

SAMPLE

Regulation VIII Record Keeping Form

Month: October

FORM B: For Cleanup of Trackout and Carryout

Project Location: 104 W. Acala City: Five Points Size: 40 (Acres)
Owner: XYZ Gin Address same City: _____ Zip _____
Contact Person: Joe Ginner Title: Manager Phone: (123) 456-7890

Sweeping / Cleanup Schedule

Use this form to document the cleanup schedule by entering the time of day cleanup is done.
Mornings = am; Afternoon = pm. Write "end of day" if cleanup is done at the end of the workday. In urban areas, preventing or cleaning-up trackout at construction sites is required immediately if it extends 50 feet or more. Record keeping is required for construction sites subject to Rule 8021, sites that store bulk materials subject to Rule 8031 and vehicle/equipment storage areas subject to Rule 8071.

EOD = end of day

Week		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	am							
	pm			EOD	EOD	EOD	EOD	EOD
2	am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	pm	EOD	EOD	EOD	EOD	EOD	EOD	EOD
3	am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	pm	EOD	EOD	EOD	EOD	EOD	EOD	EOD
4	am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	pm	EOD	EOD	EOD	EOD	EOD		
5	am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	pm							

Retain for one year after project ends. Title V sources are required to retain for five years after project ends.