

**INSTRUCTIONS FOR COMPLETION OF
ANNUAL COMPLIANCE CERTIFICATION FORM**

Note: This form can be used to satisfy the requirement to submit an annual compliance certification for a Title V Major Source Operating Permit.

Year of Report	The year of the permit term being reported (i.e. 1, 2, 3, 4, or 5)
<u>Section 1: Facility Report</u>	
Facility Information	
<i>Permittee Name</i>	Self-explanatory
<i>Facility Name</i>	Self-explanatory
<i>MSOP No.</i>	The permit number on the Major Source Operating Permit
<i>Facility Location</i>	Self-explanatory
Responsible Official Information	
<i>Name</i>	The name of the Responsible Official signing this form. Note: A Responsible Official is defined in Chapter 16 of the Air Regulations. A person must meet the terms of the definition to qualify as a Responsible Official.
<i>Title</i>	The title of the Responsible Official signing this form.
<i>Telephone No.</i>	The telephone number of the Responsible Official signing this form
<u>Section 2: Compliance Report</u>	
<i>Note:</i> When completing the table, if a permit condition, including compliance methods, applies in the same way to multiple emission units, you may list multiple units for a particular permit condition. Emission units and permit conditions may only be grouped if they apply the same way to all units in the group, the same compliance methods apply to all, and all units have the <u>same</u> compliance status.	
<i>Reporting Period</i>	The calendar dates for which the compliance is being certified.
<i>Source Description</i>	A brief description of the emission unit
<i>Permit Unit Number</i>	The number assigned to the emission unit

<i>Permit Condition</i>	<p>The permit condition number for which compliance status is being addressed. Please include the section number and paragraph number(s), as applicable.</p> <p>Include each permit condition that imposes a requirement or action (emission limitations, standards, monitoring, recordkeeping, reporting, and other requirements on one or more emission units or on the facility).</p> <p>You must include permit terms that were not effective or not applicable (e.g., future-effective requirements, compliance options, and alternative scenarios). You may certify to continuous compliance for these if there is no evidence of noncompliance.</p>
<i>Compliance Status</i>	<p>Continuous compliance should only be selected (1) if the source has no evidence that the unit was out of compliance with the permit condition during the compliance certification period and (2) if all required monitoring for that permit condition was performed during the certification period. If there is any evidence from monitoring or other means that there was any deviation from the permit condition during the certification period, then intermittent compliance should be selected.</p> <p>For each permit condition that compliance is being reported as intermittent, the permittee must provide supporting documentation which identifies all deviations that occurred during the reporting period, the probable cause of said deviations, and any corrective action(s) or preventative measures that were taken. If the permittee has previously submitted a report detailing the circumstances of a deviation (e.g. Semiannual Monitoring Report or Prompt Deviation Report) to the Air Division, that report may be referenced in lieu of resubmitting that information. You must indicate the specific date(s) of the report(s).</p>
<i>Method for Determining Compliance</i>	<p>The method(s) used to determine compliance with the permit condition.</p>
<i>Comment</i>	<p>This area should be used to provide clarifying information for the compliance status or method for determining compliance, if needed.</p>

ANNUAL COMPLIANCE CERTIFICATION
for a Major Source Operating Permit

Year of Report:

Section 1: Facility Report

Facility Information

Permittee Name: _____

Facility Name: _____

MSOP No.: _____

Facility Location: _____

Responsible Official Information

Name: _____

Title: _____

Phone No.: _____

Certification Statement

I hereby certify that the information given in this report, based on information and belief formed after reasonable inquiry is true, accurate, and complete.

.....
Signature

.....
Date

Section 2: Compliance Report

Reporting Period: From: _____ To: _____

Emission Unit Description	Permit Unit No(s)	Permit Condition No(s)	Compliance Status		Method for Determining Compliance	Comment
			Continuous ¹	Intermittent ²		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		

¹ Continuous compliance should only be selected (1) if the source has no evidence that the unit was out of compliance with the permit condition during the compliance certification period and (2) if all required monitoring for that permit condition was performed during the certification period. If there is any evidence from monitoring or other means that there was any deviation from the permit condition during the certification period, then intermittent compliance should be selected.

² For each permit condition that compliance is being reported as intermittent, the permittee must provide supporting documentation which identifies all deviations that occurred during the reporting period, the probable cause of said deviations, and any corrective action(s) or preventative measures that were taken. If the permittee has previously submitted a report detailing the circumstances of a deviation (e.g. Semiannual Monitoring Report or Prompt Deviation Report) to the Air Division, that report may be referenced in lieu of resubmitting that information. You must indicate the specific date(s) of the report(s).