



## **Electronic Submittals:**

### **File Transfer Service for Corrective Action Plans (CAP) and Reports**

The DEQ Petroleum Tank Cleanup Section (PTCS) is going paperless effective July 1, 2017. Because of public expectations to have readily available electronic versions of documents, and the increasing physical storage space required for physical documents, PTCS has determined that electronic documentation is the most efficient and accessible option for its business process. The purpose of this document is to provide guidance to environmental professionals who complete corrective action plans (CAP) and reports for owner/operators of confirmed petroleum releases. All Interested parties are invited to share concerns or questions with any representative of PTCS.

Beginning **July 1, 2017**, all PTCS-issued corrective action plan (CAP) requests and approvals will require consultants to submit CAPs and reports electronically only – paper copies are not required and PTCS strongly discourages putting resources towards hard copies for submittal to PCTS. Do not print/bind/submit a paper copy unless specifically requested by DEQ.

DEQ expects consultants to use the State of Montana File Transfer Service to submit documents – do not send CAPs or reports via email. CAPs and reports can be very large and will quickly and unnecessarily fill a PTCS project manager's inbox. Also, documents submitted through the File Transfer Service are encrypted and scanned for viruses; PTCS wants to receive the documents in a manner that is safe and secure. In the event that ePass or the File Transfer Service is unavailable, you may submit the required CAP or report on a DVD/CD. However, DEQ's preference is use the free and safe File Transfer Service to reduce waste.

Please submit files in a non-editable format, such as a PDF. Do not submit files as Word documents or Excel files. In order to preserve the integrity of the document it must not be editable. This may be different from other DEQ programs.

This process intentionally does not address a completed 30-day report or task orders. At a future date PTCS may update its process to include the 30-day report and/or task orders.

### **ePass and File Transfer Service Instruction**

Instruction to Montana File Transfer Service: <https://transfer.mt.gov/Home/Instructions>

1. Login screen for ePass (Welcome to The State of Montana File Transfer Service):  
<https://transfer.mt.gov/Home/Login>
2. If you have an ePass account select "login using ePass Montana."
  - If you don't have an ePass account, please select "Create an ePass Account." Please follow the instructions to create a new account. After creating your account you will be able to use the File Transfer Service.

3. Once logged in, select “Send a New File(s)” to upload the corrective action plan (CAP) or report. To upload the file(s) to be submitted drag and drop the file(s) onto the area marked “Drop Files Here or Click to Upload.” File(s) may also be uploaded with a file section box by clicking on the drag-and-drop area. Select continue when the file(s) you wish to upload have been selected.
4. Recipient Options: in the “General” box (left-hand side) select “State Employee or ePass Montana Customer.”
5. Select “Find a state employee.” You can search by first or last name. If you are searching based only on part of the name, please be certain you select the appropriate contact from the returned names. Keep your CAP approval letter available if you don’t remember the PTCS project manager’s name.
6. Repeat Step 5 to include Amber Skillman, PTCS Program Support Specialist. Including both PTCS PM and PSS ensures CAP and report is accepted by DEQ in a timely manner.
7. Enter a message in the box to the right and click send. You should get a response stating the upload was a success. The state employee(s) you sent the file to should be shown, along with a copy of your message. Please print a copy for your records.

### **Epass General Information**

The State of Montana's File Transfer Service, ePass, allows for easy transfer of large electronic files to and from customers of state government. It also allows for secure transfer of sensitive data. All aspects of the transfer are securely encrypted, ensuring that customers meet all security requirements under state and federal information privacy regulations. Files are scanned for viruses during transfer.

- Your session can timeout. Please be aware of this when working in ePass.
- Remember to log out of ePass when you are finished sending documents.
- ePass requires you to use the newest versions of Microsoft’s web browser, or the newest version of Chrome or Firefox.
- The service requires no software except for a web browser.
- The transfer of files must include a state email address either on the sending or receiving end.
- Customers can upload files as large as 2GB.
- An automated reminder system notifies the recipient of files they have available for download, and the system tracks receipts for all transfers, showing detailed information about when a file is uploaded as well as when it is downloaded.
- Files must be downloaded within fifteen days, after which the transfer expires and the files are automatically removed from the service.