



Instructions for: Parameter(s) Reading Log, Operation & Maintenance (O&M) Operational Function Checks for Control Devices, and Weekly Operational & Maintenance (O&M) Inspection Log for Facilities with Air Quality Permits Containing Control Devices

For your convenience, these logs may be used to capture facility record keeping requirements. Please review your permit for any additional site-specific requirements that may apply. 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.

Example documentation, in the form of logs has been provided to encourage/support facilities in the creation of site-specific paperwork for their associated permit(s) and operating requirements.

These logs may be used if a facility has one or more parameters that will require monitoring. Examples of these parameters include *temperature, pressure drop indicators, liquid flow meters, liquid pressure indicators, gas flow meters, and pH meters.*

The monitor parameter readings of the control device must be recorded while the process and control device are in operation. Refer to the record keeping requirements within your permit for frequencies. Each occurrence of the control device reading outside of the established parameter range should have the following information documented: date, time, cause and corrective action taken.

Instructions for Parameter(s) Reading Logs:

Date: The dates are already included for the month. Refer to the monitoring requirements in your permit and change the date, as needed. Make sure to correspond the correct date to the parameter reading which took place.

Operating?: Note whether the process source and the control device were in operation. Please indicate clearly by selecting Y for “Yes” and N for “No”.

Parameter(s) Being Monitored: Document which parameter(s) the permit requires you to monitor. Depending upon the number of parameters required by the permit, columns in the table can be added or deleted. Note that the monitor parameter readings of the control device must be recorded while the process and control device are in operation

Issues Noted and Corrective Action Taken: Document problems and corresponding corrective actions taken with the control device. Each occurrence of operation outside the established operational range(s), including date and time, cause, and corrective action taken, shall be recorded.

For example: A 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 water column, a cause and corrective action needs to be documented.

Personnel Responsible: 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.

Instructions for Operational Function Checks for Control Devices:

Control Device ID: Name the control device ID as referenced in your air quality permit (e.g.: Baghouse = BH1).

Operational Function Check: This log is intended to outline what minimum checks the facility is implementing to ensure proper operation of control device(s). Note what type of maintenance and/or routine checks will be conducted to ensure the control device is functioning as intended (e.g.: baghouse cleaning system checks). Minimum checks of the control device may be outlined in the permit. If the permit does not have specific and/or minimum O&M checks, the facility will need to establish the operational checks they intend to use to maintain the control device.

Instructions for Weekly Operational & Maintenance (O&M) Inspection Log:

Date: Add the date the inspection was done.

Check Done (Acknowledge): Add a check mark to clearly indicate that the established weekly O&M check(s) have been completed.

Issues Noted/Corrective Action Taken: If the control device has been found to not be in proper operation, document what corrective actions were taken to bring the unit back into proper operation.

Personnel Responsible: 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.

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 and documentation on how they were developed shall be kept on site and made available for review. Refer to your permit reporting requirements on whether the documentation must be submitted to the Department for review.
- 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:

- For major sources, or where required by other permits, reports of these occurrences shall be submitted during the established permit reporting period. In addition, if there were no occurrences during the reporting period, then documentation shall be submitted to indicate such.
- 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.