Q&A FOR SUBMITTING ELECTRONIC REQUEST FOR DETERMINATIONS

A GUIDE FOR SMALL BUSINESSES USING RFD*ONLINE AND GREENPORT

HOW DO I SUBMIT A REQUEST FOR DETERMINATION (RFD) TO DEP?

Pennsylvania small businesses should submit RFDs electronically through the GreenPort platform dubbed “RFD*Online”. In very rare circumstances, small businesses can still submit RFDs using paper format which still relies on using Microsoft Word and PDF files.

WHAT IF I HAVE NEVER USED GREENPORT BEFORE?

Each individual will need to create their own personalized account by registering through GreenPort which is integrated within the Keystone Login management system.. You can find more information on GreenPort here and learn more about Keystone Login here.

ONCE REGISTERED IN GREENPORT, HOW DO I INPUT INFORMATION INTO THE ONLINE RFD APPLICATION?

Here are some step-by-step instructions on RFD*Online, but the process can still be confusing. If you are stuck, EMAP can help assist your small business as a “preparer” of the RFD application. Once prepared, your small business will get an email to review the RFD. A responsible official or authorized representative of your small business must then review the information, certify the information as correct, and ultimately submit the RFD.

WHAT DOES THIS RFD*ONLINE PROJECT PROVIDE FOR SMALL BUSINESS OWNER & OPERATORS?

The RFD*Online project offers small business owners information to understand the RFD process. It also offers a real-time online feature to check the exemption status for new or modified air quality emission sources or processes.

HOW DO I SUBMIT PAYMENT FOR AN ONLINE RFD?

Once registered in GreenPort, small businesses can pay for RFDs using a credit card or eCheck. The application fee is currently $400. Please note that a small business in Pennsylvania is defined by having 100 employees or less, is not considered a major source of air emissions, and does not emit 50 tons per year of any regulated pollutant and less than 75 tons per year of all regulated pollutants.

IS THERE ANYTHING ELSE SMALL BUSINESSES SHOULD KNOW ABOUT ELECTRONIC RFDS?

RFD*Online is intended to reduce confusion in the submission and evaluation process, speeds up the RFD evaluation by DEP, enhances data quality by minimizing errors and checking for incomplete submissions, and utilizes automated web-based tools for efficiency.

WHEN IN DOUBT, REACH OUT

EMAP's highly qualified team of environmental consultants is ready to assist your Pennsylvania with air quality issues and regulations. Simply call EMAP's toll free hotline (877) ASK-EMAP or visit www.askemap.org