

**REPORTING FORM FOR SOLID WASTE VOLUME REDUCTION PLANTS (VRPs)
WHICH RECEIVE CONSTRUCTION AND DEMOLITION (C&D) WASTE**

INSTRUCTIONS

What is this C&D VRP Reporting Form?

This is a quarterly solid waste facility reporting form for VRPs which process C&D waste; it is required to be completed and submitted quarterly (following the schedule below) to the Department of Energy & Environmental Protection (DEEP) pursuant to RCSA Section 22a-209-10(13) and CGS Section 22a-208e. **For now, please use this draft version of the reporting form or a DEEP approved custom version of this reporting form.** C&D VRP solid waste permits may identify additional reporting requirements.

How often must this form be completed?




The form must be completed and submitted quarterly. The reporting quarters and deadline for submitting reports are:

QUARTER	REPORTING PERIOD	DEADLINE for SUBMISSION
1 ST	JAN 1 –MAR 31	April 10
2 nd	APR 1 – JUN 30	July 10
3 RD	JUL 1 – SEP 30	October 10
4 TH	OCT 1 – DEC 31	January 10

If you own or operate more than one C&D VRP a form shall be completed for each plant.

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- Paula Guerrero; **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; 79 Elm Street - 4th Floor; -Hartford, CT 06106-5127; Attn: Solid Waste Facility Reporting – Paula Guerrero)

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.

Contact [Paula Guerrero](mailto:Paula.Guerrera@deep.state.ct.us) (860 424-3334) to confirm receipt of report by DEEP

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

Not necessarily - Only those parts relevant to the types of waste processed at your facility need to be submitted as follows:

Links to Instructions for Different Parts of the C&D VRP Quarterly Reporting Form	Required to be Submitted by
C&D Waste and Oversized MSW Processed	All C&D VRPs
Source Separated (SS) MSW Recyclables Processed or Transferred	Only those C&D VRPs which are also permitted to process or transfer source separated MSW recyclables
MSW for Transferred	Only those C&D VRPs which are also permitted to receive and transfer MSW
Observations re Designated Recyclables Mixed in with MSW and/or with C&D Waste	All C&D VRPs
Certification	All C&D VRPs

Customizing the Reporting Form: If you need more lines, want to eliminate unused lines, etc click [here](#) for instructions. If you want to submit the report using your own version of the reporting form contact [Paula Guerrero](mailto:Paula.Guerrera@deep.state.ct.us) (860) 424-3334.

How should the form be filled out?

C&D Waste and Oversized MSW Processed:

- **Part A** - report the quarterly **tonnages of C&D waste and oversized MSW** received at your facility:
 - By Origin - For C&D Waste the state of origin (e.g. CT, MA, VT etc.) **OR** if the C&D or oversized MSW came from a

regional solid waste facility, by the facility of origin (name and address).

- **By Origin - For Oversized MSW** (mattresses, furniture, carpets, etc.) the origin of the oversized MSW (if **not coming from another solid waste facility or from out-of-state**) needs to be reported as the Connecticut City or town in which the oversized MSW was generated.
- By material type (use category to describe the material as it was delivered to your facility;
 - If the material comes in separated e.g. clean wood; scrap metal; dry wall; mixed construction; mixed demolition; etc., it needs to be reported that way.
 - Report incoming material as “mixed C&D” **only** if the waste was received mixed all together);

The quantities recorded are to include the amount received **from all sources** (private haulers, municipal haulers, individuals, other solid waste facilities, etc.).

- **Part B** - report the material sent out from the C&D Waste/Oversized MSW processing section of your facility – i.e. the quarterly quantities, types, and destinations of material generated **only** from the processing of C&D waste and oversized MSW.
 - Any material (other than waste oil) which is burned for energy or used as landfill cover should be reported as disposed.
- **Part C – Balance Sheet** - Report:
 - Tons of C&D waste/oversized MSW received **compared to** tons of C&D waste/oversized MSW sent out from this section of the facility; and
 - Optional to Report: The percent of C&D waste and oversized MSW received at this facility from a regional solid waste facility for transfer only (i.e. processed at the sending facility and not processed at this facility but only transferred or marketed through this facility).

Source Separated MSW Recyclables Processed or Transferred (only for facilities permitted to process or transfer MSW recyclables)

- **Part A** -report the quarterly **quantities of source separated MSW recyclables** received identified by:
 - Origin
 - For bottles, cans, cartons, and paper (BCP) report
 - the CT **municipality** or state (if not CT) in which the recyclables were generated or
 - the facility of origin (name and address) if BCP came from another solid waste facility,
 - For other recyclables report
 - the state of origin (e.g.. CT, MA, VT etc.) or
 - the facility of origin (name and address) if BCP came from another solid waste facility
 - Material type (i.e. use category to describe the material as it was delivered to your facility); and
 - Source – i.e. 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.**

The quantities recorded are to include the total amount received **from all sources** (private haulers, municipal haulers, individuals, solid waste facilities, etc.) and are to be expressed in tons for all items, except waste oil which should be in gallons.

- **Part B** - report quarterly quantities, types, and destinations of material sent out **only** from the processing of source separated MSW recyclables. If you are reporting quantities for commingled containers or mixed paper, indicate types of containers or paper included in the category (e.g., glass, metal, plastic containers, ONP, OCC, etc).
 - Any material (other than waste oil) which is burned for energy or used as landfill cover should be reported in the **disposed section**).

- **Part C – Balance Sheet** - Report:
 - Tons of source separated MSW recyclables received **compared to** tons of recyclables (and residue from processing recyclables) sent out from this section of the facility; and
 - Optional to Report: The percent of source separated MSW recyclables received at this facility from a regional solid waste facility for transfer only (i.e. processed at the sending facility and not processed at this facility but only transferred or marketed through this facility).

MSW Transferred (only for facilities permitted to transfer MSW)

- **Part A** - report quarterly *quantities of MSW* received for transfer, identified by origin.
 - the CT **municipality** or state (if not from CT) in which the MSW was generated or
 - the facility of origin (name and address) if MSW came from another regional solid waste facility

For MSW received direct haul from CT sources *please estimate the % generated by the residential sources (i.e. single family homes, condominiums, multi-family buildings)*

- **Part B** -report quarterly quantities and destinations of MSW sent out for disposal from the MSW transfer section of your facility; any MSW landfilled or incinerated (other than waste oil) should be reported as disposed.
- **Part C** - report quarterly quantities, types, and destinations of material recovered for recycling from the MSW which was received for transfer by your facility. Any material (other than waste oil) which is burned for energy or used as landfill cover should be reported as **disposed**.
 - **Be aware that designated recyclables recovered from the MSW received at your facility for transfer does not constitute compliance with Connecticut requirements for separation of designated recyclables from other solid waste for the generators of that MSW. Generators are required to provide and use separate collection containers for designated recyclables (CGS 22a-241b as clarified by Section 3 of [PA 10-87](#) –effective October1, 2010 (i.e. generators cannot collect designated recyclables mixed with their trash).**
- **Part D – Balance Sheet** - Report:
 - Tons of MSW received for transfer **compared to** tons of MSW (including any material recycled) sent out from this section of facility.

Designated Recyclables Mixed in with other Solid Waste or Non-Recyclable Material Mixed in with Source Separated Recyclables

Pursuant to CGS 22a-220c (b) The owner or operator of each resources recovery facility **or other solid waste facility** receiving solid waste for disposal or for transfer to disposal is required:

- (1) to notify the delivering collector/hauler and the originating municipality about loads containing significant amounts of designated recyclables; and
- (2) to conduct periodic unannounced inspections of loads of solid waste delivered to the facility to check for the presence of state designated recyclables which would indicate a violation of state recycling separation requirements. It is anticipated that such periodic unannounced inspections will be performed for a minimum of five percent (5%) of the quarterly truck loads received to achieve compliance for recycling materials.

- **Part A** - Assessment of waste loads (other than loads of source separated recyclables) received which contained significant amounts of designated recyclables
 - Based on daily logs and routine observation, estimate the percent of incoming loads of solid waste which appeared to contain significant quantities (>10% by volume) of designated recyclables
 - List any haulers (include contact information) and any originating municipalities notified of such loads.
- **Part B** -- Assessment of loads of source separated recyclables received which contained significant amounts non-recyclable material
 - Based on daily logs and routine observation, estimate the percent of incoming loads of source separated

[designated recyclables](#) which appeared to contain significant quantities (>5% by volume) of non-recyclable material.

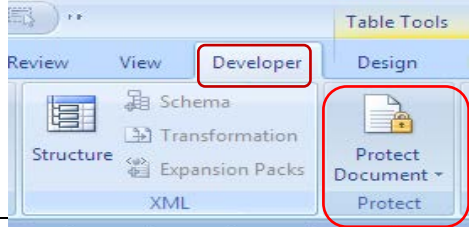
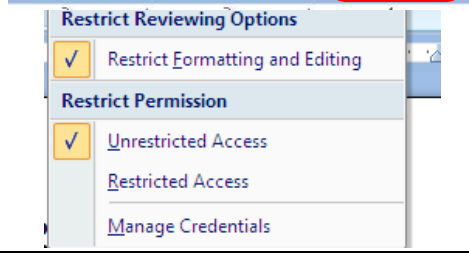
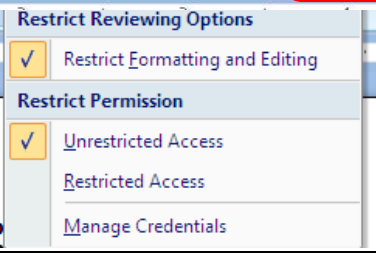
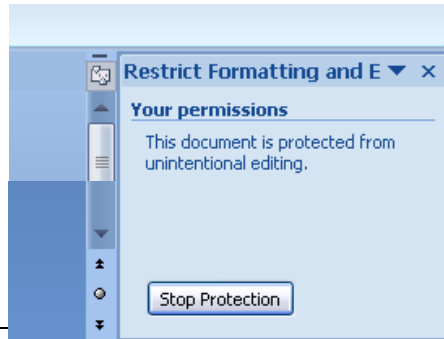
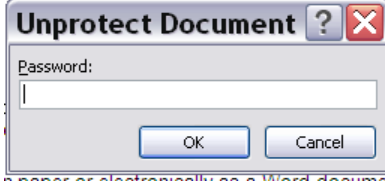
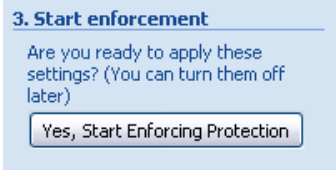
- List any haulers (include contact information) and any originating municipalities notified of such loads.


Part 6: Certification and Signature

Questions? Contact [Paula Guerrero](#) (860) 424-3334 at the CT DEP Bureau of Materials Management and Compliance Assurance.

To Modify the Format of the Fillable Version of the Quarterly C&D VRP Reporting Form - See Directions [below](#):

Instructions for Changing the Format of the Quarterly C&D VRP Reporting Form (Fillable Word Version)

<p>(1) From the webpage, open the Word form and save to your computer – if you don't you may lose all your changes.</p>	
<p>(2) Click on the “developer” tab (Word 2007) at the top of the screen. (for older versions of WORD try the “tools” tab)</p>	
<p>(3) Click on “protect document” tab at the top of the screen.</p>	
<p>(4) Click on “restrict formatting and editing”</p>	
<p>(5) On the right hand side of the screen click on “stop protection”</p>	
<p>(6) If asked for a password - Type in: “C&D”</p>	
<p>(7) Reset protection after you have made the changes to the document (you need to do this if you want to fill-in the form electronically) - On the right hand side of the screen click on “Yes, Start Enforcing Protection”</p>	
<p>(8) Password protect if you are so inclined – you can click “OK” without putting in a password.</p>	

	
<p>(9) Fill in form and save as you go</p>	

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