



Construction & Demolition Debris Facility

Daily Log of Operations

{as required by O.A.C. Rules 3745-400-11(B)(9)&(10)}

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: _____

Total Annual Waste Received: _____ tons and _____ yds³
(Complete this line at the end of each operating year)

This Daily 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 daily operations information may be considered a violation of Ohio Revised Code § 2921.13.



Construction & Demolition Debris Facility Daily Log of Operations - Form 2

Facility: _____
Date: _____

Record of Disposal Activities – Incoming Materials

Unique vehicle ID #	* Waste Type: A, CD, U, E, ECHF	Weight of Waste in Tons OR:	Volume of Waste in yd ³	Load Accepted -- or -- Rejected	Waste Origin: City / County State (if not Ohio)	Additional Notes (Description and Hauler of Unauthorized Waste Loads, Responsible Party for rejected loads, Exempt Waste Description, Etc.)
Totals:						

* Waste Types: A = Asbestos CD = Construction & Demolition Debris E = Exempt (describe waste in Additional Notes column) U = Unauthorized Waste (hazardous or infectious wastes, bulk containerized liquids, waste not readily identifiable as C&DD, etc.) ECHF = source separated clean hard fill

Total Amount of C&DD for This Sheet:	Tons	yd ³	Total amount of waste from rejected loads: _____
Cumulative Total of C&DD From Previous Sheet (Same Day):	Tons	yd ³	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
Cumulative Total C&DD for this day:	Tons	yd ³	

C&DD Log -Form 2 This is Sheet ___ of ___ used for this date.

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



Instructions for Completing Construction and Demolition Debris 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 - Record of Disposal Activities – Incoming Materials

Form 2 is the actual record of waste received for disposal on a particular day. Enter the Date 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. Use as many copies of Form 2 as are necessary to record all loads received for disposal for 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 containing material.

CD - **Construction and Demolition Debris** - includes waste materials resulting from the alteration, construction, destruction, rehabilitation, or repair of any physical structure built by humans, and particles and dust created during demolition activities, as defined in ORC Section 3714.01(C).

U - **Unauthorized Wastes** - includes pulverized and unidentifiable C&DD, infectious waste, waste oils, hazardous wastes, yard waste, lead acid batteries, waste tires and any other materials not authorized for disposal at a C&DD facility.

E - **Exempt Waste** – exempt waste includes materials that are excluded from the statutory and regulatory definitions of solid waste. Examples include non-toxic fly ash and bottom ash and spent non-toxic foundry sand. Describe the exempt waste in the Additional Notes column. Disposal of exempt waste may require additional Ohio EPA authorization.

ECHF - **Source separated clean hard fill** - any source separated clean hard fill that is brought into the facility for storage, as defined in ORC Section 3714.01(C), or used for a construction use that is not disposal that is indicated in the facility license. These construction uses could include construction of roads, leachate drainage layer, rip-rap for sedimentation basins, etc. If the ECHF is pushed into the working face, or used for any other use that constitutes disposal, the ECHF becomes C&DD and the volume or weight must be logged in as C&DD on this daily log form. Disposal activities include filling for grade, filling for construction purposes, and placement within limits of waste placement in the ALDA.

Columns 3 & 4 - Weight or Volume of Waste: Each load of waste received at the facility for disposal must be recorded. Indicate the waste amount in the appropriate column. Record the actual tonnage measured using certified scales, actual volume of waste received, total volume of container, or total volume of vehicle. Only one method of measurement should be used per load. When the facility closes for the day, or when all rows on a sheet have been completely filled, total the amount of C&DD from all entries and place the figures in the "Total Amount of C&DD 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 C&DD for This Sheet" entries to the "Cumulative Total C&DD for This Day" row at the bottom of the page. For subsequent sheets, copy the "Cumulative Total C&DD 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 C&DD for This Day" for that page is the sum of the "Total Amount of C&DD 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 - Load Accepted or Rejected: Identify whether or not the load was accepted or rejected. Place an "A" in the column if a load is accepted, and an "R" in the column if the load was rejected. Enter the responsible party for the rejected load in Column 7.

Column 6 - Waste Origin: Indicate the city, county and state where the waste load originated for each load received for disposal at the facility.

Column 7 - Additional Notes: Describe the hauler and description of unauthorized waste loads, describe responsible party for rejected loads, describe any exempt wastes accepted for disposal, etc.

Total amount of waste from rejected loads: At the end of each day, enter the total amount of material from rejected loads in the space provided.

Signature: At the conclusion of each day, the form shall be signed by the person completing the form in the space provided at the bottom right of the final daily log sheet used. The name of the person completing the form must also be printed in the space provided.

Form 3 - Record of Prohibited Material Accepted and Removed by Facility and Rejected Loads

According to OAC Rule 3745-400-11(B)(10), a C&DD facility is required to keep a record of all material prohibited for disposal that was accepted by the facility, including material removed from the working face.

Prohibited Material Tables

Table 1– Prohibited Materials Removed

Columns 1 & 2 - Amount of Prohibited Material Removed: Any amount of prohibited material removed at the facility for disposal must be measured and documented. Enter the amount of prohibited material removed from the working face in Column 1, and enter the amount of prohibited material removed from the unloading zone in Column 2.

Table 2– Hauling Company and Disposal Facility

Column 1 - Hauling Company and Proper Disposal Facility for Prohibited Material: Enter the disposal facility and the hauling company that took the prohibited material to a proper disposal facility.

Column 2 -If Rolloff Container used for Collection of Prohibited Material, list company maintaining container : Enter the name of the company maintaining the container used for collecting prohibited materials.

Column 3 - Volume of Prohibited Material Containers: Enter the volume of the containers used for the collection of the prohibited materials.

Column 4 - Additional Notes: Enter a description of removed material or any other information desired.

Form 4 - Record of Recycling Activities – Incoming Materials

If the facility is conducting recycling activities within the facility boundaries, Form 4 must be used to record incoming loads of material that are being received for recycling.

Enter the Date 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 recycling. Use as many copies of Form 4 as are necessary to record all loads received for recycling for 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:

CD - Construction and Demolition Debris - includes waste materials resulting from the alteration, construction, destruction, rehabilitation, or repair of any physical structure built by humans, and particles and dust created during demolition activities, as defined in ORC Section 3714.01(C).

E - Exempt Waste – exempt waste includes materials that are excluded from the statutory and regulatory definitions of solid waste. Examples include non-toxic fly ash and bottom ash and spent non-toxic foundry sand. Describe the exempt waste in the Additional Notes column.

ECHF - Source separated clean hard fill - means construction and demolition debris which consists only of reinforced or nonreinforced concrete, asphalt concrete, brick, block, tile, and/or stone which can be reutilized as construction material. Brick in clean hard fill includes but is not limited to refractory brick and mortar. Clean hard fill does not include materials contaminated with hazardous wastes, solid wastes, or infectious wastes

Columns 3 & 4 - Weight or Volume of Waste: Each load of waste received at the facility for recycling must be recorded. Indicate the waste amount in the appropriate column. Record the actual tonnage measured using certified scales, actual volume of waste, total volume of container, or total volume of vehicle. Only one method of measurement should be used per load. When the facility closes for the day, or when all rows on a sheet have been completely filled, total the amount of C&DD from all entries and place the figures in the "Total Amount of C&DD 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 C&DD for This Sheet" entries to the "Cumulative Total C&DD for This Day" row at the bottom of the page. For subsequent sheets, copy the "Cumulative Total C&DD for This Day" entry from the preceding page to the "Cumulative Total of C&DD from Previous Sheet" row at the bottom of the

page. The "Cumulative Total C&DD for This Day" for that page is the sum of the "Total Amount of C&DD for This Sheet" and "Cumulative Total of C&DD From Previous Sheet" sections. As each sheet is competed 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 - Waste Origin: Indicate the city, county and state where the waste load originated for each load received for recycling at the facility.

Column 6 - Additional Notes: Provide any relevant information regarding the material received for recycling.

Signature: At the conclusion of each day, the form shall be signed by the person completing the form in the space provided at the bottom right of the final daily log sheet used. The name of the person completing the form must also be printed in the space provided.

Form 5 - Record of Recycling Activities – Outgoing Materials

If the facility is conducting recycling activities within the facility boundaries, Form 5 must be used to record outgoing loads of material that are being removed from the recycling operation of the facility as recycled materials or for disposal. Enter the Date 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 material removed from the facility or sent for disposal within the facility. Use as many copies of Form 5 as are necessary to record all loads of material removed from the facility each day.

Column 1 – Load #: Sequentially list each load of material leaving the facility as recycled material or sent for disposal (either on-site or to an outside facility). In this column, enter sequential numbers starting with 1 to indicate each load of material removed from the recycling operation of the facility each day.

Column 2 – Name of Hauling Company: Enter the hauling company that removed or transported the material.

Columns 3 & 4 - Weight or Volume of Waste: Indicate the amount of material in the appropriate column, either by weight or volume. Record the actual tonnage measured using certified scales or actual volume of waste. Only one method of measurement should be used per load. 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 – Recycled or Disposed: Identify whether the load was recycled material or material sent for disposal. Place an “R” in the column if a load is recycled material, and a “D” in the column if the load was sent for disposal.

Please note that if the load is non-recycled C&DD sent from the recycling operation for disposal on-site, the load must be recorded on this form (Form 5) as outgoing material, **AND** on Form 2, *Record of Disposal Activities – Incoming Materials*, as incoming material received for disposal.

Column 6 – Description: Provide a description of each load of recycled material removed from the facility or waste materials removed from the recycling operation for disposal. For example, for recycled material, describe the type of material removed, such as “shingles,” “scrap aluminum,” “wood chips,” “dimensional lumber,” “aggregate,” etc.

For material removed for disposal, describe whether it is “solid waste” or “C&DD”. For example, during the processing of C&DD material, a certain amount of solid waste may be identified and separated for disposal. Similarly, during processing a certain amount of non-recyclable C&DD may be identified and segregated; fines may be generated; other non-recyclable or non-marketable material may be generated. This material should be removed from the recycling operation and properly disposed.

Column 7 – Destination facility: For solid waste being sent for disposal, identify the name of the solid waste landfill and location (i.e. “XYZ Landfill, Columbus OH”).

C&DD material will presumably be disposed on-site. When this material is removed from the recycling operation of the facility and transferred to the disposal operation (i.e. the unloading zone) it must be logged on Form 5. In this circumstance, indicate “on-site” as the destination facility in Column 6. As indicated previously, when the material is transferred from the recycling operation for disposal, the load of material will also need to be logged on Form 2 as incoming material received for disposal. As a result, for every entry on Form 5 for on-site disposal of C&DD, an equivalent entry should be made on Form 2 for receipt of C&DD for disposal. (If the C&DD material is sent off-site for disposal, indicate the name and location of the C&DD facility in Column 6).