Users Guide for Electronic Submissions of the Form U for Landfill Operators

April 25, 2003

Prepared by Concurrent Technologies Corporation, April 2003
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Overview of the Electronic Form U

The Pennsylvania Department of Environmental Protection (DEP) has developed the Electronic Form U application to submit and review Form U records and to improve data quality and accuracy.

The web-based application allows landfill operators to submit to DEP all relevant information regarding the Form U, as well as attach relevant documentation, via the Internet. The system also provides a means to verify data and archive reports.

eForm U works in conjunction with DEP GreenPort, a web security module that serves as the integrated gateway into DEP’s website and provides both the regulated community and DEP staff with a single point of contact for online access to electronic applications, environmental information and resources.

The eForm U application and DEP GreenPort are part of DEP’s E-Government Program, an initiative that supports the Department's efforts to

- eliminate manual data entry
- reduce the burden on staff
- provide greater data accuracy
- provide better accessibility to data
- reduce the reliance on paper
- enable staff to focus on environmental issues instead of data entry.
Requirements

User Name and Password
To access the eForm U application and conduct business electronically with DEP, users are required to complete a Request for Security Access form and return it to DEP. DEP will provide a user name and password to DEP GreenPort, which will grant access to the eFORM U, as well as other DEP electronic application for which admission has been approved.

A copy of the Request for Security Access form is included in Appendix B.

System Requirements
The minimum system requirements needed to use the eForm U are listed below. Please ensure you have the minimum system requirements before proceeding.

- Internet access
- Web browser
  - Microsoft Internet Explorer version 4.0 or higher with 128-bit encryption strength
  - Netscape version 4.08 or higher with 128-bit encryption
- 586 (Pentium) processor recommended
- Adobe Acrobat Reader 5.0 or higher

Additional Requirements
In order to use the online Form U application, the Bureau of Land Recycling and Waste Management requires that landfill operators complete a Form R – a Waste Analysis & Classification Plan – that describes the types and volumes of waste they will be accepting. The Form R usually includes attachments, chemical analyses and other documentation, on which DEP bases its decision to authorize the landfill to accept waste. Landfill operators complete and submit a Form U to request authorization to accept a new waste stream or to increase the amount of an approved waste stream.
Technical Support
DEP provides Help Desk support for the eForm U. The Help Desk will be staffed Monday through Friday, 8:00 a.m. to 5:00 p.m. EST. The Help Desk can be accessed at 717.772.5840 or depgreenporthelpdesk@state.pa.us.

Time-Out Setting
DEP has made an effort to give users enough time to complete the Form U submission online by setting the “time-out” function to 20 minutes. This means that – within a 20-minute time period – there must be some interaction between your computer system and the server that hosts the eForm U application. If there is no interaction (i.e., exchange of data – not simply moving the mouse or striking a key), the session will time-out, and subsequently, any information that has not be saved will be lost.

Please note that DEP cannot control the time-out setting of the Internet Service Provider (ISP), and in some instances, the ISP’s time-out setting may be less than 20 minutes.
DEP GreenPort

DEP GreenPort is the pathway for accessing electronic applications at DEP. It is DEP’s security module, which manages security, registration and authentication for users.

To access DEP GreenPort, type http://www.depgreenport.state.pa.us in your browser. Bookmark the URL or add it to your favorites for return visits.

The DEP GreenPort login screen is shown below. Enter your User Name and Password in the text boxes provided and click on the Login button to continue.

If you have not received a User Name and Password from DEP, click on the Cancel button, and contact the DEP GreenPort Help Desk or your local DEP Regional Office to request a Security Access form (see Attachment A).
A screen will launch indicating that you are accessing a secure site.

Click on the OK button to continue.
The DEP GreenPort Main Menu will list all of the electronic applications to which you have access, based on the User Name and Password entered during Login.
Account Administration

By clicking the **Account Administration** button from the DEP GreenPort Main Menu, you will be presented with options for managing your DEP GreenPort account.
Changing Your Password

Click the **Change Password** button to change your password from the one assigned to you by DEP.
Enter the password assigned to you by DEP in the **Current Password** text box. Enter a new password in the **New Password** text box. The new password must contain 5 digits, including 1 numeric digit. Re-type the password in the **Confirm New Password** text box.

Click on the **Submit** button to send the change to DEP.
Changing User Information

To change your user profile, click on the **Account Administration** button.
Click on the **User Info** button to make changes to your user profile.
Type your changes in the space provided.

Click on the **Update Contact Information** button to submit your changes to DEP.
About the eForm U Application

Header Information – The client name and the name and address of the landfill site are prepopulated based on the landfill that has been selected at the initiation of the submission. It is displayed in the blue box at the top of every page of the eForm U application.

DEP Home – Click this link to exist the eForm U; you will proceed to the main DEP website.
Permit Applications – This link directs users to a DEP website that lists Permits and Authorizations that can be downloaded in Microsoft Word.

DEP PERMITS / AUTHORIZATIONS

- Guide to DEP Permits & Other Authorizations 2002 (2.7MB - PDF Format)
- Department-Wide Permit/Authorization Packages
- Program-Specific Permit/Authorization Packages
- General Permits

The Department’s eFACTS (Environment, Facility, Application, Compliance Tracking System) database (formerly known as the Foundation for Information eXchange (FIX)) is a Department-wide database that provides a holistic view of the clients and sites (including facilities) that DEP regulates. In an effort to provide information on the Department’s permit/authorizations and to collect and maintain data for eFACTS, the following information is provided on this permit/authorization web site.

Guide to DEP Permits & Other Authorizations 2002 - In an effort to electronically share Department permit/authorization documents and forms, we will maintain on our web site the Guide to DEP Permits & Other Authorizations 2002 that provides important information on the Department’s permit/authorizations. This document is a 300+ page guide to the permit/authorization application process and other related information.
Contact DEP – This link will launch a web page that lists contact information for DEP’s six Regional Offices. Contact the Regional Office closest to you to request help in completing the eForm U.

Help – An online users guide that includes instructions, definitions and information for completing the eForm U submission are accessible by clicking the “Help” link at the bottom of each page.

Logout – This link takes you to a session logout screen where you can exit the application.
Use the buttons and links incorporated into the eForm U to navigate through the application. Do not use the forward and backward arrows on your browser toolbar.

Throughout the eForm U, some areas where information is required are marked with a red asterisk (*). If information is not provided in a mandatory field, you will not be able to continue completing the eForm U.
Completing the eForm U
Click on the Form U button from the list of applications.
Trading Partner Agreement

Each time you access a DEP electronic application, you will be prompted to the Department’s Trading Partner Agreement. This document is a notification of the terms and conditions related to security, false reporting, electronic signature and confidentiality. The Trading Partner Agreement applies to all information submitted through the DEP GreenPort, including the eForm U submission.

Read the Trading Partner Agreement. If you concur with the agreement, click on the I agree button. You will proceed to the electronic Form U application.

If – for whatever reason – you do not agree with the terms and conditions outlined in the Trading Partner Agreement, click on the I don’t agree button.
You will be directed to a DEP web page of program-specific permits that can be downloaded in Microsoft Word format.
Create a NEW Submission

The eForm U Main Menu is the first screen you will encounter. To begin a new Form U, click on the Create a NEW Submission link.
The "Getting Started" screen will launch. It provides an overview of the types of information and documentation that may be required to complete the eForm U submission.

Click on the Next button to continue.
Landfill Client Information

Landfill Client Information, Address Information and Applicant Contact Information is pre-populated based on the User Name and Password entered during login to DEP GreenPort. At this point, an **EC Tracking #** is assigned to each Form U to monitor it through the submission, review and acceptance process. Numbers are assigned when a new submission is created.

To add or change any information on this screen, click the **here** link to complete a Change Request.
Change Request

Indicate the changes you would like made to the information that DEP currently has on record. Requests will be reviewed and verified by DEP personnel and corrected in the database as appropriate. Please allow two weeks for changes to take effect. (max. 1024 characters.)

Type your changes in the window provided. The window will hold a maximum of 1,024 characters. Click on the Submit button to send your request to DEP. Requests will be review and verified by DEP staff and may take as long as two weeks to be corrected in the database.

Click on the Cancel button to close the window and cancel the request.
Click the Next button to continue.
Landfill Site Information

Landfill Site Information, Site Address and Site Contact Information are pre-populated based on the Username and Password entered during login. To add or change any information on this screen, click the here link to complete a Change Request.

Click on the Next button to continue.
Search for a Generator

Users have three methods to search for a generator – 1) Client AKA, 2) the generator’s name/the generator’s city, or 3) Employer Identification Number. Click the radio button next to the search option you would like to use. Note – only one radio button can be selected.

1. “Client AKA” could be the permit ID or the PA/PAD Number. If you know the number, make sure the radio button is checked next to this option and enter the number in the text box provided.

2. If you check the radio button next to “The generator’s name” or “The generator’s city,” you have a number of options to refine the search. Use the drop-down menu to select either “contains” or “starts with.” Then type Information in either one or both text boxes. Note that entire words or partial words can be entered in the text box.

3. If you know the “Employer Identification Number,” check the radio button next to this option and enter the number in the text box provided.

Click on the Search button to execute the search.
The application will display generator names that match the search criteria under the Generator Search Results section. To confirm your selection, click on the Details link to display additional information about the generator.

If the search results did not return data or the expected results, refine your search criteria and try to search again by clicking on the Search button.
If you selected the Details button, more descriptive information will be displayed.

Click on the **Close** button to close the window.
If the name of the generator listed is correct, click on the Select link to continue.
Adding a Generator

If the list does not include the generator you are looking for, click on the Add button to create a new record for the generator from which you are accepting waste.
To add a generator, information must be provided in all mandatory fields, which are denoted by red asterisks. Note that information must only be provided for either Companies or Individuals – not both.

### Add New Waste Generator Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Type/Code</td>
<td>* Denotes a Mandatory Entry</td>
</tr>
</tbody>
</table>

#### Information for Companies

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Omit if an Individual</td>
</tr>
<tr>
<td>TaxID#/Employer ID#/EIN</td>
<td></td>
</tr>
</tbody>
</table>

#### Information for Individuals Only

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Omit if a Company</td>
</tr>
<tr>
<td>First Name</td>
<td>Omit if a Company</td>
</tr>
<tr>
<td>Middle Name or Initial</td>
<td>Omit if a Company</td>
</tr>
<tr>
<td>Suffix</td>
<td>Omit if a Company</td>
</tr>
</tbody>
</table>

#### Address Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address Line 1</td>
<td>*</td>
</tr>
<tr>
<td>Mailing Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip+4</td>
<td>Pennsylvania</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
</tbody>
</table>

#### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td>* for company</td>
</tr>
<tr>
<td>Last Name</td>
<td>* for company</td>
</tr>
</tbody>
</table>

Note – For guidance on acceptable DEP naming conventions, refer to the eFACTS reference guide.
Once you have either selected or added a generator, you will proceed to the section that displays information about the waste generator.

If the information is available, complete the Parent Company section by typing in the text boxes provided.
The Location of Waste Generation and Storage questions are required fields (as indicated by the red asterisks) and must be answered in order to proceed. Click the applicable Yes or No radio button.

If the answer is “No,” complete the text box that describes the location of waste generation and storage.

Check the appropriate radio button that indicates the location of the waste. If the waste is located “In PA,” click on the Select button to choose a municipality. Click the Clear button to delete an incorrect municipality.
When you click the **Select** button to pick a municipality, a separate window will open that allows you to choose a municipality based on the county.

Choose a **County** from the pull-down menu by highlighting the name of the county, then click on the **Search** button.

To Select a County and Municipality:
1. Select your County from the drop-down list.
2. Type the first few letters of your Municipality in the box. (Leave blank to display all Municipalities in the County)
3. Click the Search button.
4. After the results display, click on the Select action on the row of the desired Municipality.
5. To close the window without selecting a new value, click the Cancel button.
A list of applicable municipalities that comprise the county will be displayed automatically. Click on the **Select** link next to the name of the appropriate municipality.
The name of the municipality will populate the County-Municipality text box.

Click the **Next** button to proceed.
Waste Description

Information must be provided and all questions must be answered in the Waste Description and General Properties sections. If information is not provided in the text boxes when applicable or if radio buttons are not checked, you will be unable to proceed to the next section.

Click on the Next button to continue.
Chemical Analysis Attachments and Process Description & Schematic Attachments

Information must be provided and all questions must be answered in the Waste Analysis Attachment and the Process Description & Schematic Attachments sections. If information is not provided in the text boxes when applicable or if radio buttons are not checked, you will be unable to proceed to the next section.

Click on the Next button to continue.
Chemical Analysis Waiver

Based on the responses to the Chemical Analysis Attachment section, information must be provided and all questions must be answered under the Chemical Analysis Waiver section – or you will not be able to continue.

Click on the Next button to continue.
Attaching or Uploading Documents

Based on the responses to the Waste Description section, the documents that must be included with your submission will be listed in the screen shown below.

- Hazardous Waste Determination Certification from Generator of Waste
- Certification that waste meets all Land Disposal Restrictions-Treatment Standards
- Description of the Waste Sampling Method
- Description of the manufacturing and/or pollution control process producing the waste
- Narrative of the manufacturing and/or pollution control process producing the waste

To upload a file attachment:
1. Enter a Document Name. This must be unique for this filing.
2. Select the appropriate Document Type for the attachment.
3. Click the Browse... button below.
4. Navigate to the file you would like to upload and click on the file name to select it.
5. Click Open (The file path should appear in the text box.)
6. Click Attach File to upload the file.

Note: Some files may take several minutes to upload, please be patient.
Type the name of the document in the **Document Name** text box. The name of the document must be unique to this submission; however, the name does not have to match the file name of the document.

Use the drop-down menu to select the **Document Type** you will be attaching, or key in the type of document if one is not shown.
To find the location of the file that you want to attach on your computer, click on the Browse button.
Use the **Look in** drop-down menu to find the location of the file. If the document is located in a folder, highlight the name of the folder and double-click the left mouse button to open the folder.

Use the **Files of type** drop-down menu to narrow the search for specific file types, such as Microsoft Word (.doc), Excel (.xls), Access (.mdb), or PowerPoint (.ppt).

*Note – Refer to the guide, Recommended Formats and Standards for Electronic Attachments, which outlines the electronic file formats that DEP accepts. The guide includes specific file types and versions, as well as size limitations.*
Highlight the name of the file and click on the **Open** button. The name of the file will appear in the **File name** text block.
The path for your file will populate the **Document Location** text box.

Click on the **Attach File** button to upload the document.
The application will automatically list the documents that are required to accompany your submission and “check off” those files that are attached. Additionally, the application will total the combined file size of all of the attachments and display the amount of file space that is available.

Click on the **Next** button to continue.
Some landfills have their own unique internal tracking numbers. If one is applicable, enter the number in the **Landfill Tracking Number** text box. Click on the **Next** button to continue.
The screen below is displayed while the system prepares to submit your submission.

<table>
<thead>
<tr>
<th>Form U - REQUEST TO PROCESS OR DISPOSE OF RESIDUAL WASTE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EC Tracking #:</strong> 1024</td>
</tr>
<tr>
<td><strong>Client Name:</strong> POUNDS DISPOSAL SERVICE</td>
</tr>
<tr>
<td><strong>Site/Landfill Facility:</strong> POUNDS LDIF</td>
</tr>
<tr>
<td><strong>1110 MARKET STREET</strong></td>
</tr>
<tr>
<td><strong>WEST CHESTER, PA 19380</strong></td>
</tr>
</tbody>
</table>

One moment please...preparing summary view of your application...

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For technical assistance, please call the DEP Help Desk at (717) 772-5840 between the hours of 8:00 am and 4:30 pm or send an e-mail to depexpresshelpdesk@state.pa.us.
Summary View
Contingent with the Pennsylvania Electronic Transactions Act, DEP is required to present users with a summary of their electronic Form U submission, as well as the opportunity to correct any information that may be erroneous.

The system will create and launch a picture of the eForm U submission in its entirety, including a list of the attachments. The image is created as a PDF (Portable Document Format) file. The PDF file that Landfill Operators will view is the exact same PDF file that DEP Chemists will use for their review, thus ensuring the integrity of the submission.

Use the scroll bar on the right-hand-side of the screen to navigate down through the submission to review data you have just completed.
If any of the information is incorrect, click on the Previous button to return to the section of the submission that needs to be corrected.
You will also have the ability to re-review your attachments. If you require additional attachments, or if you need to modify attachments, click the Previous button to return to the Document Attachments section.

Once you have reviewed your entire submission and you have found that all of the information is accurate, click on the Submit button to transmit the submission to DEP.
A screen will display stating that DEP has conformed to the requirements of the Pennsylvania Electronic Transactions Act – Act 69 by presenting a summary of the eForm U submission and that you are in agreement.

Click on the **Yes, Submit** button to transmit the submission to DEP and make it an official DEP record. If you click on the **Previous** button, you will return to the Summary View page.
When the submission has been submitted, the screen below will display.

Click on the Return to Main Menu link to go back to the eForm U Main Menu screen.
E-mail Confirmation

Once you have submitted the eForm U to DEP, you will receive a confirmation via e-mail regarding your submission.

The e-mail will include the EC tracking number, which is the unique identifier for your submission. If you have questions about your submission, reference the EC#.

In addition, the e-mail message will include the date that DEP’s 15-calendar day review period begins.

Thank you for using DEP’s web-based system to submit the Form U, the request to process or dispose residual waste. This e-mail serves as official notification that DEP has received the Form U and corresponding attachments for the POUNDS DISPOSAL SERVICE, POUNDS LDPL, SOCSOUTH MANUFACTURING, and that DEP’s 15-calendar day review period has begun, effective, 04/03/2003.

During this time, DEP will be conducting a technical review of the submission and attachments. If DEP does not object during the 15-calendar day period, operators of DEP-regulated waste management facilities will receive notification that the review period has expired and that you may accept the waste in accordance with your permit conditions.

If you have questions about the Form U or the technical review process, please contact your local regional office. The tracking number for the POUNDS DISPOSAL SERVICE POUNDS LDPL, SOCSOUTH MANUFACTURING application is EC# 824. Please include EC# 824 in all correspondence.

Thank you.

Department of Environmental Protection
Bureau of Land Recycling and Waste Management
Complete IN PROGRESS Submissions

From the Main Menu, click on the **Complete In Progress Submission** link to modify and complete submissions that have been started but haven’t been submitted to DEP.
In Progress Status

“In Progress” is the designation for eForm U submissions that have been started but are not complete and have not been submitted.

To complete a submission, click on the **Open** link next to the submission.
Click on the **Next** button to advance to the section of the submission that needs to be completed. For instructions, follow the procedures outlined in the Users Guide under Completing the eForm U.
Complete Status

“Complete” is the designation for eForm U submissions that have been filled out and completed, have not been submitted. You can also make edits to your submission prior to submitting it.

Click on the Open link next to the submission.
Click on the Next button to advance to the section of the submission that needs to be completed. The Attachments button appears when the Waste Description questionnaire has been complete and possible attachments have been uploaded. Click on the Attachments button to bypass the question/answer section and jump directly to the Attachments section. If you want to review or edit your answers, click on the Next button.
You will proceed to the file attachment section. For instructions, follow the procedures outlined in the Users Guide.

- Source Reduction Strategy (Form 25R)

This section allows users to upload or "attach" electronic versions of documents that are required to complete the Form U submission. If it is necessary to examine a document that has been attached, click the View button to open it, or click the Detach button to remove it from the submission.

Current Attachment(s) to this Form U Application

<table>
<thead>
<tr>
<th>Document Name</th>
<th>File Size</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- No Files currently attached to this application...

To upload a file attachment:

1. Enter a Document Name. This must be unique for this filing.
2. Select the appropriate Document Type for the attachment.
3. Click the Browse... button below.
4. Navigate to the file you'd like to upload and click on the file name to select it.
5. Click Open. (The file path should appear in the text box.)
6. Click Attach File to upload the file.

Note: Some files may take several minutes to upload, please be patient...

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For technical assistance, please call the DEP Help Desk at (717) 772-5840
Between the hours of 8:00 am and 4:30 pm or send an e-mail to depresearchhelpline@state.pa.us.
Deficient Status

eForm U submissions that DEP has reviewed and found deficient, i.e., missing data or documentation, may also be edited and re-submitted.

---

Form U Submissions - In Progress

This section allows users to edit and resubmit submissions that have not been submitted to DEP.

In Progress describes the status of submissions that have been started but are not complete. Submissions that are Complete - prepared but not sent - can be edited and submitted in this section. Submissions that have been deemed Deficient by DEP also can be corrected and resubmitted here. Click the Open link next to the submission that requires attention.

Select an Application to Modify

<table>
<thead>
<tr>
<th>LG #</th>
<th>Generator Name</th>
<th>Waste Description</th>
<th>Created</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>815</td>
<td>SOCASH MANUFACTURING</td>
<td>FOUNDRY SAND</td>
<td>03/26/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>821</td>
<td>SOCASH MANUFACTURING</td>
<td>REFRACTORY MATERIAL</td>
<td>03/27/2003</td>
<td>Complete</td>
<td>Open</td>
</tr>
<tr>
<td>856</td>
<td>Happy Food Corp</td>
<td>None Selected</td>
<td>04/09/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>844</td>
<td>None Selected</td>
<td>None Selected</td>
<td>04/10/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>850</td>
<td>None Selected</td>
<td>None Selected</td>
<td>04/11/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>851</td>
<td>SOCASH MANUFACTURING</td>
<td>SLAG</td>
<td>04/14/2003</td>
<td>Complete</td>
<td>Open</td>
</tr>
<tr>
<td>852</td>
<td>BUCHANAN PARK HOUSING CORP</td>
<td>SLAG</td>
<td>04/14/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>864</td>
<td>PENN HARRIS TAXI</td>
<td>LUBRICATING SOAPS</td>
<td>04/17/2003</td>
<td>Deficient</td>
<td>Open</td>
</tr>
<tr>
<td>865</td>
<td>HERSHEY BANK</td>
<td>None Selected</td>
<td>04/17/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>867</td>
<td>HERSHEY FRUIT FARM</td>
<td>COAL DERIVED BOTTOM ASH</td>
<td>04/18/2003</td>
<td>Complete</td>
<td>Open</td>
</tr>
<tr>
<td>993</td>
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<td>04/19/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
<tr>
<td>994</td>
<td>SOCASH MANUFACTURING</td>
<td>None Selected</td>
<td>04/24/2003</td>
<td>In Progress</td>
<td>Open</td>
</tr>
</tbody>
</table>

Click on the Open link next to the submission.
Click on the **Next** button to advance to the section of the submission that needs to be corrected. For instructions, follow the procedures outlines in the Users Guide under Completing the eForm U.
View PREVIOUS Submissions

From the Main Menu, click on the View PREVIOUS Submissions link to see a history of eForm U submissions that have been submitted to DEP.
Viewing or Modifying a Submission

This section provides a record of all of the eForm U submissions that have been submitted to DEP for a given client name, with the most recent submissions listed first. It also provides the disposition of the submission and the date the submission was disposed by DEP.

**Issued** refers to submissions that have been reviewed by DEP and deemed No Objection to the permit conditions or the 15-calendar-day timeframe has lapsed without action by DEP and the submission is automatically deemed No Objection to the permit conditions. **Denied** submissions have been reviewed by DEP and authorization has not been granted to the landfill to accept a new waste stream. **Withdrawn** means that the submission was submitted to DEP for review, but the landfill withdrew the submission before a final determination could be made. **Awaiting Review** submissions have not yet been reviewed by DEP.

If you click on the View link, a read-only PDF image of the submission will open.
For eForm U submissions that have the status of “Issued,” the amount of waste, the unit of measure and the timeframe may be modified and submitted.

Click on the Modify link next to the submission that you want to alter. You will only be able to modify the amount, unit of measure or timeframe for the submission. In addition, clicking the Modify button will create a new EC tracking number for the modified submission.
Provide data in the Amount text block, and use the drop-down menu to select the Timeframe and Unit of Measure. Click the **Next** button to continue. You will proceed to the General Comments screen. From there you will be able to proceed to submit the modification.
If an eForm U submission has been modified, a PDF image of the submission will be displayed when you click the View link next to its record.

The *predecessor submission*, or original eForm U submission that was modified, will be listed in the first section.

**Successor submissions**, or eForm U submissions that are modifications of the eForm U PDF image that is displayed on the page, will be listed in the lower section.
Appendix A – Sample E-mails

Received

Thank you for using DEP’s web-based system to submit the Form U, the request for process or dispose residual waste. This e-mail serves as official notification that DEP has received the Form U and corresponding attachments for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, BUCHANAN PARK HOUSING CORP, and that DEP’s 15-calendar day review period has begun, effective 6/4/18.

During this time, DEP will be conducting a technical review of the submission and attachments. If DEP does not object during the 15-calendar day period, operations at DEP regulated waste management facilities will receive notification that the review period has expired and that you may accept the waste in accordance with your permit conditions.

If you have questions about the Form U or the technical review process, please contact your local regional office. The tracking number for the POUNDS DISPOSAL SERVICE POUNDS LDFL, BUCHANAN PARK HOUSING CORP application is EC# 853. Please include EC# 853 in all correspondence.

Thank you.

Department of Environmental Protection
Bureau of Land Recycling and Waste Management

No Objections

Thank you for using DEP’s web-based system to submit the Form U, the request for process or dispose residual waste. This e-mail serves as official notification that DEP has received the Form U and corresponding attachments for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, SOCASH MANUFACTURING, SLAG, EC# 818.

As an operator of a DEP regulated waste management facility, you may receive the waste stream in accordance with your permit conditions.

If you have questions about the Form U or the technical review, respond by using the Reply function of this e-mail. The tracking number for the POUNDS DISPOSAL SERVICE POUNDS LDFL SOCASH MANUFACTURING submission is EC# 818. Please include EC# 818 in all correspondence.

Thank you.

STEPHEN SOCASH
Deficient

Thank you for using DEP's web-based system to submit the Form U, the request to process or dispose residual waste. This e-mail serves as official notification that DEP has reviewed the Form U and corresponding attachments for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, Penn Joy, EC# 852 and found them to be deficient. Details of the deficiencies are listed below.

If you would like to correct your deficiencies and resubmit the Form U, access the on-line Form U application and click the In Progress link from the Main Menu, select your submission, make changes to this on-line application or attach revised or missing documents, and resubmit the online application. During the period of time that deficiencies are being addressed, the 15-calendar day review period has been suspended until the Form U, EC# 852 has been resubmitted.

If you have questions about the Form U or the deficiencies listed above, respond by using the Reply function of this e-mail. The tracking number for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, Penn Joy application is EC# 852. Please include EC# 852 in all correspondence.

Thank you,

STEPHEN SOCASH

Resubmit

POUNDS DISPOSAL SERVICE, POUNDS LDFL, SOCASH MANUFACTURING, EC# 854 has been resubmitted for review by debris inspector based upon a prioritized deficiency. The 15-calendar day review period has been reactivated based upon the original submission date 04/06/2010. The submission must be reviewed within 3 calendar day(s) or a letter will be automatically sent to the landfill operator indicating that the Department has no objection on the Form U submit. To review the submission, please proceed to:

https://epa.suds.pennsylvania.gov/4444system/

Denied

Thank you for using DEP's web-based system to submit the Form U, the request to process or dispose residual waste. This e-mail serves as official notification that DEP has reviewed your Form U and corresponding attachments for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, Penn Joy and determined that they are not in compliance with your permit conditions for the reasons listed below.

The submission is not in compliance with the the permit conditions of the Form U plan. Refer to subsection 7.1, part IV.

A denial of a Form U submission completes the process of the technical review. If you would like to correct or resubmit your submission in an attempt to remedy the reasons for the denial, a new Form U submission must be created by accessing the on-line Form U application and selecting Create New.

If you have questions about the Form U, the technical review process, or the deficiencies listed above, respond by using the Reply function of this e-mail. The tracking number for the POUNDS DISPOSAL SERVICE, POUNDS LDFL, Penn Joy submission is EC# 852. Please include EC# 852 in all correspondence.

Thank you,

STEPHEN SOCASH
Withdrawn

Thank you for using DEP’s web-based system to submit the Form U, the request to process or dispose residual waste. This e-mail serves as official notification that the Form U for the POUNDS DISPOSAL SERVICE, POUNDS LDPL, SOCASH MANUFACTURING has been withdrawn, effective 04/24/2013. The reason the application has been withdrawn is listed below:

Per the leadoff instructions, this Form U submission is being withdrawn.

A withdrawal of a Form U submission completes the process of the technical review. If you would like to correct or revise your submission, a new Form U submission must be created by accessing the on-line Form U application and selecting Create New.

If you have questions about the Form U submission, respond by using the Reply function of this e-mail. The tracking number for the POUNDS DISPOSAL SERVICE, POUNDS LDPL, SOCASH MANUFACTURING application is EC# 885. Please include EC# 885 in all correspondence.

Thank you.

STEPHEN SOCASH

Autopopulate

Thank you for using DEP’s web-based system to submit the Form U, the request to process or dispose residual waste. This e-mail serves as official notification that DEP has automatically issued no objection within the 15-calendar day review period for POUNDS DISPOSAL SERVICE, POUNDS LDPL, SOCASH MANUFACTURING. Since DEP did not object during the 15-day period, you may receive the waste in accordance with your permit conditions.

If you have questions about the Form U, contact your local regional office. The tracking number for the POUNDS DISPOSAL SERVICE, POUNDS LDPL, SOCASH MANUFACTURING application is EC# 824. Please include EC# 824 in all correspondence.

Thank you.

Department of Environmental Protection
Bureau of Land Recycling and Waste Management

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Appendix B – Request for Security Access

Request for Security Access/Portal Account
Bureau of Waste Management
Form U – Request to Process or Dispose of Residual Waste

<table>
<thead>
<tr>
<th>Applicant Name &amp; Title*</th>
<th>Date</th>
</tr>
</thead>
</table>

*Request for authorizing staff to submit electronic Form U must be proposed by management.

**Reason for Request**

- [ ] Delete staff authorized to submit e-Form U (see User Name below)
  Name(s) of current authorized staff: ________________________________________________

- [ ] Addition of staff authorized to submit e-Form U (see User Name below)
  Name(s) of current authorized staff: ________________________________________________

- [ ] Change in contact information (address, phone, e-mail, etc.)

- [ ] Other reason (please explain)_______________________________________________________

---

**User Data**

<table>
<thead>
<tr>
<th>Name (First, Middle Initial, Last)</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Name of Company</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
<tr>
<td>Regional DEP Contact</td>
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</table>

**Client Data**

<table>
<thead>
<tr>
<th>Name of Client (Landfill Owner)</th>
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<tbody>
<tr>
<td>DEP Client ID</td>
</tr>
<tr>
<td>Name of Site</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

**Site Data**

<table>
<thead>
<tr>
<th>Name of Site (Landfill)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP Site ID</td>
</tr>
<tr>
<td>Subfacility ID**</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

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<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

** Provided by DEP Regional Office

To ensure proper security access, please provide accurate DEP Client and Site Identification numbers to the DEP Regional Office.