



## **Instructions for Completing the General Permit Registration Form to Perform One Day Collections of Certain Wastes and Household Hazardous Waste**

*Use these instructions to complete the registration form for the General Permit to Perform One Day Collections of Certain Wastes and Household Hazardous Waste (DEEP-RCY-REG-007). 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.*

The applicant may apply for authorization for more than one activity (i.e., the collection of household hazardous waste, covered electronic devices or used electronics, hazardous and universal wastes from conditionally exempt small quantity generators, or sharps and pharmaceuticals from households) using one registration form.

### **Introduction**

The Waste Engineering and Enforcement Division (WEED) of the Department of Energy and Environmental Protection's (DEEP) Bureau of Materials Management and Compliance Assurance administers the *General Permit to Perform One Day Collections of Certain Wastes and Household Hazardous Waste*. DEEP uses both individual and general permits to regulate hazardous and solid waste collections.

Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar activities by one or more applicants 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 applicant.

It is the responsibility of the permittee to

disseminate information about eligible users for the one-day collection in advance of the collection date as a means of screening ineligible users.

Any questions that you may have regarding this general permit should be directed to the Waste Engineering and Enforcement Division at 860-424-3366.

### **Who May Apply for General Permit Authorization?**

This general permit authorizes the one-day collection of household hazardous waste, hazardous and universal waste from conditionally exempt small quantity generators, covered electronic devices or used electronics, or sharps and pharmaceuticals from households.

Either the person organizing the one-day collection or the person performing (“vendor”) the one-day collection activities may apply for authorization under this general permit.

This general permit does not authorize the

transportation of hazardous or biomedical wastes.

Either the permittee or the vendor chosen by the permittee must be:

- licensed under section 22a-454 of the Connecticut General Statutes (“CGS”) to transport hazardous waste may transport the household hazardous waste, hazardous or universal wastes from CESQGs, covered electronic devices or used electronics, and pharmaceuticals from the one-day collection.
- licensed under section 22a-454 CGS of to transport biomedical waste may transport sharps from the one-day collection.

## How To Apply

Your general permit registration must include the following:

- *A General Permit Registration Form to Perform One Day Collections of Certain Wastes and Household Hazardous Waste (DEEP-RCY-APP-007)*
- One copy of the registration package, and
- The applicable initial fee, paid by check or money order, made payable to "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

You should retain a copy of all documents for your files.

## Part I: Registration Type

Check the appropriate box to specify if the registration is for a *new* authorization under the general permit or a *renewal* of an existing

authorization under the general permit or a *modification* of an existing authorization under the general permit.

If you are applying for a renewal or modification of an existing general permit authorization, please identify the previous or existing registration number in the space provided.

## Part II: Fee Information

A fee of two thousand five hundred dollars (\$2,500) must be submitted for each approval of registration you are seeking. The registration will not be processed without the fee.

The payment should be in the form of a check or money order made payable to “Department of Energy and Environmental Protection”. Municipalities will receive a fifty percent (50%) discount of the registration fee.

## Part III: 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 Innovative Partnerships and Planning at [DEEP.OPPD@ct.gov](mailto:DEEP.OPPD@ct.gov). For any other changes you must contact the specific program from which you hold a current DEEP license.

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying an entity registered with the Secretary of the State, fill in the name exactly as it is shown on such registration. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. This information can be accessed at [Online Business Search](#). 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.). If the registrant is a governmental body, identify the city or town of such body followed by the relevant department, board or division.

- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the corresponding individual 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 when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.
1. *Registrant* - Complete the information concerning the registrant.
  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 [approval of] registration, 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. *Transporter* – Fill in the transporter’s name, mailing address, phone number and e-mail address. Indicate the transporter’s permit number in the space provided.

The collection(s) of household hazardous waste, hazardous or universal wastes from CESQGs, covered electronic devices or used electronics, or pharmaceuticals require that

either the applicant or the applicant’s chosen vendor must have a Hazardous Waste Transporter Permit under section 22a-454 CGS.

The collection of sharps requires that either the applicant or the applicant’s chosen vendor must have a Biomedical Waste Transporter Permit under section 22a-454 CGS.

#### **Part IV: 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. By their signature, they certify that, to the best of their knowledge and belief, the information contained in the application, 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);
4. For a partnership: by a general partner; or
5. For a municipal, state, or federal agency or department: by either a principal executive officer, a ranking elected official, or by other representatives of such registrant authorized by law.

**A registration will be considered insufficient unless all required 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, [www.ct.gov/deep](http://www.ct.gov/deep) and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.

For general assistance regarding the *General Permit to Perform One Day Collections of Certain Wastes and Household Hazardous Waste*: contact the Waste Engineering and Enforcement Division at 860-424-3366.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at:

[www.ct.gov/deep/wastepermitapps](http://www.ct.gov/deep/wastepermitapps)

- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes: [www.cga.ct.gov/asp/menu/Statutes.asp](http://www.cga.ct.gov/asp/menu/Statutes.asp)
- DEEP website for Statutes and Regulations: [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/laws-regs)
- US EPA website for Federal Laws, Regulations (Code of Federal Regulations; CFR), Policy, Guidance and Legislation: [www.epa.gov/lawsregs](http://www.epa.gov/lawsregs)

Book Format:

- State Library (Hartford)
- University Law Schools (UCONN-

Hartford, Yale)

- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)
- DEEP's Environmental Equity Policy and Environmental Justice Program: 860-424-3044  
([www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice))

## 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 (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.