

REQUEST TO REVIEW FILES

DEP Office Use Only:
Date Received: _____
Scheduled For: _____

DEPARTMENT OF ENVIRONMENTAL PROTECTION
RECORDS MANAGEMENT
909 ELMERTON AVENUE
HARRISBURG, PA 17110-8200
(717) 705-4732
FAX: (717) 705-4710
ankrasevic@pa.gov

DATE: _____

NAME: _____
(PHOTO ID NECESSARY UPON ARRIVAL)

COMPANY NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ FAX: _____

Circle those areas where you believe files exist, or check block if you wish to review files in all program areas listed below.

AIR QUALITY

WATER SUPPLY MANAGEMENT

WATER MANAGEMENT
(INCLUDES SOILS & WATERWAYS)

ENVIRONMENTAL CLEANUP
(INCLUDES STORAGE TANKS, HSCA,
AND SPECIAL PROJECTS)

WASTE MANAGEMENT

RADIATION PROTECTION

Choose a county or counties:

- ADAMS BEDFORD BERKS BLAIR CUMBERLAND DAUPHIN FRANKLIN FULTON**
HUNTINGDON JUNIATA LANCASTER LEBANON MIFFLIN PERRY YORK

FACILITY

MUNICIPALITY

REASON FOR REQUEST (to assist in locating applicable files): _____

File reviews are conducted by scheduled appointment ONLY, Monday through Friday, between the hours of 8:00 a.m. to 4:00 p.m. After a search for the requested files has been conducted, the File Review Coordinator will call you back to set up a firm appointment date and time. Photocopying Options: (A) A copier is available on site for your convenience. The first ten copies are free, each additional copy is 15 cents. (B) You can avoid copying costs by bringing your own copier and copy paper. (C) You can hire a copying service. We will accept payment in the form of a check or money order made payable to the Commonwealth of PA. **CASH AND CREDIT CARDS WILL NOT BE ACCEPTED.** Please contact us if you will be late or cannot keep your appointment. Late arrivals without prior notice may be rescheduled.

IF YOU ARE NOT SATISFIED WITH THIS FILE REVIEW PROCESS, YOU MAY WISH TO EXERCISE YOUR RIGHTS UNDER THE "PA RIGHT-TO-KNOW LAW" AS DESCRIBED ON THE DEP WEBSITE
WWW.DEP.STATE.PA.US