



City of St. Louis
DEPARTMENT OF HEALTH
DIVISION OF AIR POLLUTION CONTROL



Instructions for the Operating Permit Monitoring Report Form

Introduction

Operating Permit Reporting Requirements

All installations that have received an Operating Permit must submit a Monitoring Report. The Annual Compliance Certification and the Semi-Annual Monitoring Report are the minimum reporting requirements under Missouri's Operating Permit program. The installations are required to submit these reports once the installation has been issued an Operating Permit. The Operating Permit may also require the installation to submit additional reports (Exceedance Reports, Compliance Plan Updates, etc.)

Two copies of the Annual Compliance Certification- Semi-Annual Monitoring Report must be submitted to the City of St. Louis – Division of Air Pollution Control (to the Attention of Debbie Wurst, Permit Section) by April 1 and October 1 of each year. Exception: Monitoring requirements which require reporting more frequently than semi-annually shall report no later than thirty (30) days after the end of the calendar quarter in which the measurements were taken.

Please submit the following parts of the Monitoring Report form:

- Annual Compliance Certifications - Parts 1 through 4 and 5 if necessary.
- Semi-Annual Monitoring Report – Parts 1 through 4 and 5 if necessary.
- Exceedance Report – Parts 1 and 4 and/or the supplemental information required by the specific permit conditions for the quarterly reports and CEMS/COMS reports.
- Compliance Plan Updates – Parts 1, 4 and the supplemental information required by the compliance plan.

If more space is needed to describe the information requested in the attached forms, please attach additional pages with the requested information.

Part 1 – Installation Information and Certification

All installations must complete Part 1 of the Monitoring Report form. This information is required even if the installation has no monitoring deviations during the reporting period. This information includes:

- **Plant ID #** - This is a unique four digit number that has been assigned to each plant in the City. If the installation is uncertain of the Plant ID#, please contact the DAPC.
- **Installation name**
- **Installation location** (street address and city) – Physical location of the plant.
- **Operating Permit Number** – This is a unique number printed on the cover page of the operating permit.
- **Date the Operating Permit was issued** – This is the effective date on the cover page of the operating permit.
- **Type of Operating Permit** (Basic, Intermediate or Part 70)
- **Type of Report** (Annual Compliance Certification, Semi-Annual Monitoring Report, Exceedance Report, Compliance Plan Update, or Other)

The Annual Compliance Certification can also fulfill the reporting requirements for the Semi-Annual Monitoring Report. If the installation is submitting an Annual Compliance Certification and would like the report to also be utilized as the Semi-Annual Monitoring Report, please check the box “Yes”. If the installation checks “No”, a separate Semi-Annual Monitoring Report must be submitted.

If the Report required by the operating permit is something other than those listed above, please check the appropriate box (Other) and provide a brief explanation of the report.

- **Reporting Period**

Please indicate the reporting period of the Monitoring Report. The applicable reporting periods for the Reports are as follows:

January 1 through December 31- Annual Compliance Certification due April 1
January 1 through June 30 – Monitoring Report due by October 1
July 1 through December 31 – Monitoring Report due by April 1

If the installation is submitting its first report under these requirements, the reporting period extends from the date the Permit was issued until the end date of the applicable reporting period.

Example

Permit Issued:	May 7, 2001
First Reporting Period:	May 7, 2001 through June 30, 2001
First Report Due:	October 1, 2001
Next Reporting Period:	July 1, 2001 through December 31, 2001
Next Report Due:	April 1, 2002

- **Responsible Official** – Name, Title, Mailing Address and Phone Number
- **Permit Contact Person** – Name, Title, Mailing Address and Phone Number
- **Information Changes**
Please indicate in the appropriate check box whether any of the installation information has changed since the issuance of the Operating Permit.
- **Certification**
The Responsible Official for the installation must sign and date the Report, and include the Statement of Certification. The Responsible Official may either sign and date Part 1 of the Report form or submit a signature statement including the required language.

Part 2 – Compliance Summary

All installations must complete Part 2 of the Report form for the Semi-Annual Monitoring Report and Annual Compliance Certification.

Part 2 provides a format for summarizing the installation’s compliance status with the different parts of the Operating Permit. A series of “Yes” or “No” check boxes allows the installation to provide a brief summary of the compliance status for the reporting period.

If the installation checks “Yes” in any of the deviation questions, the installation must complete Part 4 of the Monitoring Report.

Part 3 – Monitoring Summary

All installations must complete Part 3 of the Report form for the Semi-Annual Compliance Report and the Annual Compliance Certification. This information is required even if the installation experienced no monitoring deviations during the reporting period.

- **Plant ID#**
- **Installation Name**
- **Reporting Period**
- **Permit Condition** (as indicated in the operating permit)
- **Applicable Rule** (as indicated in the operating permit)
- **Pollutant** (as indicated in the operating permit)
The more common pollutants are listed below: PM, CO, NO_x, VOC, SO_x, Lead, HAPs. The HAPs are regulated on a group and singular basis. If a specific HAP is regulated, list it as follows: HAP – Toluene.
- **Permitted Level** (as indicated in the operating permit)
Examples of permitted levels are 20% or 10% for opacity, 5.0 lbs/hr for particulate matter, 10 Tons/Year for HAPs, etc.
- **Monitored Level** (as measured by the monitoring techniques)
Examples of monitored levels are 7 – 15% for opacity, 3.0 – 4.8 lbs/hr for particulate matter, 2.3 Tons/Year for HAPs, etc.
- **Monitoring Method**
The following Monitoring Method abbreviations can be utilized in the table:

Method	Abbreviations
Record keeping Requirements	RR
Source Testing	ST
Continuous Emission Monitoring System	CEMS
Continuous Opacity Monitoring System	COMS
No Visible Emissions (Method 22)	NVE

Opacity Observations (Method 9)	OO
Operation & Maintenance Plan	OMP
Other Method to Determine Compliance	OTHER

If OTHER is utilized in the table, please explain in the monitoring comment field.

- **Type of Monitoring Frequency**

This is how the monitoring method listed above is operated to provide data to demonstrate compliance with the permit condition. Indicate Continuous (C) or Intermittent (I). Indicate (C) only if a CEMS or COMS unit is the monitoring method used.

- **Deviations**

Indicate whether deviations occurred on these permit conditions by marking “Yes” or “No”. If the installation marks “Yes” on any of the permit conditions, Part 4 of the Monitoring Report form must be completed.

- **Monitoring Comments**

If the permit condition has a reduced frequency for the monitoring, please indicate the current level being utilized for the monitoring. Please provide any additional comments if necessary.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.

Part 4 – Deviations from Required Monitoring

A deviation is any failure to meet a monitoring term or condition in the Operating Permit. For any monitoring deviations experienced during the reporting period, the Monitoring Report must include the following:

- **Plant ID#**
- **Installation Name**
- **Reporting Period**
- **Permit Condition** (as indicated in the operating permit)
- **Pollutant** (as indicated in the operating permit)
The more common pollutants are listed below: PM, CO, NO_x, VOC, SO_x, Lead, HAPs. The HAPs are regulated on a group and singular basis. If a specific HAP is regulated, list it as follows: HAP – Toluene.
- **Monitored Level** (as measured by the monitoring techniques)
Examples of monitored levels are 7 – 15% for opacity, 3.0 – 4.8 lbs/hr for particulate matter, 2.3 Tons/Year for HAPs, etc.
- **Monitoring Method**
The following Monitoring Method abbreviations can be utilized in the table:

<u>Method</u>	<u>Abbreviations</u>
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No Visible Emissions (Method 22)	NVE
Opacity Observations (Method 9)	OO
Operation & Maintenance Plan	OMP
Other Method to Determine Compliance	OTHER

If OTHER is utilized in the table, please explain in the monitoring comment field on Part 3.

- **Deviation Description**
A Brief description of the type of deviation observed.
- **Deviation Date**
The date on which the deviation occurred.
- **Deviation Duration**
The amount of time for which the deviation occurred. Examples of deviation duration are 6 minutes, 5 hours, 3 days, etc.
- **Cause of Deviation**
What circumstances led to the deviation. Examples of causes for deviation are: control device was not operational, bag broke on a baghouse, misfeed in the production line, etc.
- **Corrective Action**
What was done by the installation to correct the deviation and to prevent the deviation from occurring again.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.

Part 5 – Deviation Report Summary

This form is required with the Annual Compliance Certification and Semi-Annual Monitoring Report if any additional deviation or exceedance reports have been submitted to the City of St. Louis – Division of Air Pollution Control.

This form allows the installation to reference other reports rather than resubmitting information about deviations or exceedances. For each additional report referenced, please include the following information: Permit Condition, Reporting Requirement and the Date the report was submitted to the DAPC.

If more space is needed to describe the monitoring method, or if further monitoring conditions are applicable, please attach additional pages.