

INFORMAL REQUEST TO REVIEW FILES

DEPARTMENT OF ENVIRONMENTAL PROTECTION

RECORDS MANAGEMENT
909 ELMERTON AVENUE
HARRISBURG, PA 17110-8200
(717) 705-4732
staburns@pa.gov
FAX: (717) 705-4710

DEP Office Use Only:

Date Received: _____
Scheduled For: _____

PLEASE NOTE

IF YOU ARE NOT SATISFIED WITH THIS “INFORMAL FILE REVIEW PROCESS”, YOU MAY WISH TO EXERCISE YOUR RIGHTS UNDER THE “PA RIGHT-TO-KNOW LAW” AS DESCRIBED ON THE DEP WEBSITE (WWW.DEP.STATE.PA.US)

DATE: _____

NAME: _____
(PHOTO ID NECESSARY UPON ARRIVAL)

COMPANY NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ **FAX:** _____

Check those areas where you believe files exist, or check the “all programs” block to review files in all program areas listed below. Then select the county or counties you would like the review to include.

- | | |
|---|--|
| <input type="checkbox"/> AIR QUALITY | <input type="checkbox"/> WASTE MANAGEMENT |
| <input type="checkbox"/> ENVIRONMENTAL CLEANUP & BROWNFIELDS
(INCLUDES STORAGE TANKS, HSCA, AND LAND RECYCLING) | <input type="checkbox"/> WATERWAYS & WETLANDS |
| <input type="checkbox"/> RADIATION PROTECTION | <input type="checkbox"/> CLEAN WATER |
| | <input type="checkbox"/> SAFE DRINKING WATER |
| | <input type="checkbox"/> ALL PROGRAMS |
-
- | | | | | | | | |
|--|---|---|---|--|---|--|--|
| <input type="checkbox"/> ADAMS | <input type="checkbox"/> BEDFORD | <input type="checkbox"/> BERKS | <input type="checkbox"/> BLAIR | <input type="checkbox"/> CUMBERLAND | <input type="checkbox"/> DAUPHIN | <input type="checkbox"/> FRANKLIN | <input type="checkbox"/> FULTON |
| <input type="checkbox"/> HUNTINGDON | <input type="checkbox"/> JUNIATA | <input type="checkbox"/> LANCASTER | <input type="checkbox"/> LEBANON | <input type="checkbox"/> MIFFLIN | <input type="checkbox"/> PERRY | <input type="checkbox"/> YORK | |

FACILITY: _____

MUNICIPALITY: _____

REASON FOR REQUEST (to assist in locating applicable files: _____

File reviews are conducted by scheduled appointment ONLY, Monday through Friday, between the hours of 8:00 a.m. to 4:00 p.m. After a search for the requested files has been conducted, the File Review Coordinator will call you back to set up a firm appointment date and time. Photocopying Options: (A) A copier is available on site for your convenience. The first ten copies are free; each additional copy is 15 cents. (B) You can avoid copying costs by bringing your own copier and copy paper. (C) You can hire a copying service. We will accept payment in the form of a check or money order made payable to the Commonwealth of PA. **CASH AND CREDIT CARDS WILL NOT BE ACCEPTED.** Please contact us if you will be late or cannot keep your appointment. Late arrivals without prior notice may be rescheduled.