



BUREAU OF AIR QUALITY TITLE V ANNUAL COMPLIANCE CERTIFICATION

Instructions for Completing Form DHEC 3650 (Rev. 06/03)

Completed forms must be submitted to both the South Carolina Department of Health and Environmental Control - Bureau of Air Quality (SC DHEC - BAQ) and to the Environmental Protection Agency (EPA) **postmarked no later than 45 days after the end of the reporting period. The reporting period is based on the effective date of the permit unless an alternative reporting period has been approved by the Department.** Please send certifications to each of the following addresses:

SC DHEC – BAQ
Technical Management Section
2600 Bull Street
Columbia, SC 29201

US EPA, Region 4
Air Enforcement Branch
61 Forsyth Street
Atlanta, GA 30303

Section A (General Information) *

Complete Sections A.1. and A.2. **once** for each Annual Compliance Certification.

Section A.1: Enter the permitted facility's official or legal name. Do not use a colloquial or abbreviated name. Enter the complete mailing address for the facility and the name, title, telephone number, and fax number for the contact person. The contact person must be a person who is familiar with the day-to-day operation of the facility and who is available for contact by the Department, such as a plant manager or other individual. If there is more than one contact person, list the others on an attachment. Lastly, enter the permit number.

Section A.2: Enter the beginning and ending dates for the reporting period covered by this form. The reporting period is 12 months long and begins on the effective date of the permit, unless an alternative reporting period has been approved by the Department.

Section B (Certification of Truth, Accuracy, and Completeness) *

Complete Sections B.1. and B.2. **once** for each Annual Compliance Certification.

Section B.1: Provide the name, title, address, telephone number, and the fax number for the responsible official.

Section B.2: The responsible official must sign and date the certification of truth, accuracy and completeness. Also print or type the name of the responsible official. This section should be signed only after all certification forms are complete and the responsible official has reviewed the information.

Section C (Compliance Status of Each Permit Term or Condition & Methods Used to Determine Compliance) *

Column One: Identify each individual permit term or condition. This may be done by listing a cross-reference or citation to each individual permit term or condition, using the numbering system established in your permit.

The cross-reference or citation must be detailed enough to identify the specific permit term or condition unambiguously and clearly [e.g., “Part 5.0 Section B Condition 1”].

Column Two: Specify which emissions units are subject to the permit term or condition. This is essential because permit terms may apply to all or only certain specific emissions units at a source. Similar equipment at a source may be subject to vastly different permit terms or conditions. Provide the emissions unit ID(s) to which the permit term or condition applies. You may be able to list multiple emissions units for a given permit term or condition.

Column Three: Indicate the compliance status for each individual permit term or condition by marking either “Intermittent Compliance” or “Continuous Compliance”. You must certify the compliance status for each term or condition on the basis of its compliance status for the entire reporting period.

Column Four: Report the compliance methods (or other means) you used to determine the compliance status for each permit term or condition during the reporting period. Compliance methods may include monitoring (instrumental and non-instrumental), recordkeeping and reporting requirements, test methods, or other methods or means required by the permit, or that constitute material information.

Section D (Deviations) *

Column One: Cite the permit term or condition for which there is a deviation [e.g., “Part 5.0 Section B Condition 1”].

Column Two: List the emission unit (Unit ID) where this deviation occurred. You may list multiple units here if they all had the same deviation during the same time periods. In addition, for deviations that impose requirements on the permitted facility as a whole or to all units at your facility, you may enter “facility-wide” in this column.

Column Three: Give a description of each deviation from the conditions of the permit. Periodic reports previously submitted to the Department identifying deviations may be cross-referenced here provided the report includes all the information required in the table. **Be sure to identify clearly and unambiguously the specific periodic report (submittal date should suffice) AND the specific deviation contained in the report.**

You do not have to complete columns four through six of the table in section D for a particular deviation if you properly cross-reference the deviation in columns one through three, and the original report adequately identified the information required in the table.

Column Four: Give the basis for the determination of the deviation.

Column Five: Give all dates and times of deviations. Identify the beginning and ending time periods over which the deviation occurred. Although each 24-hour period of deviation is considered a separate deviation, you may indicate continuous periods of deviation that span multiple days in a single entry. Use the 24-hour clock (equivalent to military time) for reporting these times (e.g., the day starts and ends at midnight, 12 a.m., or 00:00 in military time).

Column Six: Identify the probable cause for the deviation AND any corrective action or preventative measures taken.

* Please refer to the *Guidance Document For Form DHEC 3650 (Rev. 06/03)* for more detailed information about completing Form DHEC 3650 (Rev. 06/03).