

Instruction for use of “Annual Compliance Certification Report” Form

General

If no deviations occurred during the reporting year and if the affected source did not exceed the 50 tons per day average daily feed production level for the first time since the initial average daily feed production level determination, the owner or operator of the affected prepared feeds manufacturing facility must prepare the annual compliance certification report by March 1 of the year following the reporting period, but the owner or operator does not need to submit an annual compliance certification report.

“**Deviation**” means any instance in which an affected source, subject to 17.0 of this regulation, or an owner or operator of such a source fails to meet any applicable requirement or obligation established in 17.0.

This form may be used to comply with the annual reporting requirements in 17.8 in Section 17 of Regulation 1138. The use of this form is optional. However, other means of reporting must contain the applicable information required in accordance with 17.8.1 through 17.8.6 in Section 17.

Required Submittal Date

If any deviation occurred or if the affected source exceeded the 50 tons per day average daily feed production level for the first time since the initial average daily feed production level determination during the reporting year, the owner or operator must prepare and submit the “Annual Compliance Certification Report” to the Department (with copy to the U.S Environmental Protection Agency) no later than March 1 of the year following the reporting period.

The addresses for this submittal are provided below and in Item 11 of the “Annual Compliance Certification Report” form.

Instructions for completing the “Annual Compliance Certification Report” form.

Items 1

The owner or operator must provide the name of the affected prepared feeds manufacturing facility.

Items 2

The owner or operator must provide the physical location of the affected prepared feeds manufacturing facility.

Items 3

The owner or operator must provide the name of the owner or operator of the affected prepared feeds manufacturing facility identified in Items 1 and 2.

Instruction for use of “Annual Compliance Certification Report” Form

(Continued)

Item 4

The “Annual Compliance Certification Report” form can be used in the following different report circumstances:

17.8.3 deviation occurred during reporting period	17.8.4 deviation occurred during reporting period	17.8.5 deviation occurred during reporting period	Annual ADFPL exceeded 50 tons per day for first time since initial ADFPL determination	Action required
All sources	New sources	Existing sources	All sources	
---	---	---	---	Prepare only
---	Yes		---	Prepare and submit
---		Yes	---	Prepare and submit
Yes	---	---	---	Prepare and submit
---	---	---	Yes	Prepare and submit
Yes	Yes		---	Prepare and submit
Yes		Yes	---	Prepare and submit
Yes	Yes		Yes	Prepare and submit
Yes		Yes	Yes	Prepare and submit

ADFPL means average daily feed production level

Item 4 of the “Annual Compliance Certification Report” form provides guidance on which items of the report form must be completed, when the report must be prepared by, and whether the report must be submitted to the Department.

Item 5

If appropriate, the owner or operator of the affected prepared feeds manufacturing facility uses Item 5 to certify that the source has complied with all relevant management practices, standards and other operating requirements in Section 17 and that the annual average daily feed production level for the reporting period did not exceed 50 tons per year for the first time since the initial average daily feed production level was determined.

In addition, the owner or operator must certify that the statements and information contained in the annual compliance certification report are true, accurate, and complete. The owner or operator must also sign the “Annual Compliance Certification Report” form and provide the information requested.

Instruction for use of “Annual Compliance Certification Report” Form

(Continued)

Item 6

If the average daily feed production level during the reporting period exceeded 50 tons per day for the first time since the initial determination of the average daily feed production level, the owner or operator provides the average daily feed production level determined for the reporting period.

For existing sources, the initial determination is based on the average daily feed production level for the period January 5, 2011 through January 4, 2012. For new and reconstructed sources, the initial average daily feed production level is based on the design rate.

Item 7

The owner or operator of the affected prepared feeds manufacturing facility indicates (by placing an “X” the appropriate box) if a deviation occurred under 17.8.3 or 17.8.4 for new affected sources or under 17.8.3 or 17.8.5 for existing affected sources during the reporting period.

One example of a deviation under 17.8.3 would be failure to keep the exterior doors in the immediate affected area shut except for ingress or egress to the facility as required in accordance with 17.4.1.1.3 in Section 17.

One example of a deviation under 17.8.4 would be a new affected source operating the cyclone at a pressure drop outside the operating parameter range established as defining proper operation in accordance with 17.4.5.2 in Section 17.

One example of a deviation under 17.8.5 would be an existing affected source operating the cyclone in a manner that is not consistent with good air pollution practices and the cyclone’s manufacturer’s specifications and operating instructions in accordance with 17.4.6 in Section 17.

Item 7 also provides guidance on which items of the report must be completed, depending on whether the “X” was placed in the “Yes” or the “No” box, and when the report must be submitted to the Department.

Item 8

If appropriate, the owner or operator of the affected prepared feeds manufacturing facility uses Item 8 to certify that no deviations occurred under 17.8.3, 17.8.4, or 17.8.5 during the reporting period.

In addition, the owner or operator must certify that the statements and information contained in the annual compliance certification report are true, accurate, and complete. The owner or operator must also sign the “Annual Compliance Certification Report” form and provide the information requested.

Instruction for use of “Annual Compliance Certification Report” Form

(Continued)

Item 9

The owner or operator of the affected prepared feeds manufacturing facility must identify all deviations that occurred at the facility during the reporting period under 17.8.3, 17.8.4, or 17.8.5 in Section 17. The owner or operator must provide the following information for each deviation:

- The affected source in which the deviation occurred,
- The date the deviation started,
- The date the deviation ended,
- A brief description of the deviation, and
- The corrective actions taken to bring the affected source back into compliance with Section 17.

If more than the three (3) deviations occurred (number allowed for on Page 2 of this form), the owner or operator should use additional copies the deviation reporting sheet (provided) and attach these pages to this report.

Item 10

The owner or operator must certify that the statements and information contained in the annual compliance certification report are true, accurate, and complete. The owner or operator must also sign the “Annual Compliance Certification Report” form and provide the information requested.

Item 11

If the owner or operator is required to submit the completed “Annual Compliance Certification Report”, the “Annual Compliance Certification Report” form must be submitted to the Department (with a copy to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 11 of the form. The owner or operator must keep a copy of the completed form.

Submit the Annual Compliance Certification Report to the following addresses

Delaware Department of Natural Resources and
Environmental Control
Director, Division 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

For the reporting period ending December 31, _____

Annual Compliance Certification Report

Regulation 1138 – Section 17

Emission Standards for Area Source Prepared Feeds Manufacturing Facilities

[1] Name of the facility: _____

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

[3] Name of Owner or Operator: _____

[4] If **no deviations** occurred during the reporting period under 17.8.3 and 17.8.4 for new affected sources or under 17.8.3 and 17.8.5 for existing affected sources **and** if the average daily feed production level (ADFPL) during the reporting period **did not exceed** 50 tons per day for the first time since the initial ADFPL was determined under 17.8.6, then . . .

- The owner or operator shall certify compliant operation throughout the reporting period by completing Item 5 no later than March 1 of the year following the reporting period. Items 6 through 11 of this report can be skipped.
- The owner or operator shall prepare the “Annual Compliance Certification Report” no later than March 1 of the year following the reporting period. Submittal is not required.

If **a deviation** occurred during the reporting period under 17.8.3, 17.8.4, or 17.8.5 **and/or** if the ADFPL during the reporting period **exceeded** 50 tons per day for the first time since the initial ADFPL was determined under 17.8.6, then . . .

- The owner or operator shall skip Item 5 of this report and resume completion of the “Annual Compliance Certification Report” beginning with Item 6.

[5] • I certify that there were no deviations of any management practice and standard under 17.8.3 or deviations from proper operation under 17.8.4 or 17.8.5, as applicable, **and** the average daily feed production during the reporting period did not exceed 50 tons per day for the first time since the initial ADFPL was determined under 17.8.6.
• I certify that all the statements and information contained in this report are true, accurate, and complete.

Signature: _____

Date : _____

Title/Position: _____

Telephone No: _____

Email Address: _____

Printed Name: _____

[6] If the average daily feed production level (ADFPL) for the reporting period **exceeded 50 tons per day for the first time** since the initial ADFPL was determined, the owner or operator shall provide the average daily feed production level for the reporting period in the space provided below.

Average daily feed production level for the reporting period: _____ Tons per day

[7] Indicate if any **deviations** occurred under 17.8.3, 17.8.4, or 17.8.5 during the reporting period.

Place “X” in the appropriate box

Yes No

- If the owner or operator placed the “X” in the **No** box (i.e. no deviations occurred), the owner or operator shall certify this report by completing Item 8 and shall submit this report to the agencies in Item 11 no later than March 1 of the year following the reporting period. Items 9 and 10 of this report can be skipped.
- If the owner or operator placed the “X” in the **Yes** box (i.e. a deviation occurred), the owner or operator shall skip Item 8 and resume completion of the “Annual Compliance Certification Report” beginning with Item 9 on page 2.

[8] • I certify that there were no deviations of any management practice and standard under 17.8.3 or deviations from proper operation under 17.8.4 or 17.8.5, as applicable.

- I certify that all the statements and information contained in this report are true, accurate, and complete.

Signature: _____

Date : _____

Title/Position: _____

Telephone No: _____

Email Address: _____

Printed Name: _____

For the reporting period ending December 31, _____

Annual Compliance Certification Report

Regulation 1138 – Section 17

Emission Standards for Area Source Prepared Feeds Manufacturing Facilities

- [9] List all deviations that occurred under 17.8.3, 17.8.4, and 17.8.5 of Section 17 during the reporting period. Identify the affected source, provide the beginning and end dates of each deviation, and provide a brief description of the deviation and the corrective actions taken.

If additional entries are required, continue on the additional sheet (provided) and attach to this report.

<u>Affected source</u>	<u>Deviation Start Date</u>	<u>Deviation End Date</u>
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Description of Deviation

Corrective Actions Taken

<u>Affected source</u>	<u>Deviation Start Date</u>	<u>Deviation End Date</u>
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Description of Deviation

Corrective Actions Taken

<u>Affected source</u>	<u>Deviation Start Date</u>	<u>Deviation End Date</u>
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Description of Deviation

Corrective Actions Taken

- [10] I certify that all the statements and information contained in this notification are true, accurate, and complete.

Signature: _____

Date : _____

Title/Position: _____

Telephone No: _____

Email Address: _____

Printed Name: _____

- [11] If the owner or operator is required to submit this "Annual Compliance Certification Report", the report must be submitted to the following agencies by March 1 of the year following the reporting period. **Remember** to keep a copy of this notification.

Delaware Department of Natural Resources
and Environmental Control
Director, Division 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

For the reporting period ending December 31, _____

Annual Compliance Certification Report

Regulation 1138 – Section 17

Emission Standards for Area Source Prepared Feeds Manufacturing Facilities

Name of the facility:

Affected source

Deviation Start Date

Deviation End Date

Description of Deviation

Corrective Actions Taken

Affected source

Deviation Start Date

Deviation End Date

Description of Deviation

Corrective Actions Taken

Affected source

Deviation Start Date

Deviation End Date

Description of Deviation

Corrective Actions Taken

Affected source

Deviation Start Date

Deviation End Date

Description of Deviation

Corrective Actions Taken

Affected source

Deviation Start Date

Deviation End Date

Description of Deviation

Corrective Actions Taken