



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**GENERAL INFORMATION FORM – AUTHORIZATION APPLICATION**

Before completing this General Information Form (GIF), read the step-by-step instructions provided in this application package. This form is used by the Department of Environmental Protection (DEP) to inform our programs regarding what other DEP permits or authorizations may be needed for the proposed project or activity. This version of the General Information Form (GIF) must be completed and returned with any program-specific application being submitted to the DEP.

<p style="text-align: center;"><b>Related ID#s (If Known)</b></p> <p>Client ID# _____ APS ID# _____                  Site ID# _____ Auth ID# _____                  Facility ID# _____</p>	<p><b>DEP USE ONLY</b></p> <p>Date Received &amp; General Notes</p>
--	---

**CLIENT INFORMATION**

DEP Client ID#	Client Type / Code	Dun & Bradstreet ID#	
Legal Organization Name or Registered Fictitious Name		Employer ID# (EIN)	Is the EIN a SSN? <input type="checkbox"/> Yes <input type="checkbox"/> NO
State of Incorporation or Registration of Fictitious Name		<input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> LP <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Association/Organization <input type="checkbox"/> Estate/Trust <input type="checkbox"/> Other	
Individual Last Name	First Name	MI	Suffix
Additional Individual Last Name	First Name	MI	Suffix
Mailing Address Line 1		Mailing Address Line 2	
Address Last Line – City	State	ZIP+4	Country
Client Contact Last Name	First Name	MI	Suffix
Client Contact Title	Phone	Ext	Cell Phone
Email Address		FAX	

**SITE INFORMATION**

DEP Site ID#	Site Name				
EPA ID#	Estimated Number of Employees to be Present at Site				
Description of Site					
Tax Parcel ID(s):					
County Name(s)	Municipality(ies)	City	Boro	Twp	State
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Location Line 1	Site Location Line 2				
Site Location Last Line – City	State	ZIP+4			
Detailed Written Directions to Site					



<b>Site Contact Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Suffix</b>
<b>Site Contact Title</b>		<b>Site Contact Firm</b>	
<b>Mailing Address Line 1</b>		<b>Mailing Address Line 2</b>	
<b>Mailing Address Last Line – City</b>		<b>State</b>	<b>ZIP+4</b>
<b>Phone</b>	<b>Ext</b>	<b>FAX</b>	<b>Email Address</b>
<b>NAICS Codes</b> (Two- & Three-Digit Codes – List All That Apply)			<b>6-Digit Code</b> (Optional)

**Client to Site Relationship**

**FACILITY INFORMATION**

<b>Modification of Existing Facility</b>	<b>Yes</b>	<b>No</b>
1. Will this project modify an existing facility, system, or activity?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will this project involve an addition to an existing facility, system, or activity?	<input type="checkbox"/>	<input type="checkbox"/>

*If "Yes", check all relevant facility types and provide DEP facility identification numbers below.*

Facility Type	DEP Fac ID#	Facility Type	DEP Fac ID#
<input type="checkbox"/> Air Emission Plant	_____	<input type="checkbox"/> Industrial Minerals Mining Operation	_____
<input type="checkbox"/> Beneficial Use (water)	_____	<input type="checkbox"/> Laboratory Location	_____
<input type="checkbox"/> Blasting Operation	_____	<input type="checkbox"/> Land Recycling Cleanup Location	_____
<input type="checkbox"/> Captive Hazardous Waste Operation	_____	<input type="checkbox"/> Mine Drainage Treatment / Land Recycling Project Location	_____
<input type="checkbox"/> Coal Ash Beneficial Use Operation	_____	<input type="checkbox"/> Municipal Waste Operation	_____
<input type="checkbox"/> Coal Mining Operation	_____	<input type="checkbox"/> Oil & Gas Encroachment Location	_____
<input type="checkbox"/> Coal Pillar Location	_____	<input type="checkbox"/> Oil & Gas Location	_____
<input type="checkbox"/> Commercial Hazardous Waste Operation	_____	<input type="checkbox"/> Oil & Gas Water Poll Control Facility	_____
<input type="checkbox"/> Dam Location	_____	<input type="checkbox"/> Public Water Supply System	_____
<input type="checkbox"/> Deep Mine Safety Operation -Anthracite	_____	<input type="checkbox"/> Radiation Facility	_____
<input type="checkbox"/> Deep Mine Safety Operation -Bituminous	_____	<input type="checkbox"/> Residual Waste Operation	_____
<input type="checkbox"/> Deep Mine Safety Operation -Ind Minerals	_____	<input type="checkbox"/> Storage Tank Location	_____
<input type="checkbox"/> Encroachment Location (water, wetland)	_____	<input type="checkbox"/> Water Pollution Control Facility	_____
<input type="checkbox"/> Erosion & Sediment Control Facility	_____	<input type="checkbox"/> Water Resource	_____
<input type="checkbox"/> Explosive Storage Location	_____	<input type="checkbox"/> Other:	_____

Latitude/Longitude Point of Origin	Latitude			Longitude		
	Degrees	Minutes	Seconds	Degrees	Minutes	Seconds
<b>Horizontal Accuracy Measure</b>	Feet		--or--	Meters		
<b>Horizontal Reference Datum Code</b>	<input type="checkbox"/> North American Datum of 1927 <input type="checkbox"/> North American Datum of 1983 <input type="checkbox"/> World Geodetic System of 1984					
<b>Horizontal Collection Method Code</b>						
<b>Reference Point Code</b>						
<b>Altitude</b>	Feet		--or--	Meters		
<b>Altitude Datum Name</b>	<input type="checkbox"/> The National Geodetic Vertical Datum of 1929 <input type="checkbox"/> The North American Vertical Datum of 1988 (NAVD88)					
<b>Altitude (Vertical) Location Datum Collection Method Code</b>						
<b>Geometric Type Code</b>						
<b>Data Collection Date</b>						
<b>Source Map Scale Number</b>	Inch(es)		=	Feet		
	--or--		=	Meters		

**PROJECT INFORMATION**

**Project Name**

**Project Description**

<b>Project Consultant Last Name</b>	<b>First Name</b>	<b>MI</b>	<b>Suffix</b>
-------------------------------------	-------------------	-----------	---------------

<b>Project Consultant Title</b>	<b>Consulting Firm</b>
---------------------------------	------------------------

<b>Mailing Address Line 1</b>	<b>Mailing Address Line 2</b>
-------------------------------	-------------------------------

<b>Address Last Line – City</b>	<b>State</b>	<b>ZIP+4</b>
---------------------------------	--------------	--------------

<b>Phone</b>	<b>Ext</b>	<b>FAX</b>	<b>Email Address</b>
--------------	------------	------------	----------------------

<b>Time Schedules</b>	<b>Project Milestone (Optional)</b>

1. **Is the project located in or within a 0.5-mile radius of an Environmental Justice community as defined by DEP?**  Yes  No

To determine if the project is located in or within a 0.5-mile radius of an environmental justice community, please use the online [Environmental Justice Areas Viewer](#).

2. **Have you informed the surrounding community prior to submitting the application to the Department?**  Yes  No

**Method of notification:** \_\_\_\_\_

3. **Have you addressed community concerns that were identified?**  Yes  No  N/A

If no, please briefly describe the community concerns that have been expressed and not addressed.

4. **Is your project funded by state or federal grants?**  Yes  No

**Note:** If "Yes", specify what aspect of the project is related to the grant and provide the grant source, contact person and grant expiration date.

Aspect of Project Related to Grant  
 Grant Source: \_\_\_\_\_  
 Grant Contact Person: \_\_\_\_\_  
 Grant Expiration Date: \_\_\_\_\_

5. **Is this application for an authorization on Appendix A of the Land Use Policy? (For referenced list, see Appendix A of the Land Use Policy attached to GIF instructions)**  Yes  No

**Note:** If "No" to Question 5, the application is not subject to the Land Use Policy.  
 If "Yes" to Question 5, the application is subject to this policy and the Applicant should answer the additional questions in the **Land Use Information** section.

### LAND USE INFORMATION

**Note:** Applicants should submit copies of local land use approvals or other evidence of compliance with local comprehensive plans and zoning ordinances.

<b>1.</b>	<b>Is there an adopted county or multi-county comprehensive plan?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>2.</b>	<b>Is there a county stormwater management plan?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>3.</b>	<b>Is there an adopted municipal or multi-municipal comprehensive plan?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>4.</b>	<b>Is there an adopted county-wide zoning ordinance, municipal zoning ordinance or joint municipal zoning ordinance?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<p><b>Note:</b> If the Applicant answers "No" to either Questions 1, 3 or 4, the provisions of the PA MPC are not applicable and the Applicant does not need to respond to questions 5 and 6 below. If the Applicant answers "Yes" to questions 1, 3 and 4, the Applicant should respond to questions 5 and 6 below.</p>					
<b>5.</b>	<b>Does the proposed project meet the provisions of the zoning ordinance or does the proposed project have zoning approval? If zoning approval has been received, attach documentation.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>6.</b>	<b>Have you attached Municipal and County Land Use Letters for the project?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

### COORDINATION INFORMATION

**Note:** The PA Historical and Museum Commission must be notified of proposed projects in accordance with DEP Technical Guidance Document 012-0700-001 utilizing the [Project Review Form](#).

**If the activity will be a mining project** (i.e., mining of coal or industrial minerals, coal refuse disposal and/or the operation of a coal or industrial minerals preparation/processing facility), respond to questions 1.0 through 2.5 below.

**If the activity will not be a mining project**, skip questions 1.0 through 2.5 and begin with question 3.0.

<b>1.0</b>	<b>Is this a coal mining project?</b> If "Yes", respond to 1.1-1.6. If "No", skip to Question 2.0.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.1</b>	<b>Will this coal mining project involve coal preparation/ processing activities in which the total amount of coal prepared/processed will be equal to or greater than 200 tons/day?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.2</b>	<b>Will this coal mining project involve coal preparation/ processing activities in which the total amount of coal prepared/processed will be greater than 50,000 tons/year?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.3</b>	<b>Will this coal mining project involve coal preparation/ processing activities in which thermal coal dryers or pneumatic coal cleaners will be used?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.4</b>	<b>For this coal mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.5</b>	<b>Will this coal mining project involve the construction of a permanent impoundment meeting one or more of the following criteria: (1) a contributory drainage area exceeding 100 acres; (2) a depth of water measured by the upstream toe of the dam at maximum storage elevation exceeding 15 feet; (3) an impounding capacity at maximum storage elevation exceeding 50 acre-feet?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>1.6</b>	<b>Will this coal mining project involve underground coal mining to be conducted within 500 feet of an oil or gas well?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>2.0</b>	<b>Is this a non-coal (industrial minerals) mining project?</b> If "Yes", respond to 2.1-2.6. If "No", skip to Question 3.0.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>2.1</b>	<b>Will this non-coal (industrial minerals) mining project involve the crushing and screening of non-coal minerals other than sand and gravel?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>2.2</b>	<b>Will this non-coal (industrial minerals) mining project involve the crushing and/or screening of sand and gravel with the exception of wet sand and gravel operations (screening only) and dry sand and gravel operations with a capacity of less than 150 tons/hour of unconsolidated materials?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

2.3	Will this non-coal (industrial minerals) mining project involve the construction, operation and/or modification of a portable non-metallic (i.e., non-coal) minerals processing plant under the authority of the General Permit for Portable Non-metallic Mineral Processing Plants (i.e., BAQ-PGPA/GP-3)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.4	For this non-coal (industrial minerals) mining project, will sewage treatment facilities be constructed and treated waste water discharged to surface waters?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
2.5	Will this non-coal (industrial minerals) mining project involve the construction of a permanent impoundment meeting one or more of the following criteria: (1) a contributory drainage area exceeding 100 acres; (2) a depth of water measured by the upstream toe of the dam at maximum storage elevation exceeding 15 feet; (3) an impounding capacity at maximum storage elevation exceeding 50 acre-feet?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.0	Will your project, activity, or authorization have anything to do with a well related to oil or gas production, have construction within 200 feet of, affect an oil or gas well, involve the waste from such a well, or string power lines above an oil or gas well? If "Yes", respond to 3.1-3.3. If "No", skip to Question 4.0.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.1	Does the oil- or gas-related project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a watercourse, floodway or body of water (including wetlands)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.2	Will the oil- or gas-related project involve discharge of industrial wastewater or stormwater to a dry swale, surface water, ground water or an existing sanitary sewer system or storm water system? If "Yes", discuss in <i>Project Description</i> .	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
3.3	Will the oil- or gas-related project involve the construction and operation of industrial waste treatment facilities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.0	Will the project involve a construction activity that results in earth disturbance? If "Yes", specify the total disturbed acreage.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.0.1	<b>Total Disturbed Acreage</b>				
4.0.2	Will the project discharge or drain to a special protection water (EV or HQ) or an EV wetland?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
4.0.3	Will the project involve a construction activity that results in earth disturbance in the area of the earth disturbance that are contaminated at levels exceeding residential or non-residential medium-specific concentrations (MSCs) in 25 Pa. Code Chapter 250 at residential or non-residential construction sites, respectively?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.0	Does the project involve any of the following: water obstruction and/or encroachment, wetland impacts, or floodplain project by the Commonwealth/political subdivision or public utility? If "Yes", respond to 5.1-5.7. If "No", skip to Question 6.0.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.1	<b>Water Obstruction and Encroachment Projects</b> – Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a watercourse, floodway or body of water?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.2	<b>Wetland Impacts</b> – Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a wetland?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.3	<b>Floodplain Projects by the Commonwealth, a Political Subdivision of the Commonwealth or a Public Utility</b> – Does the project involve any of the following: placement of fill, excavation within or placement of a structure, located in, along, across or projecting into a floodplain?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.4	Is your project an interstate transmission natural gas pipeline?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

5.5	Does your project consist of linear construction activities which result in earth disturbance in two or more DEP regions AND three or more counties?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.6	Does your project utilize Floodplain Restoration as a best management practice for Post Construction Stormwater Management?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
5.7	Does your project utilize Class V Gravity / Injection Wells as a best management practice for Post Construction Stormwater Management?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6.0	Will the project involve discharge of construction related stormwater to a dry swale, surface water, ground water or separate storm water system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6.1	Will the project involve discharge of industrial waste stormwater or wastewater from an industrial activity or sewage to a dry swale, surface water, ground water or an existing sanitary sewer system or separate storm water system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
7.0	Will the project involve the construction and operation of industrial waste treatment facilities?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
8.0	Will the project involve construction of sewage treatment facilities, sanitary sewers, or sewage pumping stations? If "Yes", indicate estimated proposed flow (gal/day). Also, discuss the sanitary sewer pipe sizes and the number of pumping stations/treatment facilities/name of downstream sewage facilities in the <i>Project Description</i> , where applicable.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>8.0.1 Estimated Proposed Flow (gal/day)</b>				
9.0	Will the project involve the subdivision of land, or the generation of 800 gpd or more of sewage on an existing parcel of land or the generation of an additional 400 gpd of sewage on an already-developed parcel, or the generation of 800 gpd or more of industrial wastewater that would be discharged to an existing sanitary sewer system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>9.0.1 Was Act 537 sewage facilities planning submitted and approved by DEP? If "Yes" attach the approval letter. Approval required prior to 105/NPDES approval.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
10.0	Is this project for the beneficial use of biosolids for land application within Pennsylvania? If "Yes" indicate how much (i.e. gallons or dry tons per year).	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>10.0.1 Gallons Per Year (residential septage)</b> _____				
	<b>10.0.2 Dry Tons Per Year (biosolids)</b> _____				
11.0	Does the project involve construction, modification or removal of a dam? If "Yes", identify the dam.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>11.0.1 Dam Name</b>				
12.0	Will the project interfere with the flow from, or otherwise impact, a dam? If "Yes", identify the dam.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>12.0.1 Dam Name</b>				
13.0	Will the project involve operations (excluding during the construction period) that produce air emissions (i.e., NOX, VOC, etc.)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<b>13.0.1</b> If "Yes", is the operation subject to the agricultural exemption in 35 P.S. § 4004.1? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	<b>13.0.2</b> If the answer to 13.0.1 is "No", identify each type of emission followed by the estimated amount of that emission. <b>Enter all types &amp; amounts of emissions; separate each set with semicolons.</b>				

<b>14.0</b>	<b>Does the project include the construction or modification of a drinking water supply to serve 15 or more connections or 25 or more people, at least 60 days out of the year? If "Yes", check all proposed sub-facilities.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.1</b>	<b>Number of Persons Served</b>	_____			
<b>14.0.2</b>	<b>Number of Employee/Guests</b>	_____			
<b>14.0.3</b>	<b>Number of Connections</b>	_____			
<b>14.0.4</b>	<b>Sub-Fac: Distribution System</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.5</b>	<b>Sub-Fac: Water Treatment Plant</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.6</b>	<b>Sub-Fac: Source</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.7</b>	<b>Sub-Fac: Pump Station</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.8</b>	<b>Sub Fac: Transmission Main</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>14.0.9</b>	<b>Sub-Fac: Storage Facility</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>15.0</b>	<b>Will your project include infiltration of storm water or waste water to ground water within one-half mile of a public water supply well, spring or infiltration gallery?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>16.0</b>	<b>Is your project to be served by an existing public water supply? If "Yes", indicate name of supplier and attach letter from supplier stating that it will serve the project.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>16.0.1</b>	<b>Supplier's Name</b>	_____			
<b>16.0.2</b>	<b>Letter of Approval from Supplier is Attached</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>17.0</b>	<b>Will this project be served by on-lot drinking water wells?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>18.0</b>	<b>Will this project involve a new or increased drinking water withdrawal from a river, stream, spring, lake, well or other water bod(ies)? If "Yes", reference Safe Drinking Water Program.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>18.0.1</b>	<b>Source Name</b>	_____			
<b>19.0</b>	<b>Will the construction or operation of this project involve treatment, storage, reuse, or disposal of waste? If "Yes", indicate what type (i.e., hazardous, municipal (including infectious &amp; chemotherapeutic), residual) and the amount to be treated, stored, re-used or disposed.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>19.0.1</b>	<b>Type &amp; Amount</b>	_____			
<b>20.0</b>	<b>Will your project involve the removal of coal, minerals, contaminated media, or solid waste as part of any earth disturbance activities?</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>21.0</b>	<b>Does your project involve installation of a field constructed underground storage tank? If "Yes", list each Substance &amp; its Capacity. <u>Note</u>: Applicant may need a Storage Tank Site Specific Installation Permit.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>21.0.1</b>	<b>Enter all substances &amp; capacity of each; separate each set with semicolons.</b>	_____			
<b>22.0</b>	<b>Does your project involve installation of an aboveground storage tank greater than 21,000 gallons capacity at an existing facility? If "Yes", list each Substance &amp; its Capacity. <u>Note</u>: Applicant may need a Storage Tank Site Specific Installation Permit.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>22.0.1</b>	<b>Enter all substances &amp; capacity of each; separate each set with semicolons.</b>	_____			
<b>23.0</b>	<b>Does your project involve installation of a tank greater than 1,100 gallons which will contain a highly hazardous substance as defined in DEP's Regulated Substances List, 2570-BK-DEP2724? If "Yes", list each Substance &amp; its Capacity. <u>Note</u>: Applicant may need a Storage Tank Site Specific Installation Permit.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>23.0.1</b>	<b>Enter all substances &amp; capacity of each; separate each set with semicolons.</b>	_____			

24.0 Does your project involve installation of a storage tank at a new facility with a total AST capacity greater than 21,000 gallons?  Yes  No  
If "Yes", list each Substance & its Capacity. **Note:** Applicant may need a Storage Tank Site Specific Installation Permit.

24.0.1 Enter all substances & capacity of each; separate each set with semicolons.

**NOTE:** If the project includes the installation of a regulated storage tank system, including diesel emergency generator systems, the project may require the use of a Department Certified Tank Handler. For a full list of regulated storage tanks and substances, please go to [www.dep.pa.gov](http://www.dep.pa.gov) search term storage tanks

25.0 Will the intended activity involve the use of a radiation source?  Yes  No

**CERTIFICATION**

I certify that I have the authority to submit this application on behalf of the applicant named herein and that the information provided in this application is true and correct to the best of my knowledge and information.

For applicants supplying an EIN number: I am applying for a permit or authorization from the Pennsylvania Department of Environmental Protection (DEP). As part of this application, I will provide DEP with an accurate EIN number for the applicant entity. By filing this application with DEP, I hereby authorize DEP to confirm the accuracy of the EIN number provided with the Pennsylvania Department of Revenue. As applicant, I further consent to the Department of Revenue discussing the same with DEP prior to issuance of the Commonwealth permit or authorization.

Type or Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

**GENERAL INFORMATION FORM -- AUTHORIZATION APPLICATION  
INSTRUCTIONS**

**GENERAL INFORMATION**

**General Instructions.** This package is designed to assist the applicant in completing the General Information Form (GIF) and in determining which environmental permits or approvals are needed for the project. Please type or print clearly when completing the form. If information needed is more than space allows, attach additional sheets as necessary. If a question is not applicable to you or your project, write NA in the appropriate box. *For example -- application is in reference to the Act 537 Program. Many GIF questions may not apply to this type of applicant; but program-specific forms for that particular program will need more information from the applicant.*

This GIF assists the Department of Environmental Protection to identify permits and authorizations needed for an activity and may facilitate program coordination. A full application for a particular Department of Environmental Protection (DEP) permit or other authorization will generally consist of forms related to the particular permit or other authorization. Individual applications may require more detailed information, such as site drawings and more detailed applicant information. Moreover, an applicant may need to provide proof of financial responsibility (such as performance bonds, insurance policies, or both) in order to qualify for some DEP permits or authorizations. These requirements vary by program. Be sure to ask each program whether you must supply financial responsibility documents in order to obtain your permit or other authorization.

If multiple applications are necessary for a facility or activities, only one GIF need be submitted for a facility or activities in addition to the various program-specific applications. If the applications are submitted at different times, the applicant may photocopy the most up-to-date version of the GIF or refer to the Application Processing System (APS) coordination number assigned by DEP (if known) when submitting forms.

**To Obtain DEP Application Packages.** DEP asks that you use the most up-to-date application package available. The most recent version of this General Information Form (GIF) package can be obtained by contacting the appropriate DEP office, or through our website noted below. This package, as well as other Department-wide and/or Program-Specific Permit Application Form Packages are available in Microsoft Word format at this same web location. Applicants can download the appropriate form to a personal computer, complete the form electronically, and print the document for submittal to DEP.

Access: [www.dep.pa.gov](http://www.dep.pa.gov)  
Select: Data and Tools  
Select: eLibrary  
Select: Permit and Authorization Packages  
Select: Department-Wide General Information  
Select: [General Information Form \(GIF\) 0210-PM-PIO0001](#)

## DEFINITIONS

**eFACTS (Environment, Facility, Application, Compliance Tracking System).** The DEP's electronic application system to document and maintain client, site and facility data for purposes of authorizing regulated activities and tracking compliance. DEP's [eFACTS on the web](#) can be used to locate DEP ID#s referenced throughout this document (eg. Site ID#, Client ID#)

**eNotice. (Electronic notification system)** allows users to track permit applications, check the status of environmental regulations and notify users to technical guidance document postings. This system is available by logging on to the DEP website, selecting TOOLS and then selecting eNOTICE. *Please note: some programs, due to safety and security concerns, do not participate in permit application tracking.*

**Client (Responsible Party).** A client (also referred to as Applicant) is a person or organization that requests approval from DEP to perform a regulated activity. Client information is documented and assigned an internal DEP Client ID# for tracking purposes.

**Site (Place).** A site is a physical location of importance to DEP. A site may include locations where a regulated facility is physically located or where a regulated activity occurs that has the potential to impact the health and safety of the citizens and/or the natural resources of the Commonwealth. A site is not solely defined by geographical location (can span several municipalities and even counties in some cases) but rather by the client/applicant's purpose of doing business. All DEP programs involvement at a physical location of importance to DEP is grouped under one 'entity' – site. This holistic view of site will promote an understanding of the interrelationships of facilities to support pollution prevention; multi-media inspections; a Department-wide view of compliance; and public understanding and access of information. Site information is documented and assigned an internal DEP Site ID# for tracking purposes.

**Site-to-Client Relationships.** DEP will create internal records to relate (link) each site with all clients associated with the site and/or its facilities.

**Facility.** A facility (also referred to as Primary Facility (PF)) is a logical bridge between sites and sub-facilities that allows DEP to provide a framework for a facility’s or an activity’s regulation. Primary facility is a way to group a program’s involvement at a site (what it regulates) under one heading. For example: The Coal Mining program groups all of their involvement (regulated entities) under the Primary Facility type of ‘Coal Mining Operations’. Facility information is documented and assigned an internal DEP Facility ID# for tracking purposes.

Other examples of PFs are:

Water Pollution Control Facility
Radiation Facility
Oil & Gas Entity
Water Resource
Air Emissions Plant
Encroachment Location

**Sub-Facility.** A sub-facility (SF) is program-specific. A sub-facility is what DEP regulates. For example: A Deep Mine is a sub-facility of a Coal Mining Operation primary facility.

Other examples of PFs and associated SFs are:

Primary Facility (PF)	Sub-Facility (SF)
Water Pollution Control Facility	* Treatment Plant * Discharge Point
Radiation Facility	* X-ray Machine * Radioactive Materials
Oil & Gas Entity	* Impoundment * Temporary Storage Structure
Water Resource	* Surface Water Withdrawal * Groundwater Withdrawal
Air Emissions Plant	* Incinerator * Process
Encroachment Location	* Bridge * Dock

**Project.** A project includes all the construction, installation, and/or renovation needed to achieve the applicant’s goal. An applicant must obtain all required permits/approvals from DEP before beginning regulated activities or the construction or expansion of a regulated facility. Project information is documented and assigned an internal DEP application processing system number (APS ID#) for tracking purposes.

**Authorization.** Any DEP approval given to a client, site or facility such as permits, plans, licenses, registrations, certifications, etc. Authorization information is documented and assigned an internal DEP Auth ID# for tracking purposes.

**Permit Coordination.** Projects requiring multiple DEP permits are coordinated to ensure a timely, comprehensive staff review within DEP and with the Permit Applicant on all technical and environmental matters related to the project. Potential project issues can be identified early so that timely and appropriate public outreach measures can be taken and technical/coordination issues can be considered and resolved appropriately.

## CLIENT INFORMATION

**DEP Client ID#.** Department-wide unique identification number assigned by DEP to the client after client information is entered into DEP's computer system. This one number identifies the client regardless of the program with which the client is working. This identification number will be identified on future correspondence from DEP as well as on client information available on our DEP website. When replying to DEP, inclusion of this number will make it easier to process your request in a timely manner. If you know your Client ID#, enter it. If you are a new client to DEP, skip to the next request for information.

**Client Type Code.** Enter the code that represents the type of client acting as the responsible authority for the permitted activity. The list of Client Type Codes can be found on the list of Type Codes included at the end of this instruction document.

**Dun & Bradstreet ID#.** If known, supply the applicant's Dun & Bradstreet Identification Number. This information is optional.

**Organization Name or Registered Fictitious Name.** Clients other than individuals must provide the name under which they conduct the activity or business in which the permit or other authorization will be issued.

Individuals or sole proprietorships should complete the "Organization Name" if they conduct their business or activity under a name other than their own (for example, "Jones Construction Company", rather than "Mary Jones").

For partnerships, be sure to list the business name of the partnership as it appears on legal partnership papers.

If the applicant is an individual(s) or partnership, be sure to also provide the appropriate information on the individual name lines.

**Employer ID# (EIN).** Also referred to as "Federal Tax ID#". The EIN aids DEP in identifying the organization, coordinating permitting, and effective recordkeeping. This information is required. If you are an Individual or Sole Proprietorship you may not have an EIN and may need to supply your Social Security Number (SSN). Be sure to check the box Yes if your EIN is your SSN. DEP encourages sole proprietorships to obtain an EIN.

**Individual Last Name, First Name, MI, Suffix.** This information must be provided for applicants who are individuals or partnerships.

**Additional Individual Last Name, First Name, MI, Suffix.** This information must be provided for additional applicants who are individuals or partnerships.

**Mailing Address.** The mailing address of the client identified above (this should *not* include locational data that is not appropriate for a mail piece). In addition to the street number and name, PO Box#, RR# Box#, or Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g.,        APT     (Apartment)                    DEPT   (Department)                    RM     (Room)  
              BLDG   (Building)                        FL     (Floor)                                STE   (Suite)

**City, State, ZIP+4, Country.** Enter an appropriate city, borough, or town designation (do not enter a township designation in this area). Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP code. If other than USA, provide country.

**Client Contact Information.** Clients that are organizations must provide the name of a person representing the client (organization). This client contact must be an employee of the organization and must be located at the mailing address of the client and may receive correspondence on behalf of the client. Include the individual's name, title, daytime phone number, and email address. The Department will use this contact information for maintaining client data. This individual should be a high-level employee such as CEO, VPs, Operations Manager, or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, or similar information related to the business. Project contact information should be entered in the Site Contact found in the Site Information section.

**SITE INFORMATION**

**DEP Site ID#.** Department-wide unique identification number assigned to the site after site information is entered into DEP's computer system. This one number identifies the site regardless of the program with which the applicant is working. This identification number will be identified on future correspondence from DEP as well as on site information available on our DEP website. When replying to DEP, inclusion of this number will make it easier to process your application in a timely manner. If you know your Site ID#, enter it. If you are identifying a new site to DEP, skip to the next request for information.

**Site Name.** The name of the site at the specific physical location. Do not use abbreviations, acronyms, etc.

**EPA ID#.** If known, supply the EPA ID# for the site (this number is also referred to as a FINDS ID#).

**Estimated Number of Employees to be Present at Site.** To assist with future Pollution Prevention and Compliance Assistance initiatives, please include the estimated number of employees to be present at the site once it is active.

**Description of Site.** Provide a written description of how the proposed site will be used (such as, water treatment plant, sewage treatment plant, toy factory, coal mine).

**County, Municipality, State.** Indicate the county(ies) and municipality(ies) in which the site is located. Check the appropriate box to identify the type of municipality entered (city, borough, township). Include the two-character abbreviation for the state.

**Site Location.** Provide the physical address of the location where the permitted activities will occur. No PO Box Numbers will be accepted for site location information. Provide the City (or municipality), State, and the ZIP+4, if known.

**Detailed Written Directions to Site.** When providing written directions, do not use PO Box address data. Include landmarks and approximate distances from the nearest highway.

**Site Contact Information.** Provide the name of the person having overall responsibility for environmental matters at the site. Include the individual's name, title, firm, mailing address, daytime phone number, and email address (optional).

**NAICS Codes.** Clients applying for an authorization from DEP need to provide the appropriate North American Industry Classification System (NAICS pronounced nākes) code(s) at the Sector level (at a minimum). Enter all NAICS codes that pertain to the activity for which the application is being completed. More than one two-digit or three-digit NAICS code may be entered in the box provided. If you know your *six*-digit NAICS code, enter it in the optional box provided. The most up-to-date list of NAICS sector and subsector codes can be found on the NAICS website (part of the US Census Bureau) at <http://www.census.gov/eos/www/naics/> or by contacting a DEP office identified at the end of this instructions document.

**Site-to-Client Relationship.** Enter the relationship code that best describes how the client is related to the activity or operation at the site for which the permit or other authorization is being sought. The list of Site-to-Client Relationship Codes can be found on the list of Type Codes included at the end of this instructions document.

## FACILITY INFORMATION

**Modification of Existing Facility.** If this project is to modify an existing facility, system, or activity, indicate the facility type and its DEP facility identification number.

**Latitude / Longitude.** Latitude and longitude measures aid in providing the physical location of the facility. If known, indicate appropriate degrees, minutes, and seconds for the project. The Latitude/Longitude Point of Origin is the place or location where the reading was actually taken.

**Additional Locational Data Information.** This information is being requested in order to determine the method, accuracy and description of the latitude and longitude information that is being provided with the application. If known, please provide this information for your locational data. The list of locational data codes and descriptions can be found by referencing 'GIF Locational Data Codes'. This document can be found on the DEP website with this GIF package or by contacting a DEP office identified at the end of this instructions document.

## PROJECT INFORMATION

**Project Name.** Provide the name by which this proposed activity or project is, or will be, known (e.g., XYZ Sub-Division, ABC Plant Expansion).

**Project Description.** Provide a detailed description of the project. If applying for a part of a larger project, broadly describe the entire project (e.g., a pipe crossing to serve the XYZ Sub-Division).

**Project Consultant Information.** Provide the name of the consultant for this project, if applicable. Include the individual's name, title, firm, mailing address, daytime phone number, and email address (optional).

**Time Schedules / Project Milestones.** Provide the proposed schedule of project milestones, if any (e.g., 09-15-2002 Proposed Construction Start Date).

**Environmental Justice.** The answer provided to Question 1 in the Project Information section will determine whether this project is subject to the Environmental Justice Public Participation Policy (Document ID: 012-0501-002). An Environmental Justice Area is any census tract with a 30 percent or greater minority population or 20 percent or greater at or below the poverty level as defined by the most recent census data provided by the US Census Bureau (American Community Survey). To determine if the project is located in or within a 0.5 mile radius of an Environmental Justice Area, please use the [Environmental Justice Areas Viewer](#). For detailed information on how this is integrated with the permit application process, please see the [Environmental Justice Public Participation Policy](#).

Answers to questions 1 through 3 are not mandatory but are used by DEP for outreach purposes. The answers provided will not impede the permit review process or permit review timeframes.

**Project's Land Use.** The answer provided to Question 4 in the Project Information section will determine whether this project is subject to the Land Use Policy. Authorization/application types that are affected by DEP's Land Use Policy are attached to these instructions as Appendix A. For detailed instructions on how to complete this section, see the Department's [Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Authorizations for Facilities and Infrastructure](#) - Document ID: 012-0200-001. If you are not sure if your authorization/application type is affected by the Land Use Policy, please contact the appropriate DEP office.

## LAND USE INFORMATION

Applicants can choose an early opt-out option by attaching documentation indicating they have received zoning approval from the municipal governing bodies where the project is being proposed. For more information, see the Department's Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Authorizations for Facilities and Infrastructure. If the applicant chooses the early-opt out option and zoning approval documentation is attached, the Land Use Information section does not need to be completed.

If the applicant does not choose the early opt-out option and the authorization/ application type is listed in Appendix A, the applicant must complete the Land Use Information section. For detailed instructions on how to complete this section, see the Department's Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Authorizations for Facilities and Infrastructure

## COORDINATION INFORMATION

Multiple authorizations are often required for residential, commercial, or industrial land development. This section is vital in determining if any other environmental permits or approvals are needed for your project.

**Special Note:** By completing this section, you will assist DEP *and County Conservation Districts* in coordinating all authorizations that may be required for your project. County Conservation District approval does not automatically guarantee the issuance of other permits for your project, nor does it relieve you of the responsibility of making timely application for other necessary permits. Note that local municipal approvals may also be required before the project can be initiated. If your proposal will generate sewage, the local municipality will need to review its sewage plan and receive approval from DEP prior to your submission. In addition, please note that even though you may soon receive a General Permit authorization, other permit requirements may preclude site development or other activities until all permits are issued.



**What Your “Yes” Answers Mean.** If you answer “Yes” to any of the questions in this section, you will probably need a specific permit or approval from DEP. Refer to the information provided at the end of these instructions that identifies specific regional, central, and district offices. Contact the appropriate DEP office to further discuss the need for an authorization. If additional applications are necessary, they will be mailed to you.

<b>If “Yes” to Question,</b>	<b>Contact:</b>
1.0	District Mining Permitting Section
1.1 to 1.3	Regional Air Quality Program
1.4	Regional Clean Water Permitting Section
1.5	Central Office Dam Safety Division
1.6	District Oil & Gas Program (located only in NC, SW & NW Regional Offices)
2.0	District Mining Permitting Section
2.1 to 2.3	Regional Air Quality Program
2.4	Regional Clean Water Permitting Section
2.5	Central Office Dam Safety Division
3.0 to 3.3	District Oil & Gas Program (located only in NC, SW & NW Regional Offices)
4.0 to 5.3	Local County Conservation District - <i>or</i> - Regional Soils & Waterways Section
5.4 to 5.7	Regional Permit Coordination Office
6.0 to 8.0	Regional Clean Water Permitting Section
9.0	Regional/District Clean Water Planning Section
10.0	Regional Clean Water Operations Section
11.0 to 12.0	Central Office Dam Safety Division
13.0	Regional Air Quality Program (Except if the answer to 13.0.1 is “Yes”, then you do not need to contact the Regional Air Quality Program)
14.0 to 17.0	Regional Safe Drinking Water Program - <i>and</i> - Planning and Conservation Program
18.0	Regional Waste Management Program
19.0	District Mining Permitting Section
20.0 to 23.0	Central Office Storage Tanks Division
24.0	Regional Radiation Protection Program (located only in SE, SC, SW Regional Offices)

**CERTIFICATION**

A legally responsible agent of the client should complete and sign the certification.

**APPLICANT’S CHECKLIST**

To assure your application is complete, we are providing a convenient checklist of what may need to be attached to the application as well as who to contact for additional information. This checklist is optional and need not be returned with the completed application.

## TYPE CODES

The following list of codes is to identify specific types of requested information.

### CLIENT INFORMATION. Client Type / Codes

Government		Non-Government		Individual	
AUTH	Authority	ASSOR	Association/Organization	INDIV	Individual
CNTY	County	LLC	Ltd Liability Company		
FED	Federal Agency	LLP	Ltd Liability Partnership		
MUNI	Municipality	NPACO	Non-Pennsylvania Corporation		
NONPG	Non-PA Govt	OTHER	Other (Non-Govt)		
OTHG	Other (Govt)	PACOR	Pennsylvania Corporation		
SCHDI	School District	PARTG	Partnership-General		
STATE	State Agency	PARTL	Partnership-Limited		
		SOLEP	Sole Proprietorship		

**Note:** If two individuals' names are listed as the application's clients, the Client Type Code of "Partnership/General" should be used.

### SITE INFORMATION. Site-to-Client Relationship Codes

Code	Type	Code	Type
OWN	Owner	LESOP	Lessee / Operator
OPR	Operator	CONTR	Contractor for Owner or Operator
OWNOP	Owner/Operator	AGENT	Agent for Owner or Operator
LESSE	Lessee	OTHER	Other (Explain)

## DEP OFFICES

The following information is to assist the client with appropriate contact information when addressing the Department. Listed below is information for regional, central, district mining offices and district oil & gas offices and the counties they serve.

### REGIONAL OFFICES

**PA Dept of Environmental Protection  
SE Regional Office  
2 E. Main Street  
Norristown PA 19401-4915**

(484) 250-5900

SERO Counties: Bucks, Chester, Delaware, Montgomery, and Philadelphia. Oil & Gas issues should be addressed to Eastern District Oil & Gas Operations Office for these counties.

**Note:** Air Quality in the City of Philadelphia is regulated by the Philadelphia Health Department, Division of Air Management Services (AMS). Information on AMS permitting requirements can be obtained by calling 215-685-7572.

**PA Dept of Environmental Protection  
SC Regional Office  
909 Elmerton Ave  
Harrisburg PA 17110-8200**

(717) 705-4700

SCRO Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York. Oil & Gas issues should be addressed to Eastern Oil & Gas Operations Office for these counties.

**PA Dept of Environmental Protection  
SW Regional Office  
400 Waterfront Dr  
Pittsburgh PA 15222-4745**

(412) 442-4000

SWRO Counties: Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland.

**PA Dept of Environmental Protection  
NE Regional Office  
2 Public Square  
Wilkes Barre PA 18701-1915**

(570) 826-2511

NERO Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming. Oil & Gas issues should be addressed to Eastern District Oil & Gas Operations Office for these counties.

**PA Dept of Environmental Protection  
NC Regional Office  
208 W Third St Ste 101  
Williamsport PA 17701**

(570) 327-3636

NCRO Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union. Oil & Gas issues should be addressed to Eastern District Oil & Gas Operations Office for these counties.

**PA Dept of Environmental Protection  
NW Regional Office  
230 Chestnut St  
Meadville PA 16335-3481**

(814) 332-6945

NWRO Counties: Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren.

## CENTRAL OFFICES

**PA Dept. of Environmental Protection  
Dam Safety Division  
PO Box 8460  
Harrisburg PA 17105-8460**

(717) 787-8568

**PA Dept. of Environmental Protection  
Bureau of Clean Water  
Operations Monitoring & Training Division  
PO Box 8774  
Harrisburg PA 17105-8774**

(717) 772-4018 (activities outside PA)  
Appropriate Regional Office (activities in PA)

**PA Dept. of Environmental Protection  
Hazardous Waste Mgmt Division  
PO Box 69170  
Harrisburg PA 17105-9170**

(717) 787-6239

**PA Dept. of Environmental Protection  
Bureau of Radiation Protection  
PO Box 8469  
Harrisburg PA 17105-8469**

(717) 787-2480

**PA Dept. of Environmental Protection  
Bureau of Oil & Gas Management  
PO Box 8765  
Harrisburg PA 17105-8765**

(717) 772-2199

**PA Dept. of Environmental Protection  
Certification & Licensing Section  
PO Box 8454  
Harrisburg PA 17105-8454**

(717) 787-5236 (Water/Wastewater Certification)  
(717) 787-6045 (Sewage Enforcement Office Certification & Laboratory Certification)  
(717) 787-8059 (Blaster License, Storage Magazine License, Sales Permit, Explosives Purchase Permit)

**PA Dept. of Environmental Protection  
Storage Tanks Division  
PO Box 8762  
Harrisburg PA 17105-8762**

1-800-42TANKS (toll free within PA)  
(717) 772-5599 (local & outside PA)

**PA Dept. of Environmental Protection  
Bureau of Clean Water  
Planning & Permits Division  
PO Box 8774  
Harrisburg PA 17105-8774**

(717) 787-8184 (activities outside PA)  
Appropriate Regional Office (activities in PA)

**PA Dept. of Environmental Protection  
Municipal & Residual Waste Mgmt Division  
PO Box 69170  
Harrisburg PA 17105-9170**

(717) 787-7381

**PA Dept. of Environmental Protection  
Certification & Licensing Section  
PO Box 8455  
Harrisburg PA 17105-8455**

(717) 772-4497 (X-Ray Equipment Renewal)

**PA Dept. of Environmental Protection  
Bureau of Safe Drinking Water  
Permits Division  
PO Box 8467  
Harrisburg PA 17105-8467**

(717) 787-9633

## DISTRICT MINING OFFICES

**PA Dept of Environmental Protection  
New Stanton District Office  
131 Broadview Road  
New Stanton, PA 15672**

**Mailing Address:  
PO Box 133  
New Stanton, PA 15672**

(724) 925-5500

*New Stanton DO Counties: Allegheny, Armstrong, Fayette, Greene, Washington, and Westmoreland.*

**PA Dept of Environmental Protection  
Pottsville District Office  
5 West Laurel Blvd  
Pottsville PA 17901-2522**

(570) 621-3118

*Pottsville DO Counties: Berks, Bucks, Carbon, Chester, Columbia, Dauphin, Delaware, Lancaster, Lackawanna, Lebanon, Lehigh, Luzerne, Monroe, Montour, Montgomery, Northampton, Northumberland, Philadelphia, Pike, Schuylkill, Susquehanna, Wayne, Wyoming, and York.*

**PA Dept of Environmental Protection  
California District Office\*  
California Tech Park  
25 Technology Drive  
Coal Center PA 15423**

(724) 769-1100

*California DO Counties: All counties where mining and subsidence occur.*

*\*Underground mining permits issued*

**PA Dept of Environmental Protection  
Cambria District Office  
286 Industrial Park Rd  
Ebensburg PA 15931-4119**

(814) 472-1900

*Cambria DO Counties: Adams, Bedford, Blair, Cambria, Cumberland, Franklin, Fulton, Huntingdon, Indiana, Juniata, Mifflin, Perry and Somerset.*

**PA Dept of Environmental Protection  
Moshannon District Office  
186 Enterprise Drive  
Philipsburg PA 16866**

(814) 342-8200

*Moshannon DO Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Lycoming, Potter, Snyder, Sullivan, Tioga and Union.*

**PA Dept of Environmental Protection  
Knox District Office  
White Memorial Bldg  
310 Best Avenue  
Knox, PA 16232**

**Mailing Address:  
PO Box 669  
Knox, PA 16232-0669**

(814) 797-1191

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

## DISTRICT OIL & GAS OPERATIONS OFFICES

**PA Dept. of Environmental Protection  
Northwest District Oil & Gas Office  
230 Chestnut Street  
Meadville, PA 16335-3481**

(814) 332-6860

NW District Office Counties: *Armstrong, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Warren.*

**PA Dept. of Environmental Protection  
Southwest District Oil & Gas Office  
400 Waterfront Drive  
Pittsburgh, PA 15222-4745**

(412) 442-4024

SW District Office Counties: *Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland.*

**PA Dept. of Environmental Protection  
Eastern District Oil & Gas Office  
208 West Third St  
Williamsport, PA 17701-6448**

(570) 321-6550

Eastern District Office Counties: *Adams, Bedford, Berks, Blair, Bucks, Bradford, Cameron, Carbon, Centre, Chester, Clearfield, Clinton, Columbia, Cumberland, Dauphin, Delaware, Franklin, Fulton, Huntingdon, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Montgomery, Montour, Monroe, Northampton, Northumberland, Perry, Philadelphia, Potter, Pike, Schuylkill, Sullivan, Snyder, Susquehanna, Tioga, Union, Wayne, Wyoming, York.*

## Checklist


 COMMONWEALTH OF PENNSYLVANIA  
 DEPARTMENT OF ENVIRONMENTAL PROTECTION

**GENERAL INFORMATION FORM -- AUTHORIZATION APPLICATION  
 APPLICANT'S CHECKLIST**

This final checklist is to assist the applicant in assuring that all requests for responses, contacts, additional documentation, etc. have been addressed. Please check the following list to make sure that you have included all the required information. Failure to provide all of the requested information will delay the processing of the application and may result in the application being placed on hold with no action, or will be considered withdrawn and the application file closed. This applicant's checklist need not be returned to DEP with your completed application.

<b>REQUIREMENTS</b>	
<input type="checkbox"/>	<b>1. ATTACHMENTS.</b> The completion of the GIF may require the submission of some or all of the following. Where appropriate, include the appropriate attachment(s) with the completed GIF.
<input type="checkbox"/>	<b>a) Site Information, Written Directions to Site</b> – Attach additional sheets as necessary.
<input type="checkbox"/>	<b>b) Facility Information, Latitude/Longitude</b> – Attach additional sheets as necessary.
<input type="checkbox"/>	<b>c) Project Information, Project Description</b> – Attach additional sheets as necessary.
<input type="checkbox"/>	<b>d) Project Information, Time Schedules</b> -- Attach additional sheets as necessary.
<input type="checkbox"/>	<b>e) Land Use Information</b> – Please attached completed County and Municipal Land Use Letters. If County and Municipal Land Use Letters are not included, please attach documentation indicating zoning approval (for early opt-out option), or certified mail receipts indicating that requests for County and Municipal Land Use Letters were sent to the county and municipality. For more information, see GIF Instructions and the Department's Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Authorizations for Facilities and Infrastructure – Document ID: 012-0200-001.
<input type="checkbox"/>	<b>f) Coordination Information</b> - If land is disturbed, it may be the applicant's responsibility to also notify the PA Historical and Museum Commission, Bureau of Historic Preservation, 400 North Street, Floor 2, Harrisburg, PA 17120-0093, (717) 787-3362.
	PHMC notification is required for construction activities that have not been exempted under <a href="#">DEP's Policy for PHMC and DEP Coordination During Permit Application Review and Evaluation of Historic Resources</a> :
	For additional information, see Project Review Form instructions to determine whether submission of information to PHMC is required for this permit application.
<input type="checkbox"/>	<b>g) Coordination Information, Question 9.0.1</b> – Attach copy – Act 537 Approval Letter. <u>Note</u> : Approval required prior to 105/NPDES approval.
<input type="checkbox"/>	<b>h) Coordination Information, Question 16.0.2</b> – Attach copy – Public Water Supplier's Agreement Letter to Serve the Project.
<input type="checkbox"/>	<b>2. CONTACTS MADE.</b> According to information provided in the Coordination Information section, the appropriate DEP office may need to be contacted; as well as some agencies outside DEP. See the Instructions document for appropriate contact per coordination question.
	In addition to contacts referenced above, prior to proceeding with any project, DEP encourages applicants to be in touch with municipal and county governments to get information on and secure, if possible, any local permits or approvals that might be required for the project. By doing so, potential conflicts at the local level can be resolved prior to application submission to DEP.
<input type="checkbox"/>	<b>3. BEFORE YOU DIG -- CONTACT.</b> Pennsylvania One Call System at 1-800-242-1776.
<input type="checkbox"/>	<b>4. APPLICATION SUBMITTED.</b> Application has been completed and properly signed according to instructions and type codes; and will be submitted to the appropriate DEP office.