



Title V Certification Data File Standard

Purpose

The purpose of this document is to detail the standard file format to use when submitting the Annual Compliance Certification (ACC) and Report of Required Monitoring (RRM) report data electronically to the District. The recommended data format to use is the Comma Separate Value (CSV). It is the responsibility of the facility Responsible Official (RO) to ensure that data files adhere to the specifications in this document prior to submitting it to the District.

CSV Format Composition

A CSV formatted data file consists of data field values separated by a comma (,) character and records separated by a newline character. It is basically tabular data in which numbers and characters are stored in plain-text form that can be easily written and read using any text editor.

As an example of how Title V data translated to CSV looks like please see the example below of a table with six ACC data fields and two records formatted into CSV.

Example data table from a database:

Region	FacilityID	PermitNumber	PermitModificationNumber	PermitConditionNumber	ComplianceStatus
S	2199	0	4	1	C
S	2199	0	4	2	C

Example CSV file contents of the above data table:

```
"S",2199,0,4,1,"C"  
"S",2199,0,4,2,"C"
```

General CSV File Formatting Rules

This section covers the basic rules when creating CSV data files for the ACC and RRM report data. All Title V CSV files must adhere to the rules listed below to be valid.

- If you decide to generate your CSV data from an system such as SQL server or Microsoft Access, it is common for the system to add the field names as the first row in a CSV file. All CSV files should not have the field names listed as the first row in the file. The CSV file should only contain the data records.

The first line in the example below is the field names added from a system which will not be needed as denoted by the strike through:

```
Region, FacilityID, PermitNumber, PermitModificationNumber, PermitConditionNumber  
"S",2199,0,4,1  
"S",2199,0,4,2
```



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- Data values for each field must be separated by a comma (,)
`"S",2199,0,4,2`

- Each data record is on a separate line and followed by a newline <newline> character to signify the end of the record and start of a new on the next line. The <newline> character is equivalent to pressing the <enter> key at the end of the data row.

```
"S",2199,0,4,1 <newline>  
"S",2199,0,4,2 <newline>
```

- Data fields containing a comma as part of the value must be enclosed in double-quotes ("). Note the example below with a comma inside the value of the last field below.

```
"S",2199,0,4,2,"Documentation and review of AP-42, or monitoring"
```

- Data fields containing a double-quote as part of the value must be enclosed in double-quotes and the enclosed double-quotes must be represented by a pair of double-quotes characters. Note that "008-003" has double-quotes as part of the value of the last field below.

```
"S",2199,0,4,2,"Duplicate row listed for ""008-003"" RCCC CO ppm limit."
```

- Leading and trailing white spaces adjacent to commas should be removed.

```
Invalid: "S", 2199 , 0, 4, 2    Valid: "S",2199,0,4,2
```

- Fields may always be enclosed within double-quote character, whether necessary or not.

```
"S",2199,0,4,2    OR    "S","2199","0","4","2"
```

- Field order position for each record in the CSV should follow the CSV field order established in the **Title V CSV Field Definitions** section.
- A separate CSV data file must be submitted for each District facility number, data from multiple facilities cannot be combined in a single file.
- Do not combine data from multiple reporting periods into a single file. Data for each unique reporting period must be its own data file.



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- All data files submitted to the District should be named according to the convention listed below.
1st Character = Region
2nd to 6th Characters = FacilityID including any leading zeros. If you facilityID is 12 then the 2nd position should start with three leading zeros followed by the facilityID. Like this **00012**. FacilityID 300 would be **00300**.
7th to 14th Characters = Reporting Time Period Starting Date in YYYYMMDD format
15th to 16th Characters = The letters "to"
17th to 24rd Characters = Reporting Time Period Ending Date in YYYYMMDD format
25th to 27th Characters = The letters "ACC" or "RRM" depending on the type of data being submitted.
All files should use the standard *.csv* extension for CSV files.

For example an ACC CSV file from facility S-12 for the reporting period of January 1st, 2004 to December 31st, 2004 would be named: **S0001220040101to20041231ACC.csv**

- Amended Reports:
Files submitted to the District as amendment to original reports should start with the name of the original report file plus the following information.
28th to 34th Characters = The letters "Amended"
All files should use the standard *.csv* extension for CSV files.

For example an amended report completed for the original report file
S0001220040101to20041231ACC.csv

Would be named: **S001220040101to20041231ACCAmended.csv**

- All files submitted to the District must be saved with the "Read Only" attribute.



Title V CSV Field Definitions

This section describes the data type and restrictions on each data field for the ACC and RRM data. All line records in a CSV file must conform to the CSV field order, data type, size, default value and data range.

ACC Data Fields:

CSV Order	Field Name	Data Type	Size	Null OK	Default Value	Data Range	Description
1	Region	String	1	No		(C, N, S)	SJVAPCD Facility Region. For example "S" for permit S-1141-31-27
2	FacilityID	Integer		No		> 0	SJVAPCD FacilityID. For example "1141" for permit S-1141-31-27
3	FacilityName	String	40	No			SJVAPCD Facility Name
4	ReportPeriodStartDate	Datetime		No			Reporting Period Start Date
5	ReportPeriodEndDate	Datetime		No			Reporting Period End Date
6	PermitNumber	Integer		No		>= 0	SJVAPCD Permit Number. For example "31" for permit S-1141-31-27
7	PermitModificationNumber	Integer		No		>=0	SJVAPCD Permit Modification Number. For example "27" for permit S-1141-31-27
8	PermitConditionNumber	Integer		No		> 0	SJVAPCD Permit Condition Number
9	ComplianceStatus	String	1	No		(C, I, N, O)	Compliance Status During The Period: C=Continuous I=Intermittent N = Not In Compliance O = Outdated
10	DeterminationMethod	String	60	No			Method For Determining Compliance Status
11	AdditionalInformation	String	5000	No	"None"		Additional Information: Identify each possible exception to compliance and each excursion or exceedance as defined in 40 CFR, Part 64.



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RRM Data Fields:

CSV Order	Field Name	Data Type	Size	Null OK	Default Value	Data Range	Description
1	Region	String	1	No		(C, N, S)	SJVAPCD Facility Region
2	FacilityID	Integer		No		> 0	SJVAPCD FacilityID
3	FacilityName	String	40	No			SJVAPCD Facility Name
4	ReportPeriodStartDate	Datetime		No			Reporting Period Start Date
5	ReportPeriodEndDate	Datetime		No			Reporting Period End Date
6	PermitNumber	Integer		No		>= 0	SJVAPCD Permit Number
7	PermitModificationNumber	Integer		No		>=0	SJVAPCD Permit Modification Number
8	PermitConditionNumber	Integer		No		> 0	SJVAPCD Permit Condition Number
9	ParametersMonitored	String	60	No			Parameters Monitored (e.g. ppm, Nox, exhaust temp -0F, etc.)
10	DateTimeStarted	Datetime		No			Date and Time Deviation started
11	DateTimeReturnedToCompliance	Datetime		No			Date and Time Condition returned to compliance
12	Limit	String	60	No			e.g. 30ppm, 10psi, 25 lb/day, etc
13	Actual	String	60	No			e.g. 30ppm, 10psi, 25 lb/day, etc.
14	Deviation	String	60	No			Deviation or Excess for Period of Deviation (e.g. 7.2ppm)
15	Notes	String	5000	No	"None"		Notes/Comments (e.g. cause, corrective action, etc.)