
Alternate Daily Log of Operations Request Procedure

PURPOSE

This educational guideline outlines the procedure to be followed when an owner or operator wants to develop its own Daily Log of Operations Form in lieu of using the form prescribed by the director.

APPLICABLE RULES/STATUTES

MSW: OAC 3745-27-19(E)(10)
TF: OAC 3745-27-23(U)
Comp: OAC 3745-27-45(K)(3)
Inc: OAC 3745-27-52(O)
Tires: OAC 3745-27-75(E)(9)
ISW: OAC 3745-29-19(E)(10)
RSW: OAC 3745-30-14(E)(9)
C&DD: OAC 3745-400-11(B)(9)

APPLICABILITY

This document applies to operating municipal solid waste (MSW) landfills, transfer facilities (TF), composting facilities, incinerators, scrap tire monofills, industrial solid waste (ISW) landfills, residual solid waste (RSW) landfills, and construction & demolition debris (C&DD) landfills. This document does not apply to infectious waste facilities because their daily logs are not on forms prescribed by the director.

DETAILED DISCUSSION

Content of Daily Log

The Daily Log of Operations Form is a means of recording the amount of incoming and outgoing material at applicable facilities and is an operational requirement for facilities that the Division of Solid and Infectious Waste Management (DSIWM) regulates.

The Daily Log of Operations Form prescribed by the director consists of multiple parts:

- a cover sheet;
- information regarding the waste received;
- for transfer facilities, information regarding outgoing materials;
- for MSW and ISW landfills, transfer facilities, and composting facilities, an operations checklist;
- for composting facilities, information on composting activities;
- for composting facilities and C&DD landfills, information regarding unauthorized/rejected material.

All of these forms are developed specifically for the facility type. If an owner or operator wants to develop its own form:

- For MSW, Tires, ISW, RSW, and C&DD facilities, an alternate form can be used as long as all the information on the prescribed form is present on the alternate form. If all the information is not present, an exemption must be obtained to use the alternate form.
- For transfer facilities and incinerators, an exemption must be obtained. The rules do not provide for use of alternate forms.
- For composting facilities, written approval to use the alternate form must be obtained from the director. If not all the information on the prescribed form is present, an exemption must be obtained to use the alternate form.

Alternate Form Requests and Exemption Requests

A written request and a copy of the alternate form should be sent to the Ohio EPA, Division of Solid and Infectious Waste Management, P.O. Box

Alternate Daily Log of Operations Request Procedure

1049, Columbus, Ohio 43216-1049, Attention: Enforcement Coordinator.

If a company owns or operates multiple facilities, a request can be made to use the same alternate Daily Log of Operations at all the sites. The request (and approval) will need to specify the facilities involved.

For those sites where use of an alternate form requires and has received approval by Ohio EPA, DSIWM recommends that the owner or operator keep a copy of the authorization with the alternate Daily Log of Operations Form. During an inspection by the approved health department or Ohio EPA, the authorization will then be available as documentation that approval has been granted to use the alternate form.

If Ohio EPA revises the content of the prescribed Daily Log of Operations Form, Ohio EPA will provide written notice to owners and operators that the alternate form is no longer adequate. The notice will also specify a deadline for revising existing forms at each facility to include the required changes, or for obtaining approval of any alternate forms, where necessary. If approval is not obtained by the deadline, the owner or operator will need to use the prescribed Daily Log of Operations Form.

POINT OF CONTACT

Central District Office DSIWM Supervisor
(614) 728-3778

Northeast District Office DSIWM Supervisor
(330) 963-1200

Northwest District Office DSIWM Supervisor
(419) 352-8461

Southeast District Office DSIWM Supervisor
(740) 385-8501

Southwest District Office DSIWM Supervisor
(937) 285-6357

Central Office Compliance Monitoring and Enforcement Unit
(614) 644-2621

DISCLAIMER

The procedures set out in this document are intended solely for guidance of government personnel. The procedures are not intended and cannot be relied upon to create rights, substantive or procedural, enforceable by any party against Ohio EPA. While this guidance document is not legally binding, all statutes and rules referenced herein are binding and enforceable. Ohio EPA reserves the right to vary this guidance or to change it at any time without public notice and also reserves the right to deviate from this guidance on a case-by-case basis.