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CHILDREN AND FAMILIES  
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Facilities Acquisition and Management

RESOURCE RECOVERY AND WASTE MANAGEMENT

These guidelines will be used by facility maintenance personnel who are charged with the responsibility of accumulating, storing, transporting and disposing of waste at Department maintained state-owned facilities.

BY DIRECTION OF THE SECRETARY:

*(Signed original copy on file)*

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Administration

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This pamphlet has been updated to reflect current industry practices, and the Department's current organizational structure.

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## RESOURCE RECOVERY AND WASTE MANAGEMENT

### 1. Introduction.

a. The guidelines in this pamphlet are recommended for use by the facility maintenance managers of Department facilities responsible for compliance with federal and state waste management regulations. They are advisory; however, compliance to specific laws, rules and regulations of the Florida Department of Environmental Protection and United States governmental agencies is required. There can be severe penalties for non-compliance. Facility maintenance managers are responsible for securing the data and information related to specific Department of Environmental Protection requirements (refer to the listing of applicable Florida Administrative Codes). These guidelines are offered to assist in meeting the objectives listed below.

(1) Providing safe and hazard free environments.

(2) Providing information on handling day-to-day waste problems in a safe and effective manner while in compliance with federal and state laws, rules and regulations.

(3) Providing information on the waste requirements for solid waste, used oil, waste tires, hazardous waste and biomedical waste management.

(4) Providing a resource document that can be used as a reference in dealing with waste management.

b. It is recommended that each circuit/region and/or institution establish a waste management committee to review and evaluate all federal and state laws, rules and regulations pertaining to the storage, handling, transportation and disposal of waste materials. Such a committee would monitor changes in both state and federal compliance requirements. These changes would be passed on to those responsible for implementing their facility waste management program.

c. It is recommended that each facility keep accurate and detailed records of any passive or active involvement with waste materials. Such records should not only comply with the intent and spirit of state and federal requirements, but also protect those personnel who are required to administer, document and sign off under program(s) compliance regulations.

d. Personnel performing, documenting and administering their facilities waste management programs should be fully trained and knowledgeable in their task assignments. Facility maintenance managers have a responsibility to assure that employees, whether trade, supervisory, technical and/or administrative, have opportunities for formal training and guidance in the performance of waste management duties. This training should be ongoing.

e. Facility maintenance managers are also encouraged to call upon staff of the Department of Environmental Protection for advice, assistance, training and direction. We all have a mutual interest to assure that Department facilities have a proper waste management program to protect public safety, health and welfare.

f. We encourage users, readers and those seriously interested in providing constructive input for a more useful waste management program to send their suggestions to ASGDC.

### 2. Definitions.

a. **SOLID WASTE MANAGEMENT** means the process by which solid waste is collected, transported, stored, separated, processed or disposed of in any other way, according to an orderly, purposeful and planned program.

b. SOLID WASTE includes garbage, rubbish, refuse, yard trash, clean debris, white goods, special waste, sludge unregulated under the federal Clean Water Act or Clean Air Act, or other discarded material, including solid, liquid, semi-solid or contained gaseous material resulting from domestic, industrial, commercial, mining, agriculture or governmental operations.

c. YARD TRASH means vegetative matter resulting from landscaping maintenance or land-clearing operations.

d. CONSTRUCTION AND DEMOLITION DEBRIS means materials generally considered not to be water soluble and nonhazardous in nature, including but not limited to: steel, glass, brick, concrete, asphalt material, pipe, gypsum wallboard and lumber from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure. The term includes rocks, soils, tree remains, trees and other vegetative matter which normally results from land clearing or land development operations for a construction project, including such debris from construction or structures at a site remote from the construction or demolition project site. Mixing of construction and demolition debris with other types of solid waste, including material which is not from the actual construction or destruction of a structure, will cause it to be classified as other than construction and demolition debris.

e. HAZARDOUS WASTE means solid waste or a combination of solid wastes which, because of its quantity, concentration or physical, chemical, or infectious characteristics, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness or may pose a substantial present or potential hazard to human health or the environment when improperly transported, disposed of, stored, treated or otherwise managed.

f. HAZARDOUS WASTE MANAGEMENT means the systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, recycling and disposal of hazardous waste.

g. COMPOST means solid waste which has undergone biological decomposition of organic matter; has been disinfected using composting or similar technologies; has been stabilized to a degree which is potentially beneficial to plant growth and which is used or sold for use as a soil amendment, artificial top soil, growing medium amendment or other similar uses.

h. SPECIAL WASTES means solid wastes that can require special handling and management, including but not limited to white goods, waste tires, used oil, mattresses, furniture, lead-acid batteries, construction and demolition debris, ash residue, yard trash and biological wastes.

i. CLEAN DEBRIS means any solid waste which is virtually inert; is not a pollution threat to groundwater or surface waters; is not a fire hazard; and is likely to retain its physical and chemical structure under expected conditions of disposal or use. The term includes uncontaminated concrete (including embedded pipe or steel), brick, glass and ceramics.

j. SLUDGE means a solid waste pollution control residual which is generated by any industrial or domestic wastewater treatment plant, water supply treatment plant, air pollution control facility, septic tank, grease trap, portable toilet or related operation, or any other such waste having similar characteristics.

k. WHITE GOODS includes inoperative and discarded refrigerators, ranges, washers, water heaters, freezers and other similar domestic and commercial large appliances.

l. BIOMEDICAL (ALSO REFERRED TO AS BIOHAZARDOUS) WASTE means any solid or liquid waste which may present a threat of infection to humans. The term includes, but is not limited to,

non-liquid tissue and body parts from humans and other primates; laboratory and veterinary waste which contains human disease-causing agents; discarded sharps; blood, blood products and body fluids from humans and other primates and other materials generated in a medical or other facility which in the opinion of the Department of Health represents a significant risk of infection to persons.

m. BIOMEDICAL (ALSO REFERRED TO AS BIOHAZARDOUS) WASTE GENERATOR means a facility or person that produces or generates biomedical waste. The term includes, but is not limited to, hospitals, skilled nursing or convalescent hospitals, intermediate care facilities, clinics, dialysis clinics, blood banks, dental offices, health maintenance organizations, surgical clinics, medical buildings, home health agencies, physicians' offices, laboratories, emergency medical services, veterinary clinics and funeral homes.

n. BIOLOGICAL WASTE means solid waste that causes or has the capability of causing disease or infection and includes, but is not limited to, biomedical waste, diseased or dead animals and other wastes capable of transmitting pathogens to humans or animals.

o. MANIFEST means the recordkeeping system used for identifying the concentration, quality, composition, origin, routing and destination of hazardous waste during its transportation from the point of generation to the point of disposal, storage or treatment.

3. Resource Conservation and Recovery Act (RCRA).

a. The Resource Conservation and Recovery Act (RCRA) of 1976 is the major federal regulation affecting the disposal of waste. Department operation and maintenance staff need to be thoroughly familiar with RCRA requirements and applicable state regulations.

b. RCRA addresses both solid and hazardous waste management. Included in solid waste management is waste tires and sludge disposal; included in hazardous waste management is used oil management and biomedical and biological waste management programs.

c. RCRA mandates that the U.S. Environmental Protection Agency (EPA) issue regulations to implement the intent of RCRA. The State of Florida has by Florida Statute, Chapter 403, Part IV, Resource Recovery and Management, given the responsibility to implement RCRA to the Department of Environmental Protection. The Department of Environmental Protection has promulgated the following Florida Administrative Codes that regulate the waste management programs in Florida and hence at Department facilities.

<u>CHAPTER</u>	<u>TITLE</u>
62-701	Solid Waste Management Facilities
62-702	Solid Waste Combustor Ash Management
62-703	Training of Operators of Solid Waste Management Facilities
62-704	Certification of Resource Recovery Equipment
62-709	Criteria for the Production and Use of Compost Made From Solid Waste
62-710	Used Oil Management
62-711	Waste Tire Rule
62-712	Biomedical and Biological Waste Management
62-722	Regulation of Recovered Materials
62-723	Toxics in Packaging
62-730	Hazardous Waste
62-732	Management of Hazardous Waste by Governmental Agencies

62-736	Warning Signs at Contaminated Sites
62-737	Management of Spent Mercury-Containing Lamps and Devices Destined for Recycling
64E-16	Biomedical Waste

4. Solid Waste Management. Chapter 62-701, F.A.C., implements the provisions of section 403, Part IV, F.S., the Florida Resource Recovery and Management Act. This act is a directive for the Department to plan for and regulate the storage, collection, transportation, separation, processing, recycling and disposal of solid waste. It is important to understand the intent of this act as it relates to solid waste management activities at Department facilities. Facility maintenance managers must take note of the following.

a. Allowable actions that do not require a permit and that can readily be performed provided that the activity does not adversely affect the environment include:

(1) Disposal of solid waste resulting from facility activities if that waste disposal occurred before October 1, 1988.

(2) Storage on-site of solid waste in containers or dumpsters.

(3) Clean debris (i.e., brick, glass, ceramics or uncontaminated concrete) can be disposed on-site as fill material, but not in an open pit or sinkhole, not within 500 feet of a water well, not in areas subject to flooding and not in an area open to public view.

(4) Construction and demolition debris can be burned on-site in accordance with and upon receipt of an air permit from the Department of Environmental Protection.

b. With the exception of the above activities, all solid waste is to be disposed off-site at a sanitary landfill, incinerated off-site or recycled.

c. Some specific solid wastes cannot be disposed of in landfills. Alternative management activities for disposal of lead and batteries, white goods, waste tires, yard trash and used oil are required.

d. Lead acid batteries must be accepted as trade-ins for new lead acid batteries.

e. White goods such as discarded refrigerators, ranges, washers, water heaters, freezers and other appliances are to be taken to a metal recycling facility for processing.

f. Waste tires and used oil management are described elsewhere in this pamphlet.

g. After January 1, 1992, yard trash that includes materials such as tree and shrub trimmings, grass clippings, trees and tree stumps that are separated from solid waste at the point of generation may be disposed at unlined landfills or at a composting facility. Unseparated yard trash must only be disposed of in an unlined landfill.

#### 5. Waste Tire Management.

a. Chapter 62-711, F.A.C., regulates waste tire storage, collection, transport, processing and disposal. Department facility maintenance managers must consider and implement waste tire management procedures to include the following:

(1) Since July 1, 1989, waste tires can only be disposed of at a permitted solid waste facility.

(2) A collector of more than 25 waste tires for purposes of transporting, disposing or processing waste tires must be registered with the Department of Environmental Protection. Form 62-711.900 (1) is used for this purpose.

(3) A Department facility may qualify as a waste tire collection center and store up to 1,000 tires on-site before it is necessary to obtain a permit as a waste tire site. A general permit is necessary and may be obtained from the Department of Environmental Protection using Form 62-711.900(2).

(4) If any Department facility has stored or plans to store more than 1,000 waste tires on-site, the facility maintenance manager should obtain direction from the Department of Environmental Protection.

b. Department facilities should not store more than 25 waste tires on-site. Waste tires should be transported to a registered solid waste management facility.

## 6. Used Oil Management.

a. Chapter 62-710, F.A.C., establishes a used oil management program. Basic requirements that effect used oil management practices at Department facilities are as follows:

(1) Used oil must not be discharged into soils, sewers, drainage systems, septic tanks, surface or ground waters or waterways.

(2) Used oil cannot, even when mixed with solid waste, be disposed of in a sanitary landfill.

(3) Used oil cannot be mixed with hazardous substances which would make this mixture unsuitable for reuse.

(4) Used oil must not be used for road oiling, dust control or weed abatement.

(5) Used oil can be used as a fuel if the facility is in compliance with air pollution permits issued by the Department of Environmental Protection.

(6) Used oil is to be recycled by collecting, storing and transporting to a used oil recycling facility, or by using as a fuel.

b. Registration, notification, recordkeeping and reporting requirements of used oil transporters, collectors and recycling facilities are described in Chapter 62-710, F.A.C. Facility maintenance managers must follow these requirements as applicable to their facilities used oil management program.

c. Facility maintenance managers can call the DEP toll free number, 1-800-741-4337, to find out where to recycle or dispose of used oil.

## 7. Hazardous Waste Management.

a. Chapter 62-730 establishes standards applicable to Department facilities that generate and transport hazardous waste. Examples of hazardous wastes are: discarded paints, spent solvents, waste degreasers, cleaning compounds, etc. Specifics on identification of hazardous waste are contained in the Federal Register, 40 CFR Part 261. 40 CFR Part 261 states that a waste is hazardous

if it exhibits any of the following four hazardous waste characteristics: ignitability, corrosivity, reactivity and toxicity.

b. Department facilities that generate hazardous waste are normally considered small quantity generators; i.e., a facility that generates less than 2200 lbs. and more than 220 lbs. of hazardous waste in a month.

c. A facility that generates less than 220 lbs. of hazardous waste per month and never accumulates more than 2200 lbs. is a conditionally exempt small quantity generator. These facilities are not subject to manifesting (transporting) and disposing of their hazardous waste at a permitted RCRA facility.

d. Facility maintenance managers should refer to "Florida's Handbook for Small Quantity Generators of Hazardous Waste." This handbook will assist facility maintenance managers to determine:

- (1) Whether or not hazardous waste is generated;
- (2) If their wastes are regulated under Florida law;
- (3) What must be done to comply with state and federal regulations;
- (4) How to manage hazardous waste from cradle to grave;
- (5) How to manifest hazardous waste for transporting;
- (6) How to dispose of hazardous waste properly.

e. Hazardous waste management requirements include but are not limited to:

- (1) Preparation of a preparedness and prevention plan;
- (2) Development of contingency plans and emergency procedures;
- (3) Proper storage practices.

f. Any facility that generates more than 2200 lbs. in any month, or 2.2 lbs. of acutely toxic hazardous waste in any month, must submit a biennial report to DEP by March 1 of each even numbered year using Form 62-730.900 (3).

(1) All facilities that generate, store, treat and transport hazardous waste must notify the DEP using EPA Form 8700-22, Uniform Hazardous Waste Manifest Form.

(2) Disposal of hazardous waste in sanitary landfills is prohibited in Florida; hazardous waste can only be disposed of at a permitted RCRA facility.

(3) Facilities must contract with a qualified transporter that is registered with the DEP to properly dispose of their hazardous waste. DEP maintains a list of such transporters in Florida who have demonstrated the required financial responsibility, and facility maintenance managers needing such services are encouraged to contact DEP district or main offices in Tallahassee to obtain the most current listing.

(4) Permitted off-site hazardous waste storage/treatment services are commercially available. DEP maintains a listing of such firms offering their services to generators. Facility



maintenance managers needing such services are encouraged to contact DEP district or main offices in Tallahassee to obtain the most current listing.

(5) Hazardous waste such as waste oil, lead acid batteries and spent solvents can be recycled under a contractual agreement with a qualified recycling company. By contracting with a waste exchange recycler, hazardous waste can be disposed of properly.

8. Biomedical (Biohazardous) Waste Management. The Department of Health regulates the packaging, storing and treatment of biomedical waste, pursuant to Chapter 64E-16, F.A.C.

a. The Department of Environmental Protection, pursuant to Chapter 62-712, F.A.C., regulates biomedical and biological waste from the point at which such waste is transported from a facility that generates such waste for the purpose of off-site shipment for storage, treatment or disposal.

b. Facility maintenance managers must be totally familiar with the requirements described in Chapter 62-712, F.A.C. If waste is incinerated on-site, facility maintenance managers must also consider air permitting requirements stated in Chapter 62-260, F.A.C.

c. Requirements of Chapter 62-712, F.A.C., include but are not limited to:

(1) Biomedical waste must be properly segregated, packaged, labeled and stored prior to transporting.

(2) Biomedical waste transporters that transport more than 25 pounds of biomedical waste must be registered with the DEP using Application Form 62-712.900.

(3) Records must be kept for three years by facilities that store or treat biomedical waste. These records must state the monthly quantity, by weight, of biomedical waste treated or stored.

(4) Biomedical waste must be treated within 30 days of collection (includes storage time) at a DEP permitted facility. Type of treatment must be by incineration pursuant to Chapter 62-2, F.A.C., or by sterilization by heating pursuant to Chapter 62-712.430, F.A.C.

(5) Any facility that stores, treats or is a registered biomedical waste transporter must maintain a written operation plan to manage their biomedical waste program pursuant to the requirements listed in Chapter 62-712.450, F.A.C.

(6) A facility that only stores biomedical waste must operate pursuant to a general permit from DEP.

d. Managing hazardous waste properly can be made easier if facility maintenance managers request assistance. Facility maintenance managers are encouraged to access the internet for resources to assist them in implementing their hazardous waste management program. In addition, facility maintenance managers should contact the DEP district office for further direction on procedures to manage their hazardous waste.