Annual & Semi-Annual Reporting
(Title V “Class I” Sources)
Semi-annual Reports

• Semi-annual report is due 30 days after the first 6-month period following Title V permit issuance.
  • Title V issued on January 1, 2017
    • Reporting periods are Feb 16 – Aug 15 & Aug 16 – Feb 15
    • Reports due September 14 & March 17 (16th on Leap Years)
Semi-annual Reports

• Report should include:
  • Cover letter signed by the Responsible Official
  • Section by section description of compliance status corresponding to each section of the operating permit
    • Fuel usages, recordkeeping, testing, maintenance, etc
  • List of any deviations from the operating permit
    • Upsets, malfunctions, etc
Annual Report (CR-02)

• Annual report is due 30 days after the first year following Title V permit issuance
  • Title V issued on February 16, 2017
    • Reporting period is Feb 16, 2017 – Feb 15, 2018
    • Report due March 17, 2018
Annual Reports

• Report should include:
  • Cover letter
  • CR-02 form signed by the Responsible Official
    • Official certification of compliance
    • In, Out/In, Out/Out declarations
  • Most submit the two semi-annual reports along with the CR-02 to complete the report.
Annual Report (CR-02)
Calendar Year Reporting

- Due at the end of the next month, instead of 30 days.
Questions?