COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
Stationary Sources Program / Air Pollution Control Division

PS Memo 10-02

To: **Stationary Sources Program, Local Agencies, and Regulated Community**

From: **Colorado Air Pollution Control Division**

Date: **October 4, 2013**

Subject: **Oil & Gas Atmospheric Condensate Storage Tank Batteries System Reporting Guidance**

This guidance document is intended to answer frequently asked questions concerning oil and gas industry atmospheric condensate storage tank battery system reporting requirements. These requirements are from Colorado Air Quality Control Commission Regulation Number 7 (Reg. 7), Section XII.F.

Revision History	
September 27, 2010 – Revision 0	Initial issuance.
April 30, 2012 – Revision 1	Provided additional guidance.
October 4, 2013 – Revision 3	Update contact information; provided additional guidance and clarification to Sections 7.1, 7.3, 7.4, and added Section 7.7. These revisions will be effective January 1, 2014.
July 9, 2015 – Revision 4	Added Section 6.11 and 8. Clarified "verified as operational" in Section 7.1. Revised Sections 5.1, 5.6, 5.8, 6.3, 6.6 and 6.9. These revisions will be effective January 1, 2016.

Topic **Page**

1. DEFINITIONS

This section contains definitions of terms that are used in this document.

1.1. ***Atmospheric Storage Tanks or Atmospheric Condensate Storage Tanks***

A type of condensate storage tank that vents, or is designed to vent, to the atmosphere. (see Reg. 7, Sections XII.B.3 and XVII.A.2)

1.2. ***Condensate***

A hydrocarbon liquid that has an American Petroleum Institute (API) gravity greater than or equal to 40° API at 60° F.

1.3. ***Control Efficiency***

For the purpose of this guidance document, the term control efficiency refers to the overall system-wide control efficiency (i.e., the overall percentage by which emissions will be reduced) unless otherwise specified. This control efficiency should take into consideration the collection efficiency as well as destruction and/or emission reduction efficiency. The control efficiency must meet thresholds as defined in Reg. 7, Section XII.D.2. The system-wide control efficiency is calculated based on individual tank battery control efficiencies. Control equipment at each tank battery has an associated control efficiency. The Division accepts a control efficiency of 95 percent for flares and vapor recovery units (VRUs). A higher efficiency may be used if appropriate and if supporting data are provided to and approved in advance by the Division as described in Reg. 7, Section II.A.8. Control equipment control efficiencies, which are reported on a weekly basis for each tank battery, will be zero percent if the control equipment was not operating during the entire week, 95 percent if the control equipment was operating during the entire week, or a calculated value between zero and 95 percent if the control equipment had downtime during the week.

1.4. ***Downtime Report***

For the purpose of this guidance document, the term "downtime report" refers both to reports that are submitted on a monthly basis throughout the year (for months in which downtime occurs) and to the cumulative downtime report that is provided in the semi-annual reports, which are due on November 30 and April 30. The monthly report is commonly referred to as the "monthly downtime report." Downtime reports submitted in the semi-annual reports are submitted on the tab "Control Equipment Shutdown Log" within the report spreadsheet.

1.5. ***Spreadsheet***

For the purpose of this guidance document, the term "spreadsheet" or "report spreadsheet" refers to the spreadsheet that is used to report condensate tank system-wide emissions as described in Reg. 7, Section XII.F.

1.6. ***Tank Battery***

A single tank or a group of tanks with the liquid streams manifolded (connected) together and used for the storage of condensate. Tanks which have vapor streams connected together solely for the purpose of routing emissions to a control device may be

considered separate tank batteries. For the purpose of this guidance document, the terms tank, tanks, or battery all refer to a tank battery.

2. REPORT SPREADSHEET QUESTIONS AND ANSWERS (Q&A)

2.1. ***Reg. 7, Section XII.F.3 and XII.F.4 require that a Division-approved spreadsheet shall be used to comply with Reg. 7, Section XII.F. How is this spreadsheet obtained?***

The Division develops a unique spreadsheet template for each calendar year. It is available on the "Oil and Gas Industry Regulatory Information" section of the Division website under "Oil and Gas Emissions Control Requirements" at http://www.colorado.gov/cs/Satellite/CDPHE-AP/CBON/1251597644148

2.2. ***Which version of the spreadsheet should be used?***

Spreadsheet templates for each calendar year are posted online by December of the year proceeding the reporting year. For example, the template that should be used to report calendar year 2010 data was posted in December 2009. The 2010 template shall be used to report 2010 ozone season data (May 1 through September 30) and 2010 calendar year data (January 1 through December 31).

More than one version may be available each calendar year. The only difference between these versions is how many rows are available for listing tank batteries on the "production" tab. Industry requested that these versions be made available because versions with fewer rows take up less computer memory. The spreadsheet file name reflects the year that the data represents and number of rows available for listing tank batteries within the file. For example, a company reporting 2010 data with a system of 390 tank batteries would have used the template file named "Reg7 2010 spreadsheet template 1 to 420 tanks.xls."

2.3. ***How should the spreadsheet be completed?***

The spreadsheet has an "Instructions" tab which contains a detailed explanation of how the spreadsheet should be completed. This guidance may change from year to year, so it is important to read this tab each year.

2.4. ***May an earlier version of the spreadsheet be used?***

No. The correct, current version of the spreadsheet must be used because it contains data that is only correct for the current year. For example, when reporting 2010 data, the 2010 template must be used.

2.5. ***When should the spreadsheet be submitted to the Division?***

As described in Reg. 7, Section XII.F.4, the Division should receive one semi-annual report, which contains ozone season data, by November 30. The other semi-annual report, which contains data for an entire calendar year, should be received by the Division by April 30 of the following year. The April 30 report is sometimes referred to as an annual report since it contains data for an entire calendar year. Note that in order for the Division to receive these reports by the due date, they must be either mailed in advance or submitted via hand delivery on the due date. If November 30 or April 30 falls on a weekend or holiday, the due date shifts to the next business day.

2.6. ***Will November 30 report spreadsheets contain data for the non-ozone season? Similarly, will April 30 reports contain data outside the calendar year being reported?***

Per Reg. 7, Section XII.F.4.e the November 30 report shall contain data only for the weeks that include the ozone season, which is May 1 through September 30. Therefore, the report spreadsheet may contain data for a few days on either side of the ozone season. Similarly, the April 30 report may contain data for a few days on either side of the calendar year because the spreadsheet is based on weekly data, with weeks beginning on Sundays. The first day of the year is typically not a Sunday, so the first week includes days from the previous year. Similarly, the last week of the year typically extends into the next calendar year. Ozone season data are analyzed based on the November 30 report. Non-ozone season data are analyzed based on the April 30 report.

2.7. ***Do system-wide emission control thresholds apply on a weekly or monthly basis?***

During the ozone season, control thresholds apply on a weekly basis (e.g., in 2010, the ozone season system-wide control threshold was 85 percent per Reg. 7, Section XII.D.2.a.(ix)). Prior to October 2009, the non-ozone season threshold was averaged over the entire non-ozone season (January through April and October through December). However, beginning October 2009, control thresholds during the non-ozone season must be met on a monthly average basis.

2.8. ***How is the system-wide emission control efficiency calculated for the first and last week of the ozone season if that week includes days that are part of the non-ozone season?***

The system-wide emission control efficiency for the first and last week of the ozone season is calculated using data for the entire week, including any days that are part of the non-ozone season. The resulting control efficiency should meet the ozone season system-wide emission control efficiency threshold.

2.9. ***How should this report spreadsheet be submitted?***

This report spreadsheet may be submitted electronically via email, or submitted to the Division on a compact disc in care of the Oil and Gas Unit. It may be hand delivered or mailed to: Attn: Joseph Wright, APCD-SS-B1, 4300 Cherry Creek Drive South, Denver, CO, 80246-1530.

Due to Division email size limitations, some spreadsheet reports may not be deliverable electronically. It is the responsibility of the company submitting the data to the Division to ensure data has been delivered. It is recommended that a receipt confirmation email is requested of the Division.

2.10. ***May I round up the system-wide control efficiency value to determine if the control efficiency requirement has been met?***

Yes, it is permissible to round control efficiencies up when determining whether or not the required control efficiency has been met. For example, for the ozone season control requirement of 90 percent, if the system-wide control efficiency calculated by the report spreadsheet is 89.5 percent, the system would be considered to have met the control efficiency requirement. During the ozone season, the system-wide control efficiency is

evaluated on a weekly basis. During the non-ozone season, the system-wide control efficiency is evaluated on a monthly basis.

3. RESPONSIBLE OFFICIAL FORM Q&A

3.1. ***Reg. 7, Sections XII.F.4.m and XII.F.4.n requires that a compliance certification form shall be signed by a responsible official. How is this form obtained?***

The responsible official (RO) form, also called a compliance certification form, is available on the "Oil and Gas Industry Regulatory Information" section of the Division website under "Oil and Gas Emissions Control Requirements" at http://www.cdphe.state.co.us/ap/oilgas.html.

3.2. ***Which version of the RO form should be used?***

The Division may occasionally update the RO form. Confirm that the most recent version is being used by checking the Division website to determine if a more recent version has been posted rather than relying on a form that had been downloaded in the past. The revision number and date are located in the form footer.

3.3. ***How should the RO form be completed?***

The reporting spreadsheet has an "Instructions" tab which explains how the RO form should be completed. Guidance for how the form should be completed may change from year to year, so it is important to read the "Instructions" tab in the reporting spreadsheet each year. Current guidance includes the following:

- Companies shall complete all sections except "Statement of Completeness"
- One and only one box shall be checked in section "Certification of Compliance Status."
- If the second box in Section A "Certification of Compliance Status" is checked, time periods in which the control efficiency exceeded thresholds as defined in Section XII.D.2 should be provided (e.g., Week 19 - May 2, 2010 to May 8, 2010). This is the only information that needs to be provided in Section A if the second box is checked.

3.4. ***When should the RO form be submitted?***

This form should be submitted every time the report spreadsheet is submitted (see Section 2.5).

3.5. ***How should the RO Form be submitted?***

A hardcopy, original signed version of the RO Form may be submitted to the Division in care of the Oil and Gas Unit. It may be hand delivered or mailed to: Attn: Joseph Wright, APCD-SS-B1, 4300 Cherry Creek Drive South, Denver, CO, 80246-1530.

The signed RO Form may also be submitted electronically via email using an electronic signature or by scanning the signed hardcopy and sending via email.

3.6. ***How is the RO defined?***

The definition for who may serve as the RO is available in Regulation No. 3, Part A, Section I.B.40.

4. DOWNTIME REPORTS Q&A

4.1. ***Reg. 7, Section XII.F.4.g requires that companies list control equipment downtime in semi-annual reports. Is there a specific form that should be used to report this information?***

Yes. Downtime should be reported in the reporting spreadsheet on tab "Control Equipment Shutdown Log."

4.2. ***Reg. 7, Section XII.F.4.k requires that companies report downtime for condensate storage tank control equipment on a monthly basis. Is there a specific form or format that should be used to report this information?***

Although Reg. 7 does not require a specific form or format to report monthly downtime, the Division encourages using the report spreadsheet tab "Control Equipment Shutdown Log" as a template. This spreadsheet contains columns for all data that are required to be reported for both the monthly downtime report and the downtime log of the semi-annual report. One benefit of using the spreadsheet as a template for the monthly downtime reports is that it serves the dual purpose of completing the form for the semi-annual report.

4.3. ***Should downtime reports be submitted if there were not any incidents of downtime at control equipment across the system of condensate tanks?***

No. It is not necessary to provide monthly downtime reports if downtime did not occur during the previous month. If downtime did not occur during the entire reporting time period of the semi-annual report, the reporting spreadsheet tab "Control Equipment Shutdown Log" should be blank except for the column headers.

4.4. ***What information should be submitted in the monthly downtime report?***

In addition to providing information contained in the spreadsheet described in Section 4.1, the following information should be provided (either as a cover letter or by adding the information to the spreadsheet): Company name, reason report is being submitted (compliance with Reg. 7, Section XII.F.4.k), company contact name and either phone number or email address, date of report, and month that the data covers.

4.5. ***Should some information not be included in downtime reports?***

Each row of the table should contain data for a downtime incident, or the row should be blank (e.g., do not list all tanks in the system and then leave the remaining fields in those rows blank). There should not be blank rows between downtime incidents. For monthly downtime reports, data should only be provided for the month that the report represents.

4.6. ***How should downtime incidents that have not ended by the last day of a month be reported in the monthly downtime reports?***

If control equipment is not operational by the last day of a month, the date and time fields "Returned to Service" should indicate "NA" and a comment should be added in the

"Corrective Action" field indicating that the equipment was not operational by the end of the month and the correction action is "to be determined". It is not appropriate to enter data in the "Returned to Service" columns unless the equipment has actually been returned to service. The "duration" column should list the number of hours the downtime incident has lasted through the end of the month and indicate that it is ongoing [e.g., "120+ (ongoing)"].

4.7. ***How are terms "Last Known Operational," "Shutdown Discovered," "Beginning of Shutdown," and "Returned to Service" defined?***

The "Last Known Operational" date and time represent when a tank was last visited and the control equipment was noted to be operational. The "Shutdown Discovered" date and time represents when it was discovered that the control equipment was not operational due to an unscheduled incident. The "Beginning of Shutdown" date and time represent when control equipment was turned off in the event of a scheduled shutdown. "Returned to Service" date and time represents when the control equipment was operational again. The "Last Known Operational" date and time shall not be the same as the "Shutdown Discovered" date and time. Actual times shall be used (rather than dummy values). For example, it is not appropriate to list 12:00 for every incident. If an Electronic Surveillance Systems (ESS) is being used, refer to guidance in Section 4.8.

4.8. ***How should downtime be reported if operating an ESS?***

Section 4.7 describes how to determine downtime dates and times when using traditional manual observation methods. If an ESS is being used, downtime reports may be generated using ESS data provided that manual observations are in agreement with the ESS. If manual observations are not in agreement with the ESS, the manual observations must be used.

4.9. ***How should "Duration" be calculated?***

"Duration" should be calculated as the time period between "Last Known Operational" and "Returned to Service" for unscheduled incidents and between "Beginning of Shutdown" and "Returned to Service" for scheduled incidents.

4.10. ***When should monthly downtime reports be submitted?***

Monthly downtime reports should be received by the Division on or before the last day of the following month for which there was at least one downtime incident. For example, a report that contains downtime information for the month of September 2010 should be received by the Division by October 31, 2010. Note that in order for the Division to receive these reports by the due date, they must be submitted either in advance or via hand delivery. All materials received by the Division are date stamped to verify receipt dates. Although Reg. 7, Section XII.F.4.k indicates that reports should be received by the 30th, it is acceptable to receive the reports by the last day of the month. If the last day of the month falls on a weekend or holiday, the due date shifts to the next business day.

4.11. ***How should monthly downtime reports be submitted?***

Monthly downtime reports may be submitted electronically via email or via hardcopy submitted to the Division in care of the Oil and Gas Unit. It is not necessary to submit a compact disc. Electronic reports shall be formatted to print so that all columns (either for

scheduled and/or unscheduled incidents) fit across one page. Beginning with the 2010 template, the spreadsheet is set up to print this way.

4.12. ***Should monthly downtime reports include downtime for tanks that are not included in the system of tanks?***

No. If tank batteries do not need to be included in the system-wide reporting spreadsheet, monthly downtime reports should not include downtime incidents associated with those tank batteries.

5. CONTROL EQUIPMENT STATUS REPORT Q&A

5.1. ***Reg. 7, Section XII.F.4.l requires that companies submit a list identifying all condensate storage tanks being controlled to meet the requirements of the system wide control strategy. Is there a specific form or format that should be used to report this information?***

Reg. 7 does not require a specific form or format to report control status.

5.2. ***When should the control status report be submitted?***

The control status report should be submitted at least once per year (April 30), and more often if the control status changes, as described in Reg. 7, Section XII.F.4.l: For relocations made during the ozone season, the report shall be submitted by the last day of the month following the month of the relocation. For example, if a control device is relocated on May 20, the report would be due by June 30. As required by Reg. 7, Section XII.F.4.l, reports are also due by February 28 and November 30 if a control device was relocated since the submission of the previous report.

5.3. ***May semi-annual reports be used as the November 30 and/or April 30 control status reports?***

Yes. The November 30 and April 30 semi-annual reports may be used as control status reports that may also be due on those dates since semi-annual reports contain the information that is also required by status reports.

5.4. ***May control status reports be included under the same cover letter as the monthly downtime reports?***

Yes.

5.5. ***How should control status reports be submitted?***

These reports may be submitted on a compact disc, electronically, or via hardcopy.

5.6. ***Should control status reports include status of controls for tanks that are not included in the system of tanks?***

No. If tank batteries are not being controlled in order to meet the system wide control requirements, those batteries should not be included on the control status report.

5.7. ***What information should the control status reports include?***

Control status reports should include the tank battery name and AIRS ID (or county name if the AIRS ID has not yet been assigned by the Division) and the current control status (whether it is now controlled or no longer controlled).

5.8. ***Should the status of all tanks be included in the control status reports?***

The April 30 report should include the control status of all tanks in the system that are being controlled to meet the requirements of the system wide control strategy. For all other control status reports, it is only necessary to include tanks which have had a change in control status since the previous report.

6. CONDENSATE TANK SYSTEM Q&A

6.1. ***Should non-E&P condensate tanks be included in the condensate tank system?***

Some non-E&P condensate tanks, such as condensate tanks located at natural gas compressor stations or natural gas drip stations, should be included in the system unless not required under Reg. 7, Section XII.G.5.

6.2. ***What is the VOC emission threshold for determining if a condensate tank should be included in the system of tanks being reported under Reg. 7, Section XII.D?***

Condensate tanks that emit greater than two tons of actual uncontrolled volatile organic compounds (VOCs) per year must be included in the system. Companies may choose to include condensate tanks that emit one ton or more of actual uncontrolled VOCs per year.

As required by Reg. 7, XIX.K, if tanks that emit between 1 and 2 tpy of actual uncontrolled VOCs per year are included in the system, these tanks shall obtain an air permit. Note that otherwise, air permits are not required for tanks unless they emit at least 2 tpy VOC.

6.3. ***Should individual tank batteries be listed on individual rows in the reporting spreadsheet if they are routed to the same control equipment?***

Yes, if they have different AIRS ID numbers. Note that the first seven digits of AIRS IDs are unique for individual tank batteries. The first three numbers of an AIRS ID represent the county in which the battery is located. The next four numbers represent the unique battery identification number. For example, if there are two tanks at a location that have been permitted as separate tank batteries (e.g., AIRS IDs of 123-5555 and 123-7777), both tanks should be listed in the spreadsheet on individual rows even if they use the same control device. However, if the two tanks had been permitted as a single tank battery with unique emissions points (e.g., AIRS IDs of 123-5555-001 and 123-5555-002), both tanks would be represented on one row as 123-5555.

6.4. ***What data shall be used to determine which tank batteries must be included in the system?***

To determine if condensate tank battery actual uncontrolled VOC emissions are greater than two tons, and thus whether or not the battery must be included in the system, use the previous calendar year actual data unless a revised Air Pollutant Emission Notice (APEN) has since been submitted. If an APEN has been revised, the revised emission data shall be used. For example, if the APEN has not been revised since 2008, the determination of whether or not to include the tank in the system for the November 30, 2010 and April 30, 2011 reports shall be based on the 2009 actual uncontrolled emissions.

6.5. ***If a tank battery is acquired mid-year, when should the tank start being included as part of the system?***

Tank batteries should be included as part of the system from the date of acquisition.

6.6. ***What emission factor should be reported in the reporting spreadsheet?***

For condensate tanks at E&P sites that emit less than 80 ton per year VOC, either the State default emission factor may be used or site-specific emission factors may be developed, as described in Reg. 7, Section XII.C.2.a. Site-specific emission factors must be developed for condensate tanks at compressor stations, per Reg. 7, Section XII.C.2.a.(ii), and at E&P sites if 80 tons per year VOC or greater are emitted, per PS Memo 05-01 available under 2005 Memos at www.colorado.gov/cdphe/psmemos

For Reg. 7, Section XII.F reporting purposes site-specific emission factors cannot be applied retroactively. Site specific emission factors cannot be used until approved by the Division. Once approved, companies may use the date of sampling as the effective date.

6.7. ***Should a control device be installed during the first 90 days of production, even if it is suspected that the system-wide VOC emissions for the company will be less than 30 tpy and therefore the system would be exempt from Reg. 7, Section XII?***

Reg. 7, Section XII.D.1 requires that new or modified tanks at E&P tank batteries control VOC emissions during the first 90 days after the date of first production. Reg. 7, Section XII.A.5 contains an exemption from Reg. 7, Section XII for tank battery systems of less than 30 tpy of actual uncontrolled VOC emissions. However, the exemption is based on actual emissions. During the initial days of operation, only a projection can be made. Therefore, the exemption in Reg. 7, Section XII.A.5 would not apply, and the tank battery would need to be controlled during the first 90 days of production.

6.8. ***Should grandfathered tanks be included as part of the system?***

Yes, grandfathered tanks should be included as part of the system. Grandfathered status exempts the requirement to permit, but does not affect whether or not the tank should have an APEN or be included as part of the system.

6.9. ***If there is a transfer of ownership of a battery during a reporting period who is responsible for including the battery in their monthly and semi-annual reports?***

Each company is responsible for reporting the battery in their monthly and semi-annual reports for the time period during which they owned and operated the battery.

6.10. ***How should the determination of whether or not the 30- tpy exemption under Reg. 7, Section XII.A.5 applies to the system of tanks?***

Regulation No. 7, Section XII.A.5. states: "*The requirements of this section XII.A shall not apply to any owner or operator in any calendar year in which the APENs for all of the atmospheric condensate storage tanks associated with the affected operations owned or operated by such person reflect a total of less than 30 tons-per-year of actual uncontrolled emissions of VOCs in the 8-Hour Ozone Control Area. Such requirements shall, however, apply to such owner or operator in any subsequent calendar year in which the APENs for atmospheric condensate storage tanks associated with such affected operations reflect a total of 30 tons per year or more of actual uncontrolled emissions of VOCs in the 8-Hour Ozone Control Area*."

Reasons why system-wide emissions could increase from one year to the next include:

1. One or more well is modified, such as by being refractured.
2. One or more existing, producing well is purchased.
3. One or more new well is drilled and has started production.

To determine if system-wide actual uncontrolled emissions are equal to or greater than 30 tpy, and thus whether or not the system must comply with system-wide requirements, use the previous calendar year actual data for all tank batteries in the system except for cases where a revised APEN(s) has since been submitted, or should have been submitted, or if new wells or tank batteries have been added to the system.

For example, if APENs for all tank batteries in the 2010 system have not been revised since 2008, emission data for the 2010 calendar year determination shall be based on 2009 actual uncontrolled emissions. If system-wide emissions increase during 2010 to levels equal to or greater than 30 tpy, system-wide requirements shall apply as follows:

- Beginning on the date of purchase of an existing, producing well
- Within 90 days of 1st production of a new or modified well

6.11. ***If I include a tank battery in my Semi-Annual Downtime, Monthly Downtime or Control Status Report, is it subject to Reg. 7, Section XII?***

Yes. Every tank battery reported on the monthly, semi-annual or control status report and used to calculate your system-wide control percentage is subject to the requirements of Reg. 7, Section XII.

7. DOWNTIME Q&A

7.1. ***How is "producing" defined as related to the definition of downtime?***

Reg. 7, Section XII.B.7 defines downtime as "the period of time when a well is producing and the air pollution control equipment is not in operation."

Downtime shall be reported when the well is producing (not shut-in) and the control equipment is not operational. Operational control equipment must have a continuous pilot light that is on at all times and can be verified as operational (e.g., visual observation through a site glass, verification via auto-igniter panel, etc…). Control Equipment with visible emissions are not operational (see section 7.3 below).

Downtime is not by itself a violation of Reg. 7. However, it is a violation not to report downtime and incorporate it into the affected tank battery control efficiency as appropriate. If condensate is produced during downtime, the control equipment control efficiency for that time period will be less than 95 percent.

7.2. ***How is "shut-in" defined as related to the definition of downtime?***

The Division defines "shut-in" as being incapable of moving condensate from within the well to outside of the well through use of valves or other physical obstructions.

7.3. ***What are some scenarios that should be reported as downtime?***

Various scenarios should be reported as downtime, including the following:

- Condensate dumps into the tank are intermittent because well is at low-pressures and/or well is on a timed production schedule and the pilot light is not lit between dumps
- Pilot light does not remain lit at all times, including when the well is not actively dumping condensate to the tank(s) (exception: when the well is shut-in, as defined in Section 7.2)
- Thief hatch is open for 30 minutes or more as part of performing well, condensate tank, or emission control device maintenance, even if the pilot light is on (this would be considered to be scheduled downtime)
- Emissions control equipment with visible emissions

If the pilot light goes out under scenarios like these for any reason, it constitutes a downtime incident. The associated control equipment control efficiency calculation in the semi-annual report must take the control equipment downtime into effect during all periods that the well(s) is not shut-in unless condensate was not produced during the downtime incident. In that case, the downtime incident (although reported) would not affect the control equipment control efficiency since the report would indicate zero production during this time.

7.4. ***What scenarios should not be reported as downtime?***

There are scenarios that do not need to be reported as downtime on either monthly downtime reports or semi-annual reports, nor do they affect control efficiency calculations, including:

- The thief hatch is open as part of unloading condensate from the tank (The thief hatch must be closed at all other times)
- Company personnel are onsite performing routine maintenance on the condensate tank, well, or emission control device, lasting less than 30 minutes

7.5. ***What is the difference between "not properly functioning" and "downtime"?***

The monthly downtime reporting requirements in Reg. 7, Section XII.F.4.k indicates that incidents where air pollution control equipment was not properly functioning should be reported. The reporting spreadsheet requirements in Reg. 7, Sections XII.F.3.a(viii) and XII.F.4.g indicate that downtime should be reported. For the purpose of Reg. 7, Section XII.F, "Not properly functioning" is equivalent to "downtime."

7.6. ***Should records be kept documenting control equipment status if wells are shut-in?***

Yes, it is recommended that records be kept in this case. The Division conducts condensate tank battery spot-check inspections. If the Division notes that the control equipment is not operating during the spot-check but the company does not report the downtime on the "Control Equipment Shutdown Log," the company will be asked to provide an explanation of why that downtime is not included.

7.7. ***Is well unloading considered downtime?***

During well unloading events the well is producing to the tank and the air pollution control equipment is not in operation. These events qualify as downtime and should be reported as such on all monthly and semi-annual reports.

8. Regulation No. 7, Section XVII Q&A

8.1. ***Are batteries that have VOC emissions less than 6tpy subject to the requirements of Regulation No. 7, Section XVII?***

Yes. Tank batteries that are subject to the system-wide reporting requirements under Regulation No. 7, Section XII, but have emissions less than 6tpy must comply with the requirements under Regulation No. 7, Section XVII.C.2 and XVII.C.3.