

Recordkeeping and Reporting

Federal

§ 258.29 Recordkeeping requirements.

(a) The owner or operator of a MSWLF unit must record and retain near the facility in an operating record or in an alternative location approved by the Director of an approved State the following information as it becomes available:

- (1) Any location restriction demonstration required under subpart B of this part;
- (2) Inspection records, training procedures, and notification procedures required in §258.20 of this part;
- (3) Gas monitoring results from monitoring and any remediation plans required by §258.23 of this part;
- (4) Any MSWLF unit design documentation for placement of leachate or gas condensate in a MSWLF unit as required under §258.28(a)(2) of this part;
- (5) Any demonstration, certification, finding, monitoring, testing, or analytical data required by subpart E of this part;
- (6) Closure and post-closure care plans and any monitoring, testing, or analytical data as required by §§258.60 and 258.61 of this part; and
- (7) Any cost estimates and financial assurance documentation required by subpart G of this part.
- (8) Any information demonstrating compliance with small community exemption as required by §258.1(f)(2).

(b) The owner/operator must notify the State Director when the documents from paragraph (a) of this section have been placed or added to the operating record, and all information contained in the operating record must be furnished upon request to the State Director or be made available at all reasonable times for inspection by the State Director.

(c) The Director of an approved State can set alternative schedules for recordkeeping and notification requirements as specified in paragraphs (a) and (b) of this section, except for the notification requirements in §258.10(b) and §258.55(g)(1)(iii).

Illinois

Section 811.112 Recordkeeping Requirements for MSWLF Units

The owner or operator of a MSWLF unit shall record and retain near the facility in an operating record or in some alternative location specified by the Agency, the information submitted to the Agency pursuant to 35 Ill. Adm. Code 812 and 813, as it becomes available. At a minimum, the operating record shall contain the following information, even if such information is not required by 35 Ill. Adm. Code 812 or 813:

- a) Any location restriction demonstration required by Section 811.302(e) and 35 Ill. Adm. Code 812.109, 812.110, 812.303 and 812.305;
- b) Inspection records, training procedures, and notification procedures required by Section 811.323;
- c) Gas monitoring results and any remediation plans required by Section 811.310 and 811.311;
- d) Any MSWLF unit design documentation for placement of leachate or gas condensate in a MSWLF unit required by Section 811.107(m);
- e) Any demonstration, certification, monitoring results, testing, or analytical data relating to the groundwater monitoring program required by Sections 811.319, 811.324, 811.325, and 811.326 and 35 Ill. Adm. Code 812.317, 813.501 and 813.502;
- f) Closure and post-closure care plans and any monitoring, testing, or analytical data required by Sections 811.110 and 811.111, and 35 Ill. Adm. Code 812.114(h), 812.115 and 812.313; and
- g) Any cost estimates and financial assurance documentation required by Subpart G of this Part.

BOARD NOTE: The requirements of this Section are derived from 40 CFR 258.29 (1992).
(Source: Added in R93-10 at 18 Ill. Reg. 1308, effective January 13, 1994)

Section 813.501 Annual Certification

All permitted landfills shall submit an annual certification to the Agency during operation and for the entire postclosure monitoring period. Such certification shall be signed by the operator or duly authorized agent as specified in 35 Ill. Adm. Code 815.102, shall be filed each year by the first day of the month chosen and specified by the Agency in the facility permit, and shall state as follows:

- a) All records required to be submitted to the Agency pursuant to 35 Ill. Adm. Code 858.207 and 858.308 have been timely and accurately submitted; and
- b) All applicable fees required by the Act have been paid in full.

(Source: Amended at 22 Ill. Reg. 11483, effective June 23, 1998)

Section 813.502 Groundwater Reports and Graphical Results of Monitoring Efforts

- a) All groundwater monitoring data shall be submitted to the Agency at the same frequency as established for groundwater detection monitoring pursuant to Section 811.319(a), in a form prescribed by the Agency, and in accordance with a schedule approved in the permit.
- b) Upon written Agency request, monitoring data depicted in a graphical form prescribed by the Agency shall be submitted to the Agency. Such data shall be submitted within 45 days after the date of the Agency's written request.

(Source: Amended at 22 Ill. Reg. 11483, effective June 23, 1998)

Section 813.503 Information to be Retained at or near the Waste Disposal Facility

Information developed by the operator, including annual reports, shall be kept at or near the facility for inspection by the Agency upon request during normal working hours. If there is no active office for maintenance of records at the facility during the postclosure care period, then an alternate active operation site in the state, owned or operated by the same facility operator, may be specified. The Agency must be notified of the address and telephone number of the operator at the alternative facility where the information will be retained. This information must be retained through the postclosure care period.

(Source: Amended at 22 Ill. Reg. 11483, effective June 23, 1998)

Section 813.504 Annual Report

An annual report shall be submitted to the Agency each calendar year, by the date specified by the Agency in the facility permit, containing the following materials:

- a) Information relating to monitoring data from the leachate collection system, groundwater monitoring network, gas monitoring system, and any other monitoring data which was specified in the operator's permit, including:
 - 1) Summary of monitoring data for the calendar year;
 - 2) Dates of submittal of comprehensive monitoring data to the Agency during the calendar year;
 - 3) Statistical summaries and analysis of trends;
 - 4) Changes to the monitoring program; and
 - 5) Discussion of error analysis, detection limits, and observed trends.
- b) Proposed activities for the year:
 - 1) Amount of waste expected in the next year;
 - 2) Structures to be built within the next year; and
 - 3) New monitoring stations to be installed within the next year.
- c) Any modification or significant modification affecting the operation of a facility.
- d) The signature of the operator or duly authorized agent as specified in 35 Ill. Adm. Code 815.102.

(Source: Added at 22 Ill. Reg. 11483, effective June 23, 1998)

Kansas

(q) Recordkeeping.

- (1) The owner or operator of a MSWLF unit shall record and retain on-site for a period of five years, in an operating record, the following information as it becomes available:
 - (A) location restriction demonstrations required under K.A.R. 28-29-102 of this part;
 - (B) inspection records, training procedures, and notification procedures required under K.A.R. 28-29-108(a);
 - (C) gas monitoring results from monitoring and any remediation plans required by K.A.R. 28-29-108(e);
 - (D) MSWLF unit design documentation for placement of leachate or gas condensate

- in a MSWLF unit as required under K.A.R. 28-29-108(k);
- (E) demonstrations, certifications, findings, monitoring, testing, or analytical data required by K.A.R. 28-29-111 through K.A.R. 28-29-114;
- (F) closure and post-closure care plans and any monitoring, testing, or analytical data as required by K.A.R. 28-29-121 and K.A.R. 28-29-122;
- (G) cost estimates and financial assurance documentation required by K.S.A. 1996 Supp. 65-3407(h), as amended by L. 1997, Ch. 140, Sec. 4;
- (H) demonstrations for the small landfill exemption as required by K.A.R. 28-29-103;
- (I) demonstrations that the liner meets the liner standards as required in K.A.R. 28-29-104 (e)(1)(A) or (B); and
- (J) a copy of the current facility permit, including all approved plans and specifications.

(2) All information contained in the operating record shall be furnished upon request to the department or made available at any reasonable times for inspection by the department.

Minnesota

7035.2585 ANNUAL REPORT.

The owner or operator of a solid waste management facility shall prepare and submit a single copy of an annual report to the commissioner no later than February 1 for the preceding calendar year. A report form and instructions may be obtained from the commissioner. The annual report must cover all facility activities during the previous calendar year and must include the following information:

- A. the permit number, name, and address of the solid waste management facility;
- B. the year covered by the report;
- C. the quantity of each type of waste handled at the solid waste management facility;
- D. the remaining capacity for storage or disposal of waste at the facility based on the amount of waste received and the original site capacity approved;
- E. the rates charged at the solid waste management facility and anticipated changes in the rate for the next year;
- F. the most recent closure cost estimate prepared under part 7035.2625, the most recent contingency action cost estimate under part 7035.2615, and, for land disposal facilities, the most recent postclosure cost estimate under part 7035.2645;
- G. an assessment of the adequacy of the closure, postclosure, and contingency action plans;
- H. the summary evaluation of the groundwater monitoring program required under parts 7035.2815, subpart 14, item Q; and 7035.2885, subpart 16;
- I. the summary evaluation reports required for the specific solid waste management facilities in parts 7035.2825, subpart 9; 7035.2836, subparts 3, item D, and 6, items J and K; 7035.2845, subpart 4a; and 7035.2875, subpart 5;

- J. the personnel training information required by part 7035.2545, subpart 1; and
- K. a certification by the owner or operator of the solid waste management facility.

STAT AUTH: MS s 115.03; 115A.97; 116.07

HIST: 13 SR 1150; 16 SR 2321; 19 SR 2330; 21 SR 327

Current as of 03/16/04

Missouri

(20) Records.

(A) Requirement. The owner/operator of a sanitary landfill shall maintain records and monitoring data as specified by the department and file appropriate documents with the county recorder(s) of deeds.

(B) Satisfactory Compliance.Design. Plans shall prescribe methods to be used in maintaining records and monitoring the environmental impact of the sanitary landfill. Information on recording and monitoring requirements may be obtained from the department.

(C) Satisfactory Compliance.Operations.

1. Records shall be maintained at the landfill office. Records five (5) years old or older may be stored at an alternate site if approved by the department; such stored records must be made available at the landfill upon request of department personnel. Records must cover at least the following:

A. Major operational problems, complaints or difficulties;

B. Gas monitoring results from monitoring and any remediation plans required under section (14) of this rule;

C. Any demonstration, certification, finding, monitoring, testing or analytical data required under sections (4) and (11) of this rule;

D. Vector control efforts;

E. Dust and litter control efforts;

F. Quantitative measurements of the solid waste handled and an estimate of the air space left at the facility. Every two (2) years after the date of the permit issuance and with-in sixty (60) days of the anniversary date of the permit issuance, the owner/operator shall submit to the department two (2) copies of a topographic map, prepared under the direction of a land surveyor or by aerial photography, showing the current horizontal and vertical boundaries of solid waste in the sanitary landfill and the boundaries of the sanitary landfill. Maps prepared by aerial photography shall meet the current National Map Accuracy Standards for Photogrammetry as indicated in United States Bureau of the Budget .Circular A-16 Exhibit C., dated October 10, 1958;

G. Description, source and volume of special wastes that are received;

H. Any sanitary landfill design documentation for recirculation of leachate or gas condensate in a landfill;

I. Closure and post-closure care plans and any monitoring, testing or analytical data as required under 10 CSR 80-2.030(4)(A);

J. Any cost estimates and financial assurance documentation required under 10 CSR 80-2.030(4)(B) and (C);

K. Inspection records and training procedures as required under 10 CSR 80-

2.060 and subsection (3)(B) of this rule;

L. Records associated with fees as required under 10 CSR 80-2.080(2);

M. Records associated with corrective measures as required under section (10) of this rule; and

N. Effective January 1, 1998, on or before January 31 of each calendar year and annually thereafter each solid waste disposal area shall submit a report to the department specifying the amount of solid waste received for disposal from states other than Missouri. The landfill operator shall keep a detailed report of the origin of all waste received.

2. Upon closing of the sanitary landfill, the existence of the sanitary landfill shall be recorded with the recorder(s) of deeds in the county(ies) where the sanitary landfill is located. The owner/operator may request permission from the department to remove the notation from the deed if all wastes are removed from the facility.

A. A survey and plat meeting the requirements of the current Minimum Standards of Property Boundary Survey 10 CSR 30-2.010 and detailed description of the sanitary landfill shall be prepared by a land surveyor. The survey plat and detailed description, at a minimum, shall contain the following information:

(I) The name of the property owner as it appears on the property deed;

(II) The detailed description of the property;

(III) The general types and location of the solid wastes and the depth(s) of fill within the property; and

(IV) The location of any leachate control, gas control or water monitoring systems which shall be maintained after closure and the length of time that these systems are to be maintained.

B. The owner/operator shall obtain approval from the department of the survey plat and detailed description prior to filing with the county recorder of deeds. After receiving approval from the department and before filing with the county recorder of deeds, the detailed description shall be notarized by a lawful notary public. Filing the notarized plat or detailed description shall be accomplished within thirty (30) days of departmental approval. Two (2) copies of the notarized and properly recorded plat or detailed description showing the recorder of deeds seal or stamp, the book and page numbers and the date of filing shall be submitted to the department within thirty (30) days of the date of filing.

C. Owners of solid waste disposal areas permitted prior to January 1, 1987, and which close after January 1, 1989, as a part of closure of the solid waste disposal area shall.

(I) Execute an easement with the department, which allows the department, its agents or its contractors to enter the premises to complete work specified in the closure plan, to monitor or maintain the solid waste disposal area or take remedial action during post-closure period; and

(II) Submit evidence to the department that a notice and covenant running with the land has been recorded with the recorder of deeds in the county where the sanitary landfill is located. The notice and covenant shall specify the following:

(a) That the property has been permitted as a sanitary landfill; and

(b) That use of the land in any manner which interferes with closure plans, and post-closure plans filed with the department, is prohibited.

Nebraska

009 Annual Reports. The rebate recipient shall submit annual reports to the Department of Environmental Quality before April 1 of each year, in order to continue receiving the rebate. The annual report shall provide the following information on a form prescribed by the Department:

009.01 A summary of accomplishments addressing those objectives and goals stated in the approved application, including the past year's percentage of total purchases applied to products, materials, or supplies manufactured or produced from post-consumer material.

009.02 A description of the recordkeeping system being used to keep an accurate record of purchases of recycled products, materials, or supplies.

009.03 A list of all departments or governmental subdivisions participating in and using the Purchasing Policy.

009.04 A list of products, materials, and supplies purchased in accordance with the Purchasing Policy, and of recycled products reviewed for purchase.

009.05 Any revisions or modifications to the present Purchasing Policy. Modifications or revisions must be within the scope of the originally approved application.

009.06 Any other information required by the Department.

009.07 A copy of the contract or a description of the arrangements the municipality or county has with a permitted municipal solid waste disposal area and with solid waste haulers, including names and addresses.

009.08 A description of the recordkeeping system that will provide the Department with an accurate accounting of the amount of waste disposed at the municipal solid waste disposal area from the described solid waste jurisdictional area.

010 Quarterly Reports. The rebate recipient shall submit quarterly reports to the Department of Environmental Quality on or before the forty-fifth day following the end of each calendar quarter. The quarterly report shall be on a form prescribed by the Department which consists of the following:

010.01 A complete description and geographical definition of the municipality's or county's solid waste jurisdictional area.

010.02 The name and address of the permitted municipal solid waste disposal area where the waste was disposed.

010.03 An accurate accounting of the cubic yards and/or tons of waste disposed at a permitted municipal solid waste disposal area that originated from the municipality's or county's defined solid waste jurisdictional area.

010.04 Any other information required by the Department.

North Dakota

33-20-04.1-04. Recordkeeping and reporting. The owner or operator of a solid waste management facility, except those permitted by rule, shall comply with these recordkeeping and reporting requirements:

1. A solid waste management facility may not accept solid waste until the department has received and approved a report which includes narrative, drawings, and test results to certify that the facility has been constructed in accordance with the approved plans and specifications and as required by the permit.
2. An owner or operator shall keep an operating record consisting of a copy of each application, plan, report, notice, drawing, inspection log, test result or other document required by this article, including those enumerated in the subdivisions of this subsection, or a permit. The operating record must include any deviations from this article, the permit, and facility plans where department approval is required. The owner or operator shall provide a copy of any document in the operating record upon receiving a request from the department. The operating record must be kept at the facility, or at a location near the facility within North Dakota and approved by the department.
 - a) The permit preapplication, section 33-20-03.1-01.
 - b) The permit application, section 33-20-03.1-02.
 - c) An amended permit application, section 33-20-03.1-03.
 - d) The site characterization, section 33-20-13-01.
 - e) Any site demonstrations, section 33-20-04.1-01.
 - f) Documentation of training, section 33-20-04.1-02.
 - g) The plan of operation, section 33-20-04.1-03.
 - h) Facility inspection logs, section 33-20-04.1-03.
 - i) Records of notice, section 33-20-02.1-04.
 - j) As-built drawings and certifications, sections 33-20-04.1-04 and 33-20-04.1-05.
 - k) The ground water monitoring plan, all monitoring data, and statistical interpretations, section 33-20-13-02.
 - l) Records of the weight or volume of waste, section 33-20-04.1-09.
 - m) The closure plan, sections 33-20-04.1-05 and 33-20-14-02.
 - n) The postclosure plan, sections 33-20-04.1-09 and 33-20-14-02.
 - o) The financial assurance instruments for closure and postclosure, chapter 33-20-14.
 - p) Records of gasmonitoring and remediation, section 33-20-06.1-02.
 - q) The annual report, section 33-20-04.1-04.

- r) Notices of intent to close and completion of postclosure, sections 33-20-04.1-05 and 33-20-04.1-09 respectively.
 - s) The permit and any modifications, sections 33-20-02.1-03 and 33-20-02.1-06.
3. An owner or operator shall prepare and submit a copy of an annual report to the department by March first of each year. The annual report must cover facility activities during the previous calendar year and must include the following information:
- a) Name and address of the facility;
 - b) Calendar period covered by the report;
 - c) Annual quantity for each category of solid waste in tons or volume;
 - d) Identification of occurrences and conditions that prevented compliance with the permit and this article; and
 - e) Other items identified in the facility plans and permit.

History: Effective December 1, 1992; amended effective October 1, 1994.

General Authority: NDCC 23-29-04

Law Implemented: NDCC 23-29-04, 23-29-07

South Dakota

74:27:13:22. Recordkeeping. The owner or operator shall maintain records as follows:

- 1) Sources, types, and amounts of solid waste received both monthly and annually, including special wastes;
- 2) Recycling or source separation efforts;
- 3) Monitoring, testing, or analytical data required for air, groundwater, surface water, methane gas, leachate, liner system, remediation of special wastes, and any other aspects of the facility design;
- 4) Frequency of waste screening, including test methods and results;
- 5) Filling progression, completion dates, as-built drawings, and closure methods for each landfill unit;
- 6) Details pertaining to open burning practices at the facility, including dates, types, and amount of waste burned, length of time of burning, complaints, and other pertinent details;
- 7) Records of all inspections;
- 8) Documentation of the small-town exemption criteria in § 74:27:12:25, if applicable;
- 9) Closure certification as required by § 74:27:15:06;
- 10) Postclosure certification as required by § 74:27:15:11; and
- 11) Other records and certification required by 40 C.F.R. Part 258, as published on 56 Fed. Reg. 50,978 to 51,118, inclusive (October 9, 1991).

The recordkeeping requirements and copies of the application and permit, including the operational plan, the contingency plan, the closure plan, the postclosure care plan, and the financial assurance information must be maintained at the facility or at another location approved by the secretary. All records must be available for review by the secretary during normal operating hours. In addition, an annual report for each calendar year

summarizing the groundwater monitoring data and the surface water monitoring data must be submitted to the secretary by April 1 of the following year.

Source: 17 SDR 8, effective July 26, 1990; 19 SDR 186, effective June 10, 1993; 20 SDR 56, effective October 24, 1993.

General Authority: SDCL 34A-6-1.6.

Law Implemented: SDCL 34A-6-1.6.

Wisconsin

NR 506.17 Record keeping. The owner or operator of a landfill that accepts municipal solid waste shall maintain a written operating record at the landfill during the operating life and 40 year long-term care period of the landfill. The department may approve an alternate location for maintaining the record. The record shall contain information on any landfill location criterion restriction, inspection records, training procedures, notification procedures, closure and post closure plans and financial responsibility, and all demonstrations, certifications, findings, monitoring, testing and analytical data required under chs. NR 500 to 536. Random load inspection records shall be maintained for a minimum of 3 years. The operating record shall be made available to the department upon request.

History: Cr., Register, June, 1996, No. 486, eff. 7-1-96