



Instructions for Completing the General Permit to Construct and Operate a Commercial Facility for the Management of Recyclable Materials and Certain Solid Wastes (“Commercial GP”) Solid Waste (SW) Facility Quarterly Reporting Form

What is this Reporting Form?

This is a quarterly solid waste facility reporting form for **CT Commercial GP Solid Waste Facilities**. It is required to be completed and submitted quarterly (following the schedule below) to the Department of Energy and Environmental Protection pursuant to Regulations of the CT State Agencies (RCSA) Section 22a-209, or CT General Statutes (CGS) Section 22a-208e, and the Commercial GP reporting requirements.

How often must this form be completed?

Registrants must complete and submit this form quarterly (every three months). The reporting quarters and deadline for submitting reports are:

QUARTER	DEADLINE for SUBMISSION	REPORTING PERIOD
1 ST	April 30	JAN 1 –MAR 31
2 nd	July 31	APR 1 – JUN 30
3 RD	October 31	JUL 1 – SEP 30
4 TH	January 31	OCT 1 – DEC 31

If you own or operate more than one Commercial GP sSolid Waste Facility, a form shall be completed for each facility.

How should the form be submitted?

Completed forms can be submitted to the CT Department of Energy& Environmental Protection by any **ONE** of the following methods:

Fax (860) 424-4059 Attn: Solid Waste Facility Reporting; **Or**

Scanned & E-Mailed To DEEP.Solid&HazWasteReports@ct.gov (Do not send hard copy if sending electronically); **Or**

Land-Mailed (CT DEEP; Bureau of MM&CA – Recycling Office; 79 Elm Street - 4th Floor; -Hartford, CT 06106-5127; Attn: Solid Waste Facility Reporting)

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

PLEASE CONSERVE PAPER - Do not fax or submit pages or sections that you intentionally left blank.

If submitting the quarterly report electronically send as WORD or EXCEL document – and scan the certification section and send with the rest of the report. **Contact [Paula Guerrero \(860 424-3334\)](mailto:Paula.Guerrera@deep.state.ct.us) to confirm receipt of report by DEEP**

The form seems very long; are all parts of the form required to be submitted?

Your quarterly reports must reflect all solid waste and recyclables received at the facility and all solid wastes and recyclables sent out from facility. Since this is a new type of solid waste permit – the reporting forms may need modification.

Select the reporting forms relevant to the Appendices approved for your Commercial GP application. **You may combine the forms to design a quarterly reporting form that specifically relates to operations at your facility.** Please feel free to modify the number of rows in a table or the number of pages to keep paper waste to a minimum. Delete

unused rows and pages. Add additional rows to a table or additional pages if needed. **You can put together your own version of the forms or modify the versions posted on the DEEP website.** Because the forms posted on the DEEP website are designed to restrict editing – you need to “stop enforcing protection” before you modify; the forms are not password protected. **If you need help in modifying a form contact [Judy Belaval](mailto:Judy.Belaval@ct.gov) at (860) 424-3237 or paula.guerrera@ct.gov at (860) 424-3334.**

If you do modify the reporting form – you need to E-mail a blank copy of your self-designed reporting form to paula.guerrera@ct.gov or Judy.belaval@ct.gov for form design approval before using the form to submit your quarterly report(s).

If your Commercial GP SW facility is authorized for more than one Appendix – **Materials authorized in more than one facility category must only be reported ONCE on ONE reporting form** (e.g. if receiving “Clean Wood” under Appendix C and under Appendix D - report the “Clean Wood” data in only one Appendix’s quarterly report).. **Receipt and storage capacities are NOT cumulative.**

Commercial GP Solid Waste Facility Appendices	Potential Solid Waste and Recyclable Materials Received under the Appendix
Appendix A – Asbestos Containing Material	ACM
Appendix B – Ash Residue	Ash Residue
Appendix C – Clean Wood, including Leaves and Grass Clippings	Clean Wood, Wood Chips, Leaves and Grass
Appendix D – Construction & Demolition Waste	CFC Appliances, Asphalt roofing shingles, C&D Waste, Carpet, Furniture, Gypsum Wallboard, Mattresses, Oversized MSW, Paper/Cardboard, Scrap Metal, Clean Wood, Treated Wood, Scrap Tires
Appendix E – Non-RCRA Hazardous Waste and Compatible Solid Wastes	Used Oil, Used Oil Filters, Architectural Paint, Antifreeze, Propane Tanks with Valves, CFC Appliances, Scrap Metal
Appendix F- Recyclables	Paper/Cardboard, Scrap Metal, CFC Appliances, Glass, Recyclable Containers, Plastic, Leaves and Grass Clippings, Lead Acid Batteries, Mixed Batteries (Ni-Cd, Alkaline, Silver Oxide, etc.), Carpet, Asphalt Roof Shingles, Source Separated Organic Materials, Furniture, Gypsum Wallboard, Mattresses, Architectural Paint, Textiles, Shoes, Scrap Tires, Yard Waste, Yellow Grease, Clean Wood, Universal Wastes , Antifreeze, Used Oil, Used Oil Filters
Appendix G – Universal Waste and Compatible Solid Wastes	Capacitors, Light Ballasts, Universal Wastes, Lead Acid Batteries, Mixed Batteries, Used Electronics-including CEDs ,

If you are managing materials under a CT [Product Stewardship program](#) (e.g. paint, CED-residential electronics, or mattresses), please contact Judy Belaval or Paula Guerrero (see contact info below) for reporting form modifications to reduce duplicative reporting.

Questions? Contact [Judy Belaval](mailto:Judy.Belaval@ct.gov) (860) 424-3237 or [Paula Guerrero](mailto:Paula.Guerrera@ct.gov) (860) 424-3334.

How should the form be filled out?

On the first page fill out general information regarding the facility – Name, Registrant, location, mailing address, the Appendices authorized through the Commercial GP, etc.

Although the form is set-up to report both monthly and quarterly data - If it is easier, you may just report the total for the quarter in lieu of monthly and quarterly data.

Part 1- Received: Report information re type, origin and amount (short tons) of solid waste and /or recyclables **received** at the facility –for the reporting quarter.

- Report data regarding type of waste and tonnages **received from CT regional (i.e. multi-town) SW facilities** (e.g. regional transfer station, C&D volume reduction facility, recycling facility, etc.) – report the origin as the name and location of the sending CT regional SW facility
- Report data regarding type of waste and tonnages **received direct haul from CT generators and/or hauled from CT municipal TSs.**
 - For most waste and recyclable types report the origin as “Connecticut”
 - For bottles, cans, and, paper (BCP) report the origin as the CT municipality in which the BCP were generated; combine this tonnage with any BCP tonnage received from the municipality’s TS.
 - Also report the source of BCP received as *residential or non-residential*.
 - *A residential source means real estate containing one or more dwelling units, **not** including hospitals, motels, or hotels - CGS Section 22a-220a(a). **Condominiums and apartments are residential sources of recyclables***
 - *Assume that tonnages of BCP from a CT municipal TS are residential.*
- Report data regarding type of waste and tonnages **received from out-of-state**. Report the origin as the state of origin or the name and location of the out-of-state regional SW facility from which the waste was transferred.

Part 2 – Transferred Out: Report information re type, destination (name & location), destination type, and amount of solid waste and /or recyclables **transferred out** of the facility – for the reporting quarter.

- Report solid waste or recyclables **transferred to recycling destinations** e.g. composting or recycling processing facilities, end users (manufacturers, paper mills, etc.); consumers (retail or wholesale); etc
- Report solid waste or recyclables **transferred to disposal destinations** e.g. incineration with or without energy recovery, landfill, landfill cover, etc.

Part 3 – Balance Sheet - Report the total received vs the total transferred out from the facility for the reporting quarter. If the discrepancy is greater than 10% - provide an explanation.

Part 4 – Certification - Certify that the information provided in the report is true and accurate to the best of your knowledge.

Questions? Contact [Judy Belaval](mailto:Judy.Belaval@deep.state.ct.us) (860) 424-3237 or [Paula Guerrero](mailto:Paula.Guerrera@deep.state.ct.us) (860) 424-3334 at the CT DEEP Bureau of Materials Management and Compliance Assurance.