



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

Instructions for Completing the Permit Application for Waste Transportation

Use these instructions to: 1) complete the permit application form DEEP-WEED-APP-400 and 2) prepare supporting documents. 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

This permit program, administered by the Bureau of Materials Management and Compliance Assurance of the Department of Energy and Environmental Protection (DEEP), regulates the transportation of waste oil, petroleum, chemical liquids, hazardous waste, or biomedical waste.

Who Needs a Permit?

Hazardous Waste Transporter

Any person who is:

- transporting hazardous waste regulated under the Resource Conservation and Recovery Act (RCRA),
- in the business of transporting, in or through the State of Connecticut, waste oil, petroleum, chemical liquids or hazardous waste as defined in section 22a-448 of the Connecticut General Statutes (CGS), or
- acting as a spill clean-up contractor in the State of Connecticut

must apply for a hazardous waste transporter permit pursuant to CGS section 22a-454 with the following exceptions.

1. A hazardous waste transporter permit is not required for generators of RCRA hazardous waste if *all* of the following apply:
 - a. generators of such waste transport their own waste via their own equipment; and
 - b. the waste to be transported amounts to a total of less than 1000 kilograms (kg) (approximately five 55-gallon drums) of RCRA hazardous waste in a calendar month; and
 - c. the waste is transported to an off-site facility within the State of Connecticut; and
 - d. the generator has either a RCRA hazardous waste permit from DEEP or the generator is operating under interim status pursuant to sections 22a-449(c)-100 through 110 and 22a-449(c)-11 of the Regulations of Connecticut State Agencies (RCSA).

2. A hazardous waste transporter permit is not required for generators of non-RCRA hazardous waste who transport their own non-RCRA hazardous waste to an off-site facility via their own equipment.

Contact the Bureau of Materials Management and Compliance Assurance at 860-424-3366 for questions regarding hazardous waste transporter permits.

Spill Clean-up Contractor

Any person seeking to act as a contractor to contain or remove or otherwise mitigate the effects of discharge, spillage, uncontrolled loss, seepage or filtration of waste oil, petroleum, chemical liquids, hazardous waste, or biomedical waste must apply for a spill clean-up contractor permit prior to engaging in such activity pursuant to CGS section 22a-454. Note: a one year only Hazardous Waste Transporter permit is also required and will be consolidated into one permit. *Please do not send in the Spill Clean-up Contractor application (Attachment D) with your transporter application if **not** applying for a Spill Clean-up Contractor Permit.*

Contact the Bureau of Materials Management and Compliance Assurance at 860-424-3366 for questions regarding spill clean-up contractor permits.

Biomedical Waste Transporter

Any person interested in doing business as a transporter of biomedical waste must apply for a biomedical waste transporter permit on a separate application, pursuant to RCSA section 22a-209-15(g) with the following exception:

A biomedical waste transporter permit is not required for generators of biomedical waste who transport their own biomedical waste from its original generation point to a central collection point. Please refer to RCSA section 22a-209-15(g)(14) for exemption requirements.

Contact the Bureau of Materials Management and Compliance Assurance at 860-424-3366 for questions regarding biomedical waste transporter permits.

Permit Renewals

A permitted *hazardous waste transporter* must apply for renewal of its existing permit by submitting a sufficient permit application no later than *March 1* of the year their permit expires.

A permitted *biomedical waste transporter* must apply for renewal of its existing permit by submitting a sufficient permit application at least *ninety days prior to the expiration date* of the existing permit.

If your application is or may be untimely, please refer to CGS section 22a-6j. If a renewal application is not submitted prior to the expiration date of the existing permit, then the existing permit is deemed to have expired.

Permit Modifications

If you are applying for a *permit modification*, you must have a valid transporter permit. To determine whether a permit modification is necessary, please provide the Waste Engineering and Enforcement Division (WEED), in writing, specific details regarding the type of modification proposed. Such information should be sent to:

WASTE ENGINEERING AND ENFORCEMENT DIVISION
BUREAU OF MATERIALS MANAGEMENT AND COMPLIANCE ASSURANCE
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

After receipt and review of the proposed modification, WEED will notify you if a completed permit application is required to be submitted.

License Transfers

Any person proposing to transfer a DEEP license must submit a completed *License Transfer Form* (DEEP-APP-006) 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, or facility operations, the proposed transferee must also request a permit modification. In some cases, permit modifications may require submittal of parts of or up to an entire individual permit application. For further information concerning license transfers, please contact the Office of Planning and Program Development (OPPD) at 860-424-3003. For further information concerning modifications, please contact the Bureau of Materials Management and Compliance Assurance at 860-424- 3366.

How to Apply

Your permit application must include the following:

- A *Permit Application for Waste Transportation* (DEEP-WEED-APP-400) and all supporting documents,
- The applicable permit application 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

When submitting your permit application, label your supporting documents as directed on your application form and always include, on each document, the applicant's name as indicated on the application form. When additional space is necessary to answer a question stated in the application, please insert additional sheets by the appropriate question. Label each sheet with the applicant's name as indicated on the application form, along with the corresponding part number and question number. You should retain a copy of all documents for your files.

Please read the application form and instructions carefully. They have been designed to obtain specific information and any information that is missing or unclear will cause delays in the review process. If any questions are not applicable to your specific activity, please enter "N/A" in the space provided. If a question or supporting document is only required for specific activities it will be noted on the application form and in the instructions.

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

Check the "Available Resources" section at the end of these instructions for assistance in obtaining guidelines, maps, etc. which are referenced in these instructions.

Part I: Application Type

Please indicate whether you are applying for a *new* permit or a *renewal* of an existing permit by checking the appropriate box. A permit is deemed to be "existing" *only* if it has not yet expired on the date you file your application. If applicable, please provide the existing permit number, EPA I.D. number, and the U.S. DOT number.

All persons transporting RCRA hazardous waste must receive an EPA Identification Number pursuant to RCRA section 22a-449(c)-103. Please contact the Bureau of Materials Management and Compliance Assurance at 860-424-3366 for information regarding EPA Identification Numbers. EPA Identification Numbers are not needed for transportation of non-RCRA hazardous wastes or biomedical wastes.

Part II: Permit Type and Fee Information

Please check the appropriate box for *each* permit type for which you are applying.

- **Hazardous Waste Transporter Permit:** for transportation of any RCRA hazardous and/or non-RCRA hazardous waste.

RCRA hazardous wastes are defined as hazardous waste under the Resource Conservation and Recovery Act (RCRA) and are identified in Title 40 of the Code of Federal Regulations (CFR) Part 261. RCRA hazardous wastes are regulated in Connecticut pursuant to RCRA section 22a-449(c)-100 through 110 and section 22a-449(c)-11.

Non-RCRA hazardous wastes include waste oils or petroleum or chemical liquids and hazardous waste which are not regulated by Connecticut Hazardous Waste Management Regulations. Additional information on Non-RCRA hazardous waste may be obtained from the "[Non-RCRA Hazardous Wastes \(Connecticut Regulated Wastes\)](#)" fact sheet (http://www.ct.gov/deep/cwp/view.asp?a=2718&q=325428&deepNav_GID=1643)

The hazardous waste transporter permits may be issued for one, two, three, or four-year durations. You must indicate which you are applying for by selecting the appropriate box on the form.

- **Spill Clean-up Contractor Permit:** All spill clean-up contractors must apply for no more than a one year hazardous waste transporter permit as well as a spill contractor permit. A spill contractor permit application is incorporated as Attachment F of the *Permit Application for Waste Transportation*.
- **Biomedical Waste Transporter Permit:** for transportation of any biomedical waste. Biomedical waste is defined in CGS section 22a-207 and includes infectious waste, pathological waste and chemotherapy waste and is regulated pursuant to RCRA section 22a-209-15. (*a separate application must be completed for a Biomedical Waste Transporter Permit– it cannot be combined with any other transporter permit application*)

The total fee(s) as shown on the application form must be submitted with the application. If the applicant is a municipality, the 50 percent fee discount applies. DEEP will not process an application unless the

required fees have been paid.

Part III: Applicant 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 the 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 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* –Provide an accurate e-mail address when completing their application form. The e-mail address may be used for future correspondence from DEEP to your business.
1. *Applicant* - Complete the information concerning the applicant.
 2. *Location address* – Applicant’s location address, if different than the mailing address listed for the applicant in item 1 on the form.
 3. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for *you* during the processing of the permit application, 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 applicant instead of the primary contact.
 4. *Attorney* - It is not required that an applicant be represented by an *attorney* or any other agent. If you do have an attorney acting for you in this process, complete this section.

Part IV: Activity or Company Information

1. Please check the appropriate box to identify each type of waste the applicant is transporting or proposes to transport.
 - [Non-RCRA Hazardous Waste](#)
 - [RCRA Hazardous Waste](#)

- [Biomedical Waste](#)

2. Indicate by checking yes or no, whether transfers of wastes from one vehicle to another or one mode of transport to another will be conducted at places other than at the applicant's terminal.

If you answered yes, then you must also apply for a CGS Section 22a-454 Waste Facility permit. For assistance in applying for this permit, or if you have questions on this process, please contact the Bureau of Materials Management and Compliance Assurance at 860-424-3366.

3. Indicate by checking yes or no, whether or not you wish to be put on a public list of permitted transporters which is posted on DEEP's website and may be distributed upon request.

Part V: Supporting Documents

All permit applications must include Attachments A through F, unless otherwise noted in these instructions. Check the appropriate box by each applicable attachment as verification that all applicable attachments have been submitted. Please label all attachments as referenced in the permit application form and these instructions and be sure to include the name of the applicant as indicated on the permit application form.

Attachment A: Applicant/Owner Information (DEEP-WEED-APP-408) - *Required for all permit applications*

Submit as Attachment A, on the form provided by DEEP, information on the applicant and/or owners of the business.

Attachment B: Applicant Compliance Information- *Required for all permit applications*

CGS section 22a-6m provides for DEEP review of an applicant's record of compliance with the environmental laws of Connecticut, any other state and the federal government. Under the law, DEEP may consider the applicant's environmental compliance record, as well as the record of the applicant's principals and any parent companies or subsidiaries, when reviewing a permit application. **All permit applications must include a completed [Applicant Compliance Information Form](#) (DEEP-APP-002) as Attachment B.**

Attachment C: Certification of Insurance- *Required for all permit applications*

Submit as Attachment C, certification of insurance which includes:

- an original Certificate of Insurance listing as the certificate holder: the Connecticut Department of Energy and Environmental Protection, Bureau of Materials Management and Compliance Assurance, 79 Elm Street, Hartford, CT 06106-5127; and
- a MCS-90 Endorsement to the policy(ies) identified on the Certificate of Insurance to verify that the applicant has met the minimum levels of financial responsibility as required by 49 CFR Part 387, and RCSA section 22a-209(15)(g)(4) if applying for a Biomedical Waste Transporter Permit.

Attachment D: List of Transporter Permits Held in Other States (DEEP-WEED-APP-401)

Submit as Attachment D on the form provided by DEEP, a list of all permits held by the applicant in other states for the transportation of regulated wastes. Please identify the type of permit, the state that issued the permit, the permit number and the expiration date.

Attachments E1, E2, E3: List of Wastes

Submit as Attachment E1, E2, and/or E3, on the forms provided by DEEP, the list of wastes you intend to transport.

Attachment E1 must be submitted if you intend to transport non-RCRA hazardous waste;

Attachment E2 must be submitted if you intend to transport RCRA hazardous waste;

Attachment E3 must be submitted if you intend to transport biomedical waste.

In Attachment E1 (DEEP-WEED-APP-403) identify the non-RCRA hazardous waste you intend to transport by listing the following: the waste number, if applicable; the EPA waste number, waste name; the physical and chemical characteristics of the waste (e.g., toxicity, ignitability, corrosiveness); the waste management facility(ies) to which the waste will be transported and which is authorized to accept the waste type; and the waste management facility's management method for the waste type. If there is more than one waste management facility to which the waste will be transported or if there is more than one waste management method, please list these on the form. Non-RCRA hazardous waste numbers may be obtained from the "[Non-RCRA Hazardous Wastes \(Connecticut Regulated Wastes\)](http://www.ct.gov/deep/cwp/view.asp?a=2718&q=325428&deepNav_GID=1643)" fact sheet (www.ct.gov/deep/cwp/view.asp?a=2718&q=325428&deepNav_GID=1643)

In Attachment E2 (DEEP-WEED-APP-404) identify the RCRA hazardous waste you intend to transport by listing the following: the EPA waste number, as applicable ; the waste management facility to which the waste will be transported to and which is authorized to accept the waste type; and the waste management facility's management method for the waste type. The EPA waste number may be obtained from Title 40 CFR Part 261.

In Attachment E3 (DEEP-WEED-APP-405) identify the biomedical waste you intend to transport by listing the type of waste and the lawfully permitted solid waste facility name and address to which such waste will be transported.

Attachment F: Supplemental Application for Spill Clean-up Contractors (DEEP-WEED-APP-407)

If you are applying for a Spill Clean-up Contractor Permit, submit as Attachment F, on the form provided by DEEP, a completed Spill Clean-up Contractor Application. Remember that if you are applying for a Spill Clean-up Contractor Permit, you must also apply for no more than a one year Hazardous Waste Transporter Permit.

Part VI: 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. Be sure to also include all **required** supporting documents including the **Applicant Compliance Information Form** and the **Certificate of Insurance**.

Available Resources:

For general assistance regarding a waste transporter or spill contractor application: contact WEED at 860-424-3366.

For the subject application form, instructions and other required documents visit the DEEP website at: www.ct.gov/deep/wastepermitapps

Below is a list of possible resources for specific information required for the subject application.

- CT Department of Transportation
Motor Transport - Permits
860-594-2878
- CT Department of Motor Vehicles
Motor Vehicle Inspections
860-566-4512
- "Non-RCRA Hazardous Waste"
Waste Engineering and Enforcement Division, Bureau of Materials Management and Compliance Assurance, Department of Energy and Environmental Protection 860-424-3366
- EPA Waste Numbers (Waste Codes): State Library and/or Office of the Federal Register (202-783-3238), Title 40 Code of Federal Regulations (CFR) Part 261 Subpart D.

- State and federal statutes and regulations are available for review at various locations:

On the web:

- State Statutes: www.cga.ct.gov/lco/statutes-index.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.