

Record Keeping Requirements for Solid Waste Sites

Records that operators of landfills, transfer/processing sites, compostable materials handling sites, and in-vessel digestion sites are required to keep on file.

Recordkeeping Log

Operators are required to keep several records available in a recordkeeping log. Here is a general list of the types of records that operators are required to keep for all sites:

- **Special Occurrences** - such as fires, landslides, earthquake damage, unusual and sudden settlement, injury and property damage accidents, explosions, receipt or rejection of unpermitted wastes, flooding, and other unusual occurrences
- **Public Complaints** - any written public complaints received by the operator
- **Operator Information** – such as names, addresses, and telephone numbers
- **Employee Training Records** – to include training on operations and maintenance, hazardous materials, mechanical equipment, environmental controls, emergency procedures, and regulations
- **Recycling and Disposal Reporting System (RDRS) Records**
- **EA Approvals, Determinations and Requirements**
- **Organic Recovery & Disposal**
- **Testing Results and Reporting** - such as metal, pathogens, and physical contaminants test results for compost and digestate, and landfill gas results for landfills

How Long to Keep Records on File

Records should be kept in one location and accessible for:

- Landfills, Compostable Materials Handling Sites, and In-Vessel Digestion Sites
 - Five years
- Transfer/Processing Sites
 - Three years

Site-Specific Records

Landfill-Specific Records

- Record of excavations
- Location restriction
- Landfill gas remediation plans
- Closure and post-closure maintenance plans and other closure documents
- Cost estimates and financial assurances
- Small community exemption (if applicable)
- Weights/volumes of materials accepted
- Landfill gas results
 - Landfill gas monitoring results within methane limits:
 - Operator submits results to EA within time specified by the EA, no more than 90 days
 - Landfill gas monitoring results in excess of methane limits:
 - Operator records and reports results, description of problem, and steps taken to the EA

Transfer/Processing Site-Specific Records

- Incoming weights/volumes
- Outgoing salvage or residual weights/volumes

Compostable Materials Handling and In-Vessel Digestion Site-Specific Records

- Metal concentrations
- Physical contaminant limits
- Fecal coliform and *Salmonella* spp. densities
- Temperature measurements
- Dates of windrow turning
- Pathogen reduction methods

Organic Waste Reporting

Transfer/Processing, Composting, and In-Vessel Digestion Sites

- Quarterly percentage of organic waste in material sent for disposal
- Daily outgoing weights of material recovered and sent to disposal
- Daily incoming weights by material type

Transfer/Processing Sites

- The results of the formula calculating Incompatible Materials Limit
- Results of gray container waste evaluations

Composting Sites

- Daily outgoing weights of compost or chipped and ground material produced
- Weight of compostable material sent offsite

In-Vessel Digestion Sites

- Daily outgoing weights/volumes organic waste recovered & produced
- Daily outgoing weights/volumes of salvaged material
- Weight of compostable material sent offsite