



# Air Pollution Control Division

## Compliance and Enforcement Program

### OPERATING AND MAINTENANCE PLAN REQUIREMENTS

Initial Approval Construction Permits, and in some cases Title V Operating Permits, may include a condition requiring the submittal of an operating and maintenance plan for all control equipment and control practices, and a proposed record keeping format for demonstrating compliance on an ongoing basis (Regulation No. 3, Part B, Section III.G.7).

The operating and maintenance plan should typically include the following information:

- 1 Permit number reference
- 2 Manufacturer's recommended operating conditions during startups, shutdowns, and normal operation for equipment (for any pollution control equipment, include manufacturer's recommended operating procedures, which should include important control parameters such as pressure drops); and discussion at what high and/or low of each parameter should maintenance be performed and why
- 3 Manufacturer's recommended maintenance procedures including scheduled maintenance and preventive maintenance for equipment (including pollution control equipment)
- 4 Sample recordkeeping format **with actual data**.
- 5 Discussion of replacement and calibration schedules for important items such as; thermocouples, fuel flow meters, oxygen sensors, pressure transducers, etc.
- 6 If you are required to calculate emissions: sample calculations, calculated on a twelve-month rolling total, for criteria and non-criteria pollutants if applicable; a list of all emission factors used and their source; and removal or destruction efficiency and how it was generated, if calculations are based on such
- 7 If your operating and maintenance plan includes a sample analysis: a description of how, where, and what frequency the sample is pulled; a copy of the lab analysis methodology; discussion of QA/QC for the entire process; and explanation of how the analysis relates to compliance
- 8 Discussion of any other requirements addressed in the operating and maintenance plan condition of the permit

*NOTE: It is acceptable to refer to other supporting documents prepared for the source as part of the compliance plan (i.e. manufacturer's specifications, monitoring plan, preventive maintenance plan, etc.).*

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*Direct all compliance plan questions to your operating permit engineer for Title V sources;  
or to Chris Reinhardt, (Stationary Sources) or Warren King (Oil and Gas) at (303)692-3150 for all other sources.*