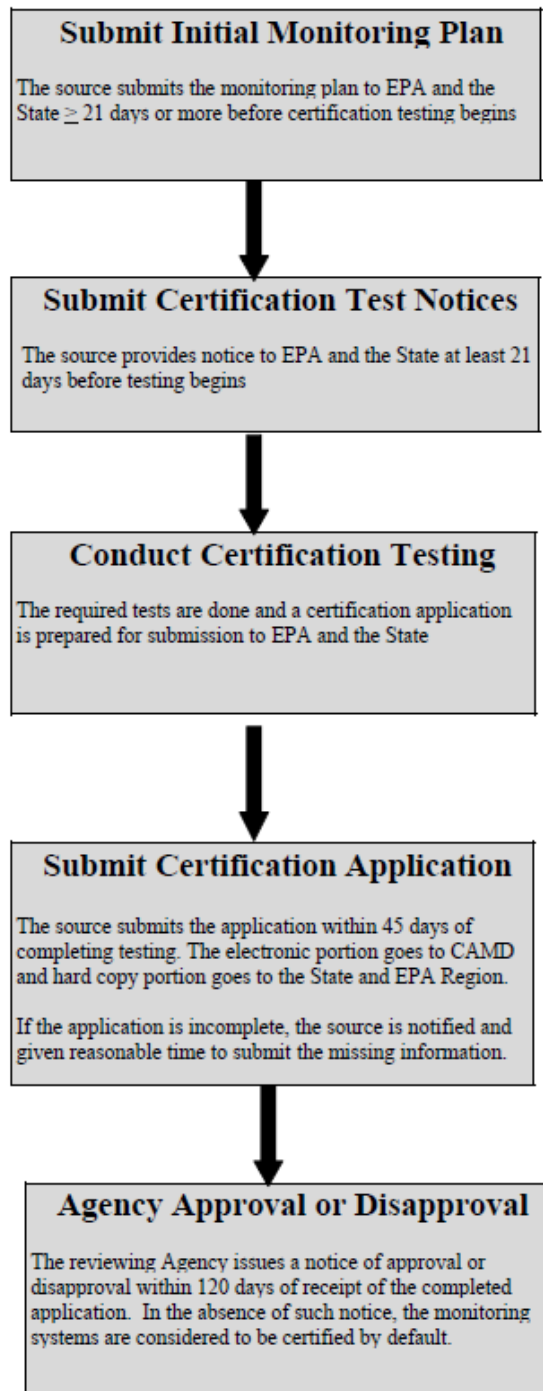


**7.2.2 Hard copy, which includes supplemental information that is incompatible with electronic reporting format, such as:**

- Schematic diagrams and blueprints;
- Data flow diagrams;



**Figure 3: Monitoring System Certification Process**

- Test protocols;
- Technical justifications; and

- Special documentation (e.g., fuel sampling data, vendor guarantees, etc.)

The electronic portion of the monitoring plan must be sent to the EPA Clean Air Markets Division (CAMD) and the hard copy portion goes to the EPA Regional Office and to the State Agency. The source must use the Emissions Collection and Monitoring Plan System (ECMPS) Client Tool<sup>48</sup> to evaluate the electronic monitoring plan before submitting it to CAMD. Once the electronic monitoring plan has been received and added to the CAMD database, an evaluation report is sent to the source, with copies to the State and EPA Region. The State and EPA Regional Offices then review the hard copy piece of the monitoring plan, together with the feedback from CAMD on the electronic portion. The reviewing agencies communicate their findings to the source and help to resolve any issues or deficiencies identified during the review process.

The monitoring plan is a “living” document, in that it must be continuously updated to reflect changes to the monitoring systems over time. As technology advances, the monitors originally described in the monitoring plan may be replaced, or the monitoring methodology may be changed. Also, facility operations may change and necessitate the use of additional monitors or alternative placement of existing monitors. Therefore, for any modification, replacement, or other change to an approved monitoring system or monitoring methodology, the monitoring plan must be updated using the ECMPS Client Tool. For example, replacing a gas analyzer requires a monitoring plan update, because Part 75 requires the make, model and serial number of each analyzer to be reported.

Note that Part 75 allows all of the monitoring plan information, including the hard copy portion, to be stored electronically, provided that a paper copy can be furnished to an inspector or auditor upon request.