

Air Certification and Emissions Electronic Reporting (ACE) Manual

Air Certification Electronic Reporting

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Disclaimer

Use of ACE requires prior application to and registration with NYSDEC. The application can be found and downloaded at <https://www.dec.ny.gov/chemical/54266.html>.

Once the application to use the Air Certification and Emissions electronic reporting system (ACE, also known as ACE E-reporting) is accepted by New York State Department of Environmental Conservation (NYSDEC) Division of Air (DAR), users are granted the rights to ACE and given a unique ACE password and identification. This information should be kept private and secure. Abuse or misuse of the system will automatically remove the applicant's rights to use the system.

Introduction

This Air Compliance and Emissions (ACE) manual is a work in progress. It was created to provide approved Title V users with step by step instruction when using ACE to complete compliance certification reports. We welcome any suggestions, comments or recommendations regarding improving the content of the manual. Please send your suggestions to e-reporting.Air@dec.ny.gov.

ACE is a data transfer system. This means that submitting a report through ACE does not guarantee that the submittal is complete, correct or timely. DAR reviews all reports and issues the final compliance determination.

Organizationally, the following instructions for ACE are separated into in Section I and Section II. **Section I is for the first time user. Section II is for the return user**, or on-going user. Section II provides problem-solving instructions.

Each Section is arranged by role. **The role order for both sections is:**

Compliance Certification Editor (CCE)/Emission Statement Editor (ESE) initially enters the data and uses the program most frequently.

Compliance Certification/Emission Statement Reviewer (CCR/ ESR).

Responsible Official (RO) makes the final submission.

Authorized Users and Roles

Authorized users are all ACE users approved through the application process. All authorized users have roles assigned to them by the Title V facility owner and/ or operator during the application process. The roles are:

Compliance Certification Editor (CCE)

The CCE is an Authorized User who enters and edits the data for compliance reports. The RO may also fulfill the role of and complete the tasks of a CCE.

Emission Statement Editor (ESE)

The ESE is an Authorized User who enters and edits the data for emission statements. The RO may also fulfill the role of and complete the tasks of an ESE.

Compliance Certification/Emission Statement Reviewer (CCR/ ESR)

The CCR and/ or ESR is an Authorized User assigned 'read only' access to ACE in order to inspect data for accuracy. The Reviewer role is not a required role however DAR highly recommends that a Reviewer also be assigned.

Responsible Official (RO)

The RO is a required Authorized User role. A facility must have at least one RO (there can be multiple ROs) on record with DAR for the ACE system at all times. Without an authorized RO, a facility cannot submit a report.

The authorized RO is any person(s) who performs policy or decision-making functions and is authorized to legally bind a corporation, partnership, sole proprietorship or government entity that operates a facility subject to the provisions of 6 NYCRR 201-2(b)(28).

The authorized RO is

1. able to enter or edit data, fulfilling the function of a CCE or/and ESE;
2. the only person who can submit work;
3. legally responsible for the accuracy of all information in the form; and
4. the only person with authority to submit compliance certification reports or emission statements.

Personnel Changes

At any time, a Title V facility's RO can contact DAR and submit an application to update or change an ACE Authorized User or their role.

Requests to change or update existing Authorized Users or roles of CCE, ESE, CCR or ESR status can be done electronically using an email template. The email template is accessed by the following steps,

1. Logon,
2. Go to the 'My Facilities' screen,
3. Select a facility which takes the user to the 'Facility' screen,
4. On the 'Facility' screen the user will select the 'Need to add/modify user account?' option listed at the bottom left side of the screen,
5. The 'User Account Modification Request' screen provides an email template. Use this template to send a request to DAR to start the modification process.

The authorized RO is the only required role. There must always be at least one authorized RO entered in the system at all times for a facility.

Requests to change or update an existing RO can only be done by informing DAR of the intent to change the RO, then completing and submitting a new application for the new RO in hard copy to DAR for authorization. The application is found at <https://www.dec.ny.gov/chemical/54266.html>.

DAR must accept and authorize the new RO user request before changes in the existing authorized RO will be allowed. To avoid potential submission delays, a facility may choose to assign more than one RO.

Section 1.0 Getting Started/Initial Editing

Each new Authorized User receives an initial confirmation email from DAR with the correct web address, a user name and password. This information should be kept private and secure. Abuse or misuse of the system will automatically remove the applicant's rights to use the system.

If you have not received your user name and password, or if you experience any problem with ACE that you cannot resolve please contact DAR's Air Facility Systems (AFS) Administrator by email at e-reporting.Air@dec.ny.gov or phone at 1-518-402-8507.

Note: Initially, all users follow the same sequence of steps through Step 4 for both Compliance Certification and Emissions Inventory reporting. At Step 3 the user decides to work on either Compliance or Emissions reports.

Section 1.0 All Authorized Users

NOTE: ACE closes out after 20 consecutive minutes without saving or moving from page to page. The user is prompted to sign back in.

Step 1: Logon (Picture 1).

Go to the web address provided in the initial confirmation email from DAR to access initial login page for ACE

Picture 1



The image shows a login form with two input fields. The first field is labeled 'Username' and the second is labeled 'Password'. Below the password field is a button labeled 'Login'.

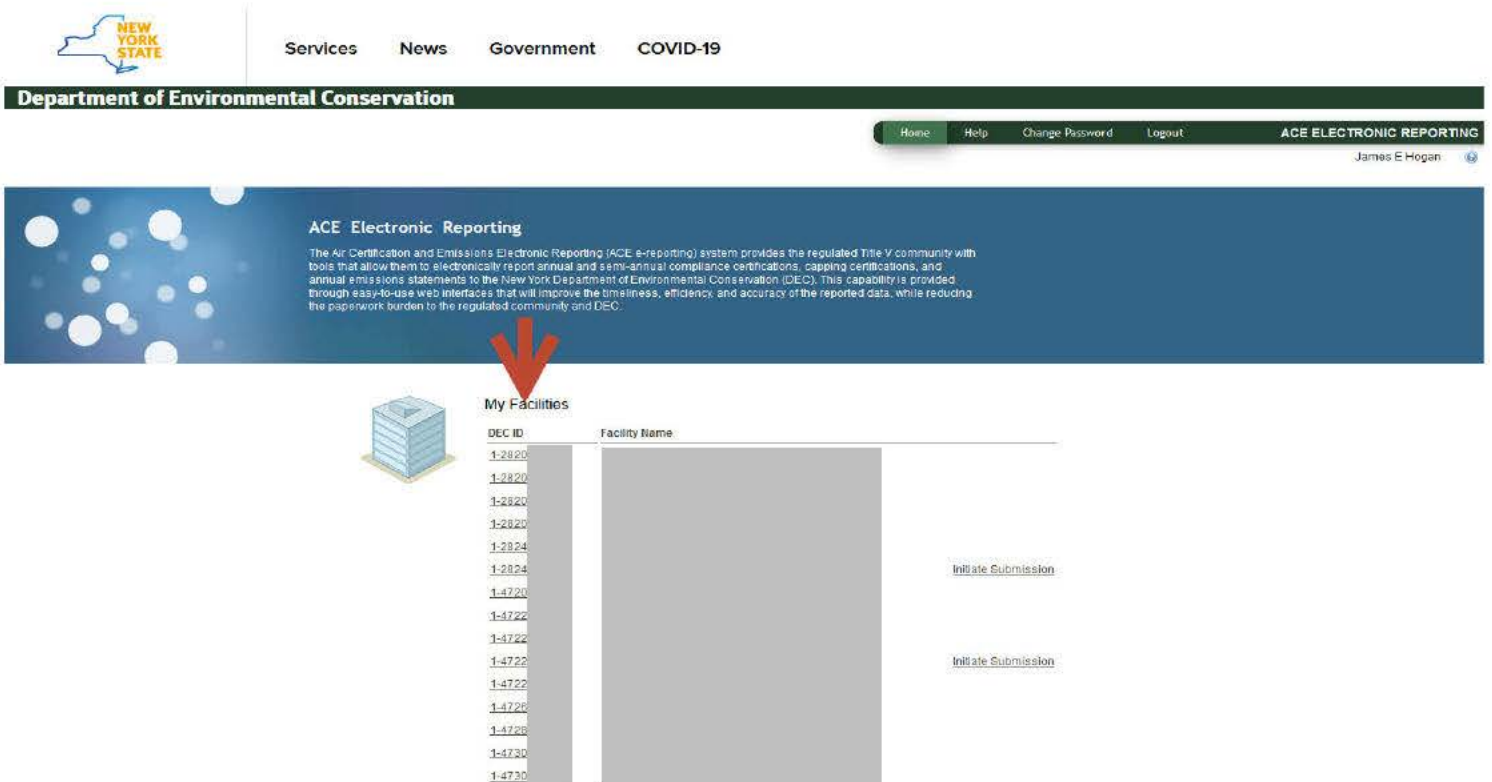
An Authorized first time User completes the login using the user name and password provided in the confirmation email from DAR, is prompted to change the initial password and will use the new password to enter ACE in the future.

Entering the new password takes the user to the 'My Facilities' screen which lists the facility names and DEC ID#s associated with that user (Picture 2).

The 'My Facilities' screen is the program default page. A user automatically returns to this page after using the 'Help' option in the menu found under the Department logo.

Step 2: Select the DEC ID of the facility (Picture 2).

Picture 2



The screenshot shows the ACE Electronic Reporting interface. At the top, there is a navigation bar with links for Services, News, Government, and COVID-19. Below this is the Department of Environmental Conservation logo and a header for ACE ELECTRONIC REPORTING. A red arrow points to the 'My Facilities' section, which contains a table with the following data:

DEC ID	Facility Name	
1-2820		
1-2820		
1-2820		
1-2820		
1-2824		
1-2824		Initiate Submission
1-4720		
1-4722		
1-4722		
1-4722		Initiate Submission
1-4722		
1-4728		
1-4730		

Selecting the facility by 'DEC ID' brings the user to the 'Facility' screen (Picture 3). The 'Facility' screen shows the permit numbers issued to each facility, Facility Details, and Authorized Users. The CCE accesses permits and reports of each facility from this screen.

Please note: As a default, the screen as shown in Picture 3 will always appear for all users as they enter into the application. The Compliance Certifications Tab is first, the Emissions Statements tab is to the right of the Compliance Certifications tab.

Step 3: Select Compliance Certifications (Picture 3).

Picture 3



The screenshot shows the 'Facility' screen with the 'Compliance Certifications' tab selected. A red arrow points to the 'Compliance Certifications' tab. The screen displays a table with the following columns: Permit Number, Effective from, Effective to, and Renewal. The user is logged in as James E Hogan.

Step 4: Select the desired permit (Picture 4).

Picture 4



A screen showing 'Compliance Certifications for Permit' opens below the 'Permit Number' (Picture 5).

Organizationally, the manual distinguishes the next steps by role and follows the order of tasks for each role through completion.

The screen of each task is shown with instructions on how to continue to the next step or screen in order to complete the compliance certification.

If your role is CCE, please go directly to Section I-A (p. 6).

If your role is CCR, please go directly to Section I-B (p. 13).

If your role is RO, please go directly to Section I-C (p. 15).

Section 1.1 Editing Compliance Conditions 1.1.1 Compliance Certification Editor (CCE)

CCE Step 5: CCE selects 'Start' listed under the Action column at the far right (Picture 5). This choice begins a new report.

'Continue' under the Action column is for an on-going report. Go to page 8 for further instructions on an on-going report.

Picture 5

Facility

Facility Details

Authorized Users

User	Role
James E Hogan	ACRO
Brian McCarthy	AERV
Kevin McGarry - ACE Admin	ACRO
	AERO

Compliance Certifications

Permits By Facility Air Compliance Responsible Official (ACRO)

Permit Number	Effective from	Effective to	Renewal
1-2824	01/11/2016	09/20/2032	3

Compliance Certifications for Permit: 1-2824 Renewal 3

Showing 16 to 20 of 20 << < 1 2 3 4 >> >>

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Annual	01/01/2021	12/31/2021	01/30/2022		Overdue	Start
Semi-Annual	07/01/2021	12/31/2021	01/30/2022		Overdue	Start
Semi-Annual	01/01/2022	06/30/2022	07/30/2022		Overdue	Continue
Semi-Annual	07/01/2022	12/31/2022	01/30/2023		Not Started	Start
Semi-Annual	01/01/2023	06/30/2023	07/30/2023			



CCE Step 6: Select a Condition Number in the left-most column of the chart (Picture 6). Left-click on a number.

Picture 6

James E Hogan, Air Compliance Responsible Official

Compliance Certification Report Facility Home

Download Template
Import Report
Validate Report
Initiate Submission
View/Print Report

Report Summary

1-2824
Renewal 3

Report Type: Semi-Annual

Reporting Period: 01/01/2022 - 06/30/2022

Status: Overdue

Due Date: 07/30/2022

[Flag Report For Submission](#)

[0 Known Errors](#)


[Version History](#)

Facility Details

Citation

Showing 1 to 25 of 47 << < 1 2 >> >>

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003		0	NO	NO
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
65	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003		0	NO	NO
66	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003		0	NO	NO
67	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003		0	NO	NO
68	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003		0	NO	NO



Selecting a 'Condition Number' opens the Compliance Condition window shown in Picture 7.

Picture 7

The Compliance Condition screen is where a CCE reviews the issued permit and enters information for the first time from a permit into ACE.

Data Entry

There are two methods to enter the data. The first method, and illustrated in the following steps, is Direct Data Entry. The first time user is encouraged to use Direct Data Entry.

The second method, and one usually reserved for an experienced ACE user, is mass data entry. An explanation of mass data entry and instructions for mass data entry is found in Section II A beginning page 31.

Both methods require saving and validating all data before leaving the screen. DAR highly recommends saving often throughout the data entry process using the 'Save and Validate' option. The option, 'Save and Validate,' is detailed in Step 8.

CCE Step 7: Direct Data Entry (Picture 8)

- a. Select the 'Compliance Status'
- b. Type the data from the permit into the fields 'Requirement Synopsis' and 'Compliance Method Description.'
- c. Type data into other fields as necessary.

Picture 8

James E Hogan, Air Compliance Responsible Official

Condition 1 of 47 Previous | Next Report Home

Compliance Condition

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: NO
Deviations: 0
0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis [Default Requirement Synopsis/Compliance Method](#)
4000 characters left

Compliance Method Description
4000 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date **Separate Report Description**
4000 characters left

Cancel Save Save and Validate

The 'Compliance Status', 'Requirement Synopsis', and 'Compliance Method Description' must have data entered. The additional fields, 'Not Applicable Explanation', 'Separate Report Date', and 'Separate Report Description' are only required for some Compliance Statuses.

If 'Intermittent' is the Compliance Status for the condition, refer to Section 11-B for additional details.

Selecting the 'Not Applicable' Compliance Status requires a 'Not Applicable Explanation.'

'Separate Report Date', and 'Separate Report Description' are completed when there is additional information that supports the certification of any Compliance status.

CCE Step 8: Select 'Save and Validate' (Picture 9).

DAR highly recommends saving continuously using **'Save and Validate,'** throughout the data entry process. **'Save and Validate'** identifies and explains all errors. For quick storage, **'Save'** will save all work up to that point without validating the data. Both are in the lower right corner of the screen.

Picture 9

The screenshot shows the 'Compliance Condition' form. On the left, there is a 'Condition Summary' panel with details: Condition Number: 63, Regulatory Citation: 6 NYCRR Subpart 201-6, Permit Level: U-00003, Begin Date: 01/01/2022, End Date: 06/30/2022, Validated: NO, Deviations: 0, and 0 Known Errors. Below this is a 'Deviations' panel stating 'No deviations exist for the condition.' The main form area includes 'Compliance Status' (radio buttons for Continuous, Intermittent, Not Applicable), 'Requirement Synopsis' (text area with 'NOx emission upper permit limit is 80 lbs per shutdown'), 'Compliance Method Description' (text area with 'Compliance is demonstrated using CEMS monitor and records are maintained for 5 years...'), and 'Not Applicable Explanation' (text area). At the bottom, there are fields for 'Separate Report Date' and 'Separate Report Description'. In the bottom right corner, there are three buttons: 'Cancel', 'Save', and 'Save and Validate'. A large red arrow points to the 'Save and Validate' button.

When the data is correct, a yellow banner shows across the top of the screen with the words, **'Condition save and validate successful'** (Picture 10).

Picture 10

This screenshot is identical to the one in Picture 9, but it features a yellow banner at the top of the page that reads 'Condition save and validate successful.' A red arrow points from the banner towards the left side of the screen. The 'Compliance Status' radio button for 'Continuous' is now selected. The 'Save and Validate' button remains highlighted with a red arrow.

If 'Save' is used, a yellow banner shows across the top of the screen with the words, **'Condition save successful.'**

Errors: When there are data errors, a pink banner shows across the top of the screen with an explanation of the errors. For example, Picture 11 shows the error that the Compliance Status was not selected.

Picture 11

Compliance Condition

Compliance status value must be continuous, intermittent or not applicable. [C-6]

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: NO
Deviations: 0
1 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status

Continuous Intermittent Not Applicable

Requirement Synopsis

NOx emission upper permit limit is 80 lbs per shutdown

3946 characters left

Compliance Method Description

Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.

3862 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date **Separate Report Description**

4000 characters left

Cancel Save Save and Validate

The CCE corrects the errors (the Compliance Status missing in Picture 11 above is now selected) and repeats **'Save and Validate.'** A yellow banner then shows across the top with the words, **'Condition save and validate successful'** (Picture 12).

Picture 12

Compliance Condition

Condition save and validate successful.

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: YES
Deviations: 0
0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status

Continuous Intermittent Not Applicable

Requirement Synopsis

NOx emission upper permit limit is 80 lbs per shutdown

3946 characters left

Compliance Method Description

Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.

3862 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date **Separate Report Description**

4000 characters left

Cancel Save Save and Validate

Repeat entering information for each condition by following Steps 6 to 8 until all conditions have a relevant compliance status. The user navigates through the conditions by left clicking on either 'Previous' or 'Next' at the top right of the screen. The report is ready for review by the CCR once the CCE has entered all the necessary data, selected 'Save and Validate,' corrected all errors, and observed the displayed message 'Condition Save and Validate Successful'.

CCE Step: 9 The CCE informs the Compliance Certification Reviewer (CCR) that the report is ready to be reviewed.

NOTE: The report can be viewed by any two (2) or more Authorized Users at the same time.

Section 1.2 Reviewing Compliance Conditions 1.2.1 Compliance Certification Reviewer (CCR)

The Compliance Certification Reviewer (CCR) is informed by the CCE that the report is ready to be reviewed.

The first-time Authorized Compliance Certification Reviewer (CCR) User completes steps 1 through 4 on pages 2-5 of the manual. This page begins step 5 for the CCR.

The CCR reviews the data entered in ACE by the CCE by following steps 5 through 8.

CCR Step 5: Select the Action, 'Review' (Picture 13)

Picture 13

The screenshot shows the 'Compliance Certifications' section for permit 1-2824. The table below lists the certifications:

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Annual	01/01/2021	12/31/2021	01/30/2022		Overdue	
Semi-Annual	07/01/2021	12/31/2021	01/30/2022		Overdue	
Semi-Annual	01/01/2022	06/30/2022	07/30/2022		Overdue	Review
Semi-Annual	07/01/2022	12/31/2022	01/30/2023		Not Started	
Semi-Annual	01/01/2023	06/30/2023	07/30/2023			

CCR Step 6: Select a Condition Number in the left-most column of the chart (Picture 14)

Picture 14

The screenshot shows the 'Compliance Certification Report' for permit 1-2824. The table below lists the conditions:

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003	Continuous	0	YES	NO
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO

Selection of a '**Condition Number**' opens the Compliance Condition window (Picture 15). Please note that this page is a read-only status.

CCR Step 7: Review of Condition.

1. **Review** the page to make sure the 'Compliance Status', 'Requirement Synopsis' and 'Compliance Method Description' fields on this screen are complete;
2. **Review** information in the 'Requirement Synopsis' and the 'Compliance Method Description' fields to make sure the data is correct and relates to the Regulatory Citation listed in the Condition Summary, and
3. **Inform** CCE of comments or any issues that require further appropriate action. For example, if 'Requirement Synopsis' does not describe the Regulatory Citation accurately.

Picture 15

The screenshot displays the 'Compliance Condition' window for a user named James E Hogan, Air Compliance Certification Reviewer. The window is titled 'Condition 1 of 47' and includes navigation buttons for 'Previous', 'Next', and 'Report Home'. The main content is divided into several sections:

- Condition Summary:** A yellow box on the left containing details such as Condition Number: 63, Regulatory Citation: 6 NYCRR Subpart 201-6, Permit Level: U-00003, Begin Date: 01/01/2022, End Date: 06/30/2022, Validated: NO, Deviations: 0, and 0 Known Errors.
- Compliance Status:** A section with radio buttons for 'Continuous' (selected), 'Intermittent', and 'Not Applicable'.
- Requirement Synopsis:** A text area containing 'NOx emission upper permit limit 99 lbs per shutdown' with 3946 characters left.
- Compliance Method Description:** A text area containing 'Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.' with 3882 characters left.
- Not Applicable Explanation:** A text area with 4000 characters left.
- Separate Report Date:** A text area with 4000 characters left.
- Separate Report Description:** A text area with 4000 characters left.

Red arrows in the image point to the 'Compliance Condition' header, the 'Compliance Status' radio buttons, and the 'Requirement Synopsis' and 'Compliance Method Description' text areas.

CCR Step 8: Send any comments to the CCE for further appropriate action.

If there is an issue, the CCE may edit the report or may discuss possible outcomes with the CCR in order to resolve the issues.

CCE Step 9: Complete/resolve the appropriate EDITS suggested by the CCR. When all issues are resolved, the CCR informs the CCE the report is ready for submission and the CCR's job is complete.

CCE Step 10: Once a report is successfully validated, the CCE informs the RO that the report is ready for submission.

The CCE may also 'flag' the report for submittal for a RO so that the RO can easily access the report. To flag a report from a condition, go to page 25.

Section 1.3 Editing, Validating and Submitting Compliance Conditions Reports 1.3.1 Facility Responsible Officer (RO)

This section applies to the Submission Process for first time users in the role of Title V Facility Responsible Officer (RO).

The first-time Authorized RO completes steps 1 through 4 on pages 2-5 of the manual. This page starts with Step 5 for the RO.

Please note. The RO is the only role/person with the capacity to submit a report or amend a submitted report.

Step 4 was selecting the permit at the link pictured here:



RO Step 5: Select the Action 'Continue', if this report has already been worked on. (Picture 16)

Picture 16



The RO is now in the Compliance Certification Report screen.

RO Step 6: Select a Condition Number found at the top left column of the chart (Picture 17).

Picture 17

Compliance Certification Report Facility Home

Report Summary

1-2824
Renewal 3

Report Type: Semi-Annual

Reporting: 01/01/2021 -
Period: 06/30/2021

Status: Being Amended

Due Date: 07/30/2021

Utilize Report For Submission

0 Known Errors

Version History

Facility Details

Download Template Import Report Validate Report Initiate Submission View/Print Report

Regulatory Citation

Showing 1 to 25 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Intermittent	1	YES	YES
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
65	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
66	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
67	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
68	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES

Selecting a 'Condition Number' opens the Compliance Condition window (Picture 18).

Picture 18

James E Hogan, Air Compliance Responsible Official

Condition 1 of 47 Previous | Next Report Home

Compliance Condition

Condition Summary

Condition Number: 63

Regulatory Citation: 6 NYCRR Subpart 201-6

Permit Level: U-00003

Begin Date: 01/01/2021

End Date: 06/30/2022

Validated: NO

Deviations: 0

0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status

Continuous Intermittent Not Applicable

Requirement Synopsis

4000 characters left

Compliance Method Description

4000 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date Separate Report Description

4000 characters left

Cancel Save Save and Validate

The Compliance Condition screen is where a RO either reviews the CCE's work or personally enters the information from the issued permit into ACE.

RO Step 7: Review/Enter information for 'Compliance Status', 'Requirement Synopsis', and 'Compliance Method Description' (Picture 19). This is known as Direct Data entry [Refer to CCE Step 7 in Section I].

Picture 19

James E Hogan, Air Compliance Responsible Official

Condition 1 of 47 Previous | Next Report Home

Compliance Condition

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: NO
Deviations: 0
0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis Default Requirement Synopsis/Compliance Method
4000 characters left

Compliance Method Description
4000 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date Separate Report Description
4000 characters left

Cancel Save Save and Validate

RO Step 8: Select 'Save and Validate' option located in the lower right corner of the screen (Picture 20). 'Save and Validate' identifies all known errors and explains any problems.

DAR highly recommends using 'Save and Validate' (Picture 20) continuously throughout the data entry process and before exiting any screen.

Picture 20

Condition 1 of 47 Previous | Next Report Home

Compliance Condition

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: NO
Deviations: 0
0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis Default Requirement Synopsis/Compliance Method
NOx emission upper permit limit is 80 lbs per shutdown
3946 characters left
4000 characters left

Compliance Method Description
Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.
3882 characters left
4000 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date Separate Report Description
4000 characters left

Cancel Save Save and Validate

If there are no data entry errors identified, the screen will show a yellow banner across the top of the screen with the words, '**Condition save and validate successful**' (Picture 21).

Picture 21

Compliance Condition

Condition save and validate successful.

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: YES
Deviations: 0
0 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis
NOx emission upper permit limit is 80 lbs per shutdown
3946 characters left

Compliance Method Description
Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.
3862 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date **Separate Report Description**
4000 characters left

Cancel Save Save and Validate

Any errors found by 'Save and Validate' are explained in a pink banner across the top of the screen (Picture 22).

Picture 22

Compliance Condition

Compliance status value must be continuous, intermittent or not applicable. [C-6]

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2022
End Date: 06/30/2022
Validated: NO
Deviations: 0
1 Known Errors

Deviations

No deviations exist for the condition.

Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis
NOx emission upper permit limit is 80 lbs per shutdown
3946 characters left

Compliance Method Description
Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.
3862 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date **Separate Report Description**
4000 characters left

Cancel Save Save and Validate

The RO corrects the error by entering data into the 'Compliance Method Description' text field and then repeats 'Save and Validate.' The screen will show a yellow banner across the top with the words, 'Condition save and validate successful' as seen above in Picture 21.

Once the RO has entered all the necessary data, completed 'Save and Validate,' corrected all known errors, and the screen displays "Condition save and validate successful," the report is ready for review.

RO acting as CCE may inform the CCR that the report is ready to be reviewed. This is an optional step.

The CCR (if one is involved):

1. Reviews the data entered into the system (see steps 4 through 6 beginning on page 11)
2. Sends any comments to the CCE for further appropriate action.

RO:

1. Completes/resolves the appropriate EDITS suggested by the CCR
2. Determines that the report is ready to be submitted.

The RO has the same editing capacity as the CCE so they may override all previous edits and make needed changes to a report before submitting the report through ACE.

NOTE: *Submission of an ACE report to NYS/DEC Division of Air Resources certifies that the Responsible Official has reviewed the electronic report being submitted in its entirety and agrees to the validity and accuracy of the information contained within it to the best of their knowledge.*

Section 1.4 Submission of a Compliance Certification Report

Once all the necessary data is entered, 'Save and Validate' is completed, all known errors are corrected, the screen displays 'Condition Save and Validate Successful,' and the report is reviewed, the report(s) is (are) ready for submission.

The RO accesses the report by completing Steps 1 through 4 on pages 2 through 4 of Section I in the manual.

RO Step 5: Select 'Continue' under the Action column (Picture 23).

Picture 23

Facility

Facility Details

Authorized Users

User	Role
James E Hogan	ACRO
Brian McCarthy	AERV
Kevin McGarry - ACE Admin	ACRO
	AERO

Compliance Certifications

Permits By Facility Air Compliance Responsible Official (ACRO)

Permit Number	Effective from	Effective to	Renewal
1-2824	01/11/2016	09/20/2032	3

Compliance Certifications for Permit: 1-2824 Renewal 3

Showing 15 to 20 of 20

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Annual	01/01/2021	12/31/2021	01/30/2022		Overdue	Start
Semi-Annual	07/01/2021	12/31/2021	01/30/2022		Overdue	Start
Semi-Annual	01/01/2022	06/30/2022	07/30/2022		Overdue	Continue
Semi-Annual	07/01/2022	12/31/2022	01/30/2023		Not Started	Start
Semi-Annual	01/01/2023	06/30/2023	07/30/2023			

'Continue' takes the RO to the **Compliance Certification Report** screen (Picture 24).

RO Step 6: Select 'Initiate Submission' (Picture 24).

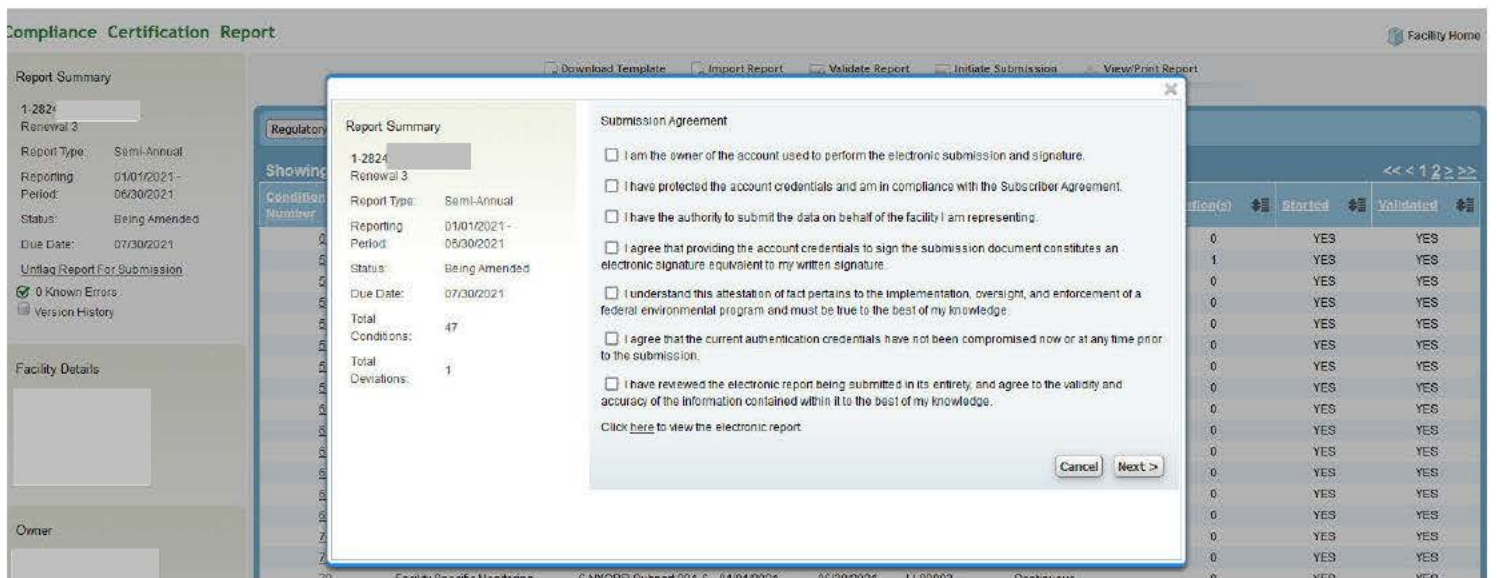
A menu that includes the options: 'Download Template,' 'Import Report,' 'Validate Report,' 'Initiate Submission' and 'View/Print Report' is above the Regulatory Citation box on the Compliance Certification Report.

Picture 24



A window showing the **Submission Agreement** appears (Picture 25).

Picture 25



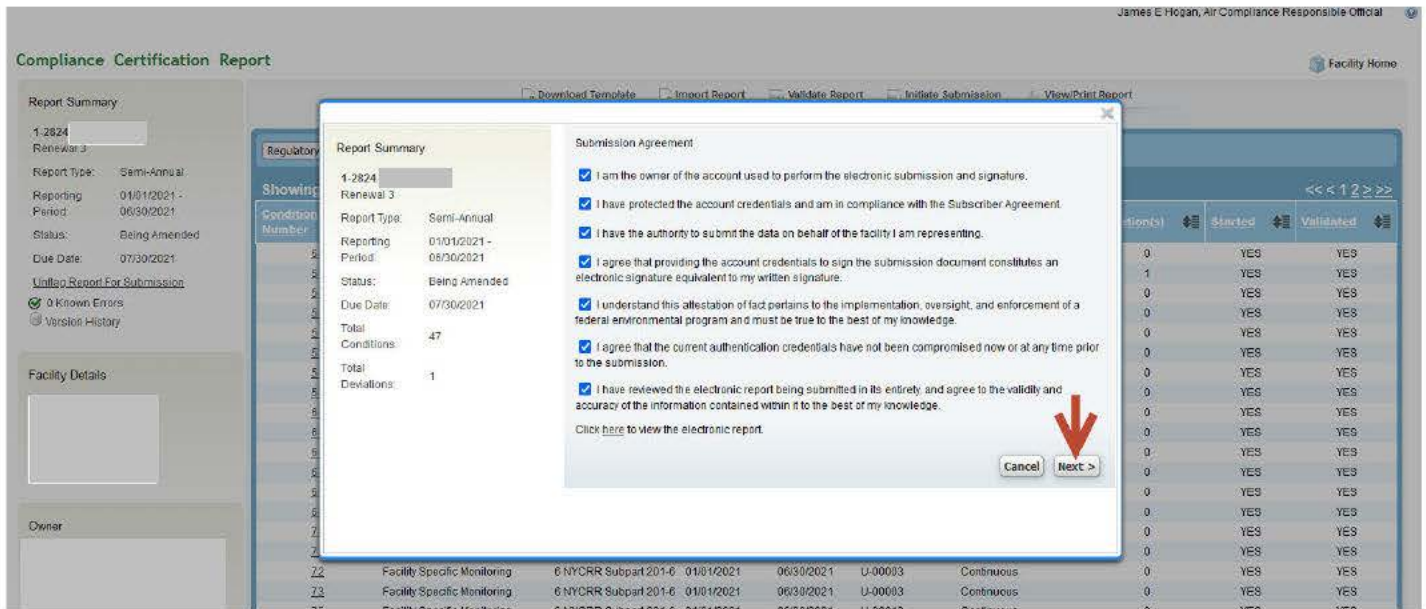
RO Step 7: Certify the Submission Agreement (Picture 26).

1. Read each item in 'Submission Agreement' and check all corresponding boxes.
 - a. In completing the Submission Agreement and electronically signing it, the RO attests
 - i. that they are who they are,
 - ii. that the electronic signature is equivalent to their written signature,
 - iii. they have the authority to electronically sign and submit the reports,
 - iv. the submitted reports are in compliance with the Subscriber Agreement, and
 - v. that they have the authority to sign the submission agreement and that the electronic signature is equivalent to their written signature, attest that the information on the form is true to the best of their knowledge, that they are subject to criminal penalties if they knowingly submit false information, and that the authentication credentials (user name and id issued to validate users at logon) has not been compromised.¹

¹ The Submission Agreement is a legally binding agreement signed and notarized in which the Responsible Official attests to the NYS DEC that the submitted forms are in compliance with the Subscriber Agreement.

2. Select 'Next' in the lower right corner of the 'Submission Agreement' to submit Certification Agreement. (Picture 26)

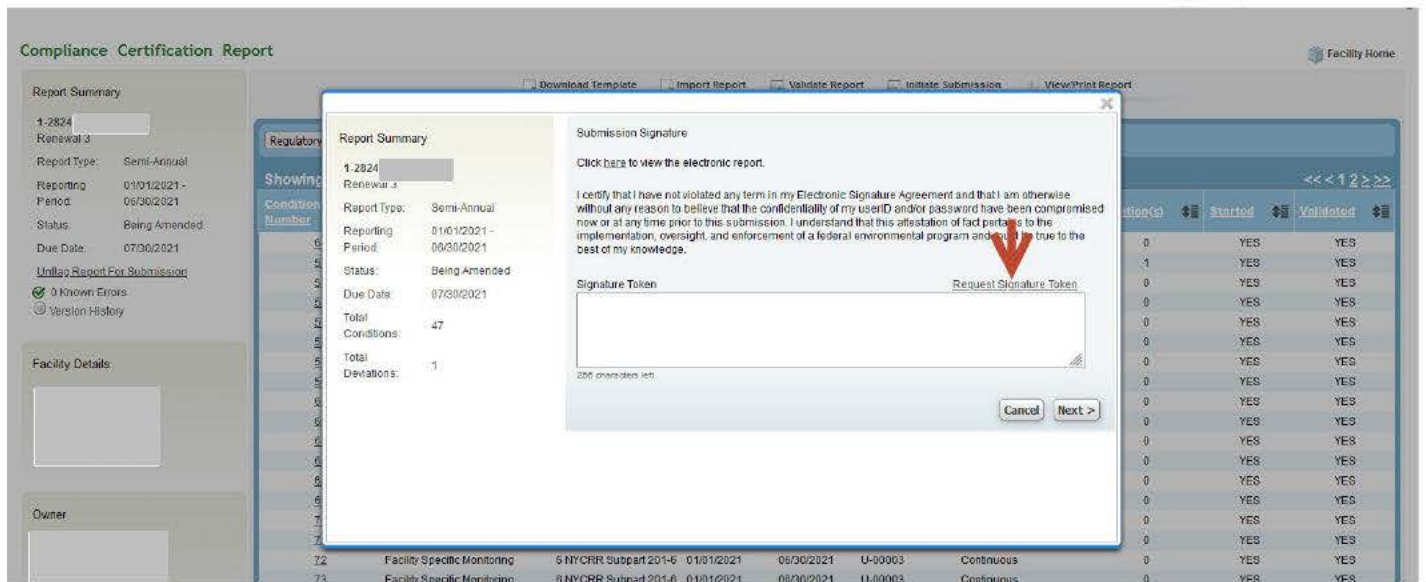
Picture 26



This brings the RO to a Submission Signature screen.

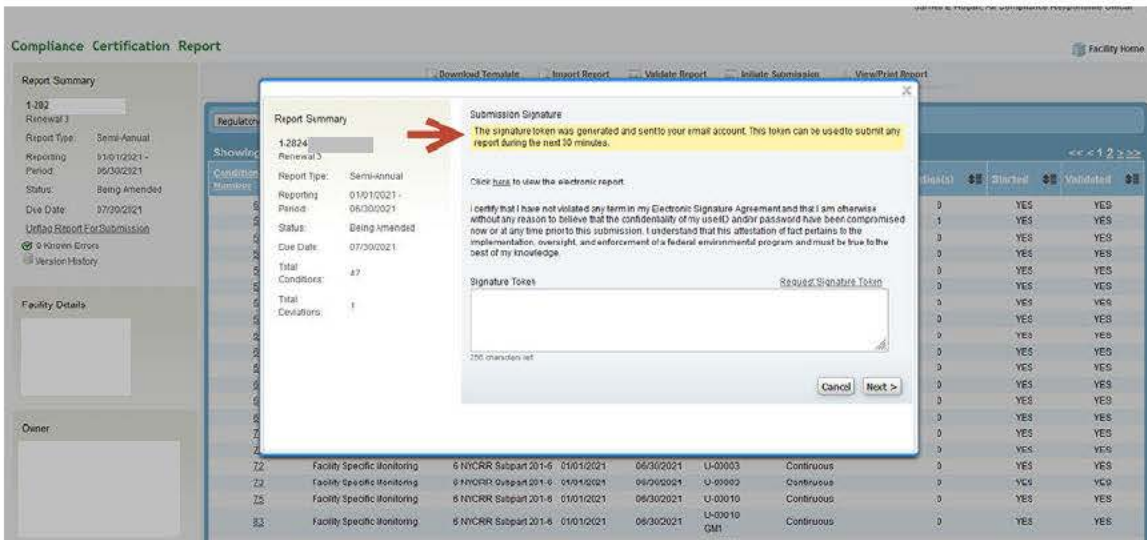
RO Step 8: Select the 'Request Signature Token' option (Picture 27).
A Signature Token is a *digital key* that ensures a secure electronic submission of the report.

Picture 27



A yellow banner appears that indicates the email was sent (Picture 28).

Picture 28



A Signature Token is automatically sent in an email to the email address listed on the initial application for the Responsible Official. (The token is high-lighted in Picture 29.) The RO has 30 minutes before the signature token expires to submit any reports with it. The time begins when the email is sent and is reflected within the body of the email.

Once the Signature Token has expired, a new Signature Token must be requested. This usually requires a re-log-in and reinitiating the submission process, Step 5.

Picture 29



RO Step 9:
Select and copy the 'Signature Token' from the email.

Hold down the left button on the mouse and move the mouse across the 'Signature Token'. (Picture 30) With the mouse's cursor over the highlighted token, right-click. In the menu that appears, left-click 'Copy'.

Picture 30

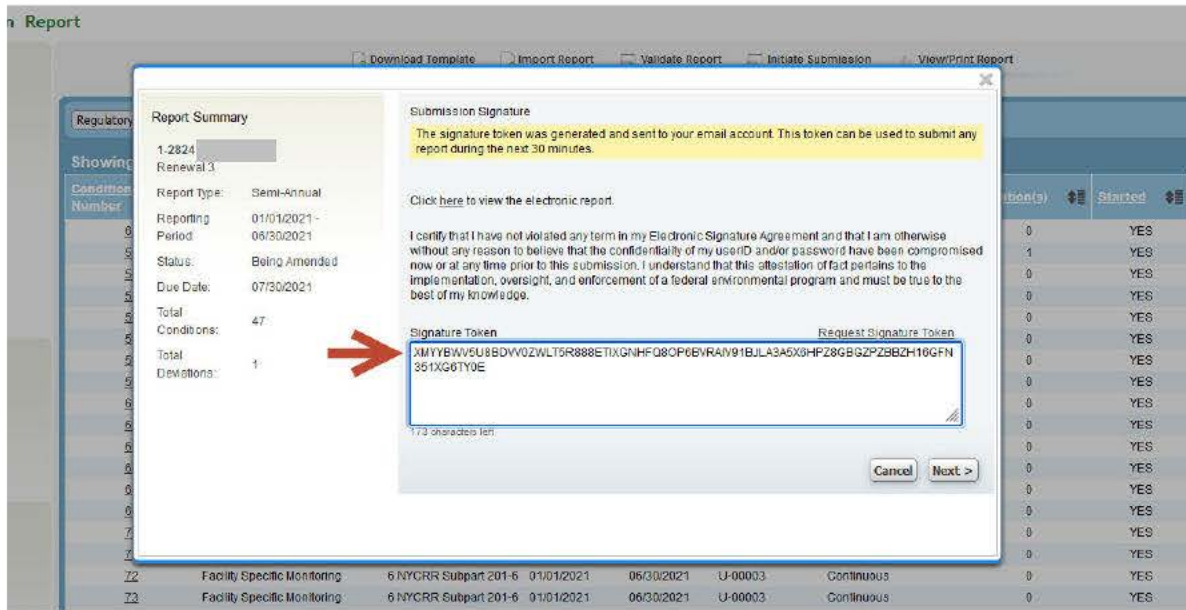


In order to avoid errors DO NOT attempt to type this Signature Token into the Signature Token window. Copy and paste it into the 'Signature Token' field as shown in Pictures 30 and 31.

RO Step 10: Copy and Paste the Signature Token into the Signature Token window.

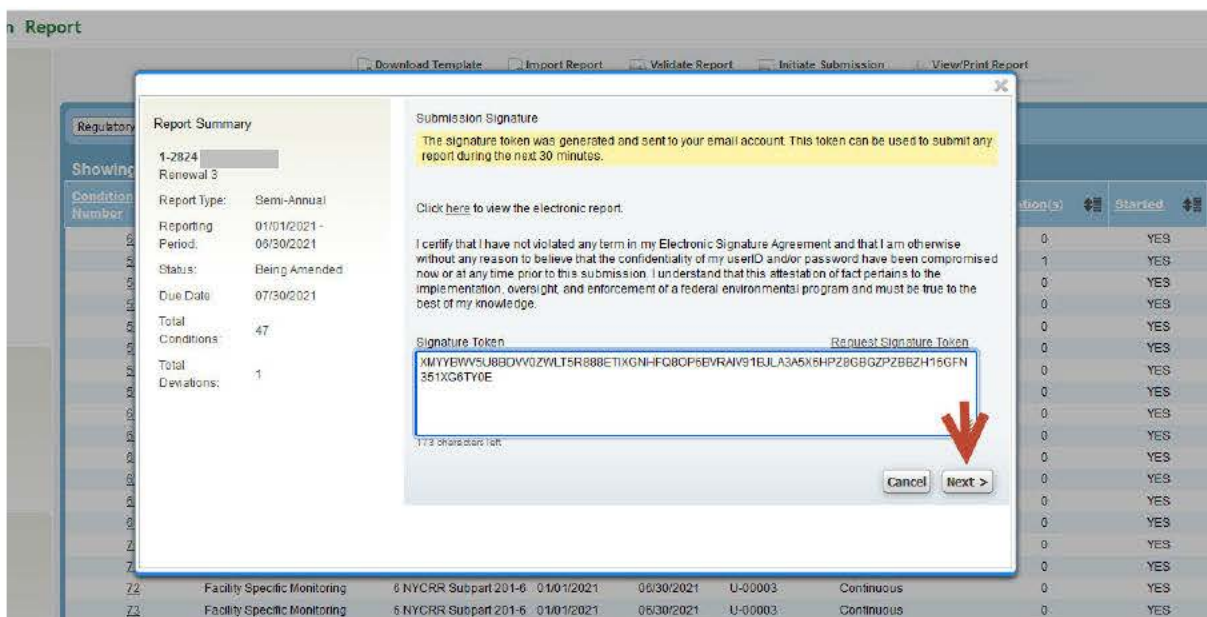
With your mouse's cursor in the 'Signature Token' window, right-click. In the menu that appears, left-click 'Paste' to put the copied Signature Token into the window (Picture 31).

Picture 31



RO Step 11: Select 'Next' found at the bottom right side of the screen (Picture 32).

Picture 32



The Signature Token is now submitted. If the submission is accepted, a screen with 'Submission Confirmation' appears (Picture 33). A submission that has been accepted has been officially received by the Department, but acceptance does not imply that the submission is definitively timely, complete, or correct. The Department must do its work to confirm that.

Picture 33

Submission Confirmation

Your report was successfully submitted to the NYS DEC ACE e-reporting system. Thank you. Click [here](#) to view the report copy of record.

Confirmation Number: 466QYLZYT7-15P6CHWXMV

Submission Date: September 16, 2022 13:29:17

A message confirming your report submission was sent to your email account. You may also print a submission confirmation below.

Your Confirmation Number - We recommend you forward this message to your editors.

[Print](#) [Finish](#)

If the submission was not accepted, there are errors in the report. Contact the CCE. Using 'Save and Validate' in CCE Step 8 (page 9) would have identified the error and the CCE could correct it at that point.

RO Step 12: Select 'Print' for a hard copy of the submission confirmation. This copy can be used for facility records and/or EPA certification submittal as well.

RO Step 13: Select the 'Finish' to return the user to the report. The report will open at the Compliance Certification Report screen (Picture 34).

The Compliance Certification Report screen should list two options, 'Download Template' and 'View/Print Reports'. When these appear, that implies the RO met all requirements for submission and ACE accepted the report.

Picture 34

Compliance Certification Report

1-2824
Renewal 3

Report Type: Semi-Annual
Reporting Period: 01/01/2021 - 06/30/2021
Status: Submitted
Due Date: 07/30/2021

0 Known Errors
Version History

Facility Details

Download Template View/Print Report

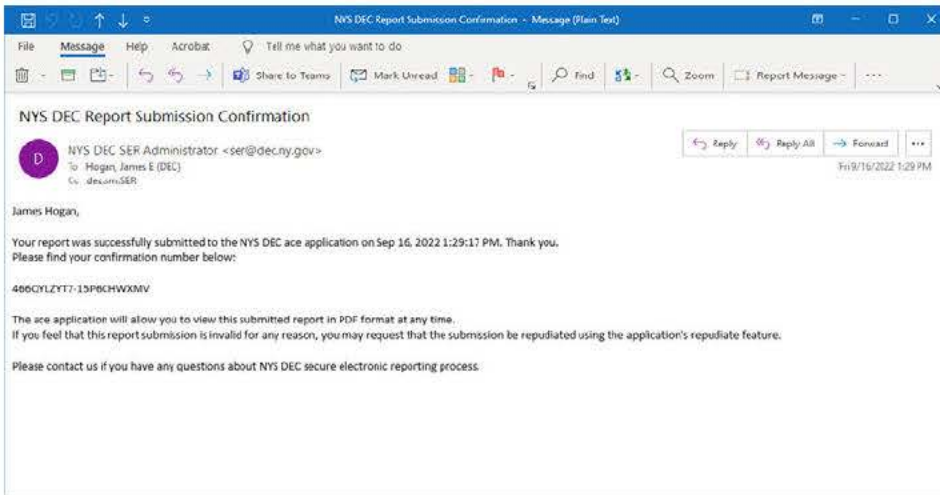
Regulatory Citation Filter Clear

Showing 1 to 25 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Not Applicable	0	YES	YES
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Intermittent	1	YES	YES
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
65	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES

NOTE: When ACE accepts the submission, it sends a confirmation email to the RO, the DEC permit writer, the Regional Air Pollution Control Engineer, and the shared E-Reporting mailbox (Picture 35).

Picture 35



RO Step 14: Select 'Facility Home' (Picture 36).

Picture 36

Compliance Certification Report

Report Summary

12824
 Renewal J

Report Type: Semi-Annual
 Reporting Period: 01/01/2021 - 06/30/2021
 Status: Submitted
 Due Date: 07/30/2021

0 Known Errors
 Version History

Facility Details

Regulatory Citation: [Dropdown] Filter Clear

Showing 1 to 25 of 47

Violation Number	Requirement Description	Regulatory Citation	Issue Date	Exp. Date	Permit Level	Compliance Status	Deviation(s)	Active	Validated
52	Facility Specific Monitoring	6 NYCRR Subpart 201-4	01/01/2021	06/30/2021	U-00003	Not Applicable	0	YES	YES
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Intermittent	1	YES	YES
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
58	Facility Specific Monitoring	6 NYCRR Subpart 201-4	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
61	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES

Facility Home

Picture 37 shows the **Facility** screen where the 'Submission Date' and two new options under the Action column ('View' and 'Amend') are listed.

Picture 37

Facility

Compliance Certifications

Permits By Facility

Permit Number: 1-2824 Effective from: 01/11/2019 Effective to: 08/21/2022 Renewal: 3

Compliance Certifications for Permit: 1-2824 Renewal: 3

Showing 11 to 15 of 20

Type	Report Start Date	Report End Date	Run Date	Submission Date	Status	Action
Semi-Annual	07/01/2019	12/31/2019	11/30/2020	11/29/2020	Complete	View Amend
Semi-Annual	01/01/2020	06/30/2020	07/30/2020	07/28/2020	Complete	View Amend
Semi-Annual	07/01/2020	12/31/2020	11/30/2021		Being Amended	Continue
Annual	01/01/2020	12/31/2020	11/30/2021	11/27/2021	Complete	View Amend
Semi-Annual	01/01/2021	06/30/2021	07/30/2021	08/21/2022	Submitted	View Amend

The option to 'Amend' a report is only available after a successful submittal. To Amend a report, see Section 1.6 (page 29).

RO Step 15: Select 'Logout'. (Picture 38)

Logout ends the RO's submission process and takes the RO out of the ACE application.

Picture 38

NEW YORK STATE

Services News Government COVID-19

Department of Environmental Conservation

Home Help Change Password Logout ACE ELECTRONIC REPORTING James E Hogan

Facility

Compliance Certifications

Permits By Facility

Permit Number: 1-2824 Effective from: 01/11/2019 Effective to: 10/13/2022 Renewal: 3

Compliance Certifications for Permit: 1-2824 Renewal: 3

Section 1.5

1.5.1 CCE 'Flag Report for Submission' Process

Once a report is successfully validated and ready to submit to the RO, the CCE and the RO may choose to 'flag' a report for submittal. This option, found on the Compliance Certification screen, is a simple way for the RO to locate and access a report ready for submittal. Once the report is located and accessed, the RO continues through all electronic submission protocols.

CCE Step 11: Select 'Report Home' (Picture 38).

Picture 38

The Compliance Certification Report screen appears (Picture 39)

CCE Step 12: The Compliance Certification Report shows an option titled 'Flag Report For Submission' under the Report Summary, located on the left side of the screen (Picture 39).

Picture 39

Condition Number	Requirement Description	Regulatory Citation	Audit Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
25	Sulfur-in-Fuel Distillate Oil Firing Limit	6 NYCRR 225-1.2 (h)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
26	Opacity Standard (Facility Level)	6 NYCRR 227-1.3 (a)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
61	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
74	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
22	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00010 GTG	Continuous	0	YES	YES

CCE Step 13: Select 'Flag Report For Submission' (Picture 40).

Picture 40

Compliance Certification Report Facility Home

Download Template Import Report Validate Report Initiate Submission View/Print Report

Report Summary

1-2824
Renewal 3

Report Type: Semi-Annual

Reporting Period: 01/01/2021 - 06/30/2021

Status: Being Amended

Due Date: 07/30/2021

[Flag Report For Submission](#)

0 Known Errors

Version History

Facility Details

Regulatory Citation

Showing 26 to 47 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
25	Sulfur-in-Fuel Distillate Oil Firing Limit	6 NYCRR 225-1.2 (h)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
26	Opacity Standard (Facility Level)	6 NYCRR 227-1.3 (a)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
61	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
74	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
27	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00010 GTG	Continuous	0	YES	YES

Once the Report is flagged, 'Unflag Report For Submission' appears on the CCE's screen associated with the permit (Picture 41).

Picture 41

Compliance Certification Report Facility Home

Download Template Import Report Validate Report Initiate Submission View/Print Report

Report Summary

1-2824
Renewal 3

Report Type: Semi-Annual

Reporting Period: 01/01/2021 - 06/30/2021

Status: Being Amended

Due Date: 07/30/2021

[Unflag Report For Submission](#)

0 Known Errors

Version History

Facility Details

Regulatory Citation

Showing 26 to 47 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
25	Sulfur-in-Fuel Distillate Oil Firing Limit	6 NYCRR 225-1.2 (h)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
26	Opacity Standard (Facility Level)	6 NYCRR 227-1.3 (a)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
61	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
74	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES
27	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00010 GTG	Continuous	0	YES	YES

Selecting 'Flag Report For Submission' places a submission indicator on the Home screen of RO associated with the permit (Picture 42). 'Initiate Submission' is not available for the CCE.

CCE Step 14: Inform the RO the report is ready to be submitted.

1.5.2 RO 'Flag Report for Submission' Process

RO Step 15: Log into the ACE account. The 'My Facilities' screen opens. An 'Initiate Submission' link appears to the right of permits that have reports ready for submittal.

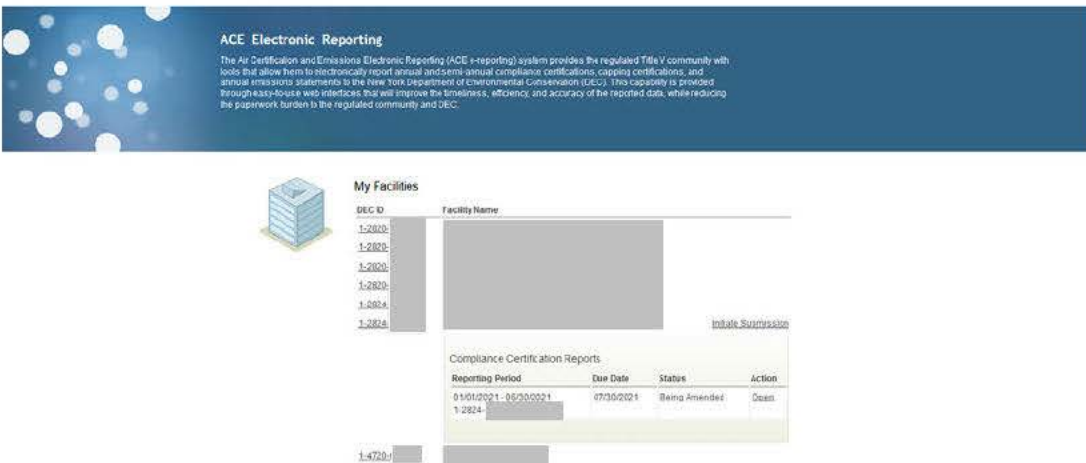
RO Step 16: Select 'Initiate Submission' (Picture 42)

Picture 42



A text window opens within the screen (Picture 43).

Picture 43



RO Step 17: Select 'Open' (Picture 44) to continue initiating the submission.

Picture 44



RO Step 18: The 'Compliance Certification Report' window opens. (Picture 45) Select the 'Initiate Submission' link there.

Picture 45

Compliance Certification Report

Report Summary:
 1-2824
 Renewal: 3
 Report Type: Semi-Annual
 Reporting Period: 01/01/2021 - 06/30/2021
 Status: Being Amended
 Due Date: 07/30/2021
[Eligible Report For Submission](#)
 0 Known Errors
 Version History

Facility Details

Download Template | Import Report | Validate Report | **Initiate Submission** | View/Print Report

Regulatory Citation: [Filter] [Clear]

Showing 1 to 25 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Not Applicable	0	YES	YES
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Intermittent	1	YES	YES
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YES
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Continuous	0	YES	YES

The next steps are demonstrated on page 19 (Section 1-C), starting with Step 6 for 'Submission of a Compliance Certification Report'.

Section 1.6 Amending a Submitted Report

Only the RO has the capacity to initiate an Amendment process.

RO Step 1: Go to the Facility screen.

RO Step 2: Select 'Amend' under the Action column.

The status of the report appears as 'Being Amended'. (Picture 46)

Picture 46

Compliance Certification Report

Report Summary:
 1-2824
 Renewal: 3
 Report Type: Semi-Annual
 Reporting Period: 01/01/2021 - 06/30/2021
 Status: Being Amended
 Due Date: 07/30/2021
[Eligible Report For Submission](#)
 0 Known Errors
 Version History

Facility Details

Download Template | Import Report | Validate Report | Initiate Submission | View/Print Report

Regulatory Citation: [Filter] [Clear]

Showing 1 to 25 of 47

Condition Number	Requirement Description	Regulatory Citation	Begin Date	End Date	Permit Level	Compliance Status	Deviation(s)
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00003	Not Applicable	0
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Intermittent	1
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
55	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
59	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0
60	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2021	06/30/2021	U-00002	Continuous	0

RO Step 3: Select 'OK' to return to the Facility screen.
 The Status column shows "Being Amended" (Picture 47).

Picture 47

Facility

Facility Details

Authorized Users

User	Role
James E Hogan	ACRO
Brian McCarthy	AERV
Kevin McGarry - ACE Admin	ACRO AERO

Compliance Certifications

Permits By Facility Air Compliance Responsible Official (ACRO)

Permit Number	Effective From	Effective To	Renewal
1-2824	01/11/2016	09/21/2032	3

Compliance Certifications for Permit: 1-2824 Renewal 3

Showing 11 to 15 of 20 << < 1 2 3 4 >> >>

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Semi-Annual	07/01/2019	12/31/2019	01/30/2020	01/28/2020	Complete	View Amend
Semi-Annual	01/01/2020	06/30/2020	07/30/2020	07/28/2020	Complete	View Amend
Semi-Annual	07/01/2020	12/31/2020	01/30/2021		Being Amended	Continue
Annual	01/01/2020	12/31/2020	01/30/2021	01/27/2021	Complete	View Amend
Semi-Annual	01/01/2021	06/30/2021	07/30/2021		Being Amended	Continue



An email about the request is automatically generated and sent to the permit writer, the RAPCE, and E-Reporting mailbox. The permit writer is under no obligation to review or start work on the request.

RO Step 4: Select 'Continue' under the Action column to start working on a new report for submission
 (Picture 48)

Refer to Section I-A for entering new data into ACE as required and Section 1-D for submittal of new report.

Picture 48

Facility

Facility Details

Authorized Users

User	Role
James E Hogan	ACRO
Brian McCarthy	AERV
Kevin McGarry - ACE Admin	ACRO AERO

Compliance Certifications

Permits By Facility Air Compliance Responsible Official (ACRO)

Permit Number	Effective From	Effective To	Renewal
1-2824	01/11/2016	09/21/2032	3

Compliance Certifications for Permit: 1-2824 Renewal 3

Showing 11 to 15 of 20 << < 1 2 3 4 >> >>

Type	Report Start Date	Report End Date	Due Date	Submission Date	Status	Action
Semi-Annual	07/01/2019	12/31/2019	01/30/2020	01/28/2020	Complete	View Amend
Semi-Annual	01/01/2020	06/30/2020	07/30/2020	07/28/2020	Complete	View Amend
Semi-Annual	07/01/2020	12/31/2020	01/30/2021		Being Amended	Continue
Annual	01/01/2020	12/31/2020	01/30/2021	01/27/2021	Complete	View Amend
Semi-Annual	01/01/2021	06/30/2021	07/30/2021		Being Amended	Continue



Section 2.0 The Experienced User 2.1 Mass Data Entry

For the experienced ACE user, mass data entry is a time saving shortcut to complete reports with multiple conditions. It is a way to transfer large amounts of information from a previously submitted report into the current ACE report faster than manually entering data condition by condition.

Win-zip is the default zip file format. DAR recommends using WinZip but other compressed file formats are compatible.

Getting Started

The CCE or the RO who is completing the tasks of a CCE enters ACE by following steps 1 through 6 described on pages 5 to 8. Mass data entry begins with Step 7-A below.

CCE/RO Step 7-A: Select 'Download Template' option located at the center top of the Report Summary (Picture 49)

Picture 49

Compliance Certification Report

Report Summary

12824

Renewal 3

Report Type: Semi-Annual

Reporting Period: 01/01/2022 - 06/30/2022

Status: Overdue

Due Date: 07/30/2022

[Flag Report For Submission](#)

0 Known Errors

Version History

Facility Details

Regulatory Citation: [Dropdown] [Filter] [Clear]

Showing 1 to 25 of 47

Condition Number	Description	Regulatory Citation	Start Date	End Date	Permit Limit	Compliance Status	Deviation(s)	Started	Validated
53	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00003	Continuous	0	YES	YES
53	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
54	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
55	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
56	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
52	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
58	Facility Specific Monitoring	NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO

The Download Template tab opens the Download Template page (Picture 50).

CCE/ RO Step 7-B: Select 'Download Template,' located in the center of the screen. (Picture 50)

Picture 50

Download Template

This download template page provides users with a way to download a compliance certification report import template. The generated comma-separated value file will contain permit condition details and allow users to enter compliance certification report data. Once complete, data in this file can be imported into the ACE e-reporting system.

Report Type: Semi-Annual

Reporting Period: 01/01/2022 - 06/30/2022

Status: Overdue

Due Date: 07/30/2022

[Download Template](#)

The template will download to the user's computer (Picture 51), but the appearance of the download will depend on what browser/application is being used.

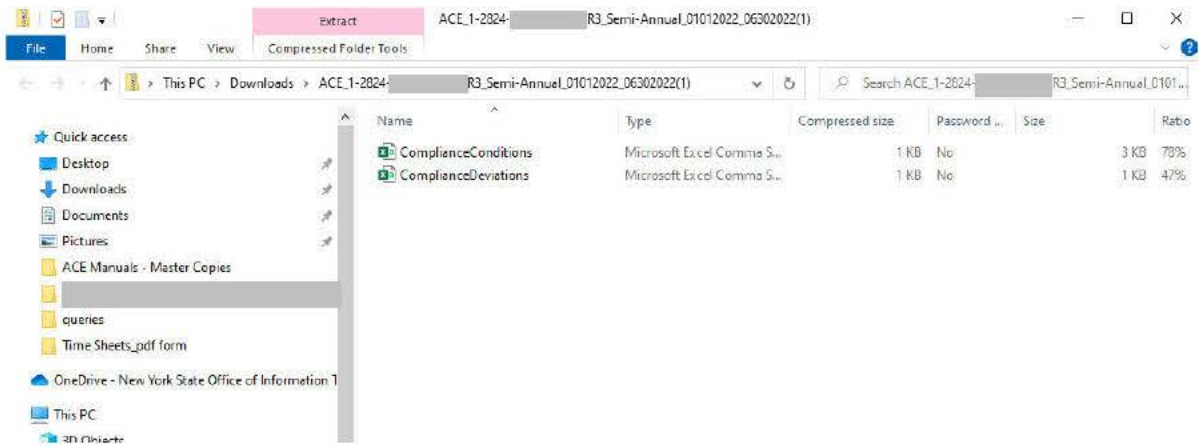
Picture 51



DAR recommends always saving the compressed folder with the zip files to your desktop.

CCE/ RO Step 7-C: Open the download. There will be two files: (Picture 52)

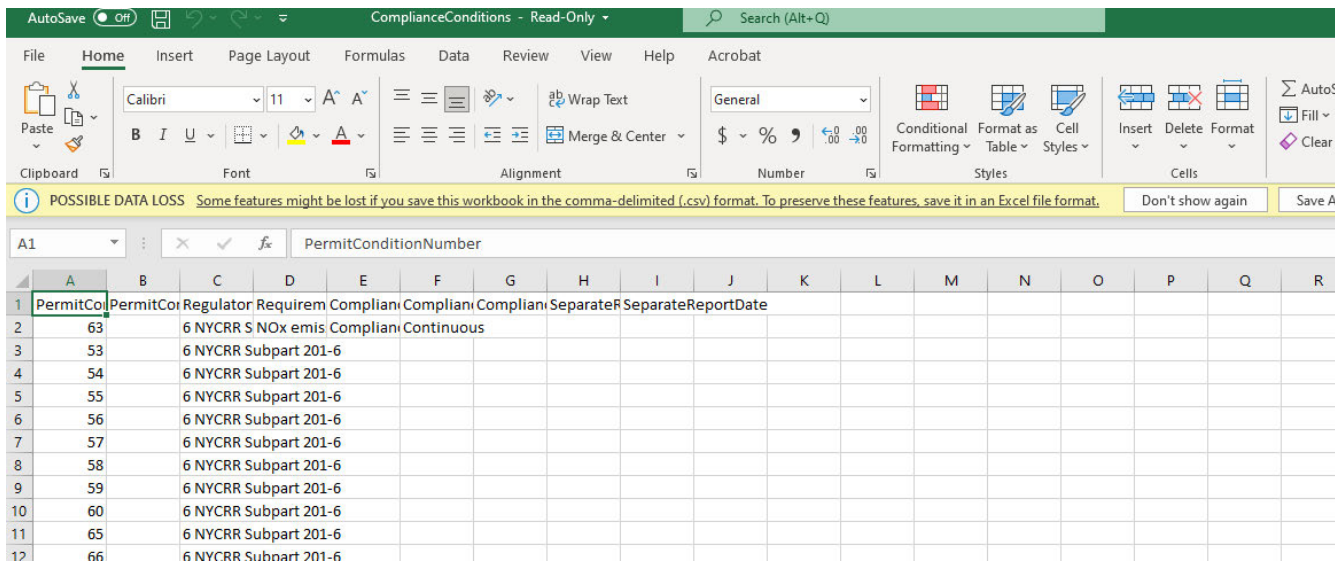
Picture 52



CCE/ RO Step 7-D: Open the 'ComplianceCondition.CSV' spreadsheet (Picture 53)

Column A (Permit Condition Number) and Column C (Regulatory Citation) already contain data. Column B, Permit Condition Modification Number, may contain data if the permit has modifications.

Picture 53



CCE/ RO Step 7-E: Enter all data for each permit condition.

- (1.) Complete Column D, 'Requirement Synopsis,' and Column E, 'Compliance Method Description,' from the written permit.
- (2.) Enter the condition compliance status in Column F as 'Continuous,' 'Intermittent,' or 'Not applicable.'

If the report contains a condition with an 'Intermittent' compliance status, then there is a deviation and the data must also be placed in the Deviations spreadsheet. If there is a deviation, please go to Section II B (page 39).

Alternatively, the CCE could also go through the conditions AFTER uploading, using the conventional ACE interface to change conditions' Compliance Status to 'intermittent' as needed and then adding the deviation.

Data for separate reports may also be added by completing columns H and I.

CCE/ RO Step 7-G: Save the 'ComplianceCondition.CSV' and then close out of the file.

An error message may appear informing the CCE that saving in CSV form may result in loss data. A prompt asks if you want to save anyway. Select 'Yes.'

CCE/ RO Step 7-H: If there are deviations, the user will enter data into the 'ComplianceDeviation.CSV.'

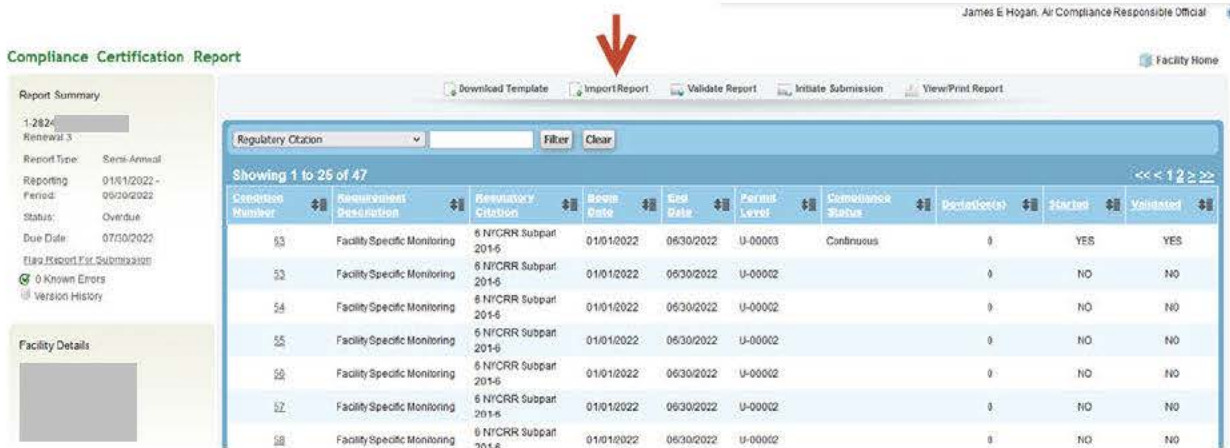
NOTE: The ACE system default requires both the 'ComplianceCondition.CSV' and the 'ComplianceDeviation.CSV' files in order to process the submittal. Therefore, even when the compliance certification report does not contain a deviation, the files must be submitted together.

The ACE Compliance Certification Report screen remains open throughout the mass data entry. Re-login if necessary.

Section 2.2 The Import process

CCE/ RO Step 7-I: Select the 'Import Report' option on the Compliance Certification Report screen (Picture 54).

Picture 54



CCE/ RO Step 7-J: Select 'Browse..' (Picture 55)

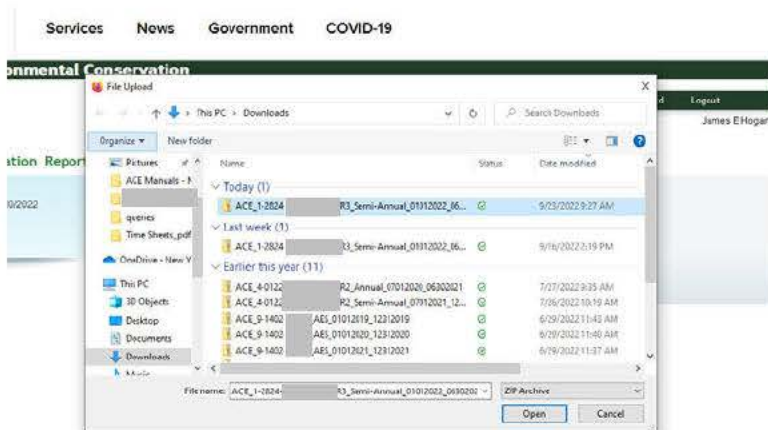
Picture 55



The "Upload File" is the zip folder containing both compliance and deviation data spreadsheets.

CCE/ RO Step 7-K: Find and Select the WinZip folder previously saved on the desktop (Picture 56)

Picture 56



Remember that both the compliance and deviation files are in the WinZip folder. Keep them together and submit them together.

CE/ RO Step 7-L: Select 'Next'. (Picture 57)

Picture 57



If the files are in the correct format, ACE will prompt you to continue the upload process.

CCE/ RO Step 7-M: Select 'Next' to continue (Picture 58)

Picture 58



ACE reviews/validates the files.

CCE/ RO Step 7-N: Select 'Finish' (Picture 59)

Picture 59



This step completes the import of the zipped .csv data files into ACE.

When the data upload is successful and the user selects 'Finish', the **Compliance Certification Report** screen appears with "Yes" under both the Started and Validate columns (Picture 60).

Picture 60

Compliance Certification Report

Report Summary

1.1824
Renewal 3
Report Type: Semi-Annual
Reporting Period: 01/01/2022 - 09/30/2022
Status: Overdue
Due Date: 01/02/2022
First Record For Submission: 0
Koban Embrs
Version History

Facility Details

Regulatory Citation: [Dropdown] Filter Clear

Showing 1 to 25 of 47

Condition Number	Description	Regulatory Citation	Start Date	End Date	Control Level	Compliance Status	Deviation Count	Started	Validated
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10003	Continuous	0	YES	YES
53	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10002	Continuous	0	YES	YES
54	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10002	Continuous	0	YES	YES
22	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10002	Continuous	0	YES	YES
56	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10003	Continuous	0	YES	YES
57	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10002	Continuous	0	YES	YES
58	Facility Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	09/30/2022	U-10002	Continuous	0	YES	YES

CCE/ RO Step 7-0: The CCE informs Reviewer or the RO the data is in the system and ready to submit.

The data used in **Compliance Condition** and **Compliance Deviation** reports submitted through ACE into AFS and accepted by DAR are available for transfer into other reports. For example, a CCE enters data for the Semi-Annual report, submits the report, and the report is entered in AFS. The data from that Semi-Annual report is then available for conditions in any other Semi-Annual or Annual Report by selecting the Default Requirement Synopsis/Compliance Method link in the 'Compliance Condition' window.

Find Steps for 'Flag Report for Submission' on page 26.

Section 2.3 Deviations

A deviation is operation outside of specific requirements or limits of a permit condition during the reporting period. A deviation is not always a violation however a violation is always a deviation. When a deviation becomes repetitive, it is generally considered a violation.

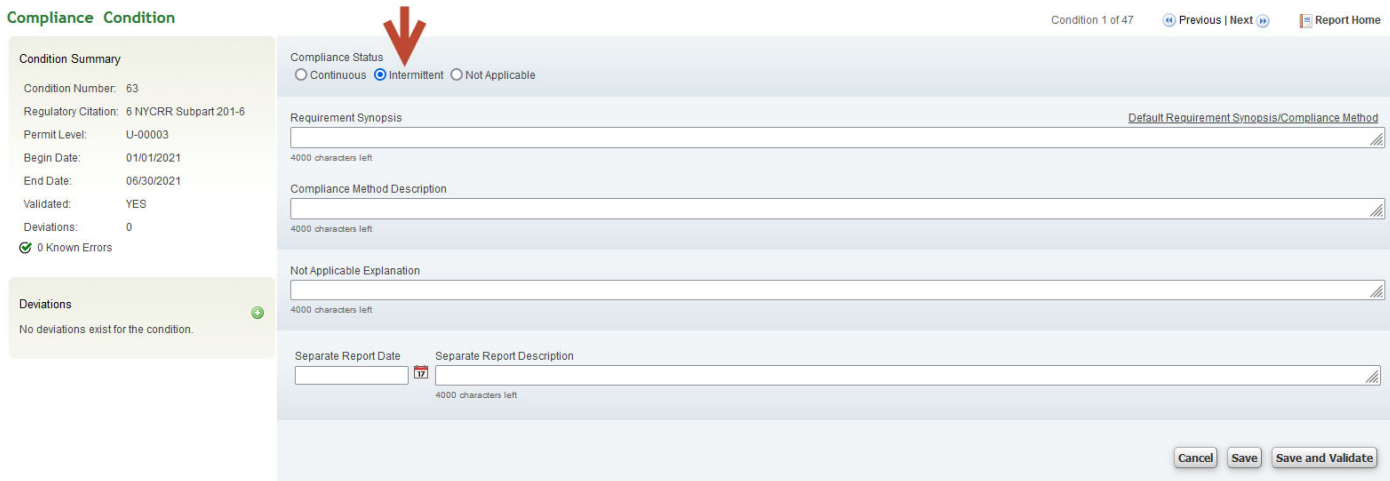
The CCE has to decide whether a variation in the data relative to the requirements of the permit condition rises to the level of a deviation. When it does, the compliance status is documented as an 'Intermittent' compliance status. The CCE's explanation of the variations in the 'Add Deviations' screen assists DAR to determine whether the deviation is a violation.

Getting Started

The CCE, or RO completing the CCE tasks, enters ACE by following steps 1 through 6, pages 5 to 8.

CCE/ RO Step 7: Select 'Intermittent' located under the Compliance Status (Picture 61)

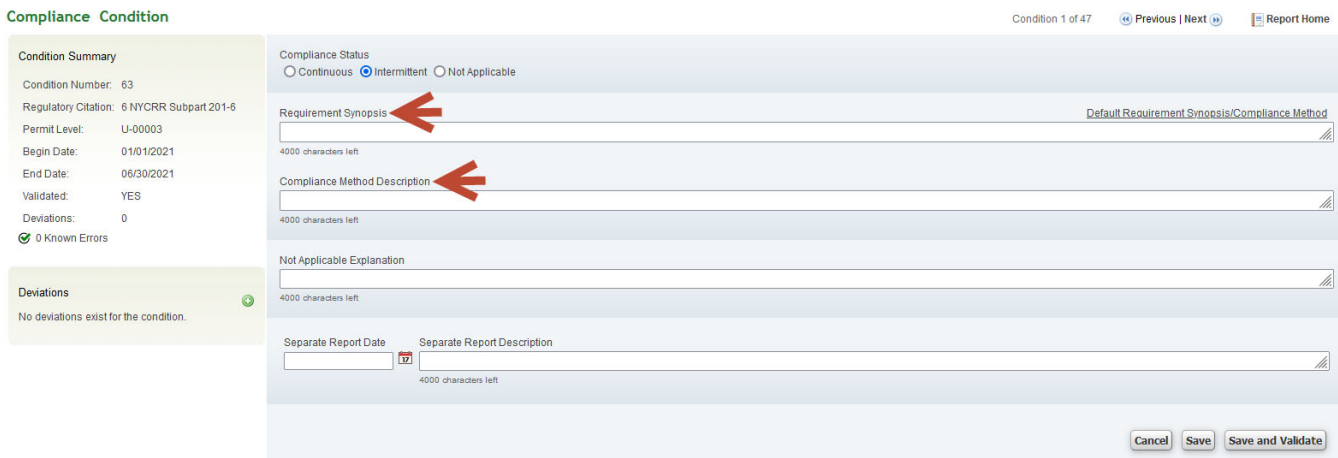
Picture 61



The screenshot shows the 'Compliance Condition' form. On the left is a 'Condition Summary' sidebar with details like Condition Number: 63, Regulatory Citation: 6 NYCRR Subpart 201-6, Permit Level: U-00003, Begin Date: 01/01/2021, End Date: 06/30/2021, Validated: YES, and 0 Deviations. The main form area has a 'Compliance Status' section with three radio buttons: 'Continuous', 'Intermittent' (which is selected), and 'Not Applicable'. A red arrow points to the 'Intermittent' option. Below this are text input fields for 'Requirement Synopsis', 'Compliance Method Description', and 'Not Applicable Explanation', each with a '4000 characters left' indicator. At the bottom right are 'Cancel', 'Save', and 'Save and Validate' buttons.

CCE/ RO Step 8: Complete the 'Requirement Synopsis' and 'Compliance Method Description' fields (Picture 62)

Picture 62



This screenshot is identical to the previous one, but with two red arrows pointing to the 'Requirement Synopsis' and 'Compliance Method Description' text input fields, indicating where the user should enter their descriptions.

CCE/ RO Step 9: Select the 'Add Deviations' icon (the green sphere with a plus sign in the middle of it under the Deviations heading on the left side of the screen). (Picture 63)

Picture 63

The screenshot shows the 'Compliance Condition' form. On the left, under the 'Deviations' heading, there is a green circle with a plus sign. A red arrow points to this icon. The main form area contains several sections: 'Compliance Status' with radio buttons for 'Continuous', 'Intermittent' (selected), and 'Not Applicable'; 'Requirement Synopsis' with a text area containing 'NOx emission upper permit limit is 80 lbs per shutdown'; 'Compliance Method Description' with a text area containing 'Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.'; 'Not Applicable Explanation' with an empty text area; and 'Separate Report Date' and 'Separate Report Description' with text input fields. At the bottom right, there are 'Cancel', 'Save', and 'Save and Validate' buttons.

The 'Add Deviations' screen appears (Picture 64)

CCE/ RO Step 10: Add data.

Complete each field of the Add Deviations screen (Picture 64).

Picture 64

The screenshot shows the 'Add Deviation' modal form overlaid on the 'Compliance Condition' form. The modal form has a title bar with a close button and a help icon. It contains the following fields: 'Condition Number: 63' and 'Condition Effective Period: 01/01/2021 - 06/30/2021'; 'Deviation Type' with a dropdown menu set to 'Choose One' and 'Number of Occurrences' with a text input field; 'Begin Date', 'End Date', and 'Written Notification Date' with date input fields; 'Description:' with a text area; 'Cause:' with a text area; and 'Remedy:' with a text area. At the bottom right of the modal, there are 'Cancel' and 'Submit' buttons. The background form is dimmed.

CCE/ RO Step 11: Select one of the four possible Deviation Types from the drop-down menu (Picture 65)

Picture 65

The screenshot shows a modal window titled "Add Deviation". At the top, it displays "Condition Number: 63" and "Condition Effective Period: 01/01/2021 - 06/30/2021". The "Deviation Type" dropdown menu is open, showing a list of options: "Choose One", "Other - See Deviation Description", "Failure to monitor property", "Emissions Exceedance", and "Recordkeeping/Reporting". A red arrow points to the dropdown menu. Other fields include "Number of Occurrences" (empty), "Written Notification Date" (calendar icon), "Cause:" (text area), and "Remedy:" (text area). "Cancel" and "Submit" buttons are at the bottom right.

CCE/ RO Step 12: Select 'Submit', located in the lower right corner (Picture 66)

Picture 66

The screenshot shows the "Add Deviation" modal window with the following data entered: "Condition Number: 63", "Condition Effective Period: 01/01/2021 - 06/30/2021", "Deviation Type: Other - See Deviation Description", "Number of Occurrences: 1", "Begin Date: 06/01/2021", "End Date: 06/01/2021", "Written Notification Date: 06/02/2021", "Description: There was no data collected.", "Cause: CEM had malfunctioned due to power failure.", and "Remedy: Power supply replaced". A red arrow points to the "Submit" button at the bottom right.

The Compliance Condition screen re-appears.

CCE/ RO Step 13: Select 'Save and Validate'.

a.) A yellow banner shows across the top of the screen with the words, '**Condition save and validate successful**' when each field is correctly completed, and

b.) A deviation shows in the Deviation section of the Compliance Condition screen (Picture 67).
Picture 67

Compliance Condition

Condition save and validate successful.

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63

Regulatory Citation: 6 NYCRR Subpart 201-6

Permit Level: U-00003

Begin Date: 01/01/2021

End Date: 05/30/2021

Validated: YES

Deviations: 1

0 Known Errors

Deviations

#1 Type: Other - See Deviation Description

Compliance Status

Continuous Intermittent Not Applicable

Requirement Synopsis

NOx emission upper permit limit is 80 lbs per shutdown

3946 characters left

Compliance Method Description

Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.

3862 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date

Separate Report Description

4000 characters left

Cancel Save Save and Validate

CCE/ RO Step 14: Select 'Report Home' or 'Previous/Next' to continue (Picture 68)

Picture 68

Compliance Condition

Condition save and validate successful.

Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63

Regulatory Citation: 6 NYCRR Subpart 201-6

Permit Level: U-00003

Begin Date: 01/01/2021

End Date: 05/30/2021

Validated: YES

Deviations: 1

0 Known Errors

Deviations

#1 Type: Other - See Deviation Description

Compliance Status

Continuous Intermittent Not Applicable

Requirement Synopsis

NOx emission upper permit limit is 80 lbs per shutdown

3946 characters left

Compliance Method Description

Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.

3862 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date

Separate Report Description

4000 characters left

Cancel Save Save and Validate

Selecting '**Report Home**' opens the **Compliance Certification Report** screen, where all conditions can be viewed.

Selecting either '**Previous**' or '**Next**' opens to the condition before or after the open condition in numerical order.

Section 2.4 Edit an Existing Deviation

Follow Steps 1 through 6 to enter ACE and select a report (pages 5 to 8 for CCE or pages 13 to 15 for RO).

CCE/ RO Step 7: Select the 'Open Deviation' icon (a picture of text with a pencil on top of it).

(Picture 69)

Picture 69

The screenshot shows the 'Compliance Condition' form. On the left, the 'Condition Summary' includes: Condition Number: 63, Regulatory Citation: 6 NYCRR Subpart 201-6, Permit Level: U-00003, Begin Date: 01/01/2021, End Date: 06/30/2021, Validated: YES, Deviations: 1, and 0 Known Errors. The 'Deviations' section shows one deviation with a pencil icon. A red arrow points to this icon. The main form area includes fields for Compliance Status (Intermittent selected), Requirement Synopsis (NOx emission upper permit limit is 80 lbs per shutdown), Compliance Method Description (Compliance is demonstrated using CEMS monitor and records are maintained for 5 years...), Not Applicable Explanation, and Separate Report Date/Description. Navigation buttons 'Cancel', 'Save', and 'Save and Validate' are at the bottom right.

An 'Edit Deviation' screen appears where editing can be done in any of the text boxes (Picture 70).

CCE/ RO Step 8: Edit data by completing all fields (Picture 70)

Picture 70

The 'Edit Deviation' modal form is shown with the following data: Condition Number: 63, Condition Effective Period: 01/01/2021 - 06/30/2021. Deviation Type: Other - See Deviation Description, Number of Occurrences: 1. Dates: Begin Date: 06/01/2021, End Date: 06/01/2021, Written Notification Date: 06/02/2021. Description: There was no data collected. Cause: CEM had malfunctioned due to power failure. Remedy: Power supply replaced.

CCE/ RO Step 9: Select 'Submit' in the lower right corner of the 'Edit Deviation' screen (Picture 71).

Picture 71

Condition Number: 63 Condition Effective Period: 01/01/2021 - 06/30/2021

Deviation Type: Number of Occurrences:

Begin Date: End Date: Written Notification Date:

Description:

3972 characters left

Cause:

3957 characters left

Remedy:

3979 characters left

The 'Edit Deviation' screen closes and the user is returned to the **Compliance Condition** screen.

CCE/ RO Step 10: Select 'Save' or 'Save and Validate' (Picture 72)

Picture 72

Compliance Condition Condition 1 of 47 Previous | Next Report Home

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2021
End Date: 06/30/2021
Validated: YES
Deviations: 1
0 Known Errors

Deviations

#1 Type: Other - See Deviation Description

Compliance Status:
 Continuous Intermittent Not Applicable

Requirement Synopsis

3945 characters left

Compliance Method Description

3882 characters left

Not Applicable Explanation

4000 characters left

Separate Report Date: Separate Report Description:
4000 characters left

Section 2.5 Adding Additional Deviations

Follow Steps 1 through 6 to enter ACE and select a report, pages 5 to 8 for CCE or pages 13 to 15 for ROs.

CCE/ RO Step 7: Select the 'Add Deviations' icon (the green sphere with a plus sign in the middle of it) under the 'Deviations' heading on the left side of the screen, and above any existing deviations for this condition. This opens a blank 'Add Deviation' screen (Picture 73).

Picture 73

The screenshot shows the 'Compliance Condition' interface. On the left, under the 'Deviations' heading, there is a green plus icon in a circle, which is highlighted by a red arrow. Below it, a list of deviations is shown, with the first one being '#1 Type: Other - See Deviation Description'. The main area of the screen contains several text input fields for 'Requirement Synopsis', 'Compliance Method Description', 'Not Applicable Explanation', and 'Separate Report Description'. The 'Compliance Status' is set to 'Intermittent'. At the bottom right, there are buttons for 'Cancel', 'Save', and 'Save and Validate'.

CCE/ RO Step 8: Enter data in all fields and select 'Submit', located in the lower right corner (Picture 74)

Picture 74

The screenshot shows the 'Add Deviation' form with the following data entered: Condition Number: 63, Condition Effective Period: 01/01/2021 - 06/30/2021, Deviation Type: Other - See Deviation Description, Number of Occurrences: 1, Begin Date: 06/02/2021, End Date: 06/02/2021, Written Notification Date: 06/03/2021, Description: Additional issues with CEM monitoring, Cause: Equipment no longer longer functions properly, and Remedy: Replaced existing equipment with new equipment. The 'Submit' button at the bottom right is highlighted with a red arrow.

CCE/ RO Step 9: Select 'Save and Validate.'

The screen shows the deviations displayed in the order they were entered (Picture 75).

Picture 75

Compliance Condition Condition 1 of 47 [Previous](#) | [Next](#) [Report Home](#)

Condition Summary

Condition Number: 63
Regulatory Citation: 6 NYCRR Subpart 201-6
Permit Level: U-00003
Begin Date: 01/01/2021
End Date: 06/30/2021
Validated: YES
Deviations: 1
0 Known Errors


Compliance Status
 Continuous Intermittent Not Applicable

Requirement Synopsis [Default Requirement Synopsis/Compliance Method](#)
NOx emission upper permit limit is 80 lbs per shutdown
3948 characters left

Compliance Method Description
Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.
3992 characters left

Not Applicable Explanation
4000 characters left

Separate Report Date Separate Report Description
4000 characters left



Section 2.6 Deleting Deviations

Follow Steps 1 through 6 pages 5 to 8 and select a report.

CCE/ RO Step 7: Select the 'Delete Deviation' icon (a red circle with a minus sign in it) located under the 'Deviations' heading. If there is more than one deviation, each one will have its own deletion icon. (Picture 76)

Picture 76

The screenshot shows the 'Compliance Condition' form. On the left, the 'Deviations' section lists two items, each with a red circle containing a minus sign. A red arrow points to the first delete icon. The main form area contains fields for 'Compliance Status' (Intermittent selected), 'Requirement Synopsis' (NOx emission upper permit limit is 90 lbs per shutdown), 'Compliance Method Description' (Compliance is demonstrated using CEMS monitor and records are maintained for 5 years...), and 'Not Applicable Explanation'. At the bottom right are 'Cancel', 'Save', and 'Save and Validate' buttons.

CCE/ RO Step 8: Select 'Save and Valid'

Picture 77

The screenshot shows the 'Compliance Condition' form after a successful save. A yellow banner at the top reads 'Condition save and validate successful.' The 'Deviations' section now only shows one item, indicating that the previously selected deviation has been removed. The rest of the form content is identical to the previous screenshot.

The deleted deviation will no longer be listed under the 'Deviations' heading.

Section 2.7

'Not Applicable' Compliance Status

The compliance status 'Not Applicable' is not a compliance status as such. It is used when no compliance determination is required. For example, when a once-per-term performance test is required in a condition of a permit, but the test is not performed in this certification's time period, 'Not Applicable' would be selected.

Steps 1 through 6 on how to enter the system and select a report were explained previously. See pages 5 to 8 (for CCE) or pages 13 to 15 (for ROs) for these steps.

CCE/ RO Step 7: Select 'Not Applicable' as the compliance status.

CCE/ RO Step 8: Enter data in 'Requirement Synopsis,' 'Compliance Method Description' and 'Not Applicable Explanation' fields (Picture 78)

Picture 78

Compliance Condition

Condition save and validate successful.

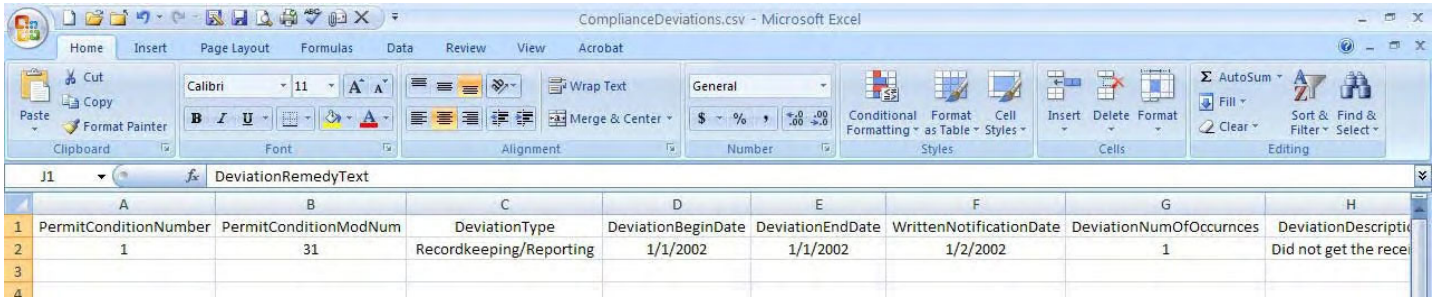
Condition 1 of 47 Previous | Next Report Home

Condition Summary Condition Number: 63 Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003 Begin Date: 01/01/2021 End Date: 06/30/2021 Validated: YES Deviations: 0 0 Known Errors	Compliance Status <input type="radio"/> Continuous <input type="radio"/> Intermittent <input checked="" type="radio"/> Not Applicable
	Requirement Synopsis Default Requirement Synopsis/Compliance Method NOx emission upper permit limit is 80 lbs per shutdown 3948 characters left
	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually. 3082 characters left
	Not Applicable Explanation No fuel was burned this period. 3809 characters left
	Separate Report Date <input type="text"/> Separate Report Description <input type="text"/> 4000 characters left

Cancel Save Save and Validate

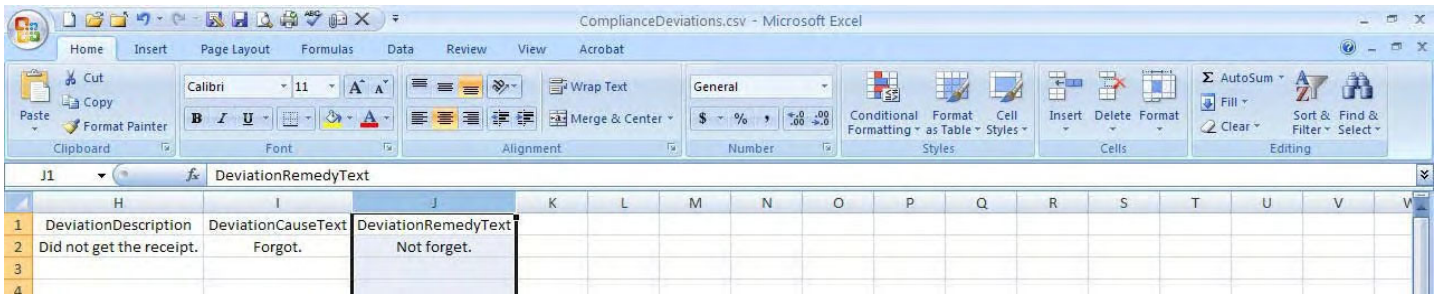
CCE/ RO Step 9: Select 'Save and Validate'.

Picture 81



In Picture 82, columns H to J illustrate how the data looks.

Picture 82



CCE/ RO Step 8: Save the spreadsheet after all the data has been entered.

Again, DAR suggests saving the data to desktop for easy retrieval.

CCE/ RO Step 9: Save file in CSV format if the original format was not CSV.

As in the Mass Data Upload section, the user must save the file in CSV format before compressing it.

CCE/ RO Step 10: Compress the Compliance/Deviation file for upload.

CCE/ RO Step 11: Save in the same folder that is used for submitting the report to ACE, as in Mass Data Upload, Section II.