# Annual Compliance Certification Form Instructions

Long Form

This form may be submitted to report the compliance status for each of the permit conditions in a Virginia DEQ Title V Permit. Each field in the attached form must be completed and the appropriate box must be checked.

Please also note that the Title V Permit requires that a copy of the completed ACC report be sent directly to the EPA as well as to DEQ. EPA's email address and that of the regional office of DEQ are provided in the Title V permit. Any revisions to the ACC reports should be sent to both DEQ and EPA.

**Title V Annual Compliance Document Certification:** The facility representative completes the Title V Annual Compliance Document Certification to identify the facility and responsible company official (as defined in 9VAC5-20-230 A). The responsible official certifies that the information submitted is true, accurate, and complete. Most DEQ Title V permits base the reporting period on the calendar year. However, some earlier permit reporting dates are based on the effective date of the permit. Therefore, check the permit to ensure that the required reporting period is referenced.

**Title V Annual Compliance Certification Form:** The ACC form (the last page of this document) may be copied as many times as necessary to cover all “certifiable permit conditions” that are the basis of the certification. Below are the columns that need to be fully completed.

Column 1: Permit condition number by its alphanumeric reference number in the order they appear.

Column 2: A direct quote or summary of the permit condition.

Column 3: Means or methods used to determine compliance with each permit term and condition.

Column 4: Either "intermittent" or "continuous" compliance for each condition.

* "Certifiable Permit Conditions" are permit conditions that require action by the source. Examples would include recordkeeping, monitoring, notifications, observations, inspections, calculations, process limitations, and testing. Conditions that are included in a permit that only inform about underlying regulations such as property rights, federal enforceability, severability, and duty to comply, etc., are not certifiable unless the source has had to take action in reference to them.  
    
  If a particular condition did not apply during the reporting period, or has not yet occurred, the facility must indicate "Not Applicable" and state the rationale.   
    
  If any exceedance(s), deviation(s), or excursion(s) from the Title V Permit occurred over the certification period, the certification may cross-reference previous deviation reports, semi-annual monitoring reports, compliance reports, or other applicable documentation in order to satisfy this requirement. If reference to other documents is made, copies of these documents must accompany the certification.
* "Means of Determining Compliance Status" may include monitoring (instrumental and non-instrumental), recordkeeping requirements, reporting requirements, test methods, other methods or means required by the permit, or that constitute material information about compliance with the condition.  
    
  To describe means of determining compliance status, the facility should indicate the type of monitoring device, the parameter or air pollutant being monitored, the averaging time, the monitoring frequency, or the period over which the monitoring occurred. In addition, the facility should describe the origin and authority of monitoring not required by the permit, such as voluntary methods or methods based on State-only enforceable requirements (material information or credible evidence). *An example of an adequate description for monitoring methods required by the permit might be: "Hourly averages of SO2 concentration using Method 19 CEMS, data collected over the last 12 months, as required by permit section IV.F.(b)(2)."*

For recordkeeping methods used to determine compliance (whether they constitute non-instrumental monitoring or they are merely the records of monitoring methods), the facility describes the records kept, the frequency of record collection, and the frequency or dates when recordkeeping occurred. *An example of an adequate description for recordkeeping methods required by the permit might be: "Records of visual determination of opacity; recorded at noon each day over the last 12 months, required by permit section IV.G.(a)(1)."*

For reporting methods used to determine compliance, the facility describes what was reported and the frequency or dates when reporting occurred. *An example of an adequate description for reporting methods used to determine compliance that are required by the permit might be: "Reports of daily records of visual determination of opacity, submitted on 1/31 and 7/31 of each year as part of the 6-month monitoring report, required by permit section IV.G.(a)(2)."*

* "Continuous vs. Intermittent" Compliance: Compliance for each individual permit condition will be marked as either "Intermittent" or "Continuous." For annual compliance certifications, compliance status for each condition is based on the entire reporting period. If there were some gaps in monitoring, or the emission limit was exceeded, at any time during the year, compliance should be listed as intermittent.
  + ***Continuous compliance*** means collection of all monitoring data required by the permit under the data collection frequency required by the permit, with no deviations and no other information that indicates deviations. Monitoring data includes information from instrumental (e.g., CEMS, COMS, or parameter monitors) and non-instrumental (e.g., visual observation, inspection, and recordkeeping) forms of monitoring.
  + ***Intermittent compliance*** means that a permit condition was not complied with or a deviation occurred sometime during the reporting period. *Examples of deviations include: CEM data indicated a one-hour emission limit was exceeded for three hours, the facility did not monitor temperature on the afterburner for nine days when the permit requires temperature be monitored every hour, visible emission observations were not performed according to schedule required in permit, etc.* Deviations must be reported, at a minimum, semi-annually as described above.

DOCUMENT CERTIFICATION

**Facility Name: *\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_***

**Facility Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Submittal Attached: Annual Compliance Certification*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Certification:** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering and evaluating the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

# Name of Responsible Official (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNUAL COMPLIANCE CERTIFICATION Registration No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page\_\_\_\_\_\_of\_\_\_\_\_\_**

**Reporting Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Condition Number** | **TERMS & CONDITIONS CONTAINED IN THE PERMIT** *(list in order)* | **MEANS OF DETERMINING COMPLIANCE STATUS** | **COMPLIANCE[[1]](#footnote-1)** |
| --- | --- | --- | --- |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |
|  |  |  | **Continuous**  **Intermittent** |

1. Select "Intermittent" if there were periods of deviation or gaps in required monitoring or recordkeeping.

   See Form Instructions at the beginning of this document for definitions of these terms as well as guidance in selecting appropriate box. [↑](#footnote-ref-1)