

# Florida's Solid Waste Management Facility Operator & Spotter Training Requirements Guide

The 1988 Solid Waste Management Act mandated training for all solid waste landfill operators. In 1989, Rule 62-703, Training Operators of Solid Waste Management Facilities, Florida Administrative Code (F.A.C.), was adopted by the Florida Department of Environmental Protection (FDEP) in response to requirements in the 1988 Act. The new rule 62-701 assures the continued development of the Solid Waste Management Facility Operator training program for all solid waste operators and spotters in Florida. By providing and encouraging operator training, the FDEP intends to elevate the professional status of those in the field of solid waste management, further protect the environment, and improve solid waste facility compliance.

The University of Florida TREEO Center is providing administrative assistance by processing applications for continuing education course credit and maintaining the solid waste operator/spotter training database. For more information please visit <http://landfill.treeo.ufl.edu> or contact UF TREEO at [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu) or (352) 294-7047.

Review your Florida Solid Waste Operator and Spotter Training Transcript at: <a href="http://landfill.treeo.ufl.edu">http://landfill.treeo.ufl.edu</a> No login needed • Check the expiration date and the training status (Current or Expired) for:		
<b>Individual:</b> - Click on Participants - Type in last name and hit enter - Click on the track to see transcript	<b>Facility:</b> - Click on Participants - Use the drop-down list and enter company name - Type in company name and hit enter - Click on the track to see transcript	<b>Facility Report:</b> - Click on Reports - Type in the company name - Click on Run Report
If any information is incorrect/missing or if someone is no longer at the facility, please send a notice to: <a href="mailto:train@treeo.ufl.edu">train@treeo.ufl.edu</a>		

## Initial Training

To meet the training requirement of FAC 62-701 Operator(s) or spotter(s) must:

- Successfully complete an approved initial training course
- Be in attendance for entire course
- Pass exam – 70% or higher *[operators only]*
- All Initial Face-to-Face training must be completed within 30 days from the start date.
- All Initial Online training must be completed within 90 days from the start date.

Effective May 27, 2001	
Classification	Initial Course
Landfill – Class I, III	24 hours + exam
Construction and Demolition [C&D] Landfill	24 hours + exam
Transfer Station [TS]	16 hours + exam
Material Recovery Facility [MRF]	16 hours + exam
Land Clearing Debris Facility	No operator training required
Spotter of all Facilities	8 hours

## Initial Training

- If you are new to Florida, you must complete and pass the exam for one of the approved Initial courses. If you have successfully completed this, then see section “How to have Training Approved or Added to Your Transcript.”
- If you have exceeded the three-year training period without completing the minimum number of hours of continuing education, you must start over by taking an approved initial course [and pass the exam for operators].

Types of Job Duties That Can Be Performed

		Landfill Operator	C&D Operator	MRF Operator	TS Operator	Spotter
Training Courses	Landfill Operator	X	X			X
	C&D Operator		X			X
	MRF Operator			X		X
	TS Operator				X	X
	Spotter					X

If you are trained as an operator, you are also trained as a spotter.				
Operator	→	LDF training	<input checked="" type="checkbox"/>	Work at LDF
Operator	→	WPF training	<input checked="" type="checkbox"/>	Work at WPF (TS/MRF)
Operator	→	LDF training	<input type="checkbox"/>	Cannot work at WPF (TS/MRF)
Operator	→	WPF training	<input type="checkbox"/>	Cannot work at LDF
Spotter	→	Spotter training	<input checked="" type="checkbox"/>	Can work at LDF, WPF (TS/MRF)

- All credit hours awarded for courses are approved by the Florida Department of Environmental Protection - Solid Waste Section. **Course Reciprocity**
- If you take an Initial operator course for Class I, III landfills, then you are considered trained as an operator for Class I, III landfills and C&D.
- If you took one of the Initial operator courses for C&D, then you are trained as an operator for only C&D.
- If you take a combined Initial course for the Class I, III Landfills and C&D, then you are trained as both.
- If you took the Initial operator course for Transfer Stations, then you are trained as an operator for only Transfer Stations.
- If you took the Initial operator course for MRFs, then you are trained as an operator for only MRFs.
- If you take a combined Initial course for the TS/MRF, then you are trained as both.
- If you take an operator course, then you are also trained as a spotter. No certificate or classification is entered for spotter.
- All approved Spotter courses are approved for training for any type facility.
- If you are an operator and take the spotter training as a refresher course, you do not have to keep the spotter classification ‘current’ as long as your operator is current, you are trained as a spotter.

## Who Approved Training

### SFlorida Department of Environmental Protection - Solid Waste Section

1. Course are reviewed on a monthly basis
  2. Course information is submitted through the records manager, reviewed and forwarded to the department.
  3. Contact hours are assigned for each course. The contact hours may vary from the actual hours of the course.
- Course completion timeframe :
    1. All Face-to-Face training must be completed within 30 days from the start date.
    2. All Online training must be completed within 90 days from the start date.
    3. No grace period or extensions allowed.

## Continuing Education [CE] Contact Hours Refresher Training

<b>Review Your Florida Solid Waste Operator and Spotter Training Transcript – No Login needed</b>	
<b>Individuals</b>	Click on <a href="#">Participants</a> ; Type in last name; Click name to see number of hours needed & current 3-year period
<b>Facility</b>	Click on <a href="#">Participants</a> ; Use the drop-down list and select company

Continuing Education Contact Hours Requirement Every 3 years Before your Expiration/Anniversary Date	
Classification	Effective March 2016
Landfill – Class I, III	16 hours
Construction and Demolition [C&D] Landfill	16 hours
Transfer Station [TS]	8 hours
Material Recovery Facility [MRF]	8 hours
Land Clearing Debris Facility	No training required
Spotter of all Facilities	4 hours

- Note:** You will need continuing education every 3 years to maintain all your classifications. Many courses offer CE for several classifications. *Example:* If you have the classification as a Landfill Operator – and Transfer Station Operators, you will need 16 for LDF and 8 for TS.

<b>Approved Courses</b>	<ol style="list-style-type: none"> <li>Courses are listed on the FDEP Approved Solid Waste Operator and Spotter Training Course List and are categorized by operator classification. <a href="http://landfill.treeo.ufl.edu/Courses.aspx">http://landfill.treeo.ufl.edu/Courses.aspx</a></li> <li>Click on the course name for the number of hours awarded for each classification</li> <li>Click on the course name to see the course provider</li> </ol>
<b>Continuing Education (CE) or Contact Hours</b>	<ol style="list-style-type: none"> <li>CE training is required before the end of the 3-year period after taking the initial training class. The last day of the class is the expiration date of the 3-year period for that classification. This expiration/anniversary date never changes.</li> <li>The initial course is recorded as 0.0 hours, which indicates you have successfully completed the initial course.</li> <li>No CE credit will be given for courses taken before the initial course is successful completed.</li> </ol>
<b>Maintaining “Current” Status</b>	<ol style="list-style-type: none"> <li>To maintain your database records for the next 3-year period, the operator/spotter must have the minimum required number of contact hours. Contact hours received above the minimum requirement do not rollover to the next 3-year period. The new 3-year period starts at zero [0.0].</li> <li><b>Important Note:</b> You can acquire training at any time within the 3-year period. You do not have to wait until the last year of your 3-year period. You are encouraged to get CE 18-6 months before your anniversary/expiration date. Do not wait!!!</li> </ol>

### Current or Expired

Operators/Spotters who fail to achieve the required number of Contact Hours of CE by the end date of their 3-year period may be considered out of compliance with FAC 62-701. If the person training is tracked in the Florida Solid Waste Operator/Spotters’ Database, they are then categorized as “Expired”.

- Expired operators/spotters may be reinstated to “current” status if they provide:
  - Proof of training taken during the last 3-year period that meets the number of hours needed include: verification of attendance.
  - Or, the person may start over by taking an approved initial training course (+ exam for operators).
- It is the operator/spotter’s responsibility to submit verification for upkeep in the Operator/Spotter database not the training provider. Forms and verification are submitted to:  
 UF TREEO by: Scan/Email: [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu) ; Fax: (352)392-6910  
 Mail: University of Florida TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608.
- Operators/Spotters are required to keep a copy of all training submitted or taken, including any in-house training, and make it available to FDEP Inspectors.  
 See section “How to Have Training Approved or Added to your Transcript.”

## Solid Waste Training Requirements in the State of Florida

### FAC 62-701.320(15)(a) Operator Training

*Effective March 13, 2016*

(15) Operator and spotter training and special criteria. The owner or operator of a landfill, or other solid waste management facility required by this chapter to have trained operators or spotters, shall not employ a person to perform, nor may any person perform, the duties of an operator or spotter at such facility unless that person is a trained operator or trained spotter. A facility may employ interim spotters, but only if they work under the direct supervision of a trained spotter or trained operator. A facility may employ an interim operator in lieu of a trained operator for no more than three consecutive months.

(a) Owners and operators of facilities shall ensure that operators employed at the facility are properly trained to operate the facility, and that spotters are properly trained to identify and properly manage any unauthorized waste which is received at the facility. A training plan shall be included as part of the permit application. All training courses, whether public or in-house, must be pre-approved by the Department pursuant to Section 403.716, F.S. Such training materials shall be submitted to the Department for pre-approval, and shall be approved by the Department where the course materials are consistent with Department rules applicable to solid waste facilities. Any in-house operator training program which includes an examination required by this subsection must be administered by an independent third party. Any other in-house operator training program must be administered by a trained operator. Any in-house spotter training program must be administered by a trained operator or a trained spotter. The training plan, along with records documenting how the training plan is being implemented, shall be kept at the facility at all times and be made available for inspection by Department staff. The Department will maintain a list of relevant training courses which are available in this State.

(b) In order to be considered trained, operators of the following facilities shall complete the following training requirements at courses described in the facility's operating plan:

1. Operators of landfills, and operators of construction and demolition debris disposal facilities, shall complete 24 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 16 hours of continued training.

2. Operators of waste processing facilities shall complete 16 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 8 hours of continued training.

(c) In order to be considered trained, spotters shall complete 8 hours of initial training at courses described in the facility's operating plan. Within three years after attending the initial training, and every three years thereafter, spotters shall complete an additional 4 hours of continued training.

(d) Spotter location.

1. Each facility where spotters are required shall include in its operation plan the number and location of spotters and the procedures to be followed if unauthorized waste is discovered. Spotters shall be stationed where they can inspect each shipment of waste for unauthorized waste.

2. If spotters are to be located on heavy equipment spreading the waste at the working face of a solid waste disposal unit or at a waste processing facility, the operation plan shall specifically provide for the following:

a. The heavy equipment operator is trained as an operator or spotter;

b. When unauthorized waste is discovered, the heavy equipment operator must either move the unauthorized waste away from the active area for later removal and proper management, or must stop operation and notify another person on the ground or on other equipment who will come to the active area and remove the unauthorized waste before operations are resumed; and

c. Each load of waste must be visually inspected for unauthorized waste prior to being compacted or loaded into a transfer vehicle.

(e) Notwithstanding the definition in Rule 62-701.200, F.A.C., and solely for purposes of this subsection, "operator" means any person, including the owner, who is principally engaged in, and is in charge of, the actual operation, supervision, and maintenance of a solid waste management facility and includes the on-site person in charge of a shift or period of operation during any part of the day, such as facility managers, supervisors and equipment operators. It does not include office personnel, laborers, equipment operators not in a supervisory capacity, transporters, corporate directors, elected officials, or other persons in managerial roles unless such persons are directly involved in on-site supervision or operation of a solid waste management facility. A trained operator may perform the duties of a trained spotter.

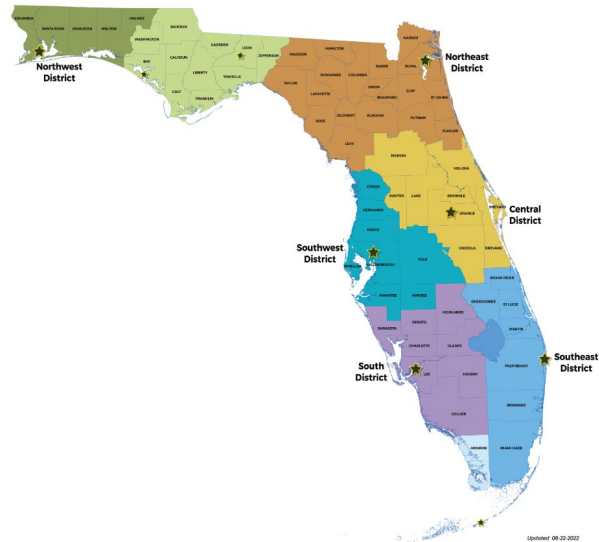
(f) For purposes of this subsection, "interim operator" means a person who has, in the opinion of the facility manager, shown competency in his chosen occupation through a combination of work experience, education and training and who has at least one year of experience at that facility or a similar facility. An interim operator must become a trained operator within one year of employment as an interim operator.

(g) For purposes of this subsection, "spotter" means a person employed at a solid waste management facility whose job it is to inspect incoming waste and to identify and properly manage any unauthorized waste that is received at the facility.

(h) For purposes of this subsection, "interim spotter" means a person who has, in the opinion of the facility manager, shown competency in his chosen occupation through a combination of work experience, education and training. An interim spotter must become a trained spotter or trained operator within three months of employment as an interim spotter.

# Solid Waste Training Requirements in the State of Florida

## Florida Department of Environmental Protection – District Regulatory Offices



<https://floridadep.gov/districts>

### Northwest District

- <http://www.dep.state.fl.us/northwest/>
- Jurisdiction: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton & Washington
- 160 Governmental Center, Suite 308, Pensacola, FL 32502-5794
- (850) 595-8300
  
- Northwest District Branch Office (NWDP)
- 470 Harrison Ave, Panama City, FL 32401
- (850) 872-4375
  
- Northwest District Branch Office (NWDI)
- 2600 Blair Stone Rd, Tallahassee, FL 32399
- (850) 245-2984

### Northeast District

- <http://www.dep.state.fl.us/northeast/>
- Jurisdiction: Alachua, Baker, Bradford, Clay, Columbia, Dixie, Duval, Flagler, Gilchrist, Hamilton, Lafayette, Levy, Madison, Nassau, Putnam, St. Johns, Suwannee, Taylor & Union
- 8800 Baymeadows Way, Suite 100, Jacksonville, FL 32256
- (904) 256-1700

### Central District

- <http://www.dep.state.fl.us/central/>
- Jurisdiction: Brevard, Lake, Marion, Orange, Osceola, Seminole, Sumter & Volusia
- 3319 Maguire Boulevard, Suite 232, Orlando, FL 32803-3767
- (407) 897-4100

### South District

- <http://www.dep.state.fl.us/south/>
- Jurisdiction: Charlotte, Collier, DeSoto, Glades, Hendry, Highlands, Lee, Monroe & Sarasota
- PO Box 2549, Fort Myers, FL 33902-2549
- (239) 344-5600
  
- South District Branch Office
- 2796 Overseas Highway, Suite 221, Marathon, Florida 33050
- (305) 289-7070

### Southeast District (WB)

- <http://www.dep.state.fl.us/southeast/>
- Jurisdiction: Broward, Dade, Martin, Indian River, Okeechobee, Palm Beach & St. Lucie
- 3301 Gun Club Road, MSC7210-1, West Palm Beach, FL 33406
- (561) 681-6600
  
- Southeast District Branch Office
- 337 N. US Hwy 1, Suite 307, Ft. Pierce, FL 34950 St. Lucie, FL 34952
- (772) 467-5500

### Southwest District

- <http://www.dep.state.fl.us/southwest/>
- Jurisdiction: Citrus, Hardee, Hernando, Hillsborough, Manatee, Pasco, Pinellas & Polk
- 13051 N Telecom Parkway, Temple Terrace, FL 33637
- (813) 470-5700

- Ombudsman - <https://floridadep.gov/comm/ombudsman-public-services>
- [WasteMap Florida](#) provides web-based GIS mapping system to locate solid waste facilities
- Solid Waste Records Search - <http://www.fldeportal.com/go/> or <https://depdms.dep.state.fl.us>

## How to Have Training Approved or Added to your Solid Waste Training Transcript

- All courses that are listed have been approved and are on the [FDEP Approved Solid Waste Management Facility Operator and Spotter Training Course List](#)
- All course/event submittals go to the SW Operator & Spotter Database Records Manager
  - UF TREEO [-train@treeo.ufl.edu](mailto:-train@treeo.ufl.edu) ; Fax: (352) 392-6910; Phone: (352) 294-7047
  - Mail: Solid Waste Operator Training, UF TREEO Center, 3900 SW 63 Blvd, Gainesville, FL 32608
- Course/events can be submitted by:
  - Operator-Spotter / Provider / Training Institution / Company / Association / Instructor
- **For the Online CEU Form, click here:** [CEU Form \[Refresher/Initial\]](#)

### New Course/Event

- Any course/event **not on the list of approved courses** are submitted as a new course for review.
- Information is submitted to the Records Manager for completeness and then forwarded for review.
- The submittal packet (electronic format is preferable) should contain:
  1. FDEP Continuing Education Units [CEU] form – Online Form: [CEU Form \[Refresher/Initial\]](#)
  2. Course topics or agenda with time allotments for each subject including a daily start & finish time
  3. Amount of time for breaks and lunch
  4. Short paragraph of what the course is about or detailed outline
  5. Instructor(s) biographical information including company/phone or email/web/qualifications
  6. Training provider information: company/email/phone/web address
  7. Total number of hours requested for course approval and classification: LDF, TS, MRF, Spotter
  8. Required for all Initial courses and in-house training [electronic version of Text or PowerPoint slides/exam] – Upload electronic documents to Dropbox and provide link to [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu)

#### Optional

9. Flyer or brochure for course/email notice

### Submittal Process

- All information should be at UF TREEO no later than the first day of the month, i
- All material is reviewed by the Records Manager for its completeness when it arrives.
- The applicant will be notified by email that his/her course information has been received and will be reviewed.
- Incomplete Applications
  - The person who submitted the material is notified of what is missing from the packet.
  - This material is needed before the information can be forwarded to the department.
- Completed Applications
  - Each course application is forwarded to the department the first week of each month.
  - Initial courses can sometime take longer than one month to go through the review process.

### Course/Event Review

- Approved Courses/Events
  - Applicant is notified by email within 10 working days after the course is reviewed.
  - Course/Event is added to current FDEP Approved Solid Waste Operator and Spotter Training Course List.
  - To remain on the current list, course/event must be re-submitted at the end of the current 3-year period (Initial–5 years).
  - Course provider is added to the list of current training providers.
  - Initial course providers must submit attendee list using the following form: [Provider CEU Form](#)
- Not Approved – no hours given
  - Applicant is notified by the records manager within 10 working days after the course is reviewed by email or fax.
- Pending/Need More Information/Verification
  - Applicant is asked to submit additional information/verification for course to be reviewed again the following month.



# How to Have Training Approved or Added to your Solid Waste Training Transcript

## In-House Courses

- In-House Initial Spotter training and continuing education courses not on the list of approved courses are submitted as a new course for review.
  1. A person who had been trained as an operator is considered trained as a spotter. This person would be qualified to teach either a continuing education operator or initial spotter course, as long as that in-house course was approved in the facility permit and the operator was current on their continuing education status.
  2. 62-701.320 (15) requires that any course which requires an examination (operator initial training) must be taught by an independent third party. So, a current operator could conduct initial training for spotters and continuing education for spotters and operators but could not conduct in-house initial training for new operators.
  3. The trainer must have attended a Train-the-Trainer or Instructional Training course and submit documentation.
  4. Submittal Process – See page 8

## Continuing Education Courses/Event

- If an operator would like to have his/her training records maintained in the FDEP Solid Waste Management Facility Operator & Spotter Training Database, he/she must complete the following, in addition to keeping a record of his/her training at their solid waste facility.
- **For the Online CEU Form, click here:** [CEU Form \[Refresher/Initial\]](#)

## New to Florida or Newly Trained Operator or Spotter?

- Make sure you have taken an approved initial training course, and you may be added to the database.  
- See pages 1-3 of this document.

<b>Review Your Florida Solid Waste Operator and Spotter Training Transcript</b> – No Login needed <i>Make note of your Expiration/Anniversary date(s) and number of hours needed before the date. No grace period if hours are not met by expiration date.</i>	
<b>Individuals</b>	Click on <a href="#">Participants</a> ; Type in last name; Click on name to see number of hours needed & current 3-year period
<b>Facility</b>	Click on <a href="#">Participants</a> ; Use the drop-down list and select company

- **Adding Training to Your Transcript**
  - Initial Training Providers send their attendee rosters directly to UF TREEO Center;
  - or send Sienna Horton a copy of your certificate
  - Complete [CEU Form \[Refresher/Initial\]](#) Online and attached verification (certificate); Fax (352) 392-6910
  - *Types of verification of completion*
    - Copy of certificate (Provider may be contacted for verification)
    - Sign-in sheet for training (accepted only from provider) or session at a conference
    - An Email from Training Provider, verifying attendance
  - Conferences/Seminars – may have a form available at the event – check at registration desk
- **Completed Forms with Approved Verification**
  - Process can take up to 10 working days to complete
  - Check your training transcript online for the added course/event
- **Incomplete Forms**
  - The operator is notified of what was not included in their application by email.
  - When the missing information is submitted, then the training will be added to the operator's record.
  - Then follow steps listed under completed forms.
  - The incomplete application is returned if missing information is not received with 2 months. The completed packet can be resubmitted.

## Questions?

- Contact UF TREEO Center, [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu) or (352) 294-7047

## Frequently Asked Questions

- 1. I would like someone to come on-site to do my Initial training that has been approved in Florida.***
  - Contact any of the Initial course providers.
- 2. My last spotter quit, and I have an equipment operator that has taken an approved spotter course. Am I ok?***
  - A trained solid waste operator can substitute as a trained spotter. See the FAC 62-701 Training Section for more clarification.
- 3. May I train my own staff including Spotters?***
  - All in-house training for credit must be approved by the Florida Department of Environmental Protection
  - Make sure you have permission to use the training material from the provider [most course material is copyrighted and the property of the provider].
  - In order for operators to add the training to the database record, the training must be listed on the FDEP Approved Solid Waste Operator Training database or be submitted and approved as a new course.

### Initial Training – In House

-Initial training that requires an examination has to be done by an independent third party (See FAC 62-701.320.15.a)

- 4. I now live in Pompano Beach and previously was a landfill operator in North Carolina. I had 20 hours of training every year. Can I be added to your Solid Waste Operator Training Database?***
  - Only those who have taken one of the approved initial training courses and exam will be entered in the database after he/she submit the necessary documentation. If you didn't attend one of these courses, then you should follow the new course submittal directions or take one of the approved initial training courses.
  - If you have let your 3-year training period expire without having the minimum number of hours of continuing education hours, you must start over with taking an approved course and exam.
- 5. How do I become a Certified Operator in Florida?  
What are the procedures for getting licensed in the State of Florida to be a landfill operator?***
  - Currently, the State of Florida does not have a certification or licensure program for solid waste operators. If you complete the required initial training and receive the minimum continuing education contact hours per 3-year period, then you are considered a trained operator within the State of Florida and may be in compliance. See FAC 62-701.320(15)a
- 6. Where may I find a list of who offers approved solid waste training in the State of Florida?***
  - At <http://landfill.treeo.ufl.edu> or you may have a copy email/fax/mail to you: (352) 294-7047 or [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu)
- 7. My Training Transcript is incorrect. What do I need to do to have it corrected?  
I need a copy of all my operator's training records, Now!***
  - Contact: UF TREEO at (352) 294-7047 or [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu) or look at the training database

Review your Florida Solid Waste Operator and Spotter Training Transcript  
No login needed - Check the expiration date and the training status (Current or Expired) for:

#### Individual:

- Click on [Participants](#)
- Type in last name and hit enter
- Click on the track to see transcript

#### Facility:

- Click on [Participants](#)
- Use the drop down list and enter company name
- Type in company name and hit enter
- Click on the track to see transcript

#### Facility Report:

- Click on [Reports](#)
- Type in the company name
- Click on Run Report

If any information is incorrect/missing or if someone is no longer at the facility, please send a notice to: [sienna.horton@treeo.ufl.edu](mailto:sienna.horton@treeo.ufl.edu).

- 8. I have lost my certificate. How do I get another one?  
The business I was working at closed and I am now working at another facility. I was not able to get any of my original training certificates from the previous employer. How do I get a copy of my certificates?***
  - Contact the course provider.

**Questions? Contact: UF TREEO, [train@treeo.ufl.edu](mailto:train@treeo.ufl.edu) or (352) 294-7047**