



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

Instructions for Completing the Application to Re-Introduce Pesticides into State Waters

Use these instructions to complete the application form DEEP-PEST-APP-201. These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

Introduction

Pursuant to section 22a-66z of the Connecticut General Statutes (CGS) and section 22a-66z-1 of the Regulations of Connecticut State Agencies (RCSA), the Department of Energy and Environmental Protection's (DEEP) Bureau of Materials Management and Compliance Assurance, Pesticide Management Program (PMP) issues aquatic pesticide permits. These permits authorize the application of chemicals to waters of the state, public and private, for controlling aquatic organisms. The PMP may issue permits with an effective term of up to 3 years. However, a multi-year permit does not authorize the permittee to apply chemicals after the year in which the permit was issued until the permittee submits an Application to Re-Introduce Pesticides into State Waters, requesting to continue treatment under the permit. Approval of this application authorizes treatment for one additional year. Therefore, this application must be submitted for each subsequent year of the effective term of a permit. If a permittee no longer wants to apply chemicals under a multi-year permit, such permittee can surrender it. Once surrendered, no further use of chemicals will be authorized under that permit.

If you have any questions, please contact the PMP at 860-424-3369 or deep.pesticideprogram@ct.gov

Who Needs to Submit this Application?

This application must be submitted by any permittee who holds a current multi-year aquatic pesticide permit and wants to either a) continue to apply chemicals into state waters under a current multi-year permit; or b) surrender the permit.

How to Apply

A complete application consists of the following:

- a completed Application to Re-Introduce Pesticides into State Waters (DEEP-PEST-APP-201), and
- a \$200.00 application fee paid by check or money order, made payable to the "Department of Energy and Environmental Protection". (Note: Municipalities do not receive a discounted application fee and no fee is required if a permit is being surrendered.)

You should retain a copy of all documents for your files.

You must submit the complete application to:

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

Your application must be received by the Central Permits Processing Unit (CPPU) not later than February 1st of the year for which you are requesting to continue treatment or surrender the permit. For applications requesting to continue treatment, the application will be approved when you have paid the application fee and have received confirmation of receipt from DEEP regarding the application. Your application will not be processed or approved until the application fee has been paid.

Permit Application Instructions (DEEP-PEST-APP-201)

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear may result in denial of your application.

Be advised that these instructions are not a substitute for any state or federal regulations. Be sure to refer to the applicable statutes and regulations while completing your application.

Part I: Application Type

- Check the appropriate box to either request to treat a waterbody for one additional year under a current multi-year permit or to surrender a current permit.
- Provide information regarding the existing permit and waterbody to be treated. You must provide the permit number and date the permit was issued, as well as the name of the waterbody as it appears on the permit and the street address and town where the waterbody is located.

Part II: Fee Information

A \$200.00 application fee must be included with the application. The fee is non-refundable. The application will not be approved without payment of the fee.

There is no fee if you are surrendering a permit.

Municipalities do not receive a discounted application fee.

Part III: Applicant Information

If there are any changes or corrections to your company/facility or individual mailing 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.

Complete the information concerning the applicant using 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 the 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 applicant 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* – Applicants must provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from the DEEP to your business and the permit will be sent to the permittee electronically via the e-mail address provided.

Part IV: Required Letters and Approval

Note: You are not required to submit the following documents unless requested by DEEP.

- Natural Diversity Database (NDDDB) Determination Response Letter
If the proposed treatments area(s), including all potentially impacted areas, is located within an area identified as, or otherwise known to be, a habitat for state listed endangered, threatened or special concern species, you must check the box indicating that you have obtained a NDDDB Determination Response Letter and that such letter is current and has not expired.

If NDDDB review was not required when the current multi-year permit was issued, check the box indicating that this a new letter. By checking this box, you are certifying that you will comply with all recommendations contained in the letter.

If NDDDB review is not required for the treatment, check “Not Applicable”.

- DEEP Land Management Unit’s (LAM) Authorization Letter
If an area(s) to be treated is owned or controlled by the state of Connecticut, you will be using a state-owned boat launch for purposes other than launching a boat, or the launching of your boat will restrict the public’s access to or use of the boat launch, you must check the box indicating that you have obtained an Authorization letter from LAM and that such letter is current and has not expired. If the chemical treatment does not meet any of the criteria listed in this paragraph, check “Not Applicable”.
- General Permit Approval
If you are treating more than 80 acres of a single waterbody or 20 linear miles of shoreline in a calendar year, you must check the box indicating that you have obtained an Approval under the General Permit for Point source Discharges to Water of the State for the application of pesticides and that such

Approval is current and has not expired. If the chemical treatment does not meet either of the criteria listed in this paragraph, check “Not Applicable”.

Part V: Application Certification

After the application has been completed it must be reviewed and signed by both the applicant(s) and the individual(s) who actually prepared the application. By their signature, they certify that to the best of their knowledge and belief, the information contained in the application, including all attachments, is true, accurate and complete.

The certification of the application package must 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;
3. For a limited liability company (LLC): a manager, if management of the LLC is vested in a manager(s) in accordance with the company’s “Articles of Organization”, or 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 applicant authorized by law.

An application will be considered insufficient unless all required signatures are provided.

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.