

**INSTRUCTIONS FOR PREPARING THE 8700-12FL -
FLORIDA NOTIFICATION OF REGULATED
WASTE ACTIVITY (Form 62-730.900(1)(c))**



DEP Waste Management Division–HWRS, MS4560
2600 Blair Stone Rd. Tallahassee, FL 32399-2400
(850) 245-8772

What is the purpose of this form?

This form is used to notify the Florida Department of Environmental Protection (FDEP) of regulated waste activities taking place at sites located in Florida. It is designed to help generators, transporters and processors of hazardous waste, universal waste and used oil meet both the federal and state notification requirements. It is also used to update information previously supplied to FDEP, and to notify FDEP when the facility closes, goes out of business, and other changes.

Who must fill out this form?

The Florida hazardous waste rules require that certain information be submitted by any site that generates hazardous waste, transports hazardous waste, or operates a treatment/storage/disposal facility (TSDF) for hazardous waste. Included are facilities that manage, in any month, over 100 kilograms (kg) [220 pounds (lbs)] of hazardous waste regulated under the Resource Conservation and Recovery Act (RCRA), or 1 kg of acute RCRA hazardous waste; or 5,000 kg (11,000 lbs) or more of combined universal waste on-site at any one time. Small Quantity Handlers (SQH) and Large Quantity Handlers (LQH) of Universal Pharmaceutical Waste (UPW) must notify. Sites that manage, transport and/or process used oil must notify; generators of used oil destined for recycling do not need to notify. This form should also be used to notify FDEP of changes in previously submitted information, including status of hazardous waste generators. An EPA identification number must be obtained before beginning hazardous waste activities, except for Conditionally Exempt Small Quantity Generators (CESQGs) who are exempt from this regulation under Title 40 Code of Federal Regulations (CFR), §261.5. CESQGs generate no more than 100 kg (220 lbs) of hazardous waste in any month.

Temporary/Emergency identification numbers are handled by the FDEP district offices. If you need a Temporary/Emergency identification number for a one-time generation of hazardous waste or for an emergency clean-up, contact the district office handling the county in which your hazardous waste generation will occur. See the attached FDEP Regulatory District Map for contact information.

Where can I get help filling out this form?

In addition to reading these instructions, you can obtain further guidance in filling out this form by:

- Visiting our web site at <http://www.dep.state.fl.us/waste/categories/hazardous/pages/publications.htm> where you will find electronic versions of these documents and additional notification information;
- Calling us at (850) 245-8772 from 8:00 AM to 5:00 PM, Monday through Friday. We can help you go through the form item by item, if you wish, or answer any specific questions you may have.

Where do I send this form once completed?

Please mail signed form and any related correspondence to:

EPA ID Notification Coordinator
Hazardous Waste Regulation Section MS 4560
Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

After I submit this form, will I hear back from you?

After we have entered your information into our database, you should receive a confirmation letter from us within two weeks. If you do not receive a confirmation letter stating that we received your notification form within 30 days of sending it to us, please call the Hazardous Waste Regulation Section at (850) 245-8772.

To start filling out this form, please place any EPA identification number that was previously assigned to your site address in the box in the upper left hand corner of the notification form. If you are not sure whether your site already has an identification number, please contact the district office serving your county for assistance in searching our database (see attached District Map). If, to your knowledge, your site has never been assigned a number, please leave the box blank and we will provide you with a new number. **Please continue through each item on this form to supply us with the necessary information to assign a number for your site.**

Item 1. Choose the correct box to indicate the **reason for submittal**.

Initial Notification: Put an “X” in this box if this is (as far as you know) the first time a notification form has been submitted for this site address.

Subsequent Notification: Put an “X” in this box if this form is to change information that was previously supplied on a notification form. Provide updated status and facility identification information in pertinent sections of the form.

Final Notification: Put an “X” in this box if this facility has closed or moved and this is the last notification form for *this site address*. **Note:** all applicable items of this form must be completed even if the facility has closed or moved.

Item 2. **Facility or Business Name:** Provide the legal company name of your facility as it will appear on your manifests. If the company is doing business under another name (d/b/a), include this information on this line and indicate which name will appear on the manifest. Also provide the company’s Federal Employee Identification (FEID) Number.

Item 3. **Facility Operator:** Enter the name of the facility operator and put an “X” in the operator-type box that applies to the facility. The operator is the *person* responsible for the overall operation of a RCRA facility. **Note:** Florida Statutes defines *person* as “any and all persons, natural or artificial, including any individual, firm, or association; any municipal or private corporation organized or existing under the laws of this state or any other state; any county of this state; and any governmental agency of this state or the Federal Government.” The facility operator is the legal entity which controls the RCRA operation rather than the plant or facility manager. This is usually a company or business name, not an individual. List additional operators in the Comments section on page 4.

Item 4. **Physical Facility Location Information:** Provide the complete location address (number, street, town and county) of the site. This must be a physical address and not a post office box or rural route number. If the facility cannot be assigned a street name and number, attach a legal description of the property and its parcel number as assigned by the county Property Appraiser. Also, provide the latitude and longitude of the physical facility if available. We would appreciate a map or sketch of property boundaries. **Note:** A new EPA Identification Number is required if you change the location of your site.

Item 5. **North American Industry Classification System (NAICS) Code(s):**

Box A Provide the North American Industry Classification System (NAICS) code that best describes the primary products or services provided by your facility.

Boxes B – D List other NAICS codes that describe the primary products and services provided by your facility.

You can obtain NAICS codes from the following sources:

- NAICS web site at <http://www.naics.com>,
- Income Tax Form 1120 series,
- Some libraries, or
- From our department (by request).

Item 6.	Facility Mailing Address: Provide the mailing address of the facility. If the mailing address and the location of site (Item 4) are the same, print “Same” in the box.
Item 7.	Facility Contact Person: Enter the name, telephone number and extension, e-mail address and mailing address of the employee who should be contacted regarding this site’s hazardous and regulated waste activities. DO NOT enter the name of your facility’s hazardous waste contractor.
Item 8.	<p>Real Property Owner: For all owners and/or operators of this site, please provide the following information:</p> <ul style="list-style-type: none"> • Legal Owner • Date Became an Owner (mm/dd/yyyy) • Complete mailing address • Phone number • Owner Type: Put an “X” in the box that best describes the owner type. If you have an owner/operator type not listed please put an “X” in the “Other” box and write the appropriate owner/operator type in the space provided. <p>We have provided room for one owner/operator; please list additional owners/operators in the Comments section (Item 13) on page 4 or attach additional sheets.</p>

Type of Regulated Waste Activity:

Item 9.A.	Hazardous Waste Activities: Put an “X” in the applicable box(es) to indicate which hazardous waste activities are being conducted at this site . For Items (1)a. through (1)c., choose only one box; for the remainder, please choose all that apply.
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Item 9.A.	<p>(1) Generator of Hazardous Waste</p> <p>a. Large Quantity Generator (LQG) Put an “X” in this box if your site meets any of the following criteria.</p> <ul style="list-style-type: none"> • Generates in any one calendar month 1,000 kg (2200 lbs) or more of hazardous waste, • Generates in any one calendar month or accumulates at any one time more than 1 kg (2.2 lbs) of acute hazardous waste, or • Generates in any one calendar month, or accumulate at any one time, more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste. <p>b. Small Quantity Generator (SQG) Put an “X” in this box if your site generates in any one calendar month more than 100 kg but less than 1,000 kg (220 lbs to 2,200 lbs) of hazardous waste.</p> <p>c. Conditionally Exempt SQG (CESQG) Put an “X” in this box if your site generates in any one calendar month no more than 100 kg (220 lbs) of hazardous waste and less than 1 kg (2.2 lbs) of acute hazardous waste, and has not accumulated at any one time more than 1000 kg of hazardous waste or 1 kg of acute hazardous waste.</p> <p>d. United States Importer of Hazardous Waste Put an “X” in the box if you import hazardous waste from another country into the United States. Refer to 40 CFR §262.60 for additional information.</p> <p>e. Mixed Waste Generator Put an “X” in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines “mixed waste” as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA).</p>
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Item 9.A.	(2)	<p>Treater, Storer, or Disposer of Hazardous Waste:</p> <p><i>Do not complete this section if all of the following are true: (1) your facility hires another company to dispose of hazardous wastes from the site, and (2) storage or treatment of hazardous waste at your site complies with the generator requirements in 40 CFR §262.34, and (3) your site does not have any postclosure or corrective action obligations.</i></p> <p>If you have a permit to treat, store, or dispose of regulated hazardous waste at your site, or if your site is not permitted to treat, store or dispose of regulated hazardous but your site has on-going postclosure or corrective obligations via a permit or consent order (HSWA, etc.), put an “X” in the correct box or boxes below. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well if the activities require a permit. Disposal may include the presence of contaminated media at or under your site.) A hazardous waste permit is required for the operating TSD activities and may be required for postclosure or corrective action. Call our RCRA Permitting Engineer at (850)245-8792 for more details.</p>
Item 9.A.	(3)	<p>Recycler of Hazardous Waste:</p> <p>If you recycle regulated hazardous wastes (recyclable materials), put an “X” in this box and specify whether you are a commercial or non-commercial recycler. In some cases a permit is required for this activity. You may contact our RCRA Permitting Engineer staff at (850)245-8792 for more details.</p>
Item 9.A.	(4)	<p>Exempt Boiler and/or Industrial furnace:</p> <ul style="list-style-type: none"> a. If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR §266.108, put an “X” in this box to indicate that you qualify for the Small Quantity On-Site Burner Exemption. b. If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR §266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR §266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR §266.100(h), put an “X” in this box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.
Item 9.A.	(5)	<p>Person Authorized to Manage Conditionally Exempt Waste generated at other facilities:</p> <p>Put an “X” in this box if you consolidate hazardous waste from sites that generate no more than 100 kg (220 lb) of hazardous waste per month. If you choose this box, attach the appropriate documents indicating authorization.</p>
Item 9.A.	(6)	<p>Underground Injection Control (UIC):</p> <p>If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, put an “X” in this box, even if the UIC well is not used for disposal of hazardous waste. The Federal regulations for operators or owners of underground injection wells are found in 40 CFR Part 148. Contact the Department for permit information.</p>

Item 9.A.	(7)	<p>Transporter of Hazardous Waste:</p> <p><i>This section does not apply to a facility that hires another company to transport hazardous wastes from its site or to CESQGs who transport only their own wastes.</i></p> <p>The State of Florida requires all companies that transport federal and state listed or characteristic hazardous wastes in and through the state to register with the FDEP prior to such transportation and to renew that registration annually. Additionally Florida requires any location where hazardous waste is stored for more than 24 hours but ten days or less to be registered as a Hazardous Waste Transfer Facility and to renew that registration annually. Put an “X” in each box that applies to your company or site.</p> <p>Note: Financial assurance may also be required. The applicable Florida Hazardous Waste Rules can be obtained by calling (850)245-8754.</p> <ul style="list-style-type: none"> a. Choose this box if you transport hazardous waste for your own company only. b. Choose this box if you transport hazardous waste commercially for hire. c. Hazardous Waste Transporter Insurance Information: Provide all the requested insurance information in the spaces provided. If additional space is needed continue in Comments section (Item 13) on page 4. d. Transportation Mode: Indicate all modes of transportation that you use by putting an “X” in the box in front of each mode of transportation that you use: air, rail, highway, water and/or other. If you choose the box in front of “Other,” specify the other mode of transportation on the line provided. e. Hazardous Waste Transfer Facility: If you operate a site that is used for storage of hazardous waste for more than 24 hours but ten days or less, put an “X” in this box and provide storage volume of the facility. <p><u>Initial notification:</u> Put an “X” in this box if this is the first time you are notifying as a hazardous waste transfer facility.</p> <p><u>Notification of changes in above items:</u> Put an “X” in this box if you have previously notified as a hazardous waste transfer facility and you are notifying of any change(s) in any information requested in Item 9.A.7.(e).</p> <p><u>Annual update notification:</u> Put an “X” in this box if you have previously notified as a hazardous waste transfer facility and this is your annual update notification.</p>
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Item 9.B.	<p>Universal Waste (UW) Activities: Universal Wastes are specific hazardous wastes that may be managed under the streamlined hazardous waste regulations in 40 CFR §273 and state rules. In Florida universal wastes include most rechargeable batteries; pesticides that are recalled or collected under a pesticide waste collection program; mercury-containing thermostats and devices such as manometers and switches; mercury-containing lamps such as fluorescent lamps that are recycled; and hazardous pharmaceutical wastes.</p> <p>Put an “X” in all box(es) that apply to each UW accumulated at your site at any one time:</p> <p>If you accumulate 5,000 kg (11,000 lbs) or more total of any one type of UW or all types of UW combined, you will be considered a Large Quantity Handler (LQH) of UW. Accumulation of less than 5,000 kg total UW will make you a Small Quantity Handler (SQH) of UW.</p> <p>However, if you accumulate more than 1kg of acute hazardous (P-listed) pharmaceuticals, you will be considered an LQH of Universal Pharmaceutical Waste (UPW). Accumulation of 1 kg or less will make you a Small Quantity Handler (SQH) of UPW. Check the appropriate boxes if managing hazardous waste as UPW. Both LQH and SQH must notify.</p> <p>For mercury-containing lamps, 4 lamps = 1 kg [62-737.200(10), F.A.C.] If you are a for-hire handler and you accumulate 2000 kg (8000 lamps) or more, you will be considered an LQH of lamps.If you are a for-hire handler of mercury-containing devices/thermostats and you accumulate 100 kg of devices or more, you will be considered an LQH of devices.</p>
Item 9.B.	<p>(1) For those managing Universal Waste: Put an “X” in all applicable box(es) to indicate what UWs are generated/accumulated at your site and/or transported by you. Batteries, certain pesticides, thermostats and lamps are all federal UWs. Pharmaceutical waste is a UW in Florida. Note: “mercury containing devices” includes thermostats.</p> <p>If you accumulate greater than 5,000 kg (11,000 lb) total of combined (all types) UW, or greater than 1 kg (2.2 lb) of acute hazardous UW, you will be considered an LQH of Universal Waste. Put an “X: in all boxes that apply to your UW handling activities.</p> <p>Transport note: “A Universal Waste Transporter means a person engaged in the off-site transportation of universal waste by air, rail, highway or water” [40 CFR §260.10]. Put an “X” in this box if you transport UW for your own company or for hire. Transporters who transport, at any one time, more than 5000 kilograms (kg) of universal pharmaceutical waste (UPW) or more than 1 kg of acute hazardous (P-listed) UPW, must register with FDEP and establish financial assurance.</p>
Item 9.B.	<p>(2) Maximum quantity of Universal Waste handled/transported on site at any time: Estimate the maximum amount of each type of UW accumulated on site or transported at any one time, in pounds or kilograms, and insert the numbers in the boxes.</p>
Item 9.B.	<p>(3) Mercury Recovery and/or Reclamation Facility: Put an “X” in this box if you are a universal waste lamp or device destination facility where mercury is received and recaptured (reclamation facility) or where lamps or devices are crushed or dismantled and separated so as to produce separated individual recyclable components (recovery facility), as defined in Rule 62-737.200, F.A.C. A hazardous waste permit is required for these activities.</p>

Item 9.B.	(4)	<p>Reverse Distributor of Universal Waste: Put an “X” in the box following Reverse Distributor of UW if:</p> <ul style="list-style-type: none"> a. You are a manufacturer or distributor, including a person distributing mercury-containing lamps or devices to your subsidiary facility(ies), or a group of manufacturers or distributors, acting together or through a trade organization, that assumes responsibility and provides for the collection of UW lamps or devices at your own facility that you designate, for the purposes of recycling the lamps or devices. Put an “X” in the box(es) following lamps and devices, whichever are applicable; or b. You are a person engaged in the reverse distribution of prescription drugs who operates a warehouse licensed by the Drugs, Devices, and Cosmetics Program of the Florida Department of Health, under Chapter 499, F.S., as a reverse distributor; and you have management systems in place to ensure compliance with applicable requirements of 40 CFR Parts 260 through 273.
Item 9.B.	(5)	<p>Destination Facility for Universal Waste: Put an “X” in this box if you treat, dispose of or recycle UW on site. A hazardous waste permit is required for this activity unless the UW is recycled without storing.</p>
Item 9.C.	<p>Used Oil Activities: Complete items in this section only if you manage Used Oil.</p>	
Item 9.C.	(1)	<p>Used Oil Transporter: The State of Florida requires companies that transport used oil in the state to register with the FDEP prior to such transportation and renew that registration annually. Used Oil Generators who transport more than 55 gallons at a time must also notify as transporters. Registration forms and the applicable rules can be obtained by calling (850)245-8754.</p> <ul style="list-style-type: none"> a. <u>Transporter:</u> If you transport used oil from one facility to another, put an “X” in this box. b. <u>Transfer Facility:</u> If you own or operate a transportation-related facility, including loading docks, parking areas, storage areas and other areas where shipments of used oil are held for more than 24 hours and less than 35 days during the normal course of transportation, put an “X” in this box.
Item 9.C.	(2)	<p>Collection Center: Put an “X” in this box if you are a Used Oil Collection center (managing used oil collected from other used oil generators).</p>
Item 9.C.	(3)	<p>Used Oil Processor: If you engage in used oil processing, as defined in 40 CFR §279.50(a), or re-refine on- or off-specification used oil, put an “X” in the appropriate box. This does not include generators processing used oil generated on-site for on-site use. A permit may be required for used oil processing. You may contact our RCRA Permitting Engineer staff at (850)245-8792 for more details.</p>
Item 9.C.	(4)	<p>Off-Specification Used Oil Burner: If you burn used oil fuel on site, and the oil does not meet the analytical standards of on-specification used oil, but satisfies the rebuttable presumption defined in 40 CFR §279.10(b)(1)(ii), put an “X” in this box.</p>

Item 9.C.	(5)	Used Oil Fuel Marketer: If you market off-specification used oil directly to a burner, put an “X” in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in 40 CFR §279.11, put an “X” in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor, or off-specification used oil fuel burner, unless you are a used oil generator. Used oil generators are not required to notify.
Item 9.C.	(6)	Used Oil Filter: Put an “X” in this box if you manage used oil filters [as defined in 62-710.201(7), FAC]. Used oil filter handlers, as defined in Rule 62-710.180, FAC, may be subject to annual registration. This requirement does not apply to used oil filter generators that ensure their filters are processed by a registered used oil filter processor. Registration forms and the applicable rules can be obtained by calling (850)245-8754.
Item 9.C.	(7)	Used Oil Registration Fee: Used Oil Transporters, Transfer Facilities, Collection Centers, Off-Specification Burners and Marketers must pay an annual \$100.00 registration fee. Used Oil Processors are exempt from this requirement.
Item 9.C.	(8)	Used Oil Transporter Certification: An authorized representative of a Used Oil Transporter must sign this block to certify that the training and financial responsibility requirements of Section 62-710.600, F.A.C., have been met, unless the transporter is exempted by Rule 62-710.600(1), F.A.C.
Item 9.C.	(9)	Used Oil Records: Place an “X” in the box that most accurately describes the location where the records required under Rule 62-710.510, F.A.C., are typically kept.
Item 9.D.	Other State Regulated Waste Activity: Petroleum Contact Water Handler - Put an “X” in this box if you are a facility that recovers product from petroleum contact water (PCW) or if you transport PCW off-site by rail or over public roads, as defined in Rule 62-740.030, F.A.C. A water facility permit is required in order to recover product from PCW.	
Item 10.A.	Waste Codes: List the appropriate waste codes as they are listed in 40 CFR Part 261. If you are unsure of wastes or waste number, contact your transporter or the Department’s Hazardous Waste Regulation Section at 850/245-8772.	
Item 11.A.	Other Status Changes: Put an “X” in the applicable box(es) if waste generation changes have occurred at your facility.	
Item 11.B.	Facility Closed: Please notify if your facility has closed or moved by putting an “X” in the applicable box(es). If a facility moves to another physical location then it should apply for a new EPA ID number as the numbers are site specific and cannot be transferred to another location.	
Item 11.C. and D.	Property Tax Default and Bankruptcy: Please put an “X” in the applicable box.	
Item 12.	Certification: This certification must be signed by the owner, operator, or authorized representative of the facility. In addition, type or print the name and corporate or job title. If the person that filled in this form is not the Facility Operator listed in Number 3 or the Contact Person listed in Number 7 on Page 1, please complete the information below the certification area to allow FDEP to more easily contact the correct person to make corrections or to complete missing information on the form.	
Item 13.	Comments: Use this space to complete Items or to provide additional information or suggestions.	