



INSTRUCTIONS FOR COMPLETING THE TITLE V ANNUAL COMPLIANCE CERTIFICATION FORM

Information required to be included in the Annual Compliance Certification is located at OKLAHOMA ADMINISTRATIVE CODE (OAC), Air Pollution Control, Title 252, Chapter 100-8-6(c)(5)(C)(i-v).

PART 1 - IDENTIFYING INFORMATION

Company and Facility Name	Company and facility name as printed on the cover of the permit.
Principal Facility Product and SIC/NAICS	The primary type of activity conducted by the facility and/or product produced with associated SIC/NAICS code (visit www.osha.gov or www.census.gov for additional information).
Physical Address	The physical location of the facility.
Mailing Address	Address where the facility receives mail.
Initial Title V Permit Number	Number of the initial Title V permit issued to the facility.
Issuance Date	Date that the initial Title V permit was issued to the facility, as indicated by the date of the signature of the DEQ permitting authority. This date is used to determine the Annual Compliance Certification cycle and due date unless otherwise permitted by DEQ.
Permit Modification and/or Renewal Number(s)	When applicable, list permit numbers for all Title V permits, amendments, and other permit changes that were federally enforceable (issued) during the reporting period including construction permit conditions.
Permit Modification and/or Renewal Issuance Date(s)	When applicable, issuance date for each permit listed in the previous data field.

Certification Period	Beginning and ending dates for the reporting period covered by this form, normally encompassing a full year. If the facility's Title V permit is cancelled during the reporting period, certification must be made for the time in which the Title V permit was effective. The certification is due no later than 30 days after each anniversary date of the issuance of the initial Title V permit unless otherwise permitted by DEQ.
Environmental Contact Person	The environmental contact should be a person familiar with the day-to-day operation of the facility and should be available to be contacted by DEQ personnel. The appropriate contact information should be provided.
Responsible Official	The definition of "responsible official" is specified in 40 C.F.R. § 70.2 and OAC 252:100-1-3, and is generally summarized as:

- For a Corporation:
 - Corporate Officer,
 - Other person in charge of principal business functions, or
 - Duly authorized representative responsible for overall operation of a source (i.e. Plant Manager) if either:
 - Facility employs more than 250 persons or has \$25 million in sales or expenditures, or
 - Delegation of authority is *approved in advance* by DEQ
- For a partnership or sole proprietorship:
 - A general partner, or
 - The proprietor, respectively
- For a public agency:
 - Principal executive officer, or
 - Ranking elected official

Appropriate contact information should be provided.

PART 2 – CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS

A responsible official must print their name, sign, and date the certification of truth, accuracy, and completeness using blue or black ink. A title must be included to ensure that the signing party meets the criteria for responsible official as described above. A

copy of the certification that includes the original signature of the responsible official must be provided to DEQ.

PART 3 – ANNUAL COMPLIANCE CERTIFICATION DATA

Use the table to report the compliance status and methods or means used to determine compliance with each federally enforceable permit term and condition effective during the certification period. Those conditions that do not impose any affirmative compliance obligations on the permit holder are not required to be included unless the source has had to take action in reference to them (i.e. Permit Shield, authorization to operate continuously, etc.). Copy the table provided as many times as necessary to cover all applicable permit terms and conditions.

[A] Condition Identification

All federally enforceable permit terms and conditions effective during the certification period should be identified under column [A].

[1] Permit Number and Condition Number

List the permit number and condition number for each permit term effective during the certification period. For permit modifications and renewals with conditions that are the same as previous Title V permits also effective during the certification period, the same certification line may be shared as illustrated in the following example (Table 1).

Table 1. Permit Condition Identification Example

[A] Condition Identification	
[1] Permit and Condition Number	[2] Applicable Requirement
2010-000-TV SpC 3 2010-000-TVR SpC 3	Fuel-burning equipment shall be fired with natural gas

[2] Applicable Requirement

Briefly describe the requirement of each condition. If the requirement is expressed as a numerical limitation or range of values, the description should identify the limit. It is not necessary to copy the conditions verbatim into the table.

[B] Compliance Determination Method(s), Information, and/or Facts

Identify the method(s) used for determining the compliance status of the source during the certification period. If a source becomes aware of information that indicates a

deviation from permit terms or an applicable requirement, even though the permit does not specifically require the information, the source must consider the information, identify and address it in the compliance certification, and certify accordingly. DEQ has included a list of monitoring codes for your convenience (see Table 2 below). The regulated community can use other monitoring codes if the codes used are explained. If the source wishes to explain the method in narrative, they may choose to do so.

Table 2. Monitoring Code Table

Monitoring Code	Short Description	Example Activities
BMP	Best Management Practice	-Practices generally recognized as “good operational practice” or published as “best management practice”
CEMS	Continuous Emission Monitoring System	-Continuous Emission Monitoring System
CERMS	Continuous Emission Rate Monitoring System	-Sulfuric acid plants
COMS	Continuous Opacity Monitoring System	-Continuous Opacity Monitoring System
OMP	Operations and Maintenance Plan	-Operate equipment in accordance with manufacturer’s recommendations -Periodic replacement of paint booth filters
PEMS	Predictive Emissions Monitoring System	-Predictive NOx monitor
PMS	Parametric Monitoring System	-Record thermal oxidizer operating temperature -Record baghouse pressure drop -Record scrubber flow rate and pH
RR	Recordkeeping Requirement	-By-delivery fuel certification -Track pollutant content (e.g., VOC, HAP) -Calculate rolling emissions total
ST	Stack Test	-Testing using EPA approved method
VE	Visible Emissions Monitoring	-Daily visible emissions check -Periodic Method 9 observations
VIN	Visual Inspection	-Periodic inspection of work practices

[C] Compliance Status

Identify either “Continuous” or “Intermittent” compliance status with respect to each permit condition during the certification period as determined using the method or means indicated.

PART 4 – STANDARD CONDITIONS COMPLIANCE CERTIFICATION

[1] Standard Conditions Identification

Indicate which version(s) of the Standard Conditions were issued with each Title V permit enforceable during the certification period by typing the Standard Condition effective dates.

[2] Compliance Certification

If continuous compliance with all Standard Conditions enforceable during the certification period was achieved, check the first box.

If compliance was intermittent for any of the Standard Conditions, check the second box and list the condition(s) in the table. ***If the source experienced intermittent compliance for any permit term or condition during the certification period, the source should consider their compliance status with Standard Condition Section I. Duty to Comply.***

PART 5 – DEVIATION REPORTING

Identify the status of any deviations that occurred during the certification period identified in Part 3 and Part 4, indicating “Yes” or “No” as to whether any of the deviations **have been** previously reported (or identified by DEQ) and whether any of the deviations **have not been** previously reported (or identified by DEQ).

Table 1 and Table 2: Deviation Summary and Deviation Details

Complete Table 1 for *previously **reported** deviations* with information used to determine the duration and extent of the deviation(s) reported and/or incorporate deviation reports by reference.

Complete Table 2 for *previously **unreported** deviations* with information to determine the duration and extent of the deviation(s) reported.

Please mail an Annual Compliance Certification (DEQ Form 100-924) to each of the following addresses:

Department of Environmental Quality
Attn: Air Quality Division Director
707 N. Robinson P.O. Box 1677
Oklahoma City, OK 73101-1677

US-EPA Region 6, Air Enforcement 6EN-A
1445 Ross Ave, Ste. 1200
Dallas, Texas 75202