



STATE OF CONNECTICUT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT  
RECYCLING PROGRAM  
[www.dep.state.ct.us](http://www.dep.state.ct.us)

# Sheet Leaf Composting Notification Packet



Printed on recycled paper



# Instructions for Completing the Sheet Leaf Composting Notification Form

Use these instructions to complete the Sheet Leaf Composting Notification Form (DEP-RCY-REG-009). 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.

The Sheet Leaf Composting Notification Packet includes these instructions, the *Sheet Leaf Composting Notification Form* (DEP-RCY-REG-009), *Instructions for Completing the Sheet Leaf Composting Recycling Reporting Form* (DEP-RCY-INST-009A), the *Sheet Leaf Composting Recycling Reporting Form* (DEP-RCY-REG-009A), the *Sheet Leaf Composting Primer* and the *Leaf Composting Regulation*, Section 22a-208i(a)-1 of the Regulations of Connecticut State Agencies (RCSA).

## Introduction

A regulation governing the registration, siting and operation of leaf composting facilities was adopted, effective February 16, 1994, by the Department of Environmental Protection (DEP) under RCSA Section 22a-208i(a)-1. The DEP strongly recommends that anyone who is currently practicing sheet leaf composting, or interested in doing so, become familiar with this leaf composting regulation.

Subsection (g) of the regulation provides for sheet leaf composting on land actively devoted to agricultural production. The intent of this section is to allow farmers to accept a portion of the municipal waste stream, namely leaves, for the benefit of adding organic matter to agricultural land without having to obtain a solid waste disposal permit. However, because leaves are a mandatory recyclable item, and if handled incorrectly can cause environmental and nuisance problems, certain requirements concerning sheet leaf composting are included in the regulation. Pursuant to this regulation, any person who practices sheet leaf composting must notify the DEP commissioner within thirty (30) days before accepting leaves.

The *Sheet Leaf Composting Notification Form* (DEP-RCY-REG-009) and these instructions

(DEP-RCY-INST-009) have been developed to facilitate the notification process. The information provided in these instructions is not intended to be relied upon as an accurate description or interpretation of the provisions in the leaf composting regulation.

## Definitions

The following is a partial list of the definitions that apply to this program:

“*Agricultural Production*” means engaging, as a trade or business, in (a) the raising and harvesting of any agricultural or horticultural commodity; (b) dairy farming; (c) forestry; (d) the raising, feeding, caring for, shearing, training or management of livestock, including horses, bees, poultry, fur-bearing animals or wildlife; (e) the raising or harvesting of oysters, clams, mussels, or other molluscan shellfish; or (f) the operation and management of a farm and its outbuildings, tools, and equipment.

“*Leaf*” or “*leaves*” means the foliage of trees.

“*Leaf composting*” or “*composting of leaves*” means the accelerated aerobic biodegradation and stabilization of leaves under controlled conditions.

“*Person*” means any individual; firm; partnership; association; syndicate; company; trust; corporation; municipality; agency, political, or administrative subdivision of the state; or other legal entity of any kind.

“*Sheet Leaf Composting*” means the application of leaves to land for use as a soil amendment or mulch.

### Who Must Submit A Notification Form?

1. Any person who practices sheet leaf composting must submit a completed notification form to the commissioner by completing and submitting the *Sheet Leaf Composting Notification Form*. All persons are eligible to conduct sheet leaf composting on land actively devoted to agricultural production provided that such person:
  - has been issued an Agricultural Sales Tax Exempt permit pursuant to Section 22a-208e(c) of the General Statutes (CGS).
  - complies with the reporting requirements for recycling facilities pursuant to CGS Section 22a-208e(c), or online at: [www.cga.state.ct.us/2003/pub/chap446d.htm#sec22a-208e.htm](http://www.cga.state.ct.us/2003/pub/chap446d.htm#sec22a-208e.htm)
  - notifies the commissioner, on a form prescribed by the commissioner, within thirty (30) days *before* accepting leaves for sheet leaf composting.
2. Any person that practices sheet leaf composting on land which he leases to another person for the purpose of agricultural production shall not have to notify the commissioner, provided such person has been issued an Agricultural Sales Tax Exempt Permit, complies with the reporting requirements, and notifies the commissioner within thirty (30) days before accepting leaves.

### How To Notify DEP

Your notification must include the following:

- A completed *Sheet Leaf Composting Notification Form* (DEP-RCY-REG-009)
- A United States Geological Survey (USGS) Quadrangle Map with the location of the field(s) used for sheet leaf composting indicated on it.

You must submit the above materials within the required time frame together as a package to:

ATTN: COMPOST SPECIALIST  
RECYCLING PROGRAM  
BUREAU OF WASTE MANAGEMENT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

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

### Notification Instructions (DEP-RCY-REG-009)

#### Part I: Notification Information

Enter a check mark in the appropriate space to specify if the notification is for a *new* sheet leaf composting activity where the farm has never accepted leaves for sheet leaf composting, or for a sheet leaf composting activity on agricultural land that has previously received leaves for sheet composting.

Identify the most recent year that leaves were land-applied, if applicable.

## Part II: Fee Information

There is no fee required with this notification at this time.

## Part III: Registrant Information

When completing this part, please use the following standards:

- *Name* - 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 whom DEP may contact.
1. *Applicant/Registrant* - Fill in the applicant/registrant's name and phone number.
  2. *Primary Contact* - If you have authorized a consultant, engineer, attorney or other individual to act for you during the processing of this registration, complete this section. DEP will direct copies of all correspondence and inquiries to this primary contact.
  3. *Agricultural Sales Tax Exemption* – List the person to whom the Agricultural Sales Tax Exemption Permit was issued, the permit number, date of issuance and expiration date of permit.

The person to whom the Agricultural Sales Tax Exemption Permit was issued must sign the notification form in the area provided in Part VII: Registrant Certification.

## Part IV: Source and Volume Information

List all sources from which leaves will be obtained and estimate the quantities from each (i.e., municipal contracts, private contracts, or independent landscapers). Actual quantities and sources of leaves delivered for sheet leaf composting must be accurately recorded, compiled and submitted quarterly to the DEP on the *Sheet Leaf Composting Recycling Reporting Form* (DEP-RCY-REG-009A) pursuant to CGS Section 22a-208e(c).

## Part V: Site Information

List the owner(s) of record, property location(s), acreage, and volume of leaves to be applied to each parcel on which sheet leaf composting will be conducted. Include the Map, Block and Lot number for each parcel. Indicate the crop(s) grown and the estimated volume of leaves to be sheet composted. The owner for each parcel must sign the notification form in the area provided in Part VII: Registrant Certification.

The information given as the property location 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 VI: Supporting Documents

Submit, as an attachment, an 8 ½" x 11" copy of the relevant portion or a full-sized original of a USGS Quadrangle Map, at a scale of 1:24,000, indicating the exact location of field(s) used for sheet leaf composting.

The quadrangle name should be noted on the copy of the map submitted. USGS quadrangle maps may be purchased through DEP Maps and Publications (860-424-3555), or online at:

[www.dep.state.ct.us/store/index.htm](http://www.dep.state.ct.us/store/index.htm) or the USGS Office (303-202-4700).

Place a check mark in the appropriate space by the attachment being submitted as verification that the applicable attachment has been submitted.

Please label and submit the attachment as referenced in the notification form and these instructions and be sure to include the name of the registrant on the document.

## Part VI: Registrant Certification

After the registration has been completed it must be reviewed and signed by the landowner, the person who will practice sheet leaf composting, and the person to whom the Agricultural Sales Tax Exemption Permit has been issued. By their signatures, 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 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 partnership, by all general partners;
4. For a municipal, state, or federal agency or department, by either a principal executive officer or a ranking elected official or by other representatives of such registrant authorized by law.

A registration will be considered insufficient unless all required signatures are provided.

## Special Notes

- Notifying DEP of sheet leaf composting activities does not exempt a person from compliance with all other applicable local, state and federal laws.
- The commissioner may request additional information beyond what is required in the notification form, as he/she deems appropriate.
- The person practicing sheet leaf composting must comply with the reporting requirements for recycling facilities pursuant to CGS Section 22a-208e(c).

## Operating Activities:

Each person that practices sheet leaf composting shall assure that:

- No material other than leaves is used for sheet leaf composting.
- Sheet leaf composting is conducted only at land actively devoted to agricultural production.
- Leaves to be used for sheet leaf composting are delivered to the subject land unbagged.
- Prior to the application of leaves to the land, any non-leaf material intermixed with the leaves is removed and properly disposed.
- Leaves to be utilized for sheet leaf composting are to be applied to the land within fourteen (14) days of delivery and are spread in a layer no higher than six inches.
- No land receives, as a result of sheet leaf composting, more than six inches of leaves within any 12 months. (Note: DEP has estimated that this is equivalent to approximately 800 cubic yards or 200 tons of leaves per acre.)

- All leaves applied to land are incorporated into the soil no later than the next tillage season following the time the leaves were applied, unless the leaves are intended as a ground mulch.

## Technical Assistance

Technical assistance on sheet leaf composting and the notification process is available through the DEP Recycling Program. A good source of information is the Sheet Leaf Composting Primer compiled by the DEP Recycling Program. For assistance or to obtain copies of the notification form, sheet leaf composting primer, or recycling reporting form, please contact the compost specialist at:

COMPOST SPECIALIST - RECYCLING PROGRAM  
BUREAU OF WASTE MANAGEMENT  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
79 ELM ST, HARTFORD CT 06106-5127  
PHONE: 860-424-3365

E-mail: [kathy.alexander@po.state.ct.us](mailto:kathy.alexander@po.state.ct.us) or visit our website at:

[www.dep.state.ct.us/wst/compost/comindex.htm](http://www.dep.state.ct.us/wst/compost/comindex.htm)

## Available Resources

- A Sheet Leaf Composting Primer is available through the DEP, Recycling Program, Compost Specialist as listed above or at: [www.dep.state.ct.us/wst/compost/lgscale.htm](http://www.dep.state.ct.us/wst/compost/lgscale.htm)
- The Soil and Water Conservation Districts, working in conjunction with the USDA Natural Resources Conservation Service, is available for technical assistance on the best management practices for agriculture (listed in the blue pages of your phone book under United States Government).
- The Connecticut Agricultural Experiment Station, 123 Huntington Street, P.O. Box 1106, New Haven, Connecticut, 06504 can provide information and technical assistance on sheet leaf composting.

- Maynard, A. Ph. D., *Cromwell's Leaf Recycling Experiment*, The Connecticut Agricultural Experiment Station. August 1993 Report.
- Eisenhower, S., *Will Leaf Mulch on Farm Replace Leaf Composting?*, Waste Dynamics. May 1993:1.
- Le Kluchinski, D., *Leaf Mulching on Field Crop Acreage*, Rutgers Cooperative Extension, 1992 Report.
- Whitacre, R. Winter, R. and Chrudimski, W., *Benefits of Applying Raw and Winter Aged Leaves to Corn and Soybean Cropland*, Illinois State University, 1991 Report.
- *USGS Topographic Quadrangle Map: DEP Maps and Publications* 860-424-3555 or USGS Office 303-202-4700
- State and Federal Statutes and Regulations are available for review at various locations:
  - ◆ State Library (Hartford)
  - ◆ University of Connecticut Law School (New Haven)
  - ◆ Superior Courthouse Libraries (located throughout the state)
  - ◆ Connecticut General Statutes [www.cga.state.ct.us/2001/pub/titles.htm](http://www.cga.state.ct.us/2001/pub/titles.htm)
  - ◆ Federal Register [www.gpoaccess.gov/fr/index.htm](http://www.gpoaccess.gov/fr/index.htm)

Both DEP Maps and Publications 860-424-3555 and the DEP File Room 860-424-4180 are located on the store level at 79 Elm Street, Hartford, CT. Please call the appropriate office in advance for hours of operation.