

# New York State Department of Environmental Conservation Annual Capping Certification



As required by 6 NYCRR Part 201-7.1(h), facilities that have been issued a federally enforceable emissions cap must certify compliance with that cap on an annual basis. The Department has developed the attached form which may be used to comply with this requirement. Completed forms must be submitted to the Regional Air Pollution Control Engineer for the DEC Region in which the facility is located. A list of DEC regional offices and their contact information is available on the Department's website at:

<http://www.dec.ny.gov/about/76070.html>. Please complete each section of the form as follows:

## I. Certification of Truth, Accuracy, and Completeness

### Facility Information:

**DEC ID:** Enter the facility's DEC ID (found on the facility's air permit).

**Report Type:** Enter the report type.

**Reporting Period:** Enter the beginning and ending dates for the reporting period covered by this form.

**Facility Name:** Enter the facility name as printed on the air permit. Do not use a colloquial or abbreviated name.

**Mailing Address:** Enter the complete mailing address for the facility.

**Facility Contact:** Enter the name, telephone number, and e-mail address for the facility contact person. The contact person entered in this section should be the person most familiar with the day-to-day operation of the facility and the details included in the submission (e.g. the plant manager) that is available to be contacted by the Department if necessary.

**Responsible Official:** Enter the name, mailing address, telephone number, and e-mail address of the responsible official. A responsible official is defined in Paragraph 201-2.1(b)(28). The responsible official listed in this section must also sign and date the certification line. By signing the certification line, the responsible official is certifying that the information contained on the form and any attachments is true, accurate, and complete. **Note: The responsible official must also sign and date each capping certification form submitted.**

## II. Annual Capping Certification Form

**DEC ID:** Enter the facility's DEC ID (found on the facility's air permit).

**Facility Name:** Enter the facility name as printed on the air permit. Do not use a colloquial or abbreviated name.

**Reporting Period:** Enter the beginning and ending dates for the reporting period covered by this form.

**Capped Regulation:** Enter the regulation for which the facility has accepted an emissions cap. The regulation should be entered as stated in the facility's permit.

**Contaminant Name:** Enter the name of the contaminant that is being capped. A separate form must be filled out for each individual contaminant capped at the facility.

**CAS No.:** Enter the Chemical Abstract Series (CAS) number for the capped contaminant. A separate form must be filled out for each individual contaminant capped at the facility.

**Capping Parameter/Limit:** Enter the capping parameter and limit as stated in the permit. Include the units of measurement applicable to the limit (i.e. NO<sub>x</sub> emissions / 24 tons per year; Residual oil burned / 1 million gallons per year; etc.).

**Permit Level:** Enter the permit level where the cap applies (i.e. Facility, Emission Unit, Emission Source, Emission Point, Process, or combination). For a level other than facility, indicate the ID numbers involved as given in the permit.

**Method Used to Determine Emissions:** Enter the method used to determine compliance with the cap (i.e. CEMS data, fuel analysis, coating VOC analysis etc.). For emission units where a CEMS is used to measure emissions, a secondary method must be used to estimate emissions during periods when the CEMS did not operate. **Note: emissions from all periods of operation must be accounted for when determining compliance with an emissions cap.**

#### **Emissions Data:**

**Month and Year:** Enter the month and year for the emissions described in this row.

**Monthly Total Emissions:** Enter the monthly total emissions for the contaminant listed above during the month and year indicated. Include any formulas and/or calculations that were used to verify compliance with the emissions cap as an attachment to the capping certification form.

**12 Month Rolling Total Emissions:** Enter the 12 month rolling total for the 12-month period that includes the listed Month and Year. The 12-month period is defined in Paragraph 201-2.1(b)(1). The 12 month rolling total is not required for emissions caps that involve a monthly limit rather than an annual limit. Include any formulas and/or calculations that were used to verify compliance with the emissions cap as an attachment to the capping certification form.

Note: For limits on a basis other than monthly or annual, contact the appropriate DEC Regional Office for instructions on what format is acceptable for reporting. A list of DEC regional offices and their contact information is available on the Department's website at:

<http://www.dec.ny.gov/about/76070.html>.

**The responsible official named in Section I of the form must also sign and date each capping form submitted.**

**New York State Department of Environmental Conservation  
Annual Capping Certification**



**Department of  
Environmental  
Conservation**

DEC ID									
-						-			

Sheet \_\_\_\_ of \_\_\_\_

Report Type		Reporting Period	/	/	to	/	/
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Facility Information			
Facility Name			
Mailing Address			
City	State/Province	Country	Zip

Facility Contact	
Contact Name	
Title	
Telephone ( )	E-mail Address

Responsible Official			
Name			
Title			
Mailing Address			
City	State/Province	Country	Zip
Telephone ( )	E-mail Address		

Certification
I certify, under penalty of law, that based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate, and complete.
Signature of Responsible Official
Date

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DEC ID									
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Facility Name	Reporting Period	/ / to / /
Capped Regulation		
Contaminant Name	CAS No.	
Capping Parameter/Limit		
Permit Level		
Method Used to Determine Emissions		

Emissions Data		
Month and Year	Monthly Total Emissions	12 Month Rolling Total Emissions

Certification	
I certify that the above mentioned facility was in compliance with the permitted limit on a twelve month rolling basis	
Signature of Responsible Official	
Date	