**Section 830.211 Recordkeeping for Permitted Landscape Waste Compost Facilities**

a) Copies of the facility permit, design plans, operating plan, and any required reports must be kept at the facility, or at a definite location specified in the operating plan or permit, so as to be available during inspection of the facility.

b) The operator shall record the following information:

1) The quantity of each load of landscape waste received;

2) The origin, type and quantity of any additive accepted, when received at the facility;

3) The type and quantity of any additive used in the composting process (water added during composting need not be quantified), as quantified based on a monthly review of additives remaining;

4) The dates of turning of each windrow or other pile;

5) All monitoring data required pursuant to a facility permit;

6) Conditions evaluated pursuant to Section 830.206;

7) For any odor complaint received, the information collected pursuant to Section 830.202(m);

8) Details of all incidents that require implementation of the facility's contingency plan, in accordance with Section 830.212, and methods used to resolve them;

9) Records pertaining to sampling and testing, as follows:

A) Locations in the composting area from which samples are obtained;

B) Number of samples taken;

C) Volume of each sample taken;

D) Date and time of collection of samples;

E) Name and signature of person responsible for sampling;

F) Name and address of the laboratory receiving samples, if applicable; and

G) Signature of the person responsible for sample analysis.

10) The daily quantity of each type of end-product compost removed from the facility, according to the end-product compost classifications provided in Subpart E of this Part; and

11) Verification that requisite personnel training has been done, in accordance with Section 830.210.

c) The operator shall keep dated copies of the end-product compost analyses required pursuant to Section 830.504.

d) The records required pursuant to this Section shall be made available during normal business hours for inspection and photocopying by the Agency. Such records must be kept for a period of three years, subject to extension upon written request by the Agency and automatic extension during the course of any enforcement action relating to the facility. Records must be sent to the Agency upon request.