



DRAFT

**File Standards for Submittal of Annual Title V Certification Data in
Electronic Format**

Purpose

The purpose of this document is to detail a standard set of specifications to be followed by facilities when submitting Annual Title V Certification data to the District in electronic format.

File Type Standard:

Microsoft Access format – This standard format will allow the District to easily query the data and export it to another format if needed.

Database Table Standard:

Each Microsoft Access database submitted should contain the following two tables.

Table Name: ***TitleVComplianceCertificationData.***

Table Description: This table should contain a record for each PTO permit condition.

Table Definition:

Field Name	Data Type	Size	Null OK	Data Range	Description
Region	Text	1	No	(C, N, S)	SJVAPCD Facility Region. For example "S" for permit S-1141-31-27
FacilityID	Number		No	> 0	SJVAPCD FacilityID. For example "1141" for permit S-1141-31-27
FacilityName	Text	60	No		SJVAPCD Facility Name
ReportPeroidStartDate	Date/Time		No		Reporting Period Start Date
ReportPeriodEndDate	Date/Time		No		Reporting Period End Date
PermitNumber	Number		No	>= 0	SJVAPCD Permit Number. For example "31" for permit S-1141-31-27
PermitModificationNumber	Number		No	>=0	SJVAPCD Permit Modification Number. For example "27" for permit S-1141-31-27
PermitConditionNumber	Number		No	> 0	SJVAPCD Permit Condition Number
ComplianceStatus	Text	1	No	(C, I, N,O)	Compliance Status During The Period: C=Continuous I=Intermittent N = Not In Compliance O = Outdated
DeterminationMethod	Text	60	No		Method For Determining Compliance Status
AdditionalInformation	Memo	5000	Yes		Additional Information: Identify each possible exception to compliance and each excursion or exceedance as defined in 40 CFR, Part 64.

Table Name: ***DeviationDetailData***.

Table Description: This table should contain a row for each instance of each PTO permit condition deviated.

Table Definition:

Field Name	Data Type	Size	Null OK	Data Range	Description
Region	Text	1	No	(C, N, S)	SJVAPCD Facility Region
FacilityID	Number		No	> 0	SJVAPCD FacilityID
FacilityName	Text	60	No		SJVAPCD Facility Name
ReportPeriodStartDate	Date/Time		No		Reporting Period Start Date
ReportPeriodEndDate	Date/Time		No		Reporting Period End Date
PermitNumber	Number		No	>= 0	SJVAPCD Permit Number
PermitModificationNumber	Number		No	>=0	SJVAPCD Permit Modification Number
PermitConditionNumber	Number		No	> 0	SJVAPCD Permit Condition Number
ParametersMonitored	Text	60	No		Parameters Monitored (e.g. ppm, Nox, exhaust temp –0F, etc.)
DateTimeStarted	Date/Time		No		Date and Time Deviation started
DateTimeReturnedToCompliance	Date/Time		No		Date and Time Condition returned to compliance
Limit	Text	60	No		e.g. 30ppm, 10psi, 25 lb/day, etc
Actual	Text	60	No		e.g. 30ppm, 10psi, 25 lb/day, etc.
Deviation	Text	60	No		Deviation or Excess for Period of Deviation (e.g. 7.2ppm)
Notes	Memo	500	Yes		Notes/Comments (e.g. cause, corrective action, etc.)

Multiple Facilities:

A separate Microsoft Access file must be submitted for each District facility number, data from multiple facilities cannot be combined in a single database file. See file naming standard below.

File Naming Standard:

All files submitted to the District should be named according to the convention listed below.

1st Character = Region

2nd to 5th Characters = FacilityID including any leading zeros

6th to 13th Characters = Reporting Time Period Starting Date in YYYYMMDD format

14th to 15th Characters = The letters “to”

16th to 23rd Characters = Reporting Time Period Ending Date in YYYYMMDD format

24th to 28th Characters = The letters “TVRpt”

All files should use the standard *.mdb* extension for Microsoft Access files.

For example a database from facility S-12 for the reporting period of January 1st, 2004 to December 31st, 2004 would be named: **S001220040101to20041231TVRpt.mdb**

Amended Reports

Files submitted to the District as amendment to original reports should start with the name of the original report file plus the following information.

29th to 35th Characters = The letters "Amended"

36th to 43rd Characters = Date of the Amended Report in YYYYMMDD format

All files should use the standard *.mdb* extension for Microsoft Access files.

For example an amended report completed on April 12th, 2005 for original report file
S001220040101to20041231TVRpt.mdb

Would be named: **S001220040101to20041231TVRptAmended20050412.mdb**

File submitted to the District must be saved as "Read Only"