From: Breland, Jabe
To: "iwosuzi@yahoo.com";
Subject: FW: Independent Waste Oil_Training Manual
Date: Thursday, February 28, 2013 8:53:00 AM
Attachments: Paper-trail found our Used Oil Transporter Training Manual .msg
A Guide for Used Oil Transporter Training Program _Example1.docm

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Doesn't look like they have your manual. Sorry.
They sent the attached training manual guide that you can use to create your new one. If you have any questions I would ask you to send them to Aprilia since she/they will be the ones approving the manual. Hope this helps!

Jabe

From: Graves, Aprilia
Sent: Wednesday, February 27, 2013 6:10 PM
To: Breland, Jabe
Cc: Ashwood, Janet; Rainey, Julie C.
Subject: FW: Independent Waste Oil_Training Manual

Jabe,
Sorry to be so late in replying to you. We are very busy with registrations and rule changes
We cannot find the manual in our files. The text they received in 2010
IMPORTANT NOTICE: CONDITIONAL Authorization to operate as a certified Used Oil Transporter in the State of Florida is being issued to you while the Used Oil Transporter Training Manual you submitted to the Department is under review. During the review process, you will be notified of any deficiencies in the manual, and you will have 30 days from receipt of the notification to submit the necessary changes. If the required changes are not received by the Department within the designated period of time, your certification to operate as a used oil handler in the State of Florida is subject to revocation pursuant to Rule 62-710.600 (4)(c) F.A.C. Your registration as a used oil transporter will continue. However, without certification you will not be allowed to transport more than 500 gallons of used oil a year. Please feel free to call or email if you need additional information.
Is a standard text we sent to each transporter who did not have an approved manual on file with the Department. This text is not a confirmation that we had their manual.
Pursuant to 62-710.600 F.A.C., the UO Transporter Training Manual indicates the facility has knowledge of the used oil rules and it is training the drivers regularly on those rules. Having the Training Manual is one aspect of the requirement; the other aspect is having the employees regularly trained on UO rules, halogen

testing, spill prevention and control during driving, spill reporting procedures, etc, and having records of these training sessions. The facility must have documentation of their training sessions that could be reviewed during inspections. Do they have documentation of such training?

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;

I have attached a template for the manual that could be filled in and submitted to us by email. We can review and approve the manual (providing it is correct) and post it in Oculus. They also need to show you their training records.
Let me know if you agree to this.
Thank you,
Aprilia

From: Breland, Jabe
Sent: Monday, January 28, 2013 1:22 PM
To: Ashwood, Janet; IWOjax@yahoo.com
Cc: Rainey, Julie C.; Graves, Aprilia; Horlick, Susan; Mayberry, Eric
Subject: RE: Independent Waste Oil_Training Manual

Hey all. I received the attached email from Suzi at IWO. From conversations with her it sounds like they actually hand delivered the only copy of their training manual when they had a meeting in Tallahassee back in 2010 (may be the reason it was never received in the normal way). I don't see it in Oculus and they do not have another copy. Not sure where this leaves us, but I was hoping this may spark a conversation or jog a memory so we can locate this thing or come up with an alternative solution.

Jabe

From: Ashwood, Janet
Sent: Wednesday, December 12, 2012 4:20 PM
To: IWOjax@yahoo.com

Cc: Rainey, Julie C.; Graves, Aprilia; Horlick, Susan; Mayberry, Eric; Breland, Jabe
Subject: Independent Waste Oil_Training Manual

Dear Kenneth Graden:

According to our records, we have not received your Used Oil Transporter Training Manual required for the Used Oil Transporter certification, pursuant to Rule 62-710.600(2)(b)Florida Administrative Code. The only training document we have on file is the attached Training Manual Statement. As soon as possible, please submit the entire manual for review and approval. Please see the attached Guide for Used Oil Transporter Training Program to assist you with developing a training manual.

Let me know if have any questions or need further assistance.
Thanks
Janet

Janet Ashwood
Hazardous Waste Regulation, MS# 4560
Direct: 850.245.8789
Fax: 850.245.8810

Please take a few minutes to share your comments on the service you received from the department by clicking on this link. DEP Customer Survey.