

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Policy Office**

**DOCUMENT NUMBER:** 012-0200-005

**TITLE:** Public Access to Information and Right to Know Law Policy

**EFFECTIVE DATE:** June 3, 2010

**AUTHORITY:** Right-to-Know Law, 65 P.S. §§67.101-67.3104; Pennsylvania Management Directive 205.36, as amended November 20, 2008.

**POLICY:** This policy clarifies existing records management procedures of the Pennsylvania Department of Environmental Protection (Department or DEP) in order to fulfill the Department's obligations under the Pennsylvania Right-to-Know Law as amended by Act 2008-3, and to abide by Amended Management Directive 205.36 to establish written procedures and take certain actions to implement the Right-to-Know Law (Law or RTKL). Amended Management Directive 205.36 may be accessed by opening the following hyperlink:  
[http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/published/content/publish/cop\\_general\\_government\\_operations/oa/oa\\_portal/omd/p\\_and\\_p/management\\_directives/management\\_administrative\\_support/items/205\\_36\\_right\\_to\\_know\\_law\\_effective\\_january\\_1\\_2009.html](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=711&PageID=228891&mode=2&contentid=http://pubcontent.state.pa.us/published/content/publish/cop_general_government_operations/oa/oa_portal/omd/p_and_p/management_directives/management_administrative_support/items/205_36_right_to_know_law_effective_january_1_2009.html)

**PURPOSE:** This policy clarifies DEP's existing practices in an effort to assure compliance with the Right-to-Know Law and clarifies in writing specific policies and procedures regarding DEP information. It informs the public how to obtain DEP records and how to dispute a DEP determination under the RTKL that does not grant access to those records. The policy also makes records procedures more clear, uniform and efficient.

**APPLICABILITY:** This policy applies to all requests under the Right-to-Know Law for access to Department records. This policy also discusses other means of obtaining information from the DEP. The policy applies to all recorded information, regardless of whether the information exists in written or electronic format.

**DISCLAIMER:** The policies and procedures outlined in this guidance are intended to supplement existing requirements. Nothing in the policies or procedures shall affect regulatory requirements.

The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in these policies that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**PAGE LENGTH:** 17 pages

**LOCATION:**

## I. GENERAL STATEMENT

The Department recognizes the value and power of information. DEP is committed to continually improving public access to environmental information and to fostering public participation in environmental decision-making processes. Public participation is an integral part of the Department's activities. Availability of information is key to the public's ability to provide effective feedback to DEP. DEP's current policies promote public participation, and this policy is designed and intended to be consistent with that goal.

This policy clarifies procedures for responding to requests under the Right-to-Know Law. The Department also will apply these procedures when responding to records requests submitted to DEP that reference Pennsylvania environmental statutes such as the Clean Streams Law. Those statutes sometimes specify which records must or must not be made available to the public.

DEP generally makes information available for public access through its Web site (<http://www.depweb.state.pa.us>). The Web site includes information about the Department's programs, services and structure; regulations applicable to DEP; and DEP policies and reports. Through the Web site's eFACTS feature, the public also can obtain information about regulated facilities and activities; the type of business and DEP-authorized activities at regulated facilities; and the results of DEP inspections of those facilities.

Pursuant to Section 504 of the Right-to-Know Law, 65 P.S. §67.101 et seq. (RTKL), DEP sets forth the following policies, process and procedures, regarding responses to requests made pursuant to the RTKL, in addition to complying with the policies set forth in Management Directive 205.36. To facilitate access to documents of public interest and reduce the need for RTKL requests, DEP makes many documents public. The Department of General Services publishes many solicitations, awards and contracts on its Web site at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us); uploads contracts to the Department of Treasury [Web site, http://www.patresury.org/](http://www.patresury.org) pursuant to the requirements of Chapter 17 of the RTKL, 65 P.S. §§67.1701-1702; and may also place other public records on its [Web site, at: http://www.dgs.state.pa.us](http://www.dgs.state.pa.us), as it deems appropriate.

## II. PRACTICAL TIPS AND OTHER MEANS OF OBTAINING INFORMATION BESIDES THE RTKL

### A. Getting Help

DEP maintains millions of records in more than 20 offices throughout the Commonwealth. To help locate the appropriate records, **DEP encourages each person interested in obtaining Department records to call the file room at appropriate DEP office.** If you don't know exactly what documents you are looking for, a general review of the Department's files regarding the matter of concern is recommended. This may provide access to the information you seek without having to utilize the RTKL. Appendices C and D to this Policy provide a description of the geographic and program areas included within each of the following Department offices:

## **Field Operations Regional Offices**

Southeast (Norristown): 484-250-5900  
Northeast (Wilkes-Barre): 570-826-5472  
Southcentral (Harrisburg): 717-705-4732  
Northcentral (Williamsport): 570-327-3693  
Southwest (Pittsburgh): 412-442-4096  
Northwest (Meadville): 814-332-6340

## **District Mining Offices**

Pottsville: 570-621-3118  
Moshannon: 814-342-8200  
Greensburg: 724-925-5500  
Cambria: 814-472-1900  
Knox: 814-797-1191  
California: 724-769-1100

## **Deep Mine Safety Offices**

Uniontown: 724-439-7469  
Pottsville: 570-621-3139

## **Abandoned Mine Reclamation Field Offices**

Wilkes-Barre: 570-826-2371  
Cambria: 814-472-1800

## **B. Classification of Records and Procedures for Reviewing and Copying Records**

### *Available Records*

DEP routinely provides an extensive range of records for public inspection. These include notifications, inspection reports, notices of violation, enforcement orders, applications, permit review letters, sample results, remediation plans, progress reports, monitoring reports, permits, approvals, denials, public comments, civil penalty assessments, consent orders, closure reports, pollution prevention plans, monitoring well records, and external correspondence. **Personal identification information within these records will be made available to the public unless the person providing that information requests that it be treated as confidential.**

### *Off-Site Records*

Older records are sent to off-site locations for storage and microfilming. Special procedures and fees apply to requests for off-site records. These include the cost of transporting those records to the desired location and shipping them back. If they are requested, DEP will advise requester of the cost and delay involved in obtaining them.

### *Reviewing Records*

The requester will need to schedule an appointment with the appropriate office. When the requester arrives to review the records, the person will be asked to present photo identification or some other form of positive identification. Viewing electronic records will require the assistance of DEP employees who are authorized to access those files. **Records that are provided for review at the DEP office may not be removed from a DEP office for any reason.** Each office may establish procedures for the records review. The requestor should call the appropriate Records Desk to find out about specific procedures when reviewing records. The Department's Regional Offices regular business hours are from 8:00 a.m. through 4:00 p.m.

### *Copying Records*

DEP copying facilities are limited. The requester may need to hire a copier service or bring a copier. Bringing a copier will require special arrangements. The requester should call the appropriate file office to find out about the copying procedure for that office. If DEP's fees for copying the records requested are more than \$100, the fees must be paid before DEP makes any copies. A reduced charge of \$.15 per page is available to a requestor who reviews and self copies records at a DEP office.

## **C. OPERATING PROCEDURES**

The quickest and easiest way to review DEP records is to call the appropriate regional file room (Appendix C) and schedule a file review. DEP typically fulfills such requests by scheduling file reviews within three weeks. DEP also informs the public about the extensive information readily available on the DEP's Web site. Because the historical records practices and procedures that DEP has developed generally have satisfied the public, the Department will encourage the public to continue to use those practices and procedures.

## **III. RTKL REQUESTS**

### **A. A written request to the Department under the RTKL **must:****

1. Be addressed to the DEP Open Records Officer ("AORO") at: Dawn Schaef, DEP/BOS, PO Box 8473, Harrisburg, PA 17105-8473, [EP-DEP-RTK@state.pa.us](mailto:EP-DEP-RTK@state.pa.us);
2. Identify a name and address to which the agency should address its response;
3. Indicate that the request is being made pursuant to the RTKL;
4. Be submitted in person, by mail, by e-mail or by facsimile.
5. Be sufficiently specific to enable the Department to ascertain which records are being requested; and
6. Be from a person who is a legal resident of the United States.

### **B. While verbal, and anonymous, requests may be fulfilled by DEP, the requester cannot pursue the relief and remedies provided under the RTKL unless the request is in writing.**

- C. RTKL requests may be on the form designated by DEP (attached as Appendix “A”) or available at the Web site of the Office of Open Records (attached as Appendix “B”), at: <http://openrecords.state.pa.us>.
- D. The regular business hours of the RTKL Office are 8:00 a.m. to 4:30 p.m., Monday through Friday. Any RTKL request received by the RTKL Office after the close of regular business hours shall be deemed to have been received by that office on the following business day.
- E. RTKL requests received by the Agency will be considered “public record” information by the Agency and such requests may be made available for public access through its website.

Section 703 of the RTKL states in pertinent part: “A written request should identify or describe the records sought with sufficient specificity to enable the agency to ascertain which records are being requested . . . .” For example, the Department will deny any request for “all records relating to X facility” as being insufficiently specific.

The following are examples of requests that are sufficiently specific:

- Inspection reports for Al’s Gas Station, 123 Front Street, Harrisburg, PA, Tank ID#12345, Storage Tank program, 2006 – present.
- Permit files for Municipal Authority, A Township, B County, NPDES Permit #PAS1234, Water Management program, 2000 – present.

The following are examples of requests that are not sufficiently specific:

- All documents relating to ZXY Manufacturing Company, A Township, B County
- All permits issued for A Township, B County.

#### IV. RESPONSES

The AORO may respond by providing a requester with access to inspect a record electronically or as otherwise maintained by DEP, either: 1) by providing access in the Department’s offices, 2) by sending a copy to the requester, or 3) by notifying the requester that the record is available through publicly accessible electronic means and, if the requester writes to the agency within 30 days that the requester is unable or unwilling to access the information electronically, by then providing the records in paper format, upon payment for the same. Each of these options is a “response” for purposes of the RTKL, as is DEP’s written notice to the requester granting, denying or partially granting and partially denying access to a record. DEP may send written responses to requesters by United States mail, by hand (in person or by delivery service), by facsimile or, by e-mail.

Unless a longer period of time is needed and communicated to the requester by an “interim response” (as discussed in paragraph A below), the RTKL requires that DEP respond to a RTKL request within five business days from the date the request is received by the AORO from the requestor. For purposes of determining the end of the five business day period, the day that a RTKL request is received is not counted. The first day of the five business day period is DEP’s next business day.

## **A. Interim Responses**

The Department must provide a final response to a RTKL request within five business days unless one or more specific conditions are satisfied and the AORO gives the requester written notice that additional time will be required. That notice is referred to as an “interim response.”

The AORO may send an interim response if any of the following applies:

1. The RTKL request requires redaction of a public record;
2. The RTKL request requires retrieval of a record from a remote location;
3. A response within the five business day period cannot be accomplished due to bona fide staffing limitations, which must be specified in the interim response;
4. A legal review is necessary to determine whether the record requested is subject to access under the RTKL;
5. The requester has not complied with DEP’s policies regarding access to public records;
6. The requester has not complied with a demand for prepayment of fees, which are required to fulfill the RTKL request and which are estimated to exceed \$100; further, if prepayment of fees is required by DEP, the time period for response shall be tolled from the time the demand for payment is made until such time as payment is actually received;  
or
7. The extent or nature of the request precludes a response within the required time period.

An interim response must: 1) be sent to the requester on or before the last day of the five business day period; 2) state that the request is being reviewed and the reason for the review; 3) give an estimate of applicable fees owed when the record becomes available; and 4) state a reasonable date that a response is expected to be provided. This date must not be more than 30 calendar days from the end of the five business day period.

If the date of an expected response is in excess of 30 days following the five days allowed for in Section 901, the request will be deemed denied unless the requester has agreed in writing to the date specified in the notice.

DEP will send an interim response when the estimated fee for responding to the request is in excess of \$100. Once the estimated payment is received, the agency will proceed to: 1) make a final determination as to what records, if any, are public records under the RTKL, 2) begin search and retrieval of those records, 3) perform any required redaction and 4) advise the requester, within 30 days, as to a date by when any responsive public records will be produced. Failure to make an estimated payment by the date required by the agency in its interim response will result in the request being deemed withdrawn.

## **B. Final Responses**

There are three possible final responses. Either the request is: 1) granted; 2) denied; or 3)

granted in part and denied in part. The failure to make a timely final response is deemed to be a denial.

If a written request is denied in whole or in part, DEP will issue a final written response including an explanation of the appeal procedure, if the requester chooses to do so. The written denial will also set forth the specific reasons for the denial, including citations of supporting legal authority. If the denial is the result of a determination that the record requested is exempt from disclosure, the specific reasons for DEP's determination shall be included.

Non-production of records due to the fact that a good faith search by DEP does not produce any responsive records is not a denial of access.

**C. Redaction**

DEP will not deny access to a record based upon the fact that portions of the record are not public records and, as a result, not subject to disclosure. DEP will redact the portions of a public record that are not public records and produce the portions that are public records.

**D. Access**

DEP may provide a requester with access to inspect a record electronically or as otherwise maintained by the Agency, either: 1) by providing access in the offices of DEP, if agreed to by the requester, 2) by sending a copy to the requester or 3) by notifying the requester that the record is available through publicly accessible electronic means and, if the requester writes to the agency within 30 days that the requester is unable or unwilling to access the information electronically, by then providing the records in paper format, upon payment for the same.

DEP has the discretion to determine the building(s) and room(s) that will be used to provide a requester with access to DEP's public records.

DEP will provide a public record to a requester in the medium requested if the record exists in that medium. Otherwise, the public record must be provided in the medium in which it exists. If a public record only exists in one medium, DEP is not required to convert that public record to another medium, except that if the public record is only available in an electronic form, the agency must print it out on paper if the requester so requests.

DEP is not required to create a public record that does not already exist, nor is it required to compile, maintain, format, or organize a public record in a manner in which DEP does not currently do so.

**E. Duplication of Public Records**

DEP may either make copies itself or, in its discretion, allow the requester to bring the necessary equipment to make its own copies. DEP may make its duplication equipment available to a requester but require that the requester operate the equipment; assign DEP staff to make the duplications; or contract for duplication services and require the requester to pay the applicable rate.

## V. APPEALS

When a request is denied or deemed denied, whether in whole or in part, the requester may file an appeal with the Office of Open Records, where the appeal will be assigned to an Appeals Officer. This appeal must be filed within 15 business days of the denial or deemed denial. The appeal must state the grounds upon which the requester asserts that the record is public, and should address any grounds stated by the agency for delaying or denying the request. The appeal shall be sent to the OOR at the address set forth below and simultaneously to the agency AORO, in the same manner as the appeal is sent to the OOR (e-mail, fax, mail or hand delivery) with: 1) the agency response, 2) the RTKL request and 3) the appeal form that is available on the OOR website at:

<https://www.dced.state.pa.us/public/oor/appealformgeneral.pdf> . :

The Commonwealth Office of Open Records  
Commonwealth Keystone Building  
400 North Street, Plaza Level  
Harrisburg, PA 17120-0225  
Phone: 717-346-9903  
E-mail: [openrecords@state.pa.us](mailto:openrecords@state.pa.us)

A person other than the Agency or the requester, with a direct interest in the record that is subject to an appeal, has 15 days following actual knowledge of the appeal, but no later than the date the Appeals Officer issues an order, to file a written request to provide information or to appear before the Appeals Officer in support of the requester's or the agency's position in the appeal. The Appeals Officer may, but need not, grant the request.

For further information on appeals, it is suggested that the requester review the website of the Office of Open Records.

## V. FEES

Applicable fees to be charged by DEP under the RTKL are as follows:

### A. Fees Determined by the Office of Open Records

Under the RTKL, the Office of Open Records has the authority to establish two fees for Commonwealth agencies: Duplication, 65 P.S. §67.1307(b) and Enhanced Electronic Access (an agency may establish user fees, subject to approval by the Office of Open Records), 65 P.S. §67.1307 (e).

The fees for duplication are established by the Office of Open Records, as posted on its Web site at <http://openrecords.state.pa.us>. Unless otherwise directed by statute, DEP will charge \$.25 per page for duplication, although on-site duplication may be at a reduced rate of \$.15, at the discretion of the DEP.

Pursuant to this agency policy, an agency may waive duplication fees for 20 pages or less. Duplication charges are to be paid for any duplication in excess of 20 pages.

## **B. Specialized Fees**

1. DEP will charge \$1 per copy for certified copies, when requested by the requester.
2. DEP will charge the actual cost for postage, facsimile/microfiche or other media, as well as for specialized documents, except that postage fees will be waived for postage that costs under \$1.00.
3. Special rules apply to fees for transcripts of administrative proceedings:
  - (i) Prior to an adjudication becoming “final, binding and non-appealable,” transcripts maybe requested through an agency, however the stenographer or court reporter is permitted to charge the regular fee for this service.
  - (ii) Following an adjudication becoming “final, binding and non-appealable,” a request for the transcript shall be treated like any other request for a record and the usual duplication fee of up to \$.25 per page will be charged.

## **C. Reasonable and Necessarily Incurred Costs**

As expressly provided by 65 P.S. §67.1307(g), DEP has the authority to charge requesters reasonable fees for necessarily incurred costs. DEP will determine and charge such fees on a case by case basis.

## **D. General**

No charge shall be made for DEP or legal review of the record to see whether the requested records are public records that are subject to production.

If the estimated fees that are required to fulfill the RTKL request exceed \$100, the requester must pay the estimated amount in advance, either by certified check or by ordinary check. The check, must first have cleared to be considered received by DEP. The demand for prepayment may specify a reasonable period of time in which the requester must make such prepayment. Failure to make estimated payment by the date required by DEP in its interim response will result in the request being deemed withdrawn.

All applicable fees must be paid in order to receive access to the record requested. 65 P.S. §67.901. Any requester who has unpaid amounts outstanding to DEP or to any agency under the Governor’s jurisdiction, in relation to RTKL requests where production was made by any such agency, will not be granted access to records under other RTKL requests until such prior amounts due have been paid in full.

When an estimated fee was not required to be paid because the estimate was under \$100 or less, but actual fees are over \$100 or where the fee was under \$100, an agency has the discretion to produce the records and invoice for the amount due or to require payment prior to production.



Appendix A

DEP Right-To-Know Law Record Request Form

Business Hours: 8:00-4:30 (RTK requests received after 4:30 are considered received the next business day)

Mail to: DEP Open Records Officer ("AORO") at: Dawn Schaefer, DEP/BOS, PO Box 8473, Harrisburg, PA 17105-8473.

Or Fax to: 717-705-8023

Or Email to: EP-DEP-RTK@state.pa.us

NAME OF REQUESTOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/COUNTY/ZIP CODE (Required): \_\_\_\_\_

TELEPHONE (Optional): \_\_\_\_\_

REQUESTER'S FAX NUMBER (Optional): \_\_\_\_\_

REQUESTER'S EMAIL ADDRESS (Optional): \_\_\_\_\_

Records being requested (please identify or describe the record(s) requested in enough detail so that it is clear which record(s) you are requesting).

\_\_\_\_\_  
*Company Name (including former names)*

\_\_\_\_\_  
*Facility Name (if different than Company Name)*

\_\_\_\_\_  
*Street Address (including zip code)* *County* *Municipality*

Other helpful information (i.e. Permit #'s; Dates or Timeframe of Records Requested; Programs of Interest):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I ONLY WANT TO COME INTO THE DEP OFFICE TO INSPECT RECORDS:** YES or NO  
Seeking access, review and self copying of records is at a reduced cost of \$.15 per page.

**I WANT DEP TO COPY AND MAIL RECORDS TO ME:** YES OR NO  
Agency copying of records is at a cost of \$.25 per page

**I WANT DEP TO CERTIFY RECORDS (AT A COST OF \$1.00 PER PAGE):** YES OR NO



**pennsylvania**

OFFICE OF OPEN RECORDS

**APPENDIX B**

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

**DATE REQUESTED:**

**REQUEST SUBMITTED BY:**    E-MAIL                    U.S. MAIL                    FAX                    IN-PERSON

**NAME OF REQUESTOR:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/COUNTY (Required):** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES? YES or NO**

**DO YOU WANT TO INSPECT THE RECORDS? YES or NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or NO**

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**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*



## APPENDIX C

### DEP FILE OFFICE LOCATIONS

#### *Field Operations Regional Offices*

##### Southeast Regional Office

2 East Main Street  
Norristown, PA 19401  
Telephone: 484-250-5910  
Fax: 484-250-5914

**Counties:** Bucks, Chester, Delaware, Montgomery and Philadelphia

**District Offices:** None

##### Northeast Regional Office

2 Public Square  
Wilkes-Barre, PA 18701-1915  
Telephone: 570-826-5472  
Fax: 570-830-3127

**Counties:** Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

**District Offices:** Bethlehem, Pocono, Pottsville, Scranton

##### Southcentral Regional Office

909 Elmerton Avenue  
Harrisburg, PA 17110-8200  
Telephone: 717-705-4732  
Fax: 717-705-4710

**Counties:** Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

**District Offices:** Altoona, Chambersburg, Lancaster, Reading, York

##### Northcentral Regional Office

208 West Third Street, Suite 101  
Williamsport, PA 17701-6448  
Telephone: 570-327-3693  
Fax: 570-327-3565

**Counties:** Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

**Oil and Gas counties:** also includes the counties listed for the Southeast, Northeast and Southcentral Regional Offices above.

**District Offices:** Mansfield, Sunbury, Moshannon

##### Southwest Regional Office

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Telephone: 412-442-4096  
Fax: 412-442-4098

**Counties:** Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland

**District Offices:** Beaver Falls, Uniontown

##### Northwest Regional Office

230 Chestnut Street  
Meadville, PA 16335-3481  
Telephone: 814-332-6340  
Fax: 814-332-6344

**Counties:** Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

**District Offices:** New Castle, Knox, Warren

*Mineral Resources Field Offices*

District Mining Operations (Oversee the permitting and inspection of coal and industrial minerals extraction, quarry operations, and mine subsidence insurance.)

**Pottsville District Mining Office**

5 West Laurel Boulevard  
Pottsville, PA 17901-2454  
Telephone: 570-621-3118  
Fax: 570-621-3110

**Counties:** Adams, Berks, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Susquehanna, Union, Wayne, Wyoming, York

**Moshannon District Mining Office**

186 Enterprise Drive  
Phillipsburg, PA 16866  
Telephone: 814-342-8200  
Fax: 814-342-8216

**Counties:** Bradford, Cameron, Centre, Clearfield, Clinton, Lycoming, Potter, Sullivan, Tioga

**Greensburg District Mining Office**

Armbrust Building  
R.D. #2, Box 603C  
Greensburg, PA 15601-0982  
Telephone: 724-925-5500  
Fax: 724-925-5557

**Counties:** Allegheny, Armstrong, Beaver, Fayette, Greene, Washington, Westmoreland

**Cambria District Mining Office**

286 Industrial Park Rd.  
Ebensburg, PA 15931-4119  
Telephone: 814-472-1900  
Fax: 814-472-1898

**Counties:** Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana, Somerset

**Knox District Mining Office**

White Memorial Building  
P.O. Box 669  
Knox, PA 16232-0669  
Telephone: 814-797-1191  
Fax: 814-797-2706

**Counties:** Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango, Warren

**California District Mining Office**

25 Technology Drive  
Coal Center, PA 15423  
Telephone: 724-941-7100  
Fax: 724-941-2625

**Counties:** Underground mining permits issued for all counties from this office.

*Bureau of Abandoned Mine Reclamation Field Offices:*

**Wilkes-Barre District Office**

2 Public Square  
Wilkes-Barre, PA 18701-1915  
Telephone: 570-826-2371  
Fax: 570-826-2441

**Cambria District Office**

286 Industrial Park Road  
Ebensburg, PA 15931-0149  
Telephone: 814-472-1800  
Fax: 814-472-1839

*Bureau of Deep Mine Safety Field Offices:*

**Bituminous Region - Uniontown Office**

167 Fayette County Health Center  
100 New Salem Road  
Uniontown, PA 15401  
Telephone: 724-439-7469  
Fax: 724-439-7324

**Anthracite Region - Pottsville Office**

5 West Laurel Boulevard  
Pottsville, PA 17901-2454  
Telephone: 570-621-3139  
Fax: 570-621-3445

APPENDIX D

**FIELD PROGRAMS LIST**

<b>Program</b>	<b>Description</b>	<b>Field Office</b>
Air Quality	Reviews permit applications, inspects facilities regarding air pollution concerns and compliance with Air Pollution Control Act, and monitors asbestos removal projects.	All Regional Offices
Emergency Response	Responds to environmental accidents or emergencies, providing assistance to local and county fire companies and private cleanup companies.	All Regional Offices
Environmental Cleanup	Oversees remediation of contaminated land and water. Implements the Land Recycling Program (Act 2) and Hazardous Sites Cleanup Program. Assists in monitoring and cleanup of federal facilities and federal Superfund sites.	All Regional Offices
Mining: Coal and Industrial Minerals	Reviews permit applications for and inspects facilities that conduct coal and industrial mineral extractions. Administers Mine Subsidence Insurance Program.	All District Mining Offices
Mining: Deep Mine Safety	Inspects underground mines and conducts related activities to protect miners and the public from hazards associated with underground mining. Provides safety-related training to mine operators	Uniontown Pottsville
Mining: Abandoned Mine Reclamation	Resolves problems associated with mine fires, subsidence, dangerous highwalls and other hazards at abandoned mines. Participates in abatement and treatment of acid mine drainage discharging from abandoned mines.	Wilkes Barre Cambria
Office of Energy and Technology Development	Provides pollution prevention and compliance assistance information to the public and regulated communities. Conducts site visits to regulated facilities. Participates in outreach programs. Serves as DEP's principal office for energy policy, the assessment of energy and environmental technology and the promotion of the use of appropriate technology to address environmental problems.	All Regional Offices
Oil & Gas	Reviews permit applications for and inspects oil and gas well drilling activities.	Northcentral, Southwest and Northwest Regional Offices
Radiation Protection	Inspects users of radioactive materials and radiation equipment, e.g., x-ray equipment. Conducts programs for radiation source control and surveillance, radon monitoring and remediation, site decommissioning, and responds to radiological and nuclear power plant emergencies.	Southeast, Southcentral and Southwest Regional Offices

<b>Program</b>	<b>Description</b>	<b>Field Office</b>
Storage Tanks	Reviews registration applications for and inspects aboveground and underground storage tanks. Administers program regarding qualifications of persons and companies that conduct inspection, cleanup and related activities regarding storage tanks.	All Regional Offices
Vector Management	Implements the West Nile Virus and Black Fly control programs	All Regional Offices
Waste Management	Reviews permit applications for and conducts inspections related to municipal, residual, hazardous, and medical waste transportation, storage, treatment and disposal. Administers recycling and waste planning programs.	All Regional Offices
Water Management: Dam Safety	Reviews permit applications and inspects dams regarding concerns about the safety of dams.	All Regional Offices
Water Management: Sewage	Administers programs relating to municipal sewer systems and sewage facilities planning.	All Regional Offices
Water Management: Soils and Waterways	Reviews wetlands, encroachment, and erosion and sedimentation control permit applications and conducts inspections in these areas	All Regional Offices
Water Management: Water Pollution	Reviews NPDES, sewage and stormwater permit applications for and inspects water pollution discharges.	All Regional Offices
Watershed Management	Assists in formation of watershed associations. Provides information and assistance on grant opportunities, and serves as a liaison between community groups and other DEP programs.	All Regional Offices
Water Supply Management	Reviews permit applications for and inspects public water suppliers and bottled water suppliers. Conducts program regarding detection of West Nile Virus. Reviews herbicide, algaecide and fish control chemicals permit applications in conjunction with the Fish and Boat Commission.	All Regional Offices