

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. The committee includes solid waste professionals from local government, private industry, educational institutions and the FDEP. 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 landfill 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 www.treeo.ufl.edu or contact Dawn Jenkins at djenkins@treeo.ufl.edu or 352-392-9570 ext 227.

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 [Landfill-Class I, II, III only]
Effective May 27, 2001 - C&D / Transfer Station / MRF facility operators all have to pass exam with 70% or higher

<u>Classification</u>	<u>Initial Course</u>	<u>Length-minimum</u>
Landfill - Class I, II, III	Effective May 27, 2001 - 24 hours	[previous 20 hours]
Construction and Demolition [C&D] Landfill	Effective May 27, 2001 - 24 hours	[previous 20 hours]
Transfer Station [TS]	Effective May 27, 2001 - 16 hours	
Material Recovery Facility [MRF]	Effective May 27, 2001 - 16 hours	
Land Clearing Debris Facility	Effective May 27, 2001 - no operator training required	
Spotter of all Facilities	Effective May 27, 2001 - 4 hours	[previous 8 hours]

LANDFILL OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered

1. SWANA-Manager of Landfill Operations [MOLO®] - 30 hours
 - 1) Provider: Solid Waste Association of North America [SWANA] - National Chapter
Contact: Meri Beth Wojtaszek, 301-585-2898 or 1-800-GO-SWANA / mwojtaszek@swana.org / www.swana.org
 - 2) Provider: SWANA - FL Chapter and University of Florida TREEO Center
Contact: Dawn Jenkins, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu / www.swanafl.org
2. 24-Hour Initial Training Course for Landfill Operators (Class I, II, III and C&D Sites)
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com

No longer offered

3. Landfill University
4. Solid Waste Landfill Operator Short School [LOSS]
5. Solid Waste Facility Operations for Landfill Operators - 20 hours

No longer valid as an initial course in Florida

6. Solid Waste Landfills Correspondence Course - 20 hours

CONSTRUCTION AND DEMOLITION [C&D] LANDFILL OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered

1. Construction & Demolition Debris Landfills: A Short Course for Operators – 24 hours
Provider: SWANA – FL Chapter and University of Florida TREEO Center
Contact: Dawn Jenkins, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu / www.swanafl.org
Note: Participants completing this course are also considered trained as a Spotter
2. 24-Hour Initial Training Course for Landfill Operators (Class I, II & III and C&D Sites)
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
3. SWANA-Manager of Landfill Operations [MOLO®] – 30 hours
Provider: SWANA – FL Chapter and University of Florida TREEO Center
Contact: Dawn Jenkins, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu / www.swanafl.org

No longer offered

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

TRANSFER STATION OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered

1. SWANA-Managing Municipal Solid Waste Transfer Station Systems Course – 16 hours
Contact: Meri Beth Wojtaszek, 301-585-2898 or 1-800-GO-SWANA / mwojtaszek@swana.org / www.swana.org
2. 16-Hour Initial Training Course for Transfer Station Operators
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
3. 19-Hour Initial Training Course for Transfer Station and MRF Operators
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com

MATERIAL RECOVERY FACILITY [MRF] OPERATOR

Approved Initial Training Courses and Providers are:

Currently offered

1. 16-Hour Initial Training Course for Materials Recovery Facilities
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
2. 19-Hour Initial Training Course for Transfer Station and MRF Operators
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com

LAND CLEARING DEBRIS FACILITY OPERATOR

No Training Requirements

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

1. In-house training is allowed effective May 27, 2001. All training must be approved by the SWMTC.
See section "In-House Training"
2. Basic Landfill Operations
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
3. Eight Hour Spotter Training for C&D Sites
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
4. Eight Hour Training for Personnel at C&D Materials Recovery Facilities
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
5. 8-hour Initial Training for Spotters
Provider: Consolidated Resource Recovery, Inc.
Contact: Toni Lubbers, 941/756-0977 or toni@resourcerecovery.com
6. 8 Hour Spotter Training for Class I, II, III Landfills, Waste Processing Facilities, and C&D Facilities
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
7. Landfill Operations and Waste Screening for Class I, II, III Sites
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
8. Safety Issues for Solid Waste Management Facilities - 8 hr
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com
9. Spotter Training at Solid Waste Facilities
Provider: University of Florida TREEO Center
Contact: Dawn Jenkins, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu
10. Spotter Training Plan for Land Clearing Debris Site
Provider: Wetland Solutions
Contact: Charlie Miller, 850-484-0825 or wetlandsolutions@yahoo.com
11. Training for Spotters at Landfills, C&D Sites and Transfer Stations
Provider: University of Florida TREEO Center and Jones Edmunds and Associates, Inc.
Contact: Dawn Jenkins, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu
12. Waste Screening at MSW Management Facilities
Provider: Solid Waste Association of North America [SWANA] - National Chapter
[A trained person from your site delivers the ordered on-site course.]
Contact: Meri Beth Wojtaszek, 301-585-2898 or 1-800-GO-SWANA / mwojtaszek@swana.org / www.swana.org
13. Waste Screening and Identification for Landfill Operators and Spotters
Provider: University of Florida TREEO Center and SCS Engineers
Contact: Dawn Jenkins, 352/392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu
14. Waste Screening and Operation Orientation for Transfer Station Personnel
Provider: Kohl Consulting, Inc.
Contact: Chris Kohl, 407-847-0831 / ckohl@docdump.com / www.docdump.com

Course Reciprocity

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

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
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 [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.

Classification	Continuing Education Contact Hours		
	Effective May 27, 2001		Previous
Landfill – Class I, II, III	16 hours	every 3 years	15 hours
Construction and Demolition [C&D] Landfill	16 hours	every 3 years	15 hours
Transfer Station	8 hours	every 3 years	
Material Recovery Facility [MRF]	8 hours	every 3 years	
Land Clearing Debris Facility	No training required		
Spotter	4 hours	every 3 years	8 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.*

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 on UF TREEO website www.treeo.ufl.edu.
 2. Request list to be faxed or mailed by calling: 352-392-9570 ext 227.
 3. Courses/Conferences/Seminars that are offered once will have the date listed. Those that are continuously offered will not have a date listed.
 4. Courses are listed in Alpha order along with the provider of the course and number of contact hours awarded. [Example: #152 Groundwater Issues for Landfill Operators University of Florida TREEO Center 6 hrs] Sometime providers jointly offer training courses.
 5. Contact numbers for providers are listed separately and are available at www.treeo.ufl.edu.

B. Continuing Education [CE]

1. Operator CE training is required every 3 years and starts with the date they passed the initial course/exam.
2. Spotter CE training is required every 3 years and starts with the date they 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 actually means 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 www.treeo.ufl.edu or call 352-392-9570 ext 227. If a course is not listed, then see section "How to have Training Approved / New Courses."
8. To maintain your database records for the next 3 year period, the operator must have the minimum required number of 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 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 operator is a part of the Florida Solid Waste Operator Database, they are then put on the Expired list of operators.
11. Expired operators 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: Notarized Continuing Education Form and verification of attendance.
 - Or, the operator may start over by taking an approved initial training course.
12. It is the operator's responsibility to submit the training forms and verification for upkeep on the landfill database not the training provider. Forms and verification are submitted to: Dawn Jenkins, fax: 352-392-6910 or by mail to: Landfill Operator Training, University of Florida- TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608.
13. Operators and 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> <i>Exam Required</i>	No Operator Training Required	24 hr <i>no ⇒</i> <i>Reciprocity</i>	24 hr <i>⇐</i> <i>Reciprocity</i>	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> <i>Reciprocity</i>	16 hr <i>⇐</i> <i>Reciprocity</i>	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 Approves 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	2 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 to be sent to the committee members. The committee assigns the number of contact hours for each course. The contact hours may vary from the actual hours of the course.

(15) Operator training. 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, or an interim operator or interim spotter.

(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 hazardous or prohibited materials 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 Class I, II, or III 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) Training requirements for operators and spotters at landfills and construction and demolition debris disposal facilities shall be effective on May 27, 2001. Training requirements for operators and spotters at waste processing facilities, and training requirements for spotters at land clearing debris disposal facilities, shall be effective July 1, 2001.

(e) Operators and spotters who received initial training prior to May 27, 2001, will still be considered trained. Such persons shall complete the continued training requirements that were in effect prior to May 27, 2001, after which they shall comply with the continued training requirements of this subsection. Facilities operating on May 27, 2001, shall modify their training plans to comply with this subsection by the time any operators or spotters employed by the facility are required to meet these requirements.

(f) 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.

(g) 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 may perform the duties of an operator, but only under the supervision of a trained operator.

(h) 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 hazardous or prohibited materials which are received at the facility. Spotters shall be stationed where they can thoroughly inspect each shipment of waste for prohibited materials. Placement of spotters shall be specified in the facility's operation plan.

(i) 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 may perform the duties of a spotter, but only under the supervision of a trained operator or trained spotter.

Specific Authority 403.061, 403.704, 403.716 FS. Law Implemented 403.0877, 403.702, 403.704, 403.707, 403.716 FS. History-New 1-6-93, Amended 1-2-94, 5-19-94, Formerly 17-701.320, Amended 12-23-96, 5-27-01.62-701.330 Landfill Permit Requirements.

Memorandum

TO: District Waste Program Administrators
District Solid Waste Engineers

FROM: Richard B. Tedder, Administrator
Solid Waste Section

Chris McGuire, Senior Assistant General Counsel
Office of General Counsel

DATE: November 16, 2001

SUBJECT: Operator and Spotter Training Requirements, Part 2

On September 13, 2001, we circulated a memo concerning operator and spotter training requirements. At the Annual Workshop in St. Augustine we had a discussion about some ambiguous interpretations of our rules, and came to an agreement about how the rules should be read. Since then, however, we have done a more thorough legal analysis, and have come to a somewhat different conclusion.

Rule 62-701.320(15)(d) specifies that the training requirements for operators and spotters at waste processing facilities, and the training requirements for spotters at land clearing debris disposal facilities, shall be effective on July 1, 2001. In our September 13 memo, we said that these training requirements would be enforced only after December 1, 2001. However, Rule 62-701.710(1)(b) states that a person operating a materials recovery facility (MRF) or transfer station under a permit issued prior to May 27, 2001, may continue to operate that facility under the terms of the existing permit until it expires. Since the existing permits for transfer stations and materials recovery facilities did not require trained operators or spotters, there has been some confusion over how to interpret these two apparently conflicting rules.

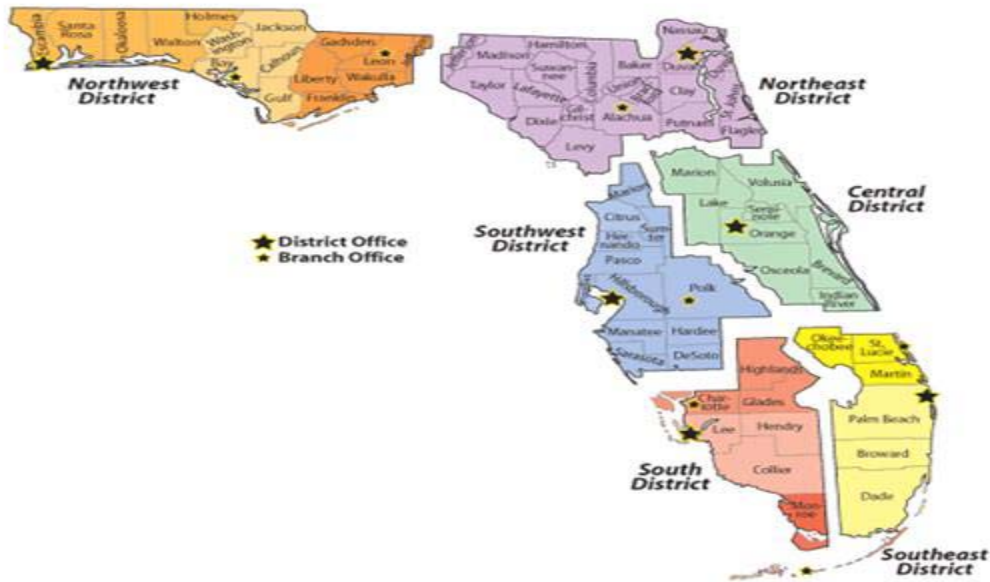
We originally thought that Rule 62-701.320(15)(d), because it specifically refers to training requirements for operators and spotters at waste processing facilities being in effect on a particular date, might be controlling in this case. However, this rule refers to operators and spotters at waste processing facilities. An existing MRF or transfer station does not have to meet the requirements applicable to waste processing facilities until the time for permit renewal, and thus is not regulated as a waste processing facility while it operates under its existing permit. Therefore, the training requirements for waste processing facilities cannot possibly apply since the existing facility is not considered a waste processing facility.

It is therefore our position that a waste processing facility which applies for a new permit after December 1, as well as a MRF or transfer station which applies for a waste processing facility permit after December 1, must meet the new training requirements. However, existing MRFs and transfer stations are not required to meet the new training requirements until they become waste processing facilities, at the time of permit renewal or modification. We recognize that this is a different interpretation than you have been given in the past, and for that we apologize. However, we also feel that this is the most legally defensible position to take, and since we have not yet approved courses for all of the training that will be required, this is also a practical solution.

Caveat

This guidance memorandum does not constitute a policy or rule of the Department. It is intended solely as internal guidance to District permit review staff, and is not intended to create additional requirements for the regulated community or to affect the rights of substantially affected parties to contest any agency decision. Please do not cite any part of this memorandum as though it were a stand, rule, or requirement.

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



Northwest District

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 / sc 695-8300, Fax (850) 595-8417

Northwest District Branch Office (NWDP)
2353 Jenks Avenue, Panama City, FL 32405
(850) 872-4375 / sc 777-4375, Fax (850) 872-7790

Northwest District Branch Office (NWDT)
2815 Remington Green Cir, Ste A, Tallahassee, FL 32308
(850) 488-3704 / sc 278-3704, Fax (850) 922-3620

Northeast District

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 / sc 804-3300, Fax 904-448-4319

Northeast District Field Office
101 NW 75th Street, Suite 3, Gainesville, FL 32608-1609
(352) 333-2850 / sc 627-2850, Fax (352) 333-2856

Central District

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

3319 Maguire Boulevard, Suite 232, Orlando, FL 32803-3767
(407) 894-7555 / sc 325-2290, Fax (407) 897-2966

South District

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 / sc 748-6975, Fax (239) 332-6969

South District Branch Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050
(305) 289-2310 / sc 464-2310
Fax (305) 289-2314 / scfax 464-2314

South District Satellite Office
7451 Golf Course Boulevard
Punta Gorda, Florida 33982
(239) 575-5814 / sc 765-5814
Fax (239) 575-5812 / scfax 765-5812

Southeast District (WB)

Jurisdiction: Broward, Dade, Martin, Okeechobee, Palm Beach, & St. Lucie
400 North Congress Avenue, Suite 200
West Palm Beach, FL 33401
(561) 681-6600 / sc 226-6600
Fax (561) 681-6755 scfax 226-6780

Southeast District Branch Office (LS)
1801 Southeast Hillmoor Drive, Ste C204, Port St. Lucie, Florida 34952, (561) 398-2806 Fax (561) 398-2815

Southwest District

Jurisdiction: Citrus, DeSoto, Hardee, Hernando, Pasco Hillsborough, Manatee, Pinellas, Polk, Sarasota & Sumter
3804 Coconut Palm Drive, Tampa, Florida 33619-8318
(813) 744-6100 / sc 512-1042, Fax (813) 744-6084

Southwest District Branch Office, 170 Century Boulevard,
Bartow, FL 33830, (863) 534-1448 / sc 572-6200

How To Have Training Approved

- All courses that have been approved are on the FDEP Approved Solid Waste Management Facility Operator and Spotter Training Course List.
- The approved list may be viewed or printed from www.treeo.ufl.edu.
- For a copy faxed /mailed/ or emailed to you, contact: djenkins@treeo.ufl.edu / 352-392-9570 ext 227 or 212.

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 is submitted to Dawn Jenkins at UF TREEO for completeness and then forwarded to the committee members.
- The submittal packet [Electronic - *Preferable*] should contain:
 1. FDEP Continuing Education form or a letter that includes:
 - Operator's name / SS# / company / address / phone / fax / email
 - Course or conference / name / date
 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 / address / phone / fax / email / web / qualifications
 6. Training provider information: company/address/phone/fax
 7. Total number of hours requested for course approvaloptional
 8. Flyer or brochure for course
 9. 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 [Electronic - *Preferable*] 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.

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

Need More Information /Verification

1. Applicant is notified by the records manager within 10 working days after the committee meeting by fax or email.
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 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. FDEP Continuing Education form or a letter that includes:
 - Operator's name / company / address / phone / fax / email
 - Course or conference / name / date
 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 / address / phone / fax / email / web / qualifications
 6. Training provider information: company/address/phone/fax
 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.

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
List available on UF TREEO website www.treoo.ufl.edu. Download / print / view list
Request form to be faxed or mailed by calling 352-392-9570 ext 227.
3. Attach verification of completion
Copy of certificate
Those issued by SWANA-National Chapter or Florida Chapter must show proof of attending course.
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-National or Florida Chapter Conferences/Training – form requesting SWANA CEUs with official signature
4. Notarized FDEP Continuing Education form
5. Submit form & verification to:
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 record and posted on the web. The form with verification is kept in his/her permanent file at UF TREEO
2. Reports are mailed or faxed to the operator.

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.

Transcripts

1. Transcript of training on file can be obtained by:
Transcript available on UF TREEO website www.treoo.ufl.edu [print / view]
Request copy to be faxed or mailed by calling: 352-392-9570 ext 227 or ext 212
[include name of operator/facility]
3. Transcript is 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.
4. Address changes or no longer employed notices can be sent to:
Fax: 352-392-6910
Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608
Email: djenkins@treoo.ufl.edu / jtouchton@treoo.ufl.edu
5. Web records are updated as we process the CE applications or training roster.
6. Web records are retrievable by operator name and facility.
7. Transcripts list the complete training history within all 3-year time periods since the initial start date.
8. If there is a discrepancy, please contact:
Dawn Jenkins, UF TREEO, 352-392-9570 ext 227 or djenkins@treoo.ufl.edu
Janet Touchton, UF TREEO, 352-392-9570 ext 212 or jtouchton@treoo.ufl.edu

Frequently Asked Questions

- I would like someone to come on-site to do my training that has been approved in Florida.*
 - Contact: Chris Kohl, phone/fax number is 407-847-0831 / ckohl@docdump.com / www.docdump.com
 - Contact: Charlie Miller, phone 850-484-0825, fax 850-484-9459 or wetlandsolutions@yahoo.com
 - Contact: Dawn Jenkins, UF TREEO, 352-392-9570 ext 227 / djenkins@treeo.ufl.edu / www.treeo.ufl.edu
 - SWANA-National Chapter has a number of courses that can be offered in-house by qualified personnel.
Contact: Meri Beth Wojtaszek, 301-585-2898 / mwojtaszek@swana.org / www.swana.org
- 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. Then you may train your staff.
 - 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 Orlando and previously was a landfill operator in Indiana. 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 forms and 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
 - If you are submitting the 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 with 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.
- Where can I find a list of who offers approved solid waste training in the State of Florida?*

At www.treeo.ufl.edu or you may have a copy faxed or mailed to you by calling 352-392-9570 ext 227 or ext 212.
- My Training Record is incorrect. Who do I need to talk to have it corrected?*

352/392-9570 Dawn Jenkins ext 227 or djenkins@treeo.ufl.edu • Janet Touchton ext 212 or jtouchton@treeo.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 print this information from: www.treeo.ufl.edu

» click on: Solid Waste / » click on: Solid Waste Training Info and Database / » 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 or Janet Touchton
- I've lost my certificate. Can I get another one?*

The business I was working at closed and I am now working at a another facility. I was not able to get any of my original training certificates from the previous business. Can I get a copy of my certificates?

Copies are free and can be faxed or mailed. A duplicate of the Original certificate offered by UF TREEO is \$10.
- I keep receiving mail from UF TREEO for people who no longer work here at my facility. How do I get it stopped?*

Send UF TREEO a fax 352/392-6910 or email 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, 352/392-9570 ext 227 or djenkin@treeo.ufl.edu



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

1. Name: _____
2. Title: _____
3. Business Name: _____
4. Business 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 if available)

Please send to:

352-392-6910 **FAX**

or

Mail one copy of the application and all support documents to:

Solid Waste Operator Training
University of Florida TREEO Center
3900 SW 63 Blvd
Gainesville, Florida 32608-3848

Questions, contact:

352-392-9570

Dawn Jenkins, ext 227, djenkins@treeo.ufl.edu

or

Janet Touchton ext 212, jtoucho@treeo.ufl.edu