

Florida's Solid Waste Management Facility Operator & Spotter Training Requirements Guide

The 1988 Solid Waste Management Act mandated training for all solid waste landfill operators. In 1989, Rule 62-703, Training Operators of Solid Waste Management Facilities, Florida Administrative Code (F.A.C.), was adopted by the Florida Department of Environmental Protection (FDEP) in response to requirements in the 1988 Act. The new rule 62-701 assures the continued development of the Solid Waste Management Facility Operator training program for all solid waste operators and spotters in Florida. The Solid Waste Management Training Committee (SWMTC) was created to help implement the training program and now approves all initial and continuing education courses for operators and spotters. By providing and encouraging operator training, the FDEP intends to elevate the professional status of those in the field of solid waste management, further protect the environment, and improve solid waste facility compliance.

The University of Florida TREEO Center is providing administrative assistance by processing applications for continuing education course credit and maintaining the solid waste operator/spotter training database. For more information please visit <http://landfill.treeo.ufl.edu> or contact Dawn Jenkins at djenkins@treeo.ufl.edu or (352) 392-9570 ext 227.

Review your Florida Solid Waste Operator and Spotter Training Transcript at: http://landfill.treeo.ufl.edu/ No login needed • Check the expiration date and the training status (Current or Expired) for:		
Individual: - Click on Participants - Type in last name and hit enter - Click on the track to see transcript	Facility: - Click on Participants - Use the drop down list and enter company name - Type in company name and hit enter - Click on the track to see transcript	Facility Report: - Click on Reports - Type in the company name - Click on Run Report
<i>If any information is incorrect/missing or if someone is no longer at the facility, please send a notice to: djenkins@treeo.ufl.edu</i>		

Initial Training

To meet the training requirement of FAC 62-701 Operator(s) or spotter(s) must:

- Successfully complete an approved initial training course
- Be in attendance for entire course
- Pass exam - 70% or higher [*operators only*]

Effective May 27, 2001	
Classification	Initial Course
Landfill - Class I, II, III	24 hours [previous 20 hours] + exam
Construction and Demolition [C&D] Landfill	24 hours [previous 20 hours] + exam
Transfer Station [TS]	16 hours + exam
Material Recovery Facility [MRF]	16 hours + exam
Land Clearing Debris Facility	No operator training required
Spotter of all Facilities	8 hours

LANDFILL – Class I, II, III OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered: Approved for time period: 1/1/2010 – 12/31/2015

- 24-Hour Initial Training Course for Landfill Operators (Class I, II, III and C&D Sites)
Provider: Kohl Consulting, Inc./Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com
- Initial Training Course for Landfill Operators and C&D Sites – 24 Hour
Provider: University of Florida TREEO Center /Dawn Jenkins, (352) 392-9570 ext 227/djenkins@treeo.ufl.edu / www.treeo.ufl.edu
- SWANA-Manager of Landfill Operations [MOLO®] – 30 hours
Provider: Solid Waste Association of North America [SWANA]/1-800-GO-SWANA / certification@swana.org / www.swana.org

No longer offered

- Landfill University
- Solid Waste Landfill Operator Short School [LOSS]
- Solid Waste Facility Operations for Landfill Operators – 20 hours

No longer approved as an initial course in Florida

- Solid Waste Landfills Correspondence Course – 20 hours
- Solid Waste Association of North America [SWANA]/ 1-800-Go-SWANA / www.swana.org

CONSTRUCTION AND DEMOLITION DEBRIS SITES [C&D] OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered: Approved for time period: 1/1/2010 – 12/31/2015

1. 24-Hour Initial Training Course for Landfill Operators (Class I, II & III and C&D Sites)
Provider: Kohl Consulting, Inc./Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com
2. Initial Training Course for Landfill Operators and C&D Sites – 24 Hour
Provider: University of Florida TREEO Center/Dawn Jenkins, (352) 392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu

No longer offered

4. Solid Waste Landfill Operator Short School [LOSS]
5. Solid Waste Facility Operations for Construction and Demolition Operators
6. Construction & Demolition Debris Landfills: A Short Course for Operators
7. Construction & Demolition Debris Landfills: A Short Course for Operators–24Hours

No longer approved

1. SWANA–Manager of Landfill Operations [MOLO®] – Solid Waste Association of North America [SWANA]

TRANSFER STATION OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered Approved for time period: 1/1/2010 – 12/31/2015

1. 16-Hour Initial Training Course for Transfer Station Operators and MRF Operators
Provider: Kohl Consulting, Inc./Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com
2. Initial Training Course for Transfer Station Operators and Material Recovery Facilities – 16 Hour
Provider: University of Florida TREEO Center/Dawn Jenkins, (352) 392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu
3. SWANA–Managing Municipal Solid Waste Transfer Station Systems Course – 16 hours
Provider: Solid Waste Association of North America [SWANA]/1-800-GO-SWANA / certification@swana.org / www.swana.org

No longer offered

1. 19-Hour Initial Training Course for Transfer Station and MRF Operators/ Kohl Consulting, Inc.
2. 16-Hour Initial Training Course for Transfer Station Operators/Kohl Consulting, Inc.

MATERIAL RECOVERY FACILITY [MRF] OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered Approved for time period: 1/1/2010 – 12/31/2015

1. 16-Hour Initial Training Course for Transfer Station Operators and MRF Operators
Provider: Kohl Consulting, Inc./Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com
2. 19-Hour Initial Training Course for Transfer Station and MRF Operators
Provider: Kohl Consulting, Inc./Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com
3. Initial Training Course for Transfer Station Operators and Material Recovery Facilities – 16 Hour
Provider: University of Florida TREEO Center /Dawn Jenkins, (352) 392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu

No longer offered

3. 19-Hour Initial Training Course for Transfer Station and MRF Operators/ Kohl Consulting, Inc.
4. 16-Hour Initial Training Course for Materials Recovery Operators/Kohl Consulting, Inc.

LAND CLEARING DEBRIS FACILITY OPERATOR

No Training Requirements

Initial Training

SPOTTER

Approved Initial Training Courses and Providers are:

* Any of these courses are approved for spotters for all types of facilities [Class I, II, III/ C&D/ Transfer Station/ MRF/ Land Clearing].

Currently offered Approved for time period: 1/1/2010 - 12/31/2015

In-house training is allowed effective May 27, 2001. All training must be approved by the SWMTC.

See section "In-House Training"

Provider: Kohl Consulting, Inc./ Chris Kohl, (407) 552-1892 / ckohl@docdump.com / www.docdump.com

1. 8 Hour Spotter Training for Class I, II, III Landfills, Waste Processing Facilities, and C&D Facilities

Provider: Consolidated Resource Recovery, Inc./941/756-0977 (approval only for this facility)

2. 8-hour Initial Training for Spotters

Provider: Lubbers Safety Consulting / Toni Lubbers, (941)538-2388 / toniy@aol.com

3. 8-hour Spotter Training for Class I II III Landfill, C&D Sites and Transfer Facilities

Provider: University of Florida TREEO Center /Dawn Jenkins, (352) 392-9570 ext 227, djenkins@treeo.ufl.edu / www.treeo.ufl.edu

4. 8-hour Training Course for Spotters at Landfill, C&D Sites and Transfer Stations

5. Spotter Training at Solid Waste Facilities

Provider: Wetland Solutions/Charlie Miller, 850-484-0825 or wetlandsolutions@yahoo.com

6. Spotter Training Plan for Land Clearing Debris Site

No longer Offered

7. Training for Spotters at Landfills, C&D Sites and Transfer Stations / Kohl Consulting, Inc.

8. Landfill Operations and Waste Screening for Class I, II, III Sites / Kohl Consulting, Inc.

9. Safety Issues for Solid Waste Management Facilities - 8 hr / Kohl Consulting, Inc.

10. Waste Screening and Operation Orientation for Transfer Station Personnel / Kohl Consulting, Inc.

11. Basic Landfill Operations / Kohl Consulting, Inc.

12. Eight Hour Spotter Training for C&D Sites / Kohl Consulting, Inc.

13. Eight Hour Training for Personnel at C&D Materials Recovery Facilities / Kohl Consulting, Inc.

14. Waste Screening at MSW Management Facilities - SWANA

15. Waste Screening and Identification for Landfill Operators and Spotters / SCS engineers

Initial Training

Course Reciprocity

- If you take one of the Initial operator courses for Class I, II, III landfills, then you are considered trained as an operator for Class I, II, III landfills and C&D.
- If you take one of the Initial operator courses for C&D, then you are trained as an operator for only C&D.
- If you take the Initial operator course for Transfer Stations, then you are trained as an operator for only Transfer Stations.
- If you take the Initial operator course for MRFs, then you are trained as an operator for only MRFs.
- If you take a combined Initial course for the TS/MRF, then you are trained as both.
- If you took the Construction and Demolition Debris: A Short Course for Operators–24 Hours, then you are also trained as a spotter.
- All approved Spotter courses are approved for training for any type facility.

The Table below shows the types of job duties that can be performed when specific courses have been completed.

- If you are new to Florida, you must complete and pass the exam for one of the approved Initial courses. If you have successfully completed this, then see section “How to have Training Added to Your Record.”
- If you have exceeded the three-year training period without completing the minimum number of hours of continuing education, you must start over by taking an approved initial course [and pass the exam for operators].

TYPES OF JOB DUTIES THAT CAN BE PERFORMED

		Landfill Operator	C&D Operator	MRF Operator	TS Operator	Landfill Spotter	C&D Spotter	MRF Spotter	TS Spotter	YT Spotter
TYPES OF TRAINING COURSES	Landfill Operator Training	X	X			X	X	X	X	X
	C&D Operator Training		X			X	X	X	X	X
	MRF Operator Training			X		X	X	X	X	X
	TS Operator Training				X	X	X	X	X	X
	Any Spotter Training					X	X	X	X	X

Continuing Education [CE] Contact Hours Training

Operators are required to obtain a minimum number of continuing education contact hours every 3 years after they have successfully completed an approved initial course and required exam.

- Spotters are required to have continuing education training every 3 years after completing an initial training course.

Continuing Education Contact Hours – Requirement Every 3 years		
Classification	Effective January 2010	Previous
Landfill – Class I, II, III	16 hours	15 hours
Construction and Demolition [C&D] Landfill	16 hours	15 hours
Transfer Station [TS]	8 hours	
Material Recovery Facility [MRF]	8 hours	
Land Clearing Debris Facility	No training required	
Spotter of all Facilities	4 hours	

Note: If you are trained as a Class I, II, III or C&D operator and as a transfer station operator, you will need 16 hours plus an additional 8 hours of continuing education every 3 years to maintain both classifications. Many courses offer CE for both classifications.

A. Approved Courses

- Courses are listed on the [FDEP Approved Solid Waste Operator and Spotter Training Course](#) List and are categorized by operator classification.
 - Check each course for the number of hours given for your specific classification.
1. List available at: <http://landfill.treeo.ufl.edu/Default.aspx>.
 2. Request list to be faxed or mailed by calling: (352) 392-9570 ext 227.
 3. Courses/Conferences/Seminars that have are approved for the time period 1/1/2010 – 12/31/2012. Courses will need to be resubmitted for subsequent 3 year time periods.
 4. Courses are listed in Alpha order along with the provider of the course and number of contact hours awarded. Example:

Course #	Course	Provider	LDF	C&D	TS	MRF	Spotter
357	CPR & First Aid	American Red Cross	4	4	4	4	2

B. Continuing Education [CE]

1. Operator CE training is required every 3 years and starts with the date the person pass the initial course/exam.
2. Spotter CE training is required every 3 years and starts with the date the person take the initial course.
3. No CE credit will be given for courses taken before the initial course is successfully completed.
4. The initial course is recorded as 0.0 hours, which indicates you have successfully completed the initial course.
5. An Initial course can be taken as a CE course only if it was not taken as the operator's or spotter's initial training.
6. No CE credit will be given for the same course taken within the same 3-year period.
7. No CE credit will be given for courses not listed on the FDEP Approved Solid Waste Operator Training Course List. List is available at <http://landfill.treeo.ufl.edu/Default.aspx> or call (352) 392-9570 ext 227.
If a course is not listed, then see section "How to have Training Approved / New Courses." (page 9 of this document)
8. To maintain your database records for the next 3 year period, the operator must have the minimum required number of contact hours. [See Chart above– Continuing Education Contact hours]
9. Contact hours received above the minimum requirement do not rollover to the next 3 years. The new 3-year period starts at zero [0.0].
10. Operators/Spotters who fail to achieve the required number of Contact Hours of CE by the end date of their 3-year period may be considered out of compliance with FAC 62-701. If the person training is tracked in the Florida Solid Waste Operator/Spotters' Database, they are then categorized as "Expired".
11. Expired operators/spotters may be reinstated to current status if they provide:
 - Proof of training taken during the last 3-year period that meets the number of hours needed include: verification of attendance.
 - Or, the person may start over by taking an approved initial training course (+ exam for operators).
12. It is the operator/spotter's responsibility to submit the training forms and verification for upkeep in the Operator/Spotter database not the training provider. Forms and verification are submitted to:
Dawn Jenkins by: Scan/Email: djenkins@treeo.ufl.edu; Fax: (352) 392-6910
Mail: University of Florida- TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608.
13. Operators/Spotters are required to keep a copy of all training submitted or taken, including any in-house training, and make it available to FDEP Inspectors.
14. See section "How to Have Training Added to your Transcript."

Solid Waste Training Requirements in the State of Florida

Effective May 27, 2001

Operator	Land Clearing Debris Facility	Construction and Demolition Debris [C&D]	Class I, II, III	Materials Recovery Facility [MRF] †	Transfer Station
INITIAL <i>(3rd party trainer only)</i> Exam Required	No Operator Training Required	24 hr <i>no ⇒</i> Reciprocity	24 hr <i>⇐</i> Reciprocity	16 hr	16 hr
CONTINUING EDUCATION <i>(every 3 years)</i> <i>(*in-house training ok)</i> <i>no exam</i>	No Operator Training Required	16 hr <i>no ⇒</i> Reciprocity	16 hr <i>⇐</i> Reciprocity	8 hr	8 hr

Spotter <i>(Training required for all types of facilities)</i>	Land Clearing Debris Facility	Construction and Demolition Debris [C&D]	Class I, II, III	Materials Recovery Facility [MRF]	Transfer Station
INITIAL <i>(*in-house training ok)</i> <i>no exam</i>	8 hr	8 hr	8 hr	8 hr	8 hr
CONTINUING EDUCATION <i>(every 3 years)</i> <i>(*in-house training ok)</i> <i>no exam</i>	4 hr	4 hr	4 hr	4 hr	4 hr

- All credit hours are awarded for courses approved by the Solid Waste Management Training Committee.
- Reciprocity is allowed for trained Class I, II, III LF operators who want to work as C&D LF operators.
- * In-house training must be approved by the Solid Waste Management Training Committee.
- † (does not apply to recovered materials processing facilities 62-701.220 (2)(c))

Who Approved Training

Solid Waste Management Training Committee [SWMTC]

- A. In accordance with Florida Statutes for the State of Florida, the committee reviews and approves training courses.
- B. The committee consists of:

FDEP	1 representative
Local Government	4 representatives
Education	2 representatives
Private Industry	3 representatives
- C. Committee Meetings
 1. The committee meets the second Thursday of each month by conference call to review training courses.
 2. Course information is submitted through the records manager, reviewed and forwarded to the committee members.
 3. The committee assigns the number of contact hours for each course. The contact hours may vary from the actual hours of the course.

Solid Waste Training Requirements in the State of Florida

FAC 62-701.320(15)(a) Operator Training

Effective May 27, 2001

(15) Operator and spotter training and special criteria. The owner or operator of a landfill, or other solid waste management facility required by this chapter to have trained operators or spotters, shall not employ a person to perform, nor may any person perform, the duties of an operator or spotter at such facility unless that person is a trained operator or trained spotter. A facility may employ interim spotters, but only if they work under the direct supervision of a trained spotter or trained operator. A facility may employ an interim operator in lieu of a trained operator for no more than three consecutive months.

(a) Owners and operators of facilities shall ensure that operators employed at the facility are properly trained to operate the facility, and that spotters are properly trained to identify and properly manage any unauthorized waste which are received at the facility. A training plan shall be included as part of the permit application. The training plan shall either include a list and schedule of those classes offered to the public which will be attended by the facility's operators and spotters, or shall include a description of the facility's in-house training program. All training courses, whether public or in-house, must be approved by the Department in accordance with Section 403.716, F.S. Any in-house operator training program which includes an examination required by this subsection must be administered by an independent third party. Any other in-house operator training program must be administered by a trained operator. Any in-house spotter training program must be administered by a trained operator or a trained spotter. The training plan, along with records documenting how the training plan is being implemented, shall be kept at the facility at all times and be made available for inspection by Department staff. The Department will maintain a list of relevant training courses which are available in this State.

(b) In order to be considered trained, operators of the following facilities shall complete the following training requirements at courses described in the facility's operating plan:

1. Operators of landfills, and operators of construction and demolition debris disposal facilities, shall complete 24 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 16 hours of continued training.

2. Operators of waste processing facilities shall complete 16 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 8 hours of continued training.

(c) In order to be considered trained, spotters shall complete 8 hours of initial training at courses described in the facility's operating plan. Within three years after attending the initial training, and every three years thereafter, spotters shall complete an additional 4 hours of continued training.

(d) Spotter location.

1. Each facility where spotters are required shall include in its operation plan the number and location of spotters and the procedures to be followed if unauthorized waste is discovered. Spotters shall be stationed where they can inspect each shipment of waste for unauthorized waste.

2. If spotters are to be located on heavy equipment spreading the waste at the working face of a solid waste disposal unit or at a waste processing facility, the operation plan shall specifically provide for the following:

a. The heavy equipment operator is trained as an operator or spotter;

b. When unauthorized waste is discovered, the heavy equipment operator must either move the unauthorized waste away from the active area for later removal and proper management, or must stop operation and notify another person on the ground or on other equipment who will come to the active area and remove the unauthorized waste before operations are resumed; and

c. Each load of waste must be visually inspected for unauthorized waste prior to being compacted or loaded into a transfer vehicle.

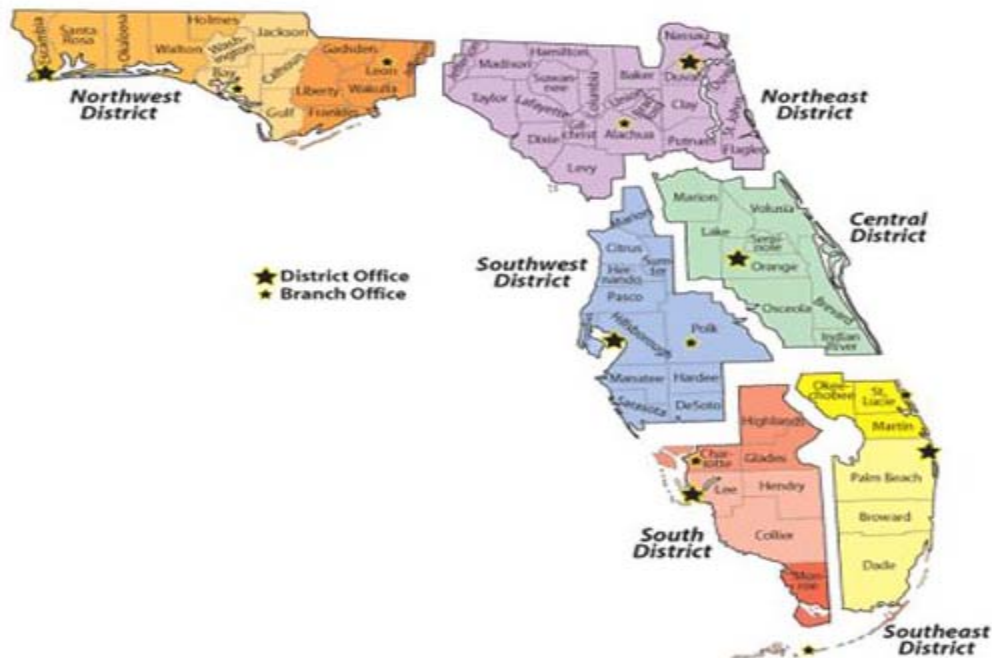
(e) Notwithstanding the definition in Rule 62-701.200, F.A.C., and solely for purposes of this subsection, "operator" means any person, including the owner, who is principally engaged in, and is in charge of, the actual operation, supervision, and maintenance of a solid waste management facility and includes the on-site person in charge of a shift or period of operation during any part of the day, such as facility managers, supervisors and equipment operators. It does not include office personnel, laborers, equipment operators not in a supervisory capacity, transporters, corporate directors, elected officials, or other persons in managerial roles unless such persons are directly involved in on-site supervision or operation of a solid waste management facility. A trained operator may perform the duties of a trained spotter.

(f) For purposes of this subsection, "interim operator" means a person who has, in the opinion of the facility manager, shown competency in his chosen occupation through a combination of work experience, education and training and who has at least one year of experience at that facility or a similar facility. An interim operator must become a trained operator within one year of employment as an interim operator.

(g) For purposes of this subsection, "spotter" means a person employed at a solid waste management facility whose job it is to inspect incoming waste and to identify and properly manage any unauthorized waste that is received at the facility.

(h) For purposes of this subsection, "interim spotter" means a person who has, in the opinion of the facility manager, shown competency in his chosen occupation through a combination of work experience, education and training. An interim spotter must become a trained spotter or trained operator within three months of employment as an interim spotter.

**Florida Department of Environmental Protection
District Regulatory Offices**



Northwest District

<http://www.dep.state.fl.us/northwest/>

Jurisdiction: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson (western half), Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, & Washington

160 Governmental Center, Pensacola, FL 32502-5794
(850) 595-8300 / Fax (850) 595-8417

Northwest District Branch Office (NWDP)
2353 Jenks Avenue, Panama City, FL 32405
(850) 872-4375 / Fax (850) 872-7790

Northwest District Branch Office (NWDT)
630-3 Capital Circle NE, Tallahassee, FL 32301
(850) 488-3704 / Fax (850) 922-3620

Northeast District

<http://www.dep.state.fl.us/northeast/>

Jurisdiction: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor, & Union

7825 Baymeadows Way, Suite 200B, Jacksonville, FL 32256
904-807-3300 / Fax 904-448-4319

Central District

<http://www.dep.state.fl.us/central/>

Jurisdiction: Brevard, Indian River, Lake, Marion (part), Orange, Osceola, Seminole, Volusia

3319 Maguire Boulevard, Suite 232, Orlando, FL 32803-3767
(407) 894-7555 / Fax (407) 897-2966

South District

<http://www.dep.state.fl.us/south/>

Jurisdiction: Charlotte, Collier, Glades, Hendry, Highlands, Lee & Monroe (PO Box 2549) or 2295 Victoria Avenue, Suite 364 Fort Myers, FL 33902-2549
(239) 332-6975 / Fax (239) 332-6969

South District Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050
(305) 289-2310 / Fax (305) 289-2314

South District Satellite Office
204 E McKenzie ST, Punta Gorda, FL 33950
(941) 575-5810 / Fax (239) 575-5811

Southeast District (WB)

<http://www.dep.state.fl.us/southeast/>

Jurisdiction: Broward, Dade, Martin, Okeechobee, Palm Beach, & St. Lucie
400 North Congress Avenue, Suite 200
West Palm Beach, FL 33401
(561) 681-6600 / Fax (800) 774-5866

Southeast District Branch Office
1801 SE Hillmoor Drive, Ste C204, Port St. Lucie, FL 34952
(772) 398-2806

Southwest District

<http://www.dep.state.fl.us/southwest/>

Jurisdiction: Citrus, DeSoto, Hardee, Hernando, Pasco Hillsborough, Manatee, Pinellas, Polk, Sarasota & Sumter
13051 N Telecom Parkway, Temple Terrace, FL 33637
(813) 632-7600 / Fax (813) 632-7665

How to Have Training Approved

- All courses that have been approved for the time period of 1/1/2010 – 12/31/2012 are on the [FDEP Approved Solid Waste Management Facility Operator and Spotter Training Course List](http://www.treeo.ufl.edu/docs/sw/pdf/approvedcourses.pdf) or <http://www.treeo.ufl.edu/docs/sw/pdf/approvedcourses.pdf>
- To have a copy emailed /faxed/ or mailed to you, contact: djenkins@treeo.ufl.edu / (352) 392-9570 ext 227 or 229.

NEW COURSES

- In-House Initial Spotter training and continuing education courses not on the list of approved courses are submitted as a new course for review.
- Courses can be submitted by: An Operator / Provider / Training Institution / Company / Association / Instructor.
- Course information is submitted to Dawn Jenkins at UF TREEO for completeness and then forwarded to the committee members for review.
- The submittal packet [Electronic – *Preferable*] should contain:
 1. Email / FDEP Continuing Education form / or fax that includes:
 - Operator/Spotter's: name / company / address / phone / email
 - Course or conference: / name / date / location
 2. Course topics or agenda with time allotments for each subject including a daily start & finish time
 3. Amount of time for breaks and lunch
 4. Short paragraph of what the course is about or detailed outline
 5. Instructor(s) biographical information including company / phone or email / web / qualifications
 6. Training provider information: company / email / phone / web address
 7. Total number of hours requested for course approval
 8. Electronic version of Text or PowerPoint slides / exam [required for all Initial courses and in-house training] optional
 9. Flyer or brochure for course /email notice

Submittal Process

1. All information should be at UF TREEO no later than the last day of the month, in order to be reviewed at the next month's committee meeting.

Send [Electronic – *Preferable*] course packets to Solid Waste Operator & Spotter Database Records Manager:
Dawn Jenkins – Email: djenkins@treeo.ufl.edu; Fax: (352) 392-6910; Phone: (352) 392-9570 ext 227
Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608
2. All material is reviewed by the Records Manager for its completeness when it arrives.
3. The applicant will be notified by email or by phone that his/her course information has been received and will be reviewed at the next committee meeting.
4. Incomplete Applications
 - The person who submitted the material is notified of what is missing from the packet.
 - This material is needed before the course can be forwarded to the committee for review.
 - Once the missing material is received from the applicant, then it is considered complete.
 - If all material is not received in two months, the entire packet must be resubmitted.
5. Completed Applications

Each course application is forwarded to the committee the first day of each month.

Course Review

Approved Courses – Course meets all the criteria and is awarded contact hours

- Applicant is notified by the records manager within 10 working days after the committee meeting by email or fax.
- Course is added to FDEP Approved Solid Waste Operator and Spotter Training Course List for a period of 3 years.
 - Effective 6/1/2009 courses must be re-submitted every 3 years (Initial-5 years) for review to remain on the current list.
- Course provider [New] are added to the list of current training providers.
- Follow information under 'How to have Training Added to Your Record.'

Not Approved – Course does not meet the criteria for operator training – no hours given.

1. Applicant is notified by the records manager within 10 working days after the committee meeting by email or fax.
- Need More Information /Verification
1. Applicant is notified by the records manager within 10 working days after the committee meeting by email or fax.
 2. Applicant is asked to submit additional information/verification for course to be considered again.
 3. Verification/information needs to be submitted by the end of the month in which it was reviewed.
 4. Resubmit entire application package if information is not received within one (1) month of first review date.

IN-HOUSE COURSES

- In-House Initial Spotter training and continuing education courses not on the list of approved courses are submitted as a new course for review.
 1. A person who had been trained as an operator is considered trained as a spotter. This person would be qualified to teach either a continuing education operator or initial spotter course, as long as that in-house course was approved in the facility permit and the operator was current on their continuing education status.
 2. 62-701.320 (15) requires that any course which requires an examination (operator initial training) must be taught by an independent third party. So a current operator could conduct initial training for spotters and continuing education for spotters and operators, but could not conduct in-house initial training for new operators.
 3. The trainer must have attended a Train-the-Trainer or Instructional Training course and submit documentation.
 - Courses can be submitted by: An Operator / Provider/Training Institution/company/association/Instructor.
 - Course is submitted to Dawn Jenkins at UF TREEO, for completeness and then forwarded to the committee members
 - The submittal packet should contain:
 1. Email / FDEP Continuing Education form / or fax that includes:
 - Operator/Spotter's: name / company / address / phone / email
 - Course or conference: name / date / location
 2. Course topics or agenda with time allotments for each subject including a daily start and finish time
 3. Amount of time for breaks and lunch
 4. Short paragraph of what the course is about or detailed outline
 5. Instructor(s) biographical information including company / phone / email / web / qualifications
 6. Training provider information: company/address/phone
 7. Total number of hours requested for course approval
 8. Electronic version of Text or PowerPoint slides / exam [required for all Initial courses and in-house training]

Submittal Process

1. All information should be at UF TREEO no later than the last Monday of the month, in order to be reviewed at the next month's committee meeting.
 - Send course packets to the SW Operator Records Manager – Dawn Jenkins:
 - Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608
 - Email: djenkins@treeo.ufl.edu Fax: 352-392-6910 Phone: (352) 392-9570 ext 227
2. All material is reviewed by the Records Manager for its completeness when it arrives.
3. The applicant will be notified by fax or email that his/her course information has been received and will be reviewed at the next committee meeting.
4. Incomplete Applications
 - The person who submitted the material is notified of what is missing from the packet.
 - This material is needed before the course can be forwarded to the committee for review.
 - Once the missing material is received from the applicant, then it is considered complete.
 - If all material is not received in two months, the entire packet must be resubmitted.
5. Completed Applications

Each course application is forwarded to the committee the first day of each month.

Course Review

Approved Courses – Course meets all the criteria and is awarded contact hours

1. Applicant is notified by the records manager within 10 working days after the committee meeting by fax or email.
2. Course is added to FDEP Approved Solid Waste Operator and Spotter Training Course List.
3. Course provider is added to the list of training providers.
4. Follow information under 'How to have Training Added to Your Record.'

Not Approved – Course does not meet the criteria for operator training – no hours given.

5. Applicant is notified by the records manager within 10 working days after the committee meeting by fax or email.

Need More Information /Verification

6. Applicant is notified by the records manager within 10 working days after the committee meeting by fax or email.
7. Applicant is asked to submit additional information/verification for course to be considered again.
8. Verification/information needs to be submitted by the end of the month in which it was reviewed.
9. Resubmit entire application package if information is not received within one (1) month of first review date.

How to Have Training Added to Your Transcript

If an operator would like to have his/her training records maintained in the FDEP Solid Waste Management Facility Operator & Spotter Training Database, he/she must complete the following, in addition to keeping a record of his/her training at their solid waste facility:

New to Florida or Newly Trained Operator or Spotter

- Make sure you have taken an approved initial training course, and you may be added to the database.
- See pages 1-3 of this document.

Adding Training to Your Transcript

1. Initial training Providers (except for S WANA) send their attendee rosters directly to UF TREEO Center.
2. Complete the FDEP Continuing Education form
 - Form available on UF TREEO website www.treeo.ufl.edu. Download / print
 - Request form to be faxed or mailed by calling (352) 392-9570 ext 227.
3. Send verification of completion
 - Copy of certificate (In some instances the provider is contacted for verification)
 - Sign-in sheet for training (accepted only from provider) or session at a conference
 - Letter from Training Provider, verifying attendance (original by mail only)
 - SWANA Conferences/Training - CEU form with official signature
4. Submit form & verification to:
 - Scan/Email: djenkins@treeo.ufl.edu
 - Fax: (352) 392-6910
 - Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608

Completed Forms with Approved Verification

Process can take up to 10 working days to complete

1. The training is added to the person's online solid waste training transcript.
2. Updated transcripts are mailed / faxed / or linked by email to the operator/spotter.

Incomplete Forms

1. The operator is notified of what was not included in their application by fax or email.
2. When the missing information is submitted, then the training will be added to the operator's record. Then follow steps listed under completed forms.
3. The incomplete application is returned if missing information is not received with 2 months. The completed packet can be resubmitted.

Training Transcripts

1. Transcript of solid waste training on file can be obtained by:
 - Transcript available on UF TREEO website www.treeo.ufl.edu [print / view]
 - Request copy to be faxed or mailed by calling: (352) 392-9570 ext 227 or ext 229
 - [include name of operator/facility]
3. Transcripts are mailed once a year in July or August to last known address on file until the 3 year period expire or if we receive notice that the person is no longer employed there.
5. Address changes or no longer employed notices can be sent to:
 - Email: djenkins@treeo.ufl.edu
 - Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608
 - Fax: (352) 392-6910
6. Web records are updated as we process the CE applications or training roster.
7. Web records are retrievable by operator name and facility [See Reports].
8. Transcripts list the complete training history within all 3-year time periods since the initial start date.
9. If there is a discrepancy, please contact:
 - Dawn Jenkins, UF TREEO Center, (352) 392-9570 ext 227 or djenkins@treeo.ufl.edu
 - Marta Keilhauer, UF TREEO Center, (352) 392-9570 ext 229 or mkeilhauer@treeo.ufl.edu

Frequently Asked Questions

- I would like someone to come on-site to do my training that has been approved in Florida.*
 - Contact any of the course providers (see pages 1–3 of this document) Some providers do onsite training.
- My last spotter quit, and I have an equipment operator that has taken an approved spotter course. Am I ok?*
 - A trained solid waste operator can substitute as a trained spotter. See the FAC 62–701 Training Section for more clarification.
- Can I train my own staff including Spotters?*
 - Effective with the new rule, all in–house training for credit must be approved by the Solid Waste Management Training Committee. (See page 11 of this document).
 - Make sure you have permission to use the training material from the provider [most course material is copyrighted and the property of the provider].
 - In order for operators to add the training to the database record, the training must be listed on the FDEP Approved Solid Waste Operator Training database or be submitted and approved as a new course.
- I now live in Miami and previously was a landfill operator in Virginia. I had 20 hours of training every year. Can I be added to your Solid Waste Operator Training Database?*
 - Only those who have taken one of the approved initial training courses and exam will be entered in the database after he/she submit the necessary documentation. If you didn't attend one of these courses, then you should follow the new course submittal directions or take one of the approved initial training courses. (See page 10 of this documents)
 - If you are submitting the SWANA MOLO certificate, you must also show proof of taking the course.
 - SWANA allows operators who meet their qualifications to test out of taking a course and receive their certification. This does not meet Florida's criteria according FAC 62–701.
 - If you have let your training period expire without having the minimum number of hours of continuing education hours, you must start over with taking an approved course and exam.
- How do I become a Certified Operator in Florida?
What are the procedures for getting licensed in the State of Florida to be a landfill operator?*
 - Currently, the State of Florida does not have a certification or licensure program for solid waste operators. If you complete the required initial training and receive the minimum continuing education contact hours per 3–year period, then you are considered a trained operator within the State of Florida and may be in compliance. See FAC 62–701.320(15)a
- Where can I find a list of who offers approved solid waste training in the State of Florida?*
 - At www.treeco.ufl.edu or you may have a copy email / faxed/ mailed to you by calling (352) 392–9570 ext 227.
- My Training Record is incorrect. Who do I need to talk to have it corrected?*
 - Dawn Jenkins 352/392–9570 ext 227 or djenkins@treeco.ufl.edu
 - Marta Keilhauer, 352/392–9570 ext 229 or mkeilahuer@treeco.ufl.edu

*I need a copy of all my operators training records, **Now!** The inspector is coming this week or I'm working on my permit process. [You may view/print this information from: <http://landfill.treeco.ufl.edu/>]*

 - Visit www.treeco.ufl.edu or Google TREEO, choose solid waste
 - » click on: Solid Waste (*located on left side of screen*)
 - » click on: [Solid Waste Training Info and Database](http://landfill.treeco.ufl.edu/) or <http://landfill.treeco.ufl.edu/>
 - » click on: Participant and type your last name then click on 'enter'
 - » click on: 'Track' to view your transcript
 - You may also view: » list of approved courses and providers / » this Training Requirements Guide / » the list of operators and spotters at your facility that are 'current' – click on 'Reports' and enter your facility name and click on 'enter'. If this is not successful or if you don't have access to the web then Fax (352) 392–6910 or email a list of names to Dawn Jenkins
- I have lost my certificate. How do I get another one?
The business I was working at closed and I am now working at another facility. I was not able to get any of my original training certificates from the previous employer. How do I get a copy of my certificates?*
 - Contact the course provider.
- I receive mail from UF TREEO for people who no longer work at this facility. How do I get the mailed stopped?*
 - Send UF TREEO a fax (352) 392–6910 / email: djenkins@ufl.edu or call (362) 392–9570x227 with the names of the individuals to be deleted or address correction.
- I have a question about something I read in this document.*
 - Contact: Dawn Jenkins at UF TREEO, djenkins@treeco.ufl.edu or (352) 392–9570 ext 227

Application form for
Initial or Continuing Education Course Credit in Florida
for
Solid Waste Management Facility Operators and Spotters

1. Name: _____
2. Title: _____
3. Facility Name: _____
4. Facility Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (_____) _____ Fax: (_____) _____
5. Business E-mail: _____
6. Course Name: _____
7. Training Provider: _____
8. Course Date: _____
9. Course Number: _____ (Refer to approved list for course number and hours. If not listed then follow instructions for new course approval)
10. I have taken the required initial training for the type operator hours indicated below. Please apply these contact hours to my transcript:

Course hours approved by the Department

- _____ hours Class I, II, III Landfill Operator
- _____ hours Construction and Demolition Debris Landfill Operator
- _____ hours Transfer Station Operator
- _____ hours MRF Operator
- _____ hours Spotter

(Please attach a copy of Certificate of Completion or other verification of attendance)

Please send to: Fax (352) 392-6910 or djenkins@treeo.ufl.edu
 or University of Florida TREEO Center, 3900 SW 63 Blvd, Gainesville, Florida 32608-3848
 Questions: Dawn Jenkins, (352) 392-9570 ext 227, djenkins@treeo.ufl.edu

Review your Florida Solid Waste Operator and Spotter transcript and check that your information, including completed training, is listed correctly.

- Visit www.treeo.ufl.edu or Google TREEO, choose solid waste
- » click on: Solid Waste (located on left side of screen)
 - » click on: [Solid Waste Training Info and Database](http://www.treeo.ufl.edu/SolidWasteTrainingInfoandDatabase) or <http://landfill.treeo.ufl.edu/>
 - » click on: Participant and type your last name then click on 'enter'
 - » click on: 'Track' to view your transcript