



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION

**INSTRUCTIONS FOR COMPLETING THE
RENEWABLE OPERATING PERMIT
DEVIATION REPORT**

MDEQ's EQP 5737 form is submitted for deviations required to be reported pursuant to R 336.1213 (Rule 213) subrule (3)(c)(i) of Michigan's Renewable Operating Permit (ROP) program. The permittee is required to promptly report any deviations from ROP requirements during the reporting period. A Renewable Operating Permit Report Certification form (EQP 5736) must accompany all deviation reports.

Before completing the form, make additional photocopies as needed.

The prompt reporting of deviations from ROP requirements must be reported consistent with Rule 213(3)(c)(ii), as follows:

- Deviations that exceed the emissions allowed under the ROP must be reported consistent with the requirements of Rule 912.
- Deviations that exceed the emissions allowed under the ROP but were not required to be reported pursuant to Rule 912 due to the duration of the deviation must be reported on the semi-annual report, or other report as required in the ROP.
- Deviations that did not exceed the emissions allowed under the ROP must be reported on the semi-annual report, or more frequently if required by the ROP.

Note: Submittal of the Deviation Report does not necessarily constitute a written report under Rule 912(5).

- Source Name** Provide the name of the source as it appears in the ROP.
- County** Provide the name of the county in which the permitted source is located.
- Source Address** Provide the address for the physical location of the source as it appears in the ROP.
- City** Provide the name of the city in which the permitted source is located.
- AQD Source ID (SRN)** Provide the source's AQD Source Registration Number (SRN).
- ROP No.** Provide the source's ROP Number as it appears in the ROP.
- ROP Section No.** If applicable, provide the ROP Section Number.

Note: Most ROPs will have only one Section. For an ROP with multiple Sections, a responsible official must sign an Renewable Operating Permit Report Certification form for his/her respective Section(s).

Section Contact Provide the name of the contact person identified in the ROP application for the ROP Section to which this report applies.

Contact Phone No. Provide the phone number of the Section Contact.

Reporting Period Enter the starting and ending dates of the reporting period. The reporting period for annual reporting will typically be January 1 to December 31, unless an alternate reporting period is specified by the ROP special conditions. The reporting periods for semi-annual report certification will typically be January 1 to June 30 and July 1 to December 31, unless an alternate reporting period is specified by the ROP special conditions. The starting date for the **initial** report(s) should be the date of issuance of the ROP.

Note: If this form is being used for more than one reporting period, list the dates for the longest period. For example, if the form is used for the annual and semi-annual report, the reporting period for the annual report should be used.

Instructions for Completing the Renewable Operating Permit Deviation Report (continued)

Report Type

Select the report type for which this report is being submitted. The ROP may require reporting other than annually or semi-annually. Describe the report type if not annual or semi-annual. Other reports required by the ROP may include, but are not limited to, the following:

- Prompt reporting of deviations as described in Rule 213(3)(c)(ii).
- Material usage records, operating schedule records and calculated emission data.
- CEM or other monitoring data.
- Sampling or stack testing data and results.
- Calibration and maintenance data for process monitoring equipment.
- Records of required preventative maintenance or malfunction abatement activities.
- Any other reports required in the special conditions listed in the Source-wide, Emission Group or Flexible Group provisions of the ROP.

Complete Items 1-8 for each deviation.

1. Enter the Emission Group or Flexible Group ID, as it appears on the ROP, for which the deviation has occurred. If this is a deviation from a Source Wide requirement, "SW" or "Source Wide" is the Source Wide ID.
2. Enter the Table number (if applicable) and the ROP condition number of the requirement for which the deviation has occurred. If the deviation applies to a general condition, enter "G.C." before the condition number. The numbering protocol for the special conditions is based on the structure of the page that contains the condition. For example, E-01.1/II.A.2 could be an appropriate identifier for a deviation from the second material usage limit in the first Emission Unit Table of an ROP issued in January 2001. However, an identifier of II.2 might be suitable for a comparable condition in an ROP issued in March 2004 because of the change in numbering protocol in the newer version of the ROP template. The logical numbering to use to identify conditions of the ROP for the deviation report should be apparent after review of the Roman numeral of the headings and the individual condition numbers. However, if this is not clear, describe the ROP condition in detail in this box or contact the appropriate Air Quality Division District office for instruction on the numbering protocol of your ROP.
3. Enter the date(s) on which the deviation occurred or time period covered by a referenced monitoring or compliance report(s). (For example: 1/01/04 to 1/04/04)
4. Indicate whether this deviation was previously reported to the Air Quality Division. If so, provide the date on which it was reported.
Note: Previously submitted information should have included the Source Name, City, AQD SRN, ROP Number and ROP Section Number.
5. Indicate the duration of the deviation. (For example: 2 hours, 4 days, etc.)
6. Describe the compliance method used to determine the compliance status. If the compliance method used was the same as specified in the ROP, then this box may be left blank.
Note: This is the only box that may be left blank.
7. Describe the deviation in sufficient detail to show how the deviation differs from the requirement.
8. Explain the reason for the deviation and describe the actions taken to correct the deviation.

Provide additional supporting information for Items 6, 7 and 8, as needed. If submitting additional information, please give a brief description in the appropriate box(es) and note that additional supporting information is being submitted.

Write in the page numbering at the bottom of the page. For example, "Page 3 of 6".