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| Minnesota Pollution Control Agency (MPCA), 520 Lafayette Road North, St. Paul, MN 55155-4194 | Air Performance Test form  Air Quality Compliance Program  Performance Test Report Completeness Criteria |

**Instructions:** Email test reports and plans to: SubmitStackTest.pca@state.mn.us

The owner or operator of an emissions facility is responsible for submitting a complete test report as defined by Minn. R. 7017.2035. A test report may be rejected if it is deemed incomplete. This form is designed to ensure that your submittal is complete.

**Please do not submit this form to the Minnesota Pollution Control Agency. It is for your use only.**

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| 1) Facility name: | | | |  | | | | | | | | | | | | | | |
| 2) AQ Facility ID No. (first 8 digits of permit number): | | | | | | | |  | | | | | | | | | | |
| 3) Agency Interest ID (found on Test Plan Approval): | | | | | | | |  | | | | | | | | | | |
| 4) Facility location address: | | | | | |  | | | | | | | | | | | | |
| City: |  | | | | | | | | | State: | |  | | | | Zip code: | |  |
| 5) Date of performance test: | | | | | | |  | | | | | | | | | | | |
| 6) Facility contact person (Individual who is designated to receive agency correspondence related to this test): | | | | | | | | | | | | | | | | | | |
| Name: | | |  | | | | | | | | | | Phone: |  | | | | |
| Title: | | |  | | | | | | | | | | Fax: |  | | | | |
| Mailing address: | | | | |  | | | | | | | | | | | | | |
| City: | |  | | | | | | | State: | |  | | | | Zip code: | |  | |
| Email address: | | | |  | | | | | | | | | | | | | | |

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| **7) Test report checklist** | | | |
| **Cover:** | | | |
|  | Name and location (address) of the emission facility |  | Date(s) of the performance test |
|  | Identification of emission unit(s) tested (i.e., EQUI 1, STRU 2, COMG 3, TREA 4, etc.) – Identification of the tested unit which has the emission limit as designated by your permit [source designators] |  | Name and address of the testing company or agency |
|  | Agency Interest ID Number: MPCA TEMPO agency interest number, if known. MPCA can provide this number if unknown.  AQ Facility ID Number (first 8 digits of permit number) |  | Facility contact person (individual designated to receive agency correspondence), and contact information including title, address, phone number, fax number, and email address |
| **Certification:** | | | |
|  | Signed and dated certification statements as defined by Minn R. 7017.2040 | | |
| **Introduction:** | | | |
|  | Reason for testing (i.e., Permit condition, notice of violation, etc., including permit number or name of other applicable compliance document, include correct Rule citation as outlined in permit) |  | Pollutants tested (for each emission unit tested) |
|  | Test location and type of process including source designators as outlined in permit |  | Observers’ names including industry and agency observers |
|  | Test date(s) |  | Changes from test plan, problems experienced during test and any other relevant background information |

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| **Summary of Results:** (see attached Table 1: Summary of Performance Test Results) | | | |
|  | Emission results expressed in the same units as the emission limits |  | Description of collected samples |
|  | Process data as related to determination of compliance (must include process rates, process parameters and pollution control equipment parameters that will be used to determine worst  case operating conditions and pollution control equipment limitations during the test  [see the relevant operator data forms at <http://www.pca.state.mn.us/air/performancetest.html>]) |  | Visible emissions summary if applicable |
|  | Emission limits and applicable regulatory citations (as stated in your permit or applicable regulations) |  | Discussion of errors, both real and apparent (If no errors occurred, verify by including statement.) |
| **Operating Parameters:** (see the relevant operator data forms at <http://www.pca.state.mn.us/air/performancetest.html>) | | | |
| \*Note: *Readings of discrete data from monitoring instruments must be recorded at least every 15 minutes, or other reasonable time interval as approved, during the test and strip charts or retrieved electronic data from continuous monitors must be included in the test report.* | | | |
|  | Description of process and air pollution control devices including emission unit(s) tested (i.e., EQUI 1, STRU 2, COMG 3, TREA 4, etc.) – Identification of the tested unit which has the emission limit as designated by your permit [source designators] |  | Process data and results, with example calculations (Process data must be collected and averaged for each test run and averaged for each series of tests for each unit tested. Process data must be displayed in the same units that were used to determine worst case operating conditions during the test. Process data must be easily understood by personnel not familiar with the process.) |
|  | Process and control equipment flow diagrams |  | Any specially required operation demonstrations |
| **Maintenance:** | | | |
|  | Description including dates of all maintenance and operational inspections, including major cleaning operations and replacement, repair, or modification of functional components of process or control equipment completed in the month prior to the test (Include a statement if no maintenance was performed) | | |
| **Sampling and Analysis Procedures:** | | | |
|  | Sampling port location and dimensioned cross section showing all flow disturbances including fans, elbows, dampers, constrictions, and pollution control equipment. Measurements should be included on diagram(s). |  | Brief description of sampling procedures and analytical methods, with discussion of deviations from standard methods (include a statement if no deviations were made), including a statement of source methods used, but not including complete copies of reference methods |
|  | Description of sampling point (including duct orientation, number of test ports, number of sampling points, distances to upstream and downstream flow disturbances) |  | If a method other than a US EPA reference method was used: a statement of the detection limit and the level of accuracy of the method under the conditions of the test and at the concentration of air pollutant that is reported. |
|  | Description of sampling train |  |  |

| **Appendix:** | | | |
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|  | Complete results, including any fuel analysis, with example calculations, showing equations used and actual results in equation form on same or adjacent pages, using applicable equations shown in the reference method |  | Test log (include test times, test interruptions and causes, and any other significant events related to the testing) |
|  | Copies of raw field data |  | Calibration procedures and results including pitot tube, nozzle, meter box, thermometer, barometer calibrations and any other equipment used to collect emissions samples. Instrument calibrations must be performed in accordance with the reference method used and calibration values must be displayed on the same data recorder from which emissions results are calculated. |
|  | Laboratory report with chain of custody record |  | Project participants and titles |
|  | Raw production data, signed by plant official who can interpret, and be held accountable for the data |  | A copy of the most recent version of the test plan and a copy of the commissioner’s written test plan approval. |
| **Additional Information:** | | | |
|  | Any other special requirement of the test method, test plan, applicable requirement, or compliance document |  | Any other information necessary to evaluate compliance with Minn R. 7017.2020 and 7017.2025 as requested by the commissioner. |

**REFERENCED TABLE**

**Table 1: Summary of Performance Test Results**

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| **1(a)**  **Emission Unit Tested** | **1(b)**  **Limitation Basis** | **1(c)**  **Pollutant and Emission Limit** | **1(d)**  **Test Result** |
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| ***EXAMPLE***  Boiler No. 3  (EQUI 42/  STRU 44) | Minn. Stat. 116.07, subd. 4a | Particulate (B):  12 lbs/hour | Particulate (B):  4.1 lbs/hour |
| VOC:  13 lbs/hour as carbon | VOC:  2.3 lbs/hour as carbon |
| Title I Condition: 40 CFR § 52.21(j) (BACT limit); Minn. R. 7007.3000 | Carbon Monoxide:  0.090 lbs/MMBtu | Carbon Monoxide: 0.00078 lbs/MMBtu |
| Volatile Organic Compounds:  0.0090 lbs/MMBtu | Volatile Organic Compounds:  0.00050 lbs/MMBtu |
| Title I Condition: 40 CFR § 52.21(k) (modeling); Minn. R. 7007.3000 | Carbon Monoxide:  33.6 lbs/hour | Carbon Monoxide:  0.26 lbs/hour |

Table References:

(A) Filterable particulate matter as determined by U.S. Environmental Protection Agency (EPA) Method 5.

(B) Filterable plus organic condensable particulate matter as determined by EPA Method 5 and Method 202/ Minn. R. 7011.0725.

(C) Particles with an aerodynamic diameter less than or equal to a nominal ten micrometers (PM10) as determined by EPA Methods 5 and 202.

**Instructions for completing this form:**

1) Facility Name — Enter your facility name.

2) AQ Facility ID No. — Fill in your Air Quality Facility ID Number. This is the first eight digits of the permit number.

3) Agency Interest ID No. — Fill in the Agency Interest ID No. This is the ID number assigned to your facility through the TEMPO database. It can also be found on your Test Plan Approval.

4) Facility Location — Fill in the facility's street address and the city and county where the facility is located.

5) Date of Performance Test — Enter the date of your performance test.

6) Facility Contact Person — Fill in the contact information for the person whom the MPCA may contact regarding this performance test.

7) Test Report Checklist — This checklist is to ensure that your test submittal includes all of the required information.

**Reference table:**

1) Summary of Performance Test Results:

1a) Emission Unit Tested: As designated by permit (i.e., EQUI, STRU, etc.)

1b) Limitation Basis: All applicable rule citations from permit that apply to tested unit(s).

1c) Pollutant and Emission Limit: Pollutant to be tested and emission limit as outlined in permit.

1d) Test Result: State test result.