



**North Carolina Department of Environment and Natural Resources  
Division of Air Quality  
INSTRUCTIONS**

**Instructions:** Submit your annual compliance certification according to the date written in Section 3- General Condition P of your Title V permit. Regardless of the format you choose to use for your annual compliance certification, you must meet the minimum requirements shown in the following tables and/or in your Title V permit. If you choose to use the attached forms as the format for your annual compliance certification, please fill out all forms completely and accurately. The cover page requests general facility information and provides space for the signature of a responsible company official. Any certifications that are submitted without the appropriate signature will not be accepted. The following pages provide a suggested format for supporting documentation (“Compliance Summary Report,” “Compliance Summary Report for General Conditions,” and “Deviation Summary Report”).

**COMPLIANCE SUMMARY REPORT**

The “Compliance Summary Report” is the form on which all applicable permit conditions should be identified, regardless of compliance status. All “applicable permit conditions” mean all permit conditions except state only enforceable conditions. In most cases, several pages will need to be completed to account for all federally enforceable permit conditions. A summary report for the *General Conditions* of your Title V permit is also required, and for your convenience we have created a separate table specifically for the General Conditions. Please fill in the page number and the total number of pages in the upper right corner of each page. An example of a completed “Compliance Summary Report” is shown below.

**EXAMPLE COMPLIANCE SUMMARY REPORT**

**For Calendar Year 2014**

Page 1 of 2

Emission Source Description	Source or Control Device ID Number(s)	Terms and Conditions		Deviations ? (Yes / No)	Records Maintained? (Yes/No/NA)	Was Deviation a non-compliance issue? (Yes / No)	Method(s) of Determining Compliance Status	Comments
		Permit Condition Number	Condition Summary					
One wood-fired boiler.	ES-1	2.1.A.1(a)	Particulate emissions shall not exceed 0.50 lb/mmBtu [2D .0504]	Yes	NA	Yes	Annual EPA Method 5 Test to determine compliance	Failed stack test. NOV issued on 11/03/14. See Deviation Summary Report.
One wood-fired boiler.	ES-1	2.1.A.1(b)	Particulate testing requirements [2D .0501]	No	Yes	No	Annual testing report turned into DAQ	
One wood-fired boiler.	CD-1 multicyclone	2.1.A.1(c)	Multicyclone inspection and maintenance requirements [2Q .0508]	Yes	No	Yes	Inspections scheduled and completed.	NOV issued 10/01/14. See Deviation Summary Report.

- **Emission Source Description:** Indicate the applicable emission source, as it is described in the facility’s Title V permit. Multiple emission sources that are subject to the same permit condition and same monitoring requirements can be grouped in this table.
- **Source or Control Device ID Number(s):** Specify the appropriate equipment identification number(s) as defined in the facility’s Title V permit.
- **Permit Condition Number:** Specify the unique identification number of each permit condition for which compliance must be certified.
- **Condition Summary:** Provide a clear and concise summary for each permit condition for which compliance must be certified. Include applicable requirement (*e.g.*, 2D .0500, NSPS, *etc.*)

- **Deviation? (Yes/No):** Indicate independently for each of the Title V permit conditions whether there were any deviations related to the specific permit condition.
- **Records Maintained? (Yes/No/NA):** Indicate if there is a record maintained (i.e. logbook) for this permit condition.
- **Was deviation considered a non-compliance issue? (Yes/No):** Answer this question “yes” if the deviation caused your facility to be out of compliance with federal rules, state rules or permit conditions. Answer “no” to this question if the deviation was not considered a non-compliance issue.
- **Method(s) of Determining Compliance Status:** Explain what methods were used to determine the compliance status with respect to each individual permit condition. Be as specific as possible. For example: Use ‘July 2014 Method 5 Testing’ instead of ‘Stack Testing’ or ‘AP-42 Emission Factors’ instead of ‘Engineering Calculations’. Other example methods include: Recordkeeping (logbook updates), Continuous Emission Monitoring (CEMs), Continuous Opacity Monitoring (COMs), *etc.*
- **Comments:** Use this column to provide any additional information necessary to certify compliance with an individual permit condition or to clarify information provided elsewhere on the form. If the subject facility received a Notice of Deficiency (NOD) or a Notice of Violation (NOV) during the reporting year, please reference these letters with issue dates in the comments field for the applicable permit condition.

DEVIATION SUMMARY REPORT

The “Deviation Summary Report” is the form on which all **deviations** identified on the “Compliance Summary Report” are fully documented. Please fill in the page number and the total number of pages in the upper right corner of each page. An example of a completed “Deviation Summary Report” is shown below.

**EXAMPLE DEVIATION SUMMARY REPORT**

**For Calendar Year 2014**

Page 1 of 1.

Emission Source Description	Source or Control Device ID Number(s)	Pollutant	Deviation Description	Deviation Date(s)	Deviation Duration	Suspected Cause of Deviation	Corrective Action Taken
One wood-fired boiler.	ES-1	PM	Failed stack test, PM emission 0.55 lb/mmBtu	3/10/14	Approx. 3 weeks	Burning of greenwood	Stopped burning greenwood. Retested on 4/1/14 and in compliance.
One wood-fired boiler.	CD-1 (multicyclone)	PM	Failed to take monthly observations	7/01/14	3 months	New staff not trained	Implemented training procedures

- **Emission Source Description:** Indicate the applicable emission source as it is described in the facility’s Title V permit.
- **Source or Control Device ID Number(s):** Specify the appropriate equipment identification number(s) as defined in the facility’s Title V permit.
- **Pollutant:** Specify the pollutant that was emitted from the source in deviation.
- **Deviation Description:** A complete, but concise, description of the documented deviation.
- **Deviation Date:** The date that the deviation began.
- **Deviation Duration:** The duration of the particular deviation, from the starting point until the day that the equipment was back in compliance.
- **Suspected Cause of Deviation:** Indicate why the deviation may have occurred.
- **Corrective Action Taken:** How did your facility rectify the deviation?



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**COMPLIANCE SUMMARY REPORT FOR GENERAL CONDITIONS**

For Calendar Year \_\_\_\_\_

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Terms and Conditions		Deviations ? (Yes / No)	Records Maintained? (Yes/No/NA)	Was Deviation a non-compliance issue? (Yes / No)	Method(s) of Determining Compliance Status	Comments
Permit Condition Number	Condition Summary					
3.A	General provisions					
3.B	Permit available at facility					
3.D	Submissions of reports to regional office					
3.G	Permit modifications and applications					
3.H	Changes not requiring permit modifications					
3.I.A, 3.I.B	Reporting requirements for excess emissions and permit deviations					
3.K	Permit renewal every five year					
3.M	Duty to submit any information requested by director					
3.N	Duty to supplement					
3.O	Retention of records					
3.P	Annual compliance certification					
3.Q	Certification by responsible official					
3.T	Insignificant activities records available at facility					
3.V	Inspection and entry					
3.W	Annual fee payment					

Terms and Conditions		Deviations ? (Yes / No)	Records Maintained? (Yes/No/NA)	Was Deviation a non- compliance issue? (Yes / No)	Method(s) of Determining Compliance Status	Comments
Permit Condition Number	Condition Summary					
3.X	Annual emission inventory requirement					
3.Y	Confidential information					
3.Z	Construction and operation permits					
3.AA	Standard application form and required information					
3.CC	Refrigerant requirements					
3.DD	Prevention of accidental releases – Section 112(r)					
3.EE	Prevention of accidental releases “General Duty Clause” - Section 112(r)(1)					
3.II	Ambient air quality standards					
3.JJ	Emission testing and reporting requirements					
3.LL	Reporting requirements for non-operating equipment					
3.NN	Modification of a TV permit					
3.OO	Third party participation & EPA review					

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**DEVIATION SUMMARY REPORT**

For Calendar Year \_\_\_\_\_

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Emission Source Description	Source or Control Device ID Number(s)	Pollutant	Deviation Description	Deviation Date(s)	Deviation Duration	Suspected Cause of Deviation	Corrective Action Taken