Instructions for Completing the Commercial General Permit (GP) Notifier/Tier I Operator - Annual Reporting Form

What is this form?
This is the annual reporting form prescribed by the Commissioner of Energy and Environmental Protection (DEEP) required to be completed for GP SW Management Notifier/Tier I aggregation sites. The form is composed of three parts 1) quantities and types of solid waste and recyclables generated out-of-state and received at the reporting site; 2) quantities and destinations of solid waste and recyclables sent out from the reporting site for disposal or recycling; and 3) signature and certification. Explicit instructions are given below. Please save a blank copy of this form for future reports.

How often must this form be completed?
The report must be completed annually and submitted by July 31st for the previous fiscal year (July 1st – June 30th).

Where do I send the Report after It Is Completed?
COMPLETED FORMS SHOULD BE SUBMITTED TO THE CT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION by any ONE of the following methods:

Fax (860) 424-4059 Attn: Solid Waste Facility Reporting; Or
Scanned & E-Mailed To DEEP.Solid&HazWasteReports@ct.gov (Do not send hard copy if sending electronically); Or
Land-Mailed (CT DEP; Bureau of MM&CA – Recycling Office; 79 Elm Street - 4th Floor; -Hartford, CT 06106-5127; Attn: Solid Waste Facility Reporting )

Must be double-sided and preferably on paper with a minimum 30% post-consumer content.
PLEASE CONSERVE PAPER - Do not fax or submit pages or sections that you intentionally left blank.

If submitting the report electronically send as WORD or EXCEL document – and scan the certification section and send with the rest of the report. Contact Paula Guerrera (860 424-3334) to confirm receipt of report by DEEP

How do I complete this form?
Fill in the information at the top of the form e.g. whether the reporting entity is a notifier or a Tier I solid waste manager; name and address of the aggregation site; phone number; and mailing address (if different from site address). Indicate the fiscal year for the report (e.g. FY2016 July 2015-June 2016). Indicate how report weights were determined. Quantities are to be expressed in short tons (2,000 pounds).

- Part 1:
This section shall be used to report quantities of solid waste and recyclables generated out-of-state and received at the reporting aggregation site. If no out-of-state solid waste or recyclables were received check “no” and move on to part 2.

Report the quantities received July – December; January-June; and total for the reporting fiscal year. If service vehicles deliver loads of CT solid waste or recyclables mixed with out-of-state solid waste or recyclables, just try to estimate the percentage from out-of-state.

- Part #2:
This section shall be used to report the quantities, types, and destinations of solid waste and recyclables sent out from the reporting aggregation site to out-of-state destinations or directly to recycling end users (e.g. markets such as manufacturers, paper mills, landscapers, etc.). Any item which is burned as a fuel (except for waste oil), or is eventually incinerated or landfilled should be recorded as disposed and not as recycled.

Part 2a should be used to report the type and quantities of solid waste transferred out for disposal to out-of-state destinations. Report the quantities transferred out-of-state during the periods July – December; January-June; and total for the reporting fiscal year.

Part 2b should be used to report the type and quantities of recyclables either transferred to out-of-state destinations for recycling or transferred directly to end users (i.e. markets either in CT or out-of-state...
such as manufacturers, paper mills, landscapers etc.). Report the quantities transferred to out-of state recycling destinations or to end users during the periods July – December; January-June; and total for the reporting fiscal year.

- **Part #3 - CERTIFICATION AND SIGNATURE**

Questions? Contact Paula Guerrera (860) 424-3334 or Judy Belaval (860) 424-3237 at the DEEP Bureau of MM&CA