

## **Frequently Asked Questions (FAQs) for Semi-Annual Monitoring Report (SAMR) 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. These reports are to be received by DAQ by July 30th and January 30th of each year for the life of the permit. As long as the facility has an active permit, Semi-Annual Monitoring Reports are to be submitted, even if the actual equipment permitted was not in the state during the reporting period.

### **2. Do I need to use the same form for the Semi-Annual Monitoring Report that I use for the Annual Compliance Certification (Form DEP700CC)?**

No. There is no designated form for the Semi-Annual Monitoring Report.

### **3. What form or format should be used for my Semi-Annual Monitoring Report?**

There is no official form or format to report this information. Report formats will vary from facility to facility due to differences in permit conditions, but the Semi-Annual Monitoring Report must contain all applicable monitoring information. Summary tables may also be appropriate. A facility may always check with their inspector regarding format prior to submittal.

### **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 received by the 30th of July and January each year?**

Yes. Failure to submit reports at the specified time may result in the issuance of a Notice of Violation as well as any other appropriate enforcement action.

**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 unit. There is some variability in how DAQ permits are written, so the Specific Monitoring Requirements section of the permit may also refer 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.

**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 table containing columns for each month of the reporting period with rows displaying individual operating unit totals, monthly totals, and the annual total for the 12-month period ending that month is common. Call your inspector or the Environmental Compliance Assistance Program Help Desk at 502-782-6189 for assistance or email [envhelp@ky.gov](mailto:envhelp@ky.gov).

**9. How much detail is required in the Semi-Annual Monitoring Reports?**

For each emission unit, list each monitoring requirement specified by your permit, the frequency of each monitoring requirement, if the monitoring was completed at

the required frequency, and if there were any deviations to permit or monitoring requirements during the reporting period. If there were gaps in performing the required monitoring, this should be explained with the reason(s) the monitoring was not completed with actions taken to ensure the required monitoring will be completed in the future. If deviations occurred, these should be listed with dates, values of exceedances, and corrective actions taken to return to compliance. The Semi-Annual Monitoring Report shall also include a statement that certifies the information listed was collected, maintained for the reporting period specified, and that the monitoring records are available for inspection at the facility.

**10. Do I need to submit all the actual monitoring log sheets?**

Typically, no. The Semi-Annual Monitoring Report should be a summary of the required monitoring rather than logs of the actual monitoring; however, the submission of actual logs may be the best way to report your monitoring efforts if instructed by the permit or requested by the DAQ inspector.

**11. Who needs to sign the Semi-Annual Monitoring Report?**

A responsible official of the facility. This term is defined by regulation (401 KAR 52:001(1)(62)(a-d)), 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, please refer to [Regional Field Office Locations](#) or contact the Environmental Compliance Assistance

Program at (502) 782-6189 or [envhelp@ky.gov](mailto:envhelp@ky.gov).

#### **14. Where do I submit the Semi-Annual Monitoring Report?**

The Semi-Annual Monitoring Report shall be submitted to your facility's [Regional Office](#). Please do not send a copy to the "Central File" in Frankfort. Reports may be submitted via postal mail, in person, or through EEC eForms. Submission of permit required reporting through eForms is the quickest and most secure way to turn in reports. Upon submission, you will receive an electronic receipt verifying that the report was received by DAQ.