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# OPS FILE TRANSFER PROTOCOL (FTP) INSTRUCTIONS

## Instructions for Uploading

- 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 Browse 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).
- Click the Upload button.

## 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.
- 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
Initial Site Risk Assessment	Site Event ID# - two digit year - report	9605-13-ISRA	Excel & PDF
Initial Site Risk Assessment with No Further Action Request	Site Event ID# - two digit year - report	9605-13-ISRA-NFAR	Excel & PDF
Site Characterization Report	Site Event ID# - two digit year - report	9605-13-SCR	Excel & PDF
Site Characterization Report Addendum	Site Event ID# - two digit year - report	9605-13-SCRA	Excel & PDF
Monitoring and Remediation Report	Site Event ID# - two digit year and quarter-report	9605-101-MRR	Excel & PDF
Monitoring and Remediation Report Revised	Site Event ID# - two digit year and quarter-report	9605-101-MRR-REV	Excel & PDF
Monitoring and Remediation Report with No Further Action Request	Site Event ID# - two digit year and quarter-report	9605-101-MRR-NFAR	Excel & PDF
Corrective Action Plan	Site Event ID# - two digit year - report	9605-13-CAP	Excel & PDF
Corrective Action Plan Modification	Site Event ID# - two digit year - report	9605-13-CAPMod	Excel & PDF
No Further Action Report	Site Event ID# - two digit year - report	9605-13-NFAR	Excel & PDF
MTBE Assessment Report Submittal	Site Event ID# - two digit year - report	9605-13-MARS	Excel & PDF
Surface Release Characterization Report	Site Event ID# - two digit year - report	9605-13-SRCR	Excel & PDF
Extension Request-(SCR, CAP)	Site Event ID# - two digit year - report	9605-13-ExR-SCR	Email or PDF
Tank Closure Report	Site Event ID# - two digit year - report	9605-13-TCR	PDF
Tank Closure Report with no Event ID#	Site Facility ID# - two digit year - report	FAC9605-13-TCR	PDF
Temporary Tank Closure Report	Site Event ID# - two digit year - report	9605-13-TTCR	PDF
Other Notable Report	Site Event ID# - two digit year - report	9605-13-ONR	PDF
Miscellaneous Correspondence (EPA Class V Permit, well abandonment report)	Site Event ID# - two digit year - report	9605-13-MISC	PDF