

## 63.1590(b) Annual Report (Spreadsheet Template)

63.1590(b)

ICR Draft

9/13/2022

OMB No.: 2060-0428 Form 5900-603 For further Paperwork Reduction Act information see:  
<https://www.epa.gov/electronic-reporting-air-emissions/paperwork-reduction-act-pra-cedri-and-ert>

## 40 CFR Part 63, Subpart VVV National Emission Standards for Hazardous Air Pollutants §63.1590(b) Annual Report Spreadsheet Template

### Instructions for Spreadsheet Template

#### **Purpose:**

This spreadsheet template was designed by the U.S. EPA to facilitate compliance reporting for facilities subject to annual reporting requirements for the National Emission Standards for Hazardous Air Pollutants for Publicly Owned Treatment Works.

#### **Electronic reporting:**

Electronic submission of Compliance Reports through the EPA's Compliance and Emissions Data Reporting Interface (CEDRI) is required. CEDRI is part of EPA's Central Data Exchange (<https://cdx.epa.gov>).

Do not submit confidential business information (CBI) to EPA via CEDRI. EPA will make all the information submitted through CEDRI available to the public. Anything submitted using CEDRI cannot later be claimed to be CBI. Furthermore, under CAA section 114(c) emissions data will be made available to the public. Thus, emissions data will not be protected as CBI and will be made publicly available.

Although we do not expect persons to assert a claim of CBI, if persons wish to assert a CBI claim, you must submit the report on a compact disc, flash drive, or other commonly used electronic storage device. You must identify electronically within the digital storage media the specific information that is claimed to be CBI.

U.S. EPA/OAQPS/SPPD/CORE CBI Office  
Attention: Group Leader, Measurement Policy Group  
MD C404-02  
4930 Old Page Rd  
Durham, North Carolina 27703



The CEDRI spreadsheet template upload feature allows you to submit data in a single report for a single facility or multiple facilities. Each facility must be entered into the worksheet labeled "Company Information" in this Excel workbook. Each row in the "Company Information" worksheet represents a facility location. The Site Record No. will be used to match the information on each tab to the appropriate facility.

**IMPORTANT:** The final CEDRI upload file must be a single ZIP file, which must include this Excel workbook and any related data files found in the "Company Information" worksheet).

For each facility (site) record found in the "Company Information" worksheet, you may reference a single file attachment that contains attachments for your report, the uploaded files may be in any format (e.g., zip, docx, PDF). If you would like to include an Excel file, you may include a separate ZIP file to the master ZIP file that will be uploaded into CEDRI.

For example, the file "Jan-June2019-Report.zip" uploaded into CEDRI may contain 2 files:

1. Completed\_semiannual\_reporting\_spreadsheet\_Jan-June2019.xlsx
2. Attachments.zip

The "Attachments.zip" file could contain as many attachments of any format (xlsx, xls, docx, pdf, zip, etc.) as needed. If you only have one file to attach, you do not need to zip it unless it is an Excel file (.xlsx, .xls).

**Template Navigation and Tabs to Complete:**

*Gray Tab: The gray tab (Company\_Information) contains general information, most of which is likely to be unchanged from reports. It should be saved as a site-specific template for use in subsequent reports to limit subsequent data entry.*

*Green Tabs: The green tabs (Covers, HAP\_Fraction) are to be completed as necessary, depending on which standard the POTV is used.*

*Blue Tab: The blue tab (Deviations) applies to all facilities, regardless of which standard is used for compliance.*

*Within the tabs, example rows are colored light orange (rows 14 through 23), and the XML tag row (row 13) is colored green.*

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*The Responsible Agency Facility ID is an optional field that can be used to provide information*

<b>Site Record No.</b> (Field value will automatically generate if a value is not entered.)	<b>Company Name</b> (§63.1590(b)(1)(i))	<b>POTW Treatment Plant Name</b> (§63.1590(b)(1)(i))
RecordId	CompanyName	PlantName
e.g.: 1	e.g.: ABC Company	e.g.: XYZ POTW

**Publicly Owned Treatment Works**

that allows a state or local agency to identify the site. These IDs are provided by the state or local agency and are i

SITE INFORMATION			
POTW Treatment Plant Address (\$63.1590(b)(1)(i))	Address 2	City (\$63.1590(b)(1)(i))	County (\$63.1590(b)(1)(i))
AddressLine1	AddressLine2	CityName	CountyName
e.g.: 123 Main Street	e.g.: Suite 100	e.g.: Brooklyn	e.g.: Kings

not required for federal reporting purposes.

			REPORTING PERIOD	
State Abbreviation (\$63.1590(b)(1)(i)) (Select from dropdown)	Zip Code (\$63.1590(b)(1)(i))	Responsible Agency Facility ID (State Facility Identifier)	Beginning Date of Reporting Period (\$63.1590(b)(1)(ii))	Ending Date of Reporting Period (\$63.1590(b)(1)(ii))
StateName	ZIPCode	StateFacID	PeriodStartDate	PeriodEndDate
e.g.: NY	e.g.: 11221	e.g.: 9145555555	e.g.: 01/01/20	e.g.: 12/31/20

**ADDITIONAL INFORMATION**

**Please enter any additional information.**

**Enter associated file name reference.**

AddInfo

AddFile

e.g.:

e.g.: addinfo.zip

**40 CFR Part 63, Subpart VVV National Emission Standards for Hazardous Air Pollutants: Publicly ( §63.1590(b) Annual Report Spreadsheet Template**

*Note: Site Record No. selections appear once POTW Treatment Plant Name(s) are added to Compa*

<b>Site Record No. (Select from dropdown)</b>	<b>Date of Visual Inspection  (§63.1590(b)(2)(i))</b>	<b>Defects Found During Visual Inspection  (§63.1590(b)(2)(ii))</b>
RecordId	InspectionDate	InspectionDefect
e.g.: 1	e.g.: 12/20/21	e.g.: broken, cracked, or damaged seals on closure devices

**Owned Treatment Works**

*my\_Information worksheet.*

<p><b>How Defect Was Repaired (\$63.1590(b)(2)(iii))</b></p>	<p><b>Has the Repair Been Completed? (\$63.1590(b)(2)(iii)) (Select from dropdown)</b></p>	<p><b>Date Repair Was Completed or Date Repair is Expected to be Completed (\$63.1590(b)(2)(iii))</b></p>
<p>DefectRepair</p>	<p>RepairComplete</p>	<p>RepairDate</p>
<p>e.g.: replaced broken seal</p>	<p>e.g.: Yes</p>	<p>e.g.: 12/22/21</p>



**40 CFR Part 63, Subpart VVV National Emission Standards for Hazardous Air Pollutants  
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*Note: Site Record No. selections appear once POTW Treatment Plant Name(s) are entered.*

<b>Site Record No.</b> <b>(Select from dropdown)</b>	<b>Annual Rolling Average HAP Fraction Emitted as Calculated in §63.1588(c)(3)(vii) (§63.1590(b)(3))</b>
RecordId	HapFraction
e.g.: 1	e.g.: 0.008

**pollutants: Publicly Owned Treatment Works**

are added to Company\_Information worksheet.

<p><b>Final Month Included in the Calculation of this Annual Average Value (\$63.1590(b)(3)) (Select from dropdown)</b></p>
<p>FinalMonthAverage</p>
<p>e.g.: February</p>

**40 CFR Part 63, Subpart VVV National Emission Standards for Hazardous Air Pollutants: Publicly Owned Treat  
 §63.1590(b) Annual Report Spreadsheet Template**

*Note: Site Record No. selections appear once POTW Treatment Plant Name(s) are added to Company\_Informat*

Site Record No. (Select from dropdown)	Standard Which Was Not Met (\$63.1590(b)(4))	Failure Start Date (\$63.1590(b)(4))	Failure Start Time (\$63.1590(b)(4))
RecordId	LimitDeviation	DeviationStartDate	DeviationStartTime
e.g.: 1	e.g.: HAP Fraction Emitted	e.g.: 12/1/22	12:00 AM

## ment Works

ion worksheet.

Failure Duration (\$63.1590(b)(4))	Duration Units (\$63.1590(b)(4)) (Select from dropdown)	Affected Sources or Equipment (\$63.1590(b)(4))
DeviationDuration	DeviationDurationUnits	AffectedSource
e.g.: 2	e.g.: months	e.g.: carbon adsorption unit

<p><b>If complying with the cover and control standard, what was the percent control achieved?  (§63.1590(b)(4))</b></p>	<p><b>If complying with the HAP fraction emitted standard, what HAP fraction was emitted?  (§63.1590(b)(4))</b></p>
ControlAchieved	FractionEmitted
e.g.: 65.00%	e.g.: 0.200

<b>Regulated Pollutant Emitted Over Emission Limit</b> <b>(§63.1590(b)(4))</b>	<b>Estimate of Pollutant Emitted Over Emission Limit</b> <b>(tons/year)</b> <b>(§63.1590(b)(4))</b>
DeviationPollutant	EmissionQuantity
e.g.: Styrene, Tolulene	e.g.: Styrene = 1.8, Tolulene=0.013

**Description of the Method Used to Estimate the Emissions  
(\$63.1590(b)(4))**

EstimationMethod

e.g.: Performance test





**Annual Emission Standards for Hazardous Air Pollutants: Publicly Owned Treatment Works Worksheet Template**

	Description
Finalized Release Version	
Welcome - Add PRA information, hide column A; Revisions - Add header rows and change formatting; All tabs updated cell orientation, hid blank row, added "e.g.:" to all blank example cells	