



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

**February 2, 2017**

**MEMORANDUM**

**TO:** Owners and operators of air pollution sources within Philadelphia  
**FROM:** Edward Braun, Air Management Services Program Manager  
**RE:** **Notice Regarding Air Management Services: Public Records Access and Disclosure Policies**

Pursuant to the Pennsylvania Right to Know (RTK) Law, 67 P.S. § 67.101 et. seq., the City of Philadelphia Department of Public Health, Air Management Services (AMS) is generally required to provide access to public records in its possession upon request. See e.g. 65 P.S. § 65.302. **Documents subject to public disclosure include, but are not limited to, air pollution permit / plan approval applications, air pollution permits / licenses, facility emission reports, Notices of Violation, Administrative Orders, and settlement agreements.**

Documents or information submitted to AMS, other than emissions data, that would reveal trade secrets, methods of production / manufacture, or other secret processes if made public are exempt from disclosure. See 35 P.S. § 4013.2; 65 P.S. § 67.708(b)(11); Philadelphia Air Management Regulation (AMR) I. § II.B.3., C. **Any party seeking to take advantage of these protections for documents submitted to AMS must:**

1. Mark selected documents submitted to AMS, in whole or in part, as being “Confidential.”
2. Provide AMS with written explanations as to why the so marked documents are entitled to protection as provided for by law. See Id.

If you have any questions concerning the contents of this letter, please contact AMS by phone at 215-685-7572 or by email ([DPHAMS\\_Service\\_Requests@phila.gov](mailto:DPHAMS_Service_Requests@phila.gov)).