

3745-76-13 **Recordkeeping requirements.**

- (A) Except as provided in paragraph (B)(2)(a)(ii) of rule 3745-76-07 of the Administrative Code, each owner or operator of an MSW landfill subject to the provisions of paragraph (B) of rule 3745-76-07 of the Administrative Code shall keep for at least five years up-to-date, readily accessible, on-site records of the design capacity report which triggered paragraph (B) of rule 3745-76-07 of the Administrative Code, the current amount of solid waste in-place, and the year-by-year waste acceptance rate. Off-site records may be maintained if they are retrievable within four hours. Either paper copy or electronic formats are acceptable.

- (B) Except as provided in paragraph (B)(2)(a)(ii) of rule 3745-76-07 of the Administrative Code, each owner or operator of a controlled landfill shall keep up-to-date, readily accessible records for the life of the control equipment of the data listed in paragraphs (B)(1) to (B)(4) of this rule as measured during the initial performance test or compliance determination. Records of subsequent tests or monitoring shall be maintained for a minimum of five years. Records of the control device vendor specifications shall be maintained until removal.
 - (1) Where an owner or operator subject to the provisions of this chapter seeks to demonstrate compliance with paragraph (B)(2)(b) of rule 3745-76-07 of the Administrative Code:
 - (a) The maximum expected gas generation flow rate as calculated in paragraph (A)(1) of rule 3745-76-10 of the Administrative Code. The owner or operator may use another method to determine the maximum gas generation flow rate, if the method has been approved by the director.
 - (b) The density of wells, horizontal collectors, surface collectors, or other gas extraction devices determined using the procedures specified in paragraph (A)(1) of rule 3745-76-14 of the Administrative Code.
 - (2) Where an owner or operator subject to the provisions of this chapter seeks to demonstrate compliance with paragraph (B)(2)(c) of rule 3745-76-07 of the Administrative Code through use of an enclosed combustion device other than a boiler or process heater with a design heat input capacity greater than forty four megawatts:
 - (a) The average combustion temperature measured at least every fifteen minutes and averaged over the same time period of the performance test.
 - (b) The percent reduction of NMOC determined as specified in paragraph (B)(2)(c)(ii) of rule 3745-76-07 of the Administrative Code achieved by the control device.

- (3) Where an owner or operator subject to the provisions of this chapter seeks to demonstrate compliance with paragraph (B)(2)(c)(ii)(a) of rule 3745-76-07 of the Administrative Code through use of a boiler or process heater of any size: a description of the location at which the collected gas vent stream is introduced into the boiler or process heater over the same time period of the performance testing.
 - (4) Where an owner or operator subject to the provisions of this chapter seeks to demonstrate compliance with paragraph (B)(2)(c)(i) of rule 3745-76-07 of the Administrative Code through use of an open flare, the flare type (i.e., steam-assisted, air-assisted, or nonassisted), all visible emission readings, heat content determination, flow rate or bypass flow rate measurements, and exit velocity determinations made during the performance test as specified in rule 3745-76-15 of the Administrative Code; continuous records of the flare pilot flame or flare flame monitoring and records of all periods of operations during which the pilot flame of the flare flame is absent.
- (C) Except as provided in paragraph (B)(2)(a)(ii) of rule 3745-76-07 of the Administrative Code, each owner or operator of a controlled landfill subject to the provisions of this chapter shall keep for five years up-to-date, readily accessible continuous records of the equipment operating parameters specified to be monitored in rule 3745-76-11 of the Administrative Code as well as up-to-date, readily accessible records for periods of operation during which the parameter boundaries established during the most recent performance test are exceeded.
- (1) The following constitute exceedances that shall be recorded and reported under paragraph (F) of rule 3745-76-12 of the Administrative Code:
 - (a) For enclosed combustors except for boilers and process heaters with design heat input capacity of forty four megawatts (one hundred fifty million British Thermal Units per hour) or greater, all three-hour periods of operation during which the average combustion temperature was more than twenty eight degrees centigrade below the average combustion temperature during the most recent performance test at which compliance with paragraph (B)(2)(c) of rule 3745-76-07 of the Administrative Code was determined.
 - (b) For boilers or process heaters, whenever there is a change in the location at which the vent stream is introduced into the flame zone as required under paragraph (B)(3) of this rule.
 - (2) Each owner or operator subject to the provisions of this chapter shall keep up-to-date, readily accessible continuous records of the indication of flow to the control device or the indication of bypass flow or records of monthly inspections of car-seals or lock-and-key configurations used to seal bypass lines, specified under rule 3745-76-11 of the Administrative Code.

- (3) Each owner or operator subject to the provisions of this chapter who uses a boiler or process heater with a design heat input capacity of forty four megawatts or greater to comply with paragraph (B)(2)(c) of rule 3745-76-07 of the Administrative Code shall keep an up-to-date, readily accessible record of all periods of operation of the boiler or process heater. (Examples of such records could include records of steam use, fuel use, or monitoring data collected pursuant to a permit or other state, local, or federal regulatory requirements.)
 - (4) Each owner or operator seeking to comply with the provisions of this chapter by use of an open flare shall keep up-to-date, readily accessible continuous records of the flame or flare pilot flame monitoring specified under paragraph (C) of rule 3745-76-11 of the Administrative Code, and up-to-date, readily accessible records of all periods of operation in which the flame or flare pilot flame is absent.
- (D) Except as provided in paragraph (B)(2)(a)(ii) of rule 3745-76-07 of the Administrative Code, each owner or operator subject to the provisions of this chapter shall keep for the life of the collection system an up-to-date, readily accessible plot map showing each existing and planned collector in the system and providing a unique identification location label for each collector.
- (1) Each owner or operator subject to the provisions of this chapter shall keep up-to-date, readily accessible records of the installation date and location of all newly installed collectors as specified under paragraph (B) of rule 3745-76-10 of the Administrative Code.
 - (2) Each owner or operator subject to the provisions of this chapter shall keep readily accessible documentation of the nature, date of deposition, amount, and location of asbestos-containing or nondegradable waste excluded from collection as provided in paragraph (A)(3)(a) of rule 3745-76-14 of the Administrative Code as well as any nonproductive areas excluded from collection as provided in paragraph (A)(3)(b) of rule 3745-76-14 of the Administrative Code.
- (E) Except as provided in paragraph (B)(2)(a)(ii) of rule 3745-76-07 of the Administrative Code, each owner or operator subject to the provisions of this chapter shall keep for at least five years up-to-date, readily accessible records of all collection and control system exceedances of the operational standards in rule 3745-76-08 of the Administrative Code, the reading in the subsequent month whether or not the second reading is an exceedance, and the location of each exceedance.
- (F) Landfill owners or operators who convert design capacity from volume to mass or mass to volume to demonstrate that landfill design capacity is less than 2.5 million megagrams or 2.5 million cubic meters, as provided in the definition of "design capacity", shall keep readily accessible, on site records of the annual recalculation of site-specific density, design capacity, and the supporting documentation. Off site

records may be maintained if they are retrievable within four hours. Either paper copy or electronic formats are acceptable.

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