



GUIDANCE ON SUBMITTING CAAPP SEMI-ANNUAL MONITORING REPORT

Who (needs to submit a CAAPP Semi-Annual Monitoring Report)?

Section 39.5(7)(f)(i) of the Clean Air Act Permit Program (CAAPP), 415 ILCS 5/39.5(7)(f)(i), requires each CAAPP permittee to submit reports of required monitoring and identify each instance of deviation to the Illinois EPA every six months (or as specified by the permittee's CAAPP Permit).

What (must be included in a CAAPP Semi-Annual Monitoring Report to be deemed complete)?

The semi-annual monitoring report (SAMR) shall consist of identifying the monitoring permit conditions - see below - a description of the monitoring, and the compliance status for the condition. All deviations, including deviations requiring prompt reporting, from identified permit conditions must be identified, summarized, and reported.

Required monitoring includes:

- Gathering parametric monitoring data (i.e., recorded measurements of flow rate, pressure drop, temperature).
- Performing compliance related monitoring, including requirements from the following:
 - Compliance Assurance Monitoring (CAM) rule under 40 CFR Part 64, such as reporting of monitoring and recordkeeping required to meet the CAM rule, maintaining records of monitoring data or corrective actions taken, any activities implement a quality improvement plan, etc.
 - Periodic monitoring established in the sources CAAPP permit under Section 39.5(7)(d)(ii) of the Act, including recordkeeping.
 - Monitoring assuring compliance with applicable requirements, such as visual Method 22 observations, an equipment inspection, recordkeeping documenting a visual observation or inspection, prior compliance certification submittals, etc.
- Performance of emission testing requirements, such as one-time or periodic emission tests, timely and accurate submittal of testing protocols and reports, etc. Note: it is not required to resubmit testing reports previously submitted to the Illinois EPA.

How (to use the 402-CAAPP Form SAMR Template)?

If using the available **402-CAAPP Form**, sources must fill out the source information, including contact information, compliance status of the source, and a signature from the responsible official. Additionally, **402-CAAPP Form** provides:

- Table 1 is used to identify the permit conditions in Column 1, describe monitoring in Column 2, and list the compliance status for the condition in Column 3.
- Table 2 summarizes deviations that occurred during the monitoring period.

Where (should a CAAPP Semi-Annual Monitoring Report be sent)?

The completed SAMR must be submitted on or before the applicable due date to the following address:

Via United States Postal Service (USPS):	Via Other Means:
Illinois EPA, Bureau of Air Compliance Section (MC 40) 2520 West Iles Ave P.O. Box 19276 Springfield, IL 62794-9276	Illinois EPA, Bureau of Air Compliance Section (MC 40) 2520 West Iles Ave Springfield, IL 62704