



Instructions for Completing the Annual Compliance Certification Form

Part 1 – Facility Information and Certification

Facility Name – Name of the facility.

Facility Location – Site address, street and town.

Permit Number(s)– Number assigned to facility’s individual Title V permit, or other Temporary Permits or State Permits to Operate issued to the source, if applicable. The source can add lines on this form to accommodate the number of permits held.

Permit Issuance Date(s) – Date of issuance of Title V permit, or of other Temporary Permits or State Permits to Operate, if applicable.

Reporting Period – Typically from January 1 through December 31 of the previous year, except when the permit was issued during the year being reported, then from issuance date until end of calendar year, or if the source cancelled its Title V permit during the year, then until the date that NHDES cancelled the permit.

Responsible Official – The person, or designated representative, in charge of a principal business function, or any other person who performs similar policy or decision-making functions and specified as such in the Title V Operating Permit application.

Permit Contact Person – The person with primary responsibility for managing environmental compliance, if different from the Responsible Official.

Statement of Certification of Compliance – This statement must be signed by the Responsible Official and certifies the accuracy of information contained within the Annual Compliance Certification Report.

Part 2 - Listing of Compliance Status for Applicable Permit Terms and Conditions

Column (1) Permit Condition # - Identify each permit condition by the section and item number used in the permit.

Column (2) Summary of Permit Condition or Requirement - Give a brief description of the permit condition being cited (see examples in Section I of the Title V Operating Permit Reporting Guidance).

Column (3) Compliance Status – State the compliance status over the reporting period as Continuous “C”, Intermittent “I”, Non-Compliant “N”, or Not Applicable “NA” as described in Section I of the Title V Operating Permit Reporting Guidance.

Column (4) Method of Monitoring or Means to Determine Compliance – Typically the method is required by and stated in the permit. Abbreviations for some common Methods of Monitoring or Means to Determine Compliance: Recordkeeping and Reporting (RR), Source Testing (ST), Continuous Emissions Monitoring (CEMS), Continuous Opacity Monitoring (COMS), Continuous Fuel Monitoring (CFM), No Visible Emissions (NVE), Opacity Observations (OP), Operation & Maintenance Plan (OMP), and Statement of Fact, *i.e.* no compliance certification necessary (SOF). This list is NOT inclusive of all methods and means to determine compliance.

If the source is certifying compliance with one of Sections I through VII of the Title V permit which identify the source, its primary activities, the permitted devices and the pollution control equipment, and where the requirement requires no action on the part of the source in order for it to comply with the permit, it may indicate **Not Applicable** (NA) for the method of monitoring or means to determine compliance even though the compliance status is certified as Continuous.

Note: If a source becomes aware of other material information that indicates that an emission unit has experienced periods of non-compliance with an applicable requirement even though the monitoring, recordkeeping and reporting required by the permit otherwise indicates compliance, the source must consider this information, identify and address it in the compliance certification, and certify accordingly. Sources may not ignore obvious relevant information and risk omitting material information, or making a false certification of compliance.

Column (5) Summary of Deviations, if applicable; or Comment – If there is a deviation from any permit requirement, it must be noted in this column. If the deviation has previously been reported to NHDES, then briefly state the deviation and when it was reported. If any deviation has not already been reported to NHDES, then complete the data required by Part 3 of the report. This column can also be used to include any other pertinent information that helps to explain the compliance status.

Part 3 – Deviation Report

This part of the Annual Compliance Certification form, or the equivalent information, is required to be included only if deviations occurred during the reporting period that the source has not reported previously to NHDES. In order to provide all the information necessary to report the permit deviation, the source may need to use the Permit Deviation Reporting Form listed as Appendix E. to this reporting guidance document instead of, or in addition to, Part 3.

Column (1) Permit Condition # - Identify each permit condition by the section and item number used in the permit.

Column (2) Device – List which permitted device, if applicable, deviated from its permit requirements.

Column (3) Emission Increase? - Check the appropriate “Yes” or “No” box to indicate if the permit deviation resulted in the generation of excess emissions.

Column (4) Pollutant and Excess Emissions – If the deviation resulted in an emissions exceedance or violation, list the pollutant(s) involved. **In addition, calculate the amount of excess emissions caused by the permit deviation and submit this information with this report.**

Column (5) Deviation Description – Describe the condition that was deviated from.

Column (6) Deviation Date – List the date(s) on which the deviation occurred.

Column (7) Deviation Duration – State the times that the deviation began and ended.

Column (8) Cause of Deviation - Describe the events or conditions that led to the permit deviation.

Column (9) Corrective Action – State the actions that were taken by the source to correct the deviation and to prevent future occurrences.