



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

## **Instructions for Completing the General Permit Registration Form for a Municipal Transfer Station**

**Use these instructions to complete the Registration Form for the General Permit for a Municipal Transfer Station (DEEP-SW-REG-002).**

- These instructions are organized to follow the Registration Form (with same numbering). Additional sources of information for completing the required documents are found at the end of these instructions.
- Submit a completed Registration Form for each location to be used as a municipal transfer station.

*NOTE: 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.*

### **Introduction**

The General Permit for a Municipal Transfer Station authorizes municipalities to:

- continue to operate an existing, approved municipal transfer station or recycling facility, or
- construct and operate a new municipal transfer station.

It authorizes facilities that process no more than one thousand (1,000) tons per day of solid waste and designated recyclables, not counting clean wood, leaves and grass in calculation of this limit. Larger operations require individual permits.

### **What is a General Permit? What is an Individual Permit?**

The Department of Energy and Environmental Protection (DEEP) uses both individual and general permits to regulate the construction and/or operation of a municipal transfer station. Individual permits are issued directly to an applicant, whereas general permits are permits issued to authorize similar

activities by one or more registrants 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 DEEP and the registrant.

### **Assistance**

For assistance regarding the general permit program for municipal transfer stations, call 860-424-3366. The Registration Form, these instructions and the subject general permit are available on the DEEP website at: [www.ct.gov/deep/wastepermitapps](http://www.ct.gov/deep/wastepermitapps)

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

Any municipality, municipalities or regional authority seeking to construct and/or operate a municipal transfer station and that can comply

with the requirements of the subject General Permit, with the exception of those transfer stations: (1) at which revenue is generated by charging a private hauler to tip waste generated outside of the boundaries of the municipality or municipalities, for regional transfer stations; or (2) which are operated by a private contractor that accepts MSW generated at commercial or industrial locations outside of the boundaries of the municipality or municipalities, for regional transfer stations.

If the municipality can meet the subject general permit requirements, then it must register with the DEEP and obtain approval of authorization. *Those who cannot meet the General Permit requirements will need to seek an individual permit for a solid waste facility.*

## How To Register

Your general permit registration must include the following:

- An original *General Permit Registration Form for Municipal Transfer Stations (DEEP-SW-REG-002)*
- A site plan and all required 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

If additional space is needed to answer a question on the registration form, attach additional sheets by the appropriate question. Label each sheet with (a) the registrant's name (as it is stated on the *Registration Form*) and (b) the corresponding part number and question number that you are

answering. 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 facility;
- Facility currently operating under a DEEP-approved solid waste permit or the DEEP General Permit for Recycling; or
- Renewal of an already existing registration for the General Permit for a Municipal Transfer Station.

Provide the number and date of issuance of any previously approved solid waste permit or general permit registration for the proposed or existing facility.

Any person to whom or to which the commissioner issued an approval of registration under this general permit may request renewal of such approval of registration prior to the expiration of such approval if there have been no changes in operations, or in the types of or quantities of materials accepted. Such request shall be submitted to the commissioner on a completed registration form with the applicable fee no later than 120 days before the expiration date of the existing approval of registration.

## Part II: Fee Information

The registration fee for a municipal transfer station is \$8,000.00 for a ten-year term. To enable municipalities to better budget for this general permit, an initial fee of \$800.00 shall be submitted with the registration package and the balance of the fee will be billed to the municipality annually in equal installments (\$800.00/year). The registration package shall be deemed incomplete if the \$800.00 fee is not included, and registration for this General Permit cannot be approved. The \$800.00 annual invoice is due on or before July 1 of each year.

Each facility location requires a separate registration and fee (except for satellite drop sites for recyclables, which have no fee). The submittal will not be processed without the fee. The fee is non-refundable and shall be paid by check or money order to the “Department of Energy and Environmental Protection”.

### Part III: Registrant Information

If there are any changes or corrections to your company/facility or individual 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. If there is a change in name of the entity holding a DEEP license or a change in ownership, contact the Office of Planning and Program Development (OPPD) at 860-424-3003. For any other changes you must contact the specific program from which you hold a current DEEP license.

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. Please note, for those entities registered with the Secretary of State, the registered name will be the name used by DEEP. 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 corresponding individual 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 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. Please be aware that for legal reasons there will be circumstances when DEEP will notify the registrant instead of the primary contact.

1. **Name of Registrant** - Provide the name and business phone of the municipality exactly as it appears with the Secretary of State.

Municipalities may choose to partner together to establish and maintain a single facility that is authorized under a single registration. If this is a joint facility, provide the name, address, phone and contact name of the second municipality, using a separate page if needed.

2. **Billing Contact** – If the registrant is not the billing contact, complete this section.
3. **Primary Contact at Municipality** - Provide the name, address and title of the contact within the municipality who should receive correspondence and inquiries regarding the registration submittal. Provide the phone number(s) where the individual can be contacted during daytime business hours and email address.
4. **Primary Contact if Not Municipal Official** - Provide the name and address of the firm of the consultant, engineer, attorney, and the contact within that firm, if you have authorized such firm/person to act for you

during the processing of this registration process. DEP will direct copies of all correspondence and inquiries to this primary contact.

5. **Property Owner** - Provide the name of the legal owner of the property on which the facility will be located.
6. **Engineer or Consultants** - List any engineers or other consultants employed or retained to assist in preparing the registration submittal if not already identified. Be sure to identify the service that each will provide.
7. **Operator, if not the Municipality** - Identify the business that will operate the facility, if it is not the municipality, including the appropriate contact within that business and the name and title of the foreman or lead at the facility.

#### Part IV: Site Information

Complete this section as follows:

1. **Facility Name and Location** - State the facility name; this is the name by which the facility is commonly known. Provide the street address of the property where the proposed facility is or will be located.

If the property does not have a street number, provide the Assessor's map/block/lot AND 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, 1000 feet north of its intersection with Bear Swamp Road."

Provide the latitude and longitude, in degrees, minutes and seconds, of the exact location of the proposed activity and state the method used to determine the latitude and longitude coordinates. There are a variety of methods of deriving latitude and longitude coordinates; Global Positioning System (GPS) is the most accurate.

2. **Indian Lands** - Check the appropriate box to state 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, Endangered or Threatened Species 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/). (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 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 (NDDDB) - 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, prior to submitting the subject registration, you must submit a *Request for NDDDB State Listed Species Review*” form (DEP-APP-007) to NDDDB. Please note that NDDDB review generally takes 4 to 6 weeks. You must then submit a CT NDDDB response and copies of any other correspondence to and from the NDDDB, including a copy of the completed *Request for NDDDB State Listed Species Review*” form (DEP-APP-007) 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](http://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 registrant must hold an informal public meeting that is convenient to the public, prior to issuance of permit approval.

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

- 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))  
Submit a copy of the written Plan approval with your registration as Attachment F.

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)

**8. Facility Operated by Contactor** - Check the appropriate box to state who will operate the facility, the municipality or an outside contractor.

If an outside contractor will run the facility, submit the Duties Statement as “Attachment G.” See Part V(Attachment G) of these instructions for detailed information on preparation of a Duties Statement.

**9. Additional Recyclable Materials** – List all additional materials that are being collected at the facility and sent off-site for recycling (e.g. FOG) that are not otherwise authorized by the subject general permit.

## Part V: Supporting Documents

Check the appropriate box for each attachment being submitted to verify that all applicable attachments have been submitted. Label each attachment and be sure to include the name of the registrant (the proposed permittee) as indicated on the *Registration Form*.

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

Submit an 8 ½” x 11” copy of the relevant portion of a USGS Quadrangle Map at a scale of 1:24,000 (or a full-sized original) as “Attachment A.” Outline the boundaries of the activity site and mark any proposed buildings on the map. State the name of the USGS quadrangle on the map.

DEEP will use this map to enter your activity location into its Geographic Information System

(“GIS”). The activity site and proposed activities must be accurately located because the GIS generates natural resource information relevant to your site. *See Figure A at the end of these instructions for an example of this requirement.*

### Attachment B: Facility Site Plan

Submit as “Attachment B” the site plan drawing of the facility that has been prepared, signed, dated, stamped and certified by a professional engineer (P.E.) licensed to practice in Connecticut in accordance with Section 4(c)(2) of the General Permit for a Municipal Transfer Station and these instructions. The facility site plan shall provide: (1) a clear and detailed presentation of all existing and proposed, natural and man-made features; and (2) the proposed layout of the facility. More than one sheet may be used, if necessary.

The site plan shall include but not be limited to:

- plan scale of at least 1 in. = 100 ft.; provide the scale on the plan in graphic form;
- plan date, and each revision date;
- north arrow;
- existing and proposed contour intervals at no more than 5 ft. and sufficient to show surface water flow;
- all structures and all outdoor activities, including delineation, dimensions and quantities of processing and storage areas;
- processing and storage equipment (e.g. scale, roll-off containers, box trailers, loaders etc...)
- wetlands and watercourses;
- easements and utilities;
- stormwater and sanitary sewer systems;
- flood zone;
- a location map;
- roads and internal drives, parking areas, all paved areas;
- landscaping; and
- any other information the commissioner deems necessary.

A **professional engineer** licensed to practice in Connecticut shall affix his seal and an original signature on the site plan, with the following certification:

*“I certify that I have thoroughly prepared and completely reviewed the site plan submitted with the Registration Form for a General Permit for a Municipal Transfer Station. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements.”*

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

You may be required to complete and submit a *Coastal Consistency Review (DEP-APP-004)* as Attachment C to demonstrate that the activity is consistent with the Connecticut Coastal Management Act’s standards and policies. Refer to the instructions in Part IV, item 3, to determine if this requirement pertains to you.

### **Attachment D: Endangered or Threatened Species: CT NDDDB Information**

Submit copies of any correspondence provided to or received from the CT NDDDB program, including a copy of a *completed CT NDDDB Request Form (DEP-APP-007)* as Attachment D, as explained in Part IV, item 4 of these instructions.

### **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: Duties Statement**

Facilities that are operated by subcontractors shall, at all times, keep on file with DEEP a current “Duties Statement” that describes in detail the organization of facility staffing. The Statement should include at a minimum: The Facility Lead’s job title and name of the employee in charge of daily operations, and the Town official to whom the Facility Lead reports, and; a detailed list of the facility-related tasks assigned to both the contractor and to the municipality (if any), including such items as: responsibility for keeping daily records; responsibility for preparing monthly, quarterly and annual reports for submittal to DEEP; scalehouse staffing, if any; litter removal responsibilities; responsibilities for handling and removal of each waste type from the facility.

### **Part VI: Consent to Revocation of Existing Waste Permits**

Complete this Part to consent to revocation of existing waste permits. Only one permit may authorize the solid waste activities at the transfer station facility. In order to register for the subject General Permit, the registrant must therefore consent to the revocation of any other permits or registrations issued previously to authorize the transfer station and recycling activities.

### **Part VII: Certification of Documents**

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 registration, 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.

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### Additional 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 a municipal transfer station: contact the Solid Waste Program, Waste Engineering and Enforcement Division at 860-424-3366.

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

[http://magic.lib.uconn.edu/connecticut\\_data.html#water](http://magic.lib.uconn.edu/connecticut_data.html#water)

- [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: \(www.ct.gov/deep/gis\)](#); 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)

**Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

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.aaoffice@ct.gov](mailto:deep.aaoffice@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.

**Figure A: Example of requirement to submit USGS map (in Part V Attachment A) showing the location of proposed activity**

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

Outline the area proposed for the operation and the location of buildings on site, if any

