



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

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Instructions for Method of Compliance Worksheet

A.1 Addendum 1: Method of Compliance Worksheet (Mandatory)

To fulfill the requirement for determining compliance with all applicable requirements listed, a method of compliance worksheet must be completed. This worksheet must be completed for each applicable requirement listed in the application. Duplicate this worksheet as needed.

There are six (6) sections in this worksheet:

- Section A: Applicable Requirement
- Section B: Monitoring
- Section C: Testing
- Section D: Record Keeping
- Section E: Reporting
- Section F: Work Practice Standard

All six (s) sections do not need to be completed. The completion of part or all of these sections will be determined by the applicable compliance method checked in Section A of this Addendum. For example, if the compliance method for an existing requirement involves monitoring, reporting and record keeping, the applicant does not have to complete Sections C and F relating to ***“Testing”*** and ***“Work Practice Standard”***, respectively.

Section A: Applicable Requirement

This section cannot be omitted since it will identify the following important information. It will link an applicable requirement to the entire site, to a group of sources, to an individual source or to an alternative operating scenario. It will also identify the basis and the method of compliance to each applicable requirement. The following questions in this section must be completed.

- Applicable Requirement for: Check the appropriate box. [Only one (1) should be checked].
 - The **Entire Site** means the applicable requirement listed in Section 2, “Applicable Requirements for the Entire Site” of the application.
 - A **Group of Sources** means for those applicable requirements identify in Section 4, “Source Groups” of the application.
 - A **Single Source** is for those requirements listed in Sections 5, 6 and 7 of the application relating to the specific type of sources.
 - An **Alternative Operating Scenario** refers to those requirements identified in Addendum 3, “Alternative Operating Scenario”.

For Group of Sources, a Single Source or an Operating Scenario, please provide the Group, Source or Operating Scenario ID accordingly.

- Citation No.: Give the citation number associated with the applicable requirements.
- Compliance Method Based Upon: Check the appropriate box that represents the compliance basis for this applicable requirement. Again, do not check more than one (1) box.
 - Applicable Requirement: This box should be checked when there is a compliance method in terms of monitoring, testing and/or related record keeping and reporting for an applicable requirement.
 - CAM: This box is to be used for cases where CAM is used as the method of compliance.
 - Other: This box is to be used for cases where none of the above is used as a method of compliance.
- Method of Compliance Type: Check all boxes that are appropriate to this applicable requirement and complete the appropriate sections. For example, if the “Monitoring” and “Reporting” boxes are marked, only Sections 2 and 5 need to be completed.

Section B: Monitoring

In this section, provide the type of monitoring device(s) and its location. Also describe all parameters monitored, the frequency, and the duration of monitoring for each monitor in the table provided. Explain how this data will be reported to the Department.

Section C: Testing

List the reference test method citation as well as a description of this method in spaces provided.

Section D and E: Record Keeping and Reporting

If one (1) of the compliance methods involve record keeping and reporting requirements, answer the questions as posed.

Section F: Work Practice Standard

List or describe any work practice standards used for purposes of determining compliance with the applicable requirements.