

## Air Compliance Agreement Sign-Up Instructions

1. Print a full version of the [Agreement](#) (including Attachment A), from the EPA website.
2. Insert your company name or farm name at "Respondent," or "Participating Company," on the first page heading, as well as in paragraphs #1, #2, and #19 in the Agreement.
3. Sign the Agreement in paragraph #46, on page 24, insert your signature in the "By" line, print your name below the signature line.
4. In Attachment A, on page 39, there is a Farm Information Sheet (pdf, 43kb, 2 pages, [About PDF](#)). Fill out ONE Farm Information Sheet for each ONE of your farms. Fill in the name of each farm.
  - If applicable, fill in the name of the contract grower for each farm.
  - For each Farm Information Sheet you fill out, please provide a sketch or diagram of the farm that clearly identifies each barn/lagoon "emission unit" located on that farm. Number each of these emission units. The emission unit's number should match the number assigned to it on the accompanying Emission Unit Information Sheet, also found in Attachment A.
5. In Attachment A, on page 40, there is an Emission Unit Information Sheet. Fill out ONE Emission Unit Information Sheet for each emission unit on each farm. If a farmer would rather complete one spreadsheet for each farm (due to the large number of emission units identified for that farm), the farmer may use the recommended Farm Information spreadsheet (provided at the end of these instructions).
6. DO NOT include emission units not specifically covered under the Agreement (such as diesel engines, incinerators, crematoriums, etc.).
7. In Attachment A, sign and date the certification statement at page 38. Print your name and title and the name and address of the participating company.
8. DO NOT send in a check at this time. EPA will notify you in writing when the Agreement has been signed. Once you receive this notification, you will have up to 30 days to send in your check (Paragraphs #49 and #50 in the Agreement provide instructions on where and when to send in your check).
9. Go back and make sure you have signed the Agreement on page 24, filled in your name in each required location (see paragraph number #2, above), and that you have filled out a Farm Information Sheet and Emission Unit Information Sheet for each farm in Attachment A (check to be sure that the farm name is on every sheet, and that you have a sketch or diagram for each farm).
10. Mail the entire package, including the Agreement (signed) and all completed Attachment A documents (do not enclose a check) to the following address:

Special Litigation and Projects Division (2248)  
Attn: Air Compliance Agreements  
Office of Civil Enforcement  
Office of Enforcement and Compliance Assurance  
U.S. EPA, 1200 Pennsylvania Ave., N.W.  
Washington, D.C. 20460

**All packages must be postmarked by July 1, 2005, or EPA will not accept them.**