



**For more information please contact:**  
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## Records Required for Processing & Recycling Facilities

### Overview

The registrant, owner or operator shall assure that all records and documentation as may be required to determine compliance with ADEM Administrative Code chapter 335-13-3 are available for inspection and/or audit upon request by the Department. Records must be maintained in a sufficient manner as to be used to verify facility compliance with the seventy-five percent (75%) rate required by section 335-13-3-.04. Records required by this chapter shall be maintained at the facility for a minimum of three (3) years, and made available for inspection by ADEM personnel upon request.

### Documents required to be maintained:

- **A copy of the original registration application and the Registration Certificate.**
- **A copy of all applicable zoning permits.**
- **Record of any vector control actions.**
- **The Owner/Operator Inspection log containing the following items:**
  - Date of inspection
  - Person performing the inspection
  - Any existence of contamination
  - Any potential seen for off-site migration by stormwater runoff, wind, track-off, etc...
  - Any unauthorized drop off found
  - Areas of concern and the date and time of any corrective actions taken
- **Records of all materials received by and shipped from the facility regardless of material type, origin, or destination. Receipts include the following information:**
  - Material description
  - Weight
  - Totals
- **Documentation that any charred metal wire originated from a facility properly operating in accordance with applicable air pollution control requirements.**
- **Any documentation regarding variances or exemptions approved by the Department.**