



## Instructions for Completing the Commercial General Permit (GP) Notifier/Tier I Operator - Annual Reporting Form

### ***What is this form?***


This is the annual reporting form prescribed by the Commissioner of Energy and Environmental Protection (DEEP) required to be completed for GP SW Management Notifier/Tier I aggregation sites. The form is composed of three parts 1) quantities and types of solid waste and recyclables generated out-of-state and received at the reporting site; 2) quantities and destinations of solid waste and recyclables sent out from the reporting site for disposal or recycling; and 3) signature and certification. Explicit instructions are given below. Please save a blank copy of this form for future reports.

### ***How often must this form be completed?***


The report must be completed annually and submitted by July 31<sup>st</sup> for the previous fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>).

### ***Where do I send the Report after It Is Completed?***

COMPLETED FORMS SHOULD BE SUBMITTED TO THE CT DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION by any ONE of the following methods:

 Fax (860) 424-4059 Attn: Solid Waste Facility Reporting; Or

 Scanned & E-Mailed To [DEEP.Solid&HazWasteReports@ct.gov](mailto:DEEP.Solid&HazWasteReports@ct.gov) (Do not send hard copy if sending electronically); Or

 Land-Mailed (CT DEP; Bureau of MM&CA – Recycling Office; 79 Elm Street - 4<sup>th</sup> Floor; -Hartford, CT 06106-5127; Attn: Solid Waste Facility Reporting )

**Must be double-sided** and preferably on paper with a minimum 30% post-consumer content.

**PLEASE CONSERVE PAPER** - Do not fax or submit pages or sections that you intentionally left blank.

If submitting the report electronically send as WORD or EXCEL document – and scan the certification section and send with the rest of the report. **Contact [Paula Guerrero \(860 424-3334\)](mailto:Paula.Guerrera@deep.state.ct.us) to confirm receipt of report by DEEP**

### ***How do I complete this form?***

Fill in the information at the top of the form e.g. whether the reporting entity is a notifier or a Tier I solid waste manager; name and address of the aggregation site; phone number; and mailing address (if different from site address). Indicate the fiscal year for the report (e.g. FY2016 July 2015-June 2016). Indicate how report weights were determined. Quantities are to be expressed in short tons (2,000 pounds).

- **Part 1:**

This section shall be used to report quantities of solid waste and recyclables ***generated out-of-state and received at the reporting aggregation site***. If no out-of-state solid waste or recyclables were received check “no” and move on to part 2.

Report the quantities received July – December; January-June; and total for the reporting fiscal year. If service vehicles deliver loads of CT solid waste or recyclables mixed with out-of-state solid waste or recyclables, just try to estimate the percentage from out-of-state.

- **Part #2:**

This section shall be used to report the quantities, types, and destinations of solid waste and recyclables sent out from the reporting aggregation site to out-of-state destinations or directly to recycling end users (e.g. markets such as manufacturers, paper mills, landscapers, etc.). **Any item which is burned as a fuel (except for waste oil), or is eventually incinerated or landfilled should be recorded as disposed and not as recycled.**

**Part 2a** should be used to report the type and quantities of solid waste transferred out for disposal to out-of-state destinations. Report the quantities transferred out-of state during the periods July – December; January-June; and total for the reporting fiscal year.

**Part 2b** should be used to report the type and quantities of recyclables either transferred to out-of-state destinations for recycling or transferred directly to end users (i.e. markets either in CT or out-of-state

such as manufacturers, paper mills, landscapers etc.). Report the quantities transferred to out-of state recycling destinations or to end users during the periods July – December; January-June; and total for the reporting fiscal year.

- **Part #3 - CERTIFICATION AND SIGNATURE**

Questions? Contact [Paula Guerrero](#) (860) 424-3334 or [Judy Belaval](#) (860) 424-3237 at the DEEP Bureau of MM&CA