

Instructions for Form 4530-179: Annual Monitoring Summary & Checklist

(R 09/20)

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General Instructions: This resource tool has been developed by the Wisconsin Department of Natural Resources (Department) to assist facilities operating under a Registration Operation Permit with their annual monitoring summary and compliance certification requirements. This compliance and monitoring resource tool is designed to guide a wide variety of facilities through the air rules from Chapters NR 400-499, Wisconsin Administrative Code (Wis. Adm. Code) which may apply to them.

Completion or use of the Annual Monitoring Summary and Checklist, [Form 4530-179](#) is not mandatory. The Department has determined that [Form 4530-178](#) is sufficient to meet the Registration Operation Permit requirement for the submittal of an annual Summary of Monitoring and Certification of Compliance. However, the Department recommends completing Form 4530-179 (and keeping a copy onsite) before working on [Form 4530-178](#) to have a better understating of the compliance status of your facility. [Form 4530-179](#) can also be submitted as a Summary of Monitoring in the case that the facility is not using Form 4530-178 as Compliance Certification, but the Responsible Official is still required to certify the compliance status of the facility using another format.

Facilities choosing to submit Form 4530-178 as the Annual Monitoring Summary and Checklist should upload the PDF form into the DNR Switchboard at <https://dnr.wisconsin.gov/topic/Switchboard>. Alternatively, you can send a copy to the Wisconsin Department of Natural Resources, Bureau of Air Management, Attn: ROP Comp Certs, PO Box 7921, AM/7, Madison, WI 53707-7921. Please review the instructions for electronic submittal of the form under Compliance Certification here: <https://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>. Retain a copy of all materials submitted to the Department on-site for at least five years.

Completing the form:

More details about the completion of the Annual Monitoring Summary and Checklist are presented below:

1. The monitoring summary and checklist consists of different categories (A.1. – F.), which are further sub-divided into a series of questions (each question is assigned to an individual row) that need to be answered. The questions are always found in Column a., of each row. (The heading for Column a. will change as you go through the tables.) If a particular question doesn't apply to your facility, please check the "Not Applicable" box in the appropriate row and far right column (Column d.)
2. The second column (Column b) of each row may or may not contain a web link or information that can help you with the question of concern. Where available, click on the web link to find out more information pertaining to the question of concern. The heading for Column b does change once starting with Section B.
3. The third column (Column c) of each row is where you indicate how compliance is achieved with the applicable requirement of concern. Depending upon the question you may be asked to provide a description or process number for each source affected by the requirement, the method of complying with the requirement, and so on. See examples given on the form.
4. For each row, check the status of compliance in the far-right column (Column d) of the row for the requirement listed.
5. For each question you have the option of checking "C", "I" or "N/A". N/A means "Not applicable". Check "C" if in continuous compliance (no deviations during reporting period) for that requirement. Check "I" if in intermittent compliance (one or more deviations during reporting period, corrected during reporting period) for that requirement.
6. If "I" is checked, the facility must complete the Deviation Summary Report found in Part III of [Form 4530-178](#) and describe the deviation from permit condition or applicable requirements for the reporting period.
7. Use the data from your air emission inventory reporting for questions A.1. (#1-7) of the checklist. Remember to use the control efficiencies listed in the Registration Operation Permit for the calculations. More information about emission calculations can be found in Part II, Questions A1. to A7. of these instructions.