This document provides guidance for filling out and submitting Semiannual Reports of Periodic Monitoring and Deviations at facilities with Title V air emission licenses. The guidance does not supersede or replace requirements of state or federal statutes and regulations, nor the conditions of specific emission licenses. If you have questions about how to apply this guidance, please contact the Air Bureau Regional Office listed at the end of this guidance document.

All Title V facilities are required to submit Semiannual Reports to the Bureau of Air Quality, Department of Environmental Protection. In some cases, Title V facilities are also required to submit quarterly reports. The semiannual reports are due on July 30th and January 30th for most facilities and are considered on time if the post mark of the submittal is before the due date or if the report is received at the DEP within seven calendar days of the due date. A few facility emission licenses have alternative reporting dates.

All Semiannual Reports require two major elements. The first element is a summary of all periodic monitoring listed in the Air Emission License. The second element requires that all deviations from license conditions be clearly identified, summarized and reported to the Department. Deviations which result in violations of emission standards must be reported verbally, in writing, or by fax within 48 hours of their occurrence and in a quarterly report and also must be included in the semiannual report. Details of how to report deviations are discussed in the second half of this guidance.

## Periodic Monitoring Reporting

To help standardize and better define periodic monitoring reports, the Department is recommending using the [Periodic Monitoring Report Form](http://www.maine.gov/dep/air/permits/docs/periodicmonfrm.docx) and the methods included with this guidance. Information reported in this form includes the License Condition Number, Emission Source/Control Device Identification, Periodic Monitoring Parameter, Monitoring Frequency, License Limit, and a Summary of Parameter Data.

A summary of all periodic monitoring specified in your Air Emission License conditions needs to be reported. There are a variety of ways to summarize the monitoring data. Some examples are:

* Monthly fuel usage can be summarized into 6 monthly totals;
* For 12-month rolling totals or averages, report one 12-month rolling total or average for each month in the reporting period;
* For license conditions which set daily limits, report the highest daily total for the report period, and the number of times that the limit was exceeded, if any, in the time period.

Some parameters collected, such as documenting a work practice, are not easily summarized. In these instances, indicate in the summary section that records are kept on site and are available for inspection. Any exceedances, deviations, or missing data need to be reported with a [Deviation Report Form](http://www.maine.gov/dep/air/permits/docs/deviationfrm.docx). Exactly what and how you report should be worked out during the draft review during the licensing process. If you are unsure how to report, contact your Regional Compliance Inspector for assistance.

The summary of the data must indicate if any deviations from license conditions occurred. Check (🗹) the "No deviations occurred" box, if there were no deviations, or summarize the deviations in the summary column. Reporting deviations is discussed in the next section of the guidance.

A completed [Periodic Monitoring Report Form Example](http://www.maine.gov/dep/air/permits/docs/periodicmonexpl.docx) can be found on the Department’s website.

## Reporting Deviations from License Conditions

Deviations may include, but are not limited to, malfunctions, failures, downtime, and any other similar change in operation of air pollution control systems or the emission unit itself that is not consistent with the terms and conditions of the air emission license or an applicable regulation. A deviation can be determined by observation or through review of data obtained from any testing, monitoring, or record keeping used to determine compliance with an air emission license. A deviation is not always a violation.

### Initial Notification of Violations of Emission Limits

Deviations which result in the violation of an emission standard and/or a malfunction or breakdown in any component part that causes a violation of any emission standard must be reported to the Department by phone, fax, or in writing within 48 hours of their occurrence. The [Initial Notification for Excess Emissions and Malfunctions Form](http://www.maine.gov/dep/air/permits/docs/ineem.docx) can be used to report excess emission within 48 hours. The second page of this form contains an example of how to fill it out.

### Quarterly Reporting of Violations of Emission Limits

Deviations which result in the violation of an emission standard must be reported to the Department quarterly. The Deviations Report Form can be used for either the quarterly reporting of excess emissions or the semiannual reporting of all deviations. Make sure to mark the box (🗹) which indicates whether the report is a quarterly or a semiannual report. The written report must include the license condition, emission standard exceeded; date, time and duration of the event; maximum and average values of the excess emissions, the probable cause; actions taken to minimize the excess emissions and actions taken to prevent the recurrence. If the InitialNotification for Excess Emissions and Malfunctions Formcontains all of the information needed, you can refer to it on the Deviations Report Form. If there were no violation of an emission standard, the box for "No Excess Emissions" must be checked (🗹).

### Semiannual Reporting of ALL Deviations

All deviations, whether or not they resulted in a violation of an emission standard, must be reported to the Department on a Deviations Report Form. If you submit a separate quarterly report and semiannual report, mark the box (🗹) indicating that this is part of a semiannual report. You must list all deviations in this report. For deviations that appear in an initial report or a quarterly report, you can reference that report in the semiannual report. As with the quarterly report, the semiannual report must include the license condition, standard exceeded; date, time and duration of the event; maximum and average values of the deviation, the probable cause; actions taken to minimize the deviation and actions taken to prevent the recurrence. If there were no deviations over the six-month period of the report, you must check the " No Deviations” box (🗹) on the form.

## Where to Send the Reports

Send one copy of the report to the appropriate Regional Office:

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| --- | --- |
| **Central Maine Regional Office**  Bureau of Air Quality - Compliance Section Department of Environmental Protection  17 State House Station Augusta, ME 04333-0017 | **Northern Maine Regional Office**  Bureau of Air Quality - Compliance Section Department of Environmental Protection 1235 Central Drive, Skyway Park Presque Isle, ME 04769-2094 |
| **Eastern Maine Regional Office**  Bureau of Air Quality - Compliance Section Department of Environmental Protection 106 Hogan Road Bangor, ME 04401 | **Southern Maine Regional Office**  Bureau of Air Quality - Compliance Section Department of Environmental Protection 312 Canco Road Portland, ME 04103 |

If you want to have evidence that the report was received by the DEP, please send the report via traceable mail such as U.S Postal Service Certified Mail or Return Receipt mail, UPS, or FedEx. These mailing options are not required by the Department but they will provide you with a receipt of when and where the report was delivered.

## Useful Documents

The forms and documents described in this guidance are available on the Department’s website at the following address: <http://www.maine.gov/dep/air/permits/major.html>