

***** DRAFT – NOT FOR FILING *****

3745-520-610

Records management, log of operations, and log of odor complaints.

(A) An owner or operator shall retain all authorizing documents at the C&DD facility or at another location acceptable to the licensing authority.

(B) An owner or operator shall maintain an index of alterations that have been concurred with since the permit to install was issued.

(C) Log of operations.

(1) An owner or operator shall complete a log of operations using the forms prescribed by the director, except that alternative forms may be used pursuant to paragraph (B)(2) of this rule.

(2) Alternative forms. An owner or operator shall submit an alternative form to the licensing authority at least fourteen days prior to the owner or operator using the alternative form. The owner or operator may use the alternative form unless not later than fourteen days from the date of submittal unless the licensing authority sends written notification to the owner or operator that the alternative form is unacceptable. Alternative forms for the log of operations may be either in paper or electronic format provided that all of the information requested on the prescribed forms is present.

(3) The log of operations shall be completed in accordance with the instructions on the forms prescribed by the director.

(4) The log of operations shall be completed and signed by personnel at the C&DD facility who are familiar with the operations of the facility.

(5) Completed logs of operations shall be retained at the C&DD facility or at another location acceptable to the licensing authority.

(6) If requested by Ohio EPA or the approved board of health, an owner or operator shall make logs of operations available for inspection during normal operating hours.

(7) If requested by Ohio EPA or the approved board of health, an owner or operator shall submit logs of operations or summaries of logs of operations to Ohio EPA and the approved board of health.

(D) Log of odor complaints.

(1) An owner or operator shall maintain a log of odor complaints received at the C&DD facility.

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- (2) Odor complaints shall be recorded in the log in chronological order.
- (3) The log of odor complaints shall be retained at the C&DD facility or at another location acceptable to the licensing authority.
- (4) If requested by Ohio EPA or the approved board of health, an owner or operator shall make the log of odor complaints available for inspection during normal operating hours.
- (5) If requested by Ohio EPA or the approved board of health, an owner or operator shall submit the log of odor complaints to Ohio EPA and the approved board of health.
- (6) The log of odor complaints shall contain the following:

 - (a) The date and time of receipt of the complaint.
 - (b) The date, time, and location the odor was experienced and a description of the odor if this information was provided in the complaint.
 - (c) The name and affiliation of the person submitting the complaint, if this information was provided in the complaint.
 - (d) A description of any investigation conducted by the owner or operator in response to the complaint.
 - (e) A description of any response taken by the owner or operator to reduce or eliminate the odor.