

Alternate Method of Compliance (AMC)

Training Manual
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For ongoing support, e-mail: Logbook Support@oshpd.state.ca.us

Table of Contents

Summary of the Alternate Method request program	1
New business rules	2
Alternate Method of Compliance screen	3
-Location	
-Description of Fields	
-Searching	
Adding a new Alternate Method of Compliance/Protection or Program Flex request	7
-Adding requests	
-Editing	
Adding a 230 review activity code to the review screen	8
New Letter	9
Notes	10

Summary of the Alternate Method Request Program

There are 3 types of requests that shall be entered into this screen, they are: Alternate Method of Compliance (AMC), Alternate Means of Protection (AMP), and Program Flexibility (PF) requests.

Section 104.2.8 of the 1998 California Building Code outlines the requirements for alternate methods of construction. It states that any material, alternate design or method of construction not specifically prescribed by this code, may be used provided the alternate has been approved and its use authorized by the building official. It also states that the alternate must comply with the provisions of the code at a minimum. Finally, it states that any action granting approval of an alternate shall be recorded and entered in the files of the code enforcement agency. And because of this, we now have the Alternate Method of Compliance screen.

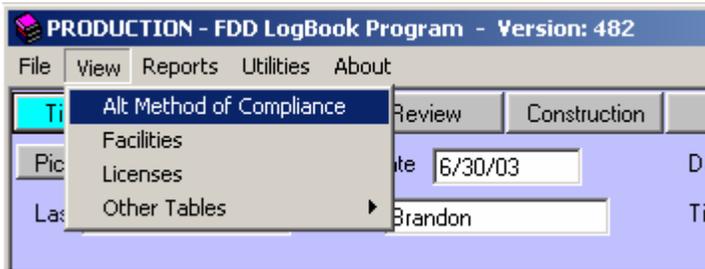
AMC, AMP, and PF requests are received by the office for review and approval by the Supervisor HFRs or Regional Compliance Officers. At the Supervisor HFRs or Regional Compliance Officers discretion, OSHPD plan review and/or field staff may be asked to review the request and recommend appropriate action. However, the final approval decision rests with the Supervisor HFRs or Regional Compliance Officers and, as such, any approval letter must be signed by the Supervisor HFRs or Regional Compliance Officers making that determination.

The request shall come with a completed AMC form (OSH-FD-126) at a minimum. The request may be accompanied by additional supporting documentation relative to the request. When the request is received by the office, the Supervisor HFR or Regional Compliance Officer, or his/her delegated staff, shall enter the request information from the AMC form into the AMC screen. Once the request has been approved or denied, the Supervisor HFR or Regional Compliance Officer should enter his/her findings in the 'Letter Text' box then print and sign the letter for the client.

Alternate Method of Compliance Business Rules

- When adding an Alternate Method of Compliance (AMC) (230) activity code to the review screen, the AMC record must have been previously created on the AMC screen.
- Multiple AMC records on one project will be differentiated from each other by the AMC Number that will be displayed as PAD number on Review screen in the format 'FL ###.'
- 'Code Sec' are related to and linked with one 'Code.'
- AMC's can either be given to a facility or assigned to a project.
- AMC status (AP, AC, DT) will be populated by the MgrLtr result of the corresponding 230 review, if assigned to a project. If assigned to a Facility, the information will come from the AMC screen.
- Program Flex (PF) records cannot be approved (AP/AC) unless they have gone to Licensing and Certification (L/C).
- Alternate Method of Protection (AMP) requests can only be approved with comments (AC); they must go to the local authority for final approval.
- A new access right has been added that will allow users with this right the ability to add, edit, and delete AMC records. All other users will be able to search the records and print the letters.

Alternate Method of Compliance screen



From the 'View' menu, select 'Alt Method of Compliance.'

**Note: This form will be used for AMP's and PF's as well.*

A screenshot of the 'Alternate Method of Compliance' form. The form is divided into several sections. The top section contains fields for 'Facility #', 'County', 'City', 'Facility Name', 'Project', 'Sub', 'AMC', and 'Title'. Below these are dropdown menus for 'Type', 'Local Auth', 'To L/C', and 'L/C Result'. There are also two empty boxes for 'Code & Section' with 'Add', 'Edit', and 'Del' buttons. The middle section has a large text area for 'Description of Proposal' and another for 'Reason'. The bottom section includes 'Mgr Initials', 'Mgr In', 'Mgr Out', 'Mgr Letter', 'Suspense Date', and 'Suspense Complete' fields. A large text area for 'Conditions / Comments' and another for 'Letter Body' are also present. At the bottom, there are two groups of buttons: 'Record Maintenance' (Add New, Save, Delete) and 'Other Actions' (Close, Search AMC Records, Generate Letter).

From here, you can either 'Add New' records, or 'Search AMC Records.'

Description of Fields

Facility #:	Facility number that the record is attached to.
County:	County of the facility.
City:	City of the facility.
Facility Name:	Name of the facility.
Project:	Project number record is attached to, if there is one.
Sub:	Project sub number, if there is one.
AMC:	AMC number (FL 001, etc.).
Title:	Title of Project from AMC request form.
Description. . . :	Description of the proposed alternate.
Reason:	Reason the alternate is being requested.
Type:	Letter code for the Type of request (C=AMC, P=AMP, F=PF).
Local Auth:	Local Authority, either OK or NA.
To L/C:	Date the request was sent to L/C.
L/C Result:	L/C result.
Code & Section:	The Left hand box contains the Code and the right hand box contains the corresponding code section.
List of Enclosures:	Space to make any notes about what came with the request.
Mgr Initials:	Either copied from the related project, or entered directly.
Mgr In:	Either copied from the related project, or entered directly.
Mgr Out:	Either copied from the related project, or entered directly.
Mgr Letter:	Either copied from the related project, or entered directly.
Suspense Date:	Date the AMC record is suspended.
Suspense Complete:	Date that some action was taken to clear the suspension.
Condition/Comments:	Any comments you may have.
Letter Body:	Response to the requestor that is also printed on the letter.

To search, Click the Search AMC Records button. You should now see the following form:

Search - Alternate Method of Compliance

Enter search criteria...

Facility: County: Code:

Project: AMC: Code Sec:

Search Results							
Proposal	Fac #	Facility Name	County	City	Project	Sub	AMC

You can enter any search criteria you like. You can leave all of the fields blank to retrieve a list of all of the AMC records; or you can fill in all of the fields to search for a specific record; or you can fill out one or more fields to search for related records.

Once you have filled in the fields you would like, click the search button to retrieve those records.

Search - Alternate Method of Compliance

Enter search criteria...

Facility: County: Code:

Project: AMC: Code Sec:

Search Results								
	Proposal	Fac #	Facility Name	County	City	Project	Sub	AMC
▶	Accept 2ft. 6in. work	10362	Queen Of The Valley	28	Napa	SS970741	0	FL 001
	Cieling Height 8ft.-0in.	10604	Kaiser Foundation Hospital	34	Sacramento			
	Description	12476	UCSF Medical Center	38	San	SS020933	0	0
	Description	11111	Memorial Hospital Medical	50	Modesto			
	Description	11111	Memorial Hospital Medical	50	Modesto			

Select a record from the list returned, then click the 'Select' button, or simply double-click on the record you wish to view.

Alternate Method of Compliance			
Facility #:	10604	County:	34
		City:	Sacramento
Facility Name:	Kaiser Foundation Hospital - North Sacramento		
Project:		Sub:	
		AMC:	
Title:			
Type:	C	Local Auth:	
To L/C:	1/6/99	L/C Result:	Y
Code & Section:	1995 Title 24, Part 1	420A.8.1	
			Add
			Edit
			Del
Description of Proposal:		Ceiling Height 8ft.-0in.	
Reason:			
List of Enclosures:			
Mgr Initials:		Conditions / Comments:	
Mgr In:	12/21/98		
Mgr Out:	6/18/03		
Mgr Letter:	AP		
Suspense Date:			
Suspense Complete:			
Letter Body:		Approve 14in W x 12in H duct enclosure soffit at 7ft. 0in.	
Record Maintenance		Other Actions	
Add New	Edit	Delete	Close
			Search AMC Records
			Generate Letter

The information for the record you have selected will now be loaded into the screen.

From here, you can review or edit the record.

To close this form at any time, click the 'Close' button.

Adding a new AMC record

Click the 'Add New' button.

The Facility # label will now turn into a button. Enter the facility number or click the button to search for a facility number. Once you have entered a facility number; tab out of that field and the other facility related fields will populate automatically.

Next, select the 'Type' of request you are entering; C for AMC, P for AMP, F for PF. If you select type P and tab out of the field, the Local Auth will default to 'O' and become disabled so you cannot change it.

Next, enter the Description of Proposal in the space provided. This field is limited to 255 characters.

You must now save the record to add the Codes and Code sections. Once you have saved the record, click the edit button to enter the Code & Section.

Click the Add button to the right of the Code & Section fields. You should get the following box:



You must first select a code from the drop-down box.

**Note: If you do not see a code that you need listed, please e-mail Logbook Support for it to be added.*

Then enter the code section. This can be number, letters, dashes and dots (periods) only. To add it to the AMC record, click the Add button. You will get a prompt telling you that the record has been added, but the box above will not go away until you click cancel. This is done to facilitate adding multiple codes and code sections. Please enter only one code section at a time.

You have now completed filling out the required fields for a record. You can now add information as you need it.

If this record is not project specific, you will use this form to fill out the Mgr related info on the bottom half of the screen. If this record will be attached to a project, the Mgr related info will come from that project.

Adding a 230 review code to the Review screen

Click the Add button on the review screen and select or type the 230 activity code. Once you do this, the add review box will look like the following:

frmAddReview - Add a New Review Record

Pick an Activity Code for the New Record: 230

Enter a PAD Number: Note: Pad must be 6 characters long starting with FL then a Space and then 3 Numeric Digits.

The PAD number will be in the format of 'FL ###.' This number is used to differentiate between multiple AMC records for the same project. Once the PAD number is entered, you can continue with 'Add It Now.'

You will now get the following box:

Search - Alternate Method of Compliance

Enter search criteria...

Facility: 11111 County: Code:

Project: AMC: Code Sec:

Search Results								
Proposal	Fac #	Facility Name	County	City	Project	Sub	AMC	
▶ Description	11111	Memorial Hospital Medical	50	Modesto				
Description	11111	Memorial Hospital Medical	50	Modesto				
New	11111	Memorial Hospital Medical	50	Modesto				

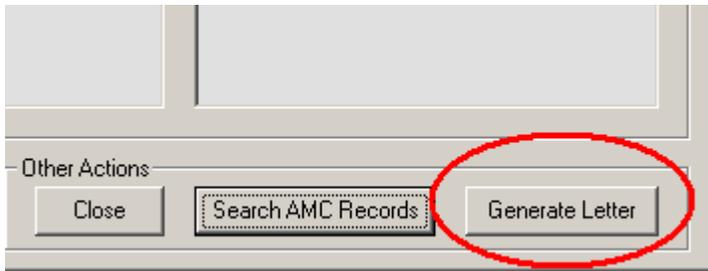
This box will contain all of the AMC records for the facility of the project you started from, which are not already attached to projects. Click on one and then click Select, or double click on a record to select it.

Once this is done, the 230 review will be added to the project and can be manipulated as any other review.

From the Review screen, when a 230 review is selected, you will notice a new salmon colored 'Alt' button. When you click this button, the corresponding AMC record screen will load so that you can edit or review that AMC record.

New Letter

There are two ways to print the AMC letter depending on the type of AMC record you have. If your AMC record is attached to a project via a 230 review, you can print the letter from the review screen as you would any other letter. If your AMC record is not attached to a project, you will have to use the AMC screen and click the generate letter button as shown below:



The letter consists of one sentence identifying the type of request and indicating that has been reviewed by this office. The approval or denial of a request will come from the text of the letter body. The Mgr Ltr field result is not indicated on the letter at all.

Notes