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 <u>https://www.dec.ny.gov/chemical/54266.html.</u>

Once the application to use the Air Certification and Emissions electronic reporting system (ACE, also known as ACE Ereporting) 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 <u>e-reporting.Air@dec.ny.gov.</u>

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 <u>https://www.dec.ny.gov/chemical/54266.html</u>.

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 <u>e-reporting.Air@dec.ny.gov</u> 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

Username		
Password		
	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



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).

V							James E Hogan	9
Compliance Certifications E	mission Statements							
Permits By Facility						Air Compliance Certi	fication Editor (ACED)	
Permit Number	¢8	Effective from	\$E	Effective to	# E	Renawal	\$ E	

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

Picture 4

	Compliance Certifications					
	Permits By Facility				Air Compliance Respons	sible Official (ACRO)
	Permit Number	tifective from	tifestive.te	# #		\$
	1-2824-	01/11/2016	09/20/20 1		3	
Authorized Users						

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 Details		Compliance Ce	erbifications						
		Permits By Facility Air Com						Air Compliance I	Responsible Official (ACRO
		Permit Number 11 Ett		Effective from	*	Hestive to 👘	*		*
		1-2824		01/11/2016	0	19/20/2032		3	
Authorized (Jesus		Compliance Certi	ications for Permit: 1-2824	Renewal 3					
Authorized Users	9	Compliance Certi Showing 16	ications for Permit: 1-2824	Renewal 3					<u><<<123</u> 4>>
Authorized Users User	Role	Compliance Certi Showing 16 Date:	ications for Permit: 1-2824 to 20 of 20	Renewal 3	\$3 Due Date	♦≣ Submission Date	\$	Status	<u><< < 123</u> 4>> \$≣ Action
Authorized Users User James E Hogan	Role ACRO	Compliance Certi Showing 16 Drive	to 20 of 20 * Report Start Date 01/01/2021	Renewal 3	●를 Due Date 01/30/2022	\$1 Submission Date	\$1	Status Overdue	<u>≪ < 1 2 3</u> 4 > > ♦≣ Action Start
Authorized Users User James E Hogan Brian McCarthy	Role ACRO AERV	Compliance Ceni Showing 16 Drive Annual Semi-Annual	to 20 of 20 * Report Start Date 01/01/2021 07/01/2021	Renewal 3	Due Date 01/30/2022 01/30/2022	\$ ≣ Summissión bate	\$音	Status Overdue Overdue	<u>≪ ≤ 1 2 3</u> 4 > > ♦≣ Action <u>Start</u> Start
Authorized Users User James E Hogan Brian McCarthy Kevin McGarty - ACE Admin	Role ACRO AERV ACRD	Compliance Certi Showing 16 Drive Annual Semi-Annual Semi-Annual	ications for Permit: 1-2824 to 20 of 20 Report Start Bate 010012021 070012021 01012022	Renewal 3	Coue Date 01/30/2022 01/30/2022 07/30/2022	\$≣ Summission Cate	41	Status Overdue Overdue Overdue	
Authorized Users User Jamos E Hogan Bhan McCarthy Kevin WcGarry - ACE Admin	Role ACRO AERV ACRD AERO	Compliance Certi Showing 16 Drive Annual Semi-Annual Semi-Annual Semi-Annual	Incations for Permit: 1.2824	Renewal 3 Report End Onte 12/31/2021 08/30/2022 12/31/2022	Bite Dive Trate 01/30/2022 01/30/2022 01/30/2022 01/30/2022 01/30/2022 01/30/2023	\$≣ Submission fate	*	Status Overdue Overdue Overdue Not Started	Siat

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

Picture 6

mpliance	Certification R	leport																Facility	Horr
Report Summar	y			2 Do	wnload Template	Import Report	6 0	Validate	Repo	nt 📖 in	itiate Su	bmission	ViewiPrie	nt Report					
1 .2824 Renewal 3		Citation	*		Filter) Clear)	-	_	-		-								
Report Type:	Semi-Annual				A Constant of Constant														
Reporting	01/01/2022 -	Sho ing 1 to 2	5 of 47													12		<< < 1 2	<u>≥ >></u>
Period	05/30/2022	Condition	Requirement	48	Regulatory #		28		±8		28		28		18		*=		128
Status	Overdue	Number	Bescription	100	Otention .	Date	X.	Rate	1	tinuot	64	Status			100	1	27		0
Due Date:	07/30/2022	63	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00003				0		NO		NO	
Flag Report For	Submission	53	Facility Specific Monitoring		6 NYCRR Subpart 201-5	01/01/2022		06/30/2022	z	U-00002				0		ND		NO	
2 0 Known Enr	WP.	54	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00002				0		NO		NO	
Version Lista	M 3 0	<u>55</u>	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2023	ž	U-00002				0		ND		NO	
- Actaron (1) Cata	· J	56	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00002				0		NO		NO	
		57	Fadility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2023	2.	U-00002				0		ND		NO	
acility Details		58	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00002				Q		NO		NO	
		<u>59</u>	Fadility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00002				0		ND		NO	
		60	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00002				Ó		NO		NO	
		<u>65</u>	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00003				0		NO		NO	
		66	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00003				0		NO		NO	
		<u>67</u>	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00003				0		NO		NO	
		68	Facility Specific Monitoring		6 NYCRR Subpart 201-6	01/01/2022		06/30/2022	2	U-00003				0		NO		NO	

James E Hogan, Air Compliance Responsible Official 💦 🌚

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

Picture 7			
			James E Hogan, Air Compliance Responsible Official
Compliance C	ondition		Condition 1 of 47 . Previous Next 😥 📃 Report Home
Condition Summa	y : 63	Compliance Status O Continuous O Intermittent O Not Applicable	
Regulatory Citation Permit Level:	b) 6 NYCRR Subpart 201-6 U-00003	Requirement Synopsis	Default Requirement Synopsis/Compliance Method
Begin Date:	01/01/2022	4000 characters left	<i>m</i> _
End Date:	06/30/2022	Compliance Method Description	
Validated:	NO		li.
Deviations:	0	4000 characters left	
C Known Errors		Not Applicable Explanation	
Deviations	0	4000 characters left	///
No deviations exist	for the condition.		
		Separate Report Date Separate Report Description	
			Cancel Save Save and Validate

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
Compliance	Condition		Condition 1 of 47 (6) Previous Next (6)
Condition Summ	ary	Compliance Status O Continuous O Intermittent O Not Applicable	
Regulatory Citati	on: 6 NYCRR Subpart 201-6 U-00003	Requirement Synopsis	Default Requirement Synopsis/Compliance Method
Begin Date: End Date:	01/01/2022 06/30/2022	4000 characters left	
Validated: Deviations:	NO 0	Comparative memory description	
𝞯 0 Known Erro	rs	Not Applicable Explanation	
Deviations No deviations exi	ost for the condition.	L 4000 characters left.	h
		Separate Report Date Separate Report Description	
			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

Compliance C	ondition		Condition 1 of 47	🔫 Previous Next 🛞	Report Home
Condition Summar	у : 63	Compliance Status			
Regulatory Citation	n: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsis/	Compliance Method
Permit Level: Begin Date: End Date: Validated:	U-00003 01/01/2022 06/30/2022 NO	NOx emission upper permit limit is 80 lbs per shutdown 3948 characters left 4000 characters left			<u>li.</u>
Deviations:	0	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
Deviations No deviations exist	for the condition.	3882 characters left 4000 characters left Not Applicable Explanation			
		4000 characters left			
		Separate Report Date Separate Report Description			
				Cancel Save S	ave and Validate

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

Compliance Cond	dition	k			
Condition save and valida	ite successful.				
			Condition 1 of 47	🔞 Previous Next 🛞	📑 Report Home
Condition Summary		Compliance Status Continuous O Intermittent O Not Applicable			
Condition Number: 63	3				
Regulatory Citation: 6 I	NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsis/	Compliance Method
Permit Level: U-	-00003	NOx emission upper permit limit is 80 lbs per shutdown			
Begin Date: 01	1/01/2022				11.
End Date: 06	6/30/2022	3946 characters left			
Validated: YE	ES	Compliance Method Description			
Deviations: 0		Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
C 0 Known Errors					li.
		3882 characters left			
Deviations	0	Not Applicable Explanation			
No deviations exist for th	e condition.				1
		4000 characters left			
		Separate Report Date Separate Report Description			<i>ii</i> .
				Cancel Save S	ave and Validate

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, intermi	ttent or not applicable. [C-6]			
		Condition 1 of 47	() Previous Next ())	Report Home
Condition Summary	Compliance Status O Continuous O Intermittent O Not Applicable			
Condition Number: 63				
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	fault Requirement Synopsis/	Compliance Method
Permit Level: U-00003	NOx emission upper permit limit is 80 lbs per shutdown			
Begin Date: 01/01/2022	3948 characters left			///.
End Date: 06/30/2022				
Validated: NO	Compliance Method Description			
Deviations: 0	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			1
	3862 characters left			
Deviations	Not Applicable Explanation			
No deviations exist for the condition.				11.
	4000 characters left			
	Separate Report Date Separate Report Description			
				11.
	4000 characters left			
			Cancel Save S	ave 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).

Compliance Condition	i de la construcción de la constru			
Condition save and validate successful.				
		Condition 1 of 47	🔫 Previous Next 📦	Report Home
Condition Summary	Compliance Status O continuous O Intermittent O Not Applicable			
Condition Number: 63				
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsis/	Compliance Method
Permit Level: U-00003 Begin Date: 01/01/2022	NOx emission upper permit limit is 80 lbs per shutdown			11.
End Date: 06/30/2022	3946 characters left			
Validated: YES	Compliance Method Description			
Deviations: 0	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			1.
C C KIOWI LINIS	3882 characters left			
Deviations	Not Applicable Explanation			
No deviations exist for the condition.				14.
	4000 characters left			
	Separate Report Date Separate Report Description			11
			Cancel Save S	ave 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

VORK STATE		Servic	es News Go	vernment COVID-19				
Department of	Enviro	nmental Co	onservation					
					Ho	me Help Change Password	Logout Al	CE ELECTRONIC REPORT
								James E Hogan
- militaria								
activey								
Facility Details		Compliance C	Certifications					
		Permits By Facil	lity				Air Compliance	Cerbfication Reviewer (ACRV)
		Permit Humb		41 Effective from	\$ <u>I</u>		ti Renewni	\$I
		1-2824		01/11/2016		09/20/2032	3	
		-		4.1.12				11
Authorized Users		Compliance Cert	incations for Permit: 1-2824	Renewal 3				
Vser	Role	Showing 18	5 to 20 of 20				241	<u> </u>
James E Hogan	ACRV	1922	Report Start Date	Asport End Date	• Due Date	Submission Date	The strains	♣≣ A cose
Brian McCarthy	AFRV	Annual	01/01/2021	12/31/2021	01/30/2022		Overdue	
Varia McCarps ACE Admin	4090	Semi-Annual	07/01/2021	12/31/2021	01/30/2022		Overdue	
Reading - North Parties	AERO	Semi-Annual	01/01/2022	06/30/2022	07/30/2022		Overdue	Keview
	A.C. 1998.00	Semi-Annual	011012022	12731/2022	01/30/2023		Not Started	

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

aport Summar	v	(epore					i.	Down	baolo	Template	120	View/Print I	Report							Facility	HOLD
I-2824 Renewal 3			ation	v 1	_	Filter Cle	ar												_		_
Report Type:	Semi-Annual																				
Reporting	01/01/2022 -	Sh /ing 1	to 25	of 47		4	- 20													<< < 1 <u>2</u>	<u>> ></u>
'eriod. Itatus:	06/30/2022 Overdue	Condition Number	\$	Resourcement Description	# #	Regulatory Citation	i i i i i i i i i i i i i i i i i i i		\$ <u>1</u>	Roll Date:	辅	Permit Level	\$ 1	Constance Status	\$ 1		\$ 8		\$E 3	hidhidd	*
ue Date:	07/30/2022	<u>63</u>		Facility Specific Monitoring	-	6 NYCRR Subpart 201	-6 01/01	1/2022		06/30/2022	2	U-00003		Continuous		0		YES		NO	
		63		Facility Specific Monitoring		6 NYCRR Subpart 201	-6 01/01	1/2022		06/30/2022	2	U-00002				0		NO		NO	
1 Known Erro	ors	54		Facility Specific Monitoring		6 NYCRR Subpart 201	-6 01/01	1/2022		06/30/2022	2	U-00002				0		NO		NO	
Version Histor	(Y)																	110			

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.

		James E	Hogan, Air Compliance Certi	ification Reviewer
Compliance Condition		Condition 1 of 47	🔞 Previous Next 🝺	Report Home
Condition Summary	Compliance Status			
Condition Number: 63	Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Symposis			
Permit Level: U-00003	NOx emission upper permit lime. 19 lbs per shutdown			
Begin Date: 01/01/2022				11.
End Date: 06/30/2022	3940 characters left			
Validated: NO	Compliance Method Description			
Deviations: 0	Compliance is demonstrated using CEM itor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
𝞯 0 Known Errors	3882 characters left			11.
Deviations	Not Applicable Explanation			
No deviations exist for the condition.	4000 characters left			li.
	Separate Report Date Separate Report Description			
	4000 characters left			11.

Picture 15

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:

50 CONTRACTOR 100 CONTRAC				
Permits By Facility			Air Compliance Respons	ible Official (ACRO)
Permit Number	\$ Effective from	Stiestive.to	41 Renewal	41
1-2824	01/11/2016	69/20/2C *	3	

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

Picture 16

Facility Details		Compliance C	Certificationa						
		Permits By Facil	iity				0	Air Compliance P	Responsible Official (ACR)
		Permit Num		INcolive from	*1		48.1		*
		1-2824		01/11/2016		09/20/2032	3	3	
Authorized Users		Compliance Cert	tifications for Permit 1-2824	Renewal 3					
Authorized Users	() Role	Compliance Cert	tifications for Permit: 1-2824	Renewal 3				damento d	<u><<123</u> 4>>
Authorized Users User James E Hogan	Role ACRO	Compliance Cert Showing 10 Tripe	Lifications for Permit 1-2824 6 to 20 of 20 4 Report Start Bate	Renewal 3	新 Duc Gate	Submission Date	\$ <u>#</u>	Status	<u><< <123</u> 4>>
Authorized Users User James E Hogan	Role ACRO	Compliance Cert Showing 10 Expe Annual	tifications for Permit 1-2824 5 to 20 of 20 Amount Start Bate 01/01/2021	Renewal 3 .4 Beport End Date 12/31/2021	4 Due Onte 01/30/2022	\$E Submission Date	¢≣	Status Overdue	<u><< ≤ 1 2 3</u> 4 > > ♦≣ Active Start
Authorized Users User James E Hogan Brian McCarthy	Role ACRO AERV	Compliance Cert Showing 10 <u>Type</u> Annual Semi-Annual	tifications for Permit 1-2824 6 to 20 of 20 Report Stort Date 01/01/2021 07/01/2021	Renewal 3	€≣ Due Onte 01/30/2022 01/30/2022	📲 Submission Nate	\$ 3	Status Overdue Overdue	<u><< ≤ 123</u> 4>> ♦≣ Action Start Start
Authorized Users User James E Hogsh Brian McCarthy Kevin McCarthy	Role ACRO AERV ACRO	Compliance Cort Showing 10 Type Annual Semi-Annual Semi-Annual	tifications for Permit 1.2824 6 to 20 of 20 ## Report Start Bate 01/01/2021 01/01/2022	Renewal 3	Due Onte 01/30/2022 01/20/2022 07/30/2022	\$3 Jubinision Date	\$Ē	Status Overdue Overdue Overdue	<u><< ≤123</u> 4>> ♦≣ Action Start Start Contrus
Authorized Users User James E Hogan Brian McCarthy Kevin McGarry - ACE Admin	Role ACRO AERV ACRO AERO	Compliance Cert Showing 10 Type Annual Semi-Annual Semi-Annual Semi-Annual	tifications for Permit 1-2824 5 to 20 of 20 # Report Stort Date 01/01/2021 07/01/2021 01/01/2022 07/01/2022	Renewal 3	♦ Due Oate 01/30/2022 01/30/2022 07/30/2022 01/30/2023	業員 Summission Bate	\$Ē	Status Overdue Overdue Overdue Not Started	Start Start Continue Start Start

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

0				De	wnload Template	Imp	ort Report	- 2	Validate Re	epoi	rt 🚃 Inc	tiate Su	bmission 5	View/Prin	at Report				2.7	
Report Summary				-		1		-			1000		0.5							
1-2824 Renewal 3	RA	ation	~	_	Filter	ear		_		-		-		_						-
Report Type Semi-Annual						and .														
Reporting 01/01/2021 -	Showing 1	to 25 of 4	7																<< < 1 2	≥ ≥≥
Penod: 06/30/2021	Bondition	48 Rc	surrentent	48	Regulatory			48	End			48	Compliance	1	and the second s	1		48		27
Status: Being Amended	Number	1	aniplian	.40	Citation	- <u>-</u>	<u>site</u>	YE	Date	-	Level		Status			*=				
Due Date: 07/30/2021	63	Fac	cility Specific Manitoring		6 NYCRR Subpart 20	1-6 01	1/01/2021		06/30/2021		U-00003		Continuous		0		YES		YES	
Inflan Report For Submission	53	Fac	ility Specific Monitoring		6 NYCRR Subpart 20	1-6 01	1/01/2021		06/30/2021		U-00002		Intermittent		1		YES		YES	
	54	Fac	sility Specific Monitoring		6 NYCRR Subpart 20	1-6 01	1/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES	
Usersian Listanu	55	Fac	ality Specific Monitoring		6 NYCRR Subpart 201	1-5 01	1/01/2021		06/30/2021		U-00002		Continuous		p		YES		YES	
as version mistory	56	Fac	ility Specific Manitoring		6 NYCRR Subpart 201	1-8 0	1/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES	
	57	Fac	sility Specific Monitoring		6 NYCRR Subpart 20	1-6 0	1/01/2021		06/30/2021		U-00002		Continuous		D		YES		YES	
Facility Details	58	Fac	ality Specific Manitoring		6 NYCRR Subpart 20	1-6 0*	101/2021		06/30/2021		U-00002		Continuous		D		YES		YES	
	59	Fac	cility Specific Manitoring		6 NYCRR Subpart 20	1-6 0*	1/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES	
	60	Fac	ality Specific Monitoring		6 NYCRR Subpart 20	1-6 0	1/01/2021		06/30/2021		U-00002		Continuous		D		YES		YES	
	65	Fac	sility Specific Monitoring		6 NYCRR Subpart 20	1-6 0	1/01/2021		06/30/2021		U-00003		Continuous		0		YES		YES	
	66	Fac	tility Specific Monitoring		6 NYCRR Subpart 20	1-5 01	1/01/2021		06/30/2021		U-00003		Continuous		O		YES		YES	
	67.	Fac	ility Specific Manitoring		6 NYCRR Subpart 20	1-6 0	1/01/2021		06/30/2021		U-00003		Continuous		0		YES		YES	
	68	Far	tity Specific Manitoring		6 NYCER Subpart 20	1-6 0	101/2021		06/30/2021		U-00003		Continuous		0		YES		VES	

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

Picture 18

tion	Compliance Status	Condition 1 of 47 👜 Previous Next 💩 🎦 Report Hor.
	Compliance Status	
	Continuous Cintermittent C Not Applicable	
CRR Subpart 201-6	Requirement Synopsis	Default Requirement Synopsia/Compliance Methy
ED0		
1/2022	4000 characters Felt	
/2022	Compliance Wethod Description	
	4000 characters left	
	Not Applicable Explanation	
0	4000 characters (eff	
ondition.		
	Separate Report Date Separate Report Description	
	nuuu anapackas iek	
	03 2022 2022 ndtion.	03 2022 2022 2022 2022 Compliance Method Description 4000 chereaders left

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].

James E Hogan, Air Compliance Responsible Official 🛛 🧕

Compliance Condition	Conditio	n 1 of 47	OPREVIOUS New Control New	ct 🝺	📑 Repo	rt Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent O Not Applicable					
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	Requirement Synopsis	Def	fault Requirement Syr	iopsis/Cr	ompliance	Method
O Known Errors Deviations	Not Applicable Explanation A000 characters left					1.
reo ternations exist for the Condition.	Separate Report Date Separate Report Description 4000 characters left					11.
			Cancel Sar	ve Sa	ve and Va	lidate

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

Compliance Condition		Condition 1 of 47	🖲 Previous Next 🛞	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Defa	ault Requirement Synopsis/0	Compliance Method
Permit Level: U-00003 Begin Date: 01/01/2022	NOx emission upper permit limit is 80 lbs per shutdown			///
End Date: 06/30/2022 Validated: NO	3946 oharades left 4000 oharades left			
Deviations: 0	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
Deviations	L 3862 characters left 4000 characters left			
No deviations exist for the condition.	Not Applicable Explanation			
	4000 characters left			
	Separate Report Date Separate Report Description			
			Cancel Save S	ave 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).

Compliance Condition				
Condition save and validate successful.				
		Condition 1 of 47	🔞 Previous Next 🛞	Report Home
Condition Summary	Compliance Status Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003	Requirement Synopsis NOx emission upper permit limit is 80 lbs per shutdown	Defa	ault Requirement Synopsis/	Compliance Method
Begin Date: 01/01/2022 End Date: 06/30/2022 Validated: YES	3948 characters left Compliance Method Description			///
Deviations: 0	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			11.
Deviations No deviations exist for the condition.	Not Applicable Explanation 4000 characters left			ļį.
	Separate Report Date Separate Report Description 4000 characters left			11.
			Cancel Save S	ave 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, intermit	tent or not applicable. [C-6]	Condition 1 of 47	W Previous Next ())	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003	Requirement Synopsis NOx emission upper permit limit is 80 lbs per shutdown	Def	lault Requirement Synopsis/	Compliance Method
Begin Date: 01/01/2022 End Date: 06/30/2022	3940 characters left			
Deviations: 0	Compliance Method Description Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually. 2802 characters left			11.
Deviations No deviations exist for the condition.	Not Applicable Explanation			<i>II</i>
	Separate Report Date Separate Report Description			
			Cancel Save S	ave 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 Details		Compliance	Certifications							
		Permits By Fac	ility					10	Air Compliance	Responsible Official (ACRO
		Permit Num		all Effective from	\$≣	Enlective		* E		*
		1-2824		01/11/2016		09/20/2032			3	
Authorized Users		Showing 1	6 to 20 of 20	Renewal 3			1			<u> </u>
User	Role	Type	Report Start Date	Isport and Date	0 Die Date	\$		\$ 5		参照: Avenue
James E Hogan	ACHO	Annual	01/01/2021	12/31/2021	01/30/2022				Overdue	Start
	AERV	Semi-Annual	07/01/2021	12/31/2021	01/30/2022				Overdue	Start
Brian McCarthy	ACRO	Semi-Annual	01/01/2022	D6/30/2022	07/30/2022				Overdue	Continue
Brian McCarthy Kevin McGarry - ACE Admin			-1.2	40/24/2020	01/20/2022				Not Started	Start
Bran McCarthy Kevin McGarry - ACE Admin	AERO	Semi-Annual	07/01/2022	12/5/12/22	01/20/2020				HOLOIGHED	SCIMUS

'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.

5	NEW YORK STATE	Services	News Go	vernment	COVID-19						
Departi	ment of Envir	onmental Cons	ervation								
						(Home Hel	p Change Password	d Logout	ACE ELEC	TRONIC REPORTING
Compliance	Certification R	eport					1	1	James E Ho	gan, Air Compliance R	esponsible Official 🛛 🔮
Report Summa	iry			Download Templ	ate 🔄 Import Report	Validate Repo	ort 👘 Initiate S	ubmission <u>I</u> View	Print Report		
1-2824 Renewal 3		Regulatory Citation	*I	Filts	r Clear						
Report type.	5emi-Annual 01/01/2022 -	Showing 1 to 2	i of 47								<<<1 <u>2>>></u>
Period	06/30/2022	Condition	fissurement-	ti Resultatory	ti Scan	\$1 ²⁰⁰	Esrmit #	Comelitures	Devintion(a)	ti Stantol ti	Volidated
Due Date:	07/30/2022	<u>63</u>	Facility Specific Monitoring	g 6 NYCRR Su	part 201-6 01/01/2022	06/30/2022	U-00003	Continuous	0	YES	ND

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

Picture 25

Compliance Certification Report					👔 Facilit	y Home
Report Summary		Download Templete 🔽 Import Report 🖂 Validate Report 🔤 Initiale Submission 🔹 ValewPrint Re X	oort		_	
Reporting 01/01/2021 - Period: 06/30/2021 - Status: Being Amended Due Date: 01/01/2021 - Owner 2	1.2824 Report Type: Sami-Annual Reporting 01/01/2021 - Period 06/30/2021 Status Being kmended Due Date: 07/30/2021 Total 47 Conditions: 1	 I am the owner of the account used to perform the electronic submission and signature. I have protected the account credentials and am in compliance with the Subscriber Agreement. I have the authority to submit the data on behalf of the facility I am representing. I tagree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature. I tagree that providing the account credentials to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge. I agree that the current authentication credentials have not been compromised now or at any time prior to the submission. I have reverse the electronic report being submitted in its entirely, and agree to the validity and accuracy of the information contained within it to the best of my knowledge. Click here to view the electronic report. 	then(s) ♦ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	VES YES YES YES YES YES YES YES YES YES Y	Volidated YES YES YES YES YES YES YES YES YES YES	222. 4

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

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

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.

ort Summary	-	Download Template D Import Report VisiwPrint Report Initiate Sabmission VisiwPrint Re	port		
824 Lexiar 3) Saft Type: Semi-Annu al parting: 01/01/2021 - Sito: 00/30/2021 Lus: Being Amended e Date: 07/30/2021 Bio Stroom Enrors Parsion History alty Details	Report Summary 1.2824 Renewal 3 Report Type: Semi-Annual Report Type: Semi-Annual Report Type: Semi-Annual Report Type: Semi-Annual Report Super Semi-Annual Report Semi-Annual Rep	Submission Agreement I have not even of the account credentials and am in compliance with the Subscriber Agreement. I have protected the account credentials and am in compliance with the Subscriber Agreement. I have the authority to submit the data on behalf of the facility I am represention. I agree that providing the account credentials on sign the submission document constitutes an electronic signature equivalent to my written signature. I understand this allestation of fact partians to the implementation, oversight, and enforcement of a facterial environmental program and must be true to the best of my knowledge. I agree that the outrent authentication credentials have not been compromised now or at any time prior accuracy of the information contained writin it to the best of my knowledge. I have reviewed the electronic report being submitted in its entrety and agree to the validity and accuracy of the information contained writin it to the best of my knowledge. Click have to whe the electronic report.	1197551) 参編 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日	Standard TES TES TES TES TES TES TES TES TES	<pre><<< 12>>> Validated VE3 VE3 VE3 VE3 VE3 VE5 VE5 VE5 VE5 VE5 VE5 VE5 VE5 VE5 VE5</pre>
lar	5 5 7		0	YES YES YES	YES YES YES
	Z Conthe Description	2 NOCED C	0	YES	YES
and the second se	22 Pacing Specific Methoding	Charlen august 201-0 01/01/2021 00/00/2021 0-00003 Committees	0	TEO	100

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

eport. Summary	-	Download Template III Import Report III Validate Report III Indiate Submission View Print Rep	bri		
2824 seport Type: Semi-Annual teporting: 0101/2021 - Show enod: 05/30(2021 - Centrif tatus: Being Amended	tory 1.2824 Renewar a Renewar a Report Type. Semi-Annual Reporting 01/01/2021 -	Submission Signature Click bars to were the electronic report. I certify that I have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my userID and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact partial to the implementation, oversight, and endrocement of a federal environmental program and/or the to the	ctice(c) \$	E Started \$	<<<12>>
ue Date: 07/30/2021	Period 06/30/2021	best of my knowledge.	1	YES	YES
illag Report For Submission	Status: Being Amended	Signature Token Request Signature Token	0	YES	YES
0 Known Errors	Due Data 07/30/2021		0	YES	YES
version miskoly	5 Total 47		0	YES	YES
	5 Conditions		0	YES	YES
sility Details	5 Total		0	YES	YES
	E Deviations:	205 characters left	0	YES	YES
	<u>E</u> .	Cancel Next >	0	YES	YES
	2	(units) (interv)	0	YES	YES
	0		0	YES	YES
	e		0	YES	YES
	6		0	YES	YES
ar	ġ		0	YES	YES
51.	1		0	YES	YES
and the second se	7		0	YES	YES
the second second second second	12 Facility Specific Monitoring	5 NYCRR Subpart 201-6 01/01/2021 06/30/2021 U-00003 Continuous	0	YES	YES

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

Report Summary	12	Downkud Tematale 💦 Import Report 🔤 Validate Report 🔅 Innutic Submission 🥢 View/Print Rep	art	
1.202 Ricewal J Risport Type Semi-Amulai Report Type Semi-Amulai Period 95/30/2921	Ator Report Summary 1.2824 Retremal 3 Report Type: Semi-Annual	Submission Signature The signature formation and sentto your imail account. This follow can be used to submit any report during the met 30 minutes. Cach next to view the electronic report.	tiga(5) SI Sincled	<<<1.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2.2
Status Being Amended Die Date 37/30/21/21 Urtige Staten Erzse Ø 9 Nareen Erzse Ø Sesser History	Reporting 01/01/021- Pariod 06/02/021 Status: Deling Amended Dele Date: 07/50/2021 Tatal Conditionar: 42	Loedly that I have not violated any term in my Electronic Signature Agricement and that I am observise without any reason to believe that the confidentiativ of my useful and/or password have been comportinged new or all any time priorit this buttinission. Loveragetable that is all and/or password have been comportinged melementation, oversight, and enforcement of a federal environmental program and must be true to the past of my increasing. Signature Tokes	0 YES 1 YES 0 YES 0 YES 0 YES	YES YES YES YES YES
eulity Details	Tital Deviators	155 chandeo let	0 VES 0 VES 0 VES 0 VES 0 VES	VES VES VES VES
Dener		Cancel Next >	0 YES 0 YES 0 YES 0 YES	YES YES YES
	72 Facility Specific Ilonitoring 72 Facility Specific Ilonitoring 73 Facility Specific Ilonitoring 75 Facility Specific Ilonitoring	6 N/CRR Subpart 201-6 01012/221 06/30/221 U-00003 Continuous 6 N/CRR Subpart 201-6 01012/221 04/30/221 U-00002 Continuous 6 N/CRR Subpart 201-8 01/01/22(21 05/20/221 U-00010 Continuous	0 YES 0 YES 0 YES	YES
	E2 Facility Specific Monitoring	6 NICRR Subpart 201-6 01/01/2/021 06/30/2021 U-00010 Continuous	0 YES	YES

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.



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				
NYS DEC Signature Token				
NYS DEC SER Administrator <ser@dec.ov.acv></ser@dec.ov.acv>	C Reply	() Reply All	-> Forward	
			Fri 9/16/2022	1:15 PM
The NTS DEC secure electronic reporting system generated the following signature token for you on Sep 16, 2022 1	:13:21 PWI.			
ER988TVW1A81IS5VFONCOO9U6AE7LTDC88VN8BW2I6SCIDAJ1PSJRPPYDX6DFGT4JU02JD12TV764YX7QSHIYCUU5	91LO6171444CHMXP6RQV76EGR56	SAK9JEKSECYO	U6G9E3GEBRO	BIOK
This token can be used to sign report submissions until Sep 16, 2022 1:45:21 PM EST. Please use the provided signa signature token expires, simply request a replacement.	ature token on the application's Sub	omission Signat	ure page. If the	
If you have any quartiant about the signature token or NVS DEC electronic signature process, please contact us				

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

	6	Tà.	Download Template 🔍 Imcort Report 🦳 Validate Report 💭 Initiate Submission ViewPrint Rep	port	
Regulatory Showing Condition Number S S S S S S S S S S S S S S S S S S S	Report Summa 1-2824 Renewal 3 Report Type Reporting Pariod Status Due Date: Total Conditions: Total Demotions:	ary Semi-Annual 01/01/2021 - 06/30/2021 Being Amended 07/30/2021 47	Submission Signature The signature bixen was generated and sent to your email account. This token can be used to submit any report during the nex 30 minutes. Click here to view the electronic report. Loritly that have not violated any term in my Electronic Signature Agreement and that I am otherwise without any reason to believe that the confidentiality of my useful and/or password have been compromised now or any time prior to this submission. I understand that this altestation of adaptations to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge. Signature Token XMYRW/SUBBDW02WLT5R888ETIXGNHF08OP0EVRAM91BJLA3A5X0HP28GB02P2BB2H10GFN 351X60T19E	1500(3) (0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	YES YES YES YES YES YES YES YES YES YES
7				0	YES

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.



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							V	1		V								Facility Home
Report Summa	ary							Dow	nload	Template	24	View/Print	leport							
1-2824 Renewal 3		Regulatory Cit	ation	×]	_	Filter) (Clear	(_		-	_	_							
Report Type	Semi-Annual	Showing 1	to 25 (of 47																<< < 12 > >>
Reporting Period.	01/01/2021 - 06/30/2021	Condition	¢1	Requirement	\$ #	Regulatory -	\$	Ricola)	\$ 1	End	唐	Permit	*	Compliance Series	\$		ŧī		4篇	Valuated \$
Status	Submitted	63		Facility Specific Monitoring		6 NYCRR Subpart 2	01-5	01/01/2021	5	06/30/2021		U-00003		Not Applicable		0	-	YES		YES
Due Date:	07130/2021	53		Facility Specific Monitoring		6 NYCRR Subpart 2	01-6	01/01/2021		06/30/2021		U-00002		Intermittent		1		YES		YES
@ 0 Known Er	rors	54		Fadility Specific Monitoring		6 NYCRR Subpart 2	01-6	01/01/2021		08/30/2021		U-00002		Continuous		0		YES		YES
U Version Hist	lory	55		Facility Specific Monitoring		5 NYCRR Subpart 2	01-6	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
		56		Facility Specific Monitoring		8 NYCRR Subpart 2	01-6	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
Eacility Details		57		Facility Specific Monitoring		6 NYCRR Subpart 2	01-5	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
a second second		<u>58</u>		Facility Specific Monitoring		6 NYCRR Subpart 2	01-6	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
		<u>59</u>		Fadility Specific Monitoring		6 NYCRR Subpart 2	01-6	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
		<u>60</u>		Fadility Specific Monitoring		5 NYCRR Subpart 2	01-5	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES
		65		Facility Specific Monitoring		6 NYCRR Subpart 2	01-8	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).



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

Compliance	Certification	Report																-	\geq	Facility	/ Home
Report Semina	ary							ø Dow	riload	Template	14	View/Print	Report								
1.2824 Renewara		Regulatory Cita	tion	¥.	_	Filter	Clear	E.	-			_	-		-						
Report Type:	Semi-Annual																				
Reporting	01/01/2021 -	Showing 1 :	o 26 of	47																<<<12	2722
Périod	06730/2021	Tentition	28		28	Resulmour	25		28		28		18		28	Devansoore	28	Stories	28		18
Status;	Submitted	Memory		Restriction.	222	Station		0050	1000	Cate	20	Nextel	19.22	- a-alwa	100		384		127		
Due Date:	07/30/2021	5.2	F	sellity Epseife Menitoring		6 NYCRA Subpart	201-6	01/01/2021		05/30/202	1	U-00003		Not Applicable		0		YES		YES	
STORE		52	Fa	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		intermittest		1		YES		YES	
C D Known En	TOIS	54	Fi	acility Specific Moniforing		6 NYCRA Subpart	201-6	01/01/2021		0%/00/202	1	U-00002		Continuous		0		YES		YES	
Version Hist	tory	55	Fa	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
		52	Fa	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
Englisher Dataste	1	57	Fa	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
ratinty Octains		50	Fa	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
		59	Fa	adility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
		60	F	acility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00002		Continuous		0		YES		YES	
		65	E	scilit/ Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		05/30/202	1	U-00003		Continuous		0		YES		YES	

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 Details		Compliance	Certifications						
		Permits By Fac	sity					Air Compliance R	esponsible Official (ACRO)
		Bermitabium	shart	0 Hinding from	\$ <u>1</u>		4日		41
		1-202		01/11/2010		08/21/2032		3	
	10.	Compliance Cer	rtifications for Permit 1-2824	Renewal 3					
Authonized Users	1.0	Showing 1	i1 to 15 of 20						SS 51234222
User	Role	Type	Seven Start Pate	SE Report Southate	San Date	Si Jedimesten Jato	\$ 8	Street	Si Acum
James E Hogan	ACRO	Semi-Annual	07/01/2019	12/31/2019	\$1/30/2020	91/28/2020		Complete	View Amend
Brian McCarthy	AERV	Semi-Asnusl	91/01/2020	06/30/2020	47/30/2020	\$7/28/2020		Complete	View Amena
and the second se	ACRO	Semi-Annual	07/01/2020	12/31/2020	01/30/2021			Being Amended	Continue
Kenn McGarry - ACE Admin	ACCO.	A CONTRACTOR	01/01/2020	12/31/2020	#1/50/2921	11/27/2021		Complete	 View Amend
Kerin McGarry - ACE Admin	- ALLEY	MUNDER	0.00 00000	10.0.10.000	a constant of	a company and a		AAL ALAIN	ALKAL LOUGHLY.

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.

Department of	Environmental Conservation				
			Home Help	Change Password Logout	ACE ELECTRONIC R
				1	James E H
cility					
acility Details	Compliance Certifications				
acility Details	Compliance Certifications Permits By Facility				Air Compliance Responsible Official (
acility Details	Compliance Certifications Permits By Facility Permit Number	Streeting from	\$2 Effective to	•	Ar Compliance Responsible Official (

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

Compliance Condition		Condition 47 of 47 (e) Previous (Next (e)	Report Home
Condition Summary Condition Number: 50	Compliance Eletus Compliance Cletus Contractors O Not Applicable		
Regulatory Citation: 40 CFR 97.606	Requirement Smootle	Datault Requirement Synonsis/Or	moliance Method
Permit Level: FACILITY	The facility shall comply with the monitoring, record keeping, and reporting requirements of 40CFR 97 606, Subpart CCCCC		in the second
End Date: 06/30/2021	Sala divandere jet		(15)
Deviationa: 0 Ø 0 Known Errora	Nonitored and recorded by facility CSMS. Records kept on file os site Report and Cetification submitted in a timely manner		1
Deviations	2022 mananeers (M)		
No deviations exist for the condition	 400 ohaisakes left 		<i>i</i> k
	Separate Réport Date Separate Report Description		
		Gancel Save Save	we and Validate

The Compliance Certification Report screen appears (Picture 39)

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

Report Summar	У				-9 Down	load l'emplate	- ump	ort Report	ine.	Validate F	leport	ing Initi	ate Sub	mission 1	/iew/Pri	nt Report				
1-2824 Renewal 3		Regulatory Cl	tation	×]		Filter C	xear)		-		-								_	
Report Type: Reporting	Semi-Annual 01/01/2021 -	Showing 2	6 to 4	7 of 47																<u><< < 1</u> 2×
Period. Status:	06/30/2021 Being Amended	Condition Number	*		\$	Regulatory Citation	*	Seoin Date	#≣	Brid Doke	\$≣	Pormit Lovel	*	Compilated Status	*1		\$ 1	Stanted	\$ E	
Due Date:	07/30/2021	25		Sulfur-In-Fuel Distillate Oil Fin	ing Limit	6 NYCRR 225-	1.2 (h)	01/01/2021	ř,	06/30/20	21	U-00010 GTO		Continuous		0		YES		YES
1ao Report For 0 Known Erro	<u>Submission</u> rs	26		Opacity Standard (Facility Lev	el)	6 NYCRR 227-	13(a)	01/01/2021		06/30/20	21	U-00010 GTO		Continuous		0		YES		YES
Version Histo	1ý	<u>61</u>		Facility Specific Monitoring		6 NYCRR 227-2 (3)	2.4 (e)	01/01/2021	s.	06/30/20	21	U-00002		Continuous		o		YES		YES
acility Details		74		Facility Specific Monitoring		6 NYCRR 227-2 (3)	2.4 (e)	01/01/2021	Č.	06/30/20	21	U-00003		Continuous		0		YES		YES
12		27		Facility Specific Monitoring		6 NYCRR 227-2 (3)	Z 4 (e)	01/01/2021	e:	06/30/20	21	U-00010 GTG		Continuous		0		YES		YES

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

Compliance Certification R	eport															Facility I	lome
Report Summary			Down!	oad Template 🛛 🗋 Im	nport Report	1.4	Validate Rep	ort 🟹 Initi	iate Sub	mission 🔬	/iew/Pri	nt Report					
1-2824- Renewal 3	Regulatory Ct	ation	×[Filter Clear													
Reporting 01/01/2021 -	Showing 20	5 to 4	7 of 47													<u><< < 1</u> 2>	
Period 06/38/2021 Status Seleng Amended	Condition Number	*	Requirement Description 🕴	Regulatory Cidation	E Seóin Diste	#≣	Boti Date	Di Permit Level	\$≣	Compliance Status	*3		\$]		\$2	Validation	\$Ξ
Due Date: 07/30/2021	25		Sulfur-in-Fuel Distillate Oil Firing Limit	6 NYCRR 225-1.2 (h)	01/01/202	13	06/30/2021	U-00010 GTO		Continuous		0		YES		YES	
Elao Report For Submission Ø 0 Known Errors	26		Opacity Standard (Facility Level)	6 NYCRR 227-1.3 (a)	01/01/202	1	06/30/2021	U-00010 GTO		Continuous		0		YES		YES	
In Version History	61		Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/202	1	06/30/2021	U-00002		Continuous		D		YES		YES	
Facility Details	74		Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/202	1	06/30/2021	U-00003		Continuous		0		YES		YES	
	27		Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/202	n.	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 Re	port									Facility Home
Report Summary		a Dow	nload Template 🕞 Im	port Report	Validate Repor	t 📖 Initiate	Submission	liew/Print Report		
1-2924 Renewal 3	Regulatory Citate	n v	Filter Clear							
Report Type: Semi-Annual Reporting 01/01/2021 -	Showing 26 t	o 47 of 47								<u><<≤1</u> 2>>>
Period: 06/30/2021 Status: 👞 🖥 🖉Being Amended	Soudition :	Requirement Description	Besulatory \$	Besin Date	End al	Permit Luxel	Status	terranos(o)	Started	Validated
Due Date 07/30/2021	25	Sulfur-in-Fuel Distillate Oil Firing Lim	6 NYCRR 225-1.2 (h)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
Ontag Report For Submission	26	Opacity Standard (Facility Level)	6 NYCRR 227-1.3 (a)	01/01/2021	06/30/2021	U-00010 GTO	Continuous	0	YES	YES
M Version History	<u>61</u>	Facility Specific Monitoring	6 NYCRR 227-2.4 (e) (3)	01/01/2021	06/30/2021	U-00002	Continuous	0	YES	YE9
Facility Details	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

ACE Electro Tria AC Carificatio Benoph Reary be un the paperwork but	onic Reporting of and Emissions Electronic R on to electronically report and statements to the new Yook search of the the new Yook of the regulated communi- dec to the regulated communi-	epoding (ACE e-reporting) system provides the reg tail and sern-annual contrelance conflictations, cap reportment of Loncommental Contrelance (DC) reportment of Loncommental Contrelance (DC) provide limitiness, efficiency, and accuracy of the re by and DEC.	uisiad Tillie V community with ang centifications, and the capability approved sported data, while reducing	
	My Facilitie	S Facility Harse		
	1.2920			
	1-2820			
	1-28.20			
	1.2820		V	
	1-2824		Indian Submission	
	1.4725		- 10000000,00000000000000000000000000000	

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

ACE Electronic Re The AP Carlification and Ene book ing taken here in solar annoa energiano and annoa recognication of the annoa be paperwork burden is the r	porting along Uledronic Report on Cally report arriada a to be New York Oros Depart dates that will improve ugulated community an	fing (ACE a responsing) system provide nd semi-avoid compliance control theory of Chartonmental Conservato the timetimes, efficiency and accur- id DEC.	es the regulated T fons capping cer n (UCC). This cap icy of the reported	Title V community with trications, and satily is provided data: while reducing	l F	
	My Facilities DEC D 1-2020 1-2020 1-2020 1-2020 1-2020 1-2020 1-2020 1-2024	Facility Name		intal	e Sumusia	
		Compliance Certification Reporting Period	eports Due Date	Status	Action	
		01/01/2021 - 05/30/0021	07/30/2021	Being Amendeź	Open.	
	1_4720-1					

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

Compliance Certification	Reports		
Reporting Period	Due Date	Status	Action
01/01/2021 - 06/30/2021 1-2824 R3	07/30/2021	Being Amended	<u>Open</u>

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

there.

Picture 45

Report Summa	віγ				Ca De	ownload Ternplate	21	nport Report	4	🛶 Validate R	epo	rt 🗐 🗐	iliado Sul	mission 🔬	/iewPrin	nt Report					
1.2824 Renewal 3		Regulatory Ct.	ation	•1		Filter	Clear		-			-	-	_	-		_				
Report Type.	Semi-Annusi																				
Reporting	01/01/2021 -	Showing 1	to 25 (of 47																<< < 1 <u>2</u> 2	>>
Pariod	06/30/2021	Görstigten	±8		48		28		21	and .	EB.				148		28		18		18
Status	Being Amended	2004 In 1991	TR.	Description		FRANKS	**	Unite		Date		Lawal		Statun					7.0	a service and a	10
Due Date:	07/30/2021	53		Facility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		06/30/2021		U-00003		Not Applicable		0		YES		YES	
1 million Ranget	Ent Submission	52		Facility Specific Monitoring		6 NYCER Subpart	201-6	01/01/2021		06/30/2021		U-00002		Intermittant		4		YEO		YEG	
Contrag to parts	The contraction of the	54		Facility Specific Monitoring		6 NYCRR Subpart	201-6	01/01/2021		06/30/2021		U-00002		Continuous		0		KES.		YES	
S u Known Er	rers	12		Facility Specific Monitoring		6 NYCER Subpart	201-6	01/01/2021		05/00/2021		U-00002		Continuous		U		YES		YES	
version Hes	idità	55		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 NYCER Subpart	201-6	01/01/2021		06/30/2021		U-00002		Continuous		0		YES		YES	
Facility Details		58		Facility Specific Monitoring		6 NYCER Subpart	201-5	01/01/2021		05/30/2021		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	
	1	00		Facility Specific Monitoring		S NYORR Bubpert	0-103	01/01/2021		06/06/2021		U-00002		Continuous		a		YEB		YES	
		55		Facility Specific Monitoring		6 NYCER Subpart	201-6	01/01/2021		06/00/2021		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)

Report Summa	Certification R	eport		D 0	ownload Template	a In	nport Report	1	Nalidate Repo	ort 🚃 In	itiate Su	bmission 🔬	View/Prin	nt Report
1-2824 Renewal 3		Regulatory Citation	~)[Filter	ar			_					
Report Type:	Semi-Annual													
Reporting	01/01/2021 -	Showing 1 to 25	of 47		-	_						-		
Period.	06/30/2021	Dendition	Réquirement		Regulatory			<u>+</u>	End All			Sompliance		Development
Status	Being Amended	Number	Description		Creation	-	<u>bate</u>	¥ 34	Date	Level		Status		
Due Date	07/30/2021	63	Facility Specific Monitoring		6 NYCRR Subpart 201	-6	01/01/2021		06/30/2021	U-00003		Not Applicable		0
Find Report Fo	Thi braicelan	<u>53</u>	Facility Specific Monitoring		6 NYCRR Subpart 201	-6	01/01/2021		06/30/2021	U-00002		Intermittent		1
CLO Kanna Ca	a ou onno sion	54	Facility Specific Monitoring		6 NYCRR Subpart 201	-6	01/01/2021		06/30/2021	U-00002		Continuous		0
S O Known Er	TOTS	55	Facility Specific Monitoring		6 NYCRR Subpart 201	-5	01/01/2021		05/30/2021	U-00002		Continuous		0
es version mis	the k	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
Facility Details	54	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
Į.	-	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

		Permits By Facility						Air Compliance Re	sponsible Official (ACF
		Permit Number		Silective from	*	Effective to	# #	Renswel	
		1-2824		01/11/2016		09/21/2032	- ture	3	
		Compliance Certificati	ons for Permit: 1-2824	Renewal 3					
Authorized Users		Showing 11 to	15 of 20						<<<1234>
User	Role	Type \$	Report Start Date	I Report End Date	the Inte	1 Internission Date	\$ 		Aciden
James E Hogan	ACRO	Semi-Annual	07/01/2019	12/31/2019	01/30/2020	01/28/2020		Complete	View Amend
Brian McCarthy	AERV	Semi-Annual	01/01/2020	06/30/2020	07/30/2020	07/28/2020		Complete	View Amend
Kevin McGarry - ACE Admin	ACRO	Semi-Annual	07/01/2020	12/31/2020	01/30/2021			Being Amended	Continue
	AERO	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		I CHARLES STATE	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.

Facility Details		Compliance	Certifications					
1		Peimits By Fac	ility				Air Compliar	ce Responsible Official (ACR)
		Laundahan		#I Effective from	\$Ĭ		Sources	\$1
		1.2824		01/11/2016		09/21/2032	3	
	1806-	Compliance Cer	tifcations for Permit: 1.2824	Renewal 3				
Authorized Users	1.00	Showing 1	1 to 15 of 20					SSS123422
User	Role	376	Suppri Store Date	41 Report End.Rate	41 Diverting	Commencies. Date	41 Stame	속불 Adlon
James & Hogan	ACRO	Semi-Anrual	07/01/2019	12/01/2019	01/30/2020	01/28/2020	Complete	View Amend
Brian McCarthy	AERV	Semi-Annual	01/01/2020	06/30/2020	07/30/2020	07/28/2020	Complete	View Amend
Kevin McGarry - ACE Admin	ACRO	Semi-Anrual	07/01/2029	12/31/2020	01/30/2021		Being Amende	d <u>Continue</u>
Lef	AERO	Annual	01/01/2020	12/31/2020	01/30/2021	01/27/2021	Complete	View Amend
1	- 1	Semi-Anrual	0101/2021	06/30/2021	07/30/2021		Being Amend	d 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 withStep 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

mpliance	Certification	Report			222	*					121	-8 =	5700		4	JamesEF	logan,	Air Compliance F	esponsible O	fliciai ly Home
teport Summar	У.			1.13	a Dos	anioad Template	10	ImportRep	ort	Line Validat	e Ro	sport its	Initia	te Submission	10.00	rwPrint Report				
1 2024 Renewal 3		Regulatory Cr	tation	•1	-	1.00	tor	Clear	_				-		-		_			-
Report Type	Semi-Annual	An and a second s																	Local State	
Reporting Period	01/01/022 - 06/30/2022	¢endition	0.20	Receivment Beserver	2 <u>0</u>	Regulatory	Ħ	Broin Date	.+1	Stel 1	編	Permit	*1	Compilance	*1		*1	41010A	Validated	11 11
lue Date	07/30/2022	62		Facility Specific Itonitoring	0	6 NYCRR Subpart 201-5		01/01/202	2	06/30/2022		U-0003		Continuous		0		YES	VES	
0 Known Erro	<u>Submiaulon</u> xs	53		Facility Specific Monitoring	0	6 NYCRR Subpart 201-6	1	01/01/202	2	06/30/2022		U-00002				0		NÖ	NO	
Vetstox Histo	a,	54		Facility Specific Wonitoring	0	6 NYCRR Subpart 201-5	E.	01/01/202	2	06/30/2022		U-00002				0		NO	NO	
cility Details		55		Facility Specific Monitoring	2	6 NYCRR Subpart 201-6	i -	01/01/202	2	06/30/20/22		U-0002				Ð		NO	NO	
		55		Facility Specific Monitoring	9	6 NYCRR Subpar 201-6	t	01/01/202	2	06/33/2022		U-0002				Ð		NO	NO	
		52		Facility Specific Monitoring	9	6 NYCRR Subpart 201-6	t	01/01/202	2	06/30/2022		U-00002				o		NO	NO	
		58		Facility Specific Monitoring	9	6 NYCRR Subpar	t .	01/01/202	2	05/30/2022		U-0002				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)



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

- Server	V G 62 https://dectes	t.dec.state.ny.us/	ace/app/wicket/bookmarkaole/oo	m.nydec.ace.web.certricati	on.download.	Download	ACE 1-2824	R3 Semu	el 01012022 06302022(1) zip	2 10	
E YORK	Services	News	Government CC	VID-19	07		Compirted -	129 bytes			
Y						1.100	Show all downloads				
Department o	of Environmental Con	servation				2	k -			-	
					Home	Help	Change Password	Logout	ACE ELECTRON	C REPORT	ING
								James E Hoga	n, Air Compliance Responsi	ble Official	8
Download Template									I	Report Home	ii ii
The download template page complete, data in this file can	e provides users with a way to download n be imported into the ACE e-reporting sy	i a compliance certi stem.	lication report import tempiste. The g	enerated comma-separated	alue file will co	ntain permi	condition defaults and	allow users to enter o	ompliance certification repo	t data. Once	
			Report Type.	Semi-Annual							
			Reporting Period: Status:	01/01/2022 - 06/30/2022 Overdue							
			Con the second second								
			Oue Date:	07/30/2022							
			Oue Date:	07/30/2022 Download Template							

OK Cancel

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)

	Extract	ACE_1-2824	R3_Semi-Annual_01012022_063020	022(1)			— D	×
International Share View	oads > ACE_1-2	824 R3_Semi-Annua	L_01012022_06302022(1) v	ð	Search ACE	_1-2824-	R3_Semi-Annua	L0101
Cuick access C	nformation 1	Name ComplianceConditions ComplianceDeviations	Type Microsoft Excel Comma S. Microsoft Excel Comma S.		mpressed size 1 KB 1 KB	Password "	Size 3 KE 1 KE	Ratio 3 78% 3 47%

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

AutoSi	ave 💽 O	€₿	17 C -	÷	i (Complianc	eCondi	tions - R	ead-Only 👻		₽ Se	arch (Alt+0	2)							
File	Home	Ins	ert Page La	ayout	Form	nulas	Data	Revie	w View	Help	Acroba	t								
Paste	X CB ~	Calibri B I	~ 1 ⊻ ~ ⊞ ~	1 • /	А^ а [×] <u>А</u> ~	= =		≫~ = =	않 Wrap Tes 臣 Merge 8	xt & Center ~	Genera \$~	۱ % ۹	¥ 00. 00.	Condition Formatting	al Formata	as Cell Styles ~	Inser	t Delete	Format	∑ AutoS ↓ Fill ~ ♦ Clear
Clipboa	rd 🗔		Font		۲ <u>م</u>			Alignm	ient	12	d.	Number	آ <u>د</u> ا		Styles			Cells		
(i) PO	SSIBLE D	ATA LOS	S Some feature	s might	be lost i	f you save	this wo	rkbook in	the comma-	delimited (.c	v) format	. To preserv	ve these fe	itures, save i	t in an Exce	file forma	t. D)on't show	v again	Save A
<u> </u>																				
A1	*		$\times \checkmark f_x$	Per	rmitCor	nditionN	umber													
4	A	в	С	D	E	F	F	G	н	1	J	к	L	M	N		0	Ρ	Q	R
1 Pern	nitCol Pe	ermitCo	Regulator Reg	quirem	Compl	ian Com	plian	Compliar	Separate	SeparateR	eportDat	te								
2	63		6 NYCRR S NO	x emis	Compl	ian Cont	inuous	5												
3	53		6 NYCRR Subp	oart 201	-6															
4	54		6 NYCRR Subp	oart 201	-6															
5	55		6 NYCRR Subp	oart 201	-6															
6	56		6 NYCRR Subp	oart 201	-6															
7	57		6 NYCRR Subp	oart 201	-6															
8	58		6 NYCRR Subp	oart 201	-6															
9	59		6 NYCRR Subp	oart 201	-6															
10	60		6 NYCRR Subp	oart 201	-6															
11	65		6 NYCRR Subp	oart 201	-6															
12	66		6 NYCRR Subr	hart 201	-6															

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 changeconditions' 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

ompliance Certification	Report			V				James E Ho	ogan. Air Compliance F	tesponsible Official
Report Summary		G Dow	vnicad Template	Import Report	🙀 Validate R	eport in, le	ittate Submission	View/Print Report		
1-2824 Kenewal 3	Regulatory Otation	*	Filter	Clear	_					
Report Type Secti-Annual	Showing 1 to 25 of 4	17								<<< 12>>>
Period 06/36/2022	Conductor Number \$1	anation ti	derenister 🛊 🖬	Bogn ()	1 100 1000 11	Permit Level	til Status	til Devlation(n)	\$10 Storage \$1	Voluented
Due Date: 07/30/2022	63 Facil	lity Specific Monitoring	6 N/CRR Subpart	01/01/2022	0630/2022	U-00003	Continuous	0	YES	YES
lag Report For Submission 10 Known Errors	52 Facili	ity Specific Monitoring	6 N/CRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
Version History	54 Facili	ity Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		0	NO	NO
cility Details	55 Facili	ity Specific Monitoring	6 NFCRR Subpart 201-6	01/01/2022	05/30/2022	U-00002		0	NO	NO
	50 Facili	ity Specific Monitoring	6 NYCRR Subpart 201-6	01/01/2022	06/30/2022	U-00002		05	NO	NO
	57 Facili	ity Specific Monitoring	6 NYCRR Subpart	01/01/2022	06/30/2022	U-00002		0	NO	NO
	<u>58</u> Fact	ity Specific Monitoring	6 NTCRR Subpart	01/01/2022	06/30/2022	U-00002		8	NO	NO

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

Picture 55

			James E Hogan, Air Compliance Responsible Official 💡
Import Compli	ance Certification Repo	rt 📲	Report Home
Report Type: Reporting Period: Status Due Date:	Semi-Annual 01001/2022 - 06/30/2022 Overdue 07/30/2022	Standardonad Me Gate a file to import for Bio report. Browse No Ste selected. Cluck Yeart to upload the file.	
			Cancel [Hext >] [Hinish]

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)

	😸 File Upload					X	10000
		is PC + Downloads	Ŷ	0 0	Search Downloads		James EHo
1	Organize × New fold	er			801 * 🛄 (0	
on Report	📰 Patures 👒 A	Nime		Status	Date modified	^	
	ACE Mansals - N	V Today (1)				- 81	
922	1 <u>1</u>	ACE_1-2824	R3_Semi-Annual_01012022_06	0	9/23/2022 9:27 AM		
	disense .	~ Last week (1)					
	Time Sheets, pdf	ACE 1-2824	3. Semi-Annual 01112022_16	0	9/16/20222:19 PM		
_	📥 OceDrive - New Y	Earlier this year	(11)				
	This PC	ACE 40122	R2 Annual (7012020 06302021	0	7/27/2022 9:35 AM	10	
	🎲 30 Objects	ACE,4-0122	R2_Semi-Annual_07912021_12	G	7/26/2022 10:19 AM		
_	E Desktop	ACE_9-1402	AE5_01012019_12312019	0	6/29/202211:43 AM		
	Documents	ACE 9-1402	A65_01012020_12312020	0	6/29/2022 11:40 AM		
	2 Dewnloads	ACE_9-1402	AE5_01012621_12312021	0	6/29/2022/11:37 AM	ý.	
		4					

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

			James E Hogan, Air Compliance Responsible Official 🛛 🤬
Import Complia	ance Certification Report		Te Report Home
Report Type Reporting Period: Status Due Date	Semi-Annua) 01/01/2022 - 08/30/2022 Overdue 07/30/2022	Step 1: Upload file Select a file to Import for this report Browse ACE_1-2824 R3_Semi-Annual_0101203 Click: Next to upload the file	2_06302022(1).ip Cancel Hext > Finish

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			
			James E Hogan, Ar Compliance Responsible Official 🛛 🍪
Import Compli	ance Certification Report		E Report Home
Report Type: Reporting Penod: Status: Due Date.	Semi-Annusi 01/01/2022 - 06/30/2022 Overdue 07/30/2022	Step 2: Validate Report The format of your uploaded file is valid. Click Next to validate the report using business rules.	¥
			Cancel Next > Finish

ACE reviews/validates the files.

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

Picture 59

			James E Högan, Air Compliance Responsible Official
Import Compli	ance Certification Report		Report Home
Report Type: Reporting Period: Status: Due Date:	Semi-Annual 91/01/2022 - 06/30/2022 Overdue	Step 3: Save Report Your report has been validated successfully.	¥
Due Date.	077002022	rrease cack pairsin to save the imported report to the system	Cancel Next > Finish

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 <u>Started</u> and <u>Validate</u> columns (Picture 60).

Picture 60

Impliance Certification	Report			Sownload Template	15	Import Reg	port	ii Veld	lato Re	iport in	Initiat	e Submission	ViewPr	int Report			C Facility	Ho
.7824 () mewal 3	Regulatory Ctu	ation	•		ilter	Clear	-	_				_				1		
xport Type: Semi-Annual	Showing 1	to 25 of 47														V	W.	
fenod 05/30/2022	Coordinam Number	til Sende	annai) - Bi	Receiptory Granter	輯	denin Date	+1	ent Dite	组	formati Access	48	Secolation Status	. 1 1 45		\$I	starter \$1	Values	
ve Date: 01/20/2022	63	Facility 5	pecific lionitoring	6 NVCRR Subpa	irt.	01/01/202	2	0630/202	n	LI-90003		Continuous		0		YES	YES	
d Rebot For Summission 9 Known Emore	53	Facility S	pecific licentering	S RECENS SUSPA	et:	01/01/202	12	09/30/202	12	U-90002		Continuous		0		YES	YES	
dension History	54	Facility 5	pecific Nonitoring	6 NYCRR Subpa 201-5	ut.	01/01/202	12	06/30/202	87	U-10002		Continuous		ø		YES	YES	
iity Details	22	Facility 4	pecific Nonstoring	6 NYCRR Subpa 201-8	it	0101/202	2	05/30/202	n	50001-U		Continuoua		٠		YES	1ED	
	58	Facility 5	pecific Nonitorins	6 NYCRR Subpa 201-6	rt	0101/202	12	0633/202	ġ.	U-16682		Continuous		0		YES	VES	
	52	Facility S	pecific Nonitoring	6 NYCRR Subpa 201-6	et .	01/01/202	2	06/30/202	22	U-90002		Continuous		0		YES	YES	
	-	Facility 5	pecific Vonitoring	6 NYCRR Sybpa	ut.	01/01/202	2	06/30/202	22	U-30002		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 <u>Default Requirement Synopsis/Compliance</u>. <u>Method link in the 'Compliance Condition' window</u>.

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

Compliance Condition	V	Condition 1 of 47
Condition Summary Condition Number: 63	Compliance Status C Continuous O Intermittent O Not Applicable	
Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003	Requirement Synopsis	Default Requirement Synopsis/Compliance Method
Begin Date: 01/01/2021 End Date: 06/30/2021 Validated: YES	4000 characters left Compliance Method Description	
Deviations: 0	4000 characters left Not Applicable Explanation	
Deviations © No deviations exist for the condition.	4000 cheracters left	<u> </u>
	Separate Report Date Separate Report Description	
		Cancel Save Save and Validate

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

(Picture 62)

Compliance Condition		Condition 1 of 47 (Previous Next) E Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous I Intermittent O Not Applicable	
Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003	Requirement Synopsis	Default Requirement Synopsis/Compliance Method
Begin Date: 01/01/2021 End Date: 06/30/2021	4000 obsraden left Compliance Method Description	
Validated: YES Deviations: 0 Ø 0 Known Errors	4000 charades left	
Deviations	Not Applicable Explanation	
No deviations exist for the condition.	Separate Report Date Separate Report Description	
		Cancel Save Save and Validate

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

Compliance Co	ondition		Condition 1 of 47	🛞 Previous Next 😕	📑 Report Home
Condition Summary	63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation:	6 NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsis/	Compliance Method
Permit Level: Begin Date: End Date: Validated: Deviations:	U-00003 01/01/2021 06/30/2021 YES 0	NOx emission upper permit limit is 80 lbs per shutdown 3848 characters left 4000 characters left Compliance Method Description			ļi,
♂ 0 Known Errors Deviations	V	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			<u>li</u> i.
No deviations exist fo	or the condition.	Not Applicable Explanation			
		Separate Report Date Separate Report Description			
				Cancel Save S	ave and Validate

The 'Add Deviations screen appears (Picture 64)

CCE/ RO Step 10: Add data.

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

Compliance Condition	ſ	×	Condition 1 of 47 🕜 Previous Next 🛞 📑 Report Home
Condition Summary Condition Number: 63	Compliance O Continu	Add Deviation Condition Number: 63 Condition Effective Period: 01/01/2021 - 06/30/2021	
Regulatory Citation: 6 NYCRR Subpart 201-6 Permit Level: U-00003 Begin Date: 01/01/2021	Requiremer NOx emiss	Deviation Type Number of Occurrences Choose One	Default Requirement Synopsis/Compliance Method
End Date: 06/30/2021 Validated: YES Deviations: 0	4000 characte Compliance Compliance	Begin Date End Date Written Notification Date	
Deviations	3862 characte 4000 characte	Jeschpon:	
No deviations exist for the condition.	Not Applicat	Cause:	<i>M</i>
	Separate R	Remedy:	
		Cancel Submit	Cancel Save Save and Validate

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

Picture 65

		2
Compliance O Continu	Add Deviation Configuration Effective Period: 01/01/2021 - 06/30/2021	۵
Requiremer		
NOx emiss	Deviation Type Number of Occurrences Choose One V	
3946 characte	Choose One	
4000 characte	Other - See Deviation Description Written Notification Date	
Compliance	Failure to monitor properly	
Compliance	Emissions Exceedance Recordkeeping/Reporting	
3862 characte		11.
4000 characte	4000 characters left	
Not Applicat	Cause:	
4000 characte	4000 characters left	///.
Separate R	Remedy:	
		11.
	4000 characters left	
		Cancel Submit
		Cancer Submit

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

				V
Power supply replaced 3979 characters left				
Remedy:				
3957 characters left				
CEM had malfunctioned	due to power failure.			11.
Cause:				
3972 characters left				///.
There was no data collec	ted.			4
Description:				
06/01/2021	06/01/2021	06/02/2021	17	
Begin Date	End Date	Written Notification D	ate	
Other - See Deviation De	escription v 1			
Deviation Type	Number	of Occurrences		
Condition Number, 05	Condition Ellective Fellod. 01	10 112021 - 00/30/2021		

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 Summ	ary ar. 63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citatio	on: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsisk	Compliance Method
Begin Date: End Date:	01/01/2021 06/30/2021	reux emission upper permit inter is ou los per sinucionen 3846 divantes leit			đ
Validated: Deviations:	YES 1	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
Deviations	· 🖌 🔒	3882 manuslasi laitt Not Applicable Explanation			
#1 Type: Other	- See Deviation Descriptio 🔐 🥥	4000 dhàndana laft			A
		Separate Report Date Separate Report Description			
				Cancel Save S	ave and Validate

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

Picture 68

Compliance Condition			N/	V
Condition save and validate successful.				
		Condition 1 of 47	Previous Next	Report Home
Condition Summary	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopais	Def	ault Requirement Synopsis/	Compliance Method
Begin Date: 01/01/2021	NOx emission upper permit limit is 80 los per shuldown			
End Date: 06/30/2021 Validated: YES	Compliance Method Description			
Deviations: 1 © 0 Known Errors	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually. 382 characters inth			h
Deviations	Not Applicable Explanation			
#1 Type: Other - See Deviation Descriptio 💬 🤤				h
	4000 // wastes lat			
	Separate Kepon Data			_fh
	-voo dhexaan an			
			Cancel Save S	ave 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

Compliance Condition		Condition 1 of 47	📵 Previous Next 👀	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	ault Requirement Synopsis/	Compliance Method
Permit Level: U-00003 Begin Date: 01/01/2021	NOx emission upper permit limit is 80 lbs per shutdown			11.
End Date: 06/30/2021 Validated: YES	Jordo onwrades len Compliance Method Description			
Deviations: 1 𝞯 0 Known Errors	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually. 3862 characters left			li.
Deviations	Not Applicable Explanation			ļi.
*1 Type, Outer - See Deviation Descripting 🥪	4000 oharaders left Separate Report Date Separate Report Description			
	4000 characters left			112
			Cancel Save S	ave and Validate

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)

Edit Deviation	Θ
Condition Number: 63 Condition Effective Period: 01/01/2021 - 06/30/2021	
Deviation Type Number of Occurrences	
Other - See Deviation Description	
Begin Date End Date Written Notification Date	
06/01/2021 06/01/2021 06/02/2021 0	
Description:	
There was no data collected.	1
3972 characters left	
Cause:	
CEM had malfunctioned due to power failure.	
3957 characters left	///.
Remedy:	
Power supply replaced	
3979 characters left	///.

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

Picture 71

Condition Number: 63 Condition Effect	ive Period: 01/01/2021 - 06/30/	2021	
Deviation Type Other - See Deviation Description	Number of Occurrences		
Begin Date End Date 06/01/2021 17 06/01/202	Written N 1 06/02/20	otification Date	
Description: There was no data collected.			
3972 characters left			
Cause: CEM had malfunctioned due to power failu	ıre.		
3957 characters left			
Remedy:			
Power supply replaced			
3979 characters left			V

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)

Compliance Condition		Condition 1 of 47	Previous Next	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent. O Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Def	fault Requirement Synopsis/	Compliance Method
Permit Level: U-00003 Begin Date: 01/01/2021	NOx emission upper permit limit is 80 lbs per shutdown			j.
End Date: 06/30/2021 Validated: YES	Compliance Method Description			
Deviations: 1 © 0 Known Errors	Compliance is demonstrated using CEMs monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually 3862 dwastes left			
Deviations 0 #1 Type: Other - See Deviation Descriptio	Not Applicable Explanation			A
	Separate Report Date Separate Report Description			
			Cancel Save S	Save and Validate

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

Compliance Co	ondition		Condition 1 of 47	🖲 Previous Next 😠	Report Home
Condition Summary	63	Compliance Status O Continuous I Intermittent O Not Applicable			
Regulatory Citation:	6 NYCRR Subpart 201-6	Requirement Synopsis	Det	ault Requirement Synopsis/	Compliance Method
Begin Date:	01/01/2021	NOx emission upper permit limit is 80 lbs per shutdown 3946 characters left			11.
Validated:	YES	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
𝞯 0 Known Errors		3862 characters left			
Deviations		Not Applicable Explanation			1
#1 Type: Other - S	See Deviation Descriptio 🤪 🤤	4000 characters left			
		Separate Report Date Separate Report Description			
				Cancel Save 5	Save and Validate

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

Condition Number: 6	3 Co	ndition Effective Peri	od: 01/01/20	021 - 06/30/2021		
Deviation Type		Nu	Imber of Oc	currences		
Other - See Deviation	on Descri	iption 🗸 1				
Begin Date		End Date		Written Notification Da	ate	
06/02/2021	17	06/02/2021	17	06/03/2021	17	
Description:						
Additional issues wi	th <u>CEM</u> r	nonitoring.				
3962 characters left						///.
Cause:						
Equipment no longe	r longer i	functions properly.				1
3954 characters left						
Remedy:						
Replaced existing e	quipmen	t with new equipmer	nt.			1.
3953 characters left						
						Cancel Submit

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

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

Compliance Condition		Condition 1 of 47	Previous Next	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous 🔮 Intermittent: 🔿 Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	De	fault Requirement Synopsis/	Compliance Method
Permit Level: U-00003 Begin Date: 0101/2021 End Date: 06/30/2021 Validated: YES Deviations: 1	NOx emission upper permit limit is 80 lbs per shuldown 3846 dharaden left Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually. 3962 dharaden left			
Deviations	Not Applicable Explanation			Å
	Separate Report Date Separate Report Description		Cancel Same S	
			Cancer Save S	ave and validate

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

Compliance Co	ondition		Condition 1 of 47	😐 Previous Next 🐽	Report Home
Condition Summary	63	Compliance Status O Continuous O Intermittent O Not Applicable			
Regulatory Citation:	6 NYCRR Subpart 201-6	Requirement Synopsis	Def	fault Requirement Synopsis	Compliance Method
Begin Date:	01/01/2021	Ivou emission upper permit imit is eu los per snutoown 3940 miesters left			đi.
Validated:	YES	Compliance Method Description Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			
🞯 0 Known Errors		3002 characters light			
Deviations	V	Not Applicable Explanation			Â
#1 Type: Other - S #2 Type: Other - S	See Deviation Descriptio 💭 🤤 See Deviation Descriptio 💭 😂	4000 sharasten laft			
		Separate Report Date Separate Report Description			A
				Cancel Save S	Save and Validate

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

Picture 77

compliance o	Condition				
Condition save and	validate successful.				
			Condition 1 of 47	Previous Next	Report Home
Condition Summa	ary m. 63	Compliance Status O Continuous O Not Applicable			
Regulatory Citatio	on: 6 NYCRR Subpart 201-6	Requirement Synopsis	Det	ault Requirement Synopala/	Compliance Method
Permit Level: Begin Date:	01/01/2021	NOx emission upper permit limit is 80 lbs per shutdown			Å
End Date: Validated:	05/30/2021 YES	3948 drawsten left			
Deviations:	1	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually			
•		3852 (hanksis Mit			
Deviations #1 Type: Other	- See Deviation Descriptic 💭 🥥	Not Applicable Explanation			
		4000 sharaden lañ			
		Separate Report Date Separate Report Description			
		400 characters felt			,di,
				Cancel Save S	ave and Validate

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

Condition save and validate successful.				
		Condition 1 of 47	🔫 Previous Next 🛞	Report Home
Condition Summary Condition Number: 63	Compliance Status O Continuous O Intermittent Not Applicable			
Regulatory Citation: 6 NYCRR Subpart 201-6	Requirement Synopsis	Del	ault Requirement Synopsis/	Compliance Method
Permit Level: U-00003	NOx emission upper permit limit is 80 lbs per shutdown			
Begin Date: 01/01/2021				14.
End Date: 06/30/2021	3948 characters left			
Validated: YES	Compliance Method Description			
Deviations: 0	Compliance is demonstrated using CEMS monitor and records are maintained for 5 years. Excess emissions reports are submitted semiannually.			11
O Known Errors	0062 characters left			
Deviations	Not Applicable Explanation			
No deviations exist for the condition.	No fuel was burned this period.			11
	3989 characters left			
	Separate Report Date Separate Report Description			///
			Cancel Save S	Gave and Validate

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

Section 2.8 Mass Data Upload when Adding Deviations

Mass Data Upload can be a time saver for the experienced user when there are multiple deviation occurrences on individual or multiple conditions.

CCE/ RO Step 7: Open the Microsoft Excel data spreadsheet 'ComplianceDeviation.CSV' file in the zipped folder saved on a user's desktop during the Download Template section (Picture 79)

Picture 79

0	3 🖬 🖻 - C	- 🖳 🔒		۶@X	Ŧ		Con	nplianceDevia	tions.CSV	- Microsoft	Excel						-
Ho	ne Insert	Page Lay	out Fo	rmulas	Data Re	eview Vi	ew Acr	robat									@ - 1
Paste F	ut opy ormat Painter ard ¹⁵	Calibri B Z U	* 11 [* []] *] Font	• A' A' 👌 • 🛕 •		■ 參··· ■ 译 詳 Align	Wra Merg ment	p Text ge & Center + ाव	General \$ + %	, ,	Condit Format	ional Forn ting ~ as Tak Styles	nat Cell Ne * Styles *	Insert E	Delete Format Cells	∑ AutoSum Fill → Clear → E	Sort & Find & Filter + Select +
Al	-0	Jx Perm	itConditio	onNumber													
A	B	С	D	E	F	G	H	1	1	K	L	М	N	0	Р	Q	R S
1 PermitC 2 3	o PermitCor	Deviation	Deviation	Deviation	WrittenN	Deviation	Deviatio	n Deviation I	Deviation	RemedyTe	d.						

CCE/ RO Step 8: Enter data into spreadsheet (Picture 80)

Picture 80

•	Home Insert	Page Layout Formulas I	. Jata Review	ComplianceD View Acrobat	eviations.csv - Micro	soft Excel			- " @ -	• x
Paste		Calibri ▼ 11 ▼ A^ ∧ ∧ B I U × III × A^ ∧ ∧ Font 50 50 50		Wrap Text	General * \$ ~ % , *	8 99 Conditional Format Formatting ~ as Table Styles	Cell Styles - Cells	Σ AutoSum * Fill * Clear * F Editin	ort & Find & liter * Select *	
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10.21		2	and the second s	1				14 A A A A A A A A A A A A A A A A A A A		-
	A	В	C	D	E	F	G	HI	1	-
1 Pe	A rmitConditionNum	B hber PermitConditionModNur	C DeviationType	D DeviationBeginDate	E DeviationEndDate	F WrittenNotificationDate	G DeviationNumOfOccurnces	H I Deviation Deviat	ر ion Deviation	IRe

Important

- 1) If a Permit Condition Number has been entered into column A, all other columns (B through J) must be filled in.
- 2) The user must insert one of the deviation types listed below into Column C. The choices are:
 - 1. Other See Deviation Description
 - 2. Failure to monitor properly
 - 3. Emissions Exceedance
 - 4. Recordkeeping/Reporting

If used, these texts must be typed exactly as listed above, with the spaces and capital letters listed above. In Picture 81, columns A to H illustrate how the data looks.

0) D 😂 🖬 🤊 - 🕅 - 🛛	• X 10 * 4 2 A X =	Cor	nplianceDevia	tions.csv	- Microsoft E	kcel				(=) (o x
C	Home Insert Pa	ge Layout Formulas Dat	a Review View Acro	obat								o x
Pa	→ Cut Calità Copy Ste ✓ Format Painter Clipboard	ori \cdot 11 \cdot A^{\cdot} A^{\cdot} $I \underline{U} \overline{\Box} \overline{\Box} \underline{O} \cdot \underline{A} \overline{\Box}$ Font $\overline{\Box}$	= = ₩rap E = 2 I I I I I I I I I I I I I I I I I I	e & Center + اتي	General \$ ~ %	• .0 .00 .00 ⇒.0	Conditi Formatt	onal Format Cell ing * as Table * Styles * Styles	Insert Delete	Format ∗ End to Su	sort & Find & Filter * Select *	
	J1 • (• fx	DeviationRemedyText										¥
4	A	В	С	D		E		F		G	Н	-
1	PermitConditionNumber	PermitConditionModNum	DeviationType	DeviationBe	eginDate	DeviationEn	dDate	WrittenNotificationD	ate Deviatio	nNumOfOccurnces	DeviationDescr	iptic
2	1	31	Recordkeeping/Reporting	1/1/20	002	1/1/200	12	1/2/2002		1	Did not get the r	ecei
3												

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

Picture 82

() D 🗳 🖬 🤊 - (H -	R . C & # * 00	× =		ComplianceDevia	ations.csv -	Microsoft I	Excel					(-)	= x
C.	Home Insert	Page Layout Formula	s Data Review V	iew	Acrobat									o x
P	Clipboard	libri • 11 • I <u>U</u> • <u>□</u> • <u>≫</u> Font	A^ A [*] = = = ⊗·· * <u>A</u> * [™] = = = ⊗·· = = = = = = = = = = = = = = = = = = =	nment	Wrap Text Merge & Center + اته	General \$ ~ % Numb	• (*.0 .00 .00 *.0	Conditional Formatting	Format Cell as Table * Styles * Styles	Insert	Delete Format Cells	Σ AutoSum Fill * Clear * Ec	Sort & Find & Filter * Select *	~
	J1 - 🤄 f x	DeviationRemedyT	ext											*
2	Н	I	1	К	L	M	N	O P	Q	R	S	T U	V	V
1 2 3	DeviationDescription Did not get the receipt.	DeviationCauseText Forgot.	DeviationRemedyText Not forget.											

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.