



**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 the Collection and Storage of Post-Consumer Paint

Use these instructions to complete the registration form for the General Permit for the Collection and Storage of Post-Consumer Paint (DEEP-RCY-REG-015). 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.

Information for each retail collection location must be complete and submitted on the registration form prescribed by the commissioner. Multiple retail collection locations for a single registrant may be submitted on one registration form, for up to a total of twenty.

Introduction

This [General Permit](#) authorizes the collection and storage of post-consumer paint at retailers that offer architectural paint for sale in the state of Connecticut and participate in the Paint Stewardship Program, established by Chapter 446d Solid Waste Management, section 22a-904a of the [Connecticut General Statutes](#) (CGS), including the approved Paint Stewardship Program Plan (“PSPP”). The General Permit is issued under the authority of the Department of Energy and Environmental Protection (DEEP).

The General Permit authorizes retailers to collect and store post-consumer paint in accordance with the approved PSPP and limits the storage capacity to a maximum of thirteen hundred (1,300) gallons of post-consumer paint, unless the Registrant or Representative Organization has established a lower limit.

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 registrant.

Any questions that you may have regarding the General Permit should be directed to the Waste Engineering and Enforcement Division (WEED) at 860-424-3366.

Who May Apply for the General Permit Authorization?

Any retailer who offers architectural paint for sale in the state of Connecticut and that is participating in the Paint Stewardship Program established under section 22a-904a CGS may apply through the Representative Organization.

How To Apply:

Your general permit registration must include the following:

- An original [General Permit Registration Form for the Collection and Storage of Post-Consumer Paint](#) (DEEP-RCY-GP-015) and any required supporting documents.

- You must submit the registration form to:

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

You should retain a copy of the registration form for your files.

Part I: Registration Type

Check the appropriate box to specify if the registration is for a *new* authorization under the General Permit; or a *reregistration* of an existing authorization under the General Permit.

Part II: Fee

The Representative Organization is responsible for the administrative costs associated with the Paint Stewardship Program, including the cost of registration under the General Permit as established under the approved PSPP. There is no fee assessed to the Registrant.

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.) 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 registrant correspondent can be contacted during daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact. Please note that the contact person may be the liaison from the Representative Organization.
- *E-Mail* – Registrants must provide an accurate company email address when completing their

registration form. The email address may be used for future correspondence from the DEEP to your business. Please note that the e-mail address for the contact person may be the e-mail address for the liaison from the Representative Organization.

1. *Registrant* - Complete the information concerning the registrant.
2. *Primary Contact if other than the Registrant* - DEEP will direct copies of all correspondence and inquiries to this primary contact.
3. *Property Owner* - If the registrant is not the owner of the paint collection site, complete this section.
4. *Representative Organization* - Complete the information concerning the Representative Organization.

Part IV: Paint Collection Site Information

The paint collection site name, if applicable, should be the name by which the site is commonly known and/or uniquely identified. If registering multiple paint collection sites for the same Retailer, include additional sheets as necessary.

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."

Part V: Supporting Documents

Check the appropriate box by the 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: United States Geological Survey (USGS) Topographic Quadrangle Map

For new registration locations only: Attachment A shall consist of 8 ½" x 11" copies of the appropriate USGS Quadrangle Map portion and shall indicate the location of each retail paint collection site being registered. Multiple retail paint collection sites may be indicated on each USGS Quadrangle Map. Show the exact location of each Paint Collection Site and the area within a one mile radius of the Paint Collection Site(s). 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.

Part VI: Certification

After the registration has been completed it must be reviewed and signed by both the Retailer/Registrant and the Representative Organization. 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.

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 the 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.

For general assistance regarding the collection and storage of post-consumer paint: contact WEED, 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

- 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)

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 complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or deep.accommodations@ct.gov if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.