



Ohio Environmental
Protection Agency
Division of Materials & Waste Management

Residual Solid Waste Landfill Daily Log of Operations

{as required by O.A.C. 3745-30-14(E)(9)}

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(s) of Measuring Amount of Incoming Materials:

_____ Scales _____ Visual Estimate _____ Capacity of Hauling Vehicle

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



Residual Solid Waste Landfill Facility Daily Log of Operations - Form 2 Facility: _____

{Log Required by OAC 3745-30-14(E)(9)}

Date: _____

Load #	Amount of Waste (Tons or yd ³)	Waste Origin (if direct hauled) OR Location of Transfer Facility (if transferred waste)		Generator (for all but MSW)
		City/County	State	

Totals	
Total Amount of Waste for This Sheet:	(a)
Cumulative Total From Previous Sheet: (Same Day)	(b)
Cumulative Total Waste for This Day:	(c)
Total Amount of Solid Waste (This Day)	(d)

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

Signature of Person Completing Form

Print Name of Person Completing Form



Residual Solid Waste Landfill Facility Daily Log of Operations - Form 3

{Log Required by OAC 3745-30-14(E)(10)(a)}

Facility Name: _____ Today's Date: _____

Facility Opened Today at (time): _____ Facility Closed Today at (time): _____

List Equipment in Operation at the Facility Today: _____

List Weather Conditions on this Day: _____

The Facility Operator shall inspect the facility daily for compliance with the applicable regulations including but not limited to the following:

Place an (X) on the line next to all aspects of facility operations which have been inspected today. Mark "N/A" if not applicable.

3745-30-14 Operation of a Facility

- (B)(3) Control of noise, dust, odors
(4) Control of vectors
(5) No water pollution
(E)(1)(a) Clear naturally occurring vegetation
(b) Plug/abandon wells
(c) Maintain integrity of engineered components
(e) Stability of fill
(2)(a) Maintain all weather access
(b) Limit access to non-employees
(c) Exclude live domestic and farm animals
(3)(a) Adequate fire equipment
(b) Operable equipment
(4) Improper salvaging
(5) Trained employees
(6) Preparation for inclement weather
(7)(a) Leachate treatment/disposal
(b) Phased operation
(c) Confined unloading
(d) Separation/control of flammable waste
(e) Minimize dust generation
(f) May accept nontoxic fly ash, bottom ash, spent nontoxic foundry sand
(8) Shall not accept for disposal:
(a) NESHAP reg. asbestos disposal
(b) Liquids
(c) Hazardous waste
(d) PCBs
(e) Low level radioactive waste
(f) Semi-solid material w/free liquid
(9) Keeping of daily logs
(10)(a) Daily inspection of facility for ponding, erosion, leachate outbreaks
(b) Inspect sed. ponds and sed. pond discharge structures weekly
(11) Copy of PTI available at facility
(12) No waste until area prepared
(13) Sed. ponds completely cleaned
(14) Financial assurance
(F) Daily cover
(G) Intermediate cover
(H) Final cover
(I) Scales (if >200 Tons/day)
(J)(1) Surface water diversion
(2) Correct ponding and erosion
(3) Surface water monitoring
(K)(1) Leachate control
(2) Lift station back-up pumps
(3) Collection pipe network (inspection)
(4) Temporary leachate storage
(5) Leachate treatment and disposal
(6) Leachate storage/disposal contingency plan
(7) Surface water monitoring

3745-37-01 License

- (A) Valid license

Corrective Actions Taken and Other Comments:

Signature of Person Completing Form

Print Name of Person Completing Form

Date

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Residual Solid Waste Landfill Facility Daily Log of Operations - Form 4

- Weekly Sedimentation Pond and Discharge Structure Inspection - OAC Rule 3745-30-14(E)(10)(b)

Facility Name: _____ Today's Date: _____

List Weather Conditions on this Day: _____

For any problems identified, locate and number on site map and explain. Document all corrective actions after deficiencies are corrected. Place an (X) on the line next to all aspects of facility operations which have been inspected today. Mark "N/A" if not applicable.

Sedimentation Ponds

- ___ Structural Integrity of Berms
- ___ Vegetation
- ___ Primary Spillway(s)
- ___ Emergency Spillway(s)
- ___ Water Quality
- ___ Sediment Volume
- ___ Discharges

Erosion Control

- ___ Permanent Controls
- ___ Temporary Controls
- ___ Hillsides
- ___ Vegetation
- ___ Stability
- ___ Checkdams
- ___ Roadways

Ditches/Channels

- ___ Vegetated
- ___ Riprap
- ___ Freeboard
- ___ Scour
- ___ Clogging

Pipes/Culverts

- ___ Structural Integrity
- ___ Crushing
- ___ Adequate Cover
- ___ Clogging
- ___ Head/Endwalls

Description of Water Quality Samples Taken

Description of Corrective Actions Taken and Other Comments

Signature of Person Completing Form

Print Name of Person Completing Form

Date

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



Division of Materials & Waste Management

Instructions for Completing Residual Solid Waste Landfill Daily Log of Operations

Form 1 - Cover Sheet

Complete Form 1 at the beginning of each license 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 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 Daily Log.

Form 2 - Daily Log of Operations

Form 2 is the actual record of waste received for disposal on a particular day. Enter the Date, Day of Week, and Facility Name in the appropriate spaces in the top right corner of the form at the beginning of each day. The body of the form contains several columns and rows. A separate, complete entry (row) must be made on the form for each individual load of waste received for disposal. As many copies of Form 2 as necessary to record all loads received for disposal may be used for each day.

Column 1 – Load #

Column 2 - Amount of Waste: Each load of waste received at the facility for disposal must be measured. 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 (7 loads can be recorded on each sheet) 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). For those facilities that use electronic daily log forms, the "Cumulative Total" box at the bottom of the page is optional.

Column 3 - Waste Origin or Location of Transfer Facility: If the waste load is direct hauled, record the county and state where the waste load originated for each load received for disposal at the facility (the city can be entered as well, although it is optional). If the waste load was received from a transfer facility, record the county and state where the transfer facility is located for each load received for disposal at the facility (the city can be entered as well, although it is optional). Enter the appropriate information in this column.

Column 4- Generator: If the waste is any type but MSW, the generator's name must be recorded.

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 - OAC Rules Daily Inspection Checklist

The facility must be inspected each day in order to determine compliance with OAC 3745-30-14 and OAC 3745-37-01. Form 3 is a check list for use while inspecting the facility as noted above. The facility must describe the corrective actions taken on the daily log form. The checklist should be completed, signed, and dated at the close of business each day. Place the completed checklist at the end of each daily log.

Form 4 - Weekly Sedimentation Pond and Discharge Structure Inspection

The facility must inspect sedimentation ponds and sedimentation pond discharge structures, including pipes, ditches, and culverts at least weekly for erosion, clogging, or failure and take prompt corrective action, if necessary. Place an (X) on the line next to all aspects of facility operations which have been inspected today. Written results of the inspections, including a discussion of any corrective actions taken and any water quality samples taken pursuant to OAC Rule 3745-27-19(E)(11), must be recorded in the space provided on Form 4 (use the back of the page or attach additional pages if necessary). The date and the weather conditions must also be noted in the appropriate places at the top of the form.