

**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).