



Connecticut Department of Energy and Environmental Protection (DEEP)  
Bureau of Materials Management & Compliance Assurance  
79 Elm Street - 4<sup>th</sup> Floor  
Hartford, CT 06106-5127

## Instructions for Completing the CT SOLID WASTE COLLECTOR (i.e. HAULER) ANNUAL **DEEP** SOLID WASTE REPORT FORM to be Submitted to **Connecticut DEEP**

### **What Is This Form?**

The **CT Solid Waste Collector Annual DEEP Solid Waste Report Form to be submitted to Connecticut DEEP** is comprised of three parts, prescribed by the Commissioner of the Connecticut Department of Energy and Environmental Protection pursuant to **CGS Sec. 22a-220a(j)**.

### **Who Must Fill Out This Form?**

Any collector hauling (on a regular basis) solid waste\*, including recyclables\*, generated in Connecticut:




- (1) from a Connecticut entity other than a Connecticut permitted or registered solid waste facility **and**
- (2) Delivering such solid waste, including recyclables, directly to a destination other than a CT permitted solid waste facility, is required to report annually to the DEEP using this form.

*\*i.e. solid waste or recyclables which did not pass through a Connecticut permitted or registered solid waste facility.*

### **How Often Must This Form Be Completed?**

The report must be completed and provided annually by July 31<sup>st</sup> of each year for the previous fiscal year (i.e. July 1 through June 30).

The completed report can be:

-  Faxed (860) 424-4059 Attn: Solid Waste Facility Reporting - Paula Guerrero; **or**
-  **Scanned** and e-mailed to [DEEP.SOLID&HAZWASTEREPORTS@CT.GOV](mailto:DEEP.SOLID&HAZWASTEREPORTS@CT.GOV) (Do not send hard copy if sending electronically); **or**
-  Land-mailed (Connecticut DEEP; Bureau of MM&CA, Recycling Office; 79 Elm Street - 4<sup>th</sup> Floor; Hartford, CT 06106-5127 Attn: SOLID WASTE FACILITY REPORTING- PAULA GUERRERA)

(**Must be double sided** and preferably on paper with a minimum **30% post-consumer** content).

**To confirm receipt of report – please call Paula Guerrero (860 424-3334)**

### **What type of Information is Required to be Reported on this Form?**


#### **Part 1 - Recyclables**




This part is to be used to record information about recyclables, including items listed in [GGS 22a-208e\(c\)](#), you collected from entities in Connecticut (other than from a Connecticut permitted or registered solid waste facility) **and** which you delivered to an entity other than a Connecticut permitted or registered solid waste facility.

- Column (A) – Indicate the **types** of recyclable items (including bottle bill containers, i.e. deposit containers, collected from redemption centers and retailers). If using the fillable version of the reporting form use the drop down menu.
- Column (B) - check the applicable boxes to identify the **source of the recyclables as residential or non-residential**.
  - You may check more than one box – i.e. if you hauled both residential and non-residential to that facility check both boxes. If you hauled a mix of residential and non-residential check the “mixed” box, etc.
    - **Residential sources means real estate containing one or more dwelling units. Please note that condominiums and apartments are residential sources of recyclables.**
    - **Businesses, restaurants, hospitals, hotels, motels, colleges and boarding schools are some examples of non-residential sources (section [22a-220a\(a\)](#)CGS).**

- Column (C) – Report the name of the Connecticut city or town within which the recyclable item was generated
- Columns (D) - Report the name and address of the **first destination** to which you hauled the recyclable item. Remember, if the first destination was a Connecticut permitted or registered solid waste facility, do not include information about that recyclable item on this report.
- Columns (E) - report the **tonnage** of the recyclable item you hauled to that **destination**.

**Part 2:**  **Solid Waste Collected for Disposal** - This part is to be used to record information regarding solid waste which you collected for disposal from entities in Connecticut (other than a Connecticut permitted or registered solid waste facility) **and** which you delivered to an entity other than a Connecticut permitted or registered solid waste facility.

- Column (A) – Indicate the **types** of solid waste you collected
- Column (B) - For municipal solid waste (MSW), including oversized MSW, report the name of the Connecticut city or town within which MSW was generated.
- Column (C) - Report the name and address of the **first destination** to which you hauled the solid waste. Remember, if the first destination was a Connecticut permitted or registered solid waste facility, do not include information about that solid waste on this report.
- Columns (D) - Report the tonnage of solid waste you hauled to that destination

**Part 3:**  **Certification** - This part of the form is to be used to certify that the information provided on the form is accurate.

### **Definitions**

**Construction and Demolition (C&D) Waste:** is construction and demolition waste building materials and packaging resulting from construction, remodeling, repair and demolition operations on houses, commercial buildings and other structures. Remember, any waste that is burned (other than waste oil) is counted as disposed.

**Corrugated:** Corrugated cardboard boxes and similar corrugated and kraft paper materials which have a minimum of contamination by food or other material.

**Dual Stream Bottles/Cans/Paper :** Paper collected separately from containers (bottles and cans) and kept in separate compartments of the collection truck.

**Food and Beverage Containers:** Glass, metal and plastic, food and beverage containers and paper beverage containers. Identify the types of containers you collected for recycling in the municipality. **Include bottles and cans collected through the container deposit system if you hauled that material as well.**

**Incoming Leaves:** If reporting quantities of leaves collected use weight (tons) of leaves **before** composting. If you only have measurements in cubic yards, use the following conversion formula: 1 cubic yard = 500 pounds [1/4 ton] for averagely wet and averagely compacted leaves.

**Newspaper:** Used or discarded newsprint which has a minimum of contamination by food or other material.

**Residential Sources** - Real estate containing one or more dwelling units, including apartments and condominiums. Hospitals, motels, hotels, and boarding schools **are non-residential sources**.

**Scrap Metal:** Used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel or alloys thereof, including, but not limited to, white goods.

**Single Stream Bottles/Cans/Paper:** Paper and containers (bottles and cans) collected mixed together (in the same collection containers and in the same compartment of the collection truck).

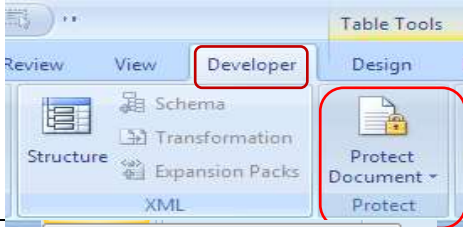
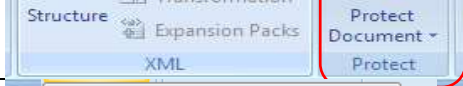
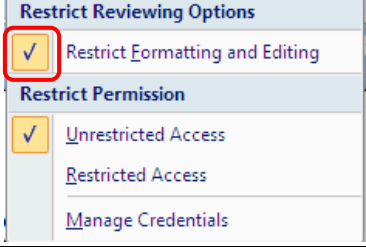
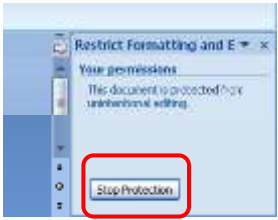
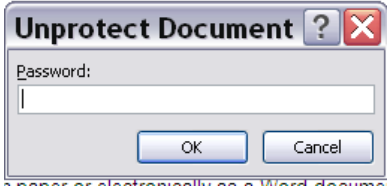


**Storage Batteries:** Lead acid batteries or other batteries used in motor vehicles such as automobiles, airplanes, boats, recreational vehicles, tractors and like applications.

Most storage batteries will be collected through the deposit/redemption system by retailers (pursuant to [CGS 22a-256f](#)- through [CGS 22a-256i](#)). DEEP encourages the use of this system for storage battery recycling.

**Waste Oil:** Crankcase oil that has been utilized in internal combustion engines.

See next page for instructions on how to make changes to the format of the fillable WORD version of the reporting form

## Instructions for Making Format Changes to the Fillable Word Versions of Solid Waste or Recycling Reporting Forms

(1) From the webpage, open the Word form and <b>save to your computer</b> – if you don't you will lose all your changes.	
(2) Click on the “developer” tab at the top of the screen. (for older versions of WORD try the “tools” tab)	
(3) Click on “protect document” tab at the top of the screen.	
(4) Click on “restrict formatting and editing”	
(5) On the right hand side of the screen click on “stop protection”	
(6) If asked for a password - Type in: collector	
(7) Reset protection after you have made the changes to the document (you need to do this if you want to fill-in the form electronically) - On the right hand side of the screen click on “Yes, Start Enforcing Protection”	
(8) Password protect if you are so inclined – you can click “OK” without putting in a password.	
(9) Fill in form and save as you go	