

CT DEEP – Underground Injection Control Program

 Contact: DEEP.UICPermitting@ct.gov

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Section 1: Getting Started & Jurisdiction

This section helps applicants determine which agency oversees their project and which permit type they need.

Helpful Tips for Submitting Your Application

- Review the permit terms and conditions before starting your application.
- Gather all required information in advance.
- Provide all required information to avoid long processing times or returned applications.

Q: How do I determine whether Connecticut Department of Energy and Environmental Protection (DEEP), Connecticut Department of Public Health, (DPH), or my local health department has regulatory jurisdiction over my project?

A: Regulatory authority is determined by the system technology and the total site-wide daily design flow.

There are two key factors:

1. The type of system (conventional vs. alternative treatment), and
2. The total site-wide daily design flow (in gallons per day, or GPD).
 - **Local Director of Health**
Oversees conventional subsurface sewage disposal systems on properties with total site-wide design flows of 2,000 GPD or less.
 - **Connecticut Department of Public Health DPH and Local Health Department** (shared authority)
Applies to conventional systems with flows between 2,000 and 7,500 GPD:
 - DPH reviews and approves the system plans
 - The local health department issues the construction permit and conducts inspections
 - **Connecticut Department of Energy and Environmental Protection (DEEP)**
Has jurisdiction over:
 - Any system on a site with a total site-wide flow greater than 7,500 GPD
 - Community systems (serving two or more separate residential structures)
 - All systems using Alternative Treatment (AT) technology, regardless of flow

Tip: If you're unsure, start by contacting your local health department. They can help direct you to the appropriate agency.

Q: When is an Individual Permit required instead of a General Permit?

A: Most subsurface sewage disposal systems under DEEP jurisdiction are eligible for coverage under a General Permit. However, an Individual Permit is required in the following situations:

- **Use of Alternative Treatment (AT) technology**
Any system incorporating advanced treatment processes, such as membrane filtration, sequencing batch reactors (SBRs), or trickling filters, must obtain an Individual Permit.
- **Use of a constructed Lateral Sand Filter**
Systems that include this type of treatment are not eligible for General Permit coverage.
- **Projects that do not meet General Permit eligibility criteria**
If a proposed discharge does not comply with the conditions or limitations of the General Permit, an Individual Permit is required. Review the General Permit here: [General Permit.](#)

Tip: If you are uncertain whether your project qualifies for General Permit coverage, consult with Connecticut Department of Energy and Environmental Protection or your design engineer early in the planning process.

Section 2: Application Requirements & Professional Services

Q: What are the most common application deficiencies that cause delays in application processing time?

A: To ensure a timely review of your application, please avoid these frequent administrative and technical errors:

- **Secretary of State (SOTS) Mismatch:** The registrant's name must exactly match the business name registered with the CT Secretary of State. Search for your business name to verify here: [Secretary of State Business Search](#). Even minor discrepancies can pause the legal sufficiency review.
- **Missing or Improper Public Notice:** For Individual Permits, applicants are required to publish a formal notice of their application in a newspaper of general circulation *before* submitting the application to the Department.
 - **Action:** You must include proof of this publication (Attachment AA) with your submission. Applications received without this proof are considered incomplete and cannot be processed.
- **Invalid or Expired NDDB Determinations:** If your project is located within a shaded area on the [Natural Diversity Data Base \(NDDB\) Maps](#), you must submit a current NDDB Determination Letter.
 - **Currency:** Letters must be dated within the last 2 years.
 - **Final vs. Preliminary:** A "Preliminary Site Assessment" is a screening tool and does not satisfy the application requirement. You must submit a "Final Determination" letter that provides specific conservation measures or confirms no impact.
 - **Lead Time:** Be advised that obtaining an NDDB Determination Letter typically takes 4-6 weeks; please plan your submission timeline accordingly.
- **Missing or Incomplete Signatures:** A high volume of delays stems from missing certifications. All required parties, including the applicant, qualified professionals (P.E. or L.E.P.), and the application preparer, must sign and date the specific certification pages relevant to their role.

Q: Do I need a Professional Engineer (P.E.) for my submission?

A: In most cases, yes. The requirement for a Professional Engineer (P.E.) depends on the nature of your submission:

- **Technical Submissions:** All technical plans, engineering specifications, and Wastewater Management Plans (WMP) must be prepared, signed, and stamped by a Professional Engineer currently licensed in the State of Connecticut.
- **Non-Technical Submissions:** A P.E. is generally not required for purely administrative filings (such as a change in ownership or name change) that do not involve modifications to the system design, technical plans, or the WMP.

Important Note: If your application involves the design, construction, or modification of a subsurface sewage disposal system, Connecticut state law requires the use of services of a P.E.

Section 3: Technical Design & Site Investigations

Q: When must I schedule a site investigation with DEEP staff?

A: Before any design work begins. To ensure your system is properly sited and compliant, you must contact the UIC Program to schedule a site investigation to be observed by DEEP staff prior to preparing technical plans for repairs, expansions, or new systems.

This field session is used to verify site conditions and typically includes:

- **Deep Test Pits:** To evaluate soil horizons and restrictive layers.
- **Soil Descriptions:** Professional classification of the site's geology.
- **Hydraulic Conductivity (K) Testing:** If required for your specific system type or location.

How to schedule: Send an email to DEEP.UICPermitting@ct.gov . To ensure your request is processed correctly, please include the phrase “Site Testing” in your subject line along with the project address and town.

Q: What are the required parameters for a Nitrogen Dilution Analysis?

A: To demonstrate that a site complies with the 10 mg/L nitrate (Primary Drinking Water Maximum Contaminant Level) at the point of environmental concern, DEEP requires the following standard assumptions in your analysis:

- **Raw Nitrogen Concentration:** The analysis must use a baseline value of at least 65 mg/L for nitrogen in raw wastewater for residential wastewater. Non-residential uses may require a higher value for raw nitrogen in wastewater. **Exception:** Site-specific sampling data may be used if it is representative of the actual waste stream and approved by DEEP.
- **Septic Tank and Leach Field Renovation Rate:** The analysis must assume no more than a 40% reduction of nitrogen is achieved through the septic tank and leaching field combined. In other words, assume that the nitrogen concentration in the wastewater reaching the groundwater is greater than or equal to 60% of the nitrogen concentration of the raw wastewater.

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- **Geographic Scope & Site Mapping:** The analysis must be site-wide, accounting for every existing and proposed system on the property.
 - **Property Bounds:** You cannot include dilution areas located outside the legal property boundaries.
 - **Visual Documentation:** A detailed site map must be provided illustrating the specific dilution areas used in your calculations.

For more information: Please refer to [Section X](#) of the *Subsurface Design Manual* for the full calculation methodology.

Section 4: Wastewater Management Plans (WMP)

Q: What is a Wastewater Management Plan (WMP)?

A: Wastewater Management Plan (WMP) is a comprehensive, site-specific evaluation designed to ensure long-term environmental compliance and system sustainability. It serves as a roadmap for managing wastewater infrastructure and protecting groundwater quality.

A complete WMP includes:

- **System Inventory:** A detailed record of all existing subsurface structures.
- **Maintenance History:** Records of pumping, inspections, and repairs.
- **Nitrogen Dilution Analysis:** Documentation showing compliance with the 10 mg/L limit.
- **Future Strategy:** A proactive plan for potential future wastewater needs or system replacements.

Tool Tip: To streamline your submission, please use the **DEEP WMP Template available on our website**, which provides a standardized format for all required data.

Q: When is a WMP required?

- **New or Expanding Sites:** A WMP must be submitted as part of your initial permit registration.
- **Existing Sites:** Most permittees are required to submit a WMP either with their registration or within two years of permit approval.
- **System Modifications:** If you are applying to modify an existing system, you must submit an updated WMP reflecting the current site conditions and the proposed changes.

Section 5: Monitoring, Reporting & Noncompliance

Q: How do I report monitoring data?

A: All permittees required to report monitoring data must report electronically using NetDMR, a secure web-based portal. This system replaces paper Discharge Monitoring Reports (DMRs).

What must be included in my NetDMR submission?

In addition to entering your numerical data into the NetDMR fields, you must upload the following as attachments to your submission:

- **Laboratory Reports:** The original analytical reports from your certified lab.
- **Compliance Calculations:** Any worksheets used to determine averages or loading rates.

When is the reporting deadline?

- **Monthly Requirement:** DMRs must be submitted by the 30th day of the month following the month in which the samples were taken
- **No-Discharge Periods:** Even if no discharge occurred during a sampling period, you must still submit a DMR. In this case, use the appropriate NODI (No Data Indicator) code to explain why data is missing.

Q: Where can I find help for NetDMR?

A: Support for NetDMR is divided between technical system access and program-specific reporting requirements. Use the resources below based on the type of assistance you need:

1. Technical Support & Account Access (EPA)

If you are having trouble logging in, resetting your password, or navigating the Central Data Exchange (CDX) interface, contact the EPA Help Desk:

- **Self-Service:** Visit the [EPA CDX Website](#) to manage your account.

- **Phone:** Call toll-free at **888-890-1995** (8:00 am - 6:00 pm ET).
- **Email:** Contact the Help Desk at helpdesk@epacdx.net.
- **Live Chat:** Use the [CDX Help Desk Chat](#) for real-time technical assistance.

2. Electronic Reporting & Subscriber Agreements (DEEP NetDMR Coordinator)

Contact the DEEP NetDMR Coordinator for issues specific to Connecticut's reporting requirements, such as:

- Inquiries regarding the [Subscriber Agreement](#).
- Requesting approval for specific roles (e.g., Signatory, Permit Administrator).
- **Email:** DEEP.NetDMR@ct.gov

3. Reporting Requirements & Permit Specifics (UIC Program)

If you have questions about **what** data you are required to report or how to interpret your permit's monitoring requirements:

- **Guidance:** Visit the [DEEP NetDMR Information Page](#) for CT-specific instructions.
- **Program Support:** Email the UIC staff at DEEP.UICPermitting@ct.gov.

Q: What do I report if there was no discharge during the monitoring period?

A: If your system did not discharge during the scheduled monitoring period, you are still required to submit a Discharge Monitoring Report (DMR) to remain in compliance.

- **In NetDMR:** Use 'NODI Code C' (No Discharge) for the relevant parameters. This informs the Department that the lack of data is due to a lack of flow, rather than a failure to sample. For a dry groundwater monitoring well, use 'Nodi Code W' (Dry Lysimeter/Well).
- **Next Steps:** You must perform the required monitoring during the next month in which a discharge occurs.
- **Submitting Data:** That data must then be submitted on the DMR corresponding to the specific month in which the sample was collected.

Note: Consistently reporting "No Discharge" for extended periods may trigger a review of your system's operational status or permit requirements.

Q: How do I report a permit exceedance or a system failure?

A: If your system experiences a failure (such as a breakout) or a permit exceedance (such as a high nitrogen reading), you must immediately take steps to stop the violation and mitigate any environmental impacts.

Following mitigation, you must adhere to the following reporting timeline:

1. Immediate Notification (24-Hour Rule)

You must provide an initial notification to the Commissioner within the time limit specified in your permit – typically within 24 hours of becoming aware of the noncompliance.

- **How to report:** Use the [Online Noncompliance Notification Form](#) to submit this initial alert electronically.

2. Detailed Follow-Up Report

A more comprehensive written report must be submitted electronically within 5 days of the initial notification. This report should detail the cause of the noncompliance and the corrective actions taken.

- **How to report:** Complete and submit the [Noncompliance Follow-Up Report Form](#).

3. Environmental Emergencies (Immediate Hotline)

For emergencies that pose an immediate threat to public health or the environment (such as a large-scale spill or severe system rupture), contact DEEP's 24-hour Emergency Response Unit immediately:

- **Emergency Response Unit: 860-424-3338 or 866-DEP-SPIL (Toll-Free).**

Q. How do I report water pollution to the Department?

To report general water pollution concerns or observations that may not be related to your specific permit:

A: Water Pollution Complaint Form: [Report Water Pollution Concerns](#)

Q: What happens if I don't comply?

A: DEEP may take enforcement actions, including penalties, terminate or revoke permit coverage.

Section 6: Resources

NetDMR Resources

- [DEEP NetDMR Homepage](#)
- NetDMR/CDX: [EPA NetDMR Portal](#)
- NPDES eReporting Tool: [eRule NetDMR Homepage](#)

Mapping Resources

- Impaired Waters Map: [CT DEEP GIS Viewer](#)
- [CT DEEP GIS Open Data](#)
- Map: [CT DEEP Water Quality](#)

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