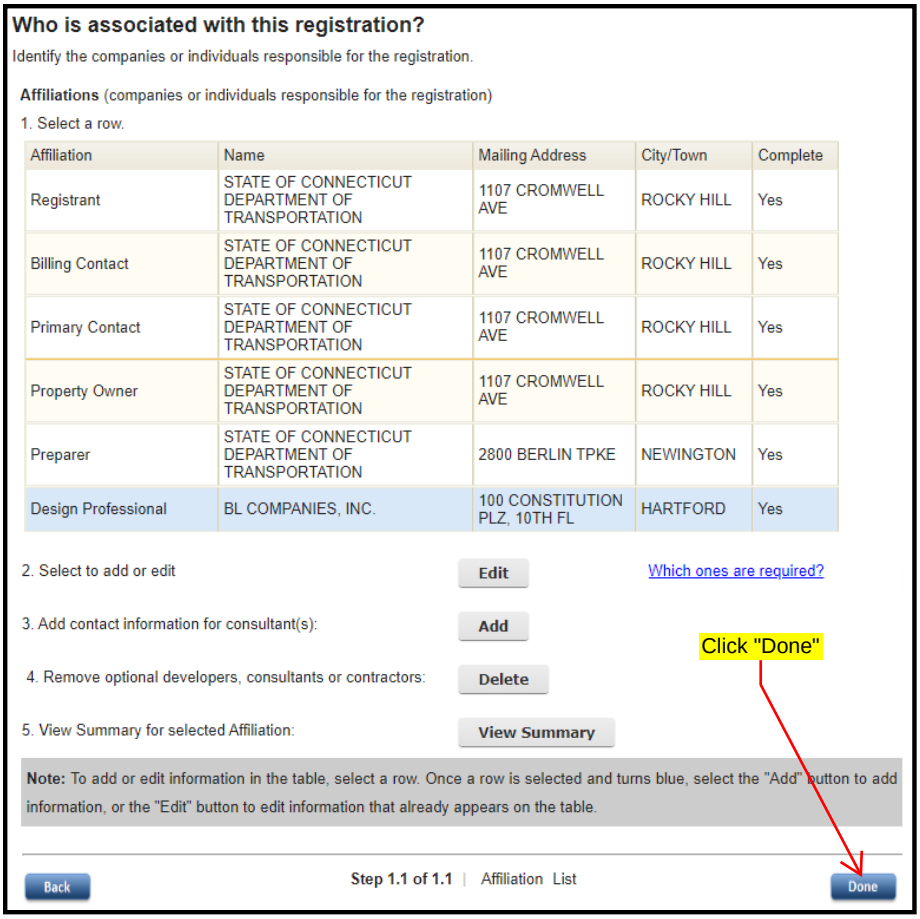
For Consultant Design:
Select the person assigned the role of Design Professional. If the person is not available, click "Add New" and enter the information for that person.



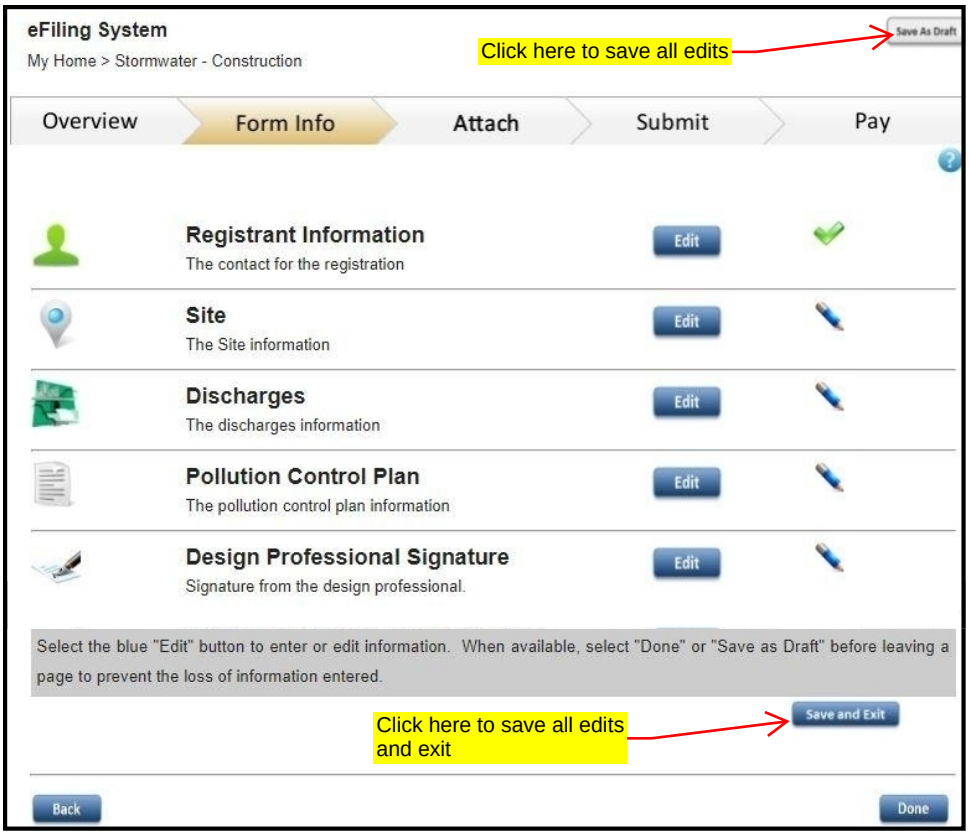
Name	Title	Email	Phone	EXT
David Cicia, PE	Principal Engineer	dcicia@blcompanies.com	(860)249-2200	

Table 4 - Design Professional Contact Info for State Design

16) Click "Done"



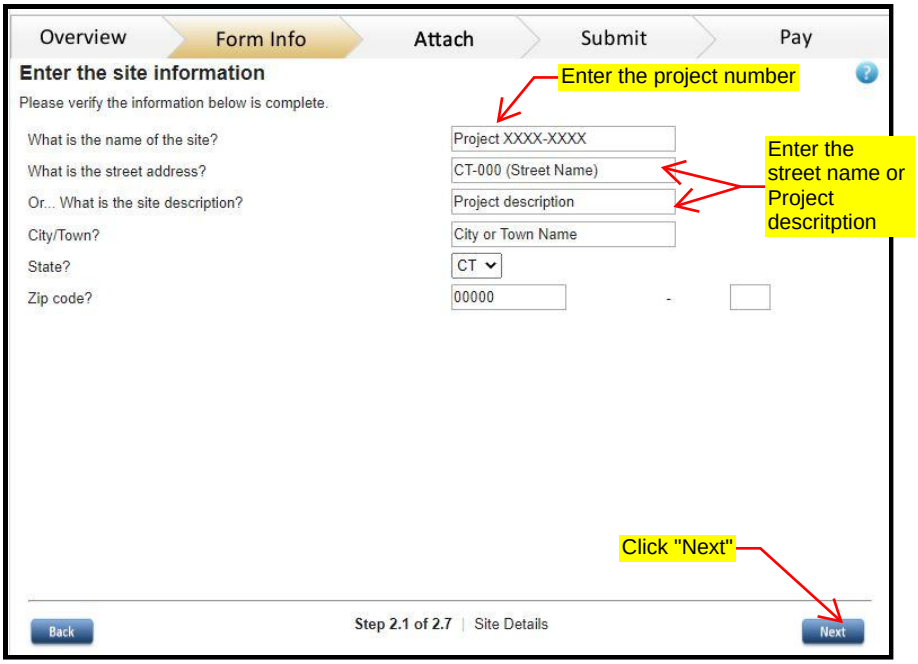
18) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



Site

Site

1) Enter Site Information: You must enter the project number on the 'name of site' line. This allows for the Department to identify the filing. Enter the additional site details



2) Outline the 'site'

Ezfile is somewhat confusing about drawing “site” polygons. The header on the page says, “Outline your Site on the Map”. (The DEEP Storm Water permit has a specific definition for “Site”, however, **ezFile doesn’t want that!**)

Your polygons should outline the “Area of Disturbance associated with the Site”. This is what ezFile wants: polygons showing disturbed areas, but not for the reasons that you might think. Your polygon(s) are being used for 2 purposes:

1. Primarily to check the NDDB database to see if your polygon is in an NDDB “blob” area.

2. Secondly to double check the area that you calculated and which will be manually input for “Amount of Disturbed Area”.

Note:
The DOT Stormwater Template requests that all Department SWPCP’s include Disturbed Erodible Area plans. Since they are your design plans (with highlighted areas), they will be much more accurate/informative for identifying Disturbed Erodible Areas than any polygon sketch. Consider the polygon an approximate area and to be within 10% of the amount totaled on the design plans.

FYI, The polygons that you carefully input appear to have no other purpose and are generally not able to be found again.

Suggested Procedure for drawing the polygon to save designers a lot of extra unnecessary work:

Draw a rough polygon with a minimal number of vertexes that extend to the longitudinal limits of your project (for NDDB purposes). This may be difficult for some of us engineers, but do not spend hours/days trying to depict all your cut/fill slopes, in and out of driveways, and straining to get your polygons perfect on Google Maps.

When you have rough polygons, check the area. Adjust some sides with a few vertexes until the area is **within 10%** of your calculated disturbed area. You are done – good enough.

3) The polygon area is automatically calculated. The value should be within 10% of the disturbed soil area.

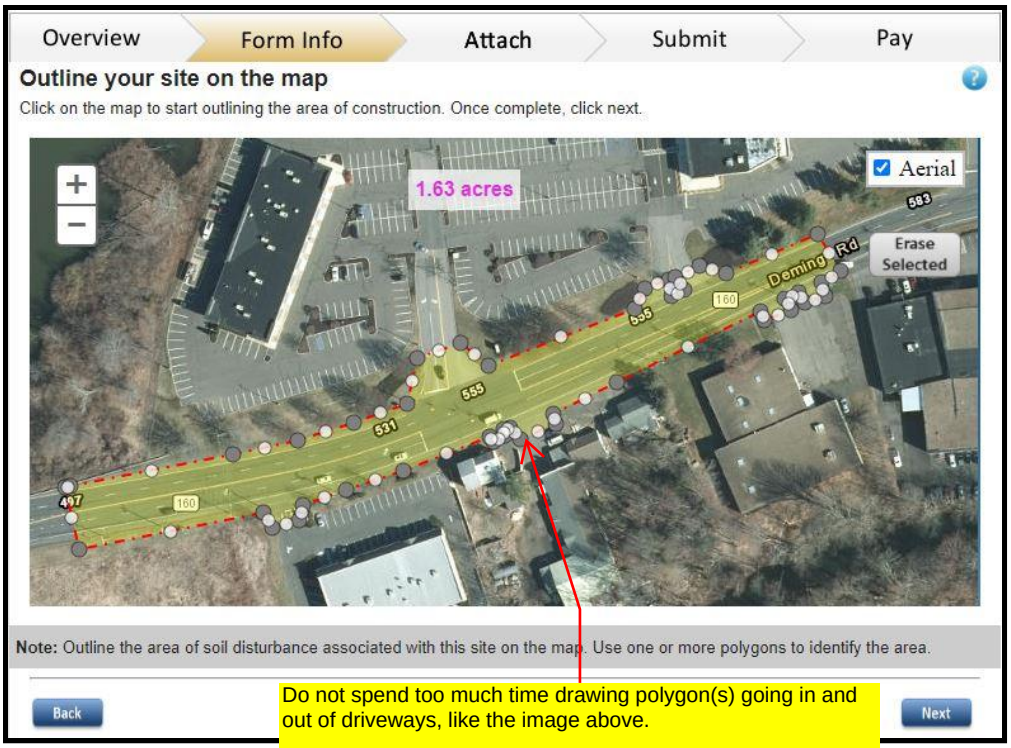
To modified the polygon:

-Click on the dark gray vertex to move the lines

-Click on the light gray vertex and move to add new vertexes

.

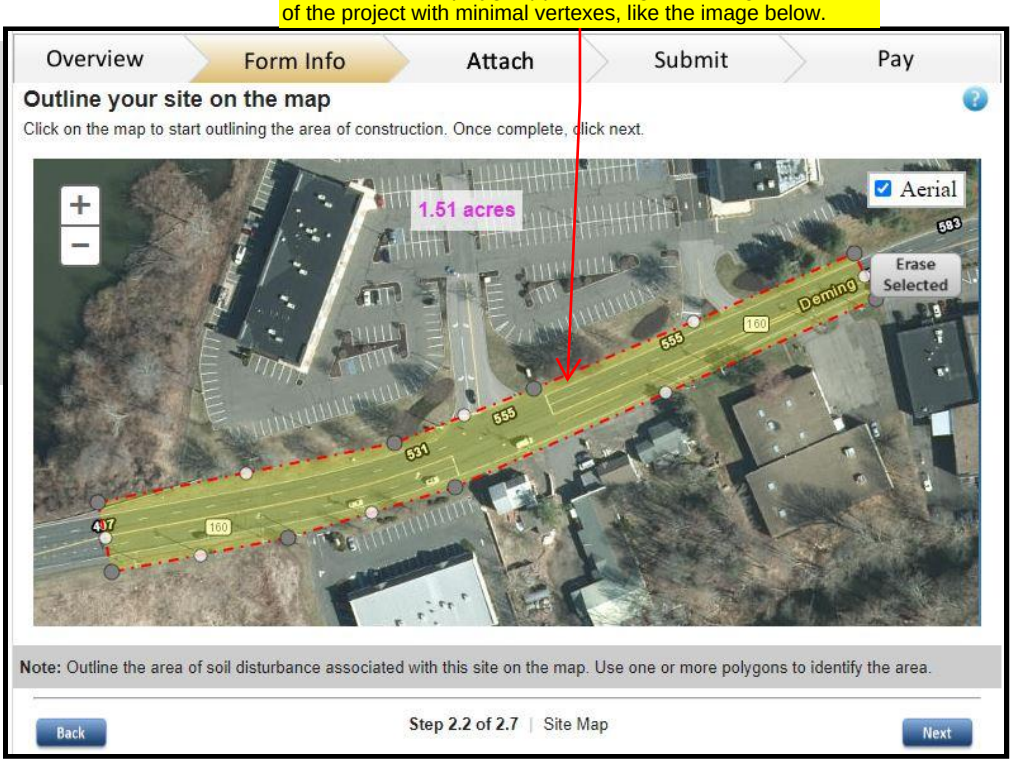
-Right click on the dark gray vertexes to delete it



Do not spend too much time drawing polygon(s) going in and out of driveways, like the image above.

Instead, draw the polygon(s) extending to the longitudinal limits of the project with minimal vertexes, like the image below.

Note:
Pay attention to the 15 acre threshold. If you are near 15 acres of disturbed area, both input and polygon numbers need to be on the same side of 15 acres. If your polygons total above 15 acres, ezFile includes two additional Qualified Professional (QPE) requirements.

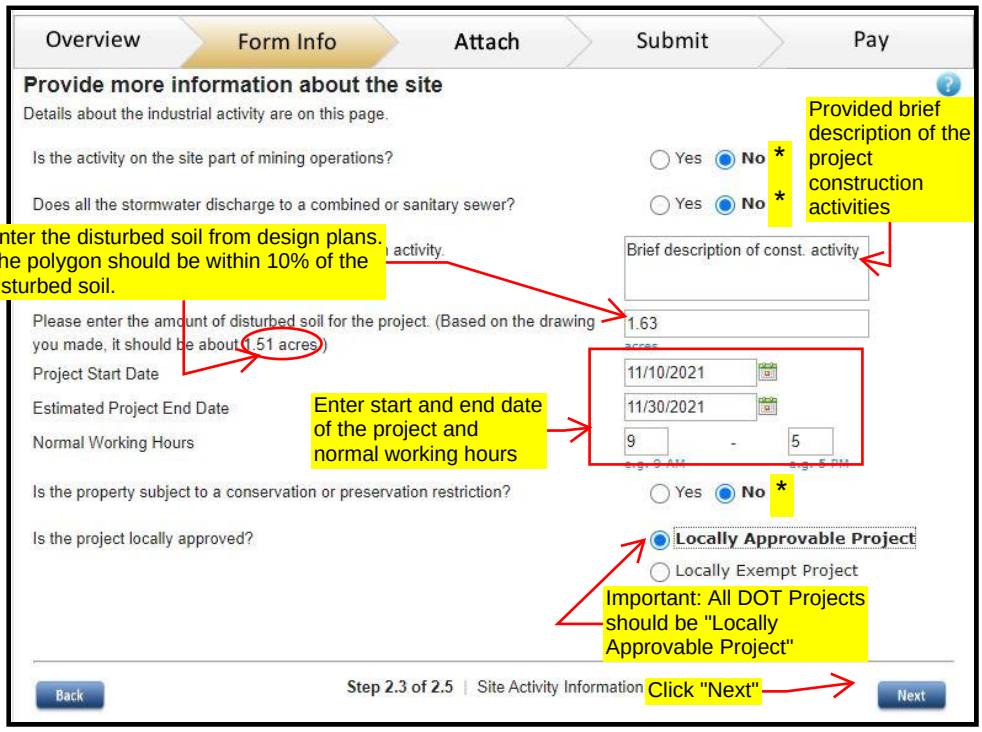


4) Complete the additonal information about the site:

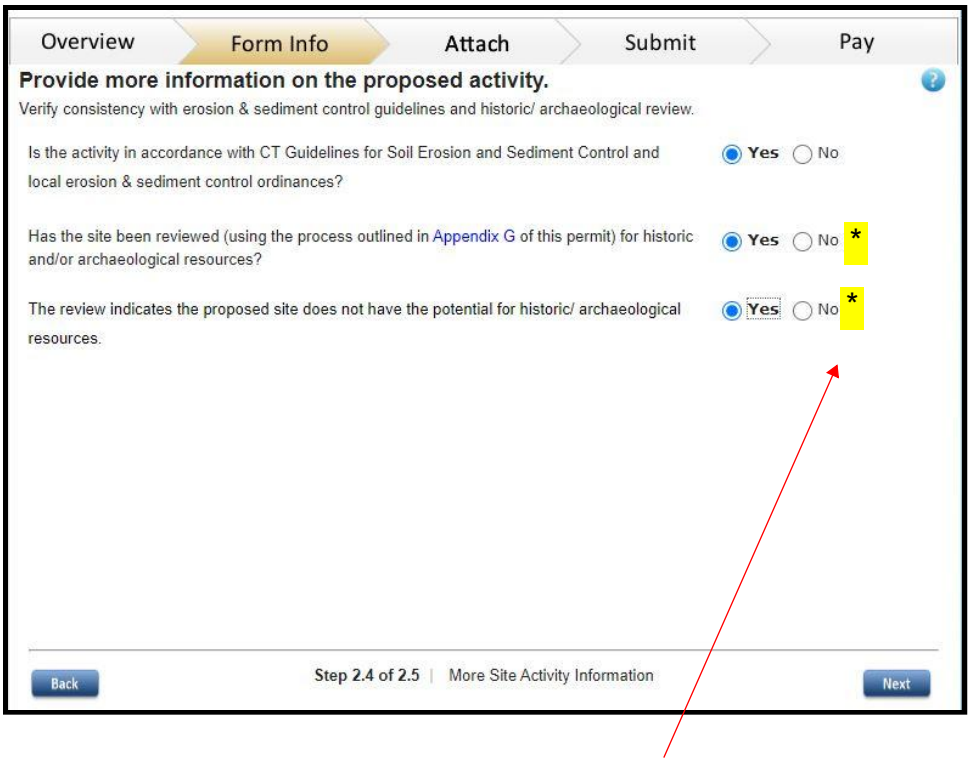
Important: All State DOT projects are **Locally Approvable.**

Click "Next".

Note:
If the disturbed soil is 15 acres or greater, the polygon must also be at least 15 acres in order for the QPE to sign.



5) In order to submit this registration, the activity must be in accordance with CT erosion and sediment control guidelines. Therefore, first question must check "yes".

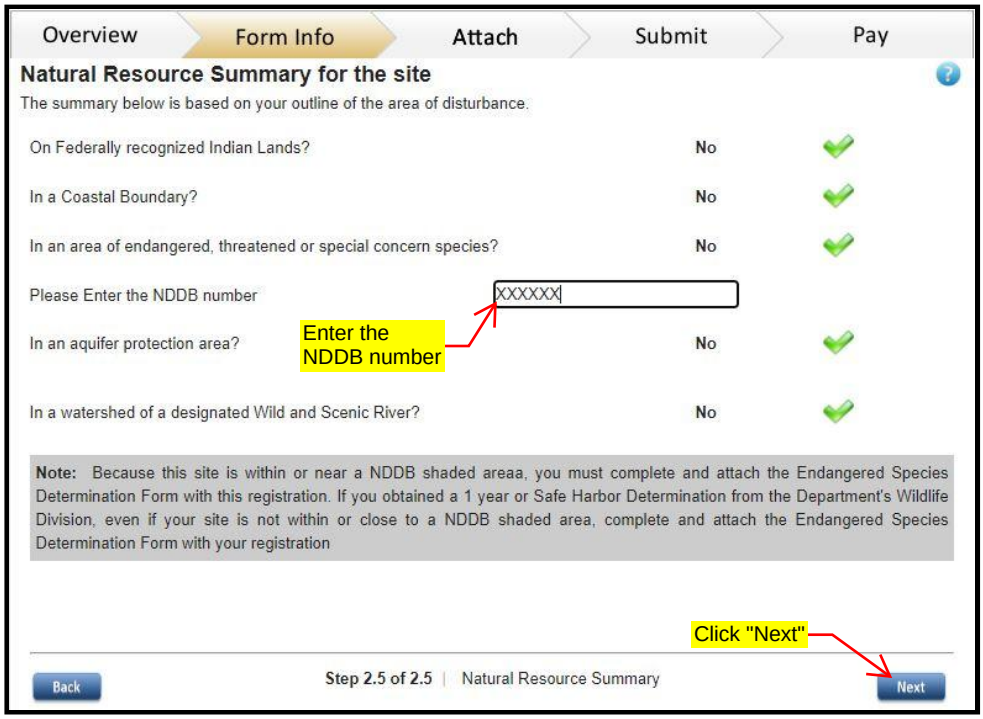


*Answer these questions and depending on your answer other permits or more information might be required

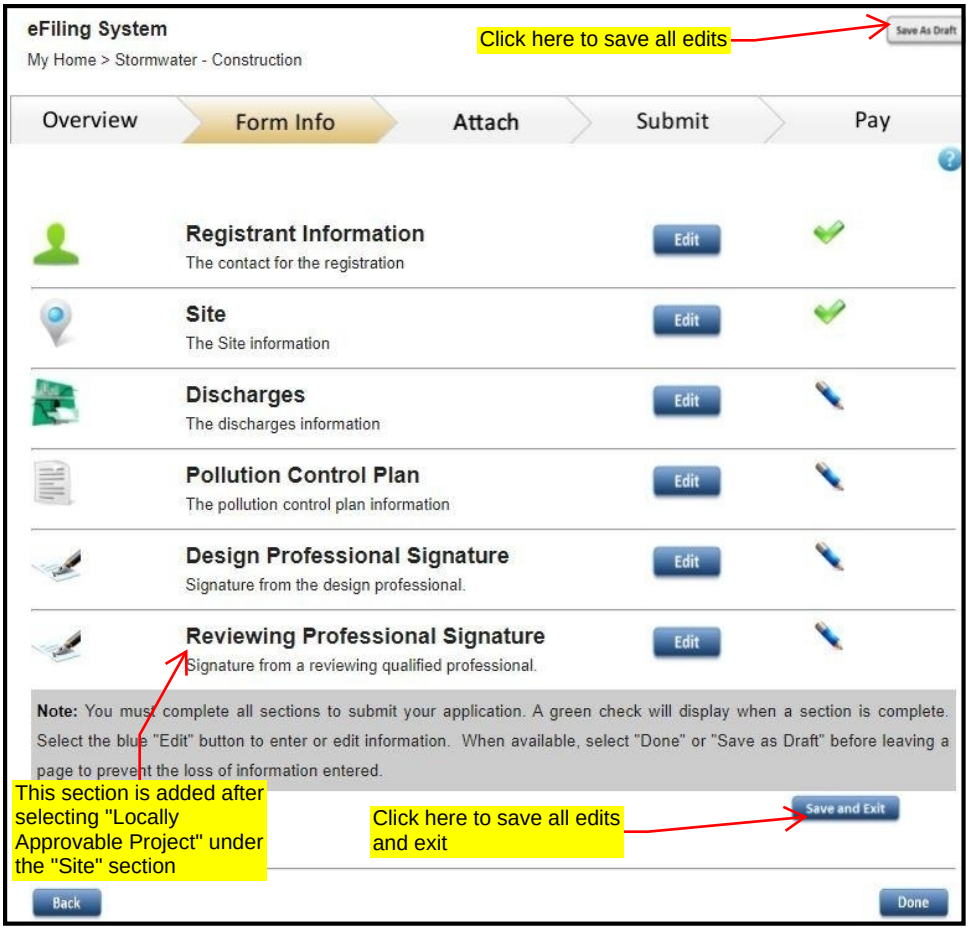
6) Review the information and click "Next".

If your polygon is within a NDDB shaded area, ezFile will ask for the NDDB number

Note:
If your polygon is within a NDDB shaded area, ezFile will ask for the NDDB number.



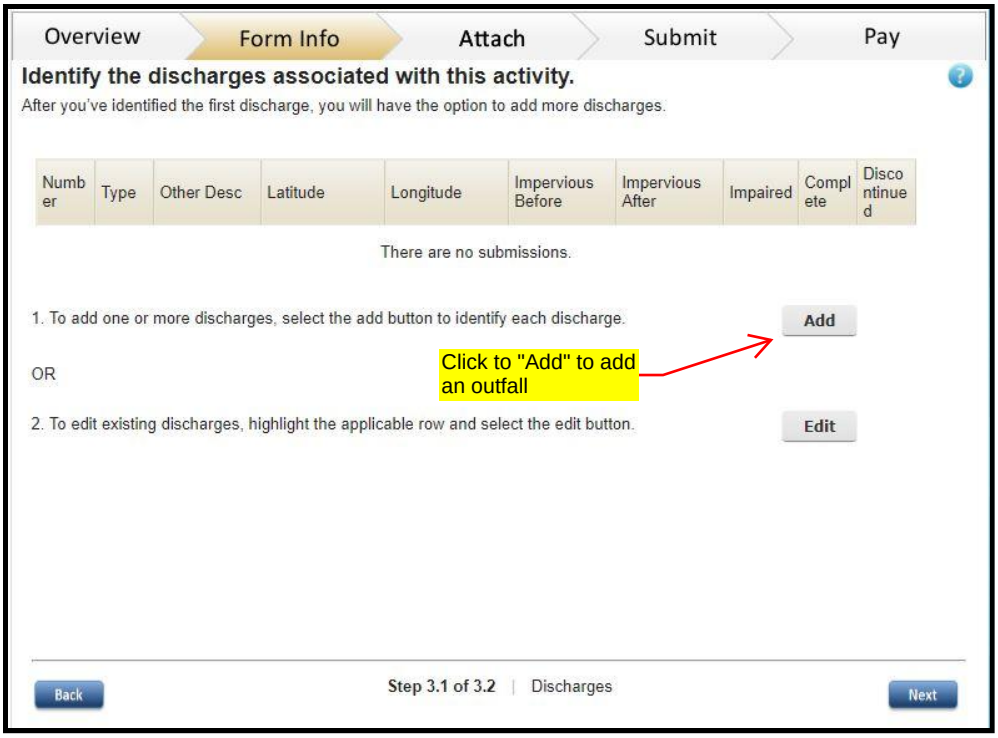
17) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



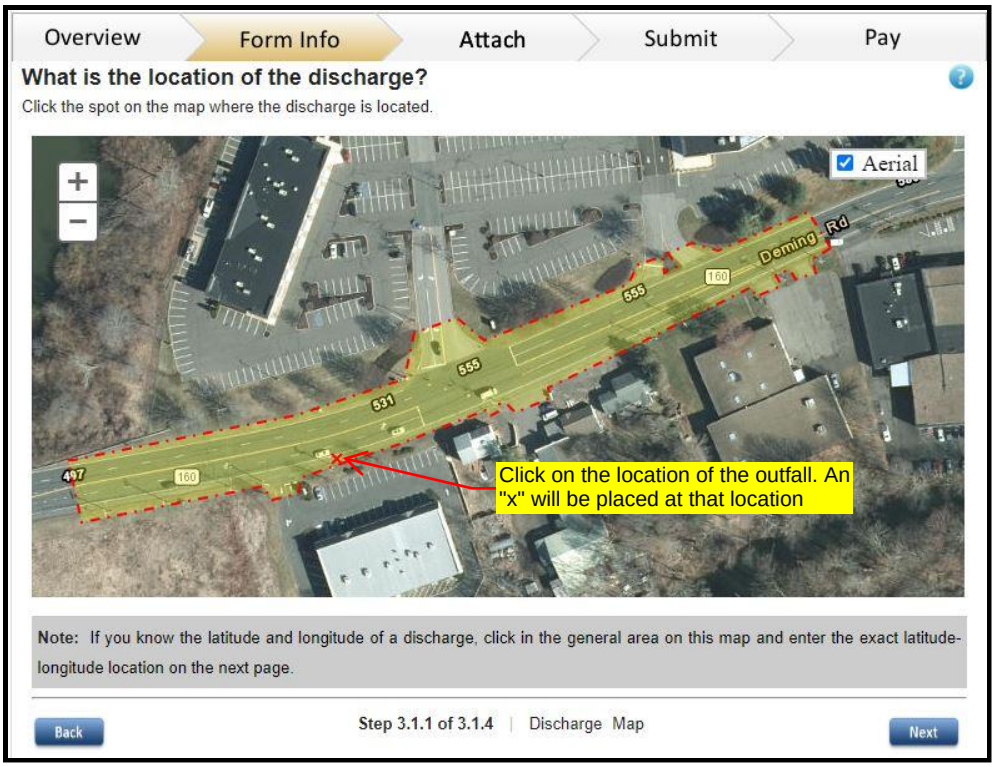
Discharges

Discharges

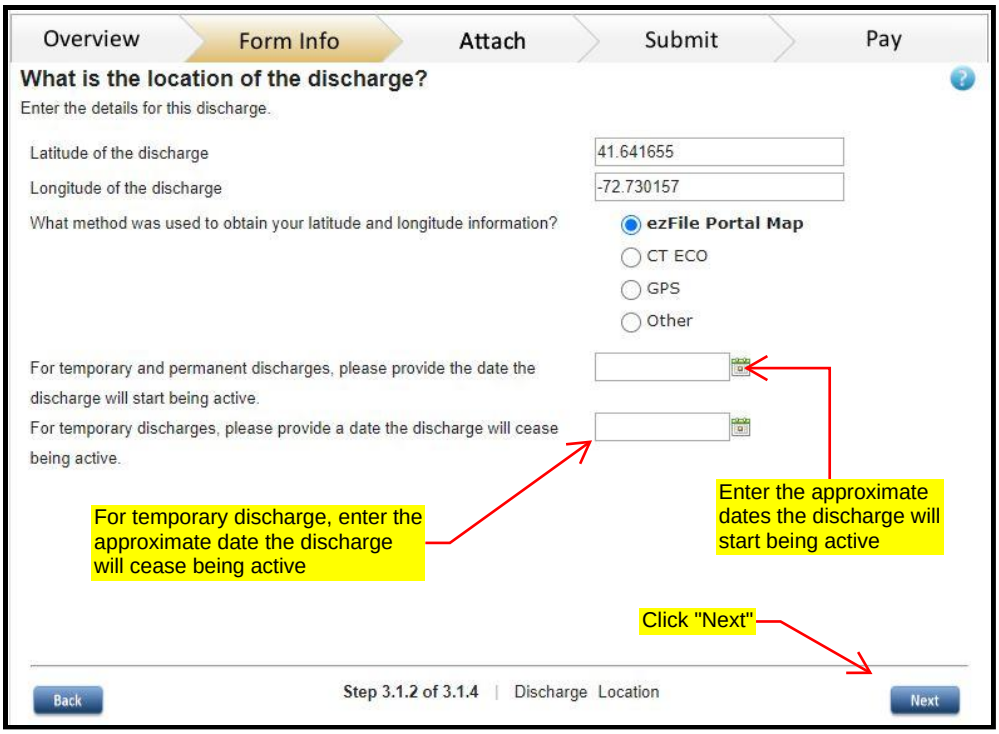
1) Click the "Add" button to enter an outfall.



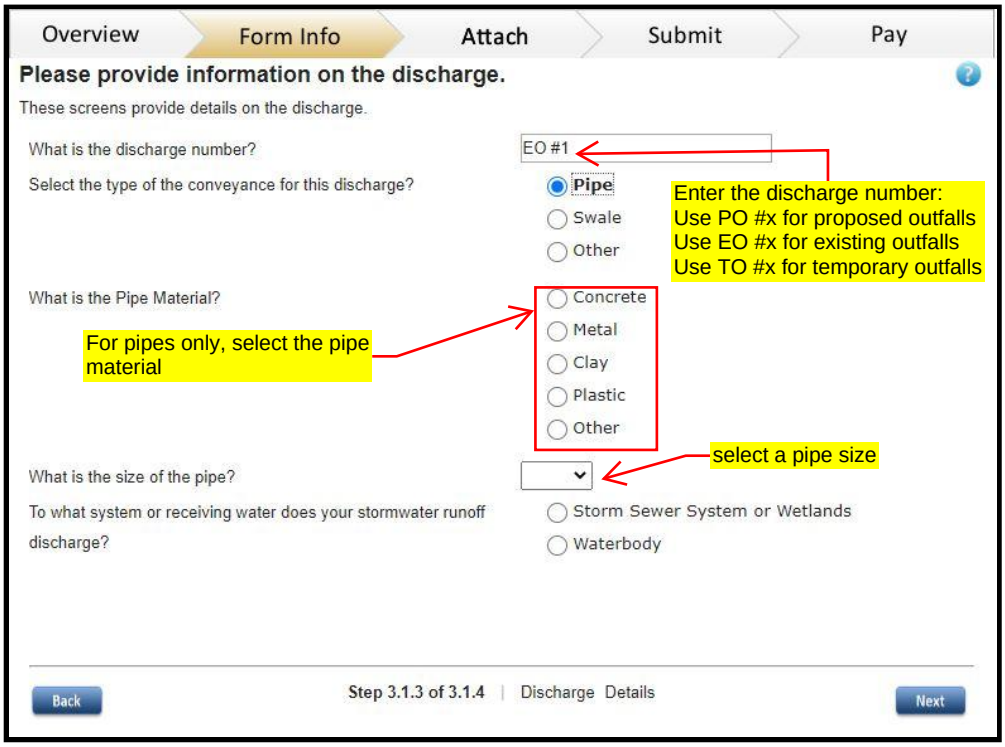
2) Locate the general area on the map of the outfall.



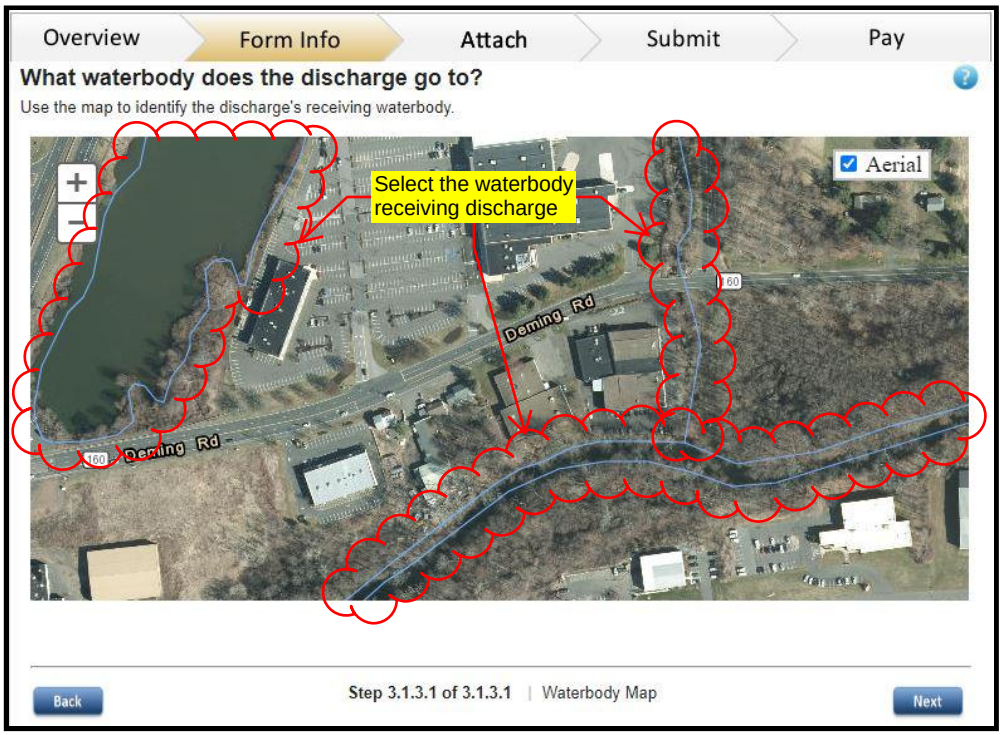
3) Fill out general information on the location of the outfall and the date they become active.



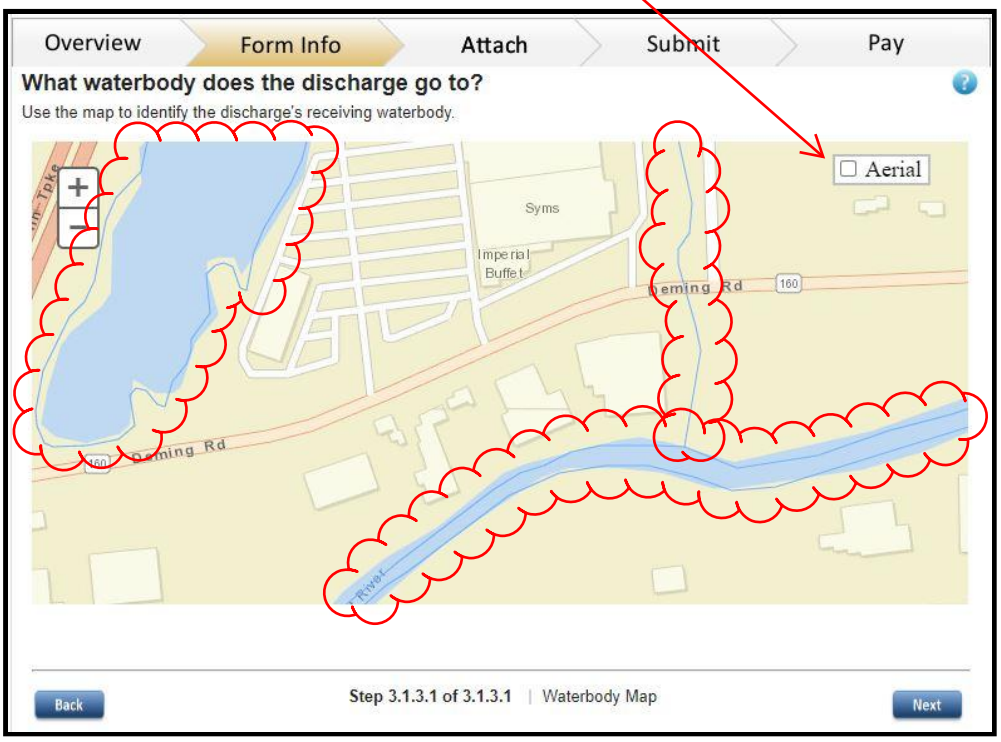
4) Enter the discharge number. To be consistent, label the outfalls with the naming convention PO # for proposed outfalls, EO # for existing outfalls and TO# for temporary outfalls throughout the registration and on the drainage plans. The tables and the plan sheets shall be consistent in the labeling of outfalls.



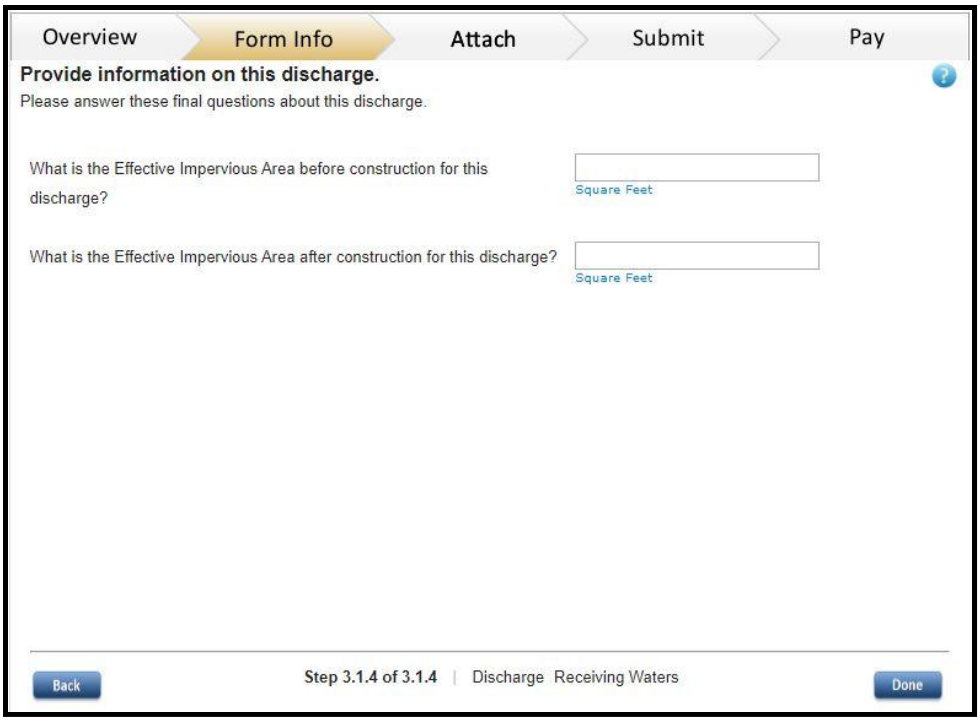
5) For stormwater runoff discharge into a waterbody, select the receiving waterbody.



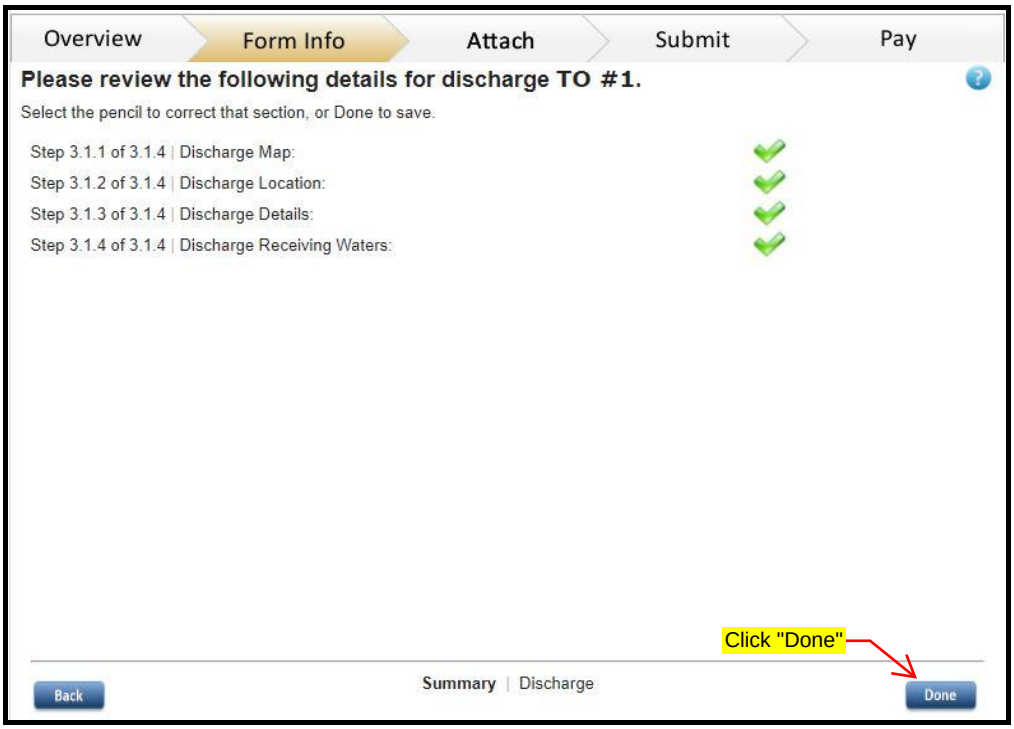
Tuning off "Aerial" view could make it easier to identify the waterbody



6) Enter the "Effective Impervious Area" before and after construction.

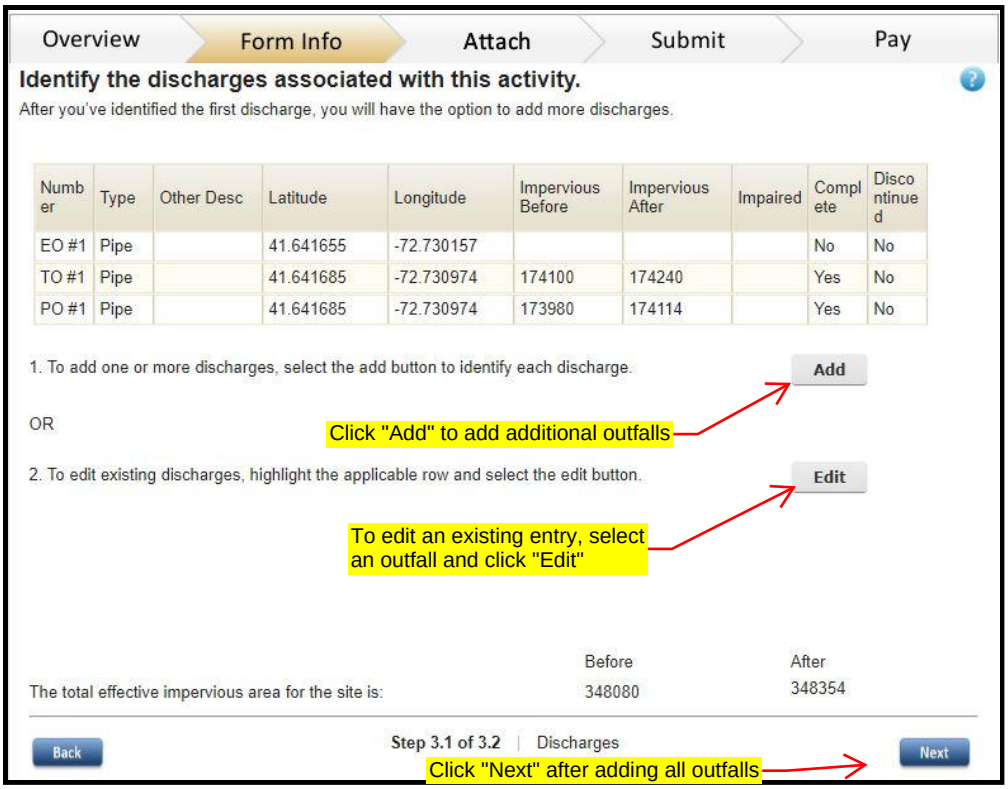


7) Click "Done".

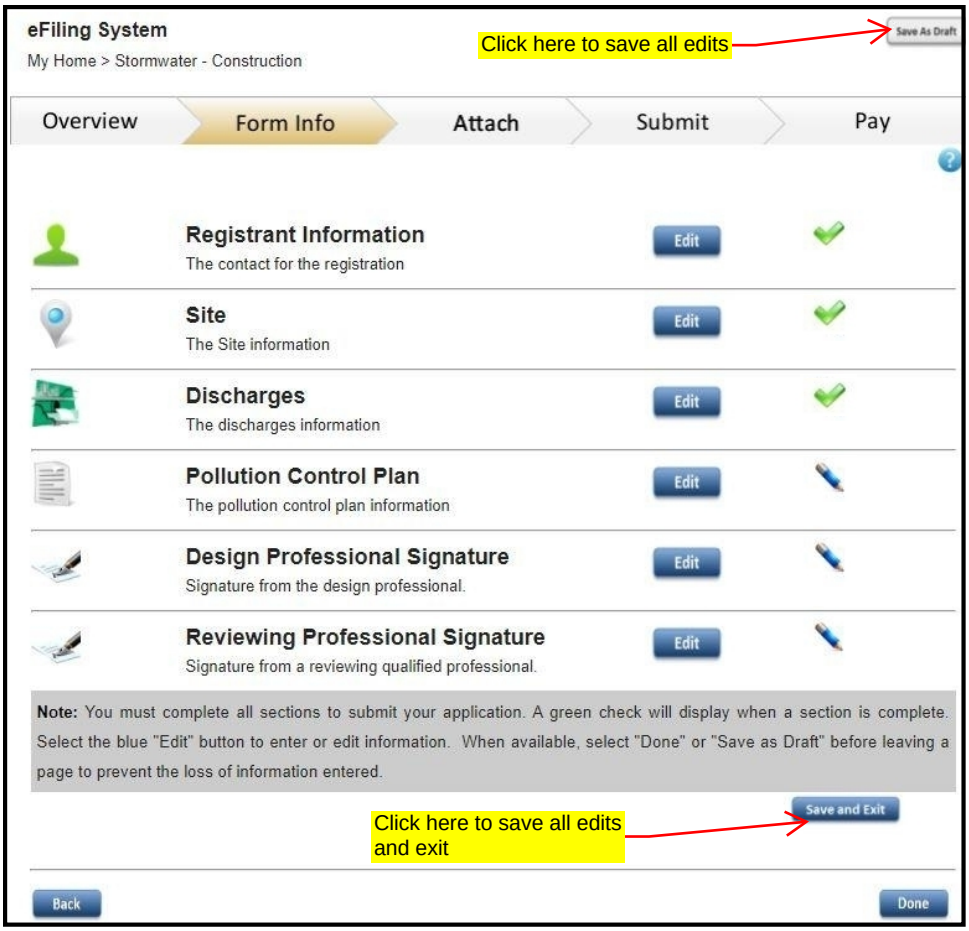


8) Add any other outfall or modify existing entries.

Continue with outfalls until done.



9) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



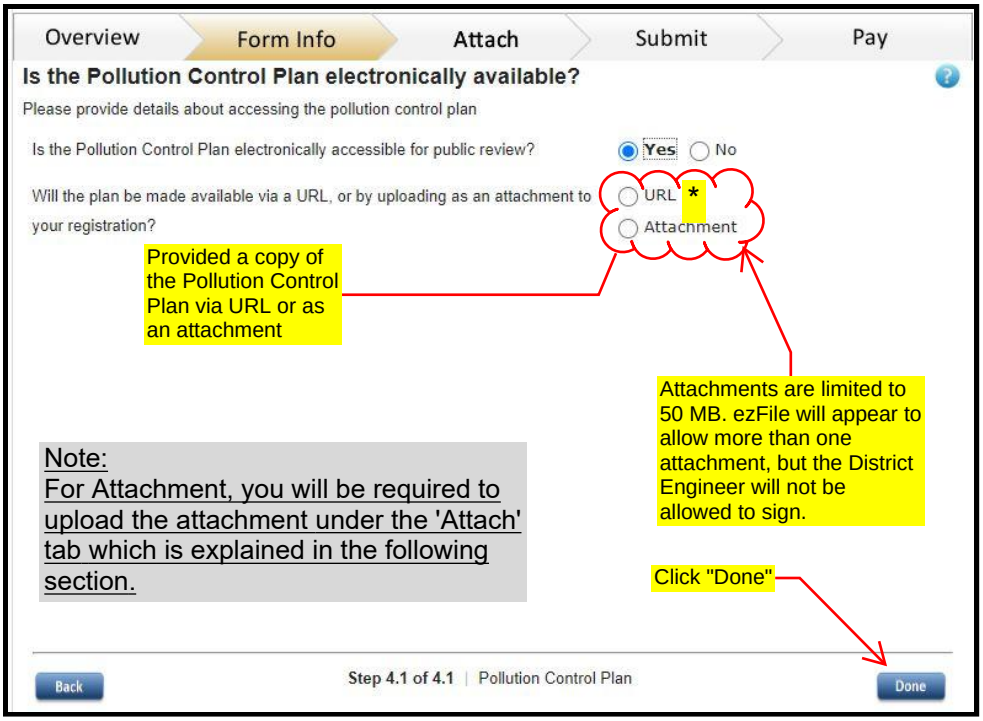
Pollution Control Plan

Pollution Control Plan

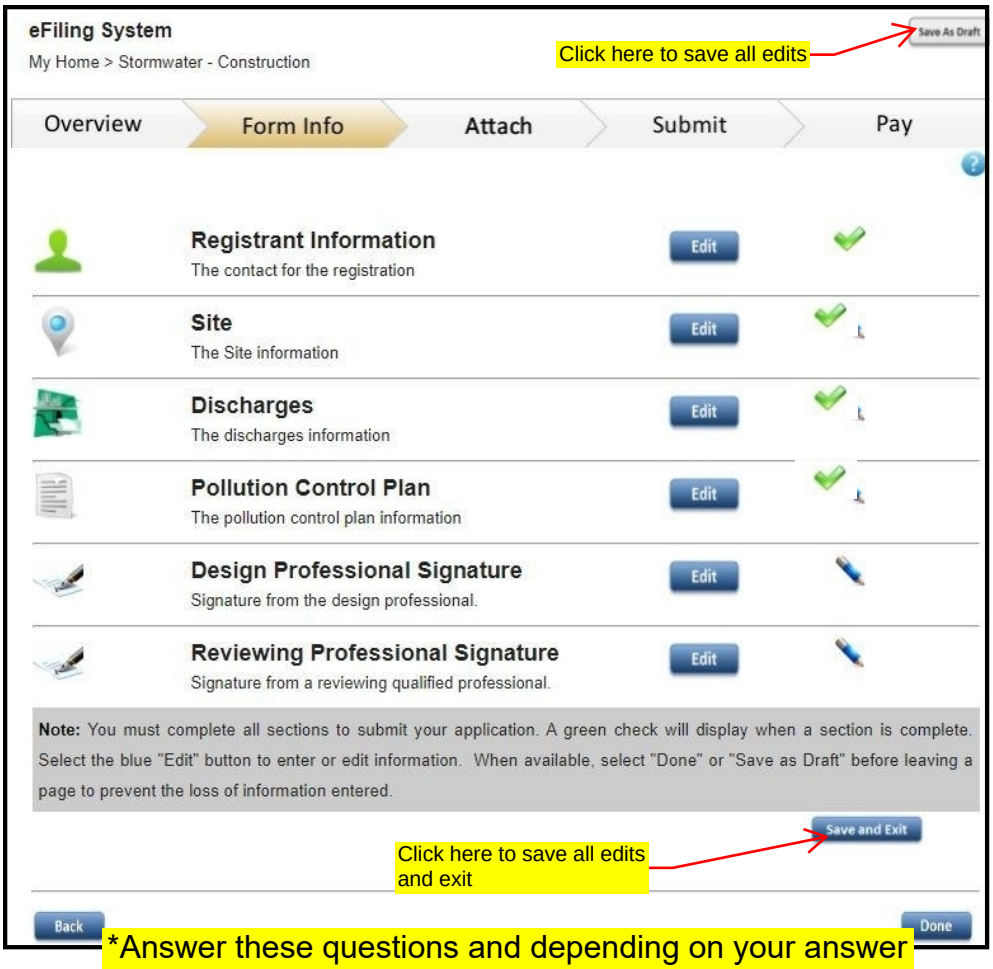
1) Provide a copy of the Pollution Control Plan electronically.

-For Attachment, you will be required to upload the attachment in the attachment section of the filling (limited to one attachment, max. 50 MB).

- For URL, please provide a Internet address and the email of the person responsible for maintaining the electronic plan if different from the primary contact.



2) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



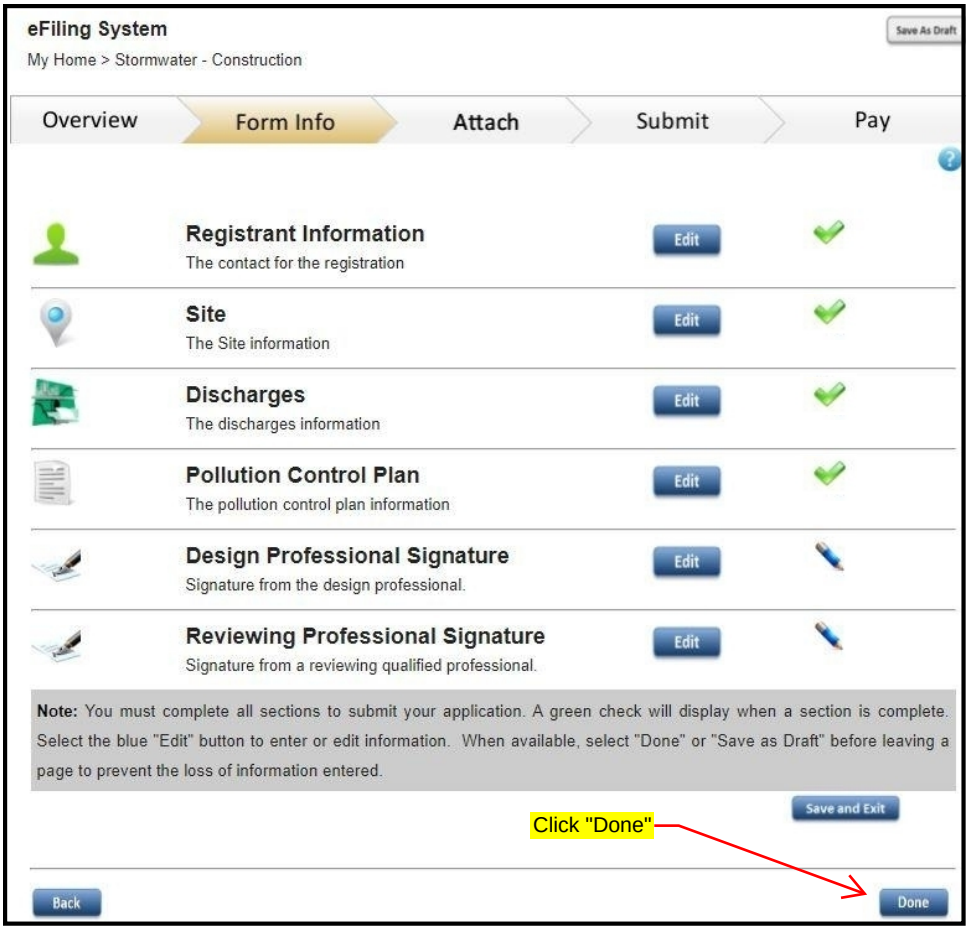
*Answer these questions and depending on your answer other permits or more information might be required

Adding Attachment(s)

Adding Attachment(s)

1) Click the "Done" button to proceed to add attachments.

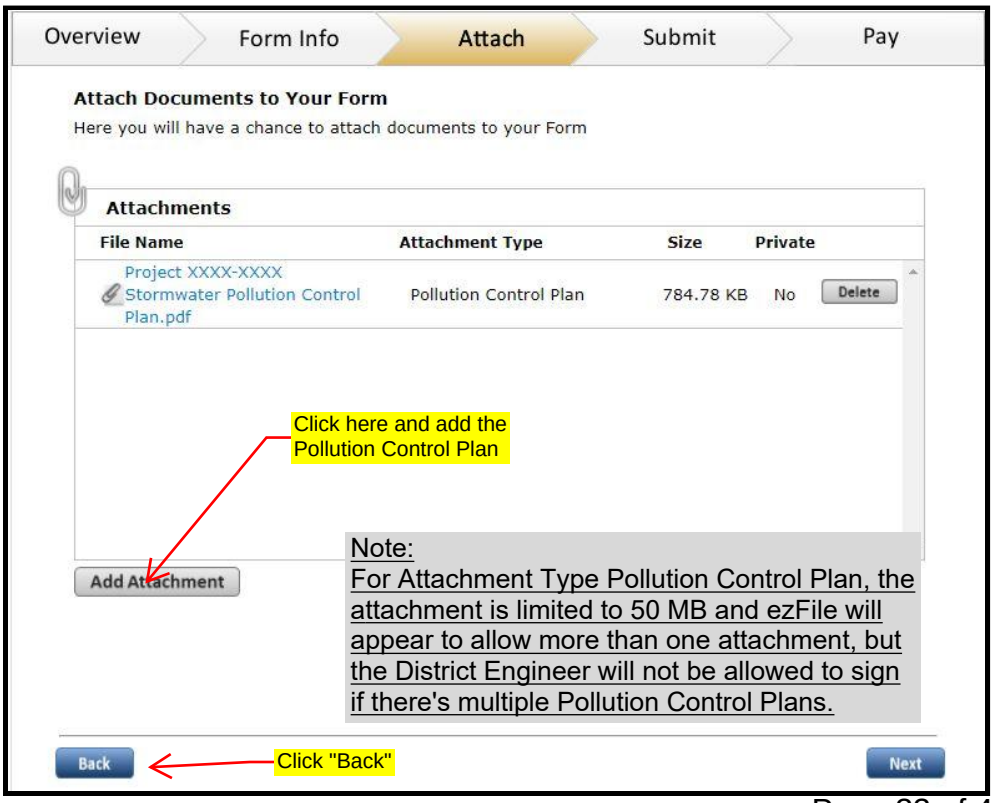
Note:
Attachment can be added in prior to completing the "Form Info" section.



2) Click the "Add Attachment" button to add the Pollution Control Plan if an URL link was not provided.

Once the Pollution Control Plan is added. Click the "Back" button to go back to the "Form Info" section and hit save.

Note:
Attachment(s) can be added at anytime in ezFIle.



Department Review of Registration Form and SWPCP

Department Review of Registration Form and SWPCP

Although the review outlined below is not specifically required by DEEP ezFile, it is required by the Department for quality control (see Construction Stormwater Bulletin and Stormwater Process Maps.)

Prior to District Engineer signoff, a Department review of the ezFile registration form, the SWPCP, and any other ezFile attachments must take place.

For all Projects:
Requests for review should be sent to:

Office of Environmental Planning – Environmental Resource Compliance Section:
Christine Xenelis
Transportation Supervising Planner
Christine.Xenelis@ct.gov

EPC: (EPC will also coordinate QPE review and certification for State Design Projects.)
DOT-EPC@ct.gov

The appropriate District Engineer:

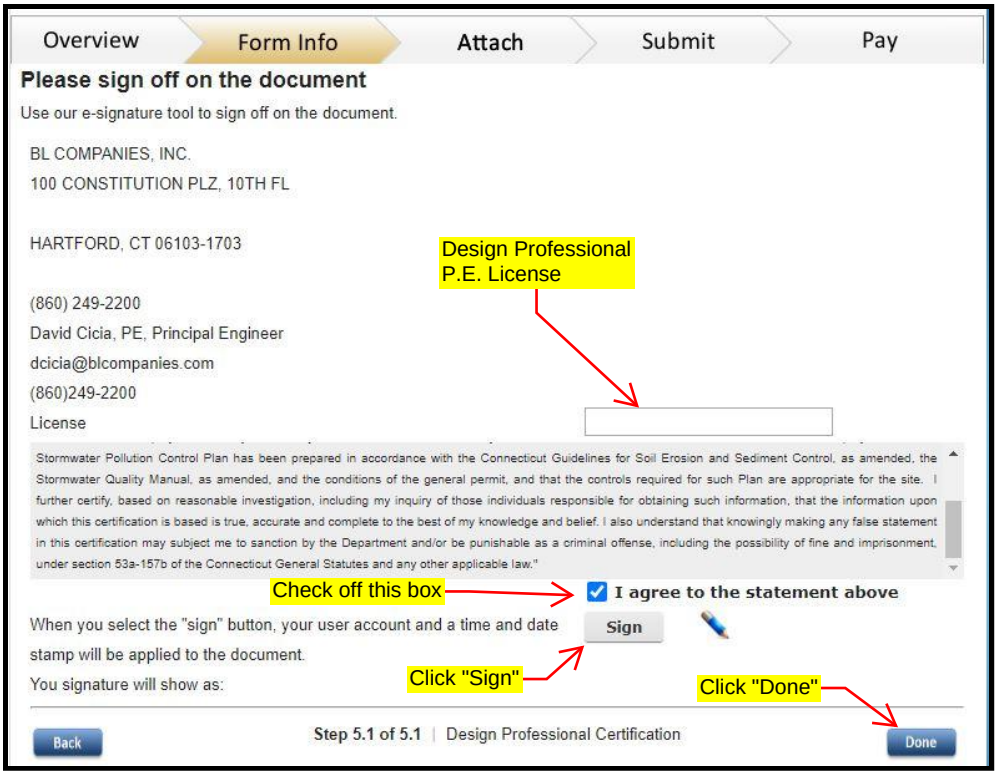
Contact Person	Contact Title	Email	Contact Phone
Donald L. Ward, P.E.	District 1 Engineer	donald.ward@ct.gov	(860) 258-4603
Eileen Ego, P.E.	District 2 Engineer	eileen.ego@ct.gov	(860) 823-3249
Domenic LaRosa, P.E.	District 3 Engineer	domenic.larosa@ct.gov	(203) 389-3100
Richard N. Symonds, P.E.	District 4 Engineer	richard.symonds@ct.gov	(203) 591-3544
Michael Mendick, P.E., CCM	District 5 Engineer	michael.mendick@ct.gov	(203) 401-5160

Please include the ezFile number with all review request and correspondence.

Design Professional Signature

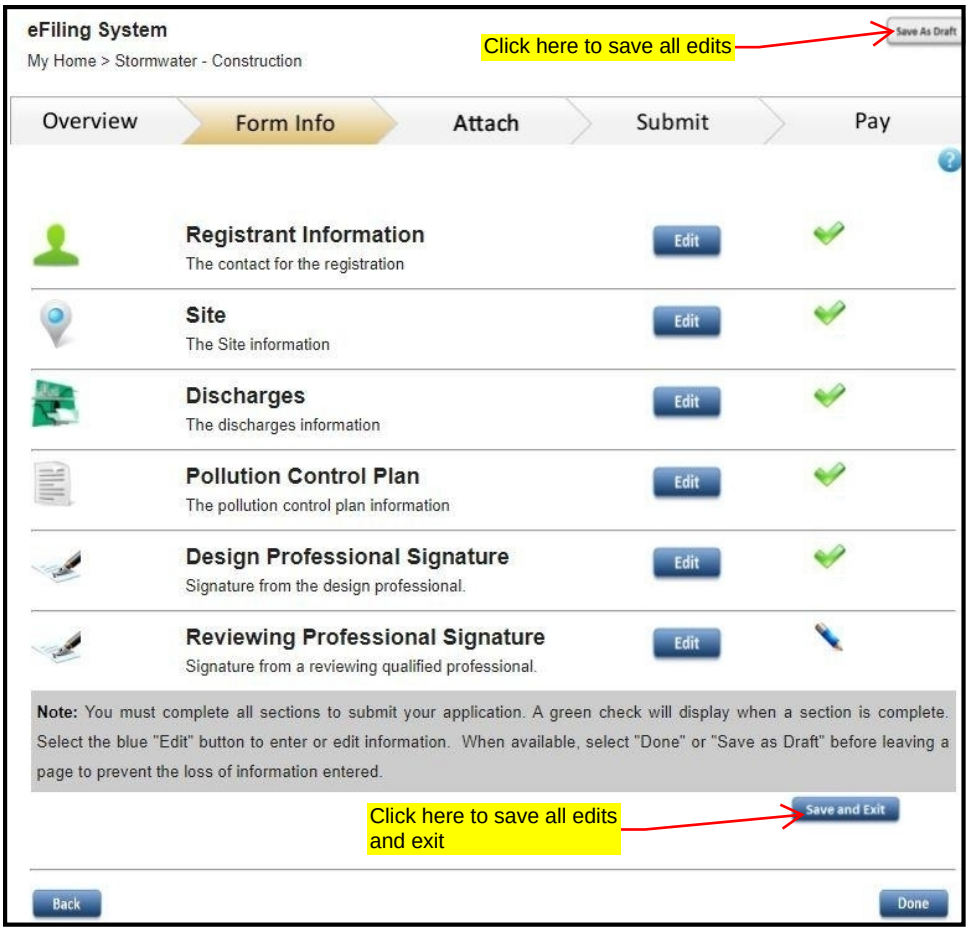
Design Professional Signature

1) When the filing is complete, and after it has been through the review process, the Design Professional will enter their P.E. license number and sign once they agree with the Stormwater application and pollution control plans. For State Design this would be BL Companies.....



Important Note:
Any edits to the filing will delete the signature! Therefore, the filling should not be edited after signature. If the filling is edited the signature will be removed.

2) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



Reviewing Professional Signature (QPE)

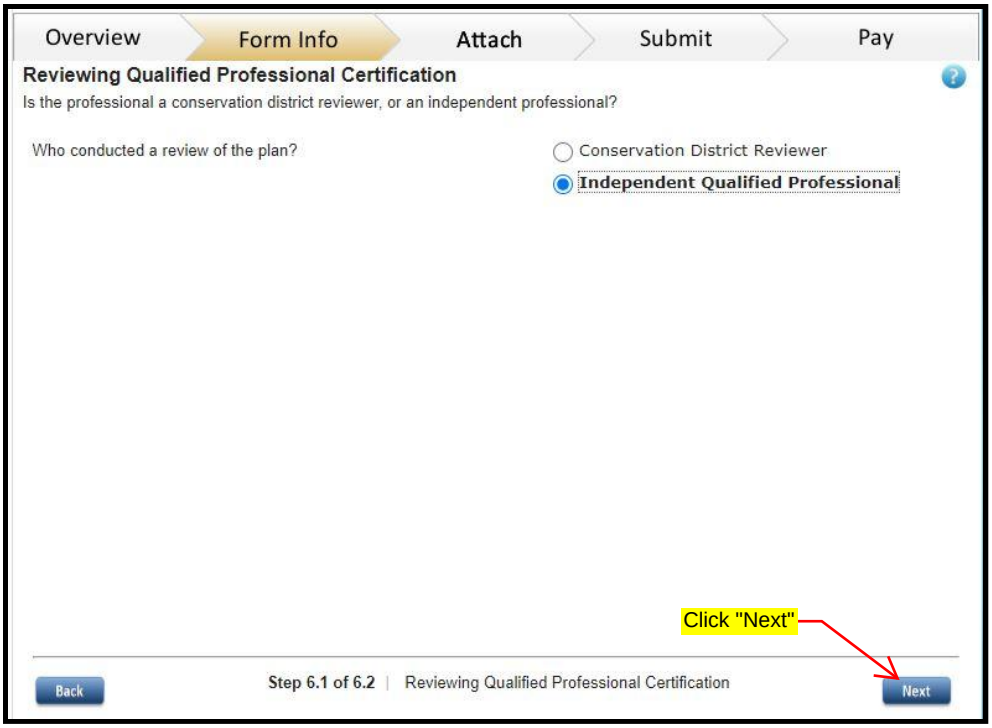
Reviewing Professional Signature - ie. Qualified Professional Engineer (QPE)

1) The QPE shall fill out this section.

The QPE should be an Independent Qualified Professional on the Department's QPE List.

Please contact EPC for any question regarding the list.

Note:
The QPE must work for a different company than the company associated with the preparation, planning,
designing or engineering of the soil erosion and sediment control plan or stormwater pollution control plan.

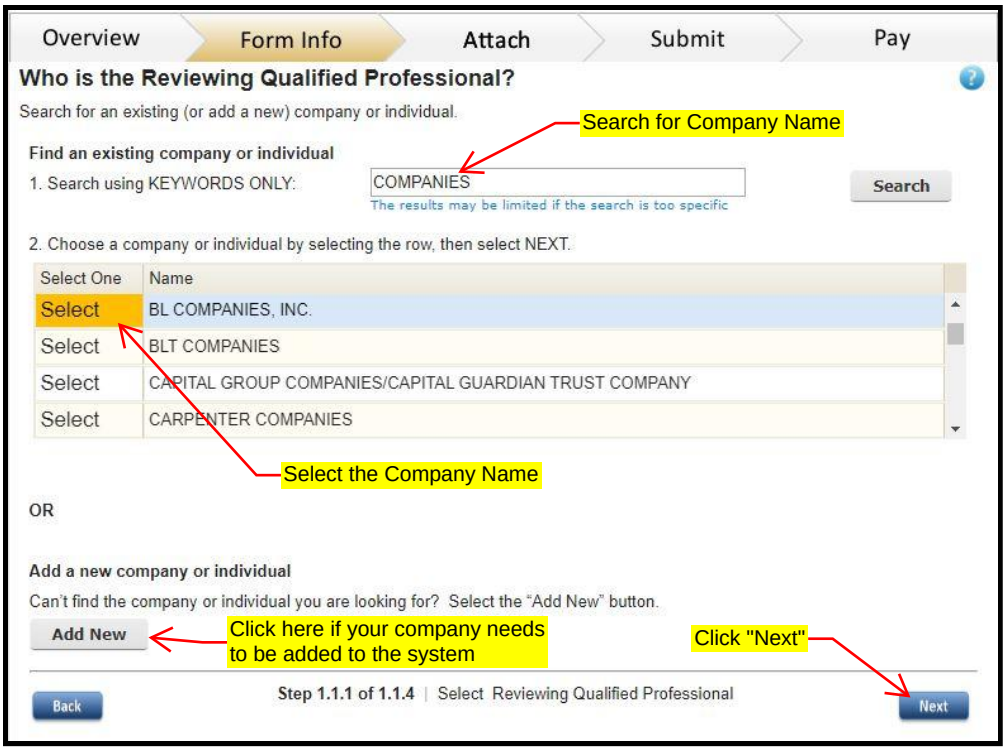


2) Search for your company name. There may be multiple selections based on past ezfile use. Select the best choice and click "Next".

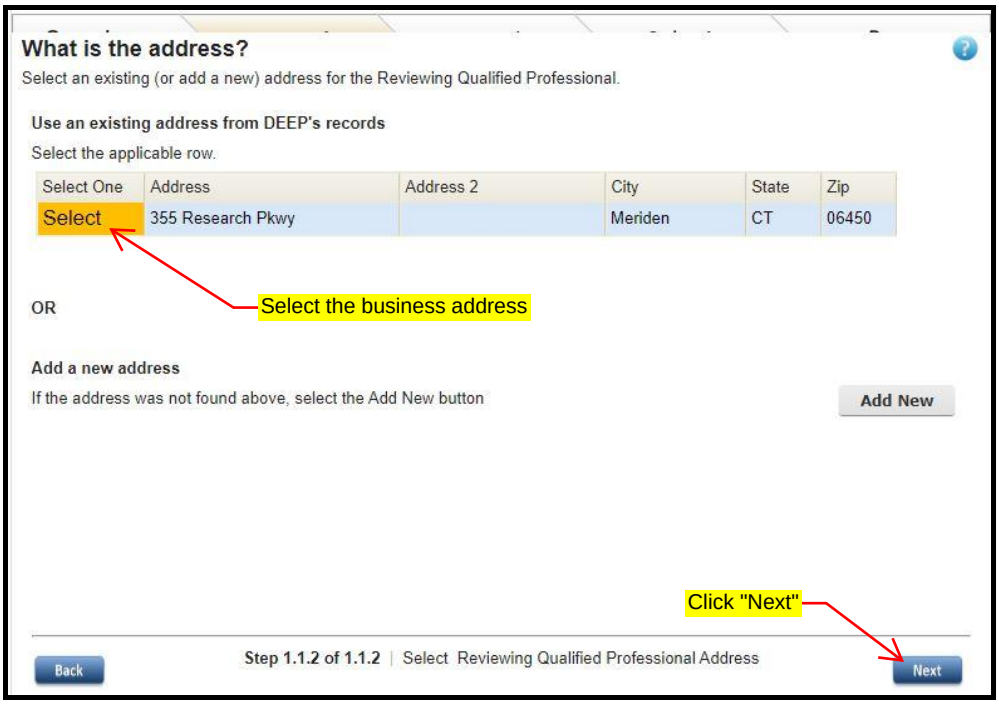
If your company is not available, click "Add New" and enter the information for your company.

Note:
New companies added might appear at the bottom of the list. Recommend sorting the list by clicking "Name" on the table.

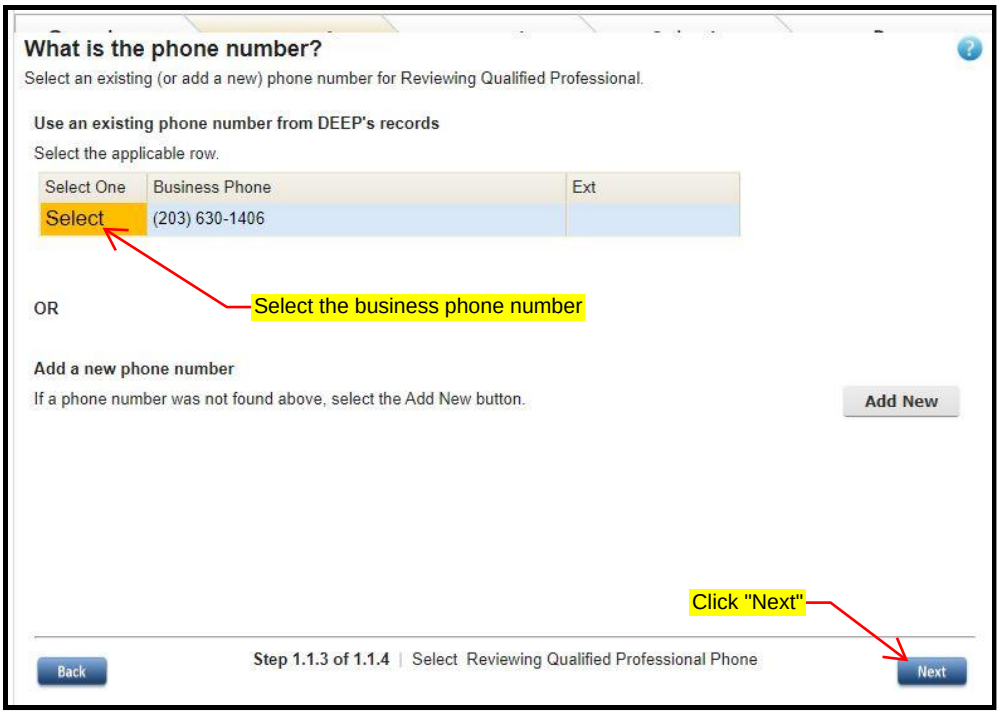
(Once a company is added it will be in the system and should not be added again to avoid duplicates).



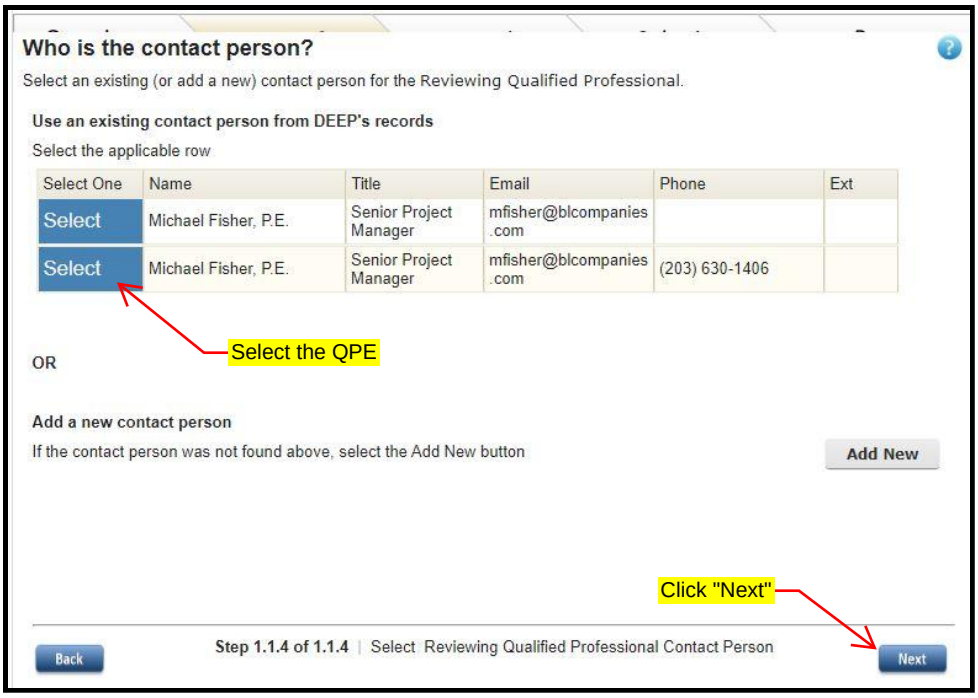
3) Select the address.



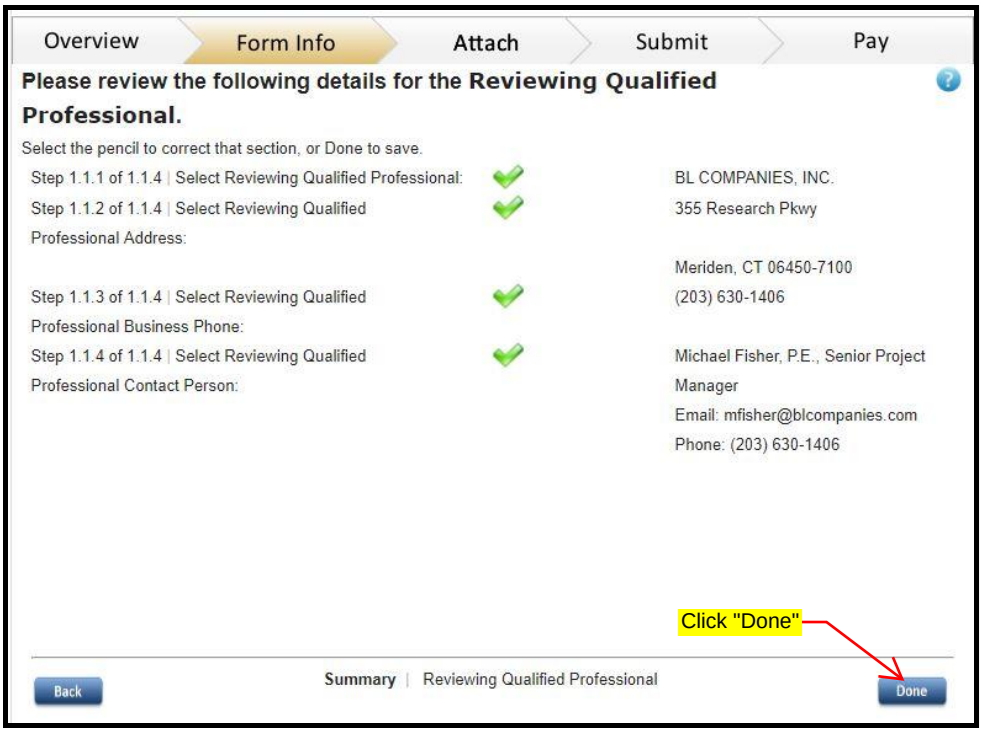
4) Select the Business Phone Number.



5) Select the person assigned the role of QPE.

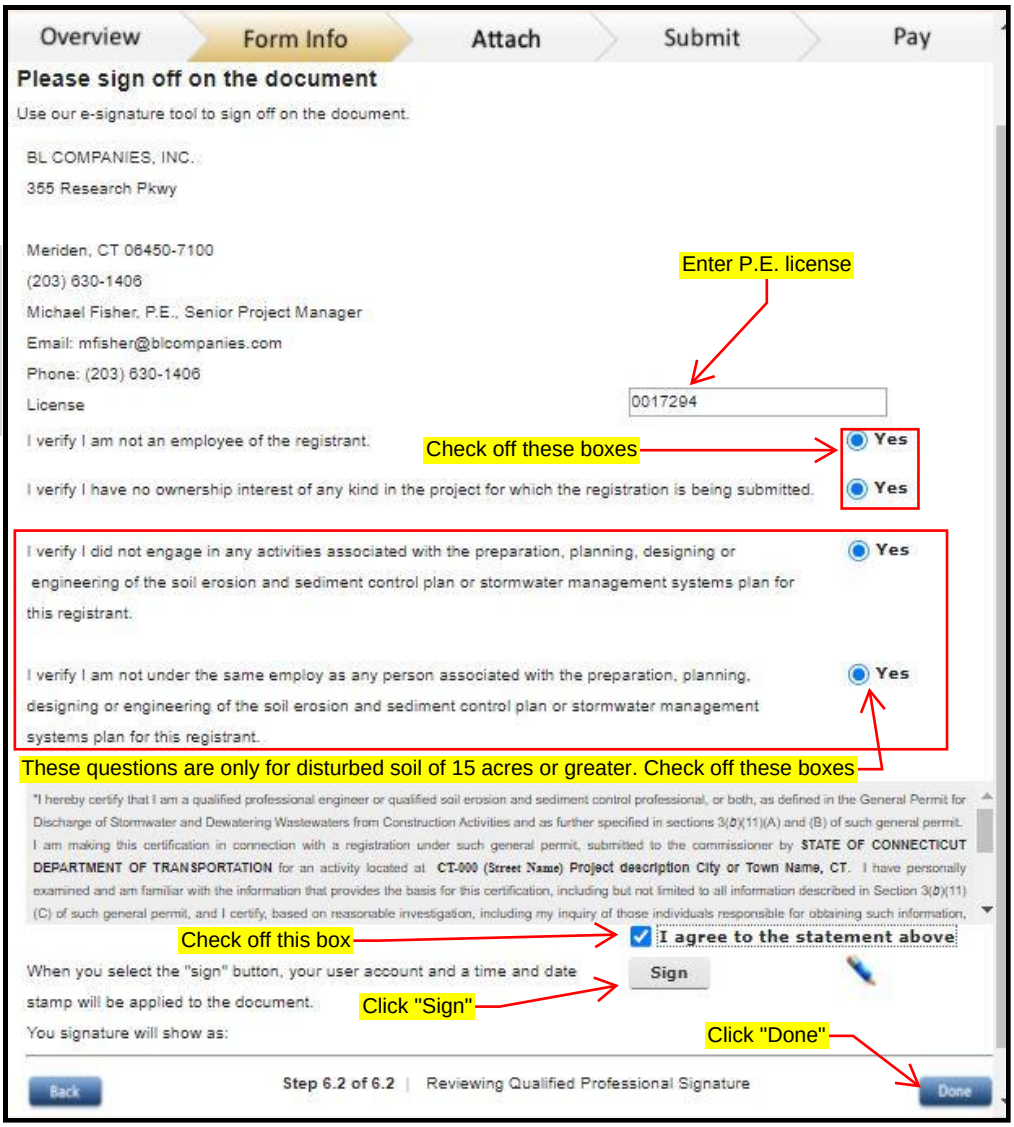


6) Confirm the information is correct.

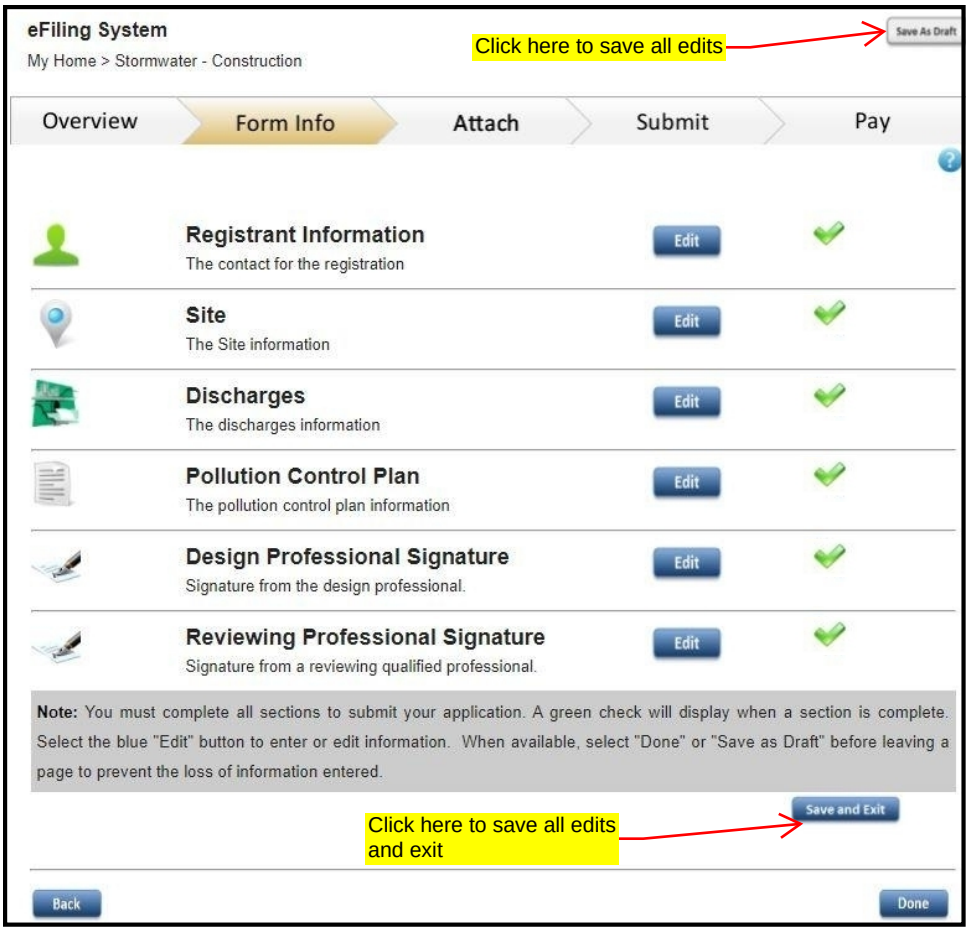


7) The QPE should only sign once they agree with the stormwater pollution control plans.

Note:
The filling should not be edited after any signatures are applied. If the filling is edited, the signature(s) will be deleted and the filing will require resignature.



8) Click the "Save As Draft" or if you cannot continue at the moment, click "Save and Exit" button to save your progress.



Signature by District Engineer

For the Stormwater permit to be submitted to DEEP through ezFile, the appropriate Department District Engineer (DE) will need to supply the final signoff in ezFile. Each DE has been delegated the authority to sign by the Commissioner and has a Subscriber Agreement registered with DEEP.

When the Filer/Preparer feels that the Stormwater permit is ready for the DE to sign, he/she will send an email to:

1.The DOT-EPC mailbox, and
2. The OEP staff who reviewed the permit.

OEP/EPC will verify that:

• All review comments have been addressed
• The Qualified Professional (QPE) is on the approved QPE List (maintained for DEEP)
• ezFile is ready for the DE to sign (attachments are correct and has all green checks)

With the above complete, OEP/EPC will notify the District Engineer that the ezFile application is ready to be signed and will assist the DE if any issues arise.

Please note: even though an application appears to be fully ready to be signed, final signature may be obstructed for any number of possible reasons. OEP/EPC staff are experienced and prepared to deal with these issues if the procedures outlined in this guidance have been followed.