

3745-76-13

Recordkeeping ~~requirements~~ guidelines.

[Comment: For dates of non-regulatory government publications, publications of recognized organizations and associations, federal rules, and federal statutory provisions referenced in this rule, see paragraph (C) of rule 3745-76-01 of the Administrative Code titled, "referenced materials."]

- (A) Except as provided in paragraph ~~(B)(2)(a)(ii)~~(D)(2) of rule ~~3745-76-07~~ 3745-76-12 of the Administrative Code, each owner or operator of an MSW landfill subject to the provisions of paragraph ~~(B)~~(H) of rule ~~3745-76-07~~3745-76-03 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)~~(H) of rule ~~3745-76-07~~3745-76-03 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)~~(D)(2) of rule ~~3745-76-07~~ 3745-76-12 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 system equipment of the data listed in paragraphs (B)(1) to ~~(B)(4)~~(B)(5) 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~~ paragraphs ~~(B)(2)(b)~~(C) through (E) of rule ~~3745-76-07~~3745-76-03 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)(e)~~(E) of rule ~~3745-76-07~~3745-76-03 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~~per cent reduction of NMOC determined as specified in paragraph ~~(B)(2)(e)(ii)(F)(2)~~ of rule ~~3745-76-07~~3745-76-03 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)(e)(ii)(a)(F)(2)(a)~~ of rule ~~3745-76-07~~3745-76-03 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)(e)(i)(F)(1)~~ of rule ~~3745-76-07~~3745-76-03 of the Administrative Code through use of ~~an open~~non-enclosed 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.
- (5) Where an owner or operator subject to the provisions of this chapter seeks to demonstrate compliance with paragraph (F)(3) of rule 3745-76-03 of the Administrative Code through use of a landfill gas treatment system:
 - (a) Bypass records. Records of the flow of landfill gas to, and bypass of, the treatment system.
 - (b) Site-specific treatment monitoring plan, to include the following:
 - (i) Monitoring records of parameters that are identified in the treatment system monitoring plan and that ensure the treatment system is operating properly for each intended end use of the treated landfill gas. At a minimum, records should include records of filtration, de-watering, and compression parameters that ensure the treatment system is operating properly for each intended end use of the treated landfill gas.
 - (ii) Monitoring methods, frequencies, and operating ranges for each

monitored operating parameter based on manufacturer's recommendations or engineering analysis for each intended end use of the treated landfill gas.

(iii) Documentation of the monitoring methods and ranges, along with justification for their use.

(iv) Identify who is responsible (by job title) for data collection.

(v) Processes and methods used to collect the necessary data.

(vi) Description of the procedures and methods that are used for quality assurance, maintenance, and repair of all continuous monitoring systems.

(C) Except as provided in paragraph ~~(B)(2)(a)(ii)~~(D)(2) of rule ~~3745-76-07~~3745-76-12 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~~forty-four megawatts (one hundred fifty million British ~~Thermal~~thermal ~~Units~~units per hour) or greater, all three-hour periods of operation during which the average combustion temperature was more than twenty eight degrees ~~centigrade~~Celsius (eighty-two degrees Fahrenheit) below the average combustion temperature during the most recent performance test at which compliance with paragraph ~~(B)(2)(e)~~(F) of rule ~~3745-76-07~~3745-76-03 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)(e)~~(F) of rule ~~3745-76-07~~3745-76-03 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~~ non-enclosed 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.
 - (5) Each owner or operator of a landfill seeking to comply with paragraph (H) of rule 3745-76-03 of the Administrative Code using an active collection system designed in accordance with paragraphs (C) through (E) of rule 3745-76-03 of the Administrative Code shall keep records of periods when the collection system or control device is not operating.
- (D) Except as provided in paragraph ~~(B)(2)(a)(ii)~~(D)(2) of rule ~~3745-76-07~~3745-76-12 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 that matches the labeling on the plot map.
- (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)~~(D)(2) of rule ~~3745-76-07~~3745-76-12 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 the items in paragraphs (E)(1) through (E)(5) of this rule. Each owner or operator that chooses to comply with the provisions in 40 CFR part 63.1958, 63.1960 and 63.1961, as allowed under rules 3745-76-08, 3745-76-10 and 3745-76-11 of the Administrative Code, shall keep the records in paragraph (E)(6) of this rule and shall keep records according to 40 CFR 63.1983(e)(1) through (e)(5) in lieu of the following: a#

(1) 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.

(2) Each owner or operator subject to the provisions of this chapter shall also keep records of each wellhead temperature monitoring value of fifty-five degrees Celsius (one hundred thirty-one degrees Fahrenheit) or above, each wellhead nitrogen level at or above twenty per cent, and each wellhead oxygen level at or above five per cent.

(3) For any root cause analysis for which corrective actions are required in paragraph (A)(3) or (A)(5) of rule 3745-76-10 of the Administrative Code, keep a record of the root cause analysis conducted, including a description of the recommended corrective action taken, and the date the corrective action was completed.

(4) For any root cause analysis for which corrective actions are required in paragraph (A)(3)(b) or (A)(5)(b) of rule 3745-76-10 of the Administrative Code, keep a record of the root cause analysis conducted, the corrective action analysis, the date for corrective action already completed following the positive pressure reading or high temperature reading, and, for action not already completed, a schedule for implementation, including proposed commencement and completion dates.

(5) For any root cause analysis for which corrective actions are required in paragraph (A)(3)(c) or (A)(5)(c) of rule 3745-76-10 of the Administrative Code, keep a record of the root cause analysis conducted, the corrective action analysis, the date for corrective action already completed following the positive pressure reading or high temperature reading, for actions not already completed, a schedule for implementation, including proposed commencement and completion dates, and a copy of any comments or final approval on the corrective action analysis or schedule from the regulatory agency.

(6) Each owner or operator that chooses to comply with the provisions in 40 CFR part 63.1958, 63.1960 and 63.1961, as allowed under rules 3745-76-08, 3745-76-10 and 3745-76-11 of the Administrative Code, shall keep records of the date upon which the owner or operator started complying with the provisions in 40 CFR part 63.1958, 63.1960 and 63.1961.

(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~~on-site records of the annual recalculation of site-specific density, design capacity, and the supporting documentation. ~~Off-site~~Off-site records may be maintained if they are retrievable within four hours. Either paper copy or electronic formats are acceptable.

(G) Landfill owners or operators seeking to demonstrate that site-specific surface methane emissions are below five hundred parts per million by conducting surface emission monitoring under the Tier 4 procedures specified in paragraph (A)(6) of rule 3745-76-09 of the Administrative Code shall keep for at least five years up-to-date, readily accessible records of all surface emission monitoring and information related to monitoring instrument calibrations conducted according to sections 8 and 10 of USEPA method 21 of appendix A-7 of 40 CFR part 60, including all of the following items:

(1) Calibration records:

(a) Date of calibration and initials of operator performing the calibration.

(b) Calibration gas cylinder identification, certification date, and certified concentration.

(c) Instrument scale used.

(d) A description of any corrective action taken if the meter readout could not be adjusted to correspond to the calibration gas value.

(e) If an owner or operator makes their own calibration gas, a description of the procedure used.

(2) Digital photographs of the instrument setup. The photographs shall be time and date-stamped and taken at the first sampling location prior to sampling and at the last sampling location after sampling at the end of each sampling day, for the duration of the Tier 4 monitoring demonstration.

(3) Timestamp of each surface scan reading:

- (a) Timestamp should be detailed to the nearest second, based on when the sample collection begins.
- (b) A log for the length of time each sample was taken using a stopwatch (for example, the time the probe was held over the area).
- (4) Location of each surface scan reading. The owner or operator shall determine the coordinates using an instrument with an accuracy of at least four meters. Coordinates shall be in decimal degrees with at least five decimal places.
- (5) Monitored methane concentration (parts per million) of each reading.
- (6) Background methane concentration (parts per million) after each instrument calibration test.
- (7) Adjusted methane concentration using most recent calibration (parts per million).
- (8) For readings taken at each surface penetration, the unique identification location label matching the label specified in paragraph (D) of this rule.
- (9) Records of the operating hours of the gas collection system for each destruction device.
- (H) Except as provided in paragraph (D)(2) of rule 3745-76-12 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 monitoring data for parameters measured in paragraphs (A)(1) through (A)(3) of rule 3745-76-11 of the Administrative Code.
- (I) Any records required to be maintained by this chapter that are submitted electronically via the USEPA's CDX may be maintained in electronic format.
- (J) For each owner or operator reporting leachate or other liquids addition under paragraph (L) of rule 3745-76-12 of the Administrative Code, keep records of any engineering calculations or company records used to estimate the quantities of leachate or liquids added, the surface areas for which the leachate or liquids were applied, and the estimates of annual waste acceptance or total waste in place in the areas where leachate or liquids were applied.