



DIVISION OF SOLID AND INFECTIOUS WASTE MANAGEMENT

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

As of June 1, 2003, all classes of compost facilities must complete and maintain a daily log of operations, as required by OAC 3745-27-45 (K)(3). The daily log of operations consists of five forms. Not all of the forms will be used every day. Please read the instructions below to learn when and how to complete these forms.

Form 1: Cover Sheet

Complete Form 1 at the beginning of each year. The section for "start date" refers to the date on which the daily log was started. Do not leave any section blank. If a section does not apply, indicate so with the notation "N/A". If any of the information changes (e.g., name of the facility), complete a new cover sheet with the corrections and enter the effective date of the changes in the "start date" section. The older cover sheet must be kept together with the updated cover sheet.

Form 2: Incoming Materials & Distribution

This form is the record of waste received for composting. Make additional copies of Form 2 as needed.

Column 1 - Date: Enter the date the waste load was received. For facilities that have a drop off area for the public, enter the date the site manager accounted for the disposed waste.

Column 2 - Load #: A separate, complete entry (row) must be made on the form for each individual load of waste received. An entry may consist of multiple loads so long as they are accurately quantified. Facilities that have a drop off area may enter the consolidated amount as one load. All spaces must be completed for each load.

Column 3 - Amount of Waste: Enter the amount (weight or volume) of each incoming load as either tons or cubic yards, but not both.

Column 4 - Waste Category: Enter the category of waste received using the following codes:

- | | |
|---|---|
| <u>YW</u> - Yard Waste: | includes leaves, grass clippings, brush, garden waste, tree trunks, holiday trees, tree trimmings, and/or prunings. |
| <u>AW</u> - Animal Waste: | includes animal excreta, bedding, wash waters, waste feed, and silage drainage. |
| <u>AgW</u> - Agricultural Waste: | includes plant materials (stems, leaves, vines, roots) from an agricultural process. |
| <u>FW</u> - Food Waste: | includes all processed and unprocessed food wastes listed in the definition of Type D, D ₁ and E feedstocks. |

Director for acceptance at a Class II or Class I facility.

A - Additives: includes additives allowed by rule or which have been approved for use by the Director.

BA - Bulking Agents: includes bulking agents allowed by rule or which have been approved for use by the Director.

OSW - Other Solid Waste: includes all solid waste as defined by ORC 3734.01(E) and may include industrial wastes. OSW may only be accepted at Class I facilities.

U - Unauthorized Wastes: includes hazardous wastes, infectious wastes, liquid wastes, asbestos and lead-acid batteries; all of which are not authorized for acceptance at any solid waste composting facility. Complete the "Unauthorized Material Incident Information" form (Form 5) for each load of unauthorized wastes.

Column 5 - Origin of Waste: The County and State (if not Ohio) where the load of waste was generated.

Column 6 - Distribution: Enter the amount (weight or volume) either in tons or cubic yards, but not both, of compost product distributed (sold or given away) or removed from the facility for disposal.

Form 3: Materials Management

This form is the log of all of the composting activities conducted at the facility. For this portion of the log you will focus on documenting management activities, such as the formation of new windrows/piles or loading of in-vessel system, and turning windrows/piles, taking temperatures, etc.

Column 1 - Date: Enter the date the new windrows/piles were formed or the in-vessel system was loaded, any activities that were done on an existing windrows/piles or in-vessel (taking temperatures, turning, sampling, other activities), or compost product was distributed.

Column 2 - Pile Identification (Pile ID): The pile ID is used as a tracking system for cross contamination [as required by OAC 3745-27-45 (K)(4)] and/or to follow the activities and stages of the composting waste. Assign an alphabetical or numeric label to each windrow, pile or in-vessel. This label should remain consistent from day to day unless two or more piles are combined. When piles are combined, a new label should be assigned.

Column 3 - Stage: Enter the stage of decomposition for each composting windrow, pile or in-vessel according to the following codes:

- A - Active composting
- C - Curing Compost
- F - Finished or Cured Compost

Column 4 - Temperature: Enter the temperature, if taken, in degrees Fahrenheit.

Column 5 - Turned: Place a checkmark in the column if the windrow, pile or in-vessel was turned.

Column 6 - Sampled: Place a check mark in this column if the windrow, pile or in-vessel was sampled

for testing in accordance with OAC Rule 3745-27-46.

Column 7- Waste Category: Enter the category of the wastes being composted in the windrow, pile or in-vessel. Refer to the waste categories used for Form 2 above.

Column 8 - Description of Activities: Enter a brief description of any other activities concerning a particular pile (i.e. removal of material, combining of piles, receipt of testing results, etc.). Also use this space to include a brief description of the feedstocks used in the piles.

Form 4: Daily Inspection Checklist

This form is a general operational checklist to determine if the facility was inspected for compliance with OAC Rule 3745-27-45 and OAC Rule 3745-37-01. Inspections are to be completed daily when waste are received at the facility and weekly when wastes are not received, but waste and/or compost remains on-site. For facilities that are not staffed full time, the daily inspection checklist shall be completed for everyday the staff is on-site, but not less than once a week. Place a mark under "Y" (yes) to indicate that the requirement was met, and mark "N" (no) if the requirement was not met. In the space provided at the bottom of the form, describe the actions taken to correct the problem and meet the requirement.

Form 5: Unauthorized Materials Incident / Yardwaste Load Refusal Form

Complete sections A and B when documenting the handling of unauthorized materials found at the facility or detected in an incoming load. Provide a brief description of the content of the loads received. Also enter here the name of the hauler (person or company) of the unauthorized waste load.

Complete sections A and C when refusing to accept an incoming load of yardwaste. The facility owner/operator must provide the hauler of the yardwaste load with the original completed form. If the rejected load is taken to a municipal solid waste landfill, the hauler must provide the landfill operator with the completed form. The owner/operator may keep a copy of the completed form for their records.



A. Facility Information

Name: _____	Registration No: _____
Date of Occurrence: _____	Day of the Week: _____

B. Unauthorized Material Found at Facility / Detected in Incoming Waste Load

Describe the unauthorized material: _____

Describe the hauler of the unauthorized material: _____

Describe the action taken by the facility owner/ operator in response to the incident: _____

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.

C. Refusal of Incoming Yardwaste Load

Describe the hauler and vehicle in which the yardwaste was transported: _____

This form shall be completed by the owner/operator of the compost facility when a load of yardwaste is refused in accordance with OAC Rule 3745-27-19(O)(1)(c). The transporter of the yardwaste shall take this form to a licensed solid waste disposal facility. The solid waste disposal facility shall retain this form with its daily log of operations.

Print Name of Person Completing Form

Signature of Person Completing Form