



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

**GENERAL INFORMATION**

**To Obtain DEP Application Packages.** To expedite the processing of the applicant's request, the Department of Environmental Protection (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 Web site 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 the Department.

*Access:* [www.depweb.state.pa.us](http://www.depweb.state.pa.us)

*Select:* Permits, Licensing & Certification

*Select:* Department-Wide Permit/Authorization Packages

*Select:* General Information Form (GIF)

**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.*

A full application for a particular DEP permit or other authorization will generally consist of this GIF and additional 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 submitted, only one GIF need be submitted with 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.

## DEFINITIONS

To provide the applicant with a better understanding of terminology, we are including the following definitions.

**eFACTS (Environment, Facility, Application, Compliance Tracking System).** The Department of Environmental Protection's electronic application system to document and maintain client, site and facility data for purposes of authorizing regulated activities and tracking compliance.

**eNotice.** DEP has developed a comprehensive environmental compliance information reporting system to give the public access to permitting and compliance information on individual facilities by program and by geographic area. This system is available by logging on to the DEP Web site and selecting eNOTICE.

**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 Location
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	<ul style="list-style-type: none"> <li>• Treatment Plant</li> <li>• Discharge Point</li> </ul>
Radiation Facility	<ul style="list-style-type: none"> <li>• X-ray Machine</li> <li>• Radioactive Materials</li> </ul>
Oil & Gas Location	<ul style="list-style-type: none"> <li>• Well</li> <li>• Pit</li> </ul>
Water Resource	<ul style="list-style-type: none"> <li>• Surface Water Withdrawal</li> <li>• Groundwater Withdrawal</li> </ul>
Air Emissions Plant	<ul style="list-style-type: none"> <li>• Incinerator</li> <li>• Process</li> </ul>
Encroachment Location	<ul style="list-style-type: none"> <li>• Bridge</li> <li>• Dock</li> </ul>

**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. For example: permits, plans, approvals, licenses, registrations, certifications, etc. Authorization information is documented and assigned an internal DEP Auth ID# for tracking purposes.

**Permit Coordination.** Projects that need more than one permit/approval from DEP are coordinated so that the permits/approvals are normally issued simultaneously.

## 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 Web site. 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.

**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 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#.** Also referred to as "Federal Tax ID#". The EIN aids DEP in identifying the organization and prevents duplicate data entry from occurring. This information is required.

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

**Individual Last Name, First Name, MI, Suffix, Social Security Number.** This information, with the exception of the SSN, must be provided for applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although, it is optional. This information is not accessible by the public or other government agencies.

**Additional Individual Last Name, First Name, MI, Suffix, Social Security Number.**

This information, with the exception of the SSN, must be provided for additional applicants who are individuals or partnerships. The SSN aids DEP in identifying the individual and prevents duplicate data entry, although, it is optional. This information is not accessible by the public or other government agencies.

**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, etc. or someone capable of answering informational questions regarding the organization such as EIN, fictitious name ownership, address data, related organizations, corporate changes, etc. 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 Web site. 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#). This is optional.

**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 the proposed site (e.g., water treatment plant, sewage treatment plant, toy factory, etc.).

**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 Web site (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 Web site 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).

**Project's Land Use.** The answer provided to Question 3 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 but are required to attach documentation indicating 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 - Document ID: 012-0200-001. 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 - Document ID: 012-0200-001

### 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 Water Quality Permitting Section
1.5	Central Office Dam Safety Division
1.6	Regional 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 Water Quality Permitting Section
2.5	Central Office Dam Safety Division
3.0 to 3.3	Regional Oil & Gas Program (located only in NC, SW & NW Regional Offices)
4.0 to 5.0	Local County Conservation District - or - Regional Soils & Waterways Section
6.0 to 8.0	Regional Water Quality Permitting Section
9.0	Regional/District Water Quality Planning Section
10.0	Regional Water Quality Operations Section
11.0 to 12.0	Central Office Dam Safety Division
<b>If “Yes” to Question,</b>	<b>Contact:</b>
13.0	Regional Air Quality Program

14.0 to 17.0	Regional Water Supply Mgmt Program - <i>and</i> - Watershed Management 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, and district mining 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 NC Regional 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 NC Regional 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, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland.

**PA Dept of Environmental Protection  
NE Regional Office  
Two Public Square  
Wilkes Barre PA 18711-0790**

(570) 826-2511

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

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

(814) 332-6945

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

## CENTRAL OFFICES

**PA Dept of Environmental Protection  
Dam Safety Division  
PO Box 8554  
Harrisburg PA 17105-8554**

(717) 787-8568

**PA Dept of Environmental Protection  
Water Standards & Facility Regulation Bureau  
Operations Monitoring & Training Division  
PO Box 8467  
Harrisburg PA 17105-8467**

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

**PA Dept of Environmental Protection  
Hazardous Waste Mgmt Division  
PO Box 8471  
Harrisburg PA 17105-8471**

(717) 787-6239

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

(717) 787-2480

**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  
Water Standards & Facility Regulation Bureau  
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 8472  
Harrisburg PA 17105-8472**

(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)

## DISTRICT MINING OFFICES

**PA Dept of Environmental Protection  
Greensburg District Office  
Armbrust Bldg  
RR 2 Box 603-C  
Greensburg PA 15601-0982**

(724) 925-5500

Greensburg DO Counties: Allegheny, Armstrong, Beaver, Fayette, Greene, Washington, and Westmoreland.

**PA Dept of Environmental Protection  
Pottsville District Office  
5 W Laurel Blvd  
Pottsville PA 17901-2545**

(570) 621-3118

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

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

(724) 941-7100

McMurray DO Counties: All counties where mining and subsidence occur.

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

(814) 472-1900

Cambria DO Counties: Bedford, Blair, Cambria, Fulton, Huntingdon, Indiana, and Somerset.

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

(814) 342-8200

Hawk Run DO Counties: Bradford, Cameron, Centre, Clearfield, Clinton, Potter, Lycoming, Sullivan, and Tioga.

**PA Dept of Environmental Protection  
Knox District Office  
White Memorial Bldg  
PO Box 669  
Knox PA 16232-0669**

(814) 797-1191

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