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MCTA Air Conference

Online Permitting and Reporting - Tips and Tricks and What You Need to Know

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Introduction

> Agenda

- ◆ Discussion of which website to use
- ◆ Tips for SR/GHG Reporting
- ◆ Tips for online permitting system
- ◆ Common mistakes

MassDEP - Two Systems

> eDEP

- ❖ Source Registration and GHG Reporting
- ❖ Asbestos Removal
- ❖ Construction/Demolition
- ❖ Environmental Results Program Annual Certifications
- ❖ Toxic Use Reduction

> ePlace Portal

- ❖ Apply for Online Permit/License/Authorization
- ❖ Make Payments Online

MassDEP Home | Contact | Privacy Policy

eDEP

MassDEP's Online Filing System

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [eDEP Help & Instructions](#)
- [What forms can I file in eDEP?](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:

[Reset Password](#)
[Get Login Help](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows XP, Vista, Windows 7
- Browsers: IE 8.0, 9.0, 10.0, 11.0; Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

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MassDEP's Online Filing System ver.14.0.2.0© 2017 MassDEP

Login (Username and Nickname)

Nickname used for "Sharing"

See also:

<https://www.mass.gov/edep-online-filing-for-massdep-environmental-permits-reports>

New Packages

> Forms → Air & Climate

Source Registration Emissions Statement and/or Greenhouse Gas Emissions Reporting

AQ Source Registration Package (SR)

This form is for stationary sources of air pollution to report data on their emission units and emissions. Use this form if you need to submit a source registration (SR) only

[Instructions](#)

[Start Transaction](#)

Greenhouse Gas Package (GHG)

This form is for facilities to report data on their greenhouse gas emissions. Use this form if you do NOT need to submit an SR report.

[Instructions](#)

[Start Transaction](#)

SR and Greenhouse Gas (GHG)

This form is for stationary sources of air pollution to report data on their emission units and emissions. Use this form if you need to submit a source registration (SR) and Greenhouse Gas (GHG) report together.

[Instructions](#)

[Start Transaction](#)

SR/GHG - Reporting Dates

> CY2016

- ❖ Due October 19, 2018

> CY2017

- ❖ Expected to re-open eDEP before Christmas
- ❖ Due approximately 2 months later

> Small Sources Deferred to CY2018

- ❖ < 40 MMBTU/hr facility-wide
- ❖ Expected to be removed from SR reporting list



SR/GHG - When to File (Normally)

> Annual-GHG

- ❖ All GHG Reporters - **April 15**

> Annual-SR

- ❖ SR Title V Operating Sources - **May 1**
- ❖ Restricted Emission Status & Others - **June 1**

> Triennial-SR

- ❖ Every three years - **April 1**

What You Need to Get Started

- > Facility Tax Identification Number (TIN)
- > Facility AQ/SEISS identifier

Getting Started Tips

- > If your facility name has changed or if newly reporting, notify MassDEP before you start
- > Add new sources at the beginning - can delete later if not needed

Changes to Emergency Engines

- > Remove 300 hour restriction, can use 500 hours for potential
- > Specify that engine is emergency
- > Need to enter emergency, non-emergency and maintenance/testing hours

5. Equipment ?

a. Equipment Type

EPA Unit type code ?

EPA Unit Type (describe): ?

If engine, is this an emergency generator? ? Yes No

If an emergency generator, please give the number of hours of operation during the reporting year for each category of operation:

Emergency Use(hours)

Non Emergency Use(hours)

Maintenance and Readiness Testing(hours)

Tips on Reporting Pollution Control

- > Pollution Control Devices
 - ❖ Selective catalytic reduction (SCR)
 - ❖ Fabric filters/baghouse
 - ❖ Oxidation catalyst
- > Things that are NOT control devices
 - ❖ Low NO_x burners
 - ❖ Flue gas recirculation
 - ❖ Flares at landfills

Note: While the above are not reported as control devices, their effect on emissions/emission factors can be taken into account when reporting emissions.

Organic Material Storage Reporting

- > Organic material: Any organic chemical compound (OCC) or mixture that contains an OCC
- > Applies to above or below ground storage containers \geq 500 gal
- > File an AP-2 form for tanks > 40,000 gal
- > Does not include:
 - ❖ Waste tanks
 - ❖ Lube oil tanks
- > Units can be combined if:
 - ❖ They store the same material
 - ❖ The containers are of the same construction
 - ❖ The combined storage volume does not exceed 50,000 gal



Source Registration - Common Mistakes

- > Wrong Source Classification Code (SCC)
- > Units must match SCC
- > Height of stack is from ground
- > Report all EUs including idle units
- > Report temporary units onsite >120 days
- > Report thermal oxidizer fuel usage as 2nd fuel in process forms
- > **Don't forget to submit!**

New for GHG Reporting

- > MassDEP to align with USEPA GHG Reporting
- > No longer have to report
 - ❖ Mobile sources
 - ❖ Refrigerant leaks
 - ❖ Small Miscellaneous GHG Sources
- > No written guidance on this yet (only verbal)
 - ❖ Jordan Garfinkle, MassDEP

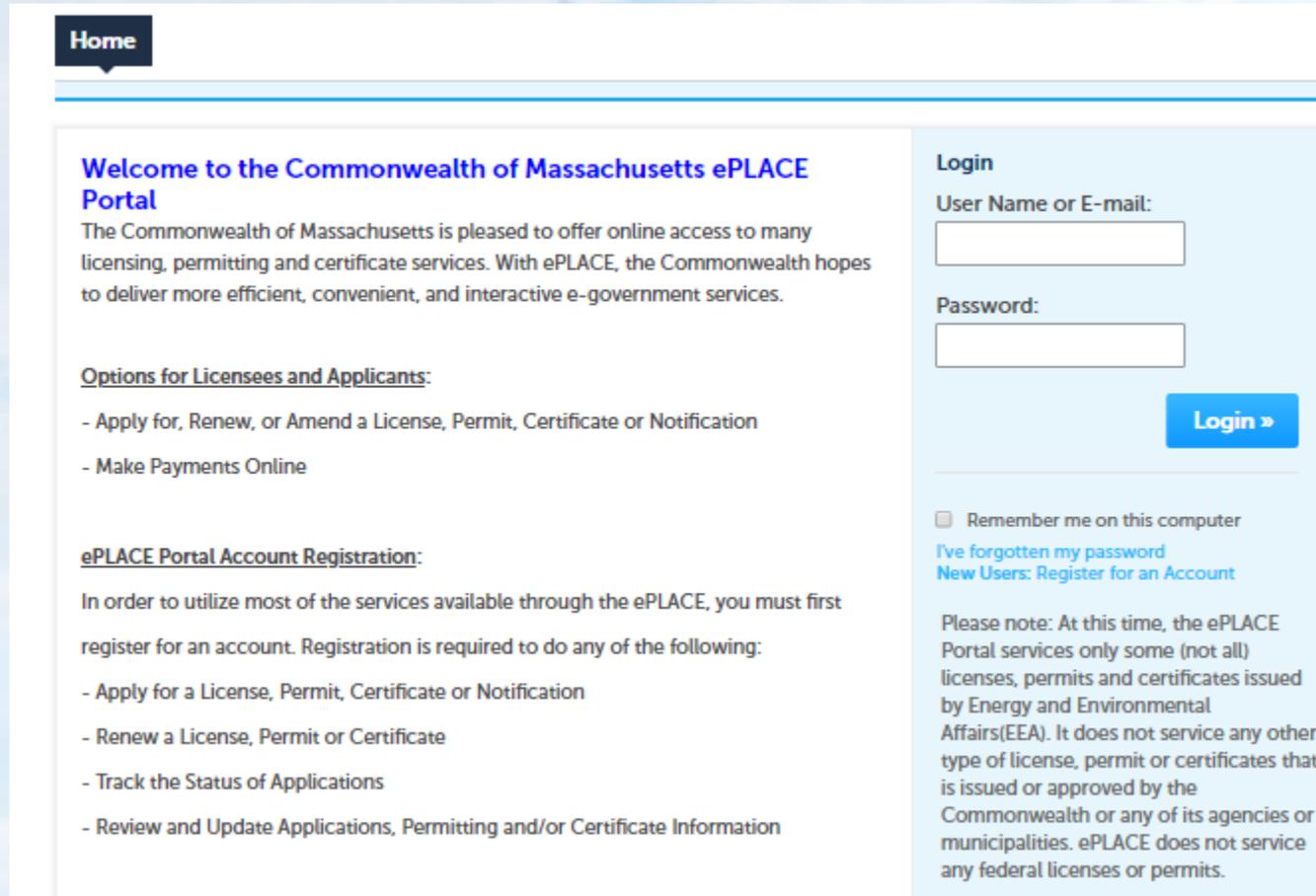
MassDEP Resources

- > How to File: Tips, Factsheets, Instructions, Training, SC Code, Emission Factors
 - <https://www.mass.gov/guides/massdep-source-registration-greenhouse-gas-reporting>

- > Help with eDEP
 - <https://www.mass.gov/service-details/edep-help-contacts>
 - BAW.eDEP@state.ma.us

ePlace

<https://permitting.state.ma.us/CitizenAccess/>



The screenshot shows the home page of the ePLACE Portal. At the top left, there is a 'Home' button. The main content area is divided into two columns. The left column contains a welcome message, a list of options for licensees and applicants, and information about account registration. The right column contains a login form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for password recovery and account registration. A note at the bottom of the right column explains the scope of the portal's services.

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

- Apply for a License, Permit, Certificate or Notification
- Renew a License, Permit or Certificate
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or municipalities. ePLACE does not service any federal licenses or permits.

Quick start guide

<https://www.mass.gov/files/2017-06/eplace-user-manual.pdf>

Filing An Online Application

> Home Button → File an Online Application

The screenshot shows the home page of the ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and three menu items: 'Dashboard', 'My Records', and 'My Account'. The main content area is divided into two columns. The left column contains a welcome message for 'LYNNESANTOS', a list of actions to take, and several informational paragraphs. The right column features a prominent blue button labeled 'File an Online Application'.

Home

Dashboard My Records My Account

Welcome LYNNESANTOS
You are now logged in to the Commonwealth's eLicensing and ePlace Portal.

What would you like to do?

- [File an Online Application](#)
- Renew a License, Permit or Certificate (select "My Records" above)
- Amend License, Permit or Certificate Information (select "My Records" above)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for Permit, Certification, License or Notification Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application

Air Quality Applications

▼ Energy and Environmental Affairs (DEP, MDAR, DCR)

- Apply for a DEP Authorization
- Apply for a MDAR Authorization
- Apply for a DCR Authorization

▼ Air Quality (AQ)

- AQ 50% or 25% Facility Emission Cap Application
- AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- AQ01 - Limited Plan Approval for Process Emission Unit(s) Application
- AQ02 - Comprehensive Plan Crematory Application
- AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application
- AQ02/03 – Non-Major/Major Comprehensive Plan Approval Process Application
- AQ08A/B/22 - Emission Control Plan Application
- AQ09 - Restricted Emission Status Application
- AQ14/AQ12 - Operating Permit Application
- AQ18 - Creation of Emission Reduction Credits Application
- AQ30 - CO2 Budget Emission Control Plan Application
- AQ33 - LPA/CPA Consolidation Application
- AQMM - Modeling Submittal Application

Facility Information

> Search for Existing Facility or Add New

* Facility Name:

* Street # * Street Name: Street Name 2

* City: ? * State: ? * Zip: ?

MA

Latitude Longitude

DEP Facility ID: AQ ID:

Tip: Make every effort to find your facility. Type fewer words, or search by town - it causes issues if you make a duplicate facility in the system.

Contact Info

> Search for Existing Contact or Add New

Look Up Contact x

Contact Type: ?

First Name: Middle Name: Last Name:

Name Of Organization: ? Contact Person:

Telephone #:

E-mail:

Tip: Contact type should be “Organization”

Adding a “Delegate”

- > Delegate can be Responsible Official (RO), Professional Engineer or other editor
- > Press “Save and Resume” Button
- > A PIN # will be e-mailed to you
- > Share this number with the Delegate
- > Once RO is added as Delegate to application, can choose them as “Signatory Authority”
- > For NMCP applications, RO must use the PIN that the PE generates when the PE signs

Become a “Delegate”

- > Receive PIN # by email
- > Login to your account and go to Account Management

Contact Information Add New

Select Contact type as “Delegate”

Select Contact Type

*Type:
Delegate
Individual
Organization

Continue Discard Changes

To add a Delegate:

CLICK Add a Contact
SELECT Delegate
CLICK Continue

ENTER DELEGATE PIN

Contact Information

*PIN

Continue Clear Discard Changes

- **ENTER** Delegate PIN
- **CLICK** Continue

Certify, Submit & Pay

- > RO Logins and Clicks “Resume Application”
- > Choose “Pick Up Where I Left Off”
- > All Data Appears on Certification Page for Review
- > Can Choose “Edit” if Need to Edit
- > Or Choose Continue
- > Click “I Agree that I am the Applicant”
- > Can Choose to Pay Online or Mail in Payment

Pay Online

- If you choose “Pay Online”, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt

Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
DEP/AQ/Operating Permit/Application	17TMP-004554	\$2,312.00
		\$2,312.00

Total Convenience Fee Due: \$54.33
Total Amount Due: \$2,366.33

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Payment Information

To pay by electronic check, click the ACH tab.

Card Type
Credit/Debit Card **ACH**

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
01 2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
 I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

Successful Submission

> You must sign email and mail it in

To meet Federal Reporting requirements for EPA's Cross-Media Electronic Reporting Rule (CROMERR), you are required to print this entire email, and to sign the below certifying that you have submitted the Application identified in this email.

This form must be signed and mailed to the address below. Failure to complete this step may result in delay of review of your application.

I certify that I have submitted application # 18-AQ02/03F-099999-APP

Printed Name _____ Signature _____ Date _____

Please return signed document to:
MassDEP
ePLACE Confirmations
One Winter Street
Boston, MA 02108

Step By Step Instructions - Plan Approvals

- > <https://www.mass.gov/guides/massdep-air-plan-approval-applications#prepare-submit-your-application>

Apply: LPA-FUEL →

Apply: LPA-PROCESS →

Apply: CPA-FUEL →

Apply: CPA-PROCESS →

Apply: CPA-CREMATORY →

Step By Step Instructions - Operating Permits

- > <https://www.mass.gov/guides/massdep-operating-permit-compliance-program#operating-permit-applications-forms>

[Apply for an Initial Operating Permit](#) →

[Update Operating Permit Records](#) →

[Make a Minor Modification to an Operating Permit](#) →

[Significantly Modify an Operating Permit](#) →

[Renew an Existing Operating Permit](#) →

Permit Applications - Common Mistakes

- > Save your work frequently
- > Note that the system will time out
- > Upload all requested documents
- > Do not upload zipped documents
- > Only the RO can update a re-opened application
- > Can't save and continue for a re-opened application
- > **Don't forget to submit, pay and sign and mail in the e-mail!**

Thank you

Questions?

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