



# 2018 National Tanks Conference & Exposition

## September 12, 2018

### Speed Dating: UST Technology





# Speed Dating: UST Technology

## E-Government: Running UST/LUST State Programs Efficiently



Moises Torrent, Environmental Analyst  
Emergency Response & Spill Prevention Division  
Storage Tank & PCB Enforcement Unit



Connecticut Department of Energy and Environmental Protection



# Initial steps

- Determine scope of project (programmatic or enterprise)
- Send out RFI and schedule demonstrations
- Decide between a custom application or a “canned” product
- Send out Request for Proposals
- Award the bid and begin implementation





# Implementation

- Meet with your team and develop a Project Wheel for each Phase
  - UST Business Team – CT DEEP staff (subject matter experts)
  - CT OIM – Office of Information Management
  - Data Base Team –Fairfax/IT
  - Project Management – Fairfax/IT
  - CT BEST – Bureau of Enterprise Systems and Tech.



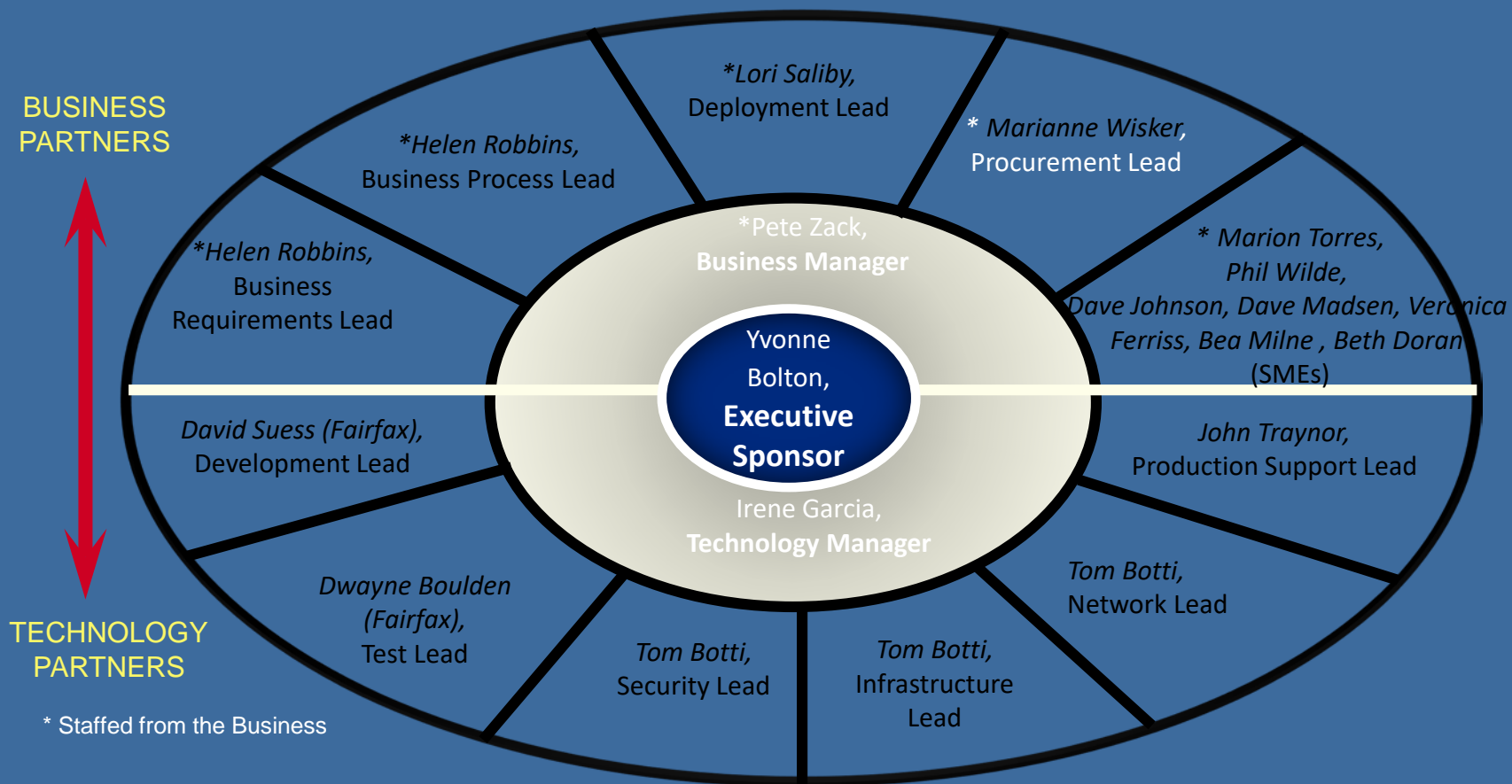




## Release 1: UST

### Current Phase: Business Requirements

PSC – Project Steering Committee  
See IMSB slide



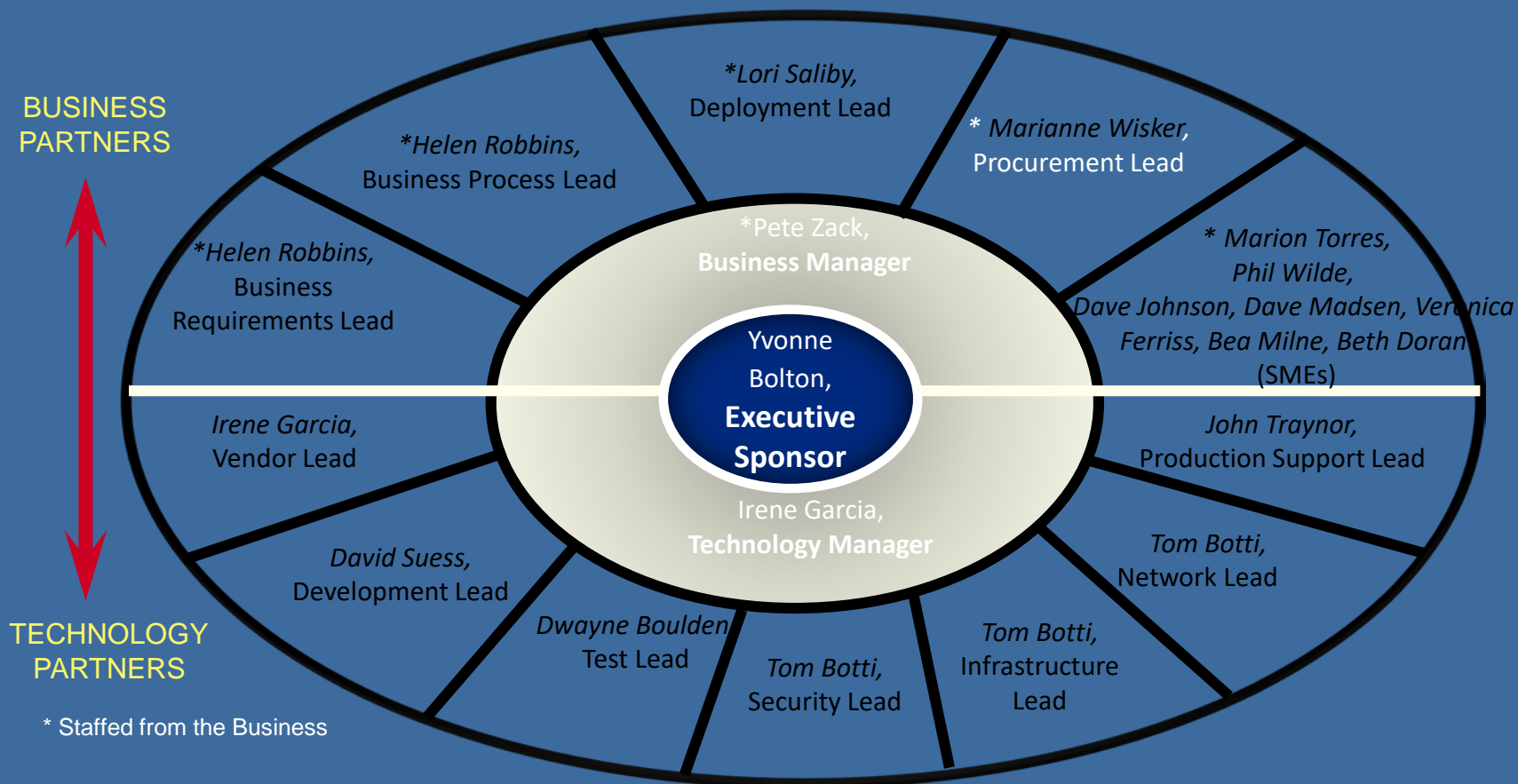




## Release 1: UST

**Current Phase: Design**

PSC – Project Steering Committee  
See IMSB slide



### Support/Consulting Roles:

Filenet P8: Bill Katzer (BEST), Marco Incorvaia (Fairfax)  
BEST Enterprise Architect: Len Smith  
Financial Advisor : Marianne Wisker

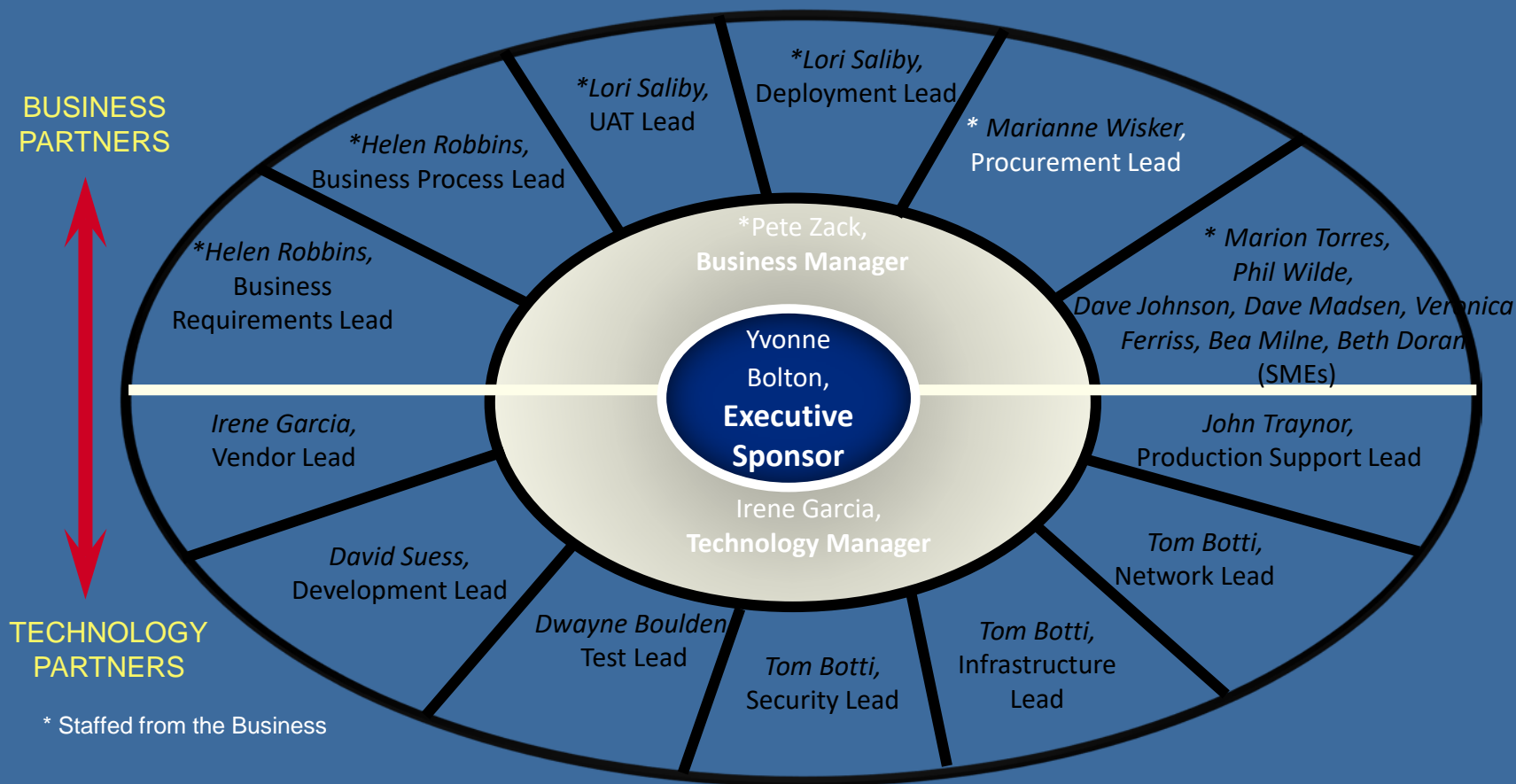




## Release 1: UST

Current Phase: **Construction**

PSC – Project Steering Committee  
See IMSB slide



### Support/Consulting Roles:

Filenet P8: Bill Katzer (BEST), Marco Incorvaia (Fairfax)  
BEST Enterprise Architect: Len Smith  
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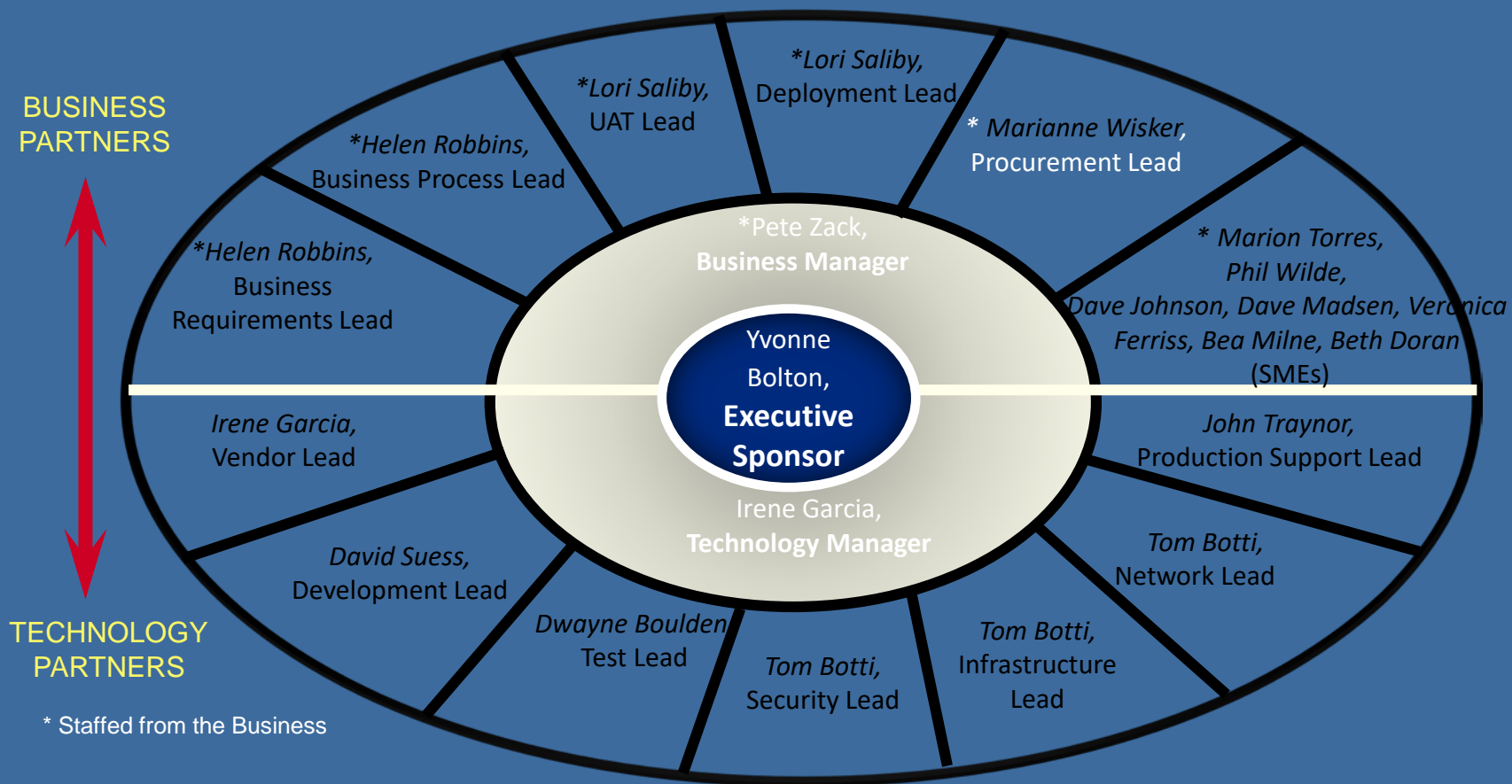




## Release 1: UST

**Current Phase: Testing**

PSC – Project Steering Committee  
See IMSB slide



### Support/Consulting Roles:

Filenet P8: Bill Katzer (BEST), Marco Incorvaia (Fairfax)  
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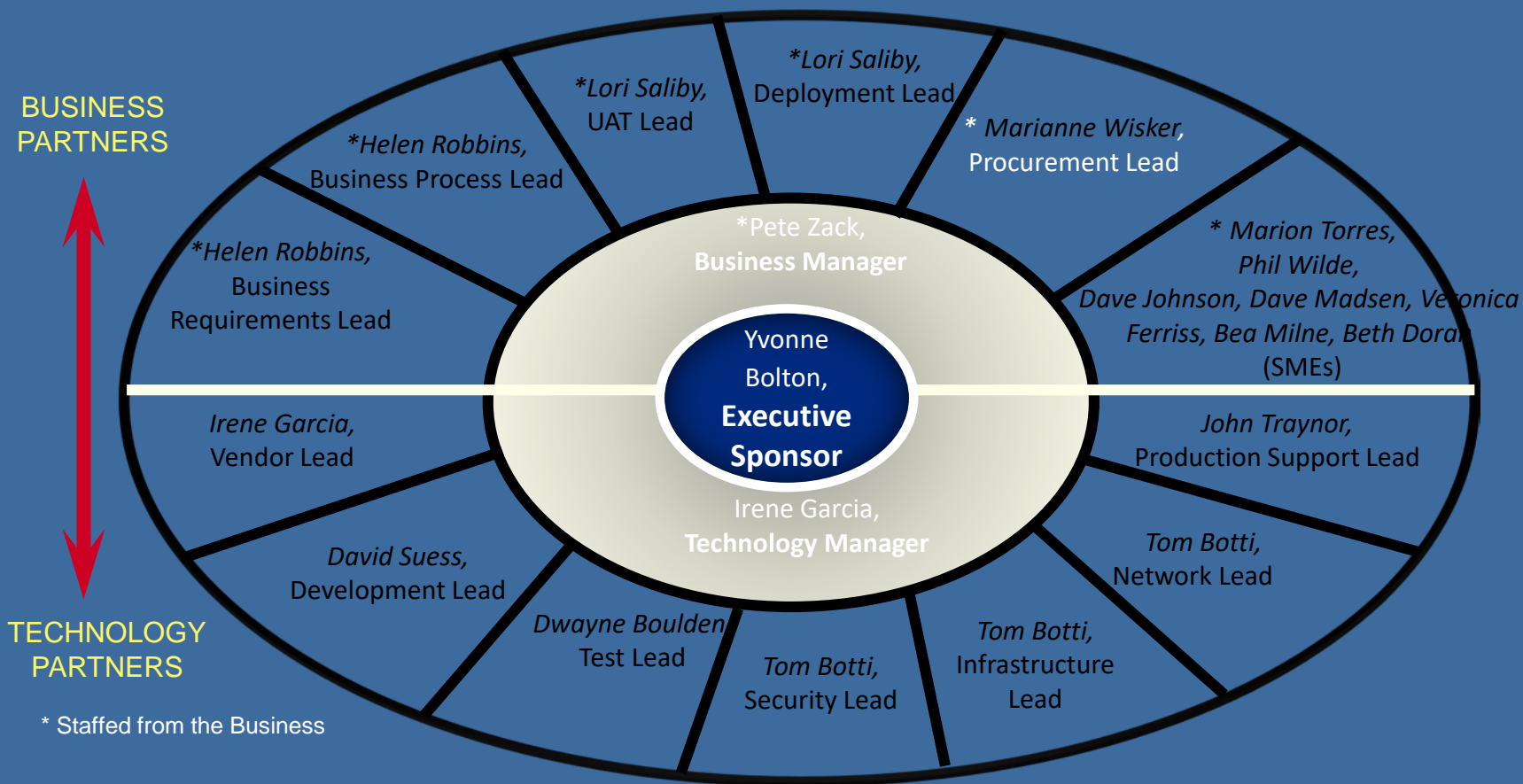




## Release 1: UST

### Current Phase: **Implementation**

PSC – Project Steering Committee  
See IMSB slide



#### Support/Consulting Roles:

Filenet P8: Bill Katzer (BEST), Marco Incorvaia (Fairfax)  
BEST Enterprise Architect: Len Smith  
Financial Advisor : Marianne Wisker

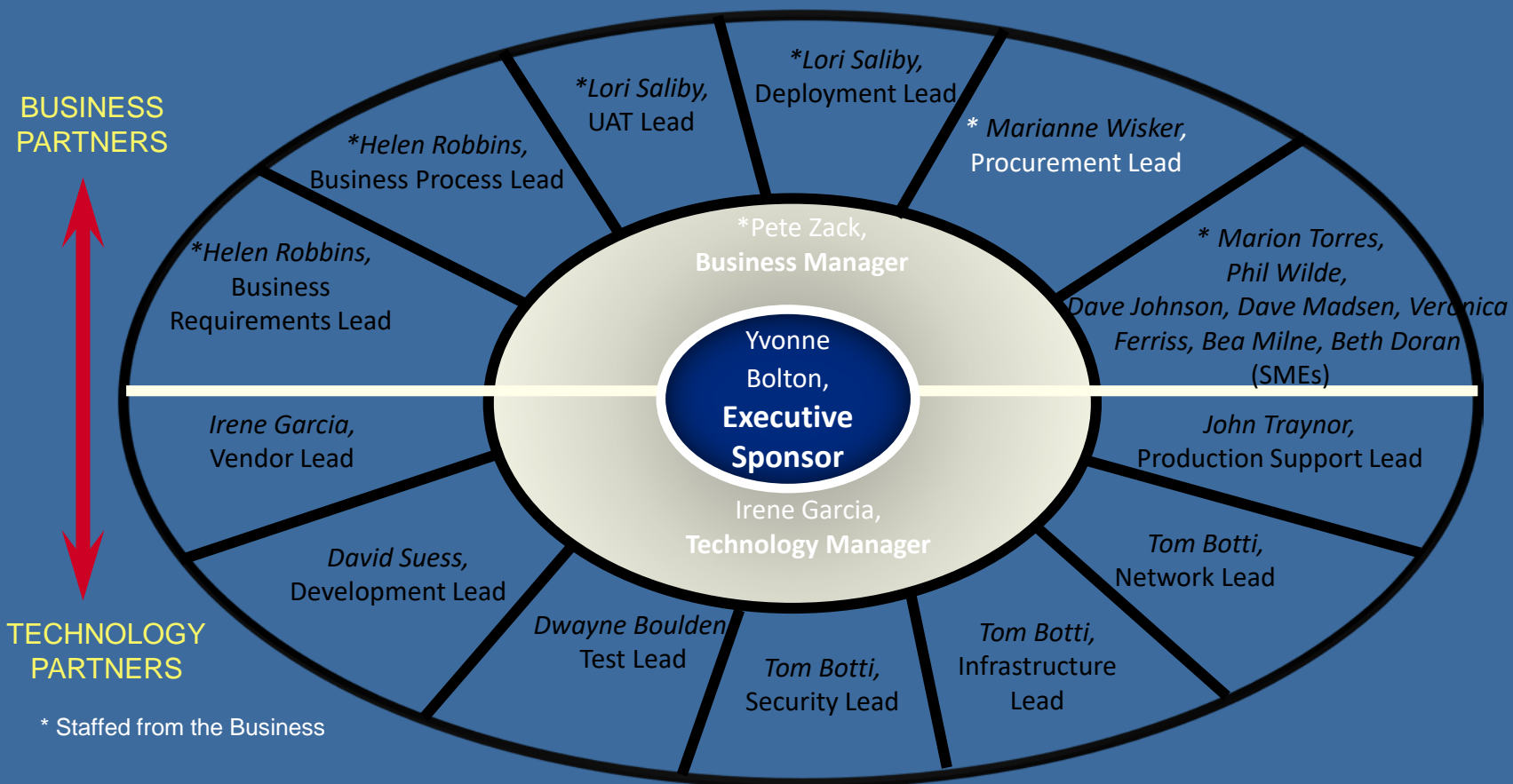




Release 1: UST

Current Phase: **Post-Implementation**

PSC – Project Steering Committee  
See IMSB slide



**Support/Consulting Roles:**

Filenet P8: Bill Katzer (BEST), Marco Incorvaia (Fairfax)  
BEST Enterprise Architect: Len Smith  
Financial Advisor : Marianne Wisker



# Beta Testing (outward facing ezfile system)

ct.gov State of Connecticut Governor Dannel P. Malloy

CONNECTICUT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION

Browser: Chrome v. 66 [Log In]

**THIS IS A TEST ENVIRONMENT**


**Welcome to DEEP's ezFile Portal** – the convenient, secure way to manage your DEEP licenses, permits, notifications, and filings.

ezFile can currently be used for:

- Boating and Fishing Permits and Registrations
- Bureau of Energy and Technology Policy (BETP) Filings
- Emissions Inventory (EMIT)
- Environmental Adjudications Filings
- Public Utility Regulatory Authority (PURA) Filings
- Radiation Registrations (Diagnostic & Therapeutic X-Ray Device (DTX) and Radioactive Material & Industrial X-Ray Device (RMI))
- Stormwater Registrations (Construction, Industrial, and No Exposure)
- Underground Storage Tank Notifications (UST)

To apply for other permits, licenses or registrations please go to the [DEEP Permits and Licenses web page](#).

**Enterprise System**



Username

Password

**New to e-Filing?**

- [Getting Started](#)
- [View/Print User Account Guidance](#)
- [Create a User Account](#)

**Forgot your user account information or need to update your account?**

- [Forgot my username](#)
- [Forgot my password](#)
- [View/Print User Account Guidance](#)
- [Go to Account Manager](#)

DEEP Home  
Permits & Licenses  
Getting Started  
Search e-Filings  
Submit/View Public Comments  
FOIA  
DEEP  
PURA  
View Calendar  
File a Public Utility Complaint/Inquiry  
Help  
Need to File?

Testing for every possible scenario! Hours and hours of staff time is required.

- Test Pass/Fail
- Fix
- Retest
- Error messages
- Bugs
- Code writing (by developer)



Connecticut Department of Energy and Environmental Protection



# Beta Testing (internal ICM system)

## IBM Case Manager

- Manages workflow
- Track any errors
- Contested fees
- Manage SA
- Paper data entry
- Portal submissions
  - Approve
  - Deny
  - Resubmit/Correction

IBM Case Manager

Work Cases

Manage Roles Add Case

Sufficiency Review (133) Assignments (0) Sufficiency Review Error (52) All Assigned Work (16) UST Contested Back Fees (0)

Filter: No filters applied Reset

Submission EIDNumber	Application Number	Time Created	Time Queued	Portal FilingID	Site Name	Site Number	Address	Submission Count	Submission Type
2126013		4/17/2013, 10:20 AM	2/17/2015, 6:54 AM	245	BETHEL POLICE DEPT.	9-50022	49 PLUMTREES RD	1	Portal
2126016		4/17/2013, 10:30 AM	4/17/2013, 10:31 AM	247	BETHEL POLICE DEPT.	9-50023	49 PLUMTREES RD	1	Portal
2126018		4/17/2013, 11:00 AM	2/17/2015, 6:54 AM	248	DOOGINGTOWN GARAGE INC.	97-50024	61 DOOGINGTOWN RD	1	Portal
2126020		4/17/2013, 11:05 AM	2/17/2015, 6:54 AM	249	Residence	9-50025	3 Woodlawn Dr	1	Portal
2126007		4/17/2013, 12:30 PM	2/17/2015, 6:54 AM	226		200-50020		1	Portal
2126024		4/17/2013, 1:40 PM	2/17/2015, 6:54 AM	242	Southbury Training School	130-50028	1461 S Britain Rd	1	Portal
2126026		4/17/2013, 1:49 PM	2/17/2015, 6:54 AM	258		200-50030		1	Portal
2126027		4/17/2013, 1:50 PM	2/17/2015, 6:54 AM	257		200-50031		1	Portal
2126031		4/23/2013, 2:36 PM	2/17/2015, 6:54 AM	263	MARLBOROUGH CENTRAL OFFICE (7641)	79-50035	ROUTE 66	1	Portal
2126034		4/23/2013, 2:36 PM	2/17/2015, 6:54 AM	265	BETHEL POLICE DEPT.	9-50037	49 PLUMTREES RD	1	Portal
2126032		4/23/2013, 2:36 PM	2/17/2015, 6:54 AM	264	SHELTER ROCK SCHOOL	34-50038	2 CROW'S NEST LN	1	Portal
2126048		4/25/2013, 12:00 AM	4/25/2013, 12:02 AM	295	EDMOND TOWN HALL	200-50044	45 MAIN ST	1	Portal
2126046		4/25/2013, 12:05 AM	4/25/2013, 12:06 AM	296	Ther Precision Steel	200-50043	300 BROAD ST	1	Portal
2126112		5/7/2013, 3:34 PM	5/7/2013, 3:35 PM	349	ASHFORD TOWN HALL	3-50066	38 POMPEY HOLLOW RD	1	Portal
2126114		5/7/2013, 5:00 PM	2/17/2015, 6:54 AM	343	EDMOND TOWN HALL	200-50067	45 MAIN ST	1	Portal
2126137		5/9/2013, 12:10 AM	2/17/2015, 6:54 AM	375	NONE	132-50072	46 KENNEDY RD	1	Portal
					BRIARWOOD				

8/22/2016, 1:12 PM - The in-basket returned 133 work items.



Connecticut Department of Energy and Environmental Protection



# TEST, TEST, TEST → GO LIVE!!

## One of hundreds of testing scenarios

### 4.7 Tanks Section - Permanently Closing Tanks

This script tests the ability to permanently close a tank

Step #	Test Action	Expected Results	Pass/Fail
1.	Select "Edit " button for Tanks Section	"Tank List" screen will display	
2.	Select Tank A by selecting the row, and selecting "Close"	"Tank Closure Info" screen for Tank: A will display  Installation date and tank capacity will prefill from original tank info input previously	
3.	Select date tank was closed = Current date	Error message: Tank close date must be earlier then today and must be after the date of installation" will display	
4.	Change Close date to 1/2/2013  Select " Date UST was last used..." = any date after 1/2/13	Error message " The estimated last use date should be prior to ... date the tank was closed, but following the install date"	
5.	Change "Date UST was last used..." = any date <u>between</u> install date and closed date  Select How Tank was Closed = "Closed in ground and filled with inert material"	"Describe the inert filled material" will display	
6.	Type in "Unknown" for the description of the inert filled material  Select "Next"	"Site Assessment (Tank: A)" screen will display	
7.	Select "Yes" to "Was the required site assessment completed"  Select "Next"	"Select Consultant-UST Site Assessment" Screen will display	

## After the initial go live date:

- It's very important to secure a maintenance contract with the vendor!
- At least 1 year
- The system will evolve
- Users will find additional bugs and errors
  - Compatibility issues
- Regulations change over time
- Staff levels change – auto approval
- Additional functionality – 10-year extension for certain USTs





# Let's do a UST filing



## Department of ENERGY & ENVIRONMENTAL PROTECTION

Browser: Chrome v. 66

[Log In]



### Welcome to e-Filing!

DEEP Home

Permits & Licenses

Getting Started

Public Search

SW & UST By Map  
SW & UST By Location  
Boating & Fishing  
Radiation

Public Comments

Submitted SWC Filings

Help

Need to File?

**Welcome to DEEP's ezFile Portal** – the convenient, secure way to manage your DEEP licenses, permits and notifications.

ezFile can currently be used for:

- Stormwater Registrations (Construction, Industrial and No Exposure);
- Underground Storage Tank Notifications;
- Boating and Fishing Permits and Registrations, and
- Radiation (DTX and RMI).

To apply for other permits, licenses or registrations please go to the [DEEP Permits and Licenses web page](#).



Username   
Password

New to e-Filing?

- [Getting Started](#)
- [View/Print User Account Guidance](#)
- [Create a User Account](#)

Forgot your password or need to update your user account?

- [Forgot my username](#)
- [Forgot my password](#)
- [View/Print User Account Guidance](#)
- [Go to Account Manager](#)

### Step 1

#### Create a User Account

You need a user account to log into our ezFile system.

If there are other (See examples below) individuals or companies that will need to enter information or sign off on your filing, ask them to create a user account as well.

Doing so will enable them to fill out information or digitally sign the eForm where appropriate.

[Create a new user account](#)

OR

Already have a user account?  
[Login](#)

Examples of other individuals or companies that may need to contribute to your eFiling include:

- Filers
- Reviewers
- UST Installers
- Class A/B Operators
- Preparers
- Design Professionals
- 3rd Party Certifiers

### Step 2

#### Create a Subscriber Agreement

(Required for Radiation, Stormwater and UST Filings)

**Radiation Filings:** For an individual to submit an Electronic Radiation Filing using ezFile, a Subscriber Agreement must be completed. If you will be contributing to a filing but not submitting, you can skip Step 2 and move to Step 3. To complete a subscriber agreement, log into ezFile with the user name you created in step one. Once logged in, select "Subscriber Agreements" and follow the screen prompts.

#### Stormwater and UST Filings:

For an individual to submit a Stormwater or UST Electronic Filing using ezFile, an electronic signature will need to be approved by DEEP. If you will be contributing to a filing but not submitting, you can skip Step 2 and move to Step 3.

To obtain approval to use an electronic signature, a paper copy of a Subscriber Agreement must be completed, signed and returned to DEEP. You can do this by logging into ezFile with the user name you created in step one. Once logged in, select "Subscriber Agreements" and follow the screen prompts.

After filling out your information, a PDF copy of the completed Subscriber Agreement will be generated. Print out the PDF copy, sign it, and return it to DEEP. You will receive an email when it has been approved.

[More info on Subscriber Agreements.](#)

### Step 3

#### Create an eFile

After a user account has been created, you can start your filing.

Once logged in, simply select the type of permit you would like to complete from the left menu.

If a Subscriber Agreement (SA) is required by your filing, the SA must be completed (and approved for Stormwater and UST filings) before your filing can be submitted.


**Next Step:** [View/Print Account Set-up Guidance](#) to create your User Account.



## Connecticut Department of Energy and Environmental Protection




# Let's do a UST filing



Department of  
ENERGY & ENVIRONMENTAL PROTECTION

Browser: Chrome v. 66 [Log In]



## Welcome to e-Filing!

DEEP Home  
Permits & Licenses

### Getting Started

**Public Search**  
SW & UST By Map  
SW & UST By Location  
Boating & Fishing  
Radiation

**Public Comments**  
Submitted SWC Filings

**Help**

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the convenient, secure way to manage your DEEP licenses, permits and notifications.

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Username:



Password:

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- [View/Print User Account Guidance](#)
- [Create a User Account](#)

**Forgot your password or need to update your user account?**

- [Forgot my username](#)
- [Forgot my password](#)
- [View/Print User Account Guidance](#)
- [Go to Account Manager.](#)



## Account Manager - User Help

### Account Setup

- [Create a new user account](#)
- [Continue account setup \(due to interruption after selecting User Name/Password\)](#)
- [Did not receive email with PIN number](#)
- [Generate a new PIN number](#)

### Account Maintenance

- [Update the email address associated to my account](#)
- [Change my password](#)
- [Change my security questions or answers](#)
- [Forgot my user name](#)
- [Forgot my password](#)
- [Forgot the answers to my security question\(s\)](#)
- [Unlock my account](#)
- [Unblock my account](#)



Connecticut Department of Energy and Environmental Protection



# STEP 1: Account Creation



## Department of ENERGY & ENVIRONMENTAL PROTECTION

V5.0.0.0.02082017

Date: 8/22/2018

### New User Account

#### Step 1 of 4 :

Please enter details to start an account

\* = required field

\* First Name:   
\* Last Name:   
\* User Name:   
\* Password:   
\* Confirm Password:   
\* Email:   
\* Confirm Email:   
\* Validation Code:  (Case Sensitive)



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- PIN will be sent to email to validate the account
- Next step is to select 5 security questions and answers (case sensitive)



Connecticut Department of Energy and Environmental Protection



# STEP 2: Subscriber Agreement

## BACKGROUND


EPA's CROMERR (Cross-Media Electronic Reporting Rule) provides the legal framework for electronic reporting under EPA's regulatory programs. The Rule sets performance-based, technology-neutral system standards and provides a streamlined, uniform process for Agency review and approval of electronic reporting. The CROMERR program ensures the enforceability of regulatory information collected electronically by EPA and EPA's state, tribal and local government partners.

This is essentially a mechanism for User identification, verification and authentication.

- CT DEEP opted for the wet-ink signature of a Subscriber Agreement
- There are some electronic options, but they are a little more invasive (social security number)
- See <https://www.epa.gov/cromerr> for guidance







## eFiling System

Add New Subscriber Agreement

DEEP Home

Permits & Licenses

Getting Started

Public Search  
SW & UST By Map  
SW & UST By Location  
Boating & Fishing  
Radiation

Public Comments  
Submitted SWC Filings

Help

My Home/Filings

Account Manager

Messages

Subscriber Agreements

Need to File?

New Filings:  
Boating & Fishing  
Radiation  
Stormwater  
Underground Storage  
Tank

Here you will be able to add a subscriber agreement for your company/organization.

**STEP 1**  
Please use the field labeled "Enter Client (Regulated Entity) Name for search" to search for the company/organization or individual who is the actual regulated entity.

- To search for your company/organization, exclude words such as 'The', 'Town/City of', and 'Department of'.
- To search for an individual, search initially by last name only. If needed, add in first name and/or middle initial. Exclude any prefixes or suffixes (Mr., Mrs., Jr., etc.).

**Note: The selected client name must be an exact match of the client name listed within an associated filing as the Registrant/Billing Contact in order to submit that filing.**

Enter Client (Regulated Entity) Name for search:

### Client Search Result

Select	Name
<input type="checkbox"/>	ACME AUTO BODY & SALES, INC.
<input checked="" type="checkbox"/>	ACME AUTO INC.

Showing 1 to 2 of 2 entries

Please select a client name:

If your client name is not listed, click the **ADD NEW** button to add your client.

Selected Client: **ACME AUTO INC.**

Selected Line of Business: **UST**

**STEP 2**  
Only one user name can be added as the Signature Authority for each Subscriber Agreement, and is required. Multiple user names may also be added as Subscribers as needed. The user designated as the Signature Authority will have admin rights to the Subscriber Agreement, as well as the same filing rights as a Subscriber.

**Note: All necessary Signatory Authorities and/or Subscribers must first create a user account in order to be included on a Subscriber Agreement.**

Users					
Select	Type	User Name	First Name	Last Name	Email
No users found					

Buttons:

Showing 0 to 0 of 0 entries

#### D. Signatory Authorization

Company Name / Organization: <b>872 EAST MAIN STREET, LLC</b>	
Secretary of the State Business ID (if LLC or Corp):	
Signatory Authority Name: <b>Kevin Curry</b>	
Email Address: <b>Action@danbys.com</b>	Phone Number:
User Name: <b>Danbysfuel</b>	SA Number: <b>2110</b>

The Signatory Authority is the appropriate individual identified under, as applicable, RCSA Sections 22a-430-3(b)(2)(A), 22a-174-2a(A), or 22a-449(c)-110 (incorporating 40 CFR § 270.11(a)) with the authority to sign Electronic Filings on behalf of the Regulated Person.

I, **Kevin Curry** (User ID: **Danbysfuel**), have the authority to enter into this Agreement for **872 EAST MAIN STREET, LLC** under the applicable standards. I request the Connecticut DEEP grant me and the following individual(s) the ability to submit Electronic Filings:

In signing this Agreement, I am bound by the terms of this Agreement, and **872 EAST MAIN STREET, LLC** is also bound by this Agreement.

  
Signatory Authority Signature

Kevin P. Conroy  
Signatory Printed Name

Mark  
Title

Date 10/1/2018

PRINT, SIGN, MAIL



# Connecticut Department of Energy and Environmental Protection



# Step 3: Create and edit your Filing

Browser: Chrome v. 68

Welcome **UST Paper!** [Log Out] 0 Unpaid Filings 1 Unread Messages

**eFiling System**  
Home > UST Notification

**Overview** Form Info Attach Submit Pay

**Let's begin a new UST Notification application**

The primary purpose of this notification program is to provide current up to date information regarding system owner/operator data as well as system design and location of underground storage tank systems (USTs) that store or have stored petroleum or hazardous substances. The information you provide will be based on reasonably available records, or in the absence of such records, your knowledge or recollection. We will guide you through submitting the form.

Enter your Site ID or find your site on the map. To zoom in on the map, enter a site zipcode or use the map scale. If this is a new UST site, add a new marker to the map by selecting the new point of your site:

Search by: ☒ Address ☐ Coordinates

**Verify site data**

Please review the data associated with the site you have selected. If it is not correct, select "Cancel", and choose another site.

Once a filing has been created, you will not be able to modify the site data.

Site Id	148-2662
Site Name	THURSTON FOODS, INC.
Street Address	914 N Colony Rd
City	Wallingford
Zip	06492-2411
State	CT

Application Mode

☒ This is an annual renewal (with or without a modification).

☐ This is a modification only.

**Site Address**  
914 N COLONY RD  
WALLINGFORD, CT 06492

**Legend:**  
● Existing UST Site  
● New UST Site  
▲ Other DEEP Regulated Site


1. Start a new Filing
2. Search your site using Mapping Service
3. Select and Verify the site data
4. Annual or Modification
5. Create Filing



Connecticut Department of Energy and Environmental Protection













# Step 3: Create and edit your Filing

**eFiling System**  
My Home > UST Notification

Save As Draft

OverviewForm InfoAttachSubmitPay

2017 Renewal notification for site 15-3565.

	<b>Owner / Operator</b> Contact Information	Edit	
	<b>Site</b> Site Information	Edit	
	<b>Tanks</b> Tank and Piping Information	Edit	
	<b>Operator Signatures</b> Class A and B Signatures	Edit	
	<b>Financial Mechanism</b> Financial Responsibility Mechanisms	Edit	

**Note:** You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Save and Exit

BackDone

DEEP Home

Permits & Licenses

Getting Started

Search e-Filings

Submit/View Public Comments

FOIA

DEEP

PURA

View Calendar

File a Public Utility Complaint/Inquiry

Help

My Home/Filings

Account Manager

Messages

Subscriber Agreements

Need to File?

New e-Filings:

Boating & Fishing

EMIT

Radiation

Stormwater

Underground Storage Tank

Additional e-Filing

## Help - Start

Welcome to Underground Storage Tank Notification eFiling!

### How do I fill out the form?

You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

### Questions?

Select the question mark in the upper right corner to bring up help text for the current screen.


The information you enter will not be saved until you have selected the "Done"



Connecticut Department of Energy and Environmental Protection



# Owner/Operator Section



Department of  
ENERGY & ENVIRONMENTAL PROTECTION

Browser: Chrome v. 66    Welcome **UST Paper!** [Log Out]    0 Unpaid Filings    1 Unread Messages

### eFiling System

My Home > UST Notification > Owner / Operator > Affiliation List

Save As Draft

Overview    **Form Info**    Attach    Submit    Pay

#### Who is associated with this notification?

Identify the companies or individuals responsible for the tanks.

**You will not be able to Submit your Filing unless the "Company Name/Organization ('Regulated Person')"** on your approved Subscriber Agreement matches the UST Owner or UST Operator AND the Billing Contact.

**Affiliations** (companies or individuals responsible for the tanks)

1. Select a row.


Affiliation	Name	Mailing Address	City/Town	Complete
UST Owner	TOWN OF WATERTOWN	424 MAIN ST	WATERTOWN	Yes
UST Operator	TOWN OF WATERTOWN	61 Echo Lake Rd	Watertown	Yes
Billing Contact	TOWN OF WATERTOWN	424 MAIN ST	WATERTOWN	Yes
Primary Contact	TOWN OF WATERTOWN	424 MAIN ST	WATERTOWN	Yes
Property Owner	TOWN OF WATERTOWN	TOWN HALL ANNEX	WATERTOWN	Yes
Class A Operator	Roy E. Cavanaugh	61 Echo Lake Rd	Watertown	No
Class B Operator	Robert Grandpre	91 Burton St	Watertown	No

2. Select add or edit    **Add**    [Which ones are required?](#)

View Summary for selected Affiliation:    **View Summary**

Back    Step 1.1 of 1.3 | Affiliation List    Next

- Note the statement in **BOLD RED** text at the top of the page
  - Who is the Owner/Operator/Billing...?
  - What's the Address?
  - What's the Phone Number?
  - Who's the Contact person?
    - What's their email?



eFiling System

My Home > UST Notification > Owner / Operator > UST Owner Summary

Overview    **Form Info**    Attach    Submit    Pay

**Please review the following details for the UST Owner.**

Select the pencil to correct that section, or Done to save.

Step 1.1.1 of 1.1.5   Select UST Owner:	✓	STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES 165 CAPITAL AVE ROOM 460 HARTFORD, CT 06106-1629 (860) 622-2016
Step 1.1.2 of 1.1.5   Select UST Owner Address:	✓	
Step 1.1.3 of 1.1.5   Select UST Owner Business Phone:	✓	
Step 1.1.4 of 1.1.5   Select UST Owner Contact Person:	✓	jacquelyn brown, Email: jacquelyn.brown@ct.gov Phone:
Step 1.1.5 of 1.1.5   Class A or B Operator Details: (Only needed for Class A or Class B Operator affiliations)	NA	

Back    Summary    Done



Connecticut Department of Energy and Environmental Protection



# Site Section

The screenshot shows the 'eFiling System' interface for the Connecticut Department of Energy & Environmental Protection. The header includes the department's logo and name. A navigation bar shows 'Welcome UST Paper! [Log Out]', '0 Unpaid Filings', and '1 Unread Messages'. The left sidebar contains links for 'DEEP Home', 'Permits & Licenses', 'Getting Started', 'Public Search', 'Public Comments', 'Help', 'My Home/Filings', 'Account Manager', 'Messages', 'Subscriber Agreements', 'Need to File?', and 'New Filings: Boating & Fishing', 'Radiation', 'Stormwater', 'Underground Storage Tank'. The main content area is titled 'eFiling System' and 'My Home > UST Notification > Site Location'. It features a progress bar with steps: Overview, Form Info (active), Attach, Submit, and Pay. The 'What is the site location?' section prompts the user to enter site location information. The form fields are: 'What is the street address?' (91 BURTON ST), 'What is the city/town?' (WATERTOWN), 'What is the state?' (CT), and 'What is the zip code?' (06795 - 2756). At the bottom, there are 'Back' and 'Done' buttons, and a status bar indicating 'Step 2.1 of 2.1 | Site Location'.

Department of  
ENERGY & ENVIRONMENTAL PROTECTION

Browser: Chrome v. 66 Welcome UST Paper! [Log Out] 0 Unpaid Filings 1 Unread Messages

**eFiling System**  
My Home > UST Notification > Site Location

Overview Form Info Attach Submit Pay

**What is the site location?**  
Please enter/review your site location information.

What is the street address? 91 BURTON ST

What is the city/town? WATERTOWN

What is the state? CT

What is the zip code? 06795 - 2756

Back Step 2.1 of 2.1 | Site Location Done

- Site data will pre-populate with any existing site (cannot be edited)
- New, first-time notification will require data entry



Connecticut Department of Energy and Environmental Protection



# Tanks Section



Department of  
**ENERGY & ENVIRONMENTAL PROTECTION**

Browser: Chrome v. 66    Welcome **UST Paper!** [Log Out]    0 Unpaid Filings    1 Unread Messages



**eFiling System**  
My Home > UST Notification > Tanks > Tank List

Save As Draft

Overview

Form Info

Attach

Submit

Pay

**Tanks associated with this notification.**  
All tanks at this site must be listed below.

**Tanks**  
1. Select a row

Tank Name	Compartment	Is Manifold	Status	Capacity	Substance Stored	Notification Type	Complete
2		No	CIU	10000	Diesel	Existing	Yes
3		No	CIU	10000	Gasoline	Existing	Yes
4		No	CIU	2000	Heating Oil(on-site consumption)	Existing	Yes

Select one of the actions:

Summary

Add

Edit

Close

Copy

Back

Step 3.1 of 3.2 | Tank List

Done

DEEP Home

Permits & Licenses

Getting Started

Public Search  
SW & UST By Map  
SW & UST By Location  
Boating & Fishing  
Radiation

Public Comments  
Submitted SWC Filings

Help

My Home/Filings

Account Manager


Messages

Subscriber Agreements

Need to File?


New Filings:  
Boating & Fishing  
Radiation  
Stormwater  
Underground Storage  
Tank

## Tank Summary



Department of  
**ENERGY & ENVIRONMENTAL PROTECTION**

Browser: Chrome v. 66    Welcome **UST Paper!** [Log Out]    0 Unpaid Filings    1 Unread Messages



**eFiling System**  
My Home > UST Notifications > Tanks > Summary

Save As Draft

Overview

Form Info

Attach

Submit

Pay

**Tank Summary for Tank: 2**  
Green checks mean you are good to go! Select the pencil to jump to unfinished page.

Step 3.1.1 of 3.1.12 | Tank Notification Type

Step 3.1.2 of 3.1.12 | Tank Configuration

Step 3.1.3 of 3.1.12 | Tank Status

Step 3.1.4 of 3.1.12 | Substance Stored

Step 3.1.5 of 3.1.12 | Tank Construction

Step 3.1.6 of 3.1.12 | Tank Construction Type

Step 3.1.7 of 3.1.12 | Tank Primary Release Detection

Step 3.1.8 of 3.1.12 | Piping Material

Step 3.1.9 of 3.1.12 | Piping Construction

Step 3.1.10 of 3.1.12 | Piping Type

Step 3.1.11 of 3.1.12 | Pipe Primary Release Detection

Step 3.1.12 of 3.1.12 | Spill and overflow detection

Back

Summary


Done



Connecticut Department of Energy and Environmental Protection



# Operator Signatures Section

**eFiling System**  
My Home > UST Notifications > Operator Signatures

OverviewForm InfoAttachSubmitPay

**Please sign off as Class A/B Operator.**  
Review the filing, and then sign off.

As the Filer, you should select sign only if you are also the Class A and B Operator. If you are not the Class A and B Operator:

1. Have the Class A and B operator's create an account if they do not have one.
2. Obtain the Class A and B operator's login name.
3. Add them to the Roles list for this filing as a "Class A Operator" and "Class B Operator"
4. If it is the same entity add the user as a "Class A/B Operator"
5. Have the operator(s) login to review the information and sign.

SABINO BOCUZZI  
547 NORTH AVE  
  
BRIDGEPORT, CT 06606-5702  
  
(203) 335-3765  
..  
(203)654-5896

Company:  
Training: ECS/Eclipse Connecticut Class A/B  
Operator Training on 8/7/2018  
Expires: 8/7/2020 (Initial or biennial training)

You can open the PDF to review details.  
Once reviewed, select the following button to sign the Filer.

PDF

Sign

Signature

Back

Step 2 of 5.1 | Operator Signature

Done

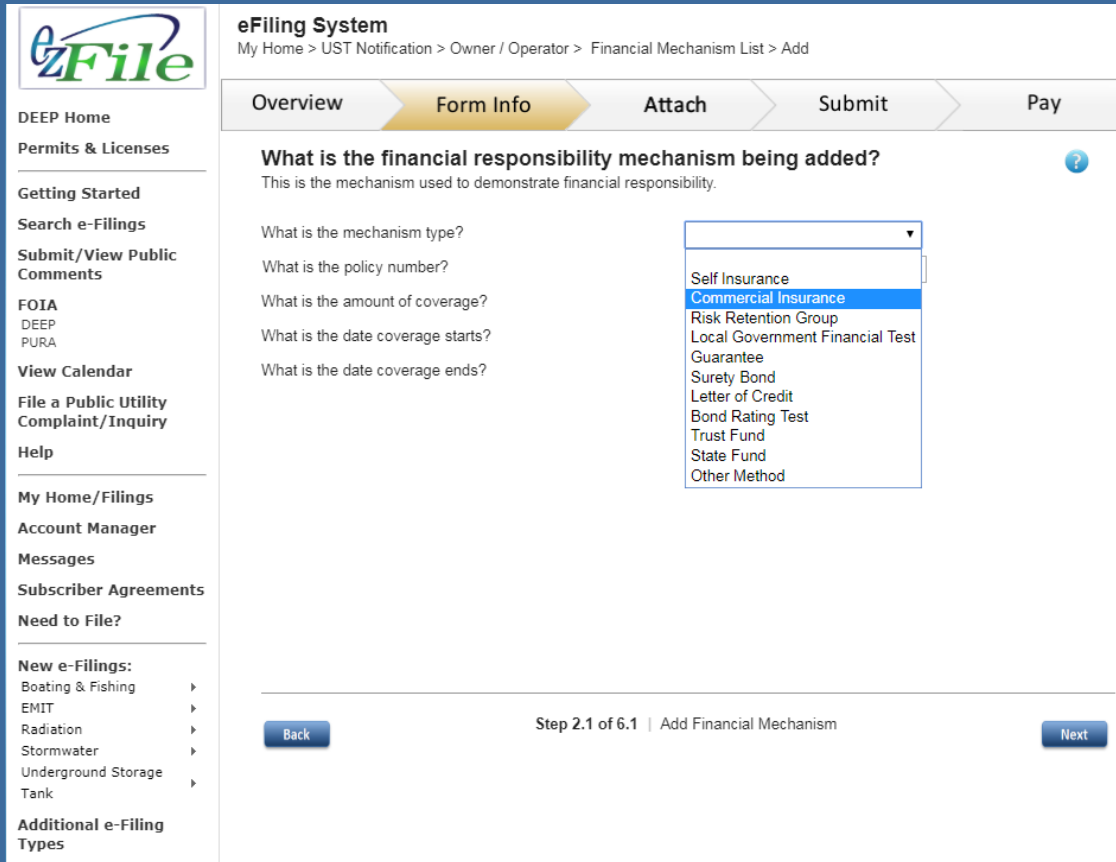
Our regulations require the A/B Operator(s) to sign, in this case, electronically.



Connecticut Department of Energy and Environmental Protection



# Financial Mechanism Section



The screenshot shows the 'eFiling System' interface for adding a financial mechanism. The breadcrumb trail is 'My Home > UST Notification > Owner / Operator > Financial Mechanism List > Add'. The navigation bar includes 'Overview', 'Form Info' (active), 'Attach', 'Submit', and 'Pay'. The main heading is 'What is the financial responsibility mechanism being added?' with a subtext 'This is the mechanism used to demonstrate financial responsibility.' and a help icon. Below this are five questions: 'What is the mechanism type?', 'What is the policy number?', 'What is the amount of coverage?', 'What is the date coverage starts?', and 'What is the date coverage ends?'. A dropdown menu for the first question is open, showing options: 'Self Insurance', 'Commercial Insurance' (highlighted), 'Risk Retention Group', 'Local Government Financial Test', 'Guarantee', 'Surety Bond', 'Letter of Credit', 'Bond Rating Test', 'Trust Fund', 'State Fund', and 'Other Method'. The footer shows 'Step 2.1 of 6.1 | Add Financial Mechanism' with 'Back' and 'Next' buttons.

**eFiling System**  
My Home > UST Notification > Owner / Operator > Financial Mechanism List > Add

Overview Form Info Attach Submit Pay

**What is the financial responsibility mechanism being added?**  
This is the mechanism used to demonstrate financial responsibility.

What is the mechanism type?

What is the policy number?

What is the amount of coverage?

What is the date coverage starts?

What is the date coverage ends?

Self Insurance  
**Commercial Insurance**  
Risk Retention Group  
Local Government Financial Test  
Guarantee  
Surety Bond  
Letter of Credit  
Bond Rating Test  
Trust Fund  
State Fund  
Other Method

Back Step 2.1 of 6.1 | Add Financial Mechanism Next

99% of UST Owners fall under Commercial Insurance or Self Insurance

Our state fund was sunsetted several years ago



Connecticut Department of Energy and Environmental Protection



# Attachment Section

**eFiling System**  
Home > UST Notification > Attach

Overview > Form Info > **Attach** > Submit > Pay

**Attach Documents to Your Form**  
Here you will have a chance to attach documents to your Form

**Required Documents:**

**Attachments**

Select an attachment type:  
Tank Closure

Is this a confidential document? [Help](#)

Add Attachment Cancel

Add Attachment

Back Next

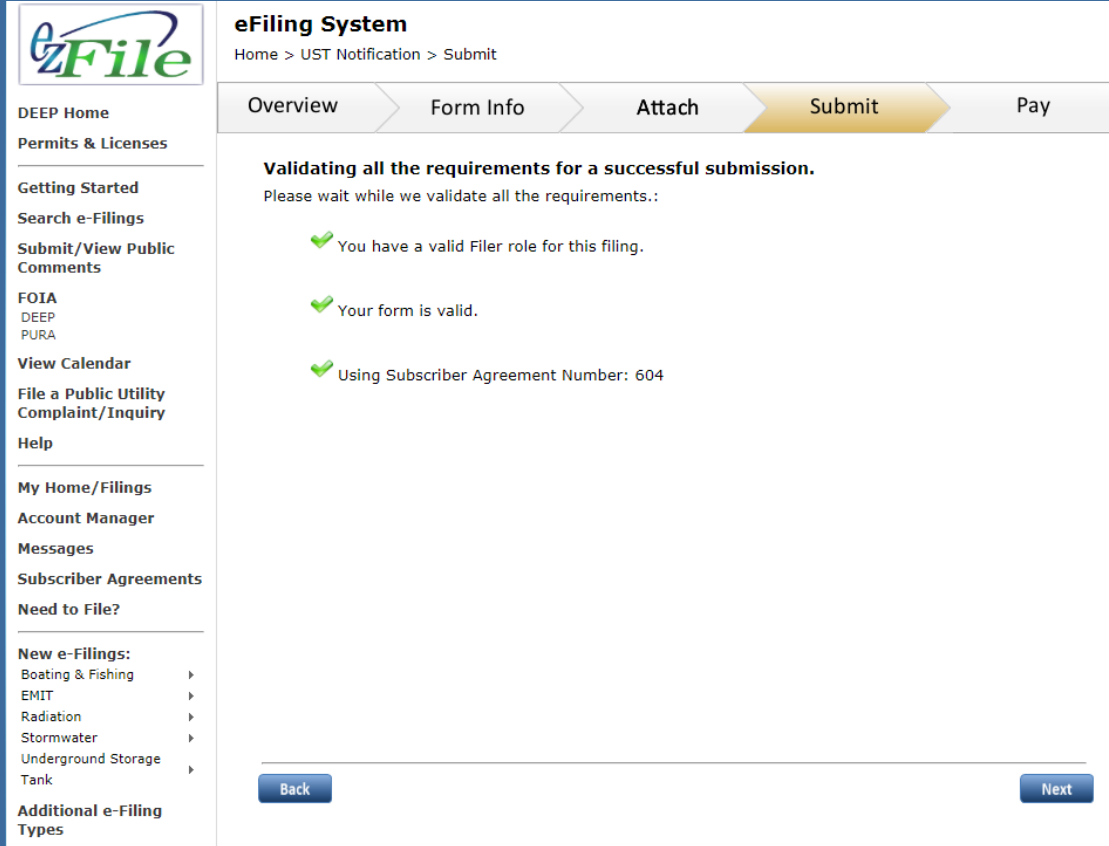
- Soil sample exceedances
- GW sample exceedances
- Site Diagram
- Tank Closure docs
- A/B Certificate
- Notice of Alternate Life Expectancy



Connecticut Department of Energy and Environmental Protection



# System Validation Section



The screenshot shows the eFiling System interface. On the left is a sidebar with navigation links: DEEP Home, Permits & Licenses, Getting Started, Search e-Filings, Submit/View Public Comments, FOIA, DEEP, PURA, View Calendar, File a Public Utility Complaint/Inquiry, Help, My Home/Filings, Account Manager, Messages, Subscriber Agreements, Need to File?, New e-Filings: (Boating & Fishing, EMIT, Radiation, Stormwater, Underground Storage, Tank), and Additional e-Filing Types. The main content area is titled 'eFiling System' with a breadcrumb 'Home > UST Notification > Submit'. Below this is a progress bar with five steps: Overview, Form Info, Attach, Submit (highlighted), and Pay. The 'Validating all the requirements for a successful submission.' section contains three green checkmarks: 'You have a valid Filer role for this filing.', 'Your form is valid.', and 'Using Subscriber Agreement Number: 604'. At the bottom are 'Back' and 'Next' buttons.

**eFiling System**  
Home > UST Notification > Submit

Overview > Form Info > Attach > **Submit** > Pay

**Validating all the requirements for a successful submission.**  
Please wait while we validate all the requirements.:

- ✓ You have a valid Filer role for this filing.
- ✓ Your form is valid.
- ✓ Using Subscriber Agreement Number: 604

[Back](#) [Next](#)


- Ensures that:
  - the Subscriber Agreement matches up
  - the User is a valid Filer



Connecticut Department of Energy and Environmental Protection



# Review Application






**eFiling System**  
Home > UST Notification > Submit

Overview > Form Info > Attach > **Submit** > Pay

**Review Your Application**  
Please review your application for accuracy and make any necessary changes.

Total amount due for this filing is: \$200.00

**Filings and Attachments**

File Name	Attachment Type	Size	Private
 <a href="#">sa 12165.pdf</a>	Notice of Alternate Life Expectancy	962.08 KB	No
 <a href="#">Filing 13354.pdf</a>	Form PDF	262.14 KB	No
 <a href="#">Underground Storage Tank Reminders.pdf</a>	Compliance Management Report	54.83 KB	No

[Back](#) [Next](#)

**DEEP Home**  
**Permits & Licenses**  
**Getting Started**  
**Search e-Filings**  
**Submit/View Public Comments**  
**FOIA**  
DEEP  
PURA  
**View Calendar**  
**File a Public Utility Complaint/Inquiry**  
**Help**  
**My Home/Filings**  
**Account Manager**  
**Messages**  
**Subscriber Agreements**  
**Need to File?**  
**New e-Filings:**  
Boating & Fishing >  
EMIT >  
Radiation >  
Stormwater >  
Underground Storage Tank >  
**Additional e-Filing**

- Review Filing for accuracy
- Review any attachments
- Print Compliance Management Report
  - Site specific, tailored to each UST facility



Connecticut Department of Energy and Environmental Protection



# Compliance Management Report

## Custom Compliance Report



### Connecticut Department of Energy & Environmental Protection

#### *Underground Storage Tank Reminders*

Site Name:	FOOD BAG #512
Site Address:	259 QUINNIPIAC ST, WALLINGFORD, CT06492- 3547
Site Id #:	148-2681
Date Created:	08/23/2018

**These are reminders for underground storage tanks.**

#### *General*

- Any person who owns a UST system that stores or has stored petroleum or hazardous substances must submit an annual per tank fee along with an updated Notification for Underground Storage Tanks by October 10 each year.
- Should there be any change in your UST information, site information, owner/operator information, or financial mechanism, an update must be made to your Notification for Underground Storage Tanks within 30 days of such change.

#### *Financial Responsibility*

- Each Financial Responsibility mechanism is defined in detail in the Connecticut UST regulations in RCSA Section 22a-449(d)-109, Financial Responsibility. The regulations can be found on the DEEP website.
- Owners/Operators shall complete the "Certification of Financial Responsibility Form" and maintain such completed form at the facility where the storage tank system(s) are located or at their place of business. This form does not need to be submitted, but must be updated whenever the financial insurance mechanism(s) used to demonstrate financial responsibility changes.

Tank Name:	A1R1
------------	------

#### *Tank Status*

- Please be aware that all USTs **must be removed** from service at age 30. USTs at this site are approaching this age.

#### *Piping Construction*

- Automatic Line Leak Detectors are required for all pressurized piping per Section 22a-449(d)-104(c)(2)(A) and (f)(1). Methods that will alert the operator to the presence of a leak by restricting or shutting off the flow of regulated substances through the piping or triggering an audible or visual alarm may be used only if they detect leaks of 3 gallons per hour at 10 pounds per square inch line pressure within 1 hour.
- Annual Precision Line Tightness Testing **OR** PLLD-annual 0.1 gph Leak Test **OR** PLLD-monthly 0.2 gph Leak Testing is required unless interstitial monitoring is being utilized for double walled piping.

#### *Spill and Overfill Protection*

- According to recommended practices, ball float valves should not be installed on tanks with suction piping, pumped delivery, coaxial Stage I vapor recovery, remote fill pipes with gauge openings, or when shutoff valves are used for overfill prevention.
- UST receiving more than 25 gallons at a time must have a spill prevention device installed.
- Spill prevention equipment is required on all USTs subject to RCSA Section 22a-449(d)-101 et seq., except when the UST system is filled by transfers of no more than 25 gallons at one time. See Connecticut UST regulations, RCSA Section 22a-449(d)-102(a)(5). The regulations can be found on the DEEP website under USTs.

**Please contact CT DEEP Accounts Receivable Dept. at (860) 424-4004 for details regarding an outstanding balance.**

**If you have questions regarding this information or any UST compliance matter, please contact the Underground Storage Tank Program at (860) 424-3374 or DEEP.USTenforcement@ct.gov or consult our website at [www.ct.gov/deep/ust](http://www.ct.gov/deep/ust)**


**Disclaimer:** While this information is intended to provide assistance, it is subject to the disclaimers on the Department of Energy & Environmental Protection's website [[www.ct.gov/deep/cwp/view.asp?a=2222&Q=415838&deepNav\\_GID=1511](http://www.ct.gov/deep/cwp/view.asp?a=2222&Q=415838&deepNav_GID=1511)]. This includes, but is not limited to, the disclaimer that neither the state nor the department assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of the information provided, or that the items in the information provided will result in compliance with all of the requirements applicable to underground storage tanks.



Connecticut Department of Energy and Environmental Protection



# Final Review and Submittal






**eFiling System**  
Home > UST Notification > Submit

Overview | Form Info | Attach | **Submit** | Pay

**Final Review**  
Here is the final review before submittal. Please open and review your form for accuracy.  
Total amount due for this filing is: \$200.00

**Filings and Attachments**

File Name	Attachment Type	Size	Private
 <a href="#">sa 12165.pdf</a>	Notice of Alternate Life Expectancy	962.08 KB	No
 <a href="#">Underground Storage Tank Reminders.pdf</a>	Compliance Management Report	54.83 KB	No
 <a href="#">Filing 13354.pdf</a>	Form PDF	262.14 KB	No

**CERTIFIER AGREEMENT:**

I understand and agree that it is my responsibility:

- To protect my account and electronic signature from compromise, not allow any other person, entity or organization to use my account or electronic signature;
- To change my electronic signature if there is reason to believe they have or will become known to any other person entity or organization:

**I have read and agree to the above statements** ☐

[Back](#) [Submit](#)

**DEEP Home**  
Permits & Licenses  
Getting Started  
Search e-Filings  
Submit/View Public Comments  
FOIA  
DEEP  
PURA  
View Calendar  
File a Public Utility Complaint/Inquiry  
Help  
My Home/Filings  
Account Manager  
Messages  
Subscriber Agreements  
Need to File?  
New e-Filings:  
Boating & Fishing  
EMIT  
Radiation  
Stormwater  
Underground Storage Tank  
Additional e-Filing Types

- Certify
- Submit !!
- Pay current and/or back fees
  - Credit Card
  - Bank transfer (Routing #)
  - Pay Later → Mail Invoice



Connecticut Department of Energy and Environmental Protection



**Goal: 100 %**



## **Electronic Filing is Required** **August 1 – October 10, 2018**

The 40 year life expectancy has been worked into our ezFile system.

The Notice must be attached to the filing in order to qualify.

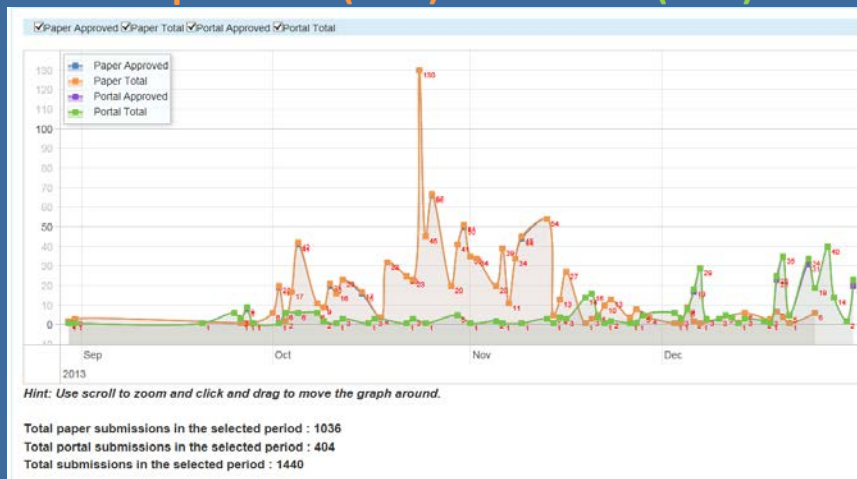
<https://filings.deep.ct.gov/DEEPPortal/>



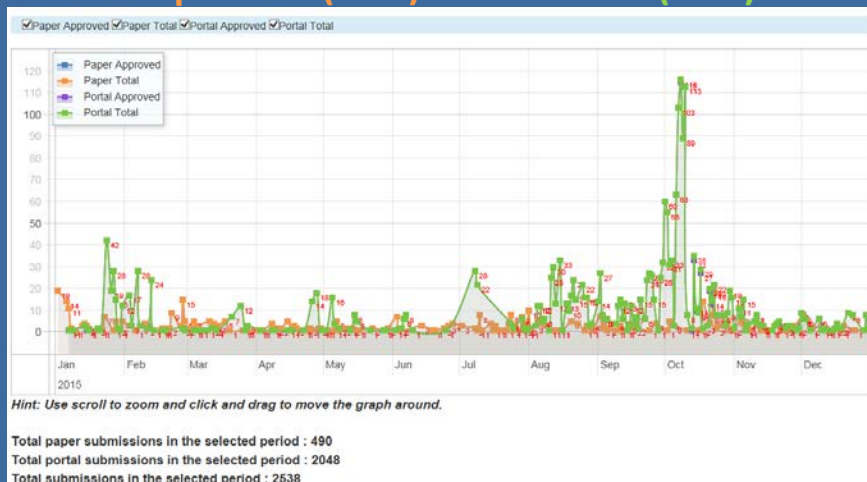


# Metrics

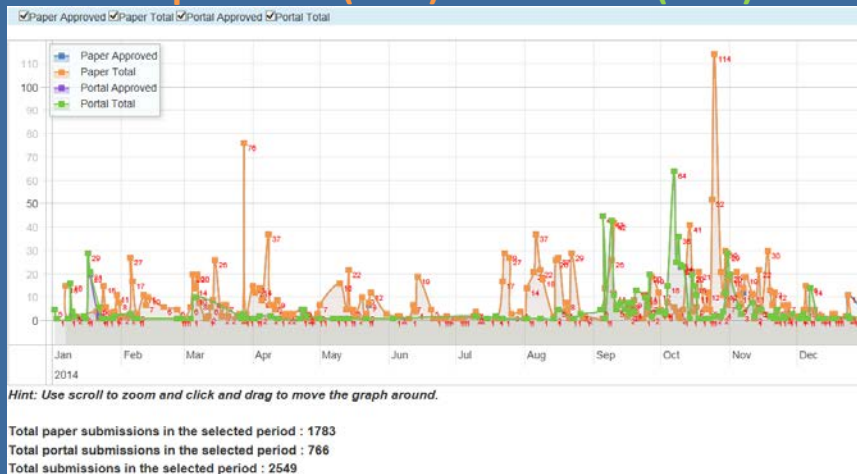
2013: Paper-1036 (72%) Portal-404 (28%)



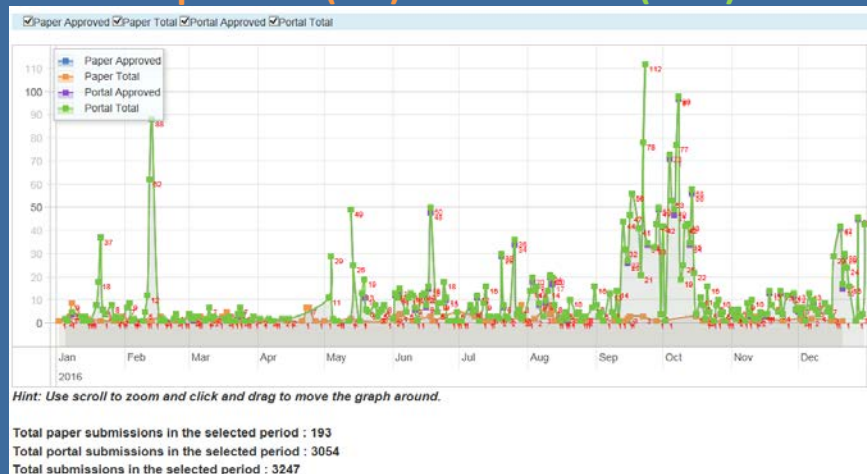
2015: Paper-490 (19%) Portal-2048 (81%)



2014: Paper-1783 (70%) Portal-766 (30%)



2016: Paper-193 (6%) Portal-3054 (94%)

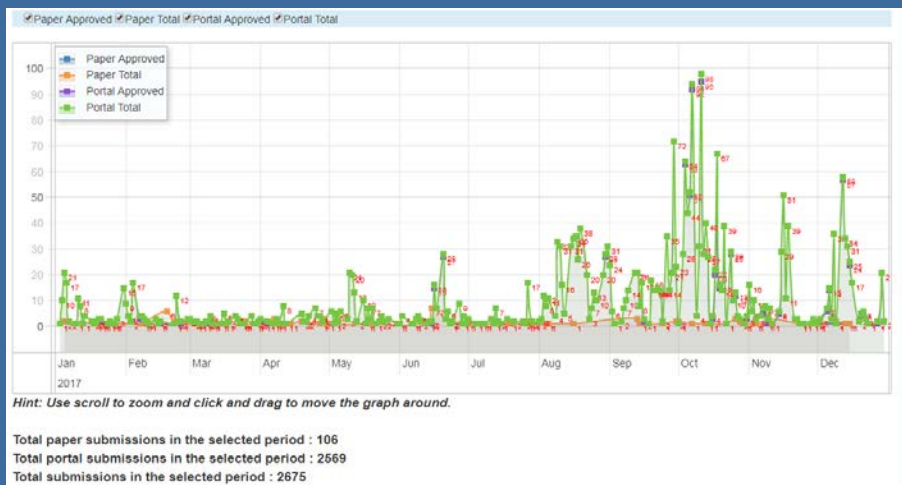


Connecticut Department of Energy and Environmental Protection

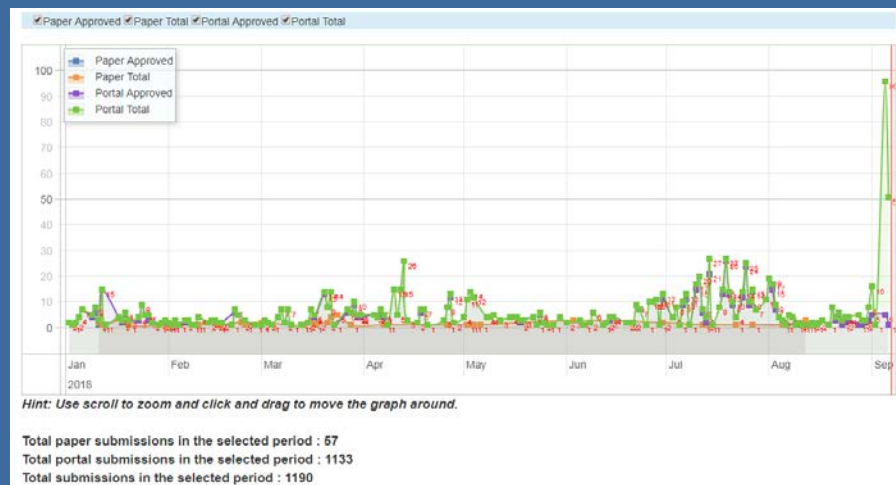


# Metrics (Cont.)

2017: **Paper-106 (4%)** **Portal-2569 (96%)**



2018: **Paper-57 (4%)** **Portal-1133 (96%)**



Summary	Paper	Portal	Total
2013:	72%	28%	1440
2014:	70%	30%	2549
2015:	19%	81%	2538
2016:	6%	94%	3247
2017:	4%	96%	2675
2018:	4%	96%	1190

- We anticipate that 2018 will surpass 96% portal submissions.
  - Mass email reminders
  - OCT 10 Deadline

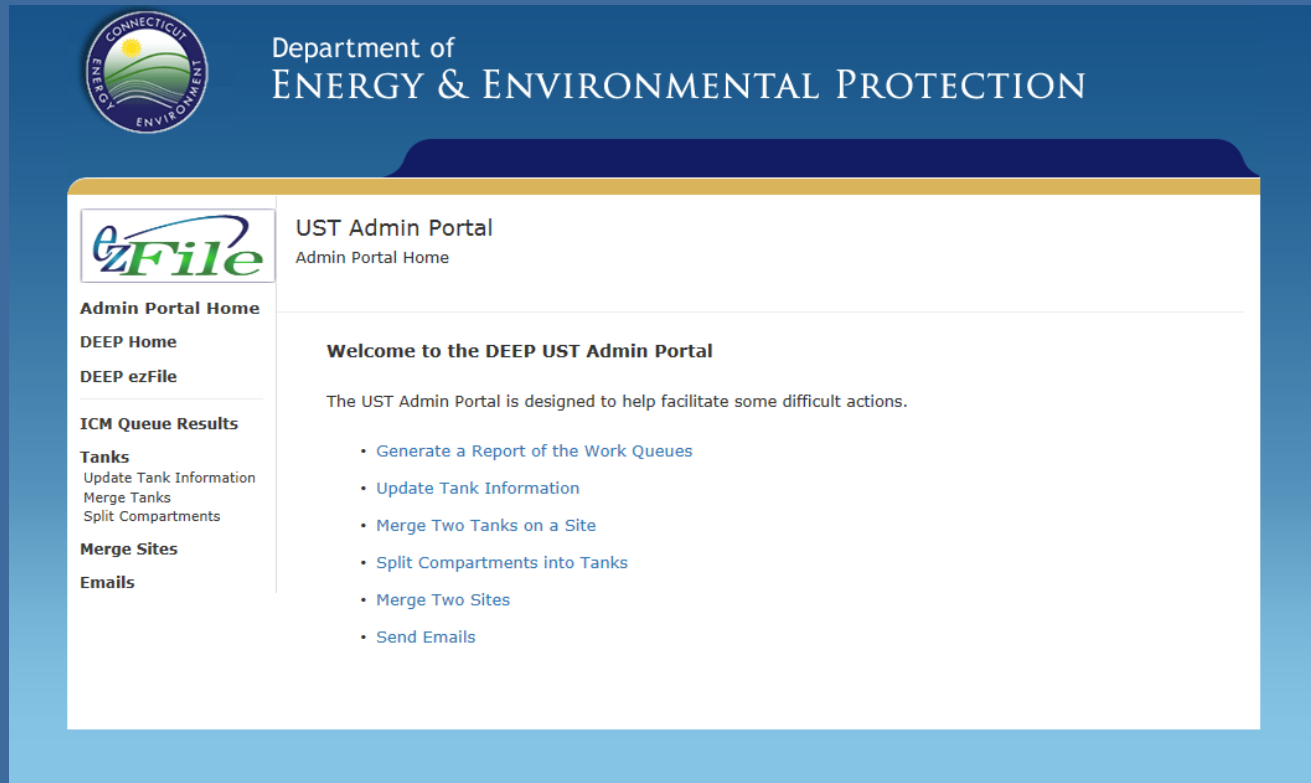


Connecticut Department of Energy and Environmental Protection



# Additional E-government Tools

## Admin Tools



The screenshot displays the DEEP UST Admin Portal. At the top left is the Connecticut Department of Energy & Environmental Protection logo. To its right, the text reads "Department of ENERGY & ENVIRONMENTAL PROTECTION". Below this, the "ezFile" logo is visible. The main content area is titled "UST Admin Portal" and "Admin Portal Home". A welcome message states: "Welcome to the DEEP UST Admin Portal. The UST Admin Portal is designed to help facilitate some difficult actions." A list of actions is provided:

- [Generate a Report of the Work Queues](#)
- [Update Tank Information](#)
- [Merge Two Tanks on a Site](#)
- [Split Compartments into Tanks](#)
- [Merge Two Sites](#)
- [Send Emails](#)

A sidebar on the left contains the following links:

- Admin Portal Home**
- DEEP Home**
- DEEP ezFile**
- ICM Queue Results**
- Tanks**
  - [Update Tank Information](#)
  - [Merge Tanks](#)
  - [Split Compartments](#)
- Merge Sites**
- Emails**





# Benefits

- Increased Compliance
- More efficiency
  - Less staff time dedicated to data entry
- Builds trust with the regulated community
  - Opens lines of communication
- UST Owners/Operators control their own data
  - No more staff data entry errors/discrepancies





# Questions?

Storage Tank & PCB Enforcement Unit

[www.ct.gov/deep/ust](http://www.ct.gov/deep/ust)

(860) 424-3374



Connecticut Department of Energy and Environmental Protection