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| Title: Image of MPCA logo with St. Paul office address - Description: Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | CR-04Annual compliance certification reportAir Quality Permit Program*Doc Type: Excess Emission Report* |

**Instructions on Page 2.**

**Instructions:** Complete and sign form, then create a PDF copy and email to: AQRoutineReport.PCA@state.mn.us.

For more information visit the [Air permit compliance forms webpage](https://www.pca.state.mn.us/business-with-us/air-permit-compliance-forms).

## **General information about deviation and compliance reporting**

If your permit requires you to submit deviation reports or an annual compliance certification, you should use the *Deviation Reporting Forms* (DRFs) and *Annual compliance certification report (CR-04)*, unless you get Minnesota Pollution Control Agency (MPCA) approval to use another format or your facility’s permit specifies otherwise. There are two separate DRF forms: DRF-1 and DRF-2.

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| **DRF-1** | is used to report direct excess stack emissions recorded by Continuous Emission Monitoring Systems (CEMS) and Continuous Opacity Monitoring Systems (COMS). |
| **DRF-2** | is used to report all deviations to permit conditions not recorded by CEMS including deviations of permitted operating conditions, surrogate parameters, failure to meet a requirement, or potential excess emissions identified through monitoring or recordkeeping. Reporting downtime is also required whether due to missed manual readings or monitor malfunction. |
|  | *Some examples: flow rate, temperature, throughput, control equipment operating parameters, fuel-use records* |
| **CR-04** | is used to report facility compliance status at the end of each year *if required by your permit.* If required by permit or compliance document, complete the *Performance test summary* table outlining your facility’s test schedule for all units. Update this schedule as needed when tests are completed.  |

## **General facility information**

|  |  |  |  |
| --- | --- | --- | --- |
| AQ permit number: |       | Agency Interest ID number: |       |
| Facility name: |       | County:  |       |
| This certification report covers the period of January 1 – December 31, |      | (year) |

## **Reports submitted that included deviations**

**Flexible language annual report**

[ ]  Not applicable

[ ]  No changes were made using flexibility provisions of the permit

[ ]  Attached. Refer to the Total facility section of your permit for required information.

Provide the following information regarding each report that was submitted to the MPCA and which included deviations. Use the same numbering system as used in the facility permit.

[ ]  Check here if no deviations have been reported. **Only list reports which included deviations below.**

|  |  |  |
| --- | --- | --- |
| Type of deviation report | Period covered by report | Date of cover letter accompany report (mm/dd/yyyy) |
|       |       |       |
|       |       |       |
|       |       |       |
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## **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 MPCA.*

**Responsible Official**

|  |  |  |  |
| --- | --- | --- | --- |
| Print name: |       | Title: |       |
| Signature: |  | Date: |  |

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

Complete the following table for all units subject to testing at your facility (not just those units tested in current year).

Performance test summary

| **Subject item/ Emission unit ID** | **Operator description** | **Pollutant** | **Most recent test date** | **Next test due (if applicable)** | **Comments** |
| --- | --- | --- | --- | --- | --- |
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**Instructions for *Performance test summary*:**

1. ***Subject item/Emission unit ID:*** Enter the *Subject item ID* of each emission unit/stack/group with test requirement in the permit using the same number as found in air permit (Example: “EQUI 1” or “EU001”).
2. ***Operator description:*** Description that identifies this emission unit at the facility (Examples: “Boiler 1” or “Stack B”).
3. ***Pollutant:*** Pollutant required to be tested (Example: “NOx). If multiple pollutants are tested at same frequency, you may include them in a single row. If the pollutants are tested at different frequencies or have different due dates, list them on separate lines.
4. ***Most recent test date:*** Date last test was completed (Example: “12/30/2017”).
5. ***Next test due:*** Based on due date in permit/applicable regulation OR past test date and required test frequency, provide the projected date next test will be due. Also provide the *next test due* date for units not yet tested. If the requirement is for a one-time test, leave this blank and note that in Comments section (Example: “12/30/2022”).
6. ***Comments:*** Provide any additional information that would be helpful to understanding your facility’s test schedule.