CT DEEP ENVIRONMENTAL QUALITY

REACT User Guide

Last updated October 8, 2026

Connecticut Department of Energy & Environmental Protection

Table of Contents

REACT User Guide Overview 3
Public Home Page 3
REACT Public Search Choices 4
What's in My Town? 5
View All Cleanup Cases 6
REACT Terminology 7
REACT Terms 7
Program/Case Type 8
DEEP EQ Programs/Cases in REACT 8
Authenticated Users 9
To Become an Authenticated User 9
How To Create a Case in REACT 12
Acknowledging Release Reporting 12
Select Program Type 13
Choose an Existing Site or Add a New Site 13
Setting Up Affiliates & Contact Information 17
Environmental Information 20
Milestones 23
Immediate Actions on Release-Based Cases 24
Fulfilling Milestones 25
How to Tier 26
How to Submit Reports and Other Documents 29
For Releases from Regulated USTs 29
For Most Other Cases 30
Appendix A. Submittal Categories and Submittal Types 32

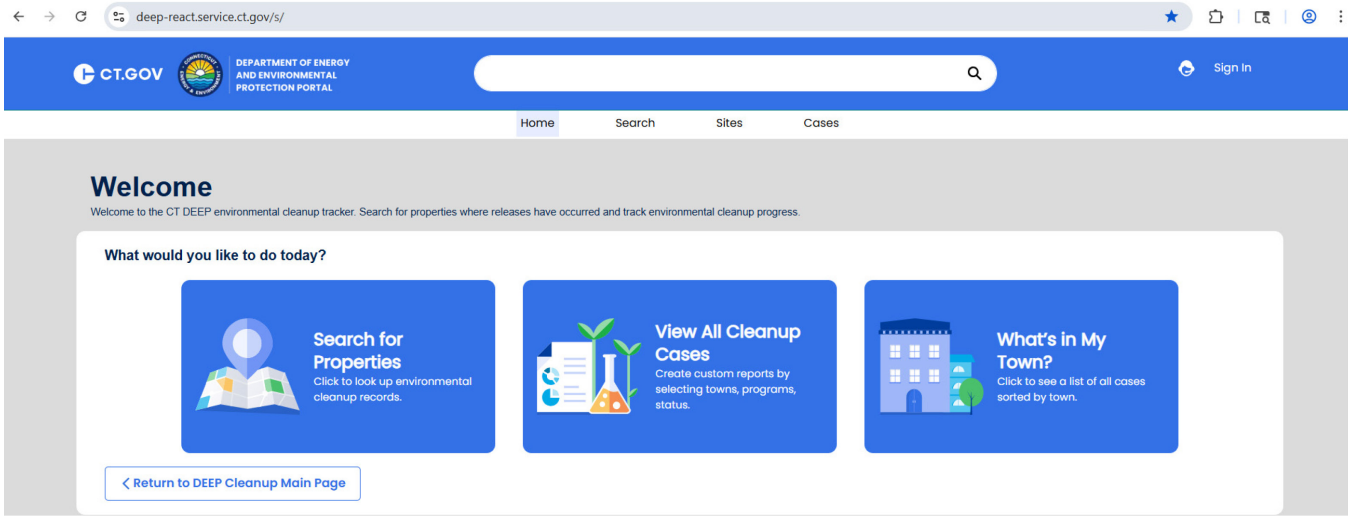
REACT User Guide Overview

The CT DEEP Release, Environmental Assessment and Cleanup Tracker (REACT) system allows regulated environmental cleanups to be tracked in a consistent manner to better document the investigation and remediation process. This consolidated system for all reportable releases tracks what is being done to protect human health and the environment and provide clarity for buyers of properties and their lenders, as well as neighboring property owners and community members.

This is a dynamic document that will be supplemented as additional instructions and responses to frequent questions indicate a need for revision.

> **Tip:** Do **not** use the Edge feature to "Install this site as an app". The forward and back buttons and tabs disappear, so once you navigate away from a page, there is no way to go back and you have to start over. It's best to launch REACT directly in your browser.

Public Home Page

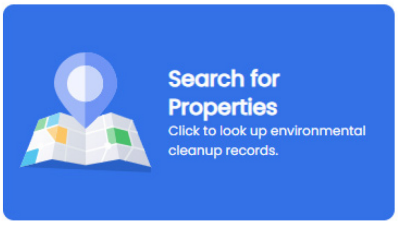


Public facing feature – no fees, signing up, or logging in needed to search or view information.

REACT Public Search Choices

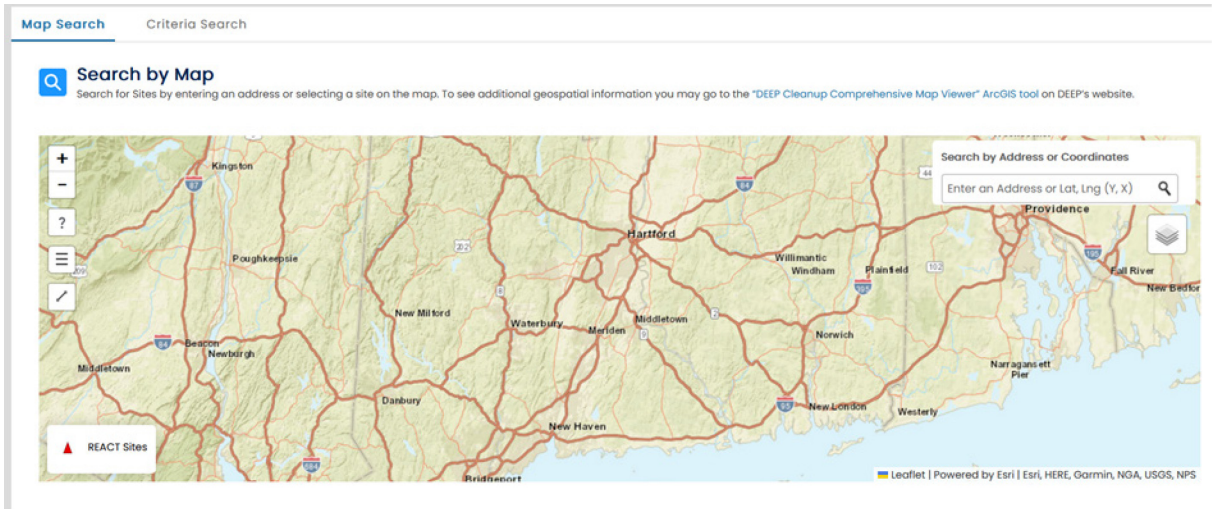
Search for properties with a map, create a custom report of cases (releases to the environment) in your town, or view all cases sorted by town. These three options are available to the public **without a CT.GOV account**, are anonymous, and are available at https://deep-react.service.ct.gov/s/

Search for Properties

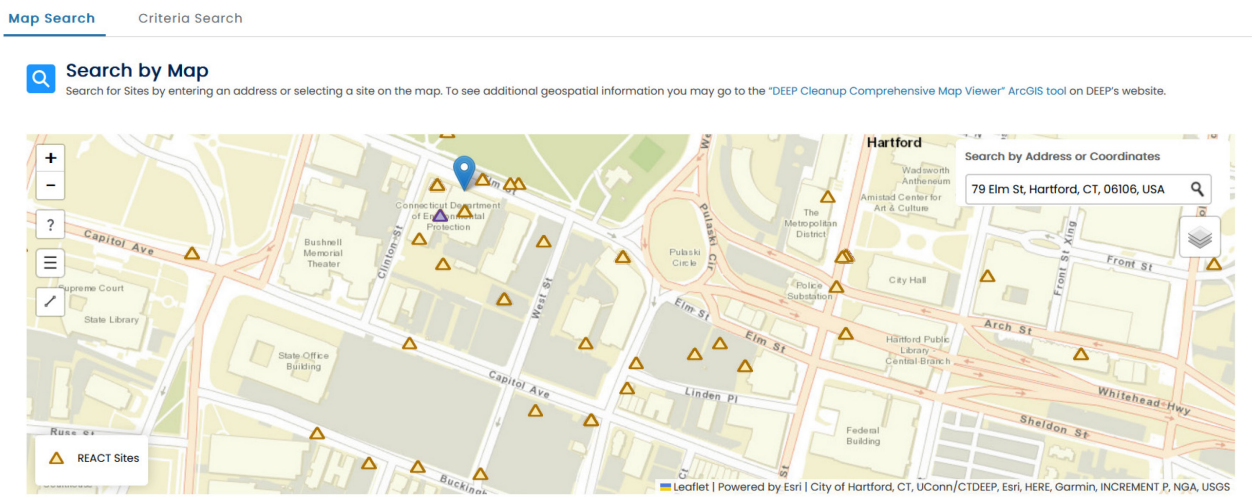


Tip: If you have trouble searching for sites, try clearing your browser's cache [browsing history] or try a different browser.

Searches for particular properties may be done in two ways:

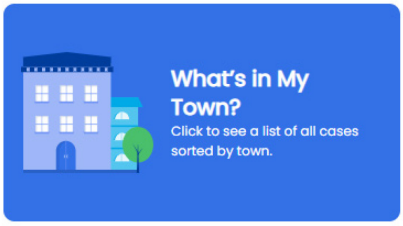


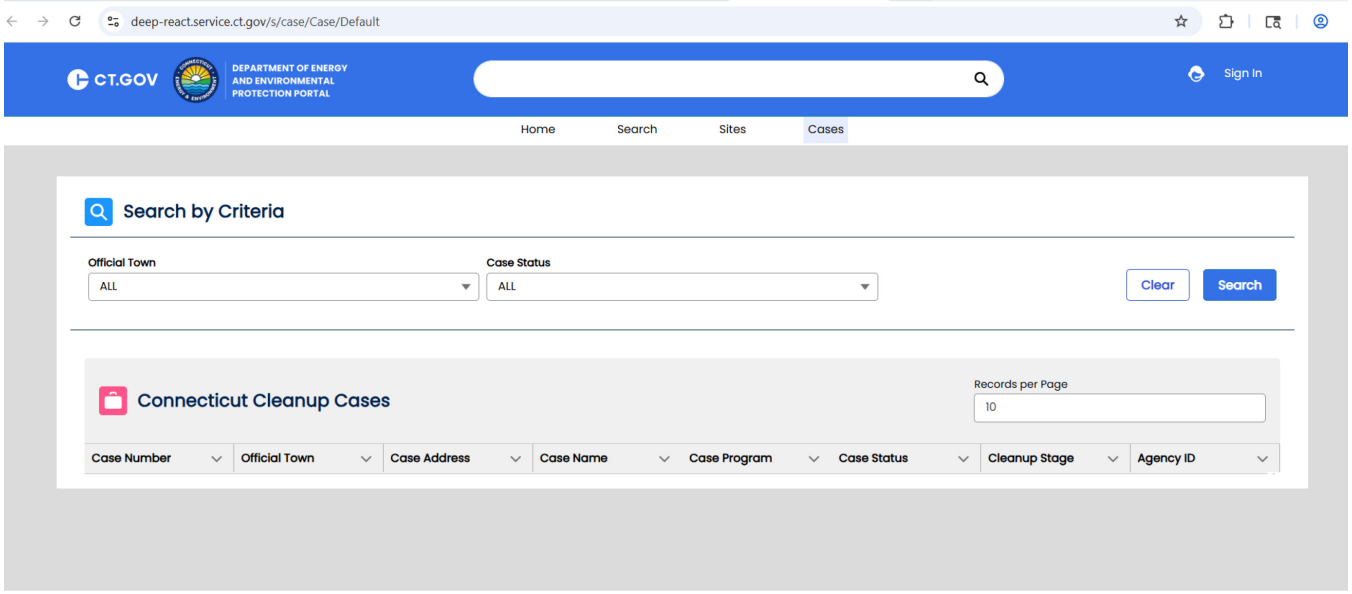
1. On the map, drag and scroll to the area you want to see. Either use the + icon at the upper left corner of the map or scroll up until you clearly see triangles and click on a triangle to see the address. The selected triangle is purple and the others are yellow. Cases at that address will appear below the map, however, the cursor must be off of the map to scroll down.
2. Type the address or partial address into the search box to the right. A list will appear under the search box where you can select an address. Be careful to select the address with the correct zip code. A blue raindrop icon will appear at the selected address and triangles showing the location of reported releases or properties will appear. Cases at that address will appear below the map however, the cursor must be **off of the map** to scroll down.



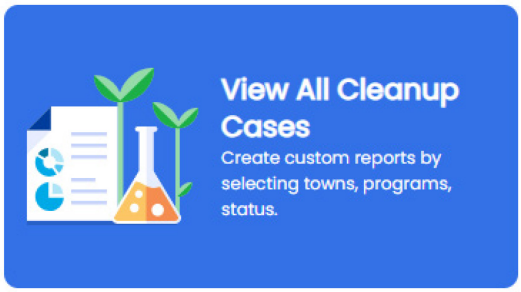
What's in My Town?

By choosing this blue button, the user may create a list of cases in a single Connecticut town, by selecting the town.

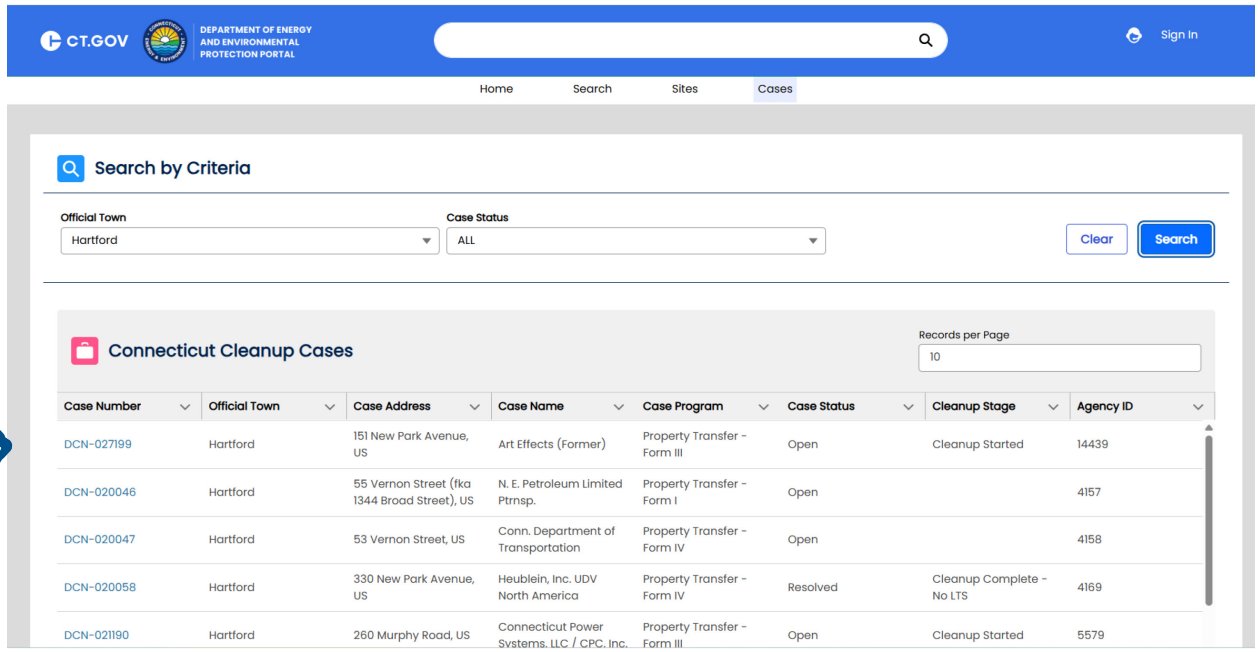




View All Cleanup Cases



Tip: You may also run reports on datasets on the [CT Open Data Portal](#).



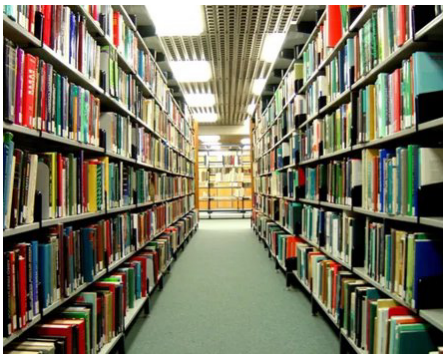
When you click on a REACT Case Number ("DCN-######") to obtain more specific information, it will open in a separate tab. Any blue underlined text is a link to additional information and using the back arrow will take you back to the previous screen, but will leave the tab open (except clicking on the address will open Google Maps in a new tab).

To go back to the page listing case numbers, click on the "GIS Search" tab at the top.

REACT Terminology

REACT is a portal, not a regulatory program.

- REACT is a bookshelf.
- **Sites** are the **books** on the bookshelf, the place on the earth.
- **Cases** are the **chapters** within the books, the individual programmatic requirements.



REACT Terms

- **Site -**the geographic location of a property or release that is being cleaned up. A Site can have multiple Cases. A Site can be one parcel or can consist of multiple parcels.
- **Case –** a set of programmatic requirements compelling environmental cleanup.
- **Milestones** - Regulatory or statutory requirements that have associated tasks or actions necessary for a case to progress.
- **Submittal-** document associated with tasks or actions necessary to achieve milestones.
- **Regulated entity** – Person (including partnership, association, firm, limited liability company, corporation or other entity, state, federal, or municipal government, or any responsible corporate officer) who is responsible for achieving compliance with regulatory and statutory requirements. This can vary by case type. More than one regulated entity can be associated with a Case or Site. An attorney or consultant is a representative of the Regulated Entity, not the Regulated Entity itself.
- **Author** – The person who signed or, if there is more than one signature, approved the document being uploaded.
- **Submitter** – Person who uploads a document into REACT. Submitting a document does not make the Submitter a Regulated Entity if they are submitting on behalf of the Regulated Entity.
- **Primary Parcel** - The primary parcel is the property being investigated. The case address is associated with this parcel, though does not need to be an exact match with the address that the town uses.
  Associated Parcels - are optional, and may be selected if more than one parcel makes up a Site, for example, to indicate for a redevelopment project that multiple parcels are being cleaned up together.
- **Release Parcels** – are optional, to indicate where a release occurred if it is not the primary parcel .

Program/Case Type

DEEP EQ Programs/Cases in REACT:

- Abandoned Brownfield Cleanup (ABC) Program
- Brownfield Remediation and Revitalization Program (BRRP)
- Municipal Brownfield Liability Relief (MBLR) Program
- Cost Recovery
- Enforcement
- General Inspection (any and all other inspection types other than for UST Closure or PCB)
- UST Closure Inspection
- PCB Inspection
- PCB releases not to land or water
- PCB in building materials
- Leaking Underground Storage Tanks (Regulated Tanks)
- Property Transfer Program (PTP)
- RCRA Hazardous Waste Cleanup (Corrective Action)
- Release-Based Cleanup Program, both ERR and Existing Releases
- Significant Environmental Hazards
- State-Funded Remediation
- Federal Remediation (CERCLIS National Priority List "Superfund," Non-NPL CERCLIS)
- Voluntary Program CGS 22a-133x
- Voluntary Parcel-Wide Cleanup Program (CGS 22a-133y as of March 1, 2026)
- Voluntary Program CGS 22a-133y (legacy, prior to March 1, 2026)

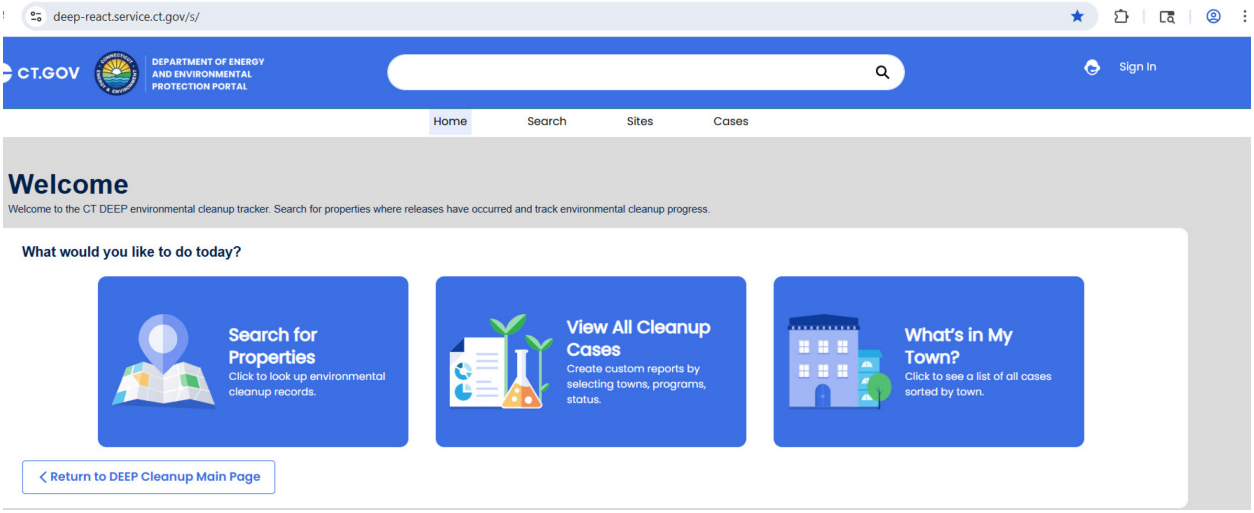
Note: For cases that were initiated with DEEP prior to March 1, 2026, data was migrated to the REACT platform to allow continuity of use. Data reconciliation is ongoing to address legacy database and data migration constraints. Please contact **DEEP.REACT@ct.gov** if you see unexpected information.

Authenticated Users

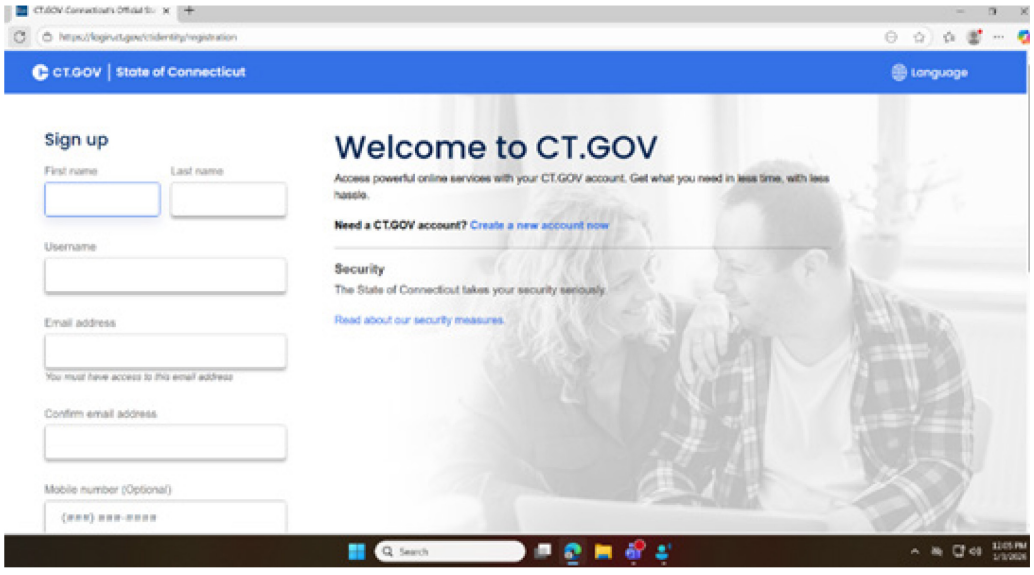
To Become an Authenticated User

A CT.GOV account is required to be an Authenticated User. Click on the "Sign in" words at the top right of the public portal page.

Tip: You may have more than one CT.Gov account if you choose (e.g. personal and professional). You do **not** need a different CT.Gov account for each client you serve. You can use your account across State agencies.



This will bring you to an account creation page where you will create a username, identify the email you will be using for the account, and you will select a multi-factor authentication method.

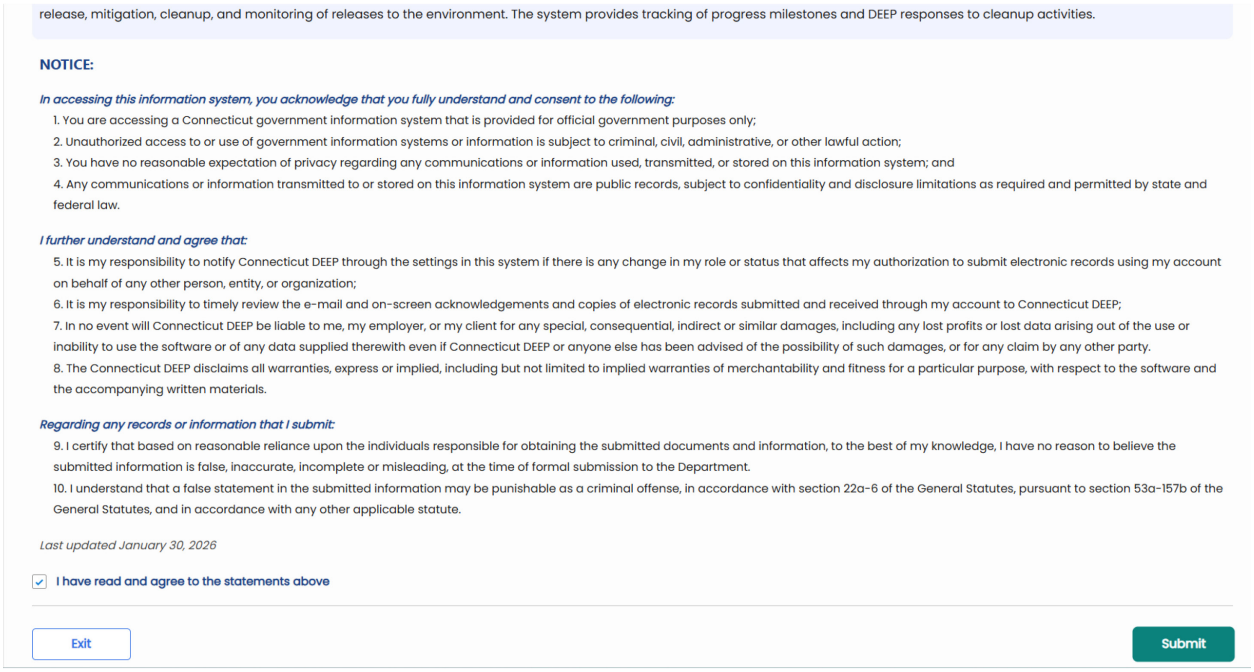


When logging into the portal, you will get a message asking whether to send an authentication code to your telephone, text, email, or Authenticator for the 2-Factor Authentication. Select one and enter or paste the code into the page and click **Verify** or follow the instructions on your Authenticator app. You can "manage your account" [update your email, change your 2-Factor Authentication method, etc.] by clicking on the profile icon in the upper right-hand corner when you are logged in.

All Program Self-Certification for Authenticated User in the REACT System

Once you have signed in through CT.GOV you will reach the following screen for Authenticated Users. You must read and agree to these conditions to be able to work within REACT by clicking the box at the lower left of the screen and clicking "Submit" at the lower right.

This self-certification covers multiple programs and is used every time an Authenticated User enters REACT. Once in REACT the User will be able to move among the cases they are affiliated with and this certification will apply. This avoids having to re-enter a certification submission every time the User moves among programs serviced by REACT and is intended to save time. If the language is revised an updated date will be noted.


release, mitigation, cleanup, and monitoring of releases to the environment. The system provides tracking of progress milestones and DEEP responses to cleanup activities.

NOTICE:

In accessing this information system, you acknowledge that you fully understand and consent to the following:

1. You are accessing a Connecticut government information system that is provided for official government purposes only;
2. Unauthorized access to or use of government information systems or information is subject to criminal, civil, administrative, or other lawful action;
3. You have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on this information system; and
4. Any communications or information transmitted to or stored on this information system are public records, subject to confidentiality and disclosure limitations as required and permitted by state and federal law.

I further understand and agree that:

5. It is my responsibility to notify Connecticut DEEP through the settings in this system if there is any change in my role or status that affects my authorization to submit electronic records using my account on behalf of any other person, entity, or organization;
6. It is my responsibility to timely review the e-mail and on-screen acknowledgements and copies of electronic records submitted and received through my account to Connecticut DEEP;
7. In no event will Connecticut DEEP be liable to me, my employer, or my client for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if Connecticut DEEP or anyone else has been advised of the possibility of such damages, or for any claim by any other party.
8. The Connecticut DEEP disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials.

Regarding any records or information that I submit:

9. I certify that based on reasonable reliance upon the individuals responsible for obtaining the submitted documents and information, to the best of my knowledge, I have no reason to believe the submitted information is false, inaccurate, incomplete or misleading, at the time of formal submission to the Department.
10. I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

Last updated January 30, 2026

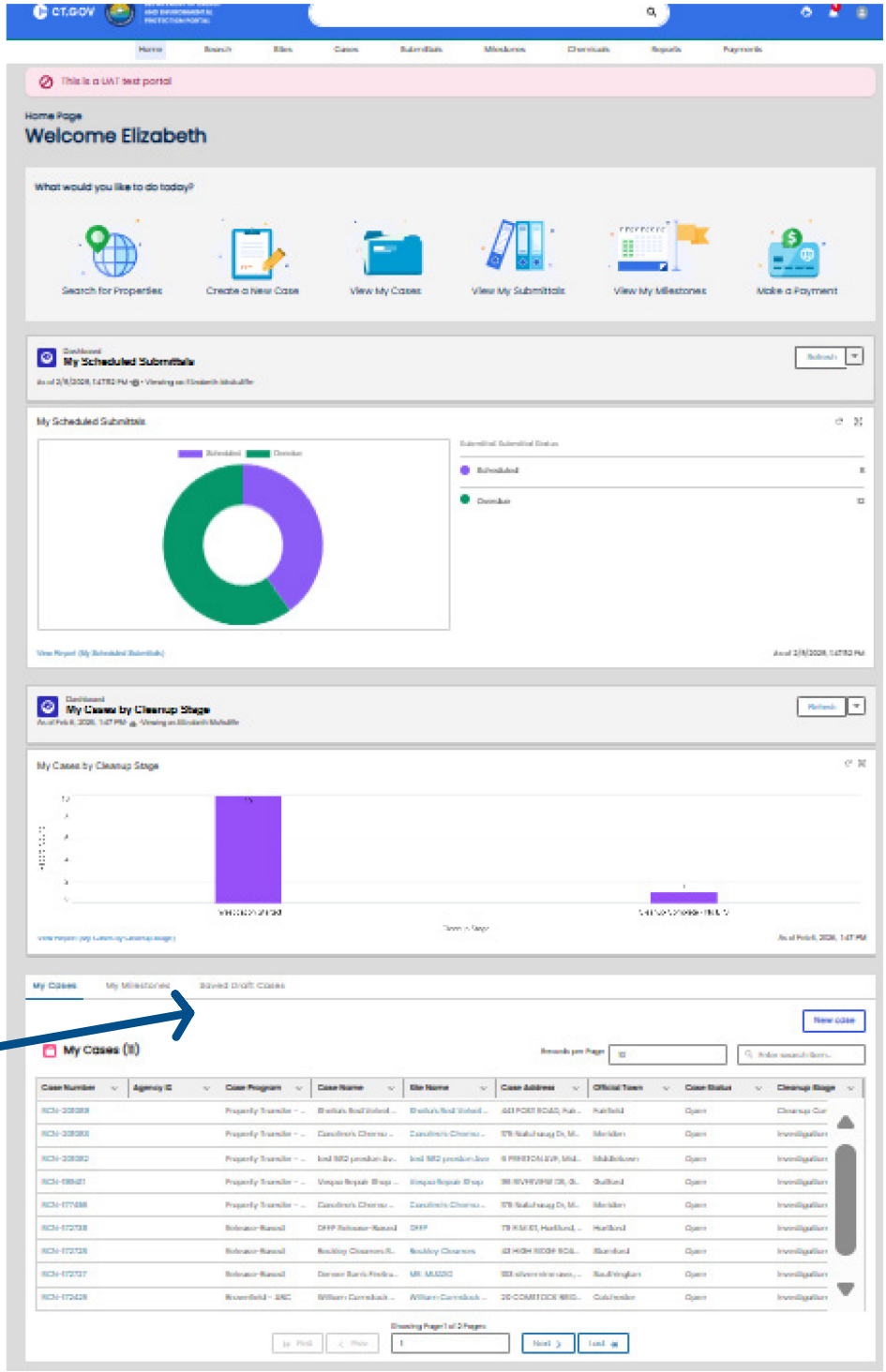
I have read and agree to the statements above

Exit

Submit

General Navigation through the REACT System

Authenticated Users have several options for activities in REACT as shown on the screen below. Under the white tab choices and "What would you like to do today?" options, the User may scroll down for the dashboard and submittals as well as cases and draft cases associated with that User.



Note: Here is where you find **Saved Draft Cases** that you can return to when you are ready to finish creating a case.

How To Create a Case in REACT

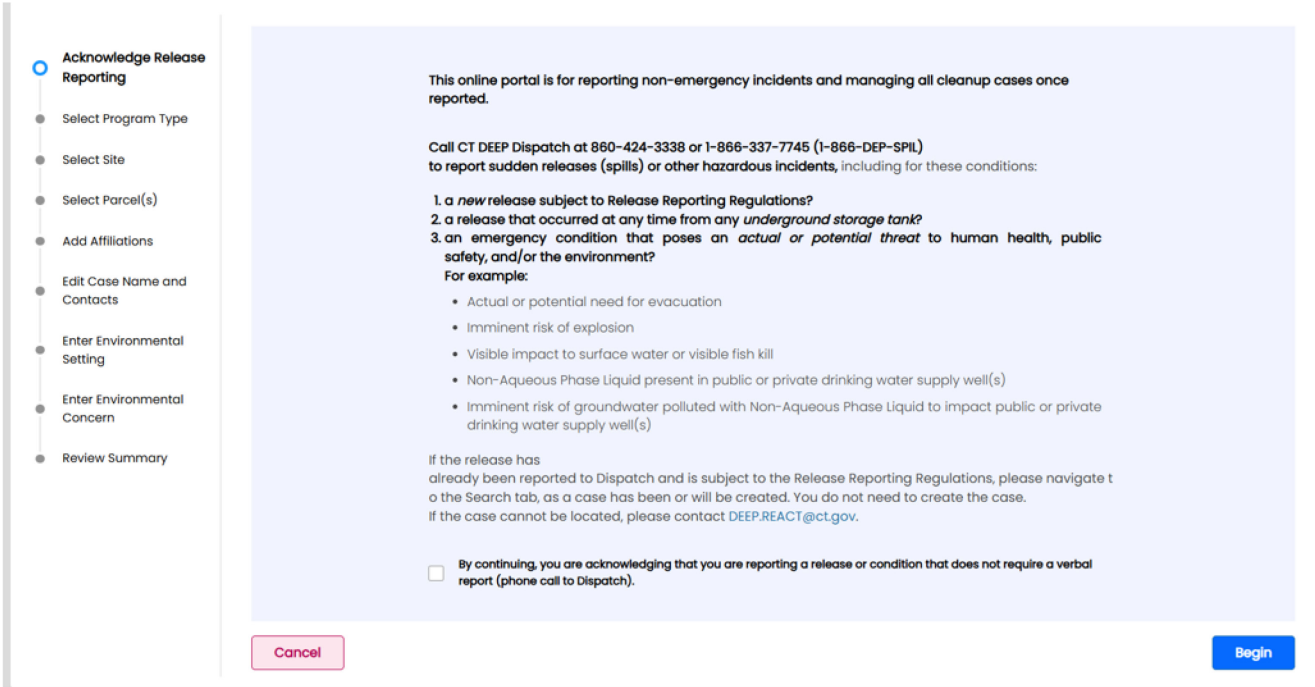
This section of the User Guide does **not** apply to **Emergent Reportable Releases**, **Leaking Underground Storage Tank** cases, and **PCB Releases Not to Land or Waters**. These cases will be created by DEEP staff after being reported to dispatch. Once the case is added in REACT, the Authenticated User can access their case and manage their milestones and submittals. The most common cause of delay in creating these cases is the lack of regulated entity information. If you cannot find an ERR by searching the address or incident ID, please contact DEEP.ERR@ct.gov or DEEP.LeakingUST@ct.gov with the following information: Incident ID, regulated entity name (and contact name if the regulated entity is a business), phone number, address, and email address.

IMPORTANT: Releases subject to the Release Reporting Regulations, UST Regulations, or imminent hazards to public health and/or the environment must be reported to dispatch at **1-866-DEP-SPIL (1-866-337-7745)** or **860-424-3338** to make sure the condition reaches the correct professionals in a

For all other case types, from the Home page, select **Create a New Case**.

Acknowledging Release Reporting

When creating a case in REACT, the Authenticated User must acknowledge that verbal reporting is **not** required for the release in question. Refer to the Release Reporting Regulations to determine if the release is reportable to DEEP's Dispatch Center.

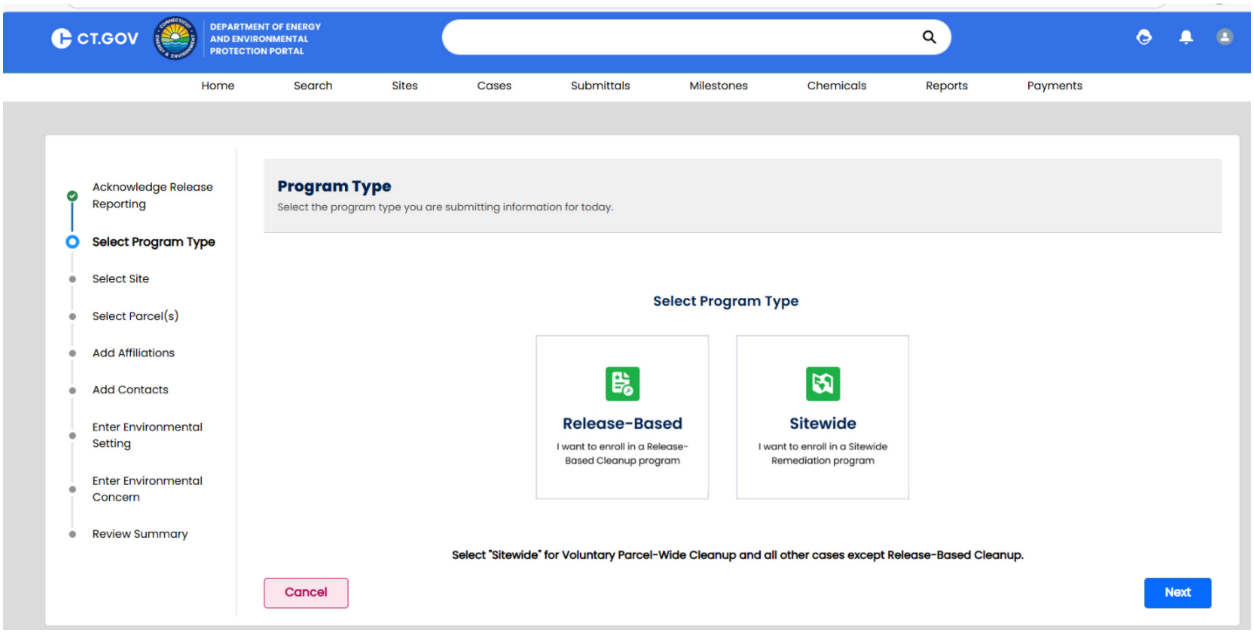


Select Program Type

Select **either** Release-Based or Sitewide. Once that selection is made, the options are tailored for case resolution to follow the various programmatic requirements.

Note: Authorized User connections will log out if idle for 15 minutes.

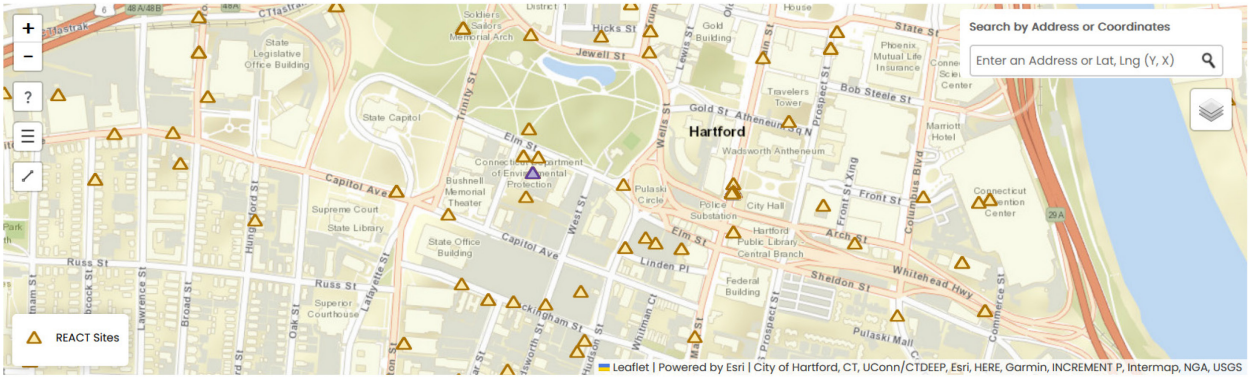
In many instances, there will be multiple cases associated with one property and these may require coordinated resolution. REACT will allow the User to associate submittals to multiple cases in multiple programs, but each case needs to be created first. Case initiation itself will handle only one type of program at a time.



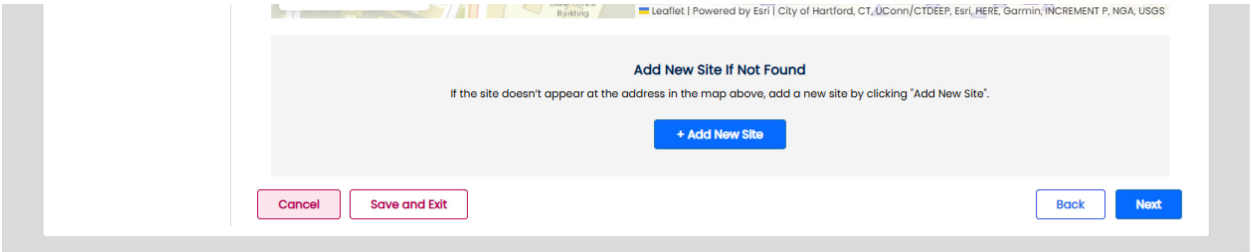
Choose an Existing Site or Add a New Site

Type the address in “Search by Address or Coordinates” box on the upper right-hand corner of the GIS map to determine if the site is already in the system. The preference is for the User to choose an existing location, which will allow previous information for that site to more easily be linked and some information to be auto populated. If a location is not in the REACT system there is an option to “Add New Site.” The choice of sites includes sites that have permitting or enforcement activities with DEEP in addition to cleanup sites. Selecting an existing site prevents duplicates.

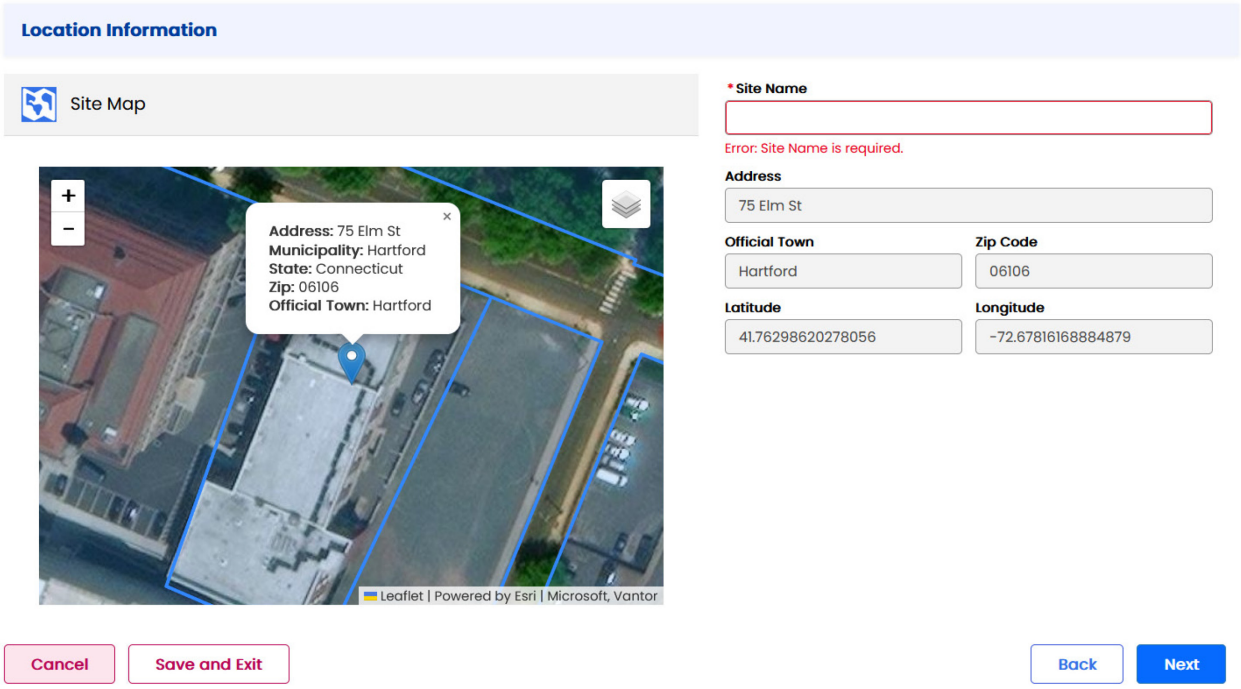
- If the site is already in the system:
    - There will be a yellow triangle at the address you entered. (Click on the yellow triangle to make sure the address matches the incident address – the triangle will turn purple.)
        - If the purple triangle is the correct address click the blue **Next** button at the bottom right-hand corner of the screen. You may even find that the case you intended to create already exists – if so, don't create a new site or case and instead manage information on the existing case.
        - If the address associated with the purple triangle is not for your site or if there is no triangle at your address that means the site is not yet in the system.



- Add a new site if the site is not in the system:
    - Scroll to the bottom on the page and beneath **Add New Site if Not Found** in the center of the page click the blue **+AddNew Site** button.

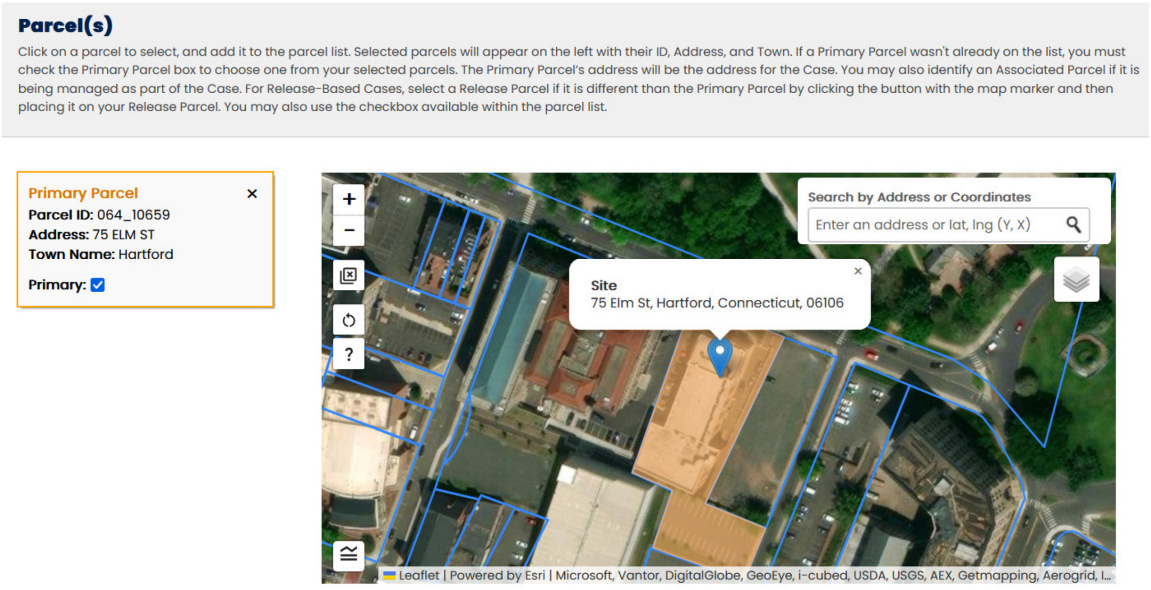


Enter the site name on this page for new site. Make sure the address is correct. Select **Next**.



Once the site is identified the user moves on to selecting a parcel.

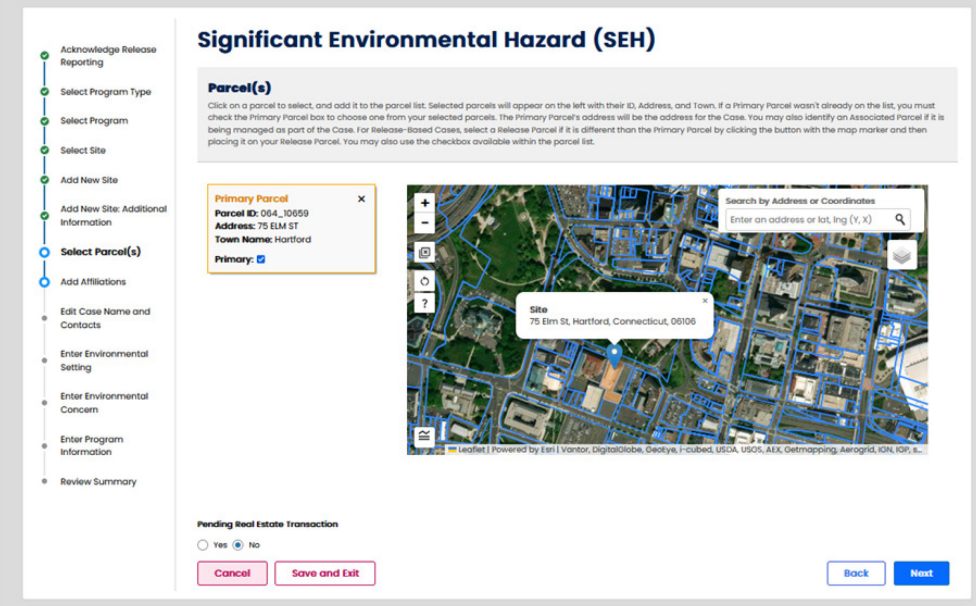
- Click on an area on the map, and the parcel will be highlighted and a box with parcel information will appear on left side of the screen.
- If the associated parcel selected is the release area, check the release box within the parcel information box. To remove a selected parcel, click the x on the upper right-hand corner of the parcel information box.



Show Release Area (optional)

Note: Parcel boundaries are pre-established through GIS information provided by municipalities and are updated a few times a year. This is not controlled by DEEP.

- If the release area on the parcel is known:
  - Select the raindrop icon (under the plus and minus on the left side of the map), and drag and drop it on the location of the release on the site.
  - A box will be added to the left of the map, under the primary parcel box.
  - To remove the pin, click the x on the parcel box.
    - If more than one parcel is affected by the release, additional parcel(s) may be added.
    - The parcel may be already chosen for you or you may need to click on the parcel.
    - If the release affects a different parcel than the primary parcel, you may select additional parcel as release parcels.
  - Each site can only have one primary parcel but may have multiple release parcels. You may add additional release parcels. as needed. To add additional parcels, click on the additional parcel on the map, and the parcel will be highlighted and a box with parcel information will appear on left side of the screen.
  - If the associated parcel selected is the release area, you can check the release box within the parcel information area. To remove a selected parcel, click the x on the upper right-hand corner of the parcel information box.



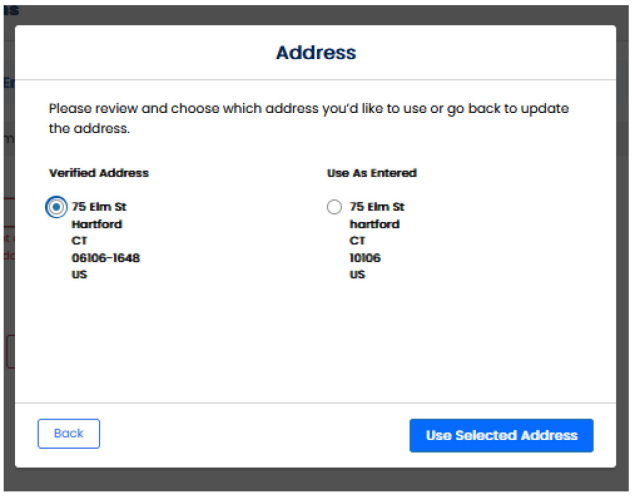
Optional: You may note that there is a pending real estate transaction on the lower left corner of the screen. After clicking **Next** you can add the expected date of the transaction or other key information if you wish. You can edit this information on later screens if you don't wish to share this information publicly.

Setting Up Affiliates & Contact Information

Authenticated Users must provide information for the Regulated Entity and the submitter of the case.

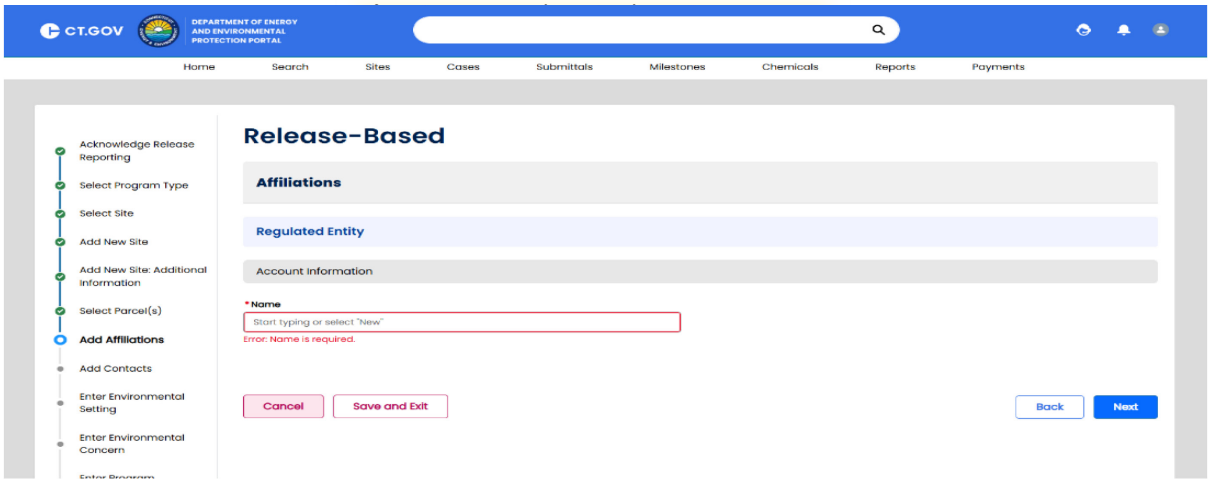
Tip: All Affiliates will receive **automated email notifications** from REACT. It is important to keep the Affiliate and Contact information up to date to receive notifications.

- Start typing the name (company name or person's name) of the Regulated Entity. If the name appears, select it. If not, select Add New Account.
- Start typing the Regulated Entity's Address. If the correct address appears in the dropdown, select it.
- If not, select Add New Address and type the address into the pop up screen that appears and click **Verify Address**. A screen may pop up asking whether to use a version of the address stored in the system or the one that you typed (usually the difference is a 9 digit zip). Click the preferred address and select **Use Selected Address**.



- Start typing the Regulated Entity's contact person's last name into Contact information
  - If the person's name is in the dropdown list, select the contact.
  - If there are no matches, select Add New Contact from the dropdown list.
- Add a billing contact or select **Same as Regulated Entity**. Then click **Next**.
- You only need to add one affiliate to progress to the next step. Due to the way notifications are set up, it is best to **only** add the most relevant affiliate(s) to the case.

- If at any time you click **Next** and nothing happens, scroll up to find the mandatory field that was not completed.

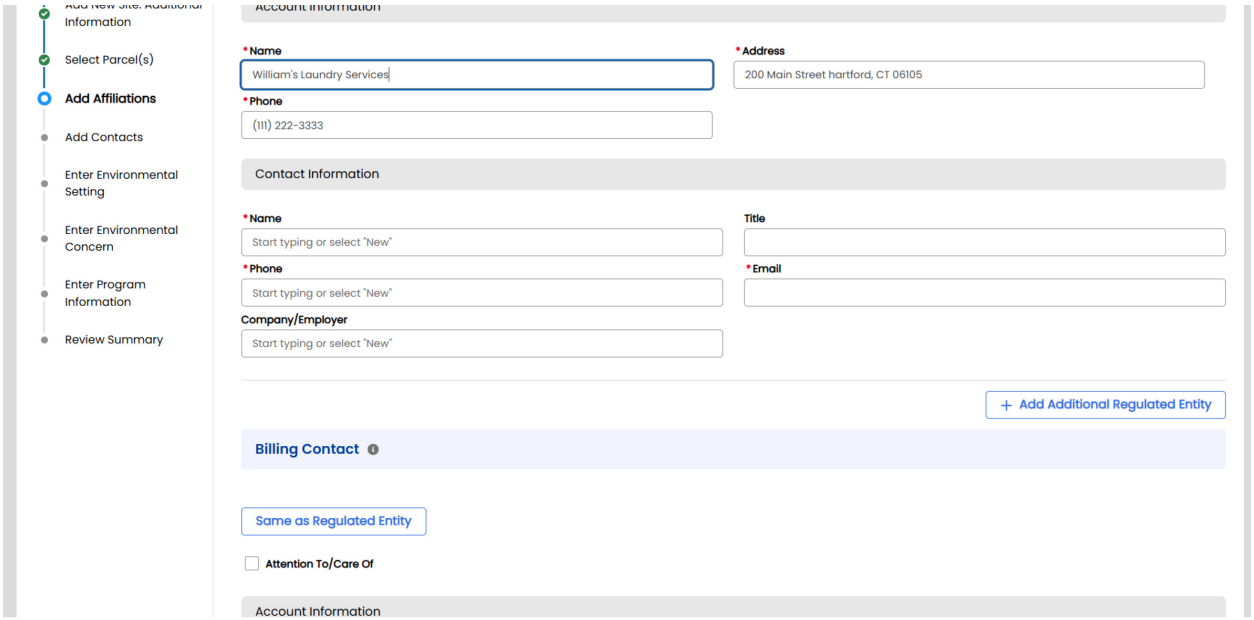


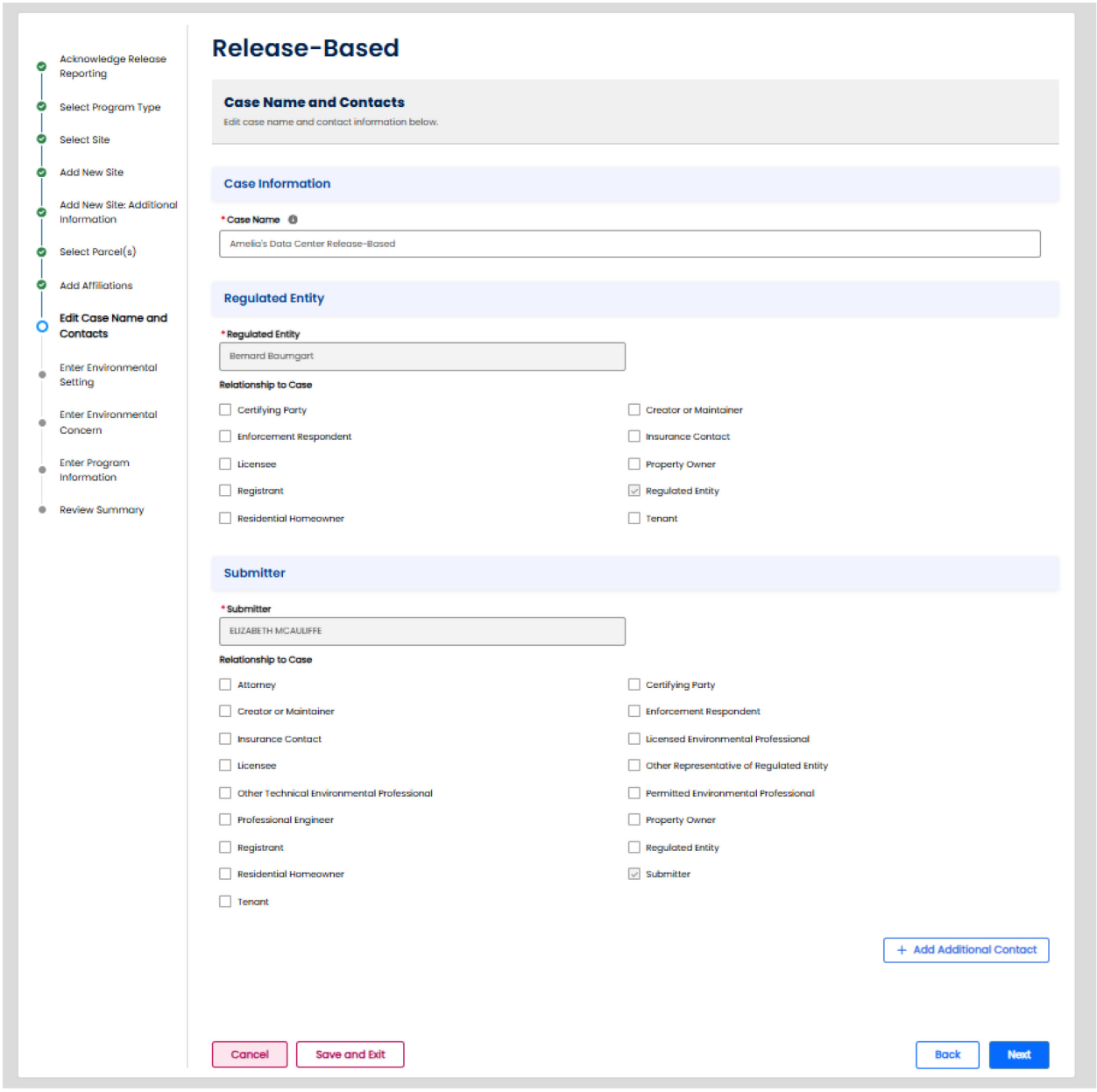
Managing user account information

Users can review the affiliates already associated with the case.

A button on the page – **Add Additional Regulated Entity** – is available for users to click to add new additional regulated entity.

The case may have up to three total additional regulated entities

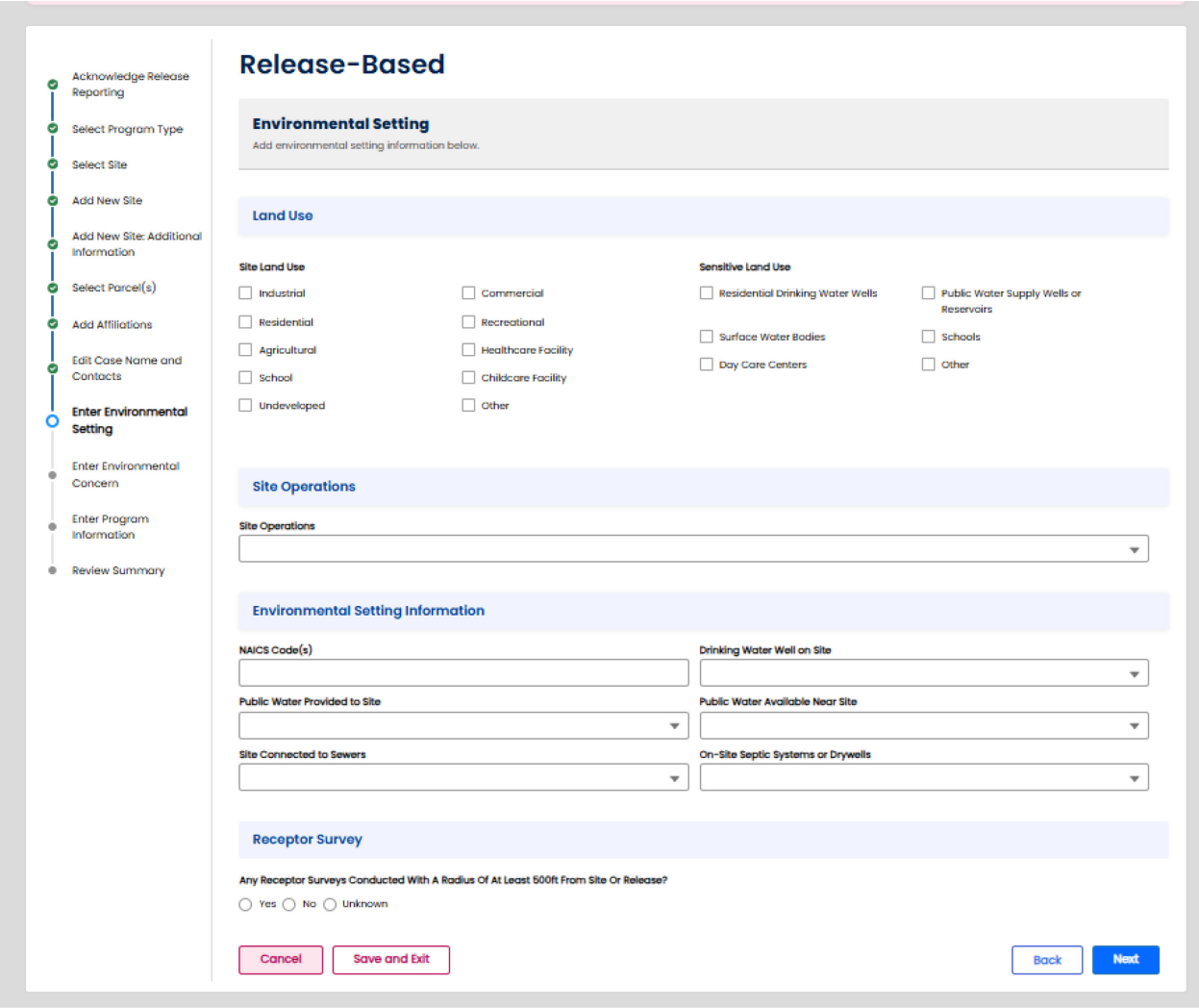



Acknowledge Release Reporting
Select Program Type
Select Site
Add New Site
Add New Site: Additional Information
Select Parcel(s)
Add Affiliations
Edit Case Name and Contacts
Enter Environmental Setting
Enter Environmental Concern
Enter Program Information
Review Summary
Release-Based
Case Name and Contacts
Edit case name and contact information below.
Case Information
*Case Name
Amelia's Data Center Release-Based
Regulated Entity
*Regulated Entity
Bernard Baumgart
Relationship to Case
Certifying Party
Enforcement Respondent
Licensee
Registrant
Residential Homeowner
Creator or Maintainer
Insurance Contact
Property Owner
Regulated Entity
Tenant
Submitter
*Submitter
ELIZABETH MCAULIFFE
Relationship to Case
Attorney
Creator or Maintainer
Insurance Contact
Licensee
Other Technical Environmental Professional
Professional Engineer
Registrant
Residential Homeowner
Tenant
Certifying Party
Enforcement Respondent
Licensed Environmental Professional
Other Representative of Regulated Entity
Permitted Environmental Professional
Property Owner
Regulated Entity
Submitter
+ Add Additional Contact
Cancel
Save and Exit
Back
Next

Environmental Information

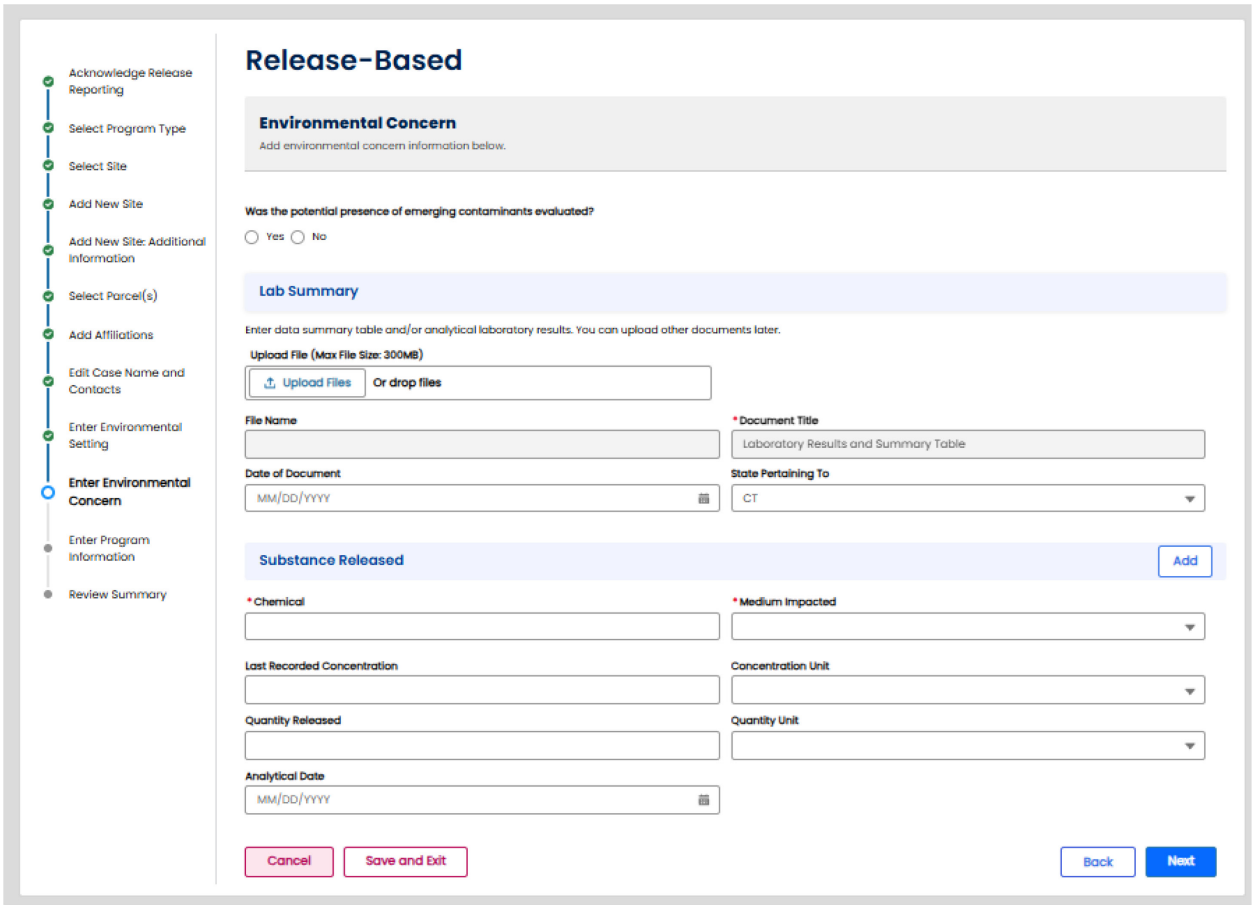
Enter Environmental Setting

Authenticated Users should provide details about property use, site operations, and any other pertinent details about the area. “Sensitive Land Use” refers to any sensitive land use on the site or within 500 feet of the site. This will be clarified in a future system update. If a receptor survey was performed, that information should be reflected here. Please read all of the options and check all that apply.



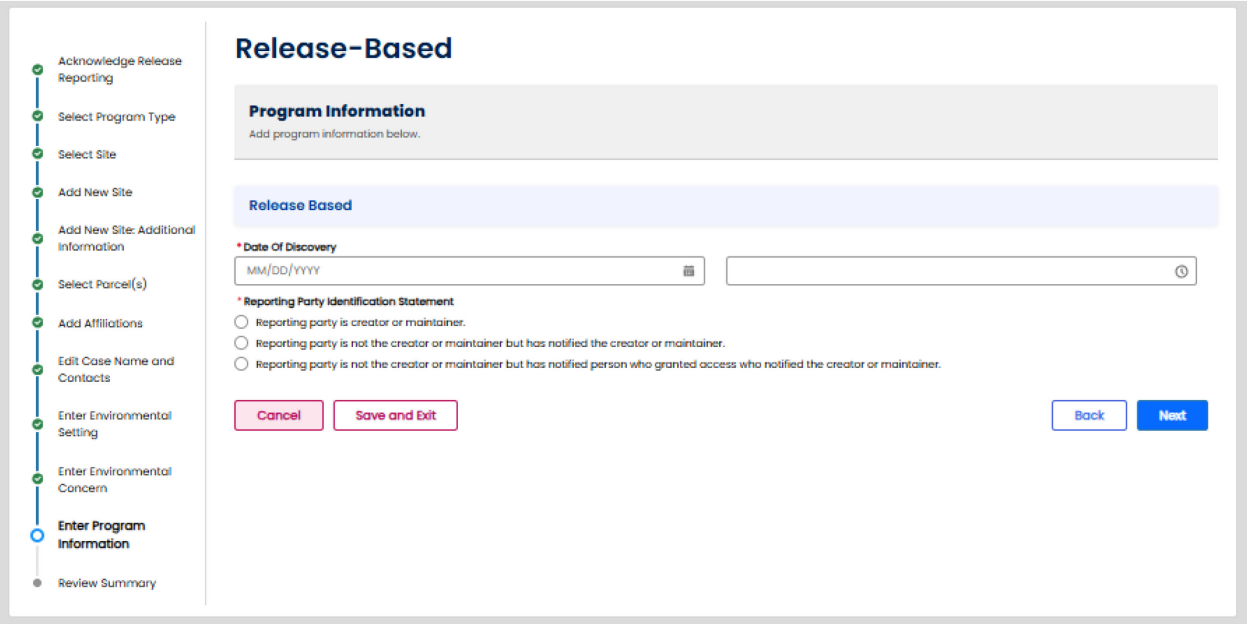
Enter Environmental Concerns

Authenticated Users should provide case details about the release and contaminated media and whether the potential for emerging contaminants was evaluated. This includes uploading any analytic results.



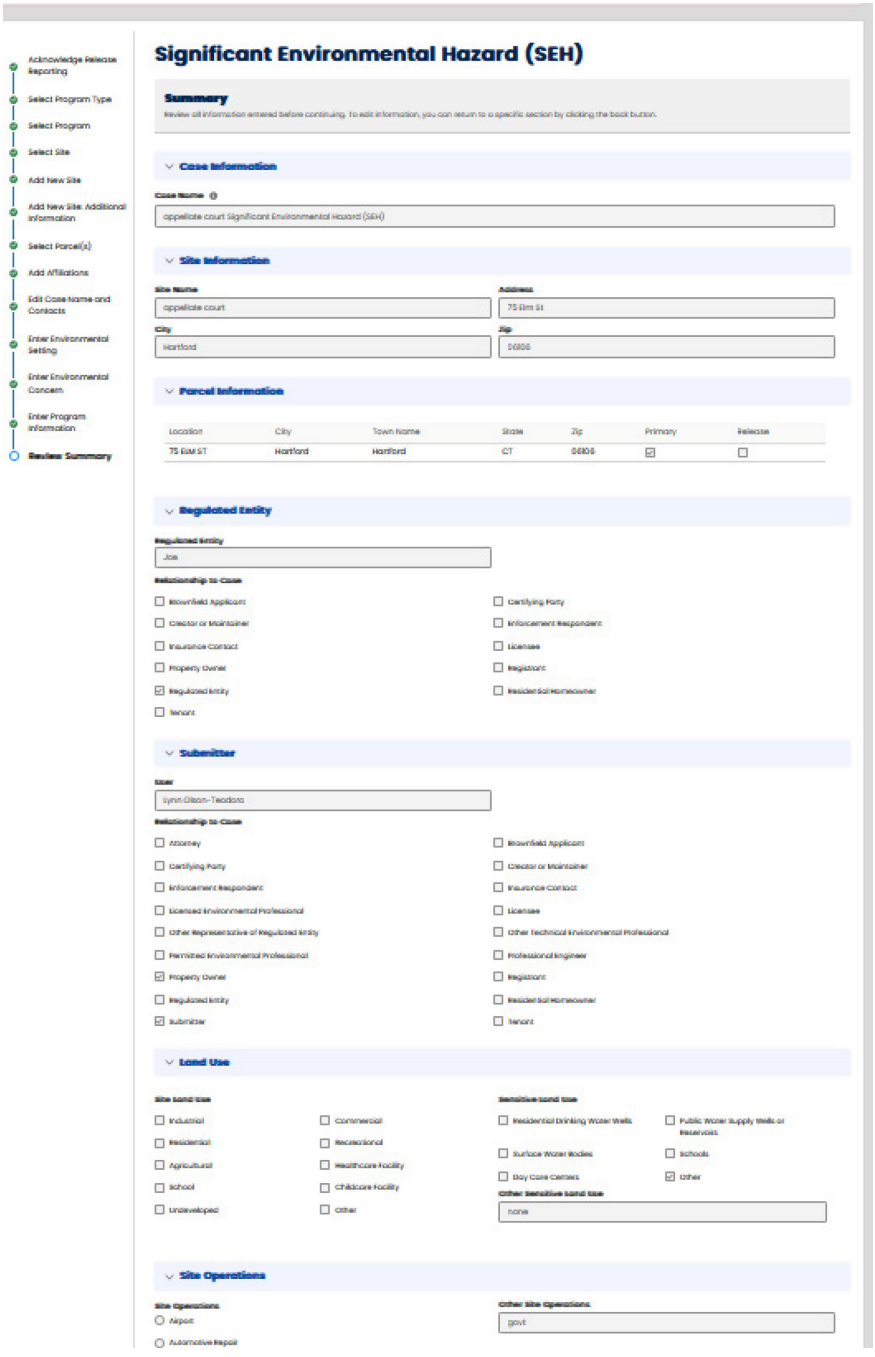
Enter Program Information

Answer the program-specific questions. Select **Next** to review a summary of the information submitted or **Save and Exit**, which will allow the user to complete their draft later from their Welcome page by scrolling down and choosing draft cases.



Review Summary

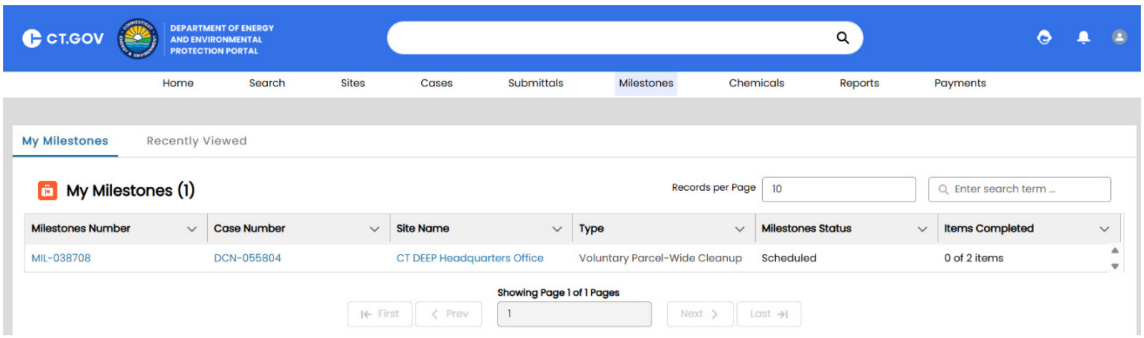
Review the summary to ensure that all of the entered information is correct prior to submitting the case into REACT. Information cannot be changed on this page; you must go back using the Navigation Pane at the left side of the screen.



Milestones

Milestones are regulatory or statutory requirements that have associated tasks or actions that are necessary for a case to progress. Submittals provide the information document that the requirements have been achieved.

The Milestones feature enables users to efficiently track, submit, and update milestone tasks. Each milestone identifies submittals that will be needed to address the milestone, along with their associated due dates (if applicable). Authorized Users can initiate a submittal and select relevant milestone tasks, including immediate or recurring actions, and populate the completion details. For some migrated cases, the case record page may not reflect all required milestones. DEEP is working on manually updating these milestones. For clarification on milestone requirements please refer to the relevant regulations or contact DEEP staff.



Immediate Actions on Release-Based Cases

You should report the immediate action condition caused by your release. This will create milestones showing the regulatory deadlines for required submittals.

Note: After creating a new immediate action, a pink banner stating "Attention: This Release Requires Immediate Action. Take Steps to Achieve Progress Milestones." will appear until the immediate actions are resolved in REACT.

- From the case record page, click on **New Immediate Action** near the top of the screen. Read the notice on the following page and, if appropriate, click **Begin**.
- Indicate the condition type and upload the lab results. Click **Next**.
- Under Details, answer the question(s) posed about the release.
- Under Chemical Details, to add a chemical, click on **New Chemical** on the right side of the screen.
- Begin typing the name of the chemical or released substance (e.g. gas, diesel, etc.). A dropdown list appears at three letters, but you may want to type more letters to

get closer to the released chemical, especially if the chemical name begins with a common prefix. Do **not** use acronyms.

- Indicate the last recorded concentration and choose the units from the dropdown list. Answer the quantity released and units, if possible, and click **Submit**. Add additional chemicals, as needed, then click **Submit**.

Fulfilling Milestones

To document achievement of a milestone, you must provide submittals required by the milestone.

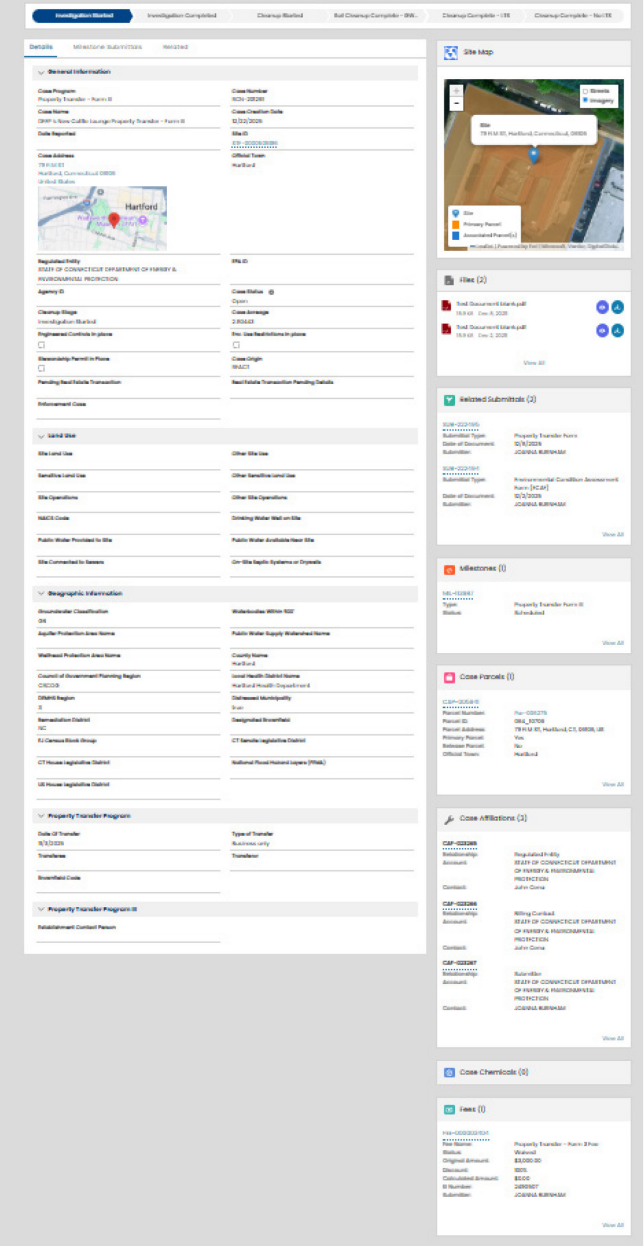
Tip: The portal will create notifications that appear on the bell at the upper right hand corner of the screen. They are useful reminders of due dates and confirmation that files were uploaded successfully.

- To complete submittals select **New Submittal or New LUST form** on the case record page.
- Submittal types will conditionally display depending on the submittal category selected. For example, to submit an IA plan or report, on the Submittal screen, select "Investigation" from the Submittal Category and either Immediate Action Plan or Immediate Action Report. If it is a document type that requires DEEP Review and Approval, answer yes and click **Next**.

Tip: Nothing gets launched from the milestone page, it is simply informational. Nothing prevents early submittal of documents using the **New Submittal** button.

- Indicate the appropriate milestone under Related Immediate Actions. If the document relates to all milestones listed, clicking the box next to Milestone Number will check all of them. Click **Next**.
- Select **Upload Files** then select the file from your computer. Select the date of the document. If this is a revision of an earlier submittal, check the box to indicate that. Begin typing the author's name and select them from the dropdown or select Add New Contact and complete that information as described in the Affiliates section. Click **Submit**.
- The following screen will show the status of the Immediate Action Plan or Immediate Action Report as Received. If needed, with the buttons at the top right, you may **Add File** to upload an additional file.

In addition to the Milestone Submittals tab, there are panes beneath the Site Map. They show basic information about Files (that have been uploaded), Related Submittals, Milestones, Tier Milestones, Case Parcels, Case Affiliations, Case Chemicals, and Fees.



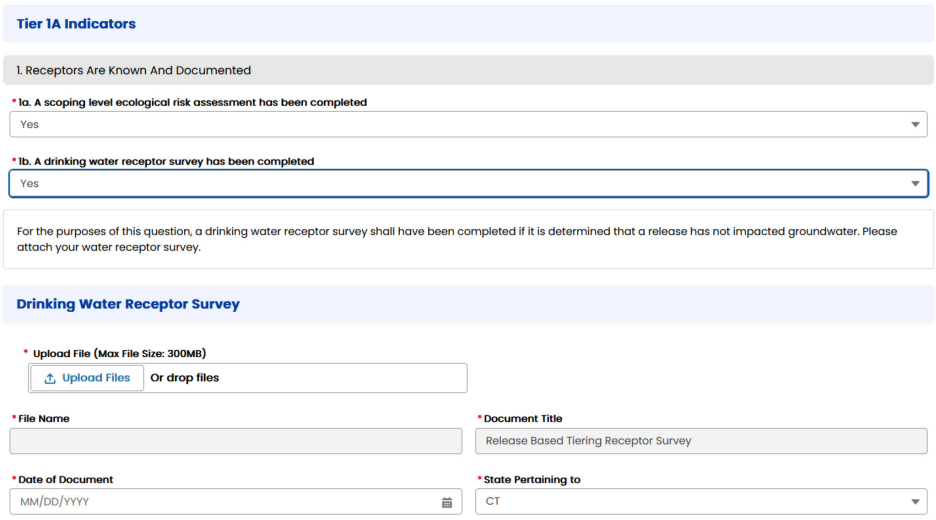
How to Tier

The system generates deadlines for submittal of a Tier Checklist when a new case is created. If the case requires additional tier determinations, the system automatically creates new Tier Checklists for ongoing compliance. This feature allows cases to be categorized, tracked, and closed.

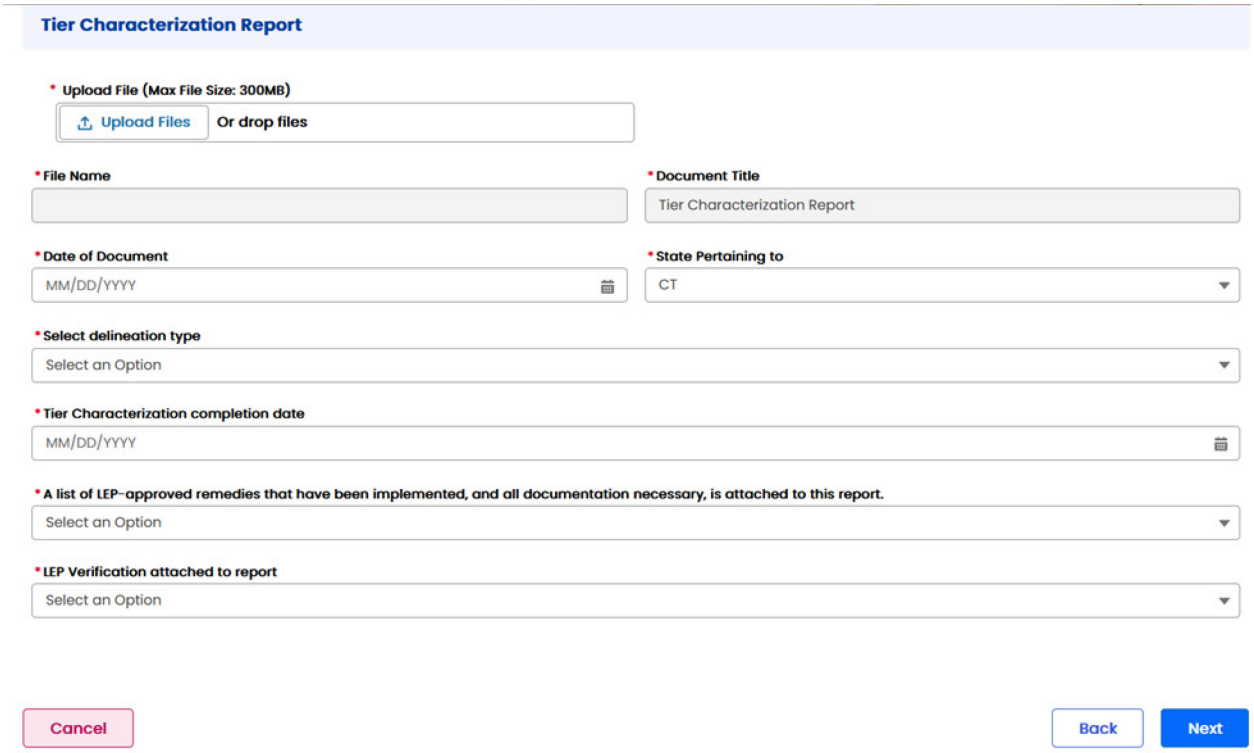
- To begin a Tier Checklist select **New Submittal** from the buttons at the top. In the dropdown under Submittal Category, select Tiers then select Tiers Checklist from the Submittal Type dropdown and click **Next**.
- The General Case Information will appear at the top of each Tiering screen. Read the text in Tier Acknowledgement and check the mandatory checkboxes.
- Under Tier Information, the Tiering Action Selection will automatically populate. If it's the First Tier Assignment, you will have the option of grouping releases and may select yes or no from the dropdown and click **Next**.

Note: The option to group releases is **only** available the first time the Tier Checklist is is done.

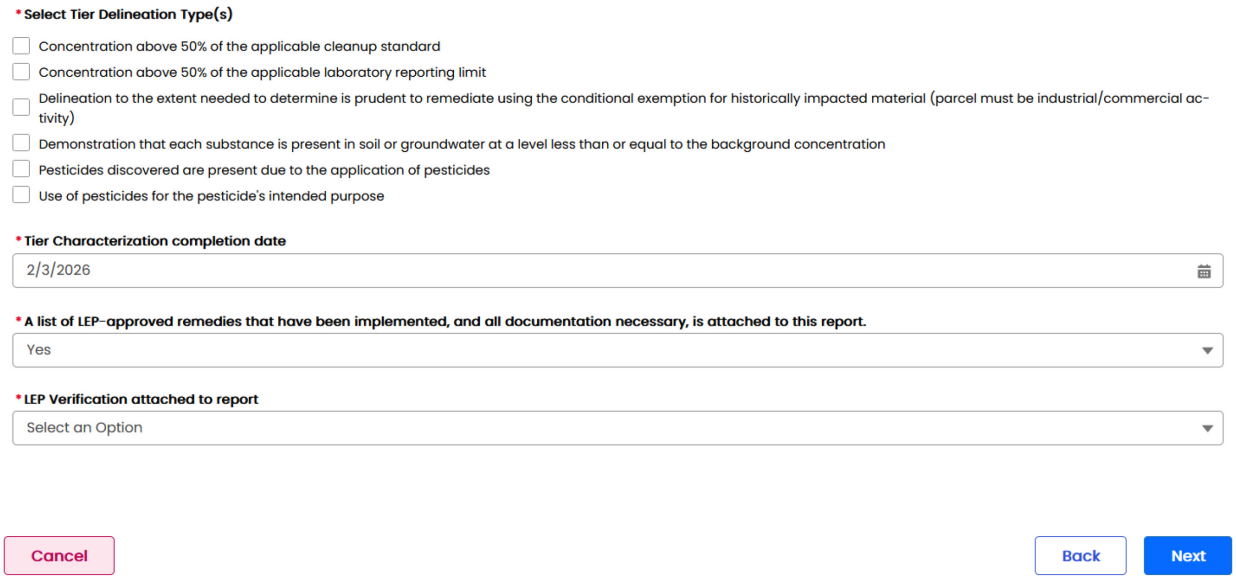
- Answer the questions using the dropdown lists. If you indicate a drinking water receptor survey was completed, an upload file panel will open for the receptor survey document. Select **Upload Files** then select the file from your computer. Type the file name using the following this naming convention: **SiteAddress_Town_DocumentType_DateofDocument**. Select the date of the receptor survey.
- Indicate whether a Vapor Intrusion Receptor Survey has been completed. If you answer yes, it will ask if that survey was included with the Drinking Water Receptor Survey or Tier Characterization Report. If that answer is no, an upload file panel for the Vapor Intrusion Receptor Survey will open. Select **Upload Files** then select the file from your computer.
- Continue to answer the questions using the dropdown lists.
- REACT will assign a Tier based on the information you entered.



- An upload file panel for the Tier Characterization Report will appear. Upload the report and type the file name using the following this naming convention: **SiteAddress_Town_DocumentType_DateofDocument**. Select the report date.



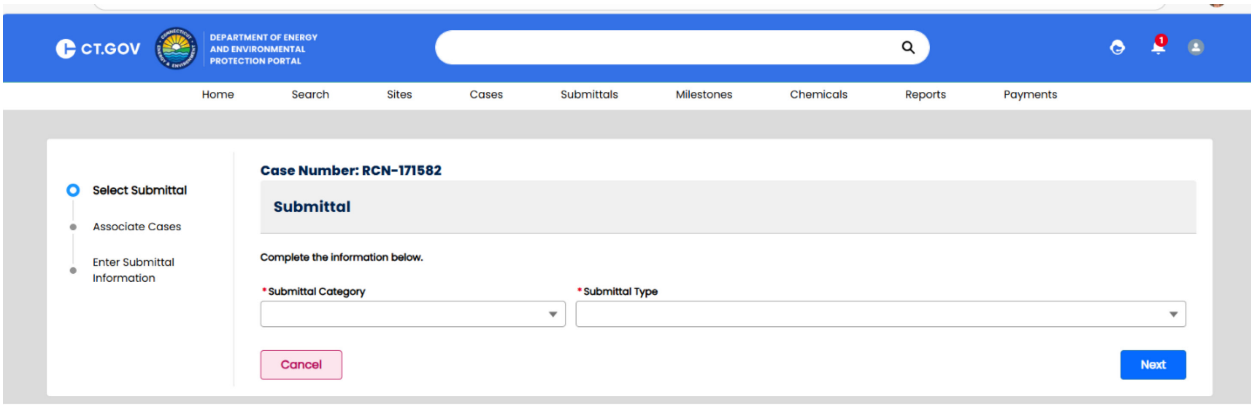
- The "Select Tier Delineation Types" section asks questions about the level of contamination present, whether certain exemptions are being used, or if levels are at or below background.



- Enter the date of the Tier Characterization document.
- Indicate whether LEP-approved remedies have been implemented and that all documentation is in the report.
- Indicate whether the LEP verification is attached to the report.
- The next screen is the Tier Checklist Affiliations screen. Check that all affiliate information is current.
- If a Billing Contact had not been entered previously, enter that information now or select **Same as Regulated Entity**.

How to Submit Reports and Other Documents

Tip: Use the lists in the Appendix A to locate the submitted category and submittal type.



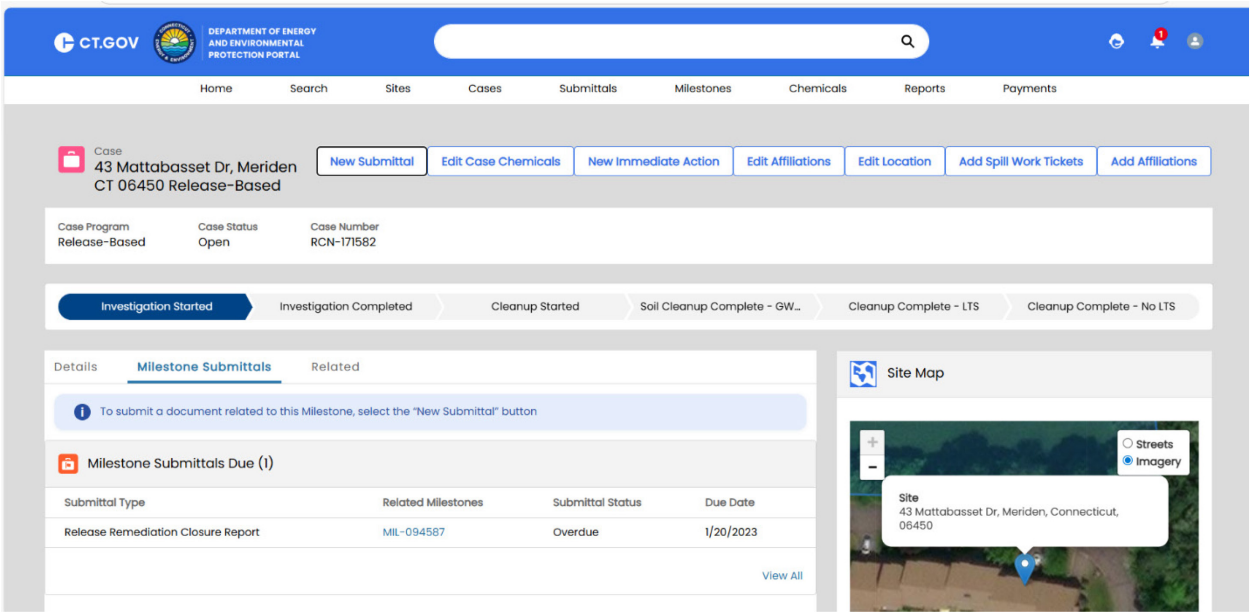
For Releases from Regulated USTs

- If submitting a LUST form or report:
  - Select **New LUST Form** (white button with blue type to the upper center of the screen).
  - Select a Form Type from the dropdown list then follow the prompts on the form. The form is pre-loaded with the existing information in REACT for the LUST case, please edit that information as needed. All required fields have a red asterisk in front of them. Further instruction on LUST Forms can be found on the CT DEEP Webpage: Underground Storage Tank Clean-Up.
- If submitting an Environmental Use Restriction or Alternative/Additional Pollution Substance Criteria request for a regulated UST:
  - Select **New Submittal** (white button with blue type to the upper right of the screen).

- Select a Submittal Category from the dropdown list, then select the Submittal Type from the dropdown list.
- Indicate whether the document submitted requires DEEP Review and Approval or not and click **Next** at the bottom right.
- A Submittal Related Cases screen appears. Click the box to the left of each case to which the document pertains, then click **Next**. If no cases are listed, click **Next**.
- Click on **Upload Files** and select the document from your computer. Click **Done** when the file has uploaded

For Most Other Cases

- Select **New Submittal** (white button with blue type to the upper left of the screen).



- Select a Submittal Category from the dropdown list, then select the Submittal Type from the dropdown list.
- Indicate whether the document submitted requires DEEP Review and Approval or not and click **Next** at the bottom right.
- A Submittal Related Cases screen appears. Click the box to the left of each case to which the document pertains, then click **Next**. If no cases are listed, click **Next**.
- Click on **Upload Files** and select the document from your computer. Click **Done** when the file has uploaded.
- Type the file name using the following this naming convention: **SiteAddress_Town_DocumentType_DateofDocument**

- Add the document date and author. If the document is a revision of a previous submittal, click the box in the lower left. Click **Submit** on the lower right.
- The following screen will show a summary of the submittal information you just entered (not editable). You will get a notification on the bell at the upper right of the screen and an email with the submittal information.
- Documents are available immediately. You may need to refresh your browser for it to be visible.

Appendix A. Submittal Categories and Submittal Types

Submittal Category	Submittal Type
Completion	Petition to Withdraw
Completion	Release Remediation Closure Report
Completion	Significant Environmental Hazard Certification Request
Completion	Sitewide LEP Verification
Cost Recovery	Cost Recovery General Correspondence
Cost Recovery	Cost Recovery Insurance Correspondence
Cost Recovery	Cost Recovery Release Letter
Cost Recovery	Invoice/ Work Ticket Back up Documentation
Enforcement	Corrective Action Plan
Enforcement	Corrective Action Report
Enforcement	Enforcement Correspondence 1
Enforcement	Enforcement Correspondence 2
Enforcement	Enforcement Correspondence 3
Enforcement	Enforcement Correspondence 4
Enforcement	Enforcement Correspondence 5
Inspection	Annual Document Log
Inspection	Corrective Action Plan
Inspection	Corrective Action Report
Inspection	DEEP Wetland Inspection Memo
Inspection	Inspection Report Correspondence 1
Inspection	Inspection Report Correspondence 2
Inspection	Inspection Report Correspondence 3
Inspection	Inspection Report Correspondence 4
Inspection	Inspection Report Correspondence 5
Inspection	Laboratory Results and Summary Table
Inspection	Transformer Oil Testing
Inspection	Waste Manifest
Investigation	Additional Documentation
Investigation	Completion of Investigation (COI)
Investigation	Completion of Investigation (COI) Transmittal Form
Investigation	Ecological Risk Assessment or Sediment Submittal
Investigation	Environmental Condition Assessment Form (ECAF)

Investigation	General Correspondence
Investigation	Hazardous Building Materials Survey
Investigation	Immediate Action Plan
Investigation	Immediate Action Report
Investigation	Investigation Report
Investigation	Justification for Redaction
Investigation	Laboratory Results and Summary Table
Investigation	Multi-Media Receptor Survey
Investigation	Other
Investigation	Phase I and II Report
Investigation	Phase I and II Scope of Work
Investigation	Phase I Report
Investigation	Phase I Scope of Work
Investigation	Phase II and III Report
Investigation	Phase II and III Scope of Work
Investigation	Phase II Report
Investigation	Phase II Scope of Work
Investigation	Phase III Report
Investigation	Phase III Scope of Work
Investigation	Progress Report
Investigation	Release Based Tiering Receptor Survey
Investigation	Release Catalogue Report
Investigation	Risk Assessment Report
Investigation	Scope of Study
Investigation	Statement of Basis/Rationale Memo
Investigation	Supply Well Receptor Survey
Investigation	Surface Water Receptor Survey
Investigation	Vapor Intrusion Receptor Survey
Investigation	Water Quality Annual Monitoring Report
Investigation	Water Quality Monitoring Report
Remedial	Additional Documentation
Remedial	Additional Polluting Substances (APS) - EPH/VPH/APH Methods and Criteria Request
Remedial	Additional Polluting Substances (APS) Request
Remedial	Alternative Analytical Method
Remedial	Alternative Direct Exposure Criteria
Remedial	Alternative Direct Exposure Criteria for PCBs
Remedial	Alternative Groundwater Monitoring Plan

Remedial	Alternative Groundwater Protection Criteria
Remedial	Alternative Means of Demonstrating Compliance with Direct Exposure Criteria
Remedial	Alternative Means of Demonstrating Compliance with Pollutant Mobility Criteria
Remedial	Alternative Pollutant Mobility Criteria
Remedial	Alternative Pollutant Mobility Dilution/Dilution Attenuation Factor
Remedial	Alternative Surface Water Protection Criteria
Remedial	Alternative Volatilization Criteria
Remedial	Coastal Consistency Review
Remedial	Conservation or Preservation Restriction Information
Remedial	Covenant Not to Sue
Remedial	Cumulative Risk Short Form
Remedial	Current Human Exposure Under Control Report (CA725)
Remedial	Documentation of Environmental Indicator Determination
Remedial	Engineered Control Construction Complete
Remedial	Engineered Control Inspection Report
Remedial	Engineered Controls (EC) Part 1 Application
Remedial	Engineered Controls (EC) Part 2 Application
Remedial	Environmental Land Use Restriction (ELUR) Application
Remedial	Environmental Use Restriction (EUR) Annual Inspection
Remedial	Environmental Use Restriction (EUR) Comprehensive Inspection
Remedial	Environmental Use Restriction (EUR) Emergency Release
Remedial	Environmental Use Restriction (EUR) Final Recorded Documentation
Remedial	Environmental Use Restriction (EUR) Permanent Release/Termination
Remedial	Environmental Use Restriction (EUR) Release Completion Report
Remedial	Environmental Use Restriction (EUR) Temporary Release
Remedial	Environmental Use Restriction (EUR) Temporary Release for Recurring Activities (TRRA)
Remedial	Exemption from Volatilization Criteria by Demonstrating No Building Can Be Constructed
Remedial	Financial Assurance Correspondence and Updates
Remedial	Financial Assurance Mechanism
Remedial	General Correspondence

Remedial	General Correspondence
Remedial	General Correspondence
Remedial	General Correspondence
Remedial	Hazardous Remediation Waste Action Plan
Remedial	Immediate Action Report
Remedial	Indoor Air Monitoring Plan
Remedial	Institutional Controls Established Report
Remedial	Justification for Redaction
Remedial	Laboratory Results and Summary Table
Remedial	NDDB State Listed Review Form
Remedial	Non-Aqueous Phase Liquid (NAPL) Variance
Remedial	Notice of Activity and Use Limitation
Remedial	Operation & Maintenance Plan
Remedial	Operation & Maintenance Report
Remedial	Other
Remedial	Pollution Prevention Plan
Remedial	Pollution Prevention Plan (Redacted)
Remedial	Progress Report
Remedial	Public Comment Summary
Remedial	Public Notice
Remedial	Public Notice on Proposed Remedy (RCRA Remedial Action Plan)
Remedial	Public Notice- Remediation Complete
Remedial	Quality Assurance Project Plan (QAPP)
Remedial	Ready for Anticipated Use Report (CA 800)
Remedial	Release Catalogue Report
Remedial	Release to Groundwater Controlled Report (CA750)
Remedial	Remedial Action Plan
Remedial	Remedial Action Plan Transmittal Form
Remedial	Remedial Action Report
Remedial	Remedial Design Report
Remedial	Remedial Solution Determined Report (CA400)
Remedial	Remediation Complete-Approved with Controls-LTS Permit Issued Report (CA900)
Remedial	Remediation Complete-Approved with No Controls Report (CA999)
Remedial	Remediation Standard Regulation Provisional Use Notice
Remedial	Remediation Waste Management Plan
Remedial	Remedy Constructed Report (CA550)

Remedial	Reuse of Polluted Soil
Remedial	Significant Environmental Hazard Abatement Plan
Remedial	Significant Environmental Hazard Abatement Report
Remedial	Significant Environmental Hazard Immediate Action Plan
Remedial	Significant Environmental Hazard Immediate Action Report
Remedial	Significant Environmental Hazard Status Update
Remedial	Site-Specific Remedy or Targeted Brownfield Remedy Request
Remedial	Statement of Basis/Rationale Memo
Remedial	Statement of Basis/Rationale Memo
Remedial	Statement of Basis/Rationale Memo
Remedial	Statement of Basis/Rationale Memo
Remedial	Summary Report
Remedial	Technical Impracticability (TI) Eligibility Request
Remedial	Technical Impracticability Completion Request
Remedial	Water Quality Annual Monitoring Report
Remedial	Water Quality Monitoring Report
Remedial	Widespread Polluted Fill Variance Request
Long Term Stewardship	Additional Documentation
Long Term Stewardship	Additional Documentation
Long Term Stewardship	Coastal Consistency Review
Long Term Stewardship	Conservation or Preservation Restriction Information
Long Term Stewardship	Covenant Not to Sue
Long Term Stewardship	Engineered Control Construction Complete
Long Term Stewardship	Engineered Control Inspection Report
Long Term Stewardship	Engineered Controls (EC) Part 1 Application
Long Term Stewardship	Engineered Controls (EC) Part 2 Application
Long Term Stewardship	Environmental Land Use Restriction (ELUR) Application
Long Term Stewardship	Environmental Use Restriction (EUR) Annual Inspection
Long Term Stewardship	Environmental Use Restriction (EUR) Comprehensive Inspection
Long Term Stewardship	Environmental Use Restriction (EUR) Emergency Release
Long Term Stewardship	Environmental Use Restriction (EUR) Final Recorded Documentation
Long Term Stewardship	Environmental Use Restriction (EUR) Permanent Release/Termination

Long Term Stewardship	Environmental Use Restriction (EUR) Release Completion Report
Long Term Stewardship	Environmental Use Restriction (EUR) Temporary Release
Long Term Stewardship	Environmental Use Restriction (EUR) Temporary Release for Recurring Activities (TRRA)
Long Term Stewardship	Financial Assurance Correspondence and Updates
Long Term Stewardship	General Correspondence
Long Term Stewardship	General Correspondence
Long Term Stewardship	Justification for Redaction
Long Term Stewardship	Justification for Redaction
Long Term Stewardship	Laboratory Results and Summary Table
Long Term Stewardship	NDDB State Listed Review Form
Long Term Stewardship	Notice of Activity and Use Limitation
Long Term Stewardship	Operation & Maintenance Report
Long Term Stewardship	Other
Long Term Stewardship	Other
Long Term Stewardship	Pollution Prevention Plan
Long Term Stewardship	Pollution Prevention Plan (Redacted)
Long Term Stewardship	Remediation Complete-Approved with Controls-LTS Permit Issued Report (CA900)
Long Term Stewardship	Statement of Basis/Rationale Memo
Long Term Stewardship	Statement of Basis/Rationale Memo
Long Term Stewardship	Summary Report
Schedule	Notification of LEP
Schedule	Schedule
Schedule	Schedule Extension Request
Schedule	Vol 133X Enrollment Confirmation
Tiers	Remove Tier 1A Release from Tier Group
Tiers	Tier 1A - Noncompliance by Prior Maintainer Statement
Tiers	Tier Characterization Report
Tiers	Tier Checklist
Tiers	Tier Schedule Extension - LEP Notice
Tiers	Tier Schedule Extension Request - Commissioner Approval
Tiers	Tiers Payment Combination Request
Permit/Authorizations	Emergency or Temporary Discharge Authorization Request

Permit/Authorizations	General Permit Registration: In Situ Remediation
Permit/Authorizations	Stewardship Permit Application