



DEEP Compliance Certification Form for the Department of Motor Vehicles (DMV) Automotive Dealer’s or Repairer’s License and Motor Vehicle Recycler License Application

This form must be completed and submitted with your [DMV Automotive Dealer’s or Repairer’s License](#) application or [DMV Motor Vehicle Recycler License](#) application to the address indicated on the applicable DMV form. Be sure to include all indicated required attachments.

Note: This form has combined the information previously required in a DEEP Referral Sheet, self-audit checklist, and compliance certification form.

Part A: General Information

1. Facility Legal Name:	
Location Address:	
City/Town:	State: Zip Code:
Business Phone:	ext.:
Contact Person:	Title:
Phone:	ext. E-mail:
2. Applicant Name:	
Mailing Address:	
City/Town:	State: Zip Code:
Business Phone:	ext.:
Contact Person:	Title:
Phone:	ext. E-mail:
3. Facility Operations: Check those operations listed below that are applicable to your facility.	
<input type="checkbox"/> Vehicle Washing	<input type="checkbox"/> Steam Cleaning
<input type="checkbox"/> Engine Degreasing	<input type="checkbox"/> Oil Change
<input type="checkbox"/> Floor Washing or Incidental Vehicle Drillage	<input type="checkbox"/> Parts Washing
<input type="checkbox"/> Transmission Fluid Change	<input type="checkbox"/> Radiator Coolant Change
<input type="checkbox"/> Vehicle Dismantling or Crushing	<input type="checkbox"/> Radiator Cleaning
<input type="checkbox"/> Vehicle Shredding	<input type="checkbox"/> Salvage Operations of Vehicle Parts
<input type="checkbox"/> Tire Puncture Testing	<input type="checkbox"/> Vehicle Body Repair/Painting
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Vehicle Detailing



Part B: Self-Audit Checklist				See the referenced CT DEEP Pit Stops Fact Sheets for additional information:
<p>Please circle YES, NO or NA. Circle the NA response only if you do not have that activity or service at your facility. The preferred response in terms of compliance is YES. A NO response means you probably are not in compliance. Be sure to attach indicated required documents with this completed form. Refer to the fact sheets for more information.</p>				
1. Are waste drums, tanks or other containers closed, labeled and free of leaks?	YES	NO	NA	Appendix A: Hazardous Waste Management
2. Are waste fluids such as oil, antifreeze, solvents and paints stored in separate drums or tanks?	YES	NO	NA	Appendix A: Hazardous Waste Management
3. Do you generate used oil? If Yes , you must make arrangements with a waste oil transporter that is permitted by DEEP to pick up your used oil. Please provide the name and DEEP permit number of your transporter: Name of Waste Oil Transporter: _____ DEEP Permit # of Waste Oil Transporter: _____ In addition, attach a letter of intent from your waste oil transporter to this completed form and submit it with your DMV application. The letter must list your name and address and indicate that the transporter intends to pick up your waste oil and properly recycle it. <i>Note: For a list of permitted waste transporters, see Waste Transporters and Facilities (ct.gov)</i>	YES	NO	NA	
4. If you store used oil:				Used Oil, Appendix A: Hazardous Waste Management, Frequently Asked Questions
a. If stored outside, is there secondary containment?	YES	NO	NA	
b. Is it on an impervious base (e.g., concrete, metal, plastic)?	YES	NO	NA	
c. If stored outside, is it under a roof?	YES	NO	NA	
5. If you store tires, is the amount of tires less than 10 cubic yards or approximately 100 passenger car tires?	YES	NO	NA	Tires
6. Do you hot drain oil filters for at least 24 hours before recycling or disposal?	YES	NO	NA	Used Oil, Frequently Asked Questions
7. Do you recycle your used oil by:				Used Oil
a. Shipping it off site for recycling OR	YES	NO	NA	
b. Burning it in a space heater at your facility?	YES	NO	NA	
8. If you burn used oil in a space heater:				Used Oil, Frequently Asked Questions, Appendix A: Hazardous Waste Management
a. Do you test the oil for halogens?	YES	NO	NA	
b. Is the heater designed for that purpose?	YES	NO	NA	
c. Is the heater vented outside?	YES	NO	NA	
d. Is the size of the heater less than 500,000 BTUs?	YES	NO	NA	
9. Are used batteries stored on an impervious base?	YES	NO	NA	Batteries (Lead Acid)
10. Have you conducted a hazardous waste determination on used antifreeze prior to recycling or disposal?	YES	NO	NA	Antifreeze, Appendix A: Hazardous Waste Management

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11. Have you conducted a hazardous waste determination on any used rags or absorbents prior to determining proper disposal?	YES	NO	NA	Rags and Absorbents, Used Oil, Appendix A: Hazardous Waste Management
<p>12. Are you a new or used car dealer “with five (5) acres or more of contiguous impervious surface” (Impervious surface means roof area, paved or cemented walk, parking area, driveway, roadway and any other non-natural surface where stormwater cannot percolate into the ground)?</p> <p>If Yes, you must register under the DEEP General Permit for the Discharge of Stormwater Associated with Commercial Activity. Attach a copy of your DEEP General Permit for the Discharge of Stormwater Associated with Commercial Activity Certificate/approval letter to this completed form and submit it with your DMV application.</p> <p><i>If you have any questions about whether you are required to obtain this permit registration, please contact DEEP’s Stormwater Program at DEEP.stormwaterstaff@ct.gov.</i></p>	YES	NO	NA	Stormwater
<p>13. Do you dismantle or crush cars on site?</p> <p>If Yes, you must register under the DEEP General Permit for the Discharge of Stormwater Associated with Industrial Activity. Attach a copy of your DEEP General Permit for the Discharge of Stormwater Associated with Industrial Activity approval letter to this completed form and submit it with your DMV application.</p> <p>Under the Stormwater Industrial GP, all batteries and chemical containment such as drums, tanks, and containers with new products or waste fluids that are stored outside, are required to have secondary containment and cover.</p> <p><i>If you have any questions about whether you are required to obtain this permit registration, please contact DEEP’s Stormwater Program at DEEP.stormwaterstaff@ct.gov.</i></p>	YES	NO	NA	Stormwater
a. Are all fluids being collected prior to crushing?	YES	NO	NA	
b. Are reasonable efforts being made to ensure that vehicle fluids are not contaminating the soil?	YES	NO	NA	
c. Does the business use a mobile crusher? If Yes , list the name of the company who provides the crusher: _____	YES	NO	NA	
<p>14. Do you have floor drains?</p> <p>If Yes, a ‘Discharge Notification Form to POTW Authority’ and ‘Attachment A to Notification Form (Detailed Discharge Information)’ under the General Permit for Discharges from Miscellaneous Industrial Users (MIU GP) is required to be submitted to the sewage treatment plant receiving the wastewater. Attach a copy of the completed forms submitted to the applicable POTW Authority (sewage treatment plant) (Forms available at Water Discharge Permits and General Permits (ct.gov)—look for ‘Miscellaneous Industrial Users’ under ‘General Permits’). Also submit any reply received from the sewage treatment plant, if any.</p> <p>If No, notification under the MIU GP is not required.</p>	YES	NO	NA	Shop Wastewater, Frequently Asked Questions

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<p><i>Note: It is illegal to discharge any wastewater from your facility to the ground, a septic system (except for bathroom and sink wastewater), surface waters, or a storm drain. As an alternative, a holding tank may be used for the collection of treated wastewater for disposal by a permitted waste transporter. (For a list of permitted waste transporters, see Waste Transporters and Facilities (ct.gov). All floor drains should be authorized to discharge to the sewer or a holding tank. No floor drains should be directly discharging to the ground.</i></p>				
a. If an oil and grit separator is required by the MIU GP, do you inspect it at least twice per year and clean it when necessary?	YES	NO	NA	
<p>15. Do you wash or steam clean vehicles?</p> <p>If Yes, a ‘Discharge Notification Form to POTW Authority’ and ‘Attachment A to Notification Form (Detailed Discharge Information)’ under the General Permit for Discharges from Miscellaneous Industrial Users (MIU GP) is required to be submitted to the sewage treatment plant receiving the wastewater. Attach a copy of the completed forms submitted to the applicable POTW Authority (sewage treatment plant) (Forms available at Water Discharge Permits and General Permits (ct.gov)—look for ‘Miscellaneous Industrial Users’ under ‘General Permits’). Also submit any reply received from the sewage treatment plant, if any.</p> <p>If No, notification under the MIU GP is not required.</p> <p><i>Note: Washing vehicles is prohibited in an Aquifer Protection Area, unless all wastewaters go to a public sewer.</i></p>	YES	NO	NA	
a. Do you wash the vehicles under a roofed structure constructed to keep the wash water separate from stormwater?	YES	NO	NA	
16. If you have a parts washer				Parts Cleaning
a. Is the lid closed if the solvent reservoir is exposed to the air?	YES	NO	NA	
b. Does the solvent have a vapor pressure less than or equal to 1.0 mm Hg at 68 degrees F?	YES	NO	NA	
c. Is the flow of solvent in the sink a solid fluid stream (vs. a fine, atomized or shower type) and at a pressure which does not exceed 10 psi?	YES	NO	NA	
17. If you repair or service motor vehicle air conditioners:				Refrigerants (CFCs)
a. Do you use EPA approved equipment?	YES	NO	NA	
b. Is staff properly trained and certified by an EPA-approved program?	YES	NO	NA	
18. If you paint cars:				Body Repair and Painting
a. Is the dust being captured if the cars are sandblasted?	YES	NO	NA	
b. Is there a spray booth?	YES	NO	NA	
c. Are there air filters in the spray booth to prevent over-spray (emissions)?	YES	NO	NA	
d. Are high-volume, low pressure (HVLP) spray guns or electrostatic applicators used?	YES	NO	NA	

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<p>e. Does the facility <i>purchase</i> less than 1000 gal per year of VOC containing coatings or solvents per year?</p> <p>If Yes, the source could elect to operate and keep records in accordance with RCSA 22a-174-3c.</p> <p>If No,</p>	YES	NO	NA	
<p>Does the facility <i>use</i> less than 2,000 gal of VOC containing coatings or solvents per year?</p> <p>If Yes, the source may be able to elect to operate and keep records under RCSA 22a-174-3b(d) if the equipment used meets the requirements of such section.</p> <p>If No, or the facility can not comply with RCSA 22a-174-3b(d), the facility must apply for a new source review permit under RCSA 22a-174-3a.</p> <p><i>Note: If unsure, contact the Air Engineer of the Day to discuss (860-424-4152).</i></p>	YES	NO	NA	
<p>f. Have you done a hazardous waste determination on paint booth filters and paint-related debris (tape, rags, etc.) to determine if they are hazardous waste prior to proper disposal?</p>	YES	NO	NA	
<p>g. Are paint odors confined to your property?</p> <p>If No, odors cannot rise to the level of being a nuisance. See RCSA 22a-174-23 for details.</p>	YES	NO	NA	
19. If you have Underground Storage Tanks (USTs):				Petroleum Storage and Dispensing
a. Are they registered with DEEP and files maintained on-site?	YES	NO	NA	
b. Is release detection being performed on USTs and piping?	YES	NO	NA	
c. Have your operators completed the required training?	YES	NO	NA	
<p>20. Are you a scrap metal processor, as described in CGS section 14-67w?</p> <p>If Yes, you are not required to obtain a permit under CGS section 22a-208a, if on or before July 31, 2014, and annually thereafter, such scrap metal processor submits to the Commissioner of Energy and Environmental Protection, on a form prescribed by the commissioner, the amount of scrap metals generated within the borders of the state and purchased or received by such processor for the prior state fiscal year, including a good faith estimate of the amount received directly from in-state construction or demolition sites. Such report shall identify the monthly amounts of scrap metal generated within the state, other recyclable materials generated within the state and recycling residue generated, each of which was sent out by such processor, and indicate the destination facility type for such materials, including an indication of whether such facility is in this state.</p>	YES	NO	NA	
<p>21. Project located in one of 36 coastal municipalities;</p> <p>If Yes, and also located within the legally defined coastal boundary area within the town, contact local Planning and Zoning office to ascertain need for Coastal Site Plan Review and other zoning requirements that may apply.</p>	YES	NO	NA	NA

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22. Project located in an aquifer protection area ; If Yes , contact DEEP.AquiferProtection@ct.gov .	YES	NO	NA	NA
23. Project located in a CT DEEP Natural Diversity Database state listed species habitat ; If Yes , contact deep.nddbrequest@ct.gov	YES	NO	NA	NA
24. Project located in an Environmental Justice Community ; If Yes , contact Edith Pestana .	YES	NO	NA	NA
25. Environmental remediation is needed at the site; If Yes , contact the Remediation Division District Supervisor Remediation Districts .	YES	NO	NA	NA
26. Property subject to the Property Transfer Act ; (If your property or business was sold after Oct. 1, 1987)? If Yes , a. have you filed a DEEP Property Transfer Form (applicable to vehicle body repair facilities)? b. Contact the Remediation Division District Supervisor Remediation Districts	YES	NO	NA	Property Transfer
27. Project located on a brownfield ; If Yes , contact the Remediation Division District Supervisor Remediation Districts	YES	NO	NA	NA
28. If any of the requirements from #'s 21 - 27 apply, provide DEEP contact name(s) and recommendations: _____	YES	NO	NA	NA
Notes: _____				

Employee Name: _____

Inspection Date: _____

Employee Title: _____

Disclaimer: This checklist is a tool to help you evaluate compliance at your facility. It is not a complete list of all regulations that may apply to your business. You are responsible for knowing and complying with all applicable state, federal, local and tribal requirements.

Questions? Contact [CT DEEP's Office of Planning and Program Development](#).

Part C: Applicant Certification

"I hereby certify that, to the best of my knowledge and belief, all the property to be used for the operation of the yard and business is in compliance with the provisions of all applicable provisions of title 22a and all regulations adopted by the Commissioner of Energy and Environmental Protection pursuant to the provisions of said title.

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 a false statement in the submitted information may be punishable as a criminal offense, in accordance with section 22a-6 of the General Statutes, pursuant to section 53a-157b of the General Statutes, and in accordance with any other applicable statute.

I also certify that this application is on complete and accurate forms as prescribed by the commissioner without alteration of the text.

By entering my name below, I agree that I am providing my legal signature, and am legally bound by the certifications above."

Signature of Applicant

Date Signed

Printed Name of Applicant

Information on environmental regulations and pollution prevention for vehicle repair and body shops can be found on the DEEP website at [Vehicle Repair and Body Shops P2 Fact Sheet Index](#); includes the [Auto Recycling Industry Compliance Guide](#).