

Uploading Documents

Note: You may upload supporting documentation for all SPeCS for SIPs submission types including an Official Submission, Draft Submission, Supplemental Submission, and a Partial/Full Withdrawal.

1. For Official Submissions, the document upload option can be found on the ‘Document Upload’ page at the end of the submission form. For all other submission types, the document upload option can be found towards the bottom of the submission form.
2. Select the ‘Choose File’ button and select the file you would like to upload from the pop-up box. Once the file has been selected, click on the ‘Open’ button or double click on the file, and select the ‘Upload’ button to upload the file to the submission (see Figure 1).
3. The maximum file size for each uploaded file is 100 megabytes. If you would like to include a file larger than 100 megabytes with your submission, please contact your EPA Regional Office contact (listed on your state landing page). Alternatively, you may split up your file into multiple files if desired as long as each file uploaded is below the 100 megabyte threshold.
4. Prior to uploading a file, please verify that the file type is supported by the SPeCS for SIPs system. Allowed file types are displayed below the ‘Upload’ button in each file upload section (see Figure 1).
5. You may upload multiple files within each file upload section. However, the files must be uploaded individually.

Figure 1: Document Upload



6. Once the file has been uploaded, it would be helpful if you could enter a short text description of the file. This will help staff from your organization and EPA reviewers identify the contents of these files in the future.
7. Select the ‘OK’ button to save the uploaded files to your submission.
8. You may remove files by selecting the ‘Remove’ button associated with each file. You may edit the file description associated with an uploaded file by clicking the ‘Edit’ button associated with the file (see Figure 2).

Figure 2: Edit or Remove Uploaded Files

Support

If you have any questions related to SPeCS submission development, please contact your EPA Regional Contact as listed on your state landing page.

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at helpdesk@epacdx.net or by telephone at 888-890-1995.