



# Instructions for Completing the Permit Application for Facilities which Treat, Store or Dispose of their own RCRA Hazardous Waste

Use these instructions to: 1) complete the permit application form DEP-HAZ-APP-600, 2) prepare supporting documents and 3) publish the applicant's notice of permit application. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

## Introduction

This permit program, administered by the Department of Environmental Protection (DEP), Bureau of Materials Management and Compliance Assurance, Waste Engineering and Enforcement Division (WEED), regulates facilities involved in the treatment, storage or disposal of Resource Conservation and Recovery Act (RCRA) hazardous wastes. RCRA hazardous wastes are wastes identified in Title 40 of the Code of Federal Regulations (CFR) Part 261 and regulated in Connecticut pursuant to sections 22a-449(c)-100 through 110 of the Regulations of Connecticut State Agencies (RCSA).

**Siting Council Approval:** In addition to permits required by DEP, section 22a-117 of the Connecticut General Statutes (CGS) prohibits commencement of construction or modification of a hazardous waste facility unless such person has been issued a certificate of public safety and necessity by the Connecticut Siting Council or unless such person is exempt from such requirement pursuant to section 22a-117(b) CGS.

If you have any questions regarding this application package or siting council requirements, please call the WEED program at 860-424-3372.

## Who Needs a Permit?

Any person planning to own or operate a facility which treats or stores or disposes of only its *own*

RCRA hazardous waste must apply for and obtain a permit from DEP prior to commencing operations by using the *Permit Application for Facilities which Treat, Store, or Dispose of their own RCRA Hazardous Waste* (DEP-HAZ-APP-600) pursuant to Connecticut General Statutes section 22a-449(c) CGS, except as specifically provided otherwise in Title 40 CFR Parts 261 and 264.1(f) and (g).

Any person proposing to continue operating an *existing* permitted facility must apply for renewal of the existing permit by submitting a permit application at least one hundred eighty days (180) prior to expiration of the existing permit. If your application is or may be untimely, (i.e., submitted less than 180 days before the expiration date), please refer to section 22a-449(c)-110 RCSA. If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

If you are applying for a modification of a permit, the permit must not have expired. Note that if you are seeking a permit modification, you should consult with WEED at 860-424-3372 for specific requirements on modifications prior to submitting a permit application to determine what materials you will be required to submit for your type of modification.

Any person proposing to transfer a DEP permit must submit a completed *Permit Transfer Form* (DEP-APP-006) and transfer fee to DEP. The

*Permit 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, the proposed transferee must also request a permit modification. For further information concerning permit transfers or to obtain a *Permit Transfer Form*, please contact the Permit Assistance Office at 860-424-3003.

A *commercial* facility that accepts any hazardous waste from off-site, either RCRA hazardous waste or non-RCRA hazardous waste, requires a section 22a-454 CGS waste facility permit and must use the *Permit Application for Section 22a-454 CGS Waste Facilities* (DEP-WEED-APP-300), to apply for both section 22a-454 CGS waste facility and RCRA hazardous waste facility permits.

## How To Apply

Your permit application must include the following:

- A *Permit Application Transmittal Form* (DEP-APP-001);
- An original *Permit Application for Facilities which Treat, Store or Dispose of their own RCRA Hazardous Waste* (DEP-HAZ-APP-600) and all supporting documents;
- One copy of the application package;
- As applicable, proof of notification for pre-application public participation (Refer to the section entitled Pre-Application Public Participation Requirements for additional guidance);
- The applicable initial fee, paid by check or money order, made payable to the "Department of Environmental Protection."

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 ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the Permit Application Transmittal Form. Be sure to list these supporting documents in your table of contents in the Executive Summary.

When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the Permit Application Transmittal Form along with the corresponding part number and question number indicated on the permit application form. You should retain a copy of all documents for your files.

## Notice of Permit Application

Section 22a-6g CGS imposes public notification requirements on applicants for certain permits issued by DEP.

In order to comply with these requirements, you must:

1. Immediately after you submit your application to DEP, publish notice of the permit application in a newspaper of general circulation in the area potentially affected by the activity that is the subject of your permit application. Refer to the following list, [www.ct.gov/dep/lib/dep/permits\\_and\\_licenses/newspapers.pdf](http://www.ct.gov/dep/lib/dep/permits_and_licenses/newspapers.pdf) for newspapers of general circulation in Connecticut. This notice must follow the format appearing at the end of these notice instructions. The format contains instructions in brackets. You must insert the appropriate information to replace the instructions in the brackets. Be sure to delete all instructions that are specified in

brackets, in bold and in uppercase type. When a choice is specified in brackets, do not include any of the words in brackets unless they specifically apply to the activity you intend to conduct.

2. Send a copy of the notice to the chief elected official of the municipality in which the regulated activity is proposed. The chief elected official is generally the mayor, 1st selectman, town manager or the chairman or president of the town council, depending on the form of government of the municipality. Specific information for each municipality is listed in The State Register and Manual (often referred to as the Blue Book), which is available on the Secretary of the State's website ([www.ct.gov/sots](http://www.ct.gov/sots)), and is also usually available at town clerk's offices, the State Library and public libraries. The Secretary of the State's website also has a list of mayors and first selectmen available. If you have questions, you can call the Secretary of the State's office at 860-509-6190 or the town clerk of the appropriate municipality.
3. Attach an Affidavit of Publication from the newspaper to a completed Certification of Notice Form - Notice of Application (DEP-APP-005A). This form asks you to:
  - a) specify the date and newspaper in which the notice was published;
  - b) certify that a copy of the notice was provided to the chief elected municipal official; and
  - c) identify the municipal official(s) to whom the notice was provided.

This form must be mailed to:

BUREAU OF MATERIALS MANAGEMENT AND COMPLIANCE ASSURANCE  
WASTE ENGINEERING AND ENFORCEMENT DIVISION, SW/HW PERMITTING  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

If you have any questions about these notice requirements contact the Bureau of Materials Management and Compliance Assurance at 860-424-3372.

***Your application will not be processed until DEP receives the Affidavit of Publication from the newspaper and the Certification of Notice Form - Notice of Application.***

In addition, DEP may notify you that other forms of notice are required, including the posting of a sign in accordance with section 22a-6l CGS.

Notice of Permit Application

Town(s): **[LIST ALL TOWNS IN WHICH THE REGULATED ACTIVITY IS LOCATED]**

Notice is hereby given that **[INSERT NAME OF APPLICANT HERE]** (the "applicant") of **[INSERT ADDRESS OF APPLICANT HERE]** has submitted to the Department of Environmental Protection an application under Connecticut General Statutes section 22a-449 (c) for a permit to conduct a regulated activity in the treatment, storage and disposal of hazardous waste as identified pursuant to the federal Resource Conservation and Recovery Act (RCRA).

Specifically, the applicant proposes to **[INSERT A BRIEF DESCRIPTION OF THE PROPOSED ACTIVITY AND ITS PURPOSE]**. The proposed activity will take place at **[INSERT THE STREET ADDRESS OR IF NOT AT A STREET ADDRESS GIVE THE SPECIFIC LOCATION OF THE PROPOSED ACTIVITY WITH REFERENCE TO FIXED LANDMARKS E.G., ROADWAY INTERSECTIONS, BRIDGES, OR OTHER STRUCTURES]**. The proposed activity will potentially affect: **[INSERT ANY NATURAL RESOURCES POTENTIALLY AFFECTED BY SUCH ACTIVITY (I.E., WETLANDS; WATERCOURSES, BY NAME; GROUND WATERS; AIR; LAND; TIDAL WETLANDS)]**.

Interested persons may obtain copies of the application from **[INSERT NAME, MAILING ADDRESS AND TELEPHONE NUMBER OF THE APPLICANT'S REPRESENTATIVE]**.

The application is available for inspection at the Department of Environmental Protection, Bureau of Materials Management and Compliance Assurance, Waste Engineering and Enforcement Division, 79 Elm Street, Hartford, CT 06106-5127, telephone 860-424-3372, from 8:30 to 4:30 Monday through Friday.

**Permit Application Instructions  
(DEP-HAZ-APP-600)**

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

Please be advised that these instructions are not a substitute for any state or federal statutes or regulations. Be sure to refer to the applicable statutes or regulations while completing your application.

Check the "Available Resources" section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

## Part I: Application Type

Please indicate whether you are applying for a new permit, for a renewal of an existing permit, or for a modification of an existing permit, by checking the appropriate box. A permit is deemed to be "existing," only if it has not yet expired on the date you file your application. Please provide the existing permit number and expiration date.

The EPA Identification number must also be identified for all existing RCRA facilities. If this is a new RCRA facility, the Bureau of Materials Management and Compliance Assurance must be contacted to obtain an EPA Identification number.

## Part II. A.: Permit Type and Fee Information

*If applying for a permit modification, skip Part II.A. and proceed to Part II.B.*

1. Please check the appropriate box(es) to identify the following permit types and corresponding fees that apply.
  - Storage and/or treatment of RCRA hazardous waste; or
  - RCRA hazardous waste (landfill); or
  - Incineration of RCRA hazardous waste.

Title 40 of the Code of Federal Regulations (CFR) Part 261 identifies those wastes which are subject to federal regulation as hazardous wastes. Wastes identified as hazardous by federal regulation (RCRA hazardous wastes) are regulated in Connecticut pursuant to sections 22a-449(c)-100 through 110 of the Regulations of Connecticut State Agencies (RCSA).

2. The initial fee as shown on the application form must be submitted with the application. DEP will not process an application unless the required initial fees have been paid.

Note: For this program, the initial fee is the total permit application fee due.

RCRA hazardous waste facilities currently operating under "interim status" as defined in section 22a-449(c)-105(a)(1) RCSA are not required to submit an application fee.

If the applicant is a municipality, the 50 percent fee discount applies. If the applicant is a state agency, contact WEED for the corresponding fee.

## Part II. B.: Permit Modification Type and Fee Information

*Note that if you are seeking a permit modification, you should consult with WEED at 860-424-3372 for specific requirements on modifications prior to submitting a permit application to determine what materials you will be required to submit for your type of modification.*

1. Please check the appropriate box to identify the permit modification type and corresponding fee that applies. The following are explanations of the permit modification types listed.

**Permit Modifications:** (Class I Permit Modification Not Requiring Approval of the Commissioner, Class I Permit Modification Requiring Approval of the Commissioner, Class II or Class III Permit Modification)

Title 40 CFR Section 270.42 designates three classes of permit modification, Class I (routine and administrative changes), Class II (improvements in technology and management techniques), and Class III (major changes to a facility and its operations). Class I Permit Modifications are minor modifications and are subdivided into two groups: (1) Class I Permit Modifications Not Requiring the Approval of the Commissioner, and (2) Class I Permit Modifications Requiring the Approval of the Commissioner. Class II and Class III permit modifications are major modifications. Refer to Appendix I (Classification of Permit Modification) of Title 40 CFR

270.42 to determine the appropriate designation and classification. The corresponding fee for each classification is listed on the application form.

2. The initial modification fee as shown on the application form must be submitted with the application. DEP will not process an application unless the required initial fees have been paid. Note: For this program, the initial modification fee is the total permit modification fee due.

### **Part III: Applicant 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 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 individual can be contacted during daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.
1. *Applicant* - Fill in the applicant's name and phone number exactly as it appears on the *Permit Application Transmittal Form*. Check the appropriate boxes to indicate the applicant's interest in the property or facility at which the proposed activity is to be located. If applicable, also provide the company name and the Federal Employee Identification Number (FEIN).
  2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of the permit application,

complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.

3. *Attorney* - It is not required that an applicant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
4. *Facility Operator* - List the entity responsible for managing the facility operation. The operator may be different than the owner.
5. *Site or Property Owner* - List the site/property owner(s) if different than the applicant.
6. *Engineer or Consultant* - List engineer(s) or consultant(s) employed or retained to assist in preparing the application or to design or construct the facility.

### **Part IV: Site Information**

1. The facility name 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, municipality and the Tax Assessor's Map, Block and Lot Number of the site. These numbers may be found on the most recent tax bill for the property or obtained from the tax assessor's office in the town in which the property is located. 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 approximate center of the facility or site of

the proposed work. 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. Check the appropriate box to specify if the premise is or will be located on federally recognized Indian lands.

***DEP strongly encourages all applicants to conduct a review of the following Coastal, Natural Diversity Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their permit application to DEP to ensure a more timely and efficient review of their permit application.***

**3. Coastal Management Act Consistency**

Activities within the state's coastal area 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. 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 section 22a-94 (a) CGS, 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
East Haven	Montville	and Town of)
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 section 22a-94(b) CGS, 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.

***Activities within the coastal boundary:***

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

For renewals of existing permits for activities located within the coastal boundary, you are not required to submit a Coastal Consistency Review Form with your initial application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

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

For permit applications 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 application materials. However, DEP may notify you that submission of this form is required to process your application depending upon the specific activities to be conducted and their potential impact on coastal resources.

For assistance in completing the form or on this process, contact OLISP at 860-424-3034.

#### 4. ***Natural Diversity Data Base-Endangered And 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 (NDDDB) Review of Endangered or Threatened Species” located on the DEP website at:

[www.ct.gov/dep/endangeredspecies](http://www.ct.gov/dep/endangeredspecies)

(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 NDDDB, including a copy of the completed CT NDDDB Review Request Form with your application as Attachment E.

#### 5. ***Aquifer Protection Areas***

Aquifer protection areas are defined in section 22a-354a through 354bb 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.

#### 6. ***Conservation or Preservation Restriction***

If the subject site has a conservation or preservation restriction, proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, must be submitted as Attachment F.

#### 7. ***Environmental Justice Communities***

Applicants seeking a permit for a new or expanded applicable facility that is proposed to be located in an “environmental justice community,” must 1) file a meaningful public participation plan (Environmental Justice Public Participation Plan) with and receive approval from the Department prior to filing any application for such permit and 2) consult with the chief elected official(s) of the town(s) in which the applicable facility is proposed to be located or expanded to evaluate the need for a community environmental benefit agreement. The Department strongly encourages applicants to reach out to communities in advance of site selections.



To determine if the subject facility is 1) an applicable facility and 2) if it is located within an environmental justice community, refer to the Environmental Justice Public Participation Guidelines at [www.ct.gov/dep/environmentaljustice](http://www.ct.gov/dep/environmentaljustice). For further assistance, you may call the Environmental Justice Program at 860-424-3044.

Such applicants must prepare an Environmental Justice Public Participation Plan (DEP-EJ-PLAN-001) as described in the Guidelines and submit such Plan to:

Environmental Justice Program  
Office of the Commissioner  
Department of Environmental Protection  
79 Elm Street, 3<sup>rd</sup> Floor  
Hartford, CT 06106-5127

*prior* to submitting a permit application. Once the Plan has been approved in writing by the DEP, submit your completed permit application with a copy of the written approval as Attachment G. A final report, as described in the Guidelines, documenting the implementation of the Plan must be submitted to the Environmental Justice Program prior to issuance of the Permit Notice of Tentative Determination.

#### 8. ***Groundwater Classification of the Site***

Indicate the DEP groundwater classification for the site on which the facility is located. The DEP Bureau of Materials Management and Compliance Assurance has established a statewide water quality classification system utilized for the classification of surface waters and ground waters. Please refer to the map entitled "Water Quality Classification Map of Connecticut" and to the document entitled "Connecticut Water Quality Standards" to assist in the evaluation of the proposed site.

#### 9. ***Surface Water Bodies which may be Impacted***

The applicant must also indicate the DEP classification of all surface water bodies which may be impacted by storm water and other wastewater discharges from the facility.

#### 10. ***Identify NAICS Code(s) of the Facility***

List in descending order of significance, the North American Industry Classification System (NAICS) codes which best describe your facility in terms of the principal products or services you produce or provide. NAICS codes can be determined from the North American Industry Classification System Manual produced by the Executive Office of the President, Office of Management and Budget and sold by the National Technical Information Service. A copy of this book is available at most local public libraries and additional information concerning NAICS codes is available at [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/)

### **Part V: Activity Information**

In this part, the applicant must describe the waste processing activity (i.e., storage, treatment, recycling, transfer and/or disposal) that it seeks to engage in. Tables are provided for the applicant to describe the processes at the facility. The first two tables direct the applicant to list the non-RCRA hazardous wastes and RCRA hazardous wastes separately.

#### *Non-RCRA Hazardous Wastes:*

The appropriate waste code(s), a written description of the waste, along with the process description or code of how this waste will be managed at the facility, the maximum amount of each waste stream to be processed a year and the units of measurement must be provided. The appropriate waste code(s) should be obtained from the Non-RCRA Hazardous Waste Fact Sheet (Connecticut Regulated Wastes) [www.ct.gov/dep/cwp/view.asp?a=2718&q=325428&depNav\\_GID=1643](http://www.ct.gov/dep/cwp/view.asp?a=2718&q=325428&depNav_GID=1643). A listing of process codes and acceptable units of measurement are given in Table 1 of these instructions.

*RCRA Hazardous Wastes:*

The appropriate waste code(s), a written description of the waste, along with the process description or code of how this waste will be managed at the facility, the maximum amount of each waste stream to be processed a year and units of measurement must be provided. Refer to the Code of Federal Regulations (CFR) 40 CFR 261 for the listing of waste codes for RCRA hazardous wastes.

*Processing Information:*

The information that must be provided in this table must describe all processes that will be used to store, treat or dispose of wastes at the facility. The process code, the process description, the maximum design capacity and the actual capacity of each process or storage area as well as the units of measurement must be identified. A listing of process codes and acceptable units of measurement are given in Table 1 of these instructions.

*Additional Waste Processing Information:*

This table is provided to apply for a process that is not given in Table 1 of these instructions. A complete process description, the maximum design capacity and the actual capacity of each process, as well as the units of measurement must be identified.

**TABLE 1**

<b>Process</b>	<b>Process Code</b>	<b>Appropriate Units of Measure for Process Capacity</b>
Container Storage	S01	gallons or liters
Tank Storage	S02	gallons or liters
Storage Pile	S03	cubic yards or cubic meters
Tank Treatment	T01	gallons per day or liters per day
Incinerator Treatment	T03	tons per hour or metric tons per hour
Land Application	D81	Acres or Hectares
Tank Recovery	R01	gallons per day or liters per day
Incinerator Recovery	R03	tons per hour or metric tons per hour; or gallons per hour or liters per hour
Distillation Unit	R04	tons per hour or metric tons per hour; or gallons per hour or liters per hour
Container Transfer – Waste Remains in Original Container	TR01	gallons or pounds
Container Transfer – Waste Transferred from Original Container	TR02	gallons or pounds

S = storage    T = treatment    R = recycling    D = disposal    TR = transfer

Examples of other processes *not* included in Table 1.

<b>Process Description</b>	<b>Design Capacity</b>	<b>Actual Capacity</b>	<b>Units of Measure</b>
Soil Stabilization	600		tons per day
Used Oil Processing.	5000		gallons per day

**Part VI: Supporting Documents**

All permit applications must include Attachments A through S, unless otherwise noted in these instructions. Check the appropriate box by each applicable attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the Permit

Application Transmittal Form.

**Attachment A: Executive Summary**

Submit as Attachment A an executive summary which includes:

1. A Table of Contents of the application package, which includes:
  - *the Permit Application Transmittal Form (DEP-APP-001);*

- the Permit Application for Facilities which Treat, Store or Dispose of their own RCRA Hazardous Waste (DEP-WEED-HAZ-600);
- all supporting documents, which include plans, drawings, reports, studies, appendices, or other documentation which are attached as part of the application.

The supporting documents should be listed as follows:

Title of the document, the corresponding attachment label as indicated on the permit application form and the number of pages included in the document (e.g., Executive Summary - Attachment A- 4 pgs.).

2. A brief project description which includes: a description of the proposed regulated activities; a synopsis of the environmental and engineering analyses; summaries of data analysis; a conclusion of any environmental impacts and the proposed project timeline.
3. For renewals, provide a list of changes, if any, in circumstances or information on which the previous permit was based.

#### **Attachment B: Applicant Background Information Form**

A completed *Applicant Background Information Form* (DEP-APP-008) must be submitted as Attachment B for all permit applications.

#### **Attachment C: Applicant Compliance Information Form**

Section 22a-6m CGS provides for DEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. All permit applications for activities **not previously permitted by DEP** must include a completed *Applicant Compliance Information*

*Form* (DEP-APP-002) as Attachment C.

#### **Attachment D: Coastal Consistency Review Form**

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 (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 3, to determine if this requirement pertains to you.

#### **Attachment E: CT NDDB Information**

Submit copies of any correspondence provided to or received from the CT NDDB program, including a copy of a completed *CT NDDB Request Form* (DEP-APP-007) as Attachment E, as explained in Part IV, item 4 of these instructions.

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

If the property is subject to a conservation or preservation restriction, submit proof of written notice of this application to the holder of such restriction or a letter from the holder of such restriction verifying that this application is in compliance with the terms of the restriction, as Attachment F.

#### **Attachment G: Environmental Justice Plan**

Submit a copy of the written EJ Plan approval as Attachment G. Please refer to the instructions in Part IV, item 7, to determine if this requirement pertains to you.

#### **Attachment H: Business Information**

Submit the following as Attachment H:

*Facility Ownership, Control and Use Agreements:*

The applicant must provide signed copies of any lease, deed or other agreements regarding the ownership, control, or use of the facility. Such

documents include but are not limited to the following: land deeds (e.g., warranty deed; certified deed; lease agreement; Schedule A; etc.)

*Agreements Between Parties and Service Agreements and Contracts:*

Provide copies of all contracts and agreements with markets, users and final disposal sites (e.g., bridge agreements; agreements between the applicant and owner, operator, municipality(ies), regional authority, markets, disposal facility(ies), other processing facilities, etc.).

Also include an organization chart, which illustrates the relationship among all parties involved in the ownership and management of the facility.

*Planning and Zoning Approval:*

Provide documentation that Planning and Zoning has been contacted for the appropriate approval, special permit, special exception or variance, or other documentation showing that the proposed facility complies with local and state zoning requirements including compliance with section 22a-114 CGS and other applicable laws.

**Attachment I: Facility Plans**

Submit the following as Attachment I:

*Facility Description:*

Submit a detailed description of the facility and/or unit(s) (i.e., the regulated activities) including the nature and purpose of the business, the activities conducted and a summary of the waste types and quantities stored, treated, processed and managed. The description should identify the types of industries served and should also include the type of wastes generated on-site and identify the process(es) involved in the generation and management of such wastes.

*United States Geological Survey (USGS) Topographic Map:*

Attach an 8-1/2" x 11" copy or original of a USGS topographic quadrangle map, at a scale of 1:24,000, indicating the exact location of the

facility as described below. 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 will delay processing of your application.

The quadrangle name should be noted on the copy of the map submitted. The boundary of the site must be outlined and the location of the proposed activity must be labeled. See Figure A, at the end of these instructions, for examples of how a USGS Map must be labeled when submitted.

*Facility Site Plan:*

A drawing showing the layout of the facility must be included in the facility plan.

More than one map may be used if needed. The drawing(s) must show the following:

- map scale (scale must be 1 in. = 200 ft.);
- contour sufficient to show surface water flow;
- map date;
- a meridian arrow showing north;
- all buildings of the facility;
- location of access control;
- property boundaries;
- areas occupied by all storage, treatment or disposal operations, existing or proposed, with approximate dimensions (these areas must be labeled);
- structures and utilities;
- loading and unloading areas;
- fire control facilities;
- access and internal roads;
- proposed buffer zones to adjacent properties, streams and surface waters if flammable or reactive materials or liquids

are proposed to be managed;

- areas of past storage, treatment or disposal operations with approximate dimensions.

*Facility Process Flow Diagram:*

A process flow diagram showing the route taken by each of the general classes of wastes from delivery to ultimate disposal must be included in the facility plan. The general classes of waste used should be the ones used to classify incoming wastes to ensure proper handling. The diagram must show the process names and rates or capacities and the ultimate disposal of all materials and wastes shipped off-site, including non-hazardous treatment residues.

**Attachment J: Process Design and Operating Criteria**

Submit as Attachment J, the equipment layout, design drawings and manufacturing specifications showing a clear, understandable and comprehensive detailed presentation of all features of the equipment involved in the permitted operations. The information to be provided shall be of sufficient detail for DEP's review of the operations to be permitted and all associated equipment.

**Attachment K: Waste Analysis Plan**

Submit as Attachment K, the waste analysis plan describing all wastes to be managed at the facility including the waste characterization, verification, sampling and analytical methods for such wastes.

**Attachment L: Inspection Schedule and Log**

Submit as Attachment L, the inspection schedule identifying items for inspection, frequency of inspection and types of problems to be reviewed during each inspection. Also include a copy of an inspection log that will be used to record and maintain for such inspection.

**Attachment M: Emergency Plan and Preparedness**

Submit as Attachment M, the emergency

procedures to be implemented in case of a spill, fire, flood, etc. A description of emergency equipment must be identified in an emergency plan.

**Attachment N: Security Plans**

Submit as Attachment N, a security plan that describes the procedures used for controlling access to the facility.

**Attachment O: Personnel Training**

Submit as Attachment O, a description of the personnel training program, including a training outline for all employees managing/handling waste or materials along with a copy of the training records for personnel involved with the management of hazardous waste at the facility.

**Attachment P: Operating Record**

Submit as Attachment P, a written operating record description to be maintained at the facility. At a minimum, it must include a record and results of waste analyses and waste determinations; summary reports and details of all incidents that require implementing the contingency plan (emergency and spill reports); records and results of inspections; monitoring, testing or analytical data and corrective action as applicable; waste tracking, manifests, training records, all closure cost estimates and financial documents.

**Attachment Q: Closure Plan and Cost Estimate**

Submit as Attachment Q a closure plan which includes the methods and procedures to be utilized for closing the facility along with a cost estimate for closure. This cost estimate is based upon third party closure.

**Attachment R: Financial Assurance**

Financial assurance mechanisms must be identified and submitted as Attachment R. Acceptable financial assurance mechanisms are discussed in draft guidance documents available through WEED. Please call 860-424-3372 for additional information.

## **Attachment S: RCRA Hazardous Waste Part A Permit Application and RCRA Part B Permit Application Checklist**

RCRA hazardous waste facilities must include both an EPA Form 8700-23 and a RCRA Part B permit Application Checklist as Attachment S for a RCRA Hazardous Waste Treatment, Storage and Disposal Facility (TSDF) permit. The applicant may obtain these applications by contacting WEED at 860-424-3372. The RCRA Hazardous Waste Part A Permit Application (EPA Form 8700-23) may also be obtained at EPA website,

[www.epa.gov/epawaste/inforesources/data/form8700/8700-23.pdf](http://www.epa.gov/epawaste/inforesources/data/form8700/8700-23.pdf)

RCRA hazardous waste commercial facilities must comply with the permit conditions of their CGS Section 22a-454 permit, in addition to the permit conditions contained in their RCRA TSDF permit. RCRA facilities must also comply with the Section 22a-449(c)-100 through 110 RCRA (Hazardous Waste Management Regulations) and other applicable laws.

### **Part VII: Applicant Certification**

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application and any part thereof required by the application. 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 application, including all attachments, is true, accurate and complete.

The certification of the application package must 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;
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 a general partner;
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 applicant authorized by law.

An application 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 application. 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 permit application contact WEED at 860-424-3372.

For the subject permit application 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, Water 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/lib/dep/Permits\\_and\\_Licenses/Common\\_Forms/coastal\\_guide.pdf](http://www.ct.gov/dep/lib/dep/Permits_and_Licenses/Common_Forms/coastal_guide.pdf))
- 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), DEP Maps and Publications
- 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))
- Aerial Photographs: DEP OLISP 860-424-3034
- Historic Aerial Photographs: State Library 860-566-4301
- Tidal Wetland Boundary Maps: DEP Maps and Publications 860-424-3555
- Wetlands of Connecticut: DEP Maps and Publications 860-424-3555
- National Wetland Inventory Maps: 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)
- Land Conservation Areas: Town Hall and/or DEP Maps and Publications; "Open Space Map"
- US Army Corps of Engineers
  - ♦ Regulatory Program [www.usace.army.mil/inet/functions/cw/ecwo/reg/](http://www.usace.army.mil/inet/functions/cw/ecwo/reg/)
  - ♦ New England District, Regulatory Office 696 Virginia Road Waltham, MA 02254 Concord, MA 01742-2751 [www.usace.army.mil](http://www.usace.army.mil) 800-343-4789; 978-318-8335; 978-318-8338
  - ♦ Wetlands Regulatory Assistance Program [el.erdc.usace.army.mil/wrap/wrap.html](http://el.erdc.usace.army.mil/wrap/wrap.html)
- 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 for these locations in your application.**

RCRA Hazardous Waste,  
CGS Section 22a-454 Waste Facility,  
and Solid Waste Facility with structures

Solid Waste Facility with no structures,  
and all Landfills

Location of activity \*

Center of activity \*

Boundary of site

Boundary of activity

