

**INSTRUCTIONS FOR COMPLETING THE
RENEWABLE OPERATING PERMIT
REPORT CERTIFICATION**

A Renewable Operating Permit Report Certification form (EQP 5736) shall be submitted with each report required to be certified by a responsible official for the pertinent Section of the Renewable Operating Permit (ROP). Additional information regarding the reports and documentation listed below must be kept on file for at least five years, as specified in R 336.1213 (Rule 213) subrule (3)(b)(ii), and be made available to the Department of Environment, Great Lakes, and Energy, Air Quality Division, upon request. A single certification form may be used for multiple reports, if submittal dates coincide. (For example, a semi-annual and an annual report with coinciding reporting dates can be reported using the same form.)

Before completing the form, make additional photocopies as needed.

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|----------------------------|---------------------------------------------------------------------------------------|
| Source Name | Provide the name of the source as it appears in the ROP. |
| County Name | Provide the name of the county in which the permitted source is located. |
| Source Address | Provide the address for the physical location of the source as it appears in the ROP. |
| City | Provide the name of the city in which the permitted source is located. |
| AQD Source ID (SRN) | Provide the source's AQD Source Registration Number (SRN). |
| ROP No. | Provide the source's ROP Number as it appears in the permit. |
| ROP Section No. | If applicable, provide the ROP Section Number. |

Note: Most ROPs will have only one Section. For permits with multiple Sections, a responsible official must sign a ROP Report Certification form for his/her respective Section(s).

Annual Compliance Certification (Pursuant to Rule 213(4)(c))

This box should be selected if information is being submitted to satisfy the annual compliance certification requirements as specified in Rule 213(4)(c). Enter the starting and ending dates of the reporting period in the space provided. The reporting period for annual compliance certification is January 1 to December 31, unless an alternate reporting period is specified by the ROP special conditions.

Select Box 1, if **no** deviations have occurred from **any** of the general conditions or special conditions of the applicable Section(s) of the ROP **at any point** during the above stated reporting period. If this box is checked, no other forms or attachments are necessary.

Note: The method(s) used to determine compliance must be the method(s) specified in the ROP.

OR

Select Box 2, if **one or more** deviations have occurred from **any** of the general conditions or special conditions of the ROP during the above stated reporting period. A description of each deviation must be included with this report using the Renewable Operating Permit Deviation Report form (EQP 5737), unless an alternate deviation reporting format has received prior approval from the appropriate AQD District Supervisor.

*Note: A copy of the report and any supporting documentation **must also be sent to the USEPA** at the address stated in the General Conditions of the ROP.*

Semi-Annual (or More Frequent) Report Certification (Pursuant to Rule 213(3)(c))

This box should be selected if information is being submitted to satisfy the semi-annual (or more frequent if specified in an applicable requirement of the ROP) certification requirements as specified in Rule 213(3)(c). Enter the starting and ending dates of the reporting period in the space provided. The reporting periods for semi-annual certification are January 1 to June 30 and July 1 to December 31, unless an alternate reporting period is specified by the ROP special conditions.

Select Box 1, if all monitoring and associated recordkeeping requirements have been met and if no deviations have occurred from these or any of the other general or special conditions of the ROP at any point during the above stated reporting period. If this box is checked, no additional forms or attachments are necessary.

OR

Select Box 2, if **one or more** deviations has occurred from any monitoring or recordkeeping requirement or **any** of the other general conditions or special conditions of the ROP during the above stated reporting period. A description of each deviation must be included with this report using the Renewable Operating Permit Deviation Report form (EQP 5737), unless an alternate deviation reporting format has received prior approval from the appropriate AQD District Supervisor.

Other Report Certification

This box should be selected if information is being submitted to satisfy ROP reporting requirements other than the annual compliance or semi-annual (or more frequent) report certification requirements described above. Enter the starting and ending dates of the reporting period in the space provided. Also, give a description of the information that is being submitted in the space provided.

Other reports required by the ROP may include, but are not limited to, the following:

- Prompt reporting of deviations as described Rule 213(3)(c)(ii).
- Material usage records, operating schedule records, and calculated emission data.
- CEM or other monitoring data.
- Sampling or stack testing data and results.

- Calibration and maintenance data for process monitoring equipment.
- Records of required preventative maintenance or malfunction abatement activities.
- Any other reports required by the special conditions listed in the Source-wide, Emission Group or Flexible Group provisions of the ROP.

Signature of Responsible Official

The Renewable Operating Permit Report Certification form must be signed by a responsible official for the applicable Section(s) of the ROP.

The completed Renewable Operating Permit Report Certification form and any attachments should be submitted to the attention of the appropriate Air Quality Division District Supervisor.