



read this first

How to Access the Forms

Brief instructions for a quick start with the on-line Source Registration forms

Having problems with eDEP ? See Source Registration web page for tips and solutions.

Massachusetts Department of Environmental Protection
One Winter Street
Boston, MA 02108-4746

Commonwealth of Massachusetts
DEVAL L. PATRICK, Governor




Executive Office of Environmental Affairs
RICHARD K. SULLIVAN JR.
Secretary

Department of Environmental Protection
KENNETH KIMMELL
Commissioner

Produced by Bureau of Waste Prevention
29-Mar-2011
Printed on recycled paper.

This information is available in alternate format by calling our ADA Coordinator at 617-574-6872.

HOW TO ACCESS THE FORMS




- GO TO the Source Registration Web page** – add this to your favorites or bookmarks to save time later.
<http://www.mass.gov/dep/service/compliance/sr.htm>
- Click the green eDEP Online button: 
- LOG IN** to your personal homepage (eDEP accounts are for individuals – they should not be shared). NEW eDEP USERS need to register with eDEP first – this takes about 5 min. NOTE: you do NOT need any special user privileges to complete and file Source Registrations.
- MOUSEOVER Forms** in the green menu at the top, a list of categories will drop down – click **Air & Climate**:

- Find “Source Registration” in the list and click . This opens the PreForm screen.

NOTE: Any packages you created previously will be listed on your personal eDEP homepage – eDEP stores them in your homepage permanently. You cannot, however, edit packages once they have been submitted – you must start a new package of forms for each year.

HOW TO CREATE A SOURCE REGISTRATION PACKAGE

Please DO NOT use your browser’s **BACK** button in eDEP.



- ENTER your facility’s TIN and AQ/SEISS ID – then click . The AQID is printed on your Source Registration letter. Your TIN is the facility’s federal Tax Identification Number, also printed on your letter (or a temporary alternative code if MassDEP does not have your TIN;).
- When your facility’s name comes up, click  (if it is the wrong facility, verify the TIN and AQ/SSEIS ID – if they are correct, e-mail air.quality@state.ma.us). A **Transaction Overview** screen showing where you are in the eDEP process will appear.

- Click **Next** and the **Source Registration Overview** form opens – this form lists the emission units and stacks in MassDEP’s database. This is where you create a package of Source Registration forms. CLICK on the box(es) next to the option(s) you want:

- EXISTING FACILITIES:** Check this box to create a complete package for an existing facility. **This is the ONLY box most users need to check.** NOTE: you must report on **all** emission units at the facility, **including those that are idle.**

- TO ADD EMISSIONS UNITS OR STACKS:** If you have installed new emissions units or stacks since your last source registration, you will ALSO need to add blank forms to your package for the new units – check the box labeled “check if you added emission units or stacks since your last report”.
- NEW FACILITIES:** Click **New Facilities** to create a package of blank AP forms to report on a new facility that has never previously submitted a Source Registration).

TO AMEND A SOURCE REGISTRATION: IGNORE this section UNLESS you need to submit additional or corrected information for the **current** Year of Record. You can return to eDEP at any time during a calendar year to submit corrected information for the current Year of Record – please check with the SR Help Desk before you do this.

4. Click the blue **Validate** button to create your package of forms.
5. **TRANSACTION OVERVIEW:** When the system has validated the **Source Registration Overview** (or any other) form, it will automatically return to the **Transaction Overview** screen. This screen lists all of the forms in the package and their status. Forms with a check “✓” are validated (you can still go back and edit them). Forms with a dash “–” are not validated.

IF you asked for blank forms on the OVERVIEW, open the Creator form. Enter the number of blank forms you need. You must also **Validate** the Creator form to obtain your blank forms.

6. Click on the next form you want to work on, or click on **Next** which will automatically open the next unvalidated form on the list. **NOTE: if you have any new Stacks to add, complete those forms first; if you have any units to decommission complete those next,** before completing the blank form for any new unit that replaces them.

When you are done with each form, validate the form, correct any errors, and pick your next form from the **Transaction Overview**.

HOW TO CERTIFY AND SUBMIT YOUR PACKAGE

Once you have completed and validated all of the forms in your package, you can then sign your package of forms – you will see the “Signature” link become active at the top of the Transaction Overview screen.

1. Click **Next** or the Signature arrow link and the signature page will open. NOTE: you **MUST** be a **“RESPONSIBLE OFFICIAL”** to sign a Source Registration *using your own personal eDEP account* (eDEP accounts should not be shared). If you are preparing the forms for someone else to sign, then you must “share” the package with the other user’s eDEP account (click Share button on Transaction Overview screen).
2. TYPE your name in the Signature Box, click the box labeled “CERTIFICATION FOR ALL FORMS”, and click the **I Accept** button. *The package is now LOCKED and can no longer be edited.*
3. Click the Submit arrow link or **Next** to send your form to MassDEP. This will open a screen showing all of the forms in your submittal.
4. Confirm or correct your email address **and click the Submit button.**
5. Print the Receipt and click **Exit** or **My eDEP** – YOU ARE DONE!!

