

## **INSTRUCTIONS FOR COMPLETING THE TITLE-V ANNUAL COMPLIANCE CERTIFICATION**

### **What is a Title V Annual Compliance Certification Report?**

A Title-V Annual Compliance Certification Report is a report certifying the source's compliance status with all permit terms and conditions and any other state or federal applicable requirements relevant to the source. It is reporting requirement of the Title-V State Operating Permit, issued by the New Mexico Environment Department Air Quality Bureau. The report must be submitted to NMED and EPA.

### **When do I need to submit a TV Annual Compliance Certification Report?**

Submittal of the Title-V Annual Compliance Certification (ACC) Report is required at least every twelve months. The reports shall be due to the department within thirty (30) days of the end of the reporting period, per NMAC 20.2.70.302.E(3). The twelve month reporting period starts on the 1<sup>st</sup> of the month the first operating permit was issued. For example, if the permit was issued June 17, the ACC reporting period would start June 1<sup>st</sup> of each year.

### **What do I need to submit?**

Submittal requirements for the Title-V Annual Compliance Certification Report are outlined as follows:

#### ***Cover Page***

The cover page for the Title-V Annual Compliance Certification Report is the Reporting Submittal Form. This is a multi-purpose form that is used as a cover page for all reports delivered to the Air Quality Bureau to satisfy permit conditions or regulatory requirements. It can be found on the Air Quality Bureau website at [https://www.env.nm.gov/aqb/enforce\\_compliance/SubmittalForms.htm](https://www.env.nm.gov/aqb/enforce_compliance/SubmittalForms.htm) Be sure to check Section II Box A of the Reporting Submittal Form when submitting Title-V Annual Compliance Certification reports. If any of the information is missing, the report will be rejected.

#### ***Title-V Report Certification Form***

This is a one page form which is required for certification of all Title-V reports submitted. The form consists of three sections which must be completed by the reporting party.

*Section I.* Report Type – Select the type of report.

*Section II.* Identifying Information (facility, permit and Responsible Official) – Fill in all boxes with the required information. If any information is missing the report will be returned as incomplete.

*Section III.* Certification of Truth, Accuracy, and Completeness – The signature of the Responsible Official and date are required.

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***(Part 1) Permit Requirements Certification Table***

This section requires the certification of compliance and the identification of deviations associated with Title-V permit conditions. The table contains five columns, one which is pre-populated and four which must be completed by the reporting official.

Column 1. Permit Condition # and Permit Condition – This column has been pre-populated with each permit number and condition that imposes a requirement or action for which certification of compliance must be addressed.

Column 2. Method(s) or other information or other facts used to determine the compliance status- The reporting official is to identify monitoring, recordkeeping, reporting and/or testing methods used for determining compliance with the permit condition. The response shall be a detailed explanation of information and facts used in determining compliance with this condition. A detailed explanation is required or the form will be rejected.

Column 3. Frequency of data collection used to determine compliance -The reporting official must identify whether the methods or other means used for determining the compliance status provided continuous or intermittent data and select the appropriate box.

Column 4. Compliance status with requirement- The reporting official must report if the facility was in compliance with the permit requirement during the reporting period. If the facility was out of compliance at any time during the reporting period select “NO”. If the facility was never in non-compliance select “YES”.

Column 5. Deviations – The reporting official must identify if the facility has deviated from the permit condition during the reporting period. Deviations from permit terms occur when any permit term is not met, including emission control requirements and compliance assurance methods (monitoring, recordkeeping, and reporting). The following are examples of deviations: (1) emissions that exceed an emission limit; (2) parameter value that indicates that an emission limit has not been met; (3) observations or data that show noncompliance with a limitation or other requirement; (4) required monitoring that is not performed; and (5) failure to submit a report. You also must include deviations from permit terms that occur during startup, shutdown, malfunction, and upset conditions. A deviation is not necessarily a violation; violations will be determined by the New Mexico Environmental Air Quality Bureau. Select “YES” if deviations occurred during the reporting period or “NO” if none occurred.

***(Part 2) Deviation Summary Report.***

This section consists of three (3) questions and a Deviation Summary Table.

Question 1. Any reported deviations? Answer “YES” or “NO”. If you answer “NO” you do not need to go on to the next question. If you answer “YES” go on to question 2.

Question 2. If any deviations to permit conditions were reported, has the NMED been previously informed about the deviation? Answer “YES” if deviations were reported either in accordance with 2.7 or on a semi-annual report. If you answer “YES” you do not need to go on to the next question. If you answer “NO” go to question 3 and list in the Deviation Summary Table each

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deviation, not previously reported to the NMED.

Question 3. Did any of the deviations not previously reported result in excess emissions? Answer “YES” or “NO”. If you answer “YES”, attach an excess emission reporting form for each deviation that resulted in excess emissions.

Deviation Summary Table.

Fill in the required information for each deviation identified in Question 2.

For all deviations answer the following:

Applicable Requirement from the permit or regulation, Emission Unit ID as identified in the permit, Cause of Deviation, Corrective Action Taken, Deviation Start Date and Time, Deviation End Date and Time, and Monitoring Method.

For deviations with excess information also include the following:

Pollutant, Amount of Emissions, and an answer to the question “Did you attach an excess emission form?”

**Where can I get replacement forms?**

Request for replacement forms shall be addressed to Compliance Reporting Manager at 525 Camino de los Marquez, Santa Fe, New Mexico 87505. Request shall include Permit number, Company and Facility name.

**Who do I send the completed forms to?**

The Title-V Annual Compliance Certification Report is sent to AQB at 525 Camino de los Marquez, Santa Fe, New Mexico 87505. A copy of the report must also be sent to EPA.

**What if the Bureau has ruled my form incomplete or not approved it for other reasons?**

If the document has been rejected, the submitter has failed to provide adequate information for the Bureau to process the Title-V Annual Compliance Certification report. The Bureau will provide reasons for rejection and requirements for re-submittal with the notification by US Mail, email or fax.

## Title V Report Certification Form

I. Report Type		
<input checked="" type="checkbox"/> <b>Annual Compliance Certification</b> <input type="checkbox"/> <b>Semi-Annual Monitoring Report</b> <input type="checkbox"/> <b>Other Specify:</b>		
II. Identifying Information		
Facility Name: STATION XYZ		
Facility Address: 1213 BAYVIEW AVE.	State: NM	Zip: 87009
Responsible Official (RO): LES GENERAL	Phone: (505)-575-1212	Fax: (505)-575-5555
RO Title: PRESIDENT OF OPERATIONS	RO e-mail: les.general@xyz.com	
Permit No. P999R1M1	Date Permit Issued: MARCH 1, 2005	
Report Due Date (as required by the permit): March 31, 2007	Permit AI number: 0008	
Time period covered by this Report: From: March 1, 2006 To: February 29, 2007		
III. Certification of Truth, Accuracy, and Completeness		
<p>I am the Responsible Official indicated above. I, <u>(LES GENERAL)</u> certify that I meet the requirements of 20.2.70.7.AD NMAC. I certify that, based on information and belief formed after reasonable inquiry, the statements and information contained in the attached Title V report are true, accurate, and complete.</p> <p>Signature _____ Date: _____.</p>		

**Part 1 - Permit Requirements Certification Table**

Annual Compliance Certification Data for Title V Permit No. P999-R9				
1. Permit Condition # and Permit Condition:	2. Method(s) or other information or other facts used to determine the compliance status:	3. What is the frequency of data collection used to determine compliance?	4. Was this facility in compliance with this requirement during the reporting period?	5. Were there any deviations associated with this requirement during the reporting period?
<b>FACILITY SPECIFIC REQUIREMENTS</b>				
<b>A101 Permit Duration (expiration)</b>  A. The term of this permit is five (5) years. It will expire five years from the date of issuance. Application for renewal of this permit is due twelve (12) months prior to the date of expiration. (20.2.70.300.B.2 and 302.B NMAC)	Company will submit a renewal application at least 12 months prior to the expiration of Permit P999-R9.	<input type="checkbox"/> Continuous <input checked="" type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>A101 Permit Duration (expiration)</b>  B. If a renewal permit is not issued prior to the expiration date, the permittee may continue to operate beyond the expiration date, provided that a timely renewal application is submitted no later than twelve (12) months prior to the expiration date. (20.2.70.400.D NMAC)	The renewal permit was issued prior to expiration.	<input type="checkbox"/> Continuous <input checked="" type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>A102 Facility: Description</b>  B. This facility is located approximately 2.2 miles northwest of Cedar Hill in San Juan County, New Mexico. (20.2.70.302.A(7) NMAC)	The compressor station is located at 123 ABC Street, City, New Mexico 87555	<input type="checkbox"/> Continuous <input checked="" type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>A103 Facility: Applicable Regulations</b>  A. The permittee shall comply with all applicable sections of the requirements listed in Table 103.A	Company is complying with all the requirement listed in Table 103.A	<input type="checkbox"/> Continuous <input checked="" type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## PART 1 B General Conditions

<p><b>1. Have these General Conditions been met during this reporting period?</b></p> <p><i>If the section Heading is marked as N/A no remarks are required.</i>  <i>Check only one box per subject heading.</i>  <i>Explain answers in remarks row under subject heading.</i></p>	<p>2. Was this facility in compliance with this requirement during the reporting period?</p>	<p>3. Does not apply</p>
<p><b>B100 Introduction</b> A. N/A</p>	<p><input checked="" type="checkbox"/> <b>Yes</b> Explain Below</p>	<p><input type="checkbox"/> <b>No</b> Explain Below</p>
<p><b>REMARKS:</b></p>		
<p><b>B101 Legal</b></p> <p>A. Permit Terms and Conditions (20.2.70 sections 7, 201.B, 300, 301.B, 302, 405 NMAC)</p> <p>(1) The permittee shall abide by all terms and conditions of this permit, except as allowed under Section 502(b)(10) of the Federal Act, and 20.2.70.302.H.1 NMAC. Any permit noncompliance is grounds for enforcement action, and significant or repetitious noncompliance may result in termination of this permit. Additionally, noncompliance with federally enforceable conditions of this permit constitutes a violation of the Federal Act. (20.2.70.302.A.2.a NMAC)</p> <p>(2) Emissions trading within a facility (20.2.70.302.H.2 NMAC)</p> <p>(a) The Department shall, if an applicant requests it, issue permits that contain terms and conditions allowing for the trading of emissions increases and decreases in the permitted facility solely for the purpose of complying with a federally enforceable emissions cap that is established in the permit in addition to any applicable requirements. Such terms and conditions shall include all terms and conditions required under 20.2.70.302 NMAC to determine compliance. If applicable requirements apply to the requested emissions trading, permit conditions shall be issued only to the extent that the applicable requirements provide for trading such increases and decreases without a case-by-case approval.</p> <p>(b) The applicant shall include in the application proposed replicable procedures and permit terms that ensure the emissions trades are quantifiable and enforceable. The Department shall not include in the emissions trading provisions any emissions units for which emissions are not quantifiable or for which there are no replicable procedures to enforce the emissions trades. The permit shall require compliance with all applicable requirements.</p> <p>(3) It shall not be a defense for the permittee in an enforcement action to claim that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit. (20.2.70.302.A.2.b NMAC)</p>	<p><input checked="" type="checkbox"/> <b>Yes</b> Explain Below</p>	<p><input type="checkbox"/> <b>No</b> Explain Below</p>

## PART 1 B General Conditions

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| <p>(4) If the Department determines that cause exists to modify, reopen and revise, revoke and reissue, or terminate this permit, this shall be done in accordance with 20.2.70.405 NMAC. (20.2.70.302.A.2.c NMAC)</p> <p>(5) The permittee shall furnish any information the Department requests in writing to determine if cause exists for reopening and revising, revoking and reissuing, or terminating the permit, or to determine compliance with the permit. This information shall be furnished within the time period specified by the Department. Additionally, the permittee shall furnish, upon request by the Department, copies of records required by the permit to be maintained by the permittee. (20.2.70.302.A.2.f NMAC)</p> <p>(6) A request by the permittee that this permit be modified, revoked and reissued, or terminated, or a notification by the permittee of planned changes or anticipated noncompliance, shall not stay any conditions of this permit. (20.2.70.302.A.2.d NMAC)</p> <p>(7) This permit does not convey property rights of any sort, or any exclusive privilege. (20.2.70.302.A.2.e NMAC)</p> <p>(8) In the case where an applicant or permittee has submitted information to the Department under a claim of confidentiality, the Department may also require the applicant or permittee to submit a copy of such information directly to the Administrator of the EPA. (20.2.70.301.B NMAC)</p> <p>(9) The issuance of this permit, or the filing or approval of a compliance plan, does not relieve the permittee from civil or criminal liability for failure to comply with the state or Federal Acts, or any applicable state or federal regulation or law. (20.2.70.302.A.6 NMAC and the New Mexico Air Quality Control Act NMSA 1978, Chapter 74, Article 2)</p> <p>(10) If any part of this permit is challenged or held invalid, the remainder of the permit terms and conditions are not affected and the permittee shall continue to abide by them. (20.2.70.302.A.1.d NMAC)</p> <p>(11) A responsible official (as defined in 20.2.70.7.AE NMAC) shall certify the accuracy, truth and completeness of every report and compliance certification submitted to the Department as required by this permit. These certifications shall be part of each document. (20.2.70.300.E NMAC)</p> <p>(12) Revocation or termination of this permit by the Department terminates the permittee's right to operate this facility. (20.2.70.201.B NMAC)</p> <p>(13) The permittee shall continue to comply with all applicable requirements. For applicable requirements that will become effective during the term of the permit, the permittee shall meet such requirements on a timely basis. (Sections 300.D.10.c and 302.G.3 of 20.2.70 NMAC)</p> <p><b>B. Permit Shield (20.2.70.302.J NMAC)</b></p> <p>(1) Compliance with the conditions of this permit shall be deemed to be compliance with any applicable requirements existing as of the date of permit issuance and identified in Table 103.A. The requirements in Table 103.A are applicable to this facility with specific requirements identified for individual emission units.</p> |  |  |  |  |
|---|--|--|--|--|

## PART 1 B General Conditions

<p>(2) The Department has determined that the requirements in Table 103.B as identified in the permit application are not applicable to this source, or they do not impose any conditions in this permit.</p> <p>(3) This permit shield does not extend to administrative amendments (Subsection A of 20.2.70.404 NMAC), to minor permit modifications (Subsection B of 20.2.70.404 NMAC), to changes made under Section 502(b)(10), changes under Paragraph 1 of subsection H of 20.2.70.302 of the Federal Act, or to permit terms for which notice has been given to reopen or revoke all or part under 20.2.70.405 and 20.2.70.302J(6).</p> <p>(4) This permit shall, for purposes of the permit shield, identify any requirement specifically identified in the permit application or significant permit modification that the department has determined is not applicable to the source, and state the basis for any such determination. (20.2.70.302.A.1.f NMAC)</p> <p>C. The owner or operator of a source having an excess emission shall, to the extent practicable, operate the source, including associated air pollution control equipment, in a manner consistent with good air pollutant control practices for minimizing emissions. (20.2.7.109 NMAC). The establishment of allowable malfunction emission limits does not supersede this requirement.</p>			
<p><b>REMARKS:</b></p> <p>Company understand the terms in this section and complies as required.</p>			
<p><b>B102 Authority</b></p> <p>A. This permit is issued pursuant to the federal Clean Air Act ("Federal Act"), the New Mexico Air Quality Control Act ("State Act") and regulations adopted pursuant to the State and Federal Acts, including Title 20, New Mexico Administrative Code, Chapter 2, Part 70 (20.2.70 NMAC) - Operating Permits.</p> <p>B. This permit authorizes the operation of this facility. This permit is valid only for the named permittee, owner, and operator. A permit modification is required to change any of those entities.</p> <p>C. The Department specifies with this permit, terms and conditions upon the operation of this facility to assure compliance with all applicable requirements, as defined in 20.2.70 NMAC at the time this permit is issued. (20.2.70.302.A.1 NMAC)</p> <p>D. Pursuant to the New Mexico Air Quality Control Act NMSA 1978, Chapter 74, Article 2, all terms and conditions in this permit, including any provisions designed to limit this facility's potential to emit, are enforceable by the</p>	<input type="checkbox"/> <b>Yes</b> Explain Below	<input type="checkbox"/> <b>No</b> Explain Below	<input type="checkbox"/> <b>N/A</b> Explain Below

Part 2

## ACC Deviation Summary Report for Permit P999-R9

1. Are there any deviations identified in Part 1, Column 5. If NO, no further information is required on Part 2 of this form. If YES, answer question 2 below.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have all deviations identified in Part 1, Column 5 been reported to the NMED as required by 20.2.7 NMAC or in a Semi-Annual Monitoring Report (20.2.70.302.E.1 NMAC)? If Yes, no further information is required on Part 2 of this form. If No, answer question 3 below and enter the required information in the Deviation Summary Table for each deviation not yet reported to the NMED.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Did any of the deviations result in excess emissions? For excess emissions deviations that have not previously been reported per requirements of 20.2.7 NMAC, a completed Excess Emission Form for each deviation must be attached to this report.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Deviation Summary Table for deviations not yet reported.**

No.	Applicable Requirement (Include Rule Citation)	Emission Unit ID(s)	Cause of Deviation	Corrective Action Taken
1	A107A	3	Excess emission due to malfunction	Parts replaced and repaired immediately
2				
3				
4				
5				

### Deviation Summary Table (cont.)

No.	Deviation Started		Deviation Ended		Pollutant	Monitoring Method	Amount of Emissions	Did you attach an excess emission form?	
	Date	Time	Date	Time				<input type="checkbox"/> Yes	<input type="checkbox"/> No
1	5/1/2014	8:00	5/1/2014	9:00	SO2	XXX	542.20 lbs	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2								<input type="checkbox"/> Yes	<input type="checkbox"/> No
3								<input type="checkbox"/> Yes	<input type="checkbox"/> No
4								<input type="checkbox"/> Yes	<input type="checkbox"/> No
5								<input type="checkbox"/> Yes	<input type="checkbox"/> No