

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>

Public Upload

Welcome to PA DEP's Public Upload with Payment Submission Page!

There are many forms which may be submitted via this tool. If a form requires payment, and your organization is not exempt, you will need to make payment at the time of submission. Payment can be made by credit card or Telecheck (ACH).

Public Submission

Resubmittal

If you are attempting to submit a new form to DEP, please answer 'NO' to the resubmission question and you will see the Public Upload form to complete a new submission.

If you are resubmitting a form which was previously submitted to DEP and required an update, please answer 'YES' to the resubmission question and you will see further instructions on how to start the resubmission.

Is this a resubmittal?* Yes No

[Continue](#)

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

Project Address

1 selected

✓ Check all ✕ Uncheck all

AIR QUALITY AQ

CLEAN WATER CW

DISTRICT MINING OPERATIONS DMO

ENV CLEANUP & BROWNFIELDS ECB

MINE SAFETY MS

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

The screenshot shows a web form titled "Submission Information". It contains several fields: "Filter Submission Types by Program (optional)" with a dropdown showing "1 selected"; "Submission Type - Select from the list*" with a dropdown menu open showing a list of options including "Air Quality Report or Miscellaneous Submission (no payment)" which is highlighted in blue; "DEP Program Area" (empty); "Request Type*" (empty); "Permit #/Project #" (empty); "Applicant EIN" (empty); and "Project Address" (empty). A text box explains that the Submission Type dropdown supports type-ahead filtering.

Request Type - select “Other” from drop-down list

The screenshot shows the same "Submission Information" form. The "Request Type*" dropdown menu is open, showing a list of options with "OTHER" highlighted in blue. The other fields remain the same as in the previous screenshot.

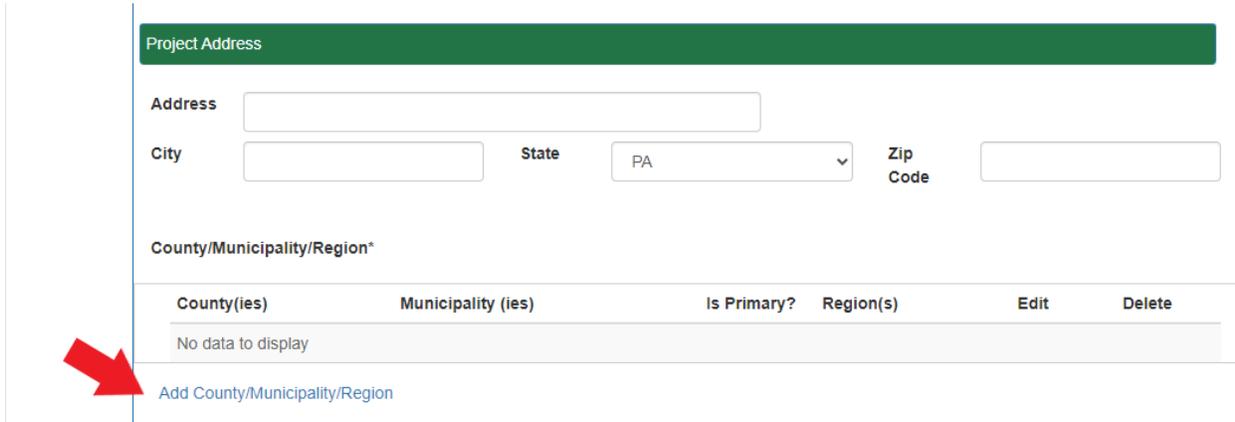
Do not enter answers for “Permit #/Project#” or “Applicant EIN” leave these boxes blank

PROJECT ADDRESS

County/Municipality/Region

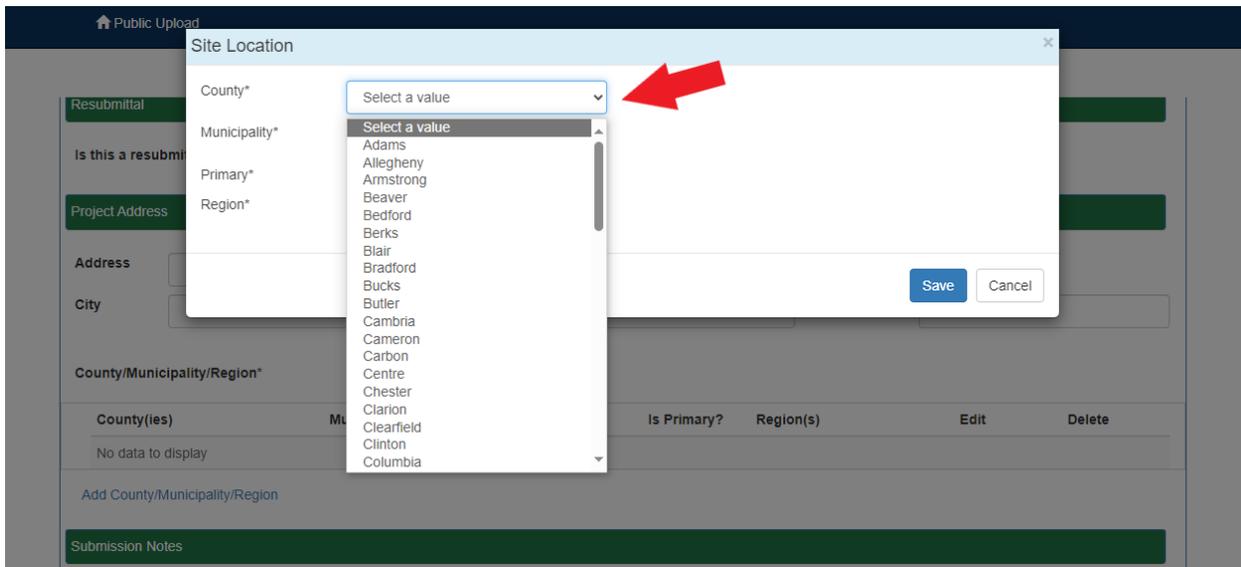
You will need to enter the county and municipality for each facility included in the report. Follow the steps below for each county and municipality

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



The screenshot shows a form titled "Project Address" with the following fields: Address, City, State (set to PA), and Zip Code. Below these fields is a table with columns: County(ies), Municipality (ies), Is Primary?, Region(s), Edit, and Delete. The table currently displays "No data to display". A red arrow points to a blue link labeled "Add County/Municipality/Region" located below the table.

Select a county from the drop-down list first



The screenshot shows a "Site Location" pop-up window. It contains the following fields: County* (with a dropdown menu showing "Select a value"), Municipality* (with a dropdown menu showing "Select a value"), Primary* (checkbox), and Region* (checkbox). A red arrow points to the County* dropdown menu. The window also has "Save" and "Cancel" buttons. In the background, the Project Address form is visible, showing the same table as in the previous screenshot.

Then select a municipality from the drop-down list

Public Upload

Site Location

County* Adams

Municipality* Abbottstown Borough

Primary*

Region* Southcentral Regional Office

Save Cancel

County(ies)	Municipality (ies)	Is Primary?	Region(s)	Edit	Delete
No data to display					

Add County/Municipality/Region

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.

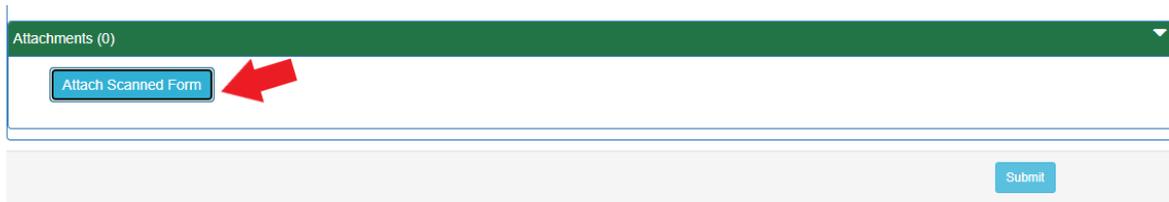
Submission Notes

Provide any necessary comments below for the review staff

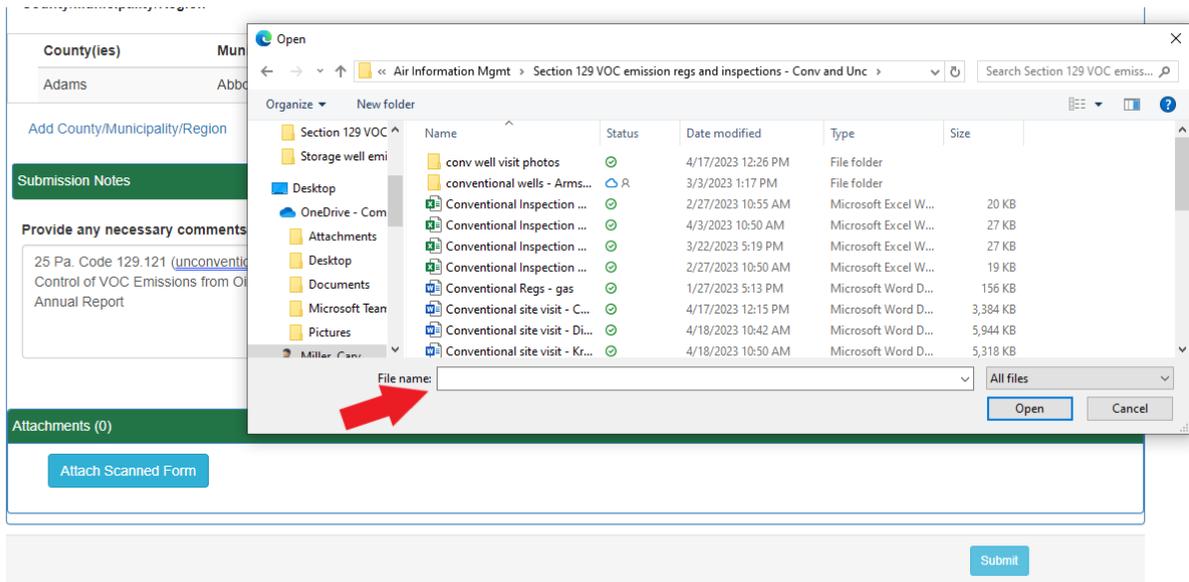
25 Pa. Code 129.130 (unconventional) or 129.140 (conventional)
Control of VOC Emissions from Oil & Gas Facilities
Annual Report for 2023 from ABCXYZ Production Co, Inc.

Attachments

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



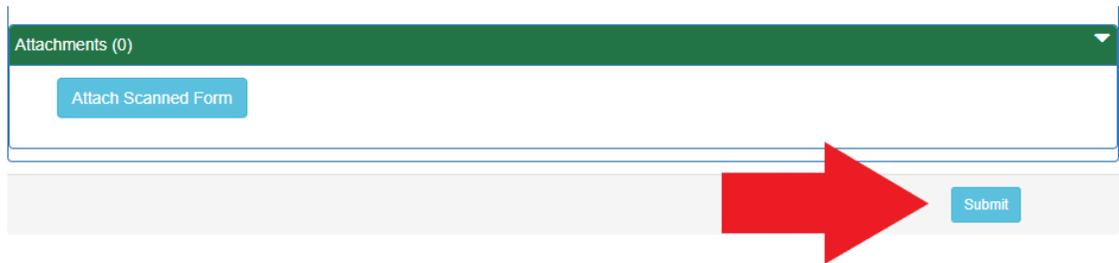
Find the documents you wish to attach to this submittal. After selecting each one, click the “Open” button. To attach multiple documents, repeat this process.



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.

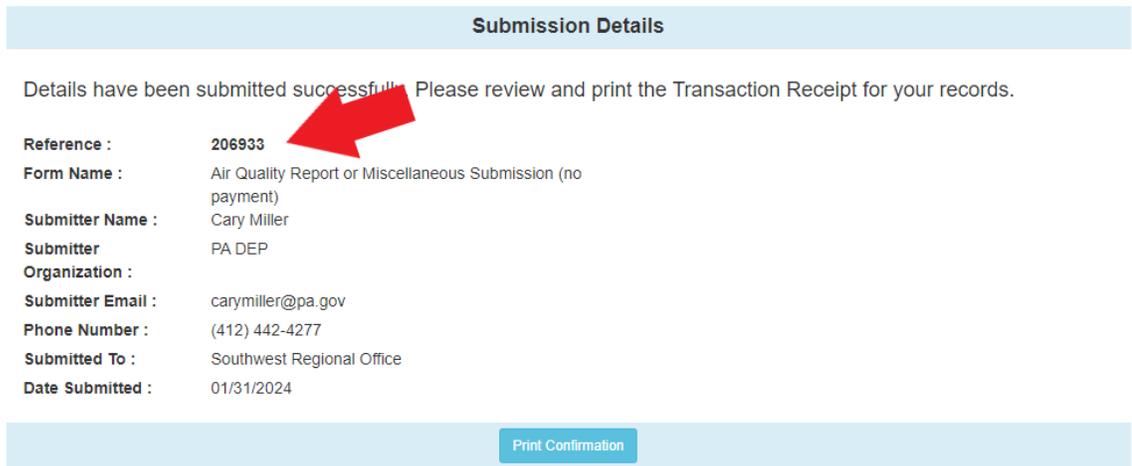
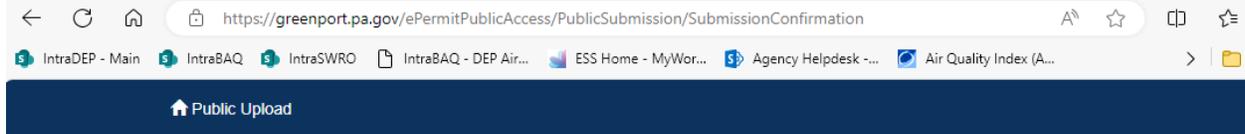
Submit

Press submit button to upload your emission report.



The screenshot shows a web form with a green header bar labeled "Attachments (0)". Below the header is a white box containing a blue button labeled "Attach Scanned Form". At the bottom right of the form is a blue button labeled "Submit". A large red arrow points from the "Attach Scanned Form" button towards the "Submit" button.

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.



The screenshot shows a page titled "Submission Details" with a light blue background. The text reads: "Details have been submitted successfully. Please review and print the Transaction Receipt for your records." Below this is a list of submission details:

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

At the bottom of the page is a blue button labeled "Print Confirmation". A large red arrow points from the "Reference" value "206933" to the "Print Confirmation" button.