

3745-54-73

Operating record.

- (A) The owner or operator ~~must~~shall keep a written operating record at the facility.
- (B) The following information ~~must~~shall be recorded, as it becomes available, and maintained in the operating record for three years unless noted as follows:
- (1) A description and the quantity of each hazardous waste received, and the ~~method(s)~~methods and ~~date(s)~~dates of its treatment, storage, or disposal at the facility as required by the appendix to this rule. This information ~~must~~shall be maintained in the operating record until closure of the facility.
 - (2) The location of each hazardous waste within the facility and the quantity at each location. For disposal facilities, the location and quantity of each hazardous waste ~~must~~shall be recorded on a map or diagram that shows each cell or disposal area. For all facilities, this information ~~must~~shall include cross-references to manifest document numbers if the waste was accompanied by a manifest. This information ~~must~~shall be maintained in the operating record until closure of the facility.

[Comment: See rule 3745-55-19 of the Administrative Code for related requirements.]
 - (3) Records and results of waste analyses performed as specified in paragraph (A) of rule 3745-270-04 and in rules 3745-54-13, 3745-54-17, 3745-57-14, 3745-57-41, and 3745-270-07 of the Administrative Code;.
 - (4) Summary reports and details of all incidents that require ~~implementing~~implementation of the contingency plan as specified in paragraph (I) of rule 3745-54-56 of the Administrative Code;.
 - (5) Records and results of inspections as required by paragraph (D) of rule 3745-54-15 of the Administrative Code, except these data need be kept only three years;.

- (6) Monitoring, testing or analytical data, and corrective action where required by rules 3745-54-19, 3745-54-90 to 3745-54-101, 3745-55-91, 3745-55-93, 3745-55-95, 3745-56-22, 3745-56-23, 3745-56-26, 3745-56-52 to 3745-56-54, 3745-56-76, 3745-56-78, 3745-56-80, 3745-57-04 to 3745-57-06, 3745-57-09, and 3745-57-92 of the Administrative Code. Maintain in the operating record for three years, except for records and results pertaining to ground water monitoring and cleanup which ~~must~~shall be maintained in the operating record until closure of the facility;.
- (7) For off-site facilities, notices to generators as specified in paragraph (B) of rule 3745-54-12 of the Administrative Code;.
- (8) All closure cost estimates under rule 3745-55-42 of the Administrative Code, and, for hazardous waste disposal facilities, all post-closure estimates under rule 3745-55-44 of the Administrative Code. This information ~~must~~shall be maintained in the operating record until closure of the facility;.
- (9) A certification by the permittee, no less often than annually, that the permittee has a program in place to reduce the volume and toxicity of hazardous waste that ~~he~~the permittee generates to the degree determined by the permittee to be economically practicable; and the proposed method of treatment, storage, or disposal is that practicable method currently available to the permittee which minimizes the present and future threat to human health and the environment;.
- (10) Records of the quantities and date of placement for each shipment of hazardous waste placed in land disposal units under an extension to the effective date of any land disposal restriction granted pursuant to rule 3745-270-05 of the Administrative Code, a petition pursuant to rule 3745-270-06 of the Administrative Code, and the applicable notice required by a generator under paragraph (A) of rule 3745-270-07 of the Administrative Code. This information ~~must~~shall be maintained in the operating record until closure of the facility;.
- (11) For an off-site treatment facility, a copy of the notice required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;.
- (12) For an on-site treatment facility, the information contained in the notice (except the manifest number) required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;.

- (13) For an off-site land disposal facility a copy of the notice required by the generator or the owner or operator of a treatment facility under rule 3745-270-07 of the Administrative Code;
- (14) For an on-site land disposal facility, the information contained in the notice required by the generator or the owner or operator of a treatment facility under rule 3745-270-07 of the Administrative Code, except for the manifest number;
- (15) For an off-site storage facility, a copy of the notice required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;
- (16) For an on-site storage facility, the information contained in the notice (except the manifest number) required by the generator or the owner or operator under rule 3745-270-07 of the Administrative Code;
- (17) Any records required under paragraph (J)(13) of rule 3745-54-01 of the Administrative Code;
- (18) Monitoring, testing or any analytical data where required by rule ~~3745-57-45~~3745-57-47 of the Administrative Code ~~must~~shall be maintained in the operating record for five years; ~~and~~;
- (19) Certifications as required by paragraph (F) of rule 3745-55-96 of the Administrative Code ~~must~~shall be maintained in the operating record until closure of the facility.

Effective: 10/31/2015

Five Year Review (FYR) Dates: 07/01/2015 and 07/01/2020

CERTIFIED ELECTRONICALLY

Certification

10/07/2015

Date

Promulgated Under: 119.03
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Appendix to rule 3745-54-73 of the Administrative Code

Recordkeeping Instructions

The recordkeeping provisions of rule 3745-54-73 of the Administrative Code specify that an owner or operator ~~must~~shall keep a written operating record at ~~his~~the facility. This appendix provides additional instructions for keeping portions of the operating record. See paragraph (B) of rule 3745-54-73 of the Administrative Code for additional recordkeeping requirements.

The following information ~~must~~shall be recorded, as ~~it~~the information becomes available, and maintained in the operating record until closure of the facility in the following manner:

Records of each hazardous waste received, treated, stored, or disposed of at the facility which include all of the following:

- (1) A description by its common name and the EPA hazardous waste ~~number(s)~~numbers from Chapter 3745-51 of the Administrative Code which apply to the waste. The waste description also ~~must~~shall include the waste's physical form, i.e., liquid, sludge, solid, or contained gas. If the waste is not listed as a hazardous waste in rules 3745-51-30 to 3745-51-35 of the Administrative Code, the description also ~~must~~shall include the process that produced ~~it~~the waste (for example, solid filter cake from production of ----, EPA hazardous waste number W051).

Each hazardous waste listed in rules 3745-51-30 to 3745-51-35 of the Administrative Code and each hazardous waste characteristic ~~defined~~identified in rules 3745-51-20 to 3745-51-24 of the Administrative Code, has a four-digit EPA hazardous waste number assigned to ~~it~~the hazardous waste. This number ~~must~~shall be used for recordkeeping and reporting purposes. Where a hazardous waste contains more than one listed hazardous waste, or where more than one hazardous waste characteristic applies to the waste, the waste description ~~must~~shall include all applicable EPA hazardous waste numbers.

Unit of measure	Code ¹
Gallons	G
Gallons per hour	E
Gallons per day	U
Liters	L
Liters per hour	H

Table 1	
Unit of measure	Code ¹
Liters per day	V
Short tons per hour	D
Metric tons per hour	W
Short tons per day	N
Metric tons per day	S
Pounds per hour	J
Kilograms per hour	R
Cubic yards	Y
Cubic meters	C
Acres	B
Acre-feet	A
Hectares	Q
Hectare-meter	F
British thermal units (Btu's) per hour	I
Pounds	P
Short tons	T
Kilograms	K
Tons	M
1 Single digit symbols are used here for data processing purposes.	

- (2) The estimated or manifest-reported weight, or volume and density, where applicable, in one of the units of measure specified in Table 1 of this appendix.
- (3) The ~~method(s)~~ methods [by handling ~~code(s)~~ codes as specified in Table 2 of this appendix] and ~~date(s)~~ dates of treatment, storage, or disposal.

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

Enter the handling ~~code(s)~~codes listed below that most closely represents the ~~technique(s)~~techniques used at the facility to treat, store, or dispose of each quantity of hazardous waste received.

1. Storage
 - S01 Container (barrel, drum, etc.)
 - S02 Tank
 - S03 Waste pile
 - S04 Surface impoundment
 - S05 Other (specify)
 - S06 Containment building (storage)
 - S99 Other storage (specify)
2. Treatment
 - (a) Thermal Treatment
 - T06 Liquid injection incinerator
 - T07 Rotary kiln incinerator
 - T08 Fluidized bed incinerator
 - T09 Multiple hearth incinerator
 - T10 Infrared furnace incinerator
 - T11 Molten salt destructor
 - T12 Pyrolysis
 - T13 Wet Air oxidation
 - T14 Calcination
 - T15 Microwave discharge
 - T18 Other (specify)
 - (b) Chemical Treatment
 - T19 Absorption mound
 - T20 Absorption field
 - T21 Chemical fixation
 - T22 Chemical oxidation
 - T23 Chemical precipitation
 - T24 Chemical reduction
 - T25 Chlorination
 - T26 Chlorinolysis

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

	T27	Cyanide destruction
	T28	Degradation
	T29	Detoxification
	T30	Ion exchange
	T31	Neutralization
	T32	Ozonation
	T33	Photolysis
	T34	Other (specify)
(c)		Physical Treatment
	(1)	Separation of components
		T35 Centrifugation
		T36 Clarification
		T37 Coagulation
		T38 Decanting
		T39 Encapsulation
		T40 Filtration
		T41 Flocculation
		T42 Flotation
		T43 Foaming
		T44 Sedimentation
		T45 Thickening
		T46 Ultrafiltration
		T47 Other (specify)
	(1)	Removal of Specific Components
		T48 Absorption-molecular sieve
		T49 Activated carbon
		T50 Blending
		T51 Catalysis
		T52 Crystallization
		T53 Dialysis
		T54 Distillation
		T55 Electrodialysis
		T56 Electrolysis

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods

	T57	Evaporation
	T58	High gradient magnetic separation
	T59	Leaching
	T55	Electrodialysis
	T56	Electrolysis
	T57	Evaporation
	T58	High gradient magnetic separation
	T59	Leaching
	T60	Liquid ion exchange
	T61	Liquid-liquid extraction
	T62	Reverse osmosis
	T63	Solvent recovery
	T64	Stripping
	T65	Sand filter
	T66	Other (specify)
(d)		Biological Treatment
	T67	Activated sludge
	T68	Aerobic lagoon
	T69	Aerobic tank
	T70	Anaerobic lagoon
	T71	Composting
	T72	Septic tank
	T73	Spray irrigation
	T74	Thickening filter
	T75	Trickling filter
	T76	Waste stabilization pond
	T77	Other (specify)
	T78	[Reserved]
	T79	[Reserved]
(e)		Boilers and Industrial Furnaces
	T80	Boiler
	T81	Cement kiln
	T82	Lime kiln

Table 2- Handling Codes for Treatment, Storage, and Disposal Methods	
	T83 Aggregate kiln
	T84 Phosphate kiln
	T85 Coke oven
	T86 Blast furnace
	T87 Smelting, melting, or refining furnace
	T88 Titanium dioxide chloride process oxidation reactor
	T89 Methane reforming furnace
	T90 Pulping liquor recovery furnace
	T91 Combustion device used in the recovery of sulfur values from spent sulfuric acid
	T92 Halogen acid furnaces
	T93 Other industrial furnaces listed in rule 3745-50-10 of the Administrative Code (specify)
	(f) Other Treatment
	T94 Containment building (treatment)
3.	Disposal
	D79 Underground injection
	D80 Landfill
	D81 Land treatment
	D82 Ocean disposal
	D83 Surface impoundment (to be closed as a landfill)
	D99 Other disposal (specify)
4.	Miscellaneous (Subpart X)
	X01 Open burning / Open burning or Open detonation
	X02 Mechanical processing
	X03 Thermal unit
	X04 Geologic repository
	X99 Other Subpart X (specify)