

3745-54-73

Operating record.

(A) The owner or operator must keep a written operating record at the facility.

(B) The following information must be recorded, as it becomes available, and maintained in the operating record ~~until closure of the facility~~ for three years unless noted as follows:

(1) A description and the quantity of each hazardous waste received, and the method(s) and date(s) of its treatment, storage, or disposal at the facility as required by the appendix to this rule; This information must be maintained in the operating record until closure of the facility.

(2) The location of each hazardous waste within the facility and the quantity at each location. For disposal facilities, the location and quantity of each hazardous waste must be recorded on a map or diagram ~~of that shows~~ each cell or disposal area. For all facilities, this information must include cross-references to specific manifest document numbers; if the waste was accompanied by a manifest; This information must be maintained in the operating record until closure of the facility.

[Comment: See rule 3745-55-19 of the Administrative Code for related requirements.]

(3) Records and results of waste analyses performed as specified in paragraph (A) of rule 3745-270-04 and in rules 3745-54-13, 3745-54-17, 3745-57-14, 3745-57-41, and 3745-270-07 of the Administrative Code;

(4) Summary reports and details of all incidents that require implementing the contingency plan as specified in paragraph ~~(J)~~(I) of rule 3745-54-56 of the Administrative Code;

(5) Records and results of inspections as required by paragraph (D) of rule 3745-54-15 of the Administrative Code, except these data need be kept only three years;

(6) Monitoring, testing or analytical data, and corrective action where required by rules 3745-54-19, 3745-54-90 to 3745-54-101, 3745-55-91, 3745-55-93, 3745-55-95, 3745-56-22, 3745-56-23, 3745-56-26, 3745-56-52 to 3745-56-54, 3745-56-76, 3745-56-78, 3745-56-80, 3745-57-04 to 3745-57-06, 3745-57-09, ~~3745-57-47~~, and 3745-57-92 of the Administrative Code; Maintain in the operating record for three years, except for records and results pertaining to ground water monitoring and cleanup which must be maintained in the operating record until closure of the facility;

- (7) For off-site facilities, notices to generators as specified in paragraph (B) of rule 3745-54-12 of the Administrative Code;
- (8) All closure cost estimates under rule 3745-55-42 of the Administrative Code, and, for hazardous waste disposal facilities, all post-closure estimates under rule 3745-55-44 of the Administrative Code; This information must be maintained in the operating record until closure of the facility;
- (9) A certification by the permittee, no less often than annually, that the permittee has a program in place to reduce the volume and toxicity of hazardous waste that he generates to the degree determined by the permittee to be economically practicable; and the proposed method of treatment, storage, or disposal is that practicable method currently available to the permittee which minimizes the present and future threat to human health and the environment;
- (10) Records of the quantities (and date of placement) for each shipment of hazardous waste placed in land disposal units under an extension to the effective date of any land disposal restriction granted pursuant to rule 3745-270-05 of the Administrative Code, a petition pursuant to rule 3745-270-06 of the Administrative Code, and the applicable notice required by a generator under paragraph (A) of rule 3745-270-07 of the Administrative Code; This information must be maintained in the operating record until closure of the facility;
- (11) For an off-site treatment facility, a copy of the notice required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;
- (12) For an on-site treatment facility, the information contained in the notice (except the manifest number) required by the generator or owner or operator under rule 3745-270-07 of the Administrative Code;
- (13) For an off-site land disposal facility a copy of the notice required by the generator or the owner or operator of a treatment facility under rule 3745-270-07 of the Administrative Code;
- (14) For an on-site land disposal facility, the information contained in the notice required by the generator or owner or operator of a treatment facility under rule 3745-270-07 of the Administrative Code, except for the manifest number;
- (15) For an off-site storage facility, a copy of the notice required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;

- (16) For an on-site storage facility, the information contained in the notice (except the manifest number) required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code; ~~and~~
- (17) Any records required under paragraph (J)(13) of rule 3745-54-01 of the Administrative Code;
- (18) Monitoring, testing or any analytical data where required by rule 3745-57-45 of the Administrative Code must be maintained in the operating record for five years; and
- (19) Certifications as required by paragraph (F) of rule 3745-55-96 of the Administrative Code must be maintained in the operating record until closure of the facility.

Effective: 09/05/2010

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CERTIFIED ELECTRONICALLY

Certification

07/23/2010

Date

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AMENDED APPENDIX

1

Appendix to rule 3745-54-73 of the Administrative Code

Recordkeeping Instructions

The recordkeeping provisions of rule 3745-54-73 of the Administrative Code specify that an owner or operator must keep a written operating record at his facility. This ~~Appendix~~ appendix provides additional instructions for keeping portions of the operating record. See paragraph (B) of rule 3745-54-73 of the Administrative Code for additional recordkeeping requirements.

The following information must be recorded, as it becomes available, and maintained in the operating record until closure of the facility in the following manner:

Records of each hazardous waste received, treated, stored, or disposed of at the facility which include the following:

- (1) A description by its common name and the EPA hazardous waste number(s) from Chapter 3745-51 of the Administrative Code which apply to the waste. The waste description also must include the waste's physical form, i.e., liquid, sludge, solid, or contained gas. If the waste is not listed as a hazardous waste in ~~Chapter 3745-51~~ rules 3745-51-30 to 3745-51-35 of the Administrative Code, the description also must include the process that produced it (for example, solid filter cake from production of ---, EPA hazardous waste number W051).

Each hazardous waste listed in ~~Chapter 3745-51~~ rules 3745-51-30 to 3745-51-35 of the Administrative Code and each hazardous waste characteristic defined in rules 3745-51-20 to 3745-51-24 of the Administrative Code, has a four-digit EPA hazardous waste number assigned to it. This number must be used for recordkeeping and reporting purposes. Where a hazardous waste contains more than one listed hazardous waste, or where more than one hazardous waste characteristic applies to the waste, the waste description must include all applicable EPA hazardous waste numbers.

Unit of measure	Code ¹
Gallons	G
Gallons per hour	E
Gallons per day	U
Liters	L
Liters per hour	H
Liters per day	V
Short tons per hour	D
Metric tons per hour	W
Short tons per day	N
Metric tons per day	S
Pounds per hour	J
Kilograms per hour	R

Unit of measure	Code ¹
Cubic yards	Y
Cubic meters	C
Acres	B
Acre-feet	A
Hectares	Q
Hectare-meter	F
Btu's per hour	I
<u>Pounds</u>	<u>P</u>
<u>Short tons</u>	<u>T</u>
<u>Kilograms</u>	<u>K</u>
<u>Tons</u>	<u>M</u>
<p>1 Single digit symbols are used here for data processing purposes.</p>	

- (2) The estimated or manifest-reported weight, or volume and density, where applicable, in one of the units of measure specified in Table 1;
- (3) The method(s) [by handling code(s) as specified in Table 2] and date(s) of treatment, storage, or disposal.

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods	
Enter the handling code(s) listed below that most closely represents the technique(s) used at the facility to treat, store, or dispose of each quantity of hazardous waste received.	
1.	Storage
	S01 Container (barrel, drum, etc.)
	S02 Tank
	S03 Waste pile
	S04 Surface impoundment
	S05 Other (specify)
	S06 Containment building (storage)
	S99 Other storage (specify)

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

2.	Treatment
(a)	Thermal Treatment
	T06 Liquid injection incinerator
	T07 Rotary kiln incinerator
	T08 Fluidized bed incinerator
	T09 Multiple hearth incinerator
	T10 Infrared furnace incinerator
	T11 Molten salt destructor
	T12 Pyrolysis
	T13 Wet Air oxidation
	T14 Calcination
	T15 Microwave discharge
	T18 Other (specify)
(b)	Chemical Treatment
	T19 Absorption mound
	T20 Absorption field
	T21 Chemical fixation
	T22 Chemical oxidation
	T23 Chemical precipitation
	T24 Chemical reduction
	T25 Chlorination
	T26 Chlorinolysis
	T27 Cyanide destruction
	T28 Degradation
	T29 Detoxification
	T30 Ion exchange
	T31 Neutralization
	T32 Ozonation

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

	T33	Photolysis
	T34	Other (specify)
(c)	Physical Treatment	
	(1)	Separation of components
	T35	Centrifugation
	T36	Clarification
	T37	Coagulation
	T38	Decanting
	T39	Encapsulation
	T40	Filtration
	T41	Flocculation
	T42	Flotation
	T43	Foaming
	T44	Sedimentation
	T45	Thickening
	T46	Ultrafiltration
	T47	Other (specify)
	(2)	Removal of Specific Components
	T48	Absorption-molecular sieve
	T49	Activated carbon
	T50	Blending
	T51	Catalysis
	T52	Crystallization
	T53	Dialysis
	T54	Distillation
	T55	Electrodialysis
	T56	Electrolysis
	T57	Evaporation

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

	T58	High gradient magnetic separation
	T59	Leaching
	T55	Electrodialysis
	T56	Electrolysis
	T57	Evaporation
	T58	High gradient magnetic separation
	T59	Leaching
	T60	Liquid ion exchange
	T61	Liquid-liquid extraction
	T62	Reverse osmosis
	T63	Solvent recovery
	T64	Stripping
	T65	Sand filter
	T66	Other (specify)
(d)		Biological Treatment
	T67	Activated sludge
	T68	Aerobic lagoon
	T69	Aerobic tank
	T70	Anaerobic lagoon
	T71	Composting
	T72	Septic tank
	T73	Spray irrigation
	T74	Thickening filter
	T75	Tricking Trickling filter
	T76	Waste stabilization pond
	T77	Other (specify)
	T78	[Reserved]
	T79	[Reserved]

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

(e)	Boilers and Industrial Furnaces
T80	Boiler
T81	Cement kiln
T82	Lime kiln
T83	Aggregate kiln
T84	Phosphate kiln
T85	Coke oven
T86	Blast furnace
T87	Smelting, melting, or refining furnace
T88	Titanium dioxide chloride process oxidation reactor
T89	Methane reforming furnace
T90	Pulping liquor recovery furnace
T91	Combustion device used in the recovery of sulfur values from spent sulfuric acid
T92	Halogen acid furnaces
T93	Other industrial furnaces listed in rule 3745-50-10 of the Administrative Code (specify)
(f)	Other Treatment
T94	Containment building (treatment)
3.	Disposal
D79	Underground injection
D80	Landfill
D81	Land treatment
D82	Ocean disposal
D83	Surface impoundment (to be closed as a landfill)
D99	Other disposal (specify)

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods	
4.	Miscellaneous (Subpart X)
X01	Open burning/Open detonation
X02	Mechanical processing
X03	Thermal unit
X04	Geologic repository
X99	Other Subpart X (specify)