

3745-65-73

Operating record.

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

[Comment: See rules 3745-66-19, 3745-67-79, and 3745-68-09 of the Administrative Code for related requirements.]
 - (3) Records and results of waste analyses and trial tests performed as specified in paragraph (A) of rule 3745-270-04 and rules 3745-65-13, 3745-66-100, 3745-67-25, 3745-67-52, 3745-67-73, 3745-68-14, 3745-68-41, 3745-68-75, 3745-69-02, and 3745-270-07 of the Administrative Code.
 - (4) Summary reports and details of all incidents that require implementing the contingency plan as specified in paragraph (I) of rule 3745-65-56 of the Administrative Code.
 - (5) Records and results of inspections as required by paragraph (D) of rule 3745-65-15 of the Administrative Code (except this data need be kept only three years after the inspection).
 - (6) Monitoring, testing or analytical data, and corrective action where required by rules 3745-65-90 to 3745-65-94 of the Administrative Code, and rules 3745-65-19, 3745-66-91, 3745-66-93, 3745-66-95, 3745-67-22, 3745-67-24, 3745-67-26, 3745-67-55, 3745-67-59, 3745-67-60, 3745-67-76, 3745-67-78, 3745-68-02 to 3745-68-04, 3745-68-47, 3745-68-77, and paragraph (D)(1) of rule 3745-67-80 of the Administrative Code. Maintain in the operating record for three years, except for records and results pertaining to ground water monitoring and cleanup, and response action plans for surface impoundments,

waste piles, and landfills, which shall be maintained in the operating record until closure of the facility.

[Comment: As required by rule 3745-65-94 of the Administrative Code, monitoring data at disposal facilities shall be kept throughout the post-closure period.]

- (7) All closure cost estimates under rule 3745-66-42 of the Administrative Code and for disposal facilities all post-closure cost estimates under rule 3745-66-44 of the Administrative Code shall be maintained in the operating record until closure of the facility.
- (8) 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, monitoring data required pursuant to a petition under 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. All of this information shall be maintained in the operating record until closure of the facility.
- (9) 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.
- (10) 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.
- (11) 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.
- (12) For an on-site land disposal facility, the information ~~contained~~ in the notice (except the manifest number) required by the generator or the owner or operator of a treatment facility under rule 3745-270-07 of the Administrative Code.
- (13) 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.
- (14) 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 of a treatment facility under rule 3745-270-07 of the Administrative Code.

- (15) Monitoring, testing or analytical data, and corrective action where required by rule 3745-65-90, ~~paragraph~~paragraphs (D)(2) and (D)(5) of rule 3745-65-93, ~~and paragraph (D)(5) of rule 3745-65-93 of the Administrative Code,~~ and the certification as required by paragraph (F) of rule 3745-66-96 of the Administrative Code, shall be maintained in the operating record until closure of the facility.

Effective: 9/29/2021
Five Year Review (FYR) Dates: 6/7/2021 and 06/05/2026

CERTIFIED ELECTRONICALLY

Certification

09/14/2021

Date

Promulgated Under: 119.03
Statutory Authority: 3734.12
Rule Amplifies: 3734.12
Prior Effective Dates: 04/15/1981, 01/07/1983, 05/29/1985 (Emer.),
08/29/1985, 01/30/1986, 12/08/1988, 12/30/1989,
02/11/1992, 09/02/1997, 12/07/2000, 12/07/2004,
09/05/2010, 10/31/2015

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APPENDIX

1

Appendix to rule 3745-65-73 of the Administrative Code

Recordkeeping Instructions

The recordkeeping provisions of rule 3745-65-73 of the Administrative Code specify that an owner or operator shall keep a written operating record at the facility. This appendix provides additional instructions for keeping portions of the operating record. See paragraph (B) of rule 3745-65-73 of the Administrative Code for additional recordkeeping requirements.

The following information shall be recorded, as 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 the following:

- (1) A description by ~~its~~ the hazardous waste's common name and the EPA hazardous waste numbers from Chapter 3745-51 of the Administrative Code which apply to the waste. The waste description also 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 shall include the process that produced 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 identified in rules 3745-51-20 to 3745-51-24 of the Administrative Code has a four-digit EPA hazardous waste number assigned to the hazardous waste. This number 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 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
Liters per day	V

Table 1	
Unit of measure	Code ¹
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 methods [by handling codes as specified in Table 2 of this appendix] and dates of treatment, storage, or disposal.

Table 2 Handling Codes for Treatment, Storage, and Disposal Methods		
Enter the handling codes listed below that most closely represents the 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

Table 2 Handling Codes for Treatment, Storage, and Disposal Methods	
T26	Chlorinolysis
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)
(2)	Removal of Specific Components
T48	Absorption-molecular sieve
T49	Activated carbon
T50	Blending
T51	Catalysis
T52	Crystallization
T53	Dialysis

Table 2 Handling Codes for Treatment, Storage, and Disposal Methods		
	T54	Distillation
	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
X01	Open burning or Open detonation
X02	Mechanical processing
X03	Thermal unit
X04	Geologic repository
X99	Other (specify)