

# INSTRUCTIONS FOR TIER I SEMIANNUAL REPORT

FORM AQ-C4

In accordance with IDAPA 58.01.01.322.08.b and c, compliance with Tier I operating permits requires submittal of a Semiannual Report. The permittee may comply with these requirements by submitting completed copies of this Semiannual Report (Form AQ-C4), the Semiannual Monitoring Table (Form AQ-C5), and the Semiannual Deviation Summary Table (Form AQ-C3) to the Department. As the Annual Compliance Certification (Form AC-C1) and the Annual Compliance Certification Table (Form AQ-C2) incorporate the reporting requirements of the Semiannual Report (in accordance with IDAPA 58.01.01.322.08), a separate submittal of a Semiannual Report (Form AQ-C4) is not required when the Annual Compliance Certification is due.

## Facility Information:

Enter the facility-specific information as indicated at the top of the form.

## Permit and Compliance Information:

Tier I Operating Permit No. and Issuance Date:

Enter the permit no. and issuance date as it appears on the issued Tier I operating permit. If there was another Tier I operating permit in affect during the reporting period (a permit could have been modified during the reporting period), insert the additional permit information on the second line.

Compliance Reporting Period:

Enter the time period which is addressed by this Semiannual Report (e.g., January 10, 2003 to July 9, 2003).

Deviations Reported this Period:

Check either yes or no to indicate if any deviations from permit conditions are being reported for the given reporting period. If the answer is yes, attach the Semiannual Deviation Summary Table (Form AQ-C3) to this Semiannual Report.

List of Attachments:

Check the box for each attachment included with this certification. If additional information has been included to supplement the required Tables, please check the "Other" box. Include a title for each attachment provided and indicate the number of pages each attachment contains.

## Responsible Official Certification:

The responsible official must sign a certification of truth, accuracy, and completeness for a Semiannual Report. Without this certification, the Semiannual Report does not meet the requirements of IDAPA 58.01.01.123, 322.08.c or 322.15.q. Note that the Co-Permittee Responsible Official signature applies only to the U.S. Department of Energy (INEEL).

A responsible official can be any of the following:

- For a corporation: the president, secretary, treasurer, or vice-president.
- For a partnership or sole proprietorship: the general partner or the proprietor.
- For a municipality, state, federal, or other public agency: the principal executive officer or ranking elected official.

[IDAPA 58.01.01.006.86]

Please note that:

1. No person shall knowingly make any false statement, representation, or certification in any form, notice, or report required under any permit or any applicable rule or order in force pursuant thereto.  
[IDAPA 58.01.01.125]
2. No person shall knowingly render inaccurate any monitoring device or method required under any permit, or any applicable rule or order pursuant thereto.  
[IDAPA 58.01.01.126]

## Mailing Instructions:

Submit the completed Semiannual Report to the DEQ Regional Office listed in the facility-wide section of your Tier I Operating Permit. Be sure to also include copies of the Tables and all attachments.