



Division of Materials & Waste Management

Solid Waste Transfer Facility Daily Log of Operations

{as required by O.A.C. 3745-27-23(U)}

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 of Measuring Amount of Incoming Materials:

_____ Scales _____ Visual Estimate _____ Capacity of Hauling Vehicle

Types & Number of Equipment on Site:

_____ End Loader _____ Baler _____ Waste Containers
_____ Compactors _____ Sweepers _____ Recycling Containers

Other: _____



**Solid Waste Transfer Facility Inspection Checklist
Daily Log of Operations Form 3**

Facility Name: _____ ID#: _____ Date: _____ County: _____
 Operator Name: _____ Today's Operating Hours: Open _____ am/pm Close _____ am/pm
 Weather conditions: _____

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

3745-37-01 License

____ (A) Valid license

3745-27-23 Facility Operation

- ____ (A) Operated in compliance with approved plans and/or any terms/conditions
- ____ (D) Facility not altered or modified
- ____ (E) Maintain access roads
- ____ (F) Limit access
- ____ (G) Post instructions at entrance/handling areas
- ____ (H) Prevent activities interfering with operations
- ____ (I) Confined waste handling area
- ____ (J) Control scattered litter
- ____ (K) Control noise, dust, and odors
- ____ (L) Control vectors
- ____ (M) Adequate operable equipment
- ____ (N) Timely processing/storage of solid waste; storage is enclosed
- ____ (O) Shall not accept:
 - ____ (1) Hazardous waste
 - ____ (2) NESHAP regulated asbestos
 - ____ (3) Wastes containing liquids
 - ____ (4) Low level radioactive waste waste or mixed yard waste

- ____ (4) Untreated infectious waste
- ____ (P) Shall not accept for transfer to a disposal facility:
 - ____ (1) Lead-acid batteries
 - ____ (2) Whole or shredded scrap tires
 - ____ (3) Yard waste, source-separated yard
 - ____ (4) Waste oil
- ____ (R) Contingency plans for:
 - ____ (1) Unauthorized wastes
 - ____ (2) Fire, explosion, and spills
 - ____ (3) Equipment failure
 - ____ (4) Transfer facility unavailability
- ____ (S) Maintain the leachate collection system to prevent blockage or clogging
- ____ (T) Adequate fire control
- ____ (U) Maintain daily logs
- ____ (V) Leachate management/disposal
- ____ (W) Copy of approved plans, including contingency plan, available
- ____ (X) Operations conducted on proper surfaces
- ____ (Y) Proper site preparation (*This applies to permitted facilities only*)
- ____ (DD) Yard waste restriction program (*If applicable*)

Corrective Actions Taken and Other Comments:

_____ *Print Name of Inspector Completing Form* _____ *Inspector's Signature* _____ *Date*



Division of Materials and Waste Management

Instructions for Completing the Solid Waste Transfer Facility Daily Log of Operations

Form 1 - Cover Sheet

Complete Form 1 at the beginning of each license year, as this information will usually not change on a daily basis. If the information changes (i.e. name of the facility) attach an amendment to Form 1 with the corrections and the date the revisions occurred.

Form 2A - Daily Log of Operations (Incoming Materials Log)

Form 2A is the actual record of waste received for transfer to a disposal facility on a daily basis. One line of information must be provided for each load of waste received. Make additional copies of Form 2A as needed. Complete facility name, date, and day of week at the beginning of 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.

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.

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.

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.

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.

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, 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).

Column 4 - Waste Origin: Enter the name of the city or county and state where the load of waste was received by the hauling company. In cases where the waste was received from a transfer station, specify the name and location of the transfer station. For all waste types except for municipal solid waste (MSW), enter the name of the generator.

Column 5 - 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 2B - Daily Log of Operations (Outgoing Materials Log)

Form 2B is a record of the outgoing solid waste and recycled material being transferred from the facility on a daily basis. It is also a daily record of the amount of unauthorized waste and segregated waste being transferred to an appropriate disposal facility or recycling facility. One line of information must be completed for each load of outgoing materials. Make additional copies of Form 2B as needed.

Complete facility name, date, and day of week at the beginning of 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 - Name of Hauling Company: Enter the name of the hauling company. 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.

Column 3 - Solid Waste Amount: Enter the amount (weight or volume) of each outgoing load of solid waste in tons or cubic yards. Circle the appropriate unit at the top of the column. When the facility closes for the day, or when all rows on a sheet have been completely filled, 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).

Column 4 - Recycled Material Amount: Enter the amount (weight or volume) of each outgoing load of material to be recycled in tons or cubic yards. Circle the appropriate unit at the top of the column. When the facility closes for the day, or when all rows on a sheet have been completely filled, 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).

Column 5 - Unauthorized and Segregated Wastes: In the appropriate sub-column, enter the amount of outgoing unauthorized waste and/or the amount of outgoing segregated waste.

In the third sub-column, please describe the unauthorized waste (i.e. hazardous waste, asbestos, waste oil, infectious waste or waste containing liquids) or segregated waste (i.e. lead-acid batteries, scrap tires, shredded tires, or uncontaminated yard waste).

Column 6 - Load Destination (Facility): Enter the destination (name and location of the facility) of each load of outgoing solid waste, recycled material, unauthorized waste, or segregated waste.

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 - Transfer Facility Daily Inspection Checklist

Form 3 is a general operational checklist to determine if the facility was inspected for compliance with OAC Rules 3745-27-23 and 3745-37-01. Complete this form, sign, and date at the close of business each day.