Annual Compliance Certification

&

Semi-Annual Monitoring Report

Annual Compliance Certification

Purpose

- Why is the ACC required?
  - Required by the Clean Air Act, Title V, 40 CFR Part 70, and KY Administrative Regulations for all permit holders
    - Not Registrations
    - Potentially not O Permits
- What is the general intent of the ACC?
  - Requirement to audit, confirm, and ensure compliance with air regulations & permit

Due Date

- ACC Postmarked by **January 30th** the following year for the January 1st through December 31st reporting period

- Failure to submit the Annual Compliance Certification (ACC) in a timely manner is a violation and may subject your facility an enforcement action

Multiple and New Permits

- What if I have two permits at my facility?
  - You should submit an ACC for *each* permit.
- What if my permit was revised/renewed this year?
  - You may need to send two ACCs for the year. One for the permit in effect at the beginning of the year and one for the revised permit. Specify proper date range for each.
- What if my permit is new this year?
  - Certify compliance starting with the Issuance Date.

Processes not in Operation

- If the facility is still constructing, not yet operating, or has ceased an operation:
  - The facility must *still* certify compliance.
  - Make a statement on the Units in Compliance page that clearly indicates the status of construction/operation and that you are in compliance.

ACC Format

- Use DEP Form 7007CC as provided by DAQ

Division for Air Quality

Permit Required Reporting

This page contains information to assist permitted facilities in the preparation and submission of permit required reporting documents.

Annual Compliance Certifications

Most air permits require that permitted sources submit an Annual Compliance Certification (ACC) that lists all permitted emission units and all the applicable requirements from their permit for each. The certification also requires that the facility declare the compliance status for each unit and each requirement for the reporting year (usually the calendar year.).

The forms below can be downloaded and additional pages copied as needed to accommodate all emission units and permit requirements.

- Annual Compliance Certification form DEP7007CC - pdf format
- Annual Compliance Certification form DEP7007CC - excel format
- DEP7007CC Instructions
- Frequently Asked Questions about Annual Compliance Certifications

Semi-annual Monitoring Reports

In addition, most permits also require that the facility submit semiannual monitoring reports every six months that contain detailed information on permit required monitoring parameters for various emission units. This report may include a table of required monthly emission calculations for a particular pollutant or a rolling annual total of emissions plant wide to demonstrate compliance with the annual conditional limit on a monthly basis. Other common monitoring requirements include limits on production (coal used, asphalt processed, etc.) or records of routine maintenance on air pollution control devices.

There is no standard form for this semi-annual report since there is such a wide variety of facility types and industries that the Division for Air Quality (DAQ) permits. Please organize the report in a manner that is convenient to you, but is also logical, references permitted emission units, lists totals or averages in the same units as the permit limit, and is easily understood.

ACC Format

- Use DEP Form 7007CC as provided by DAQ
- Minor modifications to the layout are acceptable to meet specific compliance software capabilities and formats
- Significant modifications must be pre-approved by your local DAQ Regional Office
- You will have to modify the number of pages to accommodate numerous emission units and applicable permit conditions/requirements

Commonwealth of Kentucky
Natural Resources & Environmental Protection Cabinet
Department for Environmental Protection

DEP7007CC
Compliance Certification

DIVISION FOR AIR QUALITY

Division Use Only
ID#
Permit #
Received Date

An application for a permit must contain a certification of compliance signed by a responsible official.
This form must be submitted with the original application as well as each annual report.
This form does not have to be completed for sources applying to construct with original application.

1) Source Name		
2) Source Street Address		
3) City	**4) Date Form Prepared**	**5) Source ID # (If known)** AI or Agency Interest #
6) Permit Number(s) (If known) Permit Number AND Source ID		
7) Submittal Information **Is this the first submittal of this form?** ☐ Yes ☐ No **What is the reporting period?** ___ ___ ___ (mm / dd / yy) **to** ___ ___ ___ (mm / dd / yy)		

Revision 6/00

Commonwealth of Kentucky

Energy and Environment Cabinet
Department for Environmental Protection
Division for Air Quality
200 Fair Oaks Lane, 1st Floor
Frankfort, Kentucky 40601
(502) 564-3999

Final

AIR QUALITY PERMIT
Issued under 401 KAR 52:030

Permittee Name:	[redacted]
Mailing Address:	
Source Name:	[redacted]
Mailing Address:	
Source Location:	Same as above
Permit ID:	F[redacted]
Agency Interest #:	[redacted]
Activity ID:	
Review Type:	Conditional Major / Synthetic Minor, Construction / Operating, Initial
Source ID:	21[redacted]
Regional Office:	Owensboro Regional Office 3032 Alvey Park Dr. W., Suite 700 Owensboro, KY 42303 (270) 687-7304
County:	Grayson
Application Complete Date:	June 29, 2012
Issuance Date:	September 6, 2012
Revision Date:	
Expiration Date:	September 6, 2017

Emission Units

8a(1) In Compliance
8a (2) Subject to Future Compliance Date
8b (1 and 2) Not in Compliance

Emission Units

8a(1) In Compliance

8a (2) Subject to Future Compliance Date

8b (1 and 2) Not in Compliance

ID #

8) IDENTIFICATION OF EMISSION UNITS

8a)(1) Emission Units in Compliance. The following emission units are in compliance with applicable requirements such as emission standards, emission control requirements, emission testing, court requirements, work practices, or enhanced monitoring, based on the compliance methods specified below and will continue to comply.
If additional space is needed, attach and label as exhibit DEP7007CC 8a)(1)

Emission Point ID#	Emission Unit ID#	Permit Condition or Applicable Regulation	Emission Unit Description	Permit Limit	Actual Emissions	Method used for Determining Compliance & whether continuous or intermittent *(such as test methods, monitoring procedures, recordkeeping and reporting)*

SECTION B - EMISSION POINTS, EMISSION UNITS, APPLICABLE REGULATIONS, AND OPERATING CONDITIONS

Emission Unit 01 (1-6) **Spray Coating Operation**

Description:

Two spray booths equipped with four (4) high volume low pressure spray guns
Maximum one spray gun per booth
Rated Capacity: 12-30 oz/min
Projected Construction Date: 2012
Controls: 60"x 90" 2-ply non-woven filters to control PM/PM_{10} emissions
Control Efficiency: 80 percent

APPLICABLE REGULATIONS:

401 KAR 59:010—New process operations, applicable to each affected facility, associated with a process operation, which is not subject to another emission standard with respect to particulates, commenced on or after July 2, 1975.

401 KAR 63:020—Potentially hazardous matter or toxic substances, applicable to each affected facility which emits or may emit potentially hazardous matter or toxic substances.

1. **Operating Limitations:**
   The filters shall be in place and operational according to the manufacturer's specifications and recommendations at anytime a given spray booth is in use.

2. **Emission Limitations:**
   a. The following emission limitations for particulate matter are pursuant to 401 KAR 59:010, Section 3 (2):

Emission Point	Affected Facility	Maximum Capacity (ton/hr)	Maximum Allowable Emission Rate (lb/hr)
01	Spray Coating Operation	0.15	2.34

Emission of particulate matter from a control device or stack of any affected facility up to a process rate of 1000 lbs/hr shall not exceed **2.34** lbs/hr.

Compliance Demonstration Method:

The source is considered to be in compliance when the filters are in place and properly maintained. Refer to Subsection **4. Monitoring Requirements**.

b. The opacity of visible emissions from each stack shall not equal or exceed 20 percent [401 KAR 59:010, Section 3 (1)].

Compliance Demonstration Method:

See **4. Monitoring Requirements** for opacity compliance demonstration.

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Compliance Demonstration Method:

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SECTION D - SOURCE EMISSION LIMITATIONS AND TESTING REQUIREMENTS (CONTINUED)

$$\text{Monthly Cobalt Emissions} = \sum_{i=1}^{n} M_i \rho_i \times (1 - T.E./100) \times (1 - C.E./100)$$

Where;

ρ = weight percent of cobalt in material "i", (lbs/lb).
i = individual HAP containing material.
n = total number of solvent containing materials used containing cobalt
M = pounds of solvent containing material "i " used
T.E. = transfer efficiency of the application equipment (%)
C.E. = control efficiency of the PM/PM_{10} control equipment (%)

Source-wide HAP emissions = Σ [HAP emissions from spray painting operations] + Σ [HAP emissions from Insignificant Activities]

c. The permittee shall have the source wide emission limitations of Combined HAPs no greater than (22.5) tons during any consecutive twelve (12) months period.

Compliance Demonstration Method:

$$\text{Combined HAP Emissions} = \sum_{j=1}^{m} HAP_j$$

Where; j = individual HAP emission (i.e. xylene, etc.)
m = total number of single HAP emissions

d. Compliance with annual limits is based on a rolling twelve months total. Emissions shall be calculated on a monthly basis and shall be added to previous eleven months emissions to get a total of actual emissions for each consecutive twelve (12) month period.

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Emission Point ID#	Emission Unit ID#	Permit Condition or Applicable Regulation	Emission Unit Description	Permit Limit	Actual Emissions	Method used for Determining Compliance & whether continuous or intermittent *(such as test methods, monitoring procedures, recordkeeping and reporting)*

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Compliance Demonstration Method:

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b. The opacity of visible emissions from each stack shall not equal or exceed 20 percent [401 KAR 59:010, Section 3 (1)].

Compliance Demonstration Method:

See **4. Monitoring Requirements** for opacity compliance demonstration.

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Compliance Demonstration Method:

The source is considered to be in compliance when the filters are in place and properly maintained. Refer to Subsection **4. Monitoring Requirements**.

b. The opacity of visible emissions from each stack shall not equal or exceed 20 percent [401 KAR 59:010, Section 3 (1)].

Compliance Demonstration Method:

See **4. Monitoring Requirements** for opacity compliance demonstration.

SECTION B - EMISSION POINTS, EMISSION UNITS, APPLICABLE REGULATIONS, AND OPERATING CONDITIONS (CONTINUED)

2. **Emission Limitations (Continued):**
   c. See Section D for the source-wide VOC and HAPs emission limitations.

   d. Pursuant to 401 KAR 63:020, no owner or operator shall allow any affected facility to emit potentially hazardous matter or toxic substances in such quantities or duration as to be harmful to the health and welfare of humans, animals and plants.

   Compliance Demonstration Method:

   The source is in compliance with 401 KAR 63:020 based on the rates of emissions of airborne toxics provided in the application submitted by the source, except for Naphthalene and Cobalt. The source shall emit no more than **1548** lbs per year of Naphthalene and **5.94** lbs per year of Cobalt in order to achieve compliance with 401 KAR 63:020. If the source alters processes, process rates, material formulations, or any other factor that would result in increased emissions of these previously evaluated airborne toxics, or the emission of airborne toxics not previously evaluated by the Division, the source shall submit the appropriate application forms pursuant to 401 KAR 52:030, Section 3(1)(a).

3. **Testing Requirements:**
   Testing shall be conducted at such times as may be required by the Cabinet in accordance with 401 KAR 59:005, Section 2(2) and 50:045, Section 4.

4. **Specific Monitoring Requirements:**
   a. Compliance with the opacity standard shall be determined by the permittee performing a qualitative visual observation of the opacity of emissions at each stack no less than weekly and maintaining a log of the observations. If visible emissions from the stacks are seen (not including condensed water in the plume), then an inspection of control equipment shall be initiated and corrective action taken. If visible emissions are present after the corrective action, the process shall be shut down and shall not operate again until repairs have been made that result in no visible emissions from the process during operation. In lieu of shutting the process down, the permittee may determine the opacity using Reference Method 9. If the opacity limit is not exceeded, the process may continue to operate.

   b. The permittee shall install, calibrate, maintain and operate according to manufacturer's specifications a manometers to determine the pressure drop across the filters once a day during the operation of the unit. A permanent label displaying the operating range established for each spray booth shall be posted next to the selected instrument.

   c. The twelve-month rolling total VOC and HAPs emissions shall be monitored monthly.

   d. The twelve-month rolling total Naphthalene and Cobalt emissions shall be monitored monthly.

Method:
Continuous vs Intermittent

- Continuous: data is collected in a continuous manner collected and analyzed/recorded at least once every 15 minutes.

- Intermittent: all methods that are not continuous.
  - Example: Weekly visible emission observations

Compliance:
Continuous vs Intermittent

- Continuous: a source can claim continuous compliance when there is no evidence or reason to believe they were not in compliance.
  - *Continuous* **compliance** even when the data is intermittent due to an *intermittent* **method** of determining compliance.

- Intermittent: evidence or reason to believe the source was not in compliance at all times for a given term or condition.
  - Should also be listed in section 8b)1) and 8b)2) to reflect being out of compliance.

05	05	Permit Condition B.2.a. (ii) & 40 CFR 63.1505(i)(3)	Oxy / Fuel Rotary Furnace	2.1x10-4 gr of D/Fper ton of Feed Charge	In compliance. Test perform 7/27/11 - D/F emissions measured at 6.1 X 10^{-5} gr per ton of Feed Charge when processing Scrap.	Intermittent, Source Testing, Monitoring, and Recordkeeping.
05	05	Permit Condition B.2.a. (iii) & 40 CFR 63.1505(i)(4)	Oxy / Fuel Rotary Furnace	0.40 lb of HCL per ton of Feed Charge	In compliance. Test perform 7/26/11 - HCl emissions measured at 0.13 lb per ton of Feed Charge while processing Dross.	Intermittent, Source Testing, Monitoring, and Recordkeeping.

Emission Point ID#	Emission Unit ID#	Permit Condition or Applicable Regulation	Emission Unit Description	Permit Limit	Actual Emissions	Method used for Determining Compliance & whether continuous or intermittent *(such as test methods, monitoring procedures, recordkeeping and reporting)*
Plant Wide	Plant Wide	Permit Condition Section B.2. & D.3.; 401 KAR 52:030	Flexographic Printing Presses with Oxidizer Control	90 tons VOC/12-mon rolling average	Max: 34.76 tons/12-mon rolling average	Compliance is demonstrated by maintaining records of monthly ink and solvent usage. Monthly emission calculations are made using the appropriate emission factors for both the month and 12-month rolling period. Total VOC emissions are reported on a semi-annual basis.

Different compliance methods

- Qualitative vs. Quantitative
  - Rolling Totals
  - Log or recordkeeping requirements
  - Not Operating

- An actual emissions column does not have to be a value, but can be a statement.
  - Example: <20% Opacity

Emission Units

8a(1) In Compliance

8a (2) Subject to Future Compliance Date

8b (1 and 2) Not in Compliance

ID #

8) IDENTIFICATION OF EMISSION UNITS (continued)

8a)(2) Emission Units in Compliance but Subject to Future Compliance Dates. The following emission units, which are currently in compliance with all applicable requirements, will achieve compliance on a timely basis and maintain compliance with future compliance dates as they become applicable during the permit term.
If additional space is needed, attach and label as exhibit DEP7007CC 8a)(2)

Emission Point ID#	Emission Unit ID#	Future Compliance Schedule	Emission Unit Description	Reason for Future Compliance Date

8) IDENTIFICATION OF EMISSION UNITS (continued)

8a)(2) Emission Units in Compliance but Subject to Future Compliance Dates. The following emission units, which are currently in compliance with all applicable requirements, will achieve compliance on a timely basis and maintain compliance with future compliance dates as they become applicable during the permit term.
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Emission Point ID#	Emission Unit ID#	Future Compliance Schedule	Emission Unit Description	Reason for Future Compliance Date
01-02	01-02	Permit Section B-1 (c) startup and shutdown minimized, following manufacturer's recommended procedures	Coal Fired Boilers 01 & 02	MACT Rule for Area Sources not applicable for this reporting period. Permittee shall demonstrate compliance by 3/21/12
01-02	01-02	Permit Section B-1 (d) One time energy assessment	Coal Fired Boilers 01 & 02	Not applicable for this reporting period. Permittee shall demonstrate compliance by 3/21/14
01-02	01-02	Permit Section B-1 (e) Prior to 3/21/12 permittee shall notify Division of preference to accept 10% opacity limit or install bag leak detection system.	Coal Fired Boilers 01 & 02	Not applicable for this reporting period. Permittee shall demonstrate compliance by 3/21/14

Emission Point ID#	Emission Unit ID#	Future Compliance Schedule	Emission Unit Description	Reason for Future Compliance Date
				There are currently no emissions units at this facility with future compliance dates.

Emission Units

8a(1) In Compliance

8a (2) Subject to Future Compliance Date

8b (1 and 2) Not in Compliance

ID #

8) IDENTIFICATION OF EMISSION UNITS (continued)

8b)(1) Emission Units Not in Compliance. The following emission units were not in compliance with applicable requirements such as emission standards, emission control requirements, emission testing, court requirements, work practices, or enhanced monitoring, based on the compliance methods specified below.
If additional space is needed, attach and label as exhibit DEP7007CC 8b)(1)

Emission Point ID#	Emission Unit ID#	Permit Condition or Applicable Regulation	Emission Unit Description	Permit Limit	Actual Emissions	Method used for Determining Compliance *(such as test methods, monitoring procedures, recordkeeping and reporting)*

ID #

8) IDENTIFICATION OF EMISSION UNITS (continued)

8b)(2) Emission Units Not in Compliance. For the above listed emission units that were not in continuous compliance since the last reporting period, state the reasons for noncompliance. *If additional space is needed, attach and label as exhibit DEP7007CC 8b)(2)*

Emission Point ID#	Emission Unit ID#	Reason(s) for NonCompliance

8b)(1) Emission Units Not in Compliance. The following emission units were not in compliance with applicable requirements such as emission standards, emission control requirements, emission testing, court requirements, work practices, or enhanced monitoring, based on the compliance methods specified below.
If additional space is needed, attach and label as exhibit DEP7007CC 8b)(1)

Emission Point ID#	Emission Unit ID#	Permit Condition or Applicable Regulation	Emission Unit Description	Permit Limit	Actual Emissions	Method used for Determining Compliance *(such as test methods, monitoring procedures, recordkeeping and reporting)*
01	01	Permit Condition B.1.b.; B.1.e.(iii) &B.7.b. & 40 CFR 63.1506(m)(4)	Oxy / Fuel Rotary Furnace	Maintain Free-Flowing Lime at or above Lime Feeder Setting established in Performance Test	Failed to log lime feed rate on 12/14/11 (0700-1900). Re-instructed operations and reported missing data in facility's OM&M	Intermittent inspection and reporting.
05	05	Permit Condition B.1.e. (ii) & 40 CFR 63.1506(m)(3)	Oxy / Fuel Rotary Furnace	Maintain 3hr block avg. BIT temp at or below test temp. +/- 25F	In compliance, except for 10 occasions; see Section 8(b)(1)	Continuous Recording of BIT, 3hr BIT block average temps were monitored and recorded.
05	05	Permit Condition B.1.b.; B.1.e.(iii) &B.7.b. & 40 CFR 63.1506(m)(4)	Oxy / Fuel Rotary Furnace	Maintain Free-Flowing Lime at or above Lime Feeder Setting established in Performance Test	Lime maintained above required limit for all period except for one occasion on 7/26/11 when approved for testing; however on occasions lime was hand fed into ductwork in accordance with OM&M plan.	Intermittent inspection and reporting.
05	05	Permit Condition B.4.h. (i) & 40 CFR 63.1510(h)(1)	Oxy / Fuel Rotary Furnace	Monitor and record 3-hr block average temperatures	In Compliance, except for missing data on 8/11/11 due to unknown cause. A malfunction report has been filed for this missing time period.	Continuous , by monitoring and recordkeeping.

8b)(2) Emission Units Not in Compliance. For the above listed emission units that were not in continuous compliance since the last reporting period, state the reasons for noncompliance. *If additional space is needed, attach and label as exhibit DEP7007CC 8b)(2)*

Emission Point ID#	Emission Unit ID#	Reason(s) for Noncompliance
01	01	Condition B.1.b.; B.1.e.(iii) &B.7.b. - Failed to log lime feed rate on 12/14/11 (0700-1900). Re-instructed operations and reported missing data in facility's OM&M
05	05	Condition B.1.a & B.1.e.(ii) Baghouse inlet temperature limit was exceeded on 10 occasions - two due to operator oversight and 8 due to material quality resulting in cutting back firing rate.
05	05	Condition B.1.b.; B.1.e.(iii) & B.7.b. - Lime maintained above required limit for all period except for one occasion on 7/26/11 when approved for testing.
05	05	Condition B.4.h.(i) - Missing Data on 8/11/11 as a result of unknown causes. The facility has filed a malfunction report for this 6 hour period of missing data.

Certification by Responsible Official

9) SIGNATURE BLOCK

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF LAW, THAT I AM A RESPONSIBLE OFFICIAL, AND THAT I HAVE PERSONALLY EXAMINED, AND AM FAMILIAR WITH, THE INFORMATION SUBMITTED IN THIS DOCUMENT AND ALL ITS ATTACHMENTS. BASED ON MY INQUIRY OF THOSE INDIVIDUALS WITH PRIMARY RESPONSIBILITY FOR OBTAINING THE INFORMATION, I CERTIFY THAT THE INFORMATION IS ON KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR INCOMPLETE INFORMATION, INCLUDING THE POSSIBILITY OF FINE OR IMPRISONMENT.

BY: _____ _____

AUTHORIZED SIGNATURE DATE

_____ _____

TYPED OR PRINTED NAME OF SIGNATORY TITLE OF SIGNATORY

Title 401 KAR 52:001 Section 1 (62) *"Responsible official" means:*

(a) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of that person if the representative is responsible for the overall operation of one (1) or more manufacturing, production, or operating facilities applying for or subject to a permit and either:

1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding $25,000,000 (in second quarter 1980 dollars); or

2. The delegation of authority to the representative is approved in advance by the cabinet;

(b) For a partnership or sole proprietorship, a general partner or the proprietor, respectively;

(c) For a municipality, state, federal, or other public agency, a principal executive officer or ranking elected official. For this administrative regulation, the principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operation of a principal geographic unit of the agency (e.g., a regional administrator of the U.S. EPA); or

(d) For the acid rain portion of a permit for an affected source, the designated representative.

Semi-Annual Monitoring Report

Purpose

- To document that required monitoring is being conducted
- To inform the DAQ of deviations from monitoring parameters
- Holds management accountable by requiring the “Responsible Official” to sign a certification statement

Due Dates

- SAMR Postmarked by **January 30th** the following year for the July 1st through December 31st reporting period
- SAMR Postmarked by **July 30th** of the current year for the January 1st through June 30th reporting period

- Failure to submit the Semiannual Monitoring Reports (SAMR) in a timely manner is a violation and may subject your facility an enforcement action

Multiple and New Permits

- What if I have two permits at my facility?
  - You should submit a SAMR for *each* permit.
- What if my permit was revised/renewed this year?
  - You need to send two SAMRs for the monitoring period the change occurred in, one for each permit. Specify proper date range for each.
- What if my permit is new this year?
  - Certify compliance starting with the Issuance Date.

Multiple and New Permits

SAME AS ACC

- What if I have two permits at my facility?
  - You should submit a SAMR for *each* permit.
- What if my permit was revised/renewed this year?
  - You need to send two SAMRs for the monitoring period the change occurred in, one for each permit. Specify proper date range for each.
- What if my permit is new this year?
  - Certify compliance starting with the Issuance Date.

Differences between ACC and SAMR

- The Annual Compliance Certification (ACC) serves as a self assessment and self compliance determination. Report Notices of Violations issued to the facility.

- The Semiannual Monitoring Report (SAMR) is a more detailed report of the parameters monitored; such as production rates, fuel use, emission rates each month, documentation of operating ranges observed, and ongoing calculations of actual emissions required by the permit

SAMR format

- There is no standard format for the Semiannual Monitoring Report
- A cover letter stating the facility name, Agency Interest number, Permit number, and the reporting period covered by the report is required
- Summary tables or spreadsheets with monitoring data are acceptable
- Avoid color since everything is scanned to gray scale and color highlights obscure data

Cover Letter

Facility Name
Agency Interest Number
Facility Address

Date

Division for Air Quality
Insert REGIONAL OFFICE Address

RE: Semi-Annual Report (Facility ID: **XX-XXX-XXXXX**)

What to include?

- Each monitoring requirement is found under the *Specific Monitoring Requirements* section of the DAQ permit under each emission point or group of points.

- There is some variability in how DAQ permits are written and the *Specific Monitoring Requirements* section of the permit may also refer you to the *Specific Recordkeeping Requirements* or *Specific Reporting Requirements* sections of the permit for additional monitoring requirements.

What to include?

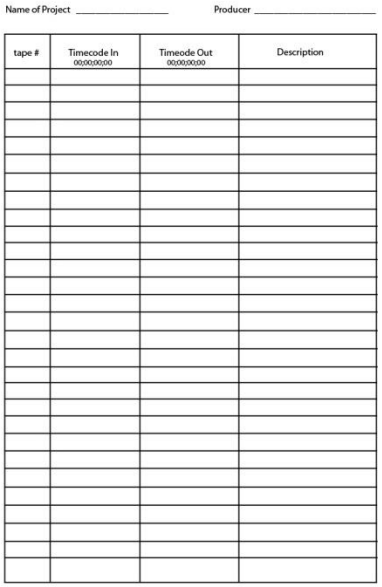
- **How much detail is required in the semiannual monitoring reports?**

- For each emission point list each monitoring requirement specified by your permit; the frequency of each monitoring requirement; and whether the monitoring was completed with the required frequency
- Any deviations of permit monitoring requirements during the reporting period must be noted. These should be listed with dates, values of exceedances, and corrective actions taken to return to normal ranges
  - Excess emissions must be reported immediately per 401 KAR 50:055

What to include?

- **Do I need to submit all the actual monitoring log sheets or operator logs?**

- Not normally. The semi-annual monitoring report should be a summary of the required monitoring rather than logs of the actual monitoring.
- However, if instructed by the permit or requested by the DAQ inspector, actual logs may be the best way to report your monitoring efforts.


Name of Project _____ Producer _____

tape #	Timecode In 00;00;00;00	Timeode Out 00;00;00;00	Description

This letter is submitted in compliance with *Insert Permit Number*. The monitoring requirements stated in our permit are as follows.

1. *Maintain a log of all routine and non-routine maintenance performed on all control devices (Section C, General Condition F.1.B).*
2. *Daily observations are required during daylight hours of all operations, control equipment and any visible emissions to determine whether conditions appear to be either normal or abnormal. If the operations, controls and/or emissions appear to be abnormal, the permittee must then comply with the requirements of Section C – General Conditions, C.1.B., of Insert Permit Number (Section, C, General Condition F.1B)*
3. *Maintain a log of monthly production rates (Section C, General Condition F.1C).*

This letter certifies that the information listed above was collected and maintained for the period from July 1, 2012 to December 31, 2012. During this period, all of the above monitoring and recordkeeping was maintained with the specified frequency and within the permit allowable limits. Our next semi-annual monitoring report will cover the period from January 1, 2013 to June 30, 2013. Should you have any questions, please call *insert contact information.*

Certification by Responsible Official

9) SIGNATURE BLOCK

I, THE UNDERSIGNED, HEREBY CERTIFY UNDER PENALTY OF LAW, THAT I AM A RESPONSIBLE OFFICIAL, AND THAT I HAVE PERSONALLY EXAMINED, AND AM FAMILIAR WITH, THE INFORMATION SUBMITTED IN THIS DOCUMENT AND ALL ITS ATTACHMENTS. BASED ON MY INQUIRY OF THOSE INDIVIDUALS WITH PRIMARY RESPONSIBILITY FOR OBTAINING THE INFORMATION, I CERTIFY THAT THE INFORMATION IS ON KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE OR INCOMPLETE INFORMATION, INCLUDING THE POSSIBILITY OF FINE OR IMPRISONMENT.

BY: _____ _____

AUTHORIZED SIGNATURE DATE

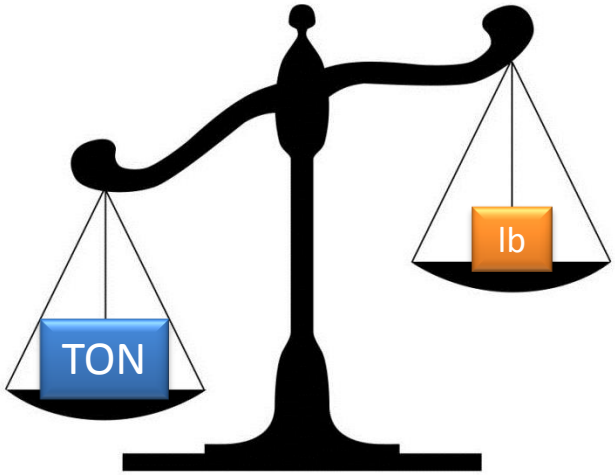
_____ _____

TYPED OR PRINTED NAME OF SIGNATORY TITLE OF SIGNATORY

Things to Remember

- Report all elements in a clear, logical and easy to understand manner

- When reporting numeric values always include the unit of measure.
  - lbs vs tons makes a HUGE difference



- Use common terms or terms defined in the permit; avoid industry jargon/acronyms

Things to Remember

- Include and define all in compliance and out of compliance activities
  - Out of compliance activities include NOVs, malfunctions, emission exceedances, recordkeeping gaps, deviations, etc.

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Division for Air Quality

eec.ky.gov Search

Division for Air Quality
Permit Required Reporting

This page contains information to assist permitted facilities in the preparation and submission of permit required reporting documents.

Air.ky.gov - Permit Required Reporting

- Other resources:
  - Learning Modules:

    Annual Compliance Certification Module

    Semi-Annual Monitoring Report Module

More information

- If you have specific questions, please contact your Regional Office Inspector or the Division of Compliance Assistance

Division of Compliance Assistance

(502) 782-6189

dca.ky.gov

envhelp@ky.gov