

FREQUENTLY ASKED QUESTIONS (FAQ's) FOR
SEMI-ANNUAL MONITORING REPORT SUBMITTALS

1. **What is a semi-annual monitoring report?** Division for Air Quality (DAQ) permits have a requirement that summary reports of any monitoring required by the permit be submitted to the Regional Office listed on the front of the permit. DAQ requires facilities to monitor a variety of parameter to insure air pollution control equipment operate properly and air emissions remain below permitted limits.
2. **Do I need to use the same form for the semi-annual monitoring report as for the annual compliance certification (Form DEP 7007CC)?** No. There is no designated form for the semi-annual monitoring report. Form DEP7007CC is to be used to certify compliance with all permit conditions on an annual basis. It is due by January 30th following each calendar/reporting year. The semi-annual monitoring report is due twice a year. The semi-annual monitoring report for the second half of the year should be submitted with the annual compliance certification form in January since they are both due at the same time each year.
3. **What form or format should be used for my semi-annual monitoring report?** There is no official form to report this information. They may be submitted in the form of a cover letter to DAQ specifying the facility name, agency interest number, permit ID, source ID, the reporting period and the actual monitoring data. Given the variability in types of monitoring required in different permits it is left to each facility to collect and format the reporting elements into a logical and easy to understand report. Summary tables may be appropriate for large sources.
4. **When are semi-annual monitoring reports due to be submitted?** Every 6 months during the life of the permit with due dates of January 30th and July 30th each year.
5. **Is there a penalty involved if my semi-annual monitoring report forms are not post marked by the 30th of June and January each year?** Yes. Failure to submit reports in the specified time may result in the issuance of a Notice of Violation.
6. **What items do I need to include in the semi-annual monitoring report?** Each monitoring requirement is found under the *Specific Monitoring Requirements* section of the DAQ permit under each emission point. There is sometimes some variability in how DAQ permits are written and the Specific Monitoring Requirements section of the permit may also refer you to the *Specific Recordkeeping Requirements* or *Specific Reporting Requirements* sections of the permit for additional monitoring requirements.
7. **Do I need to refer to plant-wide monitoring requirements?** Yes. Plant-wide requirements, such as limits on source wide 12-month-rolling-total emissions or maintaining a maintenance log of air pollution control equipment, are an important part of the monitoring required for some facilities.

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8. **How do I report monitoring for a ‘12-month-rolling-total emissions’ limit or other “rolling” limits?** Spreadsheets or data tables are often the best format to use when verifying compliance with these rolling annual limits on a monthly basis. A column for each month of the reporting period and a row with individual operating unit totals, then a monthly total, then a row with the annual total for the 12 month period ending that month is common. Call your inspector or the Division of Compliance Assistance at 502-564-0323 for assistance.
9. **How much detail is required in the semi-annual monitoring reports?** For each emission point list each monitoring requirements specified by your permit; the frequency of each monitoring requirement; whether the monitoring was completed on the required frequency (if there were gaps in performing the required monitoring this should be explained with the reasons the monitoring was not completed with actions taken to ensure the required monitoring will be completed in the future); whether there are any deviations of permit or monitoring requirements during the reporting period (if deviations occurred these should be listed with dates, values of exceedances, and corrective actions taken to return to compliance); and a statement should be included that the document certifies the information listed was collected, maintained for the reporting period specified, and the monitoring records are available for inspection at the facility.
10. **Do I need to submit all the actual monitoring log sheets?** Not normally. The semi-annual monitoring report should be a summary of the required monitoring rather than logs of the actual monitoring. However, if instructed by the permit or requested by the DAQ inspector, actual logs may be the best way to report your monitoring efforts.
11. **Who needs to sign the semi-annual monitoring report?** A responsible official of the facility. This term is defined by regulation, but in general means the owner, sole proprietor, general partner, president, secretary, treasurer, or vice-president of a corporation, or the principal executive officer or ranking elected official of a public agency.
12. **Is there a template available for me to use?** No. Given the variability in types of monitoring required it is left to each facility to collect and format the reporting elements into a logical and easy to understand format.
13. **Who can I call for help with my Semi Annual Monitoring Report?** Contact your DAQ Regional Office and ask for the inspector assigned to your facility. If you are unsure where your regional office is then go to air.ky.gov and click on “About the Agency” and then on “Division for Air Quality Regional Office Map.” Or contact the **Division of Compliance Assistance at 502-564-0323.**
14. **Where should I mail the Semi Annual Monitoring Report?** Mail it to your Regional Office. You are no longer required to send a copy to the ‘central file’ in Frankfort.