



# INSPECTOR SMALL **O**RIENTATION QUANTITY GENERATOR **C**COURSE ASSESSMENT, NOTIFICATION AND VERIFICATION PROGRAM

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# Chapter One

## CHAPTER ONE

### Guidelines to Conduct SQG Assessment Notification and Verification

# Chapter One

## CHAPTER ONE

### Guidelines to Conduct the SQG Assessment, Notification and Verification (SQG) Program

### *Introduction*

In 1983, the Florida Legislature recognized the need for proper hazardous waste management in the state. It directed the Florida Department of Environmental Protection (DEP) to work with local governments and regional planning councils (RPCs) to learn more about hazardous waste protection in Florida. Part VI of the Water Quality Assurance Act of 1983 requires county governments and RPCs to conduct hazardous waste assessments.

The current SQG Program consists of three parts:

1. Identify all known and potential Small Quantity Generators of Hazardous Waste (less 1,000 kg/mo) in your county. The compiled list is called your Assessment Roll.
2. Notify all businesses on your assessment roll and inform them of their legal responsibilities regarding proper waste management practices including pollution prevention options and opportunities.
3. Verify the waste management practices for each business identified on your assessment roll.

# Managing Your SQG Program

## Your SQG Program

This section will provide you with the procedures to properly conduct the program. They are:

|                                        |                                                                                                                    |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Developing Your Assessment Roll</b> | Identifying all known and potential generators in your county.                                                     |
| <b>Notification Procedures</b>         | Notifying all known and potential generators of their legal responsibilities in properly managing hazardous waste. |
| <b>Verification Procedures</b>         | Verifying the waste management practices of all known and potential generators of hazardous waste.                 |

### Developing Your Assessment Roll

Chapter 403.7225, Florida Statutes (F.S.) directs all counties in the state to complete hazardous waste assessments. The SQG Program works on a 5-year cycle. At the beginning of each 5-year cycle an assessment roll containing all known and potential SQGs is established. Each year the assessment roll is updated to include any newly identified or potential SQGs. The assessment roll must be completed no later than July 1st and updated each year, thereafter, on July 1. Provisions in 403.7225, F.S., require that the SQG Assessment, Notification and Verification Program be repeated every five years.

The first part of this program involves identification of all known and potential small quantity generators of hazardous waste in the county. Potential generators include both private and public sectors. The SQG program statutes and rules can be found in Chapter 4.

#### Step 1: Develop a Facility List of Potential Generators

For the purposes of the SQG Program, facilities are classified by appropriate standard industrial classification (SIC) code. The SIC code system provides a four-digit number for each industrial classification. Use the short list of SIC codes provided in the Appendix to identify the types of businesses by SIC code most likely to generate hazardous waste.

Several sources may be used to identify potential generators of hazardous waste. Examples include:

1. City and County Occupational licenses – sometimes very helpful and sometimes not.
2. Department of Health list of licensed x-ray facilities. Virtually every dentist, chiropractor, veterinarian, imaging center, hospital, etc. have x-ray facilities.
3. Local Chambers of Commerce directories will have some, especially larger facilities and their address information is usually up to date. Additionally, you may find information from trade associations.
4. The Yellow Pages are the obvious place to look because they categorize businesses but may not include addresses. There may also be alternative lists of businesses that cover your county.
5. Internet phone book (yellow and white pages)—this can be a useful tool because you can also do an address reverse lookup using the phone number from phone directory.
6. The DEP RCRA Handler list is a good source, accessible from the *Reports* area of DEP's CHAZ\_ SQG program, the *SQG Program* tracking system.

7. Local Solid Waste authorities, which issue dumpster permits, are a possibility although many on their list will not be hazardous waste generators.

To manage your assessment roll, you can either enter all known and potential generators into CHAZ\_SQG or into a spreadsheet. Each business should be identified by the facility name, location address, zip code, phone number with area code and if possible the four-digit SIC code. Be sure to include government facilities in your assessment roll.

*Result: A list of business and government facilities has been assembled and all potential generators in your county have been identified.*

### Step 2: Eliminate Duplicates

Eliminate duplicate businesses from your list. A county may still find some inappropriate businesses on the list. These can be deleted with discretion, keeping in mind that some businesses within an industry group may generate hazardous waste and others may not. Some businesses not currently generating hazardous waste have the potential of being hazardous waste generators. These businesses should not be deleted from the list. Also, do not delete businesses that use up their hazardous materials, have their hazardous wastes recycled or have them reclaimed. These businesses generate hazardous waste and should be verified. Making pre-screening phone calls will help a county determine the appropriateness of these businesses for notification and verification.

*Result: You will not have duplicate facilities.*

### Step 3: Maintaining the Assessment Roll

You will be adding new businesses and removing out-of-business facilities from your assessment roll on a continuous basis. Again, you can manage your assessment roll by entering the information into CHAZ\_SQG or by using a spreadsheet. However, this presents a problem when it comes time to verify 20% of the facilities on your assessment roll because the assessment roll is not static. DEP recommends that you get a count of your potential generators in your assessment roll on July 1 of each year. Use this number to base your 20% verification rate for the coming year.

*Result: Your assessment roll will be up-to-date.*

### Notification Procedures

Chapter 403.7234, F.S., directs all counties in the state to notify all known and potential small quantity generators identified on its assessment roll during the first year of the local hazardous waste management assessment. The purpose of the notification procedures is to inform those potential generators of their legal responsibilities regarding proper waste management practices and to provide a list of available hazardous waste management alternatives.

Notification should be made by direct mailing or through the business or occupational license permit or renewal of any firm. Each year thereafter, notify newly identified businesses that have not been notified previously. When possible, integrate the notification procedures with the annual renewal of occupational business licenses. Refer to the Appendix for a sample notification letter and notification fact sheet.

## Notification Steps

1. Notify, in the first year, all known and potential small quantity generators on your assessment roll.
2. Each year thereafter, notify newly identified businesses not notified previously.

Notifications shall include, at a minimum, the following (refer to the Appendix for samples):

1. Small Quantity Generator Notification cover letter on County letterhead,
2. Notification Fact Sheet

## Verification Procedures

Chapter 403.7225 directs all counties in the state to evaluate the waste management practices of all known and potential small quantity generators of hazardous waste identified on their assessment roll. Information collected includes the types, amounts and disposal management of waste generated by small quantity generators. Evaluations are to be conducted by on-site inspection of the facility. Counties are required to evaluate and verify the waste management practices of at least 20% of known and potential small quantity generators identified on their assessment roll. Verified information must be entered into CHAZ\_SQG.

## Verification Steps

1. Select 20% of all potential and known small quantity generators in the county (assessment roll). A cross-sectional survey of SIC codes is suggested.
2. Verifications shall be made by on-site visits except in certain situations. One example is inappropriate business types like stockbrokers, real estate agencies or other types of businesses that are included in a targeted SIC code range, which you think are not potential generators. In this case, a phone call follow-up is adequate. It is important to note that you should conduct a careful screening when building your assessment roll. You want to identify and remove these types of businesses before they become part of your assessment roll. Once these businesses are on the assessment roll, you must notify them and verify their waste management practices.
3. When conducting on-site verifications, county inspectors should request and examine documentation that identifies the types of waste generated and how that waste is disposed. Refer to Chapter 2 for specific guidelines on conducting inspections. Documentation consists of the following:
  - a) Hazardous waste manifest
  - b) For hazardous waste that is recycled, a contract with a DEP permitted hazardous waste handler and the shipping document for each waste recycled.
  - c) Bill of lading from the transporter indicating shipment to a facility permitted to manage hazardous waste.
4. Enter the verification information into DEP's database program called CHAZ\_SQG.

# CHAZ SQG Verification

### County Reporting Requirements

No later than June 30 of each year, each county shall provide to the Department a summary of information on each potential and known SQG identified during the notification and verification program. Each county shall transmit the following to the Department, according to guidelines established in s.403.7226:

1. A summary of the information gathered during its local hazardous waste assessment;
2. Information gathered from each small quantity generator not notified or verified previously; and
3. Information gathered from on-site verifications at each facility.

Information shall include, by SIC code, the names of SQGs, the types and amounts of wastes generated, and the management practices (i.e. storage and disposal methods) used by these generators. It also shall include the total number of SQGs, the number of SQGs verified by on-site verifications, the status of each generator (i.e. active, inactive, non-generator, etc.).

Data collected from verifications is entered into a DEP database program called CHAZ\_SQG. CHAZ\_SQG is the SQG Assessment, Notification and Verification Program database tracking system. It is a web accessed relational database management system exclusively developed for local governments that conduct the SQG Assessment, Notification and Verification program for small quantity generators of hazardous waste and used for housing information collected during facility verifications as required in 403.7226, F.S. A complete discussion of CHAZ\_SQG can be found in Chapter 3.

A cover letter shall be sent to the DEP no later than June 30 of each year. The letter should include the following information:

1. The year that you started the current five-year cycle.
2. Method used to update the county assessment roll?
3. Method used to notify businesses of their waste management responsibilities and options (403.7234 F.S.)
4. The numbers of known and potential generators on your assessment roll last year (July 1).
5. The numbers of known and potential generators on your assessment roll for next year.
6. Summary breakdown on your inspections as follows:

| Assessment Roll       | Number | Verification Rate (%) |
|-----------------------|--------|-----------------------|
| # On-Site Inspections |        |                       |
| # Phone Calls         |        |                       |
| TOTAL                 |        | (At least 20%)        |

*County Reporting Requirements*

# Chapter Two

## CHAPTER TWO

### Guide to Field Inspections

# Chapter Two

## Guide to Field Inspections

# CHAPTER TWO

### *Inspection Planning*

Inspections must be thorough and detailed. The more you know about the facilities that you are going to inspect the easier it will be to inspect them. Ideally you should conduct all inspections as if an enforcement action might result. That means keeping detailed documentation either on your inspection form or in your field logbook. Photographs are the best form of documentation. Common problems are too few photographs, poor quality photos and lack of identification of the subjects in the photographs. Make references in your notes where photographs were taken. The thorough and detailed steps you take now may provide critical information to local, state or federal enforcement officials later.

### **Preparing to Go Into the Field**

Research the site before you go into the field. Good preparation in the office is the key to a smooth inspection. Research the type of business that will be inspected and familiarize yourself with the potential types of hazardous waste that type of business can generate. Refer to the *Waste Codes by Industry* chart in the Appendix. Check with other inspectors who may be familiar with the site already. Review any files that you may find for the facility. Go over your checklist and possibly a layout of the site. Leave information with your supervisor detailing which facilities you will be visiting and when you will return.

**TIP:** *Use CHAZ-SQG Reports to identify business to inspect.*

For example, use the quick list report and output the results to an Excel spreadsheet. In Excel you can sort by name, address, zip code, verification date, or by any other field. If you want to re-verify businesses in CHAZ-SQG that have not been verified in five years, use the quick list report, output to Excel, then sort by verification date to identify the old businesses. You can also use lists provided by your business license office to identify new businesses to inspect. Additional information on using CHAZ-SQG and spreadsheets to identify businesses to inspect can be found in Chapter 3.

## Field Bag

Your Field Bag should be checked to see that you have all of the proper paperwork (forms, checklists, educational pamphlets, etc.) and safety equipment. Make reminder notes about places or operations you want to see. Always properly identify, date and paginate the entries on your inspection form or field logbook.

|   |                                                          |   |                                                                                                                          |
|---|----------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------|
| ✓ | SQG On-Site Inspection Form                              | ✓ | Area Map                                                                                                                 |
| ✓ | SQG Safety Kit (see below)                               | ✓ | Clipboard and Paper (or Field Logbook) and Assigned Facility List                                                        |
| ✓ | Pertinent Handouts                                       | ✓ | Basic Photo-Documentation Kit ( <i>Camera with Flash, Extra Batteries, Extra Film or Memory Card, Notebook and Pen</i> ) |
| ✓ | Official Identification Including Proof of OSHA Training | ✓ | GPS or Compass                                                                                                           |
| ✓ | Extra Pens and Grease Pencils                            | ✓ | Tape Measure and Calculator                                                                                              |

## Safety Equipment for Field Bag

It is the inspector's responsibility to be familiar with the proper use of all safety equipment. Wear eye protection during all inspections. It is suggested that *safety vests* be worn in all high traffic areas and large construction or industrial sites and *hard hats* on all sites where there is potential for falling objects. Use ear protection in noisy working areas. Avoid handling hazardous material containers if possible. If the need arises, wear protective gloves.

|   |                                                          |   |                                            |
|---|----------------------------------------------------------|---|--------------------------------------------|
| ✓ | Cell phone/hand-held radio                               | ✓ | Hard hat                                   |
| ✓ | Safety shoes (store shoes wrapped in a bag) <sup>1</sup> | ✓ | Flashlight                                 |
| ✓ | Safety glasses (keep in a bag or storage container)      | ✓ | Disposable rags and/or antibacterial wipes |
| ✓ | Safety Vest                                              | ✓ | First-aid kit and Sun protection           |
| ✓ | Ear Plugs                                                | ✓ | Disposable gloves                          |

## Optional Safety Equipment that may be kept in your vehicle

|   |                     |   |                       |
|---|---------------------|---|-----------------------|
| ✓ | Insect repellent    | ✓ | Battery jumper cables |
| ✓ | Water               | ✓ | Breakdown reflectors  |
| ✓ | CPR kit             | ✓ | Fire extinguisher     |
| ✓ | Tire pressure gauge |   |                       |

<sup>1</sup>A good safety practice is to not wear your safety shoes into your office or home. You should put them on when you arrive at the inspection site. Your shoes should be returned and kept in a separate plastic bag within your field bag after your field inspection.

## Conducting the Inspection

### Arrival

Inspections should be unannounced to best assess how the business typically manages its hazardous wastes. You *must* identify yourself with official credentials and state to the facility representative that:

- You are there to conduct an inspection of the facility to gather information about the types and amounts of wastes generated and the methods used for waste storage and disposal.
- The Florida Department of Environmental Protection, (in accordance with Florida Statutes (F.S.) Chapters 403.7225 and 403.7234), directs counties to conduct an assessment of hazardous waste generation and management practices among businesses in the county.

Document your arrival: date, time, and personnel encountered. You may be asked to sign a visitor's log, however, *do not sign waivers or agreements affecting or limiting your authority to inspect or liability waivers*. However rare, access may be denied for certain valid reasons (e.g., lack of safety equipment or training). *Do not be threatening, pushy or overbearing*.

- If denied access, ask when you can come back—if that is a viable option.
- *If you feel your safety is being compromised while at the facility, leave immediately*. Specifically document the reason why you could not perform the inspection and make note of this on your inspection form or field book.
- Discuss the denial of site access with your supervisor to see if a referral to DEP will be necessary. Refer to Chapter 4 on Florida Statutes that gives you the authority to inspect a business.

### Conduct an Introductory Meeting

Explain the inspection process and what you will be doing. Try to provide an idea of how long it will take and explain that there will be certain records that you will need to review. Indicate that photographs may be taken. For the facility tour, request to have a facility representative accompany you. A representative that is familiar with the facility and its operations is preferable. A representative that will be able to correct issues or obtain documents is also helpful. If a facility representative is not available still try to complete the inspection even though you may not have all your pertinent questions answered. If needed, request the facility provide you copies of receipts, paper work, phone call follow-up, etc. Keep your terminology general. Advise the facility representative that you will provide at least an oral report (written is better) covering the inspection before you leave. Interview techniques and tips can be found in the Appendix.

## Conducting the Inspection

## Facility Tour

Start your tour at the facility receiving area, or where the waste generating processes begin. *Do not allow facility personnel to coordinate and guide the inspection.*

- ✓ Keep your visual inspection in accordance with your inspection plan or strategy. Step-by-step procedures vary according to type of facility and objectives; however, be flexible enough to accommodate new information and conditions at a facility. Remember that you may not know all business waste generation. Focus on understanding waste generation management and disposal, including P2 opportunities.
- ✓ Remember as you are walking through the facility to remain aware of your surroundings, avoid safety hazards, and check all potential locations of hazardous wastes.
- ✓ Let the facility representative open doors or other equipment. Do not touch, smell or open drums or containers.
- ✓ Try not to touch anything unless it is necessary for the inspection. Wear disposable gloves if looking in trash containers or dumpsters.
- ✓ Do not smoke or eat while conducting your inspection.
- ✓ Wash your hands as soon as practical and always before eating or smoking.
- ✓ Carry pocket change with you to pay for soft drinks, coffee or phone calls. Do not accept anything free from the facility.
- ✓ As you continue the tour, be certain that you understand the facility's processes. Do not be afraid to ask questions, but avoid writing as you are walking around the facility due to safety concerns. Pause to take notes or complete the checklist.
- ✓ If possible, talk to employees if you need specific information. For example, ask the painter how he cleans his paint guns, what he uses and where he puts his waste solvent and waste paint. The facility representative may not know the specifics of each operation. Always be friendly and courteous and keep safety in mind. It is a good idea to put the employee at ease as you ask questions.<sup>2</sup>
- ✓ During the facility tour, look for containers of products or waste, this may indicate a hazardous waste stream.
- ✓ Inspect all buildings, sheds or trailers.
- ✓ While you are inspecting the facility, check trash cans and dumpsters for containers of hazardous waste, non-empty hazardous material or paint containers, non-empty aerosol cans, contaminated rags or wipes, oil filters, etc.
- ✓ Check floor drains and ask where they drain. Also, ask if the facility is on city sewer or a septic tank.
- ✓ Make notes of the answers and document discrepancies with photos.
- ✓ When you have completed the interior tour of the facility, try to walk the fence line, if possible.
- ✓ Also, remember to ask the facility representative to show you anything that you may have missed or if there are any questions that you forgot to ask.<sup>3</sup>

<sup>2</sup> Always listen to employees as they answer your questions. Let them finish their answer. Write down what you have been told. If necessary, repeat back what you understand to be their answer. Never be afraid to admit you don't understand their reply, or to ask them to repeat their answer. Look at the person giving you an answer. Information on Interview Tips are found in the Appendix.

<sup>3</sup> Make a point of asking permission to open doors, lockers, shipping containers, etc. so that it is clear that the facility has granted permission to proceed. Otherwise, ask the facility employee to open doors, lockers, containers, etc. If you find containers that do not have any identifying information on them don't hesitate to ask the facility employee what is in the container. This process may have to be repeated numerous times during an inspection but is necessary.

## Other Questions That You May Ask

- |                                   |                                        |
|-----------------------------------|----------------------------------------|
| ✓ How do they clean their floors? | ✓ Where do they dispose of wastewater? |
| ✓ Do they have an EPA ID#?        |                                        |

## Field Note Tips

Include in your field notes, at a minimum, the following information:

- |                             |                                                                            |
|-----------------------------|----------------------------------------------------------------------------|
| ✓ Date                      | ✓ Facility Representative                                                  |
| ✓ Time                      | ✓ Any Employees You Spoke With                                             |
| ✓ Facility Name and Address | ✓ Your Observations—Smells or Sounds that May Serve to Document Violations |

Briefly describe photos taken and briefly describe areas of the facility that were inspected. It is a good idea to keep track of observations by area. For example, document all of your observations in the paint shop under a section with a header of “Paint Shop.” Describe how they clean their paint guns, where they store their waste paint and the paint employee you spoke with. Then continue on to the paint booth with another header to separate the areas.

To keep track of observations at larger facilities, it is a good idea to separate areas and buildings. It is recommended that you put stars or asterisks in the margin of your notebook to note areas of violation or concern. This will enable you to quickly return to a section of your notes when you prepare for your facility exit interview or inspection report. Make note of any documentation that you may want to see at the end of the tour. Mark that page to facilitate finding it when you are going over your notes before the exit interview.

Include in your notes any information relative to the site:

- |                                                         |                                                |
|---------------------------------------------------------|------------------------------------------------|
| ✓ Site Entry Procedures, Events and Contacts            | ✓ Discussion of Unusual Conditions or Problems |
| ✓ Site Contacts’ Names, Titles, and Phone Numbers       | ✓ Photograph or Video Log                      |
| ✓ Deviations From Any Established Procedure or Protocol | ✓ Items or Materials Taken or Given            |
| ✓ Interview Notes                                       |                                                |

Record on your inspection form or field logbook:

- |                                                 |                                                         |
|-------------------------------------------------|---------------------------------------------------------|
| ✓ Types of Solid and Hazardous Waste Identified | ✓ How the Waste is Stored and How the Waste is Disposed |
|-------------------------------------------------|---------------------------------------------------------|

Use waste, storage and disposal method codes to enter this information into CHAZ-SQG. Refer to the sample inspection form in the Appendix. Remember that your field notes are public records so be objective and do not record opinions or negative remarks about employees of the facility.

## Record Review

### Record Review

After you have finished with the facility tour, return to the facility representative's office to review the facility's records. Records to be reviewed include:

|   |                                                                                                                                                                             |   |                                          |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------|
| ✓ | Hazardous waste manifests                                                                                                                                                   | ✓ | Non-hazardous waste receipts             |
| ✓ | Contracts with permitted hazardous waste handlers                                                                                                                           | ✓ | Used oil receipts                        |
| ✓ | Shipping documents for hazardous waste that is recycled                                                                                                                     | ✓ | Battery receipts                         |
| ✓ | Bills of lading from a transporter indicating shipment to a permitted hazardous waste management or recycling facility                                                      | ✓ | Material Safety Data Sheets (MSDS), etc. |
| ✓ | Follow the checklists appropriate for the type of facility you are inspecting.                                                                                              |   |                                          |
| ✓ | Use the <i>Waste Code by Industry</i> chart in the Appendix.                                                                                                                |   |                                          |
| ✓ | Make copies of any documents that you feel are important or may be necessary in an enforcement case.                                                                        |   |                                          |
| ✓ | Review purchase records to verify generator status. Invoices and MSDS's can be an indication of waste amounts and should match what you were told during the facility tour. |   |                                          |
| ✓ | If documentation is not readily available, ask to have it faxed or mailed to you.                                                                                           |   |                                          |
| ✓ | Where there is little or no record of waste disposal, document what you see, or if warranted, refer the case to DEP for follow-up.                                          |   |                                          |

### Exit Interview

After you have finished with your record review:

1. Take a few minutes to complete all of your checklists and notes.
2. Discuss the results of your site visit including compliance assistance and P2 suggestions. Include missing documentation that the facility may need to obtain and send to you. Go over these items with the facility representative and encourage the representative to take notes and make a list.
3. Decide on a time frame for submittal of the documents.
4. If needed, decide on a time frame for any corrective actions required. It is recommended that the inspector ask the facility to correct the areas of deficiencies and provide written documentation that they have been corrected. A letter and photographs are usually acceptable. Disposal documents may also be required, and an inspector may request proof of disposal.
4. Before leaving, review your observations and request any necessary clarifications. It usually is not the inspector's role to make conclusive compliance determinations to the facility. During your closing discussion, present and discuss findings. Do not discuss potential enforcement actions.
5. During the exit interview, review possible P2 options. If facility personnel would like to pursue P2 further or if you do not see any specific P2 options, but feel that they would benefit from P2, encourage them to contact the county or DEP.

6. *Inspectors should immediately report any signs of dumping to the ground or threats to human health and safety to their supervisor and appropriate DEP District Office.*
7. Work with your DEP District Office beforehand to discuss and identify types of problems discovered during inspections that would trigger contacting them for follow-up.

## *Compliance Assistance*

Use this time to suggest ways to properly manage wastes, including P2. Report any signs of potential hazardous waste contamination to the appropriate DEP district office immediately. The following are suggested activities that you can do to provide assistance to the business.

Develop an SQG Program Information Folder that contains, at a minimum, the following information (sample handouts can be found on the SQG Program Web Site):

- ✓ Small Quantity Generator Program Notification Cover Letter that introduces the SQG Assessment, Notification and Verification Program to the business
- ✓ Notification of Regulated Activity Form 8700-12 for Regulated Small Quantity Generators (if needed)
- ✓ Florida's Handbook for Small Quantity Generators of Hazardous Waste
- ✓ Fact Sheet for Conditionally Exempt Small Quantity Generators
- ✓ Fact Sheet on the Management of Used Oil and Used Oil Filters
- ✓ Anti-freeze Guidance Fact Sheet (if needed)
- ✓ Mercury Containing Lamps Fact Sheet (if needed)
- ✓ Current list of licensed hazardous waste transporters, used oil transporters, mercury lamp and battery recyclers that service your area; and P2 contact information.

Use the opportunity while conducting on-site verification to assist the business in correcting problems identified during the verification process. Specifically, discuss (at the end of your on-site verification) a review of compliance-related or P2 issues identified during the verification process. It is a good time to hand out the SQG folder and P2 contact information and to assist the business in addressing identified problems.

## *Compliance Assistance*

# P2

## *Inspectors and Pollution Prevention (P2)*

Environmental protection agencies generally believe that there are limits to how much environmental improvement can be achieved under their media-specific pollution control programs, which emphasize management after pollutants have been generated. So the question to be answered is:

- *How can a environmental protection agency provide improved protection to the general public at no additional cost?*

Further improvements can be achieved by reducing or eliminating waste generation through the implementation of source reduction and environmentally sound recycling practices, commonly referred to as pollution prevention—P2.

### What Is P2 and How Can It Help Inspectors?

Generally speaking, *P2 is the use of materials, processes, or practices that reduce or eliminate the creation of pollutants or wastes at the source.* It includes practices that reduce the use of hazardous and non-hazardous materials, energy, water or other resources, as well as those that protect natural resources through conservation or more efficient use. P2 avoids cross-media transfers of wastes and/or pollutants and is multimedia in scope. It addresses all types of wastes and environmental releases to air, water, and land. P2 is a useful tool in encouraging and motivating the regulated community to understand and consider the full spectrum of its environmental costs and integrate these costs into its decision-making process. During inspections, SQG inspectors have the opportunity to encourage organizations, facilities and individuals to fully utilize source reduction techniques in order to reduce risk to public health, safety, welfare and the environment.

P2 also provides benefits to industries. These benefits can include reduced regulatory burden and operational costs. For example, the regulatory burden upon a company can be reduced by assisting the company in reducing its waste generation status from SQG to CESQG status. To an SQG inspector this could be a very useful tool and benefit. The main basis for companies to implement P2 is the economical benefits that can be achieved by reducing the amount of waste generated and material purchased through source reduction. The resulting economic benefit that comes from implementing P2 also provides a mechanism that encourages companies to strive for continual improvement.

For more information on pollution prevention call the Florida Pollution Prevention Program at: (850) 245-8707 or visit the web site at <http://www.dep.state.fl.us/waste/categories/p2/>.

| Common P2 Opportunities |                          |                       |                      |
|-------------------------|--------------------------|-----------------------|----------------------|
| √                       | Water Reuse              | Energy Efficiency     | Material Reclamation |
| √                       | Process Modification     | Material Substitution | Inventory Controls   |
| √                       | Preventative Maintenance |                       |                      |

## What to Do When You Get Back to the Office

After you get back from your inspection, organize and finalize your paperwork. Follow-up on any items that may need to be referred to either DEP, another department within your county, or another agency. (For example, you may need to follow-up on abandoned wells found during your inspection, illicit connections to stormwater, discharge to septic system, or storm water.) *It is recommended that you complete these tasks and enter your verification data into CHAZ\_SQG within 24 to 48 hours of conducting the verification inspection.*

Use predefined inspection forms with codes designed to facilitate data collection and entry (see Appendix for examples). Using these forms helps maintain consistency and saves time in both field and office. Some items must be determined separately, especially the SIC codes. For consistency, a list of most used codes is essential – especially if data entry is not done by the inspector.

Before you enter the data into CHAZ\_SQG, be sure to check the database in several ways for an existing record of the facility inspected:

- First by Name
- Then by Address
- Then by other ID, if used by the county

Using wildcards (%,\* ) in the query helps catch existing records. CHAZ\_SQG starts out in the query screen and assumes you will search for existing records first. Refer to *Chapter 3, Data Management* for details on using wildcards. If no facility records exist in CHAZ\_SQG, create a new record and type in the required information (i.e., business name, location address, sic code, waste information).

Make comments each time you make an update, no matter how minor it is. This helps provide a good history. In CHAZ\_SQG you can make notes in the comments tab and you can make notes for each waste in “Waste Details” screen. Refer to the *Chapter 3, Data Management* for details.

After all the facility and waste information is entered into CHAZ\_SQG make sure the data was entered correctly. This is especially important if you rely on data entry staff to enter the information. A good way to check for accuracy and consistency (operator error) is by using *SQG Reports*. Open *Quick List Report* and output the results to Excel. You can sort the information in different ways in *Excel* to analyze the data.<sup>4</sup>

|   |                                                                                                                                                 |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ | Sort by amount of waste generated to identify possible typographical errors in the amount field.                                                |
| ✓ | Sort by names and location addresses, looking mainly for typos, duplicates, consistency in addresses (how many ways can you list US HWY 90 W?). |
| ✓ | Sort by generator category, looking for “out of business” locations to visit and check for new occupants.                                       |

Finally, file hardcopy files by Facility Identification Number. See *Office File Management* in the next section for additional details.

organize and finalize  
your paperwork

<sup>4</sup> Be aware that “SQG Reports” does not pull information directly from CHAZ\_SQG. A copy of the database is made every 24-48 hours, so give it a little time before you start searching for records you recently added.

# Office File Management

## Organize File Folders by CHAZ\_SQG Facility Identification Number

CHAZ\_SQG automatically assigns this number – it is location specific. It is important to track your files with this number, since businesses come and go. Filing would quickly get out of hand if you tracked facilities by name.

## Filing Cabinet

Use high quality equipment. Make sure it is a full-suspension system, which means the drawers open all the way so no files are obstructed from view.

Set up a separate file cabinet or area within your file cabinet for facilities that need Reinspection or Follow-up. Take out the facility file from the main file storage cabinet and move it to the reinspection/follow-up cabinet. When the reinspection is completed, move the file back to the main file storage cabinet.

Most counties should use open-shelf filing. This is the type of filing used in many doctors' offices and can store a large number of files in a small space. An open-shelf system can reduce floor space use by 50% when compared to conventional filing methods. If you have less than 300 facilities, you could use a lateral or vertical file system.

## Hardcopy Folders

|   |                     |   |                   |
|---|---------------------|---|-------------------|
| ✓ | Inspection form     | ✓ | Follow-up Letters |
| ✓ | Photos              | ✓ | Notes             |
| ✓ | Notification Letter |   |                   |

## File Folders for Open-Shelf Filing

Use legal-sized pressboard end-tab folders with fasteners because the inspection form usually will be legal size. Press boards are sturdy and will hold up to heavy use.

## Making Your File Folder Labels

Use numerical labels for the end-tab folders. They should be self-adhesive, laminated labels with a wraparound color bar. Purchase single-digit labels with solid color background in rolls of 250 or 500. You will need numeral rolls from 0 through 9. With this you can create any facility ID number.

## Office File Management

## Other Useful Tips

- ✓ • Avoid using paper clips when filing. It is better to staple papers together. Keep a staple remover handy for separating them when needed.
- ✓ • Put most recent papers in the front of the file.
- ✓ • Date papers.
- ✓ • Do not file envelopes unless the postmark is important.
- ✓ • Allow some wiggle room in the file cabinet for easier filing and retrieval.
- ✓ • Label the outside of each file drawer with removable tape.
- ✓ • Use Facility ID Number ranges.
- ✓ • Keep a *To File Box* separate from your *In Box*.
- ✓ • Place a *Check Out/Return List* next to your file cabinet for anyone who takes a file out of the cabinet.

Track your files  
with your Facility  
ID Number.

# Chapter Three

## CHAPTER THREE

## Data Management



# Chapter Three

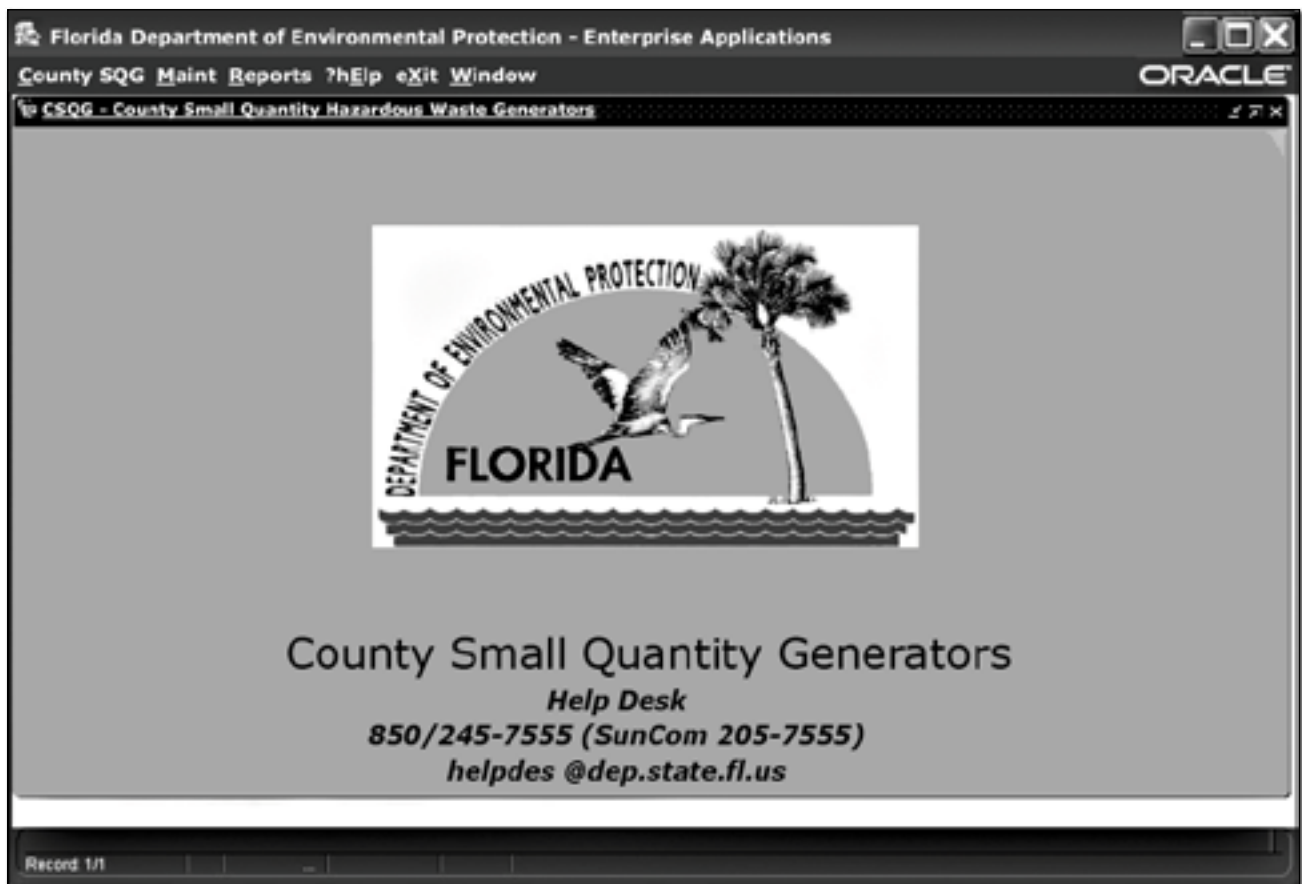
## Data Management

# CHAPTER THREE

## CHAZ-SQG

### What is CHAZ-SQG?

CHAZ\_SQG is an *Oracle Relational Database Management System* exclusively developed for local governments responsible for the *SQG Assessment, Notification and Verification Program* to store hazardous waste generator information collected during facility verifications as required in 403.7226, Florida Statutes.



# CHAZ\_SQG

## Background of CHAZ\_SQG

Since the Water Quality Assurance Act of 1983, counties have been required to report to DEP any businesses that generate small quantities of hazardous wastes and waste management practices. Throughout the year the county inspector enters data collected from verifications into CHAZ\_SQG. ***All verifications and data input must be completed no later than June 30 for each reporting year.***

## Important Features of CHAZ\_SQG

- County-collected data now links to DEP's Compliance Enforcement database.
- It allows both county and state hazardous waste inspectors to share data to better leverage compliance and enforcement efforts.
- CHAZ\_SQG offers is accessibility to any user with an approved account via a secured internet web site. Data is entered into CHAZ\_SQG real time and is immediately accessible to other account users. CHAZ\_SQG reports are updated with new data each morning.

## Users and Roles

CHAZ\_SQG users are located in each county, district, and in Tallahassee. They are divided into four user groups based on their data entry requirements.

|                       |                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHAZ_SQG_USER         | <i>County Staff</i> responsible for entering the inspection data.                                                                                                                              |
| CHAZ_SQG_COUNTY_ADMIN | <i>County Program Managers</i> responsible for maintaining CHAZ_SQG USERS on the system. These people are responsible for certain data maintenance (delete records, add city/zip information). |
| CHAZ_SQG_ADMIN        | <i>The DEP Staff Administrator</i> responsible for updating code tables, granting access to users, and maintaining the database – this is restricted to DEP Tallahassee staff.                 |
| CHAZ_SQG_VIEWER       | <i>Users who need viewer access only.</i> They will not be able to make changes in CHAZ_SQG.                                                                                                   |

### Accessing CHAZ\_SQG

To access the CHAZ\_SQG database system, you must establish three system accounts: (*Skip this section if you already have a CHAZ\_SQG account.*)

- An Oracle account
- A CHAZ\_SQG account
- An Exosphere account

Oracle

### To Set Up Your Accounts

- Complete the DEP CHAZ\_SQG Account Request Form (see Appendix)
- Return DEP CHAZ\_SQG Account Request Form to the DEP SQG Program Manager.
- The DEP SQG Program Manager will notify you by e-mail or phone once the accounts are established,
- For assistance call: HELP LINE PHONE NUMBER at: (850) 245-7555.

### To Log In

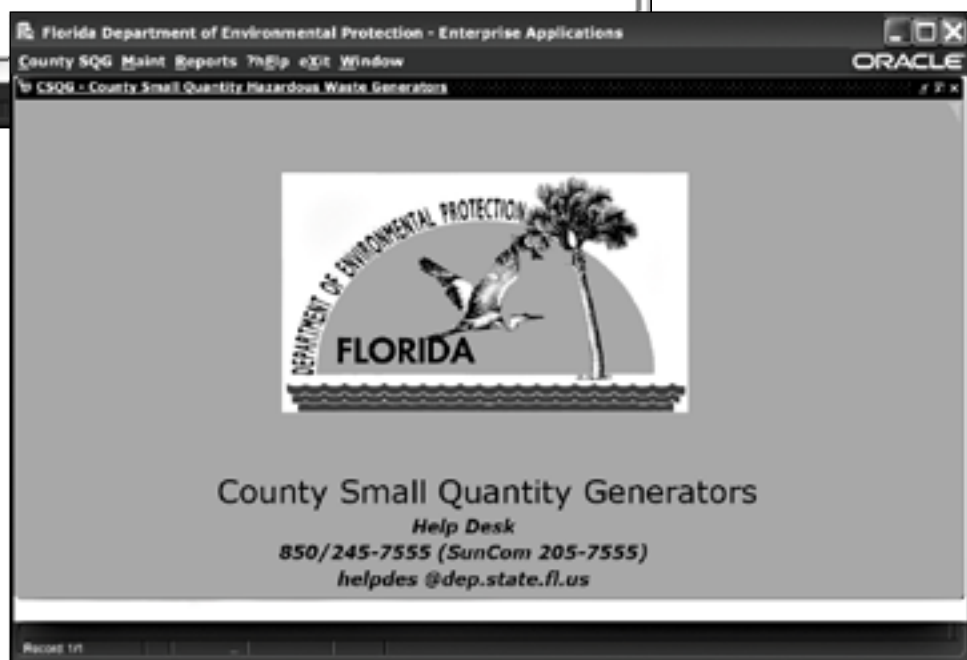
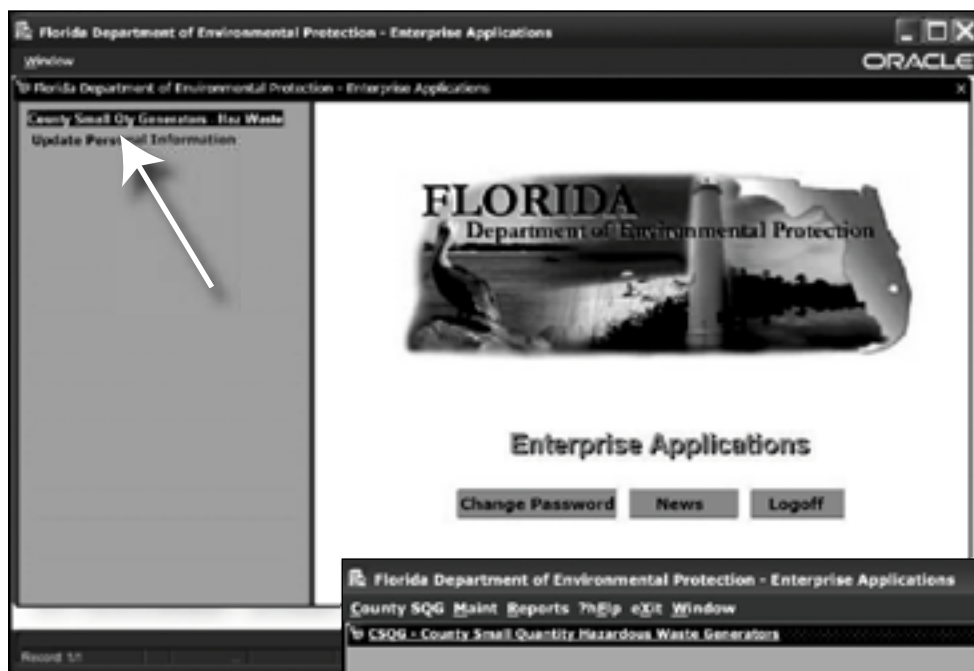
- Have a valid CHAZ\_SQG account
- Have Explorer 5.5 (or above) and 25 megabytes of free space on your computer.
- Go to <http://depapps.dep.state.fl.us:7777/> the DEP Oracle Enterprise menu.
- Enter your USERNAME: lastname\_first and middle names initials (i.e. smith\_ja).
- Enter your PASSWORD: same as your username (smith\_ja) the first time you log in.
- Enter DATABASE: ORAPOD.

DEP Oracle Enterprise Menu



# To Log In

- When you log in, CHAZ\_SQG checks for the required software, *Jinitiator*. It will download and install the first time you log in (a few minutes over high speed networks or 30 to 45 minutes over 56K modems). You may request the software on CD or download it from DEP's FTP site at: <ftp.dep.state.fl.us/pub/jinitiator>. CHAZ\_SQG checks to see if Jinitiator is installed each time you log in, but you will not have to install it again.
- When you log in create a password (follow on-line prompts); write it down and keep in a safe place.
- To go to the CHAZ\_SQG Main Menu – click on “County Small Quantity Generators - Haz Waste” (upper left side of screen).
- To go to CHAZ\_SQG Query Form, click on “County SQG.” This will take you to “SQG Facility Inventory Information” screen. At this point you will be in a Query Mode and ready to navigate.



## Navigating CHAZ\_SQG

This section will guide you in navigating CHAZ\_SQG.

### SQG Facility Inventory Information Screen

Each potential and known small quantity generator in each county has a Facility Record that contains information such as the facility's mailing address, location address, contact person, date the facility was last contacted, etc.

Use this screen to Query, Add, Delete or Change information in your database. Tabs at the bottom half of the screen will take you to additional data entry screens (facility information, waste information, activity, comments and coordinates screens).

Florida Department of Environmental Protection - Enterprise Applications

7hElp eXt Window

ORACLE

CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory

### SQG Facility Inventory Information

Facility Id\*  County\*  RCRA Status

Name\*  Facility Status\*

Street#/Name\*  Suite/Apt#

City\*  Zip\*

Mailing Address\*

Mailing City\*  State\*  Zip\*

Primary SIC\*  Prior FAC\*

Verification History

Audit Trail

Facilities Waste Summary Activities Comments Coordinates

Verification Method\*  Verification Date\*  EPA Id

Organization\*  Followup Inspection\*  Other Id

Verifier Name\*

Contact Name\*

Contact Title\*

Contact Phone\*  Ext  # of Full Time Employees

Yearly Non-Hazardous Waste Produced  Lbs

Yearly Hazardous Waste Produced  Lbs

Enter a query press F12 to execute Ctrl+F4 to cancel

Record: 1/1 Enter-Qu

Navigating CHAZ\_SQG

## How to Retrieve Data

When you click “County SQG” you will be taken to the “SQG Facility Inventory Information” screen. At this point you will be in a Query Mode (to search for information). ***Do not add a new record. CHAZ\_SQG assumes you will be searching for an existing record at the same location address.*** Before creating a new record in CHAZ\_SQG, make sure that record doesn’t already exist in the database. Refrain from creating duplicate sites (entries) for the same location.

To retrieve site data, supply the query parameters and press the [F12] (EXECUTE QUERY) key or button. The site screen will display only one record at a time, but the total number of records retrieved will be displayed in the status screen. The cursor will start at the top record. To browse site records, use the [Previous] or [Next] arrow keys.

### Retrieving All Records

|   |                                                                                   |
|---|-----------------------------------------------------------------------------------|
| √ | Press [F11] (Enter Query) key if the form is not already in the Enter-Query mode. |
| √ | To retrieve <b>all</b> the records, press the [F12] (Execute Query) key.          |

### Retrieving Selected Records

|   |                                                                                          |
|---|------------------------------------------------------------------------------------------|
| √ | Press [F11] (Enter Query) key if you are not already in Enter-Query mode                 |
| √ | To retrieve <b>selected</b> records, specify your search criteria. (Press the enter key) |

### Matching Exact Values

|   |                                                                                                                                                                                                          |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| √ | Press [F11] (Enter Query) key if you are not already in Enter-Query mode                                                                                                                                 |
| √ | Search any or all of the queryable fields in a block. (Example: to retrieve all the facilities in Jacksonville, enter ‘JACKSONVILLE’ in the city field of the SQG Facility Inventory Information screen) |

### Pattern Matching

|   |                                                                                                                                                                                                                                                                |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| √ | Press [F11] (Enter Query) key if you are not already in Enter-Query mode                                                                                                                                                                                       |
| √ | Search using <b>Wildcard Characters</b> to query fields where a value fits a certain pattern. <ul style="list-style-type: none"><li>• ‘_’ represents any character</li><li>• ‘%’ represents any combination of characters (including no characters).</li></ul> |

## Pattern Matching Examples

| Wildcard Characters | Pattern Matches                                              |
|---------------------|--------------------------------------------------------------|
| L%                  | Lakewood Park Sub Division, Long Key State Park, Lake Erie   |
| Lake%               | Lakewood Park Sub Division, Lake Erie                        |
| %Lake%              | Lakewood Park Sub Division, Lake Erie, Cranberry Lake Resort |
| S_ar_               | Smart Shoppers Store, Shark Bay                              |
| _in%s%              | Winners Supermarket, Dinners Paradise Restaurant             |

## Variable Conditions

Search fields by entering a *relational operator* before the data value in one or more fields. Fields containing character or date values must be enclosed by single quotes. Relational operators are described in this table:

| Wildcard Relational Operator | Meaning                  | Examples                             |
|------------------------------|--------------------------|--------------------------------------|
| =                            | equal to                 | = 'OPEN'                             |
| !=                           | not equal to             | != 'CLOSED'                          |
| >                            | greater than             | > '01-JAN-03'                        |
| >=                           | greater than or equal to | >= '30-DEC-02'                       |
| <                            | less than                | < '25-MAR-03'                        |
| <=                           | less than or equal to    | <= '15-APR-03'                       |
| BETWEEN                      | two values               | #BETWEEN '01-DEC-03' AND '30-DEC-03' |

*Note:* When using the relational operator BETWEEN in a field, precede it with '#.'

*Example:* To select all facilities that contains the word 'SERVICE' and the location is *not* in Miami:

|   |                                                                                             |
|---|---------------------------------------------------------------------------------------------|
| 1 | Press [F11] (Enter Query)                                                                   |
| 2 | Enter %SERVICE% in the Name field                                                           |
| 3 | Enter !='MIAMI' in the City field                                                           |
| 4 | Once the query criteria is entered press [F12] (EXECUTE QUERY) key to retrieve the records. |

## Function Key Mapping

| Function            | Key                                            |
|---------------------|------------------------------------------------|
| Block Menu          | Ctrl+B                                         |
| Cancel Query        | Ctrl+F4                                        |
| Clear Block         | F7                                             |
| Clear Field         | F5                                             |
| Clear Form          | F8                                             |
| Clear Record        | F6                                             |
| Commit              | Ctrl+F6                                        |
| Count Query         | Ctrl+F12                                       |
| Delete Record       | Ctrl+D                                         |
| Display Error       | Shift+Ctrl+E                                   |
| Down                | Down                                           |
| Duplicate Field     | Shift+F5                                       |
| Duplicate Record    | Shift+F6                                       |
| Edit                | Ctrl+E                                         |
| Enter Query         | F11                                            |
| Execute Query       | F12                                            |
| Exit Form           | Ctrl+F4 (if in query mode press Ctrl+F4 twice) |
| Help                | Ctrl+H                                         |
| Insert Record       | Ctrl+I                                         |
| List of Values      | Ctrl+L                                         |
| List Tab Pages      | F2                                             |
| Next Block          | PageDown                                       |
| Next Field          | Tab                                            |
| Next Primary Key    | Shift+F7                                       |
| Next Record         | Down                                           |
| Next set of Records | Shift+F8                                       |
| Previous Block      | Page Up                                        |
| Previous Field      | Shift+Tab                                      |
| Previous Record     | Up                                             |
| Print               | Ctrl+P                                         |
| Return              | Return                                         |
| Scroll Down         | Shift+PageDown                                 |
| Scroll Up           | Shift+PageUp                                   |
| Show Keys           | Ctrl+K                                         |
| Up                  | Up                                             |
| Update Record       | Ctrl+U                                         |

## Create a Facility Record

To Add a Record:

1. Cancel the Query Mode by selecting [CTRL+F4] keys.
2. Select <Create Record> icon.

(To Clear what you typed without saving select <Clear Record>. (Selecting this icon will not permanently delete a saved record, but only clear the screen.)

The screenshot shows the 'SQG Facility Inventory Information' form within the 'Florida Department of Environmental Protection - Enterprise Applications' window. The form is titled 'CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory'. It contains various input fields for facility details, including Facility Id, County, Name, Street, City, Mailing Address, Mailing City, State, Zip, Primary SIC, RCRA Status, Facility Status, Prior FAC, Verification Method, Verification Date, EPA Id, Organization, Followup Inspection, Other Id, Verifier Name, Contact Name, Contact Title, Contact Phone, Ext, # of Full Time Employees, Yearly Non-Hazardous Waste Produced, and Yearly Hazardous Waste Produced. There are also buttons for 'Verification History' and 'Audit Trail'. At the top of the form, three icons are highlighted with arrows and labels: 'Create Record', 'Edit Record', and 'Clear Record'. The bottom of the window shows a status bar with the text 'Enter a query press F12 to execute Ctrl+F4 to cancel' and 'Record: 1/1 Enter-Qu'.

# Facility Record

## Delete a Facility Record

*Only a CHAZ \_SQG\_COUNTY\_ADMIN user can delete existing facilities.*

1. Place your mouse cursor on any field in the Facility Record screen.
2. Select the <Delete Record> icon. (You will be asked if you really want to delete the Facility and all its associated data.)
3. Type <YES> to complete the delete process or <NO> to cancel.

Do not delete a business just because it is no longer in business, since a new business with the potential to generate waste may take its place. Delete a record only if its physical location address has no potential to generate waste now and in the future.

The screenshot shows the 'SQG Facility Inventory Information' screen for Facility Id 1, OASIS LANDSCAPE SERVICES, INC. in Clay County. A 'Delete Record' dialog box is open, asking for confirmation to delete the facility and all associated data. The dialog box text reads: 'Delete All Data for Chosen Facility', 'You have chosen to delete this facility and all associated data', 'Type YES and press <Enter> to continue and delete this facility and its details or type NO then press <Enter> to cancel.' The background screen shows various fields for facility details, including Name, Address, City, State, and Contact Information. The bottom of the screen displays 'Yearly Non-Hazardous Waste Produced' and 'Yearly Hazardous Waste Produced' with a value of 3948 Lbs.

## Delete a Facility Record

*Only a CHAZ \_SQG\_COUNTY\_ADMIN user can delete existing facilities.*

## Delete a Waste or Activity Record, etc.

1. Place the mouse cursor on the record you want to delete in the Waste Summary or Activity screen, etc.
2. Select the <Delete Record> icon (the icon with the red X marked on it)
3. Save or commit the record by clicking the <Commit Changes> icon.

The screenshot displays the 'SQG Facility Inventory Information' window for 'OASIS LANDSCAPE SERVICES, INC.' in Alachua County, Florida. The facility is an 'ACTIVE WASTE GENERATOR' (Status A) and is 'NOT A HAZARDOUS WASTE GENERATOR' (Status N). The address is 6812 NW 18TH DR, Gainesville, FL 32607. The primary SIC is 0781.

The 'Waste Details' window is also open, showing the following information:

| Waste Type                          | Storage Method                   | Disposal Method                     | Unit of Measure |
|-------------------------------------|----------------------------------|-------------------------------------|-----------------|
| UPEO - USED OILS & OTHER LUBRICANTS | C5 - 40 OR MORE GALLON CONTAINER | C5 - SHIPPED FOR USED OIL RECYCLING | G - GALLONS     |

Additional details include:

- Max Monthly Waste Produced: 16.6
- Total Annual Waste Produced: 199
- Maximum Monthly Pounds: 126
- Total Annual Pounds: 1516
- Disposal location: OFF-SITE
- Hauler Epa Id: [Blank]
- Hauler Name: [Blank]
- Comments: [Blank]

The interface includes a 'Verification History' button and an 'Audit Trail' button. The bottom status bar indicates 'Record: 1/1'.

*Delete a Waste  
or an Activity Record*

DELETE A WASTE  
or an ACTIVITY RECORD

# Entering Data into CHAZ\_SQG

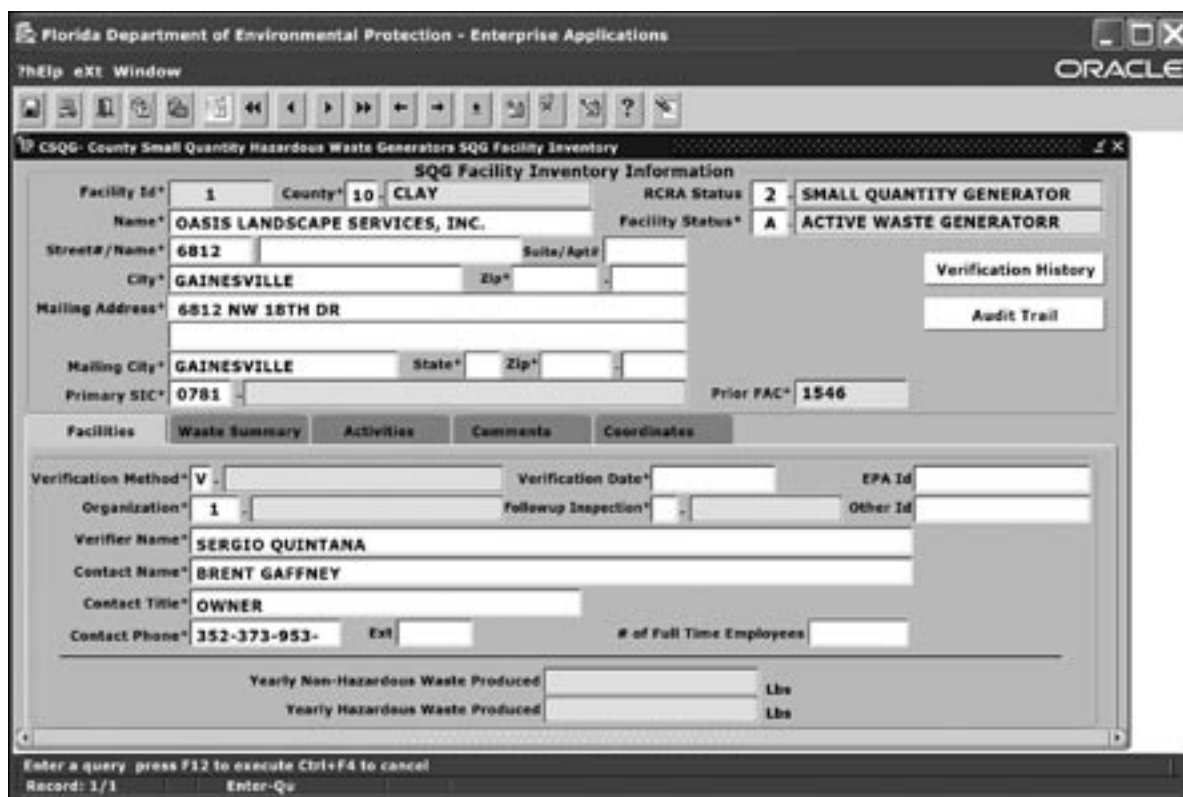
These procedures should be followed when entering information into CHAZ\_SQG:

- To enter site information, open the facility record.
- To generate a unique Facility ID Number and save the data in the database, press [CTRL] [F6] or the COMMIT button or  (Save)
- For a list of available codes for a field, place the mouse cursor on that field and press [CTRL] [L]. Additional information on codes can be found in the Appendix. Following is a description of each field in the site form.

## Fields in CHAZ

1. **Facility ID Number** – when an initial record is added and saved in the database, the computer will automatically assign it a unique ID# that is intended to be location specific. The ID# must be reassigned to any new business at this location. CHAZ's archiving feature will track the history of ownership. If a business has moved to a new location – first search CHAZ\_SQG (query) to see if there is an existing facility at the new location. If there is an existing facility, update the record with the new facility's information. If no matches are found in your search, then you may add a new record.

*The Facility ID Number is linked to a physical location address, not to a business name or owner.  
Do not change the location address when updating an existing record.*



The screenshot shows the 'SQG Facility Inventory Information' form within the 'Florida Department of Environmental Protection - Enterprise Applications' window. The form is titled 'CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory'. It contains various fields for facility identification and contact information.

**Facility Identification:**

- Facility Id\*: 1
- County\*: 10 - CLAY
- RCRA Status: 2 - SMALL QUANTITY GENERATOR
- Facility Status\*: A - ACTIVE WASTE GENERATOR
- Name\*: OASIS LANDSCAPE SERVICES, INC.
- Street#/Name\*: 6812
- Suite/Apt#
- City\*: GAINESVILLE
- Zip\*
- Mailing Address\*: 6812 NW 18TH DR
- Mailing City\*: GAINESVILLE
- State\*
- Zip\*
- Primary SIC\*: 0781
- Prior FAC\*: 1546

**Verification and Contact Information:**

- Verification Method\*: V
- Verification Date\*
- EPA Id
- Organization\*: 1
- Followup Inspection\*
- Other Id
- Verifier Name\*: SERGIO QUINTANA
- Contact Name\*: BRENT GAFFNEY
- Contact Title\*: OWNER
- Contact Phone\*: 352-373-953-
- Ext
- # of Full Time Employees

**Waste Production:**

- Yearly Non-Hazardous Waste Produced
- Yearly Hazardous Waste Produced
- Lbs
- Lbs

At the bottom, there is a status bar showing 'Record: 1/1' and 'Enter-Qu'.

2. **County ID**— a 2 digit identification number for the county where the site is located. Based on the selected county number, county name will be automatically populated.
3. **RCRA Status** – Designates the status of the business based on the amount of hazardous waste generated during any calendar month. There are 5 options available:
  - Blank = unverified generator status
  - 1 = large quantity generator
  - 2 = small quantity generator
  - 3 = conditionally exempt small quantity generator
  - N = not a hazardous waste generator

The database program will automatically select the correct status based on the waste amount and disposal method used. The SQG inspector can choose an alternate code if needed. If this field is "1" or "2" the EPA ID# should be entered.

4. **Name** – Name of the business is placed in this field. Refer to the “Rules for Entering Facility Names and Address” at the end of this chapter.
5. **Facility Status** – This field is for designating whether or not a business generates a waste. There are four options that may be used in this field.
  - A = active – waste generator
  - I = inactive – does not generate waste
  - O = out of business
  - P = potential generator (only used when the business has not been verified)
6. **Street#/Name/Suite/Apt#** – This is the physical location address for the facility. Refer to the *Rules for Entering Facility Names and Addresses* guide at the end of this chapter.
7. **Location City** – This is the location city for the facility. Select the city from the pop-up list. The city names are grouped by county. You have the option to add a city and zip code for your county if it is not on the list via “Maint” screen located on the COMHAZ Main Menu. (Note: CHAZ\_SQG\_COUNTY\_ADMIN privileges required to add city\_zip codes). If different, enter the new city accordingly. Type in the complete name of the city, do not abbreviate.
8. **Location Zip Code** – Select the zip code from the pop-up list. The zip codes are grouped by county. You have the option to add a new zip code if it is not on the list via the “Maint” screen.
9. **Mailing Address** – Enter the mailing address here. This field is automatically populated with the location address information. You can change this information if needed.
10. **Mailing City** – Enter information in this field following the same procedure as ‘Mailing Address’ field.
11. **State** – No data entry is usually required unless the mailing address is out of state.
12. **Zip Code** – Enter all digits provided.
13. **Primary SIC** (Standard Industrial Classification) – a 4–digit code that designates a type of business. The SQG inspector will determine the appropriate code from the lists. Press [CTRL] [L] to pull up a list of available codes for that field. Search keywords (i.e. Auto) from within the pop-up list to narrow the search list. A list of common SIC codes can be found in the Appendix.
14. **Prior Fac#** – This is a read-only field. The old FoxPro database program ID number will be located in this field.

15. **Verification Method** - use this field to indicate how the data collected was verified. There are two choices; either the data was verified by: *On-site visit "V"* or *Verified by a phone call follow-up "P"*.
16. **Verification Date** – Date the facility was verified by on-site visit or by phone call follow-up.
17. **EPA ID** – This ID number is required for use on Manifests for regulated SQG and LQG sites. Please make every attempt to add this number for all regulated SQGs.
18. **Organization** – This is a 2-digit number code that has been assigned for each county or RPC.
19. **Follow Up** – This field refers to whether follow-up inspections are required. Twelve options are currently available:
  - A - Schedule Compliance Assistance Visit
  - C - Call Contact Again
  - D – DEP District Referral
  - E- Code Enforcement Referral
  - F - Fire/Safety Referral
  - N - None Needed
  - P - Send Pamphlets or Guidance
  - R – No response to a survey – try a phone call or visit next
  - S – Facility has not been surveyed or contacted—needs contact
  - T - Check Against TSD or Transporter Records
  - U - Water/Utilities Referral
  - V – Verify or Reinspect
20. **Other ID** –This field may be used for any other unique ID number (Tax #, License #, etc.). This number may be used as a secondary index when importing data from other databases, (tax assessor, licensing office, etc.). Call DEP before trying to update your data from another database.
21. **Verifier Name** – The name of the SQG inspector who performed the verification inspection.
22. **Contact Name** – The person at the facility who provided or can provide the information necessary to complete the verification inspection. In most cases this is the Facility Manager or Owner.
23. **Contact Title** – The facility contact's position (i.e.: manager, owner, foreman, etc.).
24. **Contact Phone** – Phone number for the facility (include area code). Enter only the numbers – no parenthesis and/or dashes.
25. **Full-time Employees** – The SQG inspector will provide this information on the verification report. Approximations are acceptable here.
26. **Yearly Non-Hazardous Waste Produced Lbs.** – (Read Only Field) The annual amount of non hazardous wastes disposed of, in pounds, is automatically computed as the waste records are completed.
27. **Yearly Hazardous Waste Produced Lbs.** – (Read Only Field) The annual amount of hazardous only wastes disposed of, in pounds, is automatically computed as the waste records are completed.
28. **Waste Tab** – To enter waste information, click on the <Waste Summary>Tab; then click <Create Record> or press <CTRL> <I> keys to create a new waste record. Double click on the waste code of an existing waste record to edit the waste details.

## *Fields in CHAZ\_SQG*

29. **Waste Type** – A letter code corresponding to DEP’s waste code types is entered in the field. Check the waste code lists carefully to make sure you have the best possible code for your specific waste. A description of waste, storage and disposal codes are located in the Appendix.
30. **Storage Method** – Designates the type of container the waste is stored in. The storage method must be valid for the waste type. Again be careful to select the storage code that best fits.
31. **Disposal Method** – Designates how the waste is disposed. The disposal method must be valid for the waste type. The disposal method code is very important since the real value in the SQG Program is to show how the waste generated was managed either on-site or off-site.
32. **Questionable Y/N** – If Y for storage or disposal, take a closer look at the facility. This field is automatically generated by the computer. Questionable facilities should receive a follow-up visit or reported to the District DEP Office.
33. **RCRA Hazardous Y/N** – Tells you if the waste is RCRA Hazardous Waste.
34. **Unit of Measure** – This code represents a unit of measurement for quantities of waste generated, like gallons, drums, pounds, etc. The unit type must be valid for the waste type. The database program converts all units to pounds. If no unit conversion is available, use pounds or units.
35. **Max Monthly Waste Produced** – This field contains the maximum quantity of units (gallons, drums, pounds, etc. as entered above) of wastes generated in any one month of the year. The computer automatically converts this amount to pounds and displays it in the “Maximum Monthly Pounds” field below.
36. **Total Annual Waste Produced** – This field contains the quantity of units (gallons, drums, pounds, etc. as entered above) of wastes disposed of annually. The computer automatically converts this amount to pounds and displays it in the “Total Annual Pounds” field below. *This number must be more than 0 to be a valid waste record.* The total annual waste produced cannot be greater than the maximum monthly waste produced multiplied by 12 months.
37. **Max Monthly Pounds** – This field contains the maximum quantity of pounds of waste generated in any one month of the year. This field is automatically computed.
38. **Total Annual Pounds** – This field contains the amount of waste in pounds disposed of annually. This field is automatically computed.
39. **Disposal Location** – “On-Site or Off-Site” The database program will automatically make this selection based on the disposal method selected.
40. **EPA Waste Code** – Optional Field. You can add the EPA Waste Code for each hazardous waste type. Do not enter a EPA waste code if the waste is not hazardous. Entering a code will force the program to mark the waste as hazardous.
41. **Hauler EPA ID** – Optional Field. Add the transporter’s (picking up the waste) EPA ID number.
42. **Hauler Name** – Optional Field. Name of the transporter picking up the waste
43. **Comments** – Optional Field. You can add comments for each waste type.

*Codes in CHAZ-  
SQG*

## Activity Tab

To enter activity information click on the Activity Tab.

Use the Activity Screen to collect educational material handed out to the facility. The Activity Screen is also used in the Enhanced SQG Program (ESQG) to collect compliance information for the facility. This information includes general hazardous waste requirements, used oil, storage tanks, record keeping, container management and educational material provided and is only available to counties conducting the ESQG program.

Florida Department of Environmental Protection - Enterprise Applications

7hElp eXt Window ORACLE

CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Information

Facility ID\* 1 County\* 10 - CLAY

Name\* OASIS LANDSCAPE SERVICES, INC.

Street# /Name\* 6812

City\* GAINESVILLE Zip\*

Mailing Address\* 6812 NW 18TH DR

Mailing City\* GAINESVILLE State\* Zip\*

Primary SIC\* 0781 - AGRICULTURAL LANDSCAPE COUNSEL

Facilities Waste Summary **Activities** Comm

Activity Type/Description\*

Activity Type Codes

| Activity Type | Description                                 |
|---------------|---------------------------------------------|
| DA            | DEP Automotive Repair Handbook              |
| DB            | DEP Paint & Body Shops Handbook             |
| DC            | DEP HW Regulations, For CESQG               |
| DD            | DEP Dry Cleaners Handbook                   |
| DE            | DEP Fiber-Reinforced Plastic Mfrs. Handbook |
| DF            | DEP Furniture Refinishers Handbook          |
| DH            | DEP Pharmacies Handbook                     |
| DL            | DEP Laboratories Handbook                   |
| DM            | DEP Managing Hg at Med. Facilities Handbook |
| DO            | DEP Photo Shops Handbook                    |
| DP            | DEP Printers Handbook                       |
| DR            | DEP HW Regulations, For SQG                 |
| DW            | DEP Printed Wiring Board Handbook           |
| DX            | Other materials(specify in comments)        |
| MA            | Florida Automotive Recyclers Handbook       |
| MB            | EMERGENCY RESP. CLEANUP CONTRACTORS LIST    |

Find % Find OK Cancel

Enter a query press F12 to execute Ctrl+F4 to cancel  
Record: 1/1 Enter-Qu

*Activity* *Activity* Tab  
Tab

## Comments Tab

To enter comments click on the Comments Tab

Use the Comments Tab to enter your field notes. This includes important observations from your site walk-through, review of business documentation (i.e. manifest, receipts, etc.), interviews, reports of any sign of contamination found and any other findings that should be part of the record. Be sure to date your comments each time they are entered to preserve the history of the site.

Florida Department of Environmental Protection - Enterprise Applications

7hElp eXt Window

ORACLE

CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory

**SQG Facility Inventory Information**

Facility Id\* 2170 County\* 5 - BREVARD RCRA Status Facility Status\* A - ACTIVE WASTE GENERATOR

Name\* GREEN THUMB LANDSCAPING, INC.

Street# /Name\* 1085 S JOHN RHODES BLVD Suite/Apt#

City\* GAINESVILLE Zip\*

Mailing Address\* 6812 NW 18TH DR

Mailing City\* MELBOURNE State\* Zip\*

Primary SIC\* 0782 Prior FAC\* 500040

Verification History

Audit Trail

Facilities Waste Summary Activities **Comments** Coordinates

Comment Date Comments

|            |                                                                                                     |
|------------|-----------------------------------------------------------------------------------------------------|
| 03/11/2004 | HOUSEKEEPING ISSUES FOUND THAT INCLUDE NO STORAGE CONTAINMENT FOR OIL, STORED OUTSIDE NO ROOF. MISC |
|            |                                                                                                     |
|            |                                                                                                     |
|            |                                                                                                     |
|            |                                                                                                     |
|            |                                                                                                     |
|            |                                                                                                     |

Enter a query press F12 to execute Ctrl+F4 to cancel

Record: 1/1 Enter-Qu

Comments *Tab* **Comments *Tab***

## Coordinates Tab

WebPoint Lite (WPL) is a light weight standalone web site that can be called from within Oracle Form applications or any web site for locational data verification. WPL is currently being integrated into several of the DEP Forms applications. Refer to the WebPoint Lite user guide located at the following web site for additional information on how to use WebPoint Lite at <http://giswebstg.dep.state.fl.us/DEP/WebPointLite/WebPointLiteUserGuide.pdf>. To enter coordinates, click on the Coordinates Tab.

The screenshot shows the 'SQG Facility Inventory Information' form in Oracle Forms. The 'Coordinates' tab is selected, and an arrow points to the 'Verification Date' field.

| SQG Facility Inventory Information                       |                               |                      |                 |
|----------------------------------------------------------|-------------------------------|----------------------|-----------------|
| Facility Id*                                             | 2170                          | County*              | 5 - BREVARD     |
| Name*                                                    | GREEN THUMB LANDSCAPING, INC. |                      | RCRA Status     |
| Street#/Name*                                            | 1085 S JOHN RHODES BLVD       | Suite/Apt#           |                 |
| City*                                                    | GAINESVILLE                   | Zip*                 |                 |
| Mailing Address*                                         | 6812 NW 18TH DR               |                      |                 |
| Mailing City*                                            | MELBOURNE                     | State*               | FL              |
| Primary SIC*                                             | 0782                          | Zip*                 | 32301           |
| Prior FAC*                                               | 500040                        |                      |                 |
| Verification History                                     |                               |                      |                 |
| Audit Trail                                              |                               |                      |                 |
| Facilities Waste Summary Activities Comments Coordinates |                               |                      |                 |
| Verification Method*                                     | C - COUNTY/RPC SOURCES        | Verification Date*   | 06/01/2005      |
| Organization*                                            | 5                             | Followup Inspection* | M - NONE NEEDED |
| Verifier Name*                                           | CHRIS CROMWELL                |                      |                 |
| Contact Name*                                            | OLGA SIMS                     |                      |                 |
| Contact Title*                                           | OWNER -TEST                   |                      |                 |
| Contact Phone*                                           | 321-724-9557                  | Ext                  |                 |
| # of Full Time Employees                                 |                               |                      |                 |
| Yearly Non-Hazardous Waste Produced                      | 5                             | Lbs                  |                 |
| Yearly Hazardous Waste Produced                          | 0                             | Lbs                  |                 |

Enter a query press F12 to execute Ctrl+F4 to cancel  
Record: 1/1 Enter-Qu

*Coordinates* Tab  
*Coordinates* Tab

## Launching WebPoint Lite from Oracle Forms

Each form/screen that tracks locational data (latitude, longitude) is provided with a button labeled “Launch WebPoint Lite”. Clicking this button will launch the WebPoint Lite in a new browser window. The default WPL image and the location of the point displayed are dependent on the current locational values on the Oracle Form. There are 3 possible scenarios which are described in the following sections.

1. When the WPL window is launched, if the latitude/longitude fields are completely populated on the Oracle Form then the WPL window will display the location of the point identified by latitude/longitude values (See Figure 1 and Figure 2 below).

Figure 1. Button to launch the WebPoint Lite window

# WEBPOINT LITE ORACLE

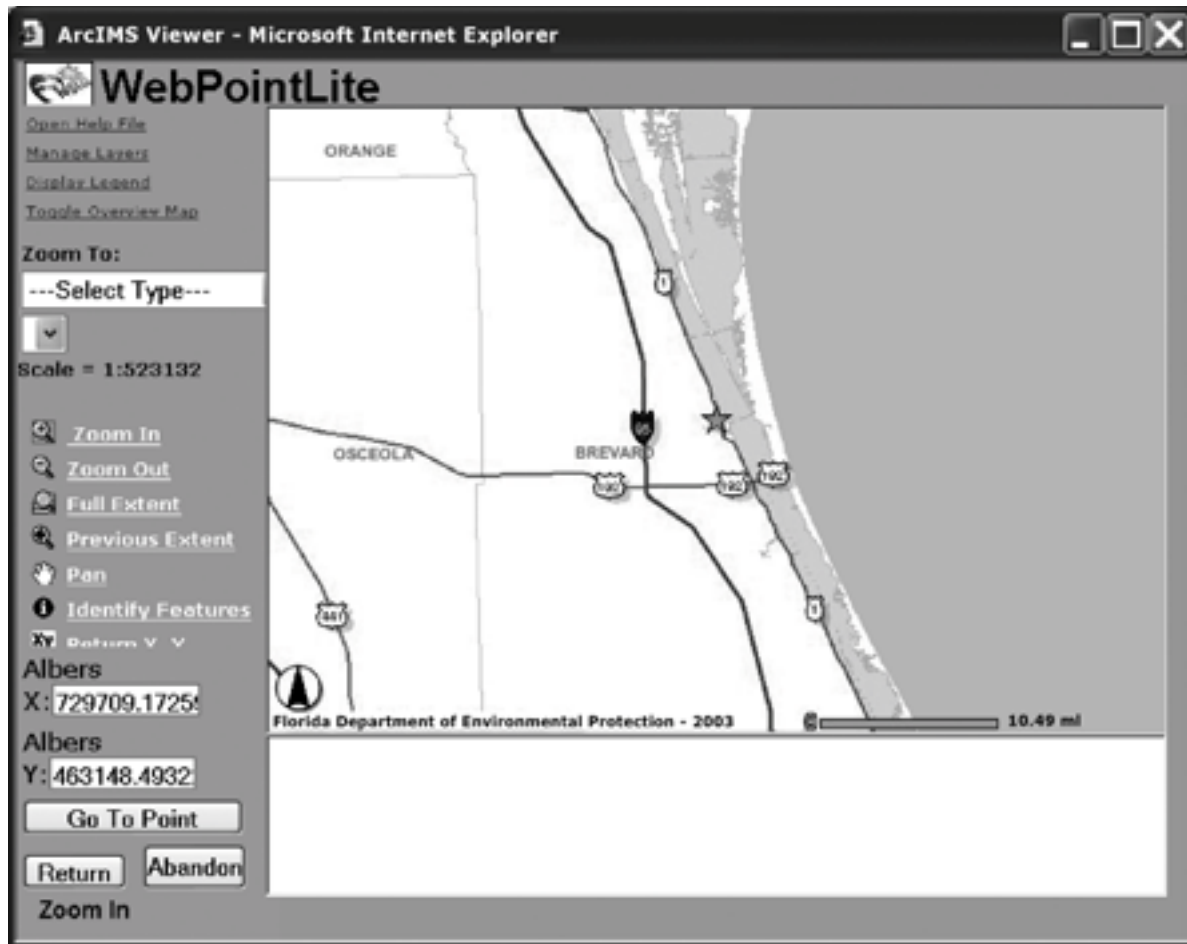


Figure 2. WebPoint Lite interface displaying the location selected in Figure 1

2. When the WPL window is launched, if the latitude/longitude fields are incomplete on the Oracle Form then WPL window displays the location of the centroid point of the facility location zip code if the facility location zip code is available (See Figure 3 and Figure 4 below).

# LOCATION

Florida Department of Environmental Protection - Enterprise Applications

PhElp eXt Window

ORACLE

CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory

**SQG Facility Inventory Information**

Facility Id\* 2170 County\* 5 - BREVARD RCRA Status Facility Status\* A - ACTIVE WASTE GENERATOR

Name\* GREEN THUMB LANDSCAPING, INC.

Street#/Name\* 1085 S JOHN RHODES BLVD Suite/Apt#

City\* GAINESVILLE Zip\*

Mailing Address\* 6812 NW 18TH DR

Mailing City\* MELBOURNE State\* FL Zip\* 32301

Primary SIC\* 0782 - Prior FAC\* 500040

Verification History

Audit Trail

Facilities Waste Summary Activities Comments Coordinates

Verification Method\* C - COUNTY/RPC SOURCES Verification Date\* 06/01/2005 EPA Id

Organization\* 5 Followup Inspection\* M - NONE NEEDED Other Id 05-000061631

Verifier Name\* CHRIS CROMWELL

Contact Name\* OLGA SIMS

Contact Title\* OWNER -TEST

Contact Phone\* 321-724-9557 Ext # of Full Time Employees

Yearly Non-Hazardous Waste Produced 5 Lbs

Yearly Hazardous Waste Produced 0 Lbs

Enter a query press F12 to execute Ctrl+F4 to cancel

Record: 1/1 Enter-Qu

Figure 3. Launching WebPoint Lite when no location values are present.

# LOCATION



# LOCATION

## Location

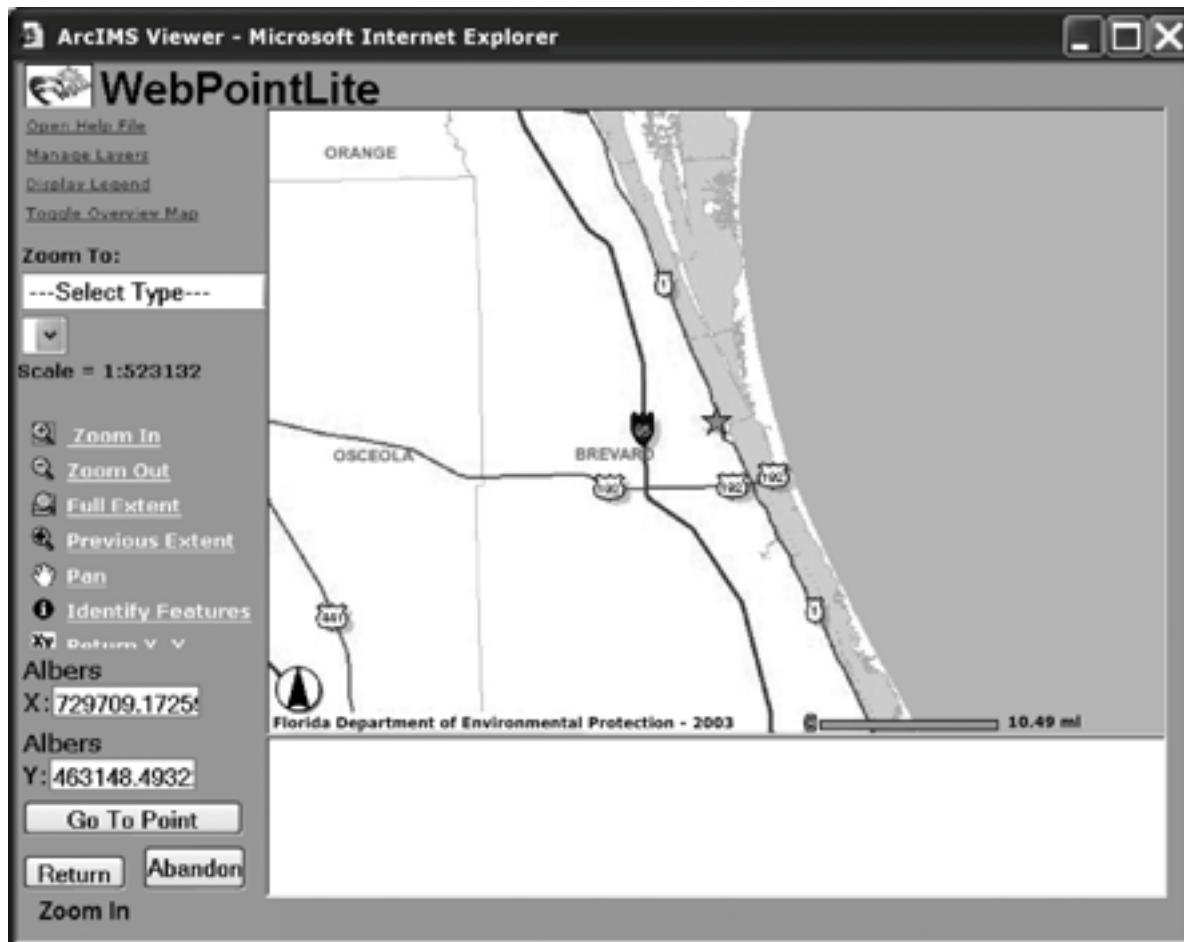


Figure 4. WebPoint Lite interface displaying the location based on the Zip Code in Figure 3.

- c) When the WPL window is launched, if the latitude/longitude fields are incomplete and facility location zip code is not available then WPL window will display the Florida map with map point located in the center of Florida (See Figure 5 below).

# LOCATION

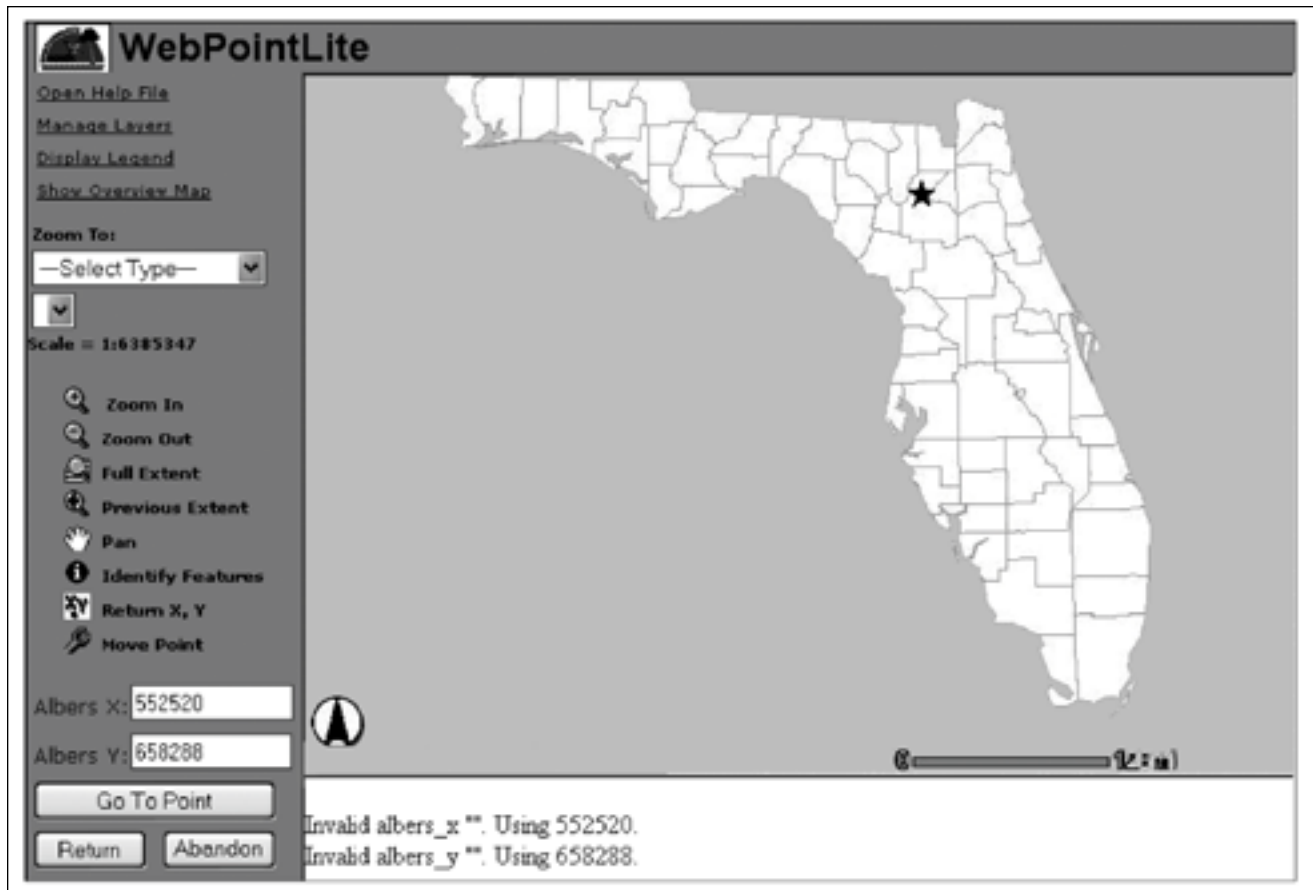


Figure 5. WebPoint Lite interface displaying the location when no location details are available.



## Selecting Latitude/Longitude Data From WebPoint Lite

Once the location is identified, press the button labeled “Return” to copy the values into windows clipboard and close the WPL window. Press the button labeled “Abandon” to cancel the operation (see Figure 6 below).

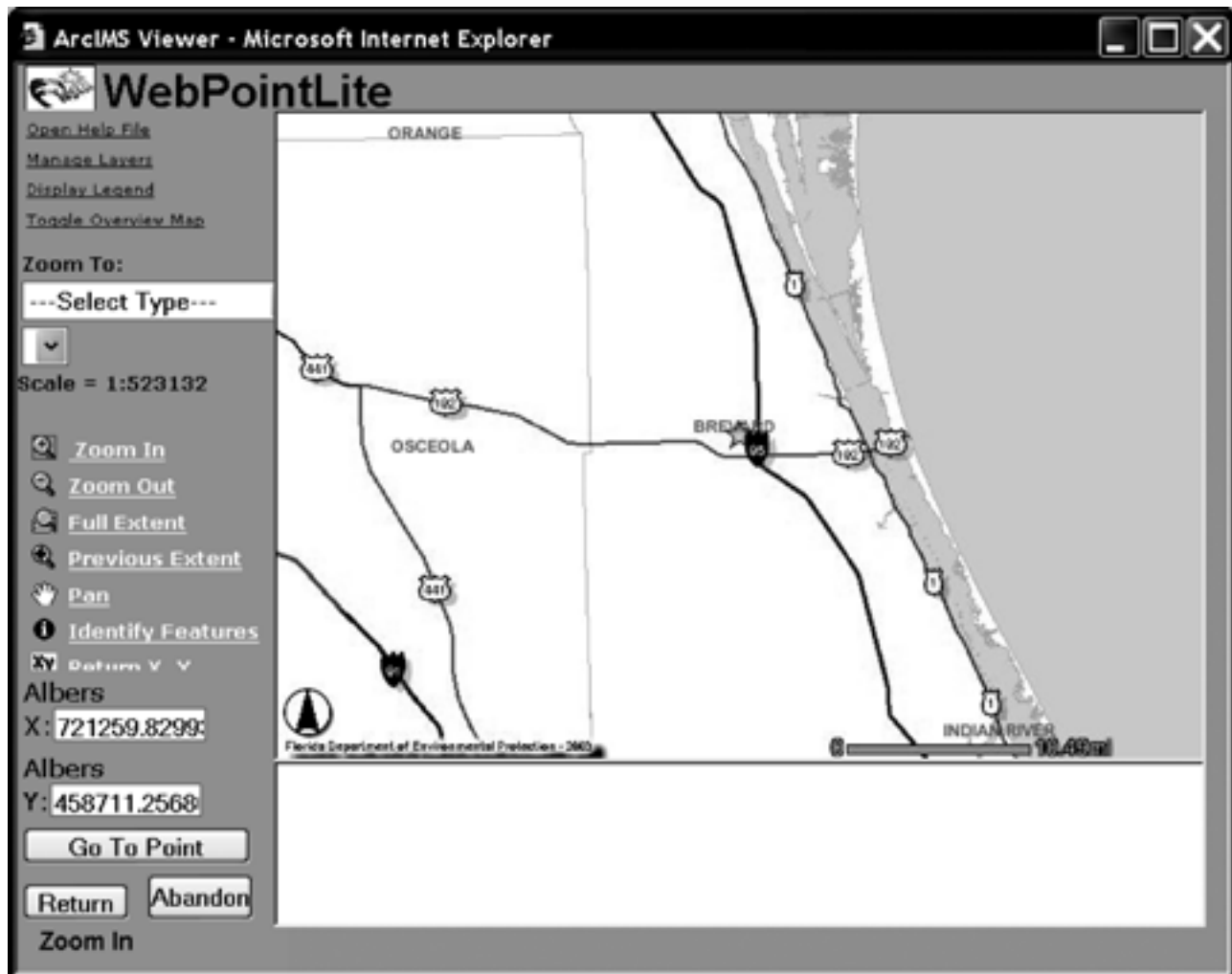


Figure 6. WebPoint Lite interface displaying the “Return” and “Abandon” buttons.

# Latitude Longitude

## Retrieving WebPoint Lite Locational Data Into Oracle Form

After selecting the locational data on WebPoint Lite, go to the Forms application and press the button labeled “Populate Coordinates” (see Figure 7). This action will populate the latitude/longitude values into the Form’s latitude/longitude fields with the values selected from WebPoint Lite application. This button is displayed only when a request to launch WPL window is displayed. This button becomes hidden once the locational data is populated into the latitude/longitude fields.

The screenshot shows the Oracle Forms application window titled "Florida Department of Environmental Protection - Enterprise Applications". The main form is "CSQG- County Small Quantity Hazardous Waste Generators SQG Facility Inventory". The top section, "SQG Facility Inventory Information", contains fields for Facility Id (2173), County (5 - BREVARD), RCRA Status (3 - COND EXEMPT SMALL QUANTITY GEN), Facility Status (A - ACTIVE WASTE GENERATOR), Name (GREEN SEDE UP LAWN MAINTENANCE), Street# / Name (401 PALMETTO AVE), Suite / Apt #, City (MELBOURNE), Zip (32935), Mailing Address (401 PALMETTO AVE), Mailing City (MELBOURNE), State (FL), Zip (32901), Primary SIC (0782 - AGRICULTURE - LAWN AND GARDEN SERVICES), and Prior FAC (500133). The bottom section, "Coordinates", contains fields for Object of Interest, Proximity to Object, Point Description, Collection Method, Collected By, Employed By, Date Collected, Datum, Verified By, WPL Verification Date, Verification Status, Latitude (Degrees, Minutes, Seconds), and Longitude (Degrees, Minutes, Seconds). A "Populate Coordinates" button is highlighted with a black arrow.

Figure 7. Forms interface showing the “Populate Coordinates” button.

## Required Data Element Descriptions

| Field Name                                  | Also Known As | Description                                                              | Type | Size |
|---------------------------------------------|---------------|--------------------------------------------------------------------------|------|------|
| Object of Interest                          | Feature       | The object the point represents.                                         | Char | 25   |
| Relationship of Point to Object of Interest | Proximity     | Identifies how close the point is to the actual object of interest.      | Char | 5    |
| Collection Method                           | Method        | The method used to collect the point.                                    | Char | 4    |
| Collection Date                             | Date          | The date the point was collected.                                        | Date |      |
| Datum                                       |               | The horizontal reference for measuring locations on the earth’s surface. | Char | 10   |

## Object of Interest

The Object of Interest simply identifies what the point is supposed to represent. At this time, WebPoint can only display Facility points. However, in the future it will be modified to display Tank points, Discharge points, Monitoring Wells, etc.

## Relationship of Point to Object of Interest

The Relationship of Point to Object of Interest identifies how close the point is to the object of interest. Valid values are defined below.

| Relationship of Point to Object of Interest | Code Description           | Definition                                                                                                                                                                                          |
|---------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EXACT                                       | Exact Location             | The measurement was taken less than 5 meters from the object of interest.                                                                                                                           |
| APPRX                                       | Approximate Location       | The measurement was taken 50 meters or less from the object of interest.                                                                                                                            |
| VICIN                                       | Vicinity of Location       | The measurement was taken greater than 50 meters from the object of interest.                                                                                                                       |
| OFFST                                       | Offset From Exact Location | The measurement was taken at a point of some known distance and bearing from the object of interest.<br><br>There is no database specification for where the known distance and bearing are stored. |
| ENTRA                                       | Entrance to Site           | The measurement was taken at the entrance that one must travel through to get to the object of interest.                                                                                            |
| CENTR                                       | Center of Site             | The measurement was taken at the center of the site containing the object of interest.                                                                                                              |
| ADMIN                                       | Administrative Center      | The measurement was taken at the administrative building of the site containing the object of interest.                                                                                             |

## Collection Method

Latitude and longitude coordinates can be collected in the field with DGPS, AGPS, or GGPS units. WGPS is not considered an acceptable collection method by the SWAP program because WGPS is considered an experimental method and the WRM GPS Standards guidance document advises the SWAP program not to use it.

All new and existing points, regardless of the method used to collect the point in the field, must be verified using WebPoint. Points that were taken with methods other than DGPS, AGPS, or GGPS do not have to be recollected in the field with a DGPS, AGPS, or GGPS unit. They must simply be verified using WebPoint.

The WebPoint collection method is DPHO. If WebPoint is used to verify a point that is not moved in WebPoint, the collection method the point was originally collected with will be retained and the collection method the point was verified with will be updated to DPHO. If a point is moved and verified with WebPoint, the collection method the point was originally taken with and the collection method the point was verified with will both be updated to DPHO.

Acceptable collection methods include:

| Collection Method | Description                  | Estimated Accuracy | Rank |
|-------------------|------------------------------|--------------------|------|
| GGPS              | Geodetic Quality GPS         | 1dM                | 2    |
| DGPS              | Differentially Corrected GPS | 1-5 meters         | 3    |
| DPHO              | Digital Aerial Photography   | 5-10 meters        | 5    |
| AGPS              | Autonomous GPS               | 50 meters          | 6    |

For clarity, a complete list of collection methods and their estimated accuracy is provided below.

| Collection Method | Description                                        | Estimated Accuracy | Rank |
|-------------------|----------------------------------------------------|--------------------|------|
| CSUR              | Cadastral or Land Survey                           | NA                 | 1    |
| GGPS              | Geodetic Quality GPS                               | 1dM                | 2    |
| DGPS              | Differentially Corrected GPS                       | 1-5 meters         | 3    |
| WGPS              | GPS with Wide-Area Augmentation Service Correction | 3-7 meters         | 4    |
| DPHO              | Digital Aerial Photography                         | 5-10 meters        | 5    |
| AGPS              | Autonomous GPS                                     | 50 meters          | 6    |
| DMAP              | Digital Map Interpolation                          | 50-300'            | 7    |
| LORN              | LORAN-C Navigational Device                        | >200' <500'        | 8    |
| ADDM              | Address Matching/Precision Mapping                 | >200' <500'        | 9    |
| MPHO              | Manual Aerial Photography With Ground Control      | >200', <500'       | 10   |
| MMAP              | Manual Map Interpolation                           | >500'              | 11   |
| SATI              | Satellite Imagery                                  | >500'              | 12   |
| ZIPC              | ZIP Code Centroid                                  | <1 mile            | 13   |
| UNVR              | Unverified                                         |                    | 99   |
| OTHR              | A Method Not Listed                                |                    | 99   |
| UNKN              | Unknown Method                                     |                    | 99   |

# Collection Method

## Datum

The datum is a horizontal reference for measuring locations on the earth's surface. To understand why the datum is a crucial piece of data when dealing with locational information, you must first understand how a map is created. A projection is a way to display the Earth, a three-dimensional object, on a map, which is a two-dimensional object.

The Earth is a spheroid, which is best represented as a globe. When locations on the Earth are placed on a flat surface such as a map, distortions appear. These distortions cause the locations on the globe to appear in slightly different places on the map. In order to accommodate and manage these distortions, a set of points from the globe must be tied to a set of points on the map. These sets of points are called datums. GIS users must know what the datum is for a particular lat/long point in order to work with it.

DWM recommends that databases storing locational information automatically populate the Datum field when the Collection Method is entered. The datum selected will be the most likely datum but will not be correct 100% of the time. Users must be able to override the default datum value. Users are encouraged to check the datum and correct it when appropriate. A list of collection methods and the most likely datum follow.

| Collection Method Code | Description                   | Most Likely Datum |
|------------------------|-------------------------------|-------------------|
| ADDM                   | Address Matching              | NAD83             |
| AGPS                   | Autonomous GPS                | WGS84             |
| CSUR                   | Cadastral Survey              | NAD83             |
| DGPS                   | Differentially Corrected GPS  | WGS84             |
| DMAP                   | Digital Mapping               | NAD83             |
| DPHO                   | Digital Aerial Photography    | NAD83             |
| GGPS                   | Geodetic Quality GPS          | WGS84             |
| LORN                   | LORAN-C Navigational Device   | WGS84             |
| MMAP                   | Manual Map Interpolation      | NAD83             |
| MPHO                   | Manual Aerial Photography     | NAD83             |
| OTHE                   | Other                         | NAD83             |
| SATI                   | Satellite Imagery             | NAD83             |
| WGPS                   | Wide Area Augmentation System | WGS84             |
| UNKN                   | Unknown                       | NAD83             |
| ZIPC                   | Zipcode Centroid              | NAD83             |

## WebPoint Edit/Verification Methods

The WebPoint application allows the user to make several choices when verifying a site.

| Edit/Verification Method  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Verify Current Location   | <ul style="list-style-type: none"> <li>Choose this when the existing point is on the correct location and does not need to be moved. This choice indicates that the site has been looked at and is OK.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
| Commit Move               | <ul style="list-style-type: none"> <li>Choose this when the existing point is not on the correct location, but you can identify where the point should be. This choice indicates that the site has been examined and corrected.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        |
| Commit Move/<br>Needs GPS | <ul style="list-style-type: none"> <li>Choose this when the existing point is not on the correct location and you move the point, but you're not completely sure where the point should be. One of the SWAP OPS staff will go out to the site and verify the point with a GPS unit.</li> <li>For example, this choice should be selected when you look at a point and you can tell that the point is obviously not on the facility. You move the point to the facility, but you aren't sure where the object of interest is. In this instance, you would choose Commit Move/Needs GPS.</li> </ul> |
| Needs GPS                 | <ul style="list-style-type: none"> <li>Choose this when the existing point is not on the correct location but you have no idea where the point should be. One of the OPS staff will go out to the site and collect the point with a GPS unit.</li> </ul>                                                                                                                                                                                                                                                                                                                                          |
| Abandon Edit              | <ul style="list-style-type: none"> <li>Choose this when you have begun to change a point location but need to cancel the changes and return the point to its original location.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        |

WebPoint  
Lite

WebPoint  
Lite

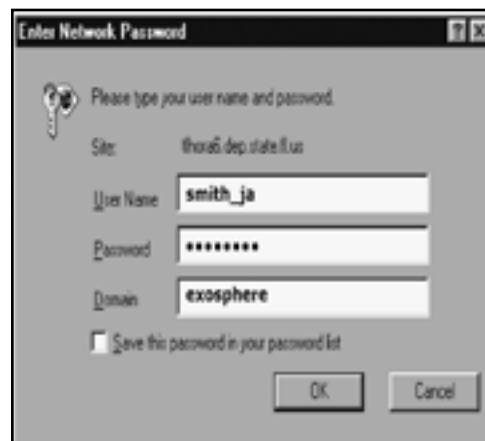
# How to Access SQG Program Reports

After you enter your SQG data into the CHAZ\_SQG data entry form, you will want to pull reports on your county data. To do this you will access a separate web page with a different web address and a different password. Your username will be the same one you use to do data entry (lastname\_first initial and middle name initial (i.e. smith\_ja). Your password will be your *last name*pass (i.e.. *smithpass*).

There are 2 ways to access the SQG Reports:

1. The easiest way (and the one that I think most will use) is to directly access SQG Reports from your web browser at: [http://appprod.dep.state.fl.us/chaz\\_sqg](http://appprod.dep.state.fl.us/chaz_sqg)
2. The other way is to access SQG Reports from the CHAZ\_SQG Data Entry Form at: <http://depapps.dep.state.fl.us:7777/>. Choose “Reports” in the main screen.

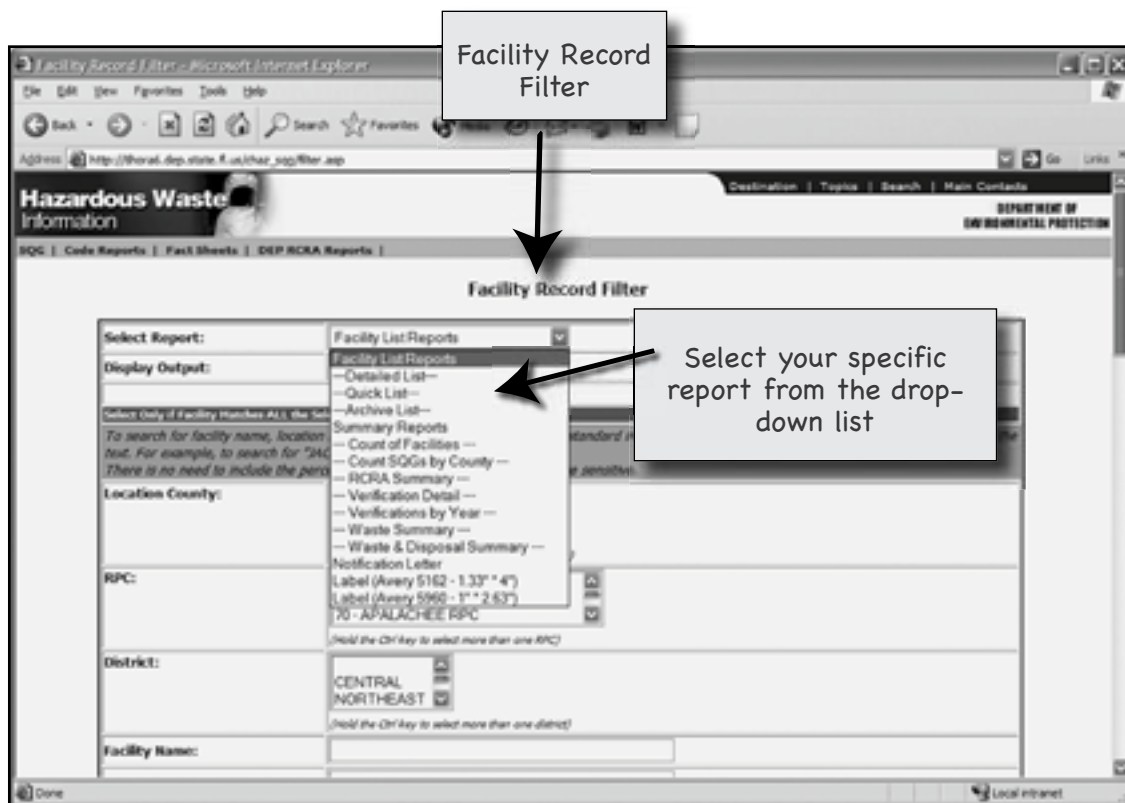
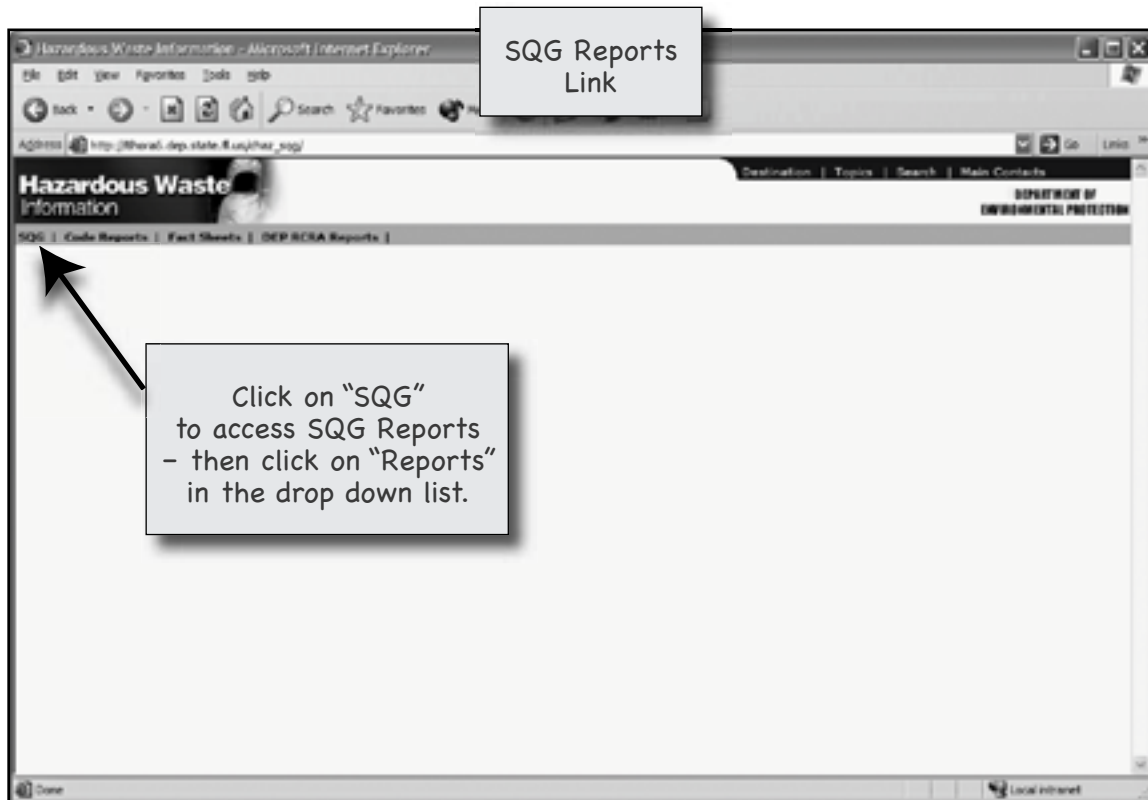
Either way, when you go to Reports you will be prompted to enter your username, your password and the domain name. The password box should look similar to either one of the boxes shown below. If it looks like the one on the left, put the domain name “exosphere” before your username (*exosphere\username*). If your password box has a place to put your domain name under password, enter your username with no domain name before it, then enter your password, and on the domain line add *exosphere*.



IMPORTANT NOTE: Reports have been received from several people saying they could not get in even though they entered the correct information in the password box. In almost all of these cases it was found that the county computers were protected with a firewall that blocked access to the web page. If you can't get into the web page contact your MIS Dept. and ask them if they have a firewall that is possibly blocking access to the web page. The county firewall may also block access to the CHAZ\_SQG Data Entry Form web page <http://depapps.dep.state.fl.us:7777/>, so they will need to allow access for this web page link.

*sqg program* **SQG Program** Tab

## SQG Reports



## Facility List Report

The “Facility List Report” creates a report containing facility and waste information for each record in your database such as facility name, address, phone number, waste type, storage and disposal.

There are 4 types Facility List Reports:

- **Quick List** – The “Quick List” shows only the facility ID, facility name, mailing address, phone number and a few other records that will fit on one row. Under the Waste Column, click the hyperlinked number of waste for a summary of the facility’s waste streams.
- **Detailed List** – The “Detailed List” show all the data in each facility record and corresponding waste and or county specific records.
- **Archive List** – Same at the “Quick List” except there is a new category called “Record Type” that shows whether the facility record is “current” or “history”.
- **Activity List** – This report shows all activities (material handed out, compliance activities, etc.) based on the filter criteria you select.

### Facility Quick List Report

Facility Quick List Report - Microsoft Internet Explorer

Address: [http://hazmat.dep.state.fl.us/haz\\_sqgreports/facility\\_quick\\_list.asp](http://hazmat.dep.state.fl.us/haz_sqgreports/facility_quick_list.asp)

Destination | Topics | Search | Main Contacts

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SQG | Code Reports | Fact Sheets | DEP RCRA Reports |

#### Facility Quick List Report

Number of Facilities = 29

| County  | Facility ID | Name                          | Address          | City        | Zip Code | Phone         | Facility Status              | Generator Status                          | EPA ID       | Other ID | Old Facility ID | SEC                                                | Verified | Date Verified | HW Lbs/Year | Wastes |
|---------|-------------|-------------------------------|------------------|-------------|----------|---------------|------------------------------|-------------------------------------------|--------------|----------|-----------------|----------------------------------------------------|----------|---------------|-------------|--------|
| ALACHUA | 38          | R.C. BARKER ENGINEERING       | 2915 NE 30TH WAY | GAINESVILLE | 32609    | (352)375-3715 | A - ACTIVE - WASTE GENERATOR | 3 - Cond Exhaust Small Quantity Generator |              | 1281     | 100239          | 7602 - SERVICES - WELDING REPAIR                   | V        | 1/5/2004      | 140         | 2      |
| ALACHUA | 53          | CONTINENTAL IMPORTS OF GYLLIE | 1219 S MAIN ST   | GAINESVILLE | 32606    | (352)377-6604 | A - ACTIVE - WASTE GENERATOR | N - Verified Not a Generator              | PC6020969327 | 1090-00  | 100367          | 7533 - SERVICES - AUTO EXHAUST SYSTEM REPAIR SHOPS | V        | 1/28/2004     | 0           | 5      |
| ALACHUA | 58          | TOWN TIRE AUTOMOTIVE, INC     | 985 NW 8TH AVE   | GAINESVILLE | 32606    | (352)375-2153 | A - ACTIVE - WASTE GENERATOR | N - Verified Not a Generator              |              | 1335     | 100390          | 7533 - SERVICES - AUTO EXHAUST SYSTEM REPAIR SHOPS | V        | 1/26/2004     | 0           | 2      |
| ALACHUA | 63          | PETE'S CHEVRON                | 1520 S MAIN ST   | GAINESVILLE | 32606    | (352)372-6196 | A - ACTIVE - WASTE GENERATOR | 2 - Small Quantity Generator              |              | 0033-00  | 100425          | 7533 - SERVICES - AUTO EXHAUST SYSTEM REPAIR SHOPS | V        | 1/28/2004     | 790         | 5      |
| ALACHUA | 68          | TIRES PLUS                    | 2605 SW 34TH ST  | GAINESVILLE | 32607    | (352)80-0807  | A - ACTIVE - WASTE GENERATOR | 2 - Small Quantity Generator              |              | 0065-00  | 100444          | 7533 - SERVICES - AUTO EXHAUST SYSTEM REPAIR SHOPS | V        | 2/3/2004      | 547         | 2      |
| ALACHUA | 90          | NCASE                         | 3434 SW 34TH AVE | GAINESVILLE | 32607    | (352)377-4758 | O - OUT OF BUSINESS          | N - Verified Not a Generator              |              | 1729     | 100671          | 7280 - DISCONTINUED, CHANGED, OR UNKNOWN           | V        | 1/26/2004     | 0           | 0      |
| ALACHUA | 120         | TIRES PLUS                    | 912 N MAIN ST    | GAINESVILLE | 32606    | (352)373-3490 | A - ACTIVE - WASTE GENERATOR | 1 - Large Quantity Generator              |              | 1231-00  | 100676          | 7533 - SERVICES - AUTO EXHAUST SYSTEM REPAIR       | V        | 1/26/2004     | 1070        | 3      |

Done Local intranet

## Activity List Report

Activity List Report - Microsoft Internet Explorer

Address: http://report.dep.state.fl.us/haz\_ssg/reports/activity\_list.asp

Hazardous Waste Information

SQG | Code Reports | Fact Sheets | DEP BURA Reports

Activity List Report

Number of Activities = 555

| County  | Facility ID | Name                            | Activity Category - Description               | Activity Type - Description                 | Notification Letter Sent Date | Return to Compliance Date |
|---------|-------------|---------------------------------|-----------------------------------------------|---------------------------------------------|-------------------------------|---------------------------|
| BROWARD | 024         | ALCOA PRETROOM CHEMISTRY        | D - DEP Small Business Queries                | DR - DEP HR Regulations, For SQG            |                               |                           |
| BROWARD | 024         | ALCOA PRETROOM CHEMISTRY        | D - DEP Small Business Queries                | DR - Other violations (specific to company) |                               |                           |
| BROWARD | 028         | FLANBOY MARINE CENTER           | D - DEP Small Business Queries                | DR - Other violations (specific to company) |                               |                           |
| BROWARD | 030         | BUTCH STOKES AUTOMOTIVE         | D - DEP Small Business Queries                | DR - DEP Resource Plan: Handbook            |                               |                           |
| BROWARD | 032         | BUTCH STOKES AUTOMOTIVE         | M - MATERIALS PROCEDURE to work in compliance | MR - AUTO REPAIR SHOP - SUBJECT             |                               |                           |
| BROWARD | 038         | SURVIVAL PRODUCTS INC           | M - MATERIALS PROCEDURE to work in compliance | MR - DEP Small Quantity Generator Handbook  |                               |                           |
| BROWARD | 036         | PRINTA RACING INC               | D - DEP Small Business Queries                | DR - DEP HR Regulations, For SQG            |                               |                           |
| BROWARD | 036         | PRINTA RACING INC               | D - DEP Small Business Queries                | DR - DEP Resource Plan: Handbook            |                               |                           |
| BROWARD | 037         | FORRESTER'S CORP/AT&T WAREHOUSE | D - DEP Small Business Queries                | DR - DEP Resource Plan: Handbook            |                               |                           |
| BROWARD | 031         | ALCOA MACHINE                   | F - FACILITY HR RECORD                        | FR - DEP Resource Plan: Handbook            |                               |                           |
| BROWARD | 032         | SEARS ROEBUCK AUTO CENTER WELLS | M - MATERIALS PROCEDURE to work in compliance | MR - DEP Small Quantity Generator Handbook  |                               |                           |
| BROWARD | 036         | POWER PLAN PRINTING, INC        | D - DEP Small Business Queries                | DR - DEP Resource Plan: Handbook            |                               |                           |
| BROWARD | 036         | POWER PLAN PRINTING, INC        | M - MATERIALS PROCEDURE to work in compliance | MR - DEP Inventory of HR Regulations        |                               |                           |
| BROWARD | 034         | SUNGLASS METAL FABRICATING INC  | M - MATERIALS PROCEDURE to work in compliance | MR - DEP Small Quantity Generator Handbook  |                               |                           |
| BROWARD | 036         | PAWNET OAR OF SOUTH FLORIDA     | D - DEP Small Business Queries                | DR - DEP HR Regulations, For SQG            |                               |                           |
| BROWARD | 037         | FAVRELY PAINT & COAT INC        | D - DEP Small Business Queries                | DR - DEP Resource Plan: Handbook            |                               |                           |

# Activity List Report

# Facility List Report

# Summary Reports

## Summary Reports

The Summary Reports option gives you a choice of seven reports:

|                          |                       |
|--------------------------|-----------------------|
| Count of Facilities      | Verification Detail   |
| Count SQGs by County     | Verifications by Year |
| RCRA Summary             | Waste Summary         |
| Waste & Disposal Summary |                       |

Count of Facilities Summary Report

| Verification Type | Description                   | Number | Percent |
|-------------------|-------------------------------|--------|---------|
| C                 | COUNTY RPC SOURCES            | 5      | 9.09%   |
| P                 | VERIFICATION BY PHONE CALL    | 8      | 6.49%   |
| S                 | NOTIFICATION SURVEY           | 72     | 95.11%  |
| V                 | VERIFICATION BY ON-SITE VISIT | 72     | 95.11%  |
| Assessment Not    |                               | 72     |         |

Count SQGs by County Summary Report

| County   | RCRA Generation Status   | Verification | Number of Facilities |
|----------|--------------------------|--------------|----------------------|
| BRAINARD | Small Quantity Generator | S            | 25                   |
|          | Large Quantity Generator | V            | 21                   |
|          | Small Quantity Generator | S            | 2                    |
|          | Small Quantity Generator | P            | 1                    |
|          | Small Quantity Generator | S            | 6                    |
|          | Small Quantity Generator | V            | 4                    |
|          | Verified Not a Generator | C            | 7                    |
|          | Verified Not a Generator | P            | 4                    |
|          | Verified Not a Generator | S            | 36                   |
|          | Verified Not a Generator | V            | 47                   |

You selected/entered the following criteria:

Location County = 4  
 RPC =  
 District =  
 Facility Name =  
 Location Address =  
 Location City =  
 Location Zip Code = To  
 Facility ID =  
 Old Facility ID =

## summary reports

### RCRA Summary Report

RCRA Summary - Microsoft Internet Explorer

Address: http://hazwaste.dep.state.fl.us/haz\_ssg/reports/rcra\_summary.asp

**Hazardous Waste Information** BETA TESTING

RCRA Summary

| RCRA Status                          | Number of Sites | Number of RCRA Waste | % Sites w/ RCRA Waste | Total Pounds Waste/Year | Average Pounds Waste/Site/Year | Number w/ RCRA Waste | % Sites w/ RCRA Waste | Total RCRA Waste/Year | Average Pounds RCRA Waste/Site/Year |
|--------------------------------------|-----------------|----------------------|-----------------------|-------------------------|--------------------------------|----------------------|-----------------------|-----------------------|-------------------------------------|
| Large Quantity Generator             | 2               | 2                    | 100%                  | 287124                  | 143562                         | 2                    | 100%                  | 254866                | 127433                              |
| Small Quantity Generator             | 11              | 11                   | 100%                  | 230090                  | 20917                          | 11                   | 100%                  | 20637                 | 1876                                |
| Conditional Small Quantity Generator | 46              | 46                   | 100%                  | 401118                  | 8719                           | 46                   | 100%                  | 18011                 | 391                                 |
| Universal Waste Generator            | 62              | 28                   | 45.16%                | 138172                  | 2228                           | 0                    | 0%                    | 0                     | 0                                   |
| <b>Totals</b>                        | <b>121</b>      | <b>87</b>            | <b>72.73%</b>         | <b>856404</b>           | <b>7067</b>                    | <b>59</b>            | <b>48.76%</b>         | <b>294894</b>         | <b>2448</b>                         |

You selected/entered the following criteria:

Location County = 4  
 RPC =  
 District =  
 Facility Name =  
 Location Address =  
 Location City =  
 Location Zip Code = 32  
 Facility ID =  
 Old Facility ID =  
 EPA ID =  
 Other ID =  
 Activity/Handler Status =  
 Standard Industrial Code =

Done

### Verification Detail Summary Report

Verification Detail - Microsoft Internet Explorer

Address: http://hazwaste.dep.state.fl.us/haz\_ssg/reports/verification\_detail.asp

**Hazardous Waste Information** DEPARTMENT OF ENVIRONMENTAL PROTECTION

Verification Detail

| Organization Name                | Organization Contact Name | Calendar Year Verified | Verification                  | Number of Facilities |
|----------------------------------|---------------------------|------------------------|-------------------------------|----------------------|
| <b>NORTH CENTRAL FLORIDA RPC</b> |                           |                        |                               |                      |
|                                  | CHRISTINE MUNDY           | 2000                   | NOTIFICATION SURVEY           | 2                    |
|                                  |                           | 2000                   | VERIFICATION BY ON-SITE VISIT | 4                    |
|                                  |                           | 2001                   | COUNTY/RPC SOURCES            | 1                    |
|                                  |                           | 2001                   | NOTIFICATION SURVEY           | 2                    |
|                                  |                           | 2001                   | VERIFICATION BY ON-SITE VISIT | 20                   |
|                                  | RTS                       | 2001                   | VERIFICATION BY ON-SITE VISIT | 2                    |
|                                  |                           | 2001                   | VERIFICATION BY ON-SITE VISIT | 14                   |
|                                  | SHARON MUNDY              | 2001                   | VERIFICATION BY ON-SITE VISIT | 1                    |

You selected/entered the following criteria:

Location County = 4  
 RPC =  
 District =  
 Facility Name =  
 Location Address =  
 Location City =  
 Location Zip Code = 32  
 Facility ID =

Done

# Summary REPORTS

## Verifications by Year Summary Report

Verifications by Year - Microsoft Internet Explorer

Address: http://thermal.dep.state.fl.us/haz\_ssq/reports/verifications\_by\_year.asp

**Hazardous Waste Information**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SQL | Code Reports | Fact Sheets | DEP RCRA Reports |

### Verifications by Year

| County          | Total Year Verified | Verification                  | Number of Facilities |
|-----------------|---------------------|-------------------------------|----------------------|
| <b>BRADFORD</b> |                     |                               |                      |
| 1996            |                     | VERIFICATION BY ON-SITE VISIT | 1                    |
| 1996            |                     | COUNTYRPC SOURCES             | 5                    |
|                 |                     | NOTIFICATION SURVEY           | 40                   |
|                 |                     | VERIFICATION BY PHONE CALL    | 4                    |
| 1997            |                     | VERIFICATION BY ON-SITE VISIT | 9                    |
| 1999            |                     | COUNTYRPC SOURCES             | 1                    |
|                 |                     | NOTIFICATION SURVEY           | 2                    |
|                 |                     | VERIFICATION BY ON-SITE VISIT | 10                   |
|                 |                     | VERIFICATION BY PHONE CALL    | 1                    |
| 2000            |                     | NOTIFICATION SURVEY           | 7                    |
|                 |                     | VERIFICATION BY ON-SITE VISIT | 4                    |
| 2001            |                     | COUNTYRPC SOURCES             | 1                    |
|                 |                     | NOTIFICATION SURVEY           | 1                    |
|                 |                     | VERIFICATION BY ON-SITE VISIT | 39                   |
| 2002            |                     | VERIFICATION BY ON-SITE VISIT | 34                   |
| 2003            |                     | VERIFICATION BY ON-SITE VISIT | 13                   |

You selected/entered the following criteria:  
Location County = 4

Local intranet

## Waste Summary Report

Waste Summary - Microsoft Internet Explorer

Address: http://thermal.dep.state.fl.us/haz\_ssq/reports/waste\_summary.asp

**Hazardous Waste Information**

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SQL | Code Reports | Fact Sheets | DEP RCRA Reports |

### Waste Summary

| Waste | Description                                    | Count of Facilities | Pounds | Percent |
|-------|------------------------------------------------|---------------------|--------|---------|
| AKB0  | ANTIFREEZE (TESTED AND NOT HUL)                | 8                   | 1671   | 0.42%   |
| B08B  | LEAD-ACID BATTERIES                            | 9                   | 114906 | 17.11%  |
| CEMU  | EMPTY PESTICIDE CONTAINERS & LUST              | 1                   | 8      | 0%      |
| F04F  | PHOTOGRAPHIC WASTE/PERMANENT SOLUTION          | 3                   | 282    | 0.04%   |
| H010  | DRY CLEANING FILTERS                           | 1                   | 683    | 0.1%    |
| H05G  | HYDROGENATED SOLVENTS-CONTAIN DISCHARGED/USEN  | 1                   | 149    | 0.02%   |
| H01D  | ABSORBENTS WITH HALOGENATED SOLVENTS           | 1                   | 1009   | 0.11%   |
| U01B  | FLUORESCENT LAMP/DEVICES                       | 6                   | 24940  | 3.63%   |
| H01R  | SLUDGES WITH HEAVY METALS                      | 1                   | 208    | 0.02%   |
| M00P  | USED PAINT THINNERS                            | 2                   | 91     | 0.01%   |
| M01A  | GENERAL DEGREASERS/CLEANER                     | 8                   | 7670   | 0.09%   |
| M01B  | SOLVENTS/DEGREASER SOLVENT (SUITABLE USED ONLY | 1                   | 34     | 0.01%   |
| M01M  | SPRINT AGENTONE                                | 1                   | 23     | 0%      |
| B01P  | CONTAINABLE PAINT WASTES - FLASHPOINT > 140 F  | 1                   | 7109   | 0.09%   |
| B01B  | RECHARGEABLE BATTERIES - RECYCLABLE/ACC.WEAS   | 1                   | 1008   | 0.1%    |
| M01A  | SPRINT SOLVENTS (MULTI-PURPOSE)                | 2                   | 488    | 0.01%   |
| U01D  | CRUSHED OIL FILTERS                            | 1                   | 363    | 0.05%   |
| U01R  | ABSORBENTS CONTAMINATED SLUG                   | 7                   | 144702 | 18.92%  |
| U01B  | USED OILS & OTHER LUBRICANTS                   | 13                  | 96701  | 14.19%  |
| U01R  | BAGS WITH OIL                                  | 1                   | 1084   | 0.14%   |
| U01D  | UNCRUSHED OIL FILTERS                          | 6                   | 11065  | 2.30%   |
| Total |                                                | 74                  | 879038 | 0%      |

You selected/entered the following criteria:  
Location County = 4  
RPC =  
County =

Done

Local intranet

## Summary Reports

### Waste & Disposal Summary Report

Waste & Disposal Summary - Microsoft Internet Explorer

Address: http://thorak.dep.state.fl.us/thorak\_sqgReports/waste\_disposal\_summary.asp

Information

SQG | Code Reports | Fact Sheets | DSP RCRA Reports

#### Waste & Disposal Summary

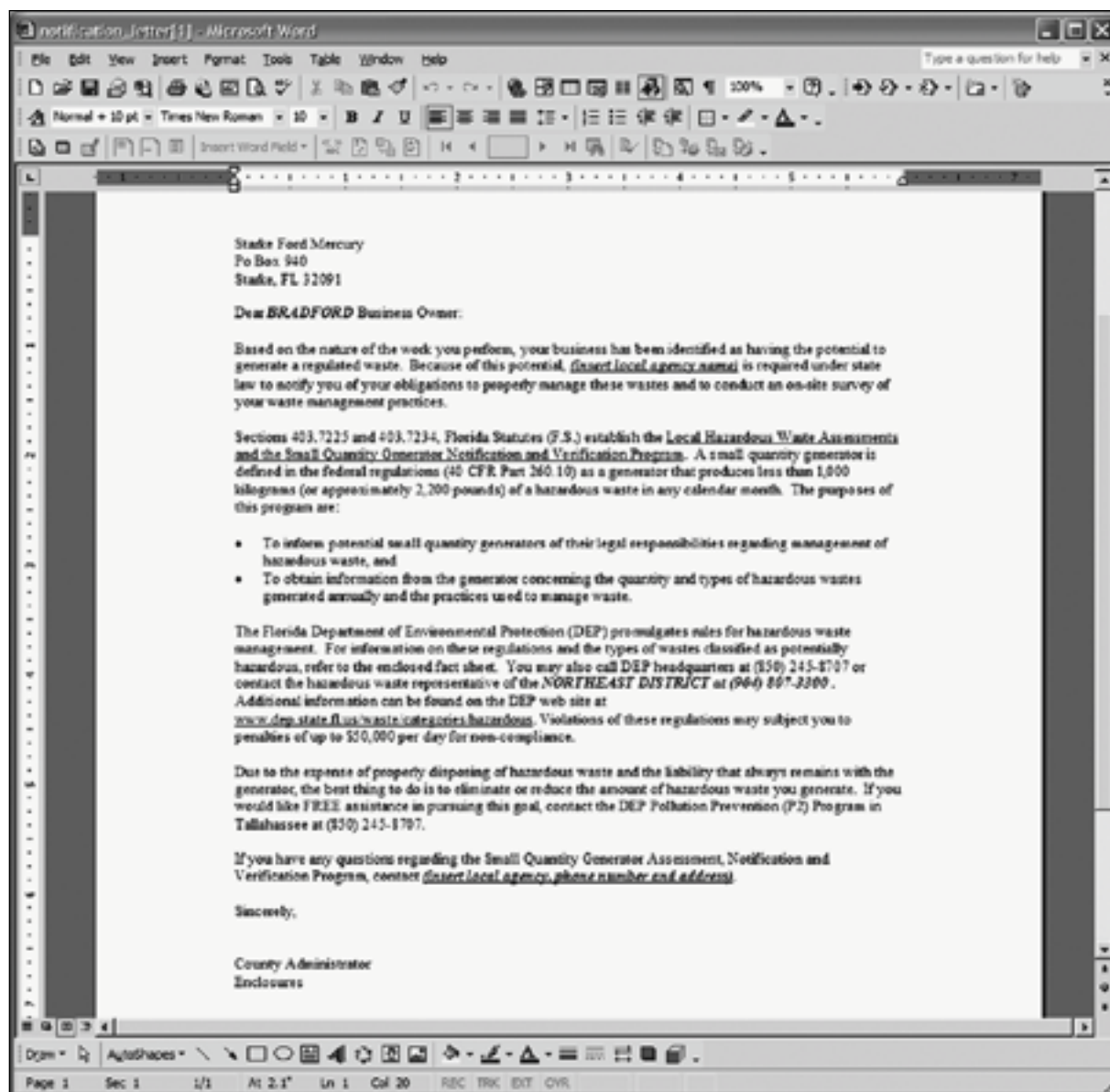
| Waste  | Description                                    | Disposal Method | Count of Facilities | Pounds | Percent |
|--------|------------------------------------------------|-----------------|---------------------|--------|---------|
| AMND   | ANTIFREEZE (TESTED AND NOT HW)                 | RR              | 3                   | 3753   | 0.40%   |
| AMND   | ANTIFREEZE (TESTED AND NOT HW)                 | RU              | 1                   | 2      | 0%      |
| AMND   | ANTIFREEZE (TESTED AND NOT HW)                 | HQ              | 3                   | 437    | 0.04%   |
| SCB    | LEAD-ACID BATTERIES                            | RR              | 9                   | 104806 | 11.19%  |
| UNW    | EMPTY PESTICIDE CONTAINERS DUST                | SL              | 1                   | 0      | 0%      |
| POWR   | PHOTOGRAPHIC WASTES POUND SCULPTOR             | CP              | 3                   | 381    | 0.04%   |
| HRLO   | DRY CLEANING FILTERS                           | SL              | 1                   | 653    | 0.01%   |
| HMUG   | HALOGENATED SOLVENTS-CONTAIN CHLORINE/FLUORINE | RR              | 1                   | 940    | 0.00%   |
| HRLO   | ABSORBENTS WITH HALOGENATED SOLVENTS           | BC              | 1                   | 1000   | 0.10%   |
| LOB    | FLUORESCENT LAMPS/DEVICES                      | RR              | 1                   | 300    | 0.04%   |
| LOB    | FLUORESCENT LAMPS/DEVICES                      | RR              | 1                   | 24     | 0%      |
| LOB    | FLUORESCENT LAMPS/DEVICES                      | SL              | 4                   | 24019  | 2.58%   |
| HS-R   | SLODES WITH HEAVY METALS                       | HQ              | 1                   | 200    | 0.03%   |
| NMSP   | USED PAINT THINNER                             | RR              | 1                   | 7      | 0%      |
| NMSP   | USED PAINT THINNER                             | TE              | 1                   | 84     | 0.01%   |
| NPLA   | MINERAL SPIRITS-PARTS CLEANER                  | RU              | 2                   | 371    | 0.04%   |
| NPLA   | MINERAL SPIRITS-PARTS CLEANER                  | RR              | 6                   | 8867   | 0.09%   |
| NPLA   | MINERAL SPIRITS-PARTS CLEANER                  | HQ              | 1                   | 185    | 0.02%   |
| NPLA   | MINERAL SPIRITS-PARTS CLEANER                  | RR              | 1                   | 700    | 0.01%   |
| NFUG   | NON-HALOGENATED SOLVENT-IGNITABLE LISTED ONLY  | TE              | 1                   | 24     | 0.00%   |
| NPLW   | SPENT ACETONE                                  | TE              | 1                   | 33     | 0%      |
| PMWP   | IGNITABLE PAINT WASTES - FLASHPOINT < 140 F    | RR              | 2                   | 7121   | 0.06%   |
| PMWP   | IGNITABLE PAINT WASTES - FLASHPOINT < 140 F    | RR              | 1                   | 94     | 0.00%   |
| PMWP   | IGNITABLE PAINT WASTES - FLASHPOINT < 140 F    | TE              | 1                   | 94     | 0.00%   |
| ACB    | RECHARGEABLE BATTERIES-PSACID-NICAD-HD-AD      | SL              | 1                   | 2000   | 0.01%   |
| SWRA   | SPENT SOLVENTS (NO/OTHER)                      | RR              | 1                   | 380    | 0.04%   |
| SWRA   | SPENT SOLVENTS (NO/OTHER)                      | CR              | 1                   | 108    | 0.01%   |
| UCND   | CRUSHED OIL FILTERS                            | RU              | 1                   | 363    | 0.00%   |
| UNBH   | ABSORBENTS CONTAMINATED W/OIL                  | BC              | 4                   | 14712  | 1.59%   |
| UNBH   | ABSORBENTS CONTAMINATED W/OIL                  | RR              | 1                   | 10000  | 4.18%   |
| UNBH   | ABSORBENTS CONTAMINATED W/OIL                  | RR              | 1                   | 10000  | 11.42%  |
| UNBH   | ABSORBENTS CONTAMINATED W/OIL                  | BC              | 1                   | 210000 | 22.82%  |
| UNBH   | ABSORBENTS CONTAMINATED W/OIL                  | SL              | 1                   | 60     | 0.00%   |
| UPED   | USED OILS & OTHER LUBRICANTS                   | RU              | 13                  | 93721  | 10.19%  |
| UNBH   | RAGS WITH OIL                                  | BC              | 1                   | 1000   | 0.04%   |
| UNND   | UNCRUSHED OIL FILTERS                          | RR              | 1                   | 700    | 0.01%   |
| UNND   | UNCRUSHED OIL FILTERS                          | RU              | 1                   | 11166  | 1.20%   |
| Total: |                                                |                 | 34                  | 0      | 0%      |

You selected/entered the following criteria:  
Location County = 4

Local intranet

## Notification Letters

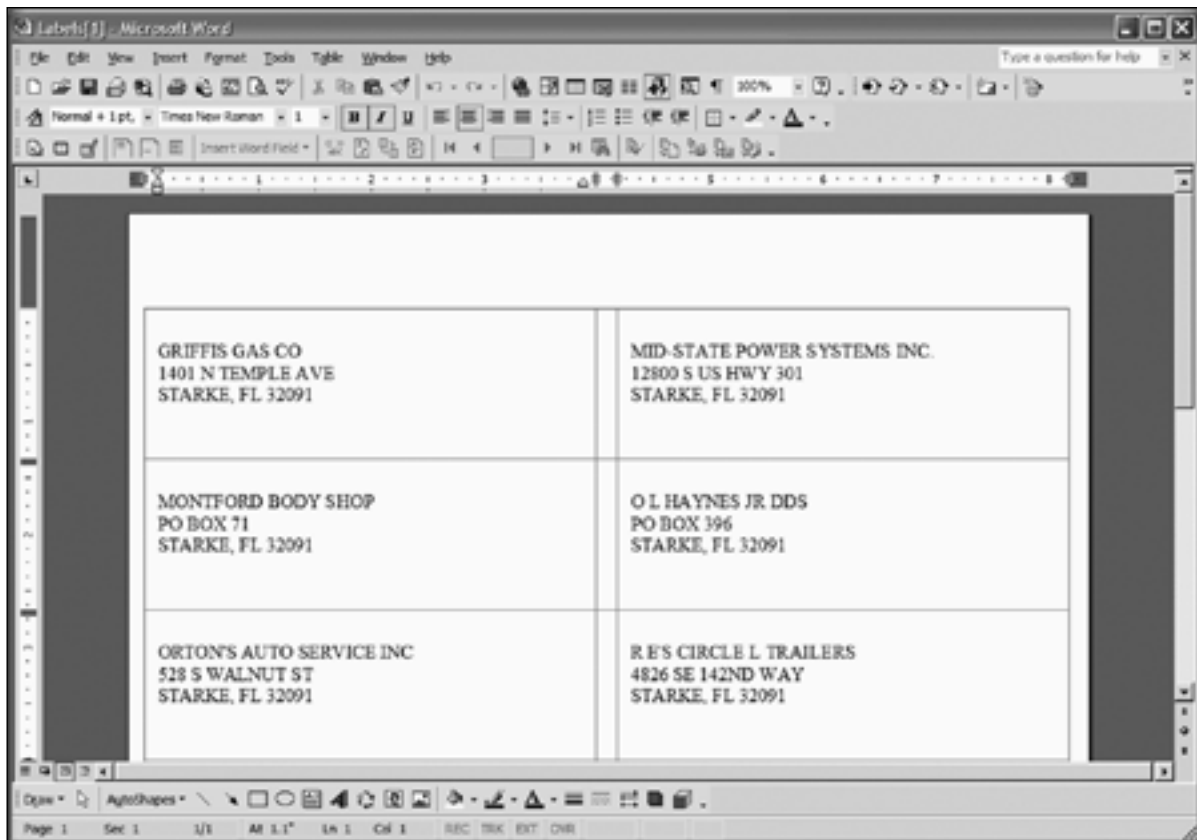
Create and print Notification Letters to all your potential generators. This report will output to MS Word. It satisfies the notification requirements under 403.7234, F.S. Be sure to print out the Notification Fact Sheet (found in “Fact Sheets”) to send with this letter.



# Notification LETTERS

### Mailing Labels

Use this option to make mailing labels. This feature also uses the Facility Record Filter to refine your selection for printing and outputs in MS Word.



# MAILING LABELS

## Download Facility Data by County

Use this option for exporting your facility contact data to another file type.

Download Facilities by County

Download Facilities by County

Step1: Select a County (Note: Selection is limited to one county)

4 - BRADFORD

Step2: Select output format

Output format: ☒ Fixed ☐ Delimited

Note: Tilda (~) is used as the delimiter

Step3: Click the button

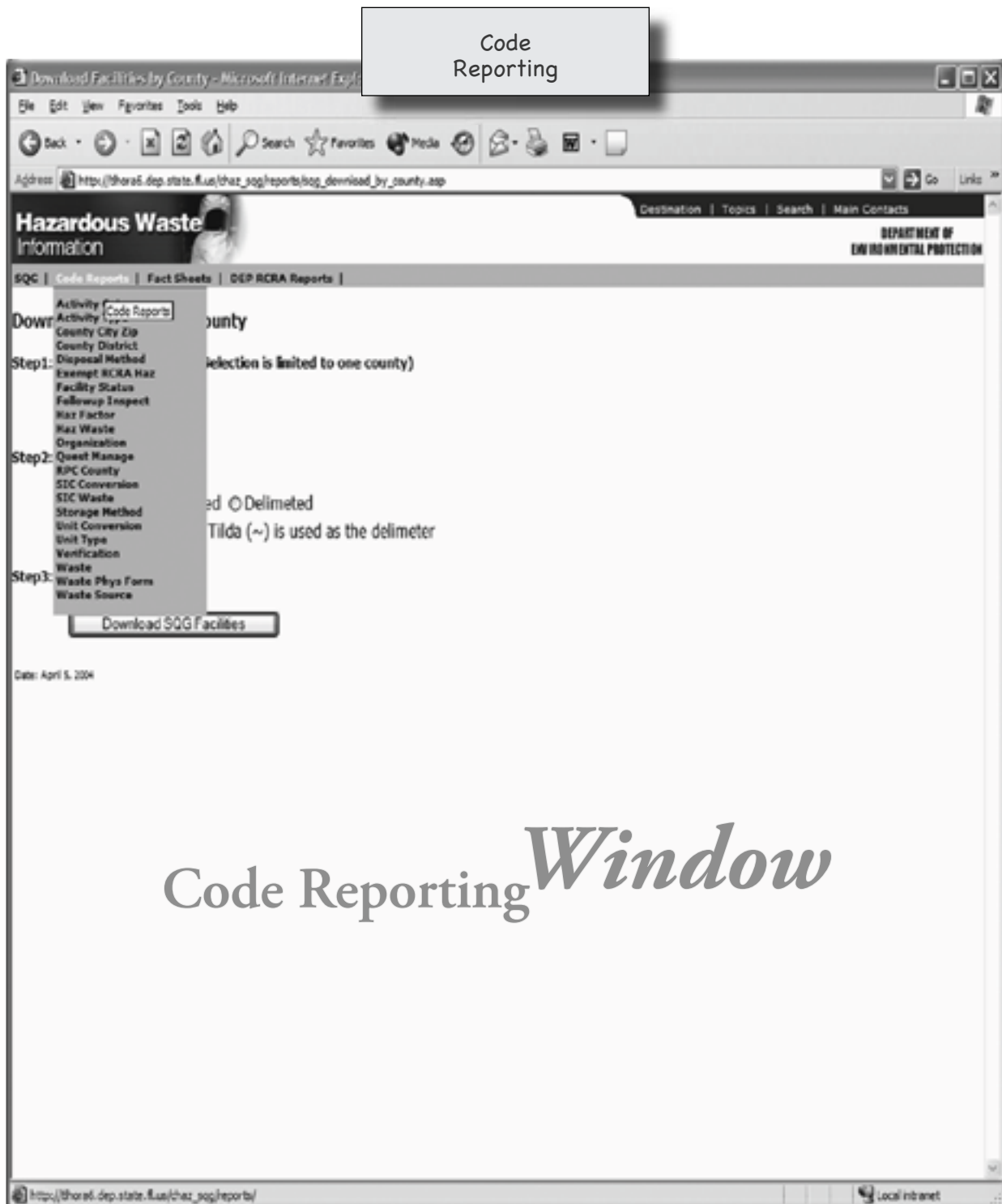
Download SQG Facilities

Date: April 5, 2004

# Download Facilities by *County*

## Database Code Reporting

Print a list of database codes



## Fact Sheets

Print fact sheets from DEP's Web Page. You will also find here the Notification Fact Sheet used to notify businesses as required in 403.7234, F.S.

Fact Sheets

The screenshot shows a Microsoft Internet Explorer browser window displaying the DEP Hazardous Waste Information website. The address bar shows the URL: [http://hwsat.dep.state.fl.us/char\\_sqg/reports/sqg\\_download\\_by\\_county.asp](http://hwsat.dep.state.fl.us/char_sqg/reports/sqg_download_by_county.asp). The website header includes 'Hazardous Waste Information' and 'DEPARTMENT OF ENVIRONMENTAL PROTECTION'. A navigation menu shows 'SQG | Code Reports | Fact Sheets | DEP RCRA Reports |'. The 'Fact Sheets' menu is expanded, showing 'Notification Fact Sheets', 'Other Hazardous Waste', and 'Publications'. The main content area is titled 'Download Facilities' and contains three steps: Step 1: Select a County (Note: Selection is limited to one county) with a dropdown menu showing '4 -- BRADFORD'; Step 2: Select output format with radio buttons for 'Fixed' (selected) and 'Delimited', and a note that 'Tilda (~) is used as the delimiter'; Step 3: Click the button with a 'Download SQG Facilities' button. The date 'Date: April 5, 2004' is displayed at the bottom left of the form area.

Download Facilities by County - Microsoft Internet Explorer

Address: [http://hwsat.dep.state.fl.us/char\\_sqg/reports/sqg\\_download\\_by\\_county.asp](http://hwsat.dep.state.fl.us/char_sqg/reports/sqg_download_by_county.asp)

Hazardous Waste Information

DEPARTMENT OF ENVIRONMENTAL PROTECTION

SQG | Code Reports | Fact Sheets | DEP RCRA Reports |

Download Facilities

Notification Fact Sheets  
Other Hazardous Waste  
Publications

Step1: Select a County (Note: Selection is limited to one county)

4 -- BRADFORD

Step2: Select output format

Output Format: ☒ Fixed ☐ Delimited

Note: Tilda (~) is used as the delimiter

Step3: Click the button

Download SQG Facilities

Date: April 5, 2004

[http://hwsat.dep.state.fl.us/char\\_sqg/reports/](http://hwsat.dep.state.fl.us/char_sqg/reports/)

# Fact Sheets

## DEP RCRA Reports

To access DEP RCRA Reports use the same username and password used to get into the SQG Reports. A variety of reports are available such as: Handler Lists, Hazardous Waste, Mercury, Used Oil Transporters and TSD lists.

DEP RCRA Reports

**Handler Search and Reporting - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [http://thora6.dep.state.fl.us/rcra\\_epa/CHAZreports/handler\\_sel.asp](http://thora6.dep.state.fl.us/rcra_epa/CHAZreports/handler_sel.asp) Go Links

**Hazardous Waste Information** DEPARTMENT OF ENVIRONMENTAL PROTECTION

My Florida | HW Handlers | Enforcement Reports |

### Handler Search

Search for Specific Handlers or Generate Reports by Handler Type

---

Follow the steps below to search for handler(s) by EPAID, name and location

Step 1: Enter the EPAID :

Step 2: Enter the name :

Step 3: Enter the address:

Step 4: Enter the city :

Step 5: Enter a county :

Step 5: Press this button  -- use the '%' for wildcard searches

---

Follow the steps below to Generate Handler Reports by Type and District

Step 1: Select the district office

☐ Central ☐ Northeast ☐ NorthWest ☐ South ☐ Southeast ☐ Southwest ☒ All--(use with care)

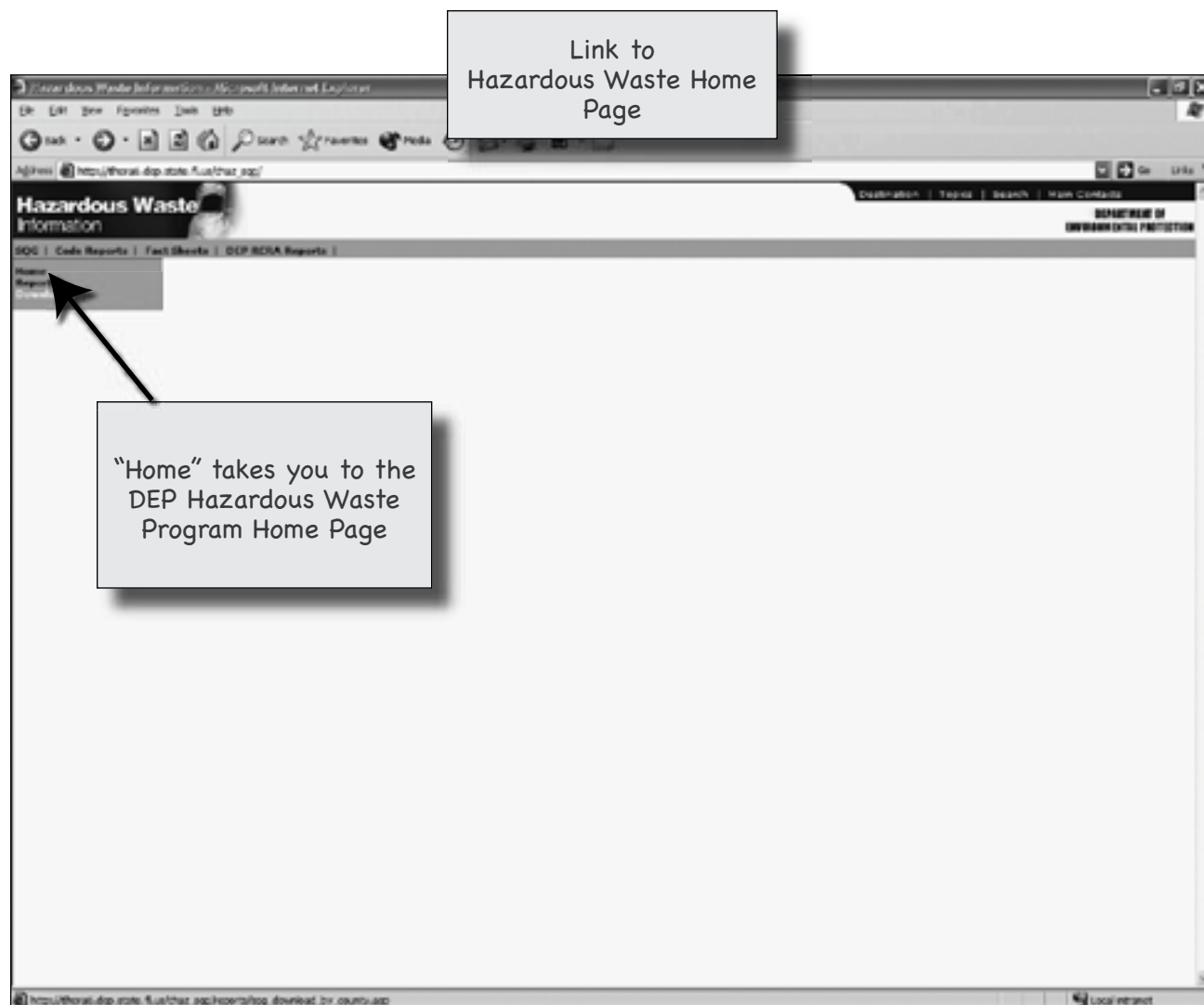
Or, Select a county listing :

Step 3: Select the Handler Type

☒ TSD ☐ LQG ☐ SQG ☐ CESQG ☐ TRA ☐ UOP ☐ UOT ☐ All--(use with care)

Local intranet

## Link to DEP's Hazardous Waste Home Page



*Hazardous  
Waste  
Home  
Page*

## DEP Hazardous Waste Home Page



home  
PAGE

# Entering Facility Names and Addresses

## General Rules

### VERY IMPORTANT!

The facility ID number is linked to the location address of the facility - **not** to the facility name. Businesses come and go but the physical location does not. If a business moves, first query the database to make sure an existing facility at the new location does not already exist. If it does, then update the record with the new facility information. If it doesn't exist, then you may add a new record and add the new information.

- Do not use punctuation - apostrophes, periods, commas, etc. - in the business name.
- Always spell out FLORIDA.
- Always use capital letters to enter information into the database.
- Never use an abbreviation for the first word of a name.

| 😊 TYPE THIS            | 😞 INSTEAD OF THIS |
|------------------------|-------------------|
| SOUTH CLEANERS         | S. CLEANERS       |
| ENVIRONMENTAL HELP INC | ENVIR HELP INC    |

*Some words can be written as one or two words. When entering business names:*

|               |              |
|---------------|--------------|
| DRY CLEANERS  | DRYCLEANERS  |
| LAWN MOWER    | LAWNMOWER    |
| AUTO PAINTING | AUTOPAINTING |

*When the name on the notification form includes DBA (Doing Business As) – use the name after the DBA as the business name.*

|                 |                             |
|-----------------|-----------------------------|
| BILLS AUTO SHOP | ABC INC DBA BILLS AUTO SHOP |
|-----------------|-----------------------------|

*When a number is part of a business name, use the number - do not spell it out.*

|                          |                            |
|--------------------------|----------------------------|
| SUNSHINE 1 HOUR CLEANERS | SUNSHINE ONE HOUR CLEANERS |
| 60 MINUTE CLEANERS       | SIXTY MINUTE CLEANERS      |

## Guidelines For Entering Facility Names

A standard method needs to be used when entering facility names. By following the same procedure each time, we will be able to decrease the number of businesses that are receiving more than one number and it will be easier to find all the facilities for one business or agency.

| 😊 TYPE THIS                                                                                                                                                 | ☹ INSTEAD OF THIS                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <i>Do not invert the first name and last name when entering the business name</i>                                                                           |                                                |
| JOHN BROWN CHEVROLET                                                                                                                                        | BROWN, JOHN CHEVROLET                          |
| <i>For notifications from a city, enter the city name first. This is the only case where punctuation (a comma) is used in a business name or address.</i>   |                                                |
| MELBOURNE, CITY OF                                                                                                                                          | CITY OF MELBOURNE                              |
| JACKSONVILLE VEHICLE MAINT, CITY OF                                                                                                                         | CITY OF JACKSONVILLE VEHICLE MAINT             |
| <i>When indicating a store number use # immediately before the number.</i>                                                                                  |                                                |
| WELLCRAFT MARINE #5                                                                                                                                         | WELLCRAFT MARINE # 5 or<br>WELLCRAFT MARINE 5  |
| <i>Ignore 'A', 'AN', or 'THE' at the beginning of a business name.</i>                                                                                      |                                                |
| HOME DEPOT #233                                                                                                                                             | THE HOME DEPOT #233 or<br>HOME DEPOT #233, THE |
| <i>Ignore apostrophes, periods, commas, and other punctuation when entering the business name.</i>                                                          |                                                |
| BILLS BUMPER SHOP                                                                                                                                           | BILL'S BUMPER SHOP                             |
| DRYCLEAN USA                                                                                                                                                | DRYCLEAN U.S.A.                                |
| E F HUTTON                                                                                                                                                  | E. F. HUTTON                                   |
| <i>Use dashes only if they are part of a number.</i>                                                                                                        |                                                |
| SAFETY KLEEN 3-079-01                                                                                                                                       | SAFETY-KLEEN 3-079-01                          |
| <i>Commas are acceptable for city names only.</i>                                                                                                           |                                                |
| MELBOURNE, CITY OF                                                                                                                                          | SMITH, BROWN, & CO                             |
| <i>If a name includes two initials, put a space between the initials (do not use periods).</i>                                                              |                                                |
| A B INC - or - B P OIL                                                                                                                                      | A.B. INC. - or - BP OIL                        |
| <i>If a name includes two initials separated by an ampersand (&amp;), place a space between the initials and the ampersand (&amp;). Do not use periods.</i> |                                                |
| A & B INC                                                                                                                                                   | A & B INC.                                     |
| A T & T                                                                                                                                                     | AT&T                                           |
| <i>If a name includes more than two initials, write the initials as one word with no spaces.</i>                                                            |                                                |
| ABC INC                                                                                                                                                     | A B C INC                                      |
| EDEN USA                                                                                                                                                    | EDEN U S A                                     |
| USN TRAINING CENTER                                                                                                                                         | U. S. NAVAL TRAINING CENTER                    |
| FLORIDA DOT MAINT YARD                                                                                                                                      | FL. DEPT. OF TRANS. MAINTENANCE YARD           |

## Abbreviations For Facility Names

Always use these abbreviations in a facility name (unless the word is the first word of the name):

|  TYPE THIS |  INSTEAD OF THIS |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| &                                                                                           | And                                                                                               |
| A C                                                                                         | Air Conditioning                                                                                  |
| ADMI                                                                                        | Administration                                                                                    |
| AGRIC                                                                                       | Agriculture or Agricultural                                                                       |
| ASSOC                                                                                       | Association or Associates                                                                         |
| AUTH                                                                                        | Authority                                                                                         |
| BD                                                                                          | Board                                                                                             |
| BLDG                                                                                        | Building                                                                                          |
| CAD                                                                                         | Cadillac                                                                                          |
| CO                                                                                          | Company                                                                                           |
| CO                                                                                          | County                                                                                            |
| COOP                                                                                        | Cooperative                                                                                       |
| CORP                                                                                        | Corporation                                                                                       |
| CTR                                                                                         | Center                                                                                            |
| DEPT                                                                                        | Department                                                                                        |
| DE                                                                                          | Development                                                                                       |
| DIST                                                                                        | Distribution, Distributor                                                                         |
| DIV                                                                                         | Division                                                                                          |
| EDUC                                                                                        | Educational                                                                                       |
| ENG                                                                                         | Engineers, Engineering                                                                            |
| ENT                                                                                         | Entertainment                                                                                     |
| ENVIR                                                                                       | Environmental                                                                                     |
| EQUIP                                                                                       | Equipment                                                                                         |
| FAC                                                                                         | Facility                                                                                          |
| GEN                                                                                         | General                                                                                           |
| INC                                                                                         | Incorporation                                                                                     |
| IND                                                                                         | Industry or Industries                                                                            |
| INST                                                                                        | Institute                                                                                         |
| JR                                                                                          | Junior                                                                                            |
| LAB                                                                                         | Laboratory, Laboratories                                                                          |
| LTD                                                                                         | Limited                                                                                           |
| MAINT                                                                                       | Maintenance                                                                                       |
| MFG                                                                                         | Manufacturer or Manufacturing                                                                     |
| MGT                                                                                         | Management                                                                                        |

| 😊 TYPE THIS | 😞 INSTEAD OF THIS           |
|-------------|-----------------------------|
| NE          | Northeast                   |
| NW          | Northwest                   |
| OLDS        | Oldsmobile                  |
| OP          | Operations                  |
| PLT         | Plant                       |
| REC         | Recreation                  |
| REG         | Regional                    |
| REP         | Repair                      |
| RES         | Research                    |
| SE          | Southeast                   |
| SER         | Service                     |
| SR          | Senior                      |
| STA         | Station                     |
| SW          | Southwest                   |
| SYS         | System                      |
| TECH        | Technical                   |
| TRANS       | Transportation              |
| VO          | Vocational                  |
| VW          | Volkswagen                  |
| WTP         | Water Treatment Plant       |
| WWTP        | Waste Water Treatment Plant |

## Standard Facility Names

Always type these facility names as follows

| 😊 TYPE THIS         | 😞 INSTEAD OF THIS |
|---------------------|-------------------|
| 60 MINUTE CLEANERS  |                   |
| A DUDA & SONS INC   |                   |
| A T & T             |                   |
| AAMCO TRANSMISSION  |                   |
| AMERICLEAN          |                   |
| ARPCO               |                   |
| ASGROW FLORIDA CO   |                   |
| ASHLAND CHEMICAL CO |                   |
| BELLSOUTH           |                   |

| 😊 TYPE THIS             | 😞 INSTEAD OF THIS                                       |
|-------------------------|---------------------------------------------------------|
| CHEVRON USA             |                                                         |
| CSX TRANSPORTATION      |                                                         |
| DRY CLEAN USA           |                                                         |
| ECONO AUTO PAINTING     |                                                         |
| FACT O BAKE             |                                                         |
| FIRESTONE               |                                                         |
| FLORIDA ACS             | Florida Department of Agriculture and Consumer Services |
| FLORIDA DEP             | Florida Department of Environmental Protection          |
| FLORIDA DCA             | Florida Department of Community Affairs                 |
| FLORIDA DOH             | Florida Department of Health & Rehabilitative Services  |
| FLORIDA POWER CORP      |                                                         |
| FLORIDA DMA             | Florida Department of Military Affairs                  |
| FLORIDA COM             | Florida Department of Commerce                          |
| FLORIDA COR             | Florida Department of Corrections                       |
| FLORIDA DOT             | Florida Department of Transportation                    |
| FLORIDA DMS             | Florida Department of Management Services               |
| FMC CORP                |                                                         |
| FPL                     | Florida Power & Light                                   |
| GOODYEAR                |                                                         |
| GRU                     | Gainesville Regional Utilities                          |
| GSX                     |                                                         |
| HARRIS CORP GSS         |                                                         |
| HOME DEPOT              |                                                         |
| IMC FERTILIZER          |                                                         |
| IMC CORP                |                                                         |
| JEA                     | Jacksonville Electric Authority                         |
| K MART                  |                                                         |
| MAACO AUTO PAINTING     |                                                         |
| MDTA                    | Metro Dade Transit Authority                            |
| MIAMI DADE WSAD         | Miami Dade Water & Sewer Administration Dept.           |
| NU LOOK 1 HOUR CLEANERS |                                                         |

| 😊 TYPE THIS      | 😞 INSTEAD OF THIS                             |
|------------------|-----------------------------------------------|
| OUC              | Orlando Utilities Commission                  |
| RMC              | Rinker Materials Corporation                  |
| SEARS            |                                               |
| SJRWMD           | St. Johns River Water Management District     |
| SPORT CRAFT      |                                               |
| SUNOCO           |                                               |
| SWFWMD           | Southwest Florida Water Management District   |
| TOUCH OF CLASS   |                                               |
| U S FEDERAL BLDG |                                               |
| UNOCAL           |                                               |
| UPS              | United Parcel Service                         |
| USA              | United States Army                            |
| USAF             | United States Air Force                       |
| USCG             | United States Coast Guard                     |
| USDA             | United States Department of Agriculture       |
| USDEA            | United States Drug Enforcement Administration |
| USDOC            | United States Department of Commerce          |
| USDOD            | United States Department of Defense           |
| USDOE            | United States Department of Energy            |
| USDOJ            | United States Department of the Interior      |
| USDVA            | United States Department of Veteran Affairs   |
| USEPA            | United States Environmental Protection Agency |
| USFAA            | United States Federal Aviation Agency         |
| USGSA            | United States General Services Administration |
| USN              | United States Navy                            |
| USNAS            | United States Naval Air Station               |
| USNTTC           | United States Naval Technical Training Center |
| USPS             | United States Postal Service                  |
| USS AGRICHEMICAL |                                               |
| USSBA            | United States Small Business Administration   |

## State, County, Municipal, and Federal Facilities

For non-private facilities the responsible agency for each location needs to be identified. It can be difficult if you enter the name as given.

If a county is notifying for several schools, each school needs to be identified with the county.

For example, for Palm Beach County:

| 😊 TYPE THIS                                                                        | 😞 INSTEAD OF THIS                     |
|------------------------------------------------------------------------------------|---------------------------------------|
| EAST END JUNIOR HIGH SCHOOL                                                        | PALM BEACH CO EAST END JR HIGH SCHOOL |
| APPLEGATE MIDDLE SCHOOL                                                            | PALM BEACH CO APPLEGATE MIDDLE        |
| MAINTENANCE YARD                                                                   | FLORIDA DOT MAINT YARD                |
| <i>If the post office sends in notifications for their maintenance garages as:</i> |                                       |
| VEHICLE MAINTENANCE CENTER                                                         | USPS VEHICLE MAINT CENTER             |

## Guide For Using Abbreviations In Addresses

A standard method needs to be used when entering abbreviations for addresses:

| 😊 TYPE THIS | 😞 INSTEAD OF THIS            |
|-------------|------------------------------|
| &           | AND                          |
| #           | APT, NO, SUITE               |
| 1ST         | FIRST (2ND FOR SECOND, ETC.) |
| AVE         | AVENUE                       |
| BLDG        | BUILDING                     |
| BLVD        | BOULEVARD                    |
| CSWY        | CAUSEWAY                     |
| CO          | COUNTY                       |
| CR          | COUNTY ROAD                  |
| CT          | COURT                        |
| DR          | DRIVE                        |
| E           | EAST                         |
| HWY         | HIGHWAY                      |
| IND         | INDUSTRIAL                   |
| INT         | INTERNATIONAL                |
| LA          | LANE                         |
| N           | NORTH                        |
| NE          | NORTHEAST                    |
| NW          | NORTHWEST                    |
| PK          | PARK                         |

| 😊 TYPE THIS | ☹ INSTEAD OF THIS |
|-------------|-------------------|
| PKWY        | PARKWAY           |
| PL          | PLACE             |
| PO POST BOX | BOX OFFICE        |
| PT          | POINT             |
| RD          | ROAD              |
| RFD         | RURAL             |
| FREE        | DELIVERY          |
| RT          | ROUTE             |
| S           | SOUTH             |
| SE          | SOUTHEAST         |
| SW          | SOUTHWEST         |
| SR          | STATE ROAD        |
| ST          | STREET            |
| US          | UNITED STATES     |
| W           | WEST              |

*Do not use periods, apostrophes, or other punctuation in the address.*

|                       |                               |
|-----------------------|-------------------------------|
| SE 4TH AVE            | SOUTHEAST FOURTH AVE.         |
| 1350 BENNETT DR #12   | 1350 BENNETT DR., APT. 12     |
| 2409 W SR 434         | 2409 WEST STATE ROAD 434      |
| CLARCONA RD & HWY 441 | CLARCONA ROAD AND HIGHWAY 441 |
| 2882 SW 1ST ST        | 2882 S. W. FIRST STREET       |
| US HWY 1              | U. S. HIGHWAY # 1             |

## Guide For Entering Contact Information

Enter on the Facilities Screen as follows:

| 😊 TYPE THIS           | ☹ INSTEAD OF THIS |
|-----------------------|-------------------|
| Last Name, First Name | CONTACT NAME      |
| Person's Title        | CONTACT TITLE     |

### *Contact Title Abbreviations*

|       |                |
|-------|----------------|
| ENG   | Engineer       |
| GEN   | General        |
| MGR   | Manager        |
| PRES  | President      |
| TREAS | Treasurer      |
| VP    | Vice President |

# Chapter Four

chapter 4

## SQG Assessment Notification and Verification Program

# Chapter Four

## CHAPTER FOUR

### SQG Assessment, Notification, & Verification Program

## *SQG Assessment, Notification and Verification Program*

This section will introduce you to statutes and rules that pertain to the *Small Quantity Generator Assessment, Notification and Verification Program* in the language adopted by the Florida Legislature.

**Sections 403.7225 and 403.7234, F.S.**, established the *Small Quantity Generator Assessment, Notification and Verification Program*. The federal regulations (40 CFR Part 260.10) define a *Small Quantity Generator* as a generator that produces less than 1,000 kilograms (2,200 pounds or about 275 gallons) of hazardous waste in any calendar month. Since the end of 1986, SQGs have fallen into one of two categories:

- Small Quantity Generators (SQG) – between 100 and 1,000 kilograms (220-2,200 pounds) per month
- Conditionally Exempt Small Quantity Generator (CESQG) – 100 kilograms or less of hazardous waste per month

(*Large Quantity Generators* (LQG) produce more than 1,000 kilograms of hazardous waste in any calendar month.)

### Estimate of Florida Generators of Hazardous Waste

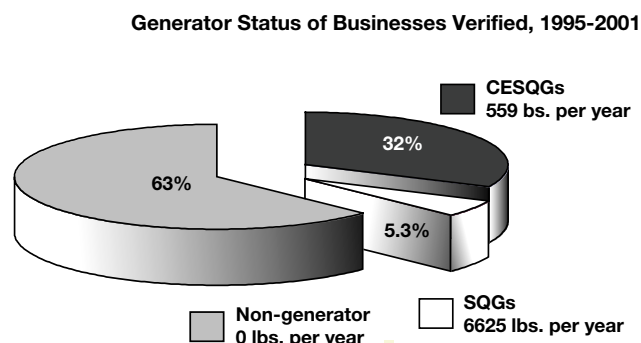
Based on Florida Department of Environmental Protection estimates, Florida has:

- Approximately 337 *large quantity generators* of hazardous waste
- Between 2,600 and 5,000 *small quantity generators* of hazardous waste
- Between 17,700 and 21,000 *conditionally exempt small quantity generators* of hazardous waste

## Summary of SQG Waste Management in Florida

There are approximately 450,188 businesses in Florida (2002 County Business Pattern for Florida). About 25% of these businesses may have the potential to produce hazardous waste. This estimate is derived from data collected by local governments as part of the *SQG Assessment, Notification and Verification Program*.

More than 114,000 potential generators of hazardous waste were surveyed for their waste management practices from 1995 to 2001. Evaluations of 44,000 on-site verifications show that almost 32% of the businesses were classified as CESQGs. These CESQGs generate 559 pounds of hazardous waste per year on average. Regulated SQGs account for almost 5.3% of the businesses verified. These SQGs generate 6,625 pounds of hazardous waste per year on average. Businesses that generate no waste or exempt non-hazardous waste account for almost 63% of the businesses verified.



## Florida Statutes

### 403.7225 Local Hazardous Waste Management Assessments

1. The Legislature recognizes that there is a need for identifying the amount, type, sources, and management of hazardous waste generated by small quantity generators in the state. There is also a need for facilitating responsible waste storage, transportation, volume reduction, recycling treatment, disposal, and the introduction of waste reduction opportunities to small quantity generators of hazardous waste. Responsible management of these wastes is imperative in order to protect the public health, safety, and welfare and the environment.
2. The department shall establish guidelines for local hazardous waste management assessments and shall specify a standard format. The local hazardous waste management assessments shall include, but not be limited to, the identification of the following:
  - a) All small quantity generators of hazardous waste within a county as defined pursuant to federal regulations under 40 C.F.R. part 260.10.
  - b) The types and quantities of hazardous waste generated by small quantity generators within a county.
  - c) Current hazardous waste management practices of small quantity generators within a county.
  - d) Effective waste management practices for small quantity generators of hazardous waste.

Florida  
Statutes

3. Each county or regional planning council shall coordinate the local hazardous waste management assessments within its jurisdiction according to guidelines established under s. 403.7226. If a county declines to perform the local hazardous waste management assessment, the county shall make arrangements with its regional planning council to perform the assessment.
4. County-designated areas under the original assessments in which hazardous waste storage facilities have been located are recognized by the Legislature. However, this section does not prohibit a county from amending its comprehensive plan to designate other areas for this purpose, nor does this section prohibit construction of a facility on any other locally approved or state-approved site.
5. No county may amend its comprehensive plan or undertake rezoning actions in order to prevent areas designated pursuant to subsection (4) from being used as hazardous waste storage facilities.
6. Unless performed by the county pursuant to subsection (3), the regional planning councils shall upon successful arrangements with a county:
  - a) Perform local hazardous waste management assessments;
  - b) Provide any technical expertise needed by the counties in developing the assessments.
7. The selection of a regional storage facility site during the original assessment will not preclude the siting of a storage facility at some other site which is locally or state approved.
8. The department shall assemble the data collected from the local hazardous waste management assessments and determine if the needs of small quantity generators of hazardous waste will be met by in-state commercial hazardous waste facilities or if additional storage, treatment, or disposal facilities are needed in the state and which regions have the greatest need.
9. Storage facility area selections, or regional storage facility site selections from the original assessments shall not prevent siting of storage or treatment facilities in any area of the state.
10. Except as provided in this part, no local government law, ordinance, or rule pertaining to the subject of hazardous waste regulation may be more stringent than department rules adopted under the authority of this chapter.
11. Local hazardous waste management assessments shall be renewed every five years, based on the schedule determined by the department. More frequent assessments shall not be required by the state. However, at their option, counties may update such assessments at more frequent intervals. The assessment rolls shall be brought up to date annually before the end of the five- year interval by including the applicable names from department sources, occupational licenses, building permits, and from not less than one complete survey of the business pages of the county local telephone systems. The roll shall be updated continuously thereafter in the same manner.
12. The Legislature recognizes the expense incurred by county governments in the proper identification, notification, and verification of small quantity generators of hazardous waste within their jurisdictions. When required to support the local hazardous waste assessments required by this section, the small quantity generator notification and verification program required pursuant to s. 403.7234, and the reporting requirements of s. 403.7236, a county may impose a small quantity generator notification and verification surcharge of up to \$50 on the business or occupational license or renewal of any firm that is classified as a small quantity generator of hazardous wastes. A county may contract with or otherwise enter into an agreement with the county tax collector to collect the annual surcharge.

## 403.7226 Technical Assistance by the Department

The department shall:

1. Provide technical assistance to county governments and regional planning councils to ensure consistency in implementing local hazardous waste management assessments as provided in ss. 403.7225, 403.7234, and 403.7236. In order to ensure that each local assessment is properly implemented and that all information gathered during the assessment is uniformly compiled and documented, each county or regional planning council shall contact the department during the preparation of the local assessment to receive technical assistance. Each county or regional planning council shall follow guidelines established by the department, and adopted by rule as appropriate, in order to properly implement these assessments.
2. Identify short-term needs and long-term needs for hazardous waste management for the state on the basis of the information gathered through the local hazardous waste management assessments and other information from state and federal regulatory agencies and sources. The state needs assessment must be ongoing and must be updated when new data concerning waste generation and waste management technologies become available. The department shall annually send a copy of this assessment to the Governor and to the Legislature.

## 403.7234 Small Quantity Generator Notification and Verification Program

1. Each county shall notify, according to guidelines established under s. 403.7226, each small quantity generator identified on its assessment roll during the first year of the local hazardous waste management assessment. Annually thereafter, the county shall notify each small quantity generator not notified previously. The notification of small quantity generators shall:
  - a) Detail the legal responsibilities of the small quantity generator with regard to proper waste management practices, including penalties for noncompliance.
  - b) Include a list of hazardous waste management alternatives and waste reduction opportunities, which are available to the small quantity generator.
2. Alternatively, a county may perform this notification either through the mail or during the annual business licensing of new or existing facilities that potentially may generate hazardous waste.
3. Counties shall collect information on the types, amounts, and management of waste generated by small quantity generators according to guidelines established under s. 403.7226.
4. Within 30 days of receipt of a notification, which includes a survey form, a small quantity generator shall disclose its management practices and the types and quantities of waste to the county government. Annually, each county shall verify the management practices of at least 20 percent of its small quantity generators. The procedure for verification used by the county shall be developed as part of the guidance established by the department under s. 403.7226. The department may also regulate the waste management practices of small quantity generators in order to ensure proper management of hazardous waste in a manner consistent with federal requirements, except as provided under s. 403.804(2).

5. Any small quantity generator who does not comply with the requirements of subsection (4) and who has received a notification and survey in person or through one certified letter from the county is subject to a fine of between \$50 and \$100 per day for a maximum of 100 days. The county may collect such fines and deposit them in its general revenue fund. Fines collected by the county shall be used to carry out the notification and verification procedure established in this section. If there are excess funds after the notification and verification procedures have been completed, such funds shall be used for hazardous and solid waste management purposes only.

## **403.7236 Local Government Information to Be Sent to the Department**

Each county shall transmit the following information to the department, according to guidelines established under s. 403.7226:

1. A summary of the information gathered during its local hazardous waste management assessment;
2. Information gathered from each small quantity generator not notified or verified previously;
3. On site information gathered from each existing small quantity generator verification.

## **403.7238 Expanded Local Hazardous Waste Management Programs**

1. The Legislature recognizes the need for increased participation by local governments in ensuring that small quantity generators are properly managing their hazardous waste and that waste reduction opportunities are promoted and realized. In order to promote this participation, the department shall establish a grant program on a competitive basis for counties that meet the following criteria:
  - a) The county has established a funding mechanism to support its local hazardous waste management assessments and the expanded local hazardous waste management program.
  - b) The county has adopted a local ordinance approved by the department that addresses the compliance with and enforcement of the federal and state hazardous waste regulations for small quantity generators.
  - c) The county has established a plan that is designed to reduce the generation of hazardous waste and hazardous emissions from local governmental agencies and departments.
  - d) The county certifies that it will continue to implement its expanded local hazardous waste management assessment program after the grant assistance ceases.
2. Grants are authorized to cover start-up costs incurred to establish the expanded local hazardous waste management program, including training for personnel, and materials and equipment necessary for education, compliance activities, and program administration. The total costs of administration shall not exceed 10 percent of the county's grant award.
3. The maximum amount of a grant for a county establishing an expanded local hazardous waste management program shall be \$50,000.

## 403.091 Authority to Conduct Inspections

- (1)(a) Any duly authorized representative of the department may at any reasonable time enter and inspect, for the purpose of ascertaining the state of compliance with the law or rules and regulations of the department, any property, premises, or place, except a building which is used exclusively for a private residence, on or at which:
1. a hazardous waste generator, transporter, or facility or other air or water contaminant source;
  2. a discharger, including any non-domestic discharger which introduces any pollutant into a publicly owned treatment works;
  3. any facility, as defined in s. 376.301; or
  4. a resource recovery and management facility
    - a) is located or is being constructed or installed or where records which are required under this chapter, ss. 376.30-376.319, or department rule are kept.
    - b) Any duly authorized representative may at reasonable times have access to and copy any records required under this chapter or ss. 376.30-376.319; inspect any monitoring equipment or method; sample for any pollutants as defined in s. 376.301, effluents, or wastes which the owner or operator of such source may be discharging or which may otherwise be located on or underlying the owner's or operator's property; and obtain any other information necessary to determine compliance with permit conditions or other requirements of this chapter, ss. 376.30-376.319, or department rules.
    - c) No person shall refuse reasonable entry or access to any authorized representative of the department who requests entry for purposes of inspection and who presents appropriate credentials; nor shall any person obstruct, hamper, or interfere with any such inspection. The owner or operator of the premises shall receive a report, if requested, setting forth all facts found which relate to compliance status.
- (2) An inspection pursuant to subsection (1) may be conducted only after:
- a) Consent for the inspection is received from the owner, operator, or person in charge; or
  - b) The appropriate inspection warrant as provided in this section is obtained.
- 3)(a) An inspection warrant as authorized by this chapter may be issued by a judge of any county court or circuit court of this state which has jurisdiction of the place or thing to be searched.
- (b) Upon proper affidavit being made, an inspection warrant may be issued under the provisions of this chapter or ss. 376.30-376.319:
1. When it appears that the properties to be inspected may be connected with or contain evidence of the violation of any of the provisions of this chapter or ss. 376.30-376.319 or any rule properly promulgated there under; or
  2. When the inspection sought is an integral part of a larger scheme of systematic routine inspections which are necessary to, and consistent with, the continuing efforts of the department to ensure compliance with the provisions of this chapter or ss. 376.30-376.319 and any rules adopted thereunder.

- (c) The judge shall, before issuing the warrant, have the application for the warrant duly sworn to and subscribed by a representative of the department; and he may receive further testimony from witnesses, supporting affidavits, or depositions in writing to support the application. The affidavit and further proof, if had or required, shall set forth the facts tending to establish the grounds specified in paragraph (b) or the reasons for believing that such grounds exist.
- (d) Upon examination of the application and proofs submitted and if satisfied that cause exists for the issuing of the inspection warrant, the judge shall thereupon issue a warrant, signed by him with the name of his office, to any department representative, which warrant will authorize the representative forthwith to inspect the property described in the warrant.

## *Florida Rules*

# Florida RULES

### **Chapter 62-731 County and Regional Hazardous Waste Management Programs 62-731.020 Definitions**

1. Unless otherwise indicated herein, all words, phrases, or terms used in this chapter shall be defined as provided in Florida Administrative Code Rule 62-730.020.
2. “Administrative Costs” means those costs directly associated with the small quantity generator assessment, notification and verification grant program and the expanded local hazardous waste management grant program.
3. “Department” means the Department of Environmental Protection.
4. “Small Quantity Generator” means a generator who generates less than 1,000 kilograms (kg) of hazardous waste in a calendar month.

### **62-731.030 Small Quantity Generator Assessment, Notification and Verification Program**

1. Each county in the state shall conduct the small quantity generator assessment, notification and verification program to identify hazardous waste related problems within its jurisdictional boundaries. This program shall be renewed every five years.
2. Each county small quantity generator assessment, notification and verification program shall be conducted as specified in the “Guidelines to Conduct the County Small Quantity Generator Assessment, Notification and Verification Program-February, 1994.” This manual is hereby adopted and incorporated as part of this rule by reference.
3. If a county declines to perform the small quantity generator assessment, notification and verification program, the county shall make arrangements with its regional planning council or other regional or state government agency to perform the program pursuant to the “Guidelines to Conduct the County Small Quantity Generator Assessment, Notification and Verification Program-February, 1994.”

## **62-731.040 County Information Sent to the Department**

A summary of information gathered during each county's small quantity generator assessment, notification and verification program shall be sent to the Department pursuant to the provisions of the "Guidelines to Conduct the County Small Quantity Generator Assessment, Notification and Verification Program February, 1994."

# *Grants* GRANTS

## **62-731.050 Grants; General Specifications**

1. The primary purpose of grant funds shall be to cover costs incurred to establish the small quantity generator assessment, notification and verification program or the expanded local hazardous waste management program, including training for county personnel, materials and equipment necessary for education and compliance activities associated with these programs, and program administration.
2. Grant funds shall be made available on a competitive basis to county governments. Grant funds are to be used by the county to carry out the small quantity generator assessment, notification and verification program or the expanded local hazardous waste management program. If grant requests exceed available funding, the Secretary of the Department will prioritize the award of available grants based on the timeliness of the submittal of a complete grant request. A complete grant request submittal means that all information in sections 62-731.040 and 62-731.060(2)(a)-(c), or 62-731.062(2) (a)-(e), F.A.C. has been submitted. If a grant request submittal does not contain sufficient detail, the Department will request additional information.
3. The total one time grant amount available for the small quantity generator assessment, notification and verification program shall not exceed \$30,000 per eligible county.
4. The total one time grant amount for a county establishing an expanded local hazardous waste management program shall not exceed \$50,000 per eligible county.

## **62-731.060 Small Quantity Generator Assessment, Notification and Verification Program Grant Eligibility and Standards**

1. County applicants are to consult and discuss plans to conduct the small quantity generator assessment, notification and verification program with the Department prior to submitting a grant request. This discussion should pertain to the requirements of 62-731.060(2) (a), (b), and (c), and be held as early as possible in the planning process.
2. County applicants must meet the following requirements:
  - a) Development of a funding mechanism to directly support the small quantity generator assessment, notification and verification program
  - b) A legally binding agreement between the County and the Department that certifies the county will implement its small quantity generator assessment notification program as specified in the "Guidelines to Conduct the County Small Quantity Generator Assessment, Notification and Verification Program – February, 1994"- for a five-year cycle.

- c) Demonstrate that the county is experiencing financial hardship and does not have a funding mechanism dedicated to the small quantity generator assessment, notification and verification program.

### **62-731.062 Expanded Local Hazardous Waste Management Program Grant Eligibility and Standards**

1. County applicants are to consult and discuss plans to conduct the expanded local hazardous waste management program with the Department prior to submitting a grant request. This discussion should pertain to the requirements of 62-731.062(2)(a),(b),(c), and (d), and be held as early as possible in the planning process.
2. County applicants must meet the following requirements:
  - a) Establish a funding mechanism to support its small quantity generator assessment, notification and verification program and the expanded local hazardous waste management program.
  - b) A plan to reduce the generation of hazardous waste and hazardous emissions from local governmental agencies and departments.
  - c) A legally binding agreement between the County and the Department certifying that the county will continue to implement an expanded local hazardous waste management assessment program for a minimum of three years after the grant assistance ceases.
  - d) Adoption of a local ordinance that grants the county authority to administer, including enforcement or compliance assistance, proper hazardous waste management practices for the generators of small quantities of hazardous waste. The Department will approve a county ordinance concerning the management of hazardous waste if the county ordinance incorporates provisions that are consistent with the regulatory provisions governing small quantity generators found in 40 C.F.R. Parts 260, 261, 262, and 266 as adopted by reference in Chapter 62-730, F.A.C.
3. Total cost for administration shall not exceed 10 percent of the county's grant award.

### **62-731.064 Award of Grant Funds**

1. Final grant requests must be submitted to the Department on or before November 1 of each State appropriation year.
2. The Department shall notify county applicants of the status of their grant request by December 15.
3. Grant funds remaining after the initial awards are made will be awarded to additional grant applicants on a competitive basis each month until grant funds are no longer available.
4. Grant funds are not available to meet the costs associated with work done prior to the effective date of the grant award.
5. Grant funds are subject to termination and refund if the approved grant request is substantially deviated from or the local government fails to fulfill the grant requirements.

# Appendix

appendix

## RCRA Overview

# Appendix

Resource Conservation and Recovery Act (RCRA)

## APPENDIX

# RCRA

### *RCRA Overview*

*Resource Conservation and Recovery Act (RCRA) Subtitle C* establishes a federal program to manage hazardous wastes from “cradle to grave.” Therefore, the regulations apply to hazardous waste generators, transporters and treatment, storage and disposal (TSD) facilities. RCRA Subtitle C regulations only apply to hazardous wastes.

**Hazardous Waste** is defined in RCRA Section 1004(5) as:

*“ . . . a solid waste, or combination of solid wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may:*

- a) cause, or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible, illness; or*
- b) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported or disposed of, or otherwise managed.” As defined, hazardous wastes are “solid wastes.”*

If a hazardous waste is being generated, the generator must comply with the requirements of 40 CFR Part 262. The generator’s status, based on the monthly quantity of hazardous waste that is produced, must be determined to identify the applicable RCRA Subtitle C requirements. If a hazardous waste is to be land disposed, the generator must also comply with the land disposal restrictions (LDR) requirements of 40 CFR Part 268. However, a universal waste generator may manage those wastes in compliance with the less stringent management standards of 40 CFR Part 273. Finally, management standards for generators of used oil are contained in 40 CFR Part 279.

\* Source: EPA RCRA Orientation Manual, EPA A530-R-02-016 and Florida Department of Environmental Protection.

## Solid Waste Determination

# RCRA

*The first step in identifying a waste as hazardous is to determine if it is a RCRA solid waste. Generators of solid wastes are required to make a hazardous waste determination for each solid waste.*

The determination that a material meets the RCRA definition for a solid waste is not based on its physical form (e.g., a solid waste could be a solid, liquid or gas). Rather, *the determination is based on whether the waste is a discarded material* that is:

- Being abandoned
- Inherently waste-like
- Being recycled, or
- A regulated military munition

However, numerous wastes fitting into these broad categories are excluded from the definition of solid waste by 261.4(a), or may be excluded from regulation by a variance granted under 260.30 and 260.31. If a material is not a solid waste, it cannot be considered a hazardous regulation under RCRA Subtitle C.

## Hazardous Waste Determination

A hazardous waste determination must be made for each solid waste that is produced. According to 262.11, a solid waste generator should use the following procedure to determine if a solid waste is a hazardous waste.

1. *Is the waste specifically excluded from the regulations under s. 261.4?*
  - If not, the generator must continue with questions #2 through #4.
2. *Is the waste a listed hazardous waste in Part 261, Subpart D?*
  - Listed hazardous wastes include wastes from generic industrial processes and certain sectors of industry, and unused pure chemical products and formulations.
3. *Does the waste exhibit a hazardous waste characteristic of ignitability, corrosivity, reactivity and/or toxicity, as defined in Part 261, Subpart C?*
  - This determination must be made for each non listed solid waste and each listed hazardous waste that must comply with the LDR requirements of Part 268. To make this determination, the generator may 1) test the waste, or 2) apply knowledge of the materials and processes that generated the waste.
4. *Does the generator declare the waste to be hazardous?*

If the generator answers yes to questions #2, #3 and/or #4, the solid waste is a RCRA hazardous waste and must be managed in accordance with the Subtitle C regulations.

# RCRA

## Small Quantity Generators of Hazardous Waste

A *small quantity generator* is one that generates less than 1,000 kilograms (kg) of hazardous waste in a calendar month. RCRA further refines this category into two separate groups:

### 40 CFR 261 Subpart D

Hazardous Wastes (HW) are wastes listed in 40 CFR 261 Subpart D as hazardous by the U.S. Environmental Protection Agency (EPA)—or they are wastes characterized in 40 CFR 261 Subpart C as hazardous by exhibiting one of four characteristics:

- Ignitability (i.e., an oxidizer or flash point < 140°)
- Corrosivity (i.e., pH < 2 or > 12.5)
- Reactivity
- Toxicity

A hazardous determination must be made of any waste material generated (s. 262.11). If the material is hazardous, then it must be recycled, treated, stored, or disposed at a proper HW facility. HW cannot be disposed on or in the ground, or in local landfills, septic tanks or injection wells.

Also, regardless of quantity, the generator of HW ultimately is responsible for the waste from “cradle to grave,” and can be held liable for improper management of HW even though it may have been sent to a “proper” HW management facility using a licensed transporter.

### • Small Quantity Generators (SQG)

100-1,000 kg/mo. or 220- 2,200 pounds

### • Conditionally Exempt Small Quantity Generators (CESQG)

no more than 100 kg/mo. or no more than 220 pounds

The amount of all hazardous waste generated and/or accumulated at a place of business will determine the generator’s appropriate category. Each category has its own requirements for waste management. To determine the correct generator status, each generator is required to count any hazardous waste that is:

- Accumulated prior to recycling, transporting, long-term storage, treatment, or disposal;
- Transported off-site for treatment, storage or disposal; and
- Treated or disposed on-site (unless exempt).

### Small quantity generators do not have to count:

- Spent lead acid batteries that will be sent off-site for reclamation.
- Used oil that has not been mixed with hazardous waste and is recycled on- or off-site.
- Petroleum Condensate Water (PCW) that is managed in accordance with Chapter 62-740, Florida Administrative Code (F.A.C.).
- Waste anti-freeze that is recycled in accordance with DEP guidelines.
- Hazardous waste batteries, pesticides, and mercury lamps, and devices managed in accordance with the EPA Universal Waste Rule (40 CFR, Part 273) and Chapter 62-737, F.A.C.

# Hazardous Waste Generator Categories

## Conditionally Exempt Small Quantity Generator (CESQG) Hazardous Waste Limits

A CESQG may generate in any one month:

- no more than 100 kilograms (220 pounds - about half a 55-gallon drum\*) of hazardous waste
- no more than 1 kilogram (2.2 pounds) of an acutely hazardous waste (e.g. some arsenic and cyanide compounds) and
- never accumulate more than 1,000 kilograms (2,200 pounds - about five 55-gallons drums) of hazardous waste at any time.

no more than  
  
in any one month

## Small Quantity Generator (SQG) Hazardous Waste Limits

A SQG may generate in any one month:

- between 100 kilograms (220 pounds - about half a 55-gallon drum) and 1,000 kilograms (2,200 pounds - about five 55-gallons drums) of hazardous waste

less than  
  
in any one month

## Large Quantity Generator (LQG) Limits

A LQG may generate in any one month:

- 1,000 kilograms of hazardous waste (2,200 pounds - about five 55-gallons drums) or more
- or
- 1 kilogram (2.2 pounds) or more of an acutely hazardous waste

more than  
  
in any one month

You are a CESQG if you generate no more than 100 kilograms of hazardous waste in any calendar month.

If you exceed the 100 kilograms per month or accumulate 1,000 kilograms at any one time, you are subject to the requirements of a Small Quantity Generator.

Many counties have hazardous waste collection centers that will accept hazardous waste from Conditionally Exempt Small Quantity Generators for a reduced fee during scheduled collections.

• These volume limits are based on the weight of water (8 pounds/gallon) and are only provided for the purpose of estimating one's status. Heavier wastes like heavy metal sludges (20 pounds/gallon) and chlorinated solvents such as perchloroethylene, Freon, and trichloroethylene (12-13.5 lb/gallon) need to be evaluated based on their actual weight per gallon.

## *RCRA Regulatory Requirements\**

The following table presents an overview of the federal RCRA regulatory requirements for generators that are either LQGs, SQGs, OR CESQGs in Florida.

| RCRA Requirements                     | LQG | SQG | CESQG | Implementation Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------|-----|-----|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EPA Identification Number</b>      | X   | X   |       | <ul style="list-style-type: none"> <li>Obtain an EPA identification number for each facility within your company. EPA and states use this 12-character identification number to track hazardous waste activities.</li> <li>Obtain an EPA identification number by submitting form 8700-12 (Notification of Regulated Waste Activity), which is provided by your state hazardous waste agency. This is a one-time notification. Contact your state regarding the need for re-notification if circumstances at your facility change.</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
| <b>Hazardous Waste Identification</b> | X   | X   | X     | <ul style="list-style-type: none"> <li>Identify whether you generate hazardous waste to determine if you are subject to the RCRA hazardous waste regulations. Test procedures are described in "Test Methods for the Evaluation of Solid Waste, Physical/Chemical Methods, SW-846," or tests can be performed by a local laboratory.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Used Oil Standards</b>             | X   | X   | X     | <ul style="list-style-type: none"> <li>If you generate used oil, you are subject to a separate set of management standards from the hazardous waste management standards, if the used oil will be recycled. If used oil is to be treated and disposed of, perform the hazardous waste identification step listed above.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Waste Counting</b>                 | X   | X   | X     | <ul style="list-style-type: none"> <li>Determine how much hazardous waste you generate to determine your generator status.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Accumulation Area</b>              | X   | X   |       | <ul style="list-style-type: none"> <li>You can accumulate waste in a "satellite accumulation area" with minimal regulatory burden. This area must be at or near the point of generation and under the control of the operator of the process generating the waste.</li> <li>There is no time limit on accumulation in the satellite accumulation area for waste under 55 gallons.</li> <li>There is a 55-gallon accumulation limit in the satellite accumulation area. Excess waste beyond the 55-gallon limit must be moved from the satellite accumulation area within 3 days.</li> <li>You must accumulate the waste in containers.</li> <li>Waste containers must be marked with the words "Hazardous Waste" or other words that identify their contents.</li> <li>This waste is exempt from other accumulation provisions while in the satellite accumulation area.</li> </ul> |

\* Source: RCRA IN FOCUS, EPA 530-K-99-004

# RCRA Regulatory Requirements

| RCRA Requirements                                          | LQG | SQG | CESQG | Implementation Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------|-----|-----|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Accumulation Areas (Time and Quantity Limits)</b> | X   | X   | X     | <ul style="list-style-type: none"> <li>• If waste accumulation does not meet the requirements for satellite accumulation, it is subject to more stringent requirements. LQGs can accumulate waste on site for up to 90 days without a permit. In Florida, SQGs can accumulate waste for 180 days.</li> <li>• Begin counting accumulation time when waste is first generated or removed from satellite accumulation area.</li> <li>• Waste must be put in an exempt unit, recycled, or sent off site within the proper time period stated above.</li> <li>• If an LQG or SQG accumulates wastes beyond the allotted time period, the facility is fully subject to the requirements of a hazardous waste storage facility unless granted an exemption. SQGs cannot accumulate more than 6,000 kg of hazardous waste at any time.</li> <li>• CESQGs cannot accumulate more than 1,000 kg of hazardous waste, more than 1 kg of acutely hazardous waste, or 100 kg of spill residue from acutely hazardous waste at any time.</li> </ul>                                                   |
| <b>Storage Unit Requirements</b>                           | X   | X   |       | <ul style="list-style-type: none"> <li>• Accumulate waste only in units that are in good condition, remain closed except when adding or removing waste, are inspected at least weekly, are compatible with the types of waste, and meet special standards for ignitable waste and incompatible waste.</li> <li>• LQGs can use accumulation tanks and containers that have been assessed for integrity, have a secondary containment system, and are inspected each operating day. SQGs can use certain accumulation tanks and containers.</li> <li>• LQGs can use containment buildings as well.</li> <li>• For all units, the date that the accumulation period begins must be clearly marked and visible on each container. All containers and tanks must be clearly marked or labeled with the words "Hazardous Waste" and accumulation units must be shut down and closed permanently in accordance with standards at the end of the unit life.</li> <li>• LQGs and SQGs can treat their waste without a RCRA storage permit in accumulation units that meet standards.</li> </ul> |
| <b>Air Emissions</b>                                       | X   |     |       | <ul style="list-style-type: none"> <li>• LQGs must comply with organic air emissions requirements.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Preparedness and Prevention</b>                         | X   | X   |       | <ul style="list-style-type: none"> <li>• LQGs and SQGs must comply with preparedness and prevention requirements, including the following:</li> <li>• LQGs and SQGs can treat their waste without a RCRA storage permit in accumulation units that meet standards <ul style="list-style-type: none"> <li>◦ An adequate internal alarm or communications system.</li> <li>◦ A device capable of summoning emergency personnel.</li> <li>◦ Portable fire control equipment.</li> <li>◦ Adequate water pressure to operate fire control systems.</li> <li>◦ Adequate testing and maintenance of all emergency systems</li> <li>◦ Access to communication or alarm systems during waste handling activities.</li> <li>◦ Adequate aisle space for emergency response.</li> <li>◦ An arrangement with local emergency response authorities.</li> </ul> </li> </ul>                                                                                                                                                                                                                           |

*RCRA Regulatory Requirements*

| RCRA Requirements                   | LQG | SQG | CESQG | Implementation Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|-----|-----|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contingency Plan</b>             | X   | X   |       | <ul style="list-style-type: none"> <li>• LQG facilities must prepare a facility contingency plan in accordance with regulations.</li> <li>• The contingency plan must be designed to minimize hazards from fires, explosions, or any unplanned release of hazardous waste or constituents.</li> <li>• A copy of the contingency plan must be kept on site and an additional copy must be submitted to all local emergency services providers.</li> <li>• LQGs and SQGs must have an emergency coordinator on site or on call at all times to respond to emergencies.</li> <li>• Emergency response information must be posted next to the telephone.</li> <li>• In the event of a fire, explosion, or release that could threaten human health outside the facility, or when a spill has reached surface water, the emergency coordinator must notify the National Response Center at 800 424-8802.</li> </ul>                               |
| <b>Personnel Training</b>           | X   | X   |       | <ul style="list-style-type: none"> <li>• LQGs must have a personnel training program in accordance with regulatory standards.</li> <li>◦ Training must instruct facility personnel about hazardous waste management procedures and emergency response.</li> <li>◦ Training must be completed within 6 months from the applicability of requirements.</li> <li>◦ The facility must undertake an annual review of initial training.</li> <li>◦ SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>DOT Packaging</b>                | X   | X   | X     | <ul style="list-style-type: none"> <li>• Before being transported, waste must be packaged, labeled, and marked in accordance with applicable DOT requirements. Call the DOT hazardous materials information line at 202- 366-4488 for information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Off-site Management of Waste</b> | X   | X   | X     | <ul style="list-style-type: none"> <li>• Hazardous waste sent off site for handling may only be sent to a hazardous waste TSDF or recycling facility unless otherwise exempt CESQGs: See on-site management of waste below.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>On-site Management of Waste</b>  |     |     | X     | <ul style="list-style-type: none"> <li>• CESQGs may either treat waste on site, if the generator qualifies as one of the following types of facilities, or ensure delivery of waste to one of the following types of facilities: <i>Permitted RCRA TSDF; Interim Status TSDF; State-Authorized to handle hazardous waste; Permitted, Licensed, or Registered by state to handle municipal solid waste according to standards; Permitted, Licensed, or Registered by state to handle non-municipal waste.</i></li> <li>• If managed after January 12, 1998, facility is permitted, licensed, or registered by state to handle non-hazardous waste in accordance with standards. Facility beneficially uses or reuses, or legitimately recycles or reclaims its waste; facility treats its waste prior to beneficial use, reuse, or legitimate recycling or reclamation; or a universal waste handler in accordance with standards.</li> </ul> |

# RCRA Regulatory Requirements

| RCRA Requirements                              | LQG | SQG | CESQG | Implementation Explanation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|-----|-----|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manifest</b>                                | X   | X   |       | <ul style="list-style-type: none"> <li>Hazardous waste sent off site must be accompanied by a manifest, a multi-page form that documents the waste's progress through treatment, storage, and disposal. It can be obtained from your state agency.</li> <li>The manifest must have enough copies to provide the generator, each transporter, and the destination facility with one copy for their records and a second copy to be returned to the generator after completion by the destination facility operator.</li> <li>SQGs that have a contractual agreement with a waste reclaimer that specifies the types and frequencies of shipments do not need to manifest the wastes if they retain a copy of the agreement in their files.</li> </ul> |
| <b>Land Disposal Restrictions Notification</b> | X   | X   |       | <ul style="list-style-type: none"> <li>Waste must meet certain treatment standards under the LDR program. Waste must be treated to reduce the hazardous constituents to levels set by EPA or the waste must be treated using a specified technology. All waste sent off site for treatment, storage, and disposal must be accompanied by appropriate LDR program notifications and certifications.</li> <li>There are no required forms, but these papers must indicate whether or not wastes meet treatment standards, or whether the waste is excluded from the definition of hazardous or solid waste or is otherwise exempt.</li> </ul>                                                                                                          |
| <b>Hazardous Waste Minimization</b>            | X   | X   |       | <ul style="list-style-type: none"> <li>To encourage generators to produce less hazardous waste, LQGs are required to have a program in place to reduce the volume and toxicity of waste generated to the degree economically practicable, and must select a currently available treatment, storage, or disposal method that minimizes present and future threats.</li> <li>LQGs and SQGs must sign a certification of hazardous waste minimization on the manifest.</li> <li>SQGs must make a good faith effort to minimize waste generation and to select the best available waste management method that they can afford.</li> </ul>                                                                                                               |
| <b>Biennial Report</b>                         | X   |     |       | <ul style="list-style-type: none"> <li>LQGs must submit biennial reports of waste generation and management activity by March 1 of every even-numbered year. EPA, other agencies, and the public use this information to track trends in hazardous waste management.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Record Keeping</b>                          | X   | X   | X     | <ul style="list-style-type: none"> <li>LQGs must maintain personnel training records until the facility closes.</li> <li>LQGs must keep copies of each biennial report for 3 years.</li> <li>LQGs and SQGs must keep a copy of each manifest for 3 years.</li> <li>CESQGs must keep disposal records (manifests, reclamation agreements, or any written disposal records) for 3 years (62-730 F.A.C.)</li> <li>LQGs and SQGs must keep records of test results, waste analyses, and other hazardous waste determinations for 3 years.</li> </ul>                                                                                                                                                                                                     |

## *Other Regulations*

### **Used Oil Management –(40 CFR Part 279) and 62-710 F.A.C.**

Used oil destined for disposal or recycling is not listed as a hazardous waste. However, significant requirements apply when managing used oil from its generation to ultimate reuse or disposal. Part 279 delineates these standards and segregates them based on their role in the used oil industry.

- Subpart C applies to generators of used oil. In most cases, generators who mix hazardous waste with used oil must manage the resulting mixture as hazardous waste. Used oil with >1,000 ppm total halogens is presumed to be a hazardous waste (and must be managed as such), unless the generator can prove otherwise. Requirements for used oil storage, on-site burning in space heaters and off-site shipping are identified.
- Subpart D provides requirements for used oil collection centers and aggregation points that accept and store small shipments (<55 gallons) of used oil from household “do-it-yourselfers.” Such sites become the “generators,” which must comply with the same requirements specified in Subpart C for used oil generators.
- Subpart E applies to transporters of used oil. This subpart details the used oil notification, spill recovery, sampling, storage limitations, off-site shipping and record-keeping requirements.
- Subpart F details the requirements applicable to used oil processors and refiners.
- Subpart G applies to off-specification used oil that is burned for energy recovery. Only used oil that exceeds specified limits for heavy metals, flashpoint and total halogens is regulated when burned in this manner.
- Subpart H provides standards for used oil fuel marketers. A marketer is any person who ships off-specification used oil to a used oil burner, or the individual who first claims that used oil to be burned for energy recovery meets the used oil fuel specification.
- Subpart I applies to the disposal of used oil that is non-recyclable. Used oils that exhibit hazardous characteristics and are not recyclable must be handled and disposed like any hazardous waste.

other regulations

## Florida's Used Oil Rule

In 62-710, F.A.C., the state of Florida has adopted EPA's regulations (40 CFR Part 279) on the used oil management standards. Florida's Used Oil Rule is stricter than the federal standards and are outlined below.

### 62-710.300 Applicability

This section offers guidance to the regulated community on the applicability of this chapter to various types of operations and operators. It should not be read to relieve any person from applicable requirements of this rule or any other rules or statutes.

### Used Oil Handlers

- Generators shall comply with the requirements found in 40 C.F.R. Part 279, Subpart C and must have their used oil managed only by a used oil handler which is registered with the Department, except with respect to the transportation of used oil in shipments of 55 gallons or less.
- Mobile lube operators shall comply with the requirements found in 40 C.F.R. Part 279, Subpart C. The Department recommends that mobile lube operators who transport more than 500 gallons of used oil per year over public highways have a spill control plan and equipment in place.
- Private and public used oil collection centers and aggregation points shall comply with 40 C.F.R. Part 279, Subpart D. They shall also meet the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.
- Used oil transporters and transfer facilities shall comply with 40 C.F.R. Part 279, Subpart E. They shall also comply with registration, record keeping and certification requirements found in Rules 62-710.500, 62-710.510, and 62-710.600, F.A.C.
- Processors shall comply with 40 C.F.R. Part 279, Subpart F. They shall also meet the registration, record keeping, and permit requirements found in Rules 62-710.500, 62-710.510, and 62-710.800, F.A.C.
- Burners who burn off-specification used oil for energy recovery shall comply with 40 C.F.R. Part 279, Subpart G. They shall also comply with the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.
- Marketers shall comply with 40 C.F.R. Part 279, Subpart H. They shall also comply with the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.

**Used Oil Filter Handlers**

- Generators, transporters, processors and end users as defined in Rule 62-710.201, F.A.C.) shall comply with Rule 62-710.850, F.A.C.

**Used Oil Storage And Process Tanks**

- Used Oil Storage And Process Tanks must meet the requirements of 40 C.F.R. Part 279.54, as well as the requirements of Chapter 62-761, F.A.C., Underground Storage Tank Systems, and Chapter 62-762, F.A.C., Above Ground Storage Tank Systems, as applicable.

**Chapter 62-770, F.A.C., Petroleum Contamination Site Cleanup Criteria**

- Chapter 62-770, F.A.C., Petroleum Contamination Site Cleanup Criteria, applies to discharges of used oil.

There is new language in the prohibitions section that inspectors should be aware of in:

**62-710.401 Prohibitions**

- No person may store used oil in tanks or containers unless they are clearly labeled with the words “used oil” and are in good condition (no severe rusting, apparent structural defects or deterioration) with no visible oil leakage. If tanks or containers are not stored inside a structure, the contents shall be closed, covered or otherwise protected from the weather. If tanks or containers are not double-walled, they shall be stored on an oil-impermeable surface such as sealed concrete or asphalt, and must have secondary containment which has the capacity to hold 110% of the volume of the largest tank or container within the containment area.

Additional information on used oil can be found at [http://www.dep.state.fl.us/waste/categories/used\\_oil/](http://www.dep.state.fl.us/waste/categories/used_oil/).

**Universal Waste 40 CFR Part 273 and 62-737 F.A.C.**

In 62-730.185, F.A.C., the state of Florida has adopted EPA’s regulations (40 CFR Part 273) on the management of certain widely generated hazardous wastes including batteries, mercury thermostats and certain pesticides. These wastes are called “universal wastes” or UW because they are generated by a large number of generators from a wide variety of settings, not just those associated with industrial hazardous waste generation. Universal wastes are subject to streamlined regulations for generators (called “handlers”) and transportation but destination facilities that treat and dispose are still subject to full RCRA regulation.

Florida’s state universal waste regulations, Chapter 62-737, F.A.C., apply to mercury-containing lamps (fluorescent, high intensity discharge, neon) and mercury-containing devices (thermometers, manometers, mercury bilge pump float switches, automobile and appliance tilt switches, etc.).

# Universal Waste

## UW Batteries



This includes any hazardous waste wet or dry cell battery. This definition does not include the unit or device in which the battery is contained. In the case of lead-acid batteries, the 40 CFR 266.80 provisions still apply and most of the handlers of these batteries that comply with these provisions are not subject to the UWR. The one exception is the lead-acid battery regeneration facility, which becomes subject to the handler requirements under the UWR but is exempted from the requirements for lead-battery reclamation facilities.

Additional information in used oil can be found at <http://www.dep.state.fl.us/waste/categories/batteries/>.

## UW Pesticides



This includes unused pesticide products that are being collected and managed as part of a waste pesticide program such as Florida's Operation Cleansweep. It also includes pesticides that (1) have suspended or canceled registrations or that are not in compliance with the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), and (2) are part of a voluntary or mandatory recall under FIFRA or that are part of a voluntary recall by the pesticide registrant. Some waste pesticides [40 CFR 273.3(c) and (d)] cannot be managed as a universal waste and remain subject to full RCRA regulation.

Additional information on cleansweep can be found at <http://www.dep.state.fl.us/waste/categories/cleansweep-pesticides/>.

## UW Mercury Containing Devices



This includes devices such as thermostats, manometers, mercury bilge pump float switches, automobile and appliance tilt switches, etc. Ampoules of mercury may be separated from the devices but must be removed following the specific handler management requirements under the UWR. Devices containing liquid mercury not contained in an ampoule cannot be drained before disposal but must be managed intact.

This includes spent fluorescent, high intensity discharge (HID) and some neon lamps. Florida businesses and governmental facilities generating spent fluorescent and HID lamps have three options for managing them: recycling (recommended), landfill disposal under some conditions, or disposal as hazardous waste. No mercury-containing lamps can be incinerated in Florida. Lamps destined for recycling and managed in accordance with these regulations are considered universal waste and do not count toward a facility's hazardous waste generator status. Before landfill disposal, always contact the local solid waste management department for guidance or restrictions: generators of ten or less spent lamps per month per location or generators of low mercury, non-hazardous waste spent lamps may be allowed to dispose of these lamps with regular trash going to a permitted, lined solid waste landfill. Mercury containing lamps can also be disposed as hazardous waste through a licensed waste transporter and will count towards a facility's hazardous waste generator status.

Additional information on Mercury Containing Devices can be found at <http://www.dep.state.fl.us/waste/categories/mercury/>.

## UW Lamps



This includes spent fluorescent, high intensity discharge (HID) and some neon lamps. Florida businesses and governmental facilities generating spent fluorescent and HID lamps have three options for managing them: recycling (recommended), landfill disposal under some conditions, or disposal as hazardous waste. No mercury-containing lamps can be incinerated in Florida. Lamps destined for recycling and managed in accordance with these regulations are considered universal waste and do not count toward a facility's hazardous waste generator status. Before landfill disposal, always contact the local solid waste management department for guidance or restrictions: generators of ten or less spent lamps per month per location or generators of low mercury, non-hazardous waste spent lamps may be allowed to dispose of these lamps with regular trash going to a permitted, lined solid waste landfill. Mercury containing lamps can also be disposed as hazardous waste through a licensed waste transporter and will count towards a facility's hazardous waste generator status.

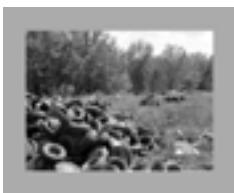
Additional information on Mercury Containing Devices can be found at <http://www.dep.state.fl.us/waste/categories/mercury/>.

## End of Life Electronics

Electronic equipment is everywhere in modern life. Both per capita ownership and discards of TVs, computers and other electronics will likely increase rapidly for a variety of reasons. Florida has focused upon the cathode ray tube (CRT) found in almost every television and computer monitor as the most problematic material in the end-of-life electronics waste stream due to its lead content. Since cathode ray tubes (an integral part of computer monitors and televisions) are estimated to be the largest source of lead in municipal solid waste, the Department is actively fostering the recycling of these and other electronic products. The Department has partnered with local governments to accelerate the development of a collection and recycling infrastructure for used electronics.

Additional information on end of life electronics can be found at <http://www.dep.state.fl.us/waste/categories/electronics/>.

## Waste Tire Law



The Waste Tire Management Program has several components: a regulatory program that addresses how waste tires can be moved, stored, processed, used or disposed of; an abatement or cleanup program that assists in cleaning up illegal tire piles; and a market development program that works with potential end users for waste tires. In addition, there is a waste tire grant program that distributes funding to counties to assist them in local waste tire management efforts.

### Waste Tire Regulatory Program Information

Provides for the regulation of waste tire storage, collection, transport, processing, recycling, reuse, and disposal through permitting and registration programs. "Waste tire" means a tire that has been removed from a motor vehicle and has not been retreaded or re-grooved. "Waste tire" includes used tires and processed tires.

## **Waste Tire Site Abatement Information**

The waste tire abatement program provides for identification, evaluation, and clean-up of waste tire sites. A waste tire site is a site at which 1500 or more waste tires are accumulated.

## **Waste Tire Grant Program Information**

Provides grants to counties to manage the on-going flow of waste tires. Grants may be used for waste tire processing, site abatement, mosquito control, research, establishing collection centers, enforcement, and purchase of products made with waste tires.

## **What Every Tire Dealer Should Know About Florida's Waste Tire Law**

If you operate a business that sells tires – either new tires, or used tires -- you should know about the Florida laws that deal with the collection, storage, and disposal of used and waste tires.

Florida's waste tire laws are found in the Florida Statutes (Ch. 403.717, F.S.) and in the Rules of the Florida Department of Environmental Protection (Ch. 62-711 and 62-701, Florida Administrative Code). Tire dealers should be aware that these regulations apply to their operations. Copies may be acquired from the DEP by calling 1-800-741-4337.

If you store or otherwise deal with waste tires -- defined as a tire that has been removed from a motor vehicle and has not been retreaded or re-grooved (including used tires and processed tires) – this leaflet summarizes your responsibilities under these regulations. However, this leaflet is not a substitute for reading and knowing the regulations themselves.

If you are a tire dealer who stores or otherwise deals with used or waste tires:

- You can store no more than 1,500 tires (total of used and waste tires); this includes inside and outside storage.
- You must maintain neat, mosquito free piles of used and waste tires at all times.
- If more than 25 tires a month are collected and hauled from your facility, you must keep records of who collects your waste tires, how many are collected, when they are collected, the registration number of the collector, and where they are taken.
- You may only contract with a registered collector to haul off waste tires and the collector must have a current registration decal displayed on the vehicle that picks up the tires.
- If you haul your own waste tires in loads of more than 25 tires at a time, you must register with the Department of Environmental Protection as a waste tire collector.
- If you allow tires to be removed from your business by someone other than a registered collector, you remain responsible for those tires. If they are illegally dumped you can be fined or required to clean up the disposal site and properly dispose of the tires. A firm that retreads tires may haul its own tires to its own store, and bring the casings back to the retread plant.

Additional information on waste tires can be found at <http://www.dep.state.fl.us/waste/categories/tires/>.

### *Clean Air Act*

The *Clean Air Act's* (CAA) goals are to protect and enhance the quality of the nation's air and to promote the public health and welfare and the productive capacity of its population. The act is divided into seven titles or sections. Each title creates one or more programs that regulate various types of air emissions, including obvious air emission sources such as incinerators and automobiles, as well as less obvious sources such as air stripping and other waste treatment technologies.

This discussion of the CAA focuses on those programs that interface with RCRA. The CAA programs that are likely to interface with RCRA include the National Ambient Air Quality Standards, the New Source Performance Standards, the National Emissions Standards for Hazardous Air Pollutants and the Stratospheric Ozone Protection Standards. In addition, the Act also contains provisions concerning mobile sources of air pollution (e.g., automobile emissions) and acid deposition.

Although these programs do not relate directly to RCRA, they affect many people and you may receive questions related to these programs. Consequently, you should recognize these questions and refer callers to the appropriate DEP or EPA resources.

### National Ambient Air Quality Standards

#### Subsections of the Clean Air Act (CAA)

National Ambient Air Quality Standards

New Source Performance Standards

Stratospheric Ozone Protection

Accidental Release Prevention

National Emission Standards for Hazardous Air Pollutants

Title I of the CAA requires EPA to promulgate National Ambient Air Quality Standards (NAAQS). These standards address the general air quality in a geographic area rather than at a specific emission point. NAAQS represent acceptable environmental levels for "criteria pollutants" that EPA determines pose a threat to public health or welfare. To carry out this mandate, EPA requires each state to identify areas that have attained NAAQS for these criteria pollutants (classified as "attainment areas") and those that have not (classified as "non attainment areas"). EPA also requires each state to submit a State Implementation Plan (SIP) showing how NAAQS will be achieved eventually in non attainment areas and will be maintained in attainment areas.

NAAQS are not enforceable in and of themselves. Any substantive standards contained within the SIP are, however, enforceable federally. Because new sources, such as hazardous or municipal solid waste incinerators or waste treatment operations, can raise emissions in an area above the NAAQS for particular pollutants, they may be affected by SIPs. There currently are no "non attainment areas" in Florida.

# CLEAN AIR ACT

## New Source Performance Standards

Under CAA Section 111, EPA is authorized to establish New Source Performance Standards (NSPS) to impose federal technology-based requirements on emissions from new or modified major stationary sources of pollution. EPA has established NSPS for a number of industry categories including municipal waste combustors, Portland cement plants, asphalt concrete plants, incinerators, petroleum refineries and municipal solid waste landfills (MSWLFs). The purpose of the NSPS for emissions is to ensure that certain EPA-identified sources are designed, built and operated in a manner that reflects the best demonstrated technology.

## Stratospheric Ozone Protection

CAA Title VI (Section 608), added in 1990, directs EPA to promulgate regulations to reduce the rate of depletion of the ozone layer. The 1990 amendments phase out the production and consumption of ozone-depleting substances, such as chlorofluorocarbons (CFCs); authorize EPA to ban nonessential products containing those substances; require labeling of products manufactured with those products; and regulate the replacement of CFCs with substitutes. Questions regarding the specific requirements of this section are answered by the Stratospheric Ozone Information Line (800/296-1996).

## Accidental Release Prevention

As a result of amendments made in 1990, the CAA sets forth requirements for stationary sources (i.e., facilities) that store or handle more than a specified quantity of a regulated substance to develop and implement a facility-specific risk management program to prevent accidental releases of such substances into the atmosphere and reduce their potential impact on the public and the environment. The risk management program will include an analysis of the potential off-site consequences of an accidental release, a five-year accident history, a release prevention program and an emergency response program.

The current list of regulated substances that trigger the RMP requirements consists of 140 chemicals. Many of these chemicals also may be RCRA hazardous wastes. Solid and hazardous waste facilities, therefore, may be subject to the RMP regulations.

## National Emission Standards for Hazardous Air Pollutants

National Emission Standards for Hazardous Air Pollutants (NESHAPs) are point-source standards promulgated under CAA Section 112 for substances EPA identified as hazardous air pollutants (HAPs). Before 1990, the CAA directed EPA to establish HAPs and to regulate the air emission sources that emitted HAPs (e.g., inorganic arsenic emissions from glass manufacturing plants). The CAA Amendments of 1990 greatly expanded the role of NESHAPs, adding a list of 189 new HAPs and a schedule for EPA to designate 174 HAP source categories by the year 2000.

Under Section 112, EPA is required to identify major and area sources of HAPs and to promulgate regulations establishing emission standards for each category. The statute requires emission standards to reflect the maximum degree of reduction in emissions that EPA determines to be achievable, accounting for the cost of achieving such emission reduction and any non-air quality health and environmental impact and energy requirements.

# CLEAN WATER ACT

## *Clean Water Act*

The goals of the *Clean Water Act* (CWA) are to eliminate the discharge of pollutants into surface waters and to achieve a level of water quality, which “provides for the protection and propagation of fish, shellfish and wildlife” and “for recreation in and on the water.” The Act also establishes a national policy that prohibits the discharge of pollutants in toxic amounts. In order to achieve the goal of “swimmable, fishable” waters, the CWA contains a broad range of regulatory tools and mechanisms designed to attain the statutory objectives and goals. CWA s. 307(a) establishes the list of toxic pollutants (commonly referred to as “priority pollutants”) subject to the CWA programs listed below.

### Pretreatment Standards

CWA s. 307(b) requires EPA to develop and promulgate pretreatment standards for the discharge of pollutants into municipal wastewater treatment plants, often referred to as POTWs. Under the CWA, all industrial dischargers to POTWs must comply with general pretreatment standards and may be required to comply with industry-by-industry (“categorical”) standards. The purpose of pretreatment standards is to avoid the introduction of pollutants into POTWs that pass through, interfere with or are otherwise incompatible with such treatment works. Many industrial facilities that comply with the RCRA requirements also are subject to these pretreatment requirements.

#### Subsections of the Clean Water Act (CWA)

Pretreatment Standards  
Stormwater Discharge Requirements  
National Pollutant Discharge  
Elimination System

### Florida Pretreatment Program

The *Florida Pretreatment Program* was designed to prevent the introduction of pollutants into Publicly Owned Treatment Works (POTWs), which is any device used in the collection, storage, treatment, recycling and reclamation of sewage. The program also was intended to prevent corrosion, explosions, health hazards and biosolids contamination. Pollutants are eliminated through chemical, physical and biological means.

The Pretreatment Program requires industrial waste surveys, permitting and an application of standards through inspections, sampling, reporting/compliance evaluations and enforcement. Some of the prohibitions of the program include: pollutants that cause pass-through, oils that cause interference, pollutants creating toxic gases, vapors or fumes causing acute worker and safety problems, and trucked or hauled waste. RCRA and pretreatment consider the same pollutants. A POTW may be regulated under RCRA. Hazardous waste generators may be subject to the Domestic Sewage Exclusion, and a significant industrial user (SIU) under pretreatment also may be a generator of hazardous waste.

The areas inspected include: process, pretreatment facility, chemical and hazardous waste areas, spill containment structures, records and discharge points.

If the waste transported off-site to a POTW is a RCRA characteristic hazardous waste, the resultant treatment sludge would not be hazardous waste unless the sludge itself qualifies. If the transported waste is a RCRA listed hazardous waste, the resultant treatment sludge would carry the waste code of the listed waste and would be a RCRA hazardous waste.

## Stormwater Discharge Requirements

The CWA regulates non-point source pollution through stormwater discharge requirements. Point source discharges are emitted from specific locations, such as pipes or drains. Non-point sources are general, such as stormwater runoff from a paved parking lot or agricultural residue from a field. Recently, EPA issued general permits for stormwater discharges associated with industrial activity. Hazardous waste treatment, storage and disposal facilities; landfills and land application sites; and certain recycling facilities are covered under these requirements.

The Stormwater/Nonpoint Source Management Section of DEP is responsible for the state's stormwater and non point source management programs. DEP implemented these programs along with Florida's water management districts, state agencies, local governments and the public. The goal is to minimize stormwater/nonpoint pollution from new land use and to reduce pollution from existing activities.

## National Pollutant Discharge Elimination System

CWA s. 402 imposes limitations on pollutant discharges through the *National Pollutant Discharge Elimination System* (NPDES). Under the NPDES program, any person responsible for the discharge of a pollutant into any water of the United States from any point source must apply for and obtain a permit. NPDES permits set pollutant-specific discharge limits, require monitoring and reporting, and set schedules of compliance.

## *Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)*

The *Comprehensive Environmental Response, Compensation and Liability Act* is a federal program that establishes prohibitions and requirements concerning closed and abandoned hazardous waste sites. It also provides a liability trust fund for persons responsible for hazardous wastes at these sites.

CERCLA hazardous wastes include all RCRA hazardous wastes as well as substances listed by other statutes, such as TSCA, the CWA and the CAA. CERCLA is designed to:

- Give the federal government the authority to take action to respond to releases or threats of releases of hazardous substances, pollutants and contaminants.
- Develop a comprehensive program to prioritize hazardous waste sites nationwide. Identify and compel potentially responsible parties to conduct and/or pay for those cleanups whenever possible.
- Advance scientific and technological capabilities in all aspects of hazardous waste management, treatment and disposal.

CERCLA and RCRA are built on the common goal of protecting human health and the environment from the dangers of improperly managed wastes and hazardous substances. RCRA primarily employs a regulatory, preventative approach, which mandates stringent management of waste from generation to final disposal. CERCLA takes a response approach, which authorizes reporting and cleanup when there has been a breakdown in the hazardous substance and waste management system.

# CLEAN WATER ACT

# FIFRA

## *Federal Insecticide, Fungicide and Rodenticide Act (FIFRA)*

The *Federal Insecticide, Fungicide and Rodenticide Act* (FIFRA) regulates the registration and labeling of pesticides. A pesticide is defined as any substance intended for “preventing, destroying, repelling or mitigating any pest,” and substances intended for “use as a plant regulator, defoliant or desiccant.”

Before a pesticide can be manufactured, distributed or imported, it must be registered with EPA. This involves the submittal of the pesticide formula, a proposed label, and a full description of the tests performed and their results.

RCRA defers to FIFRA-imposed labeling instructions in a number of situations. First, a farmer disposing of waste pesticides that are hazardous is not required to comply with the RCRA requirements, provided the farmer triple rinses each emptied pesticide container and disposes of the pesticide residues on his or her own farm in a manner consistent with the disposal instructions on the pesticide label (Section 262.70). Second, commercial chemical products, such as pesticides, are excluded from the definition of solid waste if they are applied to the land and that is their original manner of use (Section 261.2(c)(1)(ii)). Third, the universal waste rule creates special management standards in 40 CFR Part 273 for the management of hazardous waste pesticides that are either recalled or collected in waste pesticide collection programs.

## *Florida Department of Transportation Hazardous Materials Regulation*

In addition to general safety regulations, hazardous waste producers also are subject to regulations for shipping the hazardous waste. Here are some general guidelines:

### Shipping

All hazardous materials shipments must include the following information:

- Proper shipping name of the material
- Hazard class
- Four-digit identification number
- Packing group (PG) of the material, if applicable
- Emergency phone number
- Emergency response information

### Marking

- Identification number and proper shipping name must be on non-bulk packages
- Identification number on bulk packages

## Labeling

- Labels identifying primary and secondary hazards, if applicable, on non-bulk packages

## Placarding

- Placards identifying primary and secondary hazards, if applicable, on all vehicles and bulk packages
- Placards must be displayed on all four sides of the vehicle (if required)
- An emptied cargo tank must remain placarded until it has been cleaned of residue and purged of vapors, or has been filled with material that doesn't require placards
- Hazardous material containers must be built to the United States Department of Transportation (USDOT) specifications and properly marked and maintained as such

## Commercial Drivers License

A driver who is transporting hazardous materials that require placards must have a commercial drivers license with an "H" endorsement. If a vehicle that is transporting hazardous materials has a tank (permanent or temporary) and the tank has more than a 1,000-gallon capacity, a combination of hazardous materials endorsement and tank endorsement or "X" endorsement is required.

## Hazardous Material Registration

A shipper or carrier operating in interstate or intrastate commerce transporting hazardous materials may need to register with the USDOT. The following activities require the submittal of a registration statement and a payment of fees to the USDOT:

- Offer or transport in commerce any highway route-controlled quantity of a radioactive material
- Offer or transport in commerce more than 55 pounds (25 kilograms) of a Division 1.1, 1.2 or 1.3 (explosive) material in a motor vehicle, rail car or freight container
- Offer or transport in commerce more than 1.06 quarts (one liter) per package of a material extremely toxic by inhalation
- Offer or transport in commerce a hazardous material in a bulk packaging having a capacity equal to or greater than 3,500 gallons (13,248 liters) for liquids or gases or more than 468 cubic feet (13.24 cubic meters) for solids
- Offer or transport in commerce a shipment, in other than a bulk packaging of 5,000 pounds gross weight or more of one class of hazardous materials for which placarding of a vehicle, rail car or freight container is required for that class

# Transportation *Regulation*

## *Occupational Safety Health Act (OSHA)*

The *Occupational Safety Health Act* is a federal program designed to make employees of a company aware of the possible hazards they may encounter at their workplace. There are two standards that fall under OSHA: Hazard Communication Standard (HCS) and Hazardous Waste Operations and Emergency Response Worker Protection Standard (HAZWOPER).

The HCS sets forth measures that employees should take to protect themselves around hazardous wastes. It requires reporting of potential hazard problems. The HAZWOPER is intended to protect the health and safety of workers engaged in operations at hazardous waste sites and hazardous waste treatment facilities. It is applicable to RCRA corrective action cleanup and hazardous waste operations at generator facilities. Essentially, the HCS is a proactive measure and the HAZWOPER is a reactive measure. Here are some general rules OSHA dictates that companies must follow:

1. Companies must display the OSHA Job Health & Safety Poster in a conspicuous location.
2. They must maintain a log and summary of all recordable injuries and illnesses.
3. They must have Material Safety Data Sheets (MSDS).
4. Any material that is required to have a MSDS by the OSHA must be defined and labeled, with the label containing the chemical's trade name, its hazard and the target organ affected.
5. The company must have a hazard communication plan or an analogous training program

## *Toxic Substance Control Act (TSCA)*

Congress enacted the *Toxic Substances Control Act* (TSCA) to control the manufacture, distribution, use and disposal of harmful chemicals. Through TSCA, Congress established a number of requirements and authorities for identifying and controlling toxic chemical hazards posing risks to human health and the environment. TSCA gives EPA the authority to gather certain kinds of basic information on chemical risks from those who manufacture and process chemicals.

The law also enables EPA to require companies to test selected existing chemicals for toxic effects and requires the EPA to review most chemicals before they are manufactured. Because TSCA deals with toxic chemicals, there are several overlaps with the RCRA regulations.

# OSHA

*osha*

## Dry Cleaners

The *Clean Air Act of 1990* directs the US EPA to regulate the emissions of 189 chemical compounds designated as *Hazardous Air Pollutants* (HAPs). Perchloroethylene, also known as perc, is on the list of HAPs, and is the most commonly used chemical solvent at dry cleaners. In September 1993, the EPA issued national regulations to control air emissions of perc from dry cleaners.

As a result of these regulations, the DEP has developed operational standards and control technology requirements to reduce air pollution from dry cleaning operations using perc. These requirements are consistent with the federal regulations.

1. Operators of large dry cleaning machines are required to conduct weekly leak detection and make necessary repairs.
2. Operators of small dry cleaning machines are required to conduct biweekly leak detection and also make necessary repairs.
3. All purchase receipts for determination of perc solvent consumption, calibration records and exhaust duct monitoring records on perc concentrations are required to be maintained by the responsible official and kept on-site for a minimum of five years.
4. All records should be certified by the responsible official on a semi-annual basis (every 6 months).
5. Dry cleaners that use perc have been required by federal standards to handle any perc wastes (for example, cartridge filters) as a hazardous waste.
6. Secondary containment for dry cleaning solvents also is required.
7. The deadline to install secondary containment and the type of containment both depend on when the facility commenced operation.

Hazardous  
Air Pollutants  
(HAPs)

## *Florida's Dry Cleaning Solvent Cleanup Program*

The Florida Legislature has established a state-funded program to remediate properties that are contaminated as a result of the operations of a dry cleaning facility or wholesale supply facility (Chapter 376, Florida Statutes). The program is administered by the DEP.

A fund has been established to pay for costs related to the cleanup of these properties. The source of revenue for the fund is a gross receipts sales tax, a tax on perchloroethylene sold to or imported by a dry cleaning facility and annual registration fees.

The owner, operator and real property owner are required to jointly register all operating dry cleaning and wholesale supply facilities with the Department.

An important goal of the Dry Cleaning Solvent Cleanup Program is to protect the environment from future contamination by dry cleaning solvents. In order to achieve this goal, the 1995 Florida Legislature passed requirements for prevention of contamination that apply to all operating dry cleaning facilities. In addition to these requirements, the owner, operator and real property owners of dry cleaning facilities and wholesale supply facilities have certain responsibilities according to the law. Failure to comply with these requirements may affect a site's eligibility.

Some of the responsibilities include: secondary containment, discharge notification, response actions, third party liability insurance, taxes and fees, and voluntary cleanup.

Chapter 376,  
Florida Statutes

chapter 376,  
florida statutes

*chapter 376,  
florida statutes*

# *Florida's Tanks Program*

The Tanks Program began in 1982 in response to a petroleum spill into a Florida town's water supply. DEP's waste management division designed and implemented a system to regulate storage tanks. Because more than 90% of Florida's drinking water comes from groundwater, ensuring the compliance of all tanks is imperative.

There are many steps you must take to ensure the sites you inspect are storing their hazardous wastes properly in storage tanks. Here are some general things to look for when inspecting:

1. Installers of the tank must be certified by the Florida Department of Business and Professional Regulation (DBPR);
2. For underground storage tanks, secondary containment is required for piping systems to prevent leaks;
3. Above ground and underground storage tanks (ASTs and USTs) must be registered with the DEP. This includes USTs containing motor fuel, new or used oils, new or used transmission fluids, new or used hydraulic fluids and solvents. Registration is required for USTs larger than 110 gallons and ASTs larger than 550 gallons;
4. Ensure the tanks are in compliance with the spill control and leak detection requirements;
5. The site has a method of financial responsibility (third party liability insurance);
6. The site has records dating back two years;
7. Ensure the site has notified DEP about any alterations to the storage tank (removal, closing or upgrade);
8. The USTs and ASTs have overfill protection; and
9. If an underground tank system has been removed from service, make sure all of the guidelines concerning its upkeep have been followed.

The Tanks  
Program  
1982

## Notification Fact Sheet

### Notification Fact Sheet

#### *How Should I Manage Hazardous Wastes?*

*This information serves to help educate businesses on hazardous waste management. It provides a general overview of requirements for CESQGs and SQGs. Business owners are responsible for obtaining more complete information about applicable regulations. Misrepresentations or omissions by the Florida Department of Environmental Protection (DEP) do not relieve any person from any requirement of federal regulations or Florida law.*

*For assistance, contact DEP headquarters at 850-245-8707 or visit the DEP web site at: [www.dep.state.fl.us/waste/categories/hazardous](http://www.dep.state.fl.us/waste/categories/hazardous).*

All generators of waste materials are required by law to identify and evaluate their waste. Evaluating waste streams means determining whether or not the waste is hazardous. Evaluate each waste you produce using Step 1 below to determine whether you are a generator.

### Step 1: Evaluate Your Waste

First, inventory and assemble information about your waste. An inventory consists of identifying all wastes that your business discards including sewered and recycled waste, unusable products, and by-products.

Material Safety Data Sheets (MSDSs) for your raw materials can be used to help identify your waste. Your Trade Association may be a good source of information. They can provide assistance for evaluating your wastes as well as assistance in handling, packaging and labeling your waste. If you have no information about your waste, it may be necessary to have the waste analyzed by a laboratory.

<sup>1</sup> Solid Waste facilities cannot accept these wastes pursuant to 62-701.300 F.A.C. Many counties have hazardous waste collection centers that will accept hazardous waste from conditionally exempt small quantity generators for a reduced fee during scheduled collections. Contact your county solid waste agency or DEP at 850-245-8707 for more information.

### Step 2: Determine Generator Size

The amount of all hazardous waste generated or accumulated at your business will determine which category you fit in. Each category has its own requirements for waste management.

| Category                                                      | Generator Size                                                                                                                                                                              |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CESQG</b><br>Conditionally Exempt Small Quantity Generator | Generates less than 100 kg (220 lbs.) per month of hazardous waste and no more than 1 kg (2.2 lbs.) of acutely hazardous waste in a calendar month. (See CESQG Requirements)                |
| <b>SQG</b><br>Regulated Small Quantity Generator              | Generates between 100 kg and 1,000 kg (220-2,200 lbs.) per month of hazardous waste and no more than 1 kg (2.2 lbs.) of acutely hazardous waste in a calendar month. (See SQG Requirements) |
| <b>LQG</b><br>Large Quantity Generator                        | Generates more than 1,000 kg (2,200 lbs.) per month of hazardous waste or more than 1 kg (2.2 lbs.) of acutely hazardous waste in a calendar month.                                         |

### CESQG Requirements

|   |                                                                                                                                                                                                                                                                                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Perform a hazardous waste determination on all your waste generated.                                                                                                                                                                                                                     |
| 2 | Do not generate more than allowed per calendar month.                                                                                                                                                                                                                                    |
| 3 | Do not accumulate more than 1,000 kg on your site.                                                                                                                                                                                                                                       |
| 4 | Dispose of your waste only at a site that is approved by the DEP. <sup>1</sup>                                                                                                                                                                                                           |
| 5 | Keep waste disposal/management records at your facility for at least three years. Receipts must include name and address of the generator and the treatment, storage or disposal facility; type hazardous waste delivered; amount of hazardous waste delivered; and the date of shipment |

## SQG Requirements

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Perform a hazardous waste determination on all your waste generated.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2 | Do not generate more than allowed per calendar month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3 | Obtain an EPA Identification number.<br><br>Application forms can be obtained from DEP Tallahassee office or from any of the DEP district offices or on the DEP Web. The EPA/DEP I.D. number is site specific, so if you move to a new location you must get a new EPA/DEP I.D. number.                                                                                                                                                                                                                                   |
| 4 | Place waste in a compatible container in good condition and not leaking<br><br>Label each container with the words "Hazardous Waste". Include generator's name and address; federal waste code numbers; and date the waste was first put into the container (accumulation start date).                                                                                                                                                                                                                                    |
| 5 | Store Waste Properly. Waste must be stored in compatible containers. Accumulate up to the limits.<br><br><ul style="list-style-type: none"> <li>• Keep containers closed</li> <li>• Do not mix wastes.</li> <li>• Provide adequate aisle space for easy access and visibility.</li> </ul>                                                                                                                                                                                                                                 |
| 6 | Transport and dispose of waste properly.<br><br>Choose a licensed transporter that has met the following requirements: <ul style="list-style-type: none"> <li>• Has obtained an EPA/DEP I.D. number</li> <li>• Uses manifests</li> <li>• Has the ability to clean up hazardous waste discharges during transportation-related incidents</li> <li>• Has documentation of financial liability.</li> </ul> <i>A list of commercial hazardous waste transporters can be found on the DEP Web Page under Database Reports.</i> |

## SQG Requirements

|    |                                                                                                                                                                                                                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7  | The Uniform Hazardous Waste Manifest for Transporting Hazardous Waste<br><br>The State of Florida requires the manifest, a multi-copy shipping document that must accompany hazardous waste shipments, when disposing of hazardous waste.                                                                                                                                                               |
| 8  | Emergency Procedures Plan<br><br><ul style="list-style-type: none"> <li>• Designate an emergency coordinator</li> <li>• Post emergency information by the phone</li> <li>• Provide and document adequate training for personnel handling hazardous waste.</li> </ul>                                                                                                                                    |
| 9  | Preparedness and Prevention Plan<br><br><ul style="list-style-type: none"> <li>• Maintain a safe work place</li> <li>• Accessible telephones</li> <li>• Maintain fire extinguishers and spill control equipment;</li> <li>• Maintain aisle space in work area</li> <li>• Notify police, fire department, and state emergency response teams of the types of wastes handled at your facility.</li> </ul> |
| 10 | Keep the following records for at least 3 yrs.<br><br><ul style="list-style-type: none"> <li>• Manifests</li> <li>• Land Disposal Restriction (LDR) Forms</li> <li>• Manifest exception reports</li> <li>• Analytical and other reports</li> <li>• Training documents</li> <li>• Inspection logs</li> <li>• Correspondence</li> </ul>                                                                   |

## Waste Examples

|                                                                                          |                                                 |
|------------------------------------------------------------------------------------------|-------------------------------------------------|
| Antifreeze                                                                               | Used Oil (and Used Oil Filters)                 |
| Batteries                                                                                | Paints                                          |
| Corrosive Waste                                                                          | Photographic Wastewater                         |
| Ignitable Waste                                                                          | Reactive Waste                                  |
| Inks                                                                                     | Solvents                                        |
| Lamps (Fluorescent – HID) and Mercury Devices (Thermostats, Manometers, Switches/Relays) | Metals: Arsenic, Cadmium, Lead, Mercury, Silver |

## Sample Notification Letter

Address

Dear Insert County Business Owner:

Based on the nature of the work you perform, your business has been identified as having the potential to generate a regulated waste. Because of this potential, *(insert local agency name)* is required under state law to notify you of your obligations to properly manage these wastes and to conduct an on-site survey of your waste management practices.

Sections 403.7225 and 403.7234, Florida Statutes (F.S.) establish the **Local Hazardous Waste Assessments and the Small Quantity Generator Notification and Verification Program**.

A small quantity generator is defined in the federal regulations (40 CFR Part 260.10) as a generator that produces less than 1,000 kilograms (or approximately 2,200 pounds) of a hazardous waste in any calendar month. The purposes of this program are:

To inform potential small quantity generators of their legal responsibilities regarding management of hazardous waste, and

To obtain information from the generator concerning the quantity and types of hazardous wastes generated annually and the practices used to manage waste.

The Florida Department of Environmental Protection (DEP) promulgates rules for hazardous waste management. For information on these regulations and the types of wastes classified as potentially hazardous, refer to the enclosed fact sheet. You may also call DEP headquarters at (850) 245-8707 or contact the hazardous waste representative of the **INSERT DISTRICT and phone number**. Additional information can be found on the DEP web site at [www.dep.state.fl.us/waste/categories/hazardous](http://www.dep.state.fl.us/waste/categories/hazardous). Violations of these regulations may subject you to penalties of up to \$50,000 per day for non-compliance.

Due to the expense of properly disposing of hazardous waste and the liability that always remains with the generator, the best thing to do is to eliminate or reduce the amount of hazardous waste you generate. If you would like FREE assistance in pursuing this goal, contact the DEP Pollution Prevention (P2) Program in Tallahassee at (850) 245-8707.

If you have any questions regarding the Small Quantity Generator Assessment, Notification and Verification Program, contact **(insert local agency, phone number and address)**.

Sincerely,

County Administrator

Enclosures

## Small Quantity Generator Screening Form

### SMALL QUANTITY GENERATOR SCREENING FORM

Facility: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Site address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Mail address (if different): \_\_\_\_\_ Title: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Years at this location: \_\_\_\_\_  
 Nature of business: \_\_\_\_\_ Years: \_\_\_\_\_

Date: \_\_\_\_\_  
 Inspector: \_\_\_\_\_

☐ Initial Visit

☐ Follow-up

SIC Code: \_\_\_\_\_

Full-time Employees: \_\_\_\_\_

EPA I/D# \_\_\_\_\_

Generator Status (if known): ☐ CESQG ☐ SQG ☐ LQG ☐ Non-Generator ☐ Non-Notifier\*  
 SITE INFORMATION: ☐ City Water ☐ Sewer ☐ Well ☐ Septic

Floor Drains: ☐ No ☐ Yes Number: \_\_\_\_\_ Routed to: \_\_\_\_\_  
 Tanks: ☐ No ☐ Yes ☐ Above Ground ☐ Below Ground Cap: \_\_\_\_\_ gal. Registered: ☐ Yes ☐ No

#### RECORDS:

Records Available: ☐ No ☐ Yes Contingency Plan: ☐ No ☐ Yes (If NO, give EPA sample)  
 Training Plan: ☐ No ☐ Yes Emergency No. Posted: ☐ No ☐ Yes (If NO, give EPA sample)

#### WASTE CONTRACTORS:

HW: \_\_\_\_\_ EPA I/D \_\_\_\_\_ Records? ☐ Yes ☐ No  
 Oil: \_\_\_\_\_ EPA I/D \_\_\_\_\_ Receipts? ☐ Yes ☐ No  
 Other: \_\_\_\_\_ EPA I/D \_\_\_\_\_ Receipts? ☐ Yes ☐ No

COMMENTS: (Include waste info, compliance assistance efforts, cleanup suggestions, handouts left, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### Site Photos:

☐ No ☐ Yes

Revisit? ☐ No ☐ Yes (if YES, explain): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* NOTE: Have 1) Generator Requirements, 2) Best Management Practices and 3) EPA Notification Forms available.

## Waste Stream Codes

### Automotive Paint & Body Waste Stream Codes

| <b>Automotive Paint &amp; Body Waste</b> |                                                              | <b>Facility Name:</b> _____ |                     |              |                        |                  |   |   |                    |
|------------------------------------------|--------------------------------------------------------------|-----------------------------|---------------------|--------------|------------------------|------------------|---|---|--------------------|
| <i>Code</i>                              | <i>Waste Stream</i>                                          | <i>Storage (1)</i>          | <i>Disposal (2)</i> | <i>Units</i> | <i>Amt / Mo / Year</i> | <i>Condition</i> |   |   | <i>Records (3)</i> |
| <b>NMIP</b>                              | Waste Naphtha or Mineral Spirits                             | C1 C5                       | HH                  |              |                        | Open             | Y | N | None / Receipt     |
|                                          |                                                              | OP _____                    | _____               | G ____       | ____/____              | Label            | Y | N | Log / Manifest     |
| <b>PMIP</b>                              | Mixture - waste paint / thinner Ignitable only (<140° F)     | C1                          | HH                  |              |                        | Open             | Y | N | None / Receipt     |
|                                          |                                                              | C5                          | _____               | G ____       | ____/____              | Label            | Y | N | Log / Manifest     |
| <b>PMMP</b>                              | Mixture - waste paint / thinner, Ignitable & metals          | C1                          | HH                  |              |                        | Open             | Y | N | None / Receipt     |
|                                          |                                                              | C5                          | _____               | G ____       | ____/____              | Label            | Y | N | Log / Manifest     |
| <b>PMHP</b>                              | Waste paint w/heavy metals: cadmium, chromium, mercury, lead | C1                          | HH                  |              |                        | Open             | Y | N | None / Receipt     |
|                                          |                                                              | C5                          | _____               | G ____       | ____/____              | Label            | Y | N | Log / Manifest     |
| <b>SRIG</b>                              | Rags, towels, wipes w/ ignitable-only solvents               | C3 _____                    | EC                  | P ____       | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              |                             | SL                  | U ____       |                        | Label            | Y | N | Log / Manifest     |
| <b>PFHP</b>                              | Paint booth filters                                          | C5                          | HH                  | P ____       | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              | OL _____                    | SL _____            | U ____       |                        | Label            | Y | N | Log / Manifest     |
| <b>PSHP</b>                              | Blast abrasives & dust                                       | C5                          | HH                  | P ____       | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              | OL _____                    | SL _____            |              |                        | Label            | Y | N | Log / Manifest     |
| <b>LDEB</b>                              | Fluorescent Lamps                                            | GF                          | HH                  | 4 ____       | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              | GA _____                    | ER _____            |              |                        | Label            | Y | N | Log / Manifest     |
| _____                                    | _____                                                        | _____                       | _____               | _____        | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              |                             |                     |              |                        | Label            | Y | N | Log / Manifest     |
| _____                                    | _____                                                        | _____                       | _____               | _____        | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              |                             |                     |              |                        | Label            | Y | N | Log / Manifest     |
| _____                                    | _____                                                        | _____                       | _____               | _____        | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              |                             |                     |              |                        | Label            | Y | N | Log / Manifest     |
| _____                                    | _____                                                        | _____                       | _____               | _____        | ____/____              | Open             | Y | N | None / Receipt     |
|                                          |                                                              |                             |                     |              |                        | Label            | Y | N | Log / Manifest     |

| 1) COMMON STORAGE CODES |                              | (2) COMMON DISPOSAL CODES  |                              |
|-------------------------|------------------------------|----------------------------|------------------------------|
| C1 (0-9 gal);           | TB - Below ground tank       | EU – Used Oil Recycling    | DP – Disposal to sewer       |
| C3 (10-39 gal)          | TV – Vat (open tank)         | HH – Hazwaste transporter  | DT – Disposal to septic tank |
| C5 (40 or more)         | OL - Solid waste container   | ER – Exempt recycling      | SL – Lined landfill          |
| OP (Parts washer)       | GF – Floor inside            | EC – Commercial laundry    | SO – HHW / Recycle Center    |
| TA (Above ground tank)  | GA – On/above ground outside | OR – On-site recycle/reuse | HO – CESQG collection        |

## Automotive Service Waste Stream Codes

| Automotive Service Waste        |                                          | Facility Name: _____         |              |                            |                                  |                              |   |   |                |
|---------------------------------|------------------------------------------|------------------------------|--------------|----------------------------|----------------------------------|------------------------------|---|---|----------------|
| Code                            | Waste Stream                             | Storage (1)                  | Disposal (2) | Units                      | Amt / Mo / Year                  | Condition                    |   |   | Records (3)    |
| <b>UPEO</b>                     | Used Oil & Other Lubricants              | C5                           |              |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | TA _____                     | EU _____     | G ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>UCNO</b>                     | Crushed Filters                          |                              |              | U                          |                                  | Open                         | Y | N | None / Receipt |
| <b>UUNO</b>                     | Uncrushed Filters                        | C____5                       | EU _____     | C5 ____                    | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>NPIA</b>                     | Mineral Spirits – Parts Cleaner          |                              | EU _____     |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | OP _____                     | HH _____     | G ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>SPNA</b>                     | Aqueous Parts Washer                     |                              | EU           |                            |                                  |                              |   |   |                |
|                                 |                                          | OP _____                     | HH _____     | G ____                     | ____/____                        |                              |   |   |                |
| <b>HMLG</b>                     | Brake cleaner unit (halogens)            |                              |              |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | OP _____                     | HH _____     | G ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>AMNO</b>                     | Spent Antifreeze                         | C5                           | HH R         |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | TA _____                     | EU DP__      | G ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>BDEB</b>                     | Lead-Acid Batteries                      | GF                           |              |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | OL _____                     | ER _____     | U ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>UREH</b>                     | Towels, Rags, Wipes - w/ Oil             |                              | EC           |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | C3 _____                     | SL _____     | U ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>UKEH</b>                     | Absorbents w/oil (Oil-dri, kitty litter) | C1 C5                        | HH           |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | OL _____                     | ER _____     | P ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>LDEB</b>                     | Fluorescent Lamps                        | GF OL                        | HH SL SO     |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | GA _____                     | ER _____     | 4 ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>MSEM</b>                     | Lead Weights                             | C1                           | HH SL        |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | C3 _____                     | ER _____     | P ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>GPID</b>                     | Discarded Fuel                           | C1                           | HH           |                            |                                  | Open                         | Y | N | None / Receipt |
|                                 |                                          | C5 _____                     | EU _____     | G ____                     | ____/____                        | Label                        | Y | N | Log / Manifest |
| <b>(1) COMMON STORAGE CODES</b> |                                          |                              |              |                            | <b>(2) COMMON DISPOSAL CODES</b> |                              |   |   |                |
| C1 (0-9 gal);                   |                                          | TB - Below ground tank       |              | EU – Used Oil Recycling    |                                  | DP – Disposal to sewer       |   |   |                |
| C3 (10-39 gal)                  |                                          | TV – Vat (open tank)         |              | HH – Hazwaste transporter  |                                  | DT – Disposal to septic tank |   |   |                |
| C5 (40 or more)                 |                                          | OL - Solid waste container   |              | ER – Exempt recycling      |                                  | SL – Lined landfill          |   |   |                |
| OP (parts washer)               |                                          | GF – Floor inside            |              | EC – Commercial laundry    |                                  | SO – HHW / Recycle Center    |   |   |                |
| TA (Above ground tank)          |                                          | GA – On/above ground outside |              | OR – On-site recycle/reuse |                                  | HO – CESQG collection        |   |   |                |

### Medical and Photographic Waste Stream Codes

| Medical and Photographic Waste |                                            | Facility Name: _____ |              |          |                 |           |   |   |                |
|--------------------------------|--------------------------------------------|----------------------|--------------|----------|-----------------|-----------|---|---|----------------|
| Code                           | Waste Stream                               | Storage<br>(1)       | Disposal (2) | Units    | Amt / Mo / Year | Condition |   |   | Records<br>(3) |
| <b>FWHF</b>                    | Photographic Waste Fixant                  | C5                   | HH           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | C1 _____             | DP _____     | G _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>FFEF</b>                    | Silver from Silvery Recovery               | C1                   | HH           | U        |                 | Open      | Y | N | None / Receipt |
|                                |                                            | C3 _____             | ER _____     | C5 _____ | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>FWNF</b>                    | Non-hazardous Effluent                     | C5                   | DT           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | OP _____             | DP _____     | G _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>FFHF</b>                    | Fixer/developer/film - Improperly Disposed | C5                   | DT           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | OP _____             | DP _____     | G _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>TDEB</b>                    | Discarded Mercury Devices                  | GF                   | HH           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | C3 _____             | ER _____     | P _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>RDEB</b>                    | Rechargeable Batteries                     | GF                   | HH           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | GA _____             | ER _____     | 4 _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>RDHB</b>                    | Mercury, silver, lithium ox batteries      | GF                   | HH           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | GA _____             | ER _____     | 4 _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| <b>LDEB</b>                    | Fluorescent Lamps                          | GF                   | HH           |          |                 | Open      | Y | N | None / Receipt |
|                                |                                            | GA _____             | ER _____     | 4 _____  | _____/_____     | Label     | Y | N | Log / Manifest |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Open      | Y | N | None / Receipt |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Label     | Y | N | Log / Manifest |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Open      | Y | N | None / Receipt |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Label     | Y | N | Log / Manifest |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Open      | Y | N | None / Receipt |
| _____                          | _____                                      | _____                | _____        | _____    | _____           | Label     | Y | N | Log / Manifest |

| (1) COMMON STORAGE CODES |                              | (2) COMMON DISPOSAL CODES  |                              |
|--------------------------|------------------------------|----------------------------|------------------------------|
| C1 (0-9 gal);            | TB - Below ground tank       | EU – Used Oil Recycling    | DP – Disposal to sewer       |
| C3 (10-39 gal)           | TV – Vat (open tank)         | HH – Hazwaste transporter  | DT – Disposal to septic tank |
| C5 (40 or more)          | OL - Solid waste container   | ER – Exempt recycling      | SL – Lined landfill          |
| OP (parts washer)        | GF – Floor inside            | EC – Commercial laundry    | SO – HHW / Recycle Center    |
| TA (Above ground tank)   | GA – On/above ground outside | OR – On-site recycle/reuse | HO – CESQG collection        |

## Industry Waste Stream Codes

| Disposal Method ID | Description                            | Category |
|--------------------|----------------------------------------|----------|
| EC                 | Commercial Laundry (Rags)              | Off-site |
| EE                 | Universal Waste (Lamp, Etc)            | Off-site |
| ER                 | Exempt Recycle (Battery, Etc)          | Off-site |
| EU                 | Shipped for Used Oil Recycling         | Off-site |
| HH                 | Shipped for HW RCRA Treatment          | Off-site |
| HO                 | Taken to CESQG HW Collection           | Off-site |
| HQ                 | Shipped for Questionable HW Mgmt       | Off-site |
| HR                 | Shipped for RCRA Reuse/Recycle         | Off-site |
| SD                 | Sent to C&D/Unlined Landfill           | Off-site |
| SF                 | Solid Waste Incinerator (WTE)          | Off-site |
| SL                 | Solid Waste Lined Landfill (Dump)      | Off-site |
| SO                 | Other Bad - (HHW Collection)           | Off-site |
| AD                 | Awaiting Disposal - Planned            | On-site  |
| AN                 | Accumulation - No Management Plan      | On-site  |
| AO                 | Mixed with Used Oil (CESQG)            | On-site  |
| BE                 | Evaporation Only at this Facility      | On-site  |
| BF                 | HW Fuel Burn/Blend at this Facility    | On-site  |
| BO                 | Open Burn at this Facility             | On-site  |
| BU                 | Used Oil Burner at this Facility       | On-site  |
| DD                 | On-site Land Disposal at this Facility | On-site  |
| DG                 | Disposal to Groundwater                | On-site  |
| DP                 | Disposal to Sewer                      | On-site  |
| DS                 | Disposal to Surface Water              | On-site  |
| DT                 | Disposal to Septic Tank                | On-site  |
| OE                 | On-site Exempt Treatment               | On-site  |
| OO                 | Other On-site TDR (Comments)           | On-site  |

| Disposal Method ID | Description                      | Category |
|--------------------|----------------------------------|----------|
| OP                 | On-site RCRA Permitted Treatment | On-site  |
| OR                 | On-site Recycle/Reuse            | On-site  |
| TE                 | WW Treatment to Evaporation      | On-site  |
| TO                 | WW Treated Other Disposal        | On-site  |
| TP                 | WW Treated to POTW               | On-site  |
| TS                 | WW Treated to Surface Water      | On-site  |
| TT                 | WW Treated to Septic Tank        | On-site  |

| Storage Method ID | Description                 | Category  |
|-------------------|-----------------------------|-----------|
| C1                | 0-9 Gallon Container        | Container |
| C3                | 10-39 Gallon Container      | Container |
| C5                | 40 or More Gallon Container | Container |
| CR                | Bulk RCRA Waste Container   | Container |
| OL                | Solid Waste Container       | Container |
| GA                | Piled on the Ground Outside | Ground    |
| GB                | Buried in the Ground        | Ground    |
| GF                | Piled on the Floor or Table | Ground    |
| OG                | Other Good                  | Other     |
| OP                | Parts Washer                | Other     |
| OQ                | Other Questionable          | Other     |
| TA                | Tanks Above Ground          | Tanks     |
| TB                | Tanks Below Ground          | Tanks     |
| TV                | Vat-open Container          | Tanks     |

| Unit Type ID | Description            |
|--------------|------------------------|
| 4            | 4-ft Fluorescent Tubes |
| B            | Barrel (35 Gallons)    |
| D            | Drums (55 Gallons)     |
| G            | Gallons                |
| K            | Kilograms              |
| P            | Pounds                 |
| T            | Short tons             |
| U            | Units                  |
| Y            | Cubic Yards            |

## *Standard Industrial Classification (SIC) Short Code List*

### VEHICLE SIC CODES

|      |                                                   |
|------|---------------------------------------------------|
| 5511 | Motor Vehicle Dealers (New and Used)              |
| 5521 | Motor Vehicle Dealers (Used Only)                 |
| 5599 | Automotive Dealers, NEC                           |
| 7514 | Car & Truck Rental                                |
| 7549 | Towing & Recovery                                 |
| 7532 | Top, Body, Upholstery Repair and Paint Shops      |
| 7533 | Exhaust System Repair Shops                       |
| 7534 | Tire Retreading and Repair Shops                  |
| 7536 | Glass Replacement Shops                           |
| 7537 | Transmission Repair Shops                         |
| 7538 | General Automotive Repair Shops                   |
| 7539 | Automotive Repair Shops, NEC                      |
| 7542 | Car Washes                                        |
| 7549 | Automotive Services, Except Repair and Car Washes |
| 7699 | Repair Services, NEC                              |
| 5531 | Auto and Home Supply Stores                       |
| 5541 | Gasoline Service Stations                         |
| 5551 | Boat Dealers                                      |
| 3732 | Boat Manufacturers                                |
| 0761 | Tractor Dealers                                   |
| 4492 | Towing                                            |
| 5561 | Recreational Vehicle Dealers                      |
| 5571 | Motorcycle Dealers                                |
| 7538 | Salvage Yards                                     |

### PRINTING / PHOTO PROCESSING

|      |                                                                                                         |
|------|---------------------------------------------------------------------------------------------------------|
| 2752 | Commercial Printing, Lithographic<br>All types of small printing, including raffle tickets, newsletters |
| 2754 | Commercial Printing, Gravure<br>Small object, high volume items, labels, tickets, etc..                 |
| 2759 | Commercial Printing, Screen Printing                                                                    |
| 2791 | Typesetting                                                                                             |
| 7384 | Photo-finishing Labs                                                                                    |

## SIC Code Short List, continued

| MEDICAL SIC CODES |                                                  |
|-------------------|--------------------------------------------------|
| 8011              | Offices and Clinics of Doctors of Medicine       |
| 8021              | Offices and Clinics of Dentists                  |
| 8031              | Offices and Clinics of Doctors of Osteopathy     |
| 8041              | Offices and Clinics of Chiropractors             |
| 8042              | Offices and Clinics of Optometrists              |
| 8043              | Offices and Clinics of Podiatrists               |
| 8049              | Offices and Clinics of Health Practitioners, NEC |
| 8051              | Skilled Nursing Care Facilities                  |
| 8052              | Intermediate Care Facilities                     |
| 8059              | Nursing and Personal Care Facilities, NEC        |
| 8062              | General Medical and Surgical Hospitals           |
| 8063              | Psychiatric Hospitals                            |
| 8069              | Specialty Hospitals, Except Psychiatric          |
| 8071              | Medical Laboratories                             |
| 8072              | Dental Laboratories                              |
| 8082              | Home Health Care Services                        |
| 8092              | Kidney Dialysis Centers                          |
| 8093              | Imaging / Diagnostic                             |
| 8093              | Specialty Outpatient Facilities, NEC Classified  |
| 8099              | Health and Allied Services, NEC                  |
| 9983              | Veterinarians                                    |

Waste  
Stream  
Codes

## SIC Short Code Lists, continued

| OTHER COMMON SIC CODES |                                                       |
|------------------------|-------------------------------------------------------|
| 5231                   | Retail Trade, Paint, Glass, Wallpaper                 |
| 5719                   | Retail Trade, Cabinets                                |
| 5211                   | Builder Supply                                        |
| 2434                   | Cabinet Makers                                        |
| 2326                   | Clothing Manufacturing                                |
| 7216                   | Dry Cleaners                                          |
| 5999                   | Farm Feed & Supply                                    |
| 2411                   | Logging Operations                                    |
| 4212                   | Trucking, Local                                       |
| 4213                   | Trucking, Not Local                                   |
| 7692                   | Machine Shops                                         |
| 7342                   | Pest Control                                          |
| 3993                   | Sign Shops, Makers                                    |
| 1781                   | Well Drillers                                         |
| 1542                   | Contractors, General                                  |
| 1711                   | Contractors, Plumbing, Heat & Air                     |
| 1731                   | Contractors, Electrical                               |
| 8249                   | Schools, Vocational                                   |
| 8211                   | Schools, Elementary & Secondary                       |
| 8299                   | School & Education Services                           |
| 9511                   | Public Administration – Air, Water, Solid Waste Mgmt. |
| 0011                   | Unknown (if not sure of nature of business)           |

*Waste  
Stream  
Codes*

## Waste Codes by Industry Chart\*

| Auto Body Shops Waste                                                                                                                    |             |                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paint Waste                                                                                                                              | <b>PMIP</b> | May also contain heavy metals.                                                                                                                                                     |
| Used Paint Thinner<br>(Non-halogenated solvents,<br>ignitable only)                                                                      | <b>NPIG</b> |                                                                                                                                                                                    |
| Paint Booth Filters                                                                                                                      | <b>PSHP</b> | If contaminated with heavy metals (use process knowledge or testing).                                                                                                              |
| Shop Rags                                                                                                                                | <b>NRLG</b> | If contaminated with F001-F005 listed wastes (exception, F003 waste is only listed due to ignitability characteristic—if not ignitable (usually once on rag), it's not hazardous). |
| Fluorescent lamps                                                                                                                        | <b>LDEB</b> | Use recycler.                                                                                                                                                                      |
| Note: May also have automotive repair wastes. If facility uses 6 gallons or more of paint per day, they need air permit for paint booth. |             |                                                                                                                                                                                    |
| Auto Repair Waste                                                                                                                        |             |                                                                                                                                                                                    |
| Used Oil                                                                                                                                 | <b>UPEO</b> |                                                                                                                                                                                    |
| Oil Filters (uncrushed)                                                                                                                  | <b>UUNO</b> |                                                                                                                                                                                    |
| Oil Filters (crushed)                                                                                                                    | <b>UCNO</b> |                                                                                                                                                                                    |
| Antifreeze, Spent <5 PPM                                                                                                                 | <b>AMNO</b> |                                                                                                                                                                                    |
| Oily rags                                                                                                                                | <b>UREH</b> | Inspector must determine if facility getting mineral spirits on rags. Probably should use NRIG if facility has mineral spirits.                                                    |
| Rags w/ ignitable only solvent                                                                                                           | <b>SRIG</b> |                                                                                                                                                                                    |
| Mineral Spirits, Parts Washer                                                                                                            | <b>NPIA</b> |                                                                                                                                                                                    |
| Batteries                                                                                                                                | <b>BDEB</b> |                                                                                                                                                                                    |
| Brake Cleaner                                                                                                                            | <b>SMHA</b> | This code is specific to the ingredients in Safety Kleen's brake cleaner.                                                                                                          |
| Fluorescent lamps                                                                                                                        | <b>LDEB</b> | Use recycler.                                                                                                                                                                      |
| Lead weights                                                                                                                             | <b>MSHU</b> | Use recycler.                                                                                                                                                                      |
| Thermostats                                                                                                                              | <b>TDEB</b> |                                                                                                                                                                                    |
| Fuel Filters                                                                                                                             | <b>GFEO</b> |                                                                                                                                                                                    |

\*Source: Orange County

| Boat Manufacturer Waste                                                                                                                                                                                                |                                                                                                                           |                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spent Acetone                                                                                                                                                                                                          | NPIG                                                                                                                      |                                                                                                                                                                             |
| Shop Rags w/ MEK                                                                                                                                                                                                       | NRLG                                                                                                                      |                                                                                                                                                                             |
| Fluorescent lamps                                                                                                                                                                                                      | LDEB                                                                                                                      | Use recycler.                                                                                                                                                               |
| Dental                                                                                                                                                                                                                 |                                                                                                                           |                                                                                                                                                                             |
| Photographic Wastes, primarily fixant                                                                                                                                                                                  | FWHF                                                                                                                      | If facility NOT using a silver recovery unit.                                                                                                                               |
| Silver from Silver Recovery, and                                                                                                                                                                                       | FFEF                                                                                                                      | To estimate amount of silver recovered, determine gallons of fixer going through the SRU (i.e. per week or month). There is ~1 troy ounces of silver in 1 gallon of fixer). |
| Non-hazardous effluent                                                                                                                                                                                                 | FWNF                                                                                                                      | Up to County on whether or not to include as waste. DEP does not care since it is not hazardous.                                                                            |
| Lead Backings from x-rays                                                                                                                                                                                              | MSHU                                                                                                                      | Facilities typically use Size 2 film for oral x-rays. There is ~0.88 grams of lead in each film.                                                                            |
| Amalgams                                                                                                                                                                                                               | MSHU                                                                                                                      | Estimate grams and convert to pounds for data entry. Typically a facility will generate no more than 1 pound per year.                                                      |
| Fluorescent lamps                                                                                                                                                                                                      | LDEB                                                                                                                      | Use recycler.                                                                                                                                                               |
| For silver conversion see Photo Lab Waste                                                                                                                                                                              |                                                                                                                           |                                                                                                                                                                             |
| Dry Cleaner Waste                                                                                                                                                                                                      |                                                                                                                           |                                                                                                                                                                             |
| Dry Cleaners Using Perc                                                                                                                                                                                                |                                                                                                                           |                                                                                                                                                                             |
| PERC contaminated sludge, lint, etc.                                                                                                                                                                                   | HBLT                                                                                                                      |                                                                                                                                                                             |
| Filters                                                                                                                                                                                                                | HFLO                                                                                                                      |                                                                                                                                                                             |
| Condensate Water                                                                                                                                                                                                       | HWET                                                                                                                      | Bucket with condensate water should have a lid (put hole just large enough to fit tubing).                                                                                  |
| Spot/Stain remover chemicals                                                                                                                                                                                           | Typically mixed with waste sludge                                                                                         | Check label or MSDS for chemicals in spot/stain removers.                                                                                                                   |
| Fluorescent lamps                                                                                                                                                                                                      | LDEB                                                                                                                      | Use recycler.                                                                                                                                                               |
| Note: Dry cleaning machines are required to have secondary containers with epoxy coating. Also any areas that have potential contact to PERC also need to have coating (i.e. spotting boards and waste storage areas). |                                                                                                                           |                                                                                                                                                                             |
| Dry Cleaners Using Petroleum Distillates                                                                                                                                                                               |                                                                                                                           |                                                                                                                                                                             |
| Sludge contaminated with mineral spirits                                                                                                                                                                               | NBLT                                                                                                                      | Hazardous only if using mineral spirits with flashpoint <140 degrees F.                                                                                                     |
| Filters                                                                                                                                                                                                                | Note: Filters are non-hazardous, however it is recommended that they use hauler for disposal due to possible fire hazard. |                                                                                                                                                                             |
| Spot/Stain remover chemicals                                                                                                                                                                                           | Typically mixed with waste sludge                                                                                         | Check label or MSDS for chemicals in spot/stain removers.                                                                                                                   |

| Electroplater Waste          |                            |                                                                                                                                                                                  |
|------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sludge from Dipping Tanks    | <b>MBHR</b>                | There are several dipping tanks. Sludge is usually combined from all tanks.                                                                                                      |
| Caustic Bath                 | <b>CWCM</b>                | Check chemicals being used.                                                                                                                                                      |
| Neutralization Tank          |                            | Check chemicals being used; may be able to treat; sludge also from this tank (MBHN).                                                                                             |
| Fluorescent lamps            | <b>LDEB</b>                | Use recycler.                                                                                                                                                                    |
| Solvents and Degreasers      | <b>See Auto Repair</b>     |                                                                                                                                                                                  |
| Hospital Areas of Inspection |                            |                                                                                                                                                                                  |
| Xylene                       | <b>NPIG</b>                | Used in pathology labs for dehydrating tissues.                                                                                                                                  |
| Mercury                      | <b>TDEB</b>                | From broken thermometers & sphygmomanometers; if recycled use ER (exempt recycle) for disposal under the scrap metal exemption.                                                  |
| Engineering                  | <b>see Auto Repair</b>     |                                                                                                                                                                                  |
| X-ray Processing             | <b>see Medical</b>         |                                                                                                                                                                                  |
| Chemotherapy Waste           | <b>OLMD</b>                | Chemotherapy drug wastes are hazardous waste because of toxicity. Since they are “made to order” they can not be returned; use EPA waste code section to further describe waste. |
| Laboratory Waste             |                            |                                                                                                                                                                                  |
| Pyridine                     | <b>Code in development</b> | Generated from cyanide analysis; units must be pounds for data entry.                                                                                                            |
| Waste Acetone                | <b>NPIG</b>                | Generated from general glassware cleaning.                                                                                                                                       |
| Sodium Sulfate               | <b>HRLG</b>                | Drying extract; comes into contact with methylene chloride (listed hazardous waste) and therefore becomes a hazardous waste.                                                     |
| Methylene Chloride           | <b>HMLG</b>                | Used in soil & water extractions.                                                                                                                                                |
| Phenol                       | <b>Code in development</b> |                                                                                                                                                                                  |
| Ether                        | <b>Code in development</b> |                                                                                                                                                                                  |
| Fluorescent lamps            | <b>LDEB</b>                | Use recycler.                                                                                                                                                                    |

| Medical Waste                                                                                                                                                                                                       |             |                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Photographic Wastes, primarily fixant                                                                                                                                                                               | <b>FWHF</b> | If facility is NOT using a silver recovery unit.                                                                                                                            |
| Silver from Silver Recovery                                                                                                                                                                                         | <b>FFEF</b> | To estimate amount of silver recovered, determine gallons of fixer going through the SRU (i.e. per week or month). There is ~1 troy ounce of silver in 1 gallon of fixer).  |
| Non-hazardous effluent                                                                                                                                                                                              | <b>FWNF</b> | Up to County whether or not to include as waste. DEP does not care since it is not hazardous.                                                                               |
| Fluorescent lamps                                                                                                                                                                                                   | <b>LDEB</b> | Use recycler.                                                                                                                                                               |
| See Photo Lab Waste for silver conversion                                                                                                                                                                           |             |                                                                                                                                                                             |
| Photo Lab Waste                                                                                                                                                                                                     |             |                                                                                                                                                                             |
| Photographic Wastes, primarily fixant                                                                                                                                                                               | <b>FWHF</b> | If facility is NOT using a silver recovery unit.                                                                                                                            |
| Silver from Silver Recovery                                                                                                                                                                                         | <b>FFEF</b> | To estimate amount of silver recovered, determine gallons of fixer going through the SRU (i.e. per week or month). There is ~1 troy ounces of silver in 1 gallon of fixer). |
| Non-hazardous effluent                                                                                                                                                                                              | <b>FWNF</b> | Up to County whether or not to include as waste. DEP does not care since it is not hazardous.                                                                               |
| Fluorescent lamps                                                                                                                                                                                                   | <b>LDEB</b> | Use recycler.                                                                                                                                                               |
| The following formulas are for silver recovery estimation only and acceptable per DEP. If the facility can estimate the number of photos being developed, consider this formula to estimate silver being recovered: |             |                                                                                                                                                                             |
| $\frac{\sim 0.00049 \text{ troy ounces Ag recovered}}{\text{click (photo)}}$                                                                                                                                        |             | <b>1 troy ounce = 1.0971 ounces</b><br><b>12 troy ounces = 1 pound</b>                                                                                                      |
| Printer Waste                                                                                                                                                                                                       |             |                                                                                                                                                                             |
| Waste Inks-flashpoint <140 F                                                                                                                                                                                        | <b>IPII</b> |                                                                                                                                                                             |
| Waste Inks-heavy metals                                                                                                                                                                                             | <b>IPHI</b> |                                                                                                                                                                             |
| Waste Inks-flashpoint <140 F and heavy metals                                                                                                                                                                       | <b>IPMI</b> |                                                                                                                                                                             |
| Fountain Wash Solution                                                                                                                                                                                              |             | Look for xylene, toluene on MSDSs                                                                                                                                           |
| Waste Acetone                                                                                                                                                                                                       | <b>NPIG</b> |                                                                                                                                                                             |
| Photographic Wastes, primarily fixant                                                                                                                                                                               | <b>FWHF</b> | If facility NOT using a silver recovery unit.                                                                                                                               |
| Silver from Silver Recovery                                                                                                                                                                                         | <b>FFEF</b> | If using silver recovery unit.                                                                                                                                              |
| Non-hazardous effluent                                                                                                                                                                                              | <b>FWNF</b> | Up to County on whether or not to include as waste. FDEP does not care since it is not hazardous.                                                                           |
| Shop rags with waste inks-ignitable only solvent <140 F                                                                                                                                                             | <b>SRIG</b> | Typically oil-based paints; check MSDSs for flashpoint                                                                                                                      |
| Fluorescent lamps                                                                                                                                                                                                   | <b>LDEB</b> | Use recycler.                                                                                                                                                               |
| Mineral Spirits, Parts Washer                                                                                                                                                                                       | <b>NPIA</b> | If performing maintenance on equipment.                                                                                                                                     |

| Schools – Areas of Inspection        |                 |                                                                                                                           |
|--------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| Photography                          | see Photo Lab   |                                                                                                                           |
| Automotive Repair                    | see Auto Repair |                                                                                                                           |
| Marine Repair                        | see Auto Repair |                                                                                                                           |
| Chemistry Lab                        | see Laboratory  |                                                                                                                           |
| Beauty Salon                         |                 |                                                                                                                           |
| Spent Acetone                        | NPIG            | From containers for soaking acrylic nails off. Acetone from nail polish remover on cotton balls is NOT a hazardous waste. |
| Fluorescent lamps                    | LDEB            | Use recycler.                                                                                                             |
| Sign Manufacturing Waste             |                 |                                                                                                                           |
| Paint Waste                          | PMIP            | May also contain heavy metals. Units must be pounds for data entry.                                                       |
| Spent Acetone                        | NPIG            |                                                                                                                           |
| Shop Rags w/ ignitable-only solvents | NPIG            |                                                                                                                           |
| Fluorescent lamps                    | LDEB            | Use recycler.                                                                                                             |
| Neon Sign Manufacturers              |                 |                                                                                                                           |
| Mercury                              | TDEB            | Left over from tubing or old neon lamps.                                                                                  |

*waste codes  
by industry*

# WASTE CODES BY INDUSTRY

### Interview Tips

The following outlines the general procedures and considerations in a typical interview.

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Initial Considerations</b>          | Review background information, establish a time and location for the interview and find a location at the facility where you can talk with the facility representative and check records without being distracted or interrupted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Introduction and Identification</b> | <p>It is essential to <i>identify yourself</i> and the <i>reason for the interview</i> in order to establish a trusting and honest rapport with the subject.</p> <p>Conversely, let your subjects identify themselves.</p> <p>Obtain all necessary personal information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Establish a Rapport</b>             | Be professional, friendly and open.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Interview Technique</b>             | <p>Use free narrative by asking the facility representative to tell you simply what they know or you can direct the questioning with a series of questions leading from the general to the specific.</p> <p>Avoid yes/no questions.</p> <p>Plan your interview. What do you want to get out of the interview? What are the major topics you will ask about and in what order?</p> <p>Ask clear/simple questions.</p> <p>Ask one question at a time avoiding compound questions.</p> <p>Maintain control.</p> <p>Question facts to verify accuracy. (Why do you say that? How do you know that?)</p> <p>Repeat or rephrase information to get further information and to verify that you have the complete information.</p> <p>Evaluate reliability of the answers and the credibility of the facility representative in giving an answer. If you feel the representative is compromising the response, you may need to approach the topic from a new direction or work on the rapport more.</p> <p>Listen carefully.</p> <p>Use <i>pauses</i> as a motivator. “Eternity of Silence” is a term used by attorneys and inspectors. <i>Silence</i> is uncomfortable. People are psychologically motivated to fill in the gaps. Often this will bring out a better response than direct questioning.</p> <p>Avoid negative or accusatory statements.</p> <p>Avoid appearing overbearing or using words of authority.</p> <p>Start with non-threatening topics.</p> <p>Conclude your interview by summarizing and verifying information you noted. Ask and provide opportunities for additional information and/or clarification. Express appreciation and re-establish the rapport.</p> <p><i>Key words</i> to consider when expressing your professionalism: <i>Sympathy, understanding, patience and fairness.</i></p> |

# User Account Request Form

## DEP CHAZ-SQG Account Request Form

*Fax to:* 850-412-0528

*Email to:* glen.perrigan@dep.state.fl.us

For each user please provide  
the following information:

County or RPC: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

User Information

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Last Name \_\_\_\_\_

User Role  
(See chapter 3 for user role  
description):

\_\_\_\_\_ CHAZ\_SQG USER

\_\_\_\_\_ CHAZ\_SQG\_COUNTY\_ADMIN

\_\_\_\_\_ CHAZ\_SQG VIEWER

## Acronyms

| Acronyms | Definition                                                                                 |
|----------|--------------------------------------------------------------------------------------------|
| ASTs     | Above Ground Storage Tanks                                                                 |
| CAA      | Clean Air Act                                                                              |
| CERCLA   | Comprehensive Environmental Response, Compensation And Liability Act                       |
| CESQG    | Conditionally Exempt Small Quantity Generator                                              |
| CFCs     | Chlorofluorocarbons                                                                        |
| CFR      | Code of Federal Regulation                                                                 |
| CHAZ-SQG | Data Management Compliance and Enforcement Tracking System for the Hazardous Waste Program |
| CWA      | Clean Water Act                                                                            |
| DBPR     | Florida Department of Business And Professional Regulation                                 |
| DEP      | Florida Department of Environmental Protection                                             |
| DOT      | Florida Department of Transportation                                                       |
| EPA ID   | Environmental Protection Agency Hazardous Waste Identification Number                      |
| ESQG     | Enhanced SQG Program                                                                       |
| F.S.     | Florida Statutes                                                                           |
| FIFRA    | Federal Insecticide, Fungicide And Rodenticide Act                                         |
| HAPs     | Hazardous Air Pollutants                                                                   |
| HAZWOPER | Hazardous Waste Operations and Emergency Response Worker Protection Standard               |
| HCS      | Hazard Communication Standard                                                              |
| HID      | High Intensity Discharge Lamp                                                              |

| Acronyms | Definition                                               |
|----------|----------------------------------------------------------|
| HW       | Hazardous Waste                                          |
| LDR      | Land Disposal Restriction                                |
| LQG      | Large Quantity Generator                                 |
| MSDS     | Material Safety Data Sheets                              |
| MSWLFs   | Municipal Solid Waste Landfills                          |
| NAAQS    | National Ambient Air Quality Standards                   |
| NESHAPs  | National Emission Standards For Hazardous Air Pollutants |
| NPDES    | National Pollutant Discharge Elimination System          |
| NSPS     | New Source Performance Standards                         |
| OSHA     | Occupational Safety Health Act                           |
| P2       | Pollution Prevention                                     |
| POTWs    | Publicly Owned Treatment Works                           |
| RCRA     | Resource Conservation and Recovery Act                   |
| RPC      | Regional Planning Council                                |
| SIC      | Standard Industrial Classification                       |
| SIP      | State Implementation Plan                                |
| SQG      | Small Quantity Generator (less than 1,000 kg/mo.         |
| TSCA     | Toxic Substance Control Act                              |
| TSD      | Treatment, Storage and Disposal Facilities               |
| USDOT    | US Department of Transportation                          |
| USTs     | Underground Storage Tanks                                |
| UWR      | Universal Waste Rule                                     |



Florida Department of Environmental Protection  
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