

# Pennsylvania Land Recycling Program: OnBase User Guide

December 2022

The Department of Environmental Protection has created an electronic document submission system, OnBase DEP Public Upload, to provide the public with a streamlined and expedient process for the submission of permits, reports and other documents for which ePermitting options do not currently exist. If you are unsure whether this OnBase system should be used for your submission, please contact the [DEP Regional Office](#) for the county in which your activity is located.

Below is the link for additional guidance and instructions, including a detailed user guide and access to the OnBase DEP Public Upload Forms for the actual submittals.

## [OnBase Electronic Forms Upload \(pa.gov\)](#)

### Instructions for submittals

- **DO NOT INCLUDE COPIES OF CHECKS IN SUBMISSIONS.** Most information submitted through OnBase is public, which should not include your check information.
- **Please submit reports as a bookmarked PDF file, if possible.**
- **Submit all documents in one submission (e.g., including the transmittal form, report, documentations of notices, etc.).**

Access site at: <http://www.depgreenport.state.pa.us/DEPFormPublicUpload>

### Please enter the following in noted specific fields:

1. Enter the submitter's information including name, organization, email, and phone number.
2. Confirm if this is a resubmittal (Yes/No).
  - a. If the original submittal was returned by DEP for corrections or additional information, then any subsequent submittal is a resubmittal.
  - b. If yes, enter the Reference # of the prior submittal in the box next to the Yes/No question.
3. Form Name: Select the proper Form Name from the list of available forms in Table 1 below. The Form Name should be chosen based on the appropriate BECB Program.
4. Application Type is "New".
5. Permit #/Project#:
  - a. **Storage Tanks:** For regulated storage tank facilities, this is the Facility ID Number (##-#####). For certification applications and amendments, please enter the individual or company certification number. If unknown, leave blank.
  - b. **Land Recycling (Act 2):** For Act 2/Land Recycling facilities, this is the 6-digit Primary Facility ID Number (example 654321).
  - c. **HSCA:** For HSCA sites, leave blank unless directed otherwise by DEP staff member.
6. Project Address: Enter the complete site location address information.
7. Enter any comments for DEP. Comments should include the name of the site and the DEP staff member who should receive the document such as the DEP inspector or project officer.
8. Select the county and municipality where the facility/site is located. The DEP Regional Office will auto populate. For assistance in finding the municipality by location visit [Municipal Statistics](#).
  - a. If submitting a Storage Tank Installer/Inspector Certification or Storage Tank Company Certification form, please select the county and municipality where the Certified

Company or Certified Installer/Inspector is located. For out of state Certified Companies and Installers/Inspectors, please select “Out of State” for County and “Out of State Municipality Borough” for Municipality.

- b. Select “Attach Scanned Form” and upload the form and any additional documents being requested by DEP. DO NOT INCLUDE COPIES OF CHECKS IN SUBMISSIONS. Most information submitted through OnBase is public, which should not include your check information.
9. Click “Submit.”
10. Upon submission, you will be provided a form upload reference number that can be used to track your submission. Feel free to email that number to the DEP individual you are working with. This will allow them to download the report immediately, should the routing process take a couple more days.
11. Complete the [OnBase DEP Public Upload Payment Submission Form](#) and include it with the report payment. Enter DEP’s primary facility ID for the Permit # / Project #

## **Table 1**

### **Storage Tank Program Forms**

ABOVEGROUND STORAGE TANK CLOSURE REPORT FORM 2630-FM-BECB0514
ABOVEGROUND STORAGE TANK LINING INSPECTION SUMMARY 2630-FM-BECB0014
ABOVEGROUND STORAGE TANK MODIFICATION REPORT FORM 2630-FM-BECB0151
ABOVEGROUND STORAGE TANK SPILL PREVENTION RESPONSE PLAN
ABOVEGROUND STORAGE TANK THIRD PARTY INSPECTION
STORAGE TANK ALTERNATIVE FUEL INSTALLATION/CONVERSION FORM 2630-FM-BECB0608
STORAGE TANK COMPANY CERTIFICATION
STORAGE TANK ENVIRONMENTAL COVENANT
STORAGE TANK ENVIRONMENTAL COVENANT PERIODIC STATUS REPORT
STORAGE TANK INSTALLATION/CLOSURE NOTIFICATION
STORAGE TANK INSTALLER/INSPECTOR CERTIFICATION
STORAGE TANK NEW INSTALLATION PRODUCT FILL AUTHORIZATION 2630-FM-BECB0003
STORAGE TANK NOTIFICATION OF RELEASE - NOTIFICATION OF CONTAMINATION 2620-FM-BECB0082
STORAGE TANK REGISTRATION/PERMITTING FORM
STORAGE TANK REMEDIAL ACTION COMPLETION REPORT
STORAGE TANK REMEDIAL ACTION PLAN
STORAGE TANK REMEDIAL ACTION PROGRESS REPORT
STORAGE TANK REQUEST FOR ALTERNATE TIMEFRAME
STORAGE TANK REQUEST FOR MONITORING REDUCTION
STORAGE TANK REQUEST FOR NON-USE AQUIFER DETERMINATION
STORAGE TANK SITE CHARACTERIZATION REPORT
STORAGE TANK SITE CHARACTERIZATION REPORT - 245.310(b)
STORAGE TANK SITE SPECIFIC INSTALLATION PERMIT
STORAGE TANK TESTING DOCUMENTATION

UNDERGROUND STORAGE TANK CLOSURE REPORT FORM 2630-FM-BECB0159
UNDERGROUND STORAGE TANK FACILITY OPERATIONS INSPECTION REPORT FORM 2630-FM-BECB0501
UNDERGROUND STORAGE TANK LINING EVALUATION FORM
UNDERGROUND STORAGE TANK MODIFICATION REPORT FORM 2630-FM-BECB0575
UNDERGROUND STORAGE TANK OPERATOR TRAINING DOCUMENTATION FORM 2630-PM-BECB0514a

### **Land Recycling (Act 2) Forms**

LAND RECYCLING BACKGROUND STANDARD FINAL REPORT
LAND RECYCLING COMBINATION OF STANDARDS FINAL REPORT
LAND RECYCLING CONSENT ORDER AND AGREEMENT
LAND RECYCLING ENVIRONMENTAL COVENANT
LAND RECYCLING ENVIRONMENTAL COVENANT PERIODIC STATUS REPORT
LAND RECYCLING FINAL REPORT SUMMARY 2610-FM-BECB0011
LAND RECYCLING GRANT DOCUMENTS
LAND RECYCLING NONUSE AQUIFER DETERMINATION REQUEST
LAND RECYCLING NOTICE OF INTENT TO REMEDIATE
LAND RECYCLING OIL AND GAS ALTERNATIVE REPORT
LAND RECYCLING POST REMEDIATION CARE PLAN
LAND RECYCLING PROJECT CORRESPONDENCE
LAND RECYCLING REDUCED DEMONSTRATION OF ATTAINMENT REQUEST
LAND RECYCLING SITE-SPECIFIC STANDARD REPORT
LAND RECYCLING SPECIAL INDUSTRIAL AREA REPORT
LAND RECYCLING STATEWIDE HEALTH STANDARD FINAL REPORT
LAND RECYCLING TRANSMITTAL SHEET FOR PLAN-REPORT SUBMISSION 2610-FM-BECB0023
LAND RECYCLING WAIVER REQUESTS

### **HSCA Forms**

SITE REMEDIATION AS-BUILT DRAWINGS
SITE REMEDIATION CONTRACTOR DOCUMENTS
SITE REMEDIATION DESIGN
SITE REMEDIATION ENGINEERING REPORT
SITE REMEDIATION ENVIRONMENTAL COVENANT
SITE REMEDIATION ENVIRONMENTAL COVENANT PERIODIC STATUS REPORT
SITE REMEDIATION ENVIRONMENTAL IMPACT REVIEW
SITE REMEDIATION FINAL REPORT
SITE REMEDIATION FINDING OF SUITABILITY TO TRANSFER/LEASE
SITE REMEDIATION FIVE YEAR REVIEW
SITE REMEDIATION INSPECTION REPORTS
SITE REMEDIATION INSTALLATION ACTION PLAN
SITE REMEDIATION LONG TERM MONITORING PLAN
SITE REMEDIATION OPERATION AND MAINTENANCE
SITE REMEDIATION PLANS

SITE REMEDIATION QAPP/SAP
SITE REMEDIATION REMEDIAL ACTION
SITE REMEDIATION REMEDIAL INVESTIGATION
SITE REMEDIATION REMOVAL ACTION
SITE REMEDIATION RISK ASSESSMENT
SITE REMEDIATION SAMPLING
SITE REMEDIATION SITE SURVEY
SITE REMEDIATION TREATMENT/FEASIBILITY