



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Waste Engineering & Enforcement Division

Instructions for Completing the General Permit Registration Form to Construct and Operate a Commercial Facility for the Management of Recyclable Materials and Certain Solid Wastes (“Commercial GP”)

Use these instructions to complete the [registration form](#) for the Commercial GP (DEEP-MM-REG-001). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.

A completed registration form must be submitted in order to request to be authorized under the Commercial GP.

Introduction

The Department of Energy and Environmental Protection (DEEP) uses both individual and general permits to regulate the management of recyclable materials and solid wastes. 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 prescribed 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 the department and the registrant.

The Commercial GP includes eight (8) appendices for the management of different materials within the following solid waste facility categories: *Asbestos Containing Materials (ACM); Ash Residue; Clean Wood (Including Leaves and Grass Clippings); Construction and Demolition (C&D) Waste; Non-RCRA Hazardous Waste and Compatible Solid Wastes; Recyclable Materials; Universal Waste and Compatible Solid Wastes; and Food Waste*. Each appendix provides the operation and management conditions for the specific facility category including receipt and storage limits. A registrant may seek authorization under the Commercial GP for multiple facility categories up to a maximum of five (5) categories.

The activities authorized in ACM and Ash Residue facility categories are limited to the consolidation and transfer of containers of waste. The other appendices namely: Clean Wood, C&D Waste, Non-RCRA and Compatible Solid Waste, Recyclables, Universal Waste and Compatible Solid Waste, and Food Waste all authorize limited processing, consolidation and transfer of materials.

Any person proposing to transfer a DEEP permit must submit a completed *License Transfer Form* (DEEP-APP-006) and transfer fee to DEEP. The [License Transfer Form](#) may be used for changes in owners and operators of the licensed activity. If other changes are proposed to the facility, the site,

and/or to facility operations, prior to implementation of any such changes, the proposed transferee must request a pre-application meeting, which may then require the submission of a new application or modification of an existing registration. For further information concerning permit transfers or to obtain a *License Transfer Form*, please contact the Office of Planning and Program Development (OPPD) at DEEP.OPPD@ct.gov.

Any questions that you may have regarding the Solid Waste Permitting Program's general permit, should be directed to DEEP.Solid&HazWasteReports@ct.gov or 860-424-3366.

Who Shall Apply for General Permit Authorization?

A Registration shall be filed by any person proposing to conduct the following, within the state of Connecticut:

1. Manage recyclables and/or other solid waste generated by others and who is seeking, under the authority of the Commercial GP, to construct and/or operate a solid waste facility; or
2. Provide consumer service(s) and thereby generate recyclables and/or other solid wastes, in the course of providing such services, and transport such recyclables and/or other solid waste to a site which is not the site at which the waste was generated.

Such registration shall include a registration form which meets the requirements of section 4 of the Commercial GP and the applicable fee. **All Registrants, with the exception of Tier II registrants, shall receive an Approval of Registration and no regulated activities shall be conducted without such an Approval of Registration.** Tier II registrants for Clean Wood and/or Construction and Demolition Waste shall submit a Registration for such operations and may conduct regulated activities upon the submission of the registration. Tier II registrants shall also receive an acknowledgement of registration from the Department.

For example: A landscaper who provides such services to residential or other customers, and removes the clean wood, leaves, etc. from the customer's location for aggregation at his "home base" to then efficiently manage those recyclables and other solid wastes, triggers the need for a registration under the Commercial GP as stated in item # 2, above.

Who shall Notify and Report?

A "*Notifier*" is defined in the Commercial GP as a person who generates recyclables and/or other solid waste in the course of conducting business and who subsequently transports such recyclables and other solid waste to a site which is not the site at which the waste was generated and who is: (1) a retailer delivering goods to customers' locations; 2) in the business of providing or maintaining utilities to customers; 3) an industry with more than one site owned and operated by the same corporate entity or which is under the same corporate ownership; or 4) an institution.

Any person who meets the definition of a notifier, as provided above, or who operates at Tier I capacities for either Clean Wood or Construction and Demolition (C&D) waste shall notify the department of their activities and submit annual reports providing amounts of recyclables and other solid wastes sent to markets or solid waste facilities authorized to receive such wastes. The required notification is a component of the annual report form prescribed by the commissioner. ***Notifiers are not required to submit a registration form as their notification.***

How to Apply

Your Commercial GP registration must include the following:

- **An original** *General Permit Registration Form to Construct and Operate a Commercial Facility for the Management of Recyclable Materials and Certain Solid Wastes (DEEP-MM-REG-001* and all supporting documents;
- **One (1)** copy of the original registration package;
- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection”.

You must submit the above materials together as a package to:

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

In addition, send an electronic copy of the registration package to:

DEEP.Solid&HazWasteReports@ct.gov

The registrant must also supply a copy of the registration form and supporting documents to the Chief Elected Official (e.g., Mayor, First Selectman, Town Manager) of the municipality where the proposed activity is to be located.

Refer to the Available Resources section at the end of these instructions to obtain all required documents related to the subject general permit.

When submitting your Commercial GP registration, label your supporting documents as directed on your registration form and always include, on each document, the registrant's name as indicated on the registration form. When additional space is necessary to answer a question stated in the registration, please insert additional sheets by the appropriate question. Label each sheet with the registrant's name as indicated on the registration form, along with the corresponding part number and question number indicated on the general permit registration form. You should retain a copy of all documents for your files.

Part I: Registration and Fee Type

1. Check the appropriate box by each facility category you are registering for to specify the registration type (new/additional or modification) which will also indicate the fee associated with each.
 - a. ***New/Additional*** - The registrant shall select this column if registering for the first time under the Commercial GP or if an additional facility category is being sought. This column shall also be used if you wish to **replace** an existing authorization (registration/permit) with a registration under the Commercial GP. **When an existing authorization is replaced with a registration under the Commercial GP, the previous authorization is no longer in effect.**
 - b. ***Modification of an Existing Registration*** - The registrant may apply for proposed modifications **only** in the following cases: (a) the addition of equipment in order to conduct processing authorized in a facility category under an existing registration and/or (b) the

reconfiguration of the facility layout as a result of relocation of authorized activities. The registrant must indicate the facility category(ies) being modified. No modification shall be implemented without prior written approval. Note that a permittee shall not submit a registration form in order to modify an existing individual facility permit.

- c. **Facility Category** - Registrants may select up to a maximum of five (5) categories.
- d. **Fees** - Registrations shall not be processed unless the appropriate fees have been submitted. Each facility category has a separate fee and the fees are cumulative. The payment should be in the form of a check or money order made payable to the “Department of Energy and Environmental Protection.”

Note: Financial Assurance - Within sixty (60) days after the issuance of an acknowledgement or approval of registration, the registrants for the following solid waste facilities categories are required to provide the appropriate financial assurance mechanisms as described below:

Asbestos Containing Material (ACM)	\$ 3,850.00
Ash Residue	\$22,770.00
Construction & Demolition (C&D) Waste	\$58,260.00
Non-RCRA Hazardous Waste and Compatible Solid Waste (Non-RCRA)	\$ 4,752.00
Universal Waste and Compatible Solid Wastes (Universal Waste”)	\$ 6,676.00

- 2. **Replacement of an existing license or individual permit.** If your activity has been previously authorized by a license or an individual permit, please identify the previous or existing license or permit number in the space provided, and the expiration date of the existing license. **When an existing authorization is replaced with a registration under the Commercial GP, the previous authorization is no longer in effect.**
- 3. **Request for an additional Solid Waste Facility Category(ies).** If you are requesting an additional solid waste facility category(ies) provide the current registration number in the space provided to which the Department will add the new facility category. Note: For each additional facility category you are requesting, check the “New” box.
- 4. **Modification of an existing Registration.** The registrant may apply for proposed modifications only in the following cases: (a) the addition of equipment in order to conduct processing authorized in a facility category under an existing registration and/or (b) the reconfiguration of the facility layout as a result of relocation of authorized activities. The registrant must indicate the facility category(ies) being modified. No modification shall be implemented without prior written approval. Note that a permittee shall not submit a registration form in order to modify an existing individual facility permit.
- 5. **New owners or operators.** In accordance with section 22a-60 of the Connecticut General Statutes (CGS), no person may act under a DEEP license issued to someone else. Such license may be transferred to a new owner or operator. Therefore, if the facility has changed owners or operators the new owner or operator must either [apply for a License Transfer](#) or submit a new registration under the Commercial GP.
- 6. **Identification as a disassembler of used electronics.** If the Universal Waste and Compatible Solid Waste facility category is selected, the registrant must indicate if disassembly of used electronics will be conducted at the facility.
- 7. **Identification as a facility unpackaging food waste.** If the Food Waste category is selected, the registrant must indicate if unpackaging will be conducted at the facility.

8. **Town where site is located.**
9. **Brief description of Project.** Provide a brief description of the proposed and/or the existing activity. The description should be specific and identify the registration type. For example: “This registration is for two (2) solid waste facility categories: a *new* recycling facility (Appendix F Recyclables) and the *replacement* of an individual permit for a clean wood facility (Appendix C Clean Wood).”

Part II: Registrant Information

If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please complete and submit the [Request to Change Company/Individual Information](#) to the address indicated on the form. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at DEEP.OPPD@ct.gov. For any other changes you must contact the specific program(s) from which you hold a current DEEP license.

When completing this part, please use the following standards:

1. **Registrant Name** - Provide the full, legal *company/firm* name. Note: If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on such registration. If a registrant is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of the State. Please note, for those entities registered with the Secretary of the State, the registered name will be the name used by DEEP. This information can be accessed at ([onlineBusinessSearch \(ct.gov\)](#)).
 - 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.).
 - **Business Phone** - Unless otherwise indicated, the phone number provided should be the number where the contact person can be contacted during daytime business hours.
 - **Contact Person** - Provide the name of the specific individual within the company whom DEEP may contact.
 - **E-Mail** – Registrants must provide an accurate email address, if available, when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.
 - a) Registrant type – Check the appropriate box(es).
 - b) Registrant’s Interest in Property – Check the appropriate box(es).
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 registration form, 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. **Attorney or other representative** - It is not required that a registrant be represented by an attorney or any other representative. If you do have an attorney or other representative, complete this section.
5. **Facility Operator** - Complete this section if the registrant is not the operator of the

proposed/existing facility or equipment. Note that the definition of facility in the Commercial GP incorporates the real property.

6. **Facility Owner** - Complete this section if the registrant is not the owner of the proposed/existing facility or equipment. Note that the definition of facility in the Commercial GP incorporates the real property.
7. **Engineers or Consultants** - List any engineers or other consultants employed or retained to assist in preparing the registration form or the design, construction or operation of the proposed activity. Be sure to identify the service that is being provided by each.
8. **Pre-Application Coordination** - If a pre-application meeting was held for the subject activity, please provide the DEEP staff contact name and the date the pre-application meeting was held.

Part III: Site Information

1. Site Name and Location

The site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified.

The information given as the location address should be the address of the property at which the proposed activity will take place. Include the street address and municipality. If the property does not have a street number, describe the location in terms of the distance and direction from an obvious landmark such as an intersection with another roadway, a bridge, or a river. For example, "... on River Street, approximately 1000 feet north of its intersection with Bear Swamp Road."

Provide the latitude and longitude, in degrees, minutes and seconds or in decimal degrees, of the exact location of the proposed activity. In addition, please indicate the method used to determine the latitude and longitude coordinates. There are a variety of methods of deriving latitude and longitude coordinates with the Global Positioning System (GPS) being the most accurate.

2. Tribal Lands

Check the appropriate box to specify if the site is or will be located on federally recognized tribal lands.

Prior to submitting the Commercial GP registration, DEEP recommends that all registrants conduct a review of the following Coastal, Natural Diversity Data Base and Aquifer Protection information as soon as possible in order to resolve any outstanding issues, where feasible, to ensure a more timely and efficient review of the Commercial GP registration.

3. Coastal Management Act Consistency

If the registration is for a new activity or a modification of an existing activity 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 (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:

Check the appropriate box.

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

A **copy** of the completed [Coastal Consistency Review Form](#) and the DEEP response **must** be submitted with this completed registration as Attachment C.

Activities outside the coastal boundary but within the coastal area:

For general permit registrations 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.

2. *Natural Diversity Data Base (NDDB) -Endangered And Threatened Species*

Check the appropriate box and provide the date of map.

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 State Listed Species Reviews” located on the DEEP website at: <https://portal.ct.gov/DEEP/Endangered-Species/Endangered-Species-ReviewData-Requests> 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 NDDDB State Listed Species Review Form](#) (DEEP-APP-007) to NDDDB. Please note that NDDDB 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 registration. A copy of the NDDDB Determination response letter that has not expired *must* be submitted with the completed subject registration as Attachment D. Include a copy of any mitigation measures developed for this activity and approved by NDDDB. Do *not* submit any NDDDB Preliminary Site Assessments with your registration. Be aware that you must renew your NDDDB 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.

6. *Conservation or Preservation Restriction*

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, proof of written notice of the registration to the holder of such restriction or a letter from the holder of such restriction verifying that the registration is in

compliance with the terms of the restriction, must be submitted as Attachment E, in accordance with CGS section 47-42d. The municipality where the site is located may have information concerning such restrictions.

7. *Environmental Justice Communities*

Check the appropriate box(es)

- a. If the site includes a *new* facility or a *new* activity and is located in an environmental justice community, the registrant must hold an informal public meeting that is convenient to the public, prior to approval of registration under the Commercial GP.

The registrant must provide public notice of the informal public meeting by each of the following forms: 1) a newspaper announcement and 2) notice to abutting property owners. Other forms of notice may include, but not be limited to, a visible and accessible sign or a broadcast media announcement. The registrant shall notify DEEP confirming the date, time and place of the meeting, submit proof of the notification of the meeting and submit the meeting attendance sheet.

Confirmation of the meeting and submittals must be addressed to the following DEEP program:

Environmental Justice Program
Office of the Commissioner
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127
860-424-3044

- b. If the subject registration includes an activity which will occur at an *existing applicable* facility that was previously individually permitted and is located in an environmental justice community, the registrant shall submit an Environmental Justice Public Participation Plan **PRIOR TO FILING THE SUBJECT REGISTRATION WITH THE DEPARTMENT** and adhere to the requirements of CGS section 22a-20a. Refer to the [Environmental Justice Public Participation Guidelines](#) (DEEP-EJ-GUID-001) for more information, ([Environmental Justice \(ct.gov\)](#)).

Submit a copy of the written Plan approval with your registration as Attachment F.

An environmental justice community is defined as:

- a. A United States census block group, as determined in accordance with the most recent United States census, for which thirty percent (30%) or more of the population consists of low income persons who are not institutionalized and have an income below two hundred percent of the federal poverty level; or
- b. A distressed municipality.

To be subject to the requirements of CGS section 22a-20a, a facility or activity must be located directly in the defined census block or the distressed municipality in order to be subject to the requirement of holding an informal public meeting. A list of current environmental justice communities and municipalities with defined census blocks can be found on the DEEP website at [Environmental Justice \(ct.gov\)](#).

8. *Potential Adverse Environmental Impacts*

Provide a brief description of all potential adverse environmental impacts associated with the proposed regulated activities at the facility. Also describe any methods to be implanted by the Registrant to minimize such adverse impacts.

Part IV: Supporting Documents

Check the appropriate box by each Attachment being submitted as verification that all applicable Attachments have been submitted. Please label all attachments as referenced in the registration form, or any other supporting documents, and these instructions and be sure to include the name of the registrant as indicated on the registration form.

Attachment A: Site Plan

*For Registrants holding an Approval of Registration under the General Permit to Construct and Operate Certain Recycling Facilities, the Site Plan previously submitted and approved by DEEP may be incorporated by reference into a registration where there has been **no** change in such authorized activities and documents as previously approved by DEEP. Such site plan would not need to be submitted with the registration.*

Submit, as Attachment A, a site plan drawing(s) showing the site's boundaries and the location of the proposed management of recyclables and other solid wastes. The site plan drawing shall be prepared, signed, dated, stamped and certified by a professional engineer (P.E.) licensed to practice in Connecticut. The site plan shall provide a clear and detailed representation of all existing and proposed natural and man-made features, legend, scale and notes with references. The site plan shall also depict the proposed layout of the facility, including all structures and all indoor and outdoor activities, including delineations, dimensions and quantities of processing and storage equipment and areas. More than one sheet may be used, if necessary.

The site plan shall at a minimum include:

1. Plan scale of at least 1 in. = 100 ft.; provide the scale on the site plan in graphic form;
2. Plan date, and each revision date;
3. North arrow;
4. Existing and proposed contour intervals at no more than 5 ft. and sufficient to show surface water flow;
5. Property boundaries of the site, identification of all abutters and direction and distance to any potable water wells on such properties;
6. Wetlands and watercourses;
7. Easements and utilities;
8. Stormwater and sanitary sewer systems;
9. Flood zones;
10. A location map;
11. Roads and internal drives, depictions of ingress to and egress from the facility, on-site traffic patterns, parking areas, all paved areas;
12. Landscaping; and
13. A professional engineer licensed to practice in Connecticut shall affix his or her seal, date and live signature on the site plan, with the following certification:
"I certify that I have thoroughly prepared and completely reviewed the site plan submitted with the registration form for the General Permit to Construct and Operate a Commercial Facility for the Management of Recyclable Materials and Certain Solid Wastes. I am aware that there are

significant penalties for false statements in this certification, including the possibility of fines and imprisonment for knowingly making false statements.”

Attachment B: United States Geological Survey (USGS) Topographic Quadrangle Map

Submit, as Attachment B, an 8 1/2” by 11” copy of the relevant portion or a full-sized original of a USGS quadrangle map, with a scale of 1:24,000, indicating the exact location of the site and proposed activities including the area within a one mile radius of the site.

The quadrangle name should be noted on the copy of the map submitted. See Figure A at the end of these instructions for an example of how a USGS map must be labeled when submitted.

DEEP will use this map to enter your site location into its Geographic Information System (GIS). It is important that you accurately locate the site and proposed activities because the GIS generates natural resource information relevant to your site. An inaccurate description of the project location may delay the processing of your registration.

Attachment C: Coastal Consistency Review Form

Activities within the state’s coastal area which includes the coastal boundary 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. Please refer to the instructions in Part III, item 3, to determine if this requirement pertains to you.

Attachment D: Natural Diversity Data Base (NDDDB) -Endangered or Threatened Species Information

Submit a copy of the NDDDB Determination response letter that has not expired, and include a copy of any mitigation measures developed for this activity and approved by NDDDB, as Attachment D, as explained in Part III item 4 of these instructions.

Attachment E: Conservation or Preservation Restriction

If the activity which is the subject of the registration is located within a conservation or preservation restriction area, submit 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, as Attachment E. The municipality where the site is located may have information concerning such restrictions.

Attachment F: Environmental Justice Communities

Submit a copy of the Environmental Justice Public Participation Plan Approval as Attachment F. Please refer to the instructions in Part III, item 7, to determine if this requirement pertains to you.

Attachment G: Professional Engineer Certification

Submit a PE certification statement with the submission of a New registration for activities not previously authorized. The PE Certification shall be required for the addition of a new Solid Waste Facility Category at an existing facility. Such certification shall be submitted on a form prescribed and provided by the Commissioner (DEEP-MM-P.E.Cert-001D), which shall include the following statement:

“I certify based on my review and on my professional judgment that the management of Recyclables and other Solid wastes at the Commercial Facility will be in accordance with the

conditions of the General Permit. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements.”

Attachment H: Closure Plan and Cost Estimate – Disassembly of Used Electronics

If the registrant plans to conduct disassembly of used electronics at a universal waste and compatible solid waste facility, they must submit a closure plan and cost estimate for the facility. The closure plan shall include the methods and procedures to be utilized for performing final closure of the facility (i.e. removal of waste and decontaminating surfaces) along with a cost estimate for performing the final closure. The final closure plan shall include, at a minimum:

- (i) An estimate of the maximum inventory of wastes and materials on site;
- (ii) The methods and procedures for removing, transporting and disposing or recycling of all wastes and materials at facilities authorized to receive such waste and materials;
- (iii) Procedures for performing the decontamination of all areas used for the disassembly of used electronics and covered electronic devices including the decontamination of all equipment and structures; and
- (iv) Methods and procedures for conducting the testing of the floor surfaces to confirm that residues do not remain that are in excess of residential direct exposure criteria for all constituents of concern pursuant to sections 22a-133k-1 through 22a-133k-3 inclusive of the Regulations of Connecticut State Agencies (the Remediation Standard Regulations).

The cost estimate shall be based upon a third party performing all the activities associated with the final closure. The cost estimate shall include, at a minimum, line items for all of the activities detailed above. Three quotations for closure costs shall be submitted with the closure plan.

Attachment I: Description of Depackaging Methods – Facilities Depackaging Food Waste

If the registrant plans to conduct depackaging of food waste at a facility registered under Appendix H, a description of the depackaging methods, equipment, and procedures to be employed by the facility must be provided. The description shall include, at a minimum:

- (i) An equipment list, including processing capacity;
- (ii) A description of the material flow and the depackaging process, including the management of recyclable items generated through depackaging; and
- (iii) A P.E. certified floor plan depicting equipment and process layout.

Part V: Registrant Certification

After the registration has been completed it must be reviewed and signed by both the registrant and the individual(s) who actually prepared the registration and any part thereof required by the registration. A registration will be considered incomplete unless all required live signatures are submitted. Submittals of copied signatures are not acceptable. 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.

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 agent;
3. For a limited liability company (LLC): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by a member of the LLC if no authority is vested in a manager(s); and
4. For a partnership: by a general partner.

A registration will be considered insufficient unless all required live signatures are provided.

Available Resources:

Below is a list of possible resources for specific information required for this registration. Be sure to also check the DEEP website, [Department of Energy and Environmental Protection](#) and your local town hall or library for maps and other reference materials.

The DEEP File Room; DEEP.RecordsCenter@ct.gov, 860-424-4180 is located on the store level at 79 Elm Street, Hartford, CT. Please call in advance for hours of operation.

The [DEEP Store](#), deep.store@ct.gov, 860-424-3555 is only available on line or by phone.

For general assistance regarding a Commercial GP: contact the Solid Waste Permitting Program at DEEP.Solid&HazWasteReports@ct.gov or 860-424-3366.

For the subject registration form, instructions and other required documents visit the DEEP website at: [Waste and Materials Management Permits and General Permits \(ct.gov\)](#)

- Coastal Boundary Areas: Town Hall and/or [DEEP Store](#), deep.store@ct.gov, 860-424-3555; "Coastal Boundary Map". Additional information: LWRD: 860-424-3034
 - www.cteco.uconn.edu/map_catalog.asp
 - magic.lib.uconn.edu/connecticut_data.html#water
- [Coastal Consistency Review Form](#)
- Coastal Resource Maps: Town Hall and/or [DEEP Store](#), deep.store@ct.gov, 860-424-3555
- USGS Topographic Quadrangle Map: [Geographic Information Systems \(ct.gov\)](#); [DEEP Store](#), 860-424-3555, or USGS Office, 303-202-4700, or US Geological Survey, Western Distribution Branch, Box 25286, Denver Federal Center, Denver, CO 80225 (sells USGS maps and publications) www.usgs.gov
- Endangered or Threatened Species Areas: DEEP.RecordsCenter@ct.gov; "State and Federal Listed Species and Natural Communities"; [Endangered Species \(ct.gov\)](#)
- Aquifer Protection Area Maps: [Aquifer Protection Program](#), [DEEP Store](#), deep.store@ct.gov, 860-424-3555
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice

Public Participation Guidelines: [Environmental Justice \(ct.gov\)](#)

- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention, DEEP.pollutionprevention@ct.gov ; 860-424-3297
- Aerial Photographs: DEEP LWRD 860-424-3034
 - CTECO internet site maintained by the University of Connecticut [www.cteco.uconn.edu]
- Historic Aerial Photographs:
 - ◆ State Library: 860-566-4301
 - ◆ Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN) magic.lib.uconn.edu/
 - ◆ CTECO internet site maintained by the University of Connecticut [www.cteco.uconn.edu]
- Tidal Wetland Boundary Maps: [DEEP Store](#), deep.store@ct.gov ,860-424-3555
- Coastal Policies and Use Guidelines (Planning Report 30): DEEP LWRD 860-424-3034
- Wetlands of Connecticut: [DEEP Store](#), deep.store@ct.gov ,860-424-3555
- National Wetland Inventory Maps: <https://www.fws.gov/wetlands/>, [DEEP Store](#), 860-424-3555
- [2002 Connecticut Guidelines for Soil Erosion and Sediment Control](#)
- [Connecticut Guidelines for Stormwater Quality Management](#),
- Drainage Basins: DEEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [Geographic Information Systems \(ct.gov\)](#)
- Archeological or Historical Landmarks: Town Hall or Connecticut Historical Commission
- Land Conservation Areas: Town Hall and/or [DEEP Store](#), deep.store@ct.gov, 860-424-3555; "Open Space Map"
- Soil Series Description and Delineation: County Soil and Water Conservation District Offices and the United States Department of Agriculture Conservation Service Office
- US Army Corps of Engineers
 - ◆ Regulatory Program
<https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/>
 - ◆ New England District, Regulatory Office
696 Virginia Road
Waltham, MA 02254
Concord, MA 01742-2751
www.usace.army.mil

800-343-4789; 978-318-8335; 978-318-8338

- Copies of the Structures, Dredging and Fill Statutes, CGS sections 22a-359 through 22a-363f; the Tidal Wetlands Act, CGS sections 22a-28 through 22a-35a; and the Connecticut Coastal Management Act, CGS sections 22a-90 through 22a-112: DEEP LWRD 860-424-3034

- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes: [Legislative Commissioners' Office of the Connecticut General Assembly](#)
- DEEP website for Statutes and Regulations: [Laws and Regulations \(ct.gov\)](#)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [Laws & Regulations | US EPA](#)

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

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 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.

