

**INSTRUCTIONS FOR COMPLETING FORM DEP 7007CC
COMPLIANCE CERTIFICATION FORM**

KENTUCKY DIVISION FOR AIR QUALITY

PURPOSE OF COMPLIANCE CERTIFICATION FORM

This form is used for the Annual Compliance Certification and is required to be submitted on January 30th of each year for the prior calendar year for sources subject to 401 KAR 52:020, 401 KAR 52:030, and 401 KAR 52:040.

This form is also required to be submitted with some permit applications as is described in the applicable permitting regulation.

The overall purpose of this form is to report on the compliance status of all emission units, both emission units that are in compliance and those that are not in compliance during the reporting period; typically a calendar year.

SOURCE INFORMATION

Identify the source location. This information should be identical to the information on the DEP 7007 form submitted as part of the permit application.

- 1) **Source Name:** The company name, or specific plant name if different from company name.
- 2) **Source Street Address:** This must be the actual street address of the source. P.O. boxes are not allowed.
- 5) **Source ID No.:** This is the ID number assigned to the source by this agency. For existing sources, please use the facility Agency Interest (AI) number found on the cover of your permit in this space. The Source ID # that begins with the number "21-" is also found on the cover of your permit and should also be included.
- 6) **Permit No.:** For existing sources, this number is listed on the cover page of the permit under Permit ID.
- 7) **Reporting Period:** If this form is being submitted for the Annual Compliance Certification, the reporting period must be provided.

IDENTIFICATION OF EMISSION UNITS

All emission units at the source must be provided, as well as the permit limit, actual emissions, compliance status, the applicable requirements, and method of compliance.

8a)1) Emission Units In Compliance.

All emission units that are in compliance at all times with all applicable requirements must be provided in this space.

- "Emission Point ID#"- primary number assigned to a particular emission unit; usually preceded by "EP."
- "Emission Unit ID #"- secondary number listed on permit, usually in parentheses after EP #. May not always be listed.
- "Permit Conditions or Applicable Regulation" column- must include all permit conditions listed in the permit.
- "Emission Unit Description."- brief descriptive text following EP #.
- "Permit Limit" column- shall be used for numeric limits as well as other applicable requirements.
- "Actual Emissions" column- must contain emissions based on actual throughput. However this column may also be used to indicate compliance with limits on actual usage or production rates that correspond to a limit listed on the permit. This column should be left blank unless source has a specific limit on emissions, usage, or throughput.
- "Method Used for Determining Compliance & whether continuous or intermittent"-
 - The method for determining compliance is generally the compliance demonstration method as is often specifically listed in the permit as such. For example, the method for

determining compliance with an opacity limit derived from 401 KAR 59:010 might be to perform and record weekly visible emissions observations.

- It should also be included whether the **method** was continuous or intermittent.
 - Continuous method- method with which data is collected in a continuous manner as is typically defined in regulations as data that is collected and analyzed/recorded at least once every 15 minutes. If there are gaps in data, the method can not be considered continuous.
 - Intermittent method- all methods that are not continuous.
- It should also be included whether **compliance** was continuous or intermittent.
 - Continuous compliance- based on all data available (whether monitoring data, recordkeeping data, etc.) a source can claim continuous compliance when there is no evidence or reason to believe they were not in compliance. The source can claim continuous compliance even when the data is intermittent due to an intermittent method of determining compliance.
 - Intermittent compliance- means that there is evidence or reason to believe the source was not in compliance at all times for a given term or condition. Failure to meet any permit term or condition is considered intermittent compliance and should also be listed in section 8b)1) and 8b)2) to reflect being out of compliance.

8a)2) Emission Units in Compliance but Subject to Future Compliance Dates.

All emission units at this source that are subject to future compliance dates must provide the future compliance date and the reason for future compliance date.

8b)1) Emission Units Not in Compliance.

All emission units that are not in continuous compliance with all applicable requirements since the last reporting period must be provided in this space. The permit limit, actual emissions, applicable regulation, and method used for determining compliance must be listed.

8b)2) Emission Units Not in Compliance.

For all emission units listed in 8b)1), the reason for noncompliance must be listed here.

SIGNATURE BLOCK

9) The application must be signed by a responsible official of the source and dated. As defined by Title 401 KAR 52:001 Section 1 (62) a responsible official is as follows:

"Responsible official" means:

(a) For a corporation: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or other person who performs similar policy or decision-making functions for the corporation, or a duly authorized representative of that person if the representative is responsible for the overall operation of one (1) or more manufacturing, production, or operating facilities applying for or subject to a permit; and

1. The facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25,000,000 (in second quarter 1980 dollars); or

2. The delegation of authority to the representative is approved by the cabinet in advance pursuant to this subsection;

(b) For a partnership or sole proprietorship, a general partner or the proprietor, respectively;

(c) For a municipality, state, federal, or other public agency, a principal executive officer or ranking elected official. For this administrative regulation, the principal executive officer of a federal agency includes the chief executive officer having responsibility for the overall operation of a principal geographic unit of the agency (e.g., a regional administrator of the U.S. EPA); or

(d) For the acid rain portion of a permit for an affected source, the designated representative.

Note: The DEP7007CC form should be completed by starting at the beginning of the permit and listing each term or condition of the permit on the DEP7007CC form on a new row in the order in which the term or condition appears in the permit. The applicable regulation can be listed additionally, but the permit term or condition should be specified in the “Permit Condition or Applicable Regulation” column for each row.