



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Air Management
Compliance Analysis & Coordination Unit
79 Elm Street
Hartford, Connecticut 06106-5127

Title V Compliance Certification Instructions

Introduction

Under the State of Connecticut's Title V Regulations (see § 22a-174-33(q) of the Regulations of Connecticut State Agencies (RCSA)), a permittee is required to submit a written compliance certification, certified in accordance with RCSA § 22a-174-2a(a) which includes the information identified in Title 40 of the Code of Federal Regulations, Part 70, Section 6(c)(5)(iii)(A) thru (C). The certification must be submitted on or before January 30th of each year (covering the previous calendar year), or on a more frequent schedule if specified in such permit. These instructions are meant to provide guidance while completing the Title V Compliance Certification.

Compliance Certification Submittal Deadlines and Address—The first annual compliance certification shall cover the period from date of issuance of the Title V permit through December 31 of that same year and will be due January 30 of the following calendar year. Thereafter, all Title V annual compliance certifications will be due January 30 covering the preceding calendar year. When complete, please send one copy each with original signatures to the following addresses:

**Compliance Analysis and Coordination Unit
Bureau of Air Management
CTDEP
79 Elm Street
Hartford, CT 06106-5127**

Compliance Clerk

**Office of Environmental Stewardship (SEA)
USEPA
1 Congress Street (Suite 1100)
Boston, MA 02114-2023**

Part 1—Facility Information

Corporation Name—Indicate the name of the parent corporation for the premises which is the subject of the certification.

Premises Name—Indicate the name of the premises.

Corporation Address—Indicate the mailing address of the corporation.

Premises Address—Indicate the site address for the facility.

Corporate Contact Person—Indicate the name of the corporation contact person who is responsible for environmental reporting.

Contact Phone/FAX/email—Indicate the phone number, FAX number, and email address of the corporate contact person identified above.

Corporation name, facility name, owner or contact changes in previous year—Indicate if any of the above changed in the previous year. If so, please explain the change(s) either in the blank provided or in a separate attachment. Note that, if a new signatory authorization under RCSA § 22a-174-2a(a) is required, that should be submitted as well.

Title V Permit Number—Indicate the Title V permit number found at the top of the first page of the Title V permit.

Compliance Certification Period—Indicate the start date and end date of the twelve month period for which compliance is being certified.

Part 2—Certification

Refer to RCSA § 22a-174-2a(a), (Signatory Responsibilities) for guidance on who may sign the certification.

Part 3—Status of Compliance With Permit Terms and Conditions

RCSA § 22a-174-33(q) requires that certification be made with respect to each permit term or condition in the subject permit. The permittee is required to list each permit term or condition and indicate compliance or noncompliance with that term.

Permit Term or Condition —Identify each permit term or condition for which the compliance certification is being made. This should include at least a brief description (including the applicable emission limitation or standard) of each term or condition and the identifying condition # where applicable.

Requirement Type—Indicate one of the six following abbreviations for requirement types the permit condition specifies:

- **"L/S"** for a permit requirement that requires the source to comply with or emit below a certain emission limit/standard (e.g. concentration or amount of pollutant emitted over time must be less than a certain number)
- **"ET"** for a permit requirement to perform emissions testing (e.g. an emissions test must be performed to verify the concentration is below an emission limit/standard)
- **"QA"** for a permit requirement to perform a monitoring system quality assurance test (e.g. calibration of

temperature thermocouples or relative accuracy test audit (RATA) on continuous emission monitoring (CEM) system, etc.)

- **"WP"** for a permit requirement to undertake a work practice (e.g. keep lids on solvent containers or purchase fuel with certain sulfur content, etc.)
- **"RK"** for a permit requirement to perform recordkeeping (keep records of materials or summary calculations of emissions, etc.)
- **"RPT"** for a permit requirement to submit a report. (e.g. submit a report to the DEP or EPA)

Method(s)/ Means Used to Determine Compliance With Emission Limit/Standard—

Indicate the method/ means used to determine compliance with the permit condition. Some example responses are “Continuous Emissions Monitoring (CEM), stack test, calculations using manufacturer’s emissions test data, calculations using material balance or calculations using AP-42 emission factors.” For permit conditions such as those that require the permittee to keep records or make reports, the method/ means to determine compliance may be indicated as “records review.”

Compliance Status—Indicate "CC" if the source has been in continuous compliance with the permit term or condition during the certification period. Indicate "IC" if the source was not in continuous compliance with the permit term or condition during the certification period.

Continuous vs. Intermittent Compliance —On June 27, 2003, EPA promulgated a final rulemaking (68 FR 38518) that contains revisions to the compliance certification requirements contained in 40 CFR 70 and 71. Since Connecticut’s Title V implementing regulation (section 22a-174-33) incorporates 40 CFR 70.6 by reference, effective June 27, 2003 Connecticut’s requirements for compliance certification have changed as well.

There were several interpretations detailed in the preamble to that rulemaking pertaining to this topic, and those must be considered in preparation of compliance certifications.

EPA stated that they believe “that the determination of the compliance status made by the responsible official, for the purpose of the compliance certification, is simply an evaluation of whether or not the source is, at the time of the certification, and was, during the covered period, in compliance with those permit terms and conditions that establish practically enforceable obligations on the part of the source. Absent evidence to the contrary, the responsible official for a source that is in compliance according to the monitoring results in the permit may certify “continuous” compliance, provided that the responsible official did not fail to monitor, or report, or collect the minimum data required by the permit; if there were any deviations, these should have been excused by the permit. If any possible exceptions to compliance occurred, the permit would have provided for additional action that shows the underlying requirement was not violated.

Any failure to meet the permit terms or conditions during a period when the permit required compliance would mean that compliance was not continuous, and the responsible official must identify the permit deviation (or possible exception to compliance in the context of part 64) in the certification and certify that compliance for the permit term or condition (that is the basis of the certification) was intermittent. If the source's circumstances are such that the status of compliance with a particular term or condition is undetermined at the time the compliance certification is submitted (such as when the source is awaiting for test results), the responsible official may indicate so in the certification together with the reason, and the date when the source was last found in continuous compliance with the permit term. A responsible official is always free to include any written explanation and other material information that helps clarify the responsible

official's conclusion regarding the compliance status.

Responsible officials that used any monitoring method not specified in the permit (regardless of whether the monitoring was performed voluntarily, to comply with a State only requirement, or to track compliance with an applicable requirement that is not yet addressed by the permit), would need to identify the method(s), and take the monitoring results into account when determining the compliance status of the term or condition that is the basis of the certification (applicable requirement).”

Source owners and operators are encouraged to review the federal register notice cited above when preparing their compliance certifications.

Deviation Report Summary —Please list the date(s) of any relevant reports and/ or notifications related to the permit term or condition described.