



WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

AM-19-0016

DOCUMENT TITLE

Wisconsin Emission Test Report Submittal Outline

PROGRAM/BUREAU

Air Management

STATUTORY AUTHORITY OR LEGAL CITATION

Section 285.17, Wisconsin Statutes; Chapter NR 439, Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

September 16, 2019

DATE FINALIZED

October 21, 2019

No comments were received during the comment period 16SEP2019 to 07OCT2019

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

October 16, 2019

Signature

Date

DNR GUIDANCE DISCLAIMER

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

Wisconsin Emission Test Reports Submittal Outline

The complex nature of the various sampling methods places responsibility on both the Department and testing personnel to assure each test is an accurate representation of facility actual emissions. All emission tests conducted for the purpose of determining compliance with an emission limitation shall be performed according to approved emission test methods. The owner or operator shall operate the emission unit and associated emission control device(s) at capacity or as close to capacity as practicable during each test series, unless the Department requires or approves the performance of a test at less than capacity.

The reporting, recordkeeping and testing requirements are currently listed in s. NR 439, Wis. Adm. Code. Each owner or operator is required to submit 2 copies of the emission test report to the Department within 60 days after the completion of a compliance emission test. The emission test report shall include, but need not be limited to, the criteria listed under s. NR 439.07(9)(a)-(m) Wis. Adm. Code. The Department does not require standard test report forms or a standardized test report format. This has led to some confusion and inconsistent test report submittals throughout the years. The outline below was developed to address this confusion and provide a list of *required information*, *recommended information*, *optional information* and *not needed information* for each emission test report submittal.

Required information is the specific information that shall be included in any emission test report submittal, regardless of format, to the Department.

Recommended information is additional information the Department recommends inclusion for clarity purposes.

Optional information is additional information which the Department has seen in past emission test report submittals but tends to be redundant or is not germane to the Department's emission test report review.

Not needed information is additional information not needed to complete an emission test report review and is thought to unnecessarily add additional pages to the report.

Wisconsin Emission Test Report Submittals	
Required Information	
	Facility name
	Physical address, city, state, zip
	Facility contact name and phone number
	Emission unit name and description
	Emission unit fuel type(s) during testing (<i>if applicable</i>)
	Operating condition(s) of emission unit during testing
	Soot-blowing operation time periods (<i>if applicable</i>)
	Emission unit malfunction report (<i>if applicable</i>)
	Control device(s) associated with emission unit (<i>if applicable</i>)

Control device(s) operating parameters during testing (<i>if applicable</i>)
Control device malfunction report (<i>if applicable</i>)
Test firm name
Test firm address, city, state, zip
Test firm contact name and phone number
Analytical subcontractor name (<i>if applicable</i>)
Analytical subcontractor contact name and phone number (<i>if applicable</i>)
Certification statement
Test method(s) utilized
Analytical test method(s) utilized (<i>if applicable</i>)
Observed test method deviations (<i>if applicable</i>)
Observed analytical method deviations (<i>if applicable</i>)
Test method deviation approvals
Duration and number of sampling test runs
Test date(s)
Test starting/ending time(s)
Emission results expressed in units consistent with emission limit(s)
Emission result anomalies (<i>if applicable</i>)
Fuel analysis results (<i>if applicable</i>)
Sample calculations and nomenclature
Formulas utilized to calculate emission test results
Test method QA/QC procedures and results
Analytical method QA/QC procedures and results (<i>if applicable</i>)
Test method quality assurance audit results – when performed
Raw field and laboratory data sheets – valid and invalid runs
Changes to the emission unit or control device if the test is a retest
Test port schematic including the distance to upstream and downstream disturbances
Cyclonic flow results – current test or historic
Stratification check results (<i>if applicable</i>)
Test method calibration reports – pre and post
Gas cylinder calibration sheets (<i>if applicable</i>)
NO ₂ converter efficiency test results (<i>if applicable</i>)
Chain of custody form
Recommended Information
WDNR facility identification number (FID)
WDNR permit number

Stack number(s) from WDNR permit
Emission unit number(s) from WDNR permit
Control device number(s) from WDNR permit
Emission limit(s) per pollutant
Detailed description of test methods
Detailed description of analytical methods
Rule applicability (State, NSPS, Acid Rain, PSD, etc.)
Calculation examples
Analytical test method calculations
Analytical laboratory minimum reporting levels
One minute averages from instrumental methods (<i>if applicable</i>)
Rated capacity

Optional Information
Description of field sampling equipment
Description of analytical equipment
Sampling train schematic
Example field sampling data sheets
Example analytical data sheets
Lab accreditation
Test plan
Air Emission Testing Body (AETB) certification
WDNR Observer

Not Needed Information
Safety equipment requirements
Printed version of each test method
Printed version of each analytical method