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# Compliance Certification and Monitoring Report - Intermediate Operating Permit Application Instructions for Form 780-1810

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## **Operating Permit Reporting Requirements**

- All installations that have received an Intermediate Operating Permit must submit compliance reports as required by 10 CSR 10-6.065(4)(I).
- The Annual Compliance Certification is the minimum reporting requirement for the Intermediate Operating Permit.
- All installations are required to submit these reports after the installation has been issued an intermediate Operating Permit or has received a “date stamped” copy of their Operating Permit Notification/Application. The Operating Permit may also require the installation to submit additional reports (Exceedance Reports, MACT Reports, Performance Test Reports, Compliance Plan Updates, etc.).

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

- The Annual Compliance Certification for Intermediates must be submitted to the Missouri Department of Natural Resources (and local agency if applicable) by April 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**

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

If you are located at a local agency:

City of St. Louis  
Division of Air Pollution Control  
1415 North 13th Street  
St. Louis, MO 63106

St. Louis County  
Air Land and Water Branch  
Air Pollution Control Section  
111 South Meramec  
Clayton, MO 63105

Kansas City Health Department  
Air Quality Section  
2400 Troost Avenue, 3rd Floor  
Kansas City, MO 64108

Springfield-Greene County DOH  
Air Pollution Control Authority  
227 East Chestnut Expressway  
Springfield, MO 65802

## What if I have questions?

If an installation has questions regarding the completion of this form, please contact one of the following:

Missouri Department of Natural Resources Air Pollution Control Program – Enforcement Section	573-751-4817
City of St. Louis Local Agency	314-613-7300
Kansas City Health Department Local Agency	816-513-6314
St. Louis County DOH Local Agency	314-615-8923
Springfield-Greene County DOH Local Agency	417-864-1662

## Installation Information

All Intermediate installations are required to submit page 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. If more space is needed to describe the information requested, please attach additional pages. The required information includes:

**FIPs ID No.** - This is a unique three-digit number assigned to each county in the state. If the installation is uncertain of the FIPs ID No., examine the attached county listing to find the corresponding number for the respective county.

**Plant ID No.** - This is a unique four digit number assigned to each plant in each county of the state. If the installation is uncertain of the Plant ID No., please contact the Air Pollution Control Program.

**Installation name** - Full, legal name of installation.

**Installation location** (street address and city) – 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 or Exceedance Report.

**Reporting Period** - Indicate the 12-month reporting period that the Annual Compliance Certification is being submitted for such as Jan. 1, 2008 through Dec. 31, 2008. If the installation is submitting its first report under these requirements, the reporting period extends from the date the permit was issued until the end date of the applicable reporting period.

**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 whether any of the installation information (Name change, responsible official, permit contact person, etc.) has changed since the issuance of the Operating Permit.

## Summary

All Intermediate installations must complete this section of the Compliance Certification and Monitoring Report Form. A series of “Yes” or “No” check boxes allows the installation to provide a brief summary of the compliance status for the reporting period. If the installation indicates a deviation from its operating permit conditions, and had not yet notified the Missouri Department of Natural Resources at the time of reporting, it is requested to do so. Page one of the Compliance Certification and Monitoring Report Form indicates that deviations can be reported in a format other than that provided on page two of the form. However, the Air Pollution Control Program strongly recommends the use of page two of the form for the purpose of reporting deviations.

## 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 one of the form.

## 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 No.
- Plant ID No.
- Installation Name.
- Reporting Period.
- Permit Condition (as indicated in the operating permit).
- Pollutant (as indicated in the operating permit) The most 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 seven to 15 percent for opacity, 3.0 to 4.8 lbs/hr for particulate matter, 2.3 Tons/Year for HAPs, etc.
- Monitoring Method. The following Monitoring Method abbreviations can be used in the table:

<b>Method</b>	<b>Abbreviations</b>
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 utilized in the table, please explain in the monitoring comment field.

**Deviation Description** - A brief description of the type of deviation observed.

**Deviation Date** - The date on which the deviation occurred.

**Deviation Duration** - The amount of time for which 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 of causes for deviation are: 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, please 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  
[www.dnr.mo.gov/env/apcp/index.html](http://www.dnr.mo.gov/env/apcp/index.html)