Waste Transportation Safety Program

New and Renewal
Act 90 Authorization

Online Greenport Application Instructions

https://greenport.pa.gov/gpl/
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

https://greenport.pa.gov/gpl
**Login to your account**

**Note:** Do not use your Old DEP GreenPort account created before 03/20/2021.

**Username**

c-shmani

**Password**

............

**Login**

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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 Greenport Help Desk. See next slide.

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Haulers NEW to Greenport on the below link for instructions to [Register](https://greenport.pa.gov/gpl)

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Forgot your PIN, Username or Password?

To reset PIN or need help with Username or Password, please contact GreenPort Helpdesk using the form in the below link.

Contact Us

https://greenport.pa.gov/gpl
After registering and logging in, click on Request access in the dashboard.

Click on Enroll on WTSP

https://greenport.pa.gov/gpl
Click WTSP under My Applications -> Registration.

IF WTSP is NOT in the list of My Applications follow these instructions:

• Click: Request Access
• Click Enroll on WTSP
• Confirmation screen will load
• Click back on the top of the page
• Page will look like this.
• Click: WTSP

https://greenport.pa.gov/gpl
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

<table>
<thead>
<tr>
<th>Name:</th>
<th>Sample Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Sample Street</td>
</tr>
<tr>
<td></td>
<td>Sample City, State, 00000</td>
</tr>
<tr>
<td>Phone:</td>
<td>000-000-0000</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:SampleEmail@sample.com">SampleEmail@sample.com</a></td>
</tr>
</tbody>
</table>

https://greenport.pa.gov/gpl

Make sure the information is correct.

Click “Submit”
Enter your Waste Hauler Number (WH#) and Four Digit PIN number.

If you have forgotten your PIN number email the Greenport Help Desk at depgreenporthelpdesk@state.pa.us OR call the helpdesk at 717-705-3768. Include your WH# and contact information.

See slide 4 for more details.

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 depgreenporthelpdesk@state.pa.us

https://greenport.pa.gov/gpl
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.
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
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.

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

https://greenport.pa.gov/gpl
Verify Hauler Name and Address

<table>
<thead>
<tr>
<th>Verify Hauler Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>WH Number:</td>
</tr>
<tr>
<td>Employer ID# (EIN):</td>
</tr>
<tr>
<td>US DOT#</td>
</tr>
<tr>
<td>Client Record Name:</td>
</tr>
<tr>
<td>Client Type:</td>
</tr>
<tr>
<td>Legal Name:</td>
</tr>
<tr>
<td>Business Street Address:</td>
</tr>
<tr>
<td>City, State:</td>
</tr>
<tr>
<td>US</td>
</tr>
<tr>
<td>Applicant Contact Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Contact Firm Name:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Extension:</td>
</tr>
<tr>
<td>FAX:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Primary Email Address:</td>
</tr>
</tbody>
</table>

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.

https://greenport.pa.gov/gpl
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

<table>
<thead>
<tr>
<th>Edit</th>
<th>101 SAMPLE STREET</th>
<th>PO BOX</th>
<th>SAMPLE CITY</th>
<th>PA</th>
<th>00000-0000</th>
</tr>
</thead>
</table>

☐ All my VIN Mailing Addresses are listed above

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

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.

https://greenport.pa.gov/gpl
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

<table>
<thead>
<tr>
<th>101 SAMPLE ST.</th>
<th>PO BOX 0000</th>
<th>SAMPLE CITY</th>
<th>PA</th>
<th>00000-0000</th>
<th>2 VINs</th>
</tr>
</thead>
</table>

VIN Total: 2 VINs

☐ All my VINs are recorded

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

<table>
<thead>
<tr>
<th>VIN</th>
<th>Gross Vehicle Weight</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete SAMPLE000000TRUCK</td>
<td>50000</td>
<td>WT</td>
</tr>
<tr>
<td>Delete SAMPLE000000TRUCK</td>
<td>60000</td>
<td>WT</td>
</tr>
</tbody>
</table>

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

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

https://greenport.pa.gov/gpl
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
* Gross Vehicle Weight (no commas)
* Vehicle Type

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

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

https://greenport.pa.gov/gpl
Manage VINs Summary

<table>
<thead>
<tr>
<th>101 SAMPLE ST.</th>
<th>PO BOX 0000</th>
<th>SAMPLE CITY</th>
<th>PA</th>
<th>00000-0000</th>
<th>2 VINs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>VIN Total: 2 VINs</td>
</tr>
</tbody>
</table>

- All my VINs are recorded

NOTE: Do not use the browser Back or Forward buttons. Use only the buttons and links on the application page.

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.

https://greenport.pa.gov/gpl
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

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

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.

https://greenport.pa.gov/gpl
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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)

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

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

https://greenport.pa.gov/gpl
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

https://greenport.pa.gov/gpl
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
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.

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

https://greenport.pa.gov/gpl
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:
  (Select an action)

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

* Explanation:

When correct Click “Save” to return to Manage Enforcement Actions

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

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

https://greenport.pa.gov/gpl
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

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

https://greenport.pa.gov/gpl
COMMONWEALTH OF PENNSYLVANIA
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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]).

https://greenport.pa.gov/gpl

Be sure to read through and check mark every box.

Click OK
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.

<table>
<thead>
<tr>
<th>Fee Payment Summary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Renewed VIN(s):</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

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**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**

[https://greenport.pa.gov/gpl](https://greenport.pa.gov/gpl)
Credit Card Information and Payment

Be sure to fill out all the information.

Make sure the card you are using can handle the entire amount.

Click “Pay with Your Credit Card” to complete the application

https://greenport.pa.gov/gpl
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