

567—118.13(455B,455D) Record keeping and reporting.

118.13(1) Annual reports with the information required in subrule 118.13(2) are:

- a.* To be sent to the solid waste section of the DNR central office in Des Moines;
- b.* Due January 31 each year for the activities of the previous calendar year;
- c.* To be submitted on forms provided by the department, which may be submitted electronically when the electronic format is completed; and

- d.* To be retained by the permit holder for at least three years.

118.13(2) Annual reports shall contain the following information for the previous calendar year.

- a.* Number of appliances demanufactured in each of the following categories:

- (1) Refrigerators and freezers.
- (2) Commercial coolers.
- (3) Air-conditioning units.
- (4) Dehumidifiers.
- (5) Gas water heaters.
- (6) Furnaces.
- (7) Clothes washers and clothes dryers.
- (8) Dishwashers.
- (9) Microwave ovens.
- (10) Other items containing mercury, refrigerant or PCB-containing articles.

- b.* Number of mercury switches removed from appliances.

- c.* Number of mercury thermocouples removed from appliances.

- d.* Date the first item was placed in the mercury storage drum that is in use on December 31.

- e.* Number of fluorescent tubes removed from appliances.

- f.* Number of sodium chromate-containing appliances shipped to another demanufacturer.

- g.* Amount of refrigerant removed.

- h.* Number of PCB capacitors removed.

- i.* Number of PCB ballasts removed.

- j.* Date the first PCB-containing item was placed in the storage drum that is in use on December 31.

118.13(3) A permitted appliance demanufacturing facility shall retain the following records on site for a minimum of three years.

- a.* All hazardous waste manifests and bills of lading for shipments of refrigerant, mercury switches, PCB-containing materials and any hazardous waste.

- b.* Receipts for any sodium chromate-containing units that were sent to another facility for processing.

- c.* Documentation of destruction or receipt from a regional collection center for all PCB materials shipped.

- d.* Documentation of inspections of the PCB storage area as required by paragraph 118.11(4)“*h.*”

- e.* Annual written records and annual document log if required by paragraph 118.11(4)“*i.*”

- f.* Copy of the annual report as required in subrule 118.13(1).