NMCP SOURCE TEST REPORT FORMAT

A. Cover Page

1. Facility Name and Location
2. Source Permit Number
3. Emission Systems Source Tested
4. Testing Company or agency, name and address
5. Certification by Source Testing Company that the sampling and analytical procedures and the data presented in the report are true and accurate.

B. Deviation Report (within the first three pages of the report)

1. Identify any emissions exceedance, exceedance of permitted operating parameters or other permit deviations during the source test.
2. Identify and explain any process upsets or other anomalies that occur during the test program.
3. Identify and discuss any deviations from the EPA Reference Methods.
4. Identify any deviations from standard analytical procedures.
5. Describe any errors in quality assurance procedures.

C. Table of Contents

D. Introduction

1. Test purpose
2. Test location
3. Test dates
4. System processes
5. Pollutants tested
6. Observers' names, titles, and their industry or agency
7. Other relevant background information

E. One Page Summary of Test Parameters & Results for Each Unit Tested

1. Emission results reported in same System and Units numbers specified in the Mercury Operating Permit to Construct for each source tested emission unit.
   a. Emission concentration in gr/dscf
   b. Emission mass rate in grams for each test run
   c. Emission rate in lbs/hour for each test run
   d. Permitted emission limits (indicate any exceedances)
   e. Material Concentration
   f. Permitted or protocol-approved throughput
   g. Tested throughput

F. Test Data and Sampling Method (for each source tested)

1. Description of System, process, any control devices, and control equipment flow diagram.
2. Raw data showing verification of the absence of cyclonic flow.
3. Process startups, shutdowns, and other operational changes during tests, such as the time of start and stop, shall be explained and noted.
4. Applicable federal test reference sample calculations.
   a. Methods 1 – 4 (including the calculations for determining estimated diameter of the sample probe).
5. Material sampling methods
   a. For each thermal unit tested, take one material sample per test run. If the unit processes in batch, take 3 representative composite samples (one sample per test run) from the batch material prior to beginning the process.
   b. Alternative sampling methods may be approved prior to the actual testing event.
   c. For processes where it is unsafe to collect a sample during the run, collect the sample before the process or request prior approval for alternative sampling or to omit sampling.
   d. Labs do not need to retain the ore samples after measuring them. Samples may be returned to the facility for processing so the gold may be recovered.

G. Summary of Operating/Process Data

1. Process and operating data specified in the MOPTC as compared to permit limits and ranges for each system tested. For example:
   a. Throughput rate
   b. Type of material processed
   c. Baghouse pressure drop
   d. Scrubber water flow rate
   e. Scrubber pressure drop
   f. Condenser water flow rate
   g. Condenser water temperature
   h. Exhaust temperature
   i. Retort vacuum gauge pressure
   j. Carbon bed pressure drop
2. Certification by a facility representative that the process and operating data reported is true and accurate.

Appendices

1. Facility Process Information for each emission system or unit
   a. Process throughput data and/or other operating parameters
   b. Sampling and analytical results for material processed labeled by thermal unit designation and run number (ex. TU4.001/Run 1)
2. Description of EPA Reference Methods
   a. Test reference method procedures.
3. Complete Method 29 Results with Complete Example Calculations
   a. Include all coefficients, preliminary testing, initial field calculations and final calculations.
4. Original raw field data (A printout shall be made if field data is originally recorded on a computer. Each sheet of the printout shall be signed and dated by the test team leader).
5. Electronic Excel spreadsheet (PM SOURCE TEST DATA TEMPLATE) containing the data collected during each particulate matter source test run.

6. Sampling and Analysis Procedures
    a. Sampling port location and dimensional cross-section diagram
    b. Sampling point description, including labeling system.
    c. Sampling train description, including nozzle size and leak test methods with results.
7. Lab Samples and Procedures
    a. Description of collected samples and Chain of Custody for any collected samples from point of collection to post analysis.
    b. Laboratory report, with chain of custody
    c. Sample train analytes labeled pursuant to Method 29 with a clear labeling system to include system/unit name.
    d. Laboratory Certification
8. Calibration and quality assurance procedures and results
    a. Calibration gases expiration date
    b. Source Test log
    c. Project participants and titles
    d. Related correspondence
9. Protocol submitted to NMCP and Protocol response letter from NMCP.