



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



Bureau of Waste Management

# Waste Transportation Safety Program

## New and Renewal

## Act 90 Authorization

## Online Greenport Application Instructions

[www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us)

# DEP Greenport Homepage

## DEPGreenPort: Login

Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

The RADON Reporting application will be unavailable on Wednesday, July 3rd from 8:45AM to 9:45AM. All other DEPGreenPort applications will be available during this period.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

Need help?

Call our Application Support Help Desk at (717)705-3768

## 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



# DEP Greenport Homepage

## DEPGreenPort: Login

Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

The RADON Reporting application will be unavailable on Wednesday, July 3rd from 8:45AM to 9:45AM. All other DEPGreenPort applications will be available during this period.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

Need help?

Call our Application Support Help Desk at (717)705-3768

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](mailto: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.



# DEP Greenport Homepage

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES

Tom Corbett, Governor | Chris Abruzzo, Acting Secretary | DEP Home

## DEP GreenPort: Create Account

The RADON Reporting application will be unavailable on Wednesday, July 3rd from 8:45AM to 9:45AM. All other DEP GreenPort applications will be available during this period.

User Name NAMES

Full Name Sample Name

E-mail

Phone

Street

City

State

Zip

Password Hint Mother's maiden name?

Password Hint Answer

\*Password

\*Confirm Password

\* Passwords must be at least 8 characters long  
\* Passwords must contain at least 1 number  
\* Passwords must contain at least 1 upper case letter  
\* Passwords must contain at least 1 lower case letter

Need help?  
Call our Application Support Help Desk at (717)705-3768  
or e-mail us at [depgreenport@dep.state.pa.us](mailto:depgreenport@dep.state.pa.us)

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>



# DEPGreenPort: List Applications

Tom Corbett, Governor | Chris Abruzzo, Acting Secretary | UEP Home

## DEPGreenPort: List Applications

The RADON Reporting application will be unavailable on Wednesday, July 3rd from 8:45AM to 9:45AM. All other DEPGreenPort applications will be available during this period.

**Applications**  
This list of applications to which you have access

**Account Administration**  
Password change, e-mail address change, password recovery hint/answer, etc.

**Logout**  
Logout of DEPGreenPort

**Registration**  
**WTSP**  
Waste Transportation Safety Program

**Enroll**  
Click on the "Enroll" button to obtain a listing of available self-registered applications.

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

# Trading Partner Agreement

## DEPARTMENT OF ENVIRONMENTAL PROTECTION TRADING PARTNER AGREEMENT

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](http://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.

Make sure to read thoroughly before continuing.

When ready, click "I agree"



# 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.

### MY PORTAL INFORMATION

Name:	Sample Name
Address:	Sample Street Sample City, State, 00000
Phone:	000-000-0000
Email:	SampleEmail@sample.com
<input type="button" value="Submit"/>	

Make sure the information is correct.

Click “Submit”



# WTSP Login

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT

## WASTE TRANSPORTATION SAFETY PROGRAM

WASTE HAULER IDENTITY	
Enter your Waste Hauler ID and PIN: ( <u>Waste Hauler ID must include the WH (e.g., WH1234)</u> )	
WH#:	<input type="text"/>
PIN:	<input type="text"/>
<input type="button" value="Enter"/> <input type="button" value="Portal Info"/>	

[Logout of the Application](#)

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 [depgreenporthehelpdesk@state.pa.us](mailto:depgreenporthehelpdesk@state.pa.us)

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

If you have forgotten your PIN number email the Greenport Help Desk at [depgreenporthehelpdesk@state.pa.us](mailto:depgreenporthehelpdesk@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

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

## 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 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.



# Main Menu

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT

WASTE TRANSPORTATION SAFETY PROGRAM

Please note, if you have any changes to make to your License and you are within 120 Days of your current Stickers expiration, please provide all the changes in a Renewal Application. This will ensure proper handling of all your requests. Thank you.

## Main Menu

---

[Renewal Application](#)

[Addendum](#)

[View Submissions](#)

[Manage Another Waste Hauler](#)

[Change My PIN](#)

[Log out](#)

---

You are logged in as ADMINISTRATOR

You are managing SAMPLE COMPANY INC (WH0000) SAMPLE CITY, STATE

---

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)

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



# Renewal 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.

## Application Check List

[Delete This Application](#)

[Verify Hauler Name and Address](#)

Not Started

[Manage VIN Mailing Addresses](#)

Not Started

[Manage VINs Summary](#)

Not Started

[Manage Insurance Information](#)

Not Started

Manage Compliance History

Not Started

Certification

Not Started

Submission

Not Started

Fee Payment

Not Started

Completed

Not Started

0 Renewed VIN(s)

[Back To Menu](#)

Current Balance Due: \$0.00

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

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.



# 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

Continue Done

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.



# Editing Name and Address

**Edit Hauler Name and Address**

\* Required

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

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.



# Mailing 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.

## Manage VIN Mailing Addresses

<a href="#">Edit</a>	101 SAMPLE STREET	PO BOX	SAMPLE CITY	PA	00000-0000
----------------------	-------------------	--------	-------------	----	------------

All my VIN Mailing Addresses are listed above

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 [degreenporthelpdesk@state.pa.us](mailto:degreenporthelpdesk@state.pa.us)

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 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	<a href="#">2 VINs</a>
----------------	-------------	-------------	----	------------	------------------------

VIN Total: 2 VINs

All my VINs are recorded

Continue Done

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  
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 for**  
101 SAMPLE STREET, SAMPLE CITY, PA 00000-0000

	VIN	Gross Vehicle Weight	Type
<a href="#">Delete</a>	SAMPLE000000TRUCK	50000	WT
<a href="#">Delete</a>	SAMPLE000000TRUCK	60000	WT

[Add VINs to this Address](#)

[Delete Multiple VINs from this Address](#)

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](mailto:depgreenporthelpdesk@state.pa.us)

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



# 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

<input type="text"/>

\* Gross Vehicle Weight  
(no commas)

<input type="text"/>

\* Vehicle Type

(Select Vehicle Type) ▾

(Select Vehicle Type) ▾  
(Select Vehicle Type) ▾  
TK - Truck  
TT - Truck Tractor  
WT - Waste Trailer

Add

Cancel

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](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

Continue Done

Displayed 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

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 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](mailto: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.



# Editing Insurance Information

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)

Save Cancel

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)

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

<a href="#">Permit / License Actions</a>	Not Started
<a href="#">Enforcement Actions</a>	Not Started
<a href="#">Environmental Crimes</a>	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](mailto: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](mailto:ra-wtsp@pa.gov)**



# Compliance History: Permits and License 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 - Permits and License Actions**  
SAMPLE COMPANY INC, SAMPLE CITY, PA

- Check here if you have **NOT** had permits or licenses for environmental activities that have been **Denied, Suspended** or **Revoked** by any state or federal agency in the past five (5) years.
- Check here if you **HAVE** had any permits or licenses for environmental activities that have been **Denied, Suspended** or **Revoked** by Pennsylvania or any federal agency in the past five (5) years.

Continue Cancel

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)

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

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)

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



# Manage 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.

## Manage Enforcement Actions

SAMPLE COMPANY INC, SAMPLE CITY, PA

	Permit/License	Issuing Agency	Date of Action	Type of Action
1 <a href="#">Edit</a>   <a href="#">Delete</a>	WH0000	DEP	07/01/2008	NOTICE OF VIOLATION

1 to 1 of 8 Actions

[Add Action](#)

All Enforcement Actions for the past five (5) years have been recorded

Done

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

# Add 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.

## Edit Enforcement Action

101 SAMPLE STREET, SAMPLE CITY, PA

\* Required

Permit / License ID#:

\* Issuing Authority:  PA  Federal

\* Issuing Agency Name:

\* Date of Action:  (mm/dd/yyyy)

\* Type of Action:

Amount of Fines or Penalties: \$  (no commas or decimals)

\* Explanation:

Save Cancel

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 [depgreenport@dep.state.pa.us](mailto:depgreenport@dep.state.pa.us)

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



# Compliance History: Environmental Crimes

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 - Environmental Crimes**  
SAMPLE COMPANY INC,SAMPLE CITY, PA

- 
- Check here if you **HAVE NOT BEEN CONVICTED** of any environmental crimes in the past five (5) years.
- Check here if you **HAVE BEEN CONVICTED** of any environmental crimes in the past five (5) years.
- 

Continue Cancel

---

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)

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



# Certification

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]).

OK Cancel

Be sure to read through and check mark every box.

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](mailto: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

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.

## Fee Payment Summary

---

0 Renewed VIN(s):	\$0.00
Total Amount Due: \$0.00	

---

---

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)

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



# Common Errors and Facts

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](mailto:ra-wtsp@pa.gov)