



Test protocols must follow the order shown below and must be broken out accordingly. All sections that apply must be provided. If a section is not applicable, put n/a.

All tests required by the permit and by local, federal or state regulations must be carried out whether or not such tests are included in the protocol.

A. Introduction – Background information pertinent to the test is presented in this section, including but not limited to:

- Reasons for conducting test. (i.e. permit requirement, NSPS requirement, permit application, etc.)
- Description of plant process and pollutant points being sampled.

B. Summary – This section summarizes the equipment to be tested and the pollutants to be measured, including but not limited to:

- Company name, contact person, mailing address, and telephone number.
- Site name, location, map, and directions to the facility.
- Name of testing organization, contact person, mailing address, and telephone number.
- Proposed test dates and test schedule.
- Equipment and Procedures
 1. A brief description of the unit/source to be tested, make and model number, and design/nameplate capacity. List any original process equipment that has been replaced in the last 3 years.
 2. A brief description of the control equipment on the units being tested, including the make and model number.
 3. A simple schematic of the process being tested showing emission points, sampling sites, and stack cross sections. Label and indicate the dimensions of the sampling points.
 4. A list of pollutants to be measured and EPA reference methods to be used.
 5. Any proposed variations from EPA reference methods. (NOTE: variations from standard procedure must be pre-approved by the Air Quality Bureau.)
 6. Description of sampling and analytical procedures including sampling duration, number of test runs, calibration procedures, leak tests, isokinetic calculations, and cyclonic flow determination. (NOTE: when conducting EPA Reference Method 9, Opacity, only one emission point shall be read at a time and the readings shall be completed before commencing another emission point.)
 7. Proposed unit operating level(s) at time of test. (Explain how 90% capacity will be achieved or why it can't be achieved.)
 8. Make and model of the proposed test instrumentation and specifications including sensitivity, interferences, response time, etc.
 9. A list of the plant or unit operating parameters (gas flow, delta P's, control equipment inlet and outlet parameters, process rate, derated and actual horsepower, rpm, fuel flow, etc.) and the methods to be used to obtain them.

C. Appendix – Place any additional information in this section, including but not limited to:

- Any anticipated complications that might arise during the tests, or with plant operations, and how these might affect the results.
- Brief resumes including experience of test personnel.

Attention: Any false statement in the protocol may cause the test to be rejected by the Air Quality Division.