



GOVERNMENT OF PUERTO RICO
OFFICE OF THE GOVERNOR
ENVIRONMENTAL QUALITY AREA

ACC Form
Rev. 4



Air Quality Area

TITLE V ANNUAL COMPLIANCE CERTIFICATION

This form shall be used to satisfy the annual compliance certification required by Rule 112(B) of the Regulation for the Control of Atmospheric Pollution. As required by Rule 103(D) the certification shall be submitted together with a sworn statement or affidavit of the responsible officer. Such statement or affidavit shall attest the truth, correctness and completeness of the certification. The compliance certification shall be sent to both, the EQB and EPA.

Part I – Source Information

FACILITY IDENTIFICATION					
SOURCE NAME					
PHYSICAL ADDRESS					
CITY		STATE		ZIP	
MAILING ADDRESS					
CITY		STATE		ZIP	
SOURCE DESCRIPTION:					
				NAICS:	
MAJOR POLLUTANTS:	<input type="checkbox"/> PM ₁₀	<input type="checkbox"/> SO ₂	<input type="checkbox"/> NO _x	<input type="checkbox"/> CO	<input type="checkbox"/> VOC <input type="checkbox"/> HAP

FACILITY CONTACTS				
	NAME / TITLE	PHONE	FAX	E-MAIL
Responsible Official				
Contact 1				
Contact 2				

CHANGES IN INFORMATION

Please check this box if the information provided above is different from the information contained in the TV Permit.



TITLE V ANNUAL COMPLIANCE CERTIFICATION

PERMIT INFORMATION			
TITLE V PERMIT NUMBER			
Effectiveness:		Expiration:	
Reconsideration Effectiveness:		Application Date	
Annual Certification Due:			

Construction Permits Permit Number			
1)		2)	
3)		4)	
5)		6)	
7)		8)	
9)		10)	

Part II – Permit Conditions or Applicable Requirements Summary

	Administrative	Relevant	Total
Number of applicable requirements or permit conditions or requirements			
Number of requirements or permit conditions not in compliance			
Number of requirements or permit conditions in continuous compliance			
Number of requirements or permit conditions in intermittent compliance			
Number of requirements or permit conditions in unknown compliance			

REPORTING PERIOD _____ Through _____



TITLE V ANNUAL COMPLIANCE CERTIFICATION

Part III - Compliance Status With Permit Terms and Conditions (Continued)

SOURCE NAME		Description	PERMIT NUM:		Comments	Compliance Status		
Applicable Req. / Permit Condition	EU/EP		Parameter or Pollutant	Method Code		Continuous	Intermittent	Not in compliance
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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TITLE V ANNUAL COMPLIANCE CERTIFICATION

Part IV – Deviation Summary Report (Continued)

SOURCE NAME						PERMIT NUM:				
Applicable Req. / Permit Condition	EU/EP	Description of Deviation	No. of Dev.'s.	Total Operating Time	% of time in Dev.'s	Emission Increase?		Estimated Resultant Emissions	Cause	Correction
						Yes	No			
						<input type="checkbox"/>	<input type="checkbox"/>			
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						<input type="checkbox"/>	<input type="checkbox"/>			

REPORTING PERIOD _____ Through _____

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TITLE V ANNUAL COMPLIANCE CERTIFICATION

Part V – Certification and Affidavit

Certification

I, (Responsible Official) _____, hereby certify under penalty of law that, based on information and belief formed after reasonable inquiry, that the statements and information contained in the attached annual compliance certification of (Source Name) _____ are true, accurate and complete. Every false statement knowingly made by the applicant in this paper, or connived at by him in any clause in this application, is good cause for significant penalties, including the possibility of fine or imprisonment.

Signature Responsible Official

Affidavit

Affidavit No. _____

Sworn and subscribed before me by _____ personally know to me or produce identification _____, this _____ day of _____ in _____,

Puerto Rico.

Signature of Notary Public

REPORTING PERIOD _____ Through _____



INSTRUCTIONS FOR TV ACC FORM

The permittee shall submit each year a compliance certification no later than the date specified in the Title V operating permit or permit application. The compliance certification shall be sent to both, the EQB and EPA. The certification to the EQB shall be mailed to: Manager Air Quality Area, P.O. Box 11488, Santurce, PR, 00910. The certification to the EPA shall be mailed to: CEPD Director, US EPA-Region II, Centro Europa Building 1492, Ponce de Leon Ave. Stop 22, Santurce, PR, 00909.

Part I - Source Information

Facility Identification

- Source Name: Name of the source for the time period covered by the ACC.
- Physical Address: Source's location address.
- City: City where the source is physically located.
- State: PR
- Zip Code: Zip code for the physical address of the source.
- Mailing Address: If different from the location address. Otherwise, leave blank.
- City: If different from the location city. Otherwise, leave blank.
- State: If different from the location state. Otherwise, leave blank.
- Zip Code: If different from the location zip code. Otherwise, leave blank.
- Source Description: Description of the equipments and the process performed in the source.
- NAICS: The North America Industrial Classification System for the source.

Facility Contacts

- Responsible Official (RO): The person authorized as the responsible official in the Title V permit.
- Name/Title of the Responsible Official: Name of the RO and the title of the position that it occupies.
- Phone: The RO phone number
- Fax: The RO fax number
- E-mail: The RO email address
- Contact 1 and Contact 2/Title: Alternative person that the PREQB personnel can contact if they have any questions about the information provided on this Title V ACC; if the RO was not available. This may be an environmental manager or a consultant. Include the contact position.
- Phone: The contact 1 and 2 phone number
- Fax: The contact 1 and 2 fax number
- E-mail: The contact 1 and 2 email address

Permit Information

- Permit number: Title V permit number for the source.
- Effectiveness: The date that the permit took effect.
- Expiration: The date that the permit expires.
- Reconsideration Effectiveness: The date that the permit reconsideration takes effect.



INSTRUCTIONS FOR TV ACC FORM

- Application Date: Date the Title V permit application was submitted to PREQB
- Annual Certification Due: The date that the annual certification was due, according to the Title V permit or permit application. This information is contained in the first page of the Title V permit or in form 4C of the Title V permit application.
- Construction Permits: For an equipment or process not included in the Title V operating permit allowed to operate under a minor modification request or as provided by the operating permit. Permit requirements must be included in the ACC.

Part II – Permit Condition Summary

Break down the number of applicable requirements or permit terms and conditions as administrative, relevant and total. Refer to the definitions for more information.

Part III – Compliance Status with Permit Terms and Conditions

- Permit condition: Indicates the permit condition number or the applicable requirement as numbered in form 4A of the Title V permit application.
- EU/EP: Indicate the emission point or emission unit identification, as stated in the operating permit condition or permit application.
- Description: Provide a description of the condition (e.g. quarterly report, opacity reading, fuel record keeping, performance test, visible emission evaluation, parameters monitoring, etc.).
- Parameter or pollutant: Indicates the pollutant or parameter (e.g. PM, SO₂, NO_x, temperature, drop pressure, alkalinity, etc.)
- Method Code: Indicate methods used to demonstrate compliance (see definition for methods codes).
- Comments: Provide additional information, if necessary.
- Compliance Status: Mark the compliance status for each term and condition. If intermittent compliance or not in compliance, fill Part IV with the related deviation information.

Part IV – Deviation Summary Report

In this part present a summary of the deviations (Dev's) from the permit terms and conditions. Include deviations during start up, shutdown and malfunction. Group the deviation by the description.

- Description of Deviation: Provide information that identifies the deviation (e.g. malfunction, startup, violations identified by EQB, missing records, unknown, etc.).
- No. of Dev's: Indicate the number of times that the deviation took place during the reporting period.
- Total Operating Time: Indicate the total operating time of the emission unit during the reporting period.
- % of time in deviation: Indicate the percent of time that the emission unit operated in deviation.
- Emission increase: Indicate if an emission increase occurred during any of the events.
- Cause: Indicate the cause of the deviation.
- Correction: Indicate corrective actions taken to prevent any further deviations.



INSTRUCTIONS FOR TV ACC FORM

Definitions

Relevant permit term or condition or applicable requirement – Source requirements that impose, a work practice, emission standard, or required performance testing, monitoring, operating practices, record keeping, or reporting based on the monitoring methods in the permit.

Administrative permit term or condition – Permit term or condition that do not qualify as relevant permit terms or conditions.

Continuous compliance (CC) –When a source has no deviations, irrespective of the monitoring frequency, for the permit term or condition during the reporting period.

Deviation - An exceedance of an emission limit, a permit limitation or a failure to comply with a relevant permit condition. Deviations include, but are not limited to the following: failure to conduct specified compliance monitoring, failure to take a response step or to maintain proper records, exceed an established limitation in an operating parameter, or failure to comply with a permit limitation for a specified pollutant.

Intermittent Compliance – When a source has a deviation for the permit term or condition during part or all of the reporting period.

Not in Compliance – When a source deviates continuously during the reporting period from the permit term or condition.

Unknown compliance – When no determination of compliance has been performed for the permit term or condition for the reporting period.

Methods - Means used to determine the compliance status with each permit term or condition. The following is a list of standard monitoring methods and abbreviations that may be used to complete the annual compliance certification.

- Continuous emission monitoring system = CEMS
- Continuous opacity monitoring system = COMS
- Stack test = ST
- Visible emissions = VE
- Opacity Observation = OP
- Record keeping = RK
- Reporting = R
- Mass balance = MB
- Emission factors = EF
- Operation and Maintenance Plan = O&MP
- Inspections = INS
- Fuel analysis = FA
- Work practice = WP
- Parametric monitoring = PM
- Other = OTH (specify in the Comments column)