For the Roles in Ezfile – please include the following:

***FOR ALL PROJECTS:***

**NAME                                                   ROLE                      USERNAME**

|  |  |  |
| --- | --- | --- |
| Office of Environmental Planning (OEP)Environmental Permit Coordination Unit (EPC) | Reviewer Reviewer | DOTOEPWNCEPCDOT2150 |
| **District 1****District 2****District 3****District 4** | Donald Ward (District Engineer)Michael Capanna (District Environmental Coordinator)Robert Obey (DE)Robert Beauchesne (DEC)Jeffery Hunter (DEC)Domenic LaRosa (DE)Heather Falzano (DEC)Brian Brinsmade (DEC)John S. Dunham (DE)Edward Burke (DEC) | Sign OnlyReviewerSign OnlyReviewerReviewerSign OnlyReviewerReviewerSign OnlyReviewer | CTDOT2018CapannaMicrobertobeyBeau1234HunterjhlarosadomSunshineBrinsmadeBjsdunhamBurkeet66 |

***FOR STATE DESIGN PROJECTS***

***(Reviewed and signed by BL)***

 **NAME                                       ROLE                       USERNAME**

|  |  |  |
| --- | --- | --- |
| Michael G. Fisher | Design Professional | MFisher9  |

***CONSULTANT DESIGNED*** Consultant engineer(s) should have roles of Filer, Reviewer or Design Professional.

***PROJECTS:***The “Design Professional” role would be for the Consultant reviewer that

(***Other than BL)*** has their PE license and will digitally sign the ezfile registration after its final review

 and forward the information to the District Engineer.  Also include the DOT Consultant

 Design Project Engineer(s) with a Reviewer role.

 (Please note that once the Stormwater registration is “signed” by the Design

 Professional, no one can edit the filing or else the Design Professional’s signature will

be erased.  I spoke to DEEP about this and they said they have this happen on purpose

 so no changes would be able to be made to the filing without the Design Professional

 knowing.)

Again, the District Engineer will be the one who will digitally sign the registration and formally submit the registration to DEEP. All four DOT District Engineers have signed Subscriber Agreements with DEEP to have the authority to electronically sign and submit the ezfiling. The Consultant reviewer does not need a Subscriber Agreement since they are only signing the ezfiling, not submitting it.

**To all the ezfile filers**- Please include the State Project number on the same line as the “name of the site” (“Form Info” screen-Step 2.1 of 2.7).  This way the State Project number will be included on the invoice when it is sent to Finance to be paid.  Additionally, please include the specific district general mailbox (DOT.ConstrD1@ct.gov , DOT.ConstrD2@ct.gov , DOT.ConstrD3@ct.gov,or DOT.ConstrD4@ct.gov) in any email correspondence regarding the review of the Stormwater filing. \*\*Once the Stormwater registration has been reviewed, signed and submitted to DEEP, please make sure a copy of the application and Pollution Control Plan gets included in the Contract for processing. (No signatures or PE stamp needed.)\*\*