Composting Facility
Log of Operations
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Ohio Environmental Protection Agency

Composting Facility
Log of Operations
Yearly Cover Sheet

Year:

_____

This cover sheet should be completed at the beginning of each year and should be kept on file at the beginning of the daily log file for that year as required by **Ohio Administrative Code 3745-560-04**. Attach amendments to this form as necessary

Facility Name: _____
(as it appears on registration and/or license)

Facility Location: _____
(street) (city) (state) (zip code)

Contact Name: _____ Phone #: _____

Class I ☐ Class II ☐ Class III ☐ Class IV ☐
(check one)

Registration #: _____ License #: _____

Method of Composting

☐ Windrow composting

☐ In-vessel composting

☐ Aerated static pile composting

☐ Static pile compositing

Other:

Type and Number of Available Equipment

☐ Front end loader ☐ Tub grinder

☐ Trommel screens ☐ Windrow turner

☐ Shredder/chipper

Other:

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Composting Facility - Log of Operations

Materials Acceptance & Distribution

Facility: _____

Year:_____ **Page:** ____ **of** _____

Date Load Received	Quantity of Waste (load must be measured by weight or volume)		Type of Waste	Waste Origin City/County/State (if not Ohio)	Compost Distributed (load must be measured by weight or volume)	
	tons	yd^3			tons	yd^3

Total Waste Received (this sheet)	tons	yd^3	Total Compost Distributed (this sheet)	tons	yd^3	Cumulative Total Waste Received (previous sheets)	tons	yd^3	Cumulative Total Compost Distributed (previous sheets)	tons	yd^3

Print Name of Person Completing Form _____

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Composting Facility - Log of Operations

Materials Management

Facility: _____

Year:_____ **Page:** ____ **of** _____

Date	Pile ID	Temperature	*(Check Applicable Boxes)* Formed	Turned	Loaded	Sampled	Wood Processing	Description of Activities

Signature of Person Completing Form _____ Print Name of Person Completing Form _____

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Composting Facility - Log of Operations Self-Inspection Checklist Class I Composting Facility

Facility:_____

Date:_____ **Time:**_____

Weather Conditions:_____

Person Completing Inspection:_____

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class I composting facilities.

Y	N	N/A	
			3745-560-110 Operational requirements
☐	☐	☐	(A) Comply with authorizing documents
☐	☐	☐	(B) Accept only authorized materials
			(C)(2) If prohibited material is detected:
☐	☐	☐	(a) Remove material from placement area
☐	☐	☐	(b) Manage material appropriately
☐	☐	☐	(c) Record incidents in log of operations
☐	☐	☐	(G) Remove/shred compostable containers
☐	☐	☐	(H)(1) Control noise, dust and odors
☐	☐	☐	(2) Control vectors
☐	☐	☐	(3) Prevent fire
☐	☐	☐	(4) Collect and dispose of scattered litter
☐	☐	☐	(5) Prevent water pollution
☐	☐	☐	(6) Prevent air pollution
☐	☐	☐	(I)(1) Limit access
☐	☐	☐	(2) Maintain placement areas and access roads
☐	☐	☐	(3) Exclude animals

Y	N	N/A	
			3745-560-110 Operational Requirements (cont.)
☐	☐	☐	(J) Adequate equipment for operations
☐	☐	☐	(L)(1) Process wood and remove foreign material
☐	☐	☐	(2) Process wood at least annually
☐	☐	☐	(M)(1) Control runoff and runon, prevent ponding and erosion
☐	☐	☐	(2) Manage surface water (ORC 6111)
☐	☐	☐	(3) Divert surface water from materials placement area
☐	☐	☐	(4) Monitor surface water (if required)
☐	☐	☐	(N)(1) Minimize production of leachate
☐	☐	☐	(2) Eliminate ponding of leachate
☐	☐	☐	(3) Collect and contain leachate
☐	☐	☐	(4) Maintain leachate control structures
☐	☐	☐	(O) Prevent cross-contamination
☐	☐	☐	(P)(1) Incorporate food scraps
☐	☐	☐	(2) Maintain stockpile of biofilter material
☐	☐	☐	(3) Control free liquid

Corrective Actions (if necessary):

Notes:

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Composting Facility - Log of Operations Self-Inspection Checklist Class II Composting Facility

Facility:_____

Date:_____ **Time:**_____

Weather Conditions:_____

Person Completing Inspection:_____

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class II composting facilities.

Y	N	N/A	
			3745-560-210 Operational requirements
☐	☐	☐	(A) Comply with authorizing documents
☐	☐	☐	(B) Accept only authorized materials
			(C)(2) If prohibited material is detected:
☐	☐	☐	(a) Remove material from placement area
☐	☐	☐	(b) Manage material appropriately
☐	☐	☐	(c) Record incidents in log of operations
☐	☐	☐	(G) Remove/shred compostable containers
☐	☐	☐	(H)(1) Control noise, dust and odors
☐	☐	☐	(2) Control vectors
☐	☐	☐	(3) Prevent fire
☐	☐	☐	(4) Collect and dispose of scattered litter
☐	☐	☐	(5) Prevent water pollution
☐	☐	☐	(6) Prevent air pollution
☐	☐	☐	(I)(1) Limit access
☐	☐	☐	(2) Maintain placement areas and access roads
☐	☐	☐	(3) Exclude animals

Y	N	N/A	
			3745-560-210 Operational Requirements (cont.)
☐	☐	☐	(J) Adequate equipment for operations
☐	☐	☐	(L)(1) Process wood and remove foreign material
☐	☐	☐	(2) Process wood at least annually
☐	☐	☐	(M)(1) Control runoff and runon, prevent ponding and erosion
☐	☐	☐	(2) Manage surface water (ORC 6111)
☐	☐	☐	(3) Divert surface water from materials placement area
☐	☐	☐	(4) Monitor surface water (if required)
☐	☐	☐	(N)(1) Minimize production of leachate
☐	☐	☐	(2) Eliminate ponding of leachate
☐	☐	☐	(3) Collect and contain leachate
☐	☐	☐	(4) Maintain leachate control structures
☐	☐	☐	(O) Prevent cross-contamination
☐	☐	☐	(P)(1) Incorporate food scraps
☐	☐	☐	(2) Maintain stockpile of biofilter material
☐	☐	☐	(3) Control free liquid

Corrective Actions (if necessary):

Notes:

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Composting Facility - Log of Operations Self-Inspection Checklist Class III Composting Facility

Facility:_____

Date:_____ **Time:**_____

Weather Conditions:_____

Person Completing Inspection:_____

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class III composting facilities.

Y	N	N/A	
			3745-560-310 Operational requirements
☐	☐	☐	(A) Comply with authorizing documents
☐	☐	☐	(B) Accept only authorized materials
			(C)(2) If prohibited material is detected:
☐	☐	☐	(a) Remove material from placement area
☐	☐	☐	(b) Manage material appropriately
☐	☐	☐	(c) Record incidents in log of operations
☐	☐	☐	(G) Remove/shred compostable containers
☐	☐	☐	(H)(1) Control noise, dust and odors
☐	☐	☐	(2) Control vectors
☐	☐	☐	(3) Prevent fire
☐	☐	☐	(4) Collect and dispose of scattered litter
☐	☐	☐	(5) Prevent water pollution
☐	☐	☐	(6) Prevent air pollution
☐	☐	☐	(I)(1) Limit access
☐	☐	☐	(2) Maintain placement areas and access roads
☐	☐	☐	(3) Exclude animals

Y	N	N/A	
			3745-560-310 Operational Requirements (cont.)
☐	☐	☐	(J) Adequate equipment for operations
☐	☐	☐	(L)(1) Process wood and remove foreign material
☐	☐	☐	(2) Process wood at least annually
☐	☐	☐	(M)(1) Control runoff and runon, prevent ponding and erosion
☐	☐	☐	(2) Manage surface water (ORC 6111)
☐	☐	☐	(3) Divert surface water from materials placement area
☐	☐	☐	(4) Monitor surface water (if required)
☐	☐	☐	(N)(1) Minimize production of leachate
☐	☐	☐	(2) Eliminate ponding of leachate
☐	☐	☐	(3) Collect and contain leachate
☐	☐	☐	(4) Maintain leachate control structures
☐	☐	☐	(O) Prevent cross-contamination

Corrective Actions (if necessary):

Notes:

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

Composting Facility - Log of Operations Self-Inspection Checklist Class IV Composting Facility

Facility:_____

Date:_____ **Time:**_____

Weather Conditions:_____

Person Completing Inspection:_____

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class IV composting facilities.

Y	N	N/A	
			3745-560-410 Operational requirements
☐	☐	☐	(A) Comply with authorizing documents
☐	☐	☐	(B) Accept only authorized materials
☐	☐	☐	(C)(2) If prohibited material is detected:
☐	☐	☐	(a) Remove material from placement area
☐	☐	☐	(b) Manage material appropriately
☐	☐	☐	(c) Record incidents in log of operations
☐	☐	☐	(G) Remove/shred compostable containers
☐	☐	☐	(H)(1) Control noise, dust and odors
☐	☐	☐	(2) Control vectors
☐	☐	☐	(3) Prevent fire
☐	☐	☐	(4) Collect and dispose of scattered litter
☐	☐	☐	(5) Prevent water pollution
☐	☐	☐	(6) Prevent air pollution
☐	☐	☐	(I)(1) Limit access
☐	☐	☐	(2) Maintain placement areas and access roads
☐	☐	☐	(3) Exclude animals

Y	N	N/A	
			3745-560-410 Operational Requirements (cont.)
☐	☐	☐	(J) Adequate equipment for operations
☐	☐	☐	(L)(1) Process wood and remove foreign material
☐	☐	☐	(2) Process wood at least annually
☐	☐	☐	(M)(1) Control runoff and runon, prevent ponding and erosion
☐	☐	☐	(2) Manage surface water (ORC 6111)
☐	☐	☐	(3) Divert surface water from materials placement area
☐	☐	☐	(4) Monitor surface water (if required)
☐	☐	☐	(N)(1) Minimize production of leachate
☐	☐	☐	(2) Eliminate ponding of leachate
☐	☐	☐	(3) Collect and contain leachate
☐	☐	☐	(4) Maintain leachate control structures

Corrective Actions (if necessary):

Notes:

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Composting Facility - Log of Operations

Unauthorized Materials

Facility: _____

Year:_____ **Page:** ____ **of** _____

Date	Time	Description of Material	Hauler Name	Action Taken by Owner/Operator

Signature of Person Completing Form _____

Print Name of Person Completing Form _____

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Composting Facility - Log of Operations

Yard Waste Refusal Form

This form shall be completed by the owner/operator of the compost facility when a load of yard waste is refused in accordance with OAC 3745-560-04(A)(7). The transporter of the yard waste shall take this form to a licensed solid waste disposal facility. The solid waste disposal facility shall retain this form with its daily log of operations.

A. Facility Information

Facility Name:_____ Registration #:_____

Facility Address:_____
(street) (city) (state) (zip)

Contact Name:_____ Phone #:_____

B. Rejection of Incoming Load of Yard Waste

Date Load Rejected:_____ Time Load Rejected:_____

License Plate#:_____ Hauler Name:_____

Reason for Rejection:

Additional Notes:

Composting Facility
Log of Operations
Instructions

A log of operations must be completed for each license/registration year at a composting facility as required by Ohio Administrative Code Rule 3745-560-04. The forms described below must be completed and retained at the facility or at another location acceptable to the licensing/registration authority. Each form should be indexed for use by the facility operator.

Form 1 – ***Yearly Cover Sheet***
Complete Form 1 at the beginning of each 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/registration 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 Log of Operations.

Form 2 – ***Materials Acceptance and Distribution***
Form 2 is the record of waste received for composting and compost that leaves the facility for distribution.

Date Load Received
Enter the date when the waste was recorded. For facilities that have a drop off area for the public, enter the date the site operator accounted for the waste.

Quantity of Waste
Enter the amount of weight by weight (tons) **or** volume (cubic yards) of each incoming load.

Type of Waste
Describe what type of waste received.

County of Generation
Enter the county and state (if not Ohio) where the load of waste was generated.

Compost Distributed
Enter the weight **or** volume in tons or cubic yards of compost product distributed (sold or given away) or removed from the facility for disposal.

Form 3 – *Materials Management*

This form is the log of all of the composting activities conducted at the facility. For this portion of the log you will focus on documenting management activities, such as the formation of new windrows/piles or loading of in-vessel system, and turning windrows/piles, taking temperatures, etc.

Date

Enter the date the new windrows/piles were formed or the in-vessel system was loaded and any activities that were done on an existing windrows/piles or in-vessel (taking temperatures, turning, sampling, other activities). The facility operator will also record the date when clean whole wood is processed.

Pile ID #

The pile ID is used as a tracking system for cross contamination and/or to follow the activities and stages of the composting waste. Assign an alphabetical or numeric label to each windrow, pile or in-vessel. This label should remain consistent from day to day unless two or more piles are combined. When piles are combined, a new label should be assigned.

Temperature

Enter temperature in Fahrenheit, if taken.

Formed

Place an X in the box if the pile or windrow was formed.

Turned

Place an X in the box if the pile, windrow, or in-vessel was turned.

Loaded

Place an X in the box if material was loaded into an in-vessel system.

Sampled

Place an X in the box if the pile, windrow, or in-vessel was sampled.

Wood Processing

Place an X in the box if tree stumps, trunks, limbs, and/or clean untreated wood was shredded or chipped.

Description of Activities

Enter a brief description of any other activities concerning a particular pile (i.e. removal of material, combining of piles, receipt of testing results, etc.). Also use this space to include a brief description of the feedstocks used in the piles.

Form 4 – *Self-Inspection Checklist*

The facility operator will complete a self-inspection checklist to monitor compliance at the site. Please mark the box in the appropriate column to denote compliance status. Marking the box in the NO column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section.

Form 5 – *Unauthorized Materials*

Date

Enter the date the unauthorized material was discovered.

Time

Enter the time the unauthorized material was discovered.

Description of Material

Enter a brief description of the material discovered.

Hauler Name

Enter the name of the hauler (person or company) of the unauthorized waste load.

Actions Taken by Owner/Operator

Enter the actions taken by the owner/operator to remove unauthorized materials from the facility.

Form 6 – *Yard Waste Load Refusal Form*

This form shall be completed (both sections A and B) by the owner/operator of the compost facility when a load of yard waste is refused in accordance with OAC 3745-560-04(A)(7). The transporter of the yard waste shall take this form to a licensed solid waste disposal facility. The solid waste disposal facility shall retain this form with its daily log of operations.