

Florida Organics Recycling Center for Excellence – FORCE

Initial Operating Plan

The Florida Organics Recycling Center for Excellence (FORCE) represents a cooperative effort involving the Florida Department of Environmental Protection (FDEP), Sumter County, and the University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS). Organics represents a highly recyclable portion of the state's waste stream. The need for environmentally sound, economically feasible methods, and practical and applicable solutions for recycling and utilizing organics, and agricultural wastes will be addressed through this project. Sumter and UF/IFAS will cooperate in numerous organics research projects, and the partnership will offer an ideal combination of practical experience, research capability, and public education resources.

The following outline represents the necessary tasks for **Year One** and the contributions by the program partners.

1. Design

1.1. Engineering, planning, construction and inspection

- 1.1.1. Prepare site plan modifications
- 1.1.2. Finalize site plan modifications
- 1.1.3. Implement site plan modifications

1.2. Plan certification and permitting

- 1.2.1. Meet with DEP regarding modifications.
- 1.2.2. Draft necessary DEP permits to construct and operate Center
- 1.2.3. Seek county approval of documents.
- 1.2.4. Prepare documents for DEP certification.

2. Construction

2.1. Office space/trailer

- 2.1.1. Determine functioning needs for and size of trailer
- 2.1.2. Gather quotes from vendors
- 2.1.3. Prepare site at SCSWF for trailer placement
- 2.1.4. Procure and install trailer for functional use

2.2. Demonstration farm site preparation

- 2.2.1. Perform necessary site preparations for farm

2.3. Installation of digester

- 2.3.1. Prepare design, delivery, and installation requirements
- 2.3.2. Secure vendor
- 2.3.3. Order equipment
- 2.3.4. Install digester

- 2.4. Laboratory
 - 2.4.1. Design and equip laboratory
 - 2.4.2. Identify equipment needs
 - 2.4.3. Purchase equipment
 - 2.4.4. Secure, install and make operational

- 2.5. Irrigation system
 - 2.5.1. Review current system and irrigation needs
 - 2.5.2. Secure vendor
 - 2.5.3. Order and install equipment
 - 2.5.4. Coordinate and oversee installation

3. Operation

- 3.1. Process technology procurement and testing
 - 3.1.1. Develop criteria for technology
 - 3.1.2. Prepare Statement of Expression of Interest
 - 3.1.3. Identify composting technology
 - 3.1.4. Evaluate composting technology
 - 3.1.5. Recommend equipment technology for testing
- 3.2. Feedstock procurement and processing
 - 3.2.1. Identify potential feedstock
 - 3.2.2. Identify feedstock sources
 - 3.2.3. Determine processing requirements
 - 3.2.4. Initiate processing as appropriate
- 3.3. Administrative costs, supplies, and travel
 - 3.3.1. Travel to and from site
 - 3.3.2. Purchase appropriate administrative support

4. Market Development, Education, and Training

- 4.1. Educational analysis, outreach and website
 - 4.1.1. Identify composting education sources and outlets in the state
 - 4.1.2. Recommend types of education material
 - 4.1.3. Develop and market education material
 - 4.1.4. Develop FORCE website
- 4.2. Technical Advisory Committee (TAC)
 - 4.2.1. Conduct TAC meeting
 - 4.2.2. Notify TAC as appropriate
- 4.3. Market Development
 - 4.3.1. Partner with RecycleFlorida Today (RFT) and other industry organizations to develop markets for public and private agencies

4.4. Conferences and meetings

4.4.1. Present the FORCE project at conference(s)

4.4.2. Participate in organizational association meetings to promote FORCE

4.5. Demonstration farm operations

4.5.1. Identify appropriate demonstrations

4.5.2. Select organic products to employ

4.5.3. Install demonstrations

5. Evaluation, monitoring and testing

5.1. SAC protocol development

5.1.1. Identify SAC members

5.1.2. Convene SAC meeting

5.1.3. Develop protocol

5.2. Feedstock and products testing

5.2.1. Develop sampling protocol

5.2.2. Implement testing protocol

5.3. Environmental monitoring

5.3.1. Develop monitoring protocol

5.3.2. Implement monitoring protocol

6. Project Management

6.1. Personnel

6.1.1. Identify personnel needs

6.1.2. Recruit personnel

6.1.3. Hire personnel

6.1.4. Initiate project tasks

6.2. Administration Fees

6.2.1. Indirect Costs

6.3. Annual work plans and budgets

6.3.1. Develop annual workplans and review budgets

6.4. Project coordination and administration

6.4.1. Coordinate project meetings, deliverables and project tasks

6.4.2. Facilitate project meetings and project communication