

**ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
AIR DIVISION**

**INSTRUCTIONS FOR COMPLETION OF
EXCESS EMISSION MONITORING REPORT (ADEM FORM 373)**

Each major source must submit a monitoring report at least semi-annually unless enhanced monitoring is required at any individual unit. The report must be submitted quarterly if enhanced monitoring is required for any individual unit. Part B is required to be submitted quarterly for each unit and pollutant subject to enhanced monitoring and at least semi-annually for each unit and pollutant which is not subject to enhanced monitoring. Check the "Enhanced Monitoring" block for each source and each unit subject to enhanced monitoring. Certification of compliance (Part B Compliance Summary) is required quarterly for all enhanced monitoring reports and annually for all other sources.

Part A

- Item 1: Self-explanatory.
- Item 2: Self-explanatory. AIRS AFS ID No. and permit number are contained in the Permit.
- Item 3: Self-explanatory.
- Item 4: Self-explanatory.
- Item 5: Number of units for which a Part B is completed. One unit may have several Part B's, depending upon pollutants involved.
- Item 6: Self-explanatory.

Part B (Permit ID and Unit ID are provided in the permit.)

- Item 1: Self-explanatory.
- Item 2: Self-explanatory.
- Item 3: Self-explanatory.
- Item 4: Self-explanatory.

MONITORING REPORT

Part A - Source Information

Enhanced Monitoring Report?

1. COMPANY IDENTIFICATION

Company Name: _____

Company Mailing Address: _____

2. FACILITY IDENTIFICATION (if different from the Company)

Facility Name: _____

Facility Street Location: _____

AIRS AFS ID No.: _____ Permit ID No.: _____

3. RESPONSIBLE OFFICIAL IDENTIFICATION

Name/Title: _____

Telephone/Facsimile Number(s): _____

4. FACILITY SITE MANAGER/CONTACT IDENTIFICATION (if different from the Responsible Official)

Name/Title: _____

Telephone/Facsimile Number(s): _____

5. REPORT INFORMATION

Reporting Period (mm/dd/yy): _____

Number of Units Included: _____

Note: Complete a separate Part B for each pollutant at each unit included in the report.

6. CERTIFICATION

I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

Signature of Responsible Official: _____

Date Signed: _____

OFFICIAL USE ONLY

Reporting Period End Date: _____

Postmark Date: _____

Date of Initial Review: _____

Review Conducted By: _____

Certification Is: Complete Incomplete

Explain: _____

MONITORING REPORT

Part B - Unit Information

Enhanced Monitoring Report?

1. BASIC DATA

Unit Identification: _____

Process Description: _____

Control Device (if applicable): _____

Pollutant Identification:

SO₂ NO_x CO PM VOC

Other (specify) _____

Unit Operating Time in the Period (in hours): _____

Emissions Standard(s)/Limitation(s) <i>(in units of the standard)</i>	Averaging Time	Regulatory Reference	Permit Reference

2. MONITORING PROTOCOL (MP) INFORMATION

Monitoring Type (for each element of the MP check the appropriate box, and then provide a brief description in the space provided):

- | | |
|---|--|
| <input type="checkbox"/> Continuous Emissions Monitoring System | <input type="checkbox"/> Control Device Parameter Monitoring |
| <input type="checkbox"/> Fuel Sampling and Analysis | <input type="checkbox"/> Other Instrumental Process Monitoring |
| <input type="checkbox"/> Mass Balance and/or Emission Factors | <input type="checkbox"/> Mass Balance and/or Emission Factors |

Brief Description of MP: _____

Give the Permit ID, Unit ID, and Pollutant: _____

MONITORING REPORT

Part B - Unit Information (cont.)

3. COMPLIANCE SUMMARY

MP performance information:

Causes of MP Downtime (Excluding Any Applicable Zero and Span Checks)	Downtime Incidents (Number)	Total Downtime (Hours)	Percent Unavailability*	Comments
Monitor Equipment Malfunctions				
Non-Monitor Equipment Malfunctions (e.g., computer, data recorder, etc.)				
Quality Assurance				
Other Known Causes				
Unknown Causes				
Total				

* "Percent Unavailability" is calculated by the following formula:

$$\frac{\text{MP Downtime}}{\text{Source Unit Operating Time (Hours)}} \times 100 = \text{Percent Unavailability}$$

Monitoring Data Information

Emission Limitation/Standard: _____ (complete a separate form for each emission limitation/standard monitored by the MP).

Causes of Deviations	Number of Deviations	Total Duration of Deviations (Hours)	Percent of Monitored Operating Time*	Comments
Process Start-up/Shutdown				
Control Equipment Problems				
Process Problems				
Fuel Problems				
Other Known Problems				
Unknown Causes				
Total				

* "Percent of Monitored Operating Time" is calculated as follows: divide Total Duration of Deviations by (Unit Operating Time (Hours) - MP Downtime During Unit Operating Time (Hours)), then multiply the result by 100.

The emissions unit on the last day of the reporting period was/was not in compliance with all emission standards/limitations subject to monitoring. (circle one)

The emissions unit was in continuous/intermittent compliance during the reporting period with all emission standards/limitations subject to monitoring. (circle one)

Give the Permit ID, Unit ID, and Pollutant : _____

MONITORING REPORT
Part B - Unit Information (cont.)

4. REQUIRED ATTACHMENTS

- If the total monitoring protocol downtime for the reporting period is greater than the percentage specified in the permit for this emissions unit, attach a copy of the records that are required to be maintained pursuant to § 64.6(a)(3)(iii) and (iv) in the 40 Code of Federal Regulations Part 64, § 60.7 in the 40 Code of Federal Regulations Part 60, ADEM Admin. Code R . 335-3-16-.05(3), or the permit.
- If there were non-exempt deviations during the reporting period and/or the total duration of deviations for the reporting period is greater than the percentage specified in the permit for this emissions unit, attach a copy of the records that are required to be maintained pursuant to § 64.6(a)(3)(i) and (v) in the 40 Code of Federal Regulations Part 64, § 60.7 in the 40 Code of Federal Regulations Part 60, ADEM Admin. Code R . 335-3-16-.05(3), or the permit.
- If this emissions unit undertook additional measures during the reporting period to demonstrate compliance with an applicable emission limitation or standard or with an enhanced monitoring requirement, attach a summary of each compliance test or other measures.

Give the Permit ID, Unit ID, and Pollutant : _____