



Ventura County  
Air Pollution  
Control District

## **ANNUAL COMPLIANCE CERTIFICATION INSTRUCTIONS**

### **INSTRUCTIONS FOR COMPLETING YOUR ANNUAL COMPLIANCE CERTIFICATION**

Your Annual Compliance Certification is comprised of a set of forms describing your facility's compliance with its federal Part 70 Operating Permit (commonly referred to as a Title V Permit). Your Annual Compliance Certification covers a set 12-month period of your Title V Permit. The Ventura County APCD's policy is that the Annual Compliance Certification is to be submitted no later than 45 calendar days after the anniversary date of the Title V Permit, or on a more frequent schedule if required by an applicable requirement or permit condition (i.e., Semiannual Report, Quarterly Continuous Emission Monitoring System Report, or Source Test Report).

One copy of your Annual Compliance Certification must be submitted to the Ventura County Air Pollution Control District's Compliance Division and one copy must be submitted to the U.S. Environmental Protection Agency at the following address:

Mr. Gerardo Rios, Chief  
Permits Office (AIR-3)  
Office of Air Division  
EPA Region 9  
75 Hawthorne Street  
San Francisco, CA 94105

The following instructions describe the materials and information that are necessary to complete your Annual Compliance Certification.

#### **Signature Cover Form Instructions**

A Signature Cover Form must be submitted with your Annual Compliance Certification and must be signed by the designated Responsible Official. Refer to the cover page of your Title V Permit for the Responsible Official.

#### **Permit Attachment Form**

A completed Permit Attachment Form must be submitted for each applicable requirement or permit condition. At a minimum, a form shall be submitted for each Attachment or Condition listed on the "Periodic Monitoring summary" in Section No. 1 of your Title V Permit. On this form provide the following information:

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- (A) The Permit Attachment number or Permit Condition number.
- (B) A brief description of the equipment or operation and a brief description of the requirements of the permit attachment or condition.
- (C) The method(s) used to monitor compliance with the permit attachment or condition. Methods of monitoring compliance would include source testing, continuous emission monitors, periodic inspection, recordkeeping, etc.
- (D) The frequency of monitoring required by the permit attachment or condition to determine compliance.
- (E) If applicable, the source test method used to determine compliance with the permit attachment or condition. If the permit condition requires a source test to demonstrate compliance with a quantifiable emission rate, complete and attach a Source Test Summary Form.
- (F) Are you are currently in compliance with the permit attachment or condition?
- (G) Was compliance continuous (C) or intermittent (I)? Continuous compliance is a determination made by the responsible official that the source was, during the compliance certification reporting period, in compliance with the permit terms and conditions that establish enforceable obligations on the part of the source. Intermittent compliance is a determination made by the responsible official that the source was, at any time during the compliance certification reporting period, not in compliance with the permit terms and conditions that establish enforceable obligations on the part of the source.
- (H) Were there any excursions, exceedances or other periods of non-compliance (i.e., deviations) with the permit attachment or condition? If there were, complete the Deviation Summary Form. An *excursion* is defined as “a departure from an indicator or surrogate parameter range established for monitoring under the applicable requirement or Part 70 permit condition, consistent with any averaging period specified for averaging the results of the monitoring.” An *exceedance* is defined as “a condition that is detected by monitoring that provides data in terms of an emission limitation or standard and that indicates that emissions (or opacity) are greater than the applicable emission limitation or standard (or less than the applicable standard in the case of percent reduction requirement) consistent with any averaging period specified for averaging the results of the monitoring.” Submit supporting documentation or other information pertinent to the excursion or exceedance and attach this information to the Deviation Summary Form.

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**Note:** In lieu of completing the District's Permit Attachment Form, you may supply all of the necessary information required on the Permit Attachment Form in your own format, provided the format has been approved by the Air Pollution Control Officer.

### Deviation Summary Form

For the time period covered by your Annual Compliance Certification, identify any excursions, exceedances or period(s) of non-compliance as indicated by the monitoring data on the Deviation Summary Form. Also identify any information or data beyond the required monitoring that indicates that you were or are not in compliance. You may cross-reference any reports regarding compliance status that have previously been submitted to the District. On the Deviation Summary Form provide the following information:

- (A) The applicable Permit Attachment number or Permit Condition number.
- (B) A brief description of the equipment or operation, and a brief description of the requirements of the attachment or condition.
- (C) The date and time the excursion, exceedance or period of non-compliance occurred, was resolved, and was discovered.
- (D) The parameters monitored and those that were used to determine the excursion, exceedance or period of non-compliance.
- (E) The emission or operational limit specified in the permit attachment or condition.
- (F) The magnitude of the excess emission. If multiple periods of excess emissions are recorded in a single occurrence, enumerate on a separate sheet of paper, as necessary.
- (G) The probable cause of the excursion, exceedance or period of non-compliance.
- (H) A description of the action taken to correct the excursion, exceedance or period of non-compliance.

### Source Test Summary Form

For each permit condition that requires compliance with a quantifiable emission rate, complete a Source Test Summary Form for all emission units subject to the requirement or condition. Complete one section of the Form for each pollutant that was tested. On the Source Test Summary Form provide the following information:

- (A) A description of the emission unit as given in the Permitted Equipment and Applicable Requirements (Table 2) of your Permit.
- (B) The pollutant that has a specific limit for which a test was conducted.

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- (C) The specific emission limit (parts per million, percent reduction, pounds per hour, etc.) in each Attachment or Permit Condition of your Permit. Complete a separate section for the hourly mass emission limit shown in the Permitted Emission Table 4.
- (D) The Attachment or Permit Condition number that specifies the quantifiable emission rate.
- (E) The date of the source test. If the source test was on multiple days, specify the date on which the emission rate was measured.