



**Connecticut Department of
Energy & Environmental Protection
Bureau of Air Management
Engineering & Enforcement Division**

General Permit to Limit Potential to Emit Annual Emission Summary Instructions

Use these instructions to complete the General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution Annual Emissions Summary (DEP-AIR-SUM-003). If you have any questions, you may contact the Bureau of Air Management - Compliance Analysis and Coordination Unit (CACU) at (860) 424-3702

Introduction

A permittee registered under General Permit to Limit Potential to Emit from Major Stationary Sources of Air Pollution (GPLPE) issued November 19, 2010 is required to submit one or more reports based on criteria delineated in Section 5(d) of the GPLPE. Such reports shall be completed using records made in accordance with the GPLPE.

Who Must Submit an Annual Emissions Summary?

The Annual Emissions Summary is required to be submitted by any permittee whose actual emissions of any regulated air pollutant from the premises as reported in the registration for approval under this general permit or as logged pursuant to Section 5(c)(1)(C) of this general permit are at or above 80 percent of the emission limitation specified in Section 5(a) of this general permit.

Note: **All** permittees registered under the GPLPE must submit an Annual Compliance Certification Form. Under the GPLPE issued November 10, 2010 the Annual Compliance Certification requires all registrants to report actual emissions for the each pollutant emitted from the premises during the preceding calendar year.

The Annual Emission Summary is an additional requirement for those facilities that have recorded emissions at or above 80% of an

emission limitation. The Annual Emissions Summary requires emissions to be reported on a rolling 12 month basis for any pollutant whose actual emissions were recorded at or above 80% of an emission limitation. Once identified a facility must submit an Annual Emissions Summary until the permit expires or is revoked.

Record Keeping Requirements

Record keeping in accordance with Section 5(c) of the GPLPE is required commencing with the date of the approval of registration. A monthly log must be kept which includes the records necessary to reliably calculate actual emissions of regulated air pollutants during each and every consecutive twelve (12) months.

When Must You Report?

The annual emissions summary with respect to the premises shall be submitted to the commissioner on or before March 1st of each year in which a permittee is registered under the GPLPE.

What Must Be Reported?

- 1. For Premises Previously Registered Under the GPLPE between February 2006 and February 2011.**

In Part III of the form, for each regulated air pollutant from the premises as reported in the registration for approval under the general permit or as logged pursuant to Section 5(c)(1)(C) of this general permit are at or above 80% (fifty percent)

of the emission limitation, emissions totals for each twelve-month aggregate period will be reported according to Part III of these instructions. The aggregate periods have been provided on the form in Part III, however, the years (yy) must still be provided by the permittee.

For example, if you received approval of registration under the GPLPE on February 1, 2011, the annual emissions summary submitted on or before March 1, 2012 would contain emission totals covering the following periods:

February 1, 2010 - January 31, 2011;
March 1, 2010 - February 28, 2011;
April 1, 2010 - March 31, 2011;
May 1, 2010 - April 30, 2011;
June 1, 2010 - May 31, 2011;
July 1, 2010 - June 30, 2011;
August 1, 2010 - July 31, 2011;
September 1, 2010 - August 31, 2011;
October 1, 2010 - September 30, 2011;
November 1, 2010 - October 31, 2011;
December 1, 2010 - November 30, 2011; and
January 1, 2011 - December 31, 2011.

2. For Premises Not Previously Registered Under the GPLPE between February 2006 and February 2011.

The GPLPE requires reporting of actual emissions over a twelve (12) month period therefore, at least one year of data (commencing from the date of approval of registration) must be available before a source is required to submit an annual emissions summary.

In Part III of the form, emission totals for each twelve-month aggregate period will be reported according to Part III of these instructions. The aggregate periods have been provided on the form in Part III, however, the years (yy) must still be provided by the permittee.

The amount of data you can summarize will depend on your GPLPE registration approval date. Because the record keeping requirements associated with the GPLPE commence as of the approval of registration date, your first Annual Emissions Summary will not contain 12 calculations of aggregated emissions.

For example, if you received approval under the GPLPE on July 1, 2011, your emissions summary submitted on or before March 1, 2013 would contain 7 calculations of aggregated emissions recorded for the following periods:

July 1, 2011 - June 30, 2012;
August 1, 2011 - July 31, 2012;
September 1, 2011 - August 31, 2012;
October 1, 2011 - September 30, 2012;
November 1, 2011 - October 31, 2012;
December 1, 2011 - November 30, 2012; and
January 1, 2012 - December 31, 2012.

The emissions summary submitted the following year (on or before March 1, 2014 in this example) would contain 12 calculations of aggregated emissions recorded for the following periods:

February 1, 2012 - January 31, 2013;
March 1, 2012 - February 28, 2013;
April 1, 2012 - March 31, 2013;
May 1, 2012 - April 30, 2013;
June 1, 2012 - May 31, 2013;
July 1, 2012 - June 30, 2013;
August 1, 2012 - July 31, 2013;
September 1, 2012 - August 31, 2013;
October 1, 2012 - September 30, 2013;
November 1, 2012 - October 31, 2013;
December 1, 2012 - November 30, 2013; and
January 1, 2013 - December 31, 2013.

Part I: General Information

1. Premises Name—Indicate the name of the premises.

Mailing Address—Indicate the mailing address, city, state and zip code for the premises.

Business Phone and Fax number—Indicate the phone number, extension and fax number of the contact person identified below.

Contact Person and Title—Indicate the name and title of the contact person who is responsible for environmental reporting.

Contact E-mail—Indicate the e-mail address of the contact person identified above.

2. Premises Address—Indicate the site address, city, state and zip code of the premises only if different from the mailing address.

3. Registration Number—Indicate the registration number found on the GPLPE Approval of Registration.

Date Issued—Indicate the "Effective Date of Approval" (mm/dd/yyyy) found on the GPLPE Approval of Registration.

4. Reporting Period—Indicate the start date and the end date of the emissions summary period being certified.

Part II: Certification

An authorized representative, in accordance with Section 22a-174-2a of the RCSA, of the premises for which this annual emissions summary is being submitted must sign this section.

Part III: Premises Actual Emissions Summary

Calculations of actual emissions must be performed on a premises-wide basis for each criteria pollutant, HAP or greenhouse gas (GHG) reported to be at or above 80% of an emission limitation in the registration for approval under this general permit. Copy Part III of the form, as necessary, if more pages are needed.

1. Pollutant Information—Check the box next to any pollutant for which the premises was at or above 80% of the emission limitation specified in Section 5(a) of the general permit as reported in the registration for approval or as logged pursuant to Section 5(c)(1)(C) of this general permit.

The GPLPE Approval of Registration will identify those pollutants for which actual emissions were reported to be greater than 80% of the emission limitation at the time of registration.

2. Consecutive 12-Month Aggregate Period—For actual emissions being reported, indicate the years (yy) of the reporting periods provided on the form.

3. Actual Criteria Pollutant Emissions and HAPs Aggregate Emissions—You must list the consecutive twelve month emission totals for each pollutant identified in no. 1, "Pollutant Information". Enter the premises total emissions per pollutant, for each twelve (12) month period listed under the "Reporting Period" column.

Completed GPLPE Annual Emission Summaries—Completed summaries should be sent to:

COMPLIANCE ANALYSIS COORDINATION UNIT
BUREAU OF AIR MANAGEMENT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CONNECTICUT 06106-5127

Do not include worksheets or other supporting documentation. Such documentation should be maintained at the premises.

You must retain a copy of all documents submitted to the Department and supporting documentation for a period of at least five (5) years.