Guidance for Completing the Leak Detection and Repair (LDAR) Annual Report Form
Ver. December 15, 2015

The Air Pollution Control Division (Division) developed an annual report form to report Leak Detection and Repair (LDAR) inspections annually as required under Regulation No. 7, Section XVII.F. Operators are encouraged to utilize the Division LDAR Annual Report Form to fulfill the reporting requirements contained in Regulation 7, Section XVII.F.9. Completed annual reports may be submitted electronically to the Division at the following address: cdphe_reg7LDAR_annualreports@state.co.us

Below is a description of individual elements in the Division’s LDAR Annual Report Form and guidance for filling out each section. For further assistance, please contact 303-692-3150 and ask to be transferred to the oil and gas unit.

Certain data fields in this form are not mandatory under the provisions of Regulation 7, Section XVII.F.9. Cells highlighted in light blue identify mandatory fields that must be completed by the company. While the remaining data fields are not required to be completed, the Division encourages companies to complete this information to improve the analysis of information supplied.

Section 1 - General Information

This section includes general information about the company, inspection year, the number of facilities inspected, contact person name and title, and contact information. The number of facilities inspected is listed in this section as required by Regulation 7, Section XVII.F.9.a, and should reflect the total number of unique physical locations visited (e.g. well production facilities and natural gas compressor stations), rather than reflecting either repeat visits to an individual site or the number of components inspected. Individual facility information may be listed in the Addendum Table on page 2 for tracking purposes. Not every facility subject to the LDAR monitoring requirements will be assigned an AIRS ID by the Division. In the event the facility does not have an AIRS ID, leave this information blank and provide location information based on either the latitude and longitude GPS coordinates or Section, Township, Range.

Section 2 - LDAR Inspections

This section includes fields to list the number of inspections by inspection method (e.g. AVO or AIMM) at natural gas compressor stations and/or well production facilities. As per Regulation 7, Section XVII.F.3, natural gas compressor stations must use an approved instrument monitoring method according to the Inspection Frequency listed in Table 3. As per Regulation 7, Section XVII.F.4, well production facilities must use either an approved instrument monitoring method or audio, visual, olfactory (“AVO”) according to the Inspection Frequency listed in Table 4; for a facility with both AIMM and AVO frequencies per Table 4, performing an AIMM inspection will also fulfill that month’s requirement to perform an AVO inspection (an AVO inspection can never fulfill the requirement to perform an AIMM inspection). This section of the annual report provides the Division the total number of inspections, as required by Regulation 7, Section XVII.F.9.b. Please note, the total number of inspections should reflect every unique completed facility AVO and AIMM event for all operator facilities subject to Regulation 7, Section XVII.F, and should not reflect individual components monitored. In addition, re-monitoring events to verify an earlier identified leak has been repaired as required by Regulation 7, Section XVII.F.7 should not be counted in the “Total # of Inspections” reported.
Section 3 - Leaking Components Details

This section contains a table which has a column for entering the total number of leaks detected broken down by component as required by Regulation 7, Section XVII.F.9.c. The table also includes a second column for entering the number of leaks repaired. The last column in the table is for entering the number of leaks on the delay of repair list as of December 31st. The final row of the table is for totaling the count in each column for total number of leaks detected, repaired, and on the delay of repair list respectively, as required by Regulation 7, XVII.F.9.c-e. The sum of the number of leaks repaired and leaks on the delay of repair list should add up to the total number of leaks identified, however, in the event that they do not, any discrepancies between the leaks identified, repaired and those on the delay of repair list should be explained in Section 5: Additional Notes.

The operator has the option to remonitor any leak identified through AIMM or AVO using method 21, in order to establish the size of the leak. Any leaks remonitored prior to being repaired that are found to be below the leak threshold by method 21 are deeming to not be leaks for reporting purposes, and should not be included in the leaks identified column of the annual report.

Section 4 - Responsible Official Certification

Regulation 7, Section XVII.F.9.f requires a responsible official to certify that the statements and information in the document are true, accurate, and complete. Section 4 provides space for the responsible official to print or type their name, and a space for signing the document. Electronic signatures may be used. The title of the responsible official and the date the report is signed should be provided as well.

Section 5 - Additional Notes

This optional section should be used to explain any discrepancies between the number of leaks identified, repaired and on the delay of repair list. This section may also be used for any notes which may explain operating scenarios which are not otherwise clear or explained in the annual report form.

Section 6 - Facilities Inspected

In this optional section, operators may provide a list of the specific facilities inspected during the calendar year. The details provided should include either the plant AIRS ID (as assigned by the Division) or the location and the facility name. The plant AIRS ID is the first seven digits assigned to the facility by the Division (e.g., 123/7856) which represents the County location and the plant’s unique identification number within the County. If a plant AIRS ID has not been assigned for the facility, the operator should list either the latitude and longitude or the Section, Township, Range of the facility under the location column. The facility name should also be provided.