



## Ohio Administrative Code Rule 3745-100-03 Record keeping.

Effective: September 1, 2025

---

(A) Each person subject to the reporting requirements of this chapter shall retain the following records for a period of three years from the date of submission of a report under rule 3745-100-07 of the Administrative Code:

(1) A copy of each report submitted by the person under rule 3745-100-07 of the Administrative Code.

(2) All supporting materials and documentation used by the person to make the compliance determination that the facility or establishments is a covered facility under rule 3745-100-05 or 3745-100-09 of the Administrative Code.

(3) Documentation supporting the report submitted under rule 3745-100-07 of the Administrative Code including the following:

(a) Documentation supporting any determination that a claimed allowable exemption under rule 3745-100-08 of the Administrative Code applies.

(b) Data supporting the determination of whether a threshold under rule 3745-100-06 of the Administrative Code applies for each toxic chemical.

(c) Documentation supporting the calculations of the quantity of each toxic chemical released to the environment or transferred to an off-site location.

(d) Documentation supporting the use indications and quantity on-site reporting for each toxic chemical, including dates of manufacturing, processing, or use.

(e) Documentation supporting the basis of estimate used in developing any release or off-site transfer estimates for each toxic chemical.



(f) Receipts or manifests associated with the transfer of each toxic chemical in waste to off-site locations.

(g) Documentation supporting reported waste treatment methods, estimates of treatment efficiencies, ranges of influent concentrations to such treatment, the sequential nature of treatment steps, if applicable, and the actual operating data, if applicable, to support the waste treatment efficiency estimate for each toxic chemical.

(B) Each person subject to the notification requirements of this chapter shall retain the following records for a period of three years from the date of the submission of a notification under rule 3745-100-09 of the Administrative Code:

(1) All supporting materials and documentation used by the person to determine whether a notice is required under rule 3745-100-09 of the Administrative Code.

(2) All supporting materials and documentation used in developing each required notice under rule 3745-100-09 of the Administrative Code and a copy of each notice.

(C) Records retained under this rule are to be maintained at the facility to which the report applies or from which a notification was provided. Such records are to be readily available for purposes of inspection by the Ohio EPA.

(D) Each owner or operator who determines that the owner operator may apply the alternate threshold as specified under paragraph (A) of rule 3745-100-14 of the Administrative Code shall retain the following records for a period of three years from the date of the submission of the certification statement as required under paragraph (B) of rule 3745-100-14 of the Administrative Code.

(1) A copy of each certification statement submitted by the person under paragraph (B) of rule 3745-100-14 of the Administrative Code.

(2) All supporting materials and documentation used by the person to make the compliance



determination that the facility or establishment is eligible to apply the alternate threshold as specified in rule 3745-100-14 of the Administrative Code.

(3) Documentation supporting the certification statement submitted under paragraph (B) of rule 3745-100-14 of the Administrative Code including the following:

(a) Data supporting the determination of whether the alternate threshold specified under paragraph (A) of rule 3745-100-14 of the Administrative Code applies for each toxic chemical.

(b) Documentation supporting the calculation of annual reportable amount, as defined in paragraph (A) of rule 3745-100-14 of the Administrative Code, for each toxic chemical, including documentation supporting the calculations and the calculations of each data element combined for the annual reportable amount.

(c) Receipts or manifests associated with the transfer of each chemical in waste to off-site locations.