



# Air Quality Division

## Annual/Semiannual Deviation and Monitoring Report

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1. Company/Facility Name: \_\_\_\_\_
  
2. Permit No.: \_\_\_\_\_
  
3. Report Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  
4. Reporting Period: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  
5. Are there any specific monitoring reports required by the permit that were submitted during this reporting period or that are being submitted as part of this annual/semiannual deviation and monitoring report?  
Yes \_\_\_\_\_ or No \_\_\_\_\_  
(If yes, identify the specific reports below)
  
  
  
  
  
  
  
  
  
  
6. Are there any deviations from a permit term or condition, including excess emissions, that were previously reporting during this annual/semiannual reporting period? Yes \_\_\_\_\_ or No \_\_\_\_\_  
(If yes, complete Table 1)
  
  
  
  
  
  
  
  
  
  
7. Are there any deviations from a permit term or condition, including excess emissions, *not* previously reporting during the annual/semiannual reporting period that are being identified in this report? Yes \_\_\_\_\_ or No \_\_\_\_\_  
(If yes, complete Table 2)

### *Certification of Truth, Accuracy and Completeness*

By my signature; I, \_\_\_\_\_, hereby certify that, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

Signature of Responsible Official: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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**Table 1: Deviations That Occurred During Reporting Period That Were Previously Reported to ADEQ**

Permit term or condition	Deviation description	Date deviation report submitted

For additional deviation, use additional forms as necessary.



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**Table 2: Deviations That Occurred During the Reporting Period That Were Not Previously Reported**

Permit term or condition	Deviation description	Date(s) the deviation occurred	Probable cause	Corrective action(s)	Preventive measure(s)

For additional deviations, use additional forms as necessary.

## Instructions for Annual/Semiannual Deviation and Monitoring Report

Pursuant to Arizona Administrative Code (A.A.C) R18-2-306.A.5.a, all permits must require the submittal of reports of any required monitoring at least every six months for Class I permits and at least once per year for Class II permits. All instances of deviations from permit requirements must be clearly identified in such reports. ADEQ considers a “deviation” to be any failure to comply with a permit term or condition. Deviations previously reported during the reporting period may be incorporated by reference or otherwise summarized in the annual/semiannual report. Any deviations that occurred during the reporting period and have not been reported must be detailed in the annual/semiannual report, including the probable cause of the deviation, and any corrective actions or preventive measures taken. Unless otherwise specified by an applicable requirement or the source’s permit, reporting of deviations (other than deviations that are excess emissions subject to reporting under A.A.C. R18-2-310.01) in the annual/semiannual report shall be considered “prompt” for purposes of deviation reporting required by A.A.C. R18-2-306.A.5.b. All reports must be certified by a responsible official consistent with R18-2-304.H and R18-2-309.A.5.

ADEQ has developed the Annual/Semiannual Deviation and Monitoring Report Form to assist owners and operators of permitted sources meet the reporting obligation in A.A.C. R18-2-306.A.5.a. Other formats for reporting are allowed, provided that the report addresses any other monitoring reports specifically required by the permit and clearly identifies all deviations that occurred during the reporting period, including the probable cause of the deviation, and any corrective actions or preventive measures taken. Unless otherwise specified in the source’s permit, the Deviation and Monitoring Report is to be submitted in accordance with the reporting period and schedule for the Annual/Semiannual Compliance Certification as specified in Attachment A, Condition VII of the source’s permit. Instructions on completing the form are provided below.

1. **Company Name:** Provide the name of your company and the name of the facility (if applicable) as it appears on your current air quality permit.
2. **Permit No.:** Provide your current air quality permit number.
3. **Report Date:** Identify the date on which the annual/semiannual deviation and monitoring report was completed.
4. **Reporting Period:** Identify the period addressed by the annual/semiannual deviation and monitoring report.
5. **Other Monitoring Reports Specifically Required by Permit:**  
Identify whether other monitoring reports required by the permit were submitted during the reporting period or are being submitted as part of this annual/semiannual deviation and monitoring report. Such reports could include those required by Compliance Assurance Monitoring (CAM) requirements under 40 C.F.R. Part 64, or other federal programs such as New Source Performance Standard (NSPS) (*e.g.*, Excess Emissions and Monitoring System Performance Report) or National Emission Standards for Hazardous Air Pollutants (NESHAP) (*e.g.*, Compliance Status Report).
6. **Deviations Previously Reported During Reporting Period:**  
Identify whether there were any deviations that occurred during the reporting period that were previously reported. Typically, such deviations would include those that were excess emissions subject to reporting under A.A.C. R18-2-310.01. Deviations previously reported that occurred during the reporting period should be summarized in Table 1 and identify the applicable permit term or condition, a brief description of the deviation, and the date that previous report was submitted.
7. **Deviations Not Previously Reported During Reporting Period:**  
Identify whether there were any deviations that occurred during the reporting period that were not previously reported. Deviations not previously reported that occurred during the reporting period should be identified in Table 2 and include the following information: (1) identification of the applicable permit term or condition; (2) description of the deviation; (3) the date(s) the deviation occurred; (4) the probable cause of the deviation; and (5) any corrective action(s) taken; and (6) any or preventive measure(s) taken.  
Identification of permit term or condition: ADEQ recommends that you include a reference to the permit term or condition (*e.g.*, Attachment “B” Condition II.C.2) along with a brief description of the requirement (*e.g.*, bi-weekly visible emissions survey).  
Deviation description: Provide a brief description of the deviation (*e.g.*, missed weekly differential pressure reading).

Date(s) the deviation occurred: If known, identify the date(s) the deviation occurred or was discovered.

Probable cause of the deviation: Describe the cause or probable cause of the deviation (if known). Although not required as part of the reporting requirement, a root cause analysis to determine the reason(s) why the deviation occurred is recommended. If such an analysis is not complete at the time of the report, ADEQ recommends that you provide this information at a later date. ADEQ may request such an analysis as part of its review of the report and subsequent compliance and enforcement investigation.

Corrective action(s) taken: Identify corrective action or other measures that were or are being taken to remedy the deviation or its underlying cause. If no such steps were necessary, you should include an explanation for that determination. If potential corrective action has not been identified at the time of the report (*i.e.*, the cause(s) of the deviation not yet determined), ADEQ recommends that you provide this information at a later date. ADEQ may request such information as part of its report review and subsequent compliance and enforcement investigation.

Preventive measure(s) taken: Identify any preventive measures that were or are being taken to address the underlying cause(s) of the deviation or to otherwise prevent recurrence of a similar deviation. For example, the source might update or improve equipment or its compliance management procedures. If no such measures are necessary, you should include an explanation for that determination. If potential preventive measures have not been identified at the time of the report (*i.e.*, the cause(s) of the deviation not yet determined), ADEQ recommends that you provide this information at a later date. ADEQ may request such information as part of its report review and subsequent compliance and enforcement investigation.

### **Filing Instructions**

This completed and **signed** form may be used to satisfy the reporting requirements of A.A.C. R18-2-306.A.5.a. by certifying it with an original signature and **mailing** it to:

Arizona Department of Environmental Quality  
Air Quality Division  
Facilities Emissions Control Section  
1110 W. Washington Street  
Phoenix, Arizona 85007