



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 ADEM Administrative Code chapter 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 observed 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.**