



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
RECYCLING PROGRAM
www.dep.state.ct.us

Leaf Composting Facility Registration Packet



Printed on Recycled Paper



Instructions for Completing the Leaf Composting Facility Registration Form

Use these instructions to complete the Leaf Composting Facility Registration Form (DEP-RCY-REG-001). 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.

The Leaf Composting Facility Packet includes these instructions, the *Leaf Composting Facility Registration Form* and the Leaf Composting Regulation (Section 22a-208i(a)-1 of the Regulations of Connecticut State Agencies).

Introduction

A regulation governing the registration, siting and operation of leaf composting facilities has been adopted by the Department of Environmental Protection (DEP) under Section 22a-208i(a)-1 of the Regulations of Connecticut State Agencies (RCSA) effective February 16, 1994. Pursuant to this regulation, any person who owns or operates a leaf composting facility must register such a facility with the commissioner of the DEP. The *Leaf Composting Facility Registration Form* (DEP-RCY-REG-001) and these instructions (DEP-RCY-INST-001) have been developed to facilitate the registration process and to replace any previous form used to notify the DEP Recycling Program of leaf composting activities. The information provided in these instructions is not intended to be relied upon as an accurate description or interpretation of the provisions in the leaf composting regulation. The DEP strongly recommends that anyone who is currently operating or interested in establishing a leaf composting facility become familiar with RCSA Section 22a-208i(a)-1 (i.e., the leaf composting regulation).

Definitions

The following is a partial list of the definitions found in RCSA Section 22a-208i(a)-1(b):

“*Leaf*” or “*leaves*” means the foliage of trees.

“*Leaf composting*” or “*composting of leaves*” means the accelerated aerobic biodegradation and stabilization of leaves under controlled conditions.

“*Leaf composting facility*” means land, including structures and appurtenances thereon, other than home composting areas, where leaf composting takes place.

“*Existing leaf composting facility*” means a leaf composting facility at which leaf composting took place before February 16, 1994.

“*New leaf composting facility*” means a leaf composting facility at which leaf composting did not take place prior to February 16, 1994.

“*Owner*” means a person that owns a leaf composting facility.

“*Operator*” means the person with ultimate responsibility for managing a leaf composting facility.

Who Must Submit a Registration?

1. An owner or operator of a *new* leaf composting facility must submit a registration for such a facility to the commissioner *prior* to commencing leaf composting and obtain from the commissioner a notice that such a registration is complete.

2. An owner or operator of an *existing* leaf composting facility must submit a registration for such a facility to the commissioner *within ninety (90) days after February 16, 1994*. However, an owner or operator of an existing composting facility need not submit a registration at this time if, on or before February 16, 1994, such owner or operator had submitted to the commissioner the information listed in RCSA Section 22a-208i(a)-1(c)(2) and has not received written notice from the commissioner that the information submitted is incomplete.
3. An owner or operator of a leaf composting facility who has been issued a permit pursuant to Section 22a-208a of the Connecticut General Statutes (CGS), and such permit was in effect on February 16, 1994, need not submit a registration to the commissioner at this time. However, an owner or operator to whom or to which the commissioner has issued such a permit must submit a registration for such a facility to the commissioner within ninety (90) days after the expiration of the permit.
4. Each owner or operator of a leaf composting facility must *re-register* with the commissioner if *any* of the following occurs: (1) the annual volume of leaves to be composted increases by 20% or more of the annual volume indicated in the current registration; (2) the design of the facility, or procedures or processes for leaf composting are modified; (3) there is a change in the facility's owner or operator.

How To Register

Your registration must include the following:

- A *Permit Application Transmittal Form* (DEP-APP-001),
- A *Leaf Composting Facility Registration Form* (DEP-RCY-REG-001) and all supporting documents,

- One copy of the registration package.

You must submit the above materials within the required time frame together as a package to:

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

When submitting your registration, label your supporting documents as directed on your registration form and always include, on each document, the applicant's name as indicated on the *Permit Application Transmittal 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 name as indicated on the *Permit Application Transmittal Form*, along with the corresponding part number and question number indicated on the registration form. You should retain a copy of all documents for your files.

The owner or operator will receive correspondence from the department as to whether the registration is complete.

Registration Instructions (DEP-RCY-REG-001)

Part I: Registration Type

Enter a check mark in the appropriate space to specify if the registration is for a *new* leaf composting facility, a *renewal* of an existing leaf composting facility, or a *re-registration* of an existing leaf composting facility. If you are applying for a renewal or re-registration, please identify the previous or existing registration number in the space provided. Refer to RCSA Section 22a-208i(a)-1(b) for definitions.

Part II: Fee

There is no fee required with this registration at this time.

Part III: Registrant Information

When completing this part, please use the following standards:

- *Name* - Provide the full, legal *company/firm* name. (If identifying a *corporation or limited partnership* registered with the Secretary of the State, fill in the name exactly as it is shown on such registration.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.)
- *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEP may contact.

1. *Applicant/Registrant* - Fill in the applicant/registrant's name and phone number exactly as it appears on the *Permit Application Transmittal Form* (DEP-APP-001).
2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
2. *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.
4. *Facility Operator* - If the registrant is not the operator of the affected facility, complete this section.

5. *Facility Owner* - If the registrant is not the owner of the affected facility, complete this section.
6. *Property Owner* - If the registrant is not the owner of the land on which the facility is located, complete this section.
7. *Engineers or Consultants* - List any engineers or other consultants employed or retained to assist in preparing the registration or to design, construct or operate the proposed activity. Be sure to identify the service that is being provided by each.

Part IV: Site Information

1. The facility name, if applicable, should be the name by which the facility 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."

2. *Coastal Management Act Consistency* - Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act, i.e., CGS Sections 22a-90 through 22a-112. 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 DEP-approved coastal boundary maps which are available for review at the DEP Office of Long Island Sound Programs (OLISP), the DEP File Room, and municipal offices of towns located in the coastal area. Copies of these maps may also be purchased from DEP Maps and Publications.

Activities within the coastal boundary:

If your activity is, or is proposed to be, located in the coastal boundary, and your registration is for a new leaf composting facility, you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your registration as Attachment D.

For registration of existing leaf composting facilities located within the coastal boundary, you are not required to submit a *Coastal Consistency Review Form* with your initial registration materials. However, DEP 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 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, DEP 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*, call the Permit Assistance Office 860-424-3003. For assistance in completing the form, or if you have questions on this process, call OLISP at 860-424-3034.

3. ***Endangered or Threatened Species*** - CGS Section 26-310 provides that any activity authorized by a state agency, including any activity issued a permit by DEP, must not threaten the continued existence or habitat of any endangered or threatened species. If your activity is located in an area of concern (i.e., the habitat of an endangered or threatened species) DEP’s Connecticut Natural Diversity Data Base (CT NDDB) program will conduct a detailed review to determine if there will be any impact from your activity and you will be notified of their results.

If it is determined that your project may have an impact, conditions may be placed in your authorization to prevent any impact to the species located in that area. For example, the timing of certain activities may be restricted to avoid seasonal impacts. If you have any questions concerning possible impacts from your project or would like to schedule a pre-application meeting, please contact 860-424-3365.

DEP has produced a set of maps titled “State and Federal Listed Species and Natural Communities”, which identify areas of concern. These maps are currently available, during normal business hours, in the DEP File Room located on the store level at 79 Elm Street, Hartford.

If you determine that your proposed activity is located within a shaded area of concern, as indicated on these maps, please submit a completed Connecticut Natural Diversity Data Base Review Request Form (DEP-APP-007) to:

NATURAL DIVERSITY DATA BASE / DATA REQUEST
ENVIRONMENTAL & GEOGRAPHIC INFORMATION
CENTER
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

If a field survey of the project area has been conducted to identify the presence of any endangered, threatened or special concern species, indicate on the CT NDDB Review Request Form the biologist's name who conducted the field survey, and his or her address, and include a copy of the field survey with the completed CT NDDB Review Request Form.

If applicable, when submitting your registration, please include, as Attachment E, a copy of the completed CT NDDB Review Request Form along with any other correspondence provided to or received from the CT NDDB program, including copies of any field surveys, and any other information which may lead you to believe that endangered or threatened species may or may not be located in the area of your existing or proposed permitted activity.

If you have any questions on this process prior to submitting your registration, or need further assistance, call the Permit Assistance Office 860-424-3003.

4. Indicate whether the facility is or will be located on top of a solid waste disposal area by placing a check mark in the appropriate box. If the answer is “yes”, indicate whether the solid waste disposal area is inactive or active.
5. Indicate the size of the:
 - a. property on which the facility is located in acres,
 - b. area to be used for leaf composting pad in acres or square feet,
 - c. area to be used for pre-composting activities (e.g., grinding, de-bagging, etc.) in acres or square feet,
 - d. area to be used for compost storage in acres or square feet.
6. Indicate the estimated annual volume of leaves to be composted in cubic yards per year.
7. Indicate the distance from the compost pad to the closest residential, commercial and municipal occupied buildings in feet.

Part V: Supporting Documents

Place a check mark in the appropriate space by each attachment being submitted as verification that all applicable attachments have been submitted.

Please label and submit all attachments as referenced in the registration form and these instructions along with a Table of Contents identifying the supporting documents. Be sure to include the name of the registrant as indicated on the *Permit Application Transmittal Form* on all documents.

Attachment A: Detailed Site Plan - as outlined in RCSA Section 22a-208i(a)-1(c)(2)

Submit, as Attachment A, a legible drawing of the location of the property where the activity will occur. The plan must show a north meridian arrow. A scale of 1” = 100’ and a contour interval of two

(2) feet should be used unless another scale or contour interval seems more appropriate for the site plan. Different scale mapping may be necessary to clearly delineate the required features on or adjacent to the compost facility. All of the required information *does not* have to be placed on one site plan. Additional maps, such as those used for wetland delineation, property assessment or topographic features may be used.

The site plan and supporting maps must include, at a minimum, the following items. If any of these features are not present at the facility, make a notation on the site plan or on an attachment stating that the feature is not present. For example, if there are no drinking water supply wells, state that “there are no drinking water supply wells within 1,000 feet of the perimeter of the compost pad” on the site plan or the attachment.

- The boundaries of the property at which the facility is located;
- The existing and proposed contours and contour intervals of the property at which the facility is located and of the properties adjacent to the property at which the facility is located;
- The location of all occupied buildings within 250 feet of the perimeter of the compost pad;
- All drinking water supply wells, monitor wells, reservoirs, and sources of water for irrigation within 1,000 feet of the perimeter of the compost pad;
- Archeological or historical landmarks on the property and within 1,000 feet of property boundaries;
- Delineation of all wetlands and watercourses on the property and within 1,000 feet of the property boundaries;
- Publicly or privately owned land conservation areas on the property and within 1,000 feet of the property boundaries;

- Soil series description and delineation as specified by the USDA Soil Conservation Service County Soil Survey of all soils on the property at which the facility is located and within 1,000 feet of the property boundaries;
- Buffers, and the nature of such buffers, between the facility and adjacent properties;
- Any means, and the nature of such means, used to visually screen the facility from its surroundings;
- All paved and unpaved access roads to the facility as well as all paved and unpaved roads on the property at which the facility is located;
- All fencing and gates on the property;
- Depiction of the composting operation including windrow layout, curing area, de-bagging area, etc.;
- All structures related to the facility;
- Source of water for the facility;
- Means for control of erosion, sedimentation, and stormwater;
- Location, depth and elevation of any soil borings, test pits, or monitor wells on the property;
- Elevation of seasonal high groundwater table on the property;
- Direction of groundwater flow on the property.

Attachment B: Operation and Maintenance Plan

The Operation and Maintenance Plan must present, in detail, information concerning the major topics for an environmentally safe operation and adequate facility management. Where applicable, refer to the leaf composting manual “Compost - Send Your Leaves to a Mulch Better Place” and regulation for technical information. At a minimum, the following must be addressed in the plan:

1. Management

- Description of any agreements affecting the control, use, and operation of the facility. For example, a municipality may own the site, but a management firm may operate it. List all parties to such agreements, describe their obligations and include copies of any contracts between parties.

2. Leaf Collection and Handling Practices

- Number and type of collection vehicles;
- Description of collection method (vacuum, bucket loader, bags, other);
- If using bags, what kind (paper, plastic);
- List of towns using the facility and expected quantities or volumes to be delivered by each;
- Leaf handling (de-bagging, transfer area, staging area);
- Responsibility for hauling;
- Site security;
- Methods to assure that only suitable materials are accepted;
- Method of handling unacceptable waste or contaminants;
- Operating hours.

3. Composting Process and Procedures

- Sequence of operations;
- Description of how “windrow and turn” will be used as a composting method;
- Maximum expected quantities (tons/year) or volumes (cubic yards/year) of leaves accepted at site;
- Expected total quantities or volumes of compost generated;
- Leaf wetting method;
- Frequency of windrow turning;

- Expected time frame to attain finished product;
- List and describe processing equipment (i.e., specialized turners, pay loaders, grinders, screens, etc.) and its availability.

4. Environmental Control

- Description of the methods used to minimize odor, noise, dust, vectors and ponding;
- Description of the design for erosion, sedimentation and stormwater controls;
- Protection of public water supplies and surface waters;
- Description of compost pad construction and maintenance.

5. End Product Use

- Intended use of leaf compost (market);
- Distribution method.

6. Record Keeping

- Sample data sheet for temperature, moisture, odor monitoring, quantities of materials in and out, and sources from which leaves are collected;
- Provisions for bi-weekly record keeping of weather conditions, wind direction, ambient air temperature, presence of odor or dust, compost pad conditions, windrow moisture, corrective actions needed and corrective actions taken.

7. Fire Protection

- Methods and procedures for fire prevention and control;
- Any available on-site fire suppression equipment;
- Source, quantity and location of available water.

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

Submit, as Attachment C, an 8 ½” x 11” copy of the relevant portion or a full-sized original of a United States Geological Survey (USGS) Quadrangle Map, at a scale of 1:24,000, indicating the exact location of the leaf composting facility.

The quadrangle name should be noted on the copy of the map submitted. USGS quadrangle maps may be purchased through DEP Maps and Publications 860-424-3555 or the USGS Office 303-202-4700.

DEP 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 D: 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 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 2, to determine if this requirement pertains to you.

Attachment E: 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) and copies of any field surveys previously conducted to determine the presence of any endangered, threatened or special concern species as Attachment E, as explained in Part IV, item 3 of these instructions.

Part VI: 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. 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 partnership, by all general partners;
4. For a municipal, state, or federal agency or department, by either a principal executive officer or 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.

Special Notes

- Registering a leaf composting facility with the DEP does not exempt an owner or operator from compliance with all other applicable local, state and federal laws.
- The commissioner may request additional information beyond what is required in the registration form as he/she deems appropriate.
- The commissioner may revoke or suspend a registration in accordance with RCSA Section 22a-3a-5(d) (Rules of Practice).

- Owners and operators of leaf composting facilities must also comply with all siting, operation and reporting requirements for such facilities as specified in RCSA Section 22a-208i(a)-1 in addition to the registration requirement.
- The owner or operator of a leaf composting facility must comply with the reporting requirements for recycling facilities pursuant to CGS Section 22a-208e(c).
- For all projects located within the coastal boundary, the owner or operator shall demonstrate consistency with all applicable goals and policies of the Coastal Management Act specified in CGS Section 22a-92.

Technical Assistance

Technical assistance for establishing, registering and operating a leaf composting facility is available through the DEP Recycling Program. A good source of information is the DEP municipal leaf composting manual entitled “Compost - Send Your Leaves to a Mulch Better Place”. For assistance or copies of the regulations, registration form, recycling reporting form, or manual, please contact the compost specialist at:

COMPOST SPECIALIST - RECYCLING PROGRAM
 BUREAU OF WASTE MANAGEMENT
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 79 ELM ST, HARTFORD CT 06106-5127
 PHONE: 860-424-3365
 E-mail: dep.webmaster@po.state.ct.us

Available Resources

Below is a list of possible resources for specific information required for this registration. Be sure to first check your local town hall or library for maps and other reference materials.

- **Leaf Composting:** DEP Recycling Program; “Compost - Send Your Leaves to a Mulch Better Place” (manual), and “Leaf Composting- Windrows of Opportunity” (video).

- **Wetlands:** Town Hall
- **Drinking Water Supply Wells and Reservoirs:** Town Hall and/or DEP Publications Office; “Community Water Systems Map” (private wells not shown)
- **Archeological or Historical Landmarks:** Town Hall or Connecticut Historical Commission
- **Land Conservation Areas:** Town Hall
- **Soil Series Description and Delineation:** County Soil and Water Conservation District Offices and USDA Natural Resources Conservation Service (NRCS)
- **Coastal Boundary Areas:** Town Hall and/or DEP Maps and Publications 860-424-3555; “Coastal Boundary Map”
- **USGS Topographic Quadrangle Map:** DEP Maps and Publications 860-424-3555 or USGS Office 303-202-4700
- **Endangered or Threatened Species Areas:** The DEP Natural Diversity Data Base must be consulted as a preliminary screening tool to determine if the facility is or will be located in an endangered and threatened species area. Contact the DEP Environmental and Geographic Information Center (EGIC) at 860-424-3540 for information regarding this process.
- State and Federal Statutes and Regulations are available for review at various locations:
 - State Library (Hartford)
 - University of Connecticut Law School (New Haven)
 - Superior Courthouse Libraries (located throughout the state)

Both the DEP Maps and Publications 860-424-3555 and the DEP 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.