

Instruction for completion of “Annual Compliance Certification Report” Form

General

This form may be used to comply with the annual reporting requirement in 10.9.1 of Regulation 1138. The use of this form is optional. However, other means of reporting compliance must be prepared according to the applicable requirements under 10.9.1.1 through 10.9.1.12 of Regulation 1138.

The “Annual Compliance Certification Report” is used to report the ongoing compliance status of multiple affected sources at the plating and polishing facility. Multiple forms may be prepared, if needed.

Required Report Completion Date

The owner or operator shall complete the “Annual Compliance Certification Report” no later than January 31 of the year following the reporting period.

- If the affected sources are **new or reconstructed sources that had their initial startup before November 11, 2009**, the initial “Annual Compliance Certification Report” must be completed no later than January 31, 2010 for the reporting period of October 11, 2009 to December 31, 2009.
- If the affected sources are **new or reconstructed sources that had their initial startup on or after November 11, 2009**, the initial “Annual Compliance Certification Report” must be completed no later than January 31 of the year following their initial startup.
- If the affected sources are **existing sources**, the initial “Annual Compliance Certification Report” must be completed no later than January 31, 2011 for the reporting period of July 1, 2010 to December 31, 2010.

Items 1 and 2

Provide the name and physical location of the plating and polishing facility.

Items 3

Identify the owner or operator of the plating and polishing facility, identified in Items 1 & 2.

Item 4

The owner or operator of the plating and polishing facility lists the affected sources (up to 4 sources can be identified on a single form). The owner or operator then indicates whether any deviations from the applicable compliance requirements in Section 10 of Regulation 1138 occurred during the reporting period by checking **Yes** or **No**.

A deviation is any instance in which an affected source or an owner or operator of an affected source:

- Fails to meet any requirement or obligation established in Section 10 of Regulation 1138 including, but not limited to, any equipment standard (including emission and operating limit), management practice, or operation and maintenance requirement;
- Fails to meet any term or condition that is adopted to implement an applicable requirement in Section 10 of Regulation 1138 and that is included in the operating permit for any affected source required to obtain such a permit; or
- Fails to meet any equipment standard (including emission and operating limit), management practice, or operation and maintenance requirement in Section 10 of Regulation 1138 during startup, shutdown, or malfunction.

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Item 5a

10.7 of Regulation 1138 provides the requirements that the owner or operator of the plating and polishing facility must comply with to satisfactorily demonstrate ongoing compliance with Section 10 of Regulation 1138. Depending on the type of operation and method used to comply with Section 10, the owner or operator is required to include one or more statements in the “Annual Compliance Certification Report”. Item 5a and page 2 of the form are used to satisfy these requirements.

The owner or operator shall check the appropriate statement or statements, if successfully completed, on page 2.

For example, if the operation is a batch non-cyanide electrolytic process tank and the owner or operator has elected to use a tank cover to comply with 10.4.1.3.1 of Regulation 1138, then 10.7.5 requires the owner or operator to include 2 statements in the “Annual Compliance Certification Report”. In this example, the owner or operator would check the two statements, if TRUE, listed under 10.7.5 on page 2.

The following table provides the correlation of the type of operation and method used to comply with the applicable statements associated with demonstrating ongoing compliance.

Plating and Polishing Operation	Method Used to Comply	ACCR Statements
Non-cyanide electrolytic process tank	Wetting agent/fume suppressant	10.7.3
Non-cyanide electrolytic process tank	Control system	10.7.4
Non-cyanide electrolytic process tank - batch	Tank cover	10.7.5
Non-cyanide electrolytic process tank - continuous	Surface cover	10.7.6
Flash or short-term electrolytic process tank	Limit time	10.7.7
Flash or short-term electrolytic process tank	Tank cover	10.7.8
Cyanide electrolytic process tank	pH control	10.7.9
Dry mechanical polishing	Control system	10.7.10
Permanent thermal spraying	Control system	10.7.11
Temporary thermal spraying	Limit time	10.7.12
All other affected sources	---	10.7.13

Item 5b

The owner or operator of the plating and polishing facility certifies that the “Annual Compliance Certification Report” is true and accurate, as demonstrated by the completion of Item 5c.

Item 5c

The owner or operator of the plating and polishing facility signs the form to certify the truth and accuracy of the report.

Instruction for completion of “Annual Compliance Certification Report” Form

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Item 6

The owner or operator of the plating and polishing facility is not required to submit the “Annual Compliance Certification Report”, if no deviations from the applicable compliance requirements in Section 10 of Regulation 1138 occurred during the reporting period. See Item 4 for deviations.

However, the owner or operator must keep the “Annual Compliance Certification Report” in a readily accessible location for review by the Department.

Item 7

If any deviation occurred during the reporting period, the owner or operator is required to complete an “Annual Deviation Report” and to submit both the “Annual Compliance Certification Report” and the “Annual Deviation Report” by January 31 of the year following the reporting period.

The owner or operator must submit these two reports to the Department of Natural Resource and Environmental Control with copies to the U.S. Environmental Protection Agency at the addresses provided below and in Item 7 of the form. The owner or operator should keep copies of the two completed reports in accordance with the recordkeeping requirements in 10.10.1.1 of Regulation 1138.

Submit the Annual Compliance Certification Report to the following addresses

Delaware Department of Natural Resources and
Environmental Control
Administrator, Air Quality Management
156 S. State Street
Dover, DE 19901

U. S. Environmental Protection Agency
Director, Air Protection Division
1650 Arch Street
Philadelphia, PA 19103

Annual Compliance Certification Report

For the period ending December 31, _____

Regulation 1138 – Section 10
Emission Standards for Area Source Plating and Polishing Operations

[1] **Name of the plating and polishing facility:**

[2] **Physical location:**
Street Address:

City, State, Zip Code:

[3] **Name of Owner or Operator:**

[4] **List affected sources at the plating and polishing facility and indicate for each affected source whether any deviations from the applicable compliance requirements in Section 10 of Regulation 1138 occurred during the reporting period.**

Affected sources

1. _____
2. _____
3. _____
4. _____

Were there any deviations from applicable requirements of Section 10 during the reporting period?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

[5] **Certification of Ongoing Compliance**

a The owner or operator of the affected sources shall certify ongoing compliance with Section 10 of Regulation 1138 by checking (✓) the appropriate statements on Page 2 of this form based on the type of affected source and the method used to comply.

b **I certify that the plating and polishing facility has been in compliance with the applicable provisions of Section 10 of Regulation 1138, including all applicable management practices in 10.4.7, and that all the information contained in this report is true and accurate.**

c Signature: _____

Date: _____

Title/Position: _____

Telephone No: _____

Printed Name: _____

[6] **The owner or operator does not need to submit this annual compliance certification report, if NO deviations were reported in Item 4. However, the owner or operator must keep this report in a readily-accessible location for inspector review.**

[7] **If a deviation was reported in Item 4, the owner or operator must submit this annual compliance certification report and the annual deviation report to the following agencies. Remember to keep a copy of both this annual compliance certification report and the annual deviation report.**

Delaware Department of Natural Resources
and Environmental Control
Administrator, Air Quality Management
156 S. State Street
Dover, DE 19901

U. S. Environmental Protection Agency
Director, Air Protection Division
1650 Arch Street
Philadelphia, PA 19103

Annual Compliance Certification Report

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Certification of Ongoing Compliance under 10.7.3 (Check box, if appropriate)

The owner or operator certifies that the wetting agent/fume suppressant has been added to the tank bath according to the manufacturer's specifications and instructions.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.4 or 10.7.11 (Check box, if appropriate)

The owner or operator certifies that the control system has been operated and maintained according to the manufacturer's specifications and operating instructions.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.5 or 10.7.8 (Check box, if appropriate)

The owner or operator certifies that the process tank has been operated with the tank cover in place at least 95% of the electrolytic process operating time.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.6 (Check box, if appropriate)

The owner or operator certifies that the process tank has been operated with a surface cover that covers at least 75% of the surface area of the process tank, whenever the electrolytic process tank is in operation.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.7 (Check box, if appropriate)

The owner or operator certifies that the flash or short-term electroplating has been limited to no more than one cumulative hour per day or three cumulative minutes per hour of electroplating time.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.9 (Check box, if appropriate)

The owner or operator certifies that the pH of the tank bath has been measured upon startup.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.10 (Check box, if appropriate)

The owner or operator certifies that a control system has been operated and maintained according to the manufacturer's specifications and operating instructions.

Certification of Ongoing Compliance under 10.7.12 (Check box, if appropriate)

The owner or operator certifies that the temporary thermal spraying operation has been limited to no more than one hour during any one day.

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.

Certification of Ongoing Compliance under 10.7.13 only (Check box, if appropriate)

The owner or operator certifies that the applicable management practices in 10.4.7 of Regulation 1138 have been implemented, as practicable.