



Florida Department of Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Rick Scott
Governor

Jennifer Carroll
Lt. Governor

Herschel T. Vinyard Jr.
Secretary

2011 Biennial Hazardous Waste Report Training and Guidance

Dear Hazardous Waste Report Coordinator:

The Florida Department of Environmental Protection (FDEP) is pleased to offer a set of training sessions on the completion of the 2011 Biennial Hazardous Waste Report (BR). There will be four locations for the training. The first will be a full 1-day session offered in Tallahassee for reporters with very complex reports and those who need special help. The rest will be 4 hour afternoon sessions offered in Tampa, West Palm Beach, and Jacksonville with an emphasis on the minor changes to the 2011 report and basic reporting techniques.

FDEP offers Windows compatible personal computer software for the report for use by all reporting sites. This software makes the reporting process easier and more accurate and allows easy lookup of reporting codes and definitions as well as error checking and automated submission of disk data. Training on this software is integrated into all sessions and information on downloading the software will be provided to all interested attendees. EPA has reduced the availability of the paper forms and instructions. A PDF version of the Forms and Instructions will be available when they are finalized along with the reporting software at this website:

http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm

Please indicate your preference for training session and date below.

- I am interested in attending the 1-day session in Tallahassee on January 5, 2012
- I am interested in attending the 4-Hour session in Tampa on January 10, 2012
- I am interested in attending the 4-Hour session in West Palm Beach on January 11, 2012
- I am interested in attending the 4-Hour session in Jacksonville on January 12, 2012
- I am unable to download and print the forms or software and will need paper forms and instructions.
- This site was not a Large Quantity Generator or TSD at any time in 2011.
Please do not send me the 2011 Waste Report Forms and Instructions Package.

Name: _____
 Address: _____
 Address: _____
 City/State/ZIP: _____
 Phone number: (____) _____ - _____ ext _____
 Email: _____
 EPA ID number: FL _____

Please return the answers to this request as soon as you can to:

Jack Griffith - MS 4550 at the letterhead address, or

PHONE: 850-245-8748

FAX: 850-245-8811

EMAIL: John.Griffith@DEP.State.FL.US

Please complete: https://www.surveymonkey.com/s/BRS_6BV3GLW with feedback on the training format.

Biennial Report Survey Password = "BRS"

Please see the back of this page for details

The **Tallahassee** session will be held from 9:00 AM to 2:00 PM in room 609 of the DEP Bob Martinez (Twin Towers) office building at 2600 Blair Stone Road on Thursday, January 5, 2012. This session will be a comprehensive coverage of The BR reporting process for large or complex sites including TSD and RCRA Wastewater Treatment Facilities, Electronic Report Translators, Multiple Site reporters, and reporters with lots of questions. Reporters in the Panhandle area are welcome to attend the morning session as well.

Directions: From the front of the Old Capitol Building: Go South on US 27 (Appalachee Parkway) 3 traffic lights to Blair Stone Road (At KMART): Right on Blair Stone 1.5 blocks to the Twin Towers DEP offices - 6th floor room 609 (850) 245-8748.

The **outreach** sessions will be held from **1:00 PM to 5:00 PM** at each site with extended questions and answers as needed. These sessions will be oriented toward a complete, basic coverage of the paper and software BR reporting process for Large Quantity Generator sites and TSD Facilities without very complex treatment systems or special reporting problems.

The **Tampa** session will be held in the Main Conference Room on the first floor of the FDEP SW District office building at 13051 North Telecom Parkway, Temple Terrace Florida 33637 on Tuesday, January 10, 2012.

Directions: From I75 you are going to want to merge onto E Fletcher Avenue/ CR-582A West via EXIT 266 toward Tampa. You're then going to turn left (south) on to Telecom Drive and then another left onto Telecom Parkway North. (813)632-7600

The **West Palm Beach** session will be held in the conference room of the Palm Beach County Solid Waste Authority at 7501 North Jog Road on Wednesday, January 11, 2012.

Directions: From the I-95 exit at Blue Heron Blvd. Go west 1 mile and merge onto SR-710 (Bee-Line Highway). Continue West on SR-710 to North Jog Road (on left). Go south on North Jog Road one half mile to the Palm Beach County Solid Waste Authority entrance on the right. (561) 640-4000

The **Jacksonville** session will be held in the 2nd floor conference room (Suite 200B) of the FDEP Northeast District offices (Center building) at 7825 Baymeadows Way on Thursday, January 12, 2012.

Directions: From I95 and SR 152 (Baymeadows Road)(exit 100): Go West on 152 to Baymeadows Way (by 1st Union Bank): North (right) on Baymeadows Way past 1 traffic light to the Center Building (Mustard Colored 3 story building) on the right. (904)807-3300

Attending the training entitles you to a paper copy of the 2011 Biennial Hazardous Waste Report instructions and forms booklet if they are available. Others will receive the 2011 Biennial Hazardous Waste Report instructions and forms booklet PDF version with the Florida BRState software and the training materials download from our internet site.

http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm

Requests for mailed paper forms will be filled on an as-available basis and this service should be requested early. Sites submitting the report using the BRState software disk submission process will be allowed an automatic 1 month extension for submission of the report.

Please respond to: https://www.surveymonkey.com/s/BRS_6BV3GLW with feedback on the training session content and format. Biennial Report Survey Password = **BRS**