



## INSTRUCTIONS

### Texas Commission on Environmental Quality Form PCC

**General:**

The purpose of this form is to certify compliance with an issued operating permit as required by 30 TAC Chapter 122, §122.146 by holders of Federal Operating Permit authorizations: Site Operating Permit (SOP) holders or those granted authorization under a General Operating Permit (GOP).

This form is due no later than 30 days from the end of the certification period. This form shall be submitted for at least each twelve-month period after permit issuance (which includes within twelve months from the last certification submittal), or at a frequency required by an applicable requirement or permit requirement which requires more frequent reporting. The twelve-month period may be adjusted by submitting a certification earlier than 12 months. This form shall be accompanied by a certification by Responsible Official, Form OP-CRO1.

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

The compliance certification submission is comprised of three Parts. Part 1, the actual certification page, is required for each submittal, and must be submitted using this form. A Deviation Report (Form DevRep, or substitute form generated by the permit holder) shall be submitted to report any deviations since the previous deviation reporting period. Parts 2 and 3 of the PCC form package are only used as required.

An original submission of all parts of the PCC Form and associated attachments must be submitted to US EPA, Region 6. Electronic submission through the Compliance and Emissions Data Reporting Interface (CEDRI, <https://cdx.epa.gov/>) is the preferred method for submitting to EPA. Please contact US EPA Region 6 (800-887-6063) for additional information on submittal options. An original submission plus a copy must be sent to the TCEQ regional office having jurisdiction of the permitted site.

**Electronic Forms Substitution other than the resulting form from the agency's PDF version are not authorized for the PCC or any of its Parts.**

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**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; RNXXXXXXXX; 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 - Permit Compliance Certification

**Specific:**

The first block of the form identifies the permit holder, the permitted area, and the certification period. The other sections of Part 1 are certifications of compliance status for that permit during the certification 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.)

**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.

**Certification 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.

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

The remainder of the form is used to certify that the permit holder was in compliance with the requirements of the operating permit, and to indicate if exceptions to compliance had occurred during the certification period.

**Section I. Certification of Continuous Compliance with Permit Terms and Conditions:** Although there is a “No” column, the Responsible Official (or Duly Authorized Representative) is expected to check the “Yes” box that certifies compliance (with the exceptions of deviations, if they have occurred).

**Section II. Summary of Deviations Question A:** Enter a “Yes” if there were any other reports submitted during the certification period (that are not a part of this submittal). Be sure to include the first deviation report if one was submitted. Also include reports required by other applicable requirements that indicate deviations. Otherwise enter “No.”

**Section II. Summary of Deviations Question B:** Enter a “Yes” if there are deviations to report since the last report and to be included in this certification period, and include these deviations in a form DevRep. Otherwise enter “No.”

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## Part 2 - PCC – Referenced Deviation Reports

### **Specific:**

This form is only used to identify deviation reports made during the certification period. At a minimum, the permit holder should be entering the six-month deviation reports (if applicable). Enter additional deviation reports submitted since the last PCC submittal, including those that may have been generated due to change of ownership, or re-submittal of corrected deviation reports.

The identification block should contain the same information as Part 1.

**Report Date:** Enter the date that the referenced report was submitted.

**Report Description:** Enter a descriptive title such as “first six-month deviation report.”

**Report Submitted To:** Enter TCEQ if a copy was sent to any office in the TCEQ. If no copy was sent to TCEQ, enter the addressee of the original report.

**Report Previously Certified?:** Enter “Y” for Yes if certified for truth and accuracy by the Responsible Official or Duly Authorized Representative using form OP-CRO1 at the time the report was submitted. (Reports are required to be certified in this way by 30 TAC Chapter 122, §122.165.

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### Part 3 - PCC – Monitoring Options Selected

**Specific:**

This form is used to specify a monitoring method when the permit contains monitoring options, and it cannot be determined which option is used from that permit document. This information is required whether or not there was a deviation associated to the requirement.

**ID Number: Unit ID –** Enter the identification number of the unit as listed in the SOP or the GOP application for which monitoring options are provided for in the permit. 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 monitoring option 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 monitoring option 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 using the “Permit term” identifier in the next column.

**Regulatory Requirement (Rule or Permit Number and Provision):** Enter the name of the regulation as it appears in the operating permit for the unit and standard that contains the monitoring options. If the requirement that contains monitoring options is an NSR permit term, enter the NSR permit number and the corresponding term (paragraph) number.

**Pollutant(s) Monitored:** 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.

**SOP or GOP Index Number:** Enter the index number of from the SOP or GOP indicating the standard for which there are multiple monitoring options to choose from.

**Monitoring Options Used, Specific Citation:** Enter the citation of the rule at the detail required to specifically identify the monitoring method. Use a permit provision number if the multiple monitoring options in an NSR permit are separately identified. If multiple options of the NSR permit are not individually numbered, enter “N/A” and be sure to completely describe the option used in “Description/Comments.”

**Dates, Begin and End:** Enter the start and end dates for the period that the specific option was used.

**Description/Comments:** Enter information here that specifies a monitoring option where the preceding information does not do so. Other information is optional in this column.