SC DEPARTMENT of ENVIRONMENTAL SERVICES

Concrete Batch Plant Record Keeping

Instructions for filling out the Compliance Recordkeeping, Filter Maintenance Records, Gauge Inspection, Calibration and Replacement Records, Silo Recordkeeping, and Silo Recordkeeping with Pressure Drop.

For your convenience, these logs may be used to capture the information needed to demonstrate compliance with the recordkeeping requirements in the Bureau of Air Quality General Construction Permit and the Bureau of Air Quality General Operating Permit for Concrete Plants. Use of these logs is optional; facilities may create and maintain their own logs as needed. This example documentation is intended to assist with understanding the requirements of your permit. While South Carolina Department of Environmental Services (SCDES) makes every effort to encompass as much information as possible, permit contents may vary. SCDES is not liable for errors or omissions.

All records shall be maintained on site in written or electronic logs and be maintained on site for a period of five (5) years from the date the record was generated. Records shall be made available to a Department representative upon request.

Instructions for Filter Maintenance Records:

Date: Add the date that maintenance was performed.

Time: Add the time that the maintenance was performed.

Initials: The initials or signature of the person that recorded the information. This is a recommendation, not a requirement, but may be helpful as an internal reference at your facility.

Filter Maintenance: Document any filter maintenance performed including but not limited to the replacement of bags/cartridges.

Instructions for Gauge Inspection, Calibration, and Replacement:

Date: Add the date that the gauge was inspected, calibrated or replaced.

Time: Add the time that the gauge was inspected, calibrated or replaced

Initials: The initials or signature of the person that recorded the information. This is a recommendation, not a requirement, but may be helpful as an internal reference at your facility.

Inspection/Calibration/Replacement Made: Document what inspections, calibrations and/or replacements have been made to the gauge.

Instructions for Silo Recordkeeping:

Date: The dates have been prefilled, to reflect one month's worth of records.

Did Silo Loading Occur?: Note whether silo loading occurred. Note that if no silo loading was conducted for the day, the log shall indicate such.

Initials: The initials or signature of the person that recorded the information. This is a recommendation, not a requirement, but may be helpful as an internal reference at your facility.

Any Visible Emissions Observed During Silo Loading?: The visible emissions observation should occur while the silo is being loaded. Any leaks or abnormal visible emissions should be noted as "Y". If no leaks or abnormal visible emissions were present it should be noted as "N". Note that for individual silos that are loaded more than once a day, one daily recorded visual inspection is sufficient.

Time: Add the time that the visible emissions observation took place.

Corrective Action/Comments, if applicable: If "Y" has been noted during the visible emissions observation, a corresponding corrective action and/or comments needs to be added.

Instructions for Silo Recordkeeping with Pressure Drop:

Date: The dates have been prefilled, to reflect one month's worth of records.

Did Silo Loading Occur?: Note whether silo loading occurred. Note that if no silo loading was conducted for the day, the log shall indicate such.

Initials: The initials or signature of the person that recorded the information. This is a recommendation, not a requirement, but may be helpful as an internal reference at your facility.

Any Visible Emissions Observed During Silo Loading?: The visible emissions observation should occur while the silo is being loaded. Any leaks or abnormal visible emissions should be noted as "Y". If no leaks or abnormal visible emissions were present it should be noted as "N". Note that for individual silos that are loaded more than once a day, one daily recorded visual inspection is sufficient.

Time: Add the time that the visible emissions observation took place.

Daily Pressure Drop: Document the pressure drop once per day. Note that the pressure drop readings of the control device must be recorded while the process and control device are in operation.

Corrective Action/Comments, if applicable: If "Y" has been noted during the visible emissions observation, a corresponding corrective action and/or comments needs to be added.

Instructions for Compliance Recordkeeping:

Date: The dates have been prefilled, to reflect one month's worth of records.

Plant Operating?: Note whether the plant was in operation. Indicate by selecting Y for "Yes" and N for "No".

Initials: The initials or signature of the person that recorded the information. This is a recommendation, not a requirement, but may be helpful as an internal reference at your facility.

Daily Yards Produced: Add the cubic yards of concrete produced each day.

Daily Pressure Drop Readings: Document the pressure drop from the truck loading/weigh batcher baghouse once per day. Note that the pressure drop readings of the control device must be recorded while the process and control device are in operation.

Any Visible Emissions Observed During Truck/Mixer Load-Out: The visible emissions observation should be conducted weekly and occur while the truck/mixer is in operation. Any visible emissions observed should be noted as "Y", and no visible emissions observed should be noted as "N". If no truck/mixer loadout occurred during the week, the log shall indicate such.

Time of Truck/Mixer Load Out Visual Emission Observation: Add the time that the visible emissions observation took place.

Corrective Action/Comments, if applicable: If "Y" has been noted during the visible emissions observation, a corresponding corrective action and/or comments needs to be added.

Additional Information:

- Ensure the gauges used for the monitored parameters are working correctly and are operated in accordance with manufacturers' specifications or good engineering practices. Most facilities accomplish this through calibrations (either internal or by 3rd party), annual replacement of the gauge or replacement when the gauge appears to be malfunctioning and providing incorrect readings.
- The operational ranges shall be submitted to the Department via ePermitting.
- To establish or to change an already established operational range, if required by your permit, use the "Air – Operating Ranges" form. To access the form, log into ePermitting and locate the "Air - Operating Ranges" form. Fill out the form and attach supporting documentation, then click submit. The form will be routed to the Bureau of Air Quality (BAQ) permitting staff for review and approval.

Exceedance(s) of Operational Ranges:

- Exceedance(s) of the operational range are not considered a violation of an emission limit in the permit, unless the exceedance is also accompanied by other information demonstrating that a violation of an emission limit has taken place.
- For example: Your control device has an established pressure drop operating range of 1.0 – 3.0 inches of water column (w.c.). If the unit is found to be operating below 1.0 inches of w.c. or above 3.0 inches of w.c., a corrective action/comments need to be documented.