

PERFORMANCE TEST NOTIFICATION FORM INSTRUCTIONS

The primary goals of the Performance Test Notification Form are to initiate communication between representatives of the permitted facility, the testing consultants, and Mecklenburg County Air Quality ("MCAQ") and to identify and resolve any specific testing concerns prior to testing. When filled out completely and accurately, the Performance Test Notification Form ("PTNF") provides MCAQ with sufficient information to determine potential problem areas related to a proposed source testing project before the actual test date.

Instructions for completing the Performance Test Notification Form:

- 1. Please type or print clearly. Complete a separate page 2 for each sampling location.*
- 2. If this form does not supply sufficient space to completely answer all questions or if additional relevant information is necessary, please attach additional documentation and/or information to the original form.*
- 3. Submit all forms and additional information to the MCAQ agency at least 30 days prior to the test or as specified for each Maximum Achievable Control Technology ("MACT"), New Source Performance Standard ("NSPS"), or Reasonably Available Control Technology ("RACT") requirement.*
- 4. Submit two (2) copies of the completed form(s) to:*

Mecklenburg County Air Quality
Attn: PTNF Review
2145 Suttle Avenue
Charlotte, NC 28208-5237
Ph. (704) 336-5430
Fax (704) 336-4391

This form is available on the MCAQ website at:

<https://www.mecknc.gov/LUESA/AirQuality/PermittingRegulations/Documents/Performance%20Test%20Notification%20Form.pdf>

Note: *This form may not satisfy all specific test notification requirements as listed in an air quality permit. Please refer to the permit and submit additional information in writing as an addendum to satisfy requirements.*

PERFORMANCE TEST NOTIFICATION FORM

<i>Permitted Facility Name:</i>		<i>Testing Company:</i>	
<i>Facility's Location Address:</i>		<i>Testing Company's Mailing Address:</i>	
<i>Contact Person:</i>		<i>Contact Person:</i>	
<i>Phone:</i>	<i>Fax:</i>	<i>Phone:</i>	<i>Fax:</i>
<i>Air Permit Number:</i>	<i>Emission Source Description and ID #:</i>		
<i>Permitted Maximum Process Rate:</i>	<i>Maximum Normal Operation Process Rate:</i>	<i>Target Process Rate for Testing:</i>	
1.1) <i>What is the specific purpose for the proposed testing?</i>			
1.2) <i>What are the proposed test dates? If testing is anticipated to last more than one day or if all test methods will not be conducted simultaneously, please attach detailed test schedule.</i>			
1.3) <i>Please provide a brief description of the source (including control equipment) and attach source or process flow diagram:</i>			
1.4) <i>Please provide a brief description of the sampling location, attach a schematic of the sampling location, and indicate whether concurrent testing will be conducted at other sampling locations:</i>			
1.5) <i>How will production/process data be documented during testing (control equipment, process parameters, etc.)? Facilities are required to submit this information in the final report.</i>			
1.6) <i>Please list all regulations in the Mecklenburg County Air Pollution Control Ordinance ("MCAPCO") that apply to the proposed testing.</i>			
1.7) <i>Will the test results be used for other regulatory purposes (e.g. emissions inventories, permit application, etc.) beyond that stated above, <input type="checkbox"/> Yes or <input type="checkbox"/> No? If yes, explain.</i>			
<i>Signatures: Representatives from the permitted facility <u>and</u> the contracted testing company must provide signatures below certifying that the information provided on this form and any attached information is accurate and complete.</i>			
_____ / _____ <i>Permitted Facility Representative Date</i> <i>Name:</i> <i>Title:</i>		_____ / _____ <i>Testing Company Representative Date</i> <i>Name:</i> <i>Title:</i>	
Note: The final (test) report must include a thorough documentation of compliance demonstration that compares the test result values to all applicable regulations/standards and limits. If this is not included in the final test report MCAQ will deem the report as unacceptable.			

