



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Air Management
Engineering & Enforcement Division

Instructions for Completing the Notification to Cease Operation Under RCSA §22a-174-33a

Use these instructions to complete the Notification to Cease Operation Under RCSA §22a-174-33a (DEEP# - Cease-Op.-22a-174-33a). All applicable regulations should be reviewed prior to completing the notification form. It is the regulated entity's responsibility to comply with all applicable regulations. If you have any questions, you may contact the Bureau of Air Management – Compliance Analysis and Coordination Unit (CACU) at (860) 424-4152 or deep.cacu@ct.gov.

Introduction

In accordance with subsection (g)(1) of RCSA §22a-174-33a, Limit on Premises-Wide Actual Emissions Below 50% of Title V Source Thresholds, any owner or operator electing to discontinue operation pursuant to this section shall submit a notification to the commissioner, on forms provided by the commissioner. The notification must be submitted no later than 30 days after electing to discontinue operating under RCSA §22a-174-33a. These instructions are meant to provide guidance while completing the Notification to Cease Operation Under RCSA §22a-174-33a (DEEP# - Cease-Op.-22a-174-33a).

Submittal – When complete, please send one copy of the notification with original signatures to the following address:

Supervisor
Compliance Analysis and Coordination Unit Bureau
of Air Management
Connecticut Department of Energy and
Environmental Protection
79 Elm Street
Hartford, CT 06106-5127

Part I: Owner/Operator Information

1. Owner/Operator Name – Provide legal name, address, business telephone number, contact name, contact title and e-mail address of the owner or operator of the subject premises. If the owner or operator is an entity transacting business in Connecticut and is required to register with the Connecticut Secretary of State, provide the exact name as registered with the Connecticut Secretary of State.

2. Legal Name of the Agent for Service of Process for Owner, if applicable - If applicable, provide the legal name and mailing address of the agent for service of process for the owner of the subject premises.

3. Individual With Primary Managerial Responsibility of the Subject Premises - Provide the name, mailing address, business telephone number and e-mail address of the individual with primary managerial responsibility for the premises.

Part II: Site Information

1. Site or Facility Name - Provide the site or facility name of the premises electing to discontinue operation under RCSA§22a-174-33a.

2. Location of Site or Facility - Provide the street address, city/town, state and zip code of the premises electing to discontinue operation under RCSA§22a-174-33a.

Part II: Site Information, continued

3. Individual designated by owner/operator to answer questions pertaining to this notification - Provide the name, business telephone number and e-mail address for the individual designated by the owner or operator to answer questions pertaining to the notification.

Part III: Consultant or Engineer Information

1. Engineer(s) or Consultant(s) employed or retained to assist in preparing the notification - If a consulting firm or engineer was retained for the purpose of preparing this notification on behalf of the owner or operator identified in Part I provide the name of the firm or engineer, mailing address (street, city/town, state and zip code), business telephone number, contact name, contact telephone number and contact e-mail address. List all services provided.

Part IV: Reason for Cessation of Coverage

- 1. Reason for Cessation** - Provide the reason for cessation of operation under RCSA §22a-174-33a.
- 2. Date of Cessation** - Provide the date to cease operation under RCSA §22a-174-33a. This notification must be submitted no later than 30 days after such cessation.

Part V: Acknowledgement of Annual Compliance Certification

Check to confirm acknowledgement of appropriate Compliance Certification - Provide an Annual Compliance Certification in accordance with RCSA §22a-174-33a(f)(1) for the portion of the current calendar year through the date of cessation of operation noted above. If the cessation notification will be submitted before the prior year's Compliance Certification has been submitted, provide an Annual Compliance Certification for the previous calendar year.

Part VI: Certification

The authorized representative for the owner or operator and the individual(s) responsible for actually preparing the notification must sign this section. The notification will be considered incomplete unless all required signatures are provided.

By signing the notification these individuals are certifying that they have read and agree with the following statement:

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I understand that any false statement made in the submitted information may be punishable as a criminal offense, under section 22a-175 or 53a-157b of the Connecticut General Statutes."

Sign and date - The authorized representative shall sign and date the notification form.

Print or type - The authorized representative's name and title shall be printed or typed.

Sign and Date - If an individual other than the authorized representative prepared the notification form the preparer shall also sign and date the notification form.

Print or type - If applicable, the preparer's name and title shall be printed or typed.

If additional signatures are required please reproduce the sheet for Part VI: Certification, check the box that additional signatures are required, and attach the signed copies to the notification form.