

# Pennsylvania Land Recycling Program:

## Public Upload with Electronic Payment User Guide

March 2024

The Department of Environmental Protection (DEP) has created an electronic document submission system, "Public Upload with Electronic Payment", which provides a streamlined and expedient process for the submission of payments, permits, reports and other documents. If you are unsure whether this system should be used for your submission, please contact the [DEP Regional Office](#) in which your activity is located.

Please use the following link to DEP's Electronic Submission webpage to access to the Public Upload with Electronic Payment system:

[Electronic Application Form Uploads \(pa.gov\)](#)

Please use the following guidance for use of the Public Upload with Electronic Payment Forms system to submit Act 2 reports and associated fees:

### Instructions for submittals

- **DO NOT INCLUDE PERSONAL OR SENSITIVE INFORMATION IN SUBMISSIONS** (e.g., a copy of a check). Most information submitted to DEP is public.
- Please submit reports as a bookmarked PDF file or a Word document.
- Submit all documents as one or more files in a single submission (e.g., including the transmittal form, report, documentations of notices, etc.).
- Environmental Covenants (ECs) – Payment of EC fees can be made using the Public Upload system, but draft or signed EC documents must be submitted via email or regular mail. Please use this [transmittal sheet](#) when submitting fee payments in the Public Upload system. Documentation of recorded ECs should also be submitted via the Public Upload system.

### Please enter the following in noted specific fields:

1. Confirm if this is a resubmittal (Yes/No).
  - a. If the original submittal was returned by DEP for corrections or additional information, then any subsequent submittal is a resubmittal.
  - b. If yes, enter the Reference # of the prior submittal in the box next to the Yes/No question
  - c. If it is a new submittal select no and proceed
2. Enter the submitter's information including name, organization, email, and phone number.
3. Select ENV CLEANUP & BROWNFIELDS ECB in the *Filter Submission Types by Program* drop-down menu.
4. Select the Form Name being submitted from the drop down in the Submission Type.
5. Select your Request Type from the drop down.
6. Enter the Permit #/Project#:
  - a. **Land Recycling (Act 2)**: For Act 2/Land Recycling facilities, this is the 6-digit Primary Facility ID Number (example 654321).

- b. **Storage Tanks:** For regulated storage tank facilities, this is the Facility ID Number (##-#####). For certification applications and amendments, please enter the individual or company certification number. If unknown, leave blank.
7. Enter the remediator's employer identification number (EIN) (optional).
  8. Enter the complete site location address information in the Project Address area.
  9. Select the county and municipality where the facility/site is located. The DEP Regional Office will auto populate. For assistance in finding the municipality by location visit [Municipal Statistics](#).
  10. Enter any comments for DEP. Comments should include the name of the site and the DEP staff member who should receive the document such as the DEP inspector or project officer.
  11. Attach the transmittal sheet, forms, and reports to be submitted.
  12. Click "Submit."
  13. You will be prompted to pay the fee associated with the form(s) you are submitting. Please use the transmittal sheet to identify the correct fee. If multiple reports are being submitted, be sure to add up all applicable fees and pay together with your submittal.
  14. Here is a summary of the fees for reports:
 

a. Notice of Intent to Remediate	no fee
b. Combination of Standards Final Report	sum of all submitted reports
c. Background Standard Final Report:	\$250
d. Site-Specific Standard	
i. Remedial Investigation Report:	\$250
ii. Risk Assessment Report:	\$250
iii. Cleanup Plan:	\$250
iv. Final Report:	\$500
e. Statewide Health Standard Final Report:	\$250
f. Special Industrial Area	
i. Work Plan	no fee
ii. Baseline Environmental Report	no fee
g. Consent Order and Agreement	no fee
h. Environmental Covenant	see Note below
i. Environmental Covenant Periodic Status	no fee
j. Grant Documents	no fee
k. Nonuse Aquifer Determination Request	no fee
l. Oil and Gas Alternative Report	no fee
m. Post Remediation Care Plan	no fee
n. Project Correspondence	no fee
o. Reduced Demonstration of Attainment	no fee
p. Waiver Requests	no fee
  15. Upon submission, you will be provided a form upload reference number that can be used to track your submission. Feel free to email that number to the DEP individual you are working with. This will allow them to download the report immediately, should the routing process take some time.

**Please take note that draft and signed Environmental Covenants should not be submitted through this system. The draft EC should be submitted via email to the appropriate regional office in MS Word format. Once the EC has been agreed to and signed, the EC Payment Form along with payment of \$500 should be submitted through this system.**

## **Table 1**

### **Land Recycling (Act 2) Forms**

LAND RECYCLING BACKGROUND STANDARD FINAL REPORT
LAND RECYCLING COMBINATION OF STANDARDS FINAL REPORT
LAND RECYCLING CONSENT ORDER AND AGREEMENT
LAND RECYCLING ENVIRONMENTAL COVENANT
Land Recycling Environmental Covenant Fee Submission
LAND RECYCLING ENVIRONMENTAL COVENANT PERIODIC STATUS REPORT
LAND RECYCLING GRANT DOCUMENTS
LAND RECYCLING NONUSE AQUIFER DETERMINATION REQUEST
LAND RECYCLING NOTICE OF INTENT TO REMEDIATE
LAND RECYCLING OIL AND GAS ALTERNATIVE REPORT
LAND RECYCLING POST REMEDIATION CARE PLAN
LAND RECYCLING PROJECT CORRESPONDENCE
LAND RECYCLING REDUCED DEMONSTRATION OF ATTAINMENT REQUEST
LAND RECYCLING SITE-SPECIFIC STANDARD REPORT
LAND RECYCLING SPECIAL INDUSTRIAL AREA REPORT
LAND RECYCLING STATEWIDE HEALTH STANDARD FINAL REPORT
LAND RECYCLING WAIVER REQUESTS