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Acid Rain Program: Summary of Part 75 Administrative Processes

Revised 12/15/03

Table 1: Initial Certification

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Certification Test Notification	§ 75.61 (a)(1)(i) § 75.20 (g)(2)	Written notification of date(s) of initial certification tests	CAMD, EPA Region, State	> 21 days prior to commencement of certification testing	Test date may be rescheduled if notice is provided > 7 days before the earlier of original or new date Tests may be repeated without notification Notification is not required for Appendix D fuel flowmeter accuracy testing
Initial Monitoring Plan Submittal	§ 75.53 (e), (f), § 75.62, § 75.73 (e)	Hardcopy and electronic monitoring plan in format "specified by the Administrator"	Hardcopy portion to EPA Region and State <u>Electronic portion to CAMD</u>	> 45 days prior to commencement of certification testing	Electronic transmittal of information in hardcopy portion is acceptable
Certification Application	§ 75.62, § 75.63		Hardcopy test results to EPA Region, State <u>Electronic test results to CAMD</u> <u>Complete electronic monitoring plan to CAMD</u>	< 45 days after completion of certification testing	For Subpart E alternative monitoring systems, submit hardcopy test results to CAMD For other certifications, submit hardcopy test results to CAMD only upon request

Table 1: Initial Certification | Acid Rain Program: Summary of Part 75 Administrative Processes | Rules, Policy, and...

			Hardcopy monitoring plan changes (if any) to EPA Region, State		
Notice of Approval or Disapproval	§ 75.20 (a)(4)	Written notice of approval or disapproval of certification application	Administrator provides notice to owner or operator	< 120 days after receipt of a complete certification application	120 day clock starts upon receipt of a complete application
Notice of Incomplete Application	§ 75.20 (a)(4)(ii)	Notification that the certification application is incomplete	Administrator provides notice to owner or operator	If application is found to be incomplete	A reasonable time is provided to submit the missing information. Non-compliance with this notice may result in disapproval of application.

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Acid Rain Program: Summary of Part 75 Administrative Processes

Revised 12/15/03

Table 2: Recertification

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Recertification Test Notification	<p>§ 75.61 (a)(1)(ii)</p> <p>§ 75.20 (b)(2)</p> <p>§ 75.20 (g)(2)</p>	Notification (written or by telephone) of date (s) of recertification*** tests	CAMD, EPA Region, State	<p>> 45 days prior to commencement of recertification testing (if all recertification tests are required)</p> <p>or</p> <p>> 7 days prior to commencement of recertification testing</p> <p>(if only certain recertification tests are required)</p> <p>or</p> <p>< 2 days after testing is scheduled, in emergency situations</p>	<p>Test date may be rescheduled if notice is provided > 2 business days before the earlier of original or new date</p> <p>CAMD, Region or State may waive notification requirement or may reinstate it if previously waived</p> <p>Notification not required for Appendix D fuel flowmeter accuracy testing [this is not explicitly stated in rule -- but notification is waived for initial certification and periodic QA testing]</p>
Recertification Application	§ 75.62, § 75.63		<p>Hardcopy test results to EPA Region, State</p> <p><u>Electronic test results to CAMD</u></p> <p><u>Complete electronic monitoring</u></p>	< 45 days after completion of recertification testing	<p>For Subpart E alternative monitoring systems, submit hardcopy test results to CAMD</p> <p>For other recertifications, submit hardcopy test results to CAMD only upon request</p>

Table 2: Recertification | Acid Rain Program: Summary of Part 75 Administrative Processes | Rules, Policy, and Inst...

			plan to CAMD		Region or State may waive hardcopy test submittal requirement or may reinstate it if previously waived
Notice of Approval or Disapproval	§ 75.20 (b)(5)	Written notice of approval or disapproval of recertification application	Hardcopy monitoring plan changes (if any) to EPA Region, State	Administrator provides notice to owner or operator	< 120 days after receipt of a complete recertification application
Notice of Incomplete Application	§ 75.20 (b)(5)	Notification that the recertification application is incomplete	Administrator provides notice to owner or operator	Administrator provides notice to owner or operator	If application is found to be incomplete
					120 day clock starts upon receipt of a complete application
					A reasonable time is provided to submit the missing information. Non-compliance with this notice may result in disapproval of application.

*** Recertification is required when a replacement or change to a monitoring system may significantly affect the accuracy of the system. Recertification is also required if a change in unit operation or a change to the flue gas handling system may significantly affect the flow or concentration profile. Changes that require recertification include analyzer replacement, change in probe location, and complete system replacement. Also, any change that requires *non-routine* RATA testing, or fuel flowmeter accuracy testing, or Appendix E re-testing is considered to be a recertification event, with one exception: changing the polynomial coefficients or K-factor(s) of a flow monitor or moisture monitor requires RATA testing but is not considered a recertification event [see §§ 75.20 (b) and 75.20 (g)(6)].

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Acid Rain Program: Summary of Part 75 Administrative Processes

Revised 4/25/00

Table 3: Monitoring Plans

Submittal Requirement	Rule Citation(s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Monitoring Plan Submittal (General Requirements)	§ 75.62 and § 75.63	Complete electronic and hardcopy monitoring plan***	Electronic portion to CAMD Hardcopy portion to EPA Region, State	≥ 45 days prior to commencement of initial certification testing	Electronic transmittal of all monitoring plan information, including hardcopy portions, is acceptable.
		Complete electronic monitoring plan and any hardcopy portions that have changed	Electronic portion to CAMD Hardcopy portion (if applicable) to EPA Region, State	With each recertification application	-----
		Complete electronic monitoring plan and any hardcopy portions that have changed	Electronic portion to CAMD Hardcopy portion (if applicable) to EPA Region, State	With each certification application	Sections 75.62 (a)(1) and 75.63 (b)(1) appear to conflict. § 75.62(a)(1) refers only to recertification applications, not certifications, while § 75.63 (b)(1) references both
		Complete electronic monitoring plan	CAMD	In each quarterly emissions report	-----
		Portions of the hardcopy monitoring plan that have changed, following "any	EPA Region, State	< 30 days after the "event"	-----

Table 3: Monitoring Plans | Acid Rain Program: Summary of Part 75 Administrative Processes | Rules, Policy, and I...

Monitor Plan Updates (General)	§ 75.53 (b) and § 75.73 (c) (2)	Updated electronic or hardcopy monitoring plan information (as applicable)	Not specified	Whenever change (s) to monitoring system(s) affect monitoring plan information	No specific timeframe or deadline is given in § 75.53 (b) for the updates
Monitor Plan Updates (Span and Range)	Appendix A, sections 2.1.1.5 (c), 2.1.2.5 (c), 2.1.3.3, and 2.1.4.3 (c)	Updated electronic or hardcopy monitoring plan information (as applicable)	Not specified	In the quarter in which the change (s) become effective	The span and range changes must be made \leq 45 days after end of quarter in which need to change is identified (or \leq 90 days if new calibration gases must be ordered)

*** Beginning on April 1, 2000, the electronic and hardcopy portions of the monitoring plan will be as specified in § 75.53 (e) for CEMS and in § 75.53 (f) for Appendix D and E units, LME units, etc. In general, the "electronic portion" of a monitoring plan refers to data elements that are required to be reported in the 500-level EDR records. The "hardcopy portion" of the monitoring plan includes schematics, blueprints, span and range calculations, test protocols, data flow diagrams, technical justifications and supporting data to qualify for certain regulatory options, etc.

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Table 4: Routine Quality Assurance Testing

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Notice of Semiannual or Annual RATA Testing	§ 75.61 (a)(5)	Notification of test date(s) for routine RATAs required under Appendix B	EPA Region and State	> 21 days prior to commencement of testing	<p>Test date may be changed, provided that notice is given > 24 hr in advance of new test date</p> <p>Section 75.61 (a)(5)(iii) allows CAMD, the Region or State to waive this requirement or to reinstate it if previously waived.</p> <p>If an EPA or State observer is present when a test is rescheduled, the observer may waive the notification requirement for the rescheduled test.</p>
RATA Results	§ 75.60 (b)(5)	Hardcopy results of semiannual or annual RATA tests	EPA Region, State, upon request	Later of: 45 days after completing tests or < 15 days after receiving request from Region or State	-----
Notice of Appendix D fuel flowmeter accuracy testing	§ 75.20 (g)(2)	Notification is not required	N/A	N/A	-----
Notice of Appendix E Retesting	§ 75.20 (g)(2)	Notification of test date(s) for periodic retesting required under Appendix E	EPA Region and State	> 21 days prior to commencement of testing	Section 75.20 (g)(2) requires notification of " routine periodic retesting.....as specified in § 75.61. The only periodic routine retesting described in § 75.61 is for RATAs

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Table 5: Diagnostic Tests and DAHS Verifications

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Diagnostic Test Results	§ 75.63 (a)(2)(iii)	Electronic results of diagnostic tests	CAMD	In the appropriate quarterly report	Applies to all <i>non-routine</i> QA tests that are not classified as recertification tests
DAHS Verifications	§ 75.63 (a)(2)(iii)	Formula and missing data routine verifications	Submittal not required	N/A	Keep results of these tests on-site in format suitable for inspection

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Table 6: Low Mass Emission Units

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Certification Application	§ 75.19 (a)(1), § 75.19 (a)(2) and § 75.63 (a)(1) (iii)	1) Complete monitoring plan for the unit (hard copy and electronic), 2) A demonstration that the unit qualifies as an LME unit (hard copy and electronic), 3) Description of the calculation methodology that will be used to ensure that the unit maintains its LME status (hard copy), and 4) The projected date on which the LME methodology will first be used (hard copy and electronic).	1) To CAMD, EPA Region, and the State. 2 - 5) <u>The electronic portion is sent to CAMD and the hard copy portion goes to EPA Region and the State.</u>	At least 45 days prior to the date on which the methodology will first be used.	Use EDR record types 645 and 585, respectively, to meet the electronic requirements of items 3 and 5. More information about the LME methodology is available in the <u>Plain English Guide to Part 75.</u> For assistance in preparing the electronic portion of the monitoring plan, see Table A-14 in Appendix A of the <u>EDR instructions.</u>

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Table 7: Other Notification Requirements

Submittal Requirement	Rule Citation (s)	Contents of Submittal	Submit to Whom?	Submit When?	Comments
Operation of new unit, newly affected unit, new stack or new FGD	§ 75.61 (a)(2)	Notification of date of commencement of commercial operation of new or newly-affected unit or planned date of initial use or operation of new stack or FGD	CAMD, EPA Region, State	> 45 days prior to the applicable date	If the planned date changes, submit notice of actual date < 7 days after the actual date of initial operation or usage (as applicable).
Unit shutdown and recommencement of commercial operation	§ 75.61 (a)(3) § 75.4 (a) and (d)	Notice of dates of unit shutdown and recommencement of commercial operation, for a unit relying on § 75.4 (d) to postpone certification testing	CAMD, EPA Region, State	For planned shutdown, > 45 days prior to certification deadline in § 75.4 (a), if shutdown is planned at least 45 days ahead of deadline. Otherwise, submit notice < 7 days after scheduling is complete. For unplanned shutdown, provide notice < 7 days following the shutdown.	If actual date differs from planned date, submit notice of actual date < 7 days following actual date of shutdown or recommencement of commercial operation (as applicable).
Postponement of Appendix E Testing for Backup Fuel	§ 75.61 (a)(4) § 75.4 (a) and (f)	For an Appendix E unit relying on § 75.4 (f) to postpone testing while combusting a backup fuel, provide notice of that fact.	CAMD, EPA Region, State	> 45 days prior to certification deadline in § 75.4 (a)	-----
Initial Combustion		After the	CAMD,	No later than 7 days	Notification must

Table 7: Other Notification Requirements | Acid Rain Program: Summary of Part 75 Administrative Processes | Rule...

of Backup Fuel for which Appendix E Testing was Postponed	§ 75.61 (a)(4) § 75.4 (a) and (f)	certification deadline in § 75.4 (a), provide notice of combustion of any fuel for which Appendix E testing was not performed prior to the deadline.	EPA Region, State	after first date of combustion of the fuel.	include either actual or projected date of Appendix E testing after initial combustion of the fuel.
Notice of Combustion of Emergency Fuel (Appendix D or E)	§ 75.61 (a)(6)(i) § 75.4 (a) and (g)	Where the owner or operator is postponing installation or testing of a fuel flowmeter for emergency fuel under § 75.4 (g), provide notice of that fact.	CAMD, EPA Region, State	No later than 45 days prior to certification deadline in § 75.4 (a)	-----
		Provide notice when emergency fuel is first combusted after deadline in § 75.4 (a)		No later than 7 days after first date of combustion of the fuel.	
Appendix E Emergency Fuel Exemptions Obtained by Petition	§ 75.61 (a)(6) (ii) § 75.66	If Appendix E exemptions for emergency fuel have been obtained under § 75.66, report dates and hours in which the fuel was combusted	CAMD, EPA Region, State	In the quarterly emissions report	-----

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