

# ENVIRONMENTAL Fact Sheet



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ARD-62

2020

## Compliance Reporting for Permitted Sources of Air Pollution

Stationary air pollution sources that have been issued a permit to operate by the Air Resources Division are required to report to NHDES, at least annually, the data required by the permit to demonstrate compliance with the permit's conditions. At a minimum, each permitted source must report the emissions that it has generated during the previous calendar year of operation. In general, the more complex the source, the more reporting the source will have to do to demonstrate its compliance with the conditions of its permit. In the table below, grouped by category of report, are some of the types of compliance reports that permitted sources might be required to submit to NHDES, with the respective deadline for receipt by NHDES.

### Types of Air Compliance Reports

Report Type	Submittal Frequency and Deadline for Receipt by NHDES
<b>Emission and Usage Statement/Reports</b>	
Annual Emissions Statement/Report	Annually, by April 15
Annual NOx Statement/Report	
Annual VOC Statement/Report	
Fuel Usage Report	Varies among quarterly, semi-annually and annually
Material Usage Report	
Annual Emission Fee	Annually, by May 15
<b>Title V Reports</b>	
Title V Annual Compliance Certification	Annually, by April 15 of the following calendar year
Title V Semi-Annual Permit Deviation and Monitoring Report	By July 31 and January 31 following the semi-annual period
<b>Continuous Emissions Monitoring (CEM) System Reports</b>	
Quarterly CEM (Excess) Emission Report	30 days after the end of a calendar quarter
Quarterly CEM Cylinder Gas Audit	
Quarterly Part 75 Linearity Audit	
Quarterly CEM Opacity Audit	
Flow Monitor Transducer Check	
Quarterly CEM Relative Accuracy Audit	
CEM Quality Assurance/Quality Control Plan Review	Annually, by April 15
Annual Opacity 7-Day Drift Test	Annually
Annual Part 60 CEM Relative Accuracy Test Audit (RATA)	45 days after completion of the RATA
Annual/Semi-annual Part 75 CEM RATA	
<b>Stack Test Reports (One Time or Periodic Testing)</b>	
Pre-test protocol for Compliance Stack Test	30 days prior to test (federally-required test protocols must

	be submitted at least 60 days prior to the test)
Compliance Stack Test Report	60 days after completion of the test
<b>Permit Deviation Reports</b>	
Permit Deviation with Excess Emissions: non-Title V sources	Initial notification w/in 24 hours of discovery
Permit Deviation with Excess Emissions: Title V sources	Initial notification w/in 24 hours of discovery and a detailed written report w/in 10 days of discovery
Permit Deviation with no Excess Emissions: Title V sources	If the PD has continued for more than 9 consecutive days, notification to NHDES on the 10 <sup>th</sup> day
<b>Federally Required Reports</b>	
Sources subject to federal requirements such as a New Source Performance Standard (NSPS) in 40 CFR 60 or a Maximum Achievable Control Technology (MACT) standard specified in 40 CFR 63 frequently have to comply with reporting requirements specified by that federal rule. This can be a requirement to submit an initial, one-time only report or notification, or to submit periodic reports on a quarterly, semi-annual or annual basis. If the NSPS or MACT standard was in effect prior to the issuance of the permit, then the specific reporting required by the NSPS or MACT standard will be described in its permit. If promulgated after issuance of its permit, although NHDES attempts to reach out to sources that may be subject to newly-promulgated federal requirements, it is ultimately the responsibility of the source to know the requirements to which it is subject.	
<b>Other Reports</b>	
This list includes the most commonly required reports. However, there may be other reports not included in this list that a source may be required to submit to NHDES. The source must review the reporting requirements listed in its permit to determine the specific reports it is required to submit and the respective deadlines for receipt by NHDES.	

Typically, each air permit contains a recordkeeping and a reporting section. The recordkeeping section lists all the information that the source must record and retain to document its compliance with permit conditions. The reporting section lists all the reports that the source must submit to NHDES or EPA and the deadlines for receipt of the reports by the agency. Most individual reporting requirements reference a corresponding requirement in the recordkeeping section. In some cases, the same information is required to be submitted in more than one report, because reports often fulfill different reporting purposes or are required by different rules.

Mailing addresses for NHDES and EPA Region 1 are:

New Hampshire Department of Environmental Services  
 Air Resources Division – Compliance Bureau  
 29 Hazen Drive, P.O. Box 95  
 Concord, NH 03301-0095

Air Compliance Clerk  
 US EPA Region I  
 Air Technical Unit OES04-2  
 5 Post Office Square, Suite 100  
 Boston, MA 02109-3912

Sources that are required to submit reports electronically to EPA’s Compliance and Emissions Data Reporting Interface (CEDRI) can register to submit them to CEDRI at [EPA’s Central Data Exchange \(CDX\) webpage](#).

For more information on what reporting is required of permitted sources, or what reports you might be required to submit to comply with the conditions of your air permit, go to the NHDES Air Compliance Reporting webpage, or contact NHDES at [AirReporting@des.nh.gov](mailto:AirReporting@des.nh.gov) or (603) 271-1370.