

Sample Format for Illustration Purposes

Guidance Document for Annual Certification of Compliance
Class I Sources Due
March 31st

Facility Name: _____

Facility ID #: _____

Facility Address: _____

Facility Contact: _____

Permit Issuance Date: _____

This Certification of Compliance is being submitted for January 1, ____ (Year) through December 31, ____ (Year)

Permit Condition	Compliance Status	"C" Continuous or "I" Intermittent	Method for Determining Compliance
I – XVII General Conditions	In Compliance	Continuous	Routine records review and report submittals
XVIII (A) Opacity from the baghouses shall be less than 20%	Out of Compliance	Intermittent	Method 9 observations are made and recorded daily

Signature by a responsible official (per [Title 129, Chapter 1](#)) is required. Certifications of Compliance Reports without a responsible official signature will be returned as incomplete.

Title V (Class 1) facilities are required to submit copies of the Certification of Compliance report to both the EPA-Region VII and the DWEE. All other facilities only need to submit their Certification of Compliance to DWEE.

DWEE
Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

US EPA Region VII
Air Permitting and Compliance Branch
11201 Renner Blvd.
Lenexa, KS 66219

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____

Date: _____

Name (Printed): _____

Title: _____

Sample Format for Illustration Purposes

Guidance Document for Annual Certification of Compliance
Class II Sources
Due March 31st

Facility Name: _____

Facility ID #: _____

Facility Address: _____

Facility Contact: _____

Permit Issuance Date: _____

This Certification of Compliance is being submitted for January 1, ____ (Year) through December 31, ____ (Year)

Permit Condition	Compliance Status	"C" Continuous or "I" Intermittent	Method for Determining Compliance	Excursions/Deviations Explain the nature, duration, and cause of the excursion or deviation, as well as any corrective action (Use additional pages as necessary)
I – XVII General Conditions	In Compliance	Continuous	Routine records review and report submittals	n/a
XVIII (A) Opacity from the baghouses shall be less than 20%	Out of Compliance	Intermittent	Method 9 observations are made and recorded daily	7/5/09 – baghouse reading not taken, forgotten, only one occurrence Took reading on 7/6/09

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Signature by a responsible official (per [Title 129, Chapter 1](#)) is required. Certifications of Compliance Reports without a responsible official signature will be returned as incomplete.

Title V (Class 1) facilities are required to submit copies of the Certification of Compliance report to both the EPA-Region VII and the DWEE. All other facilities only need to submit their Certification of Compliance to DWEE.

DWEE
Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

US EPA Region VII
Air Permitting and Compliance Branch
11201 Renner Blvd
Lenexa, KS 66219

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____

Date: _____

Name (Printed): _____

Title: _____

Sample Format for Illustration Purposes

Guidance Document for Deviation Reports Class I Sources

Facility Name:

Facility ID #: _____

Facility Address:

Facility Contact:

Permit Issuance Date: _____

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*This Report of Deviations is being submitted for the period of:
January 1 through June 30, ____ (year) **(Due by September 30th of the same year)***

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*July 1 through December 31, ____ (year) **(Due by March 31st of the following year)***

Applicable Requirement	Cause of Deviation	Date and Time	Excursions/Deviations
			Explain the nature, duration, and cause of the Excursion/Deviation, as well as any corrective action
XVIII(B) Pressure drop readings will be taken once per day	Personnel change this requirement to go undone	April 5, 1999, April 6, 1999 April 7, 1999 and April 8, 1999.	There was a failure to notify new personnel of the requirement to take daily pressure drop readings. Our new employee training manual has been updated for the operators to include this daily requirement
XVIII ('C) Opacity from the baghouses shall be less than 20%	Torn bag in baghouse #2	June 3, 1999 @ 8:50am	On June 3 baghouse #2 exceeded 20% opacity due to a torn bag. The operation was immediately shut down and the Department notified. The torn bag was replaced and the system was back in operation in 1 hour. (We were out of compliance for not more than two hours)

If no deviations occurred during the semi-annual period, a statement to that effect will meet the reporting obligation.

Signature by a responsible official ([per Title 129, Chapter 1](#)) is required. Deviations Reports without a responsible official signature will be returned as incomplete.

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____

Date: _____

Name (Printed): _____

Title: _____

The Deviations report must be sent to DWEE at the following address:

DWEE
Air Quality Compliance
245 Fallbrook Blvd, Ste. 100
Lincoln, NE 68521

Annual Certification of Compliance And Annual Report of Deviations
Permit-by-Rule: Small Animal Incinerator Due by March 31st

Facility Name: _____

Facility ID #: _____

Facility Address: _____

Facility Contact: _____

Permit Issuance Date: _____

Permit Condition	Compliance Status	Continuous or Intermittent	Method for Determining Compliance	Excursions/Deviations
All permit conditions are located in Title 129, Chapter 8.				Explain the nature, duration, and cause of the Excursion/Deviation, as well as any corrective action (Use additional pages as necessary)
001 General Provisions, 002 Construction Permits, 003 Operating Permits, 005 Duty to Comply, 006 Compliance with Other Applicable Regulations, 007 Duty to Provide Requested Information, 008 Annual Certifications of Compliance, and 009 Certifications			The facility has been granted approval, upon completion of Department review, to be covered under Title 129, Chapter 8 for its industry category therefore fulfilling its construction and operating permit requirements. The facility has complied with all of the sections of Title 129, Chapter 8 applicable to the specific source (stated individually below) and all other applicable requirements contained in Title 129 not specifically addressed in Chapter 8. All information requested by the Department has been provided. Each Notice of Intent form, copy of records, annual emissions inventory, annual certification of compliance and other information has been submitted on time (if applicable) and contain a certification signed by a responsible official.	

This Certification of Compliance is being submitted for January 1, _____(Year) through December 31, _____(Year)

004: Temporary Sources Only: Temporary sources shall notify the proper authorities at least 20 days in advance of each change in location			Records will be kept documenting the date notifications were sent to the proper authorities indicating location change, the authorities notification(s) was (were) sent to, and the date the location change took place.	
011.01 Production Limits: Limits on incineration may not exceed the incineration rate (lbs/hr) specified by the manufacturer by using the following measures: 011.01A: Where the weight of the load is estimated, the incineration period shall last for the maximum duration in hours specified by the manufacturer for a full load 011.01B: Where the weight of the load is known, the incineration period shall be a least an amount of time equivalent to the weight of the load (lbs), divided by the manufacturer's design incineration rate (lbs/hr)			The weight of each load is either weighed by a scale or estimated. If estimated the operation time of the load will be $\geq \frac{\text{Maximum capacity}}{\text{rated incineration rate}}$. If the weight is measured, records will indicate the load weight and calculations will be performed (and kept) to show the minimum amount of time unit should operate and the actual time the unit was in operation. The duration of each load's incineration will be recorded.	
011.02 Heat shall be provided by the combustion of natural gas, liquefied petroleum gas, or distillate oil. The sulfur content of distillate oil may not exceed 0.05% by weight			Records will be kept of all fuel used in the incinerator. If distillate fuel is used, fuel certifications, provided by the supplier, will be kept to ensure the sulfur limit is below 0.05% by weight.	
011.03 The materials incinerated in the source shall be limited to deceased animals and medical/infectious waste. Medical/infectious waste may not exceed 10% by weight of all waste incinerated in any single load.			Records will be kept of all the material burned in the incinerator. Medical/Infectious waste will be weighed A calculation will be performed in order to prove the medical infectious waste does not exceed 10% by weight of all the waste in a single load.	
011.07 Particulate matter shall not be allowed to become airborne in such quantities and concentrations that it remains visible in the ambient air beyond the premises where it originates, in accordance with Title 129, Chapter 15, Section <u>003.01</u>			Records will be kept to indicate the date and time in which daily observations were conducted to determine whether particulate matter is becoming airborne in such quantities that it remains visible in the ambient air beyond the premises where it originates. Records showing the corrective actions taken and the date and time those actions were taken will also be kept.	

Annual Certification of Compliance

011.08 The incinerator shall be properly maintained at all times, in accordance with manufacturer's instructions			Records will be kept documenting the date and time routine maintenance and preventive actions were performed with a description of the action performed. Records also documenting equipment failures, malfunctions, or other variations, including the date and time of occurrence, remedial action, and the date and time the corrections were made.	
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DWEE ID # _____

Signature by a responsible official ([per Title 129, Chapter 1](#)) is required. Certification of Compliance reports without a responsible official signature will be returned as incomplete.

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____ Date: _____
Name (Printed): _____ Title: _____

Please send your Annual Certification of Compliance and Annual Report of Deviations to:
Nebraska Department of Water, Energy, and Environment
Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

Due by March 31st

**Annual Certification of Compliance And Annual Report of Deviations Permit-
by-Rule: Small Animal Incinerator EXAMPLE**

Facility Name: Nebraska Department of Environment and Energy Facility ID #: 12345

Facility Address: 1200 N Street Facility Contact: Mike Linder

Permit-by-Rule Issuance Date: August 2, 2005

This Certification of Compliance is being submitted for January 1, 2005 (Year) through December 31, 2005 (Year)

Permit Condition	Compliance Status	Continuous or Intermittent	Method for Determining Compliance	Excursions/Deviations
All permit conditions are located in Title 129, Chapter 8.				Explain the nature, duration, and cause of the Excursion/Deviation, as well as any corrective action (Use additional pages as necessary)
001 General Provisions, 002 Construction Permits, 003 Operating Permits, 005 Duty to Comply, 006 Compliance with Other Applicable Regulations, 007 Duty to Provide Requested Information, 008 Annual Certifications of Compliance, and 009 Certifications	In Compliance	Continuous	The facility has been granted approval, upon completion of Department review, to be covered under Title 129, Chapter 8 for its industry category therefore fulfilling its construction and operating permit requirements. The facility has complied with all of the sections of Title 129, Chapter 8 applicable to the specific source (stated individually below) and all other applicable requirements contained in Title 129 not specifically addressed in Chapter 8. All information requested by the Department has been provided. Each Notice of Intent form, copy of records, annual emissions inventory, annual certification of compliance and other information has been submitted on time (if applicable) and contain a certification signed by a responsible official.	
004: Temporary Sources Only: Temporary sources shall notify the proper authorities at least 20 days in advance of each change in location	In Compliance	Continuous	Records will be kept documenting the date notifications were sent to the proper authorities indicating location change, the authorities notification(s) was (were) sent to, and the date the location change took place.	

011.01 Production Limits: Limits on incineration may not exceed the incineration rate (lbs/hr) specified by the manufacturer by using the following measures: 011.01A: Where the weight of the load is estimated, the incineration period shall last for the maximum duration in hours specified by the manufacturer for a full load 011.01B: Where the weight of the load is known, the incineration period shall be a least an amount of time equivalent to the weight of the load (lbs), divided by the manufacturer's design incineration rate (lbs/hr)	In Compliance	Continuous	The weight of each load is either weighed by a scale or estimated. If estimated the operation time of the load will be ≥ 5.0 hours (Maximum capacity divided by rated incineration rate). If the weight is measured, records will indicate the load weight and calculations will be performed (and kept) to show the minimum amount of time unit should operate and the actual time the unit was in operation. The duration of each load's incineration will be recorded.	
011.02 Heat shall be provided by the combustion of natural gas, liquefied petroleum gas, or distillate oil. The sulfur content of distillate oil may not exceed 0.05% by weight	In Compliance	Intermittent	Records will be kept of all fuel used in the incinerator. If distillate fuel is used, fuel certifications, provided by the supplier, will be kept to ensure the sulfur limit is below 0.05% by weight.	On May 20, 2005 an employee used wood to fuel the incinerator. As soon as I was aware of the situation, I turned the incinerator off and removed the wood fuel. I also had a facility meeting to discuss which fuels were allowed to be used in the incinerator and a large sign was posted with the names of the fuels that can be used in the incinerator.
011.03 The materials incinerated in the source shall be limited to deceased animals and medical/infectious waste. Medical/infectious waste may not exceed 10% by weight of all waste incinerated in any single load.	In Compliance	Continuous	Records will be kept of all the material burned in the incinerator. Medical/Infectious waste will be weighed. A calculation will be performed in order to prove the medical infectious waste does not exceed 10% by weight of all the waste in a single load.	
011.07 Particulate matter shall not be allowed to become airborne in such quantities and concentrations that it remains visible in the ambient air beyond the premises where it originates, in accordance with Title 129, Chapter 15 Section <u>003.01</u>	In Compliance	Intermittent	Records will be kept to indicate the date and time in which daily observations were conducted to determine whether particulate matter is becoming airborne in such quantities that it remains visible in the ambient air beyond the premises where it originates. Records showing the corrective actions taken and the date and time those actions were taken will also be kept.	See Attached Form
011.08 The incinerator shall be properly maintained at all times, in accordance with manufacturer's instructions	In Compliance	Continuous	Records will be kept documenting the date and time routine maintenance and preventive actions were performed with a description of the action performed. Records also documenting equipment failures, malfunctions, or other variations, including the date and time of occurrence, remedial action, and the date and time the corrections were made.	

DWEE ID # 12345

Signature by a responsible official (per [Title 129, Chapter 1](#)) is required.
Certifications of compliance without a responsible official signature will be returned as incomplete.

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____ Date: ~~January~~ 31, 2006

Name (Printed): Mike Linder Title: CEO

Please send your Annual Certification of Compliance and Annual Report of Deviations to:
Nebraska Department of Water, Energy, and Environment
Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

Due by March 31st each year
Annual Certification of Compliance And Annual Report of Deviations Permit-by-Rule:
Asphalt Plants

Facility Name: _____ Facility ID #: _____

Facility Address: _____ Facility Contact: _____

Permit-by-Rule Issuance Date: _____

This Certification of Compliance is being submitted for January 1, _____(Year) through December 31, _____(Year)

Permit Condition	Compliance Status	Continuous or Intermittent	Method for Determining Compliance	Excursions/Deviations
All permit conditions are located in Title 129, Chapter 8.				Explain the nature, duration, and cause of the Excursion/Deviation, as well as any corrective action (Use additional pages as necessary)
001 General Provisions, 002 Construction Permits, 003 Operating Permits, 005 Duty to Comply, 006 Compliance with Other Applicable Regulations, 007 Duty to Provide Requested Information, 008 Annual Certifications of Compliance, and 009 Certifications			The facility has been granted approval, upon completion of Department review, to be covered under Title 129, Chapter 8 for its industry category therefore fulfilling its construction and operating permit requirements. The facility has complied with all of the sections of Title 129, Chapter 8 applicable to the specific source (stated individually below) and all other applicable requirements contained in Title 129 not specifically addressed in Chapter 8. All information requested by the Department has been provided. Each Notice of Intent form, copy of records, annual emissions inventory, annual certification of compliance and other information has been submitted on time (if applicable) and contain a certification signed by a responsible official.	
005: Temporary Sources Only: Temporary sources shall notify the proper authorities at least 20 days in advance of each change in location. 010.02: The source has submitted the appropriate Relocation Notification with Asphalt Program input and output files.			Records will be kept documenting the date notifications were sent to the proper authorities indicating location change, the authorities notification(s) was (were) sent to, and the date the location change took place. Also records containing copies of all relocation notifications submitted will be kept.	

010.03 Production Limits: Limits on Asphalt Production may not exceed the limits specified in Title 129, Chapter 8, Sections 010.03A or 010.03B depending on what type of Asphalt Plant this is. The Asphalt program will be used to establish a ton/hr limitation.			Records will be kept which will show how much asphalt is produced hourly, daily, monthly, and annually in order to comply with the production limitations. The Asphalt program will be used to determine the ton/hr limitation.	
010.04 The generators will not combust more than 75,000 gallons per month or 250,000 gallons per year of diesel fuel. The sulfur content of diesel fuel may not exceed 0.5% by weight. If other fuel is used, the sulfur content may not exceed 1.0% by weight. The Asphalt program will be used to ensure NAAQS compliance			Records will be kept of all fuel used. Fuel certifications, provided by the supplier, will be kept to ensure the sulfur limit is below 0.5% by weight or 1.0% by weight depending on the type of fuel used. Amount of diesel fuel used or amount of time generator is operated will be recorded also in order to comply with the diesel fuel limitation. The asphalt program was used to ensure NAAQS compliance.	
010.06A and 010.10 Particulate matter shall not be allowed to become airborne in such quantities and concentrations that it remains visible in the ambient air beyond the premises where it originates, storage pile and haul road moisture contents will be maintained in order to assure compliance with Title 129, Chapter 15, Section <u>003.01</u> and <u>003.02</u> . The Asphalt program will be used to determine NAAQS compliance.			Records will be kept to indicate the date and time in which daily observations were conducted to determine whether particulate matter is becoming airborne in such quantities that it remains visible in the ambient air beyond the premises where it originates. Records will be kept indicating what actions were done to maintain adequate moisture content for haul roads and storage piles. Records showing the corrective actions taken and the date and time those actions were taken will also be kept. The asphalt program was used to ensure NAAQS compliance.	
010.08 Appropriate emission control technology will be properly installed, maintained and operated.			Records will be kept documenting the date and time routine maintenance and preventive actions were performed with a description of the action performed. Records also documenting equipment failures, malfunctions, or other variations, including the date and time of occurrence, remedial action, and the date and time the corrections were made.	

Facility ID # _____

Annual Certification of Compliance
Asphalt Plants Permit-by-Rule

Signature by a responsible official (per [Title 129, Chapter 1](#)) is required. Certifications of compliance without a responsible official signature will be returned as incomplete.

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____

Please send your Annual Certification of Compliance and Annual Report of Deviations to:
Nebraska Department of Water, Energy, and Environment
Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

Due by March 31st each year

**Annual Certification of Compliance And Annual Report of Deviations Permit-by-Rule:
Asphalt Plants EXAMPLE**

Facility Name: Nebraska Department of Environment and Energy

Facility ID #: 007

Facility Address: 1200 N Street

Facility Contact: Mike Linder

Permit-by-Rule Issuance Date: July 1, 2006

This Certification of Compliance is being submitted for July 1, 2006 through December 31, 2006

Permit Condition	Compliance Status	Continuous or Intermittent	Method for Determining Compliance	Excursions/Deviations
All permit conditions are located in Title 129, Chapter 8.				Explain the nature, duration, and cause of the Excursion/Deviation, as well as any corrective action (Use additional pages as necessary)
001 General Provisions, 002 Construction Permits, 003 Operating Permits, 005 Duty to Comply, 006 Compliance with Other Applicable Regulations, 007 Duty to Provide Requested Information, 008 Annual Certifications of Compliance, and 009 Certifications	In Compliance	Continuous	The facility has been granted approval, upon completion of Department review, to be covered under Title 129, Chapter 8 for its industry category therefore fulfilling its construction and operating permit requirements. The facility has complied with all of the sections of Title 129, Chapter 8 applicable to the specific source (stated individually below) and all other applicable requirements contained in Title 129 not specifically addressed in Chapter 8. All information requested by the Department has been provided. Each Notice of Intent form, copy of records, annual emissions inventory, annual certification of compliance and other information has been submitted on time (if applicable) and contain a certification signed by a responsible official.	
005: Temporary Sources Only: Temporary sources shall notify the proper authorities at least 20 days in advance of each change in location. 010.02: The source has submitted the appropriate Relocation Notification with Asphalt Program input and output files.	In Compliance	Intermittent	Records will be kept documenting the date notifications were sent to the proper authorities indicating location change, the authorities notification(s) was (were) sent to, and the date the location change took place. Also records containing copies of all relocation notifications submitted will be kept.	Only gave DWEE 10 days advanced notice change in location in July of the reporting year.

010.03 Production Limits: Limits on Asphalt Production may not exceed the limits specified in Title 129, Chapter 8, Sections 010.03A or 010.03B depending on what type of Asphalt Plant this is. The Asphalt program will be used to establish a ton/hr limitation.	In Compliance	Intermittent	Records will be kept which will show how much asphalt is produced hourly, daily, monthly, and annually in order to comply with the production limitations. The Asphalt program will be used to determine the ton/hr limitation.	Exceeded the consecutive twelve (12) calendar month limit in September and October of the reporting year. We were continuously in compliance throughout the reporting year with the tons/calendar month limit.
010.04 The generators will not combust more than 75,000 gallons per month or 250,000 gallons per year of diesel fuel. The sulfur content of diesel fuel may not exceed 0.5% by weight. If other fuel is used, the sulfur content may not exceed 1.0% by weight. The Asphalt program will be used to ensure NAAQS compliance	In Compliance	Continuous	Records will be kept of all fuel used. Fuel certifications, provided by the supplier, will be kept to ensure the sulfur limit is below 0.5% by weight or 1.0% by weight depending on the type of fuel used. Amount of diesel fuel used or amount of time generator is operated will be recorded also in order to comply with the diesel fuel limitation. The asphalt program was used to ensure NAAQS compliance.	
010.06A and 010.10 Particulate matter shall not be allowed to become airborne in such quantities and concentrations that it remains visible in the ambient air beyond the premises where it originates, storage pile and haul road moisture contents will be maintained in order to assure compliance with Title 129, Chapter 15, Section 003.01 and 003.02. The Asphalt program will be used to determine NAAQS compliance.	In Compliance	Intermittent	Records will be kept to indicate the date and time in which daily observations were conducted to determine whether particulate matter is becoming airborne in such quantities that it remains visible in the ambient air beyond the premises where it originates. Records will be kept indicating what actions were done to maintain adequate moisture content for haul roads and storage piles. Records showing the corrective actions taken and the date and time those actions were taken will also be kept. The asphalt program was used to ensure NAAQS compliance.	Particulate matter crossed the property boundaries on May 3, July 10,11,25, and August 19 of the reporting year. Additional watering was done on those days to prevent fugitive dust.

010.08 Appropriate emission control technology will be properly installed, maintained and operated.	In Compliance	Continuous	Records will be kept documenting the date and time routine maintenance and preventive actions were performed with a description of the action performed. Records also documenting equipment failures, malfunctions, or other variations, including the date and time of occurrence, remedial action, and the date and time the corrections were made.	
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Facility ID # #007

Signature by a responsible official (per [Title 129, Chapter 1](#)) is required.
Certifications of compliance without a responsible official signature will be returned as incomplete.

I hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document is true, accurate, and complete.

Signature: _____ Date: 3/1/07

Name (Printed): Mike Linder

Title: CEO

Please send your Annual Certification of Compliance and Annual Report of Deviations to:
Nebraska Department of Water, Energy, and Environment

Air Quality Compliance
245 Fallbrook Blvd, Ste 100
Lincoln, NE 68521

Due by March 31st each year