

Authorized Reporter Application for Sewage Right to Know Frequently Asked Questions

The sewer incident report process for the state is changing from a telephone and paper report form system to an electronic incident report system on the DEEP website.

1. *What is the document I am signing?*

The document is called an Authorized Reporter Application (“Application”). It provides us with a list of new users to add to the DEEP website.

2. *What is an “Authorized Reporter”?*

An Authorized Reporter (“Reporter”) is a person officially designated by a municipality to enter bypasses, violations, mechanical failures, monitoring equipment failures and combined sewer overflow data on the DEEP website.

3. *What is a “Signatory Authority”?*

The Signatory Authority for a municipality is the Chairperson or Chief Executive Officer of the Water Pollution Control Authority; or the principal executive officer (Town Manager) or a ranking elected official (Mayor or First Selectperson).

4. *What will be reported to the DEEP website?*

The web portal will replace the following paper forms:

- **Bypass Report Form**
- **Effluent Non-Compliance Report Form;**
- **Loss of Equipment or Tankage Report Form; and**
- **Monitoring Equipment Malfunction or Failure Report Form.**

The web portal will also be used to report anticipated incidents that may be reported by email and/or phone.

5. *What is a “bypass”?*

Under Section 22a-430-3(k) of the Regulation of Connecticut State Agencies (“RCSA”), a bypass means “the diversion of wastes from any portion of the wastewater collection or treatment facilities”.

6. *What is an “anticipated incident”?*

An “anticipated incident” is any incident that is planned in advance, such as: scheduled maintenance that requires a process tank to be offline; construction that requires a pump station to be offline; pipe rehabilitation or repair that requires flow to bypass a portion of the collection system.

7. *How will the Application affect my reporting requirements?*
The Application will not affect your reporting requirements. The Application provides us with a list of new Reporters. It is the first step in finishing the DEEP website.
8. *What if I already submitted the previously distributed “Authorized Bypass Reporter Agreement”?*
You may complete the new Application, but you are not obligated to do so.
9. *When does electronic reporting to the website become effective?*
Signing the Application does not mean you will immediately begin reporting to the website. There will be a transition period, with upcoming training to be announced by Spring 2016.
10. *What if my list of Reporters change?*
If any Reporters need to be added or deleted, please submit a revised Application to the DEEP.
11. *Do I need to hire new employees to be Reporters?*
Contract operators who are not municipal employees may also function as Reporters. There is no requirement to hire new staff to serve as Reporters.
- It is possible that the same people who currently call in to the DEEP may continue as Reporters. Please remember that the information reported to the website will be immediately available to the public.**
12. *How and where do I send in the completed Application?*
Please mail the original signed hard copy of the Application to:
Connecticut Department of Energy & Environmental Protection
Bureau of Water Protection & Land Reuse
Planning & Standards Division – Municipal Facilities Section
ATTN: Bypass Coordinator
79 Elm Street, Hartford, CT 06106-5127
- Do not email the signed Applications.**
13. *Does the Application need to be notarized?*
No.