

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 email you may submit documents to this secure file transfer website: <https://sft.ct.gov>. Please send an email to DEEP.SpillsDocs@ct.gov to receive an upload user name and password.
- Documents submitted through electronic mail 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#orNOV#

- 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 either the [Spills Incident Tracking System July 1 1996-June 30 2022](#) or the Spills July 1 2022 – present [Spill Incidents from July 1 2022 to Recent](#) 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 monthly. 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.
- 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