



**INSTRUCTIONS**  
**Texas Commission on Environmental Quality**  
**Form DevRep**  
**Deviation Report**

**General:**

The purpose of this form is to report deviations as required by 30 TAC Chapter 122, §122.145(2)(B) by holders of Federal Operating Permit authorizations: Site Operating Permit (SOP) holders, or those granted authorization under a General Operating Permit (GOP). This report form is not required if there were no deviations to report during the reporting period.

This form, when required, is due no later than 30 days from the end of the reporting period. This form shall be submitted for at least each six-month period after permit issuance or at the frequency required by a permit condition which requires more frequent reporting. This form shall be accompanied by a certification by Responsible Official, Form OP-CRO1.

The permit holder may use an alternative printed format report in lieu of this form provided it contains the same information as outlined in these instructions.

A printed (hardcopy) original and a copy shall be sent to the regional office having jurisdiction of the permitted site.

**Electronic Forms Substitution:**

The permit holder may submit a document substituting this DevRep form provided that:

- (1) The same information is provided in the same order.
- (2) Headings and labels or column names match exactly.
- (3) The reports are submitted legibly on paper.

**Specific:**

**On the top right corner of each page of the form, there is a code with a blank that reads:**

**“AIR CO/\_\_\_\_\_/RP” Enter the site’s account number if known or the Regulated Entity Number in the blank. This code allows for quick filing and use of the form by agency staff. The following instructions are provided for RN number:**

**Regulated Entity Number:** Enter the regulated entity reference number (RN) for the permitted area. This number is issued by the TCEQ as part of the central registry process. Do not enter permit numbers, project numbers, account numbers, etc. in this space. (maximum 11 characters; RNXXXXXXXXXX; the letters “RN” have been provided as a courtesy). Apply this same full “code” to any correspondence attached on top of the documents submitted to Central Records.

**(Part 1)**

Unless otherwise noted in these instructions, all fields of this form are required to be entered when reporting a deviation.

The first block of the form identifies the permit holder, the permitted area, and the deviation reporting period.

**Permit Holder Name:** Enter the name of the permit holder as it is identified on the current SOP face or the grant letter for the GOP.

**Customer Number:** Enter the Customer Reference Number (CN) of the permit holder. This number is issued by the TCEQ as part of the central registry process. Do not enter permit numbers, project numbers, account numbers, etc. in this space. (maximum 11 characters; CNXXXXXXXXXX; the letters “CN” have been provided as a courtesy).

**Area Name:** Enter the name of the permitted area as found on the face of the SOP or the subject line of the GOP grant letter. For sites with one operating permit, this is typically the name of the site.

**Account No:** Enter the primary TCEQ account number (XX-XXXX-X) for the site if assigned. (Some newer facilities will not have this number, in which case the space should be left blank.)

**Report Period Start Date:** Enter the date indicating the beginning of the reporting period. This should be the permit or grant letter issuance date for the first reporting period following permit issuance, or the day following the end date for the reporting period immediately preceding this report.

**Report Period End Date:** Enter the date indicating the end of the reporting period, not to exceed six months.

**Operating Permit Number:** Enter the operating permit number, (OXXXXX ; the letter “O” has been provided as a courtesy). This number is found at the bottom right-hand corner of the SOP face, or in the subject line of the GOP grant letter.

**Report Submittal Date:** Enter the date that the report is being submitted. For purposes of meeting the deadline, this date should be within 30 days of the report period end date. For certification purposes, this is the date of the information being certified that is entered on the accompanying Form OP-CRO1.

The remainder of the form is used to identify the detailed requirement and deviation from that requirement.

**ID Number: Unit ID –** Enter the identification number of the unit as listed in the SOP or the GOP application for which a deviation is being reported. If the unit is not identified in the SOP or existing GOP application, use the number that is being generated in the follow-up operating permit application, or a number consistent with other TCEQ correspondence, such as emission inventory, NSR application, or enforcement communications.

**ID Number: Group ID –** Enter a group ID only if the deviation applies to every member of the group. Enter the identification number of the group as listed in the SOP or the GOP application for which a deviation is being reported. If the group is not identified in the SOP or existing GOP application, use the number that is being generated in the follow-up operating permit application.

Note: The ID Number as described above is not needed when reporting a deviation using the “Permit term” identifier in the next column, when the report is made on a “site-wide” basis.

**Term & Condition No.:** Enter the paragraph or subparagraph number of the existing SOP or GOP for which the deviation is being reported. If the term is the type that covers multiple units on a site-wide basis, then the deviation is being reported for all units for which this term applies. If you are reporting a deviation for a subset of units covered by a site-wide term, then enter the ID numbers in the previous columns as well as the Term & Condition No. in this column.

**Pollutant:** Use the pollutant that is found in the SOP or the GOP application or tables. If the pollutant is not listed, select one of the following options for the pollutant that is the subject of the applicable requirement. Enter the code or pollutant name on the form.

For criteria pollutants:

<u>Code</u>	<u>Description</u>
CO	Carbon monoxide
NOX	Nitrogen oxides (NO <sub>x</sub> )

VOC	Volatile organic compounds
SO2	Sulfur dioxide
PB	Lead
PM10	Particulate matter less than 10 microns
PM	Particulate matter ( <i>use this code for any regulatory requirement under any Title 40 Code of Federal Regulations Part 60 [40 CFR Part 60] subpart section or Title 30 Texas Administrative Code Chapter 111 [30 TAC Chapter 111] section where the standard, as designated by the TCEQ Requirements Reference Tables (RRT) and flowchart, is for particulate matter</i> )
PM(OPACITY)	Opacity of particulate matter

For hazardous air pollutants (HAPs), provide the full name of the pollutant (avoid trade names if possible), abbreviating only if necessary for length.

**Regulatory Requirement Citation:** Enter the citation of the applicable rule, as listed in the SOP or in the appropriate GOP rule table (e.g., 60.453(a)(1); 30 TAC 115.115(b)).

Some SOP special terms and conditions also include regulatory citations. If this is true, enter the citation here. GOP permitted sites will have to use the GOP Application to find the GOP index number associated with the emission unit, and then use the GOP index number to arrive at the appropriate requirement listed in the GOP rule tables.

In addition, some GOP requirements are contained in Section (b) of the GOP rule. In these cases, list the citation of the relevant part of the GOP rule. (e.g, 122.511(b)(4)).

For an NSR authorization (permit), enter the provision number.

Note: Some permit requirements reference multiple citations. In this case, simply include the first of the citations that are relevant.

**Type of Requirement:** Use the following entries, as appropriate:

<b>Standard:</b>	When the requirement is an emission limit or standard
<b>Monitor:</b>	When the requirement is monitoring
<b>Test:</b>	When the requirement is testing
<b>Record:</b>	When the requirement is recordkeeping
<b>Report:</b>	When the requirement is reporting.

**SOP or GOP Index Number:** Enter the index number of from the SOP or GOP indicating the specific operating condition under which the deviation occurred, when applicable.

**Monitoring Method:** This entry describes how the deviation was discovered. There are only three choices:

- Permit** – the deviation was discovered using the method proscribed by the operating permit.
- Other** – the deviation was determined by the use of another method not directly described by the permit. This is usually known as “Credible Evidence.” Information must be provided on page 2 of this form describing the other method when this entry is chosen.
- N/A** – Not applicable. Use when the Regulatory Requirement Citation is other than “standard.”

**Monitoring Frequency:** For monitoring method of “Permit” or “Other”, provide the frequency for which monitoring information is collected.

**Deviation Item No.:** A means to number rows of entries in this table for further reference in later reports or forms. Used simply as a reference number in order to refer the reader from one page to another, or in later discussions and correspondence regarding a particular deviation occurrence. Simply number each line used in order. (Needed especially when using a Page 2 of this form for “Other” monitoring.)

**STEERS Incident No.:** (optional) may use if the deviation is a result of a reportable emissions event that has been completed as a final report in STEERS. The use of the incident number will shorten the data duplicated in the

STEERS report. When reporting a previously reported emission event on this form, you will need to include the deviation report data elements not found in the STEERS report. The following DevRep data is generally not included in the STEERS report and must be entered: Group Number, Term and Condition Number, Type of Requirement, SOP or GOP Index Number, Monitoring Method and Frequency (depending on the STEERS report contents), and Number of Deviations – if multiple entries are not indicated in the STEERS report. See Deviation Reporting Guidance at:

[http://www.tceq.state.tx.us/assets/public/compliance/field\\_ops/guidance/devrep\\_guidance.pdf](http://www.tceq.state.tx.us/assets/public/compliance/field_ops/guidance/devrep_guidance.pdf) for further details.

**Deviation Period:** Enter the dates as MM/DD/YYYY and the time in 24-hour “military” format (1:00 pm = 13:00), using the time zone of the location of the permitted area. Enter best known actual start date and time. If a deviation is still ongoing at the time of report submittal, enter “ongoing” for date.

**No. of Dev (Number of Deviations):** Enter number of deviations that occurred during the deviation period. Any continuous state of apparent noncompliance shall be marked as one deviation. For monitoring requirements with averaging periods, any continuous state of apparent noncompliance shall be marked as one deviation per averaging period (hourly, daily, etc.). Additionally, a single event may cause multiple deviations: noncompliance with multiple permit requirements. Refer to the guidance for examples.

**Cause of Deviation:** Enter brief summary of the cause of the deviation (limited to 80 characters).

**Corrective Action Taken:** Provide a brief description of the corrective action taken to end the deviation or avoid future similar events (limited to 80 characters).

**Total Deviations (bottom of form):** This is the total for this cited requirement for this reporting period, not for just the single page. Therefore; if you have a list of deviations that extend to multiple pages, then provide this total at the end of the last page. This will provide required information when completing the annual compliance certification requirements.

**Checkbox, Is there a Part 3?:** please indicate Yes or No if you are attaching a Part 3 for other monitoring results or credible evidence in support of a compliance status of a requirement listed on Part 1. It will be assumed there are no Part 3 pages if neither box is checked. You should be using a Part 3 if you entered “Other” in the Monitoring Method field of the section “Operating Permit Requirement for Which Deviations are Being Reported.”

## **(Part 2) DevRep for 30 TAC Chapter 101 Non-reportable Emission Events**

Use this form for all recordable (non-reportable) emission events. The instructions and information required by this form are the same as Part 1, except there is no STEERS incident number. Non-reportable events should be listed as one line item for each incident and include all information as required by Part 1 of this form.

## **(Part 3) Miscellaneous Monitoring and Credible Evidence Submittal (OPTIONAL)**

This page is optional and designed to be used when the permit holder has monitoring results or other credible evidence not cited in the permit germane to the compliance status of any specific requirement. For example, for a deviation entered because the compliance status was unknown using the monitoring method cited in the permit, the permit holder may want to use other evidence that determines a compliant status.

**Deviation Item No.:** Enter the item number corresponding to the deviation listed on page 1 of the report for which you are providing the additional monitoring information.

**Monitoring Method/ Evidence Reference:** Enter the name of test method, monitoring method, or description of the data used to determine compliance.

**Monitoring/Evidence Results Supporting Compliance Status:** Fully describe the information to include: the compliance status resulting from the information, why you believe the monitoring results or evidence supports the

compliance status, date(s) information collected, identification of the information sources. Source confidentiality may be claimed; however, the R.O. will be held to the truthfulness and accuracy of the information as certified by form OP-CRO1.

**Additional materials attached, Yes or No?:** If the monitoring information or credible evidence is not already publicly available or fully described in the previous column, please attach original documents, photos, printed recordings, etc. that is supporting the compliance status claimed.