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

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

SUBMISSION INFORMATION

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

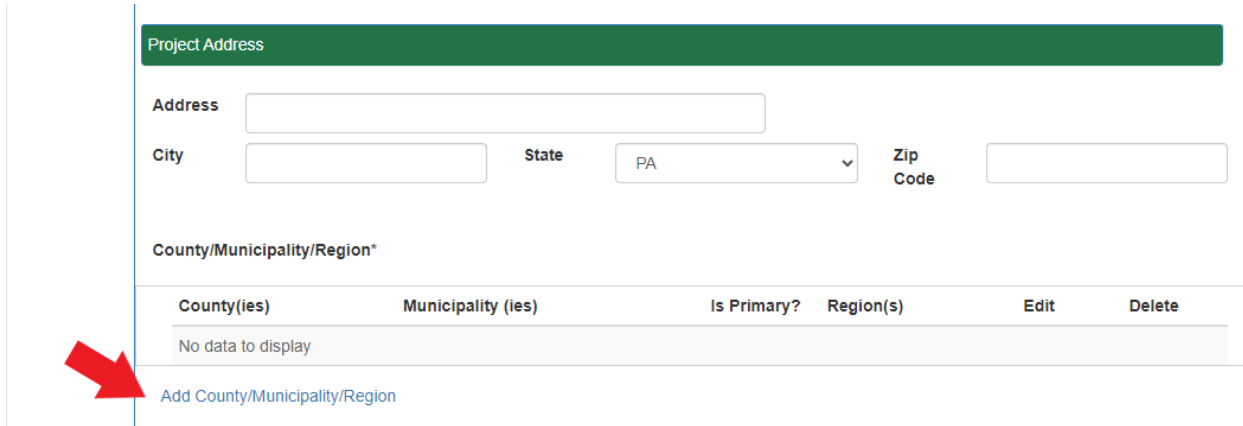Request Type - select "Other" from drop-down list

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

PROJECT ADDRESS

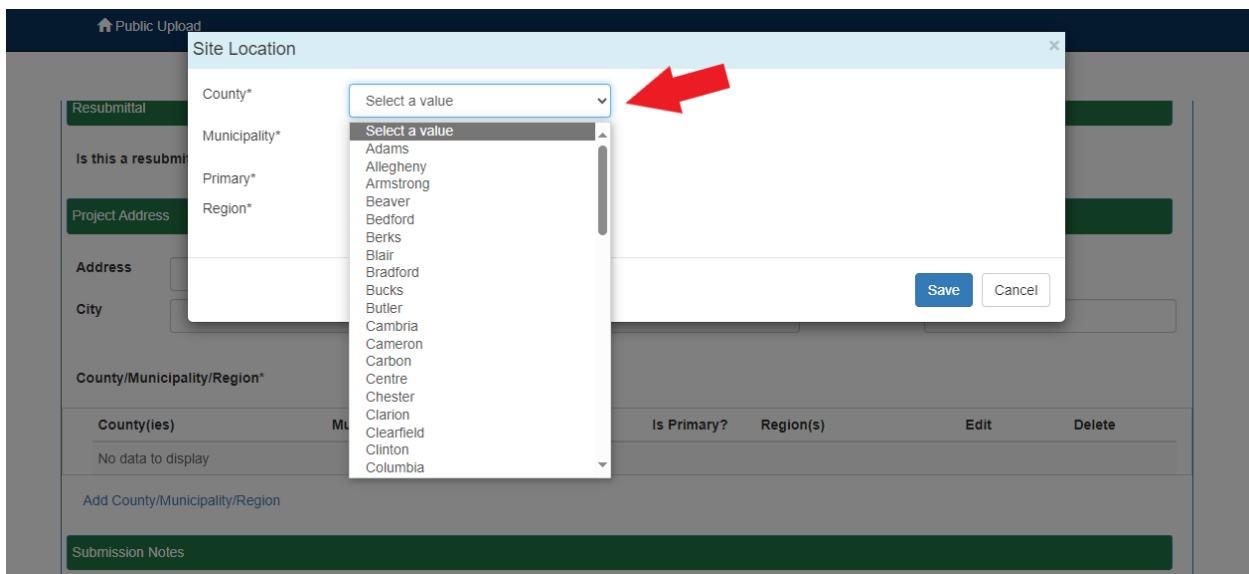County/Municipality/Region

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

Select a county from the drop-down list first

Then select a municipality from the drop-down list

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 "<mark>129.130 Annual Report</mark>" for a report for unconventional or "<mark>129.140 Annual Report</mark>" for a report for conventional oil or natural gas facilities.
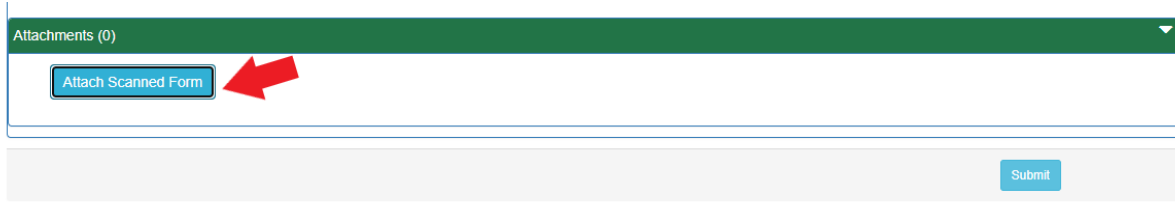
Attachments

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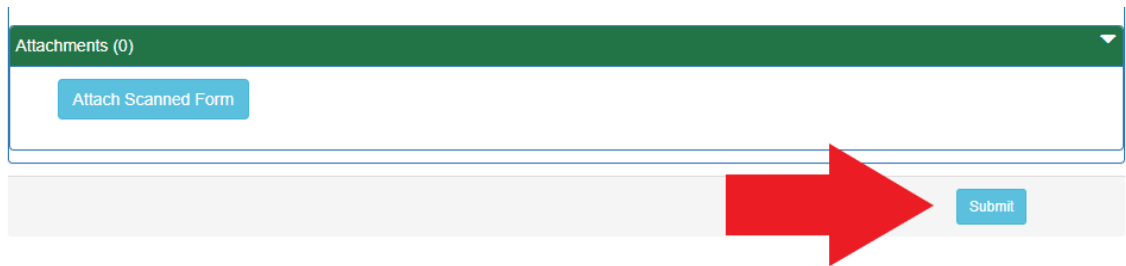

Find the documents you wish to attach to this submittal. After selecting each one, click the "Open" button. To attach multiple documents, repeat this process.
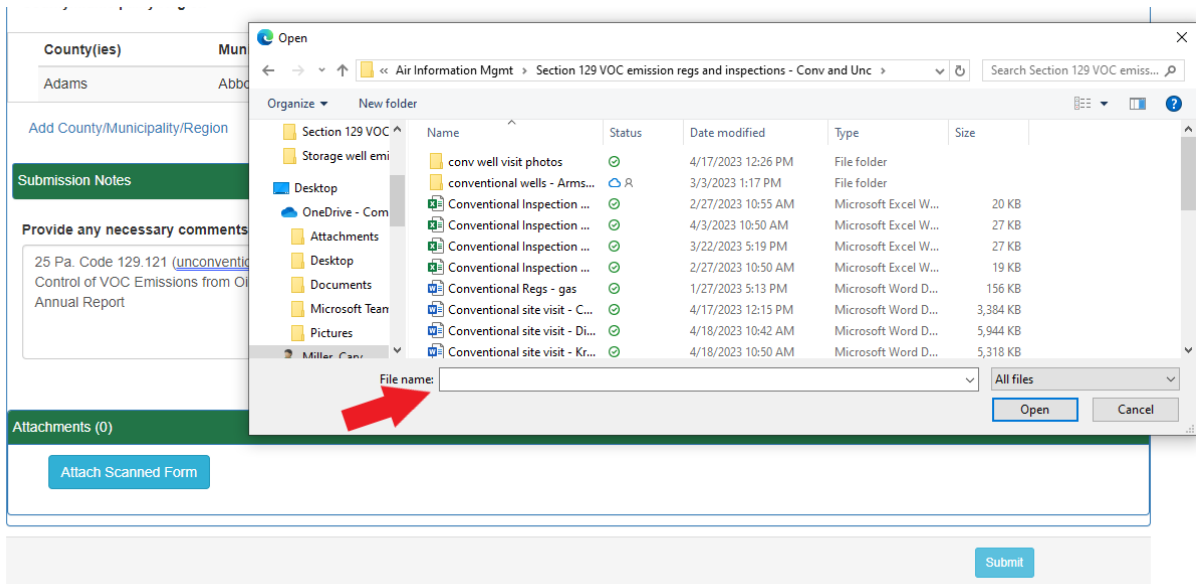
If you are using the reporting template provided by the Department, it is recommended that you cross check with the Attached Documentation tab to confirm that all the listed documents have been included in the submittal.

Submit

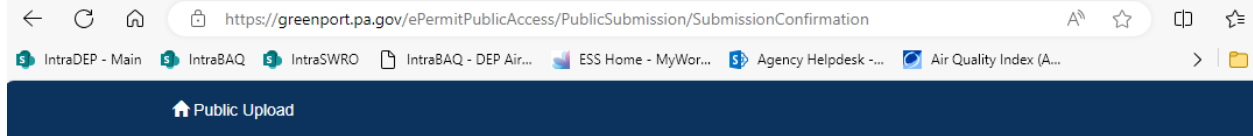Press submit button to upload your annual compliance report.

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.