



Sewage Right-to-Know (SRTK) Subscriber Agreement Frequently Asked Questions (FAQ) Updated August 14, 2024

SUBSCRIBER AGREEMENT

Q. Where do I get a copy of the Subscriber Agreement?

A. <https://portal.ct.gov/deep/municipal-wastewater/bypass-reporting>

Q. What does DEEP need for the Subscriber Agreement form?

A. DEEP needs:

- The cover form and transmittal
- Form D with all the subscribers listed for this submission
- A separate Form E for each subscriber listed on Form E

Q. Where do I send it?

A. DEEP needs only 1 cover, transmittal, and form D with all of the form Es submitted.

- Scan and email a copy to DEEP.SRTK@CT.GOV
- Keep the original for your records.

Q. Who is the signatory authority?

A. The Chief Elected Official (First Selectperson, Mayor, etc) OR the WPCA Chairman is the signatory authority. The exception would be if the utility is wholly owned separately ("independent company") from a municipality with a president, chairman or chief executive officer, then that person would also be acceptable. These are the people who would fill out and sign Form D (Signatory Authority).



Q. I am the Chief Plant Operator, should I be a subscriber?

A. If you will be reporting SSOs, Plant bypasses, effluent violations, mechanical equipment failures, CSOs, etc, then you would be a “subscriber” and would need to fill out a Form E (Subscriber Signature).

Q. Can I have more than one subscriber?

A. Yes, you can have as many as you need. Each subscriber would fill out a Form E. They can all be submitted together in one package with the cover, transmittal and Form D (Signatory Authority).

Q. I have only a collection system, do I have to fill out a subscriber agreement?

A. Yes. CT Gen Stat § 22a-427 states “No person or municipality shall cause pollution of any of the waters of the state or maintain a discharge of any treated or untreated wastes in violation of any provision of this chapter.” CT Gen Stat § 22a-424a (a)(1) defines “Sewage treatment plant or collection system” means any sewage treatment plant, water pollution control facility, related pumping station, collection system or other public sewage works; and (2) “Sewage spill” means the diversion of wastes from any portion of a sewage treatment plant or collection system in this state that reasonably initiates public health, safety or welfare concerns, or environmental concerns. CT Gen Stat § 22a-424a (c)(2) states “On and after July 1, 2018, not later than two hours after becoming aware of any sewage spill, the operator of a sewage treatment plant or collection system shall submit an electronic report to the Department of Energy and Environmental Protection.”

Q. What is my collection system Permit ID?

A. Currently, collection systems do not have one – leave that blank for now.



Q. I am an industrial wastewater permittee, do I need to fill this out?

A. No. Industrial permits are regulated differently. If you receive the Municipal Wastewater Newsletter you may have received the forms. The Newsletter targets municipally owned POTWs and Collection Systems.

Q. Should the Email address and username be the same for all subscribers?

A. No. Each subscriber (reporter) must have a unique email address and will receive a unique username for the system.

Q. Should I pick my username now?

A. Usernames and a temporary initial password will be assigned by DEEP to each reporter who has an accepted subscriber agreement and has completed the training assigned once the subscriber agreement is accepted. You will receive an email with the necessary information once you have been inputted into and made “live” in the system.

Q. I am leaving the facility and no longer will be a reporter, what do I do?

A. in addition to other notification requirements regarding your operator license, you should send an email to DEEP.SRTK@ct.gov with your last day and we will remove you from the system.

Q. Someone has left the facility and should no longer be reporting for us. What do I do?

A. In addition to other notifications for other reporting requirements, send an email to DEEP.SRTK@ct.gov letting us know the facility, who left and when and we will remove them from the system.

Q. I hired new people at my facility who I want to add as reporters or am new to facility and need to become a reporter. What do I do?

A. Follow the instructions above regarding filling out a subscriber agreement and submit it to DEEP.SRTK@ct.gov. Adding additional reporters will not automatically remove existing reporters. You must notify DEEP to have people removed.