



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Engineering & Enforcement Division

Instructions for Completing the Authorization Application for Disposal of Special Waste (Including Asbestos)

Use these instructions to: 1) complete the authorization application form DEP-WEED-APP-200 and 2) prepare supporting documents. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

This program, administered by the Bureau of Materials Management and Compliance Assurance of the Department of Energy and Environmental Protection (DEEP), regulates the disposal of "Special Waste" into Solid Waste Disposal Areas (landfills) and Resources Recovery Facilities (RRF).

Special waste, as defined in Section 22a-209-1 of the Regulations of Connecticut State Agencies (RCSA), includes the following wastes, as long as they are not determined to be hazardous waste pursuant to Section 22a-115 of the Connecticut General Statutes (CGS) or radioactive material subject to Section 22a-148 CGS: (1) water treatment, sewage treatment or industrial sludges, liquid, solids and contained gases; fly-ash and casting sands or slag; and contaminated dredge spoils; (2) scrap tires; (3) bulky waste; (4) asbestos; (5) residue; (6) biomedical waste.

In making a decision on an authorization request, the Waste Engineering and Enforcement Division (WEED) must characterize the waste and determine if it is appropriate for disposal at the designated facility. If you have any questions concerning the disposal of asbestos or other special waste, call WEED at 860-424-3366.

Who Needs an Authorization?

Any person, firm or corporation, whether public or private, who is proposing to dispose of a "special waste" (including asbestos) must submit a completed application and obtain from DEEP an authorization prior to disposal of these wastes.

How To Apply

Your application must include the following:

- An *Authorization Application For Disposal of Special Waste (Including Asbestos)* (DEP-WEED-APP-200) and all supporting documents,
- The applicable initial fee, paid by check or money order, made payable to the "Department of Energy and Environmental Protection".

Note: The initial fee is the total authorization application fee due.

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND
ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

When submitting your application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the application form. If additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the application form, along with the corresponding part number and question number indicated on the authorization application form. You should retain a copy of all documents for your files.

Application Instructions (DEP-WEED-APP-200)

Please read the application form and instructions carefully. They have been designed to obtain specific information and anything that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or attachment is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Check the "Available Resources" section at the end of these instructions for assistance in obtaining guidelines, maps, etc., which are referenced in these instructions.

Part I: Application Type

Please indicate whether you are applying for a new authorization or for a modification of an existing authorization by checking the appropriate box.

If an authorization was granted previously to dispose of this waste, please provide the authorization number and the expiration date of the most recent authorization.

Provide a brief description of the activity and the town location of the subject activity. The description should be specific to identify the application. Specify the type of special waste and where it is being disposed. For example, "Contaminated soils at the Windsor Landfill".

If there are any changes or corrections to your company/facility or individual name, mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. For any other changes you must contact the specific program from which you hold a current DEEP license.

Part II: Authorization Type and Fee Information

1. Please check only *one* of the following authorization types:
 - Homeowner and the special waste (includes asbestos) originates from his or her primary residence
 - Asbestos Disposal Authorization
 - Landfill Disposal of special waste other than asbestos
 - Resources Recovery Facility (RRF) Disposal of special waste other than asbestos
2. The initial fee as shown on the application form must be submitted with the application. DEEP *will not* process an application unless the required initial fees have been paid. Note: The initial fee is the total authorization application fee due.
 - If the applicant is a municipality, any fee will be 50 percent of the fees listed.
 - If the applicant is a homeowner and the special waste originates from his or her primary residence, there is no fee.
 - In the instance where the applicant is the RRF and the co-applicant is the generator, the generator must send the fee and partially completed application to the RRF. The RRF must then send the

completed application and fee to DEEP.

Part III: Applicant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on the registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [CONCORD](#)). If identifying an *individual*, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.). If the applicant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.
 - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.
 - *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
 - *E-Mail* - Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from the DEEP to your business.
1. *Applicant* - Complete the information concerning the applicant. When applying for authorization to dispose of waste at a Resource Recovery Facility (RRF), the applicant must be the RRF receiving the waste and the generator must be the co-applicant.
 2. *Co-applicant/Generator* - Complete the information concerning the co-applicant, if different than the applicant. When applying for authorization to dispose of waste at a RRF, the co-applicant must be the generator of the waste. Note: In the instance where the applicant is the RRF and the co-applicant is the generator, the generator must send the fee and partially completed application to the RRF. The RRF must then send the completed application and fee to DEP.
 3. *Billing Contact* – Complete the information concerning the applicant’s billing contact, if different than the applicant.
 4. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the applicant instead of the primary contact.
 5. *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney, complete this section.
 6. *Site Owner* - owner of the site where the special waste was generated :
 7. *Transporter* - Identify the transporter retained to dispose of the waste.
 8. *Engineers, Consultants* - Identify the engineer(s) or other consultants employed or retained by the applicant to assist in preparing the application or to assist in disposing of the waste. Be sure to include what service is being provided by each.

Part IV: Site Information

- 1a. *Disposal Facility* - Identify the site of the disposal facility retained to accept the special waste, contingent on DEEP approval. For further guidance, see "[A List of Regional Solid Waste Disposal Areas \(landfills\)](#)" and "[A List of Connecticut Resources Recovery Facilities \(RRF\)](#)".

b,c. Provide the name and location of the source of the special waste and the current location of the special waste. Include the street address, town/city, state and zip code. If the site does not have a street address, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, ". . . on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

2. If waste is stored outside, describe the type of containment the waste is stored in.
- 3 Identify whether the special waste was generated as a result of a remediation project. If so, complete questions 3a through 3c.
 - a. Identify any federal, state or local agencies working at the site. Provide the name of the agency, bureau, division and contact name and phone number.
 - b. If this waste was generated due to a request from an agency (e.g., EPA, CT DEEP, Department of Health, City of Hartford) provide the name of the agency, bureau and division and the name of the contact person from that agency.
 - c. Identify, if applicable, whether generation of the special waste is in response to an enforcement action and identify the type of enforcement action being taken (e.g., Notice of Violation, Consent Order, Order).

Part V: Activity or Facility Information

For Disposal of Asbestos Waste Only

1. Identify the type of asbestos (e.g., roofing materials, siding material, pipe insulation, etc.) to be disposed of at the solid waste disposal area.
2. Identify the quantity of waste (i.e., square feet, tons, cubic yards, etc.) to be disposed of at the solid waste disposal area.

For Disposal of Other Special Waste, (excluding asbestos):

1. Identify the type of waste that is to be disposed of (e.g., contaminated soil, casting slag, sludge, etc.).
2. Identify where the waste was generated and from what type of activity (e.g., underground storage tank removal, above ground tank removal, manufacturing processes, water or sewage treatment processes, spill, etc.).
3. Identify the quantity of waste you plan to dispose of (e.g., tons, tons/year). Take into account the total amount of tonnage based on conditions due to storage of waste outside (i.e., rain or snow will increase the total tonnage).
4. Give a detailed description of the waste. For example, if the waste is from a manufacturing process, describe the manufacturing process and raw materials used. If the waste is from a spill, describe the spill event and include the materials spilled, quantity spilled, and include the materials considered when determining the appropriate chemical analyses to be performed. For further guidance, see "[Examples of Special Waste Categories And The Minimum Analysis Requirements Recommended by DEP For Disposal Into a Solid Waste Disposal Area or Into A Resources Recovery Facility](#)". The more information that is known about the waste, the less analytical testing may be required.
5. Identify the waste constituents and the approximate percentage of these waste constituents that will amount to at least 5% of the total quantity of waste which you are planning to dispose. Any waste constituents that amount to less than 5% of the total quantity of waste do not need to be identified.
6. Check the appropriate box to indicate if a hazardous waste determination has been

conducted. If a hazardous waste determination has been conducted, describe the analyses (e.g., Toxicity Characteristic (TCLP), reactivity, and ignitability) or methodology used to demonstrate that the material is or is not a hazardous waste. Also describe whether or not the waste is or contains listed RCRA hazardous waste as defined in Title 40 Code of Federal Regulations (CFR) Part 261. For further guidance, see "[Examples of Special Waste Categories And The Minimum Analysis Requirements Recommended by DEP For Disposal Into a Solid Waste Disposal Area or Into A Resources Recovery Facility](#)".

The chemical analyses should describe the analytical test methods and results. It should also include the sampling methods and the location of samples taken. Sampling methods should follow the procedures described in "[Test Methods for Evaluation of Solid Waste, Physical/Chemical Methods](#)", as amended. The waste(s) should be tested for any RCRA hazardous constituents that could possibly be present.

7. Check the appropriate box if you are disposing of material which is not expected to be generated again (e.g., soils from an underground tank removal, off-spec materials) or if you plan to dispose of a waste stream that you are continually generating (i.e., grinding sludge disposed of every two weeks, sludges from municipal drinking water treatment facilities).
8. Check the appropriate box to indicate whether the owners and operators of the facility generating the waste are required to submit "Form R". * "Form R" is required to be submitted if the facility meets all three of the following criteria:
 - a. The facility has 10 or more full-time employees;
 - b. The facility is included in Standard Industrial Classification (SIC) Codes 20 through 39; and

- c. The facility manufactures (defined to include importing) or processes in excess of 25,000 pounds or otherwise uses in excess of 10,000 pounds of any listed toxic chemical listed in Section 313 of the Emergency Planning and Community Right to Know Act.

* For information on "Form R" please call 1-800-535-0202 or (203) 412-9877.

For Disposal of Special Waste at a Resource Recovery Facility Only:

This section must be filled out by the Resource Recovery Facility, which has agreed to accept the special waste.

1. a. Fill in the rate at which the special waste will be fed into the incinerator.
b. Fill in the rate at which the mixture of the special and municipal waste will be fed into the incinerator.
2. Describe the procedures that will be used to mix the special waste with the municipal waste to achieve the feed rate stated in 1.a and the mixture ratio stated 1.b.
3. Describe any anticipated effects that the incineration of the special waste/municipal waste mixture may cause to: a) the incinerator combustion chamber; b) the air pollution control equipment; and c) the air stack emissions to the atmosphere (both criteria and non-criteria pollutants) and include how any effects shall be minimized.
4. Identify the date that the special waste will be received by the resource recovery facility.
5. Fill in the date that the special waste will be incinerated.
6. a. Identify the permit no.(s) which have been assigned by the Bureau of Air Management for the incinerator(s) that apply to this special waste authorization

request.

- b. Identify the permit no.(s) which have been assigned by the Bureau of Materials Management and Compliance Assurance for the operation of the resource recovery facility.
7. If the ash from the special waste incineration is hazardous, the resources recovery facility must comply with all hazardous waste generator requirements given in Section 22a-449(c)-100 through 110 of the Regulations of Connecticut State Agencies (RCSA).
8. Describe how the special/municipal waste feed mixture ratio relates to the permitted allowable municipal waste stream.

Part VI: Supporting Documents

All authorization applications must include Attachments A and/or B, unless otherwise noted in these instructions. Check the appropriate box by each applicable attachment as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the authorization application form and these instructions and be sure to include the name of the applicant as indicated on the application form.

Attachment A: A Checklist of Chemical Analyses and/or Generators Knowledge of Special Waste for Landfill Disposal (DEP-WEED-APP-201)

Submit as Attachment A, on the form provided by DEP, (DEP-WEED-APP-201), a checklist of chemical analyses performed and/or any knowledge of the special waste you are planning to dispose of at a landfill. Check the appropriate box to identify the chemical analyses used to determine whether the special waste is suitable for disposal at a landfill. Copies of all chemical analyses performed for the special waste must be submitted with this form (DEP-WEED-APP-201).

The chemical analyses should describe the analytical test methods and results. It should also include the sampling methods and the location of

samples taken. Sampling methods should follow the procedures described in "[Test Methods for Evaluation of Solid Waste, Physical/Chemical Methods](#)", as amended. The waste(s) should be tested for any RCRA hazardous constituents that could possibly be present.

Please note that it may be necessary for you to submit additional chemical analyses, per request by DEEP, in order for WEED to make a final decision on the disposition of your special waste.

Attachment B: A Checklist of Chemical Analyses and/or Generators Knowledge of Special Waste for a Resource Recovery Facility (RRF) (DEP-WEED-APP-202)

Submit as Attachment B, on the form provided by DEEP, (DEP-WEED-APP-202), a checklist of chemical analyses performed and/or any knowledge of the special waste you are planning to dispose of at a RRF. Check the appropriate box to identify the chemical analyses used to determine whether the special waste is suitable for disposal at a RRF. Copies of all chemical analyses performed for the special waste must also be submitted with this form (DEP-WEED-APP-202).

Part VII: Application Certification

The certification of the application package, which includes all attachments, shall be signed by the applicant(s), co-applicant/generator and by the individual(s) who actually prepared the application, including the person who prepared Section III of Part V and represents the Resources Recovery Facility.

The certification of the application package must be signed as follows:

1. For an individual(s) or sole proprietorship: by the individual(s) or proprietor, respectively;
2. For a corporation: by a principal executive officer of at least the level of vice president;

3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership: by a general partner;
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

Check the box if additional signatures are necessary and attach signed copies to the application.

Available Resources

Below is a list of possible resources for specific information required for this application. Be sure to also check the DEEP website, www.ct.gov/deep and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the subject permit application contact WEED at 860-424-3366.

For the subject application form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/wastepermitapps

The following will provide possible resources for specific information required to complete this application.

- [*A List of Regional Solid Waste Disposal Areas \(landfills\)*](#) (DEP-WEED-GUID-201): A list of

landfills located in CT that may accept special waste.

- [*A List of Connecticut Resources Recovery Facilities \(RRF\)*](#) (DEP-WEED-GUID-202): A list of Resources Recovery Facilities located in Connecticut.
- [*Examples of Special Waste Categories And The Minimum Analysis Requirements Recommended by DEP For Disposal Into a Solid Waste Disposal Area or Into A Resources Recovery Facility*](#) (DEP-WEED-GUID-203): A table which gives examples of various types of special waste and the minimum analyses recommended by DEEP to start a preliminary evaluation of the special waste to determine the appropriate disposal options.
- [*The Most Commonly Asked Questions And Answers Pertaining To Special Waste And Asbestos Disposal Authorizations*](#) (DEP-WEED-GUID-204): A list of the most asked questions and answers pertaining to the disposal of Special Waste and Asbestos into a landfill or into a Resources Recovery Facility.
- [*Glossary*](#) (DEP-WEED-GUID-205): A list of words and terms associated with the disposal of Special Waste and Asbestos and their definitions.
- [*Code Of Federal Regulations, Title 40: Chapter I-Environmental Protection Agency, Subchapter I-Solid Wastes Part 261- Identification And Listing Of Hazardous Waste*](#), as amended
These federal regulations identify the criteria used to determine if a waste is hazardous, identify the characteristics of a hazardous waste, provide lists of industrial activities and processes that generate waste streams that are considered to be hazardous and provide lists of discarded commercial chemicals products, off-specification species, container residues, and spill residues that are considered to be hazardous.

- [List Of Commercial Hazardous Waste & Connecticut Regulated Waste Facilities In Connecticut](#)
A list of facilities located in Connecticut that manage hazardous and Connecticut regulated waste.

- [Connecticut's Permitted Waste Transporters List](#)
A list of waste transporters that are permitted by the State of Connecticut to transport hazardous and special waste. This list identifies the transporters name, address and phone number, the type of waste they are permitted to transport, and spill contractor's status.

- [A List Of Approved Commercial Environmental Laboratories](#)
A list of laboratories that are certified by the State of Connecticut and can be used to test special waste.

Additional Resources

- USGS Topographic Quadrangle Map: [\(USGS\) Topographic Quadrangle Map: \(www.ct.gov/deep/gis\)](#); DEEP Maps and Publications, 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) [www.usgs.gov](#)
- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; [www.ct.gov/deep/endangeredspecies](#)
- Aquifer Protection Area Maps: [www.ct.gov/deep/aquiferprotection](#), DEEP Maps and Publications
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines: 860-424-3044 [www.ct.gov/deep/environmentaljustice](#)

- [Pollution Prevention \(P2\) for Business, Industry and Hospitals](#): Also, a variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- State and federal statutes and regulations are available for review at various locations:
On the web:
 - State Statutes: [www.cga.ct.gov/asp/menu/Statutes.asp](#)
 - DEEP website for Statutes and Regulations: [www.ct.gov/deep/laws-regs](#)
 - US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [www.epa.gov/lawsregs](#)

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860-424-3035 or e-mail the ADA Coordinator at DEP.aoffice@ct.gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.