GUIDE: Submitting Annual Reports for the VOC Regulations for Oil and Natural Gas Sources Using PA DEP Greenport Public Upload System

(Last updated: 04/28/2025)

https://greenport.pa.gov/ePermitPublicAccess/PublicSubmission/ValidatePublicSubmission

Your submittal is most likely not a resubmittal, so click next to "No" and then click on the "Continue" button, which will then take you to the main Greenport Public Upload page.

SUBMITTER INFORMATION

Required: must fill in Submitter Name, Submitter's Organization, Submitter Email Address, Phone Number

*Required fields have an asterisk

Public Submission

Submission Information ▼

Submitter Information

Submitter Name*

Submitter's Organization*

Submitter Email Address*

Phone Number*

SUBMISSION INFORMATION

Filter Submission Type by Program – select "Air Quality AQ"

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)

Submission Type - Select from the list*

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

1 selected ▼

✓ Check all ✕ Uncheck all ⊗

☑ **AIR QUALITY AQ**

☐ CLEAN WATER CW

☐ DISTRICT MINING OPERATIONS DMO

☐ ENV CLEANUP & BROWNFIELDS ECB

☐ MINE SAFETY MS

Project Address

Submission Type - select "Air Quality Report or Miscellaneous Submission (no payment)" from drop-down list

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)   1 selected

Submission Type - Select from the list*   Air Quality Report or Miscellaneous S...

DEP Program Area

Request Type*

Permit #/Project #

Applicant EIN

Select a value

Air Quality Facility-Wide Operating Permit Administrative AMENDMENT

Air Quality Facility-Wide Operating Permit MODIFICATION (minor or significant)

Air Quality GP General Permit

Air Quality Plan Approval (any type - New, Modif, Ext, etc.)

Air Quality Report or Miscellaneous Submission (no payment)

Project Address

Request Type - select "Other" from drop-down list

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)   1 selected

Submission Type - Select from the list*   Air Quality Report or Miscellaneous S...

DEP Program Area   AIR QUALITY AQ

Request Type*   Select a value

Permit #/Project #

Applicant EIN

Select a value
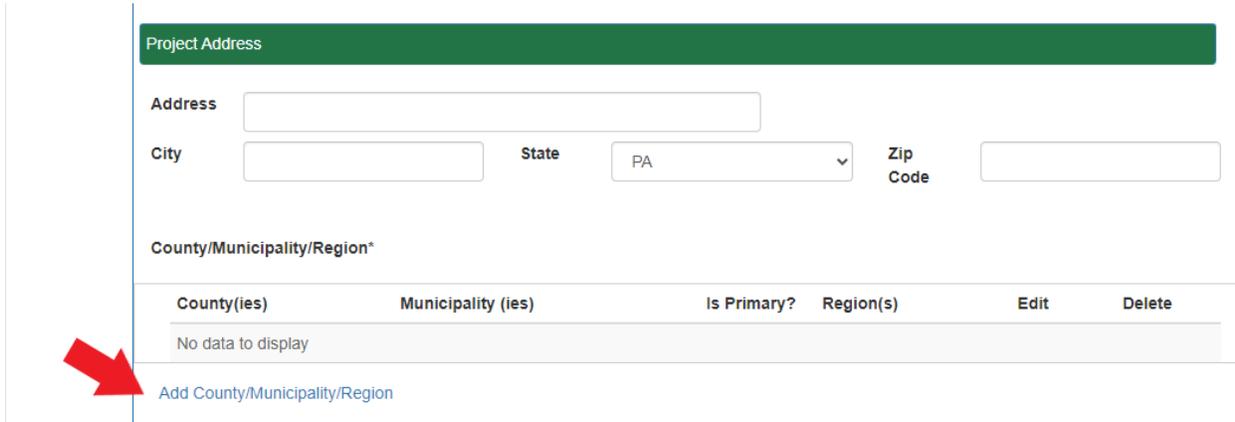
OTHER

Project Address

Do not enter answers for "Permit #/Project#" or "Applicant EIN" leave these boxes blank

PROJECT ADDRESS

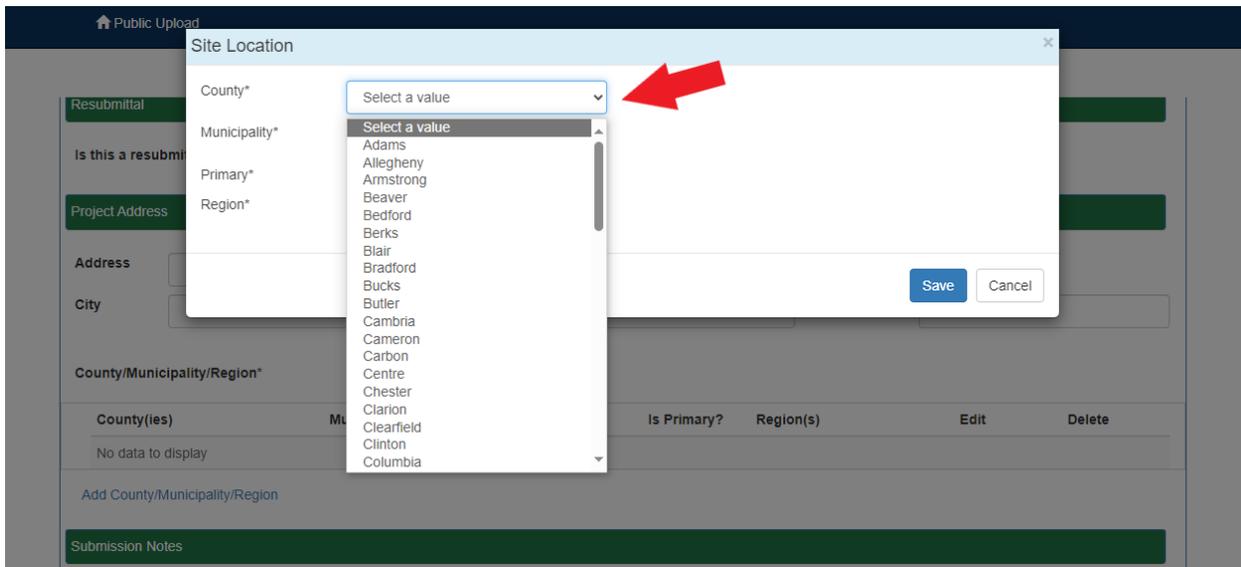County/Municipality/Region

You will need to enter the <u>county and municipality</u> for each facility included in the report. Follow the steps below for each county and municipality

Click on "Add County/Municipality/Region" and a pop-up window will appear

Select a county from the drop-down list first

Then select a municipality from the drop-down list

Repeat these steps for each county and municipality included in the report.

SUBMISSION NOTES

Provide any necessary comments below for the review staff

Include the phrase "129.130 Annual Report" for a report for unconventional or "129.140 Annual Report" for a report for conventional oil or natural gas facilities.
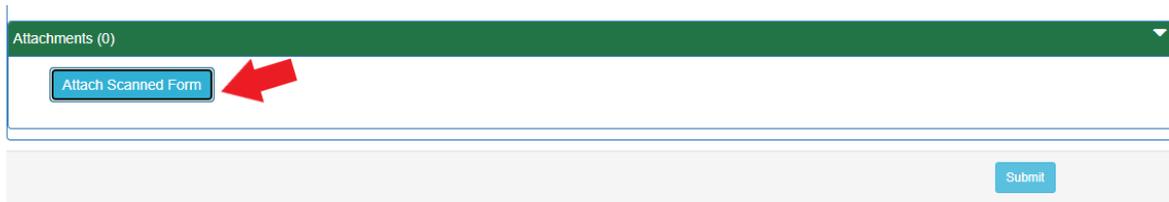
Attachments

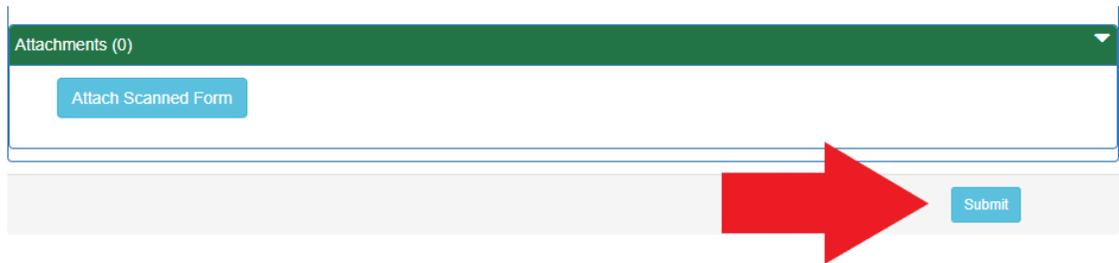"Attach Scanned Form" button opens a pop-up box to find desired file to attach for upload

Find the documents you wish to attach to this submittal. After selecting each one, click the "Open" button. To attach multiple documents, repeat this process.
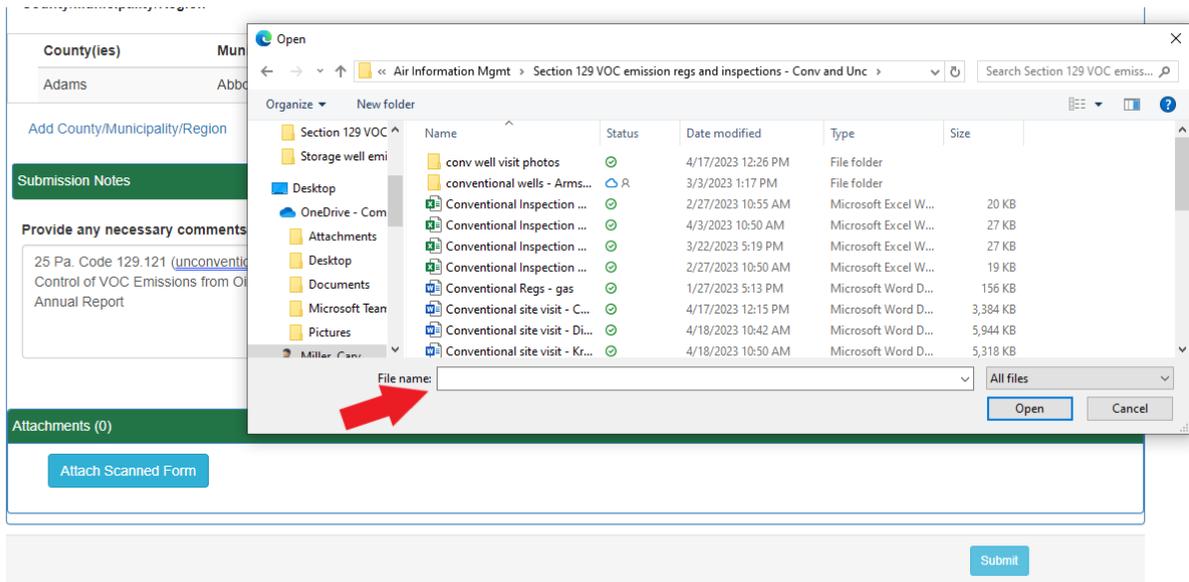
If you are using the reporting template provided by the Department, it is recommended that you cross check with the Attached Documentation tab to confirm that all the listed documents have been included in the submittal.
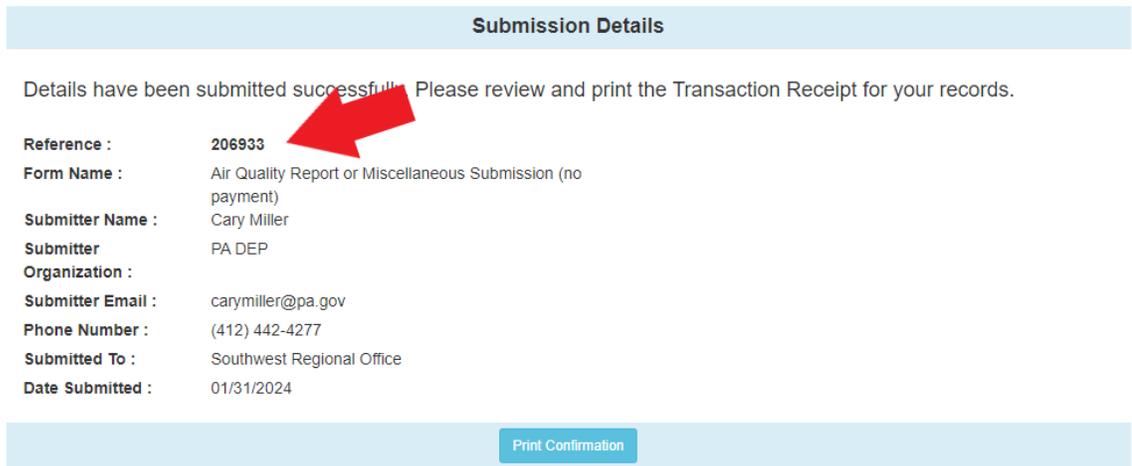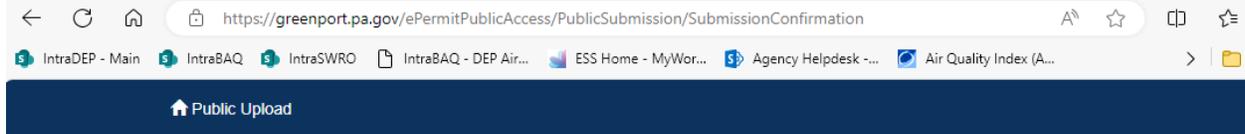
Submit

Press submit button to upload your emission report.

It is recommended that you record the Reference number on the following Submission Details page or use the "Print Confirmation" button. The system also sends a confirmation email containing details and the reference number to the email address input at the top of the submission form.

Submission Details

Details have been submitted successfully. Please review and print the Transaction Receipt for your records.

Reference :	206933
Form Name :	Air Quality Report or Miscellaneous Submission (no payment)
Submitter Name :	Cary Miller
Submitter Organization :	PA DEP
Submitter Email :	carymiller@pa.gov
Phone Number :	(412) 442-4277
Submitted To :	Southwest Regional Office
Date Submitted :	01/31/2024

Print Confirmation