

Instructions for Daily Recordkeeping Forms for GCP-2 Aggregate Plants

Recordkeeping is an important part of your permit requirement. The following record keeping example has been developed to help you keep track of your daily requirements. Each page has a blank monthly calendar available for you to fill out at the top of each page. The form has eight sections and room for 7 consecutive days. 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 is meant to represent information for that day. The only sections that do not follow this pattern are sections 2c) Maintenance, 4b) Weekly product total, 4c) Monthly total, section 7 Scheduled Maintenance, and section 8 Additional Comments.

2. Water Spray Control Devices asks that you inspect your water sprays on a daily basis and certify they are operating appropriately. Circle the appropriate result. These 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, including the date, on the control equipment.

3. Actual Hours of Operation is where the hours of operation (daylight hours only) are recorded. Start to finish.

4. Daily Total Production asks for a daily production total (tons/day) from start time to end time – **see 4a).**

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 for New Facilities](#).

5. Number of Haul Truck Trips/Day asks that you keep track of your haul truck trips each day both in and out of the facility (empty and full loads).

6. Haul Road Fugitive Emission Controls asks for information regarding your haul roads. You must identify what type of dust control is used, how much is used and how often during each day. If the road is paved, you need to record the times that sweeping is taking place. Base Course depth and the date it was applied should be recorded. For example on 7/02/15 six inches of base course was put down.

7. Scheduled Maintenance asks that you record any maintenance performed. 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.

8. Additional Comments should be used to record any changes to your routine operation. For example, if high winds caused a shut down or if it rained and you didn't need to water the haul roads for the morning. If operation ceases make note of that as well and when start-up resumed.

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. If unable to do it yourself, hire someone to do this for you. An opacity recordkeeping form is available at: [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

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Daily Recordkeeping GCP-2 Aggregate Plants

Company Name: _____

Permit #: _____

Month: _____ 20 _____

	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
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						
b) Amount of Water Used													
c) Maintenance	Date _____ Task: _____												
3	Actual hours of operation (beginning and end time)												
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 (include those entering and leaving)												
6	Haul Road Fugitive Emission Control												
(Circle One)	Water, Water and Base Course, Surfactant, Paved and Swept, Other Measures (type/frequency)												
Amount (gal) and/or (depth-BC)													
Frequency (time)													
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.