



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 1111 E. Main Street, Suite 1400, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Matthew J. Strickler  
Secretary of Natural Resources

David K. Paylor  
Director

(804) 698-4000  
1-800-592-5482

### MEMORANDUM

**TO:** Regional Directors  
Regional Air Compliance Managers  
Regional Air Permit Managers  
Regional Enforcement Managers  
Central Office Air Managers

**CC:** Jeffery A. Steers, Director, Central Operations

**FROM:** Michael G. Dowd, Director, Air and Renewable Energy Division *MCD*

**SUBJECT:** ASOP-06: DEQ Air Standard Operating Procedure for the Evaluation of Title V Reports

**DATE:** Revised 6/30/2018 (Originally issued 1/5/2004)

#### I. Purpose

The purpose of this procedure is to provide DEQ inspectors with information needed to evaluate specific standardized reports submitted by facilities to comply with requirements of permits issued in accordance with Title V of the Clean Air Act. Staff should direct questions regarding this procedure to the local regional DEQ Air Compliance Manager or DEQ's Office of Air Compliance Coordination.

#### II. Applicability

The provisions of 40 CFR Part 70<sup>1</sup> require states to establish a comprehensive air quality permitting system consistent with the requirements of Title V of the Clean Air Act. EPA granted DEQ final delegation of authority for Virginia's Title V program on April 20, 1998.

Each Title V permit is designed to do the following:

- Integrate all of a facility's applicable requirements into a single permit;
- Make the terms of the permit federally enforceable;
- Require monitoring, testing, and recordkeeping as necessary for a facility to demonstrate compliance on a continuous basis; and
- Require semi-annual monitoring reports and annual compliance certifications.

<sup>1</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=3dfb0275fc90cf5f64c367cde2311654&mc=true&tpl=/ecfrbrowse/Title40/40cfr70\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?SID=3dfb0275fc90cf5f64c367cde2311654&mc=true&tpl=/ecfrbrowse/Title40/40cfr70_main_02.tpl)

The Title V permit and 40 CFR Part 70 provide the general requirements of the Semi-Annual Monitoring Report (SAMR) and the Annual Compliance Certification report (ACC). This procedure is applicable to the evaluation of these Title V reports and provides acceptable reporting elements, formats, and information to guide DEQ inspectors' evaluations. Upon receipt the inspector will, at a minimum, conduct a technical evaluation of the report, document observations and findings in a "Partial Compliance Evaluation (PCE) without Site Visit" inspection report in CEDS (DEQ's Comprehensive Environmental Data System), and notify the facility of the results, if requested, or if potential non-compliance is identified.

### **III. Definitions**

All terms used have the meanings provided in the following regulations unless otherwise indicated in this procedure:

- 40 CFR Part 60.2 New Source Performance Standards (NSPS)<sup>2</sup>;
- 40 CFR Part 63.2 Maximum Achievable Control Technology standards (MACT)<sup>3</sup>;
- 40 CFR Part 70.2 State Operating Permit Programs (Title V)<sup>4</sup>; and
- 9VAC5-10 Virginia Regulations for the Control and Abatement of Air Pollution (Virginia Regulations)<sup>5</sup>.

### **IV. Title V Report/Certification Evaluations**

#### **A. Procedures**

##### **1. Preparing for Report/Certification Evaluation**

Before evaluating the report/certification, inspectors must first review all relevant information in the facility's permanent files and CEDS for the reporting period including but not limited to the following:

- a. Title V permit and all other permits issued;
- b. Compliance and enforcement history;
- c. Inspection reports;
- d. Emissions data;
- e. Reported malfunctions and deviations;
- f. Correspondence on outstanding issues; and
- g. Outstanding permit applications.

##### **2. Report/Certification Evaluation Requirements**

Inspectors should evaluate each report/certification to assure that the submitted report/certification meets all the appropriate requirements.

<sup>2</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=b6ac6e95bd57350b99b1e4dcd12a5646&mc=true&node=se40.7.60\\_12&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=b6ac6e95bd57350b99b1e4dcd12a5646&mc=true&node=se40.7.60_12&rqn=div8)

<sup>3</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=7ed938b7a7ff5b79be6a68106e86d663&mc=true&node=se40.11.63\\_12&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=7ed938b7a7ff5b79be6a68106e86d663&mc=true&node=se40.11.63_12&rqn=div8)

<sup>4</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=7ed938b7a7ff5b79be6a68106e86d663&mc=true&node=se40.17.70\\_12&rqn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=7ed938b7a7ff5b79be6a68106e86d663&mc=true&node=se40.17.70_12&rqn=div8)

<sup>5</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter10/>

### a. Semi-Annual Monitoring Report

- i. **Meets Deadline:** The report is postmarked no later than 60 days following the end of the reporting period.
- ii. **Period:** The report covers the appropriate 6-month period, as specified in the Title V permit (usually calendar year).
- iii. **Certification:** The report includes the official certification statement signed by a responsible official per 9VAC5-20-230<sup>6</sup>.
- iv. **Completeness:** The report either states that no deviations occurred during the reporting period, or lists all deviations that occurred during that period (referencing other submitted reports as appropriate), including failures to monitor, emissions incidents, malfunctions, etc.

### b. Annual Compliance Certification

- i. **Meets Deadline:** The report is postmarked no later than 60 days following the end of the reporting period.
- ii. **Period:** The report covers the appropriate 12-month period, as specified in the Title V permit (usually calendar year).
- iii. **Certification:** The report includes the official certification statement signed by a responsible official per 9VAC5-20-230.
- iv. **Completeness:**
  - The short form includes statements determining compliance and whether compliance was continuous or if there were deviations reported during the reporting period.
  - The long form lists all certifiable conditions and indicates the method for determining compliance, and whether compliance was continuous or intermittent for the reporting period.

## B. Determining Compliance Status And Documenting The Evaluation

### 1. Determining Compliance

The inspector's evaluation of a Title V report/certification will result in either of the following compliance determinations:

- a. **In Compliance:** The report is complete and acceptable in accordance with 40 CFR Part 70 and 9VAC5-80<sup>7</sup>.
- b. **Out of Compliance:** The report is late and/or is not complete and acceptable in accordance with 40 CFR Part 70 and 9VAC5-80.

### 2. Documenting the Evaluation

The Inspector should note the following items when drafting a partial compliance evaluation in CEDS.

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<sup>6</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter20/section230/>

<sup>7</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter80/>

### a. Semi-Annual Monitoring Report

- i. Inspection Reason: Use 'Review T5 Semiannual Monitoring Report'.
- ii. Summary: Include specific information pertaining to the report. A template is useful but not required.
- iii. Events: An event must be included and completed for the next anticipated report.
- iv. Compliance Narrative: Use the permit condition that refers to the SAMR in the Title V permit per 9VAC5-80-490 F 2 a<sup>8</sup>.
- v. Observation: An observation is not required if the report is in compliance. An observation is only required for out of compliance reports and should include details of why the report is out of compliance.

### b. Annual Compliance Certification

- i. Inspection Reason: Use 'Review T5 Annual Compliance Certification'. **Note:** there should only be one 'Review T5 Annual Compliance Certification' in CEDS per calendar year. If the facility submits two ACCs because of a revision or permit change, then the inspector should either review the two ACCs as one document or use the inspection reason of 'Review Revised T5 Annual Compliance Certification' for the second document and notify OACC if there is a change to the facility reporting status.
- ii. Facility Reporting Status field: Select the value submitted by the facility.
- iii. Summary: Include specific information pertaining to the report. A template is useful but not required.
- iv. Events: An event must be included and completed for the next anticipated report.
- v. Compliance Narrative: Use the permit condition that refers to the compliance certification report in the Title V permit per 9VAC5-80-490 K 5<sup>9</sup>.
- vi. Observation: An observation is not required if the report is in compliance. An observation is only required for out of compliance reports and should include details of why the report is out of compliance.

## C. Enforcement

A deviation may not necessarily represent a violation of the Title V permit, so inspectors should evaluate each deviation on a case-by-case basis. Noncompliance with the permit may indicate an alleged violation and may result in either an informal or formal enforcement response, so inspectors should consult the DEQ enforcement manual and agency policies and procedures when determining the appropriate level of enforcement. In addition, some noncompliance may trigger EPA's High Priority

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<sup>8</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter80/section490/>

<sup>9</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter80/section490/>

Violations (HPV) policy if deficiencies substantially interfere with the enforcement of a requirement or the ability to determine compliance.

#### **D. Inspection Processing**

**Timeliness:** Inspectors must evaluate each report within 25 calendar days of receipt by DEQ (to allow their supervisor to approve it within 30 days of receipt) unless an alternate schedule is agreed upon with the supervisor to adjust workload.

**Frequency:** Inspectors must evaluate every report received by DEQ, even for facilities that are not included in that year's inspection plan.

**Event Tracking:** Inspectors must enter an event in CEDS that tracks the "anticipated date" that DEQ will receive the next Title V report and the "completed date" when DEQ receives it. For the SAMR, use "Title V Semi-Annual Monitoring Rpt. Due/Rec'd". For the ACC, use "Title V Annual Compliance Certif. Due/Rec'd".

**Inspection Tracking:** Inspectors must document their evaluation in CEDS as a PCE using the appropriate inspection reason (either "Review T5 Semiannual Monitoring Report" or "Review T5 Compliance Certification"). The PCE will constitute a separate inspection report in CEDS and must not be combined with a Full Compliance Evaluation (FCE) or any other PCE.

#### **E. Records Retention**

The facility and DEQ must retain records, materials, or other support material used in the preparation of the compliance certification for a period of at least 5 years from the date of submittal.

#### **F. Confidential Information**

In accordance with DEQ's Freedom of Information Act (FOIA) policy<sup>10</sup>, DEQ may provide records related to Title V reports to the public upon request unless designated as Confidential Business Information by a responsible official of the company. Claims of confidentiality must meet the provisions of 9VAC5-170-60<sup>11</sup> and 40 CFR Part 2, Subpart B<sup>12</sup>.

#### **G. Document Certification**

9VAC5-20-230<sup>13</sup> requires all documents submitted by the facility include a statement certifying the documents and signed by a responsible official.

### **V. Guidance for Specific Title V Reports**

#### **A. Semi-Annual Monitoring Report**

DEQ strongly recommends that facilities use the following five forms when reporting semi-annual monitoring and deviation information. The forms facilitate consistent

<sup>10</sup> <https://www.deq.virginia.gov/connectwithdeq/freedomofinformationact.aspx>

<sup>11</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter170/section60/>

<sup>12</sup> <https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=40:1.0.1.1.2#sp40.1.2.b>

<sup>13</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter20/section230/>

reporting to DEQ and help ensure that all semi-annual monitoring information required by the regulation and the Title V permits is included. Copies of these forms<sup>14</sup> are provided in Attachments 1 through 5 of this procedure, and current versions are available on DEQ's website.

### **1. SAMR without CAM (Attachment 1)**

DEQ recommends using this form to satisfy semi-annual monitoring reporting requirements for Title V facilities<sup>15</sup>. To complete the form, the facility must include the following at a minimum:

- Indicate on the form which six-month period is covered by the report; and
- Check the box indicating SAMR
  - No deviations from permit requirements occurred during the six-month reporting period; or
  - Deviations did occur, and supporting documents are attached, including all necessary information about the deviation as required by 9VAC5-80-110 F 2<sup>16</sup> and/or the appropriate Title V permit condition.

### **2. SAMR with CAM (Attachment 2)**

DEQ recommends using this form to satisfy semi-annual monitoring reporting requirements for Title V facilities that also have Compliance Assurance Monitoring (CAM) plans<sup>17</sup> and must submit semi-annual reports. To complete the form, the facility must include the following at a minimum:

- Indicate on the form which six-month period is covered by the report; and
- Check the box indicating SAMR
  - No deviations from permit requirements occurred during the six-month reporting period; or
  - Deviations did occur and supporting documents are attached, including all necessary information about the deviation as required by 9VAC5-80-110 F 2 and/or the appropriate Title V permit condition.
- Check the box indicating CAM
  - All CAM requirements were met during the six-month reporting period;
  - All CAM requirements were met except those addressed in the attached report(s); or
  - A quality improvement plan was required as addressed in the attached report.

### **3. Prompt Deviation Report (Attachment 3)**

DEQ recommends using this form to satisfy prompt deviation reporting requirements for all Title V facilities, specifically to report incidents deviating from permit requirements and malfunctions that may have resulted in excess emissions

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<sup>14</sup> <https://www.deq.virginia.gov/Programs/Air/Forms.aspx>

<sup>15</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=6c0bea0cf9662b825cc488e69e4a7bc8&mc=true&node=se40.17.71\\_16&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=6c0bea0cf9662b825cc488e69e4a7bc8&mc=true&node=se40.17.71_16&rgn=div8)

<sup>16</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter80/section110/>

<sup>17</sup> <https://www.ecfr.gov/cgi-bin/text-idx?SID=698c6ba4923e3ca4c44d4846ed8193a9&mc=true&node=pt40.17.64&rgn=div5>

for over one hour. To complete the form, the facility must include the following at a minimum:

- The permit requirement and the context of the deviation including the duration of the event and affected unit(s);
- The probable cause of the deviation;
- Any corrective actions taken to resolve the deviation; and
- Any preventative measures taken in response to the deviation.

Facilities must submit prompt deviation reports to DEQ in a timely fashion.

- Where the underlying applicable requirement contains a definition of prompt or otherwise specifies a timeframe for reporting deviations, that definition or timeframe shall govern.
- Where the underlying applicable requirement fails to address the timeframe for reporting deviations, reports of deviations shall be submitted to the permitting authority consistent with the malfunction rule in 9VAC5-20-180 C<sup>18</sup>.

The facility should reference each Prompt Deviation Report submitted to DEQ during the reporting period in the appropriate SAMR or copied and attached to the SAMR.

#### **4. Failure to Monitor, Keep Records, or Report (Optional) (Attachment 4)**

DEQ recommends using this form for the reporting of deviations from non-emissions related permit conditions, such as monitoring, recordkeeping, and reporting that occurred during the six-month reporting period. For example, if the company failed to monitor for an 8-hour period when the permit required hourly monitoring with a CEM, the facility would report the monitoring deviation on this form. The facility submits the form with the appropriate SAMR.

#### **5. 'Other Deviations' Report (Optional) (Attachment 5)**

DEQ recommends using this form to address deviations of emission limits that are less than one hour in duration and other deviations not reported elsewhere during the six-month reporting period. Facilities should promptly report excess emissions more than one hour in duration using the Prompt Deviation Report as above. The facility submits the form with the appropriate SAMR.

### **B. Annual Compliance Certification**

DEQ recommends facilities use one of the following two forms to certify compliance with permit terms and conditions annually as required by the Title V operating permit<sup>19</sup>. Use of these forms is not mandatory, but strongly encouraged. Copies of these forms are provided in Attachments 6 and 7 of this procedure, and current versions of the forms are available on DEQ's website<sup>20</sup>.

<sup>18</sup> <https://law.lis.virginia.gov/admincode/title9/agency5/chapter20/section180/>

<sup>19</sup> [https://www.ecfr.gov/cgi-bin/text-idx?SID=6c0bea0cf9662b825cc488e69e4a7bc8&mc=true&node=se40.17.71\\_16&rgn=div8](https://www.ecfr.gov/cgi-bin/text-idx?SID=6c0bea0cf9662b825cc488e69e4a7bc8&mc=true&node=se40.17.71_16&rgn=div8)

<sup>20</sup> <https://www.deq.virginia.gov/Programs/Air/Forms.aspx>

Facilities are required to send the ACC report to DEQ as the delegated authority to evaluate the report. The facility's Title V Permit also requires the facility to submit an electronic copy of the completed ACC report directly to the EPA. Facilities should also send any revisions to the ACC report to both DEQ and EPA. The facility's Title V permit provides EPA's email address and the mailing address of the DEQ regional office.

### **1. ACC Short Form (Attachment 6)**

To complete the form, the facility must include the following at a minimum:

- Indicate on the form the 12-month reporting period based on the facility's Title V permit. This is normally the calendar year; however, some earlier Title V permits may base it on the effective date of the permit.
- Check the box indicating
  - The facility was in continuous compliance with all permit conditions contained in the Title V permit during the entire reporting period.
  - The facility was in continuous compliance with all permit conditions contained in the Title V permit during the entire reporting period EXCEPT for the deviations identified in the SAMRs. The reports incorporated by reference in the ACC have either previously been submitted or are attached to the current report.

### **2. ACC Long Form (Attachment 7)**

To complete the form, the facility must include the following at a minimum:

- Indicate on the form the 12-month reporting period based on the facility's Title V permit. This is normally the calendar year; however, some earlier Title V permits may base it on the effective date of the permit.
- All permit terms and conditions that are the basis of the certification for the entire reporting period. The facility will need to copy the table multiple times until all permit conditions are included. The following information must be recorded for each permit condition:
  - The Condition Number;
  - Terms and Conditions contained in the Permit; and
  - Means of Determining Compliance Status: for example, the facility must indicate the type of monitoring device, the monitored parameter or air pollutant, the averaging time, the monitoring frequency, or the period over which the monitoring occurred. The facility must also describe the origin and authority of monitoring not required by the permit if based on a state-only enforceable requirement. For recordkeeping and reporting methods, the facility must describe the records and reports kept and the frequency of the records and reports.
  - Compliance Status
    - Continuous – there was no deviation of that permit term or condition during the entire reporting period.
    - Intermittent – there were deviations of that permit term or condition during the entire reporting period. The facility must



report those deviations to DEQ through other various reports detailed above.

**VI. Attachments (also located on DEQ's website<sup>21</sup>)**

- Attachment 1 – Semi-Annual Monitoring Report without CAM
- Attachment 2 – Semi-Annual Monitoring Report with CAM
- Attachment 3 – Prompt Deviation Report
- Attachment 4 – Failure to Monitor, Keep Records, or Report
- Attachment 5 – Other Deviations Report
- Attachment 6 – Annual Compliance Certification (Short Form)
- Attachment 7 – Annual Compliance Certification (Long Form)

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<sup>21</sup> <https://www.deq.virginia.gov/Programs/Air/Forms.aspx>

Attachment 1

Semi-Annual Monitoring Report without CAM



# TITLE V SEMI-ANNUAL MONITORING REPORTING FORM

This form may be submitted to report all deviations from the conditions in a Virginia DEQ Title V Permit. All Prompt Deviation Reports and/or any supporting information should be submitted as an attachment and listed below.

Date: \_\_\_\_\_

To: [Click Here to Select Regional Office, Regional Director](#)

Source Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Source Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: 0

This report satisfies our requirement for the **Title V Semi-Annual Monitoring Report (SAMR)**. This report identifies all deviations and periods of non-compliance for the reporting period indicated. All deviations and periods of non-compliance, for the reporting period indicated, have been addressed in this Semi-Annual Monitoring Report.

Please contact **Contact Name, Contact Title at Phone Number**, ext. **000000** with questions or concerns regarding this report.

(Each Field Below Must be Completed and the Appropriate Box Must be Checked)

Reporting Period Dates: _____ through _____	Title V Permit Effective Date: _____
<input type="checkbox"/> 1. During the reporting period, ALL monitoring and associated record keeping requirements in the Title V Permit were met and no deviations from these requirements or any other conditions occurred.	
<input type="checkbox"/> 2. During the reporting period, all monitoring and associated recordkeeping requirements in the Title V Permit were met and no deviations from these requirements or any other terms or conditions occurred, EXCEPT for the deviations identified below:	
<input type="checkbox"/> A. Deviations were addressed in <b>CEM Excess Emission Report(s)</b> Dated: _____	
<input type="checkbox"/> B. Deviations were addressed in <b>Fuel Reports</b> Dated: _____	
<input type="checkbox"/> C. Deviations were addressed in <b>MACT/NSPS Reports</b> Dated: _____	
<input type="checkbox"/> D. Deviations were addressed in <b>Malfunction Reports</b> Dated: _____	
<input type="checkbox"/> E. Deviations were addressed in <b>Prompt Deviation Reports</b> Dated: _____	
<input type="checkbox"/> F. " <b>Other Deviations</b> ," which were not previously reported, are described in the <b>Attachment(s)</b> to this report.	

Comments: \_\_\_\_\_

Attachments: \_\_\_\_\_

**Certification (in accordance with 9 VAC 5-20-230):** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Responsible Official: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Attachment 2

Semi-Annual Monitoring Report with CAM



**TITLE V SEMI-ANNUAL MONITORING REPORTING  
FORM / COMPLIANCE ASSURANCE MONITORING  
REPORTING FORM**

This form may be submitted to report all deviations from the conditions in a Virginia DEQ Title V Permit. All Prompt Deviation Reports and/or any supporting information should be submitted as an attachment and listed below. If subject to Compliance Assurance Monitoring (CAM), this form may be submitted to report all deviations from the CAM conditions in a Virginia DEQ Title V Permit.

Date: \_\_\_\_\_

To: [Click Here to Select Regional Office, Regional Director](#)

Source Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Source Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: 0

This report satisfies our requirement for the **Title V Semi-Annual Monitoring Report (SAMR)** and the **Compliance Assurance Monitoring (CAM) Report** (if applicable). This report identifies all deviations and periods of non-compliance for the reporting period indicated. All deviations and periods of non-compliance, for the reporting period indicated, have been addressed in this Semi-Annual Monitoring Report and Compliance Assurance Monitoring Report.

Please contact **Contact Name**, **Contact Title** at **Phone Number**, ext. **000000** with questions or concerns regarding this report.

(Check All Applicable Boxes)

<b>Reporting Period Dates:</b> _____	<b>through</b> _____	<b>Title V Permit Effective Date:</b> _____
<b>SAMR</b> <input type="checkbox"/> 1. During the reporting period, ALL monitoring and associated record keeping requirements in the Title V Permit were met and no deviations from these requirements or any other conditions occurred.		
<input type="checkbox"/> 2. During the reporting period, all monitoring and associated recordkeeping requirements in the Title V Permit were met and no deviations from these requirements or any other terms or conditions occurred, EXCEPT for the deviations identified below:		
<input type="checkbox"/> A. Deviations were addressed in <b>CEM Excess Emission Report(s)</b> Dated: _____		
<input type="checkbox"/> B. Deviations were addressed in <b>Fuel Reports</b> Dated: _____		
<input type="checkbox"/> C. Deviations were addressed in <b>MACT/NSPS Reports</b> Dated: _____		
<input type="checkbox"/> D. Deviations were addressed in <b>Malfunction Reports</b> Dated: _____		
<input type="checkbox"/> E. Deviations were addressed in <b>Prompt Deviation Reports</b> Dated: _____		
<input type="checkbox"/> F. "Other Deviations" not previously reported are described in the <b>Attachment(s)</b> to this report.		
<b>CAM</b> <input type="checkbox"/> 1. During the reporting period, ALL CAM requirements in the Title V permit were met and no excursions, exceedances, or monitor downtime incidents occurred.		
<input type="checkbox"/> 2. During the reporting period, all CAM requirements in the Title V permit were met and no excursions, exceedances, or monitor downtime incidents occurred, EXCEPT as addressed in the attached report(s).		
<input type="checkbox"/> 3. A Quality Improvement Plan (QIP) was required as addressed in the attached report.		

**Comments:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Certification (in accordance with 9 VAC 5-20-230):** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Responsible Official: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Attachment 3  
Prompt Deviation Report



## TITLE V PROMPT DEVIATION REPORTING FORM

This form may be submitted to report each deviation required to be reported in accordance with a Virginia DEQ Title V Permit. Any supporting information should be submitted as an attachment and listed below.

Date: \_\_\_\_\_

To: **Click Here to Select Regional Office, Regional Director**

Source Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Source Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: 00000

This report satisfies our requirement for the written follow-up **Title V Prompt Deviation Report (PDR)** and confirms the deviation initially reported to the **Click Here to Select Regional Office** at approximately 00:00 AM on 1/1/2007. The deviation **WAS or WAS NOT** initially reported within 4-hours. The details of the deviation are described below. This deviation may have caused excess emissions for more than one hour (consistent with specified averaging times) and was not related to a malfunction.

Please contact **Contact Name, Contact Title at Phone Number**, ext. **000000** with questions or concerns regarding this report.

(Each Field Below Must Be Completed)

Title V Permit Date:	Title V Condition #:	Brief description of permit condition:		
Start Date:	Start Time: <b>00:00 AM</b>	End Date:	End Time: <b>00:00 AM</b>	Duration of event: hrs    minutes
Description of deviation:				
Description of monitoring requirements for affected unit(s):				
Probable cause of deviation:				
Corrective measures taken demonstrating timely & appropriate response:				
Preventative measures taken to minimize the probability of the deviation occurring in the future:				

**Comments:** \_\_\_\_\_

**Attachments:** \_\_\_\_\_

**Certification:** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name of Responsible Official: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Attachment 4

Failure to Monitor, Keep Records, or Report



**FAILURE TO MONITOR, KEEP RECORDS OR REPORT**  
**Submitted as Part of Semi-Annual Monitoring Report**

**Registration No.** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_  
**Reporting Period:** \_\_\_\_\_ **to** \_\_\_\_\_

<b>Permit Condition No. &amp; DESCRIPTION OF REQUIREMENT</b>	<b>DESCRIPTION OF DEVIATION (including date)</b>	<b>REASON FOR DEVIATION &amp; CORRECTIVE ACTION TAKEN</b>

Attachment 5  
Other Deviations Report

**"OTHER" DEVIATIONS**

**Submitted as Part of Semi-Annual Monitoring Report**

**Registration No.** \_\_\_\_\_

**Page** \_\_\_\_\_ **of** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_ **to** \_\_\_\_\_

<b>Condition No. &amp; Description of Requirement</b>	<b>Description of Deviation (time, emission unit, description of event, cause)</b>	<b>Description of Associated Monitoring Requirement</b>	<b>Description of corrective measures Taken (demonstrating a timely &amp; appropriate response)</b>

*(Report deviations which may have caused excess emissions for more than one hour on a prompt deviation report form, not here)*

Attachment 6

Annual Compliance Certification (Short Form)



TITLE V ANNUAL COMPLIANCE
CERTIFICATION REPORTING FORM

This form may be submitted to report the compliance status for the permit conditions in a Virginia DEQ Title V Permit. Each field below must be completed and the appropriate box must be checked.

Note: If compliance was not continuous, this certification is not complete unless DEQ and EPA have a copy of the Semi-annual Monitoring Report(s) covering the period where compliance was not continuous (either previously received (DEQ) or attached to this report (EPA)).

Date: \_\_\_\_\_

To: DEQ's Click Here to Select Regional Office, Regional Director

CC: Clean Air Act Title V Compliance Certification (3AP00)
U. S. Environmental Protection Agency, Region III
1650 Arch Street
Philadelphia, PA 19103-2029

Source Name: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Source Address: \_\_\_\_\_ City: \_\_\_\_\_ State: VA Zip: \_\_\_\_\_

This report satisfies our requirement for the Title V Annual Compliance Certification Report (ACC) and identifies all deviations and periods of non-compliance for the reporting period indicated.

For questions or concerns regarding this report, please contact the following individual:

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Reporting Period Dates:

\_\_\_\_\_ through \_\_\_\_\_

Title V Permit Effective Date: \_\_\_\_\_

Each condition is hereby identified and included by reference into this certification.

- 1. This source was in continuous compliance with all permit conditions contained in the Title V permit during the entire reporting period. The method(s) used to determine compliance is/are the method(s) specified in the Title V permit.
2. This source was in continuous compliance with all permit conditions contained in the Title V permit during the entire reporting period EXCEPT for the deviations identified in Title V Semi-annual Monitoring Report(s) dated \_\_\_\_\_. The reports are incorporated by reference into this certification and have either been previously submitted or are attached. Unless otherwise indicated and described in the Title V Semi-annual Monitoring Report(s), the method(s) used to determine compliance is/are the method(s) specified in the Title V permit.

Comments:

(if additional space is needed, please attach supporting documentation and indicate below)

Attachments (list here): \_\_\_\_\_

Certification: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Responsible Official: Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment 7

Annual Compliance Certification (Long Form)

# Annual Compliance Certification Form Instructions

## Long Form

This form may be submitted to report the compliance status for each of the permit conditions in a Virginia DEQ Title V Permit. Each field in the attached form must be completed and the appropriate box must be checked.

Please also note that the Title V Permit requires that a copy of the completed ACC report be sent directly to the EPA as well as to DEQ. EPA's email address and that of the regional office of DEQ are provided in the Title V permit. Any revisions to the ACC reports should be sent to both DEQ and EPA.

**Title V Annual Compliance Document Certification:** The facility representative completes the Title V Annual Compliance Document Certification to identify the facility and responsible company official (as defined in 9VAC5-20-230 A). The responsible official certifies that the information submitted is true, accurate, and complete. Most DEQ Title V permits base the reporting period on the calendar year. However, some earlier permit reporting dates are based on the effective date of the permit. Therefore, check the permit to ensure that the required reporting period is referenced.

**Title V Annual Compliance Certification Form:** The ACC form (the last page of this document) may be copied as many times as necessary to cover all "certifiable permit conditions" that are the basis of the certification.

Below are the columns that need to be fully completed.

Column 1: Permit condition number by its alphanumeric reference number in the order they appear.

Column 2: A direct quote or summary of the permit condition.

Column 3: Means or methods used to determine compliance with each permit term and condition.

Column 4: Either "intermittent" or "continuous" compliance for each condition.

- "Certifiable Permit Conditions" are permit conditions that require action by the source. Examples would include recordkeeping, monitoring, notifications, observations, inspections, calculations, process limitations, and testing. Conditions that are included in a permit that only inform about underlying regulations such as property rights, federal enforceability, severability, and duty to comply, etc., are not certifiable unless the source has had to take action in reference to them.

If a particular condition did not apply during the reporting period, or has not yet occurred, the facility must indicate "Not Applicable" and state the rationale.

If any exceedance(s), deviation(s), or excursion(s) from the Title V Permit occurred over the certification period, the certification may cross-reference previous deviation reports, semi-annual monitoring reports, compliance reports, or other applicable documentation in order to satisfy this requirement. If reference to other documents is made, copies of these documents must accompany the certification.

- "Means of Determining Compliance Status" may include monitoring (instrumental and non-instrumental), recordkeeping requirements, reporting requirements, test methods, other methods or means required by the permit, or that constitute material information about compliance with the condition.

To describe means of determining compliance status, the facility should indicate the type of monitoring device, the parameter or air pollutant being monitored, the averaging time, the monitoring frequency, or the period over which the monitoring occurred. In addition, the facility should describe the origin and authority of monitoring not required by the permit, such as voluntary methods or methods based on State-only enforceable requirements (material information or credible evidence). *An example of an adequate description for monitoring methods required by the permit might be: "Hourly averages of SO<sub>2</sub> concentration using Method 19 CEMS, data collected over the last 12 months, as required by permit section IV.F.(b)(2)."*

For recordkeeping methods used to determine compliance (whether they constitute non-instrumental monitoring or they are merely the records of monitoring methods), the facility describes the records kept, the frequency of record collection, and the frequency or dates when recordkeeping occurred. *An example*

*of an adequate description for recordkeeping methods required by the permit might be: "Records of visual determination of opacity; recorded at noon each day over the last 12 months, required by permit section IV.G.(a)(1)."*

For reporting methods used to determine compliance, the facility describes what was reported and the frequency or dates when reporting occurred. *An example of an adequate description for reporting methods used to determine compliance that are required by the permit might be: "Reports of daily records of visual determination of opacity, submitted on 1/31 and 7/31 of each year as part of the 6-month monitoring report, required by permit section IV.G.(a)(2)."*

- "Continuous vs. Intermittent" Compliance: Compliance for each individual permit condition will be marked as either "Intermittent" or "Continuous." For annual compliance certifications, compliance status for each condition is based on the entire reporting period. If there were some gaps in monitoring, or the emission limit was exceeded, at any time during the year, compliance should be listed as intermittent.
  - **Continuous compliance** means collection of all monitoring data required by the permit under the data collection frequency required by the permit, with no deviations and no other information that indicates deviations. Monitoring data includes information from instrumental (e.g., CEMS, COMS, or parameter monitors) and non-instrumental (e.g., visual observation, inspection, and recordkeeping) forms of monitoring.
  - **Intermittent compliance** means that a permit condition was not complied with or a deviation occurred sometime during the reporting period. *Examples of deviations include: CEM data indicated a one-hour emission limit was exceeded for three hours, the facility did not monitor temperature on the afterburner for nine days when the permit requires temperature be monitored every hour, visible emission observations were not performed according to schedule required in permit, etc.* Deviations must be reported, at a minimum, semi-annually as described above.



## DOCUMENT CERTIFICATION

**Facility Name:** \_\_\_\_\_

**Registration No.** \_\_\_\_\_

**Facility Location:** \_\_\_\_\_

**Type of Submittal Attached:** Annual Compliance Certification \_\_\_\_\_

**Certification:** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Name of Responsible Official (Print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ANNUAL COMPLIANCE CERTIFICATION**

Registration No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_  
 Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Condition Number	TERMS & CONDITIONS CONTAINED IN THE PERMIT <i>(list in order)</i>	MEANS OF DETERMINING COMPLIANCE STATUS	COMPLIANCE <sup>1</sup>
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent
			<input type="checkbox"/> Continuous <input type="checkbox"/> Intermittent

<sup>1</sup>Select "Intermittent" if there were periods of deviation or gaps in required monitoring or recordkeeping.  
 See Form Instructions at the beginning of this document for definitions of these terms as well as guidance in selecting appropriate box.