



## **Composting Facility Log of Operations Index**

*Each form represents an individual tab  
in the binder that houses the Log of Operations*

- Instructions for Composting Facility Log of Operations
- Form 1 - Yearly Cover Sheet
- Form 2 - Materials Acceptance and Distribution
- Form 3 - Materials Management
- Form 4a - Self-Inspection Checklist - Class I
- Form 4b - Self-Inspection Checklist - Class II
- Form 4c - Self-Inspection Checklist - Class III
- Form 4d - Self-Inspection Checklist - Class IV
- Form 5 - Unauthorized Materials
- Form 6 - Yard Waste Refusal Form



**Composting Facility  
Log of Operations  
Yearly Cover Sheet**

Year:  
\_\_\_\_\_

This cover sheet should be completed at the beginning of each year and should be kept on file at the beginning of the daily log file for that year as required by **Ohio Administrative Code 3745-560-04**. Attach amendments to this form as necessary

Facility Name: \_\_\_\_\_  
(as it appears on registration and/or license)

Facility Location: \_\_\_\_\_  
(street) (city) (state) (zip code)

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Class I <input type="checkbox"/>	Class II <input type="checkbox"/>	Class III <input type="checkbox"/>	Class IV <input type="checkbox"/>
(check one)			

Registration #:  License #:

**Method of Composting**

Windrow composting

In-vessel composting

Aerated static pile composting

Static pile composting

Other:

**Type and Number of Available Equipment**

Front end loader       Tub grinder

Trommel screens       Windrow turner

Shredder/chipper

Other:

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# Composting Facility - Log of Operations

## Self-Inspection Checklist

### Class I Composting Facility

Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Person Completing Inspection: \_\_\_\_\_

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class I composting facilities.

Y	N	N/A		Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-110 Operational requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-110 Operational Requirements (cont.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(A) Comply with authorizing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(J) Adequate equipment for operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(B) Accept only authorized materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(L)(1) Process wood and remove foreign material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(C)(2) If prohibited material is detected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Process wood at least annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Remove material from placement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(M)(1) Control runoff and runoff, prevent ponding and erosion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Manage material appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Manage surface water (ORC 6111)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Record incidents in log of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Divert surface water from materials placement area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(G) Remove/shred compostable containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Monitor surface water (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(H)(1) Control noise, dust and odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(N)(1) Minimize production of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Control vectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Eliminate ponding of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Prevent fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Collect and contain leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Collect and dispose of scattered litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Maintain leachate control structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Prevent water pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(O) Prevent cross-contamination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Prevent air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(P)(1) Incorporate food scraps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(I)(1) Limit access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain stockpile of biofilter material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain placement areas and access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Control free liquid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Exclude animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Actions (if necessary):

Notes:

This 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 information may be considered a violation of Ohio Revised Code 2921.13.

# Composting Facility - Log of Operations

## Self-Inspection Checklist

### Class II Composting Facility

Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Person Completing Inspection: \_\_\_\_\_

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class II composting facilities.

Y	N	N/A		Y	N	N/A	
			<b>3745-560-210 Operational requirements</b>				<b>3745-560-210 Operational Requirements (cont.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(A) Comply with authorizing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(J) Adequate equipment for operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(B) Accept only authorized materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(L)(1) Process wood and remove foreign material
			(C)(2) If prohibited material is detected:				(2) Process wood at least annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Remove material from placement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(M)(1) Control runoff and runoff, prevent ponding and erosion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Manage material appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Manage surface water (ORC 6111)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Record incidents in log of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Divert surface water from materials placement area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(G) Remove/shred compostable containers				(4) Monitor surface water (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(H)(1) Control noise, dust and odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(N)(1) Minimize production of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Control vectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Eliminate ponding of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Prevent fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Collect and contain leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Collect and dispose of scattered litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Maintain leachate control structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Prevent water pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(O) Prevent cross-contamination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Prevent air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(P)(1) Incorporate food scraps
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(I)(1) Limit access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain stockpile of biofilter material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain placement areas and access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Control free liquid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Exclude animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Actions (if necessary):

Notes:

This 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 information may be considered a violation of Ohio Revised Code 2921.13.

**Composting Facility - Log of Operations  
Self-Inspection Checklist  
Class III Composting Facility**

Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Person Completing Inspection: \_\_\_\_\_

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class III composting facilities.

Y	N	N/A		Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-310 Operational requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-310 Operational Requirements (cont.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(A) Comply with authorizing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(J) Adequate equipment for operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(B) Accept only authorized materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(L)(1) Process wood and remove foreign material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(C)(2) If prohibited material is detected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Process wood at least annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Remove material from placement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(M)(1) Control runoff and runoff, prevent ponding and erosion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Manage material appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Manage surface water (ORC 6111)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Record incidents in log of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Divert surface water from materials placement area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(G) Remove/shred compostable containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Monitor surface water (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(H)(1) Control noise, dust and odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(N)(1) Minimize production of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Control vectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Eliminate ponding of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Prevent fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Collect and contain leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Collect and dispose of scattered litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Maintain leachate control structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Prevent water pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(O) Prevent cross-contamination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Prevent air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(I)(1) Limit access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain placement areas and access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Exclude animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Actions (if necessary):

Notes:

This 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 information may be considered a violation of Ohio Revised Code 2921.13.

**Composting Facility - Log of Operations  
Self-Inspection Checklist  
Class IV Composting Facility**

Facility: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Person Completing Inspection: \_\_\_\_\_

Is the above site being operated **in compliance** with the following regulations? Please mark the box in the appropriate column to denote compliance status. Marking the box in the **NO** column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section below. Please mark the N/A box if not applicable to this location. This checklist is not all inclusive of regulations applicable to Class IV composting facilities.

Y	N	N/A		Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-410 Operational requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>3745-560-410 Operational Requirements (cont.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(A) Comply with authorizing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(J) Adequate equipment for operations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(B) Accept only authorized materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(L)(1) Process wood and remove foreign material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(C)(2) If prohibited material is detected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Process wood at least annually
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Remove material from placement area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(M)(1) Control runoff and runoff, prevent ponding and erosion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Manage material appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Manage surface water (ORC 6111)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Record incidents in log of operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Divert surface water from materials placement area
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(G) Remove/shred compostable containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Monitor surface water (if required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(H)(1) Control noise, dust and odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(N)(1) Minimize production of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Control vectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Eliminate ponding of leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Prevent fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Collect and contain leachate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Collect and dispose of scattered litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) Maintain leachate control structures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(5) Prevent water pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(6) Prevent air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(I)(1) Limit access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(2) Maintain placement areas and access roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(3) Exclude animals				

Corrective Actions (if necessary):

Notes:

This 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 information may be considered a violation of Ohio Revised Code 2921.13.





**Composting Facility - Log of Operations**  
**Yard Waste Refusal Form**

This form shall be completed by the owner/operator of the compost facility when a load of yard waste is refused in accordance with OAC 3745-560-04(A)(7). The transporter of the yard waste 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.

**A. Facility Information**

Facility Name: \_\_\_\_\_ Registration #: \_\_\_\_\_  
Facility Address: \_\_\_\_\_  
(street) (city) (state) (zip)  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**B. Rejection of Incoming Load of Yard Waste**

Date Load Rejected: \_\_\_\_\_ Time Load Rejected: \_\_\_\_\_

License Plate#: \_\_\_\_\_ Hauler Name: \_\_\_\_\_

Reason for Rejection:

Additional Notes:



## Composting Facility Log of Operations Instructions

**A log of operations must be completed for each license/registration year at a composting facility as required by Ohio Administrative Code Rule 3745-560-04. The forms described below must be completed and retained at the facility or at another location acceptable to the licensing/registration authority. Each form should be indexed for use by the facility operator.**

### ***Form 1 – Yearly Cover Sheet***

Complete Form 1 at the beginning of each 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/registration 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 Log of Operations.

### ***Form 2 – Materials Acceptance and Distribution***

Form 2 is the record of waste received for composting and compost that leaves the facility for distribution.

#### ***Date Load Received***

Enter the date when the waste was recorded. For facilities that have a drop off area for the public, enter the date the site operator accounted for the waste.

#### ***Quantity of Waste***

Enter the amount of weight by weight (tons) **or** volume (cubic yards) of each incoming load.

#### ***Type of Waste***

Describe what type of waste received.

#### ***County of Generation***

Enter the county and state (if not Ohio) where the load of waste was generated.

#### ***Compost Distributed***

Enter the weight **or** volume in tons or cubic yards 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.

#### ***Date***

Enter the date the new windrows/piles were formed or the in-vessel system was loaded and any activities that were done on an existing windrows/piles or in-vessel (taking temperatures, turning, sampling, other activities). The facility operator will also record the date when clean whole wood is processed.

#### ***Pile ID #***

The pile ID is used as a tracking system for cross contamination 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.

#### ***Temperature***

Enter temperature in Fahrenheit, if taken.

#### ***Formed***

Place an X in the box if the pile or windrow was formed.

#### ***Turned***

Place an X in the box if the pile, windrow, or in-vessel was turned.

#### ***Loaded***

Place an X in the box if material was loaded into an in-vessel system.

#### ***Sampled***

Place an X in the box if the pile, windrow, or in-vessel was sampled.

#### ***Wood Processing***

Place an X in the box if tree stumps, trunks, limbs, and/or clean untreated wood was shredded or chipped.

#### ***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 – Self-Inspection Checklist**

The facility operator will complete a self-inspection checklist to monitor compliance at the site. Please mark the box in the appropriate column to denote compliance status. Marking the box in the NO column indicates that a violation has been noted. If a violation is noted, a description of the violation and steps taken to return to compliance should be provided in the Corrective Actions section.

### **Form 5 – Unauthorized Materials**

#### ***Date***

Enter the date the unauthorized material was discovered.

#### ***Time***

Enter the time the unauthorized material was discovered.

#### ***Description of Material***

Enter a brief description of the material discovered.

#### ***Hauler Name***

Enter the name of the hauler (person or company) of the unauthorized waste load.

#### ***Actions Taken by Owner/Operator***

Enter the actions taken by the owner/operator to remove unauthorized materials from the facility.

### **Form 6 – Yard Waste Load Refusal Form**

This form shall be completed (both sections A and B) by the owner/operator of the compost facility when a load of yard waste is refused in accordance with OAC 3745-560-04(A)(7). The transporter of the yard waste 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.