

Instructions for Daily Record Keeping - GCP-5 Concrete Batch Plants (Small facilities less than 360 yards per day)

Record keeping is an important part of your permit requirement. The following GCP-5 forms have been developed to help you keep track of your operation. Each form has a blank monthly calendar available for you to fill out at the top of each page. The form itself has seven sections and room for 7 consecutive days (Sunday-Saturday). The instructions below refer to the table on page 2 and explain what is being asked for in each of the seven sections.

1. Actual Hours of Operation is where hours of operation are recorded, both start and end times. There is space to record the date for seven days. 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 2b), 2c), 6 and 7.

2. Daily Total Production a) asks for yards per day product total, b) asks for the weekly (Sat-Sun) product total, and c) asks for the monthly calendar product total. Transfer this number to the Rolling Total Form. See instructions on [How to Track your 12-Monthly Rolling Production Total for New Facilities](#).

3. Number of Haul Truck Trips/Day asks that you keep track of haul truck trips each day both in and out of the facility (material delivery and product).

4. Monitoring loading activity status is required of small facilities during silo loading. Record the results in this section (inches of water) each time a silo is being filled.

5. Haul Road Fugitive Emission Controls asks for information regarding your haul roads. You must identify what type of dust control is used, how much water, base course (record depth), or surfactant is used and how often during each day. If the road is paved, record the times that sweeping is taking place.

6. Scheduled Maintenance asks that you record any scheduled maintenance. 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.

7. 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.

Additional Information and Requirements:

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

Keep copies of Compliance Test Reports.

Opacity test observations shall be conducted on stationary engines and heaters using Reference Method 9 in 40 CFR Part 60, Appendix A. An opacity recordkeeping form is available at: [Opacity recordkeeping form \(Method 9\)](#).

Keep a copy of the Registration form (application) that you submitted, the General Construction Permit (GCP-5), 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 Example GCP-5

(Small facilities less than 360 yards/day)

Company Name: _____

Permit #: _____

Month: _____ 20__

Sun	Mon	Tue	Wed	Thu	Fri	Sat

1 Actual hours of operation (beginning and end time)							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date							
Start							
End							
2 Daily Total Production							
a) Yards/day							
b) Weekly product total	yards/week			c) Monthly product total*			
3 Number of Haul Truck Trips/Day (including materials delivery and product)							
4 Monitoring loading activity status (inches of water).							
Silo Loading							
5 Haul Road Fugitive Emission Control							
(Circle One)	Water and Base Course	Surfactant	Paved and Swept	Other Measures (type/frequency)			
Amount (gal) and/or (depth-BC)							
Frequency (time)							
6 Scheduled Maintenance							
Piece of Equipment	List maintenance performed as to manufacturer's recommendation or applicant's proposed requirements. (Describe below)						Date (performed)
7 Additional Comments (include shutdowns, etc., for weather and malfunctions)							Date

Keep records for at least 2 years.

*Record the monthly total on the 12-Month Rolling Total Production form.