



Instructions for Completing the General Permit Registration Form to Employ a Permitted Environmental Professional to Oversee Cleanup Activities of Releases for Which the Permitted Entity is the Responsible Party and for Certain Tank Removal Companies to Oversee Cleanup of Releases from Residential Underground Heating Oil Storage Tank Systems

Use these instructions to complete the registration form for the General Permit to General Permit to Employ a Permitted Environmental Professional to Oversee Cleanup Activities of Releases for Which the Permitted Entity is the Responsible Party and for Certain Tank Removal Companies to Oversee Cleanup of Releases from Residential Underground Heating Oil Storage Tank Systems ([DEEP-ERSPD-APP-1](#)).

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.

Introduction

This general permit has the following two purposes:

1. To allow those entities which have internal fire department and/or internal spill response teams (e.g., certain public utilities, certain chemical manufacturers/distributors, and defense contractors) to have Permitted Environmental Professionals (PEPs) on their staff to certify closure of spills and releases.
2. During the course of removing residential underground heating oil storage tank systems, there is the possibility of finding associated contamination from the system; this permit allows certain tank removal companies to have PEPs on staff to certify closure of releases from those systems and to remove contaminated soil associated with a release.

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.

Any questions that you may have regarding Emergency Response and Spill Prevention Division's general permit program should be directed to DEEP.PEPEnforcement@ct.gov.

How To Apply

Your general permit registration must include the following:

- An original *General Permit Registration Form to Employ a Permitted Environmental Professional to Oversee Cleanup Activities of Releases for Which the Permitted Entity is the Responsible Party and for Certain Tank Removal Companies to Oversee Cleanup of Releases from Residential Underground Heating Oil Storage Tank Systems* (DEEP-ERSPD-APP-1) and all supporting documents;
- The applicable initial fee, paid by check or money order, made payable to the “Department of Energy and Environmental Protection” or through the online E-payment portal.

Note: The initial fee is the total permit application fee due.

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

When submitting your general permit 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 Type

Check the appropriate box to specify if the registration is for a *new* authorization under a general permit, (also indicate if it is a *modification* of an existing, approved authorization under a general permit). If your activity has been formerly licensed by an individual permit, registration or other authorization, or if you are applying for a renewal or modification of an existing general permit authorization, please identify the previous or existing permit/authorization/registration number in the space provided, the facility ID number and the expiration date of the existing license.

Part II: Fee

A fee of \$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” or through the E-Payment portal.

Check the box if paying online through the E-Payment portal.

After the application is received and entered, pay instructions will be emailed to the Primary/Billing Contact listed.

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. 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 [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.).
 - *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. *Attorney* - It is not required that a registrant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
 5. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

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 and these instructions and be sure to include the name of the registrant as indicated on the *registration form*.

Attachment A: Permitted Environmental Professional Qualifications

Fill out Attachment A to include the relevant experience and qualifications for a each person designated as a PEP on the registration.

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. 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);
4. For a partnership: by a general partner;

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

Available Resources:

- 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 \(ct.gov\)](#)

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 at 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.