



Department of Environmental Protection

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FACILITY MANAGER

March 29, 2011

«Name»
«Mail_Address1»
«Mail_Address2»
«Mail_Town», «Mail_State» «Mail_Zip»

Re: **2010 Source Registration – Notice of requirement to file for**
«Name» located at «Address1» «Address2»
«Town», «STATE» «Zip»
CLASS: «Class» LAST SUBMITTAL: «Last_SR_Submitted»
AQ/SSEIS ID: «AQID» TIN: «TIN»

To: FACILITY MANAGER

Based on MassDEP records and the requirements of 310 CMR 7.12, *Source Registration*, you are required to file a Source Registration for calendar year 2010 for the above-referenced facility.

Deadline: This report must be completed using calendar year 2010 information and submitted to MassDEP by «**SR_Due_Date**». You should be aware that failure to comply with the Source Registration reporting requirement or failure to submit accurate, complete and signed forms may result in Administrative Penalties up to \$1,000 per day.

Forms: The forms for Source Registration are available through eDEP, MassDEP's on-line filing system. You can find a link to eDEP at the *Source Registration Web Page* at: <http://www.mass.gov/dep/service/compliance/sr.htm>.

Potential Issues for 2010 filing: There are two new security features that have made it difficult for some users to access the Source Registration forms. One prevents you from opening two eDEP sessions at the same time. The other will cause the forms to load incorrectly until eDEP is designated as a safe site on your computer. If you have difficulty logging into eDEP or opening the Source Registration forms, visit the *Source Registration Web Page* for solutions.

Avoid Common Errors: Please note the following when completing your Source Registration to avoid errors and rework:

- **Facility Name Change:** If your facility's name or address has changed, you should contact the data manager in your MassDEP Regional Office *before* you start work on your forms (or you will have to start the forms over again to include the name change). You can find out which data manager to contact on the *Source Registration Web Page*.
- **Fuel Usage:** When entering the amount of fuel burned (or other throughput) be sure to check the units of measure displayed in the units field to avoid time-consuming errors. **NOTE** that sometimes throughput must be reported in units of 1000 gallons rather than gallons, or million cubic feet rather than cubic feet.
- **Lead emissions:** If your facility emits lead to the air, you need to report this using the "Other" pollutant column on the form for the unit that emits the lead.
- **Emergency Generators:** Owners/operators of a facility with emergency generators must report their 300-hour use restriction on the AP1 form in field B.1.h for each generator (or any other restriction under a

permit). The 300-hour restriction is found in 310 CMR 7.02(8)i.2, or 7.03 (10)(a) or 7.26(42)d.1 (see <http://www.mass.gov/dep/air/laws/regulati.htm#apc>).

- *Stack height:* On the Stack form, please note that the height of a stack should be given from the *ground*.
- *Report on All Units:* You must report on all emission units at the facility, *including those that are idle*.

New eDEP Users: Be sure to read the enclosed fact sheets “Things you must know to file your Source Registration Online” and “How to Access the Forms: Brief Instructions for a Quick Start”. New users will need to register on eDEP. Training is available – see the table below.

Help with your forms: Listed below are resources to help you complete your on-line Source Registration. *Please remember to download and install the latest version of Adobe Reader for your operating system before you start work on your forms.*

MassDEP Source Registration Web Page	http://www.mass.gov/dep/service/compliance/sr.htm This is the primary source of information about Source Registration, including instructions – please bookmark this page.
SR Help Desk – email your questions to:	air.quality@state.ma.us
SR Help Desk – phone:	Robert Boisselle: 617-292-5609 Gregory Warner: 617-348-4010
What's new in Source Registration?	Add your name to the list to receive important updates on Source Registration automatically via email – go to the News and Updates link on the Source Registration Web Page.
Training	Training is available via computer – visit the Source Registration Web Page for information.

If you have any specific concerns about your filing, *or if you cannot file online*, please contact the Source Registration Help Desk.

Should you have received this notice? If you believe your facility is not required to file a Source Registration, *do not ignore this notice!* If you believe this notice was sent based on incorrect information about your facility, please contact the Source Registration Help Desk immediately to resolve the question.

Your submittal will provide MassDEP with valuable information on air emissions from individual facilities and across the state. The information is used for program planning by MassDEP and EPA, and is used to inform the public about air quality across Massachusetts.

We look forward to receiving your submittal.

Sincerely,

Beth McDonough, Deputy Director
Division of Business Reporting Services/Fiscal Operations
Bureau of Waste Prevention