**THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

**CPT/RCRA TEST REPORT FORMAT**

**WASTE PERMITS DIVISION**

**INDUSTRIAL AND HAZARDOUS WASTE PERMITS SECTION**

**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

**ORGANIZATION, CONTENT AND FORMAT**

**COMPREHENSIVE PERFORMANCE TEST (CPT)/RCRA TEST REPORT
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**NOTE:** Please tab all major sections and appendices. The order of subheadings can be flexible, just make sure they are all addressed in logical order under each respective major section. Section heading = 1.0, subheadings = 1.1, 1.1.1, 3.1.2.1, etc.

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3. **Quality Assurance/Quality Control (QA/QC) Documentation**

**NOTE:** *The QA/QC documentation format is provided for guidance only. Sub-sections on this report may be revised as necessary as long as all required information remains in the test report.*7.1Summary of QA/QC Data Quality Assessment *(based on the QA/QC of the Analytical Report suggested in Appendix D and include all discussion of effect of any bias on data if applicable)*

 The following QA/QC Data Quality Assessment shall be presented on QC summary forms for each analyte. They shall include the sampling method, analytical method, Laboratory ID Number(s), Preparation Batch Number(s), Sampling Shipping and Receipt, Holding Time(s), Summary of Results for Environmental Samples, Blank Results, Laboratory Check Sample (LCS) and Laboratory Check Sample Duplicate (LCSD), Matrix Spike (MS) and Matrix Spike Duplicate (MSD), Duplicate Analyses, Data Objective, and Conclusions and Comments. Additional summary forms may be required for some methods. Therefore, when reporting data, laboratories should defer to specific method requirements.

 7.2 Summary of any deviations from the approved QAPP.

 7.3Lab Accreditation Information (for all methods and analyses)

 7.4 Resumes (*Please provide if they were not provided in the CPTP/RCRA TSA QAPP*).

**APPENDICES** *(Can be all electronic/CD)*

Page numbers shall be included on each page of the appendices. Each appendix shall include a table of contents. Add additional appendices as necessary.

**APPENDIX A: STACK SAMPLING REPORT**

* Data review summary narrative
* Summary of sampling and stack gas conditions *(Include sample volumes, molecular weight, moisture, stack gas temperature, velocity, flows, etc.)*
* Determination of Travers Points and Verification of the Absence of Cyclonic Flow (EPA Method 1)
* Determination of Stack Gas Velocity and Volumetric Flow Rates (EPA Method 2)
* Determination of Dry Molecular Weights (EPA Method 3)
* Determination of Moisture Contents (EPA Method 4)
* Copies of Original Field Data Sheets (Organized by Method, Condition, and Run)
* Summary Sheets for Each Test Condition
* Field Data Sheets in Electronic Format
* Calibration Records

**APPENDIX B: FEEDSTREAM SAMPLING REPORT**

* Field Sampling Logs (*Indicate sampling method, time, and frequency)*
* Field data sheets (Include copies of originals)
* Vent Feed Sampling
* Waste Feed Sampling
* Process Knowledge (As applicable)
* Residue Sampling (e.g., scrubber effluent)

**APPENDIX C: SPIKING REPORT**

* Narrative
* Summary of Results
* Certificates of Analysis for Spiking Solutions
* Field Log Sheets (*Include copies of originals)*
* Run Totalizer Data (*As available*)
* Data in Graphical Form (As available)
* Data in Tabular Form (*Include dates and times*)
* Calibration for Spiking Equipment

**APPENDIX D: QUALITY ASSURANCE/QUALITY CONTROL SUGGESTED ANALYTICAL DATA PACKAGES REPORT FORMAT

NOTE:** *Any information submitted under Section 7.0, or any part of this report may be referenced instead of repeated in this section.* For paper copies, separate individual lab packages with tabbed dividers.

* Data review summary narrative
	+ Include the sample number, analytical method or modification, extent of the problem, calculation checks, documentation of any approved laboratory deviations from the contract lab, and explanation of any laboratory-assigned data qualifiers that may be found in the data
* Field Sampling Data
	+ Include description of what was collected, how it was collected, and when it was collected.
* Raw Data
	+ Run logs for each analytical batch – should include ID numbers for calibrations, samples, blanks, LCS, etc.
	+ Results of the Sample Analysis and Units Associated with the Value *(include information on how analytical values below the detection limits were used*)
	+ Detailed Chromatogram Integration Report (as appropriate). *Include how compounds were identified, retention time, area under the curve, calculated amount, flag if the peak is manually integrated, documentation on how and why peak is manually integrated and scan vs. database for spectral matches. Spectra displays should include the scan number or retention time of the peak being scanned. Chromatogram and spectra displays must include the laboratory sample ID number, instrument number, and identity of the analyst performing the analysis.*
	+ Additional analysis results as dictated by the specific method
* Other QC Criteria *(if applicable*)
	+ Include Retention time windows determination

Report the retention time window for each analyte for both primary and confirmation analyses.

* + Compound identification

Report retention times and concentrations of each analyte detected in samples.

* + MDL determination

List most recent method detection limits and dates determined.

* Performance Evaluation (Audit) Results **(***Detailed***) – (***if applicable)*
* TCEQ COMPREHENSIVE PERFORMANCE TEST (CPT) LABORATORY DATA REPORT QA/QC Checklist (*submittal can be in electronic/CD*)

**APPENDIX E: Continuous Emission Monitoring Systems (CEMS) Report and continuous monitoring system (CMS) performance evaluation test (PET) report**

**APPENDIX F: EXAMPLE CALCULATIONS**

* Nomenclature Table
* Feed Rate Calculations
* EPA Method 1-5 Stack Sampling Calculations
* Destruction and Removal Efficiency Calculations
* Emission Concentration and Rate Calculations
* Other Calculations (As applicable)

**APPENDIX G: PROCESS OPERATING DATA**

Process data should be organized by test condition and run. Data should be provided in a tabular format with calculated averages, hourly rolling averages, maximums, and minimums (as applicable) for each sampling period.

**APPENDIX H: FIELD LOGS**

Include data collected and observations recorded by personnel.

**aPPendix I: Alternate Monitoring, method modifications, and waiver approvals**