



## **Instructions for Completing the General Permit Registration Form for Concentration Animal Feeding Operations (CAFO)**

*Use these instructions to complete [registration form](#) (DEEP-WPED-REG-030) for the General Permit for Concentrated Animal Feeding Operations ([CAFO GP](#)) (DEEP-WPED-GP-030). 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**

The Water Permitting and Enforcement Division (WPED) of the Department of Energy and Environmental Protection (DEEP) regulates discharges to waters of the state, including surface water, groundwater, and sanitary sewers to prevent pollution of waters of the state.

DEEP regulates discharges from agricultural activities and concentrated animal feeding operations (CAFOs) and does so using individual and general permits. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar activities by one or more registrants throughout a prescribe geographic area. Authorization of an activity under a general permit is governed by that general permit.

A general permit sets terms and conditions for conducting an activity, which when complied with, are protective of the environment. General permits are a quicker and more cost-effective way to permit specific activities for both DEEP and the registrant.

Any questions you may have regarding WPED general permits should be directed to (860) 424-3025.

### **Registration Instructions**

Please read the registration form and these instructions carefully. They have been designed to obtain specific information and any information 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 supporting document is only required for specific activities it will be noted on the registration form and in these 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 registration.

### **How to Apply**

Your general permit registration must include the following:

- an original [General Permit Registration Form for Concentrated Animal Feeding Operations](#) (DEEP-WPED-REG-030);
- all necessary supporting documents and attachments;
- the applicable fee.

## Where to Submit Your Package

You must submit the above materials together as a package to the address below as well as an electronic copy to [CAFO.Coordinator@ct.gov](mailto:CAFO.Coordinator@ct.gov).

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

## Part I: Registration Type and Fee Information

Select the appropriate box to specify:

- the CAFO category (small, medium or large);
- if this is a new registration under the CAFO GP. Because the CAFO GP is a new general permit in 2023, all initial registrations will be “new”;
- if this is a modification of the registration and/or Comprehensive Nutrient Management Plan (CNMP).

The fee as shown on the registration form must be submitted with the registration. DEEP will not process a registration and will deem such registration to be insufficient unless the required fees have been paid.

## Part II: Surrender or Withdrawal of Existing Permit or Application

Complete this part if you are requesting to surrender or withdraw existing permit(s) or application(s).

## Part III: Registrant Information

When completing this part, please use the following standards:

1. **Registrant Name** – Provide the full, legal company name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on such 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.).

*Contact Person* – Provide the name of the specific individual within the company whom DEEP may contact.

*Phone* – Unless otherwise indicated, the phone number provided should be the number where the corresponding individual can be contacted during daytime business hours.

*E-Mail* – Registrants must provide an accurate email address when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.

2. **Billing Contact** – If the registrant is not the billing contact, complete this section.
3. **Primary Contact** – If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this approval of registration, 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 registrant instead of the primary contact.
4. **Owner** – If the registrant is not the owner of the property on which the CAFO is located, complete this section.
5. **Engineer(s) or Consultant(s)** – List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

## Part IV: Pre-Application Meeting

Complete this section if you had a pre-application meeting.

## Part V: Site Information

1. **Name of CAFO** – The CAFO name is name by which the site operation is commonly known and/or uniquely identified.

The information given as the street address should be the address of the property at which the proposed activity will take place. Include the street address and city/town. If the property does not have a street number, provide the latitude and longitude of the location.

2. **Indian Lands** – Check the appropriate box to specify if the premise is or will be located on federally recognized Indian lands.

***DEEP requires all registrants to conduct a review of the following: Coastal Boundaries, Natural Diversity Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.***

3. **Coastal Boundary**

*If the general permit registration is for a new activity or a modification of an existing registration where the physical footprint of the subject activity is modified you must further evaluate your activity as detailed below.*

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act (CGS sections 22a-90 through 22a-112). You may be required to complete a Coastal Consistency Review Form (DEEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act. To determine whether this requirement pertains to you, you must first decide if your activity is, or is proposed to

be, located in either the coastal area or the coastal boundary.

The coastal area, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

|                           |             |                                  |
|---------------------------|-------------|----------------------------------|
| Branford                  | Guilford    | Old Saybrook                     |
| Bridgeport                | Hamden      | Orange                           |
| Chester                   | Ledyard     | Preston                          |
| Clinton                   | Lyme        | Shelton                          |
| Darien                    | Madison     | Stamford                         |
| Deep River                | Milford     | Stonington (Borough and Town of) |
| East Haven                | Montville   | Stratford                        |
| East Lyme                 | New London  | Waterford                        |
| Essex                     | New Haven   | West Haven                       |
| Fairfield                 | North Haven | Westbrook                        |
| Greenwich                 | Norwalk     | Westport                         |
| Groton (City and Town of) | Norwich     |                                  |
|                           | Old Lyme    |                                  |

The coastal boundary, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Land and Water Resources Division (LWRD), the DEEP File Room and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from the [DEEP Store](#). The map can also be viewed at:

[www.cteco.uconn.edu/map\\_catalog.asp](http://www.cteco.uconn.edu/map_catalog.asp)

(Select the town and then select coastal boundary. If the town is not within the coastal boundary you will not be able to select the coastal boundary map.)

### ***Activities within the coastal boundary:***

If your activity is, or is proposed to be, located in the coastal boundary, and you are applying for a new permit or a modification of an existing permit where the physical footprint of the subject activity changes, you must complete a [Coastal Consistency Review Form](#) (DEEP-APP-004) and submit it with your registration.

For renewals or other modifications of existing registrations for activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial registration

materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

***Activities outside the coastal boundary but within the coastal area:***

For registrations [(new registrations, modifications, or renewals)] for activities located outside of the coastal boundary, but within a town in the coastal area, you are not required to submit a Coastal Consistency Review Form with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

For assistance in completing the form, or if you have questions on this process, call LWRD at 860-424-3034.

**4. *Natural Diversity Data Base (NDDB) - Endangered or Threatened Species***

*For a renewal or modification of a general permit registration where there are no expansions to the external physical footprint of the facility including any collection, storage or treatment facilities referenced in the previous registration, skip this requirement and move to Question #5.*

Section 26-310(a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP commissioner, shall conserve endangered and threatened species and their essential habitats, and shall ensure that any activity authorized, funded or performed by such agency does not threaten the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat designated as essential to such species.

Please refer to “Requests for Natural Diversity Data Base Environmental

Reviews” located on the DEEP website at: <https://portal.ct.gov/DEEP/Nddb/Requests-for-Nddb-Environmental-Reviews> to determine if your activity, including any areas beyond the immediate footprint of the project and beyond the property line that will be either directly or indirectly affected, is located within an area identified as, or otherwise known to be, a habitat for endangered, threatened or special concern species. Include areas such as equipment and materials staging areas, areas receiving discharge and dredge material disposal areas. If applicable, prior to submitting the subject registration, you must submit a Request for Nddb State Listed Species Review Form to Nddb through DEEP’s ezFile Portal which can be accessed from DEEP’s Nddb website included above. Please note that Nddb review generally takes 4 to 6 weeks and may require the registrant to produce additional documentation, such as ecological surveys, which must be completed prior to submitting the subject permit registration. A copy of the Nddb Determination response letter that has not expired *must* be submitted with the completed subject registration. Include a copy of any mitigation measures developed for this activity and approved by Nddb. Do *not* submit any Nddb Preliminary Site Assessments with your registration. Be aware that you must renew your Nddb Determination if it expires before project work commences.

**5. *Aquifer Protection Areas***

Aquifer Protection Areas are defined in CGS section 22a-354a through 22a-354bb and are the areas that contribute water to public water supply wells. Many towns within the state are required to establish Aquifer Protection Areas. Level A areas are final, regulated areas under the aquifer protection program. Level B areas are preliminary approximations of aquifer protection areas that have not yet been mapped to final standards, so the shape of the area may change when final mapping is completed. Level B maps provide an approximation of

the Aquifer Protection Areas.

Review the [Aquifer Protection Area](#) maps to determine if your site is located in a Level A or Level B mapped aquifer protection area and check the appropriate box.

If your site is within a Level A aquifer protection area and your business is registered with either the local aquifer protection agency or DEEP, then no action is required.

If your site is within a Level A aquifer protection area and your business is not already registered, check the [Table of Regulated Land Uses](#) to determine if your activity is required to be registered under the Aquifer Protection Area Program. If you determine your activity is required to be registered, then contact the [local aquifer protection agent](#) or DEEP to take appropriate actions.

If your site is within a Level B aquifer protection area, then no action is required at this time. However, you may be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

For more information on the Aquifer Protection Area Program visit the DEEP website at [DEEP-Aquifer Protection](#) or contact the program at [DEEP.AquiferProtection@ct.gov](mailto:DEEP.AquiferProtection@ct.gov).

- 6. Conservation or Preservation Restriction**  
If the subject site has a conservation or preservation restriction, proof of written notice of this registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, must be submitted. The municipality where the site is located may have information concerning such restrictions.

## **Part VI: Description of CAFO Discharges and Operations**

Complete the table identifying all existing and proposed discharges and provide a brief description of CAFO operations and discharges in the space provided.

## **Part VII: Activity Specific Information**

- 1. Type and Number of Animals** – Check the appropriate box(es) to identify the type of animals that are part of the CAFO operation and include animal numbers for each respective animal category. Animal numbers should be separated into animals in open confinement and animals housed under roof.
- 2. Manure, Digestate, Litter and/or Other Wastewater Production and Use** – Complete this section to identify annual production volumes and how manure, digestate, litter and/or other wastewater produced by the registrant are used.
- 3. Type of Containment, Storage and Capacity** – Complete this section to indicate how manure, digestate, litter and/or other wastewater produced by the registrant is managed.
- 4. Comprehensive Nutrient Management Plan** – The registrant is required to submit their CNMP with the registration. Complete this section by answering the questions about the CNMP.

## **Part VIII: Supporting Documentation**

Check the appropriate box(es) for each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant as indicated on the registration form.

## **Part IX: Registrant Certification**

A written certification, signed by the registrant. The certification of the registration package shall 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, or his or her agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager in accordance with the company's "Articles of Organization", or by a member of the LLC if no authority is vested in a manager;
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 registrant authorized by law.

## **Part X: Preparer Certification**

A written certification signed by any other individual or individuals responsible for preparing the registration. If the registrant is the preparer, please mark N/A in the spaces provided for the preparer. This includes consultants, professional engineers, surveyors, soil scientists, etc. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the registration, including all attachments, is true, accurate and complete.

## **Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact the DEEP Office of Diversity and Equity at (860) 418-5910 or by email @ [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you are requesting a communication aid or service, have limited proficiency in English, need some other type of accommodation, or if you wish to file an ADA or Title VI discrimination complaint. In order to facilitate efforts to provide an accommodation, please request all accommodations as soon as possible following notice of any agency hearing, meeting, program or event.