Site-Specific Test Plan Outline

**The tables below detail the information required for a site-specific test plan per S.C. Regulation 61-62.1, Section IV – Source Tests. 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	**Details**
a. Facility name, address, and telephone number, and name of facility contact.	
b. Facility air permit number and source(s) 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.	
e. Proposed test date and approximate start time.	
2. Test Objectives	**Details**
a. Description and overall purpose of the tests (for example, to demonstrate compliance, to establish emission factors, etc.).	
b. Citation of any applicable State or Federal regulation and/or permit condition requiring the tests.	
3. Process Descriptions	**Details**
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.	

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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	**Details**
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	

Minimum Requirements for a Site-Specific Test Plan	
5. Sampling and Analytical Procedures	**Details**
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.	
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.	

Minimum Requirements for a Site-Specific Test Plan	
6. Sampling Locations and Documentation	**Details**
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>	**Details**
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.	
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.	

Minimum Requirements for a Site-Specific Test Plan	
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).	
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	**Details**
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.	

Analytical Observation		
	Yes/No	Details
Will the Department need access to the analytical laboratory for observation of instrument calibrations and analysis of field and audit samples?		

Site Inspection		
	Yes/No	Details
Will a site inspection be necessary prior to approval of the site-specific test plan?		

Field Modifications to the Approved Site-Specific Test Plan