



# Natural Gas in Your Community

## Participating in Decision Making & Tracking Infrastructure

a Clean Air Council handbook for residents

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# About this Guide

Federal and state agencies, as well as environmental organizations, promote public participation in decisions that affect air quality and public health. From writing comments on proposed rules or permits, to speaking at public hearings, having input from the public is a critical part of the process for ensuring that decisions related to natural gas development prioritize public health and the environment.

The Pennsylvania Department of Environmental Protection's (PA DEP) Citizen Engagement Plan states, "the citizens of Pennsylvania are critical to PA DEP's mission. To accomplish our goals and objectives, we must engage our citizens."



From comments on shale gas infrastructure to delivering statements at public hearings, residents across Pennsylvania are asserting their right to participate in decision-making about shale gas infrastructure and rules at the local, state and federal levels. Communities are achieving outcomes such as air permits with improved pollution controls, air monitoring, and even the denial of applications for special land use permits on large facilities.

*Photograph of a Susquehanna County resident testifying at a public hearing on a natural gas compressor station.  
Photo by Mark Schmerling.*

This guide contains step by step information about how to track natural gas operations and related rules and regulations, and how to effectively use this information to impact decision-making on permits, rules, and regulations. The guide is divided into three broad sections: how to impact decisions through the regulatory process, how to find information on proposed projects and current facilities regulated at the state level, and how to access information about shale gas projects regulated by certain federal agencies. This guide will provide tips on how to stay informed on local and state issues and will also give you detailed instructions on how to comment on proposed regulations, testify at public hearings, and intervene in quasi-legal proceedings. The purpose of this guide is to give you the tools to stand up for your health and local environment, effecting the changes you want in your community.

Clean Air Council is committed to educating and engaging residents of Marcellus Shale areas of Pennsylvania on decisions about natural gas development in their communities. The Council's mission is to protect everyone's right to breathe clean air. Natural gas operations emit pollutants that can have a significant impact on air quality and public health and residents must have access to the tools and resources necessary to fully understand and engage with key decision-makers and systems of public participation.

## **Disclaimer:**

The materials in this book are for informational purposes only, and are not intended to convey or constitute legal advice. They do not create, nor are they provided during the course of an attorney-client relationship. The materials in this book are not a substitute for obtaining legal advice from a qualified attorney. You should not act upon any such information without first seeking qualified professional counsel on your specific matter.

# 1 Influencing Decision Making

## Commenting & Testifying

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# Introduction

Writing and submitting comments are a powerful way to influence agency decision-making. PA DEP is required by law to consider and respond to testimony presented at public hearings and written comments. PA DEP will respond with a written report called a comment and response document, which lists out responses to comments or testimony from each individual or each group of people with similar questions. If recommendations are provided, the Department will either agree or disagree, and provide a justification. If PA DEP fails to address your concerns, you can appeal the decision to the Pennsylvania Environmental Hearing Board.

The following pages are designed to assist community members in voicing their concerns about proposed or existing Marcellus Shale operations, or other air-related issues being considered by PA DEP. Members of the public are not required to make legal or engineering arguments when submitting comments, but should feel free to focus on their local knowledge of environmental health impacts, quality of life concerns, or unanswered questions.

By sending your comments, you are participating in the permitting process and can have a substantial impact. If the permit issuing agency (often the PA DEP) does not reply to your concerns in a substantive way, then your comments can be grounds for appealing the issuance of a permit. Some PA DEP regional offices have changed air permits to be stricter because of public pressure. The more specific and creative you make your points, the more thought the agency has to put into addressing each concern.



*Night time flaring at a shale gas facility. Photo credit: Matt Walker, used with permission.*

## **Contact Clean Air Council for assistance in preparing your comments**

135 South 19th Street, Suite 300  
Philadelphia PA, 19103  
Phone: 215-567-4004

## What to Include in Public Comments: the Basics

- Name.
- Address
- ID # of the proposed document (see p. \_\_\_ on accessing the PA Bulletin).
- Concise statement of your objections/concerns.
- Any relevant facts related to your objections.
- A request for a public hearing.

## How to Prepare Your Own Comments

### Prepare

- Perform a file review for a particular proposed air quality permit at a PA DEP Regional Office.
- Determine whether or not you think something could be missing from the document (See Appendix E for information on what to look for in an air quality permit).
- If so, fill out a Right to Know Request Form (See Appendix F) to ask for the additional information.
- Know your objective. What are your priorities and what would you like to see changed in this permit?
- Review a related sample comment (see example on p. 10).

### Write

- If you are a member of a group or organization, describe the organization (size, mission, geographic scope) and explain the organization's concerns.
- If you are an individual, describe your family, your history living in the area, observations or concerns about health or environmental impacts from poor air quality.
- Clearly state your opinion about the permit or rule and use facts to justify your perspective. Try to suggest specific changes that you would like to see made to the proposed permit.
- Always relate your points back to the specific permit and facility you are commenting on.
- If you believe PA DEP did not complete certain required analysis, then request that this work be completed.
- Use specific examples (specific concerns about negative impact on family and community, photos, articles, interviews, quotes, observations).
- Feel free to support any parts of the permit you may agree with.

### Tips

- Focus on your strengths: tell your own story in your own voice.
- Use your experiences and local knowledge.
- Don't worry about having to include legal or technical arguments.
- Don't be intimidated. Nothing is too simple or short to write.

*Source: Mullin, E.D. (2000). The Art of Commenting. Washington, D.C.: Environmental Law Institute.*

## How to Submit Comments

Each permit has specific instructions on where to send comments. Comments on permit applications are usually sent to PA DEP regional office, but comments on proposed regulations are sometimes sent to the Environmental Quality Board ([regcomments@pa.gov](mailto:regcomments@pa.gov)). Members of the public have 30 days from a permit's publication in the PA Bulletin to send comments. Contact your Regional Office with any questions about submitting comments.

## Regional PA DEP Office Contact Information

Northwest Regional Office: (814) 332-6945

Southwest Regional Office: (412) 442-4000

Northeast Regional Office: (570) 826-2511

Southeast Regional Office: (484) 250-5900

Northcentral Regional Office: (570) 327-3636

Southcentral Regional Office: (717) 705-4700

Send copies of comments to elected leaders, as well as local and county officials.

*Note: The following recommendations apply to permit comments only.  
Proposed rules and regulations may also be commented on but follow a different process.*

### Sample Comment

I am concerned about the permit application for the compressor station proposed for \_\_\_\_ County and I have some recommendations for PA DEP to consider before making any decisions. I live about one mile from the proposed facility and I am concerned about the air quality impacts of placing compressor stations in such close proximity to each other or other natural gas equipment and the resulting public health impacts from being close to residential areas. I urge PA DEP to postpone their approval of the permit for this station until it has completed its year-long study on air quality and public health. It contradicts common sense to continue permitting equipment when the results from PA DEP's long-term impact studies have not been completed or analyzed.

Air pollutants from compressor stations are the perfect ingredients for forming ground-level ozone, the main component of smog. Ozone causes many respiratory problems and has been linked to cancer, stroke and premature death. The types of hazardous air pollutants emitted by such operations have been linked to elevated levels of cancer and neurological health issues.

Has PA DEP completed a proper aggregation analysis of all associated equipment to this station to ensure that the potential cumulative air quality degradation is being properly regulated? Has PA DEP performed a greenhouse gas analysis for this station?

If the Department decides to approve this station, they should require the use of commercially available best control technologies and best management practices, such as those recommended by the EPA's Natural Gas Star Program. Many of these technologies have a pay-back period of only one to two years and can then save industry money while protecting public health.

I request that PA DEP hold a public hearing and meeting for these permit applications before issuing a permit. Thank you for considering my comment. Please keep me informed about any actions on Plan Approval No. 19-00033A or responses to my comments.

The PA DEP evaluates the comments they receive on permits. They then decide whether or not to hold a public hearing based on a combination of the perceived public interest in a permit (such as how many different comments were received). Information and announcements about public hearings can be found in the Pennsylvania Bulletin, the state's official gateway for announcements about proposed projects and rules.

## Public Meetings & Hearings

Based on public request, PA DEP may decide to hold a public hearing or public meeting before approving permits for facilities. A public meeting refers to an opportunity for residents to ask PA DEP and the company applying for a permit questions. The public hearing portion is designed to record a person's testimony on the record without responses from PA DEP or the company. During the public hearing portion, you have the option to pose another question to get it on the official record, give a "quick testimony" to echo one that you agreed with, or just listen to testimony and write down ideas for sending in a written comment after the hearing.

## Typical Format of Combined Public Meeting & Hearing

Public meetings normally begin with a welcome and introduction. Then, the applicant for the permit (normally a gas company) will make a presentation on their proposed project. Next, PA DEP will explain the permitting process. A question and answer session will follow and normally lasts about 45 minutes. After a short break, the public hearing will start, consisting of about approximately 90 minutes of testimony.

## Difference Between Testimony & Written Comments

Public testimony differs from written comments because it is an oral version of your comments. Public testimony allows for an opportunity to educate other members of the public and could provide an opportunity for persuasive communication and interaction with decision makers and company representatives. Testimony is usually limited to 5 minutes. If PA DEP decides to hold a public meeting portion, then residents can refer to points or questions raised during the meeting and respond to them during their testimony.

## Public Hearing Etiquette

In order to achieve an effective hearing, it is important for residents and PA DEP staff to be on the same page about the expectations of the hearing. In the beginning of the hearing, PA DEP staff should state the proper procedures and expectations such as time limits and number of follow-up questions for each resident. Participants are discouraged from yelling out from the audience when it is not their turn, but are also expected to get the time they need at the microphone to ask questions and present testimony. Applause is allowed, but booing and negative remarks are discouraged by PA DEP.

# Developing Testimony for Public Hearing

The most important thing to know about commenting is that you do not need to be an attorney or engineer to write them. In developing your testimony, it is important to include points or recommendations that relate specifically to air quality issues of the proposed facility. Explain how the proposal impacts you. There are several issues that you could evaluate when reading through the information obtained from the file review. These issues relate to the documents that you searched for when performing a file review, but should now be stated as questions or recommendations.

## Air Quality Issues to Evaluate

- Will this air permit impact the ability of the county or state to stay in compliance with air the National Ambient Air Quality Standards and Clean Air Act?
- Did PA DEP perform a proper Green House Gas Analysis? If not, ask them to do so.
- From what you can tell, did PA DEP perform a proper Best Available Technology Analysis? If you cannot find this analysis, ask PA DEP to perform one. PA DEP should use the RACT/BACT/LAER Clearing House, a database that includes technology requirements for different permits in this process. (See the EPA Natural Gas STAR Program for comprehensive presentations on technologies for particular types of natural gas equipment that could greatly reduce harmful air pollution).
- Figure out how often the equipment's emissions will be monitored and the specifics of what pollutants will be monitored. Consider requesting additional monitoring, such as the type required by more stringent air permits like Title V.
- Call the Clean Air Council for help: 215-567-4004 ext. 121

## Brainstorming Questions to Get Started

- How long have you lived in the area?
- Why are you concerned about this compressor station?
- If you could have your way, what would you want to happen with this compressor station?
- What are your specific recommendations to the PA DEP on this compressor station permit?

## Testimony Tips

- Describe how you are connected to this area and why you are concerned.
- Make your opinion clear (i.e.: "Don't issue the permit," or "if you issue the permit then protect public health with best technologies").
- Use research or observations to justify your main argument or opinion.
- Always relate your suggestions or concerns to the facility at hand.
- Use specific examples when possible.
- Suggest specific changes to parts of the permit.
- Suggest recommendations for the permit.
- Ask questions about things you don't understand.

PA DEP is required by law to consider all “significant” comments, criticisms or new information received during the public comment period for rules, guidance documents, and plan approvals for specific equipment, and respond in a formal document. PA DEP considers comments “significant” if they include a “reasonable basis” for why the Department should change their decision on the rule or permit at hand. PA DEP can group similar comments together into broader categories and respond once to these concerns. If the Department believes a concern was already resolved or answered, PA DEP can reference parts of the rule or plan approval.



September 20, 2012

Re: Plan Approval 59-00027A  
UGI Storage Company  
Palmer Compressor Station  
Farmington Township, Tioga County

Dear Commenter:

On July 14, 2012, the Pennsylvania Department of Environmental Protection (Department or PA DEP) published its intent to issue Plan Approval 59-00027A to UGI Storage Company (UGI) in the *Pennsylvania Bulletin* for the proposed construction of two 1380 bhp ultra-lean burn natural gas-fired compressor engines, one 690 bhp ultra-lean burn natural gas-fired compressor engine, one emergency generator set powered by a 1100 bhp diesel-fired engine, and four storage tanks at the Palmer Compressor Station located in Farmington Township, Tioga County. Several comments were received from the public during the allotted 30-day period following the *Pennsylvania Bulletin* publication for the proposed plan approval. This letter contains the Department's responses to the public's comments regarding the proposed plan approval. The Department's responses to the comments are mainly focused on the concerns related to the proposed project. The summaries of the comments are not necessarily intended to be a complete description of each comment, but rather to provide the context for the Department's response.

***Urge PA DEP to look at the cumulative emissions from equipment in this region, determine how the proposed Palmer compressor station will likely add to the degradation of air quality, and deny the air permit if the science indicates that there will be public health and environmental harm.***

Due to the projected emissions from the proposed project being below the major emissions threshold, the facility is not required to assess the impacts on the ambient air quality. However, when a major source is constructed in the area, the cumulative impact of its emissions with other minor sources will be modeled and assessed as part of the permitting process to protect the ambient air quality status. Additionally, the Department aggressively monitors air quality across the Commonwealth in order to comply with Federal and State laws and regulations concerning criteria pollutant monitoring, to gauge the effectiveness of the air quality program in meeting health-based National Ambient Air Quality Standards (NAAQS), including ozone, particulate matter, carbon monoxide, lead, nitrogen dioxide, and sulfur dioxide. The cumulative effects of multiple sources are accounted for in air contaminant concentrations in the ambient atmosphere. The monitoring data has not alerted the Department to any changes in the attainment status for the counties located in the Northcentral region of the Commonwealth. Moreover, the Department is currently installing air quality monitors in Bradford and Tioga Counties,

# Petitioning a Permit

When the Pennsylvania Department of Environmental Protection (PA DEP) issues an air quality permit, members of the public may have an opportunity to appeal this action. Specifically, the Pennsylvania Air Pollution Control Act states, “[a]ny person aggrieved by an order or other administrative action of the [PA DEP] issued pursuant to this act or any person who participated in the public comment process for a plan approval or permit shall have the right . . . to appeal the action to the [Pennsylvania Environmental Hearing Board] . . .”<sup>1</sup> Such appeals must be filed within 30 days of the time that PA DEP announces the notice to issue the permit in the Pennsylvania Bulletin (see pg. 14). This means that the Environmental Hearing Board (“EHB”) must receive the appeal within the 30 day appeals period in order to have jurisdiction to hear it.

## Appeal Requirements

The Environmental Hearing Board (“EHB”) Rule 1021.51 includes the requirements of a notice of appeal. Additionally, EHB’s website provides a notice of appeal form that can be used, though use of this form is not necessary as long as the notice of appeal complies with the requirements set forth in Rule 1021.51 (see Appendix G for a copy of the form). The EHB’s website also offers filing instructions.

There is no fee imposed by EHB to file an appeal of an air quality permit, although there may be other expenses associated with legal and processing costs. Individuals are not required to hire an attorney and may represent themselves in appeals before the EHB, whereas corporations, organizations, and groups of individuals filing an appeal require a licensed attorney. Individuals are encouraged, however, to seek legal advice and/or representation due to the complexities of environmental law and procedure.

## Appeal Process

In the event EHB decides to take further action with respect to an appeal, a hearing will usually be scheduled six months from the filing date of the notice of appeal. Final disposition can take around two years. These timelines will vary based on the complexity of issues.

It is important to note that filing an appeal will not stay PA DEP’s issuance of an air quality permit while EHB is hearing an appeal. In other words, the operations authorized by the permit will go forward until and unless EHB eventually determines that the permit was inadequate or improperly issued. The appealing party may, however, petition for what is known as supersedeas, which would stay the issuance of the permit, preventing a facility from being constructed. The rules associated with a supersedeas can be found in the PA Code, but be aware that alleging the existence or threat of pollution or injury to public health, safety or welfare will not result in the issuance of a supersedeas.

Answers to frequently asked questions regarding appeals can be found on their webpage. For more detailed information regarding filing an appeal and EHB procedure, EHB offers a comprehensive manual available on their webpage (see link below).

- EHB requirements for appeal: <http://www.pacode.com/secure/data/025/chapter1021/s1021.51.html>
- EHB practices and procedures: <http://www.pacode.com/secure/data/025/chapter1021/chap1021toc.html>
- EHB notice of appeal: <http://ehb.courtapps.com/content/noticeOfAppeal.pdf>
- EHB court instructions: <http://ehb.courtapps.com/content/instructions.pdf>
- EHB frequently asked questions: <http://ehb.courtapps.com/content/faq.htm>
- EHB procedure manual: [http://ehb.courtapps.com/content/practice\\_procedure2006.pdf](http://ehb.courtapps.com/content/practice_procedure2006.pdf)

<sup>1</sup>35 P.S. § 4010.2

The public can comment and appeal PA DEP proposed regulations in addition to commenting on the permitting process. A member of the public can petition the Environmental Quality Board (EQB), a separate PA DEP dependent board that approves PA DEP regulations and considers petitions to alter them, if he or she disagrees with a PA DEP regulation. Members of the public can propose a new regulation or a change to an existing rule. The EQB has developed a policy for the petition process. An example of the petition can be found in Appendix A. To download the Petition Policy and the Petition Form, go to:

[http://www.PA DEP.state.pa.us/PA DEP/subject/involved/rule\\_petition.htm](http://www.PA DEP.state.pa.us/PA DEP/subject/involved/rule_petition.htm)

## Petition Process Summary

### Review

PA DEP will review the petition to make sure it is complete, and requests an action the EQB can take.

### Notification

PA DEP will contact the EQB and petitioner with its decision within 30 days. If PA DEP determines that the petition does not meet the above criteria, the notice will include justifications and 30 additional days for the petitioner to make modifications. If the petition meets the above criteria, the process will continue through the following steps.

### Oral presentation

At the next EQB meeting the petitioner or a representative will orally present their case why the EQB should accept the petition. The Department will recommend that EQB either accept or deny the petition.

### Board determination

The EQB will deny a petition if it has considered the issue in the last two years, if the requested action is currently being litigated, or if the action is not something that EQB can do. If the issue was already reviewed, but the petitioner believes that new information exists that was previously unavailable and not part of the record, then the EQB can review the petition.

### Notice of acceptance and Department report

If the EQB accepts the petition, they will post a notice in the Pennsylvania Bulletin within 30 days. PA DEP will write a report evaluating the petition within 60 days or more. In the report, the Department will recommend that EQB either approve or deny the petition.

### Response to report

When the report is completed, PA DEP will send a copy to the petitioner. The petitioner has 30 days to send a written response to the report.

### Board consideration

Based on comments to the report, the Department will then make a recommendation to the EQB. If PA DEP recommends changes to regulations, they will write a draft of new regulations for EQB to consider within 6 months from the date the petitioner received PA DEP's report. If PA DEP recommends no change to the regulation, they justify this decision to the EQB no sooner than 45 days from the date the petitioner received PA DEP's report.

# Participating in Local Government Meetings

Some of the best ways to get the latest information about what shale gas projects are planned locally are by attending town council meetings, county council meetings, and planning commission meetings. Find out when these governing bodies meet and attend the meetings to listen to project proposals and provide comment when appropriate. You can ask to be put on the agenda of a meeting to ensure you get a speaking slot. Listed below are some questions that could be asked if a natural gas facility is proposed in your community. Also listed are options for ordinances that could be presented and voted on by council members.

Most municipalities have a comprehensive plan that lays out the goals of the community and plans out development consistent with those goals. The comprehensive plan gives significant power to the municipality in deciding what their community is going to look like in the future. This is a great place to start when examining various land use ordinances.

## **Questions to consider about proposed shale gas facilities in the context of local approval:**

- Will the proposed facility affect the quality of life of nearby residents?
- Will the proposed facility affect the health of nearby residents?
- Will the proposed facility affect nearby property values?
- Does my town or county have zoning or a zoning ordinance? If so, request a digital or hardcopy version.
- If so, does the proposed facility comply with the zoning ordinance?
- Does my town or county have a Comprehensive Plan?
- If so, does the proposed facility comply with the Comprehensive Plan?

## **Options for regulating natural gas locally through zoning or land use ordinances:**

- Limit drilling by acreage by requiring a minimum number of acres for specific industrial operations.
- Limit by overlays or zoning districts (prohibit in residential areas or zone in industrial areas).
- Establish setbacks from vulnerable places such as schools, hospitals, and daycares.
- Establish noise ordinances.
- Establish odor ordinances.
- Establish lighting ordinances.
- Establish strict conditions for conditional land use permits.

## **Option for incorporating the precautionary principle into local ordinances:**

The Precautionary Principle argues erring on the side of caution where the effects of an activity cannot be predicted with confidence and where the activity might have adverse impacts on future generations. San Francisco established an ordinance that requires that when decision-makers are faced with the threat of “serious or irreversible” damage to health or the environment, that they should consider alternatives using the best science available.

## **Other potential local ordinances:**

The Community Environmental Legal Defense Fund (CELDF) has designed community rights-based ordinances that aim to protect the right to local self governance and to clean air, water, and health. A Community Bills of Rights attempts to prohibit activities like fracking that would violate those rights. Learn more at <http://www.celdf.org/section.php?id=423>

*Source: Community Environmental Legal Defense Fund*

# Making Air Pollution Complaints via CAC

Due to residents' concerns about PA DEP's inability to process and respond to complaints in a timely way, the Council designed an online (and hard-copy) reporting mechanism for residents' complaints related to air quality issues of natural gas operations. The Council's reporting form allows residents living in shale-field regions to report anything that they smell, hear or see that is out of the ordinary and that they believe is related to natural gas operations. (See Appendix C for a Call Log). Residents should also report any health symptoms they may have experienced close to the time of the observation or since natural gas development started in their community to the Department of Health.

This hard copy form is not designed to act as a substitute or to discourage residents from reporting complaints to PA DEP, but rather to encourage residents to record specific information about their observations. The Council has been asked by residents to ensure their complaints are appropriately addressed by PA DEP. The Council strongly urges residents to use the forms and to report an observed incident to PA DEP directly.

If the Council receives paper copies by mail, staff will submit resident complaint data it receives to EPA and/or the appropriate agencies. The Council pushes EPA to coordinate with PA DEP on any open or recent complaints that PA DEP has not investigated or addressed and to ensure that PA DEP is properly performing its duties by responding to resident concerns and taking proper actions to address these potential public health and environmental issues. An online version of the form is available at [www.surveymonkey.com/s/airwatch](http://www.surveymonkey.com/s/airwatch).

## Clean Air Council's Goal

The Council's goal of providing these data to EPA is to assist the Agency in identifying areas in Pennsylvania where residents have identified environmental chemical exposure concerns and where additional oversight and follow-up appears to be warranted. The Council also hopes that these complaints will help inform EPA about geographic areas of concern in Pennsylvania that may warrant increased air monitoring and research.

Residents' complaints about visible emissions and odors warrant a follow-up investigation since many types of natural gas equipment, such as drilling equipment, are currently exempt from state air permits. All sources must keep visible emissions below certain opacities and must prevent malodors from leaving their property lines. In addition, these odors, visible emissions and noises may be an indication of equipment malfunction, safety problems, or serious air pollution issues that could impact public health. These complaints deserve an appropriate response by environmental protection agencies whose responsibilities are to protect public health, welfare and the environment.

**Odor, Noise, and Visible Emissions Complaint Record, Pg 1.**

**Odor, Noise, and Visible Emissions Complaint Record, Pg 2.**

**Odor, Noise, and Visible Emissions Complaint Record, Pg 3.**

# How to Report a Complaint

To fill out an *Odor, Noise, and Visible Emissions Complaint Record* to document odors, noises and visible emissions, fill out the online survey form or mail in the hard copy version.

1. Fill out the form or fill out the online survey and send to Clean Air Council. The hard-copy form and online survey can be found at the following link: [http://cleanair.org/program/outdoor\\_air\\_pollution/marcellus\\_shale/common\\_senses\\_citizen\\_air\\_monitoring](http://cleanair.org/program/outdoor_air_pollution/marcellus_shale/common_senses_citizen_air_monitoring).
2. Call the PA DEP complaint number to report the incident: 1-866-255-5158
3. Call EPA's Eyes on Drilling Hotline: 877-919-4372 (877-919-4EPA)
4. Call the National Response Center at 1-800-424-8802 if you witness an emergency (release of hazardous material to the environment)

PA DEP will log the complaint once you have called it in, investigate, and can take remedial action through investigations and issuing notices of violation.

## Tips for Reporting

- Be sure to call in a complaint to PA DEP as soon as possible and every time you notice it. PA DEP is much more likely to investigate and respond if they receive multiple complaints.
- Encourage neighbors to complain about the disturbances. When making the complaint, specify whether or not it is an emergency. Document each phone call and associated information on the Citizen's Reporting Log found at the end of the complaint form (in the following pages).
- Use the words "natural gas" or air pollution to identify the call to ensure it gets sent to the right place.
- Follow up with PA DEP to ensure that the issue is resolved and report your experience to Clean Air Council.

**Odor, Noise, and Visible Emissions Complaint Record, Pg 4.**

**Call Log, See Appendix C.**

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# Introduction & Using the PA Bulletin

The state of Pennsylvania, including the Department of Environmental Protection, offers online resources on rules, regulations, and permitting of shale gas facilities that are useful for residents to track nearby equipment and facilities and find relevant information such as type and quantity of air emissions. The online resources can seem tedious at times, but there are short-cuts to finding the desired information and ways to subscribe to alerts that help package information relevant to your area of concern. The following section gives detailed step-by-step instructions on how to use such resources.

## Viewing the Current Issue of PA Bulletin

PA DEP is required by law to give public notice of applications submitted and in many cases a formal comment period is set by law or regulation when PA DEP is ready to approve a permit.

The PA Bulletin comprises PA DEP's official gazette for information and rulemaking. A new edition is released every Friday at 9 am. The PA Bulletin includes statewide and local court rules, the Governor's proclamations and executive orders, actions by the general assembly, rulemaking by state agencies, proposed rulemaking by state agencies, and state agency notices. Natural gas information on a current issue can be found by either using the "Current Issue" link or the "Search" link, both found on the left side of the page. [www.pabulletin.com](http://www.pabulletin.com)

1. Click on the "Current Issue" link on the main page.



2. Scroll down to the PA DEP Notices section and click on the "Applications, actions and special Notices" link.



- The following page will load.



- To view air quality notices, you will likely have to scroll to the bottom of the page and click the “next” button in the black bar.



- Press “Control” and “F” on your keyboard to bring up the search box, then search for “air quality” or scroll down to the Air Quality section to read current notices.



- View Plan Approvals and Operating Permits Air Quality Permits. Scroll down to view facilities such as compressor stations and dehydration units.



# Using the Search Function

Use this function to search previous notices for particular areas or pieces of equipment.

**1.** Click “Search” on the main page.

**2.** Click “Search” again when the new page loads.

**3.** Type key words into the “Full Text” cell.

**4.** Select the year (Volume) that you want to search.

**5.** Select “All.”

**6.** Enter a range of dates that will capture the information you are searching for.

**7.** Select “PA DEP.”

**8.** Select “All.”

**9.** Click the “Search” button.

10. The search results will list all PA Bulletin documents with the criteria entered in the previous steps. Click on a link to further refine your search.

Keyword	Volume	Doc.Type	Issue	Page	Fiscal Note	Doc.No.	Beg.Date	End.Date	Title	Chapter	Agency
Barto Compressor station	42	all	all	all	all	all	all	all	all	all	DEP

Return to [search form](#).

Citation	Description
42 Pa.B. 1264	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 2201	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 941	<a href="#">Applications, actions and special notices (con't)</a> (Summary of hits)
42 Pa.B. 207	<a href="#">Applications, actions and special notices (con't)</a> (Summary of hits)
42 Pa.B. 2201	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 1674	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 1127	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 2808	<a href="#">Clean Air Interstate Rule: Prop 2016 Annual and Ozone Season CAIR Nitrogen Oxides Allowance Allocations and Redistribution of 2011-15 Allowances for Certain Facilities and Extension of CAIR Nitrogen Oxides Set Aside Program for Offsetting SO<sub>2</sub> Emissions</a> (Summary of hits)
42 Pa.B. 2808	<a href="#">Clean Air Interstate Rule: Prop 2016 Annual and Ozone Season CAIR Nitrogen Oxides Allowance Allocations and Redistribution of 2011-15 Allowances for Certain Facilities and Extension of CAIR Nitrogen Oxides Set Aside Program for Offsetting SO<sub>2</sub> Emissions (con't)</a> (Summary of hits)
42 Pa.B. 2045	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 2280	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 2970	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 393	<a href="#">Applications, actions and special notices (con't)</a> (Summary of hits)
42 Pa.B. 3464	<a href="#">Applications, Actions and Special Notices (con't)</a> (Summary of hits)
42 Pa.B. 805	<a href="#">Applications, actions and special notices (con't)</a> (Summary of hits)
42 Pa.B. 207	<a href="#">Applications, actions and special notices (con't)</a> (Summary of hits)
42 Pa.B. 2808	<a href="#">Clean Air Interstate Rule: Prop 2016 Annual and Ozone Season CAIR Nitrogen Oxides Allowance Allocations and Redistribution of 2011-15 Allowances for Certain Facilities and Extension of CAIR Nitrogen Oxides Set Aside Program for Offsetting SO<sub>2</sub> Emissions (con't)</a> (Summary of hits)

11. Press “Control” and “F” on your keyboard to bring up the search box, then enter your key words again on the new page.

Plan Approvals Issued under the Air Pollution Control Act and regulations in 25 Pa. Code:  1 of 1

**construction, modification and reactivation of air contamination sources and associated air cleaning devices.**

---

*Northcentral Region: Air Quality Program, 208 West Third Street, Williamsport, PA 17701*

*Contact: Muhammad Q. Zaman, Environmental Program Manager—Telephone: 570-327-3648*

**41-00078C: Chief Gathering, LLC** (6051 Wallace Road Ext., Suite 210, Wexford, PA 15090) on February 17, 2012, to construct four natural-gas fired compressor engines (Source IDs P107-P110) each equipped with oxidation catalysts (C107-C110). The proposed plan approval also incorporates two existing natural-gas fired compressor engines (Source IDs P105 and P106), each equipped with oxidation catalysts (C105 and C106), two existing glycol dehydrators (Source IDs P201 and P202) and three existing natural-gas fired compressor engines (Source IDs P101-P103) each equipped with oxidation catalysts (C101-C103) operated under Plan Approval 41-00078B at the **Barto Compressor Station** in Penn Township, **Lycoming County**.

*Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745*

*Contact: Mark Gorog and Barb Hatch, Environmental Engineer Managers—Telephone: 412-442-4163/5226*

To receive a hard copy of the PA Bulletin, contact:  
**Fry Communications**  
**Attn: PA Bulletin**  
**800 W. Church Rd.**  
**Mechanicsburg, PA 17055-3198**

## Viewing CAC PA Bulletin Alerts

Clean Air Council reviews all new permit actions from the PA Bulletin website and posts the updates on our website. The Council sends emails to contacts in relevant regions of the state if there is an opportunity for public comment or if there is a relevant permit notice of concern.

1. Go to CleanAir.org.

2. Hover your pointer over “Outdoor Air” in the upper left corner of the webpage. Scroll down to and click “Marcellus Shale.”

3. Look at the “Resources” tab on the right side of the screen.

4. Look for the “PA Bulletin: Air Permits” link. You may have to scroll using the arrows at the bottom of the Resources tab.

5. Click the “PA Bulletin: Air Permits” link. The page will display a summary of the most recent text from the Air Quality section of the PA Bulletin related to Marcellus Shale operations.

**September 15, 2012** - Attached below find the air permits associated with Marcellus Shale found in this week's *Pennsylvania Bulletin*. PA DEP received an application from Texas Eastern Transmission to to uprate 2 existing turbines that their **Uniontown Compressor Station** in North Union Township, Fayette County. PA DEP issued plan approval **63-00969A** on August 27, 2012 to MarkWest to allow the installation and temporary operation of 8 rich burn natural gas-fired engine and increase the througput of a dehydrator at the Three Brothers Compressor Station in Smith Township, Washington County. PA DEP also extended the period of temporary operation of the fractionator tower and process heater at the MarkWest Houston Gas Plant under plan approval **63-00936D** until February 26, 2013.

PA DEP also issued six General Permit 5's:

- **66-399-016GP5**: Issued to PVR NEPA Gas Gathering on August 23, 2012 to contract and operate the Hirkey Compressor Station in Washington, Wyoming County.

6. To view more information about each air permit in eFACTS, click on the permit number link.

Authorization Search Details			
Authorization ID:	939320		
Permit number:	63-00969A		
Site:	<a href="#">THREE BROTHERS COMP STA ESCGP-EXPEDITED</a>		
Client:	<a href="#">MARKWEST LIBERTY MIDSTREAM &amp; RESOURCES LLC</a>		
Authorization type:	Minor Facility Plan Approval New Source Performance Std		
Application type:	New		
Authorization is for:	FACILITY		
Date received:	05/02/2012		
Status:	Issued 08/27/2012		
Sub-Facilities for Authorization			
Sub-Facility ID	Sub-Facility Name	Description	eMap PA Location
1084189	DEHYDRATION UNIT #1	Process	<a href="#">View Map in eMapPa [IE-only]</a>
1084197	DEHYDRATOR #1 FLARE	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082164	THREE-WAY CATALYST ENGINE #10	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082157	THREE-WAY CATALYST ENGINE #3	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082158	THREE-WAY CATALYST ENGINE #4	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082159	THREE-WAY CATALYST ENGINE #5	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082150	THREE-WAY CATALYST ENGINE #6	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082161	THREE-WAY CATALYST ENGINE #7	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082162	THREE-WAY CATALYST ENGINE #8	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>
1082163	THREE-WAY CATALYST ENGINE #9	Air Pollution Control Device	<a href="#">View Map in eMapPa [IE-only]</a>

7. View the list of equipment proposed or existing at that particular site.

Attachment	Size
<a href="#">Pa Bulletin 9-1-12.pdf</a>	192.71 KB
<a href="#">Pennsylvania Bulletin 9-8-12.pdf</a>	200 KB
<a href="#">Pennsylvania Bulletin 9-15-12</a>	210.28 KB
<a href="#">Pennsylvania Bulletin 9-22-12.pdf</a>	302.97 KB
<a href="#">Pennsylvania Bulletin 9-29-12.pdf</a>	296.25 KB

8. To view the original PA Bulletin notice excerpt, click on the attachment link at the bottom of the page.

**Plan Approvals Issued under the Air Pollution Control Act (35 P. S. §§ 4001—4015) and regulations in 25 Pa. Code Chapter 127, Subchapter B relating to construction, modification and reactivation of air contamination sources and associated air cleaning devices.**

Southwest Region: Air Quality Program, 400 Waterfront Drive, Pittsburgh, PA 15222-4745

**63-00969A: MarkWest Liberty Midstream and Resources, LLC** (1515 Arapahoe Street Tower 2, Suite 700, Denver, CO 80202-2126) on August 27, 2012, to allow the installation and initial temporary operation of eight new rich burn natural gas-fired compressor engines rated at 1,980 bhp each and controlled by three-way catalysts, and the increased throughput of a currently authorized dehydrator up to 130 MMscf/day at the Three Brothers Compressor Station in Smith Township, Washington County. A total of ten natural gas-fired compressor engines will be located at this site after this authorization.

9. View the notice from that week's PA Bulletin.

## Environment, Facility, Application, Compliance Tracking System (eFACTS)

The PA DEP-sponsored eFACTS database provides a holistic view of the clients and sites (including facilities) that PA DEP regulates. This site can be used to find locations of certain proposed sites.

eFACTS: [www.PA DEP.state.pa.us/PA DEP/efacts/](http://www.PA DEP.state.pa.us/PA DEP/efacts/)

Pennsylvania's Environment Facility Application Compliance Tracking System

# eFACTS

**eFACTS for the Web**

**Search eFACTS**

- Authorization Search
- Client Search
- Facility Search
- Inspection Search
- Mammography Search
- Name Search
- Pollution Prevention
- Site Search
- Sites by County/Muni

**Reports**

- Facility Emissions
- Emission Summary

**DEP Information**

- DEP Home
- About DEP
- Contact Us

**Other Sites**

- eMapPA
- eNotice
- EPA Envirofacts
- The PA Code

## Welcome

Using this version of eFACTS Web, the public can search for individual records in our database for [inspections](#), and [pollution prevention visits](#), viewing violations are noted. We have also provided a [name search](#) to search for a company is a client, site or facility.

DEP believes bringing individuals, businesses and local government together to meet their obligation and that compliance reporting should become a fundamental part of our business.

For a complete picture of a facility's compliance status, we suggest you view the facility's federal compliance information for the facility. eFACTS contains information on the following:

Designing a comprehensive environmental information system is a complex task and we invite the public to be part of this process. Please [email us](#) if you have any questions.

We hope you find the system easy to use and we value your [feedback](#).

**Some approval expiration dates may be inaccurately represented 2010. For more information please see:**

[Licensing, Permits, and Certification](#)

1. Click on "Authorization Search."

## Authorization Search Screen

Use the criteria below to search for an Authorization or to produce a list of Authorizations.

Minimum search criteria: At least three criteria OR a specific Authorization ID, Facility ID, or Permit Number

Authorization ID:   (check to include partial matches)

Authorization Type: **AQ General Plan Approval**

Application Type: All Application Types

County: **Lycoming**

Municipality: Select a municipality

Program: **Air Quality**

Date Received: Begin: 01/01/09 End: 10/25/11

Facility ID:

Permit Number:   (check to include partial matches)

[Reset search criteria](#)

2. Select the type of permit you are searching for.

3. Select the County.

4. Select a Municipality.

5. Select "Air Quality."

6. Enter a range of dates that will capture the information you are searching for.

### Authorization Search Results

Authorization ID	Applicant	Auth. Type
<a href="#">814597</a>	<a href="#">CHIEF GATHERING LLC</a>	AQ General Plan Approval

7. Click on the Authorization ID number link.

### Authorization Search Details

Authorization ID:	814597
Permit number:	GP5-41-02E
Site:	<a href="#">BARTO COMPRESSOR STATION</a>
Client:	<a href="#">CHIEF GATHERING LLC</a>
Authorization type:	AQ General Plan Approval
Application type:	New
Authorization is for:	FACILITY

8. When the new page loads, click on the site name link.

### Site Search Results

Site Name (Site ID)
<a href="#">BARTO COMPRESSOR STATION (707497)</a>

9. When the new page loads, click again on the name of the facility.

### Site Details

North Central Regional Office

Site ID:	707497
Site Name:	BARTO COMPRESSOR STATION
Address:	US220N - SR2073E 3.5 MI FRANTZ RD PENN TWP HUGHESVILLE, PA 17737
Status:	Active

10. Sometimes, the facility's address or location will be listed. If so, this information will be listed under the Site Details.

Clients	Programs					
<table border="1"> <thead> <tr> <th>Client List</th> </tr> </thead> <tbody> <tr> <td><a href="#">CHIEF GATHERING LLC (265009)</a></td> </tr> </tbody> </table>	Client List	<a href="#">CHIEF GATHERING LLC (265009)</a>	<table border="1"> <thead> <tr> <th>DEP Programs</th> </tr> </thead> <tbody> <tr> <td><a href="#">Air Quality</a></td> </tr> <tr> <td><a href="#">Land Recycling &amp; Waste Mana</a></td> </tr> </tbody> </table>	DEP Programs	<a href="#">Air Quality</a>	<a href="#">Land Recycling &amp; Waste Mana</a>
Client List						
<a href="#">CHIEF GATHERING LLC (265009)</a>						
DEP Programs						
<a href="#">Air Quality</a>						
<a href="#">Land Recycling &amp; Waste Mana</a>						

### Site Permits

Authorization Id	Authorization Type
<a href="#">789881</a>	AQ General Permit
<a href="#">804274</a>	Streamlined Minor Facility Plan Approval New Source Performance Std
<a href="#">898953</a>	Streamlined Minor Facility Plan Approval New Source Performance Std
<a href="#">748266</a>	AQ General Plan Approval
<a href="#">760500</a>	AQ General Permit

11. All of the permits for the site will be listed on this page. Click on a link to view a particular site permit.

### Facility Permits

Authorization Id	Authorization Type
<a href="#">842082</a>	Major Facility Plan Approval New Source Performance Std
<a href="#">807997</a>	AQ General Permit

### Site-Level and Primary Facility-Level Inspections

Inspection Results
No Violations Noted
Violation(s) Note: <a href="#">View Details</a>

12. To view inspections and possible violations for the site, click on "View Details" if it appears under the "Inspection Results" column.

Violation ID	Date	Violation Description
578609	12/30/2009	There is a potential for polluting substance(s) reaching Waters of the Commonwealth and may require a permit. Resolution: Corrected/Abated PA Code Legal Citation: P.L. 1987-402 - PA Code Website Violation Type: Environmental Health & Safety

13. View violation descriptions.

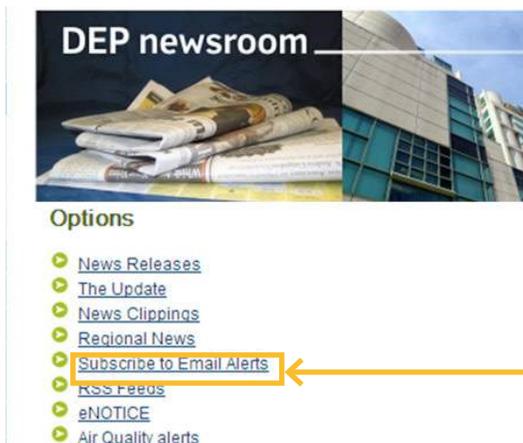
# Using PA DEP's Public Participation Center

PA DEP has a public participation website with general instructions on finding current rules and regulations, as well as information on commenting, public hearings, and other types of participation with Department decision-making. The PA DEP Newsroom page contains resources for receiving daily updates and news about Marcellus Shale in your region and actions related to natural gas and air quality in your community. See the following pages for more information about how to sign up for press release alerts and air quality alerts.

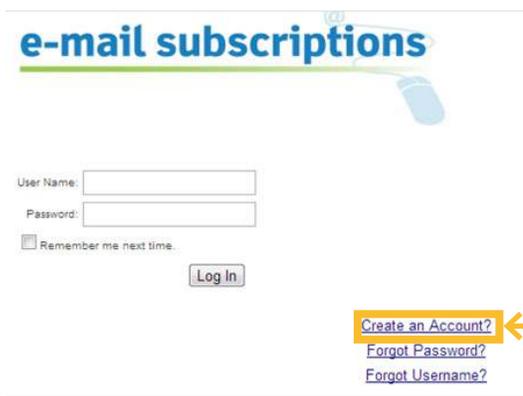
1. Go to PA DEP's participation website ([http://www.portal.state.pa.us/portal/server.pt/community/get\\_involved/14006#petitions](http://www.portal.state.pa.us/portal/server.pt/community/get_involved/14006#petitions)).
2. Click on the "Newsroom" tab to load the Newsroom page with further links for participation and permit tracking.



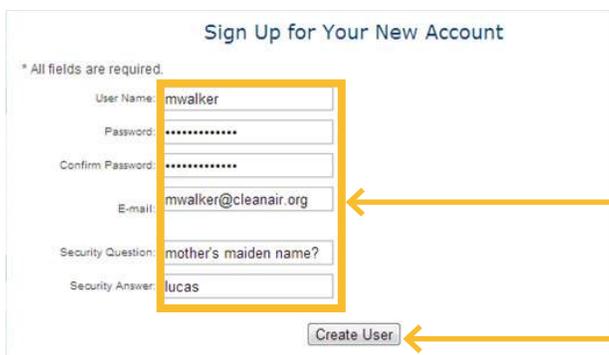
## Subscribing to PA DEP's Press Release Email Alerts



1. Click on "Subscribe to Email Alerts" link to receive alerts related to your region of the state.



2. Click on "Create an Account."



3. Enter your information.

4. Click "Create User" button.



5. Click "Continue."



6. Open your email and click the link.

## e-mail subscriptions

Your account has been verified and you can now log into the site.

User Name:

Password:

Remember me next time.

7. Enter your username and password.

8. Press the “Log In” button.

## e-mail subscriptions

Email subscriptions for: mwalker

Have you considered ?

If you wish to receive the weekly edition of The Update newsletter from the Department of Environmental Protection, you are invited to go to the Listrak subscriber page to sign up: [DEP Weekly Updates](#)

If you wish to receive News Releases from the Department of Environmental Protection, please make your selections below. Email notifications will be sent to your registered email address. If you wish to change your email address, click the 'Change Password' button below.

Select the regional press releases that you wish to receive.

Checking statewide will not subscribe you to all regional releases.

Regions	
<input checked="" type="checkbox"/> Statewide	<input type="checkbox"/> Northwest
<input type="checkbox"/> Southwest	<input type="checkbox"/> Northcentral
<input type="checkbox"/> Southcentral	<input type="checkbox"/> Northeast
<input type="checkbox"/> Southeast	

9. Check the box for “Statewide” for statewide releases.

10. Check any boxes for regional offices whose press releases you wish to follow.

11. Click the “Confirm” button.



Wait! you must confirm these subscriptions

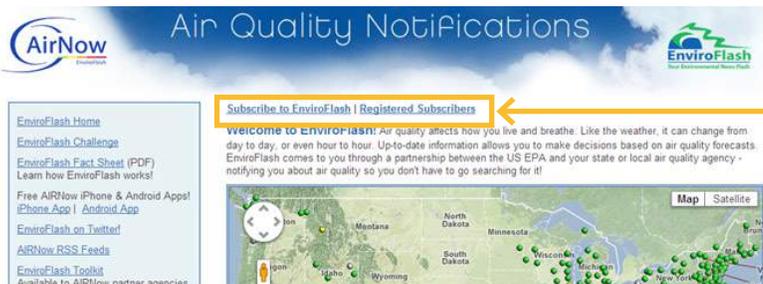
Change Subscription Email Address

Email:

New Email:

Confirm New Email:

# Subscribing to Air Quality Alerts



1. Go to [www.enviroflash.info](http://www.enviroflash.info).

2. Click on “Subscribe to EnviroFlash.”

**Subscriber Information**

Email Address:  [Subscribing with your phone?](#)

First Name:

Last Name:

ZIP Code:

*\* required fields*

**Forecast City Selection** [Change City](#)

Nearest EnviroFlash City:

**Email Preferences**

Format:  HTML  Text Only  Short

Receive Action Day Notifications:

Receive Forecasts:  Forecasts are unavailable for this city.

Receive Current Conditions:  Current Conditions are unavailable for this city.

Select minimum level at which to receive daily forecast Emails

Forecasts	Current	AQI Values	Levels	Colors
<input type="checkbox"/>	<input type="checkbox"/>	0-50	Good (receive daily forecast)	Green
<input type="checkbox"/>	<input type="checkbox"/>	51-100	Moderate	Yellow
<input type="checkbox"/>	<input type="checkbox"/>	101-150	Unhealthy for Sensitive Groups	Orange
<input type="checkbox"/>	<input type="checkbox"/>	151-200	Unhealthy	Red
<input type="checkbox"/>	<input type="checkbox"/>	201-300	Very Unhealthy	Purple
<input type="checkbox"/>	<input type="checkbox"/>	301+	Hazardous	Maroon

3. Enter your information.

4. Click the “Next” button.

**Privacy Policy**

Personal information entered into the EnviroFlash system (e.g., name, email address, ZIP Code) are used (by EPA and its contractor, Sonoma Technology, Inc.) solely for the purpose of sending subscriber-requested air quality notifications. Email addresses and other information are not shared, sold, or otherwise disclosed to any other organizations or individuals. All information submitted by visitors is voluntary.

I have read the privacy policy:

**What you will receive**

Email notifications when a(n) Fine Particle Action Day is declared.

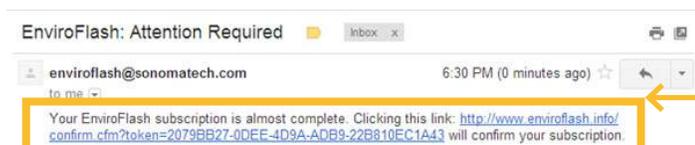
**Fine Particle Action Day Email Preview**

To: mwalker@cleanair.org  
 From: EnviroFlash  
 Subject: Fine Particle Action Day for Greater Philadelphia Region

**Action Day:**  
 A(n) Fine Particle Action Day has been declared for Greater Philadelphia Region on Tuesday, October 2 and Wednesday, October 3.

5. Read the policy and check the box.

6. Click the “Subscribe” button.



7. Open the e-mail and click on the subscription link to finish.

# Using PA DEP's eNotice

## Signing Up for eNOTICE

This service creates daily e-mail alerts for new permits or status changes for an existing permit in the geographic area that you define.

1. Go to <http://www.ahs2.PA DEP.state.pa.us/eNOTICEWeb/Default.aspx>.
2. Click "Create User."

Department of Environmental Protection Commonwealth of Pennsylvania

**eNOTICE**  
PENNSYLVANIA  
email notification service

**eNOTICE Home**  
Log Into eNOTICE  
eNOTICE Selections  
eFACTS Tracked Permits  
**Account Management**  
Change Your Password  
Forgotten Your Password?  
Deactivate My Account  
**DEP Information**  
DEP Home  
About DEP  
Contact Us  
**Other Sites**  
eMapPA  
EPA Envirofacts  
The PA Code

DEP servers are moving (physically) the weekend of August 18-19, 2012. You may expect outages the entire weekend through Monday, August 20, 2012. Please plan accordingly, and thank you for your patience.

**Welcome to the eNOTICE Subscription Site**

eNOTICE is the Pennsylvania Department of Environmental Protection's (DEP) Electronic Notification System.

Web Site Users can specify updates within eNOTICE by selecting items they wish to receive email notices (eNOTICES) when changes occur in the status of the particular item, or when new items are available for viewing.

**eNOTICES covering Permit Applications, ACT2 Notices of Intent to Remediate and Regulations updates are processed daily. Draft Technical Document eNOTICES are processed weekly.**

**PA DEP will keep your e-mail confidential and will not use your e-mail address to send unsolicited email.**

Currently, you are not logged in. [Login](#) or [Create User](#)

3. Enter User Name and Password in the empty cells.
4. Click the "Create User" button.

**Create eNOTICE User**

To gain access to the subscription functionality of PA DEP's eNOTICE system, complete all of the required fields below.

By creating a new account, you agree to the Terms and Conditions of our site, and agree to receive emails from us until you decide to manually stop your subscriptions.

Please keep your User Name and Password confidential and do not share them with any other site user.

After you create an account, we will immediately send you a verification email. Within this email there will be a hyperlink for you to click which will bring you to a verification page on the eNOTICE website. Once you complete this step, your eNOTICE account will be active and ready to use.

*Accounts **must** be verified before they can be used for logging into the eNOTICE website.*

**Sign Up for Your New Account**

\* User Name:

\* Password:

\* Confirm Password:

\* E-mail:

[Create User](#)

## Setting Up eNOTICE

1. Click the “eNOTICE Selections” link under the eNOTICE Home list.
2. Click the “PA DEP Permit Applications” link to subscribe to permit changes in your area.

The screenshot shows the eNOTICE Pennsylvania website interface. At the top left is the DEP logo (Department of Environmental Protection, Commonwealth of Pennsylvania). To the right is the eNOTICE logo (PENNSYLVANIA email notification service). Below the logos is a navigation menu with categories: eNOTICE Home, Log Into eNOTICE, eNOTICE Selections (highlighted with a yellow box and an arrow), eFACTS Tracked Permits, Account Management (Change Your Password, Forgotten Your Password?, Deactivate My Account), DEP Information (DEP Home, About DEP, Contact Us), and Other Sites (eMapPA, EPA Envirofacts, The PA Code). On the right side, it says 'You are logged in as: mbwalker Logout'. The main content area is titled 'Current eNOTICE Subscription List' and contains text explaining that items listed are subscription categories. Below this is the 'eNOTICE Subscription Category Types' section, which lists three categories with checkboxes: 'DEP Permit Applications' (checked), 'DEP Draft Technical Documents' (unchecked), and 'DEP Regulations' (unchecked). Each category has a brief description of the notifications it provides.

3. Click the “Add New Item” button.

The screenshot shows the 'Notifications Subscription Details' page. It contains the following text: 'The following items are part of your active DEP eNOTICE subscription. You may add new items, edit your existing items or delete items you no longer wish to receive.' Below this is a paragraph explaining that permit subscriptions are offered at a county and municipality level, not an individual permit level, and that users are asked to receive all permit information based on their selections for Program Area and County/Municipality. Another paragraph states that selections are stored in the system and users will receive automatic email updates when permit status changes. At the bottom, there are three subscription counts: 'Statewide Program Area Subscriptions - 0 Active Items', 'County-Specific Program Area Subscriptions - 0 Active Items', and 'Municipality-Specific Program Area Subscriptions - 0 Active Items'. Below these counts are three buttons: 'Edit Selection', 'Add New Item' (highlighted with a yellow box and an arrow), and 'Delete Selection'.

**Statewide**  
This option allows you to receive ALL information for one or more Programs you select at a PA state level. This option includes all PA counties and municipalities for your Programs' selections.

**Countywide**  
This option allows you to receive ALL information for one or more program areas for one or more specific PA counties. This option includes the Programs and Counties that you select. ALL municipalities are included by default for the counties you select.

**Specific Municipality**  
This option allows you to receive specific information for one or more municipalities for a specific county you select. This type of subscription allows you to specify one or more Programs, ONE county and multiple municipalities for the selected county.

For existing subscriptions, when editing your subscription, the corresponding item below will be pre-selected for your convenience.

Statewide  
 Countywide  
 Specific Municipality

(The following steps are recommended for tracking very local changes. Permits at the county and state level can also be tracked by clicking the bullet point next to "Countywide" or "Statewide" and following the same steps.)

4. Click "Specific Municipality."

5. Click "Continue to Next Page."

**Step 1 - Add Permit Subscription Information**

Select Program Areas for your eNOTICE subscription from the list below. The minimum selection required is one Program Area.

**Available Program Areas:**

- Air Quality
- Mining
- Oil & Gas
- Safe Drinking Water
- Waste Management
- Clean Water
- Metals and Milling
- Residential

6. Select "Air Quality" from the list. Hold down the "Control" button on your keyboard and select "Oil & Gas" and any other program area that you want to track.

7. Click "Continue to Next Page."

**Step 2 - Add Permit Subscription Information**

Select County/Municipality information for your Program Areas for your eNOTICE subscription. The minimum selection required is one county and one municipality. You may select only one county, but you may select as many municipalities as you like for the selected county.

**Your current Program Area selections:**  
Air Quality, Oil & Gas

**County List**  
Susquehanna

**Municipality List**  
 Appleton Township  
 Ararat Township  
 Auburn Township  
 Bridgewater Township  
 Brooklyn Township  
 Choconut Township  
 Clifford Township  
 Dimock Township  
 Forest City Borough  
 Forest Lake Township  
 Franklin Township  
 Friendsville Borough

8. Click on the drop-down list under "County List" and select your county.

9. Select your Municipality. For multiple selections, hold down the control button on your keyboard and select others.

10. Click "Continue to Next Page."

**Step 3 - Add Permit Subscription Information**

Here are the selections you have made for your eNOTICE Permits email notifications. If you are satisfied with the selections, click the 'Save Selections' button to store your choices. To make changes, click the 'Previous Step' button.

**Selected Programs:**  
Air Quality, Oil & Gas

**Selected County/Municipalities:**  
Forest Lake Township

11. Click on "Save Selections."

**Current eNOTICE Subscription List**

The items listed below are the categories available for subscriptions within eNOTICE. Categories that have a check mark are part of your current subscription. Empty boxes indicate that a subscription has not been set for a category.

To subscribe to a category, click its name and you will be prompted for information to refine your subscription preferences. If you are subscribed already, you may modify your previously-selected preferences.

**eNOTICE Subscription Category Types**

**DEP Permit Applications**  
Receive eNOTICES covering the status of permit applications as they proceed through the DEP permitting process. Permits can be tracked by county, municipality, program or individually.

**DEP Draft Technical Documents**  
Receive eNOTICES when new DEP Draft Technical Documents are open for comment by the Public. Entire Document is available for viewing in PDF format.

12. To receive updates about PA DEP draft technical documents, click on the link with that name.

**Draft Documents Subscription Management**

Receive eNOTICES when new DEP Draft Technical Documents are open for comment by the Public. Entire Document is available for viewing in PDF format.

DEP's draft technical documents are available for viewing.

You will be re-directed to another site within PA DEP that lists the available documents. Note that you will need Adobe's free Acrobat Reader to be able to review the documents' contents.

To subscribe to Technical Documents updates, select the radio button below . You may unsubscribe at any time by selecting the Unsubscribe option below.

Update emails are sent out one time per week.

**Current eNOTICE Subscription Preference**

Subscribe to Technical Documents Updates  
 Unsubscribe to Technical Documents Updates

13. Click "Subscribe."

14. Click "Update Subscriptions."

15. Click "Back to Subscriptions."

**Current eNOTICE Subscription List**

The items listed below are the categories available for subscriptions within eNOTICE. Categories that have a check mark are part of your current subscription. Empty boxes indicate that a subscription has not been set for a category.

To subscribe to a category, click its name and you will be prompted for information to refine your subscription preferences. If you are subscribed already, you may modify your previously-selected preferences.

**eNOTICE Subscription Category Types**

**DEP Permit Applications**  
Receive eNOTICES covering the status of permit applications as they proceed through the DEP permitting process. Permits can be tracked by county, municipality, program or individually.

**DEP Draft Technical Documents**  
Receive eNOTICES when new DEP Draft Technical Documents are open for comment by the Public. Entire Document is available for viewing in PDF format.

**DEP Regulations**  
Receive eNOTICES concerning the status of DEP regulatory proposals, including notices from the time a regulation is initially developed until it is published as a final rulemaking.

16. To receive updates about proposed PA DEP regulations, click on the link with that name.

**Regulations Subscription Management**

Receive eNOTICES concerning the status of DEP regulatory proposals, including notices from the time a regulation is initially developed until it is published as a final rulemaking.

To subscribe to Regulations updates, select the radio button below . You may unsubscribe at any time by selecting the Unsubscribe option below.

Update emails are sent out one time per week.

**Current eNOTICE Subscription Preference**

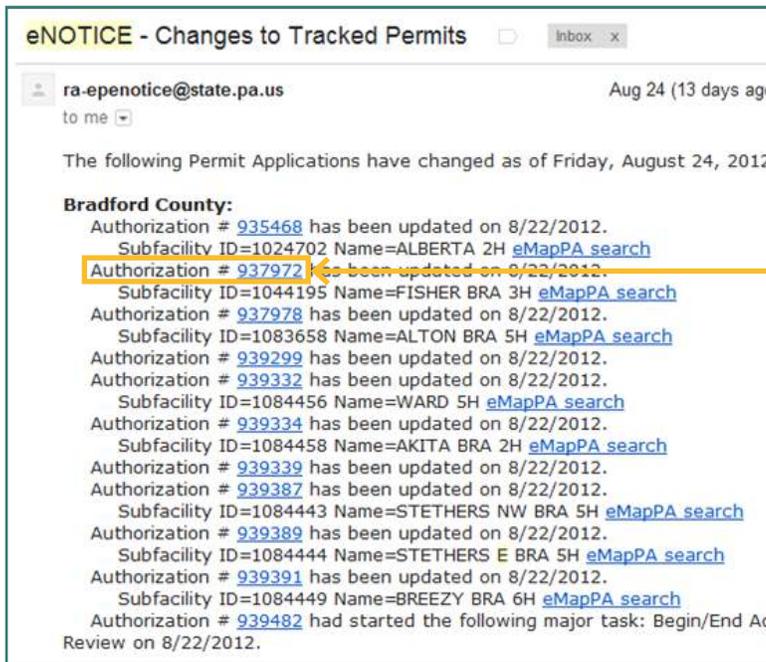
Subscribe to Regulations Updates  
 Unsubscribe to Regulations Updates

17. Click "Subscribe."

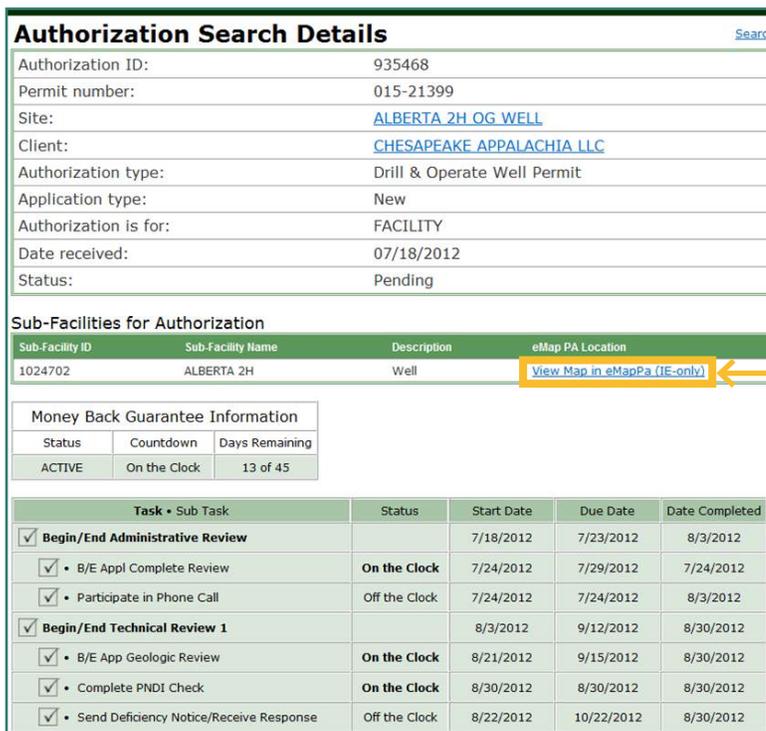
18. Click "Update Subscriptions."

19. Click "Back to Subscriptions."

# Using eNOTICE & eMapPa From Your E-mail

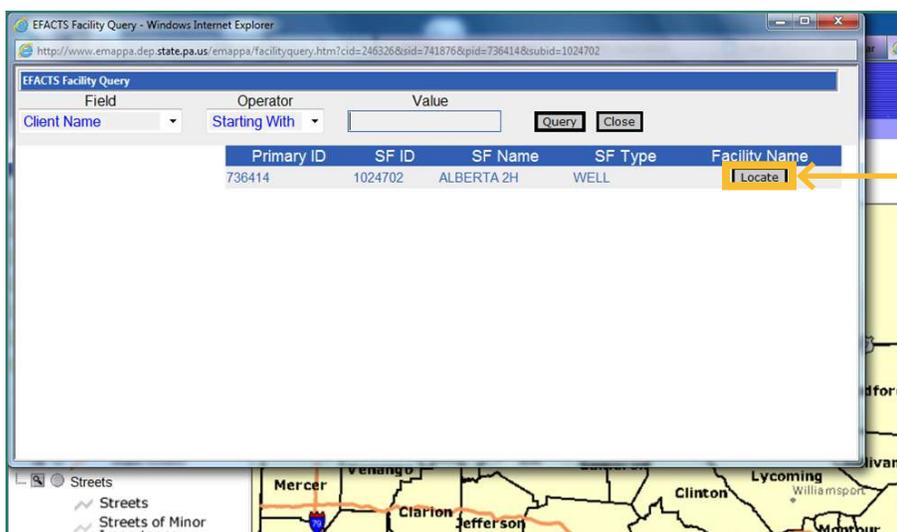


1. After you open up the eNOTICE e-mail from your inbox, click on an “authorization number” for a permit that you want to learn more about.



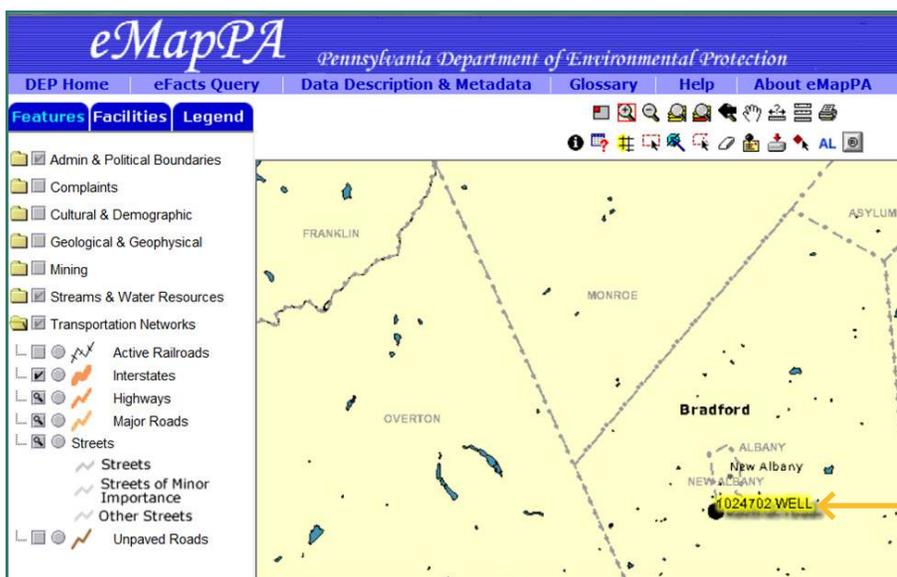
2. The eFACTS page will load, displaying information about the permit.

3. Click on the “View Map in eMapPa” link to view the location. NOTE: You must have pop-ups enabled (see page 20).

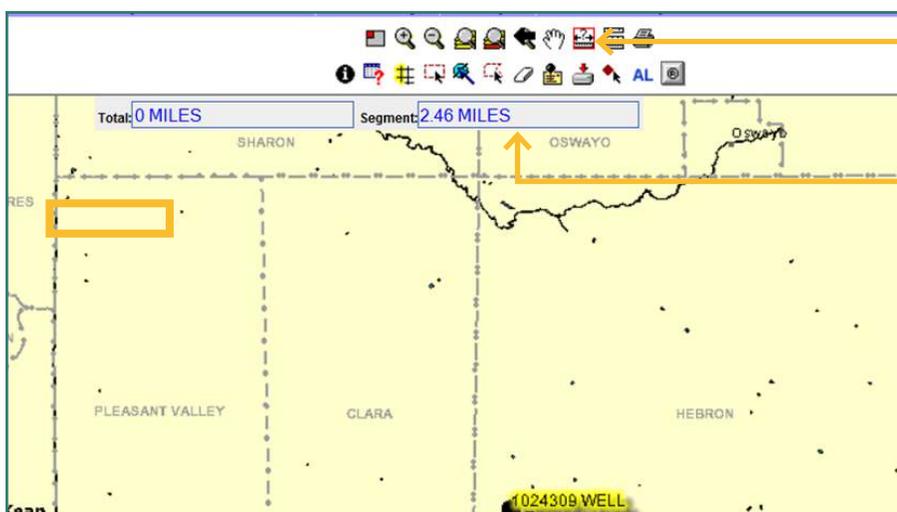


4. A window will pop up listing the equipment you clicked on.

5. Click on the "Locate" button.



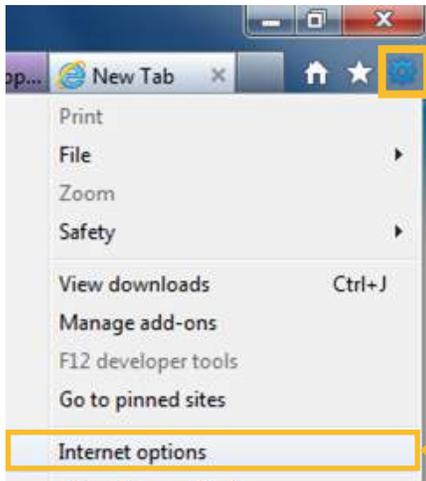
6. The location will be displayed.



7. To check the distance from the equipment to another point, click on the measurement tool.

8. The distance in miles will be displayed when you move your cursor over the map.

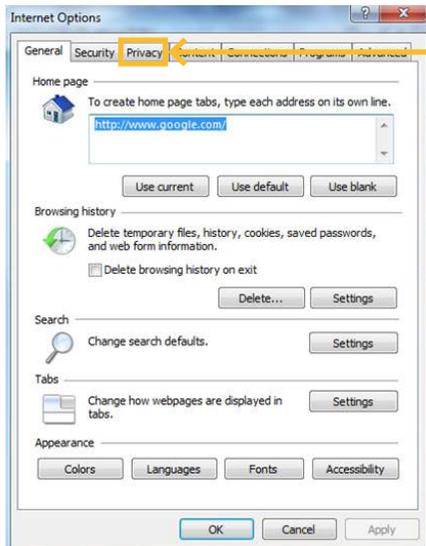
# Turning Off Pop-up Blocker



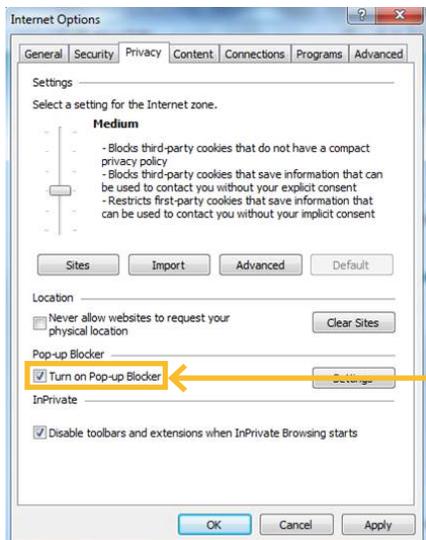
1. You can only use eMapPa in Internet Explorer. Open a new window (or download Internet Explorer if you don't have it).

2. Click on the gear icon in the top right corner of the new window.

3. Click on "Internet options."



4. Click on "Privacy" tab.



5. Uncheck the "Turn on Pop-up Blocker" box.

# Conducting a File Review

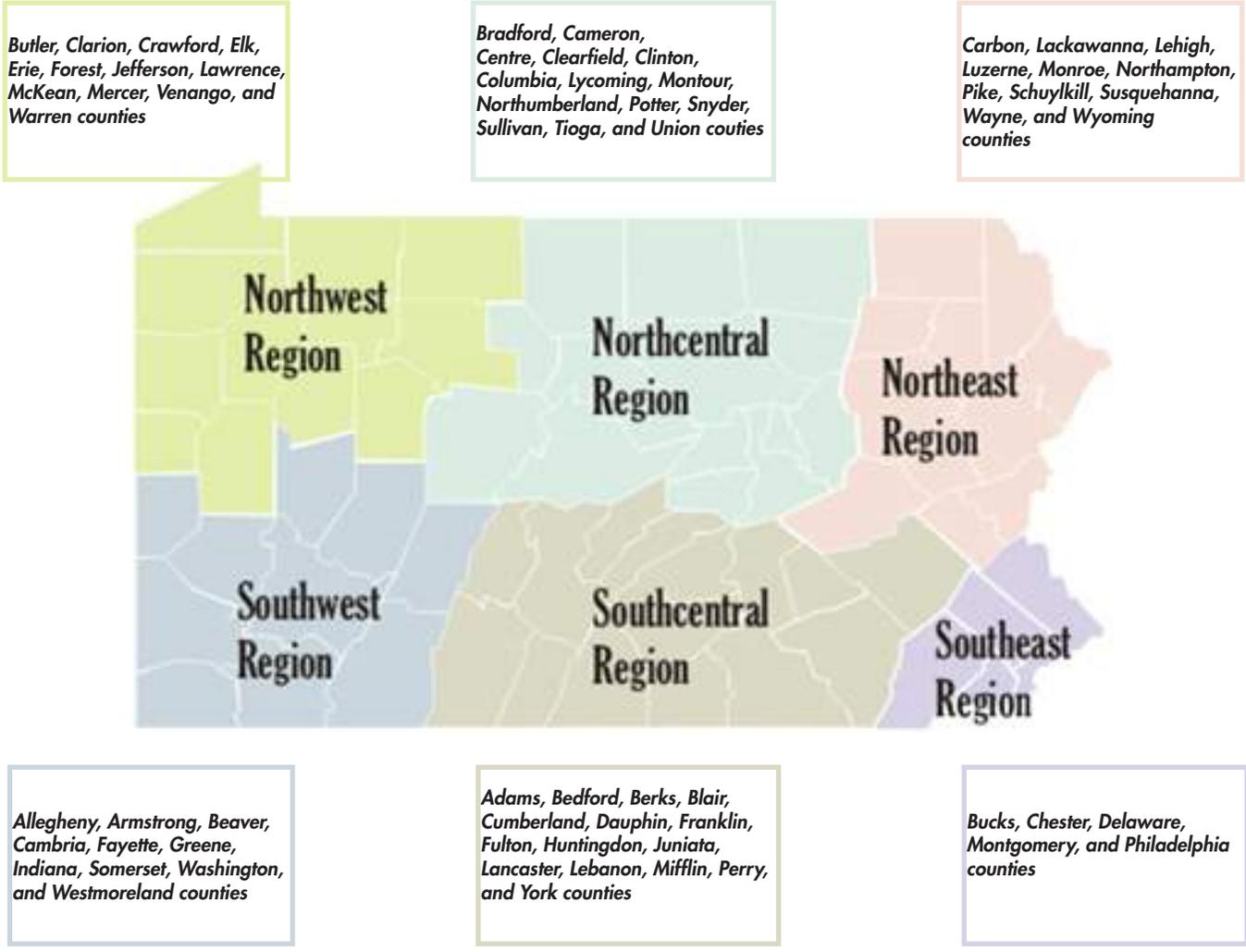
Sometimes more specific information is needed in order to get the necessary information to make proper complaints. A file review allows you to gather more specific information than is available on the Pennsylvania Department of Environmental Protection (PA DEP)'s website. For instance, a file review would be used to obtain an application and PA DEP analysis of a particular natural gas facility such as a compressor station.

## Records Available for Request

“Records available under an informal file review include notifications, inspection reports, notices of violation, enforcement orders, applications, permit review letters, sample results, remediation plans, progress reports, monitoring reports, permits, approvals, denials, public comments, civil penalty assessments, consent orders, closure reports, pollution prevention plans, monitoring well records, and external correspondence. Internal e-mail correspondence and records considered privileged (under the attorney-client, attorney work product or other privilege) or records otherwise considered confidential are not made available under an informal file review.”

[http://www.portal.state.pa.us/portal/server.pt/community/southwest\\_regional\\_office/13775/file\\_review/593164](http://www.portal.state.pa.us/portal/server.pt/community/southwest_regional_office/13775/file_review/593164)

PA DEP is divided into six regions across the state. You will need to request the file based on the location of the proposed or existing facility or equipment that you are interested in from the appropriate regional PA DEP office.



## Requesting a File Review

Call the appropriate PA DEP office at one of the numbers provided below to schedule a time to visit the office and review a specific file. Appointments can be made Monday through Friday from 8:30 am to 4:00 pm.

### PA DEP Regional Office Phone Numbers:

SE: 484-250-5910

NE: 570-826-2435

SW: 412-442-4286

SC: 717-705-4732

NW: 814-332-6340

NC: 570-327-3693 or 570-327-0550



You should request files for specific pieces of equipment. Provide the name of the site and the site location including the county and municipality. For a proposed or expanding facility, request permits or plan approvals related to that site as well as the permit application and PA DEP’s review memo. You may also want to request correspondences such as emails, letters, and meeting minutes. For existing equipment or facilities, request inspection reports, and notices of violations. All files related to the site will be pulled, including watershed management, oil and gas, and air programs. A requester can also specify that they want to obtain records from a particular program.

The PA DEP office may ask you to fill out a request form to get the exact facility and permit number. The regional office will typically e-mail or fax the proper form for you to fill out and send back. PA DEP asks that requesters use this language when requesting a file review in writing or e-mail: “This request for records is an informal request and is not intended to be a request pursuant to the Right to Know Law”.

PA DEP may take up to 3 or 4 weeks to schedule the review from the time of your request. If you are working under a deadline for commenting or testifying, be sure to make this clear and ask if there are any earlier timeslots available.

You can also collaborate with other local groups to schedule a file review. Some of this information may be dense and technical. Please contact the Clean Air Council for further assistance.

(See Appendix D for an example File Review Request form)

## How to Perform a File Review

The following tips are helpful for conducting an effective file review. The following pages include an example of how to perform a file review on a natural gas compressor station.

Arrive at the regional office at the time of your scheduled appointment and let the receptionist know that you are there to do a file review.

You'll likely be asked to sign in and may be given a visitor badge.

A staff member will escort you to a room where the requested file will be ready for you to review or copy.

There are several ways that a member of the public can duplicate the files during the review so that the paperwork can be reviewed at a later time.

1. Use PA DEP's photocopier machines, which can cost about 15 cents per page after 10 free copies.
2. Bring your own copy machine or digital scanner and laptop.
3. Hire a copying service.
4. Take digital photos of the permit application.

### File Review Procedure (from PA DEP's Website)

- Payment must be made by check or money order payable to Commonwealth of Pennsylvania. Cash will only be accepted provided they receive the exact amount.
- Postage will be added to cost if necessary.
- Copy work unable to be performed the same day will be mailed when payment is received.
- Copy work may also be picked up when finished.
- PA DEP will not pull additional files that were not requested.
- PA DEP does not research or generate reports.
- PA DEP cannot guarantee that a technical person will be available to answer any of your questions, but will try to assist you.



*File Review Room at PA DEP. Photo Source: Joshua B. Pribanic  
<http://www.publicherald.org/archives/15446/investigative-reports/uncategorized/>*

# How to Make a Right-to-Know Request

If you require further information than that obtained through a file review, you can also file a “Right-to-Know Request” with PA DEP to obtain information and documents in accordance with Pennsylvania’s Right-to-Know Law, which gives the public access to certain government records. Some examples in the case of natural gas permits include maps, correspondences between PA DEP and the permittee, and other files that may have been used to make a particular decision. Before filing an official request, first informally ask PA DEP for the documents you would like to see as previously described in the file review process. If that is unsuccessful or if you feel that more information is needed, you can use an official Right-to-Know form to request information that can be made available to the public (see Appendix F for form).

## Exemptions Under Right-to-Know Law

- Trade secrets and confidential proprietary information.
- Information that included a written statement that the information was a trade secret or confidential proprietary information.

## Sensitive Security Information Includes

Information related to expenses for homeland security, national defense, law enforcement, other public safety activities, public health preparedness, or the security of public utilities, infrastructure or other public resources.

The Department can redact or block out a portion of a record while allowing you to read the rest.

You can access a copy of the “Public Access to Information and Right to Know Law Policy” at the following link:

<http://www.elibrary.PA DEP.state.pa.us/dsweb/Get/Document-80242/012-0200-005.pdf>

1. Find the online version of request form: <http://files.PA DEP.state.pa.us/PublicRecords/PublicRecord-sPortalFiles/RTKLRRecordRequestForm.pdf> or print out the request form on the following page
2. Fill out the form describing the information you want as specifically as possible.
3. Send the form to PA DEP: E-mail: [EP-PA DEP-RTK@pa.gov](mailto:EP-PA DEP-RTK@pa.gov); Fax: 717-705-8023; Mail: Agency Open Records Officer (“AORO”) at:  
Dawn Schaefer, PA DEP/BOS  
P.O. Box 8473  
Harrisburg, PA 17105-8473.
4. If you have any questions, you can contact the Agency Open Records Officer at 717-787-2043.

## 3

# Accessing Federal Information

## FERC, EPA, & the Freedom of Information Act

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<b>Overview of the FERC Process</b>	
<b>Application Process for Natural Gas Certificates</b>	
<b>Environmental Assessment Pre-Filing Process</b>	
<b>Environmental Impact Assessment (EIA) Pre-Filing Review Process</b>	
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# Introduction & the Federal Register

There are a variety of resources available from the federal government for helping research information and to help participate in decisions about shale gas facilities. There are multiple federal agencies involved with enforcing shale gas regulations. The following section is a detailed guide on how to navigate online federal resources.

Photo of a FERC-regulated natural gas compressor station and pipeline located in southwest PA. Photo credit: Bob Donnan, used with permission.



## Federal Register

The Federal Register is the daily journal of the United States government and contains notices, proposed rules, final rules and presidential documents. Notices include information about public meetings, public hearings and environmental impact assessments. Proposed rules include detailed information that explain the regulation being proposed, the justification for the proposed regulation, and goals of the proposed regulation, while allowing for public comment before rules are finalized. The Federal Register includes proposed regulations by most federal agencies including the Environmental Protection Agency (EPA) and the Federal Energy Regulatory Commission (FERC), and other agencies that have jurisdiction over certain aspects of shale gas development.

1. Go to <https://www.federalregister.gov/>
2. Click on “Browse this & other dates.”



3. Scroll down and click on “Environmental Protection Agency”



4. View proposed and finalized rules. Click on links to see more information.

5. View additional information about the rule. You can click the button to submit comments.

6. To find more information about the proposed rule, scroll down and find “Agency/Document Numbers” and then highlight and copy the number.

Regulations.gov is a user-friendly source of information about proposed regulations published by the United States government and provides convenient opportunities for public comment. At this website you can also find all the documents and public comments associated with a particular regulation.

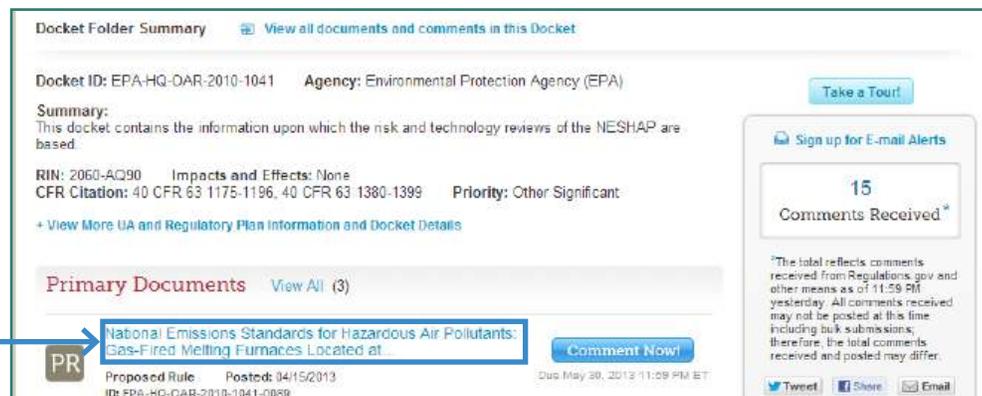
1. Go to <http://www.regulations.gov>.
2. Paste the docket number in the search bar and click the “Search” button.



3. Click on “Open Docket Folder.”



4. Click on the document links to view more information.



5. View information about the proposed rule and about how to submit comments.

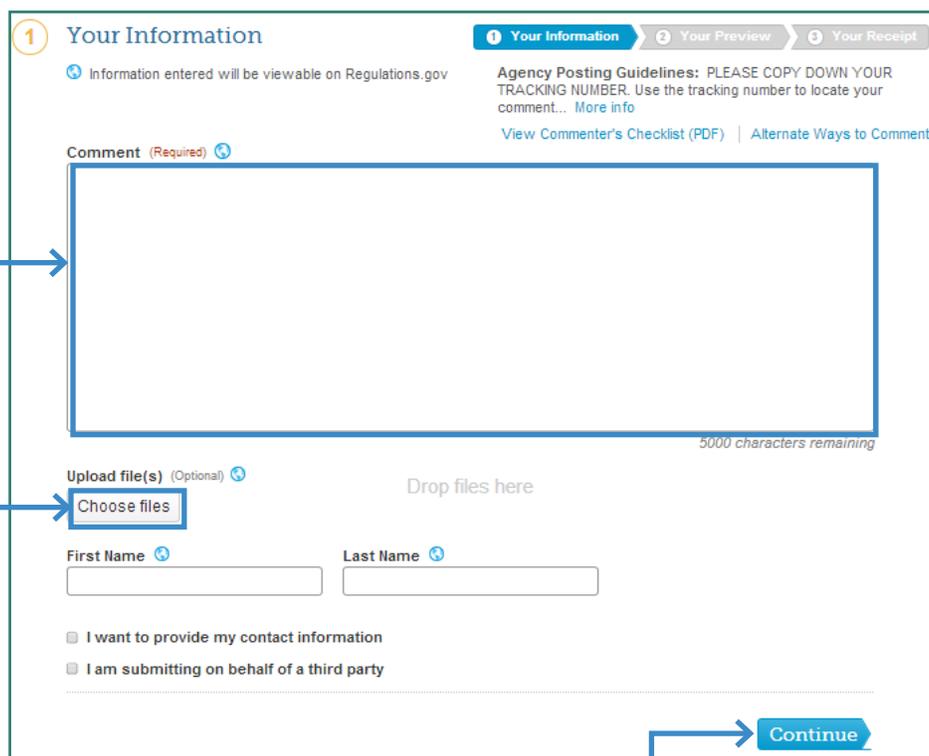
6. Download a PDF of the proposed rule as it was originally published.



7. If you are ready to submit comments, click the “Comment Now” button.



8. Type your comment.



9. Upload any relevant documents.

10. Click the “Continue” button to send

# Federal Energy Regulatory Commission (FERC) Projects

When compressor stations and transmission pipelines cross state boundaries, they require approval from FERC. There are many steps in FERC's analysis that allow for public participation. These projects must go through an Environmental Assessment (EA) or a very detailed environmental impact statement (EIS).

An Environmental Assessment (EA) is a concise document used when no significant impacts from the project are expected. It must include an analysis on the decision about whether or not to prepare a more detailed an Environmental Impact Assessment (EIA). If no EIA is required, then this document satisfies FERC's compliance with the National Environmental Policy Act. If an EIA is necessary, then the environmental assessment provides a starting point for further analysis. FERC must make a Finding of No Significant Impact (FONSI) and the EA available for public comment for 30 days. See Section 1508.9 of CEQ's NEPA Regulations for more details.

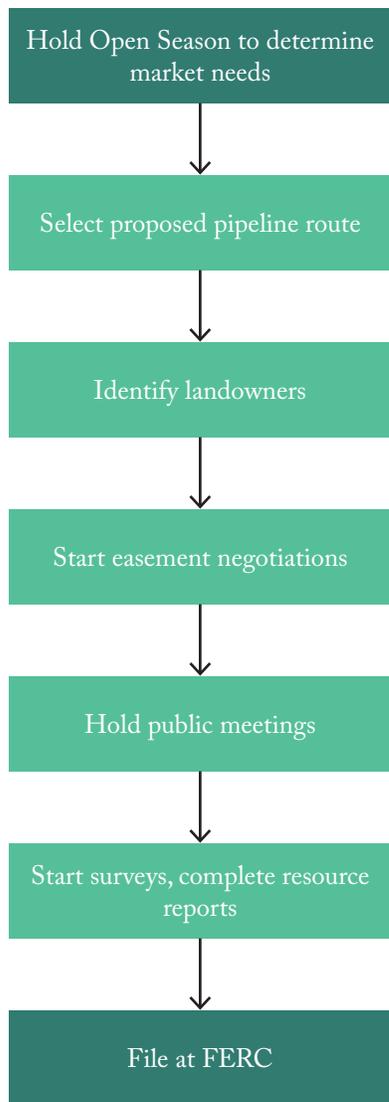
An Environmental Impact statement (EIS) is a detailed analysis of the potential positive or negative environmental, social, and economic impacts. An EIS is required when FERC believes the proposed project may leave a potentially significant environmental impact. The EIS provides information about the environmental impacts and assessments of alternatives to building the project that would minimize impacts. The public has 45 days to comment on draft EISs and 30 days to comment on final EISs. See Section 1502.10 of the NEPA Regulations for more details.

The next few pages provide details on the specific public participation opportunities throughout these processes such as public comments and hearings. FERC has produced Citizen's Guides on topics including interstate pipelines.

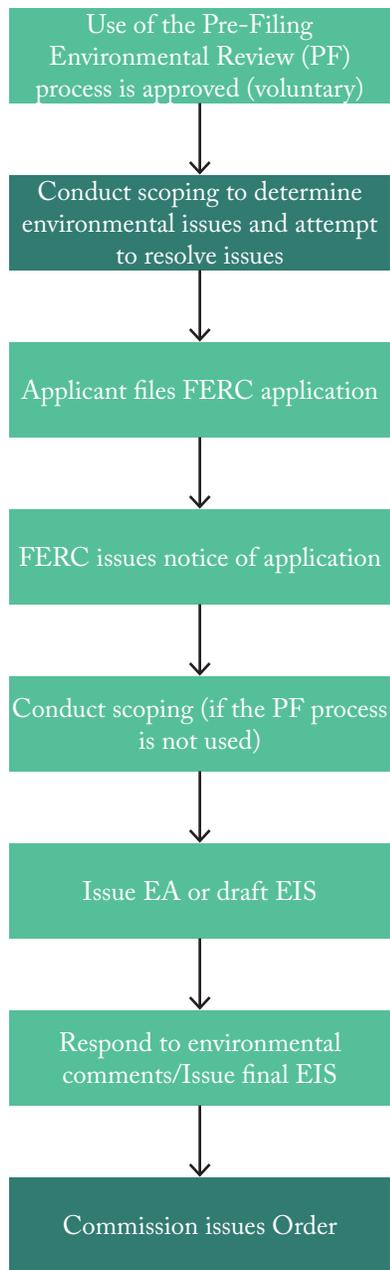


*Pipeline construction located in southwest PA. Photo credit: Bob Donnan, used with permission.*

## Applicant's Planning Process Prior to Filing

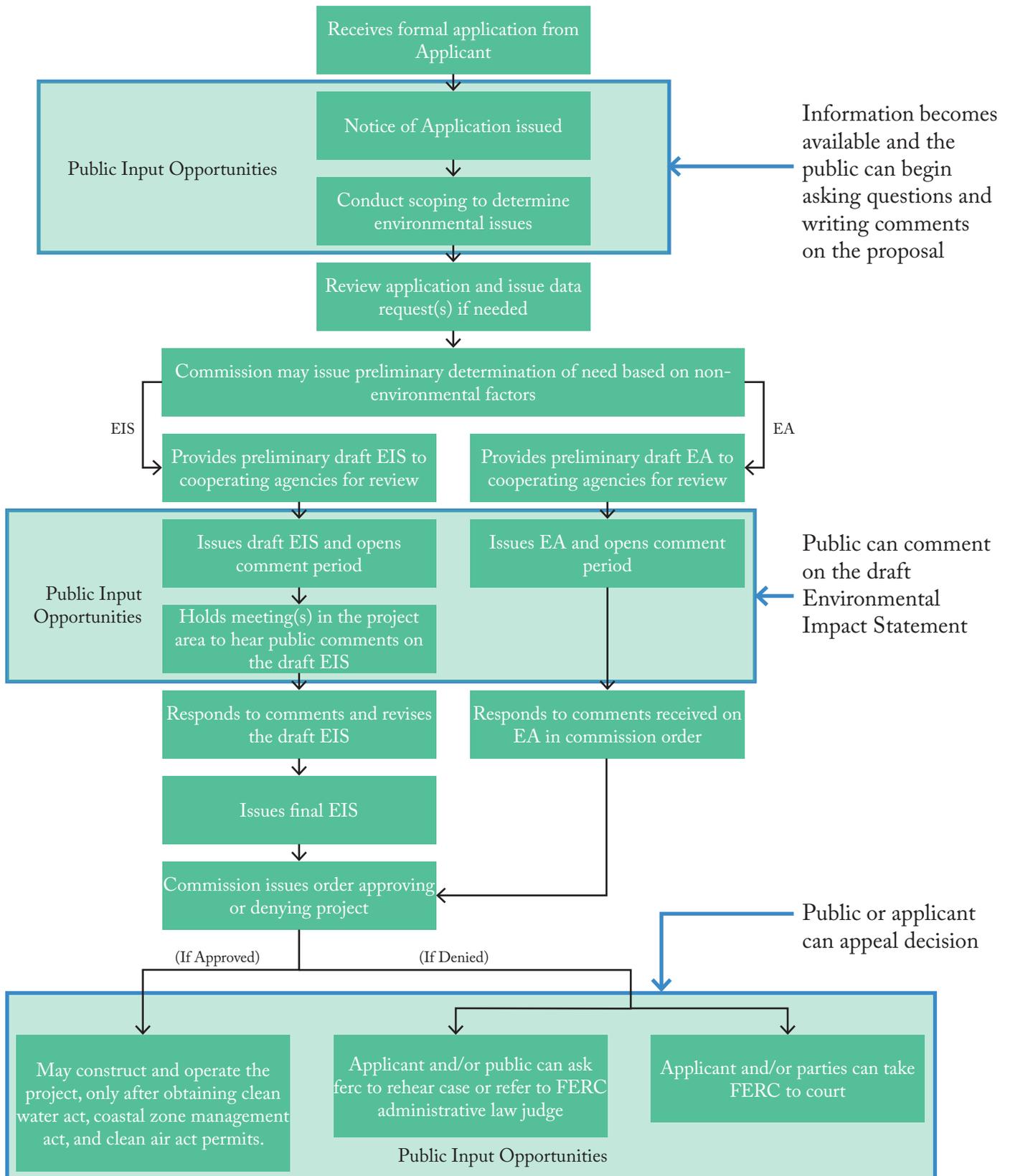


## Overview of the FERC Process



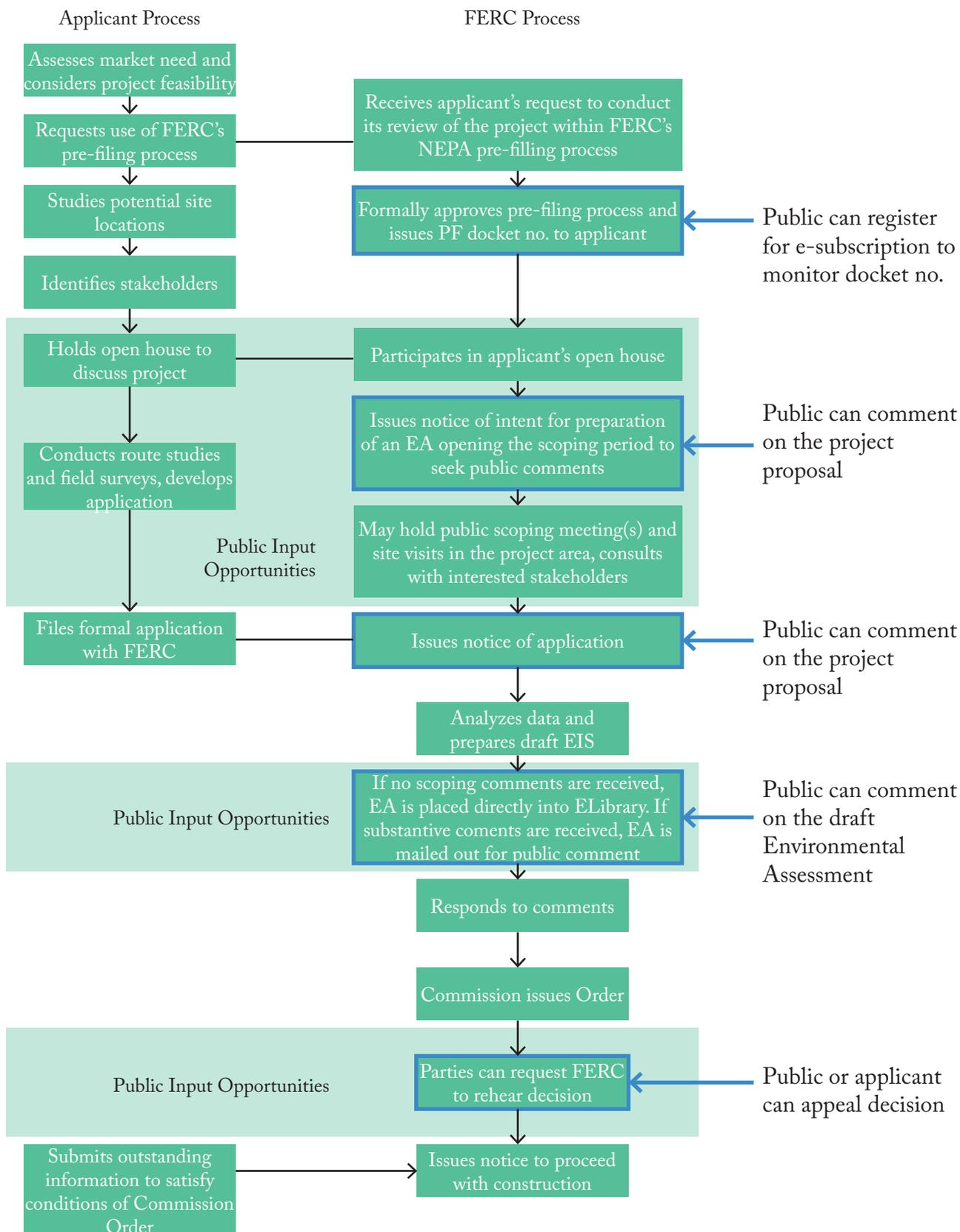
Source: <http://www.epa.gov/reg3esd1/nepa/eis.htm#ea>

## Standard Application Process for Natural Gas Pipeline Certificates

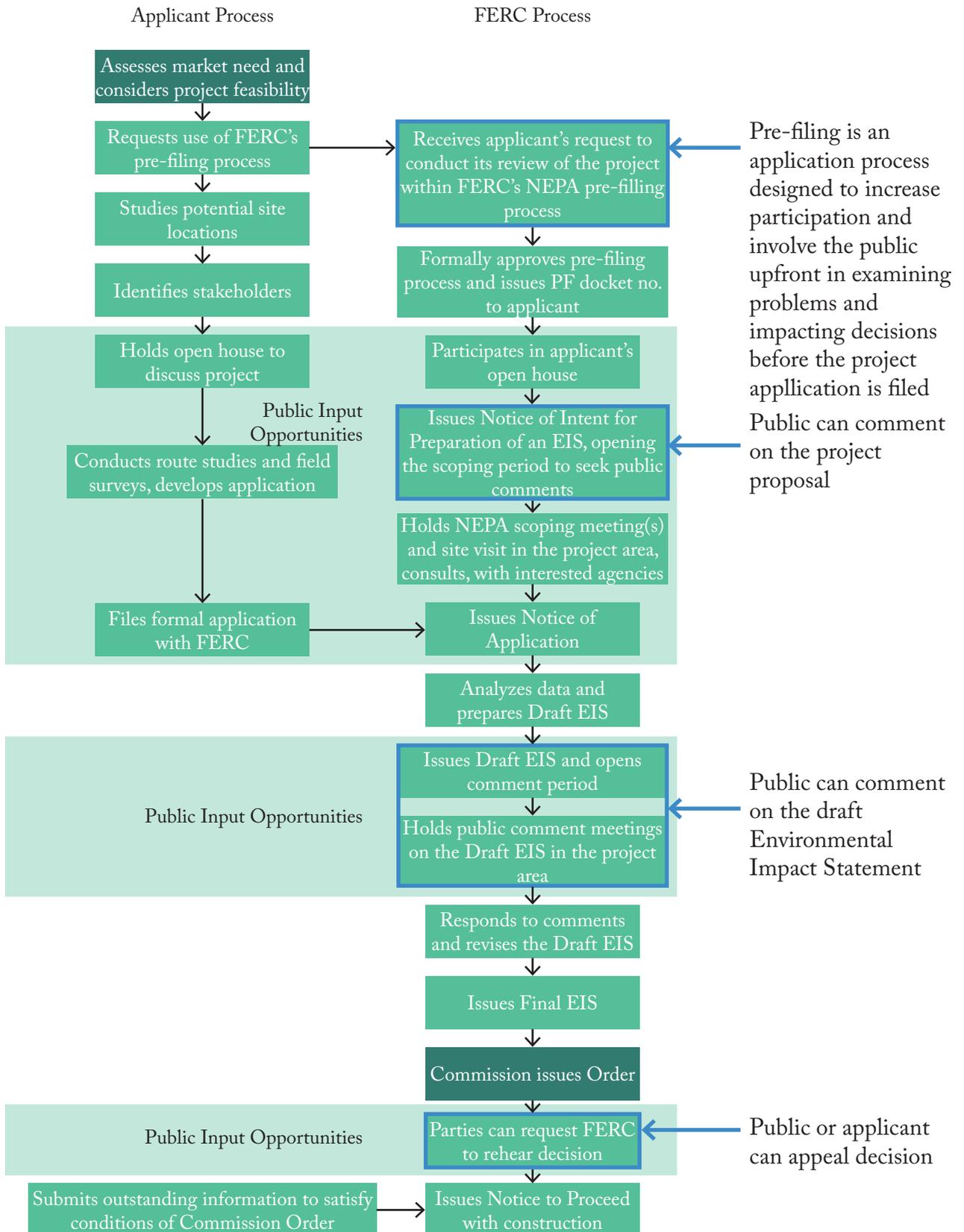


Source: Federal Energy Regulatory Commission

## Environmental Assessment Pre-Filing Process



## Environmental Impact Assessment (EIA) Pre-Filing Review Process



**eLibrary** ←

Access documents issued and received by

**Search Options**

- » **General Search** ←
- » [Advanced Search](#)
- » [Daily Filings/Issuances \("Daily Search"\)](#)
- » [Search New Docket Numbers \("New Dockets"\)](#)
- » [Docket Search](#)
- » [eLibrary Alternate Site](#)

1. Go to <http://www.ferc.gov/docs-filing/eli-library.asp>.

2. Click on "General Search."

**General Search**

Date Range:  **Filed Date**  Posted Date

From 08/12/2012 To 09/12/2012 ←

During the previous 1 year(s).

During the previous 1 month(s).

During the previous 1 days(s).

All

Category:  Submittal ←

Issuance

Library:  All listed below

Electric  Hydro

**Natural Gas** ←

Oil  Rulemaking  General

Docket Number:  ← Example: ER01-12, GP99-19, P-1224\*, ER03\*

An asterisk (\*) specifies a wildcard search. [Dock](#)

Sub Docket:  All

List:

Note: To enter several sub docket numbers, separate values with a comma.

Document Type: [Class/Type Info](#)

Class: All Type: All

Text Search:  ←

Description  Full Text

Results Per Page: 50

←

3. Click the bullet point next to "Filed Date."

4. Use the default dates or enter the time period for which you are searching.

5. Check both boxes to ensure that you can view all actions related to your search.

6. Check the box for "Natural Gas."

7. Enter the docket number if you know it.

8. Type keywords such as the name of the facility.

9. Click the "Search" button.

10. A list of search results will be displayed. Read the “Description” and “Class/Type” columns to look for relevant documents. You can also hold the “control” button down and press the “f” key to search for key words such as “environmental impact statement.”
11. Other document types include comments, meeting minutes, stakeholder lists, and supplemental information.
12. Click the “FERC Generated PDF” link to download the file.

Docket Number	Description	Class/Type	Files
PF12-9-000	Notice of Intent to prepare an Environmental Impact Statement for the planned Constitution Pipeline Project, request for comments on Environmental Issues, and notice of public scoping meetings re Constitution Pipeline Company, LLC under PF12-9. Availability: Public <a href="#">Highlighted Version</a>	Notice / Formal Notice	<input type="checkbox"/> Word <input checked="" type="checkbox"/> <a href="#">FERC Generated PDF</a>
PF12-9-000	Comment of Mark Pezzati in Docket(s)/Project(s) PF12-9-000 Submission Date: 8/12/2012 Availability: Public <a href="#">Highlighted Version</a>	Comments/Protest / Comment on Filing	<input type="checkbox"/> Text <input type="checkbox"/> <a href="#">FERC Generated PDF</a>
PF12-9-000	Constitution Pipeline Company, LLC submits supplemental information regarding its proposed interstate natural gas pipeline under PF12-9, (Supplemental Information/Request). Availability: Public <a href="#">Highlighted Version</a>	Applicant Correspondence / Supplemental/Additional Information	<input type="checkbox"/> PDF <input type="checkbox"/> <a href="#">FERC Generated PDF</a>

FEDERAL ENERGY REGULATORY COMMISSION

Constitution Pipeline Company, LLC

Docket No. PF12-9-000

NOTICE OF INTENT TO PREPARE AN ENVIRONMENTAL IMPACT STATEMENT FOR THE PLANNED CONSTITUTION PIPELINE PROJECT. REQUEST FOR COMMENTS ON ENVIRONMENTAL ISSUES, AND NOTICE OF PUBLIC SCOPING MEETINGS

13. Document title.

(September 7, 2012)

14. Date issued.

The staff of the Federal Energy Regulatory Commission (FERC or Commission) will prepare an environmental impact statement (EIS) that will address the environmental impacts of the proposed Constitution Pipeline Project (Project) involving construction and operation of facilities by Constitution Pipeline Company, LLC (Constitution) in Susquehanna County, Pennsylvania; and Broome, Chenango, Delaware, and Schoharie Counties, New York. This EIS will be used by the Commission in its decision-making process to determine whether the project is in the public convenience and necessity.

This notice announces the opening of the scoping process that the Commission will use to gather input from the public and interested agencies on the project. Your input will help the Commission staff determine what issues need to be evaluated in the EIS. Please note that the **scoping period will close on October 9, 2012.**

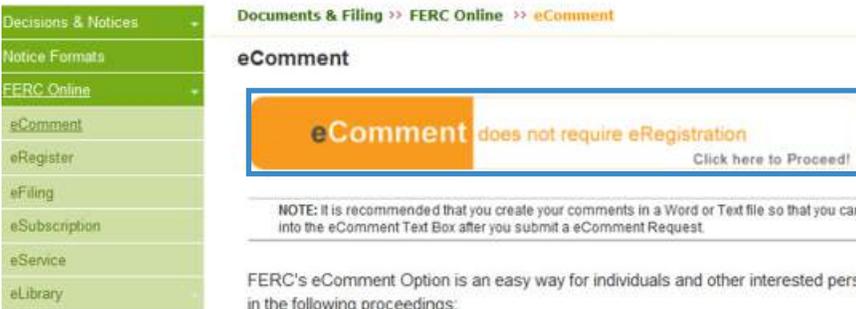
15. Notice of scoping meeting and closing date.

This notice is being sent to the Commission's current environmental mailing list for this project. State and local government representatives are asked to notify their constituents of this planned project and encourage them to comment on their areas of concern. Comments may be submitted in written form or verbally. Further details on how to submit written comments are provided in the “Public Participation” section of this notice. In lieu of or in addition to sending written comments, we invite you to attend the public scoping meetings scheduled as follows:

16. Request for comments.



1. Go to <http://www.ferc.gov/docs-filing/ecomment.asp>



2. Click on the "eComment" button.

Authorize eComment:

Name\*:

E-mail Address\*:

Phone:

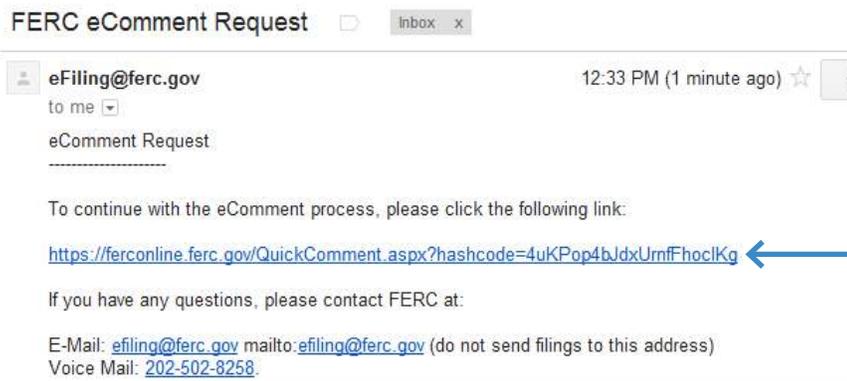
Type the characters you see in the picture and click Authorize:



\* Denotes Required Field

3. Enter your information.

4. Type the characters, then click the "Authorize" button.



5. Open up the e-mail from eFiling@ferc.gov.

6. Click the link to make your comments.

Name:

E-mail:

Address:

Phone:

7. Fill out your name and e-mail.

Search

Enter Docket Number:   (e.g. CP08-10 or P-12485)

Docket	Description	Select
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input 235="" 280"="" 595="" 950="" data-label="Text" type="button" value="+&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;p&gt;Selected Dockets:&lt;/p&gt; &lt;p&gt;- No Dockets have been selected. -&lt;/p&gt; &lt;/div&gt; &lt;div data-bbox="/> <p>8. Enter the docket number for the project and click the "Search" button.</p>

9. Read the description to check that this project is the one you want to comment on.

10. Click the plus symbol to select the docket number.

Enter Docket Number:   (e.g. CP08-10 or P-12485)

Docket	Description	Select						
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input 1"="" type="button" value="+&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;p&gt;Selected Dockets:&lt;/p&gt; &lt;table border="/> <thead> <tr> <th>Docket</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>PF12-9-000</td> <td>Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)</td> <td><input type="button" value="X"/></td> </tr> </tbody>	Docket	Description	Remove	PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="X"/>
Docket	Description	Remove						
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="X"/>						

Characters remaining:

11. The project name will appear in the "Selected Dockets" list.

12. Type your comments in the text box provided.

13. Click the "Send Comment" button.

# Signing up for FERC's eSubscription

Create FERC Online Account

Name Prefix: Mr.

\* First Name: Matt

Middle Initial:

\* Last Name: Walker

Name Suffix:

\* eMail address: mwalker@cleanair.org

\* Confirm eMail address: mwalker@cleanair.org

\* Password:

Note: Password should be between 8 and 12 characters and contain at least one numeric or special character.

\* Confirm Password:

\* Password Hint:

Note: Hint should be within 20 characters.

1. Go to <https://ferconline.ferc.gov/eRegistration.aspx>.

2. Enter your information.

Type the characters you see in the picture



3. Type the characters then click the "Authorize" button.

You may complete your registration at this point, however, without completing the full registration, you will be limited to eSubscription among the functions requiring login.

Proceed to full registration, allowing the use of eFiling and Query Service List.

4. Go to <https://ferconline.ferc.gov/eRegistration.aspx>.

Title:

\* Street Address:

\* City:

\* State: ALABAMA

\* Zip Code:

\* Country: UNITED STATES

\* Phone Number: i.e. 555-555-5555 or 011-52-1134-123456

Fax Number:

5. Enter your information.

6. Click the "Next" button.

Identify your employer. For example: a law firm or energy company already in FERC's mailing lists.

Employer: Clean Air Council

If you are a private citizen, you may leave this blank.

Please provide an alternate contact from your organization in case we are unable to contact you. This person should be a supervisor or co-worker that can act on your behalf. This is not required if you are a private citizen.

\* Name:   
Alternate Contact name is required.

\* Phone Number: 1234-123456   
Alternate Contact phone number is required.

\* eMail Address:   
Alternate Contact eMail address is required.

\* Confirm eMail Address:

7. If relevant, identify your employer and contact information. If you are participating as a private citizen, leave this entire section blank.

8. Click the "Done" button.

9. Open up the e-mail from [eFiling@ferc.gov](mailto:eFiling@ferc.gov).

Your user ID for FERC Online is [mwalker@cleanair.org](mailto:mwalker@cleanair.org) and you have been assigned FERC ID #F244256.

Click here <https://ferconline.ferc.gov/registrationconfirm.aspx?hashcode=f54rWvSZt6IT01mNaE2Zg> to confirm your email address and complete your registration.

10. Click the link to subscribe to e-mail updates.

# Using eSubscription

Your eMail address has been validated and FER Online registration is now i

1. FERC will validate your e-mail.
2. Click on "eSubscription."
3. Click on "Add New Subscription."
4. Enter the Docket Number of the proceedings to which you would like to subscribe.
5. Press the "Search" button.
6. Click the plus symbol to select the Docket Number.
7. Click the "Subscribe" button.
8. Current subscriptions will be displayed. Users can add additional subscriptions.

**FERC Online Home**  
**About FERC Online**  
**Log Out**  
**Edit Registration**  
**Company Registration**  
**eFiling**  
**eSubscription**

Subscribe to Press Release [Add New Subscription](#)

**Current Subscriptions**

- No Current Subscriptions -

Search Quick Entry

Enter Docket Number:   (e.g. ER08-10, P-14270)

Selected Dockets:

- No Dockets have been selected. -

Search Quick Entry

Enter Docket Number:   (e.g. ER08-10, P-14270)

Docket	Description	Select
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="+"/>

Selected Dockets:

- No Dockets have been selected. -

Search Quick Entry

Enter Docket Number:   (e.g. ER08-10, P-14270)

Docket	Description	Select
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="+"/>

Selected Dockets:

Docket	Description	Remove
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="X"/>

Subscribe to Press Release [Add New Subscription](#)

**Current Subscriptions**

Docket	Sub	Description	Creation Date	Unsubscribe
PF12-9	ALL	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	4/5/2012	<input type="button" value="Unsubscribe"/>

## Open Houses

Open Houses are hosted by the company that is proposing the project in order to provide details about a proposed project to area residents. The intention of the open houses is to have the company listen to issues or concerns from the public in order to potentially include these suggestions into the project design. FERC officials typically attend open houses to answer questions and encourage public participation in the application process.

## Scoping Meetings

Scoping meetings are a public involvement opportunity hosted by FERC in the area of a proposed major project (requiring an EIS or EA). The meetings are designed to determine issues that relate to major infrastructure projects and refine the scope of the environmental impact statement (EIS) or environmental assessment (EA) or any potential project alternatives. FERC will present the environmental review process and answer questions about the application procedure while the company will summarize the project and will answer questions. Comments can be written or given during testimony at the meeting. Both will be incorporated into the formal record of the proposed project in the eLibrary system.

In natural gas projects, the applicant must develop 13 resource reports on potential environmental impacts as part of the EA or EIS:

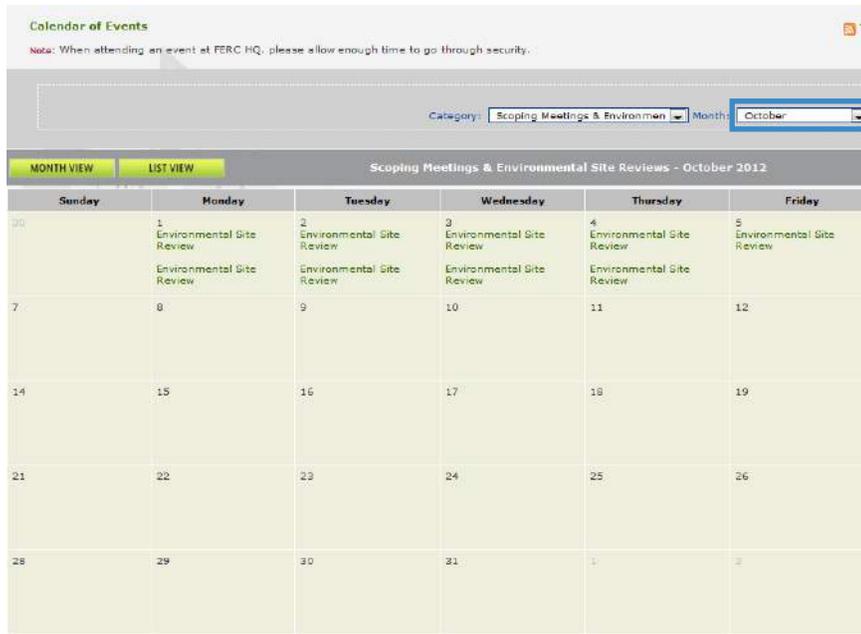
- Resource Report 1-General Project Description
- Resource Report 2-Water Use and Quality
- Resource Report 3-Fish, Wildlife, and Vegetation
- Resource Report 4-Cultural Resources
- Resource Report 5-Socioeconomics
- Resource Report 6-Geological Resources
- Resource Report 7-Soils
- Resource Report 8-Land Use, Recreation and Aesthetics
- Resource Report 9-Air and Noise Quality
- Resource Report 10-Alternatives
- Resource Report 11-Reliability and Safety
- Resource Report 12-PCB Contamination
- Resource Report 13-Engineering and Design Material

Landowners are encouraged by FERC to comment about potential issues that may impact their property while the public can comment about the project and elements that should be included in the environmental analysis. FERC states that the comments help industry “prepare environmental mitigation measures to present in its environmental resource reports filed with the Commission” and that the comments help FERC develop “a more complete environmental document for public review.”

The meetings are usually held in the pre-filing phase of the process, but can also occur after the application is filed.

# Participating in Environmental Site Reviews

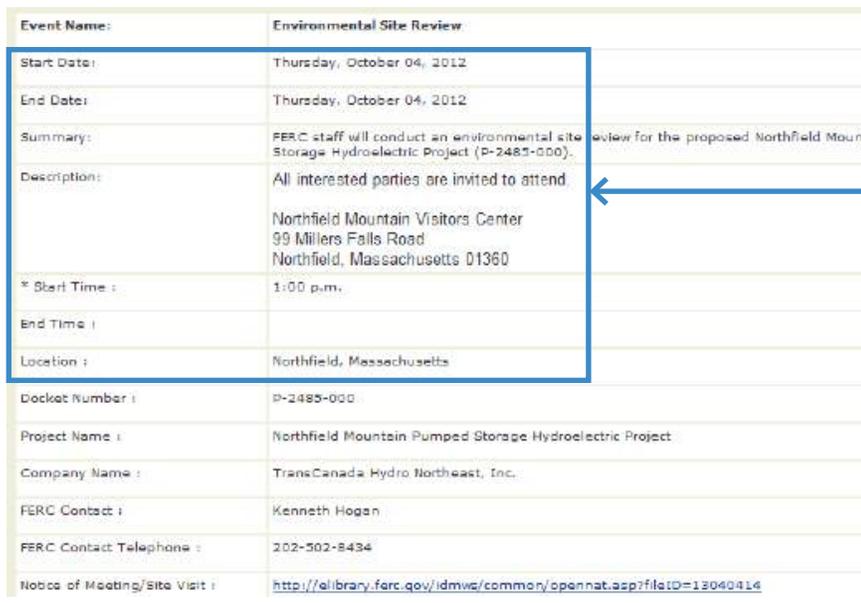
Residents can participate in FERC Environmental Site Reviews in which FERC officials survey the physical site of the proposed project. The public can join the survey, ask questions, and take photos of the potential site.



1. Go to “environmental site reviews.”
2. Use the drop down boxes to select the Month and Year of potential meetings or Site Reviews.



3. Hover your pointer over one of the Site Reviews to view the project name.
4. Click on relevant links to view more information about the Site Review.



5. Information about the time and location of the site review will be displayed as well as contact info.

# Filing a Critical Energy Infrastructure Info Request

Members of the public can request more specific information about the engineering, vulnerability or design of the proposed or existing physical or virtual infrastructure if the information cannot be found on FERC’s eLibrary or through a Freedom of Information Act request. Because of the sensitive and strategic nature of the information such as the production and transmission of energy, the information is exempt from mandatory disclosure under the Freedom of Information Act.

## FERC’s Critical Energy Infrastructure Information (CEII) rulemaking: CEII Regulations

### Critical Energy Infrastructure Information (CEII)

#### Electronic CEII Request Form



File your CEII requests on-line by:

- ◊ Completing the [Electronic CEII Request Form](#) and emailing the appropriate non-disclosure agreement to [foia-ceii@ferc.gov](mailto:foia-ceii@ferc.gov)
- ◊ Or or by emailing the [CEII Request Form DOC](#) and the appropriate non-disclosure agreement to [foia-ceii@ferc.gov](mailto:foia-ceii@ferc.gov)

1. Go to <http://www.ferc.gov/legal/ceii-foia/ceii.asp>.
2. To request CEII electronically, click on “Electronic CEII Request Form.” E-mail the non-disclosure agreement.<sup>1</sup>
3. Users can also download the form and e-mail it with the non-disclosure agreement.

### Electronic CEII Request Form

Fields marked with an \* are required

**\* Step 1 - Non-disclosure**

**Agreements**

Note: You must be willing to sign and abide by an appropriate agreement limiting your use and disclosure of the information requested.

Please select and sign one of the listed agreements.

- ◊ [General Non-Disclosure Agreement](#)
- ◊ [Media Non-Disclosure Agreement](#)
- ◊ [Federal Agency Acknowledgement and Agreement](#)
- ◊ [State Agency Employee Non-Disclosure Agreement](#)
- ◊ [Consultant Non-Disclosure Agreement](#)

4. If filling out the request electronically, click on the “General Non-disclosure Agreement” link.
5. Follow the instructions to fill out the rest of the request.

<sup>1</sup> A non-disclosure agreement, sometimes also called a confidentiality agreement, is a legally binding contract between at least two parties in which at least one of the parties agrees to keep information described in the agreement secret.

# Using the Electronic CEII Request Form

\* See Appendix G for a Word Document Version of the CEII Request Form.

The screenshot shows the 'CAPTCHA VALIDATION' step of the form. It includes a text input field for the CAPTCHA code, a 'Send' button, and a 'Reset' button. Below this is the 'Step 1 - General Non-Disclosure Agreement' section, which contains a list of 12 numbered provisions and a signature block with fields for Title, Email, and Representing, along with a 'Send' button.

1. Type the code in the space provided.

2. Read the non-disclosure agreement.

3. Electronically sign the agreement.

4. Enter your information.

5. Click the "Send" button.

The public can request records and information from FERC through the Freedom of Information Act (FOIA). Federal agencies like FERC are required to release the requested information except for those with exemptions and exclusions (see below for more details). It is important to make sure the information is not available through FERC's eLibrary system before requesting it through a FOIA.

To access FERC's FOIA Service Center and FOIA Guide, go to <http://www.ferc.gov/>

## Freedom of Information Act (FOIA)

TEXT SIZE S

### FOIA Process

#### [Freedom of Information Act Guide](#)

Covers everything from FOIA basics to judicial review, including what to do after you have exhausted FERC's public resources. [Read More](#)

1. Click on the "Freedom of Information Act Guide" link.

## Freedom of Information Act Guide

TEXT SIZE S M L

The Freedom of Information Act (FOIA), outlined in [Title 5 of the United States Code, Section 552 PDF](#) as amended in 2007, was enacted in 1966 and became law on July 4, 1967.

Under FOIA any person has the right to request public access to federal agency records or information. The agency must release the records upon receiving a written request unless the records fall within the nine exemptions and three exclusions outlined in the Act. This right of access is enforceable in court.

### Exemptions:

1. Classified national defense and foreign relations information;
2. Internal agency rules and practices;
3. Information that is prohibited from disclosure by another federal law;
4. Trade secrets and other confidential business information;
5. Inter-agency or intra-agency communications that are protected by legal privileges;
6. Information involving matters of personal privacy;
7. Certain types of information compiled for law enforcement purposes;
8. Information relating to the supervision of financial institutions; and
9. Geological information on wells.

### Exclusions:

The three exclusions pertain to especially sensitive law enforcement and national security matters. Even if the information may be withheld under FOIA, the Commission still may disclose it as a matter of administrative discretion under some circumstances. However, the Commission is not legally obligated to do so.

### Limitations:

FOIA does not provide a right of access to the following records:

1. Records held by Congress;
2. The Federal courts;
3. State or local government agencies; and
4. Private businesses, organizations or individuals.

### Electronic FOIA Request Form

Now file your FOIA request on-line by simply completing the [Electronic FOIA Request Form](#).

The screenshot shows the Electronic FOIA Request Form with the following sections and callouts:

- 3:** Points to the "Electronic FOIA Request Form" link at the top.
- 4:** Points to the "Electronic FOIA Request Form" link.
- 5:** Points to the input field for the request code.
- 6:** Points to the "Contact Information" section, which includes fields for Title, First Name, Last Name, Organization, Street Address, City, State (dropdown menu), Zip Code, Phone, Fax, and Email.
- 7:** Points to the "Your Request" section, specifically the radio button for "A copy of documents containing information regarding".
- 8:** Points to the large text area for "Reasonably describe the records you are seeking".
- 9:** Points to the "Expedited Processing" section, specifically the text area for "You MUST provide a justification statement if selected".
- 10:** Points to the "Payment of Fees" section, specifically the radio button for "I agree to pay all applicable fees".
- 11:** Points to the "Fee waiver justification" section, specifically the text area for providing justification.
- 12:** Points to the "Send" button at the bottom.

3. Go to <http://www.ferc.gov/help/filing-guide/foia-request.asp>.

4. Click on "Electronic FOIA Request Form."

5. Type the code in the space provided.

6. Enter your information.

7. Select the button for the information you are requesting.

8. Type the details of your request. Include timelines, document names, or other helpful information.

9. Use only for expedited requests (including threats to safety or alerting the public about urgent Federal actions).

10. Select a button for the payment options.

11. If you selected a waiver or reduction of fees, justify how the information is beneficial to the public.

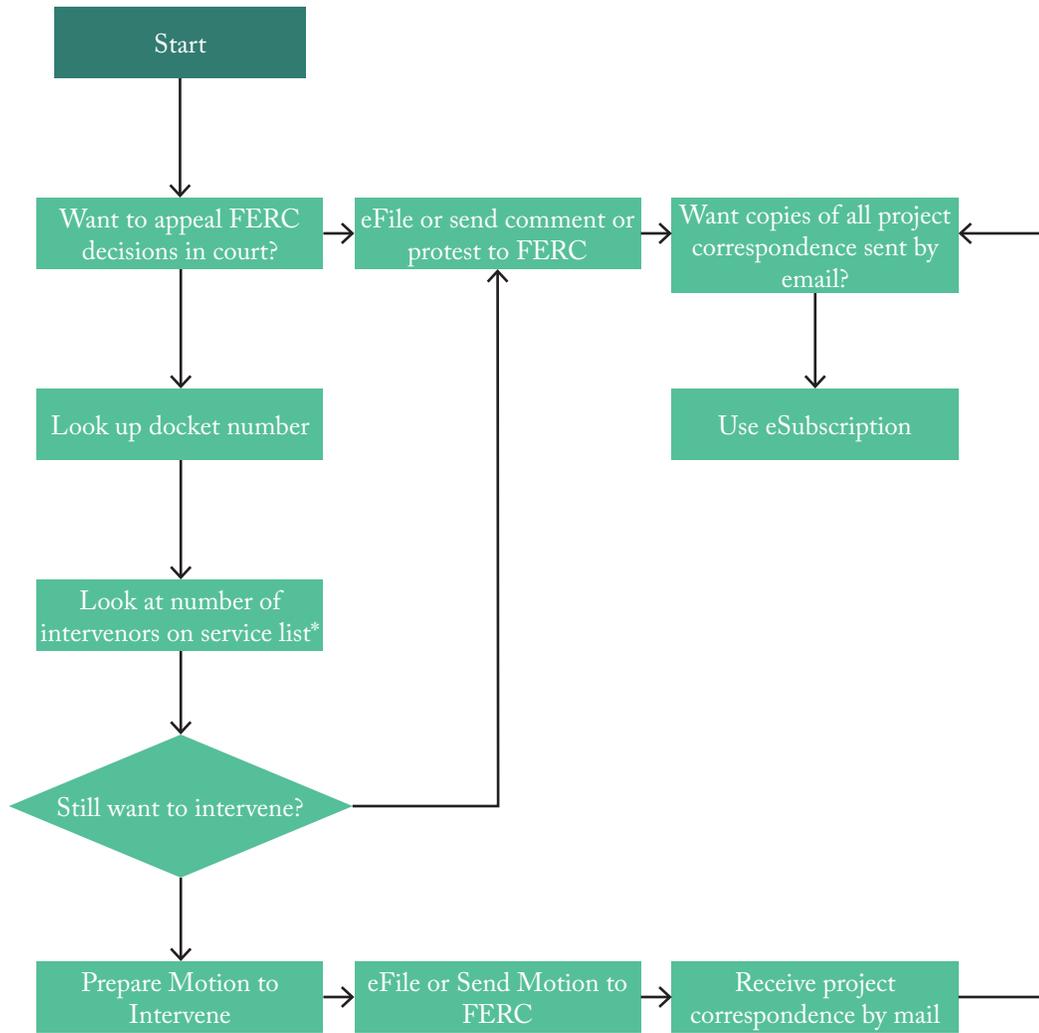
12. Click the "Send" button

## Commenting vs. Intervening

If you want to get more involved in FERC processes you can either submit comments to the Commission or intervene. The timing of participation is the key difference between the two. Traditionally comments are made in the pre-filing stages or in a regulatory setting, however, intervening is traditionally done once FERC receives the filed application.

	Commenting	Intervening
<b>Who can do it?</b>	Anyone	Anyone who meets the following criteria: <ul style="list-style-type: none"> <li>• You have the right to participate according to local statute or commission rule.</li> <li>• Your interests as an individual, organization, or company will be directly affected by the outcome of the proceeding, or</li> <li>• You are participating in the public interest.</li> </ul>
<b>At what point can it be done?</b>	<ul style="list-style-type: none"> <li>• License/re-license proceedings.</li> <li>• Pre-filing activity for planned natural gas projects.</li> <li>• Applications for authorization to construct a natural gas pipeline, Liquefied Natural Gas (LNG) or other facility.</li> <li>• Pre-filing activity for permits to site interstate electric transmission lines.</li> <li>• Applications for a permit to site interstate electric transmission lines.</li> <li>• FERC regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• You may once any application is filed for any permit.</li> </ul>
<b>What rights do you have?</b>	<ul style="list-style-type: none"> <li>• You will receive a response from FERC on comments.</li> </ul>	<ul style="list-style-type: none"> <li>• You will receive all documents from all parties in a case.</li> <li>• You can present at a hearing and file a brief.</li> <li>• You can appeal a FERC decision.</li> </ul>
<b>What are your responsibilities?</b>	<ul style="list-style-type: none"> <li>• You must comment within required time period for full consideration.</li> </ul>	<ul style="list-style-type: none"> <li>• You are required to give notice to all parties through service of all documents filed.</li> <li>• You must file within the required time period or are subject to further requirements when filing motion to intervene.</li> </ul>
<b>What are the Pros?</b>	<ul style="list-style-type: none"> <li>• You can participate during pre-filing activities.</li> <li>• You do not have to worry about giving notice to all parties of intervention and avoid making numerous copies of all documents in order to serve all parties during case.</li> </ul>	<ul style="list-style-type: none"> <li>• You can remark on the entire FERC process at once.</li> <li>• If you fail to comment during the specified period, you still have a chance to participate in the case.</li> </ul>
<b>What are the Cons?</b>	<ul style="list-style-type: none"> <li>• You can only comment on the specific activity at hand.</li> </ul>	<ul style="list-style-type: none"> <li>• You can't intervene until the application is already filed</li> <li>• Requires you to know and understand legal concepts and definitions that you may not be familiar with.</li> <li>• The process can require additional procedural steps</li> </ul>

## Deciding Whether to Intervene in a FERC Proceeding



\*NOTE: Once FERC accepts a motion to intervene, the Intervenor must provide a copy of all subsequent correspondence with FERC to everyone on the service list.

The following rules for submitting a motion to intervene come from the Code of Federal Regulations United States Code, section 385.214 (Rule 214) and are expanded at FERC's Website at <http://www.ferc.gov/help/how-to/intervene.asp>.

## Filing a Motion to Intervene

Anyone who wants to intervene in a case must do one of the following:

- Comment on rulemaking or an administrative proceeding.
- File a motion to intervene.

Commenters hold the same rights as interveners. Therefore, a motion is not necessary if one has already submitted comments.

## What The Motion Must Include

- Your position and the basis in fact and law for that position.
- Your interest in “sufficient factual detail” to demonstrate that:
  1. You have a right to participate (found in statute or Commission rule),
  2. Your interest will be directly affected by the outcome of the proceeding, or
  3. You are participating in the public interest. A direct interest can be demonstrated if you are a consumer, customer, competitor, or Security holder of a party.

## Untimely Motions

If a motion to intervene is not filed by the deadline, then the motion must state why the time limitation should be waived. To ensure full participation in the proceeding, you **MUST** file in time. If a motion is not filed timely, the following are considered in granting the motion:

- Good cause for failing to file the motion within the time prescribed;
- Any disruption of the proceeding might result from permitting intervention;
- Interest is not adequately represented by other parties in the proceeding;
- Any prejudice to, or additional burdens upon, the existing parties that might result from permitting the intervention; and

A late intervener must also deal with the following issues:

- Participation limitations in order to avoid delay and prejudice to other participants.
- Accept the record of the proceeding as it was developed prior to the late intervention.

To file electronically, you must use e-file on the Commission’s website: <http://www.ferc.gov/docs-filing/efiling.asp>. In order to file using this service, you must have a validated eRegistration account and your email addresses must be added online in order for your contact information to appear on the service list (see instructions on p. 53 of this guide). Filing must be done before 5:00 pm Eastern Standard Time on the date of filing. See the following pages for step-by-step instructions on how to file to intervene. By filing electronically, additional notice does not need to be given to parties.

## Filing a Motion Online

1. Go to [ferconline.ferc.gov](http://ferconline.ferc.gov).
2. Click on the “eFiling” link.
3. Enter the e-mail address and password used to sign up for FERC’s eSubscription.
4. Click the “Log In” button.
5. Click on “General” on the first column.
6. Click on “Intervention” from the second column.
7. Click on “(doc-less) Motion to Intervene”.
8. Click the “Next” button.
9. Enter the Docket Number.
10. Click the “Search” button.

Search and select all docket numbers and sub-dockets for your submission.

You can search for docket numbers or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search

Enter Docket Number:   (e.g. ER08-10)

Docket	Description	Select
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input button"="" type="button" value="Next"/> <input type="button" value="Cancel"/>

- 11. Enter the Docket Number for the project and click the "Search" button.
- 12. Read the description to check that this project is the one you want to comment on.
- 13. Click the plus symbol to select the Docket Number.

Search and select all docket numbers and sub-dockets for your submission.

You can search for docket numbers or click the Quick Entry tab if you already know the docket numbers you want to insert.

Search

Enter Docket Number:   (e.g. ER08-10)

Docket	Description	Select						
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input 1"="" type="button" value="+&lt;/input&gt;&lt;/td&gt; &lt;/tr&gt; &lt;/tbody&gt; &lt;/table&gt; &lt;p&gt;Selected Dockets:&lt;/p&gt; &lt;table border="/> <thead> <tr> <th>Docket</th> <th>Description</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>PF12-9-000</td> <td>Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)</td> <td><input type="button" value="x"/></td> </tr> </tbody>	Docket	Description	Remove	PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="x"/>
Docket	Description	Remove						
PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)	<input type="button" value="x"/>						

- 14. The project name will appear in the "Selected Dockets" list.

**Document-less Intervention Description**

Characters remaining:

- 15. Enter your basis for intervention or reason for why a late filing should be considered.

- 16. Click the "Next" button.

**Specify Filing Parties**

On behalf of another Party(ies)  **As an Individual**

Specify a full or partial company name, click on Search, and select from the list.

Starts with  Contains

- No Organizations selected. -

- 17. Click the appropriate button for who's name should appear on communications lists.

- 18. For joint filing, list out each party separately.

**Specify Filing Parties**

On behalf of another Party(ies)
  **As an Individual**

Back Next **Cancel**

19. Click here for individual filing.

20. Click the "Next" button.

**Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.**

Filing Party  Individual

Contact Email:

Add as Signer Add as Other Contact

- No Contacts selected. -

Back Next Cancel

21. Enter your e-mail address.

22. Select "Add as Signer" (representative of this filing).

**Specify the person or persons to whom communication should be addressed. For service list-related filings, all persons to be added to the service list must be eRegistered and added as a signer or other contact.**

Filing Party  Individual

Contact Email:

Add as Signer Add as Other Contact

Filing Party	Signer (Representative)	Remove	Other Contacts (Principal)	Remove
Individual	<input type="text" value="mwalker@cleanair.org"/>	<input checked="" type="checkbox"/>		

Back Next Cancel

23. Make sure your e-mail appears under "Signer."

24. Click the "Next" button.

**Submission Description**

Please modify the description to accurately describe your submission.

Characters remaining:

Back Next **Cancel**

25. Ensure that the description fits your submission you want to make.

26. Click the "Next" button.

**Summary**

You must click the Submit button to officially submit filing to FERC.

Submission Description (doc-less) Motion to Intervene of Matt Walker under PF12-9-000.

Submission Date 10/4/2012 4:31:49 PM

Dockets	Docket	Description
	PF12-9-000	Pre-Filing Review for Proposed Constitution Pipeline (PA, NY)

Text On-line/Document-less Text

Filing Party/Contacts	Filing Party	Signer (Representative)	Other Contacts (Principal)
	Individual	mwalker@cleanair.org	

Back **Submit** Cancel

27. Double-check your information.

28. Click the "Submit" button.

## Filing a Motion By Mail

If filing a motion by mail, an intervener must send:

- An original copy of the motion to intervene
- Three copies of the motion to intervene

By overnight services to:

Federal Energy Regulatory Commission  
888 First Street, N.E.  
Washington, DC 20426

Delays by mail should be considered when sending the motion this way.

## What to Do Once You Have Filed the Motion

The motion to intervene must be sent to the applicant and to all parties in the proceeding. Contact for all parties can be found on the service list found at the Commission's website: <http://www.ferc.gov/docs-filing/eservice.asp>

## Becoming a Party to the Proceedings

Two things can happen after an intervener files a motion:

1. No answer to motion is given by FERC within 15 days of filing, and intervener automatically becomes a party
2. An answer in opposition is given by FERC within 15 days of filing the motion. An intervener is not a party until the motion is expressly granted.

# Using the Freedom of Information Act

Records not available on the internet or in EPA reading rooms can be requested using the Freedom of Information Act.

U.S. ENVIRONMENTAL PROTECTION AGENCY

## Freedom of Information Act (FOIA)

Recent Additions | Contact Us Search: All EPA This Area Go

You are here: EPA Home » FOIA

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make certain records available unless the records are withheld under certain FOIA exemptions. Agencies may withhold information according to [nine exemptions](#) only to federal agencies. It does not apply to records held by Congress, the courts, or by state and local governments. Each state has its own public access laws that should be consulted for access to state and local records.

[Make a FOIA Request](#)

[FOIA status](#) allows requesters to obtain the status of their FOIA requests.

[EPA FOIA Contact Information and Web Sites](#) provide a list of the FOIA contacts in the agency and the web sites.

[Electronic FOIA Request Form](#) is an online form for submitting a FOIA request for EPA documents.

1. Go to [www.epa.gov/foia](http://www.epa.gov/foia).

2. Click on “Make a FOIA Request.”

## Make a FOIA Request

The Freedom of Information Act (FOIA) allows you to request EPA records that are not available on the Internet. The process for making a FOIA request is easy. This Web site provides all the information you need to make a FOIA request.

[Submit request by filling out EPA's online FOIA request form](#)

[Instructions and Tips for filing a FOIA request](#)

Need a Quick Response? We may be able to [expedite your request](#).

[Fees and Fee Waivers](#)

[Exemptions](#)

[Response Time](#)

[Appeals and Judicial Review](#)

3. Click on the “Submit request by filling out EPA’s online FOIA request form” link.

## Freedom of Information Act (FOIA) Online Request Form for EPA Documents

This form is used for making requests for EPA documents.

Complete details about the FOIA process are explained in the [Reference Guide](#).

**CAUTION: Any information you submit is not secure, and could be observed by a third party.**

**Your Name** \_\_\_\_\_  
Company/Organization \_\_\_\_\_

**Mailing Address** \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
ZIP Code \_\_\_\_\_

**E-Mail Address\*** \_\_\_\_\_

\* Providing an e-mail address allows EPA to communicate with you electronically when appropriate. You will also receive an e-mail confirmation of this request.

Phone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

**Description of Records**

Provide a description of the records you are seeking in a way that will permit EPA to identify and locate them. If you are seeking records related to a specific facility, site or regulated entity, please include the complete name and address of each property you are inquiring about.

For site specific FOIA requests, please check [MyProperty](#) before filing your FOIA request.

**Description**

\_\_\_\_\_

4. Enter your information.

5. Describe in detail the records you are requesting.

**Fees**

Select the amount you agree to reimburse the Agency for fees incurred to process your request. Refer to the [FOIA Reference Guide](#) for complete details

Up to \$25.00  
 Other Specified Amount

We will contact you if the estimated costs will exceed your authorized amount.

Please fill out the form if checked. Yes, I am requesting a fee waiver.

6. Select Payment information.

**Expedited Processing**

Yes, I am requesting expedited processing.

In certain LIMITED circumstances, individual requests are entitled to be moved ahead of other requests on an expedited basis. The following factors must be met and certified to be true and correct:

1. Circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of an individual; or
2. An urgency to inform the public about an actual or alleged Federal government activity, if the information is requested by a person primarily engaged in disseminating information to the public.

Indicate which EPA FOIA location should complete your request:

- EPA Headquarters
- 1 States: CT, ME, MA, NH, RI, VT
- 2 States: NJ, NY, PR, VI
- 3 States: DE, DC, MD, PA, VA, WV
- 4 States: AL, FL, GA, KY, MS, NC, SC, TN
- 5 States: IL, IN, MI, MN, OH, WI
- 6 States: AR, LA, NM, OK, TX
- 7 States: IA, KS, MO, NE
- 8 States: CO, MT, ND, SD, UT, WY
- 9 States: AZ, CA, HI, NV, AS, GU
- 10 States: AK, ID, OR, WA
- Office of the Inspector General
- Unsure Which EPA Office Should Complete My Request

7. The request can be expedited only in two circumstances.

8. Select the EPA office location for your request.

9. Click the "Send" button.

## How to Make FOIA Request by E-mail or Mail:

Mail to: Federal Energy Regulatory Commission  
 888 First Street,  
 N.E. Washington, DC 20426  
 E-mail to: foia-ceii@ferc.gov

- Include:
1. When you make your request be as specific as possible.
    - a. Include as many relevant names, dates, places, events, subjects, etc.; and
    - b. Do you want records associated with a particular proceeding? Provide the **docket number**.
  2. Include a statement of your willingness to pay a **reasonable fee** (the cost of duplication of records not available in the Public Reference Room will depend on the number of documents requested, the time necessary to locate the documents requested, and the category of the persons requesting the records), or
    - a. The maximum fee you are willing to pay; or
    - b. A request for a waiver or reduction of fees.
  3. Your request must **identify your interests**. Are you requesting information for commercial interests, press/educational interests, or other interests?
  4. Clearly **mark your request** (email, fax or letter) and your (subject line, cover letter or envelope, respectively) with the statement "Freedom of Information Act Request."

## To Check Status of FOIA Request

Call the Commission's FOIA Service Center at 202-502-6088. To access FERC's Service Center, go to <http://www.ferc.gov/legal/ceii-foia/foia/service-center.asp>





Appendix - A

**EHB Notice of Appeal Form**



## PROOF OF SERVICE

Appellant *must* certify, by indicating below, how Notice of Appeal was served on the Department under numbers 1 and 2 below, and where applicable, upon other interested parties indicated by numbers 3 and 4. Failure to do so may result in dismissal of your appeal. Please check the box indicating the method by which you served the following:

- (1) Office of Chief Counsel, Litigation Support Unit  
Attn: Glenda Davidson  
9<sup>th</sup> Flr. Rachel Carson State Office Building  
400 Market Street, P.O. Box 8464  
Harrisburg, PA 17105-8464
- via*
- first class mail, postage pre-paid
  - overnight delivery
  - personal delivery

AND

- (2) The officer of the Department who took the action being appealed.
- via*
- first class mail, postage pre-paid
  - overnight delivery
  - personal delivery

Additionally, if your appeal is from the Department of Environmental Protection's issuance of a permit, license, approval, or certification to another person, you *must* serve the following, as applicable:

- (3) The entity to whom the permit, license, approval, or certification was issued.
- via*
- first class mail, postage pre-paid
  - overnight delivery
  - personal delivery

AND

- (4) Where applicable, any of the following:
- Any affected municipality, its municipal authority, and the proponent of the decision, where applicable, in appeals involving a decision under Sections 5 or 7 of the Sewage Facilities Act, 35 P.S. §§ 750.5, 750.7;
  - The mining company in appeals involving a claim of subsidence damage or water loss under the Bituminous Mine Subsidence and Land Conservation Act, 52 P.S. § 1406.1 et seq.;
  - The well operator in appeals involving a claim of pollution or diminution of a water supply under Section 208 of the Oil and Gas Act, 58 P.S. § 601.208;
  - The owner or operator of a storage tank in appeals involving a claim of an affected water supply under Section 1303 of the Storage Tank and Spill Prevention Act, 35 P.S. § 6021.1303.

By filing this Notice of Appeal with the Environmental Hearing Board, I hereby certify that the information submitted is true and correct to the best of my information and belief. Additionally, I certify that a copy of this Notice of Appeal was served upon each of the individuals indicated on page 2 of this Notice on the following date: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Appellant or Appellant's Counsel

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

If you have authorized counsel to represent you, please supply the following information (CORPORATIONS MUST BE REPRESENTED BY COUNSEL):

\_\_\_\_\_  
Name (Type or Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address

Telephone No.: \_\_\_\_\_

THIS FORM, WHICH INCLUDES THE PROOF OF SERVICE SHEET ON PAGE 2, MUST BE RECEIVED BY THE ENVIRONMENTAL HEARING BOARD WITHIN 30 DAYS AFTER YOUR RECEIPT OF NOTICE OF THE ACTION OF THE DEPARTMENT THAT YOU ARE APPEALING. MAIL, FAX, OR HAND-DELIVER YOUR APPEAL AND PROOF OF SERVICE TO:

ENVIRONMENTAL HEARING BOARD  
2<sup>nd</sup> Floor, Rachel Carson State Office Building  
400 Market Street, P.O. Box 8457  
Harrisburg, PA 17105-8457  
Fax: (717) 783-4738

You may wish to send your appeal to the Environmental Hearing Board by certified mail, return receipt, so that you know your appeal was received by it within the required time.

TDD users please contact the Pennsylvania Relay Service at 1-800-654-5984. If you require an accommodation or this information in an alternative form, please contact the Secretary to the Board at 717-787-3483.

## FILING INSTRUCTIONS

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Please read and follow these instructions in their entirety. If you fail to follow the requirements outlined below (including submitting a copy of the action you are appealing and serving process to other parties), the Board may dismiss your appeal.

By filing this Notice of Appeal with the Environmental Hearing Board, you are choosing to initiate *legal proceedings* which ask the Board to review an action of the Department of Environmental Protection. The proceedings will require you to file documents, participate in discovery, and may ultimately require you to participate in a hearing before the Board. In addition to the Board, the proceedings will also involve interaction with, including you being required to send copies of your filings to, the Department of Environmental Protection and possibly other parties, such as those who have received a permit from the Department.

Individuals filing on their own behalf do not need a lawyer to file an appeal with the Environmental Hearing Board. However, important legal rights may be at stake. Because of the legal and technical nature of proceedings before the Environmental Hearing Board, it is strongly recommended that you seek counsel to represent you. If you cannot afford a lawyer, you may qualify for free legal representation. Please contact your local or county bar association for more information. Within fifteen calendar days of filing the Notice of Appeal, you may also submit a written request for pro bono representation to the Pro Bono Committee of the Pennsylvania Bar Association's Environmental & Energy Law Section at the following address:

Alexandra Chiaruttini, Esq.  
PBA Environmental & Energy Law Section  
Chair, Pro Bono Committee  
c/o Stock and Leader  
Susquehanna Commerce Center East, Suite E600  
221 West Philadelphia Street  
York, PA 17401-2994

**If your written request for pro bono representation is submitted over sixty days after the appeal is filed or perfected, your request may not be granted even if you are financially eligible for the Section's program.**

### Filing a Notice of Appeal

#### *Filling out the Notice of Appeal Form*

1. When filing a new appeal, provide your name (and that of the business which you represent, if applicable), address, and telephone number, and an email address.
2. You must specify on the Notice of Appeal form the action of the Department, for example, the permit, determination, or other act, which you seek to have the Board review. (*NOTE: please see "Documents and Additional Information" section below.*) You should also identify the Department official that took the action and the location (the municipality and county) of the operation or activity which is the subject of the action.

Additionally, you must describe when and how you were notified of the Department's action.

3. When describing your objections to the Department's action, you must do so in separate, numbered paragraphs for each objection. The objections must be specific, and may be factual or legal.

Rather than use the space on the Notice of Appeal form, you may type your objections on separate paper, if you require more space. Note that, if you fail to state an objection to the action in your Notice of Appeal, you may be barred from raising that objection later.

4. Finally, you must specify on the Notice of Appeal form any related appeal already pending before the Board of which you are aware.
5. Your Notice of Appeal, along with any required documents and information, shall be filed with the *Secretary to the Board* at the following address:

Environmental Hearing Board  
2<sup>nd</sup> Floor – Rachel Carson State Office Building  
400 Market Street – P.O. Box 8457  
Harrisburg, PA 17105-8457

A Notice of Appeal filed by *mail, hand or other delivery service* that is received after the close of the business day at 4:30 PM Eastern Time shall be deemed to be filed on the following business day. A Notice of Appeal filed by *facsimile* shall be deemed filed on the day it is received by the Board. A notice of appeal filed by facsimile should be followed up with a hard copy. A Notice of Appeal may not be filed by electronic mail.

***Documents and Additional Information that Must Be Submitted with a Notice of Appeal:***

1. You must attach a copy of the action for which review is sought to the Notice of Appeal (for example, the letter, order, or permit which you received from the Department).
2. You must provide proof of service of the Notice of Appeal to the agency taking the action (typically the Department of Environmental Protection) as well as certain other individuals that may be affected by the appeal.

This means that, in addition to filing the Notice of Appeal with the Board, a copy of the Appeal must be delivered to each the following:

- a) The Department of Environmental Protection Office of Chief Counsel at:

Department of Environmental Protection  
Office of Chief Counsel, Litigation Support Unit  
Attention: Glenda Davidson  
9th Floor, Rachel Carson State Office Building  
400 Market Street – P.O. Box 8464  
Harrisburg, PA 17105-8464

- b) The officer of the Department of Environmental Protection (or other agency) that took the action being challenged. If you do not know the correct address for the agency office involved in the appeal, you should contact that agency directly, or you may contact the Secretary to the Environmental Hearing Board to obtain the appropriate address.
- c) If you are appealing an action by the Department that involves someone else (for example, if you want to appeal a permit issued to another person or business), you must also send that person or business a copy of your Notice of Appeal. This is required by the Environmental Hearing Board's rules at 25 Pa. Code § 1021.51(g)-(h). Please see the Proof of Service page of the Notice of Appeal form for more details.

***Additional Information Regarding Appeals Involving a Penalty Assessment***

In the case of a penalty assessment, many environmental statutes require that the amount of the penalty or a bond in that amount be submitted within the 30-day period required for the filing of the appeal.

Where the statute requires that the prepayment be made to the Board, the appellant shall submit to the Board with the appeal a check in the amount of the penalty or an appropriate bond securing payment of the penalty as required by statute. A check shall be made payable to the Commonwealth of Pennsylvania; a bond shall be in favor of the Board, and these shall be sent to the following address:

Environmental Hearing Board  
2<sup>nd</sup> Floor, Rachel Carson State Office Building  
400 Market Street – P.O. Box 8457  
Harrisburg, PA 17105-8457

Where the statute requires that prepayment be made to the Department of Environmental Protection, the appellant shall submit the prepayment to the Department at the following address in accordance with the Department's instructions:

Department of Environmental Protection  
Office of Chief Counsel  
Litigation Support Unit  
Attention: Glenda Davidson  
9<sup>th</sup> Floor, Rachel Carson State Office Building  
400 Market Street – P.O. Box 8464  
Harrisburg, PA 17105-8464

If the appellant claims an inability to prepay, that claim must be submitted within the 30-day period by a verified statement either with the notice of appeal or in a supplementary document.



**B** Appendix - B  
EQB Petition Form

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# EQB Petition Form

## **Petitioning the EQB**

The following form is used to petition the Environmental Quality Board (EQB) if you disagree with a PA DEP regulation. The EQB is an independent board that approves PA DEP regulations and considers petitions to alter them. You can propose a new regulation or propose to change an existing rule. To download the Petition Policy and Petition Form, go to:

[http://www.PA DEP.state.pa.us/PA DEP/subject/involved/rule\\_petition.htm](http://www.PA DEP.state.pa.us/PA DEP/subject/involved/rule_petition.htm)

COMMONWEALTH OF PENNSYLVANIA  
ENVIRONMENTAL QUALITY BOARD

PETITION FORM

I. PETITIONER INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

II. PETITION INFORMATION

A. The petitioner requests the Environmental Quality Board to (check one of the following):

Adopt a regulation

Amend a regulation (Citation \_\_\_\_\_)

Repeal a regulation (Citation \_\_\_\_\_)

**Please attach suggested regulatory language if request is to adopt or amend a regulation.**

B. Why is the petitioner requesting this action from the Board? (Describe problems encountered under current regulations and the changes being recommended to address the problems. State factual and legal contentions and include supporting documentation that establishes a clear justification for the requested action.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Describe the types of persons, businesses and organizations likely to be impacted by this proposal.

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D. Does the action requested in the petition concern a matter currently in litigation? If yes, please explain.

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E. For stream redesignation petitions, the following information must be included for the petition to be considered complete. Attach supporting material as necessary.

1. A clear delineation of the watershed or stream segment to be redesignated, both in narrative form and on a map.
2. The current designated use(s) of the watershed or segment.
3. The requested designated use(s) of the watershed or segment.
4. Available technical data on instream conditions for the following: water chemistry, the aquatic community (benthic macroinvertebrates and/or fishes), or instream habitat. If such data are not included, provide a description of the data sources investigated.
5. A description of existing and proposed point and nonpoint source discharges and their impact on water quality and/or the aquatic community. The names, locations, and permit numbers of point source discharges and a description of the types and locations of nonpoint source discharges should be listed.
6. Information regarding any of the qualifiers for designation as high quality waters (HQ) or exceptional value waters (EV) in §93.4b (relating to qualifying as High Quality or Exceptional Value waters) used as a basis for the requested designation.
7. A general description of land use and development patterns in the watershed. Examples include the amount or percentage of public lands (including ownership) and the amount or percentage of various land use types (such as residential, commercial, industrial, agricultural and the like).
8. The names of all municipalities through which the watershed or segment flows, including an official contact name and address.
9. Locational information relevant to items 4-8 (except for contact names and addresses) displayed on a map or maps, if possible.

All petitions should be submitted to the  
Secretary of the Department of Environmental Protection  
P.O. Box 2063  
Harrisburg, PA 17105-2063

 Appendix - C  
Visible Emissions, Noise, & Odor Complaint Form

Clean Air Council



Protecting everyone's right to breathe the clean air since 1967

This form is designed for the public to document odors, noises and visible emissions from a single natural gas operation affecting their community. If using this hardcopy form, please make sure you record all information about odor, noise and visible emissions on the same day and time. Send Clean Air Council a copy of your information after you have sent it to PA DEP. The preferred method for quickly submitting complaints is Clean Air Council's online form, which automatically sends your complaint to multiple agencies: <http://goo.gl/OIYWWhf>

**Where were you when you noticed the disturbance? (Please print nearest address below)**

**If commuting, please list the closest cross streets**

Address \_\_\_\_\_

City/Township/Etc. \_\_\_\_\_

County \_\_\_\_\_

Zip Code \_\_\_\_\_

**Name of facility if known** \_\_\_\_\_

**Where do you encounter odors, noises, visible pollution from this facility?**

Home     Work     Commuting     Other (Where? \_\_\_\_\_)

**Do you live close to the source?**     Yes     No

**Do you have to pass by the source on your way to work/errands?**     Yes     No

**When did you encounter the disturbance?** Date: \_\_/\_\_/\_\_ Time: \_\_:\_\_  weekday  weekend

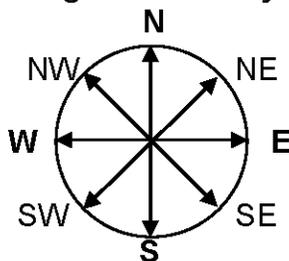
**Is this the first time you've noticed this type of disturbance at this location?**  Yes  No

**If no, how long (ie: days, weeks, months) have you noticed it for?** \_\_\_\_\_

**What was the weather at time of the disturbance? (check all that apply):**

Snow     Fog     Cloudy     Partly Cloudy     Overcast  
 Light Rain     Hail     Heavy Rain     Thunderstorm     Humid  
 Sunny & Hot     Sleet     Clear & Breezy     Icy     Other \_\_\_\_\_

**What direction was the wind coming from when you noticed the disturbance?(Circle)**



**How strong was the breeze/wind at the time of the disturbance?**

Calm  
 1-5 mph (breeze felt on face, wind chimes move some, leaves may rustle)  
 6-15 mph (wind chimes move constantly, leaves blow frequently, may kick up dust)  
 15+ mph (trees & branches sway heavily, wind whistles & is heard from inside the house)

## Visible Emissions Section

Can you tell where the air pollution was coming from? (take and attach a photo or draw the equipment on a separate sheet of paper if possible)

Engines     Pumps     Trucks     Drilling equipment     Other \_\_\_\_\_

Was the visible emission normal for this type of process?

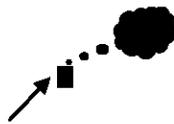
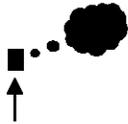
Yes     No     I don't know

About how far away were you from the source of the emissions?

15-30ft. (1-2 car lengths)     45-60ft. (3-4 car lengths)     75-90ft.(5-6 car lengths)

What was your position in relationship to the direction of the plume? (try to be in front)

Directly in front     45° angle     180° angle     Other (add arrow)



Could you see through the emissions? If so, how much?

75-100% (clear)     50-75%     25 - 50%     0 - 25% (Very opaque)

For how long a time period did the visible emissions continue?

< 1 min     1- 5 min     5- 10 min     10- 20 min     20- 30 min     > 30 min

How fast did the emissions dissipate during this time period?

0 - 30 sec.     30 sec - 1 min     1 - 2 min     3 - 5 min     5 - 10 min

How dark or light was the air pollution?

Clear     White     Grey     Black

How far were you from the source of the emissions?

Less than 15ft.     15-25ft.     25-35ft.     35-45ft.     45-55ft.     Over 55ft.

Did you experience any of the following during/shortly after seeing the pollution?

Watery/itchy eyes     Runny nose     Itchy/irritated skin     Nose bleeding  
 Dizziness/vertigo     Headache     Nausea/vomiting     Sore throat  
 Hives/skin breakouts     Other \_\_\_\_\_

Anything else relevant about the emissions?

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## Noise Section

### Can you tell what was causing the noise?

- Engines    Pumps    Trucks    Drilling equipment    Other \_\_\_\_\_

### How long did the noise last?

- < 1 min    1- 5 min    5- 10 min    10- 20 min    20- 30 min    > 30 min

### How frequently did the noise occur?

- 1- 2 times per hour    2- 4 times per hour    > 5 times per hour    Constantly

### How loud was the noise? (compare to one of the following)

- (Quiet)
- ↓
- (Very loud)
- Refrigerator hum
  - Air conditioner
  - Dishwasher
  - Vacuum cleaner
  - Garbage disposal
  - Snow blower
  - Lawn mower
  - Food processor

Source: <http://www.noisehelp.com/noise-level-chart.html>

### About how far were you from the source of the noise?

- 15-30ft. (1-2 car lengths)    45-60ft. (3-4 car lengths)    75-90ft.(5-6 car lengths)

### Describe the noise:

- Running fans    Hissing    Buzzing/humming    Running engines  
 Vehicle traffic    Jackhammer    Explosion    Knocking/popping  
 Flaring sounds (like a jet engine)    Other

Did the noise pose health or safety threats to you or others nearby?    Yes    No  
If yes, please describe in as much detail as possible.

Did the noise disrupt your sleep?    Yes    No

Did the noise annoy you?    Yes    No

### If you live close to the source, does the noise disrupt your comfort level?

- All the time    Very often    A little    Not very often    Not at all

### If you live close to the source, does the noise affect your ability to go about normal activities? If so, please describe

- All the time    Very often    A little    Not very often    Not at all

Include anything else relevant about the noise:

## Odor Section

### How intense or strong was the odor when you smelled it?

- Faint (can barely smell)  
 Light (noticeable but not overpowering)  
 Moderate (clearly noticeable and unpleasant)  
 Strong (obnoxious, difficult to ignore)  
 Intolerable (sickening, overpowering, irritating to eyes, nose, or throat)

### Describe the smell:

- Chemical  Rotten egg/sulfur  Metallic  Gas fumes  Smokey  
 Ammonia  Dusty/earthy  Sweet  Musty/stale  Formaldehyde  
 Burning  Cleaner/solvent  Vehicle/engine exhaust  Other \_\_\_\_\_

### Can you tell what was causing the odor?

- Engines  Pumps  Trucks  Drilling equipment  Other \_\_\_\_\_

### Did you experience any of the following during or shortly after the smell?

- Watery/itchy eyes  Runny nose  Itchy/irritated skin  Nose bleeding  
 Dizziness/vertigo  Headache  Nausea/vomiting  Sore throat  
 Hives/skin breakouts  Other \_\_\_\_\_

### Include anything else relevant about the odor/smell:

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### Did you report any visible emissions, odor or noises to any of the following agencies?

- PA Department of Environmental Protection (PA DEP)  Other \_\_\_\_\_  
 United States Environmental Protection Agency (US EPA)  No

## How to make a complaint:

1. Clean Air Council's online form, which automatically sends your complaint to multiple agencies: <http://goo.gl/L7S4UD>
2. If necessary, call police or local fire departments
3. Call the National Response Center at 1-800-424-8802 if you witness an emergency (release of hazardous material to the environment)
4. Call the PA DEP complaint number to report this incident: 1-866-255-5158
5. Call EPA's Eyes on Drilling Hotline: 877-919-4372 (877-919-4EPA)
6. If you did not fill out the online form in number 1 above, please send a copy of this form to Clean Air Council only after calling the numbers above (see address below)

If you file a complaint with the DEP, they must log the complaint and investigate. Odors, visible emissions or noises may be the only indication of serious environmental violations. The DEP has the authority to take remedial action through investigations and issuing notices of violation. The DEP is much more likely to investigate and respond if they receive multiple complaints, so be sure to file a complaint as soon as possible and every time you notice it. Also encourage neighbors to complain about the disturbances. Specify whether or not it is an emergency. Document each phone call and associated information on the attached Citizen's Reporting Log (next page).

### If filling out a hard copy form, please mail or fax this completed form to:

Clean Air Council  
135 S. 19<sup>th</sup> Street  
Philadelphia, PA 19103

Fax: 215-567-5791

You can also call the Clean Air Council  
with your complaint at 215-567-4004

## Call Log for Reporting Odors, Noise or Visible Emissions to PA DEP

Please use this form to record your calls to the DEP about odor, visible emissions and noise complaints. Please send copies of this log to the Clean Air Council so we can ensure that the DEP is responding to citizen complaints and to track the number of complaints made. Please encourage your neighbors to report their observations to the DEP as well.

Date called	Number called	What were you calling to report? (odor/visible emissions/noise)	First/Last name of the person you talked to	What did they say the DEP would do?	(after 24 hours) Did the DEP respond/take action on your call?	Did the DEP respond/take action on your call? If so, how?	Complaint ID Number (get from DEP)

**D** Appendix - D  
**Example of File Review Request Form**

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# Example of Request Form from PA DEP

## REQUEST TO REVIEW FILES

<b>DEP Office Use Only:</b>
Date Received: _____
Scheduled For: _____

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
RECORDS MANAGEMENT  
909 ELMERTON AVENUE  
HARRISBURG, PA 17110-8200  
(717) 705-4732  
FAX: (717) 705-4710  
**ankrasevic@pa.gov**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
(PHOTO ID NECESSARY UPON ARRIVAL)

COMPANY NAME: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Circle those areas where you believe files exist, or check block if you wish to review files in all program areas listed below.

**AIR QUALITY**

**WATER SUPPLY MANAGEMENT**

**WATER MANAGEMENT**  
(INCLUDES SOILS & WATERWAYS)

**ENVIRONMENTAL CLEANUP**  
(INCLUDES STORAGE TANKS, HSCA,  
AND SPECIAL PROJECTS)

**WASTE MANAGEMENT**

**RADIATION PROTECTION**

Choose a county or counties:

**ADAMS   BEDFORD   BERKS   BLAIR   CUMBERLAND   DAUPHIN   FRANKLIN   FULTON**  
**HUNTINGDON   JUNIATA   LANCASTER   LEBANON   MIFFLIN   PERRY   YORK**

***FACILITY***

***MUNICIPALITY***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR REQUEST** (to assist in locating applicable files): \_\_\_\_\_

File reviews are conducted by scheduled appointment ONLY, Monday through Friday, between the hours of 8:00 a.m. to 4:00 p.m. After a search for the requested files has been conducted, the File Review Coordinator will call you back to set up a firm appointment date and time. Photocopying Options: (A) A copier is available on site for your convenience. The first ten copies are free, each additional copy is 15 cents. (B) You can avoid copying costs by bringing your own copier and copy paper. (C) You can hire a copying service. We will accept payment in the form of a check or money order made payable to the Commonwealth of PA. **CASH AND CREDIT CARDS WILL NOT BE ACCEPTED.** Please contact us if you will be late or cannot keep your appointment. Late arrivals without prior notice may be rescheduled.

**IF YOU ARE NOT SATISFIED WITH THIS FILE REVIEW PROCESS, YOU MAY WISH TO EXERCISE YOUR RIGHTS UNDER THE "PA RIGHT-TO-KNOW LAW" AS DESCRIBED ON THE DEP WEBSITE**  
[WWW.DEP.STATE.PA.US](http://WWW.DEP.STATE.PA.US)

# **E** Appendix - E

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## **What to Look for in an Air Quality Permit**

# What to Look for in an Air Quality Permit

## Finding the Right Resources

The following pages contain sample documents similar to the ones you will want to find when doing a file review. Use these pages as a reference when conducting your review. Keep in mind that each regional PA DEP office uses their own formatting system with differing levels of specificity. Look for key words in headings and subject lines to make sure you are finding the correct resources. Call Clean Air Council if you need further guidance on finding the right documents.

Find Additional information on conducting a file review on page 34.

### PA DEP Regional Office Phone Numbers:

SE: 484-250-5910

NE: 570-826-2435

SW: 412-442-4286

SC: 717-705-4732

NW: 814-332-6340

NC: 570-327-3693 or 570-327-0550

1. Find and copy the company's application to PA DEP

## APPLICATION FOR PLAN APPROVAL

*For the:*

Williams Field Services Company, LLC  
**CENTRAL COMPRESSOR STATION**

Bridgewater and Brooklyn Townships, Susquehanna County, PA

*Submitted to:*



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
NORTHEAST REGIONAL OFFICE  
AIR QUALITY PROGRAM

*Submitted by:*



Williams Field Services Company, LLC  
Westpointe Center Three  
1605 Coraopolis Heights Road  
Moon Township, PA 15108

*Prepared by:*



EcoLogic Environmental Consultants, LLC  
864 Windsor Court  
Santa Barbara, CA 93111

**Original Submittal: August 2011**

**Revised Submittal: June 2012**

2. Find and copy PA DEP's "Review Memo" or permit review

<b>Permit Review Chapter 127</b>	
<b>To:</b> Mark J. Wejkszner Program Manager	<b>Through:</b> Raymond Kempa Chief, New Source Review Section
<b>From:</b> Brian Halchak Air Quality Engineer	
<b>Region 2</b>	Susquehanna County
<b>Permit Number</b>	58-399-029
<b>Company Name</b>	Williams Field Services Company, LLC
<b>Source Description</b>	Three (3) Caterpillar natural gas fired Compressor Engines, one (1) Solar Turbine, Model no. Taurus 60-7800S, two (2) 150 MMscfd Dehydration Unit with reboiler, one (1) 200 MMscfd Dehydration Unit with reboiler, Emergency generator, one (1) Enclosed-Smokeless-non-assist Flare, three (3) Produced water Storage tanks
<b>Control Equipment</b>	Lean Burn Engine Catalytic Converter, Flare
<b>Location of Source</b>	Brooklyn and Bridgewater Townships Susquehanna County
<b>THE COMPANY HAS SUBMITTED THE FOLLOWING DOCUMENTATION AS REQUIRED FOR THE PLAN APPROVAL TO BE COMPLETE:</b>	
<ul style="list-style-type: none"> <li>a. A completed Air Pollution Control Act Compliance Review Form dated June 29, 2012.</li> <li>b. Municipal notification received by the host municipality on August 19, 2011 as required by Act 14.</li> <li>c. Municipal notification received by the host county on August 19, 2011 as required by Act 14.</li> <li>d. A check in the amount of \$1700 consistent with Subchapter I of Chapter 127 of the Rules and Regulations of the Department of Environmental Protection.</li> <li>e. The General Information Form was submitted as part of the application on June 29, 2012.</li> </ul>	
<b>THE DEPARTMENT HAS TAKEN THE FOLLOWING ADMINISTRATIVE ACTIONS:</b>	
<ul style="list-style-type: none"> <li>a. The Application Acceptance/Administrative Completeness Letter was sent on October 14, 2011.</li> <li>b. Coordination with other agencies was done and is not required.</li> <li>c. Notification in the Pennsylvania Bulletin published on July 28, 2012 to allow an additional 30-day comment period for the public to respond. Comments have been received from the public or other agencies and a Public Meeting/Hearing is scheduled for August 28, 2012.</li> </ul>	

3. Look for and copy correspondences of interest to your investigation



Laurel Mountain Midstream, LLC  
1605 Coraopolis Heights Rd.  
Moon Township, PA 15108  
(412) 865-1768  
(412) 865-2104 fax

August 19, 2011

**VIA CERTIFIED MAIL** 7010 2780 0002 7396 3575

Brooklyn Township Board of Commissioners  
PO Box 24  
Brooklyn, PA 18813

**Subject: Municipal Notification  
Plan Approval Application  
Central Compressor Station**

Dear Supervisors/Commissioners:

Pursuant to 25 Pa Code 127.43a, Williams Field Services Company, LLC is hereby providing notice that we have submitted an application to the Pennsylvania Department of Environmental Protection (PADEP) for a Plan Approval for the Central Compressor Station to be located in Bridgewater and Brooklyn Townships, Susquehanna County. The plan approval application is for three natural gas-fired engines, one natural gas-fired turbine and other equipment typically found at a natural gas production facility.

A 30-day comment period begins with the receipt of this letter. If you have any questions concerning this notice or the application you can contact me at (412) 865-1768 or you can contact the PADEP, Northeast Regional Office, Bureau of Air Quality at 2 Public Square Wilkes-Barre, PA 18711-0790 (570-826-2511).

Sincerely,

A handwritten signature in black ink that reads "Alan R. Schroeder".

Alan Schroeder  
Permitting Specialist

4. Look for and copy supplemental information of interest to your investigation such as technology specifications

# G3516B

## GAS ENGINE TECHNICAL DATA



ENGINE SPEED:	1800	FUEL:	NAT GAS
COMPRESSION RATIO:	11:1	FUEL SYSTEM:	CAT LOW PRESSURE
AFTERCOOLER - STAGE 1 MAX. INLET (°F):	193		WITH AIR FUEL RATIO CONTROL
AFTERCOOLER - STAGE 2 MAX. INLET (°F):	130	FUEL PRESS. RANGE (PSIG):	1.5 - 5.0
JACKET WATER - MAX. OUTLET (°F):	198	MIN. METHANE NUMBER:	80
COOLING SYSTEM:	JW+OC+1AC, 2AC	RATED ALTITUDE (FT):	2238
IGNITION SYSTEM:	ADEM3	AT AIR TO TURBO. TEMP. (°F):	77
EXHAUST MANIFOLD:	DRY	NOx EMISSION LEVEL:	0.5 g/bhp-hr
COMBUSTION:	LOW EMISSION	FUEL LHV (BTU/SCF):	906
		APPLICATION:	60 Hz GENSET

RATING AND EFFICIENCY		NOTES	LOAD	100%	75%	50%
ENGINE POWER	(WITHOUT FAN)	(1)	BHP	1818	1384	909
GENERATOR POWER	(WITHOUT FAN)	(2)	EKW	1254	941	627
ENGINE EFFICIENCY	(ISO 3046/1)	(3)	%	35.7	34.2	32.3
ENGINE EFFICIENCY	(NOMINAL)	(3)	%	35.0	33.5	31.7
THERMAL EFFICIENCY	(NOMINAL)	(4)	%	44.8	46.3	48.3
TOTAL EFFICIENCY	(NOMINAL)	(5)	%	79.8	79.9	79.9

ENGINE DATA				100%	75%	50%
FUEL CONSUMPTION	(ISO 3046/1)	(6)	BTU/bhp-hr	7122	7444	7884
FUEL CONSUMPTION	(NOMINAL)	(6)	BTU/bhp-hr	7261	7588	8037
AIR FLOW (77 °F, 14.7 psi)		(7)	SCFM	4121	3172	2187
AIR FLOW		(7)	lb/hr	18270	14064	9697
COMPRESSOR OUT PRESSURE			in. HG (abs)	90.4	84.5	81
COMPRESSOR OUT TEMPERATURE			°F	345	326	234
AFTERCOOLER AIR OUT TEMPERATURE			°F	129	130	130
INLET MAN. PRESSURE		(8)	in. HG (abs)	82.9	64.9	44.7
INLET MAN. TEMPERATURE	(MEASURED IN FUEL MAN)	(9)	°F	139	140	140
TIMING		(10)	*BTDC	22	22	22
EXHAUST STACK TEMPERATURE		(11)	°F	974	985	1009
EXHAUST GAS FLOW (@ stack temp.)		(12)	CFM	11844	9197	6455
EXHAUST MASS FLOW		(12)	lb/hr	18937	14586	10066

EMISSIONS DATA				100%	75%	50%
NOx (as NO2)		(13)	g/bhp-hr	0.5	0.5	0.5
CO		(14)	g/bhp-hr	2.5	2.58	2.82
THC (molecular weight of 15.84)		(14)	g/bhp-hr	5.44	5.82	6.78
NMHC (molecular weight of 15.84)		(14)	g/bhp-hr	0.82	0.88	1.02
EXHAUST O2		(15)	% DRY	9.2	9.1	9.0
LAMBDA		(15)		1.73	1.70	1.66

HEAT BALANCE DATA				100%	75%	50%
LHV INPUT		(16)	BTU/min	220033	172471	121784
HEAT REJECTION TO JACKET (JW)		(17) (23)	BTU/min	28666	25066	21461
HEAT REJECTION TO ATMOSPHERE		(18)	BTU/min	7365	6138	4911
HEAT REJECTION TO LUBE OIL (OC)		(19) (23)	BTU/min	7465	6839	6070
HEAT REJECTION TO EXHAUST (LHV to 77°F)		(20)	BTU/min	81125	63483	45397
HEAT REJECTION TO EXHAUST (LHV to 350°F)		(20)	BTU/min	53055	41654	29908
HEAT REJECTION TO STAGE 1 A/C (1AC)		(21) (23)	BTU/min	9373	8324	1341
HEAT REJECTION TO STAGE 2 A/C (2AC)		(22) (24)	BTU/min	7959	5808	3070
HEAT REJECTION TO ENGINE PUMPS			BTU/min	977.2	977.2	977.2

### CONDITIONS AND DEFINITIONS

ENGINE RATING OBTAINED AND PRESENTED IN ACCORDANCE WITH ISO 3046/1 STD. REF. CONDITIONS OF 77°F, 29.8 IN HG BAROMETRIC PRESSURE, 500 FT ALTITUDE). NO OVERLOAD PERMITTED AT RATING SHOWN. CONSULT ALTITUDE CHARTS FOR APPLICATIONS ABOVE MAXIMUM RATED ALTITUDE AND/OR TEMPERATURE.

EMISSION LEVELS ARE BASED ON THE ENGINE OPERATING AT STEADY STATE CONDITIONS AND ADJUSTED TO THE SPECIFIED NOx LEVEL AT 100% LOAD. EMISSION TOLERANCES SPECIFIED ARE DEPENDANT UPON FUEL QUALITY. METHANE NUMBER CANNOT VARY MORE THAN ± 3. PUBLISHED PART LOAD DATA IS WITH AIR FUEL RATIO CONTROL.

ENGINE RATING IS WITH 2 ENGINE DRIVEN WATER PUMPS.

FOR NOTES INFORMATION CONSULT PAGE THREE.

## 1. Look for a Best Available Technology Analysis

### **CONTROL DEVICE INFORMATION:**

All engines at the site utilize Ultra Lean Burn Technology to reduce the emissions from the engine. Each compressor engine will be equipped with an oxidation catalyst to control CO, VOC, and CH<sub>2</sub>O emissions from each engine. Catalyst will be manufactured by EMIT Technologies, Inc or equivalent having model No. ELX-5000Z-1820F-40CEE-36 Unit will be designed to handle 24,090 ACFM at 838 °F. Each catalyst unit is capable of reducing CO emissions by 90%, VOC emissions by 70% and CH<sub>2</sub>O by 90%.

The Applicant also completed a top down BACT analysis for SCR and SNCR for NO<sub>x</sub> control of the engines. The Department has reviewed the analysis and agrees that the Lean Burn Technology is the most economical control for the engines.

The three Dehydration units will exhaust to a Enclosed Flare to control VOC emissions. The Enclosed Flare will be manufactured by Questor Technologies, Inc. The destruction efficiency of VOC is 98%.

The company has selected a Solar's lean-premixed dry low emissions system (SoLoNO<sub>x</sub>) as a NO<sub>x</sub> reduction technology for the turbine. The technology is capable of reducing NO<sub>x</sub> emission below 15 PPM, corrected to 15 % oxygen when firing natural gas. There are no controls proposed for particulate carbon monoxides or sulfur dioxide emissions.

### **POTENTIAL AND ACTUAL EMISSIONS:**

Attached tables are the summary of the potential emissions for each source at the facility.

All yearly totals are based on 8,760 hours of operation or as noted on each table. See Controlled Emissions Table and Pre-Controlled Emissions Table for the Total facility emissions.

The proposed Best Available Technology (BAT) for each engine is ultra-lean-burn technology. The method to limit emissions is called lean-burn. The combustion is considered "lean" when excess air is introduced into the engine along with the fuel. This produces two positive effects. The first is that the excess air reduces the temperature of the combustion process and this reduces the amount of oxides of nitrogen. The second is that with the excess air you have complete combustion and therefore a higher efficiency, which in turn produces more power with less fuel being utilized. The company was assured by Caterpillar Corp. that these engines could be operated at a very lean gas-to-air ratio so as not to emit more than 0.5 g/bhp-hr of NO<sub>x</sub>.

2. Look for the "Potential to Emit" Chart from PA DEP's Review Memo or Company Application

**Williams Field Services Company, LLC**  
**CENTRAL COMPRESSOR STATION**  
 Application for Plan Approval  
**Controlled Emissions**

**Potential to Emit (PTE) Summary**

ID No	Emission Unit	Description	NOX		CO		VOC		SO2		Total PM		HCHO (HAP)		Total HAP		
			lb/hr	tpy	lb/hr	tpy	lb/hr	tpy	lb/hr	tpy	lb/hr	tpy	lb/hr	tpy	lb/hr	tpy	
CE-01	Engine 1 3,550 bhp	CAT G362LE (4SLB) (OxCat)	3.91	17.14	2.15	9.41	2.13	9.33	0.02	0.07	0.27	1.17	0.21	0.90	0.36	1.53	
CE-02	Engine 2 3,550 bhp	CAT G362LE (4SLB) (OxCat)	3.91	17.14	2.15	9.41	2.13	9.33	0.02	0.07	0.27	1.17	0.21	0.90	0.36	1.53	
CE-03	Engine 3 3,550 bhp	CAT G362LE (4SLB) (OxCat)	3.91	17.14	2.15	9.41	2.13	9.33	0.02	0.07	0.27	1.17	0.21	0.90	0.36	1.53	
CT-01	Turbine 1 7,320 bhp	Solar Turb 1607600S (SOLENOX)	3.72	15.35	3.78	15.57	0.43	1.78	0.22	0.97	0.43	1.88	0.09	0.41	0.10	0.46	
SSM	Facility-Wide SSM	Startup/Shutdown/Maintenance	---	0.11	---	10.15	---	0.60	---	---	---	---	---	---	---	0.15	
DEHY-01	Dehydrator 1	150 MMscfd Dehydrator (Flare)	Dehydrator Emissions are Controlled by a Flare. See Below														
BLR-01	Reboiler 1	2.0 MMBtu/hr Reboiler	0.20	0.86	0.16	0.72	0.01	0.05	---	---	---	---	---	---	---	0.004	0.02
DEHY-02	Dehydrator 2	150 MMscfd Dehydrator (Flare)	Dehydrator Emissions are Controlled by a Flare. See Below														
BLR-02	Reboiler 2	2.0 MMBtu/hr Reboiler	0.20	0.86	0.16	0.72	0.01	0.05	---	---	---	---	---	---	---	0.004	0.02
DEHY-03	Dehydrator 3	250 MMscfd Dehydrator (Flare)	Dehydrator Emissions are Controlled by a Flare. See Below														
BLR-03	Reboiler 3	2.26 MMBtu/hr Reboiler	0.22	0.97	0.19	0.82	0.01	0.05	---	---	---	---	---	---	---	0.004	0.02
FLR	Flare	Enclosed Flare	0.72	1.47	3.89	7.97	2.23	9.76	---	---	---	---	---	---	---	0.16	0.68
EMGEN	Emergency Generator	CAT G3516B (4SLB) (OxCat)	2.36	0.59	1.00	0.25	1.09	0.27	0.01	0.002	0.15	0.04	0.17	---	---	0.26	---
FUG	Fugitives	Piping and Process Fugitives	---	---	---	---	0.29	1.27	---	---	---	---	---	---	---	0.07	0.32
SEALS	Dry Gas Seals	Turbine Compressor Dry Gas Seals	Turbine Compressor Dry Gas Seal Emissions are Controlled by a Flare. See Above														
TKS	Tanks 01 thru 03	Produced Water Storage Tanks	---	---	---	---	0.15	0.64	---	---	---	---	---	---	---	0.04	0.16
TLO	Truck Load-out	Produced Water Load-out	---	---	---	---	---	0.27	---	---	---	---	---	---	---	---	0.07
<b>TOTAL PTE:</b>			<b>71.63</b>		<b>64.92</b>		<b>42.74</b>		<b>1.18</b>		<b>5.43</b>		<b>0.33</b>		<b>0.67</b>		
<b>NSR Threshold:</b>			<b>100</b>		<b>100</b>		<b>50</b>		<b>100</b>		<b>100</b>		<b>10</b>		<b>25</b>		

Shaded indicates controls or limits are applied to establish PTE.

Table 2: Total potential to emit emissions from all sources at this facility (TPY)

Source	CO	NOx	VOC	HCHO	HAPs	PM/PM10
670 bhp Caterpillar G3508LEAFR	12.94	12.94	6.5	2.59	0.16	0.22
2 MMscf/day dehydrator & 0.125 MMBtu/hr heater	0.02	0.04	0.053	---	---	---
5 MMscf/day dehydrator & 0.20 MMBtu/hr heater	0.10	0.10	0.51	---	---	---
1340 bhp Caterpillar G3516LE engine	25.9	25.9	12.9	3.5	0.32	0.44
12 MMscf/day dehydrator & 0.375 MMBtu/hr heater	0.20	0.20	1.51	---	---	---
25 MMscf/day dehydrator & 0.750 MMBtu/hr heater	0.40	0.30	3.60	---	---	---
75 MMscf/day dehydrator & 1.0 MMBtu/hr heater	0.36	0.43	5.96	---	---	---
<b>TOTAL (prior to this plan approval)</b>	<b>39.92</b>	<b>39.91</b>	<b>31.03</b>	<b>6.09</b>	<b>0.48</b>	<b>0.66</b>
Two 2370 bhp Caterpillar G3608LE engines (this plan approval)	12.58	22.86	7.2	1.84	1.84	1.36
<b>TOTAL (after this plan approval)</b>	<b>52.50</b>	<b>62.77</b>	<b>38.23</b>	<b>7.93</b>	<b>2.32</b>	<b>2.02</b>

3. Look to see whether PA DEP performed an aggregation analysis

#### **New Source Review (NSR) Applicability and Aggregation**

Washington County is classified as an area of attainment for all National Ambient Air Quality Standards (NAAQS) except for PM<sub>2.5</sub> and 8-hour ozone. All of the Commonwealth of Pennsylvania is located in the Northeast Ozone Transport Region which is equivalent to a moderate ozone nonattainment area. Recognized precursor pollutants for ozone are NO<sub>x</sub> and VOC. For purposes of a Non-Attainment (NA) NSR, a facility is major if the potential to emit exceeds 100 tons of PM<sub>2.5</sub>, 100 tons of NO<sub>x</sub>, or 50 tons of VOC per year. The major source threshold for Prevention of Significant Deterioration (PSD), for this type of facility, is potential emissions of 250 TPY of a single attainment pollutant. The Title V major source criteria for Hazardous Air Pollutants (HAPs) is an emission potential of 10 TPY of a single HAP or 25 TPY of the sum of all emitted HAPs. Facilities with PTEs that do not exceed major source thresholds for HAPs are known as area sources.

This facility does not have the potential to emit criteria and hazardous air emissions in excess of the thresholds for Title V, NANSR, and PSD and is not considered a Major Source by these programs. Therefore, it is not subject to requirements of these programs.

Welling Compressor Station has been examined for NSR aggregation purposes. The following three criteria must be met when emission sources should be aggregated to be considered a single facility:

Welling Compressor Station, other MarkWest compressor stations, and the Houston Gas Plant are not physically contiguous with one another. They are however indirectly or directly connected to each other by a series of pipelines dedicated to the transport of natural gas. MarkWest natural gas compressor stations are not directly interconnected with each other. Natural gas may not flow directly from one station to another, only downstream from the production wells to the compressor station and then downstream from the compressor station for transmission or processing. Natural gas dewatered and compressed at the Welling Compressor Station may be transmitted to MarkWest's discharge header system for transport to either Line 1360, the Houston plant, or the Majorsville plant in WV. Line 1360 is a gathering line in which MarkWest has no ownership interest that may lead to the Majorsville plant or other delivery points not owned or operated by MarkWest. Adjacency of stationary sources has been demonstrated in other instances for sources that have a unique or dedicated interdependent relationship with one another. As mentioned above, the Welling Compressor Station will not have a dedicated interdependent relationship with any specific gas processing plant or other stationary air contamination source. Aggregation is not to be performed on the Welling Compressor Station and other MarkWest facilities as they are not contiguous or adjacent to one another. This determination parallels the determination of EPA Region 8 made on October 13, 2010, to not aggregate the Florida River, Wolf Point, and BP's NSJB well sites.

4. Look to see whether PA DEP performed for greenhouse gas calculation.

**Applicability of Greenhouse Gas Tailoring Rule**

This section provides a discussion of the proposed project in relation to potential new permitting requirements pursuant to the PSD and Title V Greenhouse Gas (GHG) Tailoring Rule (75 Fed. Reg. 31514, June 3, 2010). This final rule, which became effective on August 2, 2010, sets the timing and establishes thresholds for addressing GHG emissions from stationary sources under the Clean Air Act (CAA) permitting programs

The new CAA permitting requirements established by the PSD and Title V GHG Tailoring Rule will be implemented in two initial steps which are generally described as follows:

- **Step 1 (January 2, 2011 to June 30, 2011)** - Only sources currently subject to the PSD program based on emissions of non-GHG NSR pollutants will be subject to permitting program requirements for GHG emissions under PSD, and only if the projects being permitted increase GHG emissions by 75,000 tpy or more on a carbon dioxide equivalent (CO<sub>2</sub>e) basis. Similarly, only sources currently subject to the Title V Operating Permit program for pollutants other than GHG will become subject to Title V requirements for GHGs.
- **Step 2 (July 1, 2011 to June 30, 2013)** - Sources with new construction projects that emit GHGs at levels of 100,000 tpy or more, regardless of whether they exceed permitting thresholds for other pollutants, will be subject to PSD requirements. Modifications at existing facilities that increase GHG emissions by at least 75,000 tpy, regardless of other pollutants, will also be covered. Facilities that emit at least 100,000 tpy CO<sub>2</sub>e will become subject to Title V requirements even if they would not apply based on other regulated pollutants.

GHG emissions from the facility are shown in the Greenhouse Gas (GHG) Emissions table of the application. Emissions are calculated for the GHG pollutants CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O and total CO<sub>2</sub>-e emissions are calculated by applying the respective global warming potentials for CH<sub>4</sub> and N<sub>2</sub>O. Total GHG emissions are shown to be about 98,801 tpy CO<sub>2</sub>-e. Because potential emissions of CO<sub>2</sub>-e from the facility are less than 100,000 tpy, the Tailoring Rule does not apply to this project. See Greenhouse Gases (GHG) Emissions Table for source and facility calculated emissions.

**Greenhouse Gas (GHG) Emissions**

Potential to Emit (PTE) Summary											
ID No	Emission Unit	Description	Heat Input MMBtu/hr (HHV)	kg/MMBtu: 53.02		kg/MMBtu: 1.00E-03		kg/MMBtu: 1.00E-04		TOTAL CO <sub>2</sub> e tpy	
				GWP: CO <sub>2</sub> tpy	GWP: CO <sub>2</sub> e tpy	GWP: CH <sub>4</sub> tpy	GWP: CO <sub>2</sub> e tpy	GWP: N <sub>2</sub> O tpy	GWP: CO <sub>2</sub> e tpy		
CE-01	Engine 1 3,550 bhp	CAT G3612LE (4SLB) (OxCat)	26.79	15,083	15,083	188	3,938	0.03	8	19,029	
CE-02	Engine 2 3,550 bhp	CAT G3612LE (4SLB) (OxCat)	26.79	15,083	15,083	188	3,938	0.03	8	19,029	
CE-03	Engine 3 3,550 bhp	CAT G3612LE (4SLB) (OxCat)	26.79	15,083	15,083	188	3,938	0.03	8	19,029	
CT-01	Turbine 1 7,320 bhp	Solar Taurus 60-7800S (SoLoNOx)	65.09	33,325	33,325	9	187	0.06	19	33,532	
SSM	Facility-Wide SSM	Startup/Shutdown/Maintenance	---	---	---	13.3	278	---	---	278	
DEHY-01	Dehydrator 1	350 MMBtu/hr Dehydrator Flare	---	Dehydrator Emissions are Controlled by a Flare. See Below.							---
BLR-01	Reboiler 1	2.0 MMBtu/hr Reboiler	2.22	1,138	1,138	0.02	0.45	0.002	1	1,139	
DEHY-02	Dehydrator 2	150 MMBtu/hr Dehydrator Flare	---	Dehydrator Emissions are Controlled by a Flare. See Below.							---
BLR-02	Reboiler 2	2.0 MMBtu/hr Reboiler	2.22	1,138	1,138	0.02	0.45	0.002	1	1,139	
DEHY-03	Dehydrator 3	200 MMBtu/hr Dehydrator Flare	---	Dehydrator Emissions are Controlled by a Flare. See Below.							---
BLR-03	Reboiler 3	2.26 MMBtu/hr Reboiler	2.51	1,266	1,266	0.02	0.51	0.002	1	1,267	
FLR	Flare	Enclosed Flare	4.92	2,518	2,518	28	563	0.005	1	3,103	
EMGEN	Emergency Generator	CAT G3516B (4SLB) (OxCat)	14.67	473	473	5	97	0.001	0	570	
FUG	Fugitives	Piping and Process Fugitives	---	---	---	32	666	---	---	666	
SEALS	Dry Gas Seals	Compressor Gas Seals	---	Equipment Isolates and Gas Seal Emissions are Controlled by a Flare. See Below.							---
TOTAL GHG EMISSIONS:				85,127	85,127	649	13,626	0.15	47	98,801	
				GHG MAJOR SOURCE THRESHOLD (CO <sub>2</sub> e):					100,000		



Appendix - F

**PA DEP Right-to-Know Form**



DEP Right-To-Know Law Record Request Form

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

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

Or Fax to: 717-705-8023

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

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

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

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

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

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

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

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

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

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

Street Address (including zip code) County Municipality

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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



# Appendix - G

**Critical Energy Infrastructure Information (CEII) Request Form**

# Filing a Critical Energy Infrastructure Info Request

Members of the public can request more specific information about the engineering, vulnerability or design of the proposed or existing physical or virtual infrastructure if the information cannot be found on FERC's eLibrary or through a Freedom of Information Act request. Because of the sensitive and strategic nature of the information such as the production and transmission of energy, the information is exempt from mandatory disclosure under the Freedom of Information Act.

For more information, see page 55.

CEII REQUEST FORM  
 Submit form to CEII Coordinator  
 888 First Street, NE  
 Washington, DC 20426  
 Or via facsimile at 202-208-2106

REQUESTER'S INFORMATION	EMPLOYER/CLIENT INFORMATION
Requester's name & title:	Name of entity on whose behalf request is filed:
Any other names, e.g., maiden name, used by requester and dates used:	Address of entity listed above:
Requester's address:	Phone number of entity listed above:
Requester's phone number:	
Business Reference(s)	
Name:	Phone #:
Name:	Phone #:
Description of information requested:	
Statement explaining need and intended use of the information:	
Are you willing to sign and abide by an appropriate agreement limiting your use and disclosure of the information requested? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to pay all applicable fees? Yes <input type="checkbox"/> No <input type="checkbox"/> Request a waiver or reduction of fees? Yes <input type="checkbox"/> No <input type="checkbox"/> Fee I agree to pay \$ _____ Notify me if the amount exceeds the entered amount? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Date:

