



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

March 31, 2011

Stuart Stapleton
EQ Florida Inc
7202 E 8th Ave
Tampa, FL 33619

BE IT KNOWN THAT

EQ Florida Inc
2002 N Orient Rd
Tampa, FL 33619- 3356

IS HEREBY REGISTERED AS A USED OIL

Transporter, Transfer Facility, Filter Transporter, Filter Transfer Facility

pursuant to Chapter 62-710, Florida Administrative Code (F.A.C)

The Department of Environmental Protection hereby issues

Registration Number **FLD981932494** on March 31, 2011

Insurance Carrier: **NEW HAMPSHIRE INSURANCE**

Insurance Policy #: **CA7557770**

Insurance Ex. Date: **08/01/2011**

Transporter Type: **FH**

This registration will expire on 06/30/2012

This certificate documents receipt of your annual registration
and annual report. It shall be displayed in a prominent place
at your facility. This certificate and your cancelled check
are your receipts.

Aprilia Graves
Engineering Specialist IV
Hazardous Waste Regulation Permitting



**8700-12FL - FLORIDA NOTIFICATION OF
REGULATED WASTE ACTIVITY**

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

Date Received
(For DEP Official Use Only)

MAR 01 2011

BSM

EPA ID F L D 9 8 1 9 3 2 4 9 4

MTS

**1. Reason for
Submittal**

Mark 'X' in
correct box:

- ☐ To provide **initial notification** (to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities).
- ☒ To provide **subsequent notification** (to update status and facility identification information).
- ☐ Is this the **final notification** (see instructions) for the facility?

**2. Facility or
Business Name**

EQ Florida, Inc.

FEID No.

2 0 0 4 1 4 1 5 7

**3. Facility Operator
(List additional
Operators in the
comments section).**

Name of Operator:

EQ Florida, Inc.

☐ New Operator

Date became Operator: 02 / 02 / 04
mm dd yy

Street or P.O. Box:

7202 East 8th Avenue

Phone Number:

813-319-3423

City or Town:

Tampa

State:

FL

Zip Code:

33619

Operator Type: ☒ Private

☐ Federal

☐ Municipal

☐ State

☐ Other

**4. Facility Physical
Location
Information**

Physical Street Address:

2002 North Orient Road

City or Town:

Tampa

State:

FL

Zip Code:

33619

County:

Hillsborough

If available, please attach a map or sketch of the facility boundaries.

Latitude: 27 57 42.2"N Longitude: 81 22 26.7"W Method:
d d m m s s . ssss d d m m s s . ssss Datum:

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

A.

56211

B.

C.

D.

**6. Facility or
Business Mailing
Address**

Street Address or P.O. Box:

7202 East 8th Avenue

City or Town:

Tampa

State:

FL

Zip Code:

33619

**7. Facility or
Business Contact
Person**

First Name:

Stuart

Last Name:

Stapleton

Title:

EHS Manager

Phone Number:

813-319-3423

Extension:

E-Mail:

stuart.stapleton@eqonline.com

Street or P.O. Box:

7202 East 8th Avenue

City or Town:

Tampa

State:

FL

Zip Code:

33619

**8. Real Property
(Land) Owner
of the Facility's
Physical Location
(List additional
real property owners
in the comments
section.)**

Name of Real Property (Land) Owner:

EQ Holdings, Inc.

☐ New Owner

Date became Owner: 02 / 02 / 04
mm dd yy

Street or P.O. Box:

7202 East 8th Avenue

Phone Number:

813-319-3423

City or Town:

Tampa

State:

FL

Zip Code:

33619

Owner Type: ☒ Private

☐ Federal

☐ Municipal

☐ State

☐ Other

9. Type of Regulated Waste Activity (Mark 'X' in all that apply):**A. Hazardous Waste Activities:****(1) Generator of Hazardous Waste**

(Choose only one of the following three categories.)

- ☒ a. Large Quantity Generator (LQG):
Generates in any calendar month 1,000 kilograms or greater per month (kg/mo) (2,200 lbs.) of *non-acute* hazardous waste; or Greater than 1 kg (2.2 lbs) of *acute* hazardous waste
- ☐ b. Small Quantity Generator (SQG):
Generates in any calendar month greater than 100kg/mo but less than 1,000 kg/mo (>220 to <2,200 lbs.) of *non-acute* hazardous waste and/or 1 kg (2.2 lbs) or less of *acute* hazardous waste
- ☐ c. Conditionally Exempt SQG (CESQG):
Generates in any calendar month 100 kg/mo or less (220 lbs.) of *non-acute* hazardous waste and 1 kg (2.2 lbs) or less of *acute* hazardous waste

In addition, indicate other generator activities that apply.

- ☐ d. United States Importer of hazardous waste
- ☐ e. Mixed Waste (hazardous and radioactive) Generator

For Items 2 through 7, mark 'X' in all that apply.

(2) Treater, Storer, or Disposer of Hazardous Waste

(at your facility) Note: A hazardous waste permit may be required for this activity.

- ☒ a. Operating Commercial TSD
- ☐ b. Operating Non-commercial TSD
- ☐ c. Non-operating: Postclosure or Corrective Action Permit or Consent Order (HSWA, etc.)

(3) Recycler of Hazardous Waste (at your facility)Specify: ☐ Commercial; ☐ Non-Commercial.

A permit is required for storage prior to recycling.

(4) Exempt Boiler and/or Industrial Furnace

- ☐ a. Small Quantity On-site Burner Exemption
- ☐ b. Smelting, Melting, and Refining Furnace Exemption

(5) Person Authorized to Manage Conditionally Exempt Waste Generated at Other Facilities - Choose this management activity ONLY if you attach EITHER a copy of your application for such authorization OR the authorization you received from FDEP.**(6) Underground Injection Control - Mark an 'X' even if the UIC well at your facility does not receive hazardous waste.****(7) ☒ Transporter of Hazardous Waste [Note: A Certificate of Liability Insurance is required along with this registration.]**
Registration must be renewed annually. ☐ a. For own waste only ☒ b. For commercial purposes**c. Hazardous Waste Transporter Insurance Information**Insurance Company New Hampshire Insurance Co.Address 70 Pine Street, New York, NY 10270Contact Carolyn Wendorf

Telephone _____

Policy Number CA7557770Expiration date 08-01-2011d. **Transportation Mode** ☐ Air ☐ Rail ☒ Highway ☐ Water ☐ Other - specify _____e. ☒ **Hazardous Waste Transfer Facility:** Storage Volume 20,000 gallons and 100 CY☐ **Initial notification**

The following items are required to be submitted with the initial notification for a transfer facility [Rule 62-730.171(3), Florida Administrative Code (F.A.C.)]:

- ☐ Certification by a responsible corporate officer of the transporter that the proposed location satisfies the criteria of Section 403.7211(2), Florida Statutes (F.S.) [Rule 62-730.171(3)(a)1., F.A.C.]
- ☐ Evidence of the transporter's financial responsibility [Rule 62-730.171(3)(a)3., F.A.C.]
- ☐ A brief general description of the transfer facility operations [Rule 62-730.171(3)(a)4., F.A.C.]
- ☐ A copy of the facility closure plan [Rule 62-730.171(3)(a)5., F.A.C.]
- ☐ A copy of the contingency and emergency plan [Rule 62-730.171(3)(a)6., F.A.C.]
- ☐ A map or maps of the transfer facility [Rule 62-730.171(3)(a)7., F.A.C.]

☐ **Notification of changes in above items**☒ **Annual update notification**

B. Universal Waste (UW) Activities (Mark 'X' in all that apply) ("accumulated" means at any one time):

- ☐ Large Quantity Handler (LQH) = 5,000 kg (11,000 lb) or more of any combination of UW accumulated
- ☒ Small Quantity Handler (SQH) = always less than 5,000 kg accumulated
- ☐ Mercury-containing devices LQH = 100 kg (220 lb) or more accumulated by for-hire handler
- ☒ Mercury-containing devices SQH = less than 100 kg accumulated by for-hire handler
- ☐ Mercury-containing lamps LQH = 2,000 kg (4400 lbs/8,000 lamps) or more accumulated by for-hire handler
- ☒ Mercury-containing lamps SQH = less than 2,000 kg (8,000 lamps) accumulated by for-hire handler
- [Note: 4 lamps = 1 kg, 62-737.200(10)]
- ☐ Pharmaceuticals LQH = 5,000 kg or more of universal pharmaceutical waste (UPW) accumulated
- ☒ Pharmaceuticals LQH = more than 1 kg (2.2 lb) of acutely hazardous ("P-listed") pharmaceutical waste accumulated
- ☐ Pharmaceuticals SQH = always less than 5,000 kg of UPW and always 1 kg or less of acutely hazardous UPW accumulated

Received

MAR 03 2011

BSHW

(1) For those Managing	Generate/ Accumulate	Transport (see note in instructions)	Handle at Transfer Facility	(2) Enter your estimate of the maximum amount (in pounds) of each type of UW on site or transported at any one time.
a. Batteries	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15,000.00
b. Pesticides	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30,000.00
c. Pharmaceuticals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30,000.00
d. Mercury Containing Devices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5,000.00
e. Mercury Containing Lamps	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8,000.00

(3) Mercury Recovery and/or Reclamation Facility ☐ Note: A hazardous waste permit is required for this activity [Rule 62-737.800, F.A.C.]
[Chapter 62-737, F.A.C.]

(4) Reverse Distributor of UW ☒ Pharmaceuticals ☒ Lamps ☐ Devices ☐

(5) Destination Facility for UW ☐ Note: for this activity, a facility must treat, dispose or recycle a UW. A permit is required for storage prior to recycling.

C. Used Oil Activities:**(1) Used Oil Transporter - indicate type(s) of activity(ies):**

- ☒ a. Transporter
- ☒ b. Transfer Facility

(2) ☐ Collection Center**(3) ☐ Used Oil Processor** (A permit is required for this activity.)**(4) ☐ Off-Specification Used Oil Burner****(5) ☐ Used Oil Fuel Marketer****(6) Used Oil Filter**

- ☒ a. Transporter
- ☒ b. Transfer Facility
- ☐ c. Processor
- ☐ d. End User

8) Specific Certification to be signed by all Used Oil Transporters

I certify as a Used Oil Transporter that the training program and financial responsibility required under Section 62-710.600, F.A.C., are in place, current and being adhered to. If any modifications have been made to the originally approved training program, they are explained in attachments to this registration form. Evidence of financial responsibility is demonstrated by the attached Used Oil Transporter Certificate of Liability Insurance, DEP form 62-710.901(4), F.A.C.

Signature of Authorized Person

Print Name of Authorized Person

(7) Used Oil Transporters, Transfer Facilities, Collection Centers, Off-Specification Burners and Marketers must pay an annual \$100 registration fee. Used Oil Processors are exempt from this fee. If applicable, enclose a check or money order, in the amount of \$100, payable to Florida Department of Environmental Protection.

☒ A check is enclosed.

(9) The records required under the provisions of Rule 62-710.510, F.A.C., are kept at (check one):

- ☒ our mailing (business) address
- ☐ The site (facility) address

EPA ID No.

FLD981932494

D. Other State Regulated Waste Activities:☐ **Petroleum Contact Water (PCW) Handler** [Chapter 62-740, F.A.C.]

Note: A water facility permit may be required for this activity.

10. Waste Codes for Federally Regulated Hazardous Wastes: List the waste codes of the Federal hazardous wastes handled at your facility. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112).

Hazardous waste transporters list codes routinely or usually transported. Use an additional page if more spaces are needed.

¹ D001	² D002	³ D003	⁴ D004	⁵ D005	⁶ D006	⁷ D007
⁸ D008	⁹ D009	¹⁰ D010	¹¹ D011	¹² D012	¹³ D013	¹⁴ D014
¹⁵ D015	¹⁶ D016	¹⁷ D017	¹⁸ D018	¹⁹ D019	²⁰ D020	²¹ D021
²² D022	²³ D023	²⁴ D024	²⁵ D024	²⁶ D026	²⁷ D027	²⁸ D028

11. Other Status Changes (Mark 'X' in all that apply):**A. Non-Handler of Regulated Waste at This Facility**

- ☐ (1) Business no longer generates, transports, treats, stores, or disposes of hazardous waste
- ☐ (2) Waste generated by business has been delisted.
- ☐ (3) Other (explain) _____

B. Facility Closed

- ☐ (1) Closed at this location and **moved or moving** to another - submit a new Form 8700-12FL for the new location if you will be handling regulated waste there.
- ☐ (2) Out of Business - Business closed on _____ (Date). Please provide a contact person, mailing address, and phone number where you can be reached after closing.

Contact _____ Phone _____

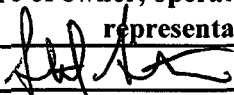
Address _____

City, State, Zip _____

☐ **C. Property Tax Default**☐ **D. Petition for Bankruptcy Protection**

12. Certification: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. If I have notified as a transfer facility, I am aware that transfer facilities must comply with the requirements of Rule 62-730.171, FAC, and Rule 62-730.182, FAC.

Signature of owner, operator, or an authorized representative



Print Name and Title

Stuart Stapleton

Date Signed
(mm-dd-yyyy)

02/22/2011

If the person who filled in this form is not the Facility Contact or Operator, please complete the information below:

(Name of person completing this form)

(Phone Number)

(E-mail Address)

13. Comments:

SEE ATTACHMENT 1 FOR ADDITIONAL EPA WASTE CODES.



PERMITTED HAZARDOUS WASTE CODES

EQ Florida

CHARACTERISTIC WASTE

D001	D002	D003	D004	D005	D006	D007	D008	D009	D010	D011	D012	D013	D014	D015	D016	D017	D018
D019	D020	D021	D022	D023	D024	D025	D026	D027	D028	D029	D030	D031	D032	D033	D034	D035	D036
D037	D038	D039	D040	D041	D042	D043											

HAZARDOUS WASTE FROM NON-SPECIFIC SOURCES

F001	F002	F003	F004	F005	F006	F007	F008	F009	F010	F011	F012	F019	F020	F021	F022	F023	F024
F025	F026	F027	F028	F032	F034	F035	F037	F038	F039								

HAZARDOUS WASTE FROM SPECIFIC SOURCES

K001	K002	K003	K004	K005	K006	K007	K008	K009	K010	K011	K013	K014	K015	K016	K017	K018	K019
K020	K021	K022	K023	K024	K025	K026	K027	K028	K029	K030	K031	K032	K033	K034	K035	K036	K037
K038	K039	K040	K041	K042	K043	K045	K046	K048	K049	K050	K051	K052	K060	K061	K062	K064	K065
K066	K069	K071	K073	K083	K084	K085	K086	K087	K088	K090	K091	K093	K094	K095	K096	K097	K098
K099	K100	K101	K102	K103	K104	K105	K106	K107	K108	K109	K110	K111	K112	K113	K114	K115	K116
K117	K118	K123	K124	K125	K126	K131	K132	K136	K141	K142	K143	K144	K145	K147	K148	K149	K150
K151	K156	K157	K158	K159	K161												

DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUES AND SPILL RESIDUES THEREOF

P001	P002	P003	P004	P005	P006	P007	P008	P009	P010	P011	P012	P013	P014	P015	P016	P017	P018
P019	P020	P021	P022	P023	P024	P026	P027	P028	P029	P030	P031	P033	P034	P036	P037	P038	P039
P040	P041	P042	P043	P044	P045	P046	P047	P048	P049	P050	P051	P054	P056	P057	P058	P059	P060
P062	P063	P064	P065	P066	P067	P068	P069	P070	P071	P072	P073	P074	P075	P076	P077	P078	P081
P082	P084	P085	P087	P088	P092	P093	P094	P095	P096	P097	P098	P099	P101	P102	P103	P104	P105
P106	P107	P108	P109	P110	P111	P112	P113	P114	P115	P116	P118	P119	P120	P121	P122	P123	P127
P128	P185	P188	P189	P190	P191	P192	P194	P196	P197	P198	P199	P201	P202	P203	P204	P205	
U001	U002	U003	U004	U005	U006	U007	U008	U009	U010	U011	U012	U014	U015	U016	U017	U018	U019
U020	U021	U022	U024	U025	U026	U027	U028	U029	U030	U031	U032	U033	U034	U035	U036	U037	U038
U039	U041	U042	U043	U044	U045	U046	U047	U048	U049	U050	U051	U052	U053	U055	U056	U057	U058
U059	U060	U061	U062	U063	U064	U066	U067	U068	U069	U070	U071	U072	U073	U074	U075	U076	U077
U078	U079	U080	U081	U082	U083	U084	U085	U086	U087	U088	U089	U090	U091	U092	U093	U094	U095
U096	U097	U098	U099	U101	U102	U103	U105	U106	U107	U108	U109	U110	U111	U112	U113	U114	U115
U116	U117	U118	U119	U120	U121	U122	U123	U124	U125	U126	U127	U128	U129	U130	U131	U132	U133
U134	U135	U136	U137	U138	U140	U141	U142	U143	U144	U145	U146	U147	U148	U149	U150	U151	U152
U153	U154	U155	U156	U157	U158	U159	U160	U161	U162	U163	U164	U165	U166	U167	U168	U169	U170
U171	U172	U173	U174	U176	U177	U178	U179	U180	U181	U182	U183	U184	U185	U186	U187	U188	U189
U190	U191	U192	U193	U194	U196	U197	U200	U201	U202	U203	U204	U205	U206	U207	U208	U209	U210
U211	U213	U214	U215	U216	U217	U218	U219	U220	U221	U222	U223	U225	U226	U227	U228	U234	U235
U236	U237	U238	U239	U240	U243	U244	U246	U247	U248	U249	U271	U278	U279	U280	U328	U353	U359
U364	U367	U372	U373	U387	U389	U394	U395	U404	U409	U410	U411						



Department of Environmental Protection

FDEP, MS 4555, 2600 Blair Stone Road Tallahassee, Florida 32399-2400

DEP Form #62-710.901(3)
Form Title Annual Report by Used Oil
and Used Oil Filter Handlers
Effective Date June 9, 2005

Annual Report by Used Oil and Used Oil Filter Handlers*

(*Handlers are any persons subject to the registration requirements of rule 62-710.500 and 62-710.850, F.A.C. [See Section A, Box 5 below])
for reporting period January 1, 2010 through December 31, 2010

Use the information recorded in your Record Keeping Form [62-710.901(2)] or equivalent] to complete this document

SECTION A TO BE COMPLETED BY ALL REGISTERED PERSONS

1. Company Name: FQ Florida, Inc. 2. Telephone No. (813) 319-3423
Site Address: 2002 N. Orient Road
Tampa, FL 33619 3. EPA ID No. FLD981932494
☐ Check box if any of the above items (1-3) have changed since your last registration
4. Name of person preparing report (please print) Stuart Stapleton
Title EHS Manager Phone number (if different from #2, above) ()
5. Type of operation (check as many as apply to your operations)
Used Oil: ☒ Transporter ☒ Transfer Facility ☐ Collection Center/Aggregation Point ☐ Processor ☐ Marketer
☐ Burner (of off-specification used oil)
Used Oil Filter: ☒ Transporter ☒ Transfer Facility ☐ Processor ☐ End User

SECTION B USED OIL (TO BE COMPLETED BY ALL REGISTERED USED OIL HANDLERS. USED OIL FILTER HANDLERS SEE SECTION C)

	Automotive	Industrial	Mixed	Total
1. Amount (in gallons) of Used Oil and Oily Wastes collected				
a. In Florida.....	26,310	516		26,826
b. From out of state.....				0
c. Beginning Inventory.....				0
d. Total (sum of totals from Lines a + b + c).....				26,826

	In State	Out of State
2. Amount (in gallons) of Used Oil and Oily Wastes Managed		
N - Not an end use, transferred to another facility for storage or processing.....	26,826	
O - Marketed as an on-specification used oil fuel.....		
F - Marketed as an off-specification used oil fuel.....		
I - Marketed for an industrial process.....		
B - Burned as an off-specification used oil fuel		
D - Disposed of		
Landfilled.....		
Treated at a wastewater treatment unit.....		
Incinerated.....		
3. Total amount (in gallons) of used oil managed.....	26,826	
4. End of year, on hand estimate (Difference between Lines 1D and Line 3).....	0	

SECTION C USED OIL FILTERS (OPTIONAL) (USE TABLE BELOW FOR CONVERSIONS)

CHECK COLUMN IF OUT OF STATE ↓

1. Number of filters on hand from previous year.....
2. Number of used oil filters collected.....
3. Total number of used oil filters to manage (1 plus 2).....
4. Disposition of used oil filters collected:
 - a. Transferred to another registered facility.....
 - b. Burned for energy recovery at a Waste-To-Energy facility.....
 - c. Transferred directly to a metal foundry for recycling.....
 - d. TOTAL.....
5. End of year, on had estimate (Difference between Lines 3 and Line 4d).....
6. Gallons of used oil collected as a result of filter processing.....
7. Gallons of used oil transferred to a used oil handler (transporter or processor).....
8. Volume of oily waste collected and managed as a result of filter processing.....
9. Description of oily waste management.....

0	
31,350	
31,350	
31,350	
31,350	

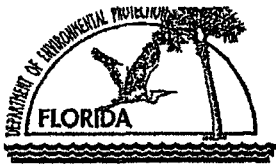
DIRECTIONS FOR SECTION C

Conversion Table

One 55-gallon drum of crushed used oil filters = approximately 400 used oil filters
One 55 gallon drum of uncrushed used oil filters = approximately 250 used oil filters
One ton of drained used oil filters = approximately 2,350 used oil filters

1. Enter the number of Used Oil Filters on hand, from previous year's inventory.
2. Enter the number of Used Oil Filters collected.
3. Enter the sum of Line 1 + Line 2.
4. Enter the number of filters managed by your facility in blocks 4a-c. Enter the sum of 4a-c in block 4d.
5. Enter the number of filters on hand at your site as of December 31, last year.
6. Fill in the number of gallons of used oil collected by your filter operation.
7. Enter the number of gallons transferred to a used oil transporter or processor.
8. List the volume (gallons or cubic yards) of the oily wastes collected through your filter handling. Oily wastes are identified in Chapter 62-710.201(1) of the Florida Administrative Code and include bottom sludges, sorbents, wipes etc.
9. Describe how oily wastes were managed (sent to a WTE, hazardous waste facility, landfilled after appropriate testing, etc.).

Any questions concerning this form may be referred to the Used Oil Coordinator, MS 4560, Department of Environmental Protection 2600 Blair Stone Road, Tallahassee, FL 32399-2400, Phone (850) 245-8755, email: aprilia.graves@dep.state.fl.us.



Department of Environmental Protection
FDEP MS 4550 2600 Blair Stone Road Tallahassee, Florida 32399-2400

DEP Form #62-710.601(4)
Form Title Certificate of Liability Insurance
Used Oil Transporters
Effective Date June 9, 2008

Certificate of Liability Insurance Used Oil Transporters

Please Print or Type Form

1. New Hampshire Insurance Co. (the Insurer), 70 Pine Street, New York, NY 10270
(Name of the Insurer) (Address of the Insurer)

hereby certifies that it has issued liability insurance to: EQ Florida, Inc. (the Insured),
(Name of the Insured)

7202 E. 8th Ave., Tampa, FL whose EPA Identification number is FID981932494
(Address of the Insured)

This insurance complies with the insured's obligation to demonstrate the financial responsibility required by Florida
Administrative Code Rule 62-710.600(2)(e). [See page 2 on the back side of this Form]

The insurance is primary and the company shall be liable for amounts up to \$ 1,000,000 less the deductible or
retention of \$ 100,000 for each accident exclusive of legal defense costs. If a deductible or retention is applied,
its amount may not exceed 10% of the equity of the Insured.

This coverage is provided under policy number CA7557770, issued on 8/01/2010
(Date)

The expiration date of said policy is 8/01/2011 or the annual renewal date is 8/01/2010
(Date) (Date)

2. The Insurer further certifies the following with respect to the insurance described in Paragraph 1:

- a. Bankruptcy or insolvency of the insured shall not relieve the Insurer of its obligations under this policy.
- b. The Insurer is liable for the payment of amounts within any deductible applicable to the policy, with a right of reimbursement by the Insured for any such payment made by the Insurer.
- c. Whenever requested by the Secretary (or designee) of the Florida Department of Environmental Protection (FDEP), the Insurer agrees to furnish to the Department a signed duplicate original of the policy and all endorsements.
- d. Cancellation of the insurance, whether by the Insurer or the Insured or by any other termination of the insurance (e.g. expiration or non-renewal), will be effective only upon written notice and only after the expiration of thirty (30) days after a copy of such written notice is received by the Secretary of the FDEP as evidenced by certified mail return receipt.
- e. The Insurer shall not be liable for the payment of any judgment or judgments against the insured for claims resulting from accidents which occur after the termination of the insurance described herein, but such termination shall not affect the liability of the Insurer for the payment of any such judgments resulting from accidents which occur during the time the policy is in effect.

I hereby certify that the Insurer is licensed to transact the business of insurance, or eligible to provide insurance as an excess or surplus lines insurer, in one or more States, including Florida.

Carolyn Wendorf
Signature of Insurer or Authorized Representative)

Authorized Representative of

Carolyn Wendorf
Type Name)

New Hampshire Insurance Company
(Name of Insurer)

Regional Manager
Title)

300 Riverside Plaza, Suite 2100, Chicago, IL 60606
(Address of Representative)

The following documents are used to provide familiarity with applicable state and federal rules governing used oil, proper used oil management practices including appropriate response action to any release or spill, the standard operating procedure for halogen screening, handling loads indicating halogen levels in excess of 1000 ppm and recordkeeping.

CHAPTER 62-710 USED OIL MANAGEMENT

62-710.100 Intent (Repealed)
62-710.200 Definitions (Repealed)
62-710.201 Definitions
62-710.210 Documents Incorporated by Reference.
62-710.300 Applicability
62-710.400 Prohibitions (Repealed)
62-170.401 Prohibitions
62-710.500 Registration and Notification
62-710.510 Record Keeping and Reporting
62-710.520 Reporting.(Repealed)
62-710.530 Exemptions (Repealed)
62-710.600 Certification of Used Oil Transporters.
62-710.800 Permits for Used Oil Processing Facilities
62-710.850 Management of Used Oil Filters.
62-710.900 Forms (Repealed)
62-710.901 Forms

62-710.201 Definitions

In addition to applicable definitions in Rule 62-701.200, F.A.C., the following words, phrases, or terms as used in this rule, unless the context indicates otherwise, shall have the following meaning:

(1) "Oily wastes" means those materials which are mixed with used oil and have become separated from that used oil. Oily wastes also means materials, including wastewaters, centrifuge solids, filter residues or sludges, bottom sediments, tank bottoms, and sorbents which have come into contact with, and have been contaminated by, used oil.

(2) "Processing" means chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived products. Processing includes blending used oil with virgin petroleum products, blending used oils to meet the fuel specification found in 40 C.F.R. Part 279.11, filtration, simple distillation, chemical or physical separation and rerefining.

(3) "Processor" means any person processing used oil. The term also includes any transfer facility that stores used oil for longer than 35 days at a time, any used oil marketer who receives used oil from transporters or who has at least 25,000 gallons of used oil storage capacity, and any person who blends used oil with on-specification used oil fuel or with virgin petroleum products for the purpose of producing on-specification used oil fuel.

(4) "Public used oil collection center" means:

(a) An automotive service facility or government-sponsored collection facility which accepts for disposal small quantities of used oil from households; or

(b) A facility which stores used oil and which accepts small quantities of used oil from households.

(5) "Used oil" means any oil which has been refined from crude oil or synthetic oil and, as a result of use, storage, or handling, has become contaminated and unsuitable for its original purpose due to the presence of physical or chemical impurities or loss of original properties.

(6) "Used oil transporter" means any person who transports used oil over public highways in shipments of greater than 55 gallons at one time.

(7) "Used oil filter" means any device which is an integral part of an oil flow system, the primary purpose of which is to remove contaminants from the flowing oil contained within the system and which, as a result of use, has become contaminated and unsuitable for its original purpose, is removed from service, and contains entrapped used oil.

(8) "Used oil filter processor" means a person who removes oil from used oil filters to prepare them for recycling. Generators of used oil filters who consolidate, drain or crush used oil filters for off-site recycling are not used oil filter processors providing the generator complies with the requirements of subsection 62-710.850(2), F.A.C.

(9) "Used oil filter transporter" means any person who transports for hire used oil filters to a used oil filter transfer or processing facility.

(10) "Used oil filter transfer facility" means any facility which is used to store, for more than 10 days, used oil filters which were not generated at that facility. A person who stores its own used oil filters generated at its own non-contiguous operations on its own property is not considered a used oil filter transfer facility provided the used oil filters are processed by a registered used oil filter processor.

Specific Authority 403.061, 403.704 F.S. Law Implemented 403.703, 403.75, 403.760, 403.767, 403.769 FS History-- New 6-9-05.

62-710.210 Documents Incorporated by Reference.

(1) General provisions relating to solid waste management may be found in Chapter 62-701, F.A.C., including statements of intent, definitions, prohibitions, general permitting requirements, alternate procedures, and forms. Except where the context indicates otherwise, these general provisions apply to this chapter.

(2) The Department adopts by reference 40 C.F.R. Part 279 revised as of July 1, 2004, which contains the federal standards for the management of used oil. It is the intent of the Department to interpret these standards in a manner consistent with interpretations promulgated by the United States Environmental Protection Agency, except when such interpretations conflict with Florida law.

(3) "On-specification used oil fuel" means any used oil which meets the requirements of 40 C.F.R. Part 279.11. Used oil fuel containing PCBs at a concentration equal to or greater than 2 ppm, but less than 50 ppm, shall be managed in accordance with 40 C.F.R. Part 761.20(e) and burned only in boilers or industrial furnaces as defined in 40 C.F.R. Part 260.10 and identified in 40 C.F.R. Part 279.61. Used oil containing PCBs at a concentration equal to or greater than 50 ppm is fully subject to the requirements of the Toxic Substances Control Act found in 40 C.F.R. Part 761. Blending used oil for the purpose of reducing the concentration of PCBs to below 50 ppm is prohibited in accordance with the provisions of 40 C.F.R. 279.10(i) and 761.20(e).

(4) References in 40 C.F.R. Part 279 to 40 C.F.R. Part 262 shall mean rules adopted by the Department regarding generators of hazardous wastes; reference to 40 C.F.R. Part 263 shall mean rules adopted by the Department regarding transporters of hazardous waste; reference to 40 C.F.R. Parts 264 and 265 shall mean rules adopted by the Department regarding treaters, storers and disposers of hazardous wastes; references to 40 C.F.R. Part 266 shall mean rules adopted by the Department regarding standards for the management of specific hazardous waste; and references to Section 3010 of RCRA shall mean notification requirements of Florida Law. The above-mentioned Department rules are found in Chapter 62-730, F.A.C.

(5) When the same word, phrase, or term is defined in Rule 62-710.201, F.A.C., and 40 C.F.R. Part 279 and the definitions are not identical, the definitions as given in Rule 62-710.201, F.A.C., shall apply.

(6) Unless specifically indicated otherwise, when used in any such provisions as adopted from 40 C.F.R. Part 279, United States shall mean the State of Florida, EPA shall mean the Department, and Administrator or Regional Administrator shall mean the Secretary of the Department or the Secretary's designee, where appropriate.

(7) Any reference to 40 C.F.R. Parts 124 or 270 as adopted by reference in 40 C.F.R. Part 279 shall mean the permitting provisions in Chapter 62-4 or 62-730, F.A.C., or Section 403.722, F.S.

(8) Any reference to the Resource Conservation and Recovery Act of 1976 (RCRA) as adopted by reference in 40 C.F.R. Part 279 shall be construed to refer to comparable provisions of the Florida Resource Recovery and Management Act as established in Part IV of Chapter 403, F.S.

Specific Authority 403.061, 403.704, 403.7545, 403.8055 FS Law Implemented 403.704, 403.7545 FS History--New 6-8-95, Amended 12-23-96, 3-25-97, 6-9-05, 1-4-09.

62-710.300 Applicability

This section offers guidance to the regulated community on the applicability of this chapter to various types of operations and operators. It should not be read to relieve any person from applicable requirements of this rule or any other rules or statutes.

(1) Used oil handlers.

(a) Generators shall comply with the requirements found in 40 C.F.R. Part 279, Subpart C, and must have their used oil managed only by a used oil handler which is registered with the Department, except with respect to the transportation of used oil in shipments of 55 gallons or less.

(b) Mobile lube operators shall comply with the requirements found in 40 C.F.R. Part 279, Subpart C. The Department recommends that mobile lube operators who transport more than 500 gallons of used oil per year over public highways have a spill control plan and equipment in place.

(c) Private and public used oil collection centers and aggregation points shall comply with 40 C.F.R. Part 279, Subpart D. They shall also meet the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.

(d) Used oil transporters and transfer facilities shall comply with 40 C.F.R. Part 279, Subpart E. They shall also comply with registration, record keeping and certification requirements found in Rules 62-710.500, 62-710.510, and 62-710.600, F.A.C.

(e) Processors shall comply with 40 C.F.R. Part 279, Subpart F. They shall also meet the registration, record keeping, and permit requirements found in Rules 62-710.500, 62-710.510, and 62-710.800, F.A.C.

(f) Burners who burn off-specification used oil for energy recovery shall comply with 40 C.F.R. Part 279, Subpart G. They shall also comply with the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.

(g) Marketers shall comply with 40 C.F.R. Part 279, Subpart H. They shall also comply with the registration and notification and record keeping requirements found in Rules 62-710.500 and 62-710.510, F.A.C.

(2) Used oil filter handlers (i.e. generators, transporters, processors and end users as defined in Rule 62-710.201, F.A.C.) shall comply with Rule 62-710.850, F.A.C.

(3) Used oil storage and process tanks must meet the requirements of 40 C.F.R. Part 279.54, as well as the requirements of Chapter 62-761, F.A.C., Underground Storage Tank Systems, and Chapter 62-762, F.A.C., Above Ground Storage Tank Systems, as applicable.

(4) Chapter 62-770, F.A.C., Petroleum Contamination Site Cleanup Criteria, applies to discharges of used oil.

Specific Authority 403.061, 403.704, 403.767 FS Law Implemented 403.703, 403.75, 403.754, 403.760, 403.767, 403.769 FS History- New 6-9-05

62-710.401 Prohibitions

(1) No person may collect, transport, store, recycle, use, or dispose of used oil, used oil filters or oily wastes except as authorized in this chapter or in Chapter 403, F.S.

(2) No person may discharge used oil into soils, sewers, drainage systems, septic tanks, surface or ground waters, watercourses, or marine waters.

(3) Except as provided herein, no person may mix or commingle used oil with solid waste that is to be disposed of in landfills or directly dispose of used oil in landfills.

(a) Oily wastes, sorbents or other materials used for maintenance or to clean up or contain spills or releases of used oil, and soils contaminated with used oil as a result of spills or releases are not subject to this prohibition. In some cases, other Department rules, local ordinances, or landfill policies may prohibit the disposal of such materials.

(b) Any person wishing to dispose of solid waste mixed with used oil in a landfill which is otherwise prohibited by this subsection may apply to the Department for approval of alternate procedures in accordance with Rule 62-701.310, F.A.C. If the basis for the request is that it is impractical to separate the used oil from the solid waste, the request may be submitted without a fee.

(c) Any person who unknowingly disposes into a landfill any used oil, including used oil filters which have not been properly segregated or separated from other solid wastes by the generator, is not guilty of a violation under this subsection. This provision is applicable to landfill operators who unknowingly accept such wastes for disposal.

(4) Notwithstanding the provisions found in 40 C.F.R. 279.10(b)(3), no person may mix or commingle used oil with hazardous substances that make it unsuitable for recycling or beneficial use.

(5) Used oil shall not be used for road or pavement oiling for dust control, weed abatement, or other similar uses that have the potential to release used oil into the environment.

(6) No person may store used oil in tanks or containers unless they are clearly labeled with the words "used oil" and are in good condition (no severe rusting, apparent structural defects or deterioration) with no visible oil leakage. If tanks or containers are not stored inside a structure, the contents shall be closed, covered or otherwise protected from the weather. If tanks or containers are not double-walled, they shall be stored on an oil-impermeable surface such as sealed concrete or asphalt, and must have secondary containment which has the capacity to hold 110% of the volume of the largest tank or container within the containment area.

Specific Authority 403.061, 403.704 FS Law Implemented 403.751 FS. History--New 6-9-05.

62-710.500 Registration and Notification

(1) The following persons shall annually register their used oil handling activities with the Department using Form 62-730.900(1)(b), "8700-12FL - Florida Notification of Regulated Waste Activity," effective date January 4, 2009, which is hereby adopted and incorporated by reference. This Form can be obtained on the internet at http://www.dep.state.fl.us/waste/quick_topics/forms/pages/62-730.htm or by contacting the Hazardous Waste Regulation Section, MS 4560, Division of Waste Management, Department of Environmental Protection, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

(a) Used oil transporters and transfer facilities;

(b) Used oil processors;

(c) Used oil fuel marketers who sell used oil fuel; and

(d) Used oil burners of off-specification used oil.

(2) The registration form shall be accompanied by a registration fee of \$100 per facility. It is not necessary to submit more than one form or fee if registering more than one activity, or if the registration is for an entire transportation fleet operating out of one facility site. The registration form and fee shall be due by March 1 of each year. The registration fee is waived for used oil processing facilities for which a permit fee was paid under Rule 62-710.800, F.A.C.

(3) Upon receipt of the completed form and fee, the Department shall issue to each registered person a validated registration form which shall be valid for one year. For used oil transporters, acknowledgment of registration shall be included in the certification process of Rule 62-710.600, F.A.C. The registration shall be valid from July 1 of the year of registration or renewal until June 30 of the following year.

(4) Each registered person shall display the validated registration form and identification number in a prominent place at each facility location.

(5) Each public used oil collection center shall notify the Department no later than 30 days after first accepting used oil from the public on DEP Form 62-710.901(5). The Department shall acknowledge filing of the notification within 30 days of receipt.

Specific Authority 403.061, 403.704 FS. Law Implemented 403.704, 403.754, 403.760 FS. History--New 2-25-85, Formerly 17-7.63, 17-7.630, Amended 1-17-90, Formerly 17-710.500, Amended 6-8-95, 12-23-96, 3-25-97, 6-9-05, 1-4-09

62-710.510 Record Keeping and Reporting

(1) Each registered person shall maintain records on DEP Form 62-710.901(2) or on substantially equivalent forms which contain at least the same information as the Department form. These records shall include the following information:

(a) The name, business address, telephone number and EPA identification number of the transporter;

(b) The source of the used oil, including the name and street address of each source, and the EPA identification number of the source if the generator has one;

(c) The total number of gallons of used oil received from each source, including any oily wastes which may be an integral part of the used oil shipment;

- (d) The type of used oil received, using the type code designation found in the form instructions;
 - (e) The date of receipt;
 - (f) The destination or end use of used oil and oily wastes, including the name and street address of each destination or end user, the EPA identification number if applicable, and the end use code designation found in the form instructions; and
 - (g) Documentation of halogen screening in accordance with the requirements of Rule 62-710.600, F.A.C.
- (2) Transporters shall maintain documentation of all shipments of used oil, including those accepted for transport as well as those refused due to suspected mixing with hazardous waste. A copy of this record shall be left with the generator.
- (3) A generator of used oil that transports only its own used oil generated at its own non-contiguous operations to its own central collection facility for storage prior to having its used oil picked up by a certified used oil transporter is not subject to the record keeping and reporting requirements of this section.
- (4) The records required by this section shall be retained for a period of three years. The records shall be kept at the street address of the registered person and shall be available for inspection by the Department during normal business hours, unless another location and inspection schedule is specified in the registration package submitted to the Department.
- (5) No later than March 1 of each year, each person required to register in accordance with Rule 62-710.500, F.A.C., shall submit an annual report for the preceding calendar year to the Department on DEP Form 62-710.901(3). The report shall summarize the records kept pursuant to this section.
- (6) No later than July 1 of each year, each public used oil collection center shall submit to the Department an estimate of the quantity of used oil accepted from the public during the previous calendar year. The Department shall advise each public used oil collection center of this requirement by June 1 of each year.

Specific Authority: 403.061, 403.704 FS Law Implemented 403.754, 403.760 FS. History—New 2-25-85, Formerly 17-7.64, 17-7.640, Amended 1-17-90, Formerly 17-710.510, Amended 6-8-95, 12-23-96, 3-25-97, 6-9-05.

62-710.600 Certification Program for Used Oil Transporters

- (1) Any used oil transporter that transports over public highways more than 500 gallons of used oil annually, not including oily waste, shall become certified pursuant to this section. This section shall not apply to:
- (a) Any local governments or private solid waste hauler under contract to a local government that transports used oil collected from households to a public used oil collection center; or
 - (b) Any used oil transporter that transports its own used oil, which is generated at its own noncontiguous facilities, to its own central collection facility for storage, processing, or energy recovery. However, such used oil transporter shall provide the proof of financial responsibility required in paragraph (2)(e) of this section.
- (2) To become certified and to maintain certification, used oil transporters shall:
- (a) Register annually with the Department and comply with the annual reporting and record keeping requirements pursuant to Rules 62-710.500 and 62-710.510, F.A.C.;
 - (b) Show evidence of familiarity with applicable state laws and rules governing used oil transportation by submitting a training program for approval to the Department which includes provisions for at least the following:
 - 1. Compliance with state and federal rules governing used oil;
 - 2. Proper used oil management practices, including appropriate response action to any release or spill;
 - 3. A detailed description of the company's standard operating procedure for halogen screening at each pick up location. This description shall include instrument specifications and capabilities, calibration methods and frequency, procedures addressing the handling of loads which indicate halogen levels in excess of 1,000 ppm, and record keeping procedures for all loads accepted or refused.
 - 4. An introduction of each new employee to the applicable laws and rules before unsupervised driving of a used oil transportation vehicle; and
 - 5. Documentation that all company personnel handling or transporting used oil have successfully completed the training program. New employees shall complete the training program as soon as possible, but no later than 90 days after beginning employment;

(c) Maintain a record of training in the company's operating record and the individual personnel files indicating the type of training received along with the dated signature of those receiving and providing the training. These records shall be retained for a minimum of three years and available for review by Department personnel during inspections;

(d) Submit to the Department an annual statement in conjunction with the annual registration required under Rule 62-710.500, F.A.C., which states that the training program is still operating and is being adhered to and has been annually reviewed and updated to address changes in regulations which apply to the operation, and which provides an explanation of any modifications to the training program; and

(e) Have, verify, and maintain vehicle insurance with a combined single limit of no less than \$1,000,000. Such insurance or additional policy, must in no way exclude pollution coverage for sudden and accidental alleged or threatened discharge, dispersal, seepage, migration, release or escape of used oil, and must include any cost or expense relating to pollution damage for which the transporter is legally liable. Such insurance must be maintained at all times and be exclusive of legal defense costs.

1. The insurance required in this paragraph may be established by:

a. Evidence of liability insurance, either on a claim made or an occurrence basis, with or without a deductible (with the deductible, if any, to be on a per occurrence or per accident basis and not to exceed ten percent of the equity of the business), using DEP Form 62-710.901(4). The insurance policy shall be issued by an agent or company authorized or licensed to transact business in the State of Florida. An ACORD form will only be accepted for renewal of a policy with the same carrier; or

b. For business entities registered in Florida, evidence of self-insurance provided by the chief financial officer of the business entity.

2. States and the federal government are exempt from the requirements of this paragraph.

(3) The Department shall issue a certification to each transporter that provides reasonable assurance of compliance with the requirements of this section, which shall be valid for the current registration period.

(4) The revocation provisions of Section 403.087(7), F.S., apply to certified used oil transporters. That statute authorizes revocations in accordance with the procedural requirements of Section 120.60, F.S., upon a finding by the Department that such transporter:

(a) Has submitted false or inaccurate information in its application;

(b) Has violated statutes which the Department is authorized to enforce, Department orders, rules, or certification conditions;

(c) Has failed to submit reports or other information required by Department rule or permit condition; or

(d) Has refused to allow inspection of its records or equipment by Department personnel or other persons when such inspection is authorized by Department rule or permit condition.

Specific Authority 403.061, 403.704, 403.767 FS Law Implemented 403.767 FS History--New 1-17-90. Formerly 17-710.600. Amended 6-8-95, 12-23-96, 3-25-97, 6-9-05.

62-710.800 Permits for Used Oil Processing Facilities

(1) This rule shall apply to any owner or operator of a facility that processes used oil. The owner or operator shall comply with the requirements of this chapter including the requirements of 40 C.F.R. Part 279 Subpart F.

(a) Processing does not include the removal of used oil from wastewater solely for the purpose of making the wastewater or stormwater acceptable to meet discharge limits in other permits. However, the used oil generated from such activity is subject to this chapter. Sediment material removed from an oil/water separator for disposal is subject to the requirements of Chapter 62-730, F.A.C.

(b) Permits shall not be required under this section for generators who aggregate their own used oil with virgin oil or on-specification used oil for purposes of burning on-specification used oil fuel at the aggregation site, provided a valid air permit authorizing such burning is in effect for the facility.

(c) Permits shall not be required under this section for facilities that conduct processing operations incidental to burning the used oil fuel on-site, provided a valid air permit authorizing such burning is in effect for the facility and all of the used oil fuel is burned on-site.

(2) An owner or operator of a used oil processing facility shall operate, modify, or close such a facility only pursuant to a permit issued by the Department in accordance with this chapter.

(3) Before operating, closing or making any substantial modification to a used oil processing facility, the owner or operator shall submit to the Department the Used Oil Processing Facility Permit Application,

DEP Form 62-710.901(6). The engineering aspects of the application shall be certified by a Professional Engineer.

(a) Pursuant to subsections 62-4.050(6) and (7), F.A.C., a substantial modification means a modification which is reasonably expected to lead to substantially different environmental impacts which require a detailed review. For purposes of this subsection, an increase in storage capacity of the facility by 25% or 25,000 gallons, whichever is less, is considered a substantial modification.

(b) Pursuant to paragraph 62-4.050(4)(s), F.A.C., a minor modification means a modification that does not require substantial technical evaluation by the Department, does not require a new site inspection by the Department, and will not lead to substantially different environmental impacts or will lessen the impacts of the original permit. For purposes of this subsection, replacement of existing tanks with new tanks is considered a minor modification.

(c) Changes at a facility which involve routine maintenance, such as repair of equipment, replacement of equipment with similar equipment, aesthetic changes, or minor operational changes are not considered modifications, do not have to be reported to the Department, and require no permit fee. Facility operators are advised to contact the Department if they have questions as to whether a change would be considered routine maintenance.

(4) Notwithstanding the provisions of Rule 62-4.050, F.A.C., the fee for a used oil processor permit application, including a permit renewal application, is \$2,000. The fee for a substantial modification to the permit is \$500. No permit fee is required for minor modifications. Applications for renewal of permits shall be submitted to the Department at least 60 days prior to the expiration date of the existing permit in accordance with Rule 62-4.090, F.A.C.

(5)(a) The owner or operator of a used oil processing facility shall have and submit to the Department as part of its permit application a written closure plan to show how the facility will be closed to meet the following requirements:

1. There will be no need for further facility maintenance;
2. Used oil will not contaminate surface or ground water; and
3. All tanks, piping, secondary containment and ancillary equipment will be emptied, cleaned and decontaminated, and all materials removed and managed.

(b) The closure plan shall be updated whenever significant operational changes occur or design changes are made.

(c) The closure plan shall be maintained with records required under Rule 62-710.510, F.A.C.

(d) The owner or operator shall submit a detailed closure plan to the Department at least 60 days prior to the scheduled date of closing the facility.

(e) Within 30 days after closing the facility, the owner or operator shall submit a certification of closure completion to the Department which demonstrates that the facility was closed in substantial compliance with the detailed closure plan. Within 30 days of determining that the facility was closed in accordance with its closure plan, the Department shall release the facility from its financial assurance obligations.

(6) Financial assurance.

(a) The owner or operator of a used oil processing facility shall provide the Department with proof of financial assurance issued in favor of the State of Florida in the amount of the closing cost estimate for the facility. This proof, along with the closing cost estimate, shall be submitted to the Department as part of the permit application process for the facility. Proof of financial assurance shall consist of either a surety bond guaranteeing payment or a surety bond guaranteeing performance, which complies with the requirements of Rule 62-701.630, F.A.C. An owner or operator may request an alternate proof of financial assurance in lieu of, or in combination with, the requirement for a surety bond, consisting of one or more of the following financial instruments which comply with the requirements of Rule 62-701.630, F.A.C.: trust fund; irrevocable letter of credit; insurance; or financial test and corporate guarantee. Financial documents shall be submitted on Form 62-701.900(5)(a), (b), (c), (d), (e), (f), (g) or (h), as appropriate.

(b) For the purpose of determining the closing cost estimate, the owner or operator shall estimate the total cost of closing the facility using Form 62-710.901(7) and in accordance with the closure plan pursuant to subsection (5) of this section, for the time period in the facility operation when the extent and manner of its operation make closing most expensive. The owner or operator shall submit the estimate, together with all necessary justification, to the Department along with the proof of financial assurance. The costs shall be estimated and certified by a professional engineer for a third party to perform the work, on a per unit basis, with the source of estimates indicated. The owner or operator shall keep the latest closing cost estimate at

the facility. When this estimate has been adjusted in accordance with paragraph (c) of this subsection, the latest adjusted closing cost estimate shall also be kept at the facility.

(c) The owner or operator shall annually adjust the closing cost estimate for inflation and changes in the closure plan, and shall submit updated information to the Department between January 1 and March 1 of each year. Such adjustments shall be made either by:

1. Recalculating the maximum cost of closing, in current dollars; or
2. Using an inflation factor derived from the most recent Implicit Price Deflator for Gross National Product published by the U.S. Department of Commerce in its Survey of Current Business. The inflation factor is the result of dividing the latest published annual Deflator by the Deflator for the previous year.

(d) If the value of the funding mechanism is less than the total amount of the current closing cost estimate, the owner or operator shall revise the funding mechanism to reflect the new estimate.

(e) The initial Used Oil Facility Closing Cost Estimate Form shall be submitted to the Department no more than six months after the effective date of the rule and the owner/operator shall demonstrate funding of this closing cost estimate within 60 days of receiving approval of the cost estimate from the Department.

Specific Authority: 403.061, 403.704 FS Law Implemented 403.704, 403.707, 403.769, 403.814 FS History--New 1-17-90, Formerly 17-710.800, Amended 6-8-95, 12-23-96, 6-9-05.

62-710.850 Management of Used Oil Filters

(1) Prohibition. No person who removes or manages used oil filters shall dispose of such filters, or commingle such filters with other solid waste for disposal, in a landfill in Florida. It is the responsibility of the generator to make reasonable efforts to assure that such filters are not disposed of in a landfill. This prohibition shall not apply to used oil filters generated by individual households.

(2) Generators. Each generator of used oil filters whose solid waste is typically disposed of in a landfill shall either register as a used oil filter processor or shall ensure that its filters are transported by a registered used oil filter transporter and processed by a registered used oil filter processor or end user. This does not include persons who recycle engine blocks on which used oil filters remain. Generators of used oil filters are exempt from the registration and reporting requirements of this rule provided that they transport their own used oil filters in sealed containers of 55 gallons or less which are secured to a vehicle owned by the generator.

(3) Registration. The following persons shall register with the Department in accordance with the requirements of subsections 62-710.500(2) and (4), F.A.C.:

- (a) Used oil filter transporters;
- (b) Used oil filter transfer facilities;
- (c) Used oil filter processors; and
- (d) End users of used oil filters, including scrap metal dealers, metal foundries and thermal processing units such as cement kilns, who accept used oil filters from a person who is not a registered used oil filter processor. An end user shall not be required to comply with the provisions of this section with respect to used oil filters that have been obtained from a registered used oil filter processor.

(4) Used oil filter processors.

(a) Each registered used oil filter processor shall maintain records on Form 62-710.901(2) or on substantially equivalent forms which contain at least the same information as the Department form. These records shall include the destination or end use of the processed used oil filters, including the name and street address of each destination or end user.

(b) The records required by this subsection shall be retained for a period of three years. The records shall be kept at the street address of the registered person and shall be available for inspection by the Department during normal business hours.

(c) No later than March 1 of each year, each registered used oil filter processor shall submit an annual report, for the preceding calendar year to the Department on Form 62-710.901(2). This report shall summarize the records kept pursuant to paragraph (a) of this subsection.

(5) General requirements for the storage of used oil filters.

(a) All persons storing used oil filters shall store used oil filters in above ground containers which are

clearly labeled "Used Oil Filters," and which are in good condition (no severe rusting, apparent structural defects or deterioration) with no visible oil leakage. The containers shall be sealed or otherwise protected from weather and stored on an oil-impermeable surface.

(b) Upon detection of a release of oil from any used oil filter container the facility owner or operator shall:

1. Stop the release;
2. Contain the released oil;
3. Clean up and manage properly the released oil and any subsequent oily waste in accordance with the provisions of Chapter 770, F.A.C., if applicable; and
4. Repair or replace any leaking used oil filter storage containers prior to returning them to service.

Specific Authority 403.061, 403.704 FS. Law Implemented 403.751, 403.754, 403.769 FS. History--New 6-8-95, Amended 12-23-96, 6-9-05, 1-4-09.

62-710.901 Forms

The forms used by the Department in the used oil management program are adopted and incorporated by reference in this section. The form is listed by rule number, which is also the form number, and with the subject, title and effective date. The forms can be obtained on the internet at http://www.dep.state.fl.us/waste/quick_topics/forms/pages/62-710.htm or by contacting the Hazardous Waste Regulation Section, MS 4560, Division of Waste Management, Department of Environmental Protection, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

- (1) [reserved].
- (2) Used Oil and Used Oil Filter Record Keeping Form, effective June 9, 2005.
- (3) Annual Report by Used Oil and Used Oil Filter Handlers, effective June 9, 2005.
- (4) Certificate of Liability Insurance Used Oil Handlers, effective June 9, 2005.
- (5) Public Used Oil Collection Center Notification and Annual Report, effective June 9, 2005.
- (6) Used Oil Processing Facility Permit Application, effective June 9, 2005.
- (7) Used Oil Processing Facility Closing Cost Estimate Form, effective June 9, 2005.

Specific Authority 120.53(1), 403.061, FS. Law Implemented 403.754, 403.769 FS. History: New 12-23-96, Amended 6-9-05, 1-4-09.



EQ - THE ENVIRONMENTAL QUALITY COMPANY

STANDARD OPERATING PROCEDURE (FL)

Document Number:	OPS-OP-042-FLA	Issue Date:	1/29/07
Author:	Tim Dean	Revision Date:	
Job Title:	Field SVC Manager	Department:	OPS

TITLE: Halogen Detector Procedures for Used Oil

PURPOSE: To ensure that employees are using the Halogen Detector correctly.

SCOPE: Drivers that will be transporting Used Oil, transmission fluid, gear oil, diesel fuel, hydraulic oil, and other petroleum-based waste products must check each container for the presence of halogens. Halogens are chlorinated compounds that may be present if degreasing solvents have been added to the used petroleum product. Federal and State regulations for Used Oil require a determination of the concentration of halogenated compounds in Used Oil.

RESPONSIBILITIES:

Operations Manager:

The site Operations Manager is responsible for the success of the procedure.

The site Operations Manager or his/her designee shall monitor users of the Halogen Detector periodically to ensure they provide their employees with sufficient training and allow them to both understand and comply with this procedure.

QEHS Manager:

The QEHS Manager is responsible for providing technical information and for administering the procedure.

Employees:

Employees are responsible for using this procedure correctly.

Drivers that will be transporting Used Oil, transmission fluid, gear oil, diesel fuel, hydraulic oil, and other petroleum-based waste products must check each container for the presence of halogens.

PROCEDURE:

- 1.0 Identify all containers that are classified as Used Oil or Petroleum Based products.

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- 2.0 Open the containers to be checked.
- 3.0 Turn on the detector away from the containers you are about to test
 - 3.1 Keep the detector on the upwind side of containers if outdoors.
 - 3.2 When first turned on, the detector will be in the "Hi" setting. Leave it that way.
 - 3.3 The detector will beep continuously and all the red lights across the top will light up.
 - 3.4 When only one (1) light is on and there is a constant beep, the detector is ready to use.
- 4.0 Hold the orange tip of the detector level with the opening of the container.
 - 4.1 Do NOT insert the tip into the container or allow the tip to come in contact with the oil.
 - 4.2 If the orange tip does come in contact with the oil, discard the tip and replace it with the spare in the detector case.
 - 4.3 Containers of Used Oil will be OK for transportation if the detector responds in the following ways.
 - 4.3.1 There is no change in the number of lights on and the beep does not change in intensity.
 - 4.3.2 Some of the red lights shine and there is a mild increase in the audible beeping.
 - 4.3.3 All the red lights go on and the beep increases, and immediately falls back.
 - 4.4 If the drums are OK, mark an "S" on the container and the container number (at least 3 numbers and 1 letter) along with your initials to show the container has passed your inspection. Containers that pass can be transported.
 - 4.5 Complete the Used Oil Halogen Log for that customer and leave a copy with the customer. Go to Step 9.

- 4.6 If all the reds lights go on and the intensity of beeping increases and stays at a high intensity, the drum will NOT be acceptable under the profile as Used Oil for recycling. Go to Step 5.
- 5.0 Contact the office to determine if the customer has an existing profile for solvent containing oil. If no profile exists, then collect a sample from each container.
- 6.0 Complete the Used Oil Halogen Log for that customer. Mark the sample number (at least 3 numbers and 1 letter) on the log and place that same number on each container.
- 7.0 Leave a copy of the log with the customer.
- 8.0 Place the sample and the log in the fume hood of our lab when you return to the shop.
- 9.0 Return the detector to the lab. Mark the date and time returned on the *Halogen Detector Sign-Out Sheet*. Return any unused log sheets.
-

DEFINITIONS:

REFERENCES:

ASSOCIATED DOCUMENTS:

RECORDS: The cited records are retained in a manner that supports the requirements of the various local, State, and federal regulatory agencies to which EQ adheres.



EQ Industrial Services, Inc.
Contingency Plan for the Transportation of Hazardous Wastes
 DOT #786781

1. IMMEDIATE EMERGENCY ACTIONS

In case of a spill during the transportation of hazardous wastes the driver shall take following steps to minimize the impact of the spill on Life, the Environment, and Property. The following actions shall only be attempted in so far as they may be accomplished without threat to the driver:

- a. Immediate action shall be taken to lessen the threat of harm to others. Traffic cones or other suitable means shall be used to prevent other vehicles, pedestrians, or on-lookers from entering a potentially contaminated area.
- b. Assess the situation. If possible protect the environment by containing leaking material and protecting sewer and waterway access using the equipment in the spill control kit.
- c. The driver must contact his/her home branch office by public or other telephone to report the accident and to request further assistance. Whenever possible, do not leave a damaged or otherwise unstable vehicle unattended. If possible, ask for assistance from other motorists or law enforcement officer.

2. SPILL REPORTING

The driver must provide the following information to the home office dispatcher:

- 1) Drivers Name
- 2) Location
- 3) Material leaking or being transported
- 4) Quantity spilled (estimate)
- 5) Conditions at the scene and any action taken
- 6) Injuries or other resulting damage

The EQ Industrial Services, Inc. representative receiving the call will take appropriate actions to further mitigate the incident:

- a. Contact the nearest Fire Department or Emergency Services to assist in mitigation of the incident. When possible and where available, the driver may at this time contact local emergency services by calling 911.
 - i. (OHIO, WEST VIRGINIA, MICHIGAN, NEVADA, MINNESOTA ONLY)
 Should the incident occur in a State participating in the Uniform Hazardous Materials Transportation registration process, the following emergency call must be made: Public Utilities Commission of Ohio 1-800-839-3975.

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- ii. (ALABAMA ONLY) Should the incident occur between the hours of 9:00 a.m. – 5:00 p.m., contact the Alabama Department of Environmental Management at 1-334-260-2700. Should the incident occur after hours, contact the Alabama Department of Public Safety at 1-334-242-4378.
- b. Contact the National Response Center at 1-800-424-8802 if the incident results in any of the following:
- i. A death from exposure to a hazardous material.
 - ii. Any person receives injuries or experiences illness requiring hospitalization from direct exposure to a hazardous material.
 - iii. Total property damage caused by the hazardous materials which exceeds \$50,000.
 - iv. An evacuation of the general public for more than ONE HOUR as a direct result of a hazardous material.
 - v. One or more MAJOR transportation routes or facilities are shut down for more than ONE HOUR.
 - vi. The alteration of the operational flight pattern or routine of aircraft due to a hazardous material.
 - vii. Total amount spilled exceeds the Reportable Quantity (RQ).
- c. Contact the State Environmental Protection Agency or equivalent if any of the above conditions occur. These reporting requirements include incidents involving the loading or unloading of hazardous materials and spills of materials in temporary storage at a terminal.
- d. Contact the EQ Industrial Services, Inc. Emergency Coordinator:

Location		Name	Office Phone	Cell Phone
EQIS - ALL	PRIMARY:	Bryan Schultz	(734) 547-2542	(734) 576-0165
EQIS - Ops (Michigan)	Alternate:	Tom Wildman	(419) 686-0600	(419) 346-0795
	Alternate:	Brian Lindman	(734) 547-2570	(734) 812-4585
	Alternate:	Dispatch	(734) 547-2525	(800) 839-3975 (24 hour line)
EQ Detroit	Alternate:	Chip Counsil	(313) 347-1350	(313) 384-5816
EQIS - Georgia	Alternate:	Bubby Dean	(404) 494-3520	(678) 234-6196
EQIS - Indiana	Alternate:	Jay Treloar	(317) 247-7125	(317) 250-4667
EQIS - MRSI	Alternate:	Gary Willard	(336) 719-0058	(336) 345-7388
EQIS - Florida	Alternate:	Bob Mulholland	(813) 319-3410	(813) 205-4327

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EQIS - Texas				
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- i. The Emergency Coordinator will make arrangements for emergency response assistance. Contact the nearest EQ Industrial Services, Inc. branch office (Ypsilanti, MI or Bowling Green, OH) or a local contractor for onsite response assistance.
 - ii. The Emergency Coordinator will report all spills internally to the Operations Manager and the VP of Regulatory Affairs.
- e. When reporting the incident be prepared to provide the following information:
- i. Name of the person reporting the incident.
 - ii. Name, address, and EPA identification number:
 Name: EQ INDUSTRIAL SERVICES, INC.
 Address: 2701 N. I-94 Service Drive
 EPA ID #: MI0 000 263 871
 - iii. Phone number where the person reporting the incident can be reached.
 - iv. Mode of transportation and type of vehicle.
 - v. A brief description of the incident. What happened.
 - vi. For each waste involved provide the following information:
 - 1) The name and EPA ID number of the generator.
 - 2) The shipping name, hazard class, and UN/NA number.
 - 3) Estimated quantity of material spilled.
 - 4) The estimated extent of contamination of land, air, or bodies of water.
- f. **ALL SPILLS MUST BE REPORTED INTERNALLY AS "INCIDENTS."**

3. **EMERGENCY EQUIPMENT**

- a. EQ Industrial Services, Inc. tank trailers and drum trailers are equipped with some or all of the following equipment for immediate emergency response:
- i. ABC Fire extinguisher
 - ii. Oil dry (absorbent)
 - iii. Chemical resistant gloves
 - iv. Various size hose gaskets and camlock caps (tankers only)
 - v. Reflective triangles
 - vi. Spill Kits
 - vii. 85 gallon salvage drum
 - viii. Drum liners
 - ix. Non-sparking shovel
 - x. Non-Sparking wrenches

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- xi. Shovel
 - xii. Push broom
 - xiii. Sewer covers
 - xiv. Duct tape
 - xv. Drum gaskets
 - xvi. Drum marker
 - xvii. Caution Tape
- b. EQ Industrial Services, Inc. Presvacs, Vactors, other vac trucks are equipped with the following equipment for immediate emergency response:
- i. ABC Fire Extinguisher
 - ii. Reflective triangles
 - iii. Absorbent materials
 - iv. Spill Kits
- c. Other equipment as may be required to contain and clean-up a spill can be obtained from EQ Industrial Services, Inc. yard and/or local emergency response contractors and includes the following:
- i. Absorbent Pads, Boom and Blankets
 - ii. Containment Boom
 - iii. Vacuum Trucks
 - iv. Drums
 - v. Earth moving equipment
 - vi. Various portable pumps
 - vii. Up to level A personal protective equipment

4. CONTAINMENT, CLEANUP, & DECONTAMINATION PROCEDURES

- a. After notifying local fire and or police department and proper company personnel, the driver should make an attempt to contain the spilled waste to the best of their ability.
- i. Use any available resource to contain the spill by constructing a temporary barrier. Use absorbent material carried in vehicles where practical. If the spill is too large to be contained by absorbent materials, use dirt or any other available materials to construct the temporary barrier. The driver should make every attempt to prevent the spill from spreading.
 - ii. If the source of the spill is from drummed waste, the driver should plug or tape the leaking drum. If able, the driver should turn the drum upside down to prevent material from leaking out
 - iii. Utilize the Emergency Response Guidebook by referencing the UN or NA numbers on the shipping papers or placards and looking them up in the yellow pages of the guidebook, then refer to the corresponding guide number (orange section last 1/3 of book).
- b. Having contained the spill, cleanup is the next step.

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- i. A commercial absorbent such as oil dri, corn cob, fly-ash or other compatible inert material will be used to absorb as much of the spilled material as possible. If the spillage has reached the earth surfaces, all contaminated material will be collected into drums or roll-off boxes for disposal at an EPA approved site.
- ii. The spilled area will be sampled and analyzed by a qualified laboratory. Sampling techniques, chain-of-custody requirements and analytical methods will follow approved procedures such as those outlined in SW-846. Any soil exhibiting contamination above the local background level will be removed to an appropriate permitted disposal site. Recovery drums will be utilized to contain damaged drums.
- c. Drivers will cooperate with cleanup contractor to help decontaminate the area. Once the immediate emergency aspects of the situation have been taken care of the following decontamination steps will be performed
 - i. A tractor or trailer exposed to a spill or leak will be decontaminated at the site in order to prevent any further release and that the vehicle can be transported (or moved under its own power) to an authorized facility capable of further decontamination if necessary.
 - ii. Equipment will be decontaminated in the following manner: Each item used will be placed in an open head container and rinsed thoroughly with a compatible solvent or cleaning compound. The residue or wash water will then be drained of in accordance with Federal and State Regulations at an authorized disposal site.
 - iii. Contaminated clothing will be placed with the clean-up residue and disposed of in accordance with Federal and State Regulations at an authorized disposal site. If clothing is re-usable, then it will be decontaminated properly and the residue added to the other waste.

5. EMPLOYEE TRAINING

Training of drivers shall meet the requirements of HM126F and will include the following:

- a. Knowledge of material(s) being transported. (Drivers shall review information on the material being transported and the appropriate emergency procedures prior to transporting the load.)
- b. Safety and health hazards of the material(s) being transported.
- c. Safe operating practices for the prevention of spills.
- d. Proper loading and unloading procedures.
- e. Safe operation of transport vehicles.
- f. Procedures for immediate response to spills including protection of the public, containment and reporting.

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g. Use of emergency equipment.

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6. RESPONSE CONTRACTOR LIST

	Name	Location	Phone
MICHIGAN	EQ Industrial Services, Inc.	Ypsilanti, MI	(800) 839-3975
ALABAMA	EQ Industrial Services, Inc.	Ypsilanti, MI	(800) 839-3975
DELAWARE	Delaware Emergency Reporting		(800) 662-8802 (302) 739-9401

7. ADDITIONAL FEDERAL/STATE REPORTING/RECORDING REQUIREMENTS

- a. Vehicle accidents where Hazardous Materials are not directly involved:
- i. All accidents involving commercial motor vehicles which result in any of the following shall be recorded on the DOT accident log:
 - 1) A death at the scene
 - 2) Injury requiring treatment away from the scene (Hospitalization)
 - 3) One or more vehicles disabled
 - 4) (OHIO ONLY) Any spill, discharge, or leakage of Hazardous Materials to the environment.
 - ii. These incidents must be reported immediately to the nearest Municipal or State Police office.
 - iii. (OHIO ONLY) Driver must complete a Motor Vehicle Crash Report whenever the accident involves more than \$400 in damage or if anyone is injured.
 - iv. This recording criteria does not include incidents involved with loading or unloading of cargo.
- b. For accidents directly involving Hazardous Materials which meet the criteria described in section 2, in addition to immediate reporting via telephone, a written report (Form F5800.1 Hazardous Materials Incident Report) must be submitted within 30 days to the DOT at the following address:

Chief, Information System Division
 Transportation Programs Bureau
 Department of Transportation
 Washington, DC 20590

- c. (ALABAMA ONLY) A copy of this written notice shall be submitted to the Alabama Department of Environmental Management at the following address:

Alabama Department of Environmental Management
 P.O. Box 301463
 Montgomery, AL 36130-1463

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d. EPA Reporting requirements for an Off-Site* release of Hazardous Substances (as listed in 40 CFR Part 302) which exceeds the reportable quantity in any 24 hour period.

- i. National Response Center 1-800-424-8802
- ii. The State EPA (or equivalent) Emergency Response Division
 - Ohio EPA 1-800-282-9378
 - Michigan DEQ 1-800-292-4706
 - Alabama DEM 1-334-260-2700
- iii. The Local Emergency Planning Commission (LEPC) for the County or municipality where the spill occurred.

e. (ALABAMA ONLY) ADDITIONAL EMERGENCY RESPONSE AGENCIES:

- i. Hazardous Materials/Wastes Incidents - (800) 843-0699
Contact this number whenever the incident involves Hazardous Materials/Wastes
- ii. U.S. Coast Guard, Mobile, Alabama - (334) 639-6287
Contact the U.S. Coast Guard whenever there is a release or threat of release of hazardous substances, hazardous materials, or petroleum product into a navigable waterway.
- iii. CHEMTREC - (800) 424-9300
Contact CHEMTREC whenever there is a need to obtain additional information regarding the chemicals involved.
- iv. Alabama Emergency Management Agency - (205) 280-2200
Contact the Alabama Emergency Management Agency whenever the incident poses an imminent threat to human health or the environment or where additional emergency response coordination is required due to the scope of the incident.

*Off-Site: means, any release or spill in excess of the Reportable Quantity outside the property lines of the facility which owns the material. This may include Ground Water, Surface Water, Air, and Soil. Note: Any release of a Hazardous Substance into the air is considered off-site. The amount of material released into the air must be calculated to determine if the airborne portion exceeds the reportable quantity. This not only includes gasses but also includes dusts and vapors given off of volatile and semi-volatile substances.

A CURRENT COPY OF THIS CONTINGENCY PLAN SHALL BE MAINTAINED IN EACH WASTE TRANSPORTATION VEHICLE

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EQ - THE ENVIRONMENTAL QUALITY COMPANY

MANAGEMENT PROCEDURE (ALL)

Document Number:	MSP-MP-007-ALL	Issue Date:	11/07/07
Author:	Cynthia Ross	Revision Date:	2/25/09
Job Title:	Corp. Mgmt. Rep.	Department:	QEHS

TITLE: QEHS Training Procedure (ALL)

PURPOSE: To define the process for identifying, planning and implementing quality, environmental, health and safety (QEHS) training for the EQ Management System (EQMS).

SCOPE: This procedure applies to all EQ facilities, offices and jobsites.

RESPONSIBILITIES: The responsibility and authority for ensuring this procedure remains accurate, in conformance with the standard and implemented accordingly, is assigned to the Operations Vice Presidents.

PROCEDURE:

- 1.0 The Department Managers, Management Representative (MR) and Human Resources (HR) Director ensure that all employees have documented job descriptions, which are received, read, understood and mutually agreed to by the individual and the employer. The job descriptions state the incoming qualifications for the position and form the basis for any training needs that are documented and tracked by the HR Training Coordinator.
- 2.0 The Department Managers, MR and HR Director ensure that employees are aware of and understand the following:
 - 2.1 The importance of conformity with the QEHS Policy, Procedures and EQMS requirements;
 - 2.2 The significant environmental aspects and related actual or potential impacts associated with their work, and the environmental benefits of improved personal performance;
 - 2.3 The health and safety consequences, actual or potential, of their work activities and the health and safety benefits of improved personal performance;

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- 2.4 Their roles and responsibilities in achieving conformity with the requirements of the EQMS; and
- 2.5 The potential consequences of departure from specified procedures.
- 3.0 A training schedule (Training Matrix) identifying the type of training needed by personnel according to job function shall be completed by the HR Training Coordinator in consultation with Staff Managers. EQ will assign Managers and Supervisors who will be responsible for conducting the training as designated on the Training Matrix.
 - 3.1 Any contracted training will conform to EQMS training content requirements.
 - 3.2 The Manager hiring the contracted training shall verify that training content meets EQMS requirements.
- 4.0 The Training Matrix shall be reviewed and updated when necessary, at least annually, and when requested by the MR in consultation with the person(s) responsible for QEHS and EQMS training to ensure its continuing adequacy. Deficiencies found through the internal auditing program shall be included in determining the training schedule.
- 5.0 The content of training programs will be developed by the HR Training Coordinator in consultation with knowledgeable individuals with appropriate expertise and experience in QEHS, legal and technical requirements. Training programs shall take into account differing levels of responsibility, ability, literacy, environmental impacts and safety risks associated with the work.
- 6.0 New, part-time, and transferred employees, as well as contract employees, shall be included in the EQMS training program, according to job function and regulatory requirements.
 - 6.1 All new employees will receive applicable training (awareness level; Health & Safety Programs, Site Contingency Plan/Emergency Procedures, EQMS applicable procedures) within one week of their start date.
 - 6.2 No employee is permitted to perform specific job duties without incoming qualifications and/or successfully completing required training (i.e., HAZWOPER shall be completed before employee is permitted to handle hazardous waste.)
 - 6.3 All employees must receive required training on QEHS work instructions, including those related to Emergency Preparedness and Response.

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- 7.0 On-site contractors will be oriented as required, based on the job they are conducting, regulatory requirements and the potential safety or environmental risks. A Contractor Safety Checklist will be completed by the facility contact for the contractor. It is required that any on-site contractor will have the necessary training.
- 8.0 Training sessions are documented by a training sign-in sheet and/or certificate of completion. The person(s) responsible for EQMS training shall provide records indicating completion of training to the MR.
- 9.0 Contract employees shall receive EQMS awareness training during initial safety meeting or job walk-through prior to commencing work.
- 10.0 Training effectiveness will be evaluated and documented by the Department Managers through ongoing supervision and performance review and results of internal EQMS audits.
- 11.0 Training methods will be modified, as needed based on results obtained from effectiveness evaluations and through updating of procedures and/or work instructions.
- 12.0 Training resource needs will be considered as part of the annual Business Planning and Budgeting Cycle. Training resource needs may also be discussed as part of the facility Management Review and Executive Management Review Meetings.
- 13.0 Retention of training records and performance review records will be consistent with the Control of Records Procedure.

DEFINITIONS: None

REFERENCES:

ISO 9001:2000 (6.2.2)
ISO 14001:2004 (4.4.2)
OHSAS 18001:2007 (4.4.2)

ASSOCIATED DOCUMENTS:

MSP-MP-005-COR Business Planning and Budgeting Cycle Procedure
MSP-MP-017-ALL Control of Records Procedure
Training Matrix (form or database?)
QES-FM-001-ALL Training Sign-in Sheet
QES-FM-071-ALL Contractor Pre-Job Checklist
QES-PR-016-ALL Contractor EHS Manual
Job Descriptions
Training Programs

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RECORDS: The cited records are retained in a manner that supports the requirements of the various local, state, and federal regulatory agencies to which EQ adheres.

QES-FM-001-ALL Training Sign-in Sheet
QES-FM-071-ALL Contractor Pre-Job Checklist
Contractor Safety Checklists
Certificates of Training



THE ENVIRONMENTAL QUALITY COMPANY

EQ FLORIDA, INC. • 7202 E. 8TH AVENUE • TAMPA, FLORIDA 33619 • TEL 800-624-5302 • FAX 813-628-0842

February 22, 2011

Ms. Aprilia Graves
Used Oil Coordinator
Department of Environmental Protection
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Received

MAR 01 2011

BSHW

Dear Ms. Graves:

Please find attached a completed 8700-12FL, a Used Oil Annual Report, a Certificate of Insurance, training material along with a check in the amount of \$100.00. If you have any questions concerning this matter, please call me at 813-319-3423.

Sincerely,

Stuart Stapleton
EHS Manager