



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

## **Instructions for Completing the Hazardous Waste Reporting Form**

*Use these instructions to complete the Hazardous Waste Reporting Form (DEEP-HHW-REPORT-001). 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 reporting form. Remember, it is your responsibility to comply with all applicable laws.*

### **Introduction**

One-Day collection events that collect household hazardous waste (HHW), hazardous and universal wastes from CESQGs, covered electronic devices or used electronics, sharps or pharmaceuticals and permanent facilities that collect HHW and CESQG hazardous waste are required to submit annual reports identifying the amounts of waste(s) collected. These programs are permitted in one of two ways:

1. Permanent HHW facilities are required to obtain an individual solid waste permit; and
2. One-day collections of HHW, hazardous and universal wastes from CESQGs, covered electronic devices or used electronics, sharps or pharmaceuticals must obtain an approval of registration under the *General Permit to Perform One Day Collections of Certain Wastes and Household Hazardous Waste*.

These instructions are intended to assist with the reporting requirements. The Permittee/Registrant is responsible for the reporting requirements associated with their permit.

The Permittee shall submit an annual report using the DEEP Form: DEEP-HHW-REPORT-001 as required under their individual solid

waste permit or for the collection events held during the calendar year as authorized under the *General Permit to Perform One Day Collections of Certain Wastes and Household Hazardous Waste*.

The Permittee shall submit such reports within thirty (30) days of the date of the last collection for the calendar year or no later than December 31<sup>st</sup> of each calendar year. Such reports shall be submitted to:

Solid Waste Program  
Bureau of Materials Management and Compliance Assurance  
Department of Energy and Environmental Protection  
79 Elm Street  
Hartford, CT 06106-5127

Any questions that you may have regarding these programs should be directed to the Waste Engineering and Enforcement Division at 860-424-3366.

Please be sure to retain a copy of all documents for your files.

### **Part I: Permit Type**

Check the appropriate box to specify whether the permit under which you are authorized is a permanent HHW solid waste facility permit, or the *General Permit to Perform One Day*

## *Collections of Certain Wastes and Household Hazardous Waste.*

Identify the permit or registration number in the space provided and the date the permit or approval of registration was issued.

### **Part II: Permittee/Registrant Information**

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.) If identifying an *individual*, provide the full legal name (include title and suffix) in the following format: Title (Ms, Dr, etc.); First Name; Middle Initial; Last Name; Suffix (Jr., PE, Ph.D., etc.)
  - *Phone* - Unless otherwise indicated, the phone number provided should be the number where the individual can be contacted during the daytime business hours.
  - *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.
1. *Permittee/Registrant* - Fill in the Permittee/registrant's name, mailing address, business phone number, and the name of the specific individual within the company whom DEEP may contact.

### **Part III: Number of Participants**

*This part is to be completed for collections of HHW, covered electronic devices or used electronics, sharps or pharmaceuticals only.*

The Permittee is required to keep records of the number of participants by town that participate in each collection event. A separate sheet shall be filled out for each collection event, and submitted with the full report at the end of the reporting period.

At the top of the page: Indicate the date of the collection event and the address of the collection site.

In the first column, indicate the participating town.

In the second column, indicate the number of cars from each participating town that participated in the collection event.

Please note: It is important to fill in the number of cars and not the number of "households". Households are considered billing units and are not equivalent to the number of cars that participated.

### **Part IV: Information on Collected Wastes**

*This part is to be completed for collections of HHW, covered electronic devices or used electronics, sharps or pharmaceuticals only.*

The Permittee is required to keep records of the total amounts of HHW, covered electronic devices or used electronics, and sharps collected based on the category/classification of the collected waste(s). A separate sheet shall be filled out for each collection event, and submitted with the full report at the end of the reporting period.

Indicate at the top of the page: the date of the collection event and the address of the collection site.

In the first column, indicate the category/classification of the waste (e.g., oil-based paint).

In the second column, indicate the volume of the waste in gallons; or

In the third column, indicate the weight of the waste in pounds or tons. If the container does not indicate the quantity, provide an estimate.

For collections of pharmaceuticals, a copy of the physical inventory taken by the pharmacist for each collection shall be submitted with this form.

## **Part V: CESQG Hazardous and Universal Waste Collections**

*This part is to be completed for CESQG hazardous and universal waste collections only.*

The Permittee is required to keep a record of each participating CESQG, the classification of the waste and the associated quantity for each participating CESQG. A separate sheet shall be filled out for each CESQG collection event, and submitted together with the full report at the end of the reporting period.

Indicate at the top of the page: the date of the CESQG collection event and the address of the collection site.

In the first column, indicate the business or non-profit name of the CESQG. If the CESQG is a municipal entity, indicate "Town of..." or "City of...", and the particular department.

In the second column, indicate the address of the CESQG.

In the third column, indicate the classification of the waste, including the Department of Transportation (DOT) class and division of the waste.

In the fourth column, indicate the volume of the waste in gallons; or

In the fifth column, indicate the weight of the waste in tons or pounds. If the container does not indicate the quantity, provide an estimate.

## **Part VI: Destination/Recycling Facilities**

The Permittee is required to keep records of all Treatment, Storage or Disposal facilities (TSDF) or recycling facilities in which the wastes collected were shipped to.

- *Name of TSDF or Recycling Facility* - Fill in the name of the TSDF or recycling facility exactly as it appears on the hazardous waste manifest or shipping papers.
- *Mailing Address/Phone* - Provide the mailing address for the TSDF or recycling facility and a phone number where the contact person can be contacted during the daytime business hours.
- *Contact Person* - Provide the name of the specific individual within the company whom DEEP may contact.

Check the appropriate box to specify whether the facility is a hazardous waste landfill, Hazardous Waste TSDF, Overseas Facility or Recycling Facility.

In the first column, indicate the date of the collection event.

In the second column, indicate the address of the collection site.

In the third column, indicate the type of waste (e.g. oil based paint, used electronics etc.) sent to the TSDF or recycling facility

In the fourth column, indicate the manifest number(s) or shipping paper number(s) associated with the hazardous wastes shipped to the identified TSDF or recycling facility.

## **Part VII: Summary of Emergency Incidents**

The Permittee is required to keep a record of all emergency incidents that have occurred during a collection event.

In the first column, indicate the date of the collection event.

In the second column, indicate the address of the collection site and the location of the

emergency incident within the site (e.g., receiving area, sorting area).

In the third column, provide a brief description of the emergency incident.

In the fourth column, indicate the quantity of the spilled/released waste by volume (gallons).

### **Part VIII: Permittee/Registrant Certification**

After the reporting form has been completed it must be reviewed and signed by both the permittee/registrant and the individual(s) who actually prepared the form. 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 reporting form 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): 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 registrant authorized by law.

A report will be considered incomplete unless all required signatures are provided.