



---

# Part 70 Operating Permit Compliance Certification and Monitoring Report Application Instructions for Form 780-1808

---

Air Pollution Control Program fact sheet

10/2013

## **Operating Permit Reporting Requirements**

All installations that have received a Part 70 Operating Permit must submit compliance reports as required by 40 CFR Part 70 – Sections §70.6(a)(3)(iii) and §70.6(c)(5), 10 CSR 10-6.065(6)(C)1.C(III) and 10 CSR 10-6.065(6)(C)3.E.

The Annual Compliance Certification and the Semi-Annual Monitoring Reports are the minimum reporting requirements for the Part 70 Operating Permits. The installations are required to submit these reports after the installation has been issued a Part 70 Operating Permit. The Operating Permit may also require the installation to submit additional reports, such as Exceedance Reports, MACT Reports, Performance Test Reports, Compliance Plan Updates, etc.).

## **When and where must the reports be submitted?**

The Annual Compliance Certification for the Part 70s must be submitted to the Missouri Department of Natural Resources' Air Pollution Control Program, EPA Region 7 and local agency, if applicable, by April 1 of each year.

The Semi-Annual Monitoring Report must be submitted to the Missouri Department of Natural Resources' Air Pollution Control Program and local agency, if applicable, by April 1 and Oct. 1 of each year.

Other reports shall be submitted as specified in the permit conditions, MACT standards or compliance plans. Monitoring requirements that require reporting more frequently than semi-annually shall report no later than 30 days after the end of the calendar quarter in which the measurements were taken.

## **Mailing Addresses:**

EPA Region 7  
Missouri Air Compliance Coordinator  
11201 Renner Blvd.  
Lenexa, KS 66219

Missouri Department of Natural Resources  
Air Pollution Control Program  
Compliance and Enforcement Section Chief  
P.O. Box 176  
Jefferson City, MO 65102

## **If you are located at a local agency:**

Kansas City Department of Health  
Air Quality Program  
2400 Troost Ave., Suite 3200  
Kansas City, MO 64108

Springfield Air Quality Control  
Department of Environmental Services  
P.O. Box 8363  
Springfield, MO 65801-8368

St. Louis County Department of Health  
Air Pollution Control Section  
6121 North Hanley Road  
Berkeley, MO 63134

**What needs to be submitted?**

Submit the following parts of the Monitoring Report form:

- Annual Compliance Certifications - Parts 1 and 2 (and parts 3 and 4 if applicable).
- Semi-Annual Monitoring Report – Parts 1 and 2 (and parts 3 and 4 if applicable).
- Exceedance Report – Parts 1 and 3 and the supplemental information required by the specific permit conditions for the quarterly reports and CEMS/COMS reports.

If more space is needed to describe the information requested in the attached forms, attach additional pages with the requested information.

**What if I have questions?**

If the installations have questions regarding the completion of these forms, contact one of the following:

Missouri Department of Natural Resources Air Pollution Control Program	573-751-4817
Kansas City Health Department Local Agency	816-513-6314
St. Louis County Department of Health Local Agency	314-615-8907
Springfield Air Quality Control Local Agency	417-864-1662

**Part 1 – Installation Information and Certification**

All installations must complete Part 1 of the Compliance Certification and Monitoring Report form. This information is required even if the installation has no monitoring deviations during the reporting period. This information includes the following items:

**FIPs ID #** - This is a unique four digit number assigned to each plant in each county of the state. The FIPs ID # is the first three numbers of the installation ID, usually located on the first page of the permit.

**Installation Name**

**Installation Location** - Physical location of the plant.

**Operating Permit Number** - This is a unique number printed on the cover page of the operating permit.

**Date the Operating Permit was issued** - This is the effective date on the cover page of the operating permit.

**Type of Report** - Annual Compliance Certification, Semi-Annual Monitoring Report or Exceedance Report. The Annual Compliance Certification can also fulfill the reporting requirements for the Semi-Annual Monitoring Report. If the installation is submitting an Annual Compliance Certification and would like the report to also be used as the Semi-Annual Monitoring Report, check the box “Yes.”

If the installation checks “No,” a separate Semi-Annual Monitoring Report must be submitted. If the report required by the operating permit is something other than those listed above, check the appropriate box (Other) and provide a brief explanation of the report.

**Reporting Period** - Indicate the reporting period of the Annual Compliance Certification or Semi-Annual Monitoring Report. The applicable reporting periods for the Annual Compliance Certification or Semi-Annual Monitoring Report are as follows:

Jan. 1 through Dec. 31 Annual Compliance Certification due by April 1

Jan. 1 through June 30 Monitoring Report due by Oct. 1

July 1 through Dec. 31 Monitoring Report due by April 1

If the installation is submitting its first report under these requirements, the reporting period extends from the issue date until the end date of the applicable reporting period.

**Example**

Permit Issued: May 7, 2010

First Reporting Period: May 7, 2010 through June 30, 2010

First Report Due: Oct. 1, 2010

Next Reporting Period: July 1, 2010 through Dec. 31, 2010

Next Report Due: April 1, 2011

**Responsible Official** - Name, title, mailing address and phone number.

**Permit Contact Person** - Name, title, mailing address and phone number.

**Information Changes** - Indicate in the appropriate check box if any of the installation information has changed since the issuance of the operating permit.

**Certification** - The responsible official for the installation must sign and date the Compliance Certification or Monitoring Report, and include the Statement of Certification. This certification is located at the bottom of page 1 of the form.

## **Part 2 - Compliance Status**

All Part 70 installations must complete Part 2 of the Compliance Certification and Monitoring Report Form for the Semi-Annual Compliance Report and Annual Compliance Certification. Part 2 provides a format for summarizing the installation's compliance status with the different parts of the Operating Permit. A series of "Yes" and "No" check boxes allows the installation to provide a brief summary of the compliance status for the reporting period. If the installation checks "Yes" in any of the deviation questions, the installation must complete Part 3 of the Monitoring Report.

## **Part 3 – Deviations from Required Monitoring**

A deviation is any failure to meet a permitted level, monitoring term or condition in the operating permit. For any monitoring deviations experienced during the reporting period, the monitoring report must include the following:

- FIPs ID #.
- Plant ID #.
- Reporting Period.
- Permit Condition (as indicated in the operating permit).
- Pollutant (as indicated in the operating permit). The more common pollutants are: PM, CO, NOX, VOC, SOX, Lead and HAPs. The HAPs are regulated on a group and singular basis. If a specific HAP is regulated, list it as follows: HAP – Toluene.

- Monitored Level (as measured by the monitoring techniques) Examples of monitored levels are 7 to 15 percent for opacity, 3.0 to 4.8 lbs./hr. for particulate matter, 2.3 tons/year for HAPs, etc.
- Monitoring Method - Use the following abbreviations:

Method	Abbreviations
Continuous Emission Monitoring System	CEMS
Continuous Opacity Monitoring System	COMS
No Visible Emissions (Method 22)	NVE
Opacity Observations (Method 9)	OO
Operation & Maintenance Plan	OMP
Record keeping Requirements	RR
Reporting Requirements	RPT
Source Testing	ST
Other Method to Determine Compliance	OTHER

If OTHER is used, explain in the monitoring comment field.

- Deviation Description - A brief description of the type of deviation observed.
- Deviation Date - The date the deviation occurred.
- Deviation Duration - The amount of time the deviation occurred. Examples of deviation duration are six minutes, five hours, three days, etc.
- Cause of Deviation - What circumstances led to the deviation. Examples include: control device was not operational, bag broke on a baghouse, misfeed in the production line, etc.
- Corrective Action - What was done by the installation to correct the deviation and to prevent the deviation from occurring again.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, attach additional pages.

## Part 4 – Deviation Report Summary

This form is required with the Annual Compliance Certification and Semi-Annual Monitoring Report if any additional deviation or exceedance reports have been submitted to the Air Pollution Control Program.

This form allows the installation to reference other reports rather than resubmitting information about deviations or exceedances. For each additional report referenced, include the permit condition, reporting requirement and the date the report was submitted to the Air Pollution Control Program.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, attach additional pages.

### For More Information

Missouri Department of Natural Resources  
 Air Pollution Control Program  
 P.O. Box 176  
 Jefferson City, MO 65102-0176  
 800-361-4827 or 573-751-4817  
 573-751-2706 fax

[www.dnr.mo.gov/env/apcp/index.html](http://www.dnr.mo.gov/env/apcp/index.html)