



Division of Materials & Waste Management

# Municipal Solid Waste Landfill Daily Log of Operations {as required by O.A.C. 3745-27-19(E)(10)}

## Yearly Cover Sheet (Form 1)

This daily log cover sheet should be completed at the beginning of each license year and should be kept on file at the beginning of the daily log file for that year. Attach amendments to this form as necessary.

Annual Log for Year: \_\_\_\_\_ License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Location of Facility: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Owner of Facility: \_\_\_\_\_ Licensee Name: \_\_\_\_\_

Name of Site Manager: \_\_\_\_\_

Method(s) of Measuring Amount of Incoming Materials:

\_\_\_\_\_ Scales      \_\_\_\_\_ Visual Estimate      \_\_\_\_\_ Capacity of Hauling Vehicle

This form should be retained on file for inspection by the local health department, Ohio EPA, or an authorized representative. Failure to provide accurate daily operations information may be considered a violation of Ohio Revised Code § 2921.13.



# Municipal Solid Waste Landfill Facility Daily Log of Operations - Form 2

{Log Required by OAC 3745-27-19(E)(10)}

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Unique vehicle ID #	Waste Type: <small>*A, CD, MSW, RSW, ISW, EW, U, SSR</small>	Amount of Waste (Tons or yd <sup>3</sup> )			Transfer Facility or Direct Haul?	Waste Origin (if direct hauled) <b>OR</b> Location of Transfer Facility (if transferred waste)	City (optional)	County	State	Generator (for all but MSW)	Name of Hauling Company
		Within District (a)	Out of District (b)	Out of State (c)							

\* Waste Types: A = Asbestos; CD = Construction and Demolition Debris; MSW = Municipal Solid Waste; RSW = Residual Solid Waste; ISW = Industrial Solid Waste; EW = Exempt Waste, specify (i.e. nontoxic fly ash, nontoxic foundry sand); U = Unauthorized Waste (indicate refusal); SSR = Source separated recyclables

	Within District	Out of District	Out of State	Totals
Total Amount of Waste for This Sheet:	(a)	(b)	(c)	(a+b+c)
Cumulative Total From Previous Sheet: (Same Day)	(d)	(e)	(f)	(d+e+f)
Cumulative Total Waste for This Day:	(g)	(h)	(i)	(g+h+i)
Total Amount of Solid Waste (This Day)	(j)	(k)	(l)	(j+k+l)
Total Amount of C&DD (This Day)	(m)	(n)	(o)	(m+n+o)

This form should be retained on file for three years for inspection by the local health department, Ohio EPA, or an authorized representative. Failure to provide accurate daily operations information may be considered a violation of Ohio Revised Code § 2921.13.

\_\_\_\_\_  
*Signature of Person Completing Form*

\_\_\_\_\_  
*Print Name of Person Completing Form*



# Municipal Solid Waste Landfill Facility Daily Log of Operations - Form 3

{Log Required by OAC 3745-27-19(E)(10)}

Facility Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Facility Opened Today at (time): \_\_\_\_\_ Facility Closed Today at (time): \_\_\_\_\_

List Equipment in Operation at the Facility Today: \_\_\_\_\_

List Weather Conditions on this Day: \_\_\_\_\_

**The Facility Operator shall inspect the facility daily for compliance with the applicable regulations including but not limited to the following:**

**Place an (X) on the line next to all aspects of facility operations which have been inspected today.**

### 3745-27-05 Prohibited Disposal Methods

\_\_\_\_\_ (B) No Open Burning \_\_\_\_\_

- \_\_\_\_\_ (f) Acceptance of yard waste
- \_\_\_\_\_ (g) Acceptance of scrap tires
- \_\_\_\_\_ (h) Acceptance of low level rad. waste
- \_\_\_\_\_ (i) Acceptance of semi-solid material w/free liquid

### 3745-27-19 Operation of a Facility

- \_\_\_\_\_ (E)(2)(a) Maintain access roads \_\_\_\_\_
- \_\_\_\_\_ (b) Limited access to facility \_\_\_\_\_
- \_\_\_\_\_ (c) Signs posted \_\_\_\_\_
- \_\_\_\_\_ (d) Exclusion of animals \_\_\_\_\_
- \_\_\_\_\_ (3)(a) Adequate fire equipment \_\_\_\_\_
- \_\_\_\_\_ (b) Operable and adequate equipment \_\_\_\_\_
- \_\_\_\_\_ (4) Improper salvaging \_\_\_\_\_
- \_\_\_\_\_ (5) Trained employees \_\_\_\_\_
- \_\_\_\_\_ (6) Preparation for inclement weather \_\_\_\_\_
- \_\_\_\_\_ (7)(a) Leachate treatment/disposal \_\_\_\_\_
- \_\_\_\_\_ (b) Phased operation \_\_\_\_\_
- \_\_\_\_\_ (c) Confined unloading \_\_\_\_\_
- \_\_\_\_\_ (d) Separation/control of flammable waste \_\_\_\_\_
- \_\_\_\_\_ (e) Waste disposed at working face \_\_\_\_\_
- \_\_\_\_\_ (f)(i) Compacting bulky items \_\_\_\_\_
- \_\_\_\_\_ (ii) Minimizing dust generation \_\_\_\_\_
- \_\_\_\_\_ (8)(a) NESHAP reg. asbestos disposal \_\_\_\_\_
- \_\_\_\_\_ (b) Acceptance of liquids \_\_\_\_\_
- \_\_\_\_\_ (c) Acceptance of hazardous waste \_\_\_\_\_
- \_\_\_\_\_ (d) Acceptance of PCBs \_\_\_\_\_
- \_\_\_\_\_ (e) Acceptance of infectious waste \_\_\_\_\_

- \_\_\_\_\_ (9) Control of scattered litter
- \_\_\_\_\_ (10) Keeping of daily logs
- \_\_\_\_\_ (11)(a) Daily inspection of facility for ponding, erosion, leachate outbreaks
- \_\_\_\_\_ (F) Daily cover
- \_\_\_\_\_ (G) Intermediate cover
- \_\_\_\_\_ (H) Final cover
- \_\_\_\_\_ (I) Scales
- \_\_\_\_\_ (J)(1) Surface water diversion
- \_\_\_\_\_ (2) Design in operating record
- \_\_\_\_\_ (4) Surface water monitoring
- \_\_\_\_\_ (K)(1) Leachate control
- \_\_\_\_\_ (2) Lift station back-up pumps
- \_\_\_\_\_ (3) Collection pipe network (inspection)
- \_\_\_\_\_ (L) PCB and hazardous waste prevention

### 3745-37-01 License

\_\_\_\_\_ (A) Valid license

### Corrective Actions Taken and Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Person Completing Form*

\_\_\_\_\_  
*Print Name of Person Completing Form*

\_\_\_\_\_  
*Date*

This form should be retained on file for three years for inspection by the local health department, Ohio EPA, or an authorized representative. Failure to provide accurate daily operations information may be considered a violation of Ohio Revised Code § 2921.13.



# Municipal Solid Waste Landfill Facility Daily Log of Operations - Form 4

- Weekly Sedimentation Pond and Discharge Structure Inspection - OAC Rule 3745-27-19(E)(11)(b)  
{Log Required by OAC 3745-27-19(E)(10)}

Facility Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

List Weather Conditions on this Day: \_\_\_\_\_

*For any problems identified, locate and number on site map and explain. Document all corrective actions after deficiencies are corrected. Place an (X) on the line next to all aspects of facility operations which have been inspected today. Mark "N/A" if not applicable.*

### Sedimentation Ponds

- \_\_\_\_ Structural Integrity of Berms
- \_\_\_\_ Vegetation
- \_\_\_\_ Primary Spillway(s)
- \_\_\_\_ Emergency Spillway(s)
- \_\_\_\_ Water Quality
- \_\_\_\_ Sediment Volume
- \_\_\_\_ Discharges

### Erosion Control

- \_\_\_\_ Permanent Controls
- \_\_\_\_ Temporary Controls
- \_\_\_\_ Hillsides
- \_\_\_\_ Vegetation
- \_\_\_\_ Stability
- \_\_\_\_ Checkdams
- \_\_\_\_ Roadways

### Ditches/Channels

- \_\_\_\_ Vegetated
- \_\_\_\_ Riprap
- \_\_\_\_ Freeboard
- \_\_\_\_ Scour
- \_\_\_\_ Water Quality
- \_\_\_\_ Clogging

### Pipes/Culverts

- \_\_\_\_ Structural Integrity
- \_\_\_\_ Crushing
- \_\_\_\_ Adequate Cover
- \_\_\_\_ Water Quality
- \_\_\_\_ Clogging
- \_\_\_\_ Head/Endwalls

### Description of Water Quality Samples Taken

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### Description of Corrective Actions Taken and Other Comments

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\_\_\_\_\_  
*Signature of Person Completing Form*

\_\_\_\_\_  
*Print Name of Person Completing Form*

\_\_\_\_\_  
*Date*

This form should be retained on file for three years for inspection by the local health department, Ohio EPA, or an authorized representative. Failure to provide accurate daily operations information may be considered a violation of Ohio Revised Code § 2921.13.



Division of Materials & Waste Management

## Instructions for Completing Municipal Solid Waste Landfill Daily Log of Operations

### **Form 1 - Cover Sheet**

Complete Form 1 at the beginning of each license year. If a section does not apply, indicate so with the notation N/A. If any of the information contained on Form 1 changes during the license year, attach an addendum to the form with the corrections and the date on which they occurred. Maintain Form 1 at the beginning of the complete Daily Log.

### **Form 2 - Daily Log of Operations**

Form 2 is the actual record of waste received for disposal on a particular day. Enter the Date, Day of Week, and Facility Name in the appropriate spaces in the top right corner of the form at the beginning of each day. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of waste received for disposal. As many copies of Form 2 as necessary to record all loads received for disposal may be used for each day.

**Column 1 - Unique vehicle/trailer ID #:** This number should be a unique number that can identify each vehicle/trailer and is clearly marked on the vehicle/trailer. This could include license plate number, trailer number, rail car number, rolloff box number, etc.

**Column 2 - Type of Waste:** Record the type of waste received for each load in this column. Codes and descriptions for waste types are as follows:

**A - Asbestos** - is NESHAP regulated asbestos waste.

**CD - Construction and Demolition Debris** - is waste material resulting from the alteration, construction, destruction, rehabilitation, or repair of any physical structure built by humans, and includes particles and dust created during demolition activities, as defined in ORC Section 3714.01(C).

**NOTE:** Only C&DD that meets the definition of OAC Rule 3745-400-11(F) may be classified as C&DD. Material that is not readily identifiable as C&DD may not be logged as C&DD nor logged as Exempt Waste.

**U - Unauthorized Wastes** - includes untreated infectious waste, waste oils, hazardous wastes, yard waste, lead acid batteries, waste tires, bulk containerized liquids, and any other materials not authorized for disposal at a solid waste facility. All loads delivered to the facility that are refused due to the presence of Unauthorized Wastes should be logged on the form with a notation that the load was refused.

**EW - Exempt Waste** - includes, but is not limited to, nontoxic fly ash and bottom ash, spent nontoxic foundry sand, and earth or materials from mining. Specify the type of waste received on the form.

**RSW - Residual Solid Waste** - As defined in OAC 3745-30-01(B)

**ISW - Industrial Solid Waste** - includes any non-hazardous solid waste which results from or is the residue of a manufacturing or industrial process. (Industrial Solid Waste is defined in OAC 3745-29-01). Examples include industrial sludges, filter cake, etc.

**MSW - Municipal Solid Waste** - includes all "solid waste" as defined in OAC 3745-27-01 except Industrial and Residual Solid Wastes.

**NOTE:** Only C&DD that meets the definition of OAC Rule 3745-400-11(F) may be classified as "C&DD". Material that is not readily identifiable as C&DD may not be logged as "C&DD" nor logged as "Exempt" waste.

**SSR - Source separated recyclables** - includes recyclable materials separated at the point of generation.

**Column 3 - Amount of Waste:** Each load of waste received at the facility for disposal must be measured. Column 3 is divided into "Within District", "Out of District", and "Out of State" sections for recording the amount of waste in a particular load for each division. To avoid confusion, be sure to circle the appropriate unit of measure at the top of the column on each new page. When the facility closes for the day, or when all rows on a sheet have been completely filled (13 loads can be recorded on each sheet) total the amount of waste from all entries and place the figures in the "Total Amount of Waste for This Sheet" spaces at the bottom of the page. If only one sheet was used for a day, or for the first sheet in a day requiring multiple sheets, copy the "Total Amount of Waste for This Sheet" entries to the "Cumulative Total Waste for This Day" row at the bottom of the page. For subsequent sheets, copy the "Cumulative Total Waste for This Day" entry from the preceding page to the "Cumulative Total from Previous Sheet" row at the bottom of the page. The "Cumulative Total Waste for This Day" for that page is the sum of the "Total Amount of Waste for This Sheet" and "Cumulative Total From Previous Sheet" sections. As each sheet is completed for a given day, indicate the page number of the sheet in the space provided (note: you will not be able to indicate the total number of sheets used until the end of the day). For those facilities that use electronic daily log forms, the "Cumulative Total" boxes (boxes d through I) at the bottom of the page are optional. For the "Total Amount of Solid Waste (This Day)" row, enter the total amount of asbestos, MSW, ISW, & RSW received by the facility that day.

**Column 4 - Transfer Facility or Direct Haul:** Identify whether or not the waste was received from a transfer facility by marking "Y" for "yes" or "N" for "no" in the appropriate column. If the waste was received from a transfer facility, enter "Y" and record the name of the transfer facility in the appropriate column (Note: a listing of all licensed transfer facilities in Ohio is available on the Ohio EPA web page at [www.epa.state.oh.us/dsiwm](http://www.epa.state.oh.us/dsiwm)). If the waste was direct hauled (did not originate from a transfer facility), enter "N" in the appropriate column. Note: the total amount of waste transferred to the facility is not required to be totaled on this form, but this information will be needed for the annual report.

**Column 5 - Waste Origin or Location of Transfer Facility:** If the waste load is direct hauled, record the county and state where the waste load originated for each load received for disposal at the facility (the city can be entered as well, although it is optional). If the waste load was received from a transfer facility, record the county and state where the transfer facility is located for each load received for disposal at the facility (the city can be entered as well, although it is optional). Enter the appropriate information in this column.

**Column 6 - Generator:** If the waste is any type but MSW, the generator's name must be recorded.

**Column 7 - Name of Hauling Company:** For each load, record the name of each company which brings wastes to the facility for disposal. The operator may use a code to designate specific companies on this form provided the local health department, Ohio EPA, or an authorized representative can be supplied with records in order to determine the actual company name of each hauler.

**Signature:** At the conclusion of each day, the person completing the form shall sign in the space provided at the bottom right of the final daily log sheet used. Print the name of the person completing the form in the space provided.

### **Form 3 - OAC Rules Daily Inspection Check List**

The facility must be inspected each day in order to determine compliance with OAC 3745-27-05, OAC 3745-27-19, and OAC 3745-37-01. Form 3 is a check list for use while inspecting the facility as noted above. The facility must describe the corrective actions taken on the daily log form. The check list should be completed, signed, and dated at the close of business each day. Place the completed check list at the end of each daily log.

### **Form 4 - Weekly Sedimentation Pond and Discharge Structure Inspection**

The facility must inspect sedimentation ponds and sedimentation pond discharge structures, including pipes, ditches, and culverts at least weekly for erosion, clogging, or failure and take prompt corrective action, if necessary. Place an (X) on the line next to all aspects of facility operations which have been inspected today. Written results of the inspections, including a discussion of any corrective actions taken and any water quality samples taken pursuant to OAC Rule 3745-27-19(E)(11), must be recorded in the space provided on Form 4 (use the back of the page or attach additional pages if necessary). The date and the weather conditions must also be noted in the appropriate places at the top of the form.