

Company Name:

Plant ID:

Address:

City, State, ZIP:

Phone:

Fax:

## Notice of Excess Emission During Upset Conditions

**Please note the addition of information in the following report sections:**

- Initial Notification Report – Section A
- Excess Emission Completion Report – Section B
- No Excess Emission Report – Section C →
- Follow-Up Report – Section D →
- General Information

**For No Excess Emissions and Follow-Up Reports (Section C or D Reports):**

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in this document and all associated attachments are true, accurate, and complete.

Responsible Official Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Instructions

All LMAPCD notifications should be submitted within the time constraints stated in each reporting section below. Each report should be filled out completely and each item explained fully. Check the appropriate boxes above to indicate which report(s) contain(s) the most recent information before each submittal. Additional space has been provided for general information on the last page to be used as necessary.

Make all notifications to the LMAPCD by e-mail to [airexcess@louisvilleky.gov](mailto:airexcess@louisvilleky.gov). An “**upset condition**” means the sudden failure of air pollution control equipment or process equipment or of a process to operate in a normal or usual manner that causes, or is likely to cause, emissions that exceed an applicable emission standard and that results entirely or in part from either a malfunction or a preventable upset condition.

### Initial Notification Report - Section A:

*Submit the following information no later than 1 hour following the start of the upset condition or if a call to the 911 system was made, then no later than 2 hours following the start of the upset condition. Calls to 911 should only be made in emergency situations and not for routine upset condition notifications. If the event has ended at the time of initial report section B may be completed at the time of initial notification, notification of end time is required by regulation.*

1	Date and Time of Written Initial Notification Report (use Military Time)	
2	Name of Contact Person (Production Leader Preferred)	
3	Telephone Number of Contact Person (Production Leader Preferred)	
4	E-mail Address of Contact Person (Production Leader Preferred)	
5	Process or Process Equipment (or Control Equipment) Involved	
6	Date and Time of the Beginning of the Upset Condition (use Military Time)	

(7) The estimated time before input feed to the process or process equipment will be stopped and the process or process equipment shut down or the process or process equipment is returned to normal operation, whichever is earlier (the excess emissions end):

Revision Date: December 4, 2019

(8) Estimated Time Period during which Excess Emissions are likely to occur:

(9) Pollutant(s) Involved:

(10) Estimated Quantity and Concentration of Excess Emissions (or Equivalent Information that Relates to Compliance, such as Emissions Monitoring Data or Results of an EPA-Approved Test Method) for each Air Contaminant Involved:

(11) If Known or Suspected, the Likely Cause of the Upset Condition:

(12) Reason Process or Process Equipment will not be Shutdown Immediately (if Applicable):

***Leave a voicemail by calling (502) 574-6000 or e-mail [airexcess@Louisvilleky.gov](mailto:airexcess@Louisvilleky.gov) if above written initial notification is made outside regular business hours (8:00 am to 5:00 pm on Monday through Friday, excluding holidays).***

(13) If Applicable, Date and Time of Verbal Initial Notification Report (use Military Time):

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## **Excess Emission Completion Report – Section B:**

***The following information is required no later than 2 hours after the excess emissions ended.***

1	Date and Time of Report (use Military Time)	
2	Name of Contact Person (Production Leader Preferred)	
3	Telephone Number of Contact Person (Production Leader Preferred)	
4	E-mail Address of Contact Person (Production Leader Preferred)	
5	Process or Process Equipment (or Control Equipment) Involved	
6	Date and Time the Event Ended (use Military Time)	

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## **No Excess Emission Report (if Applicable) – Section C:**

***If initial notification was made, but no excess emissions actually occurred, submit the following information within 5 working days after the process or process equipment is stopped or shutdown, or the process or process equipment is returned to normal operation. Must be signed by a Responsible Official and include the certifying statement.***

(1) Date and Time of Report (use Military Time):

(2) No Excess Emissions Occurred for the Upset Condition Listed Above:

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## Follow-Up Report – Section D:

*No later than 15 calendar days after the excess emissions ended, submit the following information. Provide calculation method or reason for lack of calculations. Must be signed by a Responsible Official and include the certifying statement.*

(1) Date and Time of Report (use Military Time):

(2) Name of Contact Person:

(3) Telephone Number of Contact Person:

(4) E-mail Address of Contact Person:

(5) Process or Process Equipment (or Control Equipment) Involved:

(6) Date and Time the Excess Emissions Ended (Confirmation – Use Military Time):

(7) Pollutant(s) Involved:

(8) Calculated Quantity and Concentration of Excess Emissions (or Equivalent Information that Relates to Compliance, Such as Emissions Monitoring Data or Results of an EPA-Approved Test Method) for Each Air Contaminant Involved:

(9) Method Used for Calculating Excess Emissions:

(10) Applicable Emission Standard That Was Exceeded:

(11) Where applicable, one or more of the following reasonable, available, and practicable emission reduction measures was employed during this upset condition to prevent or minimize excess emissions:

Process Equipment Design:  True  N/A

Appropriate Operating Procedures:  True  N/A

Pollution Prevention Measures:  True  N/A

Use of Off-shift Labor and/or Overtime:  True  N/A

Consistent with safe operating procedures, immediately stopping or reducing input feed to the process or process equipment and reducing the operation of or shutting down the process or process equipment:  True  N/A

Further Explanation (if applicable and necessary):

(12) Where applicable, the frequency and duration of operation of the process or process equipment during this upset condition was minimized as much as necessary to prevent or minimize excess emissions.

True     N/A

Further explanation (if applicable and necessary):

(13) Where applicable, bypass of any related control equipment did not occur unless necessary to prevent loss of life, personal injury, or severe property damage, and the extent and duration of any bypass was reduced as much as necessary to minimize excess emissions.

True     N/A

Further explanation (if applicable and necessary):

(14) Where applicable, all emission and parametric monitoring systems for the process or process equipment was operated unless technically infeasible.

True     N/A

(15) An analysis of the cause of the upset condition and the steps that will be taken to prevent or minimize similar occurrences in the future was performed.

True     N/A

Further explanation (Include analysis of cause and steps taken to prevent recurrence or attach to final report):

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General Information: