



# 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

Dear Environmental Reports Coordinator:

Enclosed is the 2011 Biennial Hazardous Waste Report on CD ROM for generators and treatment, storage, and disposal facilities to report their hazardous waste activities for 2011. This report is being collected under the authority of Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976 (RCRA) as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA), Section 403.721 of the Florida Statutes (F.S.), and by Sections 62-730.160 and 62-730.180 of the Florida Administrative Code (F.A.C.).

Read “**WHO MUST FILE THE 2011 HAZARDOUS WASTE REPORT**” on page i of the booklet to determine if your site is required to file. Send your completed report to Jack Griffith at MS 4550 at the letterhead address.

*Florida no longer requires that Form OI be completed. Sites wishing to do a subsequent notification of regulated waste activity must use the new Florida form 8700-12FL. The 2011 Site Identification form will be used by both FDEP and EPA as a subsequent notification. Your Report must be completed and returned by March 1, 2012 if you are submitting your report on paper or April 1, 2012 if you are submitting electronically.*

**The US EPA and the Florida Department of Environmental Protection (FDEP) encourage sites to file their 2011 Hazardous Waste Reports electronically.** The State of Florida has developed a Software package to make data entry and tracking much easier for sites with more than 10 pages in their Reports. This software will create the same files described in the ELECTRONIC REPORTING GUIDE and will allow your site to return your data to DEP on a diskette or CD ROM. Call me at the number listed below to obtain the software and/or the ELECTRONIC REPORTING GUIDE instructions. Use only the code lists provided in the 2011 Hazardous Waste Report booklet or software. **EPA has provided only a limited number of paper forms and instructions booklets for 2011. PDF versions may be downloaded from the website on the back of this letter and paper versions are available by request.**

FDEP has established a direct phone line (850-245-8748) to assist with any questions regarding facility status requirements or reporting and to assist sites with completion of the Hazardous Waste Report forms. The hours of operation are 9:00 a.m. to 4:00 p.m., Eastern Standard Time. Please call if you have questions about your site's EPA ID number, reporting requirements, electronic reporting instructions, Florida regulated wastes, or if you need a paper copy of the report booklet

In accordance with Section 62-730.310, F.A.C., a site may assert a claim of business confidentiality covering all or part of its Hazardous Waste Report. All claims of confidentiality will require substantiation. Please note that **you bear the burden of substantiating your confidentiality claim.** Remember to keep a copy of your completed report for your site files. Sites are required by law to keep copies of their reports for three years.

**Please look at the back of this letter for information on downloading the data entry program and the forms and instructions booklets.**

Sincerely,

Jack Griffith  
Engineering Specialist III  
FDEP Bureau of Solid and Hazardous Waste

## FURTHER INSTRUCTIONS FOR FILLING OUT THE 2011 BIENNIAL REPORT

1. The use of "MDK" or "DK" in any field of these forms is prohibited.
2. RCRA wastewaters treated on-site in exempt wastewater treatment systems with outflow to POTW, or NPDES should not be reported. UIC injection of RCRA waste must be reported.
3. Fill out a separate form **GM** any time there is a different FORM CODE or SOURCE CODE for a waste stream.
4. Please enter densities for all waste streams if the UOM (Unit of Measurement) is 5, 6 or 7.
5. Form OI is no longer required by the State of Florida.
6. The system type on form **GM**, sec. I box D is a system on your site producing the RCRA treatment residual, sludge, effluent, or filter cake reported on this form and should only be filled out if the source code is G25.
7. The system type on form **GM**, sec. II is a system used on your site to treat or dispose of the RCRA waste reported on this form. Any RCRA residuals from this treatment should be reported on a separate form **GM** with a source code G25 and a matching system type on form **GM**, sec. I box D.
8. The system type on form **GM**, sec. III box C is the system or process at the facility this waste was shipped to. This process may be re-shipping the waste to another facility for treatment (transfer/bulking facility: H141). This facility should let you know the final method of management, but that is not necessarily the code to be entered here. If the final management method is known and the code in box C is H141, please include this information in the comments section.
9. For form **GM**, sec. II: the ON-SITE PROCESS SYSTEM 1 and 2 boxes are tied to box C (treat, dispose, recycle, or discharge on site). If box C is yes, there must be at least one ON-SITE TREATMENT OR DISPOSAL PROCESS SYSTEM box filled out.
10. For form **GM**, sec. III: the data in these boxes should be contained in and should cover all manifest data for these wastes. **Please make sure that you are using the manifest copy returned to you by the designated facility listed on each manifest to fill out the BR forms, to insure that any shipment discrepancies are avoided in your data.**
11. The system type on form **WR**, box I is a system used on your site for treatment or disposal of this RCRA waste received from off-site. This process may be re-shipping the waste to another facility for treatment (transfer/bulking: H141). This site should be informed of the final method of treatment, but that is not necessarily the code to be entered here. If the code in box I is H141, you must fill out a form GM with a source code of G61 and a matching form code to show the offsite destination and management method.
12. If you attempted a waste minimization process on a form GM waste, put [+WM] in the comments section if your efforts were successful or [-WM] if your efforts were not successful.
13. Sites returning data using the ELECTRONIC REPORTING FORMAT take note: The record lengths and structures have changed dramatically from the 1999 specifications and the Site Identification form data format has changed dramatically from the 2007 format.
14. **The data from this report is now available in a format that will allow any visiting RCRA inspector to have your report data in hand at inspection time. Please submit this data with the expectation that it may be checked for accuracy by our district compliance/enforcement personnel.**
15. Internet users: Instructions for downloading the latest version of the 2011 BRState software may be found at: [http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS\\_data.htm](http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm)
16. Sites wishing to do a subsequent notification of regulated waste activity must use the new Florida form 8700-12FL found at: [http://www.dep.state.fl.us/waste/quick\\_topics/forms/documents/62-730/730\\_1b.pdf](http://www.dep.state.fl.us/waste/quick_topics/forms/documents/62-730/730_1b.pdf)
17. Florida has not adopted the Determination of Solid Waste rule or the subpart K lab rule as of the time of the Biennial report submission. The addendum form and the Subpart K information is not valid for Florida.

Contact me at:

[John.griffith@dep.state.fl.us](mailto:John.griffith@dep.state.fl.us)  
(850)245-8748

If you have any questions or need any help.