

GUIDE: Submitting Annual Reports for the VOC Regulations for Oil and Natural Gas Sources Using PA DEP Greenport Public Upload System

(Last updated: 01/31/2024)

<https://greenport.pa.gov/ePermitPublicAccess/PublicSubmission/ValidatePublicSubmission>

Public Upload

Welcome to PA DEP's Public Upload with Payment Submission Page!

There are many forms which may be submitted via this tool. If a form requires payment, and your organization is not exempt, you will need to make payment at the time of submission. Payment can be made by credit card or Telecheck (ACH).

Public Submission

Resubmittal

If you are attempting to submit a new form to DEP, please answer 'NO' to the resubmission question and you will see the Public Upload form to complete a new submission.

If you are resubmitting a form which was previously submitted to DEP and required an update, please answer 'YES' to the resubmission question and you will see further instructions on how to start the resubmission.

Is this a resubmittal?* Yes No

Continue

Your submittal is most likely not a resubmittal, so click next to “No” and then click on the “Continue” button, which will then take you to the main Greenport Public Upload page.

SUBMITTER INFORMATION

Required: must fill in Submitter Name, Submitter's Organization, Submitter Email Address, Phone Number

*Required fields have an asterisk

Public Submission

Submission Information

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

SUBMISSION INFORMATION

Submission Type - select "Air Quality Report or Miscellaneous Submission (no payment)" from drop-down list

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Submission Type Filter (optional)

Filter Submission Types by Program (optional)

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

Project Address

Address

- Air Quality GP General Permit
- Air Quality Plan Approval (any type - New, Modif, Ext, etc.)
- Air Quality Report or Miscellaneous Submission (no payment)**
- Air Quality Synthetic Minor or Natural Minor Operating Permit (initial or renewal only)
- Air Quality Title V Permit (initial or renewal only)
- AMERICAN IRON AND STEEL WAIVER 3850-FM-BCW0509

Request Type - select "Other" from drop-down list

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Submission Type Filter (optional)

Filter Submission Types by Program (optional)

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

Project Address

Address

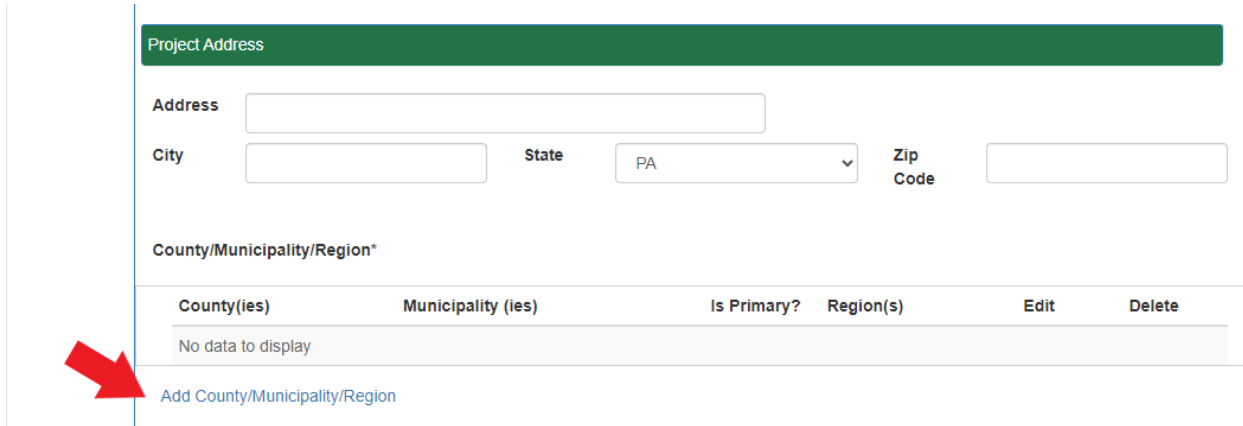
Do not enter answers for "Submission Type Filter (optional)" or "Permit #/Project#" or "Applicant EIN" leave these boxes blank

PROJECT ADDRESS

County/Municipality/Region

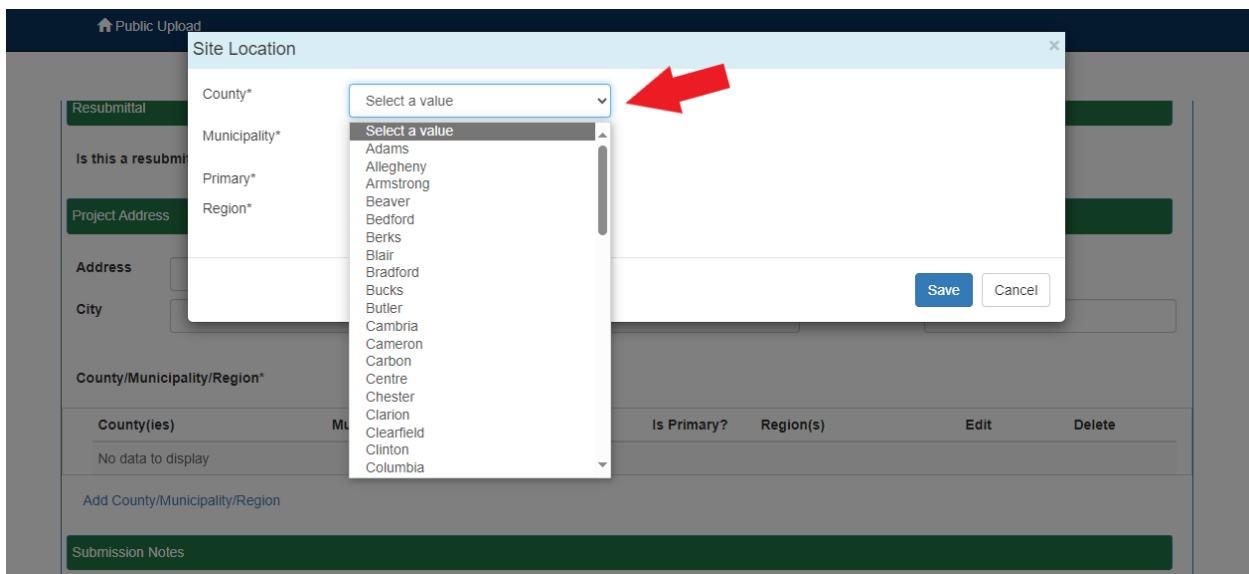
You will need to enter the county and municipality for each facility included in the report. Follow the steps below for each county and municipality

Click on “Add County/Municipality/Region” and a pop-up window will appear



The screenshot shows a form titled "Project Address" with fields for Address, City, State (set to PA), and Zip Code. Below these fields is a table for "County/Municipality/Region*". The table has columns for County(ies), Municipality (ies), Is Primary?, Region(s), Edit, and Delete. The table currently displays "No data to display". A red arrow points to a blue button labeled "Add County/Municipality/Region" located below the table.

Select a county from the drop-down list first



The screenshot shows a "Site Location" pop-up window. It has fields for County*, Municipality*, Primary*, and Region*. The County* dropdown menu is open, showing a list of counties: Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Bradford, Bucks, Butler, Cambria, Cameron, Carbon, Centre, Chester, Clarion, Clearfield, Clinton, and Columbia. A red arrow points to the County* dropdown menu. The window also has "Save" and "Cancel" buttons.

Then select a municipality from the drop-down list

Public Upload

Site Location

County* Adams

Municipality* Abbottstown Borough

Primary*

Region* Southcentral Regional Office

Save Cancel

County(ies)	Municipality (ies)	Is Primary?	Region(s)	Edit	Delete
No data to display					
Add County/Municipality/Region					

Repeat these steps for each county and municipality included in the report.

SUBMISSION NOTES

Provide any necessary comments below for the review staff

Include the phrase “129.130 Annual Report” for a report for unconventional or “129.140 Annual Report” for a report for conventional oil or natural gas facilities.

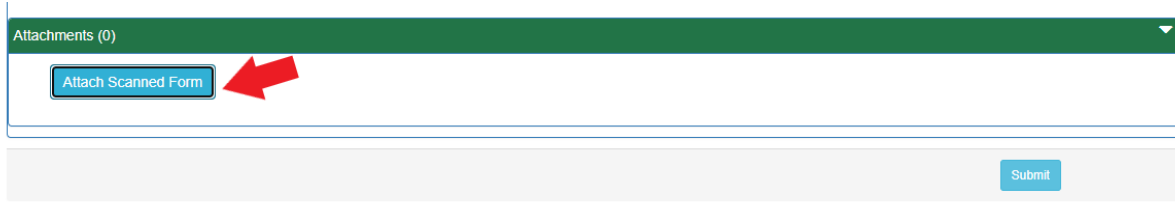
Submission Notes

Provide any necessary comments below for the review staff

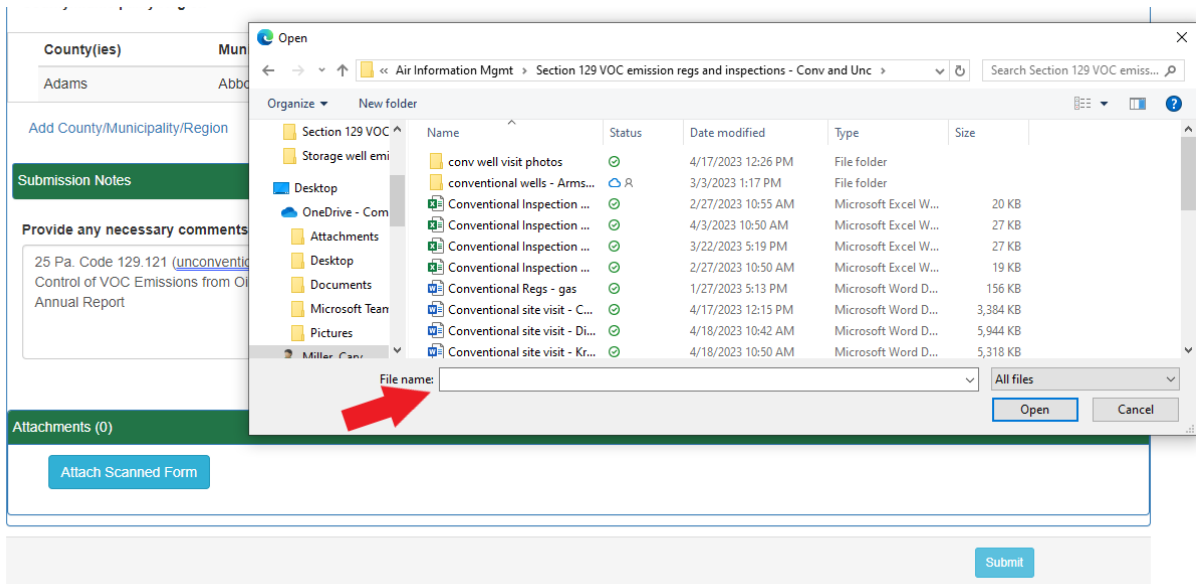
25 Pa. Code 129.130 (unconventional) or 129.140 (conventional)
Control of VOC Emissions from Oil & Gas Facilities
Annual Report for 2023 from ABCXYZ Production Co, Inc.

Attachments

“Attach Scanned Form” button opens a pop-up box to find desired file to attach for upload



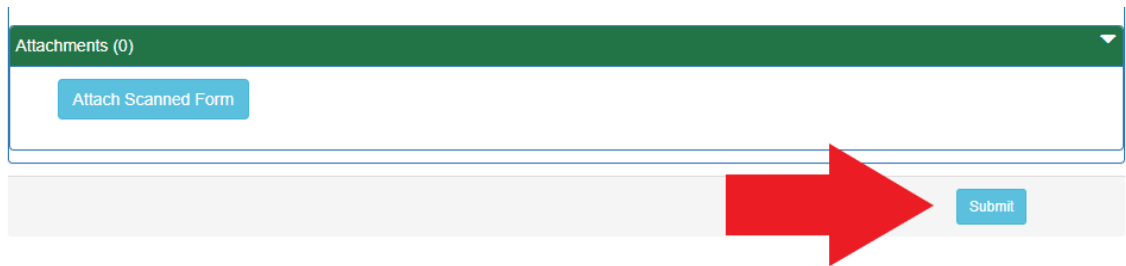
Find the documents you wish to attach to this submittal. After selecting each one, click the “Open” button. To attach multiple documents, repeat this process.



If you are using the reporting template provided by the Department, it is recommended that you cross check with the Attached Documentation tab to confirm that all the listed documents have been included in the submittal.

Submit

Press submit button to upload your annual compliance report.

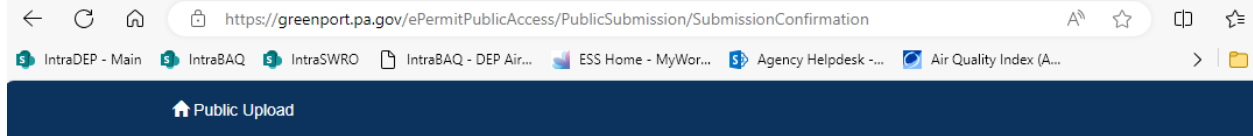


Attachments (0)

Attach Scanned Form

Submit

It is recommended that you record the Reference number on the following Submission Details page or use the “Print Confirmation” button. The system also sends a confirmation email containing details and the reference number to the email address input at the top of the submission form.



Submission Details

Details have been submitted successfully. Please review and print the Transaction Receipt for your records.

Reference :	206933
Form Name :	Air Quality Report or Miscellaneous Submission (no payment)
Submitter Name :	Cary Miller
Submitter Organization :	PA DEP
Submitter Email :	carymiller@pa.gov
Phone Number :	(412) 442-4277
Submitted To :	Southwest Regional Office
Date Submitted :	01/31/2024

Print Confirmation