



## **Instructions for Completing the Semi-Annual Permit Deviation and Monitoring Report**

### **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 June 30, or July 1 through December 31, of the previous year, except when the permit was issued during the year being reported, then from issuance date until the end of the reporting period, or if the source cancelled its Title V permit during the reporting period, 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 application (see definition in Section IV of the guidance).

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

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

### **Part 2 – Deviation Verification**

If the facility has had one or more deviations from any permit requirement during the semi-annual period being reported, the YES box must be checked and, if the deviations were previously reported to NHDES, Part 4 – Permit Deviation Summary Report must be completed. If there have been any deviations during the semi-annual period that have not been previously reported to NHDES, in addition to checking the YES box, Part 5 – Permit Deviation Report must be completed. If there have been no

permit deviations during the reporting period, the facility may check the NO box and ignore Parts 4 and 5 of the semi-annual reporting format.

### **Part 3 - Monitoring Data Summary**

The requirement in the Title V Operating Permit for the submittal of the Semi-Annual Permit Deviation and Monitoring Report lists the monitoring data to be included with the report. The type and amount of data varies from source to source depending on the devices listed in its permit. The facility must attach summaries of the data required by the permit to be submitted with this report. It is **not** sufficient, instead of including a summary of the data as required, to not include the summary and state that the data is on file at the facility and available for inspection. The data summaries that the source includes with the semi-annual report shall be listed in the table in Part 3:

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

Column (2) Monitoring Requirement – Describe the monitoring requirement, the data monitored and recorded, if applicable, and the manner in which it was monitored to meet the permit requirement.

Column (3) Monitoring or Performance Frequency – Describe the frequency of monitoring required to meet permit requirements.

Column (4) Deviations during Reporting Period? - Check “Yes” or “No” to indicate if any deviations have occurred during the period being reported. If “Yes”, these deviations should have been reported within 24 hours of discovery to NHDES and should be summarized in Part 4 of the Semi-Annual Permit Deviation and Monitoring Report.

Column (5) Summary of Data Attached? – If data is required to be recorded by the monitoring requirement, then YES should be indicated, a sample of representative data must be attached to the report, and a brief description or summary of the data included in this column.

### **Part 4 - Permit Deviation Summary Report**

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

Column (2) Description of Deviation(s) - Give a brief description of permit deviation, how it occurred and was corrected. If the deviation included an emissions violation or exceedance, include the magnitude of the emission and its duration.

Column (3) Date Deviation Occurred – Date or dates over which the deviation occurred.

Column (4) Date Deviation Corrected – Date the deviation was corrected or ended.

Column (5) Date deviation reported to NHDES – Date that the deviation was reported to NHDES by fax, telephone or email with all the information required to be contained in the written

report of the deviation as required by the Title V permit. If the deviation has not already been reported to NHDES, then complete the information required by Part 5 of the report.

## Part 5 – Deviation Report

This part of the semi-annual report, or the equivalent information, is required to be included only if deviations occurred during the reporting period that the source has not previously reported 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 on the NHDES website instead of, or in addition to, Part 5.

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

Column (5) Deviation Date – List the date or dates on which the deviation occurred.

Column (6) Deviation Duration – State the times that deviation began and ended.

Column (7) Cause of Deviation - Describe the events or conditions that led to the permit deviation.

Column (8) Corrective Action – State the actions that were taken by the source to correct the deviation and to prevent future occurrences.