



# Air Quality Division

## Excess Emissions Report

---

**Arizona Administrative Code R18-2-310.01 requires:**

Excess emissions shall be reported as follows:

1. The owner or operator of any source issued a permit shall report to the Director any emissions in excess of the limits established by this Chapter or the applicable permit. Such report shall be in two parts as specified below:
  - a. Notification by telephone or facsimile within 24 hours of the time when the owner or operator first learned of the occurrence of excess emissions including all available information from paragraph (2) of this subsection.
  - b. Detailed written notification within 72 hours of the notification pursuant to subparagraph (a) of this paragraph.
2. The excess emissions report shall contain the following information:
  - a. The identity of each stack or other emission point where the excess emissions occurred.
  - b. The magnitude of the excess emissions expressed in the units of the applicable emission limitation and the operating data and calculations used in determining the magnitude of the excess emissions.
  - c. The time and duration or expected duration of the excess emissions.
  - d. The identity of the equipment from which the excess emissions emanated.
  - e. The nature and cause of such emissions.
  - f. If the excess emissions were the result of a malfunction, steps taken to remedy the malfunction and the steps taken or planned to prevent the recurrence of such malfunctions.
  - g. The steps that were or are being taken to limit the excess emissions.
  - h. If the source's permit contains procedures governing source operation during periods of start-up or malfunction and the excess emissions resulted from start-up or malfunction, the report shall contain a list of the steps taken to comply with the permit procedures.

NOTE: Submittal of this form also constitutes prompt reporting of a deviation from the applicable permit condition, if received by ADEQ within two working days of the deviating event pursuant to A.A.C. R18-2-306(A)(5)(b).

- 
1. Company/Facility Name: \_\_\_\_\_
  2. Permit No.: \_\_\_\_\_
  3. Report Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
  4. Identity of the stack or other emission point where the excess emissions occurred: \_\_\_\_\_  
\_\_\_\_\_
  5. The identity of the process equipment from which the excess emissions originated: \_\_\_\_\_  
\_\_\_\_\_
  6. Magnitude and specific pollutant of the excess emissions expressed in units of the applicable emissions limitation: \_\_\_\_\_  
\_\_\_\_\_

7. Operating data and actual calculations used in determining the magnitude of the excess emissions:

---

---

---

8. Date and time the excess emission event began: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_

Date and time the excess emission event ceased: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_

Duration or expected duration of excess emissions: \_\_\_\_\_ Days \_\_\_\_\_ Hours \_\_\_\_\_ Minutes

9. The nature and cause of the excess emissions (including whether the excess emission was the result of a startup, shutdown, or malfunction): \_\_\_\_\_

---

---

---

---

10. If the excess emissions were the result of a malfunction, steps taken to remedy the malfunction and the steps taken to prevent the recurrence of such malfunctions: \_\_\_\_\_

---

---

---

---

11. The steps that were or are being taken to limit the excess emissions. If the source's permit contains procedures governing source operations during periods of start-up or malfunction and the excess emissions resulted from start-up or malfunction; a list of the steps taken to comply with the permit procedures: \_\_\_\_\_

---

---

---

---

---

---

---

---

*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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Instructions for Completing the Excess Emission Report Form

1. **Company Name:** The name of your company and the name of the facility if applicable as it appears on your current ADEQ/AQD operating permit.
2. **Permit No.:** Your current ADEQ/AQD operating permit number.
3. **Report Date:** The date on which this report was completed.
4. **Identity of the stack or other emission point where the excess emissions occurred:**  
A textual description of the stack from which the excess emissions were or are being emitted. This description may include the stack ID number as designated on your most recent Emissions Inventory submittal.
5. **The identity of the process equipment from which the excess emissions originated:**  
A description of the point of origin of the pollutant emitted in excess. This may include the point ID number from your most recent Emissions Inventory submittal.
6. **Magnitude of the excess emissions expressed in units of the applicable emissions limitation:**  
For example; 60% Opacity, 0.899 lbs/MM Btu, 6.5 lbs/ton feed.
7. **Operating data and calculations used in determining the magnitude of the excess emissions:**  
If surrogate parameters are used to determine emission rates then a description of these surrogate parameters, the emissions factors used to convert them to emission rates, and the equations used to calculate the emissions. A surrogate parameter could be something like combustion chamber temperature used, with the proper factors and equations, to calculate NO<sub>2</sub> emissions.
8. **Date and Time the Excess Emission event began:** When the excess emissions started.  
**Date and Time the Excess Emission event ceased:** When the excess emissions stopped.  
**Duration or expected duration of excess emissions:**  
How long the excess emissions occurred or if the excess emissions are occurring at the time of the report or are anticipated to occur, the estimated length of time the excess emissions will continue.
9. **The nature and cause of the excess emissions:**  
A comprehensive description of the reason why the excess emission occurred, including whether the excess emission was the result of a startup, shutdown, or malfunction.
10. **If the excess emissions were the result of a malfunction, steps taken to remedy the malfunction and the steps taken to prevent the recurrence of such malfunctions:**  
What actions were taken to stop the excess emissions and what actions were or are being taken to prevent this type of emission from occurring again.
11. **The steps that were or are being taken to limit the excess emissions. If the source's permit contains procedures governing source operations during periods of start-up or malfunction and the excess emissions resulted from start-up or malfunction; a list of the steps taken to comply with the permit procedures:**  
What steps are or were being taken to limit, reduce, or control excess emissions until resumption of normal operation. What was done to comply with permit conditions covering such occurrences.

## Filing Instructions

This completed form may be used to satisfy the requirements of A.A.C. R18-2-310.01.A.1 by faxing it within 24 hours of the time when the owner or operator first learned of the occurrence of excess emissions to:

Fax (602) 771-2299 or within Arizona 1-800-234-5677  
ATTN: Air Quality Compliance Section

This completed and **signed** form may be used to satisfy the requirements of A.A.C. R18-2-310.01.A.1. by certifying it with an original signature and **mailing** it, within 72 hours of the initial notification of A.A.C. R18-2-310.01.A.2., to:

Arizona Department of Environmental Quality  
Air Quality Compliance Section  
1110 W. Washington Street  
Phoenix, Arizona 85007