

Instructions for Daily Recordkeeping Forms for GCP-2 Aggregate Plants

Recordkeeping is an important part of your permit requirement. The GCP-2 record keeping example form has been developed to help you keep track of your operation. The instructions below refer to the table on page 2 and explain what is being asked for in each of the eight sections.

1. **The Date** is to be recorded when operating your facility. Each column directly in line under each date represents information for that day.
2. **Water Spray Control Devices:** Inspect your water sprays daily and certify they are operating appropriately. Circle the appropriate result. Water sprays must be operating prior to the start-up of process equipment. We recommend checking them more than once a day. Record the amount of water used and any maintenance performed on the control equipment, including the date.
3. **Actual Hours of Operation:** Record start time to end time for hours equipment is operated (daylight hours only).
4. **Daily Total Production: 4a).** Record the total tons produced each day from start time to end time – **4b).** Record the weekly product total after 7 days. **4c).** Record the monthly product total at the end of the calendar month and transfer this number to the [Rolling Total Form](#). See instructions on [How to Track your 12-Month Rolling Production Total](#).
5. **Number of Haul Truck Trips/Day:** Record haul truck trips each day both in and out of the facility (round trips).
6. **Haul Road Fugitive Emission Controls:** Identify what type of dust control is used on the haul road, how much is used and how often during each day. If the road is paved, record the times that sweeping is taking place. Base Course depth and the date it was applied should be recorded.
7. **Scheduled Maintenance:** Record any maintenance performed on equipment*. You are required to have a copy of the manufacturer's recommended maintenance schedule on site for your equipment. If you do not have this, you must develop and keep on site the proposed maintenance and operating requirements for your equipment.
***Maintenance on mobile equipment (trucks, front end loaders, etc.) does not need to be recorded.**
8. **Additional Comments:** Record any changes to your routine operation. Including but not limited to shutdowns due to equipment malfunctions or inclement weather, and unscheduled maintenance.

Additional Information and Requirements:

Monitoring: The owner or operator shall conduct 6-minute opacity readings at least once a month on each crusher, screen, conveyor drop point, and hopper using Reference Method 9 in 40 CFR Part 60, Appendix A. All requirements in GCP2 section III.F. Emissions Restrictions and Conditions must also be met. Monitoring must be performed by a certified person. Visit this site to obtain an [Opacity recordkeeping form \(Method 9\)](#).

Scrubber: If a scrubber is used as a control device, you must keep records of water inlet pressure and flow rate and differential pressure across the scrubber twice each day (morning and afternoon); the date and time of the measurement and the name of the person making the measurement shall be included in the record.

Records of Monthly Rolling 12-Month Total Production must be kept. Refer to 4c) above.

Keep copies of Compliance Test Reports which must be conducted within 60 days of initial startup of the facility.

Keep copies of the fuel manifest listing the type of fuel and number of gallons purchased.

Keep a copy of the Registration form (application) that you submitted, the General Construction Permit (GCP-2), and the Department's approval letter on site.

All Records Must Be Kept For at Least Two Years and Must be made available to Department personnel upon request

Daily Recordkeeping GCP-2 Aggregate Plants

Company Name: _____ Permit #: _____

Month: _____ Year: _____

1	Date															
2	Water Spray Control Devices--Must be operational prior to equipment start-up															
a) Inspection	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
b) Amount of Water Used																
c) Maintenance	Date _____ Action taken: _____															
3	Actual hours of plant operation (beginning and end time)															
Start	End															
Start	End															
Start	End															
4	Daily Total Production															
a) Tons/day																
b) Weekly product total (after 7 days)									tons/week			c) Monthly total (end of calendar month) *				
5	Number of Haul Truck Trips/Day (Round Trips)															
6	Haul Road Fugitive Emission Control															
(Circle One)	Water, Water and Base Course, Surfactant, Paved and Swept, Other Measures: _____															
Amount (gal) and/or (depth-BC)																
Frequency (times/day)																
7	Scheduled Maintenance															
Piece of Equipment	List maintenance performed as to manufacturer's recommendation or applicant's proposed requirements. (Describe below)													Date (performed)		
8	Additional Comments (include shutdowns, etc., for weather and malfunctions)													Date		

*Record the monthly total on the 12-Month Rolling Total Production form. Keep Records for at least 2 years.