



Compliance calendar for Minnesota hot mix asphalt plants

Small Business Environmental Assistance Program

For the year _____

Keep this calendar
with your records for
five years.

Environmental compliance matters

This compliance calendar is provided to you by the Minnesota Pollution Control Agency (MPCA), Small Business Environmental Assistance Program (SBEAP). We wish to recognize Minnesota Asphalt Pavement Association (MAPA) for their efforts in providing annual compliance training for their association members.

We understand the day-to-day difficulties of keeping up with interpretations, recordkeeping, and environmental reporting. This calendar focuses on aspects of:

- Registration Option D air emission permit
- State and federal hot mix asphalt (HMA) recordkeeping rules (page 4 & 5)
- Nonmetallic Mining & Associated Activities General Permit (MNG490000) for stormwater

Failure to comply with these regulatory requirements can lead to costly non-compliance penalties

Compliance logs for daily, weekly, monthly, and annual state and federal compliance requirements in this calendar will assist you with air and water quality recordkeeping—making it easier for you to keep accurate inspection records and compliance logs.

- Fill in the daily, weekly, and monthly compliance logs for each month
- Fill in the annual air quality compliance logs and annual fuel usage log on page 33

A compliance calendar for aggregate facilities is also available.



Small Business Environmental Assistance Program

651-282-6143 or 800-657-3938

smallbizhelp.pca@state.mn.us

www.pca.state.mn.us/sbeap

We offer regulatory assistance to businesses with less than 100 employees, independently owned and operated.

Printing help

Print as a wall calendar by selecting the following properties in the print dialogue box.

- Actual size (page sizing)
- Landscape (orientation)
- 2-sided printing or print on both sides
- Lip on long edge



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Nonmetallic mining and associated activities general permit (MNG490000)

Find the MNG490000 forms and more information at <https://www.pca.state.mn.us/regulations/nonmetallic-mining-and-associated-activities>

Aggregate facilities (including asphalt facilities) must have a permit for stormwater and wastewater activities. If any wastewater activities are conducted, a minimum of the Nonmetallic Mining & Associated Activities General Permit (MNG490000) is required. The MNG490000 General Permit also covers dewatering of pits for discharges to surface waters, and stormwater discharges associated with maintenance and construction.

The MNG490000 permit authorizes stormwater discharges from the following activities:

- Asphalt paving mixtures and block (Hot mixed asphalt), including portable plants
- Ready-mixed concrete, including portable plants; concrete block and brick; concrete products other than block and brick
- Construction sand and gravel mining; industrial sand mining
- Dimension stone
- Crushed and broken: limestone, granite, or stone mining/quarry area
- Recycling and storage of materials approved in Minn. R. 7035.2860 (Beneficial Use of Solid Waste) at sites engaged in facility activities associated with all SIC Codes listed in the in the permit

Allowable activities

The MNG490000 permit allows the following process wastewater (non-stormwater) activities from hot mix asphalt plants as long as water is contained on site and is not discharged to surface waters:

- Installation, construction, and operation of wet scrubbers at hot mix asphalt production areas, including portable hot-mix asphalt plant
- Uncontaminated scale deck wash water that does not use detergents, solvents, or degreasers
- Stormwater and deck wash water collected in holding tanks under scales

- Wash water from cleaning mobile equipment that does not use detergents, solvents, or degreasers
- Water used for dust control on crushers, conveyors, associated equipment, and site roadways

If any of the above wastewater is discharged to surface waters, you are required to eliminate the surface water discharge or obtain an individual NPDES/SDS permit.

Activities not covered

MNG490000 does not allow discharges of aggregate pit pump-out water to Prohibited Outstanding Resource Value Waters (ORVWs), Department of Natural Resources (DNR) designated trout waters, or DNR-posted fish-spawning areas. If such discharges are required, you must eliminate the surface water discharge or apply for an individual permit from the MPCA at least six months in advance of the proposed activity.

A Water Appropriation Permit from the DNR is likely needed if more than 10,000 gallons of water per day or 1 million gallons per year is being withdrawn from a state water (including groundwater).

Compliance

The MNG490000 permit expires every five years. You must apply for permit reissuance at least six months before expiration. Permittees who continue activities authorized by the permit and who do not submit an application for reissuance are in violation of the permit and are subject to enforcement action which could include fines and other penalties. Some general requirements of the permit:

1. Complete and submit a Site Inventory Report form at least ten days before starting land-disturbing activities at a new site for a facility with existing permit coverage.
2. Prepare and implement a Pollution Prevention Plan for each site.
3. Complete and document monthly site inspections to ensure the Pollution Prevention Plan is being followed.

4. Follow design and construction standards for wet scrubber impoundments.
5. Protect inlets/outlets at dewatering sites to prevent sediment entrainment/scour, respectively.
6. Install sediment and erosion control measures in areas that drain away from the aggregate pit.
7. Sample and analyze stormwater discharges. Sampling frequencies vary - see your permit. Submit results on the annual discharge monitoring report (DMR) by January 21 of each year.
8. If applicable, comply with the limits and monitoring for pit dewatering.
9. For mine pit dewatering, submit a discharge monitoring report (DMR) quarterly (by January 21, April 21, July 21, October 21).
10. Minimize sediment tracked from the site onto paved surfaces by using stone pads, concrete or steel wash racks, or other best management practices (BMPs). Use street sweeping if such BMPs are not adequate to prevent sediment from being tracked on the street.

Leaving a site

Notify MPCA when a site no longer needs permit coverage using the site inventory report form ([wq-wwprm7-43](#)). The site must not be active or staffed and all areas that drain from the site must have been stabilized with vegetation or other erosion control measures prior to being removed from permit coverage.

Permit changes

Use the permit change request form ([wq-wwprm7-01](#)) for any of these changes: name change and transfer of coverage. Permit termination (when all pits have closed and ceased operation) can be completed using MPCA's e-Services.

Use the permit contact change form ([wq-wwprm7-72](#)) to notify the MPCA about contact changes at your site that affect your wastewater permit.

State rules for hot mix asphalt (HMA) plants

([Minn. R. 7011.0900 - 7011.0925](#))

Plant hours and throughput

- Record each day the plant’s hours of operation as determined by the hour meter and total tons of HMA produced.
- Determine the production throughput by dividing the total tons of HMA produced by the hours of operation for each day of operation.

Throughput limit

- Do not exceed the production throughput at which compliance was demonstrated during your most recent performance test unless you are authorized to do so. See Minn. R. 7011.0922, Subpart 2; you may be allowed to increase your production rate by 10 percent, 15 percent, or 20 percent.

Materials, fuels, and additives

- Use only the materials, fuels, and additives allowed in Minn. R. 7011.0913.
- Keep records of all materials, fuels, and additives used and the amount used annually (record on page 33).

Air modeling

- Conduct a SCREEN3 dispersion model if you burn fuel oil that contains sulfur in excess of 0.7 percent.
- If you had to do modeling, keep a record of the sulfur content of the fuel modeled, the site modeled, model output file, and supporting calculations.

Air emissions control equipment

- Operate control equipment in accordance with the manufacturer’s specifications.
- Inspect all control equipment, including structural components, annually (document inspection on page 33).
- Inspect ducts, connections, and housings for leaks monthly.
- Check monitoring equipment (pressure gauges, temperature indicators, flow gauges, and recorders) daily.
- Calibrate monitoring equipment monthly.
- Report all deviations.
- If you choose to use the Control Efficiency Rule to limit your actual emissions for PM and PM10, your fabric must have a control efficiency of at least 99% PM and 93% PM10 and your Scrubber (Venturi) Control at least 94% PM and 84% PM10.

Fabric filters (baghouse)

- Record pressure drop daily.
- Check exterior cleaning system equipment and its operation daily.
- Check interior cleaning equipment and its operation and the clean-air side of bags for leaks monthly.
- Conduct performance test on baghouse at least once after January 1, 1991.

Control devices using water (e.g. wet scrubber)

- Record pressure drop, liquid flow rate, and water pressure daily.
- Check sediment level in non-self-cleaning ponds daily so as not to exceed ½ the pond depth.
- Check pH weekly to ensure the water leaving the control device is between 5 & 10.
- Check accessible dampers, spray bars, nozzles, and demister monthly for wear.
- Frequency of performance test varies with tons produced. See table below for summary of Minn. R. 7011.0922.

Performance testing for wet scrubbers

Production in tons per year	Frequency
No more than 35,000 in any of last 3 years & has manufacturer-rated capacity of 100 tons/hour or less at 5% moisture	At least once since 1991
Less than 100,000 in any of last 3 years.	3 years
Greater than 100,000 but no more than 200,000 in any of last 3 years.	2 years
Greater than 200,000 in the last year.	Annually within 60 days of start-up

Dryer burner

- An accumulating hour meter must be installed on the dryer burner.
- Operate an accumulating hour meter on the dryer burner at all times the dryer burner is in operation.
- Tune dryer burner once each year and record the date (see page 33).
- Read the fuel pressure gauge of the dryer burner daily. Record this daily reading except when burning natural gas or propane.
- Check for a negative draft on the dryer burner inlet daily. Record whether there was a negative draft except when burning natural gas or propane.
- Record any corrective actions taken.

Registration permit—Option D, Minn. R. 7007.1130

Federal performance and emission standards

Recordkeeping and reporting

- Calculate and record 12-month rolling sums for all actual emissions at least annually*
- Record all fuel usage monthly*
- Record total throughput monthly*
- Submit the deviations reporting form ([DFR-2](#)) on or before January 30th and on or before July 30th only if deviations have occurred.
- Submit your air quality emissions inventory report no later than April 1 of each year

*Calculate actual emissions each month and keep a 12-month rolling sum of your air emissions, unless you qualify for Option D's reduced recordkeeping (see table below) Note: Air emission calculators are located at: <https://www.pca.state.mn.us/regulations/air-emissions-calculators>

Reduced recordkeeping

Reduced recordkeeping requirements apply if your annual actual emissions are less than the reduced recordkeeping limits listed in the table below.

Those who qualify for reduced recordkeeping requirements:

- Still need to track and document the data and material usage information that would be used to calculate actual emissions.
- Need only calculate actual emissions on an annual basis.

Option D permit limits vs. reduced recordkeeping limits

Pollutant	Reduced recordkeeping (tons per year)	Option D limits (tons per year)
Particulate matter	25	50
Sulfur dioxide (SO ₂)	25	50
Nitrogen oxides	25	50
VOC	25	50
Carbon monoxide	25	50
Lead	0.05	0.5
Individual HAPs	2.5	5
Combined HAPs	6.25	12.5

Processes

Standards of performance: hot mix asphalt facilities, 40 CFR 60, subp. I

These rules apply to facilities constructed or modified after June 11, 1973.

- Emission sources cannot exceed 20 percent opacity
- Particulate emissions cannot exceed 0.04 grains per dry standard cubic foot

Standards of performance: nonmetallic mineral processing, 40 CFR 60, subp. OOO

These nonmetallic rule requirements pertain only to those HMA plants that have on-site crushing and/or grinding operations.

Engines/generators

Standards of performance: compression ignition engines, 40 CFR 60, subp. IIII

These rules apply to stationary engines, typically diesel, constructed or modified after July 11, 2005.

Standards of performance: spark ignition engines, 40 CFR 60, subp. JJJJ

These rules apply to stationary engines, typically natural gas or gasoline, constructed or modified after June 12, 2006.

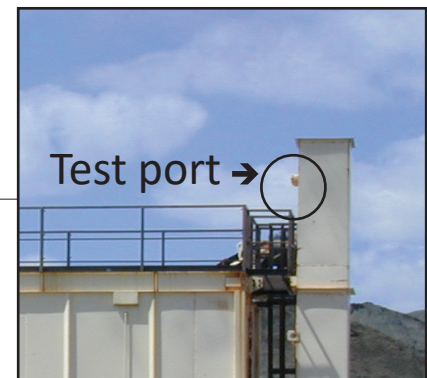
Emissions standards for hazardous air pollutants: stationary reciprocating internal combustion engine, 40 CFR 63, subp. ZZZZ

These rules apply to stationary engines, typically any fuel, constructed or modified prior to June 12, 2006.

Performance testing

When calculating emissions, use the performance test results if they are less than 10 years old. Otherwise, use the higher of the test results or the default emission factor.

You must have conducted at least one performance test on your fabric baghouse since January 1, 1991.



Fill out this daily log every month for your fabric baghouse and dryer system.

- ① Circle Yes or No for each parameter each day of operation.
- ② Record daily readings from baghouse pressure gauge.
- ③ Record except when burning natural gas or propane
- ④ Describe any repairs made to control system or dryer equipment.
- ⑤ Record parameters if you use a wet scrubber.
- ⑥ Inspect the site monthly to ensure compliance with your P2 Plan and MNG49000 permit.

① **Daily control equipment and dryer inspection log**
If you answer no to any of the following readings or fail to complete required records, you

Date inspected	1	2	3	4	5	6	7
Initials							
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Fuel gauge pressure							
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Pressure drop in units							
Daily hours of operation ²							
Daily HMA produced (tons)							
Notes (date and initial each note)							

¹ Only if fuel other than natural gas or propane is burned. ² As determined

⑤ **Inspection log for wet scrubbers**

Daily	1	2	3	4	5	6	7
Initials							
Pressure drop (in units)							
Liquid flow rate (in units)							
Water pressure (in units)							
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N
Weekly pH (initial & date)							
Monthly wear on accessible dampers, spray bars, nozzles and demister:							

Fill out the monthly fuel log. See page 33.

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, jet fuel, kerosene)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Bag leaks	Y N
Connectors	Y N	Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Monthly stormwater inspections must include:

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the Pollution Prevention Plan
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

One inspection per year must be done during rain or snowmelt.

One additional inspection must be done during snowmelt.

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount:
Notes:	

Sampling checklist

Refer to your permit and mark how frequently you need to sample for a parameter.

Draw a line through parameters that don't apply to your site.

Parameter	Sample frequency			
	Continuous	Once per year	Twice per year	Once per quarter
pH				
Flow				
Iron, Total (as Fe)				
Nitrite Plus Nitrate, Total (as N)				
Nitrogen, Kjeldahl, Total				
Phosphorus, Total (as P)				
Solids, Total Suspended (TSS)				

If the facility has indicated in the permit application all stormwater and/or process wastewater is contained and/or infiltrates on site, the site is prohibited from discharging to surface waters. The site will be assigned a Land Application (LA) designation in lieu of a Surface Discharge (SD) designation. Discharge Monitoring Reports (DMRs) will not be required for sites with only LA designations.

How to use the logs to keep records

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Customize the calendar for the current year. Enter the numerical dates.

Use as your wall calendar.

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

Date ____

The monthly stormwater inspection includes...

Date ____

Date ____

Date ____

Date ____

Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Check off these items as they are completed.

Reminders will appear here for reports that have specific due dates.

Look for the helpful tips given each month

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

- Monthly stormwater inspection completed
- Changes to P2 Plan
- Discharge monitoring report for annual stormwater and quarterly pit dewatering **due January 21**.
- If deviations occurred from July 1 to December 31, submit air quality semiannual deviations reporting form (DRF-2).

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Air emission calculators are available at
<https://www.pca.state.mn.us/regulations/air-emissions-calculators>

Did you collect and analyze a stormwater sample this month?

- No
- Yes, 1st sample
- Yes, 2nd sample
- Yes, 3rd sample
- Yes, 4th sample

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date	Calibration of monitoring equipment completed	Y N
Initials	Interior cleaning equipment and its operation	Y N
Ducts	Clean side of air bags	Y N
Housing	Notes:	Y N
Connectors		Y N
Bag leaks		Y N

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Check your baghouse fabric bags monthly, inspect annually, and replace worn bags before leaks occur.



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

The annual air emission inventory for the prior calendar year of emissions is due April 1st.

Have you submitted yet?



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date	Calibration of monitoring equipment completed	Y N
Initials	Interior cleaning equipment and its operation	Y N
Ducts	Clean side of air bags	Y N
Housing	Notes:	Y N
Connectors		Y N
Bag leaks		Y N

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

- Monthly stormwater inspection completed
- Changes to P2 Plan
- Annual air emissions inventory **due April 1**
- Quarterly discharge monitoring report (DMR) for pit dewatering **due April 21**

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Pollution prevention plan training

Annual training is required for staff responsible for carrying out your P2 plan. Train staff on the goals and components of the plan. Document in your plan how and when employees are trained.



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Moving around?

Remember to submit the relocation notification form (RE-01) to the air permit program at least 48 hours in advance.

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date	Calibration of monitoring equipment completed	Y N
Initials	Interior cleaning equipment and its operation	Y N
Ducts	Clean side of air bags	Y N
Housing	Notes:	Y N
Connectors		Y N
Bag leaks		Y N

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Use only the materials, fuels, and additives allowed in [Minn. R. 7011.0913](#)

Keep records for five years



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

- Monthly stormwater inspection completed
- Changes to P2 Plan
- If deviations occurred from January 1 to June 30, submit air quality semiannual deviations reporting form (DRF-2)
- Quarterly discharge monitoring report (DMR) for pit dewatering **due July 21**

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Monitor your control equipment (baghouse or scrubber) daily.

Did you collect and analyze a stormwater sample this month?

- No
- Yes, 1st sample
- Yes, 2nd sample
- Yes, 3rd sample
- Yes, 4th sample

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Prevent road dust by slowing vehicle speeds and applying water or other approved dust suppressants.

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

**Check your dryer burner daily.
Tune it every year and keep records of
repairs, equipment checks, inspections, and
calibrations made along with the date.**



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N		
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³

Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log

Date	Calibration of monitoring equipment completed	Y N
Initials	Interior cleaning equipment and its operation	Y N
Ducts	Clean side of air bags	Y N
Housing	Notes:	Y N
Connectors		Y N
Bag leaks		Y N

Monthly stormwater inspection

Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed
 Changes to P2 Plan
 Quarterly discharge monitoring report (DMR) for pit dewatering **due October 21**

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Review your pollution prevention plan annually.

Update the plan when there are changes at your site that affect stormwater or wastewater management or compliance with your MNG490000 permit.

Did you collect and analyze a stormwater sample this month?

No
 Yes, 1st sample
 Yes, 2nd sample
 Yes, 3rd sample
 Yes, 4th sample

Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Check baghouse dryer or scrubber control system pressure gauges, temperature indicator, and flow gauges daily.



Daily control equipment and dryer inspection log

If you answer no to any of the following readings or fail to complete required records, you must record each of those deviations on the DRF-2 form.

Date inspected	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure gauges	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Dryer burner Neg. draft on burner inlet	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Fuel gauge pressure ¹																															
Temperature indicator	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Flow gauge	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Baghouse external cleaning system	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Pressure drop in units																															
Daily hours of operation ²																															
Daily HMA produced (tons)																															

Notes (date and initial each note)

Total HMA produced for the month: _____ tons

¹ Only if fuel other than natural gas or propane is burned. ² As determined by an accumulating hour meter on dryer burner.

Inspection log for wet scrubbers

Daily	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Initials																															
Pressure drop (in units)																															
Liquid flow rate (in units)																															
Water pressure (in units)																															
Sediment levels less than 1/2 pond depth	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N	
Weekly pH (initial & date)																															

Monthly wear on accessible dampers, spray bars, nozzles and demister: (date and initial each note)

Monthly fuel usage at HMA plant ³	
Fuel type	Amount
Diesel fuel	gallons
Waste oil	gallons
Natural gas	cubic feet
Fuel oils No. 5 and 6	gallons
Other _____ (propane, gasoline, etc.)	gallons

Control equipment monthly inspection log			
Date		Calibration of monitoring equipment completed	Y N
Initials		Interior cleaning equipment and its operation	Y N
Ducts	Y N	Clean side of air bags	Y N
Housing	Y N	Notes:	
Connectors	Y N		
Bag leaks	Y N		

Monthly stormwater inspection	
Inspector:	
Date & time:	Rainfall amount
Notes:	

³ Record monthly, unless you qualify for Registration Option D, reduced recordkeeping. Record the total for each month in the annual log on page 33.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____
Date ____	Date ____	Date ____	Date ____	Date ____	Date ____	Date ____

Monthly stormwater inspection completed Changes to P2 Plan

1. Date and time of inspections
2. Name of person(s) conducting inspections
3. Findings of inspections, including recommendations for corrective actions
4. Corrective actions taken
5. Documentation of any changes to the pollution prevention plan (P2 plan)
6. Inspect equipment; hoppers; silos; liquid storage tanks; vehicles; materials storage, processing and handling areas; and vehicle and equipment maintenance, cleaning, and refueling areas

Daily inspections and proper operations are the key to pollution prevention.

Did you collect and analyze a stormwater sample this month?

No Yes, 1st sample Yes, 2nd sample Yes, 3rd sample Yes, 4th sample

Dust pollution

Dust pollution, or fugitive dust, is important to control because it can negatively affect product quality, employee health and safety, and impacts on the local community. To minimize dust, consider the following best practices:

- Limit drop heights of materials being transferred to stockpiles, bins, or conveyors
- Cover or water aggregate stockpiles
- Keep stockpiles as compact as possible
- Cover conveyors
- Leave empty space at the top of unenclosed aggregate storage bins
- Routinely inspect and maintain air pollution control equipment such as ducts, connections, housings, pressure gauges, temperature indicators, and flow gauges

Road dust

Roadways, haul roads, and other working surfaces are often the majority of total projected fugitive emissions from HMAs. There are many methods that can be used and combined to prevent dusts. Minimize dust on haul roads by:

Best management practices

1. Limit truck speeds - The heavier and faster a truck is moving the more road dust it creates. Set maximum speeds for drivers to follow.
2. Alter vehicle routes or direction
3. Set up wind fences, barriers, plant tree lines, maintain ground vegetation
4. Reduce silt content by adding gravel to unpaved surfaces
5. Sweep up dirt from paved surfaces - road dusts from paved surfaces can be managed with general housekeeping and vigilance

Liquid dust control treatment

1. Wet suppression (applying water) - Preventing dust emissions requires continuous management. For example, applying water keeps surfaces wet to control emissions. But, the effectiveness of unpaved road watering depends on:
 - The amount of water applied per unit area of road surface
 - The time between reapplications
 - Traffic volume during that period
 - Prevailing meteorological conditions during the period

2. Chemical Stabilization - using alternative dust control treatments including, vegetable oils, acrylic polymers, petroleum oils (not used oil), or salts and brines. There are drawbacks of using these such as oxygen depletion, ammonia, sulfates, and heavy metals impacting waters. If you still decide to use a liquid dust control treatment, follow these general guidelines:
 - Know all the ingredients and health effects of any dust control treatment before you use it.
 - Understand the reapplication frequency and other use requirements of any treatment.
 - Apply only the minimum amount of treatment specified and ensure it does not pool or run off.
 - Do not apply any treatment near surface waters, including bridges, culverts and wetlands.
 - Do not apply any treatment to hard surfaces, including pavement or frozen ground.
 - Do not apply any dust control treatments other than water near wells or drainage tile inlets.
 - Do not apply any dust control treatments other than water when rain is falling or imminent.
 - Document in your Pollution Prevention Plan the name of the chemical dust suppressant used, proposed method of application, application frequency, daily average and maximum rates of use, and date of MPCA approval.

Even if used properly, many dust control treatments can cause surface or groundwater pollution for which you may be liable.



Annual usage logs			
See Minn. R. 7011.0913 if you use any material, fuel, or additive not on this list.			
Materials	√ if used	Amount	Units
Clay			tons
Silt			tons
Sand			tons
Gravel			tons
Crushed stone produced from naturally occurring geologic formations, without additives			tons
Recycled asphalt pavement			tons
Portland cement concrete			tons
Recycled sediments from asphalt scrubber operations			tons
Fines from asphalt plant fabric filter operations			tons
Asphalt cement			tons
Hydrated lime			tons
Fuels			
Natural gas			ft ³
Methane			ft ³
Butane			ft ³
Propane			ft ³
Gasoline			gal
Kerosene			gal
Diesel fuel			gal
Jet fuel			gal
Fuel oils (No. 1, No. 2, No. 3, No. 4, No. 5, No. 6)			gal
On-specification used oil as defined in Minn. R. 7045.0020, Subpart 60a, provided that total halogens shall not exceed 1,000 parts per million			gal
Virgin oil that is discarded before use and that otherwise meets the requirements for on-specification as stated above			gal
Additives			
Silicone			gal
Organic soaps			gal
Other substances of a similar nature added to the asphalt cement			gal

Fuel use at HMA plant					
Fuel used	Diesel	Waste oil	Nat. gas		
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

Annual inspection log				
	Date	Initials	Describe any corrective actions	
Dryer tuned	Y N			
All control equipment, including structural components	Y N			

Other notes:

Looking for next year's calendar?

Search “Hot Mix Asphalt Compliance Calendar” on the Minnesota Pollution Control Agency website <https://www.pca.state.mn.us/> to download and print a calendar.

Request one by contacting the Small Business Environmental Assistance Program at smallbizhelp.pca@state.mn.us or call 651-282-6143.