

APPLICATION SUBMITTAL INSTRUCTIONS

Please follow the instructions below to submit BCP applications and applications to amend an existing BCA.

1. Compile the application package in the following manner:
 - a. one file in PDF of the application form plus supplemental information, excluding the previous environmental reports;
 - b. one file (PDF) of each previous environmental report, if applicable; and,
 - c. one file (PDF) of each work plan being submitted with the application, if applicable.
2. Compress all files (PDFs) into one zipped/compressed folder
3. Submit the application to the Site Control Section either via email or ground mail, as described below. **Please select only ONE submittal method – do NOT submit both via email and via ground mail.**
 - a. VIA EMAIL:
 - Upload the compressed folder to the NYSDEC File Transfer Service (<http://fts.dec.state.ny.us/fts>) or another file-sharing service
 - Copy the download link into the body of an email with any other pertinent information or cover letter attached to the email.
 - Using the subject line options below, please send your submission to DERSiteControl@dec.ny.gov – do NOT copy Site Control staff
 - b. VIA GROUND MAIL:
 - Save the application file and cover letter to an external storage device (e.g., thumb drive, flash drive). Do NOT include paper copies of the application form or attachments.
 - Mail the external storage device to the following address:

Chief, Site Control Section
Division of Environmental Remediation
625 Broadway, 11th Floor
Albany, NY 12233-7020

Subject Line Options:

*"BCP Application NEW - *Proposed Site Name*"*

*"Amendment Application NEW - *Site Name* - *Site Code*"*