



**Minnesota Pollution Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

**CAP-CR-04**

**Capped Emission Permit Annual Compliance Certification Report**  
Air Quality Permit Program

Doc Type: Excess Emission Report

**Address hard copy report submittals to:** Air Compliance Tracking Coordinator  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194

**Or**

E-mail a signed and scanned PDF copy to: [AQRoutineReport.PCA@state.mn.us](mailto:AQRoutineReport.PCA@state.mn.us)  
(see e-mail instructions in "Routine Air Report Instructions Letter" at <http://www.pca.state.mn.us/nwqh472>)

**General Facility Information**

Facility name: \_\_\_\_\_ AQ file no.: \_\_\_\_\_

County: \_\_\_\_\_ AQ permit no.: \_\_\_\_\_

This certification report covers the period of January 1 – December 31, \_\_\_\_\_ Year: \_\_\_\_\_

**Reporting Period Information**

**1) Has the 12-month rolling sum of actual emissions been calculated for each pollutant by the last day of each month during this reporting period?**

- No Report the deviation on Deviations Reporting Form (DRF), if you have not already done so, and continue to number 2.
- Yes Continue to number 2.

**2) Have the facility's actual emissions remained below the following thresholds during the reporting period?**

Capped Emissions Permit Option 1	
Pollutant	Emissions Threshold (in tons per year)
Single HAP	9.0
Total HAPs	20
PM	90
PM <sub>10</sub>	90
VOCs	90
SO <sub>2</sub>	90
NO <sub>x</sub>	90
CO	90
Pb	0.50

Capped Emissions Permit Option 1	
Pollutant	Emissions Threshold (in tons per year)
Single HAP	8.0
Total HAPs	20
PM	75
PM <sub>10</sub>	75
VOCs	85
SO <sub>2</sub>	90
NO <sub>x</sub>	85
CO	85
Pb	0.50

HAP = Hazardous Air Pollutants; PM = Particulate Matter; PM<sub>10</sub> = Particulate matter less than 10 µm in size  
VOCs = Volatile organic compounds; SO<sub>2</sub> = Sulfur Dioxide; NO<sub>x</sub> = Nitrogen Oxides; Pb = Lead

- No The facility is no longer eligible for the Capped Emissions Permit, but may be eligible to reapply per Minn. R. 7007.1142, subp. 4. Report the deviation on a DRF, if you have not already done so, and continue to number 3.
- Yes Continue to number 3.

**3) If the facility has a Capped Emissions Permit Option 1, did the actual emissions calculated during the reporting period include all quantifiable insignificant activities and conditionally insignificant activities?**

- No Report the deviation on a DRF, if you have not already done so, and continue to number 4.
- Yes Continue to number 4.
- NA Not applicable, the facility operates under a Capped Emissions Permit Option 2. Continue to number 4.

- 4) **If the facility made any physical or operational changes that increased emissions during the reporting period, was a Prechange Analysis completed as described in Minn. R. 7007.1146, subp. 3 to ensure continued eligibility for the Capped Emissions Permit?**
- No Report the deviation on a DRF, if you have not already done so, and continue to number 5.
- Yes Continue to number 5.
- NA Not applicable, no physical or operational changes were made at my facility during the reporting period that increased emissions. Continue to number 5.
- 5) **Has the facility maintained an updated Compliance Management Plan as described in Minn. R. 7007.1146, subp. 4?**
- No Report the deviation on a DRF, if you have not already done so, and continue to number 6.
- Yes Continue to number 6.
- 6) **If the facility uses control equipment to qualify for the Capped Emissions Permit, has the facility maintained compliance with the Control Equipment Rules, Minn. R. 7011.0060 to 7001.0080, during this reporting period?**
- No Report the deviation on a DRF, if you have not already done so, and continue to number 7.
- Yes Continue to number 7.
- NA Not applicable, the facility does not use control equipment to qualify for the Capped Emissions Permit. Continue to number 7.
- 7) **If the facility is subject to process specific rules (such as New Source Performance Standards or Continuous Monitoring System requirements, etc.), has the facility maintained compliance with those rules during the reporting period?**
- No Report the deviation on a DRF, if you have not already done so, and continue to number 8.
- Yes Continue to number 8.
- NA Not applicable. There are no process specific regulations that apply to my facility. Continue to number 8.
- 8) **Did the facility submit an Equipment Inventory List and an Annual Emissions Inventory by April 1 for the previous calendar year?**
- No Report the deviation on a DRF, if you have not already done so, and continue to number 9.
- Yes Continue to number 9.
- 9) **If the facility had any deviations from permit requirements during the reporting period, did the facility submit the appropriate DRF?**
- No Report the deviation on a DRF and continue to number 10.
- Yes Continue to number 10.
- NA Not applicable, the facility had no deviations. Continue to the Certification.
- 10) **List all DRFs that were submitted to the MPCA for the reporting period. Include DRFs that are being sent with this certification. Attach additional pages if necessary. Continue to the Certification.**

Type of Deviation Report (DRF-1 or DRF-2)	Period Covered by Report	Date of Cover Letter Accompanying Report

## Certification

I certify under penalty of law that I have reviewed this facility's compliance status with respect to *all* permit conditions for the above specified calendar year. I have determined, to the best of my knowledge, that this facility has been in continuous compliance with all permit conditions with the exception of those requirements listed in the above deviations report(s) which have been submitted to the Air Quality Compliance Tracking Coordinator at the Minnesota Pollution Control Agency (MPCA).

Responsible official (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The individual signing must meet the definition of "responsible official" in Minn. R. 7007.0100, subp. 21.

## General Information about Deviation and Compliance Reporting

If you have a capped emission permit, you must use the "Deviation Reporting Forms" (DRF) to report any deviations (noncompliance with a permit condition or applicable requirement). Regardless of whether any deviations occurred at your facility, capped emission permittees must submit a "Capped Emission Permit Annual Compliance Certification Report" (CAP-CR-04) by January 31 of each year for the previous calendar year. Capped emission permittees must submit DRFs semi-annually if a deviation occurred during the half-year. The DRFs are due before July 30 for the period of January 1 to June 30 and before January 30 for the period of July 1 to December 31.

Deviation Reporting Forms and Capped Emission Permit Annual Compliance Certification Report must be used unless the MPCA approves another format. There are two separate DRFs: DRF-1 and DRF-2.

**DRF-1** is used to report direct excess stack emissions (EE) recorded by Continuous Emission Monitoring Systems (CEMS) and Continuous Opacity Monitoring Systems (COMS).

**DRF-2** is used to report deviations recorded by periodic monitoring systems, deviations of permitted operating conditions and surrogate parameters whether recorded periodically or continuously, or potential excess emissions identified through recordkeeping.

*Some examples: flow rate, temperature, throughput, control equipment operating parameters, fuel-use records*

**CAP-CR-04** is the form used to report your compliance status for each year.

Please be sure that a responsible official, as defined in Minn. R. 7007.0100, subp. 21, signs all reports. Print the official's name and his/her title on the form. Mail the form to the address listed on the top of the form.