Waste Transportation Safety Program

New and Renewal

Act 90 Authorization

Online Greenport Application Instructions

www.depgreenport.state.pa.us
Benefits of Greenport

- User information is saved from last years renewal
- Only need to verify and update contact information, VIN list, insurance information and compliance history
- Haulers do not need to wait for mail to submit their application
- Applications may be submitted anytime
Existing Greenport users log in with your Username and Password. Go to slide 6.

If you forget your username/password and/or pin number reset it through the DEP Greenport Help Desk. See next slide.

Haulers NEW to DEP Greenport follow the prompts to self-register. Go to slide 5.
Forgot your PIN, Username or Password?

To reset your username and password and/or pin number email the Greenport Help Desk at depgreenporthelpdesk@state.pa.us

Include the following in the email:

- Indicate you are requesting to reset your username and password and/or pin number
- Waste Hauler number (WH#),
- Company name
- Email address to send pin number
- Phone number
- Fax number (if applicable)

You may also call the Greenport Help Desk at 717-705-3768 and leave the same above contact information. Please allow up to 48 hours to obtain your new username/password and/or pin number from the Greenport Help Desk.
Fill out each box and click “Create Account”

An email will be sent to you, with your username and password.

- Make sure to keep a record of your username and password for future logins

Return to the DEP Greenport Homepage to log in with your new username and password at

https://www.depgreenport.state.pa.us
Click WTSP

IF WTSP is NOT in the upper right corner follow these instructions:

- Click: Enroll
- On the right under Registration ➢ Click: WTSP
- Confirmation screen will load
- Click: Return to Applications
- Page will look like this.
- Click: WTSP
The DEP Trading Partner Agreement will be displayed upon each login to the Waste Transportation Safety Program web based application in which to submit data electronically to DEP. Please read and respond by accessing the action buttons at the bottom of the screen to proceed.

Identification

Your name and password are identifying you. If you are using another person’s name and password, you are submitting false information. If someone else has access to your name and password, notify us immediately.

Security Procedure

When you send us information, we will display it as it will appear in the Department of Environmental Protection’s official record. If you have corrections to make to the displayed information, resubmit the information or click on the “Cancel” button. Do not click the “Submit” button if the information is incorrect. If the information is correct, click the “Submit” button to make it part of DEP’s official record.

False Reporting

You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. § 4904 (unsworn falsification to authorities). If you discover that the information you submitted is incorrect, notify us immediately.

Electronic Signature

When you click a button labeled “I Agree” or “Submit,” it has the same legal effect as a written signature under the Electronic Transactions Act, 73 P.S. § 2260.101 et seq.

Confidential Information

You must identify any confidential information. Any information that is not identified as confidential will be treated as public information. The Department will notify you if it does not agree that the identified information is confidential.

Paper Submission

If you do not want to submit information electronically, click the “I Don’t Agree” button. You can download the current paper form from our website: www.dep.state.pa.us.

Agreement

By clicking the “I Agree” button, you agree to be bound by the terms of this Trading Partner Agreement, which shall be governed by the laws of Pennsylvania and enforced in Pennsylvania courts.
Portal Information Verification

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Please verify that your information is correct. It will be inserted as the official record of the Report Preparer. If there is any information that needs to be corrected, please revise it at the DEP GreenPort before proceeding.

Make sure the information is correct.

Click “Submit”
WTSP Login

Enter your Waste Hauler Number (WH#) and Four Digit PIN number.

If you have forgotten your PIN number email the Greenport Help Desk at depgreenporthelpdesk@state.pa.us OR call the helpdesk at 717-705-3768. Include your WH# and contact information.

See slide 4 for more details
Welcome Screen

This is the Welcome Screen.

Please read through this carefully.

Do not use the Back and Forward buttons on your browser toolbar

When you are ready, click Continue.

Welcome

Welcome to the Waste Transportation Safety Program web application.

To use this system and pay for the stickers for your fleet, you must use a major credit card (VISA, Mastercard, Discover or American Express).

Current sticker prices are $100 for each truck and $50 for each tractor or trailer.

Before starting, make sure you have a single card that can handle this amount. Otherwise, you should obtain our paper forms and submit payment by check.

Also, when navigating through the application, only use the buttons and links provided on the application screens.

Do not use the Back and Forward buttons on your browser toolbar.

Using the browser toolbar accesses old, cached pages which may cause an error when processing your application.

Thank you for using the Waste Transportation Safety Program web application.

Continue
This is the main menu for the WTSP Authorization.

Cab Card and Stickers added using Addendum expire on the same day as your current vehicles. If you are within 120 days of expiration, DO NOT submit an Addendum. Instead, fill out a Renewal.

Click New or Renewal Application
The Renewal Checklist is the main navigation menu for the Act 90 New or Renewal Authorization

Each section on the Application Check List must be completed.

When navigating click “Continue” to take you to the next section.

Click “Done” to bring you back to the Renewal Checklist.

To Begin: Click on Verify Hauler Name and Address.

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm
Verify Hauler Name and Address

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Verify Hauler Name and Address

WH Number: WH0000
Employer ID# (EIN): 00-0000000
US DOT#
Client Record Name: SAMPLE COMPANY INC
Client Type: PENNSYLVANIA CORPORATION
Legal Name: SAMPLE COMPANY, INC.
Business Street Address: 101 SAMPLE STREET
CITY, STATE 00000-0000 US

Applicant Contact Name: JOHN DOE
Title: PRESIDENT
Contact Firm Name:
Telephone: 000-000-0000
Extension:
FAX: 000-000-0000
Cell Phone:
Primary Email Address: sampleemail@email.com

The above information is correct
Change of address information is required

Verify that your Waste Hauler Name, Address and Contact information is correct.

If the information is correct, click the circle in front of “The above information is correct”
Click Continue. Go to slide 16.

To update this information, click on the circle in front of “Change of address information is required”
Click Continue. Go to next slide.
Update your address and corporate contact information if necessary.

* marks information that is required. If your EIN#, company name or officers change please call us at 717-783-9258.

Once all the information is updated, Click Save. This will take you back to the Verification screen.

See previous slide.

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### Edit Hauler Name and Address

<table>
<thead>
<tr>
<th>* Required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>WH Number:</td>
<td>WH0000</td>
</tr>
<tr>
<td>Employer ID# (EIN):</td>
<td>00-0000000</td>
</tr>
<tr>
<td>US DOT#</td>
<td></td>
</tr>
<tr>
<td>Corporation Name:</td>
<td>SAMPLE COMPANY INC</td>
</tr>
<tr>
<td>Legal Name:</td>
<td>SAMPLE COMPANY INC</td>
</tr>
<tr>
<td>* Business Street Address:</td>
<td>101 SAMPLE STREET</td>
</tr>
<tr>
<td>Address 2:</td>
<td></td>
</tr>
<tr>
<td>* City:</td>
<td>SAMPLE CITY</td>
</tr>
<tr>
<td>* State:</td>
<td>PENNSYLVANIA</td>
</tr>
<tr>
<td>* ZIP + 4:</td>
<td>00000-0000</td>
</tr>
<tr>
<td>* Country:</td>
<td>United States</td>
</tr>
<tr>
<td>* Contact First Name:</td>
<td>JOHN</td>
</tr>
<tr>
<td>Contact Middle Name:</td>
<td></td>
</tr>
<tr>
<td>* Contact Last Name:</td>
<td>DOE</td>
</tr>
<tr>
<td>Contact Name Suffix:</td>
<td></td>
</tr>
<tr>
<td>Contact Title:</td>
<td>PRESIDENT</td>
</tr>
<tr>
<td>Contact Firm Name:</td>
<td></td>
</tr>
<tr>
<td>* Telephone:</td>
<td>000-000-0000 (nnn-nnn-nnnn)</td>
</tr>
<tr>
<td>Extension:</td>
<td></td>
</tr>
<tr>
<td>FAX:</td>
<td>000-000-0000 (nnn-nnn-nnnn)</td>
</tr>
<tr>
<td>Cell Phone:</td>
<td>000-000-0000 (nnn-nnn-nnnn)</td>
</tr>
<tr>
<td>Primary Email Address:</td>
<td><a href="mailto:sampleemail@sample.com">sampleemail@sample.com</a></td>
</tr>
<tr>
<td>Additional Email:</td>
<td></td>
</tr>
<tr>
<td>Additional Email:</td>
<td></td>
</tr>
<tr>
<td>Additional Email:</td>
<td></td>
</tr>
</tbody>
</table>

*Save*  
*CANCEL*
## Mailing Address

Mailing Address is where the Department will send the stickers, cab cards, and correspondence.

To update this information, check the box on the left side. Edit and save the information.

If the information is correct, check the box “All my VIN Mailing Addresses are listed above”

Click Continue.

### Manage VIN Mailing Addresses

<table>
<thead>
<tr>
<th>Edit</th>
<th>101 SAMPLE STREET</th>
<th>PO BOX</th>
<th>SAMPLE CITY</th>
<th>PA</th>
<th>00000-0000</th>
</tr>
</thead>
</table>

- All my VIN Mailing Addresses are listed above

For technical assistance, please call the DEP Help Desk at **(717) 705-3768** between the hours of 8:00 am and 4:30 pm

or send an e-mail to [depgreenporthelpdesk@state.pa.us](mailto:depgreenporthelpdesk@state.pa.us)
Manage VINs Summary

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Manage VINs Summary

101 SAMPLE ST.  PO BOX 0000  SAMPLE CITY  PA  00000-0000  2 VINs

VIN Total: 2 VINs

☐ All my VINs are recorded

Displayed are the current registered VINs and the corresponding address.

To ADD or DELETE VINs, click on the link to the far right. Go to next slide.

If all VIN information is correct, check the box “All my VINs are recorded”

Click Continue.

Go to slide 21.
Add and Delete Vehicles

COMMONWEALTH OF PENNSYLVANIA
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BUREAU OF WASTE MANAGEMENT
WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Manage VINs for
101 SAMPLE STREET, SAMPLE CITY, PA 00000-0000

<table>
<thead>
<tr>
<th>VIN</th>
<th>Gross Vehicle Weight</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete SAMPLE000000TRUCK</td>
<td>50000</td>
<td>WT</td>
</tr>
<tr>
<td>Delete SAMPLE000000TRUCK</td>
<td>60000</td>
<td>WT</td>
</tr>
</tbody>
</table>

To ADD vehicles Click the link “Add VINs to this Address”
Go to next slide.

To Delete vehicles click “Delete” for a specific VIN number or to delete more than one VIN at a time click “Delete Multiple VINs from this Address”
Clicking Done will return you to Manage VIN Summary

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us
Add Vehicles

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Add VINs to
101 SAMPLE STREET, SAMPLE CITY, PA 00000-0000

* Required

* VIN

* Gross Vehicle Weight (no commas)

* Vehicle Type

VIN(s) Must contain
• 17 characters unless it was manufactured before 1981
• Letters I, O, or Q not included

Gross Vehicle Weight (GVW) from registration or title.

Vehicle Type should match registration or title.

Click Add to return to “Manage VINs Summary”

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us
Display are the current registered VINs and the corresponding address.

If all VIN information is up to date and correct, check the box “All my VINs are recorded”

Click Continue.
Manage Insurance Information

There are no Insurances on file.

Add A New Insurance Policy

☐ All vehicles use one of the above policies

Continue | Done

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us

Input your current insurance information for your vehicles by clicking on the “Add New Insurance Policy” link.

Go to next slide.

When your insurance information is correct, check mark the box “All vehicles use one of the above policies”

Click Continue.

Go to slide 23.
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Add Insurance

* Required when not Self-Insured

* Insurance Company Name: 

[ ] Self-Insured

* Policy Number: 

* Effective Date: (mm/dd/yyyy)

* Expiration Date: (mm/dd/yyyy)

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us

If self insured, please click the box next to “Self-Insured” and click Save.

If insured through a company include:
• Company Name
• Policy Number
• Effective Date
• Expiration Date

If the insurance policy has expired, the application will be returned with a request for valid insurance expiration dates.

Click Save
Compliance Checklist

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Compliance Check List

SAMPLE COMPANY INC, SAMPLE CITY PA

Permit / License Actions
Not Started

Enforcement Actions
Not Started

Environmental Crimes
Not Started

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us

Click on each link of the following links to complete the Compliance checklist:

• Permit/License Actions
• Enforcement Actions
• Environmental Crimes

Enforcement actions within the past 5 years must be reported for applicant, owners & principals.

When finished, Click Done.

Need Help finding your compliance history? Go to next Slide
Locate your Enforcement Action History

Obtain your company’s Client ID. You can obtain this ID number from Complete (Active, Inactive, Revoked) List of Waste Transportation Authorizations (xls)

Go to the “Client Search” link in eFACTS on the Web.

- Type in your Client ID in the “Client ID” box and hit the Search box.
  - Hint: Do not type in additional information on this screen.
- All Compliance History information will be located under “Inspections” (bottom of page).
- Specific compliance history information (violations and enforcement actions) will be found under the “Inspection Results” link.
- If the Client Search Site Details includes company owned facilities/operations, additional waste violations may be listed for these operations.
- Waste violations and enforcements actions must also be reported for related corporations (corporations with common principals or have parent or subsidiary relationships).

Waste hauler compliance history information is also available at WTSP violations and enforcement actions (xls)

- If there are multiple entries with the same Enforcement number, these entries all count as a single enforcement action.
- Make sure to use the date listed under Date Executed.
- Also, any enforcement actions by Parent or Sister companies must also be listed.

If you need assistance please call the DEP’s Waste Transportation Safety Program at 717-783-9258 or Email ra-wtsp@pa.gov
Option 1: If the applicant, owners or principals have NOT had a permit or license denied, suspended or revoked for environmental activity in the past 5 years.

Option 2: If the applicant, owners or principals HAVE had a permit or license denied, suspended or revoked for environmental activity in the past 5 years.

Click Continue
Compliance History: Enforcement Actions

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Compliance History - Enforcement Actions
SAMPLE COMPANY INC, SAMPLE CITY, PA

☐ Check here if you have NOT had any environmental enforcement actions issued against you by any state or federal agency in the past five (5) years.

☐ Check here if you HAVE had any environmental enforcement actions issued against you by any state or federal agency in the past five (5) years.

Continue Cancel

Option 1: If the applicant, owners or principals have NOT had any environmental enforcement actions issued against you in the past 5 years.

Option 2: If the applicant, owners or principals HAVE had any environmental enforcement actions issued against you in the past 5 years.

Click Continue

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us
Manage Enforcement Actions

Enforcement actions include:

- Summary Citation
- Notice of Violation
- Civil Penalty Assessment
- Administrative Order
- Consent Order
- Court Order
- Consent Assessment Civil Penalty

Click Add Action to enter additional enforcement actions. Go to next slide.

When all of your Enforcement Actions are correct Checkmark “All Enforcement Actions for the past 5 years are recorded”

Click Done. Go to slide 28
DEP Inspectors issue Enforcement Actions.

Multiple enforcement actions can be given for one violation. Each of these actions must be listed separately with their Date Executed/Date of Action.

Enter
- Permit/License ID# is your WH#
- Issuing Authority
- Issuing Agency Name – PA DEP
- Date of Action - when executed by DEP
- Amount of Fines or Penalties (if any)
- Explanation

When correct Click “Save” to return to Manage Enforcement Actions
Environmental Crimes are state and federal offenses, misdemeanors, or felonies.

Environmental Crimes involve convictions and court hearings.

Check Option 1: If the applicant, owners or principals have NOT been convicted in the past 5 years

Check Option 2: If the applicant, owners or principals HAVE been convicted in the past 5 years

Click Continue
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Certification

☐ I consent to the Department’s use of the mailing address provided herein, for service by first class mail of all requests and actions taken by the Department of Environmental Protection. I consent that mail service satisfies all requirements for service unless and until I notify the Department by certified mail of any change of mailing address.

☐ I certify that the applicant is either the owner of these vehicles or currently has a valid contract with the owner of these vehicles to exclusively use the vehicles to transport municipal or residual waste.

☐ I certify that these vehicles have current safety inspections with a certificate of inspection valid for the base registration state and/or federal requirements for interstate commerce.

☐ I certify that these vehicles have insurance that meets the minimum state and/or federal requirements for financial responsibility for intrastate or interstate operation.

☐ I certify under penalty of law that ALL information contained herein is TRUE and CORRECT and that I understand that any misstatement of fact is a misdemeanor of the third degree punishable by a fine up to $2,500 and/or imprisonment up to 1 year (18 PA. C.S. Section 4904[b]).

Click OK
Application Review and Submission

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Renewal Application
SAMPLE COMPANY INC (WH0000)

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

Submission

A PDF Version of your Application will show here for your review.

Yes, Submit  Edit Application  Cancel

ACT 69 NOTIFICATION:

The Summary View page presented you with an overall final look at the information that you will be submitting to DEP if you select the *Yes, Submit button. The Summary View page also gave you the opportunity to revise and make modifications to data on any part of the Application. Please note that once you click the *Yes, Submit button, your Application becomes an official DEP record and you will not be able to change the information submitted. If you would like to re-edit your Application, click Edit Application.

Please Note: If after selecting the *Yes, Submit button you discover that your information is incorrect, notify DEP immediately.

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. Any false statement is subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.

A PDF of your completed application will be available for review and printing.

Be sure to double check everything before you submit.

The information can not be changed afterwards.

Click “Yes, Submit” if the application is all correct.

Click “Edit Application” if you need to make changes.
## Fee Payment Summary

<table>
<thead>
<tr>
<th>0 Renewed VIN(s):</th>
<th>$0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount Due</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### renewal application

Sample Company Inc (WH0000)

Note: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

For technical assistance, please call the DEP Help Desk at (717) 705-3768 between the hours of 8:00 am and 4:30 pm or send an e-mail to depgreenporthelpdesk@state.pa.us

### Total fees associated with VINs

Make sure the number of renewed VINs matches the number of vehicles you wish to register or renew.

Click Check Out
Credit Card Information and Payment

Credit Card Information

* Required

Please enter the following credit card information. Before entering your information, you may want to review the Commonwealth’s privacy policy and DEP’s privacy policy.

Amount Charged to Card: $0.00

* Select Credit Card Type:
  - VISA
  - Master Card
  - Discover
  - American Express

* Credit Card Number: 

* Expiration Date: Month: -- Year: ---- 

* Card Security Code: 

The card security code is the last set of three (or in some cases four) numbers on the back of the credit card (usually within the signature block). If your credit card contains a card security code, you must enter it in the space provided.

* Name on Card: 

* Full Name: 

Enter your address as it appears on your credit card statement:

* Address Line 1: 

  Address Line 2: 

* City, State ZIPCode: (Please Select)

When you have finished entering your information and are ready to submit your secure order, please press the 'Charge Card’ button. Wait for the transaction to be completed.

When you press the 'Charge Card’ button your order will be placed and your credit card will be charged.

Only press the 'Charge Card’ button once.

Be sure to fill out all the information.

Make sure the card you are using can handle the entire amount.

Click “Charge Card” to complete the application.
Every section in the application either has information to add or a box to check.

- If the system is not letting you submit, check that you have completed all parts of the application.

If you are continuing to have technical problems contact the DEP Waste Management at 717-783-9258 or email ra-wtsp@pa.gov