



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

Instructions for Completing the General Permit Registration Form for Disassembling Used Electronics

Use these instructions to complete the registration form for the General Permit for Disassembling Used Electronics (DEP-RCY-REG-010). 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 separate completed registration form must be submitted for each location to be used as a facility for disassembling used electronics.

Introduction

The General Permit for Disassembling Used Electronics, issued under the authority of, and administered by the Department of Energy and Environmental Protection's (DEEP's) Bureau of Materials Management and Compliance Assurance, allows for the disassembly of used electronics such as computers and televisions. This general permit only applies to companies that are large quantity handlers of universal waste (accumulate more than 5000 kilograms of universal waste onsite at any one time) and that engage in the disassembly of used electronics.

DEEP uses both individual and general permits to regulate the disassembling of used electronics. 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 Disassembling Used Electronics general permit program should be directed to 860-424-3372.

Who May Apply for General Permit Authorization?

Any company that accumulates more than five thousand (5,000) kilograms of universal waste onsite at any one time and is seeking the authority to disassemble used electronics should apply.

To disassemble means to pull apart components of used electronics, either manually or mechanically into identifiable components for the purpose of marketing, reusing or recycling the components. Disassembling shall not mean heating, crushing, or otherwise treating used electronics.

How To Apply

Your general permit registration must include the following:

- *A General Permit Registration Form for Disassembling Used Electronics and Covered Electronic Devices (DEP-RCY-*

REG-010) 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

When submitting your general permit 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*

Part I: Registration Type

Check the appropriate box to specify if the registration is for a *new* authorization under a general permit, or a *renewal* 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 of an existing general permit authorization, please identify the previous or existing permit/authorization/registration number in the space provided, 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. For example electronic recycling facility in Hartford.

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 II: Fee

A fee of two thousand dollars (\$2000.00) must be submitted for each *new* registration and for each *renewal* of an existing registration you are submitting. Each location where a large quantity handler also disassembles used electronics requires a separate registration and fee. 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”.

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 registrant 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 individual can be contacted during the 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 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 registration, complete this section. DEEP will direct copies of all correspondence and inquiries to this primary contact. Please be aware that for legal reasons there will be circumstances when DEEP will notify the registrant instead of the 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. *Facility Owner* - If the registrant is not the owner of the affected facility, 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. 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.

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* (DEEP-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/. (Click on the upper tab or left hand column labeled “Maps”, then “Coastal Connecticut”)

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 C.

For renewals or other modifications for activities 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.

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 (NDDB) - Endangered or Threatened*

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 the “*Connecticut Natural Diversity Data Base- (NDDB) Review of Endangered or Threatened Species*” located on the DEEP website at:

www.ct.gov/deep/endangeredspecies (Review/Data Requests) to determine if your activity is located within an area identified as a habitat for endangered, threatened or special concern species or is located less than ½ mile upstream or downstream of such an area. If applicable, prior to submitting the subject registration, you must submit a *Request for NDDB State Listed Species Review*” form (DEP-APP-007) to NDDB. Please note that NDDB review

generally takes 4 to 6 weeks. If applicable, include copies of any correspondence to and from the NDDDB, including a copy of the completed *CT NDDDB Review Request Form* with your registration as Attachment D.

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, www.ct.gov/deep/aquiferprotection, 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 an area identified on a Level A or Level B map.

- If your site location is within an area identified on a Level A map, you may be required to register your activity with either the local aquifer protection agency or the DEEP aquifer protection program. The DEEP website, indicated above, 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.
- 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.

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 E. 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 applicant 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 and adhere to the requirements of section 22a-20a CGS. Refer to the Environmental Justice Public Participation Guidelines (DEEP-EJ-GUID-001) for more information, (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

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

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: Supporting Documents

Check the appropriate box by each attachment being submitted as verification that all applicable attachments have been submitted.

Attachment A: Submit as Attachment A, a detailed description of the subject activity.

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

Submit, as Attachment B, 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 C: 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 C) a *Coastal Consistency Review Form* (DEEP-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 D: 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* (DEEP-APP-007) as Attachment D.

Attachment E: 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 E.

Attachment F: Environmental Justice

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

Attachment G: Facility Site Plan: Submit, as Attachment G, the Facility Site Plan that has been prepared in accordance with the requirements of Section 4(c)(3)(A) of the subject general permit.

Attachment H: Operation and Management Plan: Submit, as Attachment H, the Operations and Management Plan that has been prepared in accordance with the requirements of Section 4(c)(3)(B) of the subject general permit.

Attachment I: Final Closure Plan and Cost Estimate: Submit, as Attachment I, the Final Closure Plan and Cost Estimate that has been prepared in accordance with the requirements of Section 4(c)(3)(C) of the subject general permit.

Additional Notifications

Please note the following:

1. A letter must be submitted to the chief elected official of the municipality in which the subject facility is or will be located informing him or her that a registration for this general permit has been submitted to the department. A suggested letter format is attached to the registration form for your convenience.
2. The registrant shall submit to the local fire department, police department and hospital a copy of the facility's Emergency and Preparedness Plan (which must be included as part of the Operation and Maintenance Plan) within 30 days of the registration filing date.

Part VI: Registrant 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): by a manager, if management of the LLC is vested in a manager(s) in accordance with the company's "Articles of Organization", or by 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 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 the *Disassembling Used Electronics General Permit*: contact the Waste Engineering and Enforcement Division at 860-424-3372.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/permits&licenses (Air, Waste and Water; Waste and Materials Management Permits and General Permits)

- 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: (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
- Endangered or Threatened Species Areas: DEEP File Room; "State and Federal Listed Species and Natural Communities"; www.ct.gov/deep/endangeredspecies
- Aquifer Protection Area Maps: 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
- 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
 - DEEP website for Statutes and Regulations: 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

Book Format:

- State Library (Hartford)
- University Law Schools (UConn-Hartford, Yale)
- Superior Courthouse Libraries (located throughout the state)
- Town Halls and Libraries (statutes)

The Department of Energy and Environmental Protection is an affirmative action/equal opportunity employer and service provider. In conformance with the Americans with Disabilities Act, DEEP makes every effort to provide equally effective services for persons with disabilities. Individuals with disabilities who need this information in an alternative format, to allow them to benefit and/or participate in the agency's programs and services, should call 860-424-3035 or e-mail the ADA Coordinator at DEP.aoffice@ct.gov. Persons who are hearing impaired should call the State of Connecticut relay number 711.

Figure A: Waste Example

USGS Quadrangle Map: Clinton
Map Scale: 1:24, 000 (1"=2, 000')

Please include Latitude and Longitude in your registration.

Facility with Structures

Facility without Structures

Location of activity *

Center of activity *

Boundary of site

Boundary of activity *

