



# Instructions for Completing the Registration Form for a Connecticut Solid Waste Demonstration Project

*Use these instructions to complete the registration form for a Connecticut Solid Waste Demonstration Project (DEP-SW-REG-003). 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 for each Connecticut Solid Waste Demonstration Project. Incomplete registrations will not be processed. The burden of developing the Solid Waste Demonstration Project and convincing the staff of its benefits and likelihood of success of the Solid Waste Demonstration Project is the responsibility of the respondent.

## Introduction

Section 22a-208a (j) of the Connecticut General Statutes (CGS) states the commissioner of Environmental Protection may issue an approval for a demonstration project for any activity regulated by the commissioner under the solid waste chapter provided the commissioner determines that such demonstration project (1) is necessary to research, develop or promote methods and technologies of solid waste management which are consistent with the goals of the state solid waste management plan; (2) does not pose a significant risk to human health or the environment; and (3) is not inconsistent with the federal Water Pollution Control Act, the federal Rivers and Harbors Act, the federal Clean Air Act or the federal Resource Conservation and Recovery Act.

Any questions that you may have regarding the Connecticut Solid Waste Demonstration Projects should be directed to the Solid Waste Permitting Program at 860-424-3366.

## Who May Apply?

Any person, company or municipality may apply for a Connecticut Solid Waste Demonstration Project Approval. This activity is authorized only on or after the date the commissioner issues a written approval of registration with respect to such activity.

## How To Register

Your Connecticut Solid Waste Demonstration Project registration must include the following:

- A *Permit Application Transmittal Form* (DEP-APP-001);
- A *Registration Form for Connecticut Solid Waste Demonstration Projects* (DEP-SW-REG-003) and all supporting documents;
- One copy of the registration package;
- The applicable initial fee, paid by check or money order, made payable to the “Department of Environmental Protection”.

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

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

When submitting your registration, label your supporting documents as directed on your 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 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* Solid Waste Demonstration Project or a *renewal* of an existing Solid Waste Demonstration Project Approval. If your activity has been formerly licensed by an individual permit, registration or other authorization, or if you are registering for a renewal of an existing authorization, please identify the previous or existing permit/authorization/registration number in the space provided.

### **Part II: Fee**

A fee of \$1,000.00 must be submitted for each registration you are submitting. 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 Environmental Protection".

If the applicant is a municipality, the 50 percent fee discount applies. If the applicant is a state agency, contact the Solid Waste Permitting Program for the corresponding fee at 860-424-3366.

DEP will not process the registration unless the required initial fees have been paid.

### **Part III: Registrant Information**

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 the registration.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms,

Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr, PE, PhD, etc.).

- *Contact Person* - Provide the name of the specific individual within the municipality whom DEP may contact.
  - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the above individual can be contacted during the daytime business hours.
1. *Registrant* - Fill in the registrant's information. Check the box to specify any co-registrant's and attach the required information to the registration.
  2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
  3. *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.
  4. *Facility Operator* - Identify the operator of the facility.
  5. *Property Owner(s)* - Identify the owners of property where demonstration will occur.
  6. *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: Site Information**

1. The facility name, if applicable, should be the name by which the facility 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, 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. Coastal Management Act Consistency Facilities**

Within the state's coastal area must be consistent with the Connecticut Coastal Management Act, i.e., Sections 22a-90 through 22a-112 of the Connecticut General Statutes (CGS). You may be required to complete a *Coastal Consistency Review Form* (DEP-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 facility 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	

East Lyme	New London	Stratford
Essex	New Haven	Waterford
Fairfield	North Haven	West Haven
Greenwich	Norwalk	Westbrook
Groton (City and Town of)	Norwich	Westport
	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 DEP-approved coastal boundary maps which are available for review at the DEP Office of Long Island Sound Programs (OLISP), the DEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEP Maps and Publications.

***Facilities within the coastal boundary:***

If your facility is, or is proposed to be, located in the coastal boundary, and you are applying for a new authorization, you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your registration as Attachment C.

For renewals of existing authorizations for facilities located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, depending upon the specific facility's potential impact on coastal resources, DEP may notify you that submission of this form is required to process your registration.

***Facilities outside the coastal boundary but within the coastal area:***

For facilities 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, depending on the facility's potential impact on coastal resources, DEP may notify you that submission of this form is required to process your registration.

For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

### 3. ***Endangered or Threatened Species***

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEP 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 the “*Connecticut Natural Diversity Data Base- (NDDB) Review of Endangered or Threatened Species*” located on the DEP website at:

[www.ct.gov/dep/endorangeredspecies](http://www.ct.gov/dep/endorangeredspecies) (Review/Data Requests) to determine if your activity is located within an area identified as a habitat for endangered, threatened or special concern species. If applicable, include copies of any correspondence to and from the NDDB, including a copy of the completed *CT NDDB Review Request Form* with your registration as Attachment D.

### 4. ***Aquifer Protection Areas***

Aquifer protection areas are defined in section 22a-354a through bb CGS 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. Please review the list of towns, available on the DEP

website, to determine if your site location is within one of these towns and, if yes, check the appropriate map, also available on the DEP website, to see if the site is within the area identified on a Level A or Level B map. If your site location is within an area identified in a Level A or Level B map, you must determine if your activity may be regulated either by the local aquifer protection agency or the DEP aquifer protection program.

The following DEP website, [www.ct.gov/dep/aquiferprotection](http://www.ct.gov/dep/aquiferprotection), provides the list of towns and maps and information to determine if your activity may be regulated either by the local aquifer protection agency or the DEP Aquifer Protection Program. For further assistance, you may call the Aquifer Protection Program at 860-424-3020.

### 5. ***Conservation or Preservation Restriction***

If the subject site has a conservation or preservation restriction, 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, must be submitted as Attachment E.

### 6. ***Environmental Justice Communities***

- a. If the site includes a ***new*** facility or a ***new*** activity and is located in an environmental justice community, the applicant must hold an informal public meeting that is convenient to the public, prior to issuance of permit approval.
- b. If the subject registration includes an activity which will occur at an ***existing applicable*** facility and is located in an environmental justice community, the registrant shall submit an Environmental Justice Public Participation Plan and adhere to the requirements of Public Act 08-94. Refer to the Environmental Justice Public Participation Guidelines (DEP-EJ-GUID-001) for more

information,  
([www.ct.gov/dep/environmentaljustice](http://www.ct.gov/dep/environmentaljustice)).

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 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.

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 environmental justice communities can be found at:

[www.ct.gov/dep/environmentaljustice](http://www.ct.gov/dep/environmentaljustice). The list of distressed municipalities can also be found on the DECD website at [www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248](http://www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248)

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 DEP 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 DEP program:

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

## **Part V: Solid Waste Demonstration Project Information**

1. Describe how this proposed demonstration project (1) is necessary to research, develop or promote methods and technologies of solid waste management that are consistent with the goals of the state solid waste management plan; (2) does not pose a significant risk to human health or the environment; and (3) is consistent with the federal Water Pollution Control Act, the federal Rivers and Harbors Act, the federal Clean Air Act or the federal Resource Conservation and Recovery Act.
2. Identify the type of solid waste material proposed to be studied during the demonstration project, how it is generated and the quantities.
3. Describe how this solid waste/material is currently being disposed of and/or managed.
4. Describe what you expect to demonstrate during this study, the proposed timeline for this study and how this solid waste/material could be reused, consistent with the Solid Waste Management Plan and federal Resource Conservation and Recovery Act.
5. Identify any chemical constituents that are present in the solid waste/material you are proposing to study, including life cycles and potential environmental or health impacts. Submit any solid waste characterization studies that have been conducted as Attachment F.
6. Describe the proposed testing and monitoring that will take place during this demonstration project.

7. List any approvals, individual permits and/or general permits that you have applied for or received from CT DEP or from any other state. Submit any contracts and/or letters of agreement/interest from others willing to participate in this demonstration project as Attachment G.
8. Identify any other pertinent data the registrant would like to include or submit such data as Attachment H.

## **Part VI: 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: United States Geological Survey (USGS) Topographic Quadrangle Map**

Submit, as Attachment A, an 8 ½" x 11" copy of the relevant portion or a full-sized original of a USGS Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the project site of proposed activities.

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.

DEP will use this map to enter your project location into its Geographic Information System (GIS). It is important that you accurately locate the project 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 B: Facility Site Plan**

Submit, as Attachment B, a legible drawing of the location of the property where the activity

will occur. The plan must show a north meridian arrow and be drawn to scale, with the scale shown as either a numerical ratio (e.g., 1:200) or as a bar scale (e.g., 1" = 40').

### **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 (Sections 22a-90 through 22a-112 CGS). You may be required to complete a *Coastal Consistency Review Form* (DEP-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 IV, item 2, to determine if this requirement pertains to you.

### **Attachment D: CT NDDDB Information**

Submit copies of any correspondence provided to or received from the CT NDDDB program, including a copy of a *completed CT NDDDB Request Form* (DEP-APP-007) as Attachment D, as explained in Part IV, item 3 of these instructions.

### **Attachment E: Conservation or Preservation Restriction**

If the property is subject to a conservation or preservation restriction, 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.

### **Attachment F: Solid Waste Characterization Studies**

Submit, as Attachment F, any solid waste characterization studies that have been conducted on the solid waste/material you are proposing to study.

## **Attachment G: Contracts and/or Letters of Agreement/Interest**

Submit, as Attachment G, any contracts and/or letters of agreement/interest from others willing to participate in this demonstration project.

## **Attachment H: Additional Data**

Submit, as Attachment H, any additional data that the registrant deems relevant to the registration.

## **Part VII: 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. 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), a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or a member of the LLC if no authority is vested in a manager(s);
4. For a partnership, by all general partners;
5. For a municipal, state, or federal agency or department, by either a principal executive officer or a ranking elected official or by

other representatives of such applicant 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 DEP website, [www.ct.gov/dep](http://www.ct.gov/dep) and your local town hall or library for maps and other reference materials.

Both the DEP Maps and Publications 860-424-3555 and the DEP 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 subject registration, contact the Solid Waste Permitting Program at 860-424-3366.

For the subject registration form, instructions and other required documents visit the DEP website at: [www.ct.gov/dep/permits&licenses](http://www.ct.gov/dep/permits&licenses) (Air, Waste and Land Use/Waste and Materials Management Permits and General Permits)

- Coastal Boundary Areas: Town Hall and/or DEP Maps and Publications; "Coastal Boundary Map". Additional information: Office of Long Island Sound Programs: 860-424-3034
- Coastal Resource Maps: Town Hall and/or DEP Maps and Publications 860-424-3555
- Reference Guide to Coastal Policies and Definitions ([www.ct.gov/dep/permits&licenses](http://www.ct.gov/dep/permits&licenses))
- USGS Topographic Quadrangle Map: ([www.ct.gov/dep/gis](http://www.ct.gov/dep/gis)) DEP Maps and Publications, 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](http://www.usgs.gov)

- Endangered or Threatened Species Areas: DEP File Room; "State and Federal Listed Species and Natural Communities"; [www.ct.gov/dep/endangeredspecies](http://www.ct.gov/dep/endangeredspecies)
- Aquifer Protection Area Maps: [www.ct.gov/dep/aquiferprotection](http://www.ct.gov/dep/aquiferprotection)
- Pollution Prevention: A variety of pollution prevention publications are available from DEP's Office of Pollution Prevention 860-424-3297
- DEP's Environmental Equity Policy, Environmental Justice Program and Environmental Justice Public Participation Guidelines: 860-424-3044 ([www.ct.gov/dep/environmentaljustice](http://www.ct.gov/dep/environmentaljustice))
- Wetlands of Connecticut: DEP Maps and Publications 860-424-3555
- 2002 Connecticut Guidelines for Soil Erosion and Sediment Control ([www.ct.gov/dep/cwp/view.asp](http://www.ct.gov/dep/cwp/view.asp))
- Drainage Basins: DEP Maps and Publications, "Natural Drainage Basins in Connecticut", 1988; [www.ct.gov/dep/gis](http://www.ct.gov/dep/gis)

Archeological or Historical Landmarks:  
Town Hall or Connecticut Historical Commission or Connecticut Historical Aerial Photography (Map & Geographic Information Center at UCONN)  
<http://magic.lib.uconn.edu/>

- Land Conservation Areas: Town Hall and/or DEP Maps and Publications; "Open Space Map"

- 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)
  - DEP website for Statutes and Regulations: [www.ct.gov/dep/laws-regs](http://www.ct.gov/dep/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)



**Figure A: Waste Example**

USGS Quadrangle Map: Clinton  
Map Scale: 1:24, 000 (1"=2, 000')

Please include Latitude and Longitude in your registration.

Facility with Structures

Facility without Structures

Location of activity \*

Center of activity \*

Boundary of site

Boundary of activity \*

