

**COMPLIANCE ASSISTANCE BULLETIN**  
*(Updated September 2015)*

**TITLE V REPORTING REQUIREMENTS**

Title V Permit holders are required to submit three types of reports. The first is the **Deviation Report**. All Title V facilities are required to promptly report any deviations from permit requirements to the District. Reports are to be submitted within 10 days of discovery and must include a description of the permit requirement deviation, the probable cause, and any corrective action or preventive measures taken. Send this report to the local Compliance Division office.

The second is the **Report of Required Monitoring** required every six months. This report must clearly define all instances of deviations from permit monitoring requirements. *This report is to be submitted to the District every 6 months. The initial permit issuance date is designated as the beginning of the reporting period, unless other arrangements are made with the District.*

The third is the **Compliance Certification**. This document certifies compliance with the terms and standards contained in Title V permits including emission limits, standards, and work practices. The certification shall include the identification of each federally enforceable permit condition and its compliance status. The certification shall also report whether compliance was continuous or intermittent, the methods used for determining the compliance status, and any other facts required by the District to determine the compliance status of the source. *The Compliance Certification is to be submitted annually to the District, and a copy is to be submitted to EPA. The initial permit issuance date is designated as the beginning of the reporting period, unless other arrangements are made with the District.*

District Rule 2520 requires that any report or document submitted, pursuant to a Title V permit, shall contain a **Certification of Truth and Accuracy Form**. This certification is to be signed by the responsible official of record indicating that the information contained in the submittal has been reviewed and is true, accurate, and complete. Please use the attached reporting forms designed for your use. Computer versions are also available on the District web-site ([valleyair.org](http://valleyair.org)). If you have any questions, please contact the Compliance Department at your nearest regional office.

Please send the semi-annual **Report of Required Monitoring** and the annual **Compliance Certification** to your nearest regional office, attention to:

Compliance Title V Reporting  
San Joaquin Valley Air Pollution Control District

A copy of the annual **Compliance Certification** should also be sent to:

U.S. EPA Region IX Air - 3  
75 Hawthorne Street  
San Francisco, CA 94105