

Site-Specific Test Plan / Final Report Checklist

Facility Name: _____ Location: _____
 Facility Permit Number: _____
 Source Identification Number: _____
 Date Plan Received: _____
 Date Plan Approved: _____ Date Plan Denied: _____
 Date Additional Information Requested: _____
 Proposed Test Date: _____
 Test Plan Reviewed By: _____

**Remember--Within 30 days of site-specific test plan receipt, the Department will notify the owner or operator of site-specific test plan approval or denial or will request additional information.

Minimum Requirements for a Site-Specific Test Plan		
1. Facility Information	Acceptable?	Notes
a. Facility name, address, and telephone number, and name of facility contact.		
b. Facility permit number and source identification number.		
c. Name, address, and telephone number of the company contracted to perform the source test.		
d. Name, address, and telephone number of the laboratory contracted to perform the analytical analysis of the source test samples.		
2. Test Objectives	Acceptable?	Notes
a. Description and overall purpose of the tests (for example, to demonstrate compliance, to establish emission factors, etc.).		

Minimum Requirements for a Site-Specific Test Plan		
b. Citation of any applicable State or Federal regulation or permit condition requiring the tests.		
3. Process Descriptions	Acceptable?	Notes
a. Description of the process including a description of each phase of batch or cyclic processes, and the time required to complete each phase.		
b. Process design rates and normal operating rates.		
c. Proposed operating rate and conditions for the source test.		
d. Methods including proposed calculations, equations, and other related information that will be used to demonstrate and verify the operating rate during the source test.		
e. Description of any air pollution control equipment.		
f. Description of any stack gas or opacity monitoring systems.		
g. A description of all air pollution control monitors (for example, pressure gauges, flow indicators, cleaning cycle timers, electrostatic precipitator voltage meters, etc.) when applicable		
h. A list of process and air pollution control operating parameters that will be recorded during the tests, the responsible party who will record these readings, and the frequency at which readings will be recorded.		
4. Safety Considerations	Acceptable?	Notes

Minimum Requirements for a Site-Specific Test Plan		
a. Identification of any risks associated with sampling location and accessibility, toxic releases, electrical hazards, or any other unsafe conditions, and a plan of action to correct or abate these hazards.		
b. List of all necessary or required safety equipment including respirators, safety glasses, hard hats, safety shoes, hearing protection, and other protective equipment		
5. Sampling and Analytical Procedures	Acceptable?	Notes
a. Description of sampling methods to be used.		
(1) Is the method appropriate?		
(2) Is it a reference method?		
(3) If not a reference method, is validation included?		
(4) Is validation acceptable?		
b. Description of analytical methods to be used.		
c. Number of tests to be conducted.		
d. Number of runs comprising a test.		
e. Duration of each test run.		
f. Description of minimum sampling volumes for each test run.		
g. Location where samples will be recovered.		

Minimum Requirements for a Site-Specific Test Plan		
h. Explanation of how blank and recovery check results and analytical non-detects will be used in final emission calculations.		
i. Maximum amount of time a sample will be held after collection prior to analysis.		
j. Method of storing and transporting samples.		
6. Sampling Locations and Documentation	Acceptable?	Notes
a. Schematics of sampling sites (include stack dimensions and distances upstream and downstream from disturbances).		
b. A description of all emission points, including fugitive emissions, associated with the process to be tested, and when applicable, the method that will be used to measure or include these emissions during the source test.		
c. Procedure for verifying absence of cyclonic or non-parallel stack gas flow.		
7. Internal Quality Assurance/Quality Control (QA/QC) Measures. For each proposed test method <u>when applicable</u>	Acceptable?	Notes
a. Citation of the QA/QC procedures specified in the EPA Reference Methods and the EPA Quality Assurance Handbook for Air Pollution Measurement Systems, Volume III.		

Minimum Requirements for a Site-Specific Test Plan		
b. Chain-of-custody procedures and copies of chain-of-custody forms.		
c. Procedure for conditioning particulate matter filters (before and after source testing).		
d. Procedure for conducting leak checks on vacuum lines, pitot tubes, flexible bags, orsats, etc.		
e. Equipment calibration frequencies, ranges, and acceptable limits.		
f. Minimum detection limits of analytical instrumentation.		
g. Names, addresses and responsible persons of all sub-contracting laboratories and a description of analytical methods to be used, chain-of-custody procedures and QA/QC measures.		
h. QA/QC measures associated with the collection and analysis of process or raw material samples and the frequency at which these samples will be collected.		
i. Methods for interference and matrix effects checks, and number of replicate analyses.		
j. Methods and concentrations for internal standards (standards additions prior to extraction).		
k. Methods and concentrations for surrogate standards (standards additions to collection media prior to sampling).		

Minimum Requirements for a Site-Specific Test Plan		
l. Methods for recovery checks, field blanks, lab blanks, reagent blanks, proof rinse blanks, and analytical blanks.		
m. Proposed range of recoveries for data acceptability and method of data interpretation if sample recovery is not within the proposed range.		
8. Final Test Report Content	Acceptable?	Notes
a. Final report outline.		
b. Example calculations when using alternative test methods or for calculation of process operating rates.		
c. Proposed report submission date if more than 30 days after the source test will be needed to complete the report.		

Source Test Method Audit Program		
	Yes/No	Notes
a. Is an EPA audit sample available?		
b. Will an EPA or State prepared audit sample be provided by the Department?		
c. Will the Department be requesting split samples? (This request should be made in advance of the source test.)		

Final Source Test Report				
Date Due	Date Received	Final Report Reviewed By	Extension Requested? Reason?	Extension Due Date

Final Source Test Report Requirements		
Contents (When applicable)	Acceptable?	Notes
a. Summary of the results.		
b. Emission calculations and emission rates in units of the applicable standard, permit limit, etc.		
c. Allowable emission rates in units of the applicable standard, permit limit, etc.		
d. Source compliance status.		
e. Process operating rates.		
f. Methods including actual calculations, equations, and other related information that were used to demonstrate and verify the operating rate during the source test.		
g. Chain of custody records.		
h. Certification of all reference standards used.		
i. Signature of a responsible facility representative who can verify process operating rates and parameters.		
j. Legible copies of all raw laboratory data (for example, filter tare and final weights, titrations, chromatograms, spectrograms, analyzer measurements, etc.).		

Final Source Test Report Requirements		
k. Legible copies of all raw field data (for example, strip charts, field data forms, field calibration forms, etc.).		
l. Legible copies of applicable stack gas or opacity monitoring system readings identified in the approved site-specific test plan.		
m. Legible copies of all applicable process and air pollution control operating parameter readings identified in the approved site-specific test plan.		
n. Results of all calibrations and QA/QC measures and checks identified in the approved site-specific test plan.		
o. Results of performance audits pursuant to paragraph E.		
p. Description of any deviations from the proposed process operations as approved in the site-specific test plan during testing.		
q. Description of any deviations from approved sampling methods/procedures.		
r. Description of any deviations from approved analytical procedures.		
s. Description of any problems encountered during sampling and analysis, and explanation of how each was resolved.		

Compliance Status		
	Yes/No	Notes

Compliance Status		
Is the source in compliance?		

Non-Compliant Results		
Plan Due Date (Within 15 days of submission of a test report indicating non-compliance)	Plan Submittal Date	Is the plan acceptable?(Yes/No)
Minimum Content of the Plan	Included?	Notes
a. interim actions being taken to minimize emissions pending demonstration of compliance		
b. corrective actions that have been taken or that are proposed to return the source to compliance		
c. method that will be used to demonstrate the source has returned to compliance (for example, retest and proposed date)		
d. any changes necessary to update the site-specific test plan prior to a retest.		

DMJ 1/29/98