

Mecklenburg County Land Use and Environmental Services -Air Quality – Title V Annual Compliance Certification Form

INSTRUCTIONS

Regardless of the format you choose to use for your annual compliance certification, you must meet minimum requirements shown in the following tables and/or in your Title V permit. If you choose to use the attached form as the format for your annual compliance certification, please fill out all forms completely and accurately.

Section A – General Information requests general facility information and provides space for the signature of a responsible company official. Any certifications that are submitted without the appropriate signature will not be accepted.

Section A Definitions:

Annual compliance certification is required pursuant to federal rule 40 CFR 70.6(c), Mecklenburg County Regulation MCAPCO 1.5508(n) and the above referenced Title V Operating Permit. A copy of each annual compliance certification shall be submitted to BOTH Mecklenburg County Air Quality and the U.S. EPA (USEPA Region 4, Air Enforcement Section, 61 Forsyth Street S.W., Atlanta GA 30303)

Deviation means any action or circumstance not in accordance with the terms and conditions of the Title V Operating Permit including those attributable to equipment malfunction, breakdown, or upset conditions and/or excess emissions events. The acknowledgement of deviations from specific permit requirements is not necessarily an acknowledgement of a violation. However, failure to report any and all deviations may constitute a violation of the Title V Operating Permit and the underlying emission standard.

Responsible Official means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit..

The following tables provide a suggested format for supporting documentation (“Section B - Compliance Summary Report” and “Section C - Deviation Summary Report”).

Section B - Compliance Summary Report identifies all emission sources regardless of compliance status. In most cases, several pages will need to be completed to account for all permit conditions. Please fill in the page number and total number of pages in the upper right corner of each page. An example of a completed Section B - Compliance Summary Report is shown below.

SECTION B - COMPLIANCE SUMMARY REPORT For Calendar Year 2001

Page 1 of 2

Emission Source Description	Source or Control Device ID Number	Terms and Conditions		Deviations? (Yes / No)	Records Maintained? (Yes/No/NA)	Was Deviation a non-compliance issue? (Yes/No)	Method(s) of Determining Compliance Status	Comments
		Permit Condition Number	Condition Summary					
One wood fired boiler	ES-1	D-5	Particulate emissions shall not exceed 0.50 lb/mmBtu (2.0504)	Yes	NA	Yes	Annual EPA Method 5 Test to determine Compliance	Failed stack test. NOV issued on 11/03/01. See Deviation Summary Report
One wood-fired boiler	ES-1	D-8	Particulate testing requirements (2.0501)	No	Yes	No	Annual testing report turned into MCAQ	
One wood-fired boiler	CD-1 multicyclone	D-8	Multicyclone inspection and maintenance requirements (2.0508)	Yes	No	Yes	Inspection scheduled and completed	NOV issued 10/01/01. See Deviation Summary Report

- **Emission Source Description:** Indicate the applicable emission source, as it is described in the facility’s Title V permit.
- **Source or Control Device ID Number (s):** Specify the appropriate equipment identification number(s) as defined in the facility’s Title V permit.
- **Permit Condition Number:** Specify the unique identification number of each permit condition for which compliance must be certified.
- **Condition Summary:** Provide a clear and concise summary for each permit condition for which compliance must be certified. Include applicable requirement (i.e. MCAPCO 2.0500 rule, NSPS, etc.)
- **Deviations? (Yes/No):** Indicate independently for each of the Title V permit conditions whether there were any deviations related to the specific permit condition.
- **Records Maintained? (Yes/No/NA):** Indicate if there is a record maintained (i.e. logbook) for this permit condition.
- **Was deviation considered a non-compliance issue? (Yes/No):** Answer this question “yes” if the deviation caused your facility to be out of compliance with federal rules, local rules, or permit conditions. Answer “no” to this question if the deviation was not considered a non-compliance issue.
- **Method(s) of Determining Compliance Status:** Explain what methods were used to determine the compliance status with respect to each individual permit condition. Be as specific as possible. For example: Use ‘July 2001 Method 5 Testing’ instead of ‘Stack Testing’ or ‘AP-42 Emission Factors’ instead of ‘Engineering Calculations’. Other example methods include: Recordkeeping (logbook updates), Continuous Emission Monitoring (CEMs), Continuous Opacity Monitoring (COMs), etc.
- **Comments:** Use this column to provide any additional information necessary to certify compliance with an individual permit condition or to clarify information provided elsewhere on the form. If a non-compliance deviation has a notice of violation associated, please include this here.

Section C - Deviation Summary Report fully documents all deviations identified on **Section B - Compliance Summary Report**. Please fill in the page number and the total number of pages in the upper right corner of each page. An example of a completed Section C - Deviation Summary Report is shown below.

**SECTION C - DEVIATION SUMMARY REPORT
For Calendar Year 2001**

Emission Source Description	Source or Control Device ID Number(s)	Pollutant	Deviation Description	Deviation Date(s)	Deviation Duration	Suspected Cause of Deviation	Corrective Action Taken
One wood-fired boiler	ES-1	PM	Failed stack test, PM emissions 0.55 lb/mmBtu	3/10/01	Approx. 3 weeks	Burning of green wood	Stopped burning green wood. Retested on 4/1/01 and in compliance
One wood-fired boiler	CD-1 (multicyclone)	PM	Failed to take monthly observations	7/01/01	3 months	New staff not trained	Implemented training procedures

- **Emission Source Description:** Indicate the applicable emission source, as it is described in the facility’s Title V permit.
- **Source or Control Device ID Number (s):** Specify the appropriate equipment identification number(s) as defined in the facility’s Title V permit.
- **Pollutant:** Specify the pollutant that was emitted from the source in deviation.
- **Deviation Description:** A complete, but concise, description of the documented deviation.
- **Deviation Date:** The date that the deviation began.
- **Deviation Duration:** The duration of the particular deviation, from the starting point until the day that the equipment was back in compliance.
- **Suspected Cause of Deviation:** Indicate why the deviation may have occurred.
- **Corrective Action Taken:** How did your facility rectify the deviation?

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SECTION A – GENERAL INFORMATION

Facility Name: _____
Facility Address: _____
Title V Permit Number: _____
Calendar Year Reporting Period, January 1 – December 31, _____

Compliance Statement (*Check only one of the following options*)

- During the reporting period specified above, this facility was in compliance with all terms and conditions identified in the above referenced Title V Operating Permit. As such, there were no deviations², excess emissions events, or other reportable incidents including those attributable to equipment malfunctions, breakdown, or upset conditions (please fill out Section B - Compliance Summary Report).
- During the reporting period specified above, this facility was in compliance with all terms and conditions identified in the above referenced Title V Operating Permit, EXCEPT for the deviations² identified in Section C - Deviation Summary Report (please fill out BOTH Section B - Compliance Summary Report and Section C - Deviation Summary Report).

Is the above information DIFFERENT from what was indicated on your most recent Semi-Annual Monitoring Report? Yes No

If Yes, Why? _____

Certification By Responsible Official³

Based on information and belief formed after reasonable inquiry, the undersigned certifies under penalty of law (federal rule 40 CFR 70.5(d)) that all information and statements provided in this form (including any attachments) are true, accurate, and complete.

(Signature of Responsible Official)³ | (Date)

Name: _____
(Type or Print)

Number of Attached Pages (not including Instructions Page) _____

¹Annual compliance certification is required pursuant to federal rule 40 CFR 70.6(c), Mecklenburg County Regulation MCAPCO 1.5508(n) and the above referenced Title V Operating Permit. A copy of each annual compliance certification shall be submitted to BOTH Mecklenburg County Air Quality and the U.S. EPA (USEPA Region 4, Air Enforcement Section, 61 Forsyth Street S.W., Atlanta GA 30303)

²For the purposes of this form, "deviation" means any action or circumstance not in accordance with the terms and conditions of the Title V Operating Permit including those attributable to equipment malfunction, breakdown, or upset conditions and/or excess emissions events. The acknowledgement of deviations from specific permit requirements is not necessarily an acknowledgement of a violation. However, failure to report any and all deviations may constitute a violation of the Title V Operating Permit and the underlying emission standard.

³Responsible Official means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of such person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit.

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**SECTION B - COMPLIANCE SUMMARY REPORT
For Calendar Year _____**

Emission Source Description	Source or Control Device ID Number(s)	Terms and Conditions		Deviations? (Yes / No)	Records Maintained? (Yes/No/NA)	Was Deviation a non-compliance issue? (Yes / No)	Method(s) of Determining Compliance Status	Comments
		Permit Condition Number	Condition Summary					

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**SECTION C - DEVIATION SUMMARY REPORT
For Calendar Year _____**

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Emission Source Description	Source or Control Device ID Number(s)	Pollutant	Deviation Description	Deviation Date(s)	Deviation Duration	Suspected Cause of Deviation	Corrective Action Taken