

# **Instruction for completion of “Annual Compliance Certification Report” Form**

(Applicable to non-cyanide electrolytic process tanks using **tank covers**)

## **General**

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

This “Annual Compliance Certification Report” form may be used to report the ongoing compliance status of non-cyanide electrolytic process tanks using tank covers 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 November 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 and 2.

## **Item 4**

The owner or operator of the plating and polishing facility identifies the affected non-cyanide electrolytic process tanks using tank covers (up to 3 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 either **Yes** or **No**, whichever is applicable. Deviations are defined on the following page.

# **Instruction for completion of “Annual Compliance Certification Report” Form**

(Continued)

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.

## **Item 5a**

Requirement 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.

For this form, the owner or operator of non-cyanide electrolytic process tanks using tank covers would certify, if TRUE, ongoing compliance with 10.4.1.3.1 and 10.4.7 of Regulation 1138 by checking the two statements listed under 5a.

## **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.

## **Item 6**

The owner or operator of non-cyanide electrolytic process tanks using tank covers 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.

# **Instruction for completion of “Annual Compliance Certification Report” Form**

(Continued)

## **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 Resources 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 and 10.10.1.2 of Regulation 1138.

### **Submit the Notification of Compliance Status 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 reporting period ending December 31, \_\_\_\_\_

## Regulation 1138 – Section 10

### Emission Standards for Area Source Plating and Polishing Operations

For non-cyanide electrolytic process tanks using tank covers

**Submittal Date:** If required to submit this report (see item 6), the “Annual Compliance Certification Report” must be submitted no later than January 31 of the year following the reporting period

[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 that are non-cyanide electrolytic process tanks using tank covers 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.**

<u>Affected sources</u>	<u>Were there any deviations from applicable requirements of Section 10 during the reporting period?</u>	
1. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

[5] **Certification of Ongoing Compliance**

a The owner or operator of the affected source shall certify ongoing compliance with Section 10 of Regulation 1138 by checking (✓) the following compliance statements, if appropriate.

**Certify ongoing compliance for non-cyanide electrolytic process tanks using tank covers**

The owner or operator certifies that the process tanks have been operated with the tank covers 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.

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