



GUIDANCE MANUAL FOR SUSTAINABLE OPERATIONS & GREEN PRACTICES



Fort Lauderdale-Hollywood International Airport (FLL)



engineering and constructing a better tomorrow

Prepared for:

Broward County Aviation Department

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1.0 Introduction

Welcome to your guide for becoming a “Green Operator” at the Fort Lauderdale-Hollywood International Airport (FLL). This guide will help you understand how you can reduce the environmental impact from the activities that you perform as a vital contributor to the success of FLL. There are a variety of methods that can be implemented to reduce or eliminate the environmental impact from all airport operations. The purpose of this guidance manual is to provide all operators at FLL the necessary information to implement environmentally friendly, “green” operations at their facility.

By increasing the number of green operators at FLL, the Broward County Aviation Department (BCAD) will improve environmental quality and efficiency at FLL, and become a community model for sustainable development.

1.1 What is Environmental Protection?

The ever increasing need for water, energy, and waste disposal puts pressure on our limited natural resources. The purpose of environmental protection is to prevent impact to natural resources from the activities of society. Efficient resource management and proper disposal methods greatly reduce or eliminate impact to our environment.

1.2 Why is Environmental Protection Important?

If environmental impacts from common business activities are not addressed, the limited natural resources that we rely on to maintain our quality of life will become contaminated, and could eventually cease to exist. In order to protect our natural resources, the Environmental Protection Agency (EPA) has developed a regulatory framework that involves the oversight of most business activities that can impact our natural resources. One of the benefits of implementing the Best Management Practices (BMPs) presented in this guidance manual will be to help the operators of FLL maintain compliance with the environmental regulations developed by the EPA, state, and local environmental regulatory programs .

1.3 What Are the Environmental Initiatives at FLL?

A variety of environmental initiatives are currently implemented at FLL to accomplish the air transportation activities at FLL in an environmentally sensitive approach. BCAD’s environmental initiatives include the consolidated rental car center, the pay on foot program for the parking garage, the cell phone waiting area, the bus and taxi holding area, implementation of biodiesel and hybrid vehicles, increased cooling and heating efficiency, stormwater pollution prevention, recycling and waste reduction, LEED standard construction, the use of energy efficient lighting, water conservation and irrigation efficiency, hazardous materials waste management, and the construction of the Green Belt Passive Park.

1.4 How Can I Become A Green Operator?

In order to become a green operator, you should review the information presented in this Guidance Manual and complete the following steps:

- Establish your goals as a green operator;
- Develop a plan of action to accomplish your goals;
- Present the plan of action to your management, and get their commitment to institute the plan;
- Get all employees involved in completing the plan of action, and provide them the necessary information to understand the importance of the program;
- Evaluate the success of the program, and update your green operations plan as necessary but no less than annually.

2.0 Green Operations for General Activities

Water, energy, and waste disposal are required for all businesses to operate. In order to efficiently utilize these resources the following tips are recommended.

2.1 Water Conservation & Quality

In order to more efficiently use water, the following can be done:

- Perform a water use audit and try to pinpoint where leaks or unnecessary losses may be occurring.
- Take advantage of water conservation information offered by the South Florida Water Management District and the Broward County Water Resources Division http://my.sfwmd.gov/portal/page?_pageid=3074,20103422&_dad=portal&_schema=PORTAL
- Reuse water where possible.
- Use automatic shutoff controls for sinks and other rinse areas to reduce consumption.
- Use dry washing techniques when possible.
- Use high pressure washing to reduce the amount of water required.
- Use Florida Friendly landscaping.
- Use rain sensor controlled irrigation to reduce overwatering of landscape.
- Perform an irrigation system audit for efficiency and to check for leaks.

2.2 Energy Efficiency

Simple energy efficiency methods & practices include:

- Perform an energy audit for your facility and make system or process modifications to conserve energy.
- Use energy efficient light bulbs (fluorescent) and appliances.
- Install energy efficient equipment during equipment replacement.
- Ensure equipment (including computers) is turned off when not in use.
- Change all air filters regularly.
- Use programmable thermostats to reduce heating and cooling requirements when the building is unoccupied.

2.3 Waste Reuse & Disposal

The following methods can be applied to waste processing to reduce environmental impacts and improve process efficiency:

- Identify and quantify waste producing processes.
- Modify processes to incorporate reusable products.
- Implement a regular maintenance program for equipment, and do not purchase new equipment if cost of repair is reasonable.
- Reduce printing requirements by relying solely on electronic documents when possible.
- Rent equipment if it will be used infrequently rather than purchasing it.
- Donate or recycle items when possible. Implement a paper recycling program.
- Purchase recycled goods.

3.0 Green Operations for Specific Activities

The operators at FLL can typically be divided into three categories; air transportation providers, airside operations, and terminal services. Certain activities performed at FLL for each of these categories require special attention to environmental stewardship. Methods to increase environmental protection for some of these activities are provided below.

3.1 Aircraft Cleaning & Washing

Aircraft washing is prohibited at FLL unless prior approval has been obtained through BCAD. The approval process is necessary because washing of aircraft and other equipment can pollute storm water if not done in an appropriate manner. Wash water from washing aircraft can contain harmful substances and therefore is considered wastewater.

- Only wash aircraft in a designated area that is designed to collect all wash water that is generated. The high concentrations of solvents, oil and grease, detergents, and metals that are present in wash water can pollute the groundwater if aircraft are washed over an unpaved surface. Also, paved surfaces allow the pollutants from wash water to be washed into storm drains that empty into the surrounding canals. Therefore, aircraft washing areas need to be contained in order to prevent wash water runoff.
- Consider filtering and recycling wash water in order to reduce water usage. Since proper disposal of wash water can be costly; recycling will reduce operating costs as well.
- Use phosphate-free biodegradable detergents. Phosphates can cause significant environmental impact when they are allowed to enter into bodies of surface water such as canals, lakes, ponds, and rivers. Phosphate causes unusually high aquatic plant growth that reduces dissolved oxygen in the water which may cause fish kills.

3.2 Lavatory Station Cleanout & Waste Disposal

Lavatory station cleanout and waste disposal activities are closely monitored by BCAD, and any operators that cause or allow the release of lavatory station fluids are subject to fines and other enforcement actions.

- Regularly inspect lavatory transfer trucks to ensure that all equipment is in proper working order. Special attention should be paid to the integrity of the shutoff valve for the discharge line. All valves should be closed before leaving the disposal station.
- Spill pans and absorbent pads should be stocked on the trucks in the event of a leak or spill.
- Ensure proper training of operators. Operators should be made aware of potential environmental impacts that could result and fines that the company could incur if the operator allows spills to occur and does not correct leaks. Also, operators should be trained regarding the proper disposal location of the lavatory waste, and informed of the ramifications if they were to discharge lavatory waste directly to a sewer or storm drain.
- Immediately clean up any and all spills that occur.

3.3 Equipment Maintenance & Repair

- Whenever possible perform all equipment maintenance and repair indoors to avoid possible contact with stormwater.
- Have a designated area for vehicle fluid changes that is not connected to the storm drain or sanitary sewer and where drips and spills can be easily contained and cleaned up.

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- Consider cleaning vehicles and parts using non-caustic detergents, detergent or water based cleaning systems in the place of solvent degreasers, or mineral spirits. Recycle cleaning agents. When possible, clean spills, equipment, and parts with rags, a wire brush, or bake oven to conserve water and avoid washing contaminants into surface water or groundwater.
 - Prevent spills and drips from reaching the ground by placing a drip pan under any vehicle being worked on, stored, or repaired; especially those that were damaged and are waiting for maintenance. Wrecked or damaged vehicles should be stored with a roof over them and all fluids drained to prevent leaks from reaching the ground.
 - Collect leaking or dripping fluids in drip pans separated by type to facilitate proper disposal or recycling. Make sure all waste drums are covered and located in a properly controlled area with a concrete slab and secondary containment to prevent leaks and spills.
 - Drain all oil filters completely before disposing of them or recycling.
 - All cracked or dropped batteries should be stored in secondary containment until it is certain they are not leaking. If a battery acid spill occurs, baking soda used to neutralize the acid is still considered hazardous and must be disposed of properly.
 - Liquid wastes cannot be poured down the drain. Make sure proper signage is present near sinks and storm drains to inform employees.
 - Consider recycling degreasers, used oil and oil filters, antifreeze, cleaning solution, automotive batteries, and hydraulic fluid. Also, consider purchasing recycled products.

3.4 Aircraft & Equipment Fueling

Any tenant or agency requesting to handle or dispense fuel at FLL must comply with BCAD's Mobile Fueler Program, and all requirements under NFPA 407 and CFR 14 Part 139.

- Discourage topping off by training employees and posting signs. Topping off a tank usually results in overfilling and a fuel spill which can be harmful to humans, fish and wildlife.
- Install overflow prevention equipment. A major source of spills is fuel overflow during storage tank filling.
- Protect fueling areas from rain to minimize spills, leaks, and incidental losses of fuel from coming into contact with rain water by building a roof over the fuel area and paving it with concrete instead of asphalt. Asphalt can soak up or be dissolved by fuel and become a source of storm water contamination.
- Prevent stormwater runoff from crossing the fueling area. Rainwater flowing across fueling areas can wash contaminants directly into storm drains. Position berms, roof downspouts, and valley gutters to direct storm water away from the fueling area.
- Oil/water separators or oil and grease traps should be installed in storm drains in the fueling area to reduce the amount of oil entering the stormwater system if a significant release were to occur. Be aware of where water drains to in your fueling area and make sure oil/water separators are installed properly and cleaned frequently.
- Consider using a damp cloth or mop to clean the fueling area rather than hosing it down. Be sure to dispose of wash water properly.
- Control spills immediately and do not wash them into storm drains or sanitary sewer systems.
- Recycle fuel from preflight checks rather than disposing it on the ground.

3.5 Equipment Painting

- Contain wastes from sanding. Avoid sanding in windy weather and enclose outdoor sanding areas with tarps or plastic sheeting. Move the sanding activity indoors if possible but be sure to always provide adequate ventilation and personal safety equipment for employees. Also, keep workshops clean of sanding waste. Storm water runoff polluted by dusts from sanding and grinding can contain toxic metals which harm fish and wildlife.
- Use tarps, drip pans, or other spill collection devices to prevent paint from contaminating storm water runoff. Dispose of collected wastes properly.
- Before painting, inspect the part or vehicle to be painted to ensure that it is dry, clean and rust free to ensure a longer-lasting paint job.
- Reduce painting waste by using efficient painting tools such as electrostatic spray equipment, air-atomized spray guns, high-volume/low-pressure spray guns, and gravity fed guns. Conventional airless spray guns can lose as much as 70% of their paint as overspray which can then contaminate storm water.
- Ensure proper training of operators to reduce overspray and the amount of paint used per job.
- Consider recycling paint, paint thinner, and solvents. Also consider using recycled products when available.
- Keep wastes separated for easier and less costly recycling and disposal. Reducing the number of solvents you use can also reduce hazardous waste management costs.

3.6 Loading & Unloading Material

- Locate loading/unloading equipment and vehicles where leaks can be contained, and will not come into contact with stormwater.
- Check loading/unloading vehicles and equipment regularly for leaks, especially at valves, pumps, flanges, and connections. Dust and fumes are common signs that material is being lost during loading/unloading operations.
- Cover loading/unloading docks and areas to prevent exposure of materials, vehicles and equipment to rain. Rainfall may wash pollutants off of machinery, vehicles and the ground and carry it into a storm water drain.
- Prevent stormwater runoff from crossing the loading/unloading area. Rainwater flowing across loading/unloading areas can wash contaminants directly into storm drains. Position berms, roof downspouts, and valley gutters to direct storm water away from the loading/unloading area.

3.7 Waste Management & Disposal

- Perform a waste reduction assessment and implement a program to reduce waste by following waste reduction BMPs.
- Implement a recycling program.
- Check waste management areas often for spills and leaks. Change out rusty, corroded, damaged containers and be sure to keep dumpster lids closed when not in use.
- Prevent stormwater runoff from crossing the waste management area. Reduce contact with rain by covering the area with a permanent roof and covering waste piles with temporary

covering materials (tarpaulin, polyurethane, etc.). Position berms, roof downspouts, and valley gutters to direct storm water away from the waste management area.

- Place spill prevention equipment (such as baffles, sealed gates, spill guards, and tarps) on all vehicles used to transport wastes.
- Use vacuum transfer systems to minimize waste loss during loading or unloading.

3.8 Maintenance & Construction Activities

You can prevent or reduce the discharge of pollutants to storm water from building and grounds maintenance by implementing cleaning practices that use little to no water. Also, planting native vegetation can reduce irrigation, fertilization, and pesticide needs. By cleaning up spills immediately and keeping paved surfaces swept, the amount of contaminants and sediments that reach stormwater drains can be reduced.

Construction often generates large volumes of waste water that can contain high quantities of sediment and/or contaminants. The following are structural and non-structural controls that can be used at construction sites to minimize stormwater impact.

Structural Controls

- Retention Ponds: permanent structures designed to allow time for sediments to settle and water to infiltrate into the ground.
- Temporary Sediment Basins: structures designed to control the release of stormwater and detain sediment-laden runoff long enough for sediments to settle out.
- Entrance/Exit Controls: Temporary controls (such as gravel) used to stabilize entrances/exits to the site to reduce the amount of soils “tracked-out” onto paved roads.
- Silt Fencing: A temporary control used to prevent dirt from entering waterways before bare soil is stabilized with vegetation.
- Berms: Temporary erosion and sediment controls that physically prevent polluted runoff from entering nearby storm drain inlets and bodies of water.

Non-structural Controls

- Stabilization: Techniques (such as sodding, mulching, and stone cover) which reduce the erosion of exposed soils and steep grades.
- Phased Construction: Scheduling construction to occur during the dry season or to minimize the amount of land cleared at any one time.
- Good Housekeeping: Techniques which help prevent the contamination of stormwater runoff. For example: oil and fuel containment, spill prevention and clean-up, and street sweeping of “tracked-out” soils.

4.0 Green Operations for Stormwater Pollution Prevention

Stormwater drains prevent flooding by allowing rain water to run off of impervious surfaces (for example: concrete) and into natural water bodies (for example canals). There is a common misconception that the water that flows into storm drains is channeled to a wastewater treatment plant before coming into contact with the environment. However, stormwater runoff typically flows directly into canals, streams, rivers and bays without going through any treatment or filtering process.

Rainfall in industrial areas, such as airports, can wash chemicals and contaminants off of machinery, vehicles and ground surfaces, mobilizing them. The runoff generated by rainwater at airports is then carried down stormwater drains and flows directly into the surrounding canals and ponds with the potential to cause health risks and negative impacts on the environment.

Due to the potential impact to the environment from stormwater systems at airports, operators at airport facilities are required to participate in the National Pollutant Discharge Elimination Service (NPDES) Stormwater Pollution Prevention Program. As part of this program airport operators are required to apply for a Multi-Sector Generic Permit (MSGP) for industrial stormwater activities, and maintain a Stormwater Pollution Prevention Plan (SWPPP).

BCAD does not allow industrial non-stormwater discharges to enter the stormwater or sewer system at FLL. As such, all industrial non-stormwater generated wastewater must be disposed of off-site. Waste disposal facilities that accept wastewater are located throughout Broward County, and are listed in the phonebook under waste disposal.

4.1 How is Stormwater Pollution Prevented?

Chemical pollutants have the potential to cause health problems amongst both humans and wildlife, and can negatively impact drinking water sources. Beyond bacteria and chemicals, sediments washed into rivers and streams can cloud water, blocking the light needed for water plants to survive and having a negative effect on the food chain. Some examples of common stormwater pollutants from airports are: jet fuel, oil, hydraulic and transmission fluids, lavatory wastes, wash water and debris from aircrafts, sediment or debris from industrial or construction activities, and deicing chemicals.

Possible source areas for stormwater pollution present at FLL include:

- Areas used for maintenance, cleaning, or storage of aircraft, ground vehicles, or equipment
- Areas used for materials/chemical storage
- Areas used for fuel servicing activities or other operations in support of airport fuel system
- Areas used for waste storage
- Runway operations

Stormwater pollution can be minimized or prevented by:

- Reducing the sources of potential contaminants
- Reducing the exposure of contaminant sources to rainfall
- Managing contaminated runoff

Some potential BMPs to reduce stormwater pollution:

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- Eliminate liquid waste disposal down stormwater drains. Post proper signage near storm drains to inform employees.
 - Perform maintenance of vehicles, machinery and aircrafts indoors to minimize rainwater interaction with spills and contaminants.
 - Use alternative dry cleanup methods (for example: rags and mops) to clean machinery.
 - Use spill pans for all activities where fluid leaks may occur.
 - Only store potential pollutants under cover, and with secondary containment.

4.2 Who is Required to Participate in the NPDES Stormwater Pollution Prevention Program?

The typical activities that the NPDES Stormwater Pollution Prevention Programs cover include (1) operating, servicing, repairing or maintaining aircraft and ground vehicles (2) aircraft fueling, and (3) lavatory services. In order confirm whether your facility is required to participate in the NPDES Stormwater Pollution Prevention Program, first determine your facility's Standard Industrial Classification (SIC) code. All facilities with an SIC code starting with 45 are required to participate in the NPDES program.

4.3 How do I Get Involved and stay in Compliance with Stormwater Program Requirements?

Further information about the NPDES program can be found on the following website:

<http://www.dep.state.fl.us/water/stormwater/npdes/index.htm>

The website contains the permit application, and additional information about the program. Once the MSGP permit application has been submitted to the NPDES, please contact the Environmental Compliance section of BCAD to request a template Stormwater Pollution Prevention Plan (SWPPP). Complete the template SWPPP in order to make it specific to your site, and update the plan as needed (typically once a year).

5.0 Green Operations for Chemical Storage

In order to reduce or eliminate the environmental risks associated with chemical storage, proper storage and handling practices should be used. Storage information for each chemical can usually be obtained from the Material Safety Data Sheet (MSDS) or label. MSDSs should be provided by the chemical manufacturer but if they are not provided they can be easily found online (www.hazard.com). General safe chemical storage practices include keeping incompatible chemicals separate; storing liquids in unbreakable containers or double-contained packaging; storing acids, flammables, and toxins in specially designated cabinets; storing volatile chemicals in ventilated cabinets; labeling and dating all chemicals upon receipt and opening; and storing chemicals out of sunlight and rain, and away from extreme heat or cold.

5.1 Where Should I Start?

A materials inventory system involves the identification of all sources and quantities of significant materials (such as chemicals, fuels and raw materials) which are used at the facility; specially those that may be exposed to direct precipitation or storm water runoff. Identification of these materials helps determine sources of potential contamination and is the first step in pollution control.

The basic steps in developing a materials inventory are:

- Identify and list all chemical substances used, stored, or processed in the workplace and obtain the material safety data sheet (MSDS) for each one.
- Properly label all containers with the name and type of substance, stock number, expiration date, health hazards, suggestions for handling and first aid information.
- Clearly note on the inventory the chemicals that require specific handling, storage, use, and disposal considerations.
- List materials that have been exposed to storm water in the past 3 years.
- Provide a description of methods and locations of storage and disposal areas and management practices.

5.2 How should chemicals be stored?

Outdoor container storage/Above Ground Tanks:

- Ensure that all storage of oil and hazardous materials meet standards set forth by Federal and State laws. Federal regulations set specific standards for preventing contact with stormwater and collecting and treating runoff from hazardous waste storage areas.
- Have a Spill Prevention Control and Countermeasure Plan (SPCC) and train appropriate individuals on how to safely contain and cleanup spills.
- Ensure training of operators on proper chemical disposal and storage techniques.
- Install safeguards against accidental releases such as overflow protection devices, protective guards around tanks and piping to prevent vehicle damage, and clearly tag and label valves.
- Inspect tank systems and check tank integrity regularly. Have operators perform visual inspections and professional engineers audit newly installed tank systems.
- Surround tanks with a secondary containment system or berms to prevent leaks and runoff.

Hazardous Waste storage BMPs

- Store hazardous waste in approved containers with closed lids at all times. Containers should be protected from the elements (rain, wind, heat, humidity) and cooled or ventilated if appropriate. Containers should be inspected at least weekly for damage or leaks.
- Post proper signage near hazardous waste storage areas (such as: "No Smoking", "Fire Hazard", and "Hazardous Waste").
- Separate waste containers by a berm, dike, or wall to prevent reactions among waste.
- Chemical storage areas should have adequate aisle space and spill response materials nearby.
- Do not dispose of chemicals (hazardous waste) in dumpsters or trash cans.
- Do not mix dissimilar waste streams (such as organic solvents and aqueous solutions) in one container. If non-compatible wastes are mixed, they could cause dangerous chemical reactions. Also, mixed waste cannot be economically recycled.
- Do not mix non-hazardous waste with hazardous waste. If mixed, all the waste becomes hazardous and the cost of disposal increases.

5.3 What Do I Do If I Have A Release?

Cleaning up after a release is the second line of defense between contaminants and the environment when pollution prevention practices have failed. It is necessary to plan for spills and design a comprehensive Spill Prevention Control and Countermeasure Plan (SPCCP) following the federal guidelines defined in 40 CFR 112.7 if applicable. See section 6.0 for a web link to 40 CFR 112.7.

When a release occurs, a series of BMPs should be followed to avoid or minimize contamination of storm water. Be aware that spills of certain toxic chemicals are covered under regulations, including those imposed under the Superfund Amendments and Reauthorization Act (SARA), the Comprehensive Environmental Responsibility, Compensation, and Liability Act (CERCLA), and the Resource Conservation and Recovery Act (RCRA).

Methods of spill mitigation include:

- Sweeping: Useful for removing small quantities of dry chemicals and solids. Proper precautions and appropriate protective equipment (gloves, face shields, etc.) must be used when sweeping hazardous chemicals. Sweeping work areas regularly can reduce the amount of hazardous material exposed to rain fall and prevent tracking of hazardous material outside the work area. Be sure to clean and store brooms properly after use.
- Shoveling: Useful for removing larger quantities of dry chemicals, dry solids, wet solids, and sludge, especially from sites not easily accessible by mechanical cleanup methods. Consider planning for the transport and disposal or reuse of the shoveled materials. Be sure to clean and store shovels properly after use.
- Excavation Practices: Useful for large releases of dry materials or areas contaminated by liquid material releases. Involves the removal of contaminated materials typically using mechanical equipment such as excavators and backhoes. Store all equipment and machinery appropriately to avoid exposure to precipitation and dispose of excavated materials properly.
- Vacuum and Pump Systems: Useful for cleaning up spilled or exposed dry or wet materials. Vacuum and pump systems can be expensive initially and require equipment maintenance but are simple and fast ways to clean up a spill and are often portable. Be sure to plan for the proper disposal or reuse of the collected materials.

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- Sorbents: Useful to clean up spills in water environments through the chemical process of adsorption and absorption. Some examples of common absorbent materials are: clay, polymers, activated carbon, and “universal sorbent material” which is a silicate glass foam. Employees should be trained to know which sorbents are correct to use for each potential type of spill. Be sure to plan for the proper disposal of the contaminated sorbents.
 - Gels: Useful for facilities with significant amounts of liquid materials stored onsite. They can be used to stop a material’s movement by interacting with liquids by concentrating or congealing it into a semisolid. The semisolid solidifies and can be removed via mechanical or manual methods. As with sorbents, employees should be trained in proper use and application of different gel types. Be sure to plan for the proper disposal of the contaminated gels.

6.0 Additional Resources

6.1 Online Resources

Broward County Aviation Department Environmental Studies

http://www.broward.org/airport/community_environment.htm

Broward County Environmental Publications

<http://www.broward.org/environment/publications.htm>

Florida Department of Environmental Protection's (FDEPs) Pollution Prevention Program

<http://www.dep.state.fl.us/pollutionprevention/>

FDEP's Waste Program

<http://www.dep.state.fl.us/waste/>

South Florida Water Management District Water Conservation Information

http://my.sfwmd.gov/portal/page?_pageid=3074,20103422&_dad=portal&_schema=PORTAL

Broward Soil & Water Conservation District Irrigation System Inspection Services

<http://www.browardswcd.org/index.php?src=gendocs&ref=MobileIrrigationLab&category=Main>

6.2 Agency Names & Contact Information

Broward County Aviation Department
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Ft Lauderdale, FL 33315
(954) 359-6100

Broward County Environmental Protection & Growth Management Department
115 S. Andrews Avenue, Room A-240
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