

# **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 a 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. The report would be due by June 30<sup>th</sup> (June 1-May 31 reporting period) 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/air-quality/compliance-submittal-forms/>

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 Semi-Annual and Annual Compliance reports submitted. The form consists of three sections which must be completed by the reporting party. It can be found on the Air Quality Bureau website at:

<https://www.env.nm.gov/air-quality/compliance-submittal-forms/>

*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.

### ***(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 of which is pre-populated and four of which must be completed by the reporting official.

Column 1. Permit Condition # and Permit Condition – This column has been pre-populated with each permit condition 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 must also 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 20.2.7 NMAC 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 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 emission 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, Suite 1, 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, Suite 1, 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

- Annual Compliance Certification**  
 **Semi-Annual Monitoring Report**  
 **Other Specify:**

## 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. P999-R1M1

Date Permit Issued: March 1, 2005

Report Due Date (as required by the permit): March 30, 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

I am the Responsible Official indicated above. I, LES GENERAL certify that I meet the requirements of 20.2.70.7.AE 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.

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