

CHECKLIST FOR REQUEST TO REVIEW: SOURCE TEST PROTOCOL, REPORT, OR SPECIAL PROJECT

This *Checklist (FORM ST-1)* must accompany any request to evaluate a source test protocol, report, or special project. It may be completed by the requesting AQMD Engineer or Inspector, or a representative of the Source Testing Firm/Laboratory/Contractor. Verify, by checking each item below, that all the requested information has been provided with the attached source test protocol, report, or special project. (An incomplete submittal will be returned, and will ultimately delay the evaluation process):

All Source Test Protocols and Reports Must Include:

- Completed Review Request Memorandum. (A request for a “*Priority Review*” involves Hearing Board, Abatement Order, or similar critical action, and must be authorized by a manager).
- Statement of Confidentiality of Test Information, or similar statement, provided by company (if included).
- Information Request **FORM ST-2** with those applicable parts filled out completely.
- Reason for test, including proposed operating test loads, reference to applicable rules/permit conditions, and key facility, test firm and AQMD personnel.
- Complete Permit to Construct or Permit to Operate, including all conditions.
- Brief process description, including maximum and normal operating temperatures, pressures, through-put, etc.
- Brief description of sampling and analytical methods for each constituent to be measured. If a standard District, EPA, or ARB method “without any deviation” will be used, reference it by method number.
- Process schematic diagram showing the ports and sampling locations, including the dimensions of the ducts/stacks at the sampling locations, along with upstream and downstream distances to flow disturbances, (e.g. elbows, tees, fans) from the sampling locations.
- Calibration and quality assurance (QA) procedures identified.
- Statement that source test firm/laboratory qualifies as an “*independent testing laboratory*” under Rule 304 (no conflict of interest), and is approved by AQMD or ARB, if required.
- Attached test firm AQMD-LAP or CARB approval, if required.

All Source Test Reports Must Also Include:

- Field raw data sheets and laboratory data forms, where applicable.
- Gas monitoring stripcharts and/or DAS printouts, legible and properly annotated, where applicable.
- Complete calculations for volumetric flowrates and emissions rates, where applicable.
- Complete QA supporting documentation (sampling equipment, cal gases, lab analyses, custodies).
- (*CEMS & Fuel Meters*): Full identification/documentation for CEMS components and fuel meters (analyzer/fuel meter make, model, s/n, range, calibrations, etc.).
- (*RECLAIM/Large Source*): “Certificate of No Exceptions for testing RECLAIM Large Sources” completed and signed.

Applicable Source Specific Protocols / Reports Must Also Include:

- (*VOC Efficiency*): VOC overall efficiency (capture/collection plus control efficiencies), or transfer efficiency describes all sample collection points, verifies total collection, and shows all calculations and documentation, according to specified requirements.
- (*Organics Loading*): Organic (VOC) liquid loading testing describes all sample collection/monitoring points (both liquid and vapor), verifies representative start/stop time, and shows all calculations and documentation, according to specified requirements.
- (*Particulates/sulfur*): Particulate testing of effluent gas streams with high amounts of sulfur compounds addresses additional test preparation, equipment, calculations, and documentation.