



## Biosolids Site Self-Evaluation for Permittees

Biosolids land application site permittees are encouraged to conduct a self-evaluation annually to assess site compliance with biosolids regulations contained in Chapter 62-640, Florida Administrative Code (F.A.C.), and to identify areas needing improvement.

Completing a self-evaluation will help prepare a biosolids site permittee for a regulatory visit, such as an inspection or a complaint investigation. Completing the self-evaluation online, or keeping a record of the self-evaluation for the Department of Environmental Protection's (DEP) review, can demonstrate a good-faith effort to comply with the biosolids regulations, improve operations, and protect public health and the environment. DEP compliance assistance staff can use the results to help a permittee correct or improve compliance on any identified issues. Please contact the appropriate DEP district office if assistance with the evaluation is needed or to request DEP staff to evaluate the site.

### Identifying Information

Site name:

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DEP Permit Number\*:

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Name of person evaluating site:

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Title:

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Email:

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Phone:

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\* The DEP Permit Number is included on the site permit or, for a site permitted through the facility permit, the wastewater facility permit.

### Answers to Self-Evaluation Questions

Check "Yes," "No," or "NA or Other" as applicable for each self-evaluation item. The self-evaluation is designed to identify items of concern through "No" answers. "No" answers should be reviewed by the permittee to correct discrepancies or consider implementing improvements to operations or practices. Provide any comments necessary to explain or clarify responses, especially for "No" or "NA or Other" responses where details will help identify what issues need to be addressed. The following answer guide is provided:

**Yes** - The site complies with the requirement.

**No** - The site does not appear to comply with the requirement. Correction or improvement appears necessary. Comments should be provided to explain the issue or any planned changes.

**NA or Other** - The question or requirement is either not applicable (NA) to this site or none of the answers appear to apply. Comments should be provided to clarify the response.

**Part I - Permit and Nutrient Management Plan (NMP) Evaluation:** Sites are required to operate in accordance with a DEP permit, following the NMP approved by DEP.

Yes	No	NA or other	Self-Evaluation Question
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Is the site operating under a valid, unexpired DEP permit?</b> [62-640.300(3)(a) and 62-640.700(1)]</p> <ul style="list-style-type: none"> <li>A minor permit revision must be obtained for any changes to crops or agricultural operations resulting in an increase to nutrient loadings that are not addressed in the NMP or for adding additional land area. Applications for minor permit revisions must be made using DEP Forms <a href="#">62-620.910(9)</a> and <a href="#">62-640.210(d)</a>. [62-640.300(3)(d)]</li> <li>A site permit can only be transferred to a new permittee upon DEP approval in accordance with Rule 62-620.340, F.A.C., using DEP Form <a href="#">62-620.910(11)</a>; the original site permittee is liable for any noncompliance until the transfer is approved by DEP. [62-620.610(14)]</li> <li>Permit renewal applications are required to be submitted to DEP at least 180 days prior to the permit expiration date. A permit renewal application must be submitted using DEP Forms <a href="#">62-640.210(2)(d)</a> and <a href="#">62-620.910(2)</a>, with the permit fee required by Rule 62-640.300(3)(c), F.A.C., which is typically \$1000. [62-620.335(1) and (2), 62-640.210(2)(d) and 62-640.300(3)(c)]</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>2. Is the permittee following the NMP submitted to DEP and approved with the site permit application?</b> [62-640.700(1)(e) and 62-640.500(1)]</p> <ul style="list-style-type: none"> <li>The application zones (fields) at the site are required to match the NMP and the permit application. [62-640.500(4)]</li> <li>The crops being grown are required to match the crops identified in the NMP and the permit application. [62-640.500(5)(e)4.]</li> <li>The biosolids and nutrient application rates are required to match the application rates identified in the NMP and permit application. [62-640.500(5)(e) and 62-640.700(3)]</li> <li>If revisions are made to the NMP that do not require a permit revision (see permit section above), copies of the revisions or revised NMP are required to be submitted to DEP with the site's <a href="#">Biosolids Application Site Annual Summary</a>, if not previously submitted. [62-640.650(5)(d)5.]</li> </ul>
			Comments:

**Part II - Record Keeping, Reporting, and Monitoring Evaluation:** Record keeping demonstrates compliance with regulations. Reporting provides assurance to DEP that regulations are being met.

Yes	No	NA or other	Self-Evaluation Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Are hauling records for biosolids deliveries properly maintained by the site permittee?</b> [62-640.650(4)(d)]</p> <ul style="list-style-type: none"> <li>Hauling records must include the date and time received, shipment ID, name and permit number of the treatment facility, signature of hauler, and signature of the site manager or designee. [62-640.650(4)(d)]</li> <li>Receipts are required to be sent to each facility within 30 calendar days of delivery of biosolids to the site. [62-640.650(4)(g)]</li> <li>Hauling records must be kept for five years. [62-640.650(4)(e)]</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>2. Are biosolids application logs and records maintained by the site?</b> [62-640.650(4)(j)]</p> <ul style="list-style-type: none"> <li>Site logs and records must include a Biosolids Application Site Log, Form <a href="#">62-640.210(2)(e)</a>, F.A.C., for each application zone; a copy of the approved NMP; cumulative lifetime loadings for metals; results of all soil monitoring and ground water monitoring (as applicable); and records demonstrating compliance with the site NMP such as crop plantings, harvesting, applications of any other sources of nutrients.</li> <li>The latest six months of biosolids logs and records must be kept at the site and accessible to DEP inspectors, unless other arrangements have been approved by DEP.</li> <li>Biosolids application records must be kept indefinitely.</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>3. Is a site annual summary report submitted by February 19<sup>th</sup> each year to DEP with copies sent to each facility that delivered biosolids to the site?</b> [62-640.650(5)(d)]</p> <ul style="list-style-type: none"> <li>A Biosolids Application Site Annual Summary report is required to be submitted to the applicable DEP district office no later than February 19<sup>th</sup> on DEP Form 62-640.210(2)(c), F.A.C., to report biosolids applications from January 1 through December 31 of the previous year. [62-640.650(5)(d)]</li> <li>Any revisions to the NMP are required to be submitted with the annual summary report if not previously submitted. [Form 62-640.210(2)(c)]</li> <li>For sites where ground water quality monitoring is required, the monitoring results must be submitted with the annual summary report. [62-640.650(5)(d)]</li> <li>For sites located within the Lake Okeechobee, St. Lucie River, and Caloosahatchee River watersheds, records documenting compliance with the site's no-net nutrient loading demonstration are required to be</li> </ul>

Yes	No	NA or other	Self-Evaluation Item
			submitted with the annual summary report. [62-640.650(4)(j) and 62-640.500(8)]
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>4. Did the site permittee notify DEP or other parties, as applicable, for any situation required by the site permit?</b></p> <ul style="list-style-type: none"> <li>• Site permittees must notify DEP of surface or ground water quality violations within 24 hours of discovery. [62-640.650(6)(b).]</li> <li>• Site permittees must notify DEP and facilities sending biosolids to the site in writing at least 60 days before ceasing operation. [62-640.650(6)(h).]</li> <li>• Site permittees must notify DEP as soon as practical after discovery of a sinkhole or other karst feature within the biosolids application site. [62-620.320(6)]</li> <li>• If the ownership of the site changes, the existing owner must notify the new owner of any time-related restrictions that apply to the site. [62-640.700(12)(j)]</li> <li>• If the cumulative loading of molybdenum reaches 35.7 lbs per acre, site permittees must notify the land owner and owners of grazing animals in writing within 30 days. [62-640.650(6)(i).]</li> <li>• If animals are discovered grazing within the 30 day grazing restriction, site permittees must notify the Florida Department of Agriculture and Consumer Service's <a href="#">Bureau of Animal Disease Control</a> within 2 weeks. [62-640.700(12)(h)].</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>5. Is site monitoring (soil testing and ground water monitoring) being conducted properly?</b></p> <ul style="list-style-type: none"> <li>• Soil fertility testing must be conducted at the frequency specified in the NMP and site permit. Sampling must in accordance with the University of Florida's Extension Soil Testing Laboratory's "Extension Soil Testing Laboratory (ESTL) Analytical Procedure and Training Manual," UF/IFAS Circular 1248, <a href="http://edis.ifas.ufl.edu/SS312">http://edis.ifas.ufl.edu/SS312</a>. [62-640.650(3)(b)1.]</li> <li>• Annual soil pH testing of each application zone must be conducted to ensure the pH is at least 5 or greater. [62-640.700(9)]</li> <li>• Monitoring the ground water level to ensure two feet of unsaturated soil depth is required prior to each application of biosolids when the site's seasonal high ground water level is within two feet of the depth of biosolids placement or could not be determined at the time of permitting. [62-640.700(10)]</li> <li>• If ground water quality monitoring is required by the permit, the monitoring must follow the ground water monitoring plan approved by DEP which would typically require quarterly monitoring of water level, total nitrate (as N), total nitrogen, total phosphorus (as P), pH, and fecal coliform. [62-640.650(3)(c)]</li> </ul>

Yes	No	NA or other	Self-Evaluation Item
			Comments:

**Part III - Management Evaluation:** Sites must be managed to meet all applicable site restrictions and requirements. All land application must be in accordance with the site permit, the site NMP, and Chapter 62-640, F.A.C.

Yes	No	NA or other	Self-Evaluation Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1. Do all biosolids applied at the site meet Class B standards, or higher if required by the site permit?</b>  All land applied biosolids must meet Class B, Class A, or Class AA requirements for pathogen reduction, vector attraction reduction, and metals concentrations. These requirements are typically met at the treatment facility except when vector attraction reduction is required to be met at the site through injection or incorporation. [62-640.700(2)]
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. Are the total amounts of biosolids and nutrients applied less than or equal to the allowed application rates specified in the NMP and permit application?</b> [62-640.700(3)]
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Are alkaline-treated (i.e. lime stabilized) biosolids managed properly at the site? Note, this does not apply to Class AA biosolids.</b> [62-640.700(6)(b) & (c)] <ul style="list-style-type: none"> <li>Alkaline-treated biosolids must be applied within 24 hours of delivery.</li> <li>Alkaline-treated biosolids must be injected or incorporated, or if surface-applied, the applicable setback from the site property lines must be met (i.e. either 1320 feet or 75 feet if the neighbor waived the 1320 foot setback in writing).</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Are biosolids applied properly to the site?</b> <ul style="list-style-type: none"> <li>The method of application (i.e. surface applied, incorporated, etc.) identified in the NMP must be followed. [62-640.500(5)(e)8.]</li> <li>If site slopes exceed 3%, biosolids must be injected or incorporated (unless otherwise addressed in the approved NMP). [62-640.700(11)(b)]</li> </ul>

Yes	No	NA or other	Self-Evaluation Item
			<ul style="list-style-type: none"> <li>Biosolids must be applied with appropriate techniques and equipment to assure uniform application over the application zone(s). [62-640.700(6)(a)]</li> <li>If liquid biosolids are sprayed onto the site, spraying must be conducted so that the formation of aerosols is minimized. [62-640.700(6)(d)]</li> <li>Biosolids must not be applied during rain events that cause ponding or sheet flow, when ponding exists, or when surface soils are saturated. [62-640.700(11)(a)]</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5. Are the site lifetime cumulative loading amounts for metals known for each zone, and are the amounts below the cumulative loading limits set by rule? [62-640.700(7)(b)]</b> <ul style="list-style-type: none"> <li>Arsenic – 36.6 pounds/ acre</li> <li>Cadmium – 34.8 pounds /acre</li> <li>Copper – 1340 pounds/acre</li> <li>Lead – 268 pounds/acre</li> <li>Mercury – 15.2 pounds/acre</li> <li>Molybdenum – report only (no limit but notification at 35.7 pounds per acre)</li> <li>Nickel – 375 pounds/acre</li> <li>Selenium – 89.3 pounds/acre</li> <li>Zinc – 2500 pounds/acre</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>6. Are biosolids stored properly, if stored at the site? [62-640.700(6)(e), 62-640.700(8)]</b> <ul style="list-style-type: none"> <li>Biosolids must not be stored, stockpiled, or staged for more than seven days, unless stored in accordance with the NMP at an approved storage location that meets a 1320 foot setback from a building occupied by the general public (unless the 1320 foot setback is waived in writing by the building owner). In any case, biosolids storage cannot exceed two years.</li> <li>Storage must be in accordance with the NMP and cannot cause or contribute to runoff, objectionable odors, or vector attraction.</li> <li>Biosolids storage, stockpiling, or staging areas must be fenced or otherwise provided with appropriate features to discourage the entry of animals and unauthorized persons.</li> </ul>
			Comments:

Yes	No	NA or other	Self-Evaluation Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>7. Are advisory signs posted that identify the nature of the site, and are the signs clearly noticeable?</b> [62-640.700(6)(f)]</p> <ul style="list-style-type: none"> <li>Signs must be posted at all entrances to the sites.</li> <li>Signs at the entrances must have the words "Class B Biosolids Site," "Sitio con Biosólidos," "Public Access Prohibited," and "Prohibido el Acceso al Público" and the name and contact information of the site manager appear prominently on the signs.</li> <li>If the site is unfenced, additional signs with the words "Public Access Prohibited" and "Prohibido el Acceso al Público" appearing prominently must be posted at the corners and at a maximum of 500 feet intervals along the boundaries of the application sites or zones.</li> <li>All signs must have letters at least 2 inches in height, be maintained, and be legible.</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>8. Are public access restrictions being met?</b></p> <ul style="list-style-type: none"> <li>Access by the general public must be restricted for 12 months from an application zone following the last application of Class B biosolids to the zone. [62-640.700(12)(a)]</li> <li>Access must be limited to persons authorized by the site owner, site manager, or permittee; those persons allowed on site must be informed regarding the nature of the application site. [62-640.200(40)]</li> <li>Biosolids cannot be tracked off the site by the hauling vehicle. [62-640.400(9)]</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>9. Are setbacks for land application being met?</b> [62-640.700(8)]</p> <ul style="list-style-type: none"> <li>A 1000 foot setback from Class I waters, Outstanding Florida Waters, or Outstanding National Resource Waters must be met, and the setback must be vegetated.</li> <li>A 200 foot setback from other surface waters must be met (100 foot setback if biosolids are injected or incorporated), and the setback must be vegetated.</li> <li>A 200 foot setback from subsurface fractures, sinkholes, or other natural or man-made conduits to groundwater must be met.</li> <li>A 300 foot setback to any private potable wells and a 500 foot setback to public potable wells must be met.</li> <li>A 300 foot setback to buildings occupied by the general public must be met for the land application of Class B biosolids (100 foot if biosolids are injected or incorporated).</li> <li>A 75 foot setback to property lines must be met for the land application of Class B biosolids.</li> </ul>

Yes	No	NA or other	Self-Evaluation Item
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>10. Are Class B biosolids harvesting and grazing restrictions being met?</b>  <i>[62-640.700(12)(b), (d), (e), (f), (g), (h), and (i)]</i></p> <ul style="list-style-type: none"> <li>• If Class B biosolids are used at a plant nursery, use must be limited to plants which will not be sold to the public for 12 months after the last application of biosolids.</li> <li>• Food crops, feed crops, and fiber crops must not be harvested for 30 days after the last application of Class B biosolids.</li> <li>• Food crops with harvested parts that touch the biosolids/soil mixture and are totally above the land surface must not be harvested for 14 months after the last application of Class B biosolids.</li> <li>• When biosolids remain on the land surface for four months or longer before incorporation into the soil, food crops with harvested parts below the surface of the land must not be harvested for 20 months after the last application of Class B biosolids.</li> <li>• When biosolids remain on the land surface for less than four months before incorporation into the soil, food crops with harvested parts below the surface of the land must not be harvested for 38 months after the last application of Class B biosolids.</li> <li>• Sod which will be distributed or sold to the public or used on unrestricted public access areas must not be harvested for 12 months after the last application of Class B biosolids.</li> <li>• Animals must not be grazed on the land for 30 days after the last application of Class B biosolids.</li> </ul>
			Comments:

**Part IV – Public Acceptance Evaluation:** Public acceptance issues are generally non-regulatory in nature and relate to best management practices.

Yes	No	NA or other	Self-Evaluation Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>1. Has the site been free of any complaints during the previous year:</b></p> <ul style="list-style-type: none"> <li>• Odor complaints,</li> <li>• Truck traffic complaints,</li> <li>• Health complaints,</li> <li>• Environmental complaints, and</li> <li>• Vector complaints (i.e. insects, birds, vermin, etc.)?</li> </ul>
			Comments:



Yes	No	NA or Other	Self-Evaluation Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>2. If the site has received complaints, are the complaints responded to appropriately?</b> <ul style="list-style-type: none"> <li>The site permittee/manager should document and investigate complaints.</li> <li>The site permittee/manager should follow-up with complainants.</li> <li>Site personnel should be briefed on how to interact with the public or respond to complaints.</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3. Does the permittee practice any or all of the following steps to minimize complaints?</b> <ul style="list-style-type: none"> <li>The site permittee should avoid applying biosolids on weekends or holidays, check the wind direction prior to applying, apply odorous loads on remote areas of the site, etc.</li> <li>The site permittee should maintain a buffer (trees or bushes) to minimize visibility of the site or maintain a nice visual site appearance (e.g. healthy crops or grass, no debris, etc.)</li> <li>Contingency/emergency plans for inclement weather and equipment malfunctions should be prepared.</li> <li>Trucks should use a route and entrance that minimizes exposure.</li> </ul>
			Comments:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>4. Does the land owner provide any oversight of site operations?</b>
			Comments: