

DEPARTMENT OF ENVIRONMENTAL QUALITY  
AIR QUALITY DIVISION  
CONTINUOUS EMISSION MONITORING REPORT  
INSTRUCTION SHEET

General: A Continuous Emission Monitoring/Excess Emission Report (CEM/EER) should be completed for each monitor and submitted to the Air Quality Division within 30 days of the end of each quarter. Four forms are included for each monitor. A compliance certification form is also included.

- A: General Information and summary of pertinent monitor data.
- B: Excess Emission Summary Report
- C: Excess Emission Table
- D: Monitor Outage Table

**These reporting instructions are intended to provide direction to implement the reporting requirements in the Wyoming Air Quality Standards and Regulations, Section 22, paragraph (g) and 40CFR60.7. The note in Section 22(g)(v) of the Wyoming regulations stating the individual subparts of Appendix I may include specific provisions which clarify or supersede the provisions set forth in these instructions remains applicable.**

**Form A**

- Section I: Complete as indicated.
- Section II: Complete as indicated.
- Section III: Complete as indicated.

**Note: For Item C, include all unit operating time for the quarter including operating time associated with Startup/Shutdown and Section 19 (Emergency/Abnormal) Operations. Report time in hours to one decimal place, i.e. 1920.8.**

- Section IV: Complete as indicated.

- A: Include a copy of the quarterly audit reports with the submittal of the quarterly excess emission report.
- B. Report equipment replacements or modifications to the monitoring system which could affect the ability of the continuous monitoring system to comply with the associated Performance Specification.

- Section V: Complete as indicated.

**Form B**

Emission Data Summary -- **Only report excess emissions which occur when the unit/process is operating.** Include **all** excess emissions which occur when the unit/process is operating in the Emission Data Summary including those excess emissions associated with start-up/shutdown and those associated with Section 19 (Emergency/Abnormal) operations. Detailed excess emission information and causes must be included in the Excess Emission Table (Form C).

CMS Performance Summary -- **Only report CEM downtime which occurs while the unit/process is operating.** Detailed monitor downtime information and causes must be included in the Monitor Outage Table (Form D).

Excess emission rate and monitor downtime rate (Items III and Note 3) -- **Include an explanation of what corrective actions were taken for total excess emissions and monitor downtime for the quarter greater than 5%.** This information is only intended to provide a management overview of what the facility has done to correct excess emission or monitor downtime problems which have occurred during the reporting quarter and does not negate the requirement to complete Forms C & D, to include specific cause codes and corrective actions, for each excess emission or monitor downtime event. The management review of the corrective actions for excess emissions or monitor downtime greater than 5% may be included in the transmittal letter for the quarterly report. If the corrective actions were not completed within the quarter, provide a schedule showing when the corrective action will be completed.

### **Form C**

**Only report excess emissions which occur when the unit/process is operating.**

The Excess Emission Table must include **all** excess emission events which occur when the unit/process is operating including periods of start-up, shutdown and emergency/abnormal operations. Each excess emission period is defined as each tenth of an hour (six (6) minute increment) for opacity monitors and each one hour period (or block of one hour periods if excess emissions are calculated as a block average) for gaseous monitors.

Include a total time of all excess emission events on Form C. This total should equal the time entered on the Form B, Emission Data Summary, Item II.

Provide a subtotal of the time for all excess emission events which were the result of abnormal/emergency operations. (Note: These emergency/abnormal excess emission events should be flagged in the excess emission incident summary table, should be categorized as control equipment problems, process problems, other known causes, etc., and should be included in the Emission Data Summary, Item I of the Form B.)

### **Form D**

**Only report CEM downtime which occurs while the unit/process is operating.**

Include a total time of all monitor downtime on Form C. This total should equal the time entered on Form B, CMS Performance Summary, Item II.

### **Compliance Certification**

For sources subject to the Title V Operating Permit Program, the individual signing the certification statement must be the Responsible Official or his Designated Representative as identified in the Title V permitting program.