



CITY OF PHILADELPHIA  
 DEPARTMENT OF PUBLIC HEALTH  
 PUBLIC HEALTH SERVICES  
 AIR MANAGEMENT SERVICES

Air Management Services  
 321 University Avenue  
 Philadelphia PA 19104-4543  
 Phone: (215) 685-7572  
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**RELATIVE ACCURACY TEST AUDIT (RATA) PROTOCOL/REPORT COVER SHEET**  
*(Submit with each stack test protocol and report, one cover sheet per unit tested)*

Facility Name:	Facility Address (Street Address & Zip Code):	Plant ID	
Facility RATA Contact Person	Mailing Address	E-Mail:	Telephone:
Testing Company	Mailing Address	E-Mail:	Telephone:
Document Type: <input type="checkbox"/> RATA Protocol <input type="checkbox"/> RATA Report	Test Dates(s):	RATA No.: (For RATA reports only. Check the RATA protocol approval letter or e-mail.)	

Unit(s) Tested:                      CEM/COM(s) Tested - Pollutant:                      CEM/COM(s) Tested - ID:

Please add an additional page if necessary.

**I certify that I have the authority to submit this Stack Test Protocol/Report on behalf of the applicant named herein and that the information provided in this application is true and correct to the best of my knowledge and information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Address \_\_\_\_\_

Name & Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**DO NOT FILL IN – FOR OFFICE USE ONLY**

Application No.	Plant ID	Health District	Census Tract	Fee	Date Received
Protocol Approved by		Date	Test Report Approved by		Date

# **Instructions**

## **RELATIVE ACCURACY TEST AUDIT (RATA) PROTOCOL/REPORT COVER SHEET**

1. You must submit this cover sheet with each RATA protocol and report. You only need one cover sheet for each RATA protocol or report, even if they cover multiple units (this is different than for stack tests).
2. Some fields to note:
  - a. Plant ID - Please list this for your facility if you know it. If you don't know it, leave this field blank.
  - b. Test Date(s) – For RATA protocols, list the estimated test date(s). We realize that tests do not always go off as planned and will not hold your facility to the exact dates. For RATA reports, list the actual test date(s).
  - c. RATA No. – For RATA reports, list the RATA No., which you can find in the RATA protocol approval letter or e-mail. AMS now assigns a RATA No. to each RATA program.
    - i. The RATA No. covers entire test, so the protocol will have the same RATA No. as the RATA report.
    - ii. The RATA No. covers all units and pollutants tested as part of the RATA program. If a facility is conducting RATAs on three boilers for NO<sub>x</sub> and CO in this RATA program, they will all fall under the same RATA No. If RATAs are conducted on a fourth boiler later in the year, it will get a separate RATA No.
  - d. Unit(s) Tested – List the name(s) of the unit(s) tested (ex. Boiler #1).
  - e. CEM/COM(s) Tested – Pollutant – List the Continuous Emission or Opacity Monitor(s) tested for each unit by pollutant (ex. NO<sub>x</sub>).
  - f. CEM/COM(s) Tested – ID – List the ID of the Continuous Emission or Opacity Monitor(s) tested for each unit (ex. 0111101). This is the ID listed on the quarterly CEM and COM reports submitted by facilities. It is typically the facility's five-digit Plant ID followed by two digits.
3. Please direct all submissions and correspondence to:

Mail: Source Registration  
Air Management Services  
321 University Avenue  
Philadelphia, PA 19104-4543.

E-mail: [DPHAMS\\_Service\\_Requests@phila.gov](mailto:DPHAMS_Service_Requests@phila.gov)

Phone: 215-685-7572

E-mails and phone calls can also go to specific engineers in Source Registration.

You may also submit RATA protocols and reports on-line through the AMS web portal, which is located at <https://www.citizenserve.com/Philadelphia> .