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# OPS File Transfer Protocol (FTP) Instructions

## Instructions for Uploading the Excel and PDF Copies

- Go to the FTP webpage (<https://cdleftp.cdle.state.co.us/~>) and log in.
  - Username: MRRUSER
  - Password: OPSREPORT1
    - Login and password MUST be in all uppercase letters (i.e. CAPS).
    - **Do not change the password.** This login and password are used by all individuals uploading reports and changing the password will lock the system.
- Click the upload button and search for the location of the document to be uploaded from your computer.
  - Please follow the OPS naming convention for all reports (see table below).

## Helpful Hints

- When asked, NEVER download the ActiveX upgrade.
  - If downloading does occur, the application will lock the user out of the system.
  - To regain access, you will need to remove the application called “Tumbleweed Interface” from the Add/Remove Programs of the control panel.
- No receipt of upload is currently available. Received files will be listed in COSTIS within 5 working days of upload.
- You may use Google Chrome or Internet Explorer for the internet browser
- If you have questions regarding the FTP site, please contact the OPS Records Center at 303-318-8525.

**Report Names and Submittal Requirements**

Type of Report	File Naming Convention	Example Report Name	Required Submittal Type
Site Characterization Report	Site Event ID# - two digit year - report	9605-15-SCR	Excel & PDF
Site Characterization Report Addendum	Site Event ID# - two digit year - report	9605-15-SCRA	Excel & PDF
Monitoring and Remediation Report (Quarterly)	Site Event ID# - two digit year and quarter-report	9605-151-MRR	Excel & PDF
Monitoring and Remediation Report Revised	Site Event ID# - two digit year and quarter-report	9605-151-MRR-REV	Excel & PDF
Monitoring and Remediation Report (Semi-Annual; two quarters per report)	Site Event ID# - two digit year and semi-annual report (1 <sup>st</sup> half of year/2 <sup>nd</sup> half of year)	9605-151H-MRR/ 9605-152H-MRR	Excel & PDF
Monitoring and Remediation Report with No Further Action Request	Site Event ID# - two digit year and quarter-report	9605-151-MRR-NFAR	Excel & PDF
Corrective Action Plan (CAP)	Site Event ID# - two digit year - report	9605-15-CAP	Excel & PDF
CAP with Revisions	Site Event ID# - two digit year - report-Revised	9605-15-CAP-REV	Excel & PDF
Corrective Action Plan Modification (CAP Mod)	Site Event ID# - two digit year - report	9605-15-CAPMod	Excel & PDF
CAP Mod with Revisions	Site Event ID# - two digit year - report-Revised	9605-15-CAPMod-REV	Excel & PDF
No Further Action Report	Site Event ID# - two digit year - report	9605-15-NFAR	Excel & PDF
MTBE Assessment Report Submittal	Site Event ID# - two digit year - report	9605-15-MARS	Excel & PDF
Surface Release Characterization Report	Site Event ID# - two digit year - report	9605-15-SRCR	Excel & PDF
Extension Request (SCR, CAP)	Site Event ID# - two digit year - report	9605-15-ExR-SCR	Email or PDF
Tank Closure Report	Site Event ID# - two digit year - report	9605-15-TCR	PDF
Tank Closure Report with no Event ID#	Site Facility ID# - two digit year - report	FAC19834-15-TCR	PDF
Temporary Tank Closure Report	Site Event ID# - two digit year - report	9605-15-TTCR	PDF
Other Notable Report	Site Event ID# - two digit year - report	9605-15-ONR	PDF
Miscellaneous Correspondence (EPA Class V Permit, well abandonment report)	Site Event ID# - two digit year - report	9605-15-MISC	PDF