



# Department of Environmental Protection

Twin Towers Office Building  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

DEP Form #	62-737.900(3)
Form Title	Mercury Recovery and Mercury Reclamation Facility Annual
Effective Date	May 20, 1998

## Mercury Recovery and Mercury Reclamation Facility Annual Report and Instructions For Calendar Year \_\_\_\_

For reporting period from \_\_\_\_\_ \*, through December 31, \_\_\_\_\_

\*If other than January 1, explain in "Other Notes or Explanations," on Page 3.

Pursuant to Rule 62-737.600, Florida Administrative Code, mercury recovery and mercury reclamation facilities permitted to operate in the state of Florida must report their activities to the Department using this form. See instructions on pages 4-6.

### Part I: Business Information:

1. Business name: \_\_\_\_\_ EPA ID Number: \_\_\_\_\_
2. Mailing address: \_\_\_\_\_  
\_\_\_\_\_ Telephone No.:( \_\_\_\_\_ )
3. Street Address: \_\_\_\_\_  
\_\_\_\_\_
4. Name of person preparing report (please print): \_\_\_\_\_  
Title \_\_\_\_\_ Telephone No.:( \_\_\_\_\_ )

**Part II: Type of Facility:** (Check one only. Submit a separate annual report for each type of facility your business operates.)

- Mercury Recovery                       Mercury Reclamation

**Part III: Materials Flow:** Complete both Table 1 on Page 2 and Table 2 on Page 3.

### Part VI: Certification:

To the best of my knowledge and belief, I certify under penalty of perjury that the information provided in this report is true, accurate and correct. I have attached all documents that are required.

\_\_\_\_\_  
Print Name of Authorized Agent

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

Mail completed form to:  
Florida Department of Environmental Protection  
Hazardous Waste Management Section MS 4555  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

**Table 1: Materials Flow:** All quantities in Kilograms. If you report quantities on lines 10, 18, or 29, use the lines marked "Specify" below the table to describe the material. Use the codes on page 5 to complete the "Destination Code" column.

	Material	Method	Beginning Inventory		Quantity Received		From Out of State	Quantity Shipped		Destination Code	Ending Inventory	
			Number	Kilogramss	Number	Kilograms		Number	Kilograms		Number	Kilograms
1	LAMPS											
2	Straight Fluorescent 4 Ft.						%					
3	Straight Fluorescent 8 Ft.						%					
4	Straight Fluorescent Other Lengths						%					
5	Total Straight Fluorescent						%					
6	Irregular Fluorescent U , Circular						%					
7	Irregular Fluorescent Compact						%					
8	Total Irregular Fluorescent						%					
9	High Intensity Discharge (HID)						%					
10	Other Whole Lamps (Specify Below)						%					
11	Unintentionally Broken Lamps						%					
12	Total Lamps						%					
13	Intentionally Crushed Lamps						%					
14	DEVICES											
15	Thermostats						%					
16	Mercury Column Devices						%					
17	Other Relays/Switches/Gauges						%					
18	Other Devices (Specify Below)						%					
19	Unintentionally Broken Devices						%					
20	Total Devices						%					
21	Intentionally Crushed Devices						%					
22	MISCELLANEOUS											
23	Separated Ampoules						%					
24	Separated HID Arc Tubes						%					
25	Liquid Mercury						%					
26	Separated Glass						%					
27	Separated Aluminum						%					
28	Phosphor Powder						%					
29	Other (Specify Below)						%					
30	Total Materials						%					

**Specify:** Describe materials listed in Table 1 above on Line 10, Line 18, and Line 29. For example, laboratory test equipment lamps, filter material, floor sweepings, cardboard, plastic, personal protective equipment, etc.

Line 10 \_\_\_\_\_

Line 18 \_\_\_\_\_

Line 29 \_\_\_\_\_



# Instructions for Completing the Volume Reduction, Mercury Recovery and Mercury Reclamation Facility Annual Report

Use this form to comply with the annual reporting requirements for volume reduction, mercury recovery, and mercury reclamation facilities found in Rule 62-737.800, Florida Administrative Code.

## Who Must Report?

1. Mercury Recovery Facilities permitted by the State of Florida as defined in 62-737.200, F.A.C., as "a facility where operations or processes are performed or equipment is used to receive and process spent mercury-containing lamps or devices for the purpose of crushing or dismantling and separating the lamps or devices in a manner as to produce separated, individual recyclable components such as glass and scrap metal; and mercury-containing phosphor powder, ampoules or other mercury-containing residuals which will be processed at a mercury reclamation facility for the purpose of reclamation of the mercury."

2. Mercury Reclamation Facilities permitted by the State of Florida as defined in 62-737.200, F.A.C., as "a facility where operations or processes are performed or equipment is used to receive and recapture mercury from spent lamps, mercury-containing devices, mercury-containing materials or residuals, or pourable, commodity grade mercury materials; and that can demonstrate, using a quality control plan approved in accordance with Chapter 62-160, F.A.C., and an EPA analytical test method for determining the total mercury content of a waste material, an effective reclamation rate of at least 99% of the mercury introduced into its process or a resulting total mercury concentration remaining in the processed material that is below the method detection limit; and by which a commercial grade of mercury is produced for recycling."

## When Are Reports Due?

Reports are due by March 1 of each year for the preceding calendar year.

## Part I: Business Information

**Business Name** - Give the business name and specific site name (if business has more than one site) for which you are reporting.

**EPA ID Number** - Your facility's 12 alpha/numeric character EPA ID Number. Your EPA ID number will remain the same from year to year.

**Street Address** - Actual physical location address, not P.O. Box or Route Number.

## Part II: Type of Facility

Check only one box. If you operate more than one type of facility, you must submit a separate annual report for each facility. See your facility's operating permit(s) for the type(s) of facility(ies).

## Part III: Materials Flow and Rejected Materials

### Table 1: Materials Flow (Page 2).

#### Material (Column):

**Line 1:** Lines 2 through 13 relate to mercury-containing lamps only.

**Line 2:** Report only unbroken straight lamps which are 4 feet long here.

**Line 3:** Report only unbroken straight lamps which are 8 feet long here.

**Line 4:** Report all unbroken straight lamps not 4 feet or 8 feet long here (2 feet, 6 feet, 7 feet, 9 feet, 10 feet, etc.).

**Line 5:** Total of Lines 2 through 4.

**Line 6:** Report U-shaped and circular fluorescent lamps here.

**Line 7:** Report all types of compact fluorescent lamps here.

**Line 8:** Total of Lines 6 through 7.

**Line 9:** Report all types of high intensity discharge (HID) lamps (mercury vapor, metal halide, high pressure sodium, etc.).

**Line 10:** Report any mercury-containing lamps which do not fit into any of the above categories and describe them in "Specify" below Table 1. This may include such lamps as neon, special purpose lamps for diagnostic or testing equipment, etc. Do not report incandescent or other lamps which do not contain mercury on this line. Report those types of non mercury-containing lamps on Line 30, "Other (Specify)" and describe them in "Specify" below Table 1.

**Line 11:** Report all types of mercury-containing lamps which were found to be broken in the packaging containers which your facility received or which were unintentionally or accidentally broken at your facility between receipt and introduction into your process. Since it may sometimes be difficult to get an exact count on how many lamps have been broken when several or many lamps in a packaging container arrive broken, provide your best estimate.

**Line 12:** Total of Lines 5, 8, 9, 10, and 11.

**Line 13:** Report the quantity of lamps which were intentionally crushed for volume reduction or other purposes.

**Line 14:** Lines 15 through 21 relate to mercury-containing devices only.

**Line 15:** Report only thermostats which contain mercury. Do not report thermostats which do not contain mercury on this line. Report non mercury-containing thermostats such as bimetal, solid state, etc. on Line 29, "Other (Specify)" and describe them in "Specify" below Table 1.

**Line 16:** Report all types of devices which use a column of mercury such as thermometers, manometers, sphygmomanometers, etc.

**Line 17:** Report all types of mercury wetted relays, pressure control devices, and other switches which use ampoules containing liquid mercury. This may include such things as shoes with mercury switches which control heel lights.

**Line 18:** Report any mercury-containing devices which do not fit into any of the above categories and describe them in "Specify" below Table 1.

**Line 19:** Report all types of mercury-containing devices which were found to be broken in the packaging containers which your facility received or which were unintentionally or accidentally broken at your facility between receipt and introduction into your process. Since it may sometimes be difficult to get an exact count on how many devices have been broken when several or many devices in a packaging container arrive broken, provide your best estimate.

**Line 20:** Total of Lines 15 through 19.

**Line 21:** Report the quantity of devices which were intentionally crushed for volume reduction or other purposes.

**Line 22:** Lines 23 through 30 apply to other mercury-containing and non mercury-containing materials which do not fit into any other categories under "LAMPS" or "DEVICES".

**Line 23:** Report all types of unbroken ampoules (glass, plastic, metal, etc.) containing liquid mercury which have been separated from the devices which contain the ampoule.

**Line 24:** Report all types of unbroken arc tubes which have been separated from HID lamps.

**Line 25:** Report all liquid mercury not contained in lamps, devices, separated ampoules, or separated HID arc tubes. This would include liquid mercury which has been separated from lamps, devices, ampoules, or arc tubes; or which has been received or shipped in any other container (bottle, metal flask, etc.)

**Line 26:** Report all glass regardless of its mercury content which has been separated from lamps or devices.

**Line 27:** Report all aluminum regardless of its mercury content which has been separated from lamps or devices.

**Line 28:** Report all phosphor powder regardless of its mercury content which has been separated from lamps or devices.

**Line 29:** Report any materials which do not fit into any of the above categories and describe them in "Specify" below Table 1.

**Line 30:** Total of Lines 12, 13, 20, 21, and 23 through 29.

**Method (Column):** Use one of the following methods to obtain the quantities reported in the "Kilograms" subcolumns of "Beginning Inventory", "Quantity Received", "Quantity Shipped", and "Ending Inventory" columns.

01 Actual weight including containers

02 An average unit weight based upon manufacturers data

03 An average unit weight based upon a statistically significant sample of your materials

04 An average unit weight based upon another method approved by the Department

Report the code number corresponding to the method used to obtain the quantities reported for each material. If you use more than one method for obtaining the quantity of a particular material, please explain in "Other Notes and Explanations" on page 3.

**Beginning Inventory (Column):** Report both number of units (in "Number" column) and quantities in kilograms (in "Kilograms" column) of all materials in your inventory on site at your facility as of January 1 of the reporting year.

**Quantity Received (Column):** Report both number of units (in "Number" column) and quantities in kilograms (in "Kilograms" column) of all materials received by your facility. In the "From Out of State" column, report the percentage of materials (by either number or kilograms) received from out of state generators.

**Quantity Shipped (Column):** Report both number of units (in "Number" column) and quantities in kilograms (in "Kilograms" column) of all materials shipped from your facility.

**Destination Code (Column):** Report the destination of all shipped materials using the following codes:

01 In-State Mercury Reclamation Facilities

02 In-State Mercury Recovery Facilities

03 Other In-State Recycling Facilities or Brokers

04 In-State Solid Waste Landfills

11 Out-of-State Mercury Reclamation Facilities

12 Out-of-State Mercury Recovery Facilities

13 Other Out-of-State Recycling Facilities or Brokers

14 Out-of-State Solid Waste Landfills

15 Out-of-State Hazardous Waste Landfills

06 Other In-State Facilities (Specify Type)

16 Other Out-of-State Facilities (Specify Type)

### Destination Code (Continued):

If you shipped a material to more than one destination code, please list quantities shipped to each destination code in "Other Notes or Explanations" on page 3. For example, if you shipped a total of 800 Kg of Separated Ampoules to in-state mercury reclamation facilities and 200 Kg of Separated Ampoules to out-of-state mercury reclamation facilities, write "1,000 Kg" in the "Shipped" column of Line 24, write "See Note Below" in the "Destination" column of Line 24, and write "Line 24 Destination - 800 Kg to 01, 200 Kg to 11" in "Other Notes or Explanations" on page 3.

**Ending Inventory (Column):** Report both number of units (in "Number" column) and quantities in kilograms (in "Kilograms" column) of all materials in your inventory on site at your facility as of December 31 of the reporting year.

### Table 2: Rejected Materials (Page 3).

**Material:** Describe the material which was rejected. You may use the material descriptions listed in Table 1 if that description fits or use another description which most accurately describes the physical and chemical characteristics of the rejected material, for example, "mercury contaminated dirt", "off specification mercury-containing liquid reagents", "sneakers with light up heels controlled by a mercury switch", etc.

**Incoming:** Report quantities in kilograms of incoming materials which your facility rejected or refused to receive or accept. Report estimated quantities if actual quantities are not available from shipping papers.

**Outgoing:** Report quantities in kilograms of materials shipped from your facility which were rejected by the destination facility to which they were shipped. Report actual quantities from the shipping papers.

**Reason Rejected:** Explain why the materials were rejected by your facility (incoming materials) or by the destination facility (outgoing materials), for example, "Hazardous waste - not permitted to process", "Missing or incomplete shipping paper", "Improper packaging", "Exempt transporter hauling more than 100 Kg per month", "Glass recycling broker refused to accept due to contamination", etc.

**Disposition:** Describe the disposition of the rejected material, for example, "Returned to shipment origination point", "Hazardous waste landfill", "Mercury reclamation facility", etc.

### **Part IV: Certification**

Your Annual Report will not be accepted if this part is not completed and signed by the authorized representative.

### **Questions:**

Any questions concerning this form may be referred to the Hazardous Waste Management Section, Department of Environmental Protection MS 4555, 2600 Blair Stone Road, Tallahassee, FL 32399-2400, (850) 488-0300.