

Instruction for preparing the “Facility-wide Exceedance Report”

General

The “Facility-wide Exceedance Report” form may be used by an **affected facility** that operates a halogenated solvent cleaning operation to comply with the facility-wide exceedance reporting requirements in 8.10.3.2 of Section 8.0 of Regulation 1138 (Section 8). The use of this form is optional. However, other means of reporting must contain the information required under 8.9.8 and 8.10.3.2 of Section 8.

Note: The “Facility-wide Exceedance Report” form **cannot** be used to report exceedances determined under 8.4.5.3 and 8.4.6.4 of Section 8.

“**Affected facility**” means, for the purposes of 8.0 of this regulation, all solvent cleaning machines subject to 8.0, except for the following.

- Solvent cleaning machines used in the manufacture or maintenance of aerospace products.
- Solvent cleaning machines used in the manufacture of narrow tubing.
- Continuous web cleaning machines, located at a major source that is subject to the facility-wide limits in 8.10.2.2 of this regulation.
- Cold batch cleaning machines, located at an area source that is subject to the facility-wide limits in 8.10.2.2 of this regulation.

Required Submittal Date

Normally, exceedance reports are submitted to the Department **semi-annually** in accordance with 8.9.8 of Section 8. The owner or operator of an affected facility that operates a halogenated solvent cleaning operation shall submit the semi-annual exceedance report to the Department (with copy to the U.S Environmental Protection Agency) by the following dates.

- No later than July 30 for the reporting period of January 1 through June 30.
- No later than January 30 for the reporting period of July 1 through December 31.

The addresses for this submittal are provided below and in Item 9 of the “Facility-wide Exceedance Report” form.

However, after an exceedance has occurred, exceedance reports are submitted to the Department **quarterly** in accordance with 8.9.8 of Section 8. The owner or operator of an affected facility shall submit the quarterly exceedance report to the Department (with copy to the U.S Environmental Protection Agency) by the following dates.

- No later than April 30 for the reporting period of January 1 through March 31.
- No later than July 30 for the reporting period of April 1 through June 30.
- No later than October 30 for the reporting period of July 1 through September 30.
- No later than January 30 for the reporting period of October 1 through December 31.

The addresses for this submittal are provided below and in Item 9 of the “Facility-wide Exceedance Report” form.

Instruction for preparing the “Facility-wide Exceedance Report”

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Items 1

Provide the name of the affected facility that operates a halogenated solvent cleaning operation.

Items 2

Provide the physical location of the affected facility that operates a halogenated solvent cleaning operation.

Items 3

Provide the name of the owner or operator of the affected facility that operates the halogenated solvent cleaning operation identified in Items 1 and 2.

Item 4

Identify the reporting period covered by the Facility-wide Exceedance Report by

- Checking the appropriate box and
- Entering the year in the space provided.

Item 5

Identify (checking the appropriate box) whether a facility-wide exceedance

- Occurred during the reporting period or
- Did not occur during the reporting period.

A **facility-wide exceedance occurred** if the facility-wide 12-month rolling total HAP solvent emissions calculated on the first working day of each month (using Equation 8-12 in Section 8) is greater than the applicable facility-wide 12-month rolling total HAP solvent emission limit defined in Table 8-7 of Section 8.

Item 6

Instructional purposes only.

If no facility-wide exceedances occurred during the reporting period, Item 6 directs the owner or operator of the affected facility to

- Skip Item 7,
- Complete Item 8, and
- Submit the reporting form to the Agencies noted in Item 9.

Instruction for preparing the “Facility-wide Exceedance Report”

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Item 7

Instructional purposes only.

If a facility-wide exceedance occurred during the reporting period, Item 7 directs the owner or operator of the affected facility to

- Provide the information required for each facility-wide exceedance in the appropriate space on page 2 of the “Facility-wide Exceedance Report” form,
- Complete Item 8, and
- Submit the reporting form to the Agencies noted in Item 9.

Page 2 – Description of the facility-wide exceedance(s)

For each facility-wide exceedance during the reporting period, the owner or operator of the affected facility must provide the following information.

- The month that the applicable facility-wide 12-month rolling total HAP solvent emission limit was exceeded.
- The cause or cause that contributed to the facility-wide exceedance.
- A description of the corrective actions taken to bring the affected facility back into compliance with 8.10.2.2 of Section 8.

Space for up to 2 exceedances is provided on page 2 of the “Facility-wide Exceedance Report” form. If additional pages are required to provide a description of all facility-wide exceedances that occurred during the reporting period, complete on a separate page and attach to the provided “Facility-wide Exceedance Report” form.

Item 8

The responsible person, as defined in 3.2 of Regulation 1138, must certify that the statements and information contained in the facility-wide exceedance report are true, accurate, and complete.

The responsible person must also sign the “Facility-wide Exceedance Report” form and provide the information requested.

Instruction for preparing the “Facility-wide Exceedance Report”

(Continued)

Item 9

The owner or operator must submit the completed “Facility-wide Exceedance Report” forms to the Department of Natural Resources and Environmental Control (with a copy to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 9 of the form. The owner or operator should keep a copy of the completed form.

Submit the Facility-wide Exceedance Report to the following addresses

Delaware Department of Natural Resources and
Environmental Control
Director of Air Quality
Blue Hen Corporate Center
655 S. Bay Road Suite 5N
Dover, DE 19901

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

Facility-wide Exceedance Report

For additional facility-wide requirements applicable to affected facilities

Regulation 1138 – Section 8

Emission Standards for Halogenated Solvent Cleaning

Submittal Date: The Facility-wide Exceedance Report must be delivered or postmarked by the 30th day following the end of each calendar half or quarter, as appropriate.

[1] **Name of the facility:** _____

[2] **Physical location – Street Address:** _____
City, State, Zip Code : _____

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

[4] **Identify the reporting period covered by this Facility-wide Exceedance Report.**

Check the appropriate reporting period dates

Calendar Half

Calendar Quarter

<input type="checkbox"/> January thru June	<input type="checkbox"/> January thru March	<input type="checkbox"/> July thru September
<input type="checkbox"/> July thru December	<input type="checkbox"/> April thru June	<input type="checkbox"/> October thru December
		YEAR _____

[5] **During the reporting period identified in Item 4, did any facility-wide 12-month rolling total HAP solvent emission (calculated using equation 8-12) exceed the applicable facility-wide 12-month rolling total HAP solvent emission limit presented in Table 8.7 of Regulation 1138.**

Check appropriate box below

<input type="checkbox"/>	No, there were no exceedances of the applicable facility-wide 12-month rolling total HAP solvent emission limit during the reporting period.
<input type="checkbox"/>	Yes, there was/were exceedances of the applicable facility-wide 12-month rolling total HAP solvent emission limit during the reporting period.

[6] **If no exceedances of the applicable facility-wide 12-month rolling total HAP solvent emission limit were reported in Item 5, skip Item 7 and complete Items 8 before submitting this report according with Item 9.**

[7] **If an exceedance of the applicable facility-wide 12-month rolling total HAP solvent emission limit was reported in Item 5, provide the information on each exceedance on page 2 (back of this page) and complete Items 8 before submitting this report according with Item 9.**

[8] **I certify that all the statements and information contained in this report are true, accurate, and complete.**

Printed Name: _____
Title/Position: _____ Telephone No: _____
Email Address: _____
Signature: _____ Date : _____

[9] **The owner or operator must submit this “Facility-wide Exceedance Report” form to the following agencies by the submittal date provided above on this form. Remember to keep a copy of this report.**

Delaware Department of Natural Resources
and Environmental Control
Director of Air Quality
Blue Hen Corporate Center
655 S. Bay Road, Suite 5N
Dover, DE 19901

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

Facility-wide Exceedance Report

For additional facility-wide requirements applicable to affected facilities

Regulation 1138 – Section 8

Emission Standards for Halogenated Solvent Cleaning

Identify each exceedance of the applicable facility-wide 12-month rolling total HAP solvent emission limit during the reporting period and provide a description of the actions taken to comply with 8.10.2.2 of Regulation 1138.

Exceedance 1

Month that applicable facility-wide 12-month rolling total HAP solvent emission limit was exceeded: _____

Identify the cause of the facility-wide exceedance :

Describe the corrective actions taken :

Exceedance 2

Month that applicable facility-wide 12-month rolling total HAP solvent emission limit was exceeded: _____

Identify the cause of the facility-wide exceedance :

Describe the corrective actions taken :

If additional exceedances occurred during the reporting period, provide the above information for those occurrences on a separate page and attach page to this report.

Facility-wide Exceedance Report

For additional facility-wide requirements applicable to affected facilities

Regulation 1138 – Section 8

Emission Standards for Halogenated Solvent Cleaning

Identify each exceedance of the applicable facility-wide 12-month rolling total HAP solvent emission limit during the reporting period and provide a description of the actions taken to comply with 8.10.2.2 of Regulation 1138.

Exceedance 1

Month that applicable facility-wide 12-month rolling total HAP solvent emission limit was exceeded: _____

Identify the cause of the facility-wide exceedance :

Describe the corrective actions taken :

Exceedance 2

Month that applicable facility-wide 12-month rolling total HAP solvent emission limit was exceeded: _____

Identify the cause of the facility-wide exceedance :

Describe the corrective actions taken :