

Instruction Sheet DEP7007CC Compliance Certification

This form is to be completed on at least an annual basis and is required to be submitted by January 30th of each year for the prior calendar year for sources with air permits subject to 401 KAR 52:020, 401 KAR 52:030, and 401 KAR 52:040. This form is not required for sources with registrations only. This form is used to document compliance of all emission units during the reporting period.

The purpose of this form is to allow permitted sources to meet the Clean Air Act requirement to "...certify that the facility is in compliance with any applicable requirements of the permit...", to implement EPA guidance that requires certification that compliance is continuous or intermittent, and to meet the certification requirements found in Kentucky permit regulations as follows:

- "(2) The compliance certification shall contain the following information for each term or condition of the permit that is the basis for the certification:*
- (a) Identification of the term or condition;*
 - (b) Compliance status;*
 - (c) The method used for determining compliance over the reporting period, and whether the method provided continuous or intermittent data; and*
 - (d) The method currently used for determining compliance."*

To certify compliance status the form calls for units with no deviations from permit requirements (continuous compliance) be placed in the "10a) Emission Units in Continuous Compliance" section and for units with violations or deviations from permit requirements to be placed in the "10c) Emission Units Not in Continuous Compliance" section. Units in continuous compliance would therefore be placed in "10a)" and units with intermittent compliance (had violations or deviations during the year) would be placed in "10c)".

The DEP7007CC form should be completed by starting at the beginning of the permit and listing each emission unit and each term or condition of the permit on a new row in the order in which it appears in the permit. The applicable regulation may be listed additionally, but the permit term or condition should be specified in the "Permit Term, Condition, or Applicable Regulation" column for each row.

Section CC.1: Source Information

Identify the source location. This information should be identical to the information on the DEP7007 forms submitted as part of the permit application.

- 1) Source Name: Enter the name of the facility.
- 2) Agency Interest (AI) ID: Enter the agency interest number of the facility. This number can be found on the front page of the permit. A new facility will not have an agency interest number.
- 3) Source Location Address: Enter the actual street address of the facility. Do not enter a P.O. Box.
- 4) Technical Contact: Enter the technical contact's name, e-mail, and phone number.
- 5) Permit Number(s): Enter the permit number of the permitted facility. This number is found on the front page of the permit. A new facility will not have a permit number.

- 6) County: Enter the county in which the source is located.
- 7) KY EIS (AFS) #: Enter the Kentucky Emissions Inventory Section identification number of the facility. The KY EIS number follows the format: 21-____-_____. A new facility will not have a KY EIS number.
- 8) Submittal Information: Please indicated by marking yes or no, if you are certifying any requirement(s) as “not in continuous compliance.” Specify the dates of the reporting period.

Section CC.2: Signature Block

9) The application must be signed by a responsible official, as defined by 401 KAR 52:001, Section 1(62):

"Responsible official" means:

(a) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of that person if the representative is responsible for the overall operation of one (1) or more manufacturing, production, or operating facilities applying for or subject to a permit; and

1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25,000,000 (in second quarter 1980 dollars); or

2. The delegation of authority to the representative is approved by the cabinet in advance pursuant to this subsection;

(b) For a partnership or sole proprietorship, a general partner or the proprietor, respectively;

(c) For a municipality, state, federal, or other public agency, a principal executive officer or ranking elected official. For this administrative regulation, the principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operation of a principal geographic unit of the agency (e.g., a regional administrator of the U.S. EPA); or

(d) For the acid rain portion of a permit for an affected source, the designated representative."

Section CC.3: Identification of Emission Units & Each Term or Condition of the Permit

All emission units at the source shall be provided. All permit limits, actual emissions, compliance status, the applicable requirements, and methods of compliance shall also be provided.

10a) Emission Units in Continuous Compliance.

All emission units and requirements that are in compliance at all times shall be provided in this subsection.

- **Emission Unit/Permit ID#:** Enter the unique number used to identify the emission unit.
- **Permit Term, Condition, or Applicable Regulation:** Include all permit conditions listed in the permit.
- **Emission Unit Description:** Enter a description of the emission unit.
- **Permit Limit or requirement:** Enter all numeric limits as well as other applicable requirements.
- **Actual Emissions or Status of Requirement:** Enter emissions based on actual throughput or monitoring method. This column may also be used to indicate

compliance with limits on actual usage or production rates that corresponds to a limit on the permit.

- **Method Used for determining compliance over the reporting period, and whether the Method provided continuous or intermittent data:** Enter the compliance demonstration method as listed in the permit. Include whether the method was continuous or intermittent.
 - Continuous shall be defined by the applicable permit condition or regulation as appropriate for the compliance demonstration method. If undefined then continuous is considered any method that collects a data point at least once every 15 minutes.
 - Intermittent means all methods that are not continuous.

10b) Emission Units Subject to Future Compliance Dates.

All emission units that are subject to future compliance dates must provide the future compliance schedule and the reason for future compliance date.

- **Emission Unit/Permit ID#:** Enter the unique number used to identify the emission unit.
- **Future Compliance Schedule:** Enter a schedule to meet the future compliance date.
- **Emission Unit Description:** Enter a description of the emission unit.
- **Reason for Future Compliance Date:** Enter the reason for future compliance.

10c)(1) Emission Units Not in Continuous Compliance.

Emission units that are not in compliance with an applicable requirement during the reporting period must be listed in this subsection. Use one row for each permit term, condition, or regulation not in compliance.

- **Emission Unit/Permit ID#:** Enter the unique number used to identify the emission unit.
- **Permit Term, Condition, or Applicable Regulation:** Include the permit condition(s) or regulation that was violated or had deviations.
- **Emission Unit Description:** Enter a description of the emission unit.
- **Permit Limit:** Enter all numeric limits as well as other applicable requirements.
- **Actual Emissions or Status of Requirement:** Enter emissions based on actual throughput. This column may also be used to indicate compliance with limits on actual usage or production rates that corresponds to a limit on the permit. This column should be left blank unless source has a specific limit on emissions, usage, or throughput.
- **Method Used for Determining Compliance over the Reporting Period, and whether Compliance was Continuous or Intermittent:**
NOTE - Only emission units and applicable requirements that were in intermittent compliance should be listed in this subsection. Units with no violations or deviations (continuous compliance) should be listed in subsection "10a)" and not here.

Enter in this column the compliance demonstration method as listed in the permit and whether the method was continuous or intermittent.

- Continuous shall be defined by the applicable permit condition or regulation as appropriate for the compliance demonstration method. If undefined then continuous is considered any method that collects a data point at least once every 15 minutes.
- Intermittent means all methods that are not continuous.

10c)(2) Emission Units Not in Continuous Compliance (continued).

For each row listed in 10c)(1), provide the description of duration, magnitude, and description of non-compliance referenced and corrective steps taken or planned. Each row in 10c)(2) must correspond with a row in 10c)(1) with a matching Emission Unit/Permit ID#.

Section CC.4: Notes, Comments, and Explanations

Use this sheet to provide additional notes, comments, or explanations on the information provided in Sections CC.1, CC.2, and CC.3. If you use this section please be **specific** in your referencing.