INSTRUCTIONS FOR COMPLETING THE
TITLE V SEMIANNUAL MONITORING AND DEVIATION REPORT FORM

PART 1 - IDENTIFYING INFORMATION

Company and Facility Name	Company and facility name as printed on the cover of the permit.
Principal Facility Product and SIC/NAICS	The primary type of activity conducted by the facility and/or product produced with associated SIC/NAICS code (visit www.osha.gov or www.census.gov for additional information).
Physical Address	The physical location of the facility.
Mailing Address	Address where the facility receives mail.
Initial Title V Permit Number	Number of the initial Title V permit issued to the facility.
Issuance Date	Date that the initial Title V permit was issued to the facility, as indicated by the date of the signature of the DEQ permitting authority. This date is used to determine the reporting period and due date unless otherwise permitted by DEQ.
Permit Modification and/or Renewal Number(s)	When applicable, list permit numbers for all Title V permits, amendments, and other permit changes that were federally enforceable (issued) during the reporting period including construction permit conditions.
Permit Modification and/or Renewal Issuance Date(s)	When applicable, issuance date for each permit listed in the previous data field.
Semiannual Period	Beginning and ending dates for the reporting period covered by this form encompassing a 6-month period. The report is due 30 days after each (6) month period

after the date of issuance of the initial Title V permit unless otherwise permitted by DEQ.

Environmental Contact Person

The environmental contact should be a person familiar with the day-to-day operation of the facility and should be available to be contacted by DEQ personnel. The appropriate contact information should be provided.

Responsible Official

The definition of "responsible official" is specified in 40 C.F.R. § 70.2 and OAC 252:100-1-3, and is generally summarized as:

- For a Corporation:
  - Corporate Officer,
  - Other person in charge of principal business functions, or
  - Duly authorized representative responsible for overall operation of a source (i.e. Plant Manager) if either:
    - Facility employs more than 250 persons or has $25 million in sales or expenditures, or
    - Delegation of authority is *approved in advance* by DEQ
- For a partnership or sole proprietorship:
  - A general partner, or
  - The proprietor, respectively
- For a public agency:
  - Principal executive officer, or
  - Ranking elected official

Appropriate contact information should be provided.

PART 2 – CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS

A responsible official must print their name, sign, and date the certification of truth, accuracy, and completeness using blue or black ink. A title must be included to ensure that the signing party meets the criteria for responsible official as described above. A copy of the certification that includes the original signature of the responsible official must be provided to DEQ.

PART 3 – DEVIATION REPORTING

Identify the status of any deviations that occurred during the semiannual period, indicating "Yes" or "No" as to whether any deviations ***have been*** previously reported (or

identified by DEQ) and whether any of the deviations ***have not been*** previously reported (or identified by DEQ).

Table 1 and Table 2: Deviation Summary and Deviation Details

> Complete Table 1 for *previously* ***reported*** *deviations* with information used to determine the duration and extent of the deviation(s) reported and/or incorporate deviation reports by reference.
>
> Complete Table 2 for *previously* ***unreported*** *deviations* with information to determine the duration and extent of the deviation(s) reported.

PART 4 – MONITORING RECORDS

In addition to the above mentioned information, the permittee shall submit a report of the results of any required monitoring.

"Monitoring" is defined in OAC 252:100-43 as any form of collecting data on a routine basis to determine or otherwise assess compliance with emission limitations or standards. Recordkeeping may be considered monitoring where such records are used to determine or assess compliance with an emission limitation or standard (such as records of raw material content and practice requirements). Monitoring may include one or more than one of the following data collection techniques, where appropriate for a particular circumstance:

- CEMS or COMS
- Parameter monitoring systems or procedures
- Emission estimation and calculation procedures
- Maintenance and analysis of records or fuel of raw materials usage
- Verification of emissions or parameters using portable devices
- Visible emissions observations
- Any other form of measuring, recording or verifying on a routine basis.

Recordkeeping *is* considered monitoring because in many cases records ensure that emission limitations are being met. If monitoring records have already been submitted to DEQ during the reporting period in order to meet reporting requirements for NSPS, NESHAP, Subchapter 9, etc., these reports may be incorporated by reference to avoid duplication.

Commonly Asked Questions:

Q: Can I include a summary of records?

A: Yes. A summary of the results of monitoring is acceptable and preferable when records are lengthy, as long as compliance is demonstrated to DEQ's satisfaction by the summaries and examples provided.

Q: Do I have to submit paper records or can records be submitted in another format?

A: It is preferable that records be submitted on a disc or other electronic format where possible in order to reduce paper but either form of record submittal is permitted.

Q: Do I have to submit insignificant activity records with the semiannual report?

A: The facility may elect to submit insignificant activity records if they choose but are not required to do so. If the facility is required by their permit to keep these records on-site, they must have them available during on-site evaluations.

Q: Do I have to submit Material Safety Data Sheets?

A: No. Material Safety Data Sheets are not required to be submitted.

Q: Where do I send my report?

A: Please mail the Semiannual Monitoring and Deviation Report (DEQ Form 100-925) to the following address:

Department of Environmental Quality
Attn: Air Quality Division Director
707 N. Robinson P.O. Box 1677
Oklahoma City, OK 73101-1677

Semiannual Monitoring and Deviation Report
Part 70 Permit

PART 1 - IDENTIFYING INFORMATION			
Company Name			
Facility Name			
Principal Facility Product or Business		Primary SIC/NAICS	
Physical Address			
Mailing Address			
Initial Title V Permit Number		Issuance Date	
Permit Modification and/or Renewal Number(s)		Permit Modification and/or Renewal Issuance Date(s)	
Semiannual Period			
Environmental Contact Person		Phone #	
		E-mail	
Responsible Official		Phone #	
		E-mail	

PART 2 - CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS			
I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.			
Responsible Official Signature		Date	
Responsible Official Title			

PART 3 – DEVIATION REPORTING	
Question	Yes (Y) or No (N)
Are there any deviations that occurred during the semiannual period that **were** reported to or identified by DEQ during the semiannual period? If yes, you may incorporate any deviation reports by reference and/or complete **Table 1**.	
Are there any deviations that occurred during the semiannual period that have **not yet been** reported to or identified by DEQ that are being noted in this report? If yes, complete **Table 2**.	

Table 1: Deviations that occurred during the semiannual period that were previously reported to or identified by DEQ							
Term or Condition ID	Emission Unit ID	Pollutant	Monitoring Method & Frequency	Date(s) of Deviation	Duration	Cause of Deviation	Corrective Actions Taken

Table 2: Deviations that occurred during the semiannual period that *have not yet been* reported to or identified by DEQ							
Term or Condition ID	Emission Unit ID	Pollutant	Monitoring Method & Frequency	Date(s) of Deviation	Duration	Cause of Deviation	Corrective Actions Taken