Instructions for Completing the General Permit to Construct and Operate a Commercial Facility for the Management of Recyclable Materials and Certain Solid Wastes ("Commercial GP") Solid Waste (SW) Facility Quarterly Reporting Form

What is this Reporting Form?
This is a quarterly solid waste facility reporting form for CT Commercial GP Solid Waste Facilities. It is required to be completed and submitted quarterly (following the schedule below) to the Department of Energy and Environmental Protection pursuant to Regulations of the CT State Agencies (RCSA) Section 22a-209, or CT General Statutes (CGS) Section 22a-208e, and the Commercial GP reporting requirements.

How often must this form be completed?
Registrants must complete and submit this form quarterly (every three months). The reporting quarters and deadline for submitting reports are:

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>DEADLINE for SUBMISSION</th>
<th>REPORTING PERIOD</th>
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<tbody>
<tr>
<td>1st</td>
<td>April 30</td>
<td>JAN 1 –MAR 31</td>
</tr>
<tr>
<td>2nd</td>
<td>July 31</td>
<td>APR 1 – JUN 30</td>
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<tr>
<td>3rd</td>
<td>October 31</td>
<td>JUL 1 – SEP 30</td>
</tr>
<tr>
<td>4th</td>
<td>January 31</td>
<td>OCT 1 – DEC 31</td>
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If you own or operate more than one Commercial GP Solid Waste Facility, a form shall be completed for each facility.

How should the form be submitted?
Completed forms can 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&WasteReports@ct.gov (Do not send hard copy if sending electronically); Or
- Land-Mailed (CT DEEP; 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 quarterly 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

The form seems very long; are all parts of the form required to be submitted?
Your quarterly reports must reflect all solid waste and recyclables received at the facility and all solid wastes and recyclables sent out from facility. Since this is a new type of solid waste permit – the reporting forms may need modification.

Select the reporting forms relevant to the Appendices approved for your Commercial GP application. You may combine the forms to design a quarterly reporting form that specifically relates to operations at your facility. Please feel free to modify the number of rows in a table or the number of pages to keep paper waste to a minimum. Delete
If you do modify the reporting form – you need to E-mail a blank copy of your self-designed reporting form to paula.guerrera@ct.gov or Judy.belaval@ct.gov for form design approval before using the form to submit your quarterly report(s).

If your Commercial GP SW facility is authorized for more than one Appendix – **Materials authorized in more than one facility category must only be reported ONCE on ONE reporting form** (e.g. if receiving “Clean Wood” under Appendix C and under Appendix D - report the “Clean Wood” data in only one Appendix’s quarterly report). Receipt and storage capacities are **NOT cumulative**.

### Commercial GP Solid Waste Facility Appendices
| Appendix A – Asbestos Containing Material | ACM |
| Appendix B – Ash Residue | Ash Residue |
| Appendix C – Clean Wood, including Leaves and Grass Clippings | Clean Wood, Wood Chips, Leaves and Grass |
| Appendix E – Non-RCRA Hazardous Waste and Compatible Solid Wastes | Used Oil, Used Oil Filters, Architectural Paint, Antifreeze, Propane Tanks with Valves, CFC Appliances, Scrap Metal |
| Appendix G – Universal Waste and Compatible Solid Wastes | Capacitors, Light Ballasts, Universal Wastes, Lead Acid Batteries, Mixed Batteries, Used Electronics-including CEDs, |

If you are managing materials under a CT **Product Stewardship program** (e.g. paint, CED-residential electronics, or mattresses), please contact Judy Belaval or Paula Guerrera (see contact info below) for reporting form modifications to reduce duplicative reporting.

**Questions?** Contact Judy Belaval (860) 424-3237 or Paula Guerrera (860) 424-3334.

**How should the form be filled out?**

On the first page fill out general information regarding the facility – Name, Registrant, location, mailing address, the Appendices authorized through the Commercial GP, etc.
Although the form is set-up to report both monthly and quarterly data - If it is easier, you may just report the total for the quarter in lieu of monthly and quarterly data.

**Part 1 - Received:** Report information re type, origin and amount (short tons) of solid waste and /or recyclables received at the facility –for the reporting quarter.

- Report data regarding type of waste and tonnages received from CT regional (i.e. multi-town) SW facilities (e.g. regional transfer station, C&D volume reduction facility, recycling facility, etc.) – report the origin as the name and location of the sending CT regional SW facility
- Report data regarding type of waste and tonnages received direct haul from CT generators and/or hauled from CT municipal TSs.
  - For most waste and recyclable types report the origin as “Connecticut”
  - For bottles, cans, and, paper (BCP) report the origin as the CT municipality in which the BCP were generated; combine this tonnage with any BCP tonnage received from the municipality’s TS.
    - Also report the source of BCP received as residential or non-residential.
      - A residential source means real estate containing one or more dwelling units, not including hospitals, motels, or hotels - CGS Section 22a-220a(a).
      - Condominiums and apartments are residential sources of recyclables
      - Assume that tonnages of BCP from a CT municipal TS are residential.
- Report data regarding type of waste and tonnages received from out-of-state. Report the origin as the state of origin or the name and location of the out-of-state regional SW facility from which the waste was transferred.

**Part 2 – Transferred Out:** Report information re type, destination (name & location), destination type, and amount of solid waste and /or recyclables transferred out of the facility – for the reporting quarter.

- Report solid waste or recyclables transferred to recycling destinations e.g. composting or recycling processing facilities, end users (manufacturers, paper mills, etc.); consumers (retail or wholesale); etc
- Report solid waste or recyclables transferred to disposal destinations e.g. incineration with or without energy recovery, landfill, landfill cover, etc.

**Part 3 – Balance Sheet** - Report the total received vs the total transferred out from the facility for the reporting quarter. If the discrepancy is greater than 10% - provide an explanation.

**Part 4 – Certification** - Certify that the information provided in the report is true and accurate to the best of your knowledge.

**Questions?** Contact Judy Belaval (860) 424-3237 or Paula Guerrera (860) 424-3334 at the CT DEEP Bureau of Materials Management and Compliance Assurance.