



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

Instructions for Completing the General Permit Registration Form for the Discharge of Wastewaters from Categorical Industrial Users to a Publicly Owned Treatment Works (POTW)

Use these instructions to complete the registration form for the General Permit for the Discharge of Wastewaters from Categorical Industrial Users to a Publicly Owned Treatment Works (POTW) (DEEP-WPED-REG-008). These instructions are not a substitute for the requirements of any relevant statutes or regulations. You should review all applicable laws prior to completing the registration form. Remember, it is your responsibility to comply with all applicable laws.

A completed registration form must be submitted for each site.

Introduction

The Water Permitting, and Enforcement Division (WPED) of the Department of Energy and Environmental Protection (DEEP) regulates discharges to the waters of the state, including surface water, ground water and Publicly Owned Treatment Works (POTW) (which includes sanitary sewers), to prevent pollution of the waters of the state and to prevent adverse impacts upon the operation of POTWs.

DEEP uses both individual and general permits to regulate discharges of metal finishing wastewater to POTWs. 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 department and the applicant.

Any questions that you may have regarding the WPED general permit program should be directed to 860-424-3018.

Who May Apply for General Permit Authorization?

Any person that discharges “Metal Finishing Wastewater”, as defined in Section 2 of the subject general permit, to a POTW may register to obtain authorization under this general permit. *“Metal Finishing Wastewater”* means wastewater subject to the provisions of 40 CFR 413 (Electroplating Point Source Category) or 40 CFR 433 (Metal Finishing Point Source Category). Metal finishing wastewater shall not include non-contact cooling water, domestic sewage, blowdown from heating and cooling equipment, stormwater, or wastewater(s) not subject to the provisions of 40 CFR 413 or 40 CFR 433.

Any person proposing to transfer a DEEP license must submit a completed *License Transfer Form* (DEP-APP-006) and transfer fee to DEEP. The *License Transfer Form* may be used for changes in owners and operators

of the licensed activity. If other changes are proposed to the facility, the site, and/or to facility operations, the proposed transferee must also request a permits/license modification. Please note that not all permits/licenses are transferable. For further information concerning license transfers or to obtain a *License Transfer Form*, please contact the Permit Assistance Office at 860-424-3003.

How To Apply

Your general permit registration must include the following:

- an original *General Permit Registration Form for the Discharge of Wastewaters from Categorical Industrial Users to a Publicly Owned Treatment Works (POTW), (DEEP-WPED-REG-008)*, and
- all necessary supporting documents attached (Attachments D-M), and
- the applicable fee.

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

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

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

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

general permit registration form. You should retain a copy of all documents for your files.

Part I: Registration Type

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

Provide the town location and a brief description of the activity.

Part II: Fee

A fee of \$6,250.00 for discharges greater than or equal to 10,000 gallons per day or \$3,125.00 for discharges less than 10,000 gallons per day must be submitted for each registration you are submitting. Each site 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". For municipalities, the 50% discount applies.

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:

- *Registrant 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.

4. *Facility Operator* - If the registrant is not the operator of the affected facility, complete this section.
5. *Equipment Operator* - If the registrant is not the operator of the affected equipment, complete this section.
6. *Facility Owner* - If the registrant is not the owner of the affected facility, complete this section.
7. *Equipment Owner* - If the registrant is not the owner of the affected equipment, complete this section.
8. *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.
9. List all metal finishing subcategories as defined by 40 CFR 413 and 433 which contribute to the discharge.
10. List up to three SIC codes applicable to the facility or type of business conducted by the registrant. The first code given should be the primary SIC code, i.e., the code which identifies the type of activity the facility engages in at least 50% of the time.

SIC codes can be determined from the [Standard Industrial Classification Manual](#) produced by the Executive Office of the President, Office of Management and Budget and sold by the National Technical Information Service. The database is available online and a copy of this book is

available at most local public libraries.

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."

2. Indian Lands

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

DEEP strongly encourages all registrants to conduct a review of the following Coastal, Natural Diversity Data Base and Aquifer Protection information as soon as possible and to resolve any outstanding issues, where feasible, before submitting their general permit registration to DEEP to ensure a more timely and efficient review of their general permit registration.

3. Coastal Management Act Consistency

Activities within the state's coastal area must be consistent with the Connecticut Coastal Management Act, i.e., sections 22a-90 through 22a-112 of the Connecticut General Statutes (CGS). You may be required to complete a *Coastal Consistency Review Form* (DEP-APP-004) to demonstrate that the activity is consistent with the standards and policies of the Connecticut Coastal Management Act.

To determine whether this requirement pertains to you, you must first decide if your

activity is, or is proposed to be, located in either the coastal area or the coastal boundary.

The *coastal area*, as defined in CGS section 22a-94 (a), includes the land and water within the following towns:

Branford	Guilford	Old Saybrook
Bridgeport	Hamden	Orange
Chester	Ledyard	Preston
Clinton	Lyme	Shelton
Darien	Madison	Stamford
Deep River (Borough	Milford	Stonington
East Haven	Montville	and Town of)
East Lyme	New London	Stratford
Essex	New Haven	Waterford
Fairfield	North Haven	West Haven
Greenwich	Norwalk	Westbrook
Groton (City and Town of)	Norwich	Westport
	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.

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 under a general permit you must complete a *Coastal Consistency Review Form* (DEP-APP-004) and submit it with your registration as Attachment A.

For renewals or modifications of existing authorizations 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.

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 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 B.

5. *Aquifer Protection Areas*

Aquifer protection areas are defined in CGS section 22a-354a through 22a-354bb 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 C. The municipality where the site is located may have information concerning such restrictions.

Part V: Additional Information and Supporting Documents

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

Attachment A: 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 3, to determine if this requirement pertains to you.

Attachment B: CT NDDB Information

Submit copies of any correspondence provided to or received from the CT NDDB program,

including a copy of a *completed CT NDDB Request Form* (DEP-APP-007) as Attachment B, as explained in Part IV, item 4 of these instructions.

Attachment C: 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 C.

Attachment D: Approval for Connection/Transport to a POTW

Part 1: The registrant must complete and sign Part 1.

Part 2 The form must then be submitted to the Publicly Owned Treatment Works (POTW, or sewage treatment plant) receiving the discharge for approval. Part 2 must be completed and signed by a responsible official of the POTW.

Part 3 Where a local sewer commission acts independently of the POTW (i.e. facilities that receive sewage from more than one town), the registrant *must also* have the local sewer commission approve the discharge. In this case, Part 3 must be completed and signed by a responsible official of the local sewer commission.

Attachment E: Site Plan

Submit, as Attachment E, a legible drawing of the location of the property where the activity will occur. The plan must be drawn to scale, with the scale shown as either a numerical ratio (e.g., 1:200) or as a bar scale (e.g., 1" = 40'). The plan must show, at a minimum:

- the north meridian;

- the boundaries of the site, and all buildings;
- water bodies adjacent to the site and their names;
- roads adjacent to the site and their names; and
- the location of discharges included in this application and all monitoring points.

Attachment F: Discharge Information Form

Discharge Serial Number: Please number each discharge consecutively starting with discharge serial number 201 and identify each page with the appropriate serial number in the space provided. For discharges previously authorized by DEEP, use the same serial number assigned in the previous permit for each discharge. The date the discharge began or will begin must be indicated here.

Discharge Location: Name of receiving POTW and method of transport.

Discharge Description: In the spaces provided enter:

- the average daily flow. The average daily flow means an average of all total daily flows measured during any calendar month. The total daily flow means the total flow of wastewater over an operating day.
- the maximum daily flow. The maximum daily flow means the greatest volume of wastewater to be discharged over any one operating day, not to exceed the design flow.
- the design flow: The design flow means the maximum flow rate for which any wastewater collection or treatment system(s) were designed to handle and still function properly.

Check yes or no to indicate whether the discharge is continuous. A continuous discharge means a discharge, which occurs without interruption throughout the operating day, except for infrequent stoppages for maintenance, process

changes, or other similar activities. If the discharge is continuous enter in the space provided:

- the average number of hours per day the wastewater is discharged.
- the maximum number of hours per day the wastewater is discharged.

If the discharge is not continuous, then enter in the space provided:

- the average number of hours per discharge event,
- the maximum number of hours per discharge event, and
- the average number of discharge events per day.

Wastewater Treatment System: Briefly describe the wastewater treatment system associated with each discharge. This description shall include any monitoring equipment (e.g., pH meters, flow meters, auto samplers).

Discharge Analysis: All Registrants must complete a Discharge Analysis for each discharge using analytical data from at least one sample representative of typical daily operations and one sample representative of anticipated maximum effluent pollutant concentration(s). Analytical data from both samples shall be provided for all pollutants listed in Table 1, as well as, all pollutants listed in Tables 2 through 10 that are known or suspected to be present in the discharge. All analyses must be performed in accordance with 40CFR 136.

All samples collected for testing purposes must be taken at the proper location(s) - after the last treatment unit(s) and before mixing and dilution with other waste streams.

When providing analytical results for a substance that was not detected by the analytical method used, indicate that it was not

detected and the minimum detection level of the method used by employing the following format: "ND< X ppb", where "X" is the minimum detection level of the method used.

New Discharges:

Permit applicants for new discharges must complete the tables using scientific calculations to project expected discharge characteristics, or using information from similar discharges.

Previously Licensed or Existing Discharges:

Permit applicants for renewal of existing discharges or for previously licensed discharges must complete the tables using analytical data based on actual discharge quality.

Complete Tables 1 - 10 by providing the following information for each respective column.

Known or Suspected Present:

If the applicant knows or has reason to believe or can reasonably ascertain that a substance is or will be present in the discharge, place an "X" in this column by that substance and provide analytical data for that substance in the appropriate column.

Believed Absent:

If the applicant knows or has reason to believe or can reasonably ascertain that a substance is **not** or will **not** be present in the discharge, place an "X" in this column by that substance.

Note: Be sure to review your inventory of toxic or hazardous substances, raw materials used and treatment substances used, prepared for this application, when completing the "Known or Suspected to be Present" column or the "Believed Absent" column.

Average

The mathematical average concentration of all samples analyzed for a pollutant.

Maximum

The maximum concentration of all samples analyzed for a pollutant.

Number of Analyses:

Provide the number of analyses performed for the particular substance in this column.

Contract Laboratories

Identify any contract laboratory or consulting firm, which performed analyses for substances listed in the tables. Be sure to keep copies of all lab results for five years (Section 5(b)(6) of the general permit) in case they are required for review at a later date.

Attachment G: Water Conservation

Attach a description of the best management practices, such as conservation and reuse of water, minimization, substitution and reuse of chemicals, and other pollution prevention measures, implemented or to be implemented by the registrant to prevent or minimize any adverse environmental effects of the subject discharge.

Attachment H: Wastewater Treatment

Attach a general description of any wastewater treatment processes, such as neutralization, oil/water separation, and precipitation of solids or metals, which the registrant utilizes or will utilize to achieve compliance with any of the effluent limitations specified in this general permit. This description must include a diagram which clearly shows all treatment units, monitoring equipment and sampling locations.

Attachment I: Line Diagram

Attach a line diagram of the water flow through the facility which clearly shows:

- the intake source (e.g. well, city water, river);
- all points of chemical addition into any treatment units;
- sampling and flow meter locations;

- all separate production operations with intake and discharge points of each operation;
- treatment units with intake and discharge points of each unit; and
- a water balance that indicates approximate average and maximum flows at intake and discharge points of all separate production operations, treatment units and between processes.

Attachment J: Process Flow Diagram

Attach a diagram showing those processes generating wastewater at the facility. The process flow diagram should identify:

- each process step or tank, its work flow position, size, contents, ultimate disposal location and the discharge rate of its contents;
- any treatment units integrated with a process; and
- countercurrent rinsing and the direction of the countercurrent rinsing.

Attachment K: Monitoring Wavier Request Form (Appendix V of the subject general permit)

The commissioner may authorize a permittee subject to this general permit to forego sampling of a pollutant (except for total toxic organics) if the permittee requests it and has demonstrated through sampling and other technical factors that the respective pollutant is neither present nor expected to be present in the discharge above background levels from intake water and without any increase in the pollutant due to activities of the permittee.

A monitoring waiver will not be granted for any pollutant that is added to the authorized discharge, in any quantities. Where monitoring and/or other data shows that the pollutant is present at levels above the background intake water level, the

commissioner shall deny the request for the monitoring waiver.

The permittee’s demonstration must be made at the time of registration on forms provided by the commissioner and shall include, but not be limited to, the following:

- 1) A list of each of pollutant associated with the monitoring waiver request.
- 2) Analytical data for each pollutant from at least one sample of the facility’s authorized discharge(s), after treatment. This sample shall be representative of all metal finishing wastewaters capable of being discharged from the facility through the respective authorized discharge location(s) and shall be obtained and analyzed consistent with 40 CFR 136.
- 3) Analytical data for each pollutant from at least one sample of the facility’s authorized discharge(s), prior to any treatment. This sample shall be representative of all metal finishing wastewaters capable of being discharged from the facility through the respective authorized discharge location(s) and shall be obtained and analyzed consistent with 40 CFR 136.
- 4) For those parameters detected in either the treated or untreated wastewater, analytical data for the influent water.
- 5) A request for monitoring waiver signed by a “responsible corporate officer”, if the permittee is a corporation, or by a general partner or proprietor if the permittee is a partnership or sole proprietorship. For purposes of the monitoring waiver requirements, “responsible corporate officer” means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar

policy or decision making functions for the corporation.

Non-detectable sample results may only be used as a demonstration that a pollutant is not present, if the EPA approved method from 40CFR136 with the lowest minimum detection level for that pollutant is utilized.

Granting of the monitoring waiver will be identified within the Approval of Registration.

Attachment L: Plan Checklist

Use the following instructions to complete Attachment L:

Operation and Maintenance Plan Checklist (Appendix II of the subject general permit)

Prepare an Operation and Maintenance Plan in accordance with Appendix II of the subject general permit for the wastewater collection, storage, treatment and control systems. The plan should consider effective performance of the collection and treatment systems, adequate funding, operator training, laboratory and process controls and quality assurance procedures. Based on the Operation and Maintenance Plan, complete the Operation and Maintenance Plan Checklist. Do not submit the Operation and Maintenance Plan itself; instead submit the completed and signed Operation and Maintenance Plan Checklist verifying that the Operation and Maintenance Plan contains all applicable items listed on the checklist. Include on the form the name and qualifications of the preparer of the Operation and Maintenance Plan. DEEP suggests that the Operation and Maintenance Plan be prepared by the same person who designed the treatment system. Remember that you must maintain the Operation and Maintenance Plan on site once the discharge(s) has begun.

Spill Prevention and Control Plan Checklist (Appendix III of the subject general permit)

Prepare a Spill Prevention and Control Plan in accordance with Appendix III of the subject

general permit. The Spill Control Plan must describe all measures taken to prevent and control unplanned releases during the storage, collection, transfer, transport, treatment, loading and unloading of all toxic or hazardous substances, oils, process wastewaters, solvents, and any other chemicals, consistent with section 22a-430-4(c)(10) of the Regulations of Connecticut State Agencies. Based on the Spill Prevention and Control Plan, complete the Spill Prevention and Control Plan Checklist. Do not submit the plan itself; instead submit the completed and signed Spill Prevention and Control Plan Checklist verifying that the Spill Prevention and Control Plan contains all applicable items listed on the checklist. Include on the form the name and qualifications of the preparer of the Spill Prevention and Control Plan. Remember that you must maintain the Spill Prevention and Control Plan on site once the discharge(s) has begun.

Attachment M: Solvent Management Plan and Plan Checklist (Appendix IV of the subject general permit)

If the applicant does **not** use, generate or introduce any toxic organic compounds into their wastewaters, then the applicant needs only to certify to this fact by checking the appropriate box in Part V: Additional Information and Supporting Documents of the main registration form.

If the applicant does use, generate or introduce any toxic organic compounds into their wastewaters, and seeks to apply for an exemption from TTO(s) monitoring, a Solvent Management Plan must be prepared and submitted in accordance with Appendix IV of the subject general permit, along with the completed and signed checklist verifying that the submitted Solvent Management Plan contains all applicable items listed on the checklist. Include on the form the name and qualifications of the preparer of the Solvent Management Plan. Registrants currently

maintaining a DEEP approved Solvent Management Plan must resubmit the plan and checklist for approval. Permittees with an approved Solvent Management Plan shall, in lieu of monitoring for TTO(s), include a statement on the DMR certifying compliance with its Solvent Management Plan.

The Solvent Management Plan must demonstrate that the applicant will manage its toxic organic compound containing wastes in a manner which:

1. Minimizes or eliminates the discharge of these compounds to the waters of the state;
2. Does not have any adverse impact on the waters of the state; and
3. Does not result in violations of the appropriate categorical TTO compound specific limits.

Attachment N: Subscriber Agreement

Complete and submit this agreement to request use of electronic reporting for discharge monitoring reports (DMRs). The person that is authorized to sign DMRs as described in section 22a-430-3(b)(2) RCSA must sign this document as the Signatory Authority in Section E of this document and have the signature witnessed by a Notary Public.

Certifications- Part VI, VII, VIII

After the registration has been completed it must be reviewed and signed by a qualified professional engineer as described in Part VI of these instructions, 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, ect. 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.

A registration will be considered insufficient unless all required signatures are provided.

Part VI: QPE Certification

A written certification, signed by a Qualified Professional Engineer as defined in the Categorical General Permit, which complies with the requirements of Section 3(b)(8) of the subject general permit.

Part VII: Registrant Certification

A written certification, signed by the registrant which complies with the requirements of Section 3(b)(9) of the subject general permit.

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.

Part VIII: Preparer Certification

A written certification, signed by any other individual or individuals responsible for preparing the registration, which complies with the requirements of Section 3(b)(9) of this general permit. If the registrant is the preparer, please mark N/A in the spaces provided for the preparer.

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 completing the registration for the subject general permit, contact the Water Permitting and Enforcement Division at 860-424-3018.

For the subject general permit, registration form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/waterdischargepermitapps

- 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
- [Coastal Consistency Review Form](#)
- 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
- 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

- 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/lawsregs
- 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)

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. 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. 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.