



**Connecticut Department of  
Energy & Environmental Protection**  
Bureau of Materials Management & Compliance Assurance  
Engineering & Enforcement Division

## **Instructions for Completing the General Permit Registration Form for Storage and Processing of Asphalt Roofing Shingle Waste (ARSW) for Beneficial Use and Recycling**

*Use these instructions to complete the registration form for the General Permit for Storage and Processing of Asphalt Roofing Shingle Waste (ARSW) for Beneficial Use and Recycling (DEP-RCY-REG-011). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.*

A completed registration form must be submitted for each location to be used as a facility for Storage and Processing of ARSW.

### **Introduction**

The subject general permit allows for the storage and processing of asphalt roofing shingle waste (ARSW) for beneficial use and recycling.

DEEP may use both individual and general permits to regulate the storage and processing of ARSW for beneficial use and recycling. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar activities by one or more applicants throughout a prescribed geographic area. Authorization of an activity under a general permit is governed by that general permit. A general permit sets terms and conditions for conducting an activity which, when complied with, are protective of the environment. General permits are a quicker and more cost effective way to permit specific activities for both the department and the applicant.

Any questions that you may have regarding the beneficial use general permit program for the storage and processing of ARSW should be directed to 860-424-3365.

### **Who May Apply for General Permit Authorization?**

Any person, company or municipality who is seeking authority to store and/or process ARSW should apply. To process means to reduce the volume of solid waste through sorting, separation, shredding, crushing, or grinding so as to recover material resources from the waste or make it more amenable for recovery, storage and/or beneficial use.

### **How To Apply**

Your general permit registration must include the following:

- An original *General Permit Registration Form for Storage and Processing of Asphalt Roofing Shingle Waste (ARSW) for Beneficial Use and Recycling (DEP-RCY-REG-011)* and all supporting documents,
- One copy of the registration package,
- The applicable initial fee, paid by check or money order, made payable to the "Department of Energy and Environmental Protection".

You must submit the above materials together as a package to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENERGY AND  
ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

**Refer to the Available Resources Section at the end of these instructions to obtain all required documents related to the subject general permit.**

When submitting your general permit registration, label your supporting documents as directed on your registration form and always include, on each document, the registrant's name as indicated on the *Registration Form*. When additional space is necessary to answer a question stated in the registration, please insert additional sheets by the appropriate question. Label each sheet with the applicant's/registrant's name as indicated on the *Registration Form*, along with the corresponding part number and question number indicated on the general permit registration form. You should retain a copy of all documents for your files.

### **Part I: Registration Type**

Check the appropriate box to specify if the registration is for a *new* authorization under a general permit, (also indicate if it is a *replacement* of an existing individual permit or registration); a *renewal* of an existing authorization under a general permit (indicate if it is a new owner), or a *modification* of an existing authorization under a general permit. If your activity has been formerly licensed by an individual permit, registration or other authorization, or if you are applying for a renewal or modification of an existing general permit authorization, please identify the previous or existing permit/authorization/registration number in the space provided, the facility id number and the expiration date of the existing license.

Provide a brief description of the activity and the town location of the subject activity. The description should be specific to identify the

application.

### **Part II: Facility Type and Fee Information**

Each location that stores and processes ARSW requires a registration and fee, as listed below:

- Storage and Processing of ARSW up to 15,000 cubic yards = \$2,500 (In accordance with Section 5(b)(1) of the subject general permit)

**Note:** In accordance with section 22a-6(b) of the General Statutes, the fee for municipalities is fifty percent (50%) of the fee listed above.

The registration will not be processed without the fee. The payment should be in the form of a check or money order made payable to "Department of Energy and Environmental Protection".

If there are any changes or corrections to your company/facility or individual name, mailing or billing address or contact information, please complete and submit the Request to Change Company/Individual Information to the address indicated on the form. For any other changes you must contact the specific program from which you hold a current DEEP license. If there is a change in ownership, please contact the Permit Assistance Office for questions concerning license transfers at 860-424-3003.

### **Part III: Registrant 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 such registration.) This information can be accessed at CONCORD. 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.). If the applicant is a governmental

body, identify the city or town of such body followed by the relevant department, board or division.

- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the applicant correspondent can be contacted during daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
  - *E-Mail* – Registrants must provide an accurate company email address when completing their registration form. The email address may be used for future correspondence from the DEEP to your business.
1. *Registrant* - Complete the information concerning the registrant.
  2. *Billing Contact* – If the registrant is not the billing contact, complete this section.
  3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this [approval of] registration, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact.
  4. *Attorney* - It is not required that a registrant be represented by an attorney or any other agent. If you do have an attorney, complete this section.
  5. *Facility Operator* - If the registrant is not the operator of the affected facility, complete this section.
  6. *Property Owner* - If the registrant is not the owner of the affected property, complete this section.
  7. *Engineers or Consultants* - List any engineers or other consultants employed or

retained to assist in preparing the registration. Be sure to identify the service that is being provided by each.

## **Part IV: Site Information**

### **1. Site Location**

The site name, if applicable, should be the name by which the site 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 and municipality. 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 or in decimal degrees, of the exact location of the proposed activity. 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. Indian Lands**

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

***DEEP strongly encourages all registrants 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 general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.***

### 3. *Coastal Management Act Consistency*

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act, i.e., sections 22a-90 through 22a-112 of the Connecticut General Statutes (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 CGS section 22a-94 (a), 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 and Town of)
East Haven	Montville	Stratford
East Lyme	New London	Waterford
Essex	New Haven	West Haven
Fairfield	North Haven	Westbrook
Greenwich	Norwalk	Westport
Groton (City and Town of)	Norwich	
	Old Lyme	

The *coastal boundary*, as defined in CGS section 22a-94(b), is a designated region within the coastal area. It is delineated on DEEP-approved coastal boundary maps which are available for review at the DEEP Office of Long Island Sound Programs (OLISP), the DEEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEEP Maps and Publications. The map can also be viewed at: [www.lisrc.uconn.edu/](http://www.lisrc.uconn.edu/).

#### ***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 authorization or a modification of an existing authorization where the physical footprint of the subject

activity changes, you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your registration as Attachment B.

For a renewals or other modifications located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, DEEP may notify you that submission of this form is required to process your registration 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 general permit registrations 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 registration materials. However, DEEP may notify you that submission of this form is required to process your registration depending upon the specific activities to be conducted and their potential impact on coastal resources.

If you need copies of the *Coastal Consistency Review Form*, refer to the Available Resources Section at the end of these instructions. For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

### 4. *Natural Diversity Data Base -Endangered or Threatened Species*

Section 26-310 (a) of the Connecticut General Statutes states that each state agency, in consultation with the DEEP 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 “*Requests for Natural Diversity Data Base State Listed Species Reviews*” located on the DEEP website at: [www.ct.gov/deep/nddbrequest](http://www.ct.gov/deep/nddbrequest) to determine if your activity is located within an area identified as a habitat for endangered, threatened or special concern species. If applicable, submit a CT NDDB response and copies of any other correspondence to and from the NDDB, including a copy of the completed *Request for NDDB State Listed Species Review*” form (DEP-APP-007) with your registration as Attachment C.

#### 5. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS section 22a-354a through bb 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 DEEP website, to determine if your site location is within one of these towns and, if yes, check the appropriate map, also available on the DEEP 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 map, you must determine if your activity may be regulated either by the local aquifer protection agency or the DEEP aquifer protection program.
- If your site location is within an area identified in a Level B map, no action is required at this time, however you may

be required to register under the Aquifer Protection Area Program in the future when the area is delineated as Level A.

The following DEEP website, [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection), provides the list of towns and maps, regulated activities and information to determine if your activity may be regulated either by the local aquifer protection agency or the DEEP 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 registration to the holder of such restriction or a letter from the holder of such restriction verifying that this registration is in compliance with the terms of the restriction, must be submitted as Attachment D. The municipality where the site is located may have information concerning such restrictions.

#### 7. *Environmental Justice Communities*

- a. If the site includes a *new* facility or a *new* activity and is located in an environmental justice community, the registrant must hold an informal public meeting that is convenient to the public, prior to issuance of permit approval.
- b. If the subject registration includes an activity which will occur at an *existing applicable* facility and is located in an environmental justice community, the registrant shall submit an Environmental Justice Public Participation Plan **PRIOR TO FILING THE SUBJECT REGISTRATION WITH THE DEPARTMENT** and adhere to the requirements of section 22a-20a CGS. Refer to the Environmental Justice Public Participation Guidelines (DEP-EJ-GUID-001) for more information, ([www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice)).

An environmental justice community is defined as:

- a. a United States census block group, as determined in accordance with the most recent United States census, for which thirty percent or more of the population consists of low income persons who are not institutionalized and have an income below two hundred percent of the federal poverty level, or
- b. a distressed municipality.

A facility or activity must be located directly in the defined census block or the distressed municipality in order to be subject to the requirement of holding an informal public meeting. A list of current environmental justice communities can be found on the DEEP website at

[www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice) . The list of distressed municipalities can also be found on the DECD website at [www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248](http://www.ct.gov/ecd/cwp/view.asp?a=1105&q=251248)

The registrant must provide public notice of the informal public meeting by each of the following forms: 1) a newspaper announcement and 2) notice to abutting property owners. Other forms of notice may include, but not be limited to, a visible and accessible sign or a broadcast media announcement. The registrant shall notify DEEP confirming the date, time and place of the meeting, submit proof of the notification of the meeting and submit the meeting attendance sheet.

Confirmation of the meeting and submittals must be addressed to the following DEEP program:

Environmental Justice Program  
Office of the Commissioner  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127  
860-424-3044

## Part V: Activity Specific Information

Check the box by the documents listed indicating that each has been prepared and is available on-site for inspection. Such documents must be prepared in accordance with the referenced sections of the *General Permit for Storage and Processing of Asphalt Roofing Shingle Waste (ARSW) for Beneficial Use and Recycling*.

**Facility Site Plan:** Section 5(a)(1)(A) of the subject general permit.

**Facility Description:** Section 5(a)(1)(B) of the subject general permit.

**Operation and Management Plan:** Section 5(a)(1)(C) of the subject general permit.

**Final Closure Plan and Cost Estimate:** Section 5(b)(2)(5) of the subject general permit.

**Financial Assurance:** Section 5(b)(2) of the subject general permit.

## Part VI: Supporting Documents

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the registration form and these instructions and be sure to include the name of the registrant as indicated on the registration form.

### Attachment A: United States Geological Survey (USGS) Topographic Quadrangle Map

Submit, as Attachment A, an 8 ½” x 11” copy of the relevant portion or a full-sized original of a USGS Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the project site and proposed activities.

The quadrangle name should be noted on the copy of the map submitted. See Figure A at the end of these instructions for an example of how a USGS map must be labeled when submitted.

DEEP 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 may delay the processing of your registration.

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

Activities within the state's coastal area which includes the coastal boundary must be consistent with the Connecticut Coastal Management Act (CGS Sections 22a-90 through 22a-112). You may be required to complete (and submit as Attachment B) 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 C: 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 C, as explained in Part IV, item 3 of these instructions.

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

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

### **Attachment E: Environmental Justice**

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

## **Part VIII: Registration Certification**

After the registration has been completed it must be reviewed and signed by both the registrant and the individual(s) who actually prepared the registration and any part thereof required by the registration. 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 registration package shall 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, or his agent;
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 registrant authorized by law.

A registration 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 registration. Be sure to also check the DEEP website, [www.ct.gov/deep](http://www.ct.gov/deep) and your local town hall or library for maps and other reference materials.

Both the DEEP Maps and Publications 860-424-3555 and the DEEP 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 beneficial use general permits: contact WEED at 860-424-3365.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at:

[www.ct.gov/deep/wastepermitapps](http://www.ct.gov/deep/wastepermitapps)

- Coastal Boundary Areas: Town Hall and/or DEEP Maps and Publications; "Coastal Boundary Map". Additional information: Office of Long Island Sound Programs: 860-424-3034
- [Coastal Consistency Review Form](#)
- Coastal Resource Maps: Town Hall and/or DEEP Maps and Publications 860-424-3555
- USGS Topographic Quadrangle Map: [\(USGS\) Topographic Quadrangle Map:](#) ([www.ct.gov/deep/gis](http://www.ct.gov/deep/gis)); DEEP 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: DEEP File Room; "State and Federal Listed Species and Natural Communities"; [www.ct.gov/deep/endangeredspecies](http://www.ct.gov/deep/endangeredspecies)
- Aquifer Protection Area Maps: [www.ct.gov/deep/aquiferprotection](http://www.ct.gov/deep/aquiferprotection), DEEP Maps and Publications
- DEEP's Environmental Equity Policy, Environmental Justice Program, Environmental Justice Public Participation Guidelines: 860-424-3044

[www.ct.gov/deep/environmentaljustice](http://www.ct.gov/deep/environmentaljustice)

- Pollution Prevention: A variety of pollution prevention publications are available from DEEP's Office of Pollution Prevention 860-424-3297
- 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)
  - DEEP website for Statutes and Regulations: [www.ct.gov/deep/laws-regs](http://www.ct.gov/deep/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)

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to requirements of the Americans with Disabilities Act. Any person with a disability who may need information in an alternative format may contact the agency's ADA Coordinator at 860-424-3194, or at [deep.hrmed@ct.gov](mailto:deep.hrmed@ct.gov). Any person with limited proficiency in English, who may need information in another language, may contact the agency's Title VI Coordinator at (860) 4234-3035, or at [deep.aao@ct.gov](mailto:deep.aao@ct.gov). Any person with a hearing impairment may call the State of Connecticut relay number - 711. Discrimination complaints may be filed with DEEP's Title VI Coordinator. Requests for accommodations must be made at least two weeks prior to any agency hearing, program or event.



