

BUREAU OF WASTE MANAGEMENT
DIVISION OF REPORTING AND FEE COLLECTION

**PADEP GREENPORT UPLOAD REPORTING GUIDELINES
FOR HAZARDOUS WASTE TRANSPORTERS (55G/H) AND TSD (55D/E) FEE REPORTS:**

Following are table layouts from the PA Waste Information Management System Data Dictionary. The information should be presented in a separate file for each of the following tables as they apply to your submission. The data must be presented in the same order as the field list below, or you will receive an error message.

- The file must be in plain text format, comma delimited, no leading or trailing commas, no quotes around text fields.
- All numeric fields must include one decimal place, even if it is a "0". The data must be presented in the same order as the field lists below.
- EPA ID number is the REPORTING Company's ID Number
- Page and line numbers should increment by 1 for each line on the spreadsheet so that no two lines have the same page and line number combination example:

unacceptable	PAD123456789,1,1,2,2000,0.0,0.0,1.6,1.6,XYZ1001633,1,1
	PAD123456789,1,1,2,2000,0.0,0.0,0.4,0.4,XYZ1001633,1,2
	PAD123456789,1,1,2,2000,0.0,0.0,0.4,0.4,XYZ1001633,1,2
acceptable	PAD123456789,1,1,2,2000,0.0,0.0,1.6,1.6,XYZ1001633,1,1
	PAD123456789,1,2,2,2000,0.0,0.0,0.4,0.4,XYZ1001633,1,2
	PAD123456789,1,3,2,2000,0.0,0.0,0.4,0.4,XYZ1001633,1,2

- Manifest line numbers should be numeric. A converted to 1, B converted to 2 etc.
- The manifest number should not have any spaces in it.
- There should be NO COLUMN HEADINGS
- The year should be 4 digits

TSD 55E Report Submissions

Field Name	
EPA Id	
Line Number	
Page Number	
Quarter	
Year	
Disposal Weight	0.0 (decimal incl.)
Exempt Weight	0.0 (decimal incl.)
Incinerate Weight	0.0 (decimal incl.)
Recycle Weight	0.0 (decimal incl.)
Storage Weight	0.0 (decimal incl.)
Total Weight	0.0 (decimal incl.)
Treatment Weight	0.0 (decimal incl.)
Manifest Number	
Manifest Page	
Manifest Line	

Transporter 55H Report Submissions

Field Name	Field size
EPA Id	
Line Number	
Page Number	
Quarter	
Year	
Exempt Weight	0.0 (decimal incl.)
Recycle Weight	0.0 (decimal incl.)
Total Weight	0.0 (decimal incl.)
TSDI Weight	0.0 (decimal incl.)
Manifest Number	
Manifest Page	
Manifest Line	

TSD Sample Data

PAD123456789,01,1,2,2000,0.0,0.0,0.0,0.0,0.1,0.1,0.0,XYZ0737940,1,01

PAD123456789,02,1,2,2000,0.0,0.0,0.0,0.0,1.0,1.0,0.0,XYZ8150295,1,01

Transporter Sample Data

PAD123456789,1,1,2,2000,0.0,0.0,1.6,1.6,XYZ1001633,1,1

PAD123456789,2,1,2,2000,0.0,0.0,0.4,0.4,XYZ1001633,1,2

In GreenPort:

Department of Environmental Protection
COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

Permit No : 123456 Name : My facility Name

Create

Any changes to your account information will not be reflected on the report cover pages in the current session.
Please allow 2 - 4 weeks for changes to appear on the web interface.

Report Type: **Action:**

Municipal Waste Landfill and Resource Recovery (Form 168)
Hazardous Waste Transporter (Form 55GH)
Treatment, Storage or Disposal Facility (Form 55DE)
Residual Waste Biennial (Form 330)

Click on Upload, then on GO

First, choose the type of report you will be uploading

Find File you want to upload: (*csv or txt format)

COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

Permit No : PAD123456789 Name : My Facility Name

File Upload [Greenport Home](#)

Any changes to your account information will not be reflected on the report cover pages in the current session.
Please allow 2 - 4 weeks for changes to appear on the web interface.

Report Type:* Treatment, Storage or Disposal Facility (Form 55DE)

Quarter:*

Year:*

File Name:*

If File has errors this is what you will see.

Department of Environmental Protection
 COMMONWEALTH OF PENNSYLVANIA
 PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF WASTE MANAGEMENT

Permit No : **PAD123456789** Name : **My Facility Name**

File Upload

Any changes to your account information will not be reflected on the report cover pages in the current session.
Please allow 2 - 4 weeks for changes to appear on the web interface.

[Main](#) [Back](#)

File Upload terminated due to data errors. Please correct the data and try again.

Line number 1: EPA ID number (**PAD123456**) does not match the authorized Permit Number
 Line number 1: Quarter (3) does not match the file upload request
 Line number 2: Quarter (3) does not match the file upload request
 Line number 2 has incorrect row total for waste tonnage

Report Type:* Treatment,Storage or Disposal Facility (Form 55DE)

Quarter:*

Year:*

File Name:*

If successful you will see the following:

Department of Environmental Protection
 COMMONWEALTH OF PENNSYLVANIA
 PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
 BUREAU OF WASTE MANAGEMENT

55G Summary

Hazardous Waste Transporter Quarterly Operations and Fee Report
Any changes to your account information will not be reflected on the report cover pages in the current session.
Please allow 2 - 4 weeks for changes to appear on the web interface.

Successfully uploaded.
 Please review the uploaded data and make necessary changes

[Add Page 55H](#) [Save](#) [Reset Page](#) [Facility Home](#) 55H Page No.: [GO](#)

A. General Information

1. Transporter EPA ID No.

2. No Hazardous Waste Handled This Quarter

3. Quarter* January-March April-June July-September October-December Year*

Check this box if you have changed your facility's name, address or contact information during this session.

4. Transporter Name

5. Transporter Mailing Address

Mail1

Mail2

Mail Cty PA 12355

6. Transporter's PA Hazardous Waste Transporter License No. : PA-

7. Contact Person

8. Contact Telephone Number

B. Fee Computation
 All weights must be expressed in tons rounded to the nearest tenth (0.1) of a ton.
 (see instructions). 1 Cu. Yd. = 1 Ton, 1 Ton = 2,000 Pounds, 1 Gallon = 8 Pounds, 1 Liter = 2.1 Pounds, 1 Kilogram = 2.2 Pounds.

Line No.		Treatment, Storage Disposal or Incineration Weight (tons)	Recycle Weight (tons)	Exempt Cleanup Weight (tons)	Total Weight (tons)
1	Waste Transported This Quarter	46.1	0.0	0.0	46.1
2	Fee Rate	\$ 3.00	\$ 1.50	XXXX	XXXX
3	Fee Due (Fee 1 * Fee 2)	138.30	0.00	XXXX	138.30

Done Local Intranet 100%

Follow instructions on the screen. If you have any questions or problems please contact us @ 717-783-9258 or ra-epeelectronicreporting@pa.gov