

Instructions for Recordkeeping Forms for GCP-3 Hot Mix Asphalt

Recordkeeping is an important part of your permit requirement. The following recordkeeping example has been developed to help you keep track of your daily requirements. The instructions below explain the type of information needed for each of the eight sections in the example form on page 2. On top of the form, a blank monthly calendar is available for you to fill out dates and to track which week you are operating in. This information is necessary for determining your weekly rolling totals.

1. Actual hours of operation is where the hours of operation are recorded (daylight hours only) for each day of the week (Sunday through Saturday). Add the date for each day. This weekly pattern is also followed for sections 2, 3, 4, and 5.

2. Daily total asphalt production asks for the total production (tons/day) from start time to end time each day.

3. Weekly total asphalt production asks for the total production on a weekly basis. Add up your daily totals from section two. The permit also requires you to keep track of your **weekly rolling 12-month total production**.

To calculate this rolling total, see instruction on [How to Track your Weekly Rolling 12-Month Total Production](#).

4. Number of haul truck trips/day asks that you track truck trips each day both in and out of the facility (empty and full).

5. Haul road fugitive emission controls asks you to 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. For base course, record the depth and date it was applied. For example, on 1/26/15 six inches of base course was put down.

6. Record the weekly available horsepower by adding up the horsepower of all existing units located on-site.

Record the maximum available horsepower of equipment listed in your initial registration at any time during the past 52 weeks. Keep a current equipment list on a separate sheet.

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.

Additional Information and Requirements

Carbon monoxide (CO) emissions from combustion engines and asphalt production combined cannot exceed the CO limit in Table III.G.1 of the permit. Remember to use the [Carbon Monoxide Emission Calculation Tool](#) to check on emissions.

Monitoring:

- **Asphalt processing equipment (hoppers, conveyors, screens, dryers, and silo storage piles)** - Conduct 6-minute opacity readings at least once a month using Reference Method 9 in 40 CFR Part 60, Appendix A. An opacity recordkeeping form is available at: [Opacity recordkeeping form \(Method 9\)](#).
- **Baghouse filter** - Monitor the differential pressure (inches of water) across the filter(s) with a differential pressure gauge. Each time the heater drum is operating or a silo is being filled, the pressure gauge readings and the current operational status of heater drum(s) and silo loading shall be recorded by a data logger or Continuous Emissions Monitoring System (CEMS).
- **Scrubber** - Continuously monitor the differential pressure across the scrubber, the water inlet flow rate (gallons/minute), and the water inlet pressure (pounds/square inch). Keep records of water flow and water pressure through the scrubber and pressure drop 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.

Keep records of: 1) weekly rolling 12-month total production, and 2) monitoring results from equipment and controls.

Keep a copy of:

- **The fuel delivery manifest** stating the type of fuel used and number of gallons purchased. If your fuel is used oil, the following is also required: 1) the manifest must include the sulfur content by weight percent of used oil; 2) verify the used oil meets the fuel specification of 40 CFR 279.11 by having an analysis/certification from the transporter **or** an annual certification from each supplier.
- **Compliance Test Reports** which must be conducted within 60 days of initial startup of the facility.
- **The registration form** (application) that you submitted, **the General Construction Permit (GCP-3)**, and the **Department's approval letter on site**.

All records must be kept for at least two years and made available to Department personnel upon request.

Week #	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Daily Recordkeeping GCP-3 Asphalt Plants

Company Name: _____

Permit #: _____

Month/Year: _____ 20 _____

1 Actual hours of operation (beginning and end time) - Week #:							
Date							
Start							
End							
2 Daily total production							
Tons/day							
3 Weekly total production							
Weekly total (Sunday through Saturday) _____ tons/week							
<i>Record the weekly total onto the Weekly Rolling 12-Month Total Production form.</i>							
4 Number of haul truck trips/day (include those entering and leaving)							
5 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)							
6 Horsepower (HP) of stationary engines at the site							
Weekly available HP of all existing units on-site:				Maximum available HP of units listed in your registration at any time during the past 52 weeks:			
<i>Carbon monoxide (CO) emissions from combustion engines and asphalt production combined cannot exceed the CO limit in Table III.G.1 of the permit. Remember to use the Carbon Monoxide Emission Calculation Tool to check on emissions.</i>							
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

Keep records for at least 2 years.