

Instructions for Completing the Excess Emission Reporting Form

The Excess Emission Reporting Form is used to help meet the requirements of OAC 252:100-9. This form should be completed and mailed to the address below within 30 calendar days of the excess emission event.

Oklahoma Department of Environmental Quality
Air Quality Division
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677

The form should be completed as follows:

Facility Information – This part contains information about the facility and company. Fill it out based on the guidelines below:

Date:	The date this form is completed.
Company Name:	The name of the company that owns/operates the facility.
Name of Individual Reporting:	The name of the person completing the form.
Title:	The title of the person completing the form.
Phone:	The contact phone number for the person completing the form.
Facility:	The name of the facility as stated on your permit.
County:	The county where the facility is located.
Current Permit Number:	The current ODEQ Air Quality Division permit number.

Excess Emission Event Information – This section includes all the information about the excess emission and should be filled out based on the following guidelines:

Date and Time of Excess Emission:	The date the excess emission occurred and the time based on 24 hours.
Duration of Excess Emission:	The total or approximate duration of the excess emission in minutes.
Date of Immediate Notice:	If immediate notice was required by OAC 252:100-9 state the date it was submitted to ODEQ.
Emission Point Source:	Include the common name used in the permit, and the EUG number if applicable.
Pollutant Exceeded:	State what was exceeded, such as opacity, CO ppm, NOx lb/hr, etc.
If Opacity, Was a Certified V.E. Method Performed	For opacity events, circle yes or no if a Method 9 or Method 22 test was conducted.
Rule From Which Applicable Limit was Derived:	State the Specific Condition, state, or federal regulation that set the limitation or requirement that was exceeded during the excess emission.
Estimated Emissions:	State the emissions that occurred.
Permitted Emissions:	State the emissions that are permitted to occur based on given specific condition, state, or federal regulations. Example: 20% opacity, or 500ppm CO
Excess Emissions:	This is the difference between the estimated and permitted emissions.
Method 9 Reading:	If a Method 9 Opacity reading was performed fill in the requested data.
Basis of Estimate:	Select the box corresponding to the method used. Explain if necessary. Be sure to provide supporting data.
Explanation of Event:	Describe in detail the excess emission event, and the primary cause behind the event.
Corrective Measures Taken:	Describe the actions taken to correct the excess emission.
Measures Taken to Prevent Reoccurrence:	State what is being done to help prevent a reoccurrence of the excess emission.
Additional Information:	Provide any information that you think would be helpful.

Eligibility for Mitigation – This section is used to determine if the excess emission can qualify for Mitigation. Read through the choices and place a check mark next to any statement that is true.

Primary Cause of Excess Emission Event – Choose the selection that best fits the primary cause of the excess emission based on the definitions below. If the event does not meet any of the definitions below, select *Unknown or Other*. If the primary cause is due to a malfunction then complete SECTION I. If the primary cause is due to a startup or shutdown then complete SECTION II. If the primary cause is Unknown or Other, then do not complete SECTION I or II.

Per OAC 252:100-1-3:

Malfunction – any sudden, infrequent, and not reasonably preventable failure of air pollution control equipment, process equipment, or a process to operate in a normal or usual manner. Failures that are caused in part by poor maintenance or careless operation are not malfunctions.
Startup – the setting into operation of any air pollution control equipment, process or process equipment.
Shutdown – the cessation of operation of any air pollution control equipment, process or process equipment.

Responsible Official Signature – The responsible official or designee certifies that the statements and information in the document are true, accurate, and complete. They need to sign and date this section.

SECTION I – This section contains the required questions to claim Mitigation for events caused by malfunctions. Answer the first question, and then place a check mark next to any true statement in the list.

SECTION II – This section contains the required questions to claim Mitigation for events caused by startup or shutdown. Answer the first question, and then place a check mark next to any true statement in the list.

EXCESS EMISSION REPORTING FORM

NOTE: All periods of excess emissions regardless of cause are violations of the Act and rules promulgated thereunder, the Oklahoma Clean Air Act and rules promulgated thereunder, and applicable permit or other authorization of the DEQ. Per OAC 252:100-9-8, excess emissions that occur during periods of startup, shutdown, or malfunction are given the opportunity to apply for Mitigation. To establish Mitigation and to be relieved of a civil or administrative penalty in any action to enforce an applicable requirement, the owner or operator of the facility must meet the requirements of OAC 252:100-9-7 and submit this completed and signed form to the address above.

Facility Information		
Date:	Company Name:	
Name of Individual Reporting:	Title:	Phone:
Facility:	County:	Current Permit Number:

Excess Emission Event Information		
Date and Time of Excess Emission:	Duration of Excess Emission (Minutes):	Date of Immediate Notice (if applicable):
Emission Point Source (common name and EUG # from permit, if applicable):		
Pollutant Exceeded:	If Opacity, Was a Certified V.E. Method Performed?	
Rule From Which Applicable Limit Was Derived:	METHOD 9 V.E.: YES NO OR METHOD 22: YES NO	
Estimated Emissions (with units):	Method 9 Reading: (give range)	Basis of Estimate <input type="checkbox"/> Compliance Testing <input type="checkbox"/> Continuous Emissions Monitoring <input type="checkbox"/> Engineering Calculation <input type="checkbox"/> Operating Logs <input type="checkbox"/> Other (explain) ATTACH SUPPORTING DATA
Permitted Emissions Limit:	HIGH –	
Excess Emissions:	LOW – AVERAGE -	
EXPLANATION OF EVENT, including the primary cause:		

CORRECTIVE MEASURES TAKEN:
MEASURES TAKEN TO PREVENT REOCCURRENCE:
ADDITIONAL INFORMATION:

Eligibility for Mitigation
Check any of the following that apply:
Per OAC 252:100-9-8(d): If any of the below are selected, Mitigation is prohibited.
<input type="checkbox"/> The excess emission violated SIP limits or permit limits that have been set taking into account potential emissions during startup and shutdown, including, but not limited to, limits that indicate they apply during startup and shutdown, and limits that explicitly indicate they apply at all times or without exception.
<input type="checkbox"/> The excess emission caused an exceedence of the NAAQS or PSD increments.
<input type="checkbox"/> The excess emission was a failure to meet federally promulgated emission limits, including, but not limited to 40 CFR Parts 60, 61, and 63.
<input type="checkbox"/> The excess emission is a violation of requirements that derive from 40 CFR Parts 60, 61, and 63.

Primary Cause of Excess Emission Event		
Choose one of the following and follow the directions:		
<input type="checkbox"/> <u>Malfunction</u> Please complete SECTION I below.	<input type="checkbox"/> Startup <input type="checkbox"/> Shutdown Please complete SECTION II below.	<input type="checkbox"/> <u>Unknown or Other</u> Do NOT Complete SECTION I or II

Responsible Official Signature
<p>I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate and complete.</p> <hr style="width: 50%; margin: 0 auto;"/> <p>SIGNATURE OF RESPONSIBLE OFFICIAL OR DESIGNEE</p>

SECTION I – Events due to Malfunction

Answer the following question.

If applicable, please state the reason(s) any monitoring systems were not kept in operation.

Check all that apply:

- The excess emissions were caused by a sudden and not reasonably preventable breakdown of air pollution control equipment or process equipment, or the failure of a process to operate in a normal or usual manner.
- The excess emissions did not stem from an activity or event that could have been planned for or reasonably foreseen and avoided.
- Repairs were made as expeditiously as possible.
- The amount and duration of the excess emissions, including any bypass, were minimized to the extent practicable during periods of such emissions.
- Reasonable steps were taken to minimize the impact of the excess emissions on ambient air quality.
- The owner or operator's actions during the period of excess emissions were documented by contemporaneous operating logs or other relevant evidence.
- The excess emissions were not part of a recurring pattern indicative of inadequate design, operation or maintenance.
- To the maximum extent practicable, the air pollution control equipment or process equipment was maintained and operated in a manner consistent with good practice for minimizing emissions; provided, however, that this provision shall not be construed to automatically require the shutdown of process equipment to minimize emissions.

SECTION II – Events due to Startup or Shutdown

Answer the following question.

If applicable, please state the reason(s) any monitoring systems were not kept in operation.

Check all that apply:

- The periods of excess emissions that occurred during startup and shutdown were short and infrequent and could not have been prevented through reasonable planning and design.
- The excess emissions were not part of a recurring pattern indicative of inadequate operation or maintenance.
- If the excess emissions were caused by a bypass, the bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
- The frequency and duration of operation in startup and shutdown periods were minimized to the extent practicable.
- Reasonable steps were taken to minimize the impact of the excess emissions on ambient air quality.
- The owner or operator's actions during the period of excess emissions were documented by contemporaneous operating logs or other relevant evidence.
- The facility was operated in a manner consistent with good practice for minimizing emissions; provided, however, that this provision shall not be construed to require the use or installation of additional or redundant pollution control equipment not otherwise required and that this provision shall not be construed to automatically require the shutdown of process equipment to minimize emissions.