



Appendix A

DEP Right-To-Know Law Record Request Form

Business Hours: 8:00-4:30 (RTK requests received after 4:30 are considered received the next business day)

Mail to: DEP Open Records Officer ("AORO") at: Dawn Schaefer, DEP/BOS, PO Box 8473, Harrisburg, PA 17105-8473.

Or Fax to: 717-705-8023

Or Email to: [EP-DEP-RTK@state.pa.us](mailto:EP-DEP-RTK@state.pa.us)

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP CODE (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

REQUESTER'S FAX NUMBER (Optional): \_\_\_\_\_

REQUESTER'S EMAIL ADDRESS (Optional): \_\_\_\_\_

Records being requested (please identify or describe the record(s) requested in enough detail so that it is clear which record(s) you are requesting).

\_\_\_\_\_  
*Company Name (including former names)*

\_\_\_\_\_  
*Facility Name (if different than Company Name)*

\_\_\_\_\_  
*Street Address (including zip code) County Municipality*

Other helpful information (i.e. Permit #'s; Dates or Timeframe of Records Requested; Programs of Interest):

\_\_\_\_\_  
\_\_\_\_\_

**I ONLY WANT TO COME INTO THE DEP OFFICE TO INSPECT RECORDS: YES or NO**

Seeking access, review and self copying of records is at a reduced cost of \$.15 per page.

**I WANT DEP TO COPY AND MAIL RECORDS TO ME: YES OR NO**

Agency copying of records is at a cost of \$.25 per page

**I WANT DEP TO CERTIFY RECORDS (AT A COST OF \$1.00 PER PAGE): YES OR NO**