



San Joaquin Valley Air Pollution Control District

COMPLIANCE ASSISTANCE BULLETIN

(Updated August 19, 2009)

TITLE V REPORTING REQUIREMENTS

Title V Permit holders are required to submit three types of reports. The first is the **Deviation Report**. All Title V facilities are required to promptly report any deviations from permit requirements to the District. Reports are to be submitted within 10 days of discovery and must include a description of the permit requirement deviation, the probable cause, and any corrective action or preventive measures taken. Send this report to the local Compliance Department office.

The second is the **Report of Required Monitoring** required every six months. This report must clearly define all instances of deviations from permit monitoring requirements. *This report is to be submitted to the District every 6 months. The initial permit issuance date is designated as the beginning of the reporting period, unless other arrangements are made with the District.*

The third is the **Compliance Certification**. This document certifies compliance with the terms and standards contained in TITLE V permits including emission limits, standards, and work practices. The certification shall include the identification of each federally enforceable permit condition and its compliance status. The certification shall also report whether compliance was continuous or intermittent, the methods used for determining the compliance status, and any other facts required by the District to determine the compliance status of the source. *The Compliance Certification is to be submitted annually to the District, and a copy is to be submitted to EPA. The initial permit issuance date is designated as the beginning of the reporting period, unless other arrangements are made with the District.*

District Rule 2520 requires that any report or document submitted, pursuant to a Title V permit, shall contain a **Certification of Truth and Accuracy Form**. This certification is to be signed by the responsible official of record indicating that the information contained in the submittal has been reviewed and is true, accurate, and complete. Please use the attached reporting forms designed for your use. Computer versions are also available on the District web-site (valleyair.org). If you have any questions, please contact the Compliance Department at (559) 230-5950.

Please send the semi-annual
Report of Required Monitoring
and the annual **Compliance**
Certification to:

Compliance Title V Reporting
San Joaquin Valley Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244

A copy of the annual **Compliance**
Certification should also be sent to:

U.S. EPA Region IX
Air - 3
75 Hawthorne Street
San Francisco, CA 94105

TITLE V REPORTING REQUIREMENTS

As a Title V permit holder you have three requirements the District will monitor through reporting forms submitted by your facility. These forms are:

1. **Deviation Report Form (TV FORM-011):**

This self-reporting violation form is to be used to notify the District in the event you are in violation of any permit condition. The Deviation Report Form is to be sent to the **Regional Office** where the facility is located for the facility inspector's immediate review.

2. **Report of Required Monitoring Form (TV Form-007):**

The semi-annual report concerns operations for a six-month period beginning the date the Title V Permit was issued. The report is **due within 30 days after** the end of the reporting period unless other arrangements are made with the District. The report must be submitted every six months and indicate any violation of the **monitoring requirements** in your Title V permits. Facilities are encouraged to become familiar with each and every permit and with the conditions that require monitoring and the limits that are being monitored. If there are deviations to report for the period, each and every column must be completed for the permit and the condition involved. If there are no deviations to report for the monitoring period, then simply state "NONE" in column 4. **There are two types of violations that need to be reported:**

- A. When a source fails to monitor as required by permit conditions. Examples include failure to operate the continuous emissions monitoring system, failure to conduct alternative monitoring as required by Rules 4306 and 4702, or failure to log raw material throughput or baghouse differential pressure, etc.
- B. When the required monitoring indicates an exceedance of a permit limitation.

3. **Compliance Certification Form (TV-006):**

The annual report covers operations for a twelve-month period. The **report must address each and every** permit number and condition number that has the "Federally Enforceable" clause. Each and every column will be completed with column 5 used for explanations of any deviations listed or any pertinent information regarding the permit or condition. The report is due **within 30 days after the end** of the reporting period unless other arrangements are made with the District.

All completed forms and reports shall be submitted to the District along with a **Certification of Truth and Accuracy Form**. This certification is to be signed by the responsible official of record indicating that the information contained in the submittal has been reviewed and is true, accurate, and complete.

The **Report of Required Monitoring, Compliance Certification**, and the **Certification of Truth and Accuracy Forms** are to be mailed to the **Central Region** office:

(DO NOT MAIL COPIES TO THE REGIONAL OFFICES)

Compliance Title V Reporting
San Joaquin Valley Unified Air Pollution Control District
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244

Only a copy of the **Compliance Certification** and the **Certification of Truth and Accuracy Forms** must also be mailed to:

(DO NOT MAIL THE REPORT OF REQUIRED MONITORING TO EPA)

US EPA Region IX, Air – 3
75 Hawthorne Street
San Francisco, CA 94105

**San Joaquin Valley
Unified Air Pollution Control District**

TITLE V - DEVIATION REPORTING FORM

Use this form to report deviations from permit requirements, including those attributable to upset conditions, as defined in the permit. After completing this form, mail it and a Certification of Truth and Accuracy to the Compliance Division at your Regional District office.

Company Name:	Facility ID: -
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DEVIATION INFORMATION

1.	Permit Unit and Condition #:
2.	Description of permit condition:
3.	Date, time and duration of deviation:
4.	Description of deviation: (include excess emissions if applicable)
5.	Date and time when deviation was discovered:
6.	Probable cause of deviation:
7.	Comments/corrective action taken:

Signed: _____

Date: _____

Title: _____

Phone: _____

Title V – REPORT OF REQUIRED MONITORING

INSTRUCTIONS (TVFORM-007)

Follow the instructions for filling out the Report of Required Monitoring Deviation Table Columns #1 through Column #7 for each deviation that occurred during the reporting period.

- Column 1. PERMIT NUMBER - References the District permit unit by permit number (e.g. S-1234-6-0). The entire permit number including the region, facility, equipment, and modification number must be cited.
- Column 2. CITE PERMIT CONDITION NUMBER to identify each term or condition that contains the monitoring requirement. (i.e. condition #6)
- Column 3. PARAMETERS MONITORED – Identify the parameters monitored (e.g. ppm NO_x, exhaust temperature °F, etc.)
- Column 4. PERIODS OF DEVIATION – Identify all periods of deviation by date and time.
- Column 5. LIMIT – Identify the limit for the parameter being monitored. (e.g. 30 ppm NO_x, 100 °F, etc.)
- Column 6. ACTUAL – Identify the highest actual result for the parameter being monitored for each period of deviation. (e.g. 35 ppm NO_x, 110 °F, etc.)
- Column 7. DEVIATION OR EXCESS – Identify the difference between the actual result for the parameter being monitored and the limit for each period of deviation. (e.g. +5 ppm NO_x, 10 lb NO_x, etc.)
- Column 8. NOTES – This optional column may be used to identify any probable cause of deviations, corrective actions, or preventative measures taken.

After completing this form, mail the original along with a Certification of Truth and Accuracy to:

Compliance Title V Reporting
San Joaquin Valley Air Pollution Control District
1990 E. Gettysberg Avenue
Fresno, CA 93726

Title V - COMPLIANCE CERTIFICATION FORM

INSTRUCTIONS (TVFORM-006)

Follow the instructions for filling out the Certification Form Table Columns #1 through Column #5 for the requirements for each permitted emissions unit, as well as for facility-wide requirements.

Column 1. PERMIT NUMBER - References the District permit by permit number (e.g. S-1234-6-0). The entire permit number including the region, facility, equipment, and modification number must be cited.

Column 2. CITE PERMIT CONDITION NUMBER to identify each term or condition of the permit that is the basis of the certification (i.e. condition #6).

Column 3. COMPLIANCE STATUS - Give the compliance status of the permitted unit with respect to the condition.

Continuous - If the permitted unit has been in full compliance with the permit condition for the entire certification period, write **Continuous** in this column.

Intermittent - If the permitted unit has only been in compliance with the permit condition for a portion of the certification period, write **Intermittent** in this column.

Not in Compliance - If the permitted unit was not in compliance with the permit condition during the certification period, write **Not in Compliance** in this column.

Column 4. METHOD OF DETERMINING COMPLIANCE - Describe how compliance with the condition was determined (e.g. Opacity Measured by EPA Method 9 weekly, Opacity recorded weekly). For monitoring, recordkeeping, and reporting requirements, describe the monitoring, recordkeeping and reporting practices utilized.

Column 5. NOTES – Include or reference any Additional Information: (e.g. breakdown reports, etc) that the District may require for determining compliance status. **Identify each deviation, each possible exception to Compliance and each excursion or exceedance as defined in 40 CFR, Part 64.**

After completing this form, mail the original along with a Certification of Truth and Accuracy to:

Compliance Title V Reporting
San Joaquin Valley Air Pollution Control District
1990 E. Gettysberg Avenue
Fresno, CA 93726

And a copy of these forms to:

US EPA Region 9
Air Division
75 Hawthorne Street
San Francisco, CA 94105

**San Joaquin Valley
Unified Air Pollution Control District**

Certification of Truth and Accuracy

Company Name:	Facility ID: -
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I declare, under penalty of perjury under the laws of the state of California that based on information and belief formed after reasonable inquiry, the statements and information provided in the document are true, accurate, and complete:

Signature of Responsible Official

Date

Name of Responsible Official (please print)

Title of Responsible Official (please print)