**Section 820.304 Recordkeeping Requirements**

1. The owner or operator of a GCDD recovery facility must employ tagging and daily recordkeeping procedures to demonstrate compliance with the Act and this Part. [415 ILCS 5/22.38(b)(6)]

1) Tagging and recordkeeping of material accepted at the GCDD recovery facility must identify the type, weight, source or place of origin, generator, and transporter or hauler of the material. [415 ILCS 5/21(w) and 22.38(b)(6)]

2) Tagging and recordkeeping of material transported from the GCDD recovery facility must identify the type, weight, destination, transporter of the material, and the owner and operator of the destination facility. [415 ILCS 5/21(w) and 22.38(b)(6)]

3) Procedures for recordkeeping of rejected loads must meet the requirements of Section 820.303(a)(1)(B).

4) Procedures for recordkeeping of unacceptable materials transported to an offsite facility must meet the requirements of Section 820.303(d)(9).

1. Records required under the Act and this Part must *be maintained in a form and format prescribed by the Agency for* a minimum of *3 years.* [415 ILCS 5/21(w) and 22.38(b)(6)]

c) *No later than every October 1, January 1, April 1, and July 1,* *the records* required by subsection (a) must *be* *summarized in quarterly reports submitted to the Agency* *in a form and format prescribed by the Agency.* [415 ILCS 5/22.38(b)(6)].

1. A quarterly report summarizing the months of January, February, and March is due no later than July 1. A quarterly report summarizing the months of April, May, and June is due no later than October 1. A quarterly report summarizing the months of July, August, and September is due no later than January 1. A quarterly report summarizing the months of October, November, and December is due no later than April 1.
2. Reports must be maintained until certification of closure by the Agency complying with Section 820.305.

d) Operating Record

1) The owner or operator of a GCDD recovery facility must maintain an operating record at the GCDD recovery facility. Information maintained in the operating record must include the following:

A) Records required to be maintained by the GCDD recovery facility under the Act and this Part;

B) Any information submitted to the Agency under this Part, including copies of all permits, permit applications, and reports;

C) The Contingency Plan for the GCDD recovery facility and documentation demonstrating that the plan and all plan revisions have been submitted to the local fire department under Section 820.302(n); and

D) Written procedures for load checking and load rejection notifications required under Section 820.303.

2) The owner or operator of a GCDD facility must make the operating record available for inspection and copying by the Agency and units of local government upon request during the GCDD recovery facility's normal business hours.