

ACCESSING SERVICE AREA BOUNDARY ONLINE MAPPING TOOL

1. Once you have registered to use the Service Area application by completing and submitting 0420-FM-PC0520 User's Registration and Security Agreement form, access the GreenPort site directly at: <https://greenport.pa.gov/gpl> . On the GreenPort login page, enter your username and password and click the "Login" button.
2. Under the "My Applications" click on the "DEP" tab, and click "Service Areas" under the "Reporting" section
3. If your account has multiple service areas, you will be asked to select one. Click the list of values  button and highlight and click a 5-digit WUDS Primary Facility ID associated with your particular service area from the list. Click the Submit button.
4. If a service area boundary exists for your system, you will see three options before continuing. Choose one:
 - If you want to review and make any necessary edits to your current service area boundary based on the last service boundary map submitted to DEP, select the first option and click the OK button.
 - If you would like to upload a service area boundary from your GIS to either add a new service area or replace an existing one, select the second option to upload a zipped shapefile in a geographic coordinate system and click the OK button.
 - If you would like to download a zipped shapefile of the current service area boundary based on the last service area boundary map submitted to DEP, select the third option and click the OK button.
5. If no service area boundary exists for your system, you will see two options to create a new service boundary map. The first option provides a way of creating a new service area map within this application by entering the system's zip code to assist in locating the system's vicinity. The second option provides for uploading the system's current service area from your GIS as a zipped shapefile. Click OK button to continue.
6. Within the application, click the Help button for information on how to use the various functions within the application and instructions on how to submit your service area boundary map.

If you have questions or need additional assistance, email RA-epservicearea@pa.gov or telephone 717.772.4048.