

# On-Line Source Registration Training

Feb/Mar 2007



- This is part 1 of the On-Line Source Registration Training
- It covers key concepts you need to understand to to easily and efficiently work with the on-line forms

## Today's Training

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- ❖ Designed for experienced filers
- ❖ NOT a field-by-field review of the forms
  
- ❖ Part 1: Key Concepts you must know
- ❖ Part 2: Most Common Forms: SR, AP1
- ❖ Part 3: Other forms: Stack/AP2/AP3/AP4/TES
- ❖ Part 4: Questions from the SR Help Desk

## When is it due ?

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- ❖ Posted mailing list / schedule – rolling deferrals
- ❖ Staggered due dates for 2007 +
  - ❖ Apr 15 Operating Permit facilities
  - ❖ May 15 Annual filers not OP
  - ❖ Jun 15 Portion of 3-yr
  - ❖ Jul 15 Portion of 3-yr
  - ❖ Aug15 Portion of 3-yr
- ❖ Small combustion deferred – 10/40 mmbtu/hr

## 2006 Forms status, bugs, etc. . . .

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- ❖ Good: ~800 facilities used the system last year
- ❖ Good: speed much improved
- ❖ Bad: Bugs – a few left that users can see (e.g., missing fields in batch print); should be cleared in the next month or two
- ❖ Feedback – on-line survey

# On-Line Source Registration Training

Feb/Mar 2007

Part 1: Key Concepts You Must Know



- This is part 1 of the On-Line Source Registration Training
- It covers key concepts you need to understand to to easily and efficiently work with the on-line forms

## What do the on-line forms replace?

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- ❖ Side-by-side computer printout
- ❖ AP forms for new units
- ❖ CAA HAP list
- ❖ Ozone season emission statement (AP-ES)

- To understand the on-line SR system you need to know what it replaces
- 1<sup>st</sup> it replaces completely the old SBS computer print out. These old forms are no longer available and if you copy previous year's forms and send them in for 2005, we will return them to you because you have not complied with the requirements of SR – you must use the new forms.
- 2<sup>nd</sup> the on-line forms replace all of the old AP forms that you previously filled out for new units – the new system merges the old AP forms with the SBS into 1 set of forms.
- The list of HAPs is also now in the on-line system rather than a separate form by itself.
- Likewise, the Ozone season emissions statement has been incorporated into the on-line forms and is no longer its own separate form.

## Computer requirements

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- ❖ Adobe reader – latest version (7.07+)
  - ❖ Known bugs with 5.0, 6.0.0, 7.0.0
  - ❖ Conflicts w/2 versions – must erase oldest
- ❖ Newer computer: 1GHz+512MB
- ❖ DSL/Cable modem (or better)
- ❖ Close unnecessary windows

- The new system will run well on reasonably up-to-date computers
- The most important thing your computer must have is the most recent version of Adobe Reader
- Older versions have bugs
- We are also taking advantage of advancements in Adobe's software with our upgrades which is good for performance, but means that older versions will no longer work.
- Also, you need to be aware that having 2 versions on your computer will likely cause problems with eDEP.
- Old/multiple versions of Adobe are one of the most common causes of problems and frustration for users – but fortunately it is a problem that is easy to fix.
- IMPORTANT - you must uninstall previous versions of Adobe reader before you upgrade to the latest version. Adobe versions 5.x and 6.x frequently fail to completely uninstall themselves - you will recognize this by the fact that directories for Acrobat 5 or Acrobat 6 remain in the Adobe subdirectory on your hard drive where your program files are stored. (For example, C:\Program Files\Adobe\Acrobat 6.0\). We have frequently found it necessary to manually remove these older directories after deinstalling the old reader through Windows Control Panel. Again, note that you will need to completely deinstall the old reader first before installing the new version to avoid conflicts between the 2 versions. If you are not able to load your forms, it is very likely an Adobe reader conflict problem based on our Help Desk experience.
- While we have tested this system with 5-yr old computers, it will run much better on a newer system. We recommend trying for at least 1GHz of processor speed and 256MB of memory.
- Connection speed will also help, so DSL and Cable modem or a corporate line will make the work more efficient. However, we do know of people who have submitted on dial-up lines, so it is quite possible.

## Before you can start . . .

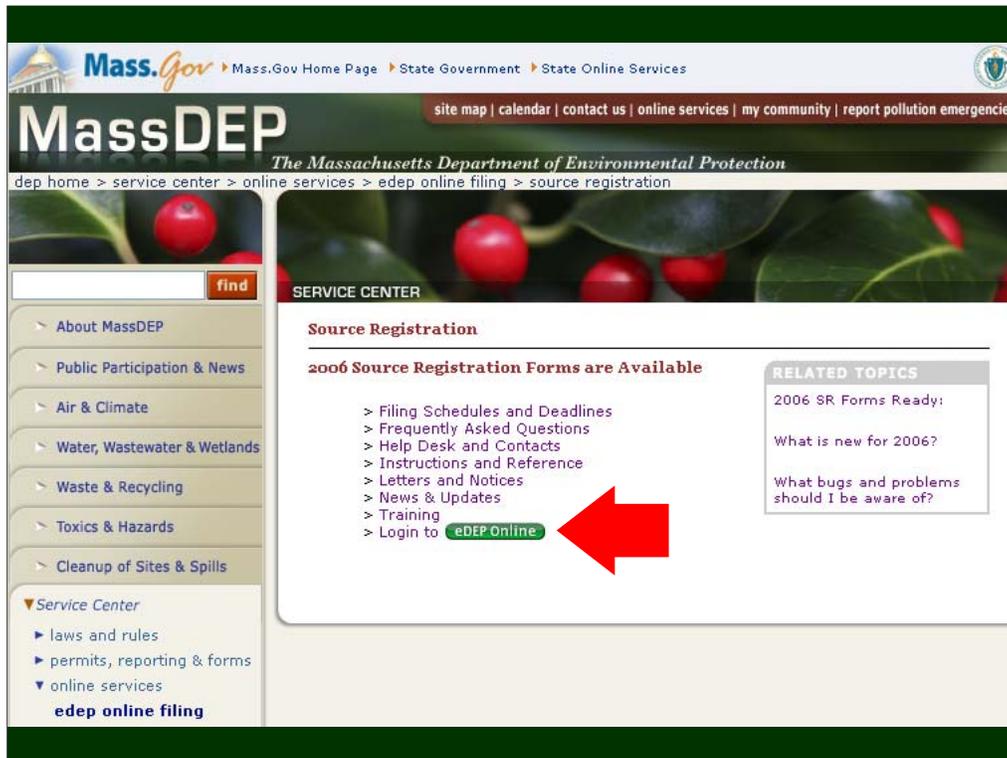
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### ❖ Information you will need

1. AQ ID and TIN from the letter
2. AP forms previously submitted
3. Permits / plan approvals / emission ctrl plans (numbers/dates/limits)

### ❖ Register with eDEP

- Before you can start you will need to gather information. Many users gather all of their data before sitting down to enter data on the forms.
- You will need to have the letter that MassDEP sent to you – that letter contains the facility's AQ ID (which is the old SSEIS ID on your previous years' submittals) and TIN. If this is your first on-line registration, the TIN on the letter may be different from your facility's actual TIN – this just means we did not have a TIN on file – you will be able to enter the correct TIN on the SR form once you are in the system.
- If you are submitting for the first time and do not have a letter from us, you need to contact your MassDEP Regional Office and speak to the data manager to make sure your facility is set up in the system and get your AQ ID and TIN.
- The on-line forms will come prefilled with information you have previously given us on past Source Registrations, however there are some fields on the forms that you will need to gather information for.
- In particular, if you have them, gathering any AP forms previously submitted for the facility will save you time.
- Similarly, assembling any permits / plan approvals / emission ctrl plans will save you time as you will need their number, issue dates, and limits.
- Finally, before you can use the forms, you must register with eDEP, just as you would register with any other on-line service.
- Note that you do not need any special authorization to start using the Source Registration forms – you can begin work immediately after you register.



- So how do you get to eDEP . . .
- You can find a number of links to it on the MassDEP website
- For example, start on the MassDEP homepage spotlight link for Source Registration.
- Clicking this link will take you to the Source Registration Web Page – take a moment to bookmark this page now to save time later.
- Then you can scroll down and find the link to eDEP in this green button.



- All of the links bring you to the eDEP login screen.
- If you already use eDEP for other forms, just login.
- If you have never used eDEP, or you are trying to set up an account for another new user, click the New User button.

**eDEP**  
MassDEP's Online Filing System

[login](#) [available](#) [transactions](#) [tour the site](#) [help](#)

### New User Registration

#### Step 1 of 2: Create Your Account

Create an account in eDEP by completing all the required fields \*. Then click Next.

**Personal Information - create your account profile. Please see [DEP's Privacy Policy](#).**

\*First Name

Middle Name

\*Last Name

Salutation

Suffix

Job Title

\*E-mail Address  e.g., jsmith@domain.com

Business Name

\*Contact Address Line 1

Contact Address Line 2

\*City

\*State

\*Zip Code  U.S. format: 02108, 02108-1234  
Canadian format: L4K-1L7

Country

\* Main Phone  Ext

- eDEP's registration forms is straight forward and like others you have seen on the web.
- Note that you should register as an individual, not a company to allow for different individuals to register later from the same firm.

**Login and Security Information - create your login and security profile.**

\*Username  Pick a [username](#) with at least 5 characters but with NO spaces

\*Nickname  Pick a [nickname](#) DIFFERENT from your username for [sharing](#) in eDEP

\*Password  Pick a [password](#) with at least 8 characters BOTH letters & numbers

\*Retype Password

\* Security Question  Pick any [question](#) from this list.

\*Answer Security Question  Type your answer. Allows you to retrieve lost passwords.

Terms & Conditions To register with eDEP, you must review and agree to the eDEP [Terms and Conditions](#). Please indicate your agreement below:

I agree

I do not agree

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- The bottom of the screen is what you need to pay attention to – you need to be sure your user ID and password are codes you can remember from year to year – it will be very inconvenient if you forget your ID between your annual or triennial submissions, so pick carefully and do what you need to in order to remember the information.
- Notice the nickname – this is always displayed on your homepage so you don't need to remember it, but I want to point it out now because this is what you will use to share your packages with others – so don't pick anything too revealing about yourself !!

**eDEP**  
MassDEP's Online Filing System

[my homepage](#) [start new](#) [my profile](#) [help](#) [log out](#)

**Step 2 of 2: How will you use eDEP?**

Do ANY items below describe you or how you will use eDEP? Answer yes or no. Then click Next.

Yes, one or more of the items describe me or how I will use eDEP.

No, none of the items describe me or how I will use eDEP.

- I will authorize other eDEP users -such as employees or consultants - to be agents of their organization or municipality and to file in eDEP.
- I am a Certified Toxics Use Reduction Planner.
- I am an employee of a TURA Reporting Facility.
- I am a ConCom Member or Staff.
- I am a Groundwater Discharge Permittee
- I am a Hazardous Waste Transporter.
- I am a Laboratory Director for Water Quality.
- I am a Licensed Site Professional (LSP).
- I am a DEP Staff Member.

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- Step 2 is frequently a point of confusion.
- If all you want to do is complete a Source Registration, just check NO. You do not need any special status or authorization to submit Source Registrations.
- If, however, you need special authorization for one of the other purposes listed at the bottom of this screen (for TURA filing, for example) you can check YES, and you will be guided through the forms you need to complete and mail in for that other program.
- Even if you check YES, and have to wait for authorization to submit other forms, you can immediately begin using the Source Registration forms – no waiting needed.
- If you are not sure, just answer NO – you can change your answer later at any time through My Profile on your Homepage

## Key Concepts – Organization

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- ❖ 1 emission unit = 1 AP form
- ❖ 1 package = forms for all units
- ❖ Packages are for 1 year of record
  - ❖ Contact MassDEP if you need to enter date before the current Year of Record

- There are a number of key concepts in the organization of the SR forms, that if you understand them first, will save you time and frustration.
- 1<sup>st</sup> – Each emission unit gets 1 AP form – for example, 1 boiler gets one AP1 form
- 2<sup>nd</sup> – 1 complete SR package contains all of the forms for all of the units at your facility
- 3<sup>rd</sup> – Packages of form are for 1 Year of Record only – you cannot submit a package with data for 2 years at the same time
- eDEP will take SR data for one year starting on Jan 1 of the following year – so starting Jan 1 2007 eDEP will take 2006 data, but you won't be able to enter 2005 data any more
- If you ever need to enter data for a year prior to 2005, please contact us at [air.quality@state.ma.us](mailto:air.quality@state.ma.us)

## Key Concepts – Validation

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- ❖ EACH form is validated
- ❖ Validation of a form has limits – it won't catch everything
- ❖ Passing validation does not = complete compliance

- Validation is a simple form of error checking, and is required for all eDEP forms.
- Each form must be validated individually, before the package can be submitted.
- Validation, however, has limits – it won't catch every mistake, or even most mistakes
- It will only catch simple ones, such as when you blank a field that you needed to fill in
- It won't tell you if you gave the wrong answer
- So it is extremely important to remember that validation does NOT equal compliance – you are still responsible for the accuracy and completeness of each answer on your forms.

## Key Concepts (cont) . . .

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- ❖ Prefilled data comes from previous submittals
- ❖ Most facility/EU data entered only 1 time  
– but must be reviewed each year
- ❖ Old “point” # = DEP EU#
- ❖ Old “segment” # = Fuel / raw material #
- ❖ System-generated “stacks” are gone  
(e.g., space heaters) – system now based on  
emission units (EU)

- When you open your forms, you will see that some of the data is already filled in – this is the information that was submitted on previous Source Registrations.
- Note, however, that there are many other fields that might apply to your unit, and so you need to read each and every question when you first start working with the forms until you are familiar with them.
- Although there are more fields on the forms now, remember that you will only need to enter the data once – then it will prefill the forms each year afterward
- There are many similarities between the old system and the new one, . . .
- For example, the old “point” number is now the EU #
- The old segment # is now the fuel # or raw material/finished product #
- An important difference with the old SR system, however, is that meaningless stacks are now gone – previously, the system assigned a stack to every unit, whether or not it had a real physical stack.
- The new system is based on Emission Units, and stacks are only assigned to those units where there is a real stack.
- We have tried to delete all of the “phantom” stacks from the system, however there may be a few left that we missed – if you find a stack in your package that is not real, contact us at [air.quality@state.ma.us](mailto:air.quality@state.ma.us) for instructions.

## Key Concepts (cont) . . .

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- ❖ Forms must be signed  
(electronic signature in eDEP)
- ❖ Forms must be “submitted” by deadline  
MassDEP cannot see forms before submitted  
(as with paper)
- ❖ Patience, please . . . forms can take some  
time to load

- Just as with a paper submittal, the new electronic forms must be signed – the difference is that now the signature is electronic and handled on-line within eDEP
- Just as with a paper submittal, you must submit your forms by the deadline
- Note that MassDEP cannot see forms before you submit them (just as with paper forms), so even though you are saving and validating them, they are not submitted
- Until you finish the on-line signature and submission process, and have a receipt for it, you have not submitted your forms.
- It is analogous to paper – if you sign and package your forms, but fail to get them to DEP’s office, then you have not complied with the requirement to submit them to DEP.
- Finally, you will need to have some patience in working with the on-line system – the forms can take some time to load.
- Even though we have upgraded the entire system to make it faster, some forms can take a minute to load (although most are no loading in 15-30 sec based on our testing).
- Validation will also take about 30 sec (validation saves your work and then checks it).
- So please be patient, and, this is important, don’t start clicking around on the screen while you are waiting as that can produce unpredictable results.
- If, however, your form takes longer than 2 minutes to load, you can be pretty sure that your session has been dropped for some reason. Often, when this occurs, the data has been saved. You will need to close your browser and relogin to eDEP. If this happens more than a couple of time, please contact us.

## How do you navigate the forms ?

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- ❖ You can mouse
- ❖ You can TAB – likely faster
- ❖ If your cursor disappears, just mouse click the field you want
- ❖ TIP: don't use BACK

- How do you navigate in the forms . . .
- You can use your mouse, but most people realize quickly that the TAB key works faster
- There are some limitations on our software that do cause the cursor to appear to vanish when you Tab off of some – it is not really gone, but it is tabbing through some of the help icons on the screen.
- We know this is crazy and annoying, but please bear with us – we have not way to change this “feature” of Adobe forms – if your cursor disappears, just use your mouse to place it on the next field you want to work on and you will be fine.
- 2 important navigation tips you want to remember . . .
- 1<sup>st</sup> – don't ever use the return key when entering data – use the tab key instead
- 2<sup>nd</sup> – but more important, don't ever use your browser's BACK key – using the back key can confuse eDEP and cause you to lose your data – we all do this once, however, after you realize what it does, you won't do it a 2<sup>nd</sup> time . . .

- Instead of using your browser's navigation, eDEP provides you with its own internal navigation – in each form, there are 5 buttons at the top for you to use
- The Save button does just what you think – it saves your work – however, it also reloads the form, which takes time, so you don't want to push save ever 2 minutes. Instead, we recommend saving every 15-30 min.
- One question often asked about saving is where is the data stored – eDEP stores your data on eDEP's database server – it does not store anything on your own personal computer. This is why you can access your eDEP forms from any location with an internet connection.
- Save & Exit is what you use when you want to, say leave for lunch, or leave for the day – it saves your data and takes you out of the form where then you can log off the system
- Validate, as we mentioned, saves your data and then performs a simple error check.
- Some forms provide more than 1 validate button for your convenience, but they all work exactly the same.
- Print will print just the 1 form you are in – we will talk about how to print all of your forms at once later.
- Cancel dumps whatever you have entered since your last save and exits the form

# How do you get help with the forms ?

- ❖ On-screen icons 
- ❖ Source Registration Web Page
- ❖ Instructions
- ❖ SR Help Desk
  - ❖ [air.quality@state.ma.us](mailto:air.quality@state.ma.us)
  - ❖ Bob Boisselle
  - ❖ Ed Weatherhead, et al



•How do you get help with the forms – MassDEP has provided 5 different ways to ensure that you get the help you need when you need it . . .

•1<sup>st</sup> and easiest are the little blue question mark icons in the forms themselves – just click on one and it will open up with help for that specific item.

•We strongly recommend that you read each of these even if you are an experienced SR filer – enough has changed and been clarified that will save time, frustration, and mistakes if you read the icons your first time through the forms.

•2<sup>nd</sup> – is the Source Registration web page – here you will find useful items such as . . .

- Updates and new guidance on Source Registration to keep you current
- Copies of the letters that MassDEP has sent out on SR
- A Link to eDEP
- A list of valid Source Classification Codes
- A link to EPA's NAICS code list
- A link to EPA's emission factor database
- A link to Source Registration instruction
- The Source Registration Help Desk e-mail

•3<sup>rd</sup> – Field-by-field instructions are posted on the SR web page – if you have questions about a particular part of a form, or if you are new to the forms and need to learn how to complete them, then you want to download our instructions in pdf or Word format.

•4<sup>th</sup> – MassDEP has established a Source Registration help desk that can be contacted by e-mail or telephone. We have several people assigned each day to answer the e-mail and the phones.

•We recommend using the e-mail box, [air.quality@state.ma.us](mailto:air.quality@state.ma.us), because we can more quickly

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dep home > service center > online services > edep online filing > source registration

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- Toxics & Hazards
- Cleanup of Sites & Spills

Service Center

- laws and rules
- permits, reporting & forms
- online services
  - edep online filing**

SERVICE CENTER

### Source Registration

#### 2006 Source Registration Forms are Available

- > Filing Schedules and Deadlines
- > Frequently Asked Questions
- > Help Desk and Contacts
- > Instructions and Reference
- > Letters and Notices
- > News & Updates
- > Training
- > Login to [eDEP Online](#)

RELATED TOPICS

2006 SR Forms Ready:

What is new for 2006?

What bugs and problems should I be aware of?

•1<sup>st</sup> come to the Source Registration web page

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dep home > service center > online services > edep online filing > source registration

site map | calendar | contact us | online services | my community | report pollution emergencies

SEARCH SERVICE CENTER

Source Registration News and Updates

Stay Current: **Sign Up** for notification of SR updates or check this site regularly.

**02/23/2007 SR Update 04**

**NOTICE: 2006 Source Registration letters mailed**

Notices have been mailed to all facilities that are due to file Source Registrations in 2007 with 2006 data. A complete schedule of all Source Registration (SR) due dates and an example of the letter mailed will be available at the MassDEP Source Registration Web Page on Feb 27, 2007:

<http://www.mass.gov/dep/service/compliance/sr.htm>

**Deadlines for filing in 2007**

MassDEP is spreading out the filing schedule for Source Registration submittals over several months in 2007 as shown below.

We are doing this to improve your experience on eDEP by preventing overload of the system, and to ensure that our SR Help Desk can provide the level of quality support that you need. We also hope that this will make the SR season somewhat easier for those who prepare

- Here you will see a listing of all of the updates that have been sent out to date.
- At the top, you will also see a link to sign up for the mailing list . . .

MassDEP site map | calendar | contact us | online services | my community | report pollution emergencies

The Massachusetts Department of Environmental Protection

dep home > service center > online services > edep online filing > source registration > sign up

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- > Public Participation & News
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- > Waste & Recycling
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- ▼ online services
  - edep online filing**
  - search dep databases
  - find professionals & services
  - maps
  - ▶ compliance assistance

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**Sign Up for Source Registration Updates and Trainings**

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**I want to receive e-mail updates on Source Registration issues.**

This will add you to a mailing list that receives notice of significant updates in Source Registration.

**Please complete the following fields and click Sign Me Up!**

**First Name**

**Last Name**

**E-Mail Address**

**Phone Number**

**Your Employer**

•That link will take you to a form where you can tell us your contact information.

MassDEP site map | calendar | contact us | online services | my community | report pollution emergencies

The Massachusetts Department of Environmental Protection

dep home > service center > online services > edep online filing > source registration

find

- ▶ About MassDEP
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**Source Registration Help Desk & Contacts**

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**Questions on Source Registration & Online Forms:**

- Source Registration Help Desk  
Edward Weatherhead 617-654-6579  
air.quality@state.ma.us
  - Source Registration Program Manager  
Robert Boisselle 617-292-5609  
air.quality@state.ma.us

**Questions on Your Facility, Permits or Bills**  
(e.g., to change facility name or owner):

- Contact your Regional Office Data Manager.
- What region am I in?

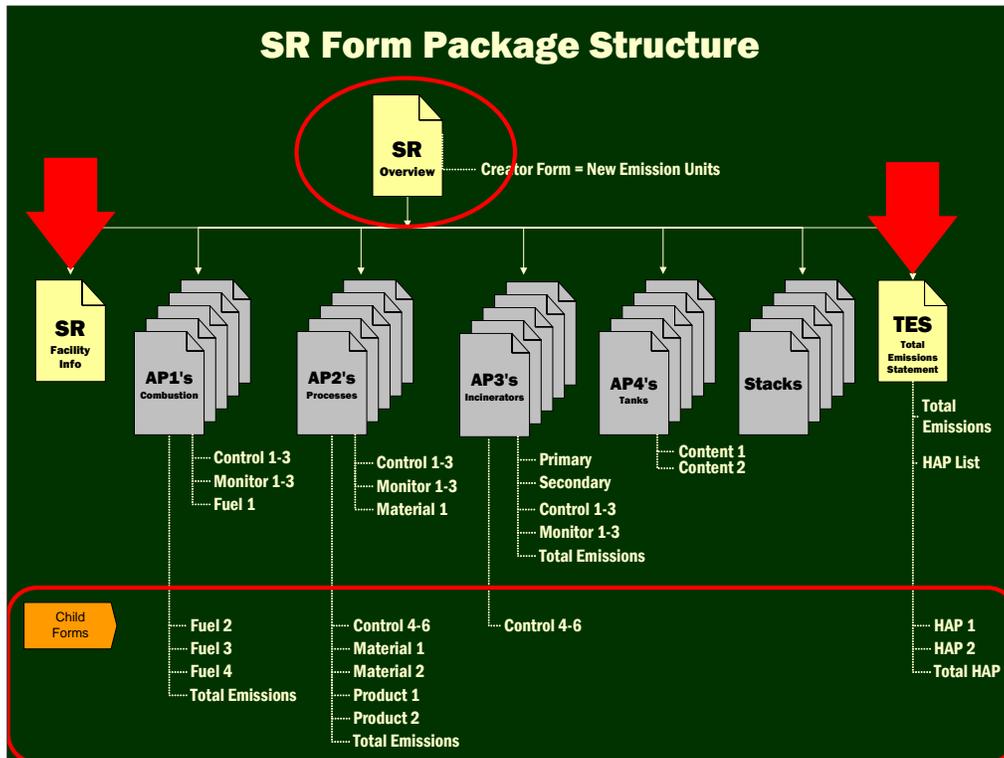
- To find the SR Help Desk e-mail address, start again on the SR Web Page, but this time scroll down a bit
- The Help Desk mailbox is air.quality@state.ma.us
- The telephone number for 2 contacts are there, including the long-time program manager Robert Boisselle to whom many filers have spoken in the past. Other help desk staff can be reached by dialing either of these numbers and then "0" when the voicemail picks up

## What makes a SR package ?

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- ❖ AP-SR – contacts/location
- ❖ AP-1 – combustions unit
- ❖ AP-2 – process units
- ❖ AP-3 – incinerators
- ❖ AP-4 – tanks
- ❖ AP-Stack – vertical stacks
- ❖ AP-TES – total emissions statement + HAPs

- Now we turn to the structure of a complete SR package . . .
- The 1<sup>st</sup> form that is included in every package is the SR form – it contains contact and location information for the facility.
- The AP-1, which is used for each fuel combustion unit such as a boiler, furnace, or generator.
- The AP-2, which is used for each process unit. An AP2 may also be used for a few specific combustion units such as ovens where there is an emission from the item being baked, as well as emissions from the fuel used for the oven.
- The AP-3 is used for incinerators. Note that some afterburners and ovens were previously coded as incinerators. In the case of an oven, the form should be an AP2; in the case of an afterburner, the afterburner should be listed as a control on the process it controls rather than a separate unit. Please contact the SR Help Desk if you have an oven or an afterburner coded as an AP3 before continuing to work on your forms.
- The AP-4 is used for organic storage tanks > 500 gallons.
- One Stack form is used for each vertical stack at your facility – one stack may be used by many units, but you need to complete only 1 stack form.
- The TES – total emissions statement – is the form that sums all of your emissions for all units in your package. It is also the place where you enter information on emissions of Hazardous Air Pollutants.



- This diagram shows the overall structure of an SR package
- Note that each package has only 1 SR form and 1 TES form.
- However, it can have as many AP unit forms as needed to describe your facility.
- Notice that some forms can have sub or child forms – these are for additional fuels or, in the case of process units, additional raw materials or finished products.
- There are also child forms for some units that have more controls than there are spaces available on the parent AP form.
- Note also the SR Overview form at the top – it organizes your package by asking the question: what units do you want to include in your package; most often the answer is all units, but we will show later how you can submit supplemental packages with only 1 or a few units to correct errors or add to your submittal for the year.

**eDEP**  
MassDEP's Online Filing System

my homepage | start new | my profile | help | log out

**My Homepage**

start new | filter / sort

User Name: WERTTEST002 Nickname: MARKTEST002

Transaction ID	Document	Status	Date	Open	Get Copy to Save/Print
59819	0420059 AQ Source Registration Package	WORK IN PROGRESS	02/02/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59735	1197654 AQ Source Registration Package	WORK IN PROGRESS	02/01/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59392	1209996 AQ Source Registration Package	SUBMITTED	01/30/2006	<a href="#">Open</a>	<a href="#">file is ready</a>
59376	1209996 AQ Source Registration Package	WORK IN PROGRESS	01/29/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59372	1209996 AQ Source Registration Package	WORK IN PROGRESS	01/28/2006	<a href="#">Open</a>	<a href="#">get copy</a>

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- So How do you create an SR package ?
- 1<sup>st</sup> go to your homepage – this example is my home page with many packages already there – you may have no packages yet, but the pages works the same either way
- Click the start new button . . .

**Start New Transaction**

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**Online Forms and Bulk Data Upload**

Select the form you wish to submit

ANF-001 and AQ 06 Project Date Revision Notification ▾

**create form**

For the following forms, DEP has not received and/or processed the proof(s) of identity that are required before you can fill out the form. To see the required proof(s) of identity for a form, select the form from the list below, then click on the 'More Info' button.

BWSC 100 Complaint and Inquiry Log Form ▾

**more info.**

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**Bulk Data Upload**

Select the type of data you want to upload

[Drinking Water Bulk Data Upload](#)

- To get to the create forms screen – here you drop the first menu . . .

**Start New Transaction**

**Online Forms and Bulk Data Upload**

Select the form you wish to submit

ANF-001 and AQ 06 Project Date Revision Notification	▼
ANF-001 and AQ 06 Project Date Revision Notification	▲
<b>AQ Source Registration Package</b>	
Amalgam Separator Certification-Dentists	
Annual Compost Site Report	
BWP - Asbestos Notification form- ANF001	
BWP - Demolition Form for AQ-06	
BWSC 01,02,03 Initial Application for Tier I Permit	
BWSC 10,20,30 App for Supplemental Tier I Permit Action	
BWSC 103 Release Notification & Retraction Form	
BWSC 104 RAO Transmittal Form	
BWSC 105 IRA Transmittal Form	▼

the proof(s) of identity that are required before you form, select the form from the list below, then click on

**Bulk Data Upload**

Select the type of data you want to upload

[Drinking Water Bulk Data Upload](#)

- To find a list of forms – select AQ Source Registration Package which is very near the top . .

**Start New Transaction**

---

**Online Forms and Bulk Data Upload**

Select the form you wish to submit

AQ Source Registration Package

**create form**

For the following forms, DEP has not received and/or processed the proof(s) of identity that are required before you can fill out the form. To see the required proof(s) of identity for a form, select the form from the list below, then click on the 'More Info' button.

BWSC 100 Complaint and Inquiry Log Form

**more info.**

---

**Bulk Data Upload**

Select the type of data you want to upload

[Drinking Water Bulk Data Upload](#)

- And that will enter it in the selection field
- Then click the Create Form button

**Pre Form**

**Pre Form : AQ Source Registration Package**

**1. [Click Here Now For Source Registration Help](#)**

CLICK to find instructions and quick answers to questions about On-line Source Registration. Click NOW because you will not be able to return to this screen after you enter the forms. Browse the information in the new window before you start working on your forms.

**2. Please Identify Your Facility.**

This screen helps eDEP pre-fill your forms with information from our existing records to save you time. Please enter the identifiers carefully

**TIN** (Federal Taxpayer Identification Number-- NO dashes):

**AQ/SSEIS ID** (7 Digits-- NO dashes or spaces):

**search**

- Now you are on the SR PreForm . . .
- The first step is to open the SR Web page if you have not already done so . . .
- We put this link here to help you – once in the forms themselves, we cannot give you a live link to the web page – if we did, it would close out your eDEP session
- This is just a limit to our technology, so we put the link here in the preform where you can click on it first to open a separate window to which you can refer back once you are in the forms . . .
- When you click the link, it will open the SR webpage in a separate window . . .

**Pre Form**

**Pre Form : AQ Source Registration Package**

**1. [Click Here Now For Source Registration Help](#)**  
 CLICK to find instructions and quick answers to questions about On-line Source Registration. Click NOW because you will not be able to return to this screen after you enter the forms. Browse the information in the new window before you start working on your forms.

**2. Please Identify Your Facility.**  
 This screen helps eDEP pre-fill your forms with information from our existing records to save you time. Please enter the identifiers carefully

**TIN** (Federal Taxpayer Identification Number -- NO dashes):  

**AQ/SSEIS ID** (7 Digits- NO dashes or spaces):

- Now you can go back to your SR Preform window . . . On this page you tell eDEP which facility you want to pull forms for . . .
- You will need to enter the TIN for your facility . . .
- You can find your TIN by looking at the address section of the letter that MassDEP sent to your facility reminding you about your Source Registration filing requirements.
- Note that in the first year on-line, we may not have your correct TIN, and we may have put in a shorter temporary number in its place – you can tell us the real TIN when you are in the SR form and we can enter it for use in the following year.
- IMPORTANT: Note that if your facility changed ownership since your last SR, your TIN changed, and you need to contact the Data Manager at your MassDEP Regional Office to set up the new facility account – be sure to do this before you start working on your forms !!

**Pre Form**

**Pre Form : AQ Source Registration Package**

**[1. Click Here Now For Source Registration Help](#)**  
CLICK to find instructions and quick answers to questions about On-line Source Registration. Click NOW because you will not be able to return to this screen after you enter the forms. Browse the information in the new window before you start working on your forms.

**2. Please Identify Your Facility.**  
This screen helps eDEP pre-fill your forms with information from our existing records to save you time. Please enter the identifiers carefully

**TIN** (Federal Taxpayer Identification Number -- NO dashes):

**AQ/SSEIS ID** (7 Digits- NO dashes or spaces):



- Next you need to enter your AQ ID – this is a 6 digit number from the old SR system known as SSEIS
- This number is also found on the SR letter you received from MassDEP . . .
- Then press search . . .

**Pre Form**

**Pre Form : AQ Source Registration Package**

[1. Click Here Now For Source Registration Help](#)

CLICK to find instructions and quick answers to questions about On-line Source Registration. Click NOW because you will not be able to return to this screen after you enter the forms. Browse the information in the new window before you start working on your forms.

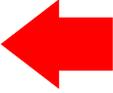
**2. Please Identify Your Facility.**

This screen helps eDEP pre-fill your forms with information from our existing records to save you time. Please enter the identifiers carefully

TIN (Federal Taxpayer Identification Number-- NO dashes):

AQ/SSEIS ID (7 Digits-- NO dashes or spaces):

Site Information :: TEST PLANT



•Now you can confirm that eDEP has found your facility – click Next

eDEP  
MassDEP's Online Filing System

my homepage | start new | continue current | my profile | help | log out

### Current Submittal

Transaction ID - 59845

In Step 1 of 3, you will complete, save and validate all forms and sub-forms related to this transaction.

To continue, click Next Step.

**Step 1** [AQ Source Registration Package](#)

Step 2 Acceptance (Signature)

Step 3 Submit

next step ▶

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- This screen, the Current Submittal Screen, shows you the steps to filing on-line . . .
- Step one is complete and validate all forms
- Step 2 is sign the package – one signature covers all of the forms
- Step 3 submits the package
- You must complete all 3 steps for MassDEP to receive your submittal
- Before we go into the forms, we want to address the question of how do you sign forms on-line ?

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### Signature

Please check the form(s) you wish to accept.

**Source Registration - 1 Form(s)**

CERTIFICATION FOR ALL FORMS IN THIS SOURCE REGISTRATION PACKAGE  
Signed under the pains and penalties of perjury:

**You must be a RESPONSIBLE OFFICIAL to sign this Source Registration package** -- to see the definition of a Responsible Official, click: [Who is a Responsible Official?](#). If you are not a Responsible Official, you must share this package with the Responsible Official -- to share this package, click: ["Share This Submittal"](#). See [Instructions and Source Registration Help Page](#) for more information. NOTE: The Responsible Official must register on eDEP before you can share your submittal with them.

I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

**By entering my name I acknowledge that I have read and agree with the certification statement.**

Name of Responsible Official  Date

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- After you have completed all of the forms, click the Signature link, and you will be presented with this screen
- Note that you must complete all forms before you can sign the package – there is no way to accidentally sign or submit an incomplete package.
- Also note that once a package is signed it CANNOT be edited – this is a greater level of security than with paper forms
- So the RO Completes the fields requested . . .

**Signature**

Please check the form(s) you wish to accept.

**Source Registration - 1 Form(s)**

CERTIFICATION FOR ALL FORMS IN THIS SOURCE REGISTRATION PACKAGE  
Signed under the pains and penalties of perjury:

You must be a RESPONSIBLE OFFICIAL to sign this Source Registration package -- to see the definition of a Responsible Official, click: [Who is a Responsible Official?](#). If you are not a Responsible Official, you must share this package with the Responsible Official -- to share this package, click: ["Share This Submittal"](#). See [Instructions and Source Registration Help Page](#) for more information. NOTE: The Responsible Official must register on eDEP before you can share your submittal with them.

I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

**By entering my name I acknowledge that I have read and agree with the certification statement.**

Name of Responsible Official  Date

- Don't forget to check the certification box . . .
- We often get the question who can complete the electronic signature ?
- The answer is the same as for paper forms – the persons completing this screen MUST be the Responsible Official who would have signed the forms if they were in paper.
- Remember, because eDEP keeps track of who is logged in, the Responsible Official must be logged in as themselves and they must put their own name in the box on this screen.
- We want to be clear about the legal requirements here – this is a signature like any pen and ink signature, and if it is created by anyone else but the Responsible Official whose name is listed in the box (and on the SR form) then this is a forgery.
- The other common question is who is supposed to sign a SR – the answer is a Responsible Official under 310 CMR 7.
- So who is a Responsible Official ?

## Who is a Responsible Official?

---

- ❖ A sole proprietor
- ❖ General partner
- ❖ Official with authority to bind – president, secretary, treasurer, VP
- ❖ Public entity – executive or elected official who can enter into contracts

- A Responsible Official is . . .
- A sole proprietor
- A General partner
- For a corporation, an official with authority to bind the corporation such as a president, secretary, treasurer, or VP
- For a Public entity this would be someone with authority to enter into contracts such as an executive or elected official

## What if a preparer is not an RO?

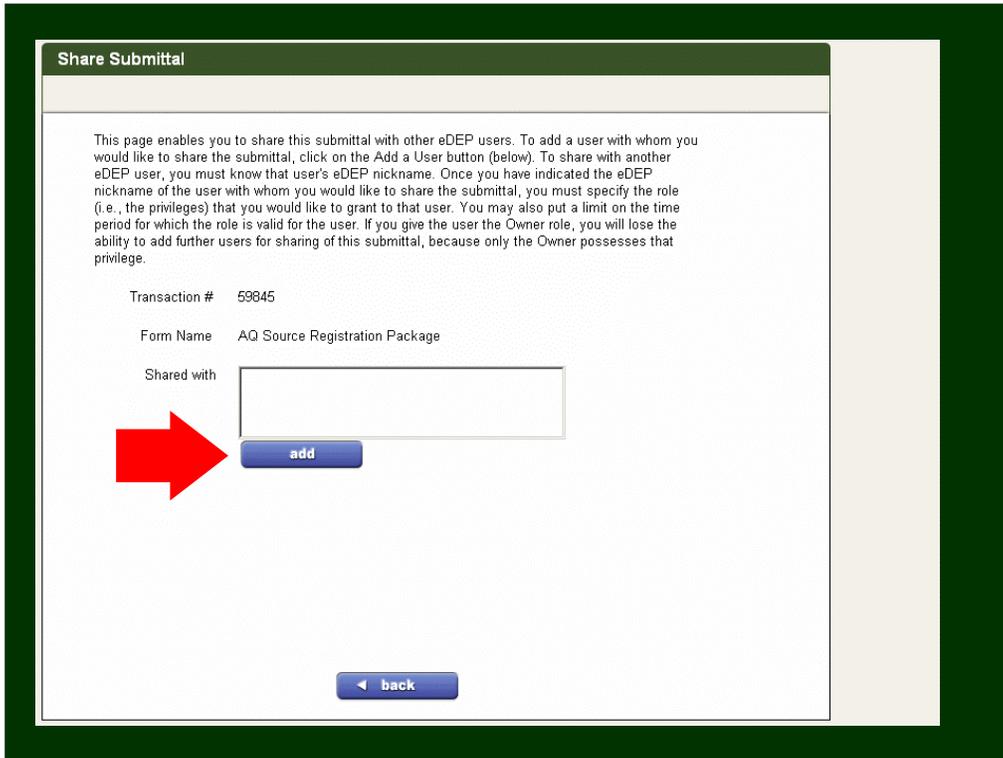
---

- ❖ The preparer cannot sign
- ❖ The preparer can complete and validate the entire package
- ❖ The preparer must SHARE the package with the Responsible Official
  
- ❖ How do you share ?

- It is very common for the person preparing the forms to not be the RO . . .
- In that case, the preparer cannot sign the package even though they can complete and validate all forms
- Instead, the preparer must SHARE the package with the RO for signature . . .
- A question we are often asked is whether a consultant should create the package and share it with their client, or the client should create the package and share it with the consultant ?
- The answer is that the system supports either and MassDEP has no preference – it is up to you how you want to work with your clients/consultants.
- So how do you share a package ?



- Back on the Current Submittal page you will find the Share button . . .
- When you are ready to share, click this button . . .



- And you will see the following screen
- The box in the center lists all of those you have shared the package with – in this case, there is no one on the list
- So lets click Add . . .

**Share Submittal**

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 59845

Form Name AQ Source Registration Package

Shared with

Share With  Enter a valid eDEP nickname

Role

From  To   
(e.g., 2/4/2006)

- Next you will see a a box below asking for the valid Nickname of the person you want to share with
- You will recall in the registration where you picked your own Nickname
- You now need to enter the Nickname of the Responsible Official . . .

**Share Submittal**

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 59845

Form Name AQ Source Registration Package

Shared with

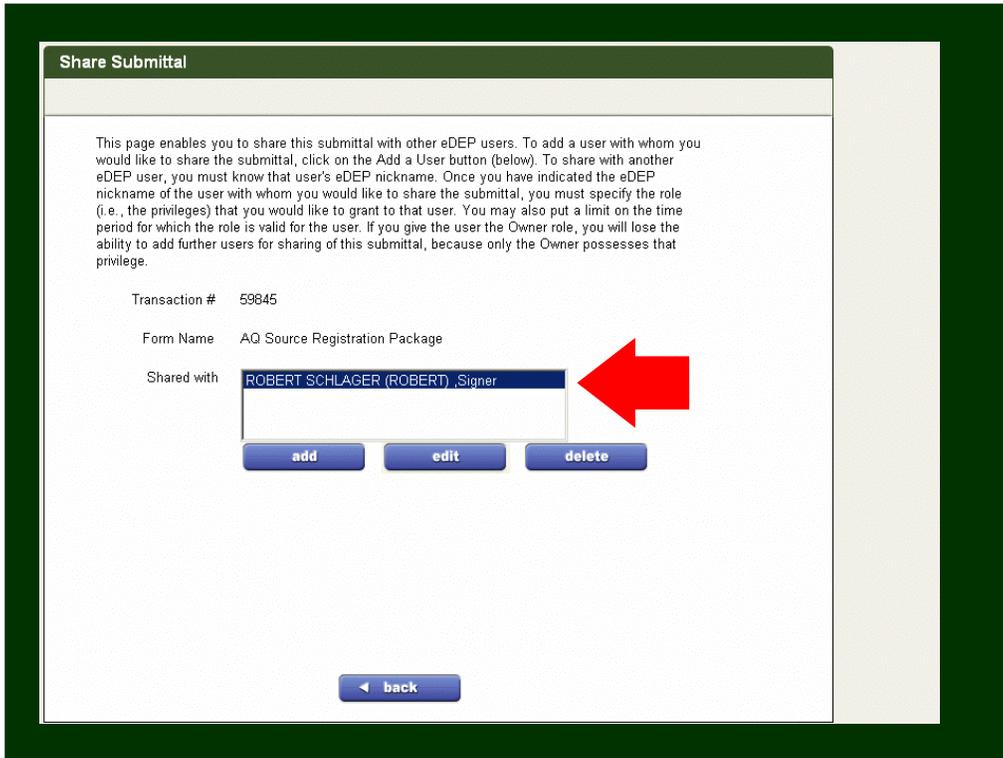
Share With  Enter a valid eDEP nickname

Role 

- Signer
- Viewer
- Editor
- Editor&Signer
- Owner

From  To

- Then you can select a role
- A viewer cannot make any changes
- And editor can make changes but cannot sign or submit
- Note the last selection – owner
- Sharing ownership is a bit misleading – you can only GIVE ownership – if you select owner from this drop menu, you are giving complete control of the package to that person – and you are giving away your own control of the package at the same time . . .
- So be very, very sure of who you are giving ownership of a package to . . . If you need to give ownership to another person (such as when you are leaving a firm) you should first establish a normal share with that person, and then convert the share role to owner – you don't want to accidentally type in a wrong nickname. . . .
- You can also specify how long your share will last (except in the case of ownership, which is a permanent change)
- If you leave the box on the right blank, the share will not expire
- But you can also put a date certain in that box – at that time, the package will disappear from the homepage of the person you shared with.
- When you are done, click add at the bottom . . .



- Then you can see and confirm who you shared with and the role . . .
- Note that you can edit or delete any share at any time
- If you are satisfied, click the back button at the bottom of the screen (not your browser's back button)

## When is a package received by DEP?

---

- ❖ When submitted – not before
- ❖ Just like w/paper – MassDEP does not have access before you submit
- ❖ Compliance is based on date submitted

How do you save a copy for your records ?

- So when is a package actually received by MassDEP ?
  - The answer is when you have completed the last step, submit, and received your receipt – not before.
  - This is just like w/paper – MassDEP does not have access to your submittal before you give it to us, that is, when you submit the package
  - Note that this means compliance is based on date submitted – you are late if you have not submitted by the deadline.
- 
- So now that you have submitted, how do you save a copy for your records ?

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MassDEP's Online Filing System

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**My Homepage** [start new](#) [filter / sort](#)

User Name: WERTTEST002 Nickname: MARKTEST002

<u>Transaction ID</u>	<u>Document</u>	<u>Status</u>	<u>Date</u>	<u>Open</u>	<u>Get Copy to Save/Print</u>
59819	AQ Source Registration Package	WORK IN PROGRESS	02/02/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59735	AQ Source Registration Package	WORK IN PROGRESS	02/01/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59392	AQ Source Registration Package	SUBMITTED	01/30/2006	<a href="#">Open</a>	<a href="#">file is ready</a>
59376	AQ Source Registration Package	WORK IN PROGRESS	01/29/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59372	AQ Source Registration Package	WORK IN PROGRESS	01/28/2006	<a href="#">Open</a>	<a href="#">get copy</a>

[Next >>](#)

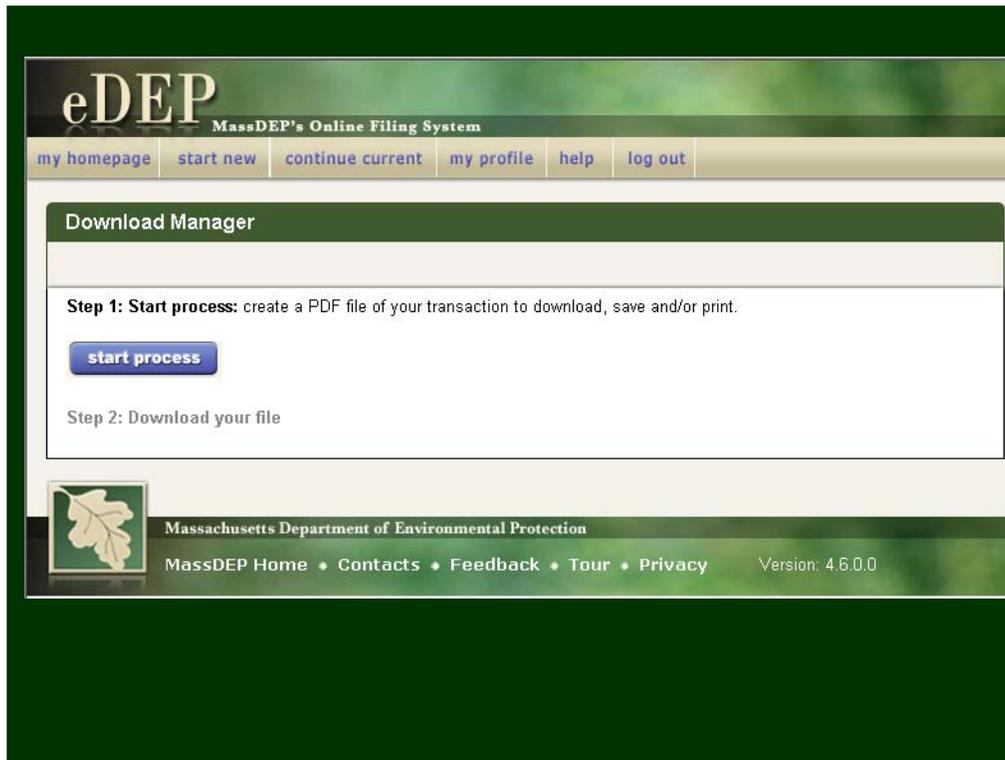
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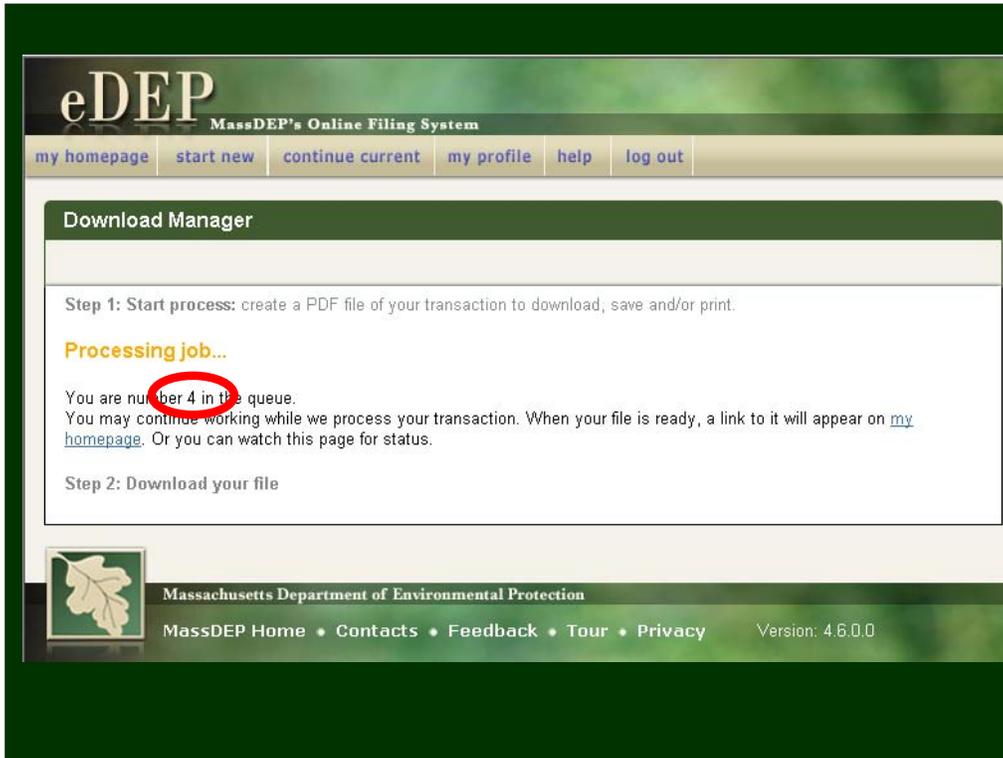
- This was a major issue when we piloted the on-line program – may users asked for a 1-button way to get a complete printout of their SR package
- So MassDEP responded by custom programming a batch print module, which now resides on a separate server.
- You can get a batch print by clicking the “get copy” link under Get Copy to Save/Print on your homepage – there is one link for each submittal.



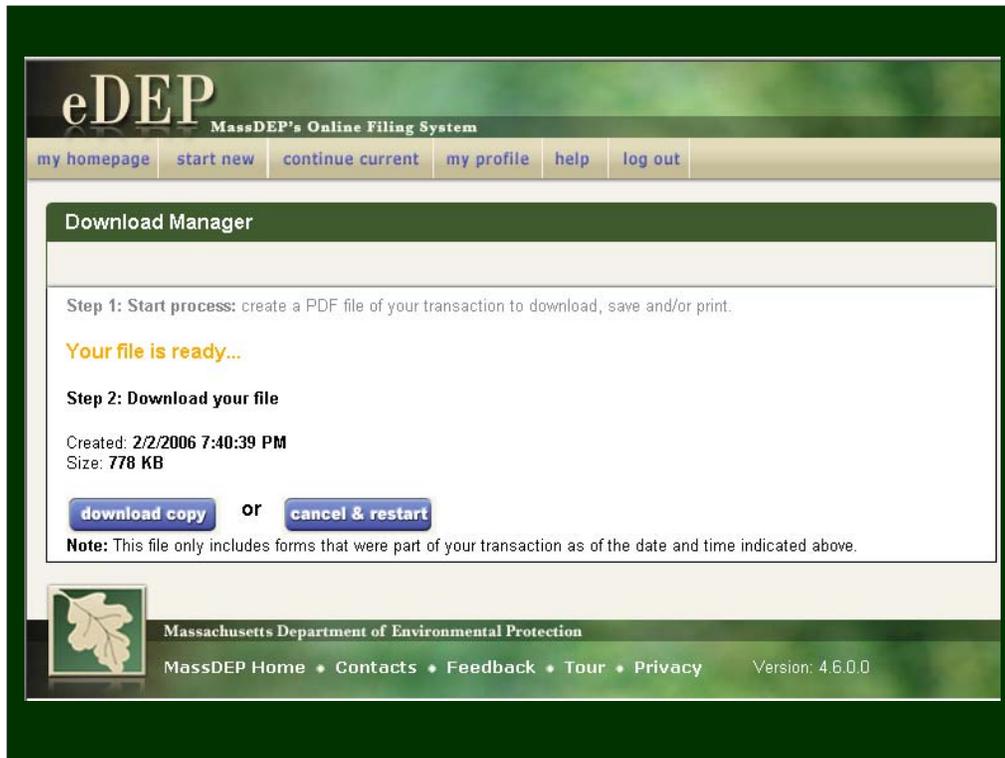
- You can also click the button on the Current Submittal screen . . .
- When you do . . .



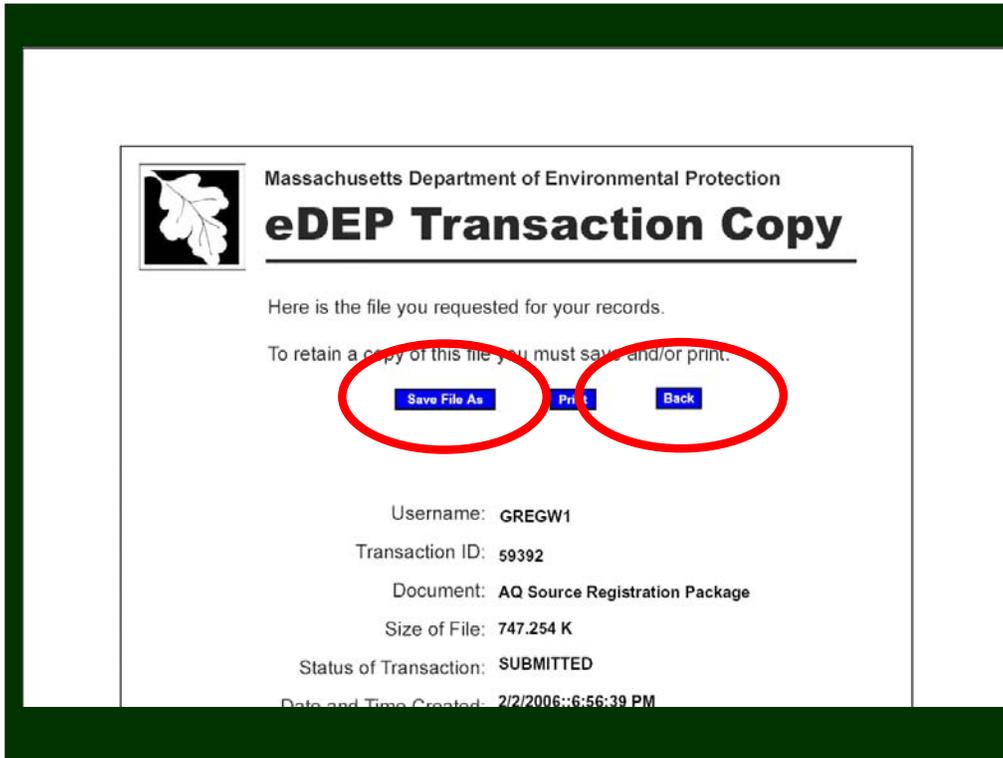
- You will see the Download Manager screen . . .
- Here you can click to start a batch print job . . .



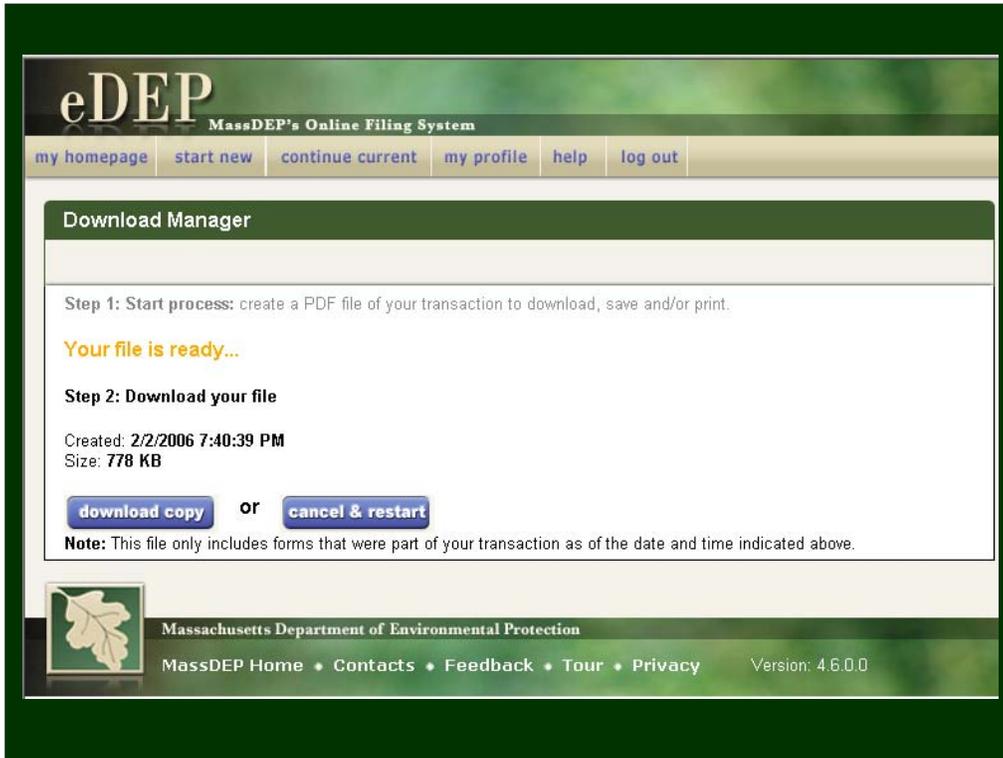
- And you will get a response telling you what number you are in the queue . . .
- The batch print server is fast, but there may be many jobs ahead of you in the queue, so you may not want to wait – you can go back to your homepage and continue working . . .
- Or you can log out of eDEP altogether – once you tell batch print to start a job for you, you do not need to monitor it, or even keep your session open.



- But if you do wait, or if when you come back to eDEP you click on the “get copy” link, this is what you will see when the job is done
- Notice that the job has a particular date and time stamped on it . . .
- If you went back after you triggered the batch print and made more changes to your package, do you think that those changes will be included in your batch print ?
- The answer is no – the batch print is a snapshot of your package as it existed when you triggered the job – if you want a more up-to-date version, you can just click the cancel & restart button
- But let’s assume you want this copy – so you click the download copy button . . .



- And batch print gives you a pdf with all of your forms in it . . .
- Note, that if you have a big facility, this pdf can be very long – be careful before you try to print this out
- Some users do not print this out at all – they save the file as an electronic record – in an electronic Environmental Management System for example
- If you click Save File As you will be able to save the pdf on any drive you have access to
- Then you can copy or e-mail it where ever you wish.
- Many users get a batch print when they need to have their package reviewed
- Some also use batch prints to help them gather the SR data before filing – fore example, one user would generate a batch print to carry with him while he traveled to the facility which was in another part of the state; then he returned with the data to complete the forms on-line.
- There is one limitation to using batch print before all of the forms are complete – it is that child forms for 2<sup>nd</sup> fuels or inputs will not appear until the parent forms have been validated – so a batch print taken before all of the forms are validated may in some cases, not be complete.
- We will illustrate this later in the training . . . Click back the back button to return to your package



- But if you do wait, or if when you come back to eDEP you click on the “get copy” link, this is what you will see when the job is done
- Notice that the job has a particular date and time stamped on it . . .
- If you went back after you triggered the batch print and made more changes to your package, do you think that those changes will be included in your batch print ?
- The answer is no – the batch print is a snapshot of your package as it existed when you triggered the job – if you want a more up-to-date version, you can just click the cancel & restart button
- But let’s assume you want this copy – so you click the download copy button . . .

**eDEP**  
MassDEP's Online Filing System

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**My Homepage** [start new](#) [filter / sort](#)

User Name: WERTTEST002 Nickname: MARKTEST002

<a href="#">Transaction ID</a>	<a href="#">Document</a>	<a href="#">Status</a>	<a href="#">Date</a>	<a href="#">Open</a>	<a href="#">Get Copy to Save/Print</a>
59819	0420059 AQ Source Registration Package	WORK IN PROGRESS	02/02/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59735	1197654 AQ Source Registration Package	WORK IN PROGRESS	02/01/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59392	1209996 AQ Source Registration Package	SUBMITTED	01/30/2006	<a href="#">Open</a>	<a href="#">file is ready</a>
59376	1209996 AQ Source Registration Package	WORK IN PROGRESS	01/29/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59372	1209996 AQ Source Registration Package	WORK IN PROGRESS	01/28/2006	<a href="#">Open</a>	<a href="#">get copy</a>

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- So now we turn our attention to the forms themselves.
- You open a package in your home page by clicking the "Open" link . . .

**eDEP**  
MassDEP's Online Filing System

[my homepage](#) [start new](#) [continue current](#) [my profile](#) [help](#) [log out](#)

### Current Submittal

[get copy to save / print](#) [share](#) [delete](#)

Transaction ID - 59845

In Step 1 of 3, you will complete, save and validate all forms and sub-forms related to this transaction.

To continue, click Next Step.

**Step 1** [AQ Source Registration Package](#)

Step 2 Acceptance (Signature)

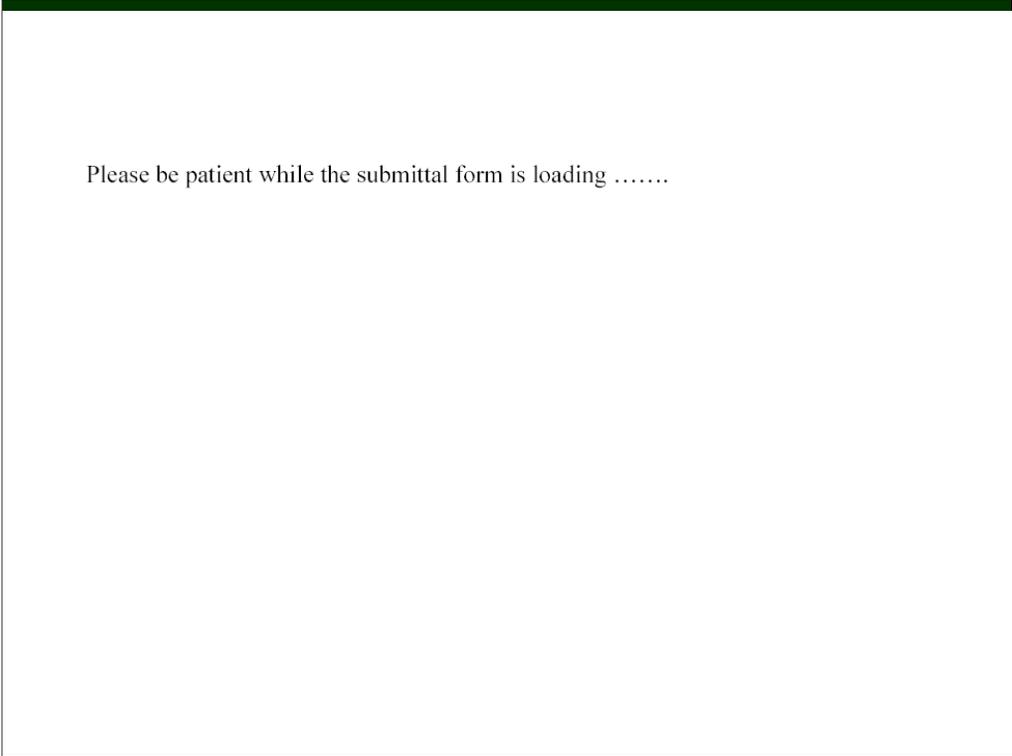
Step 3 Submit

[next step >](#)

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•Then you click the package link at Step 1 . . .



Please be patient while the submittal form is loading .....

- Next you will see this screen if this is the first time you have opened this package . . .
- What is happening now is that eDEP is assembling all of the information on your facility . . .
- It should take more than 30 sec . . . However on older computers or slower connections, or when the server is very busy, it may take somewhat longer . . .



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## Source Registration Overview

Create or Amend a Source Registration Forms Package

Year of Record  
  
  
Facility AQ Identifier

---

### A. Create a Source Registration Package

1. Select existing or new facility:

**Existing Facilities:** To create a complete package for  check box.
  **New Facilities** – check if you have never before submitted a Source Registration

check if you added emission units or stacks since your last report.

2. Validate this form:

Date Received (DEP use only – mm/dd/yyyy)

---

### B. Amend a Source Registration

1. If you need to correct or add to a previously submitted Source Registration for  check the boxes in the list below to select the forms/units you wish to work on. Check here to add new units:

2. Validate this form:

Facility Name:

Our records indicate that this facility has:  Emission Units (points) and  Physical Stacks

AP-SR Source Registration Form (general facility and contact information) – REQUIRED  
 AP-TES Total Emissions Statement (facility-wide emissions; includes hazardous Air Pollutant (HAP) reporting).

	Emission unit name	Facility's ID#	DEP#	AP form	Last update
<input type="checkbox"/>	BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS	EU-1 + E	1	AP-1	2005
<input type="checkbox"/>	BOILER #2 - ACME IND - NAT GAS - STBY	EU-2	5	AP-1	2005
<input type="checkbox"/>	GLASS FURNACE	EU #3	2	AP-2	2005
<input type="checkbox"/>	GLASS COATING - SILVER	EU-4	6	AP-2	2005
<input type="checkbox"/>	WASTE PAPER INCINERATOR	EU-3	3	AP-3	2005
<input type="checkbox"/>	ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S	EU #4	4	AP-4	2005

- When a package is new, eDEP will first open the Overview form
- This forms shows at the bottom, all of the units we have in our records for your facility
- Note that you cannot change any data on this form . . . You change data for each unit in the AP form for that unit.



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## Source Registration Overview

Create or Amend a Source Registration Forms Package

2005  
Year of Record

1209996  
Facility AQ Identifier

---

**A. Create a Source Registration Package**

1. Select existing or new facility:

**Existing** Facilities: To create a complete package for  check box.

check if you added emission units or stacks since your last report.

**New** Facilities – check if you have never before submitted a Source Registration

2. Validate this form:

Date Received (DEP use only – mm/dd/yyyy)

---

**B. Amend a Source Registration**

1. If you need to correct or add to a previously submitted Source Registration for  check the boxes in the list below to select the forms/units you wish to work on. Check here to add new units:

2. Validate this form:

Facility Name:

Our records indicate that this facility has:  Emission Units (points) and  Physical Stacks

- The Overview form organizes your package – it asks the question: What forms do you want to work on ?
- The answer for almost everyone is that you want to work on all of them – that is, you want a package with all of your facility's forms . . .
- To tell the Overview this, check the box at #1 at the top . . .



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## Source Registration Overview

Create or Amend a Source Registration Forms Package

Year of Record  
  
  
Facility AQ Identifier

---

### A. Create a Source Registration Package

- Select existing or new facility:
 

**Existing Facilities:** To create a complete package for  check box.  
  
 check if you added emission units or stacks since your last report.

**New Facilities** – check if you have never before submitted a Source Registration
- Validate this form:

Date Received (DEP use only – mm/dd/yyyy)

---

### B. Amend a Source Registration

- If you need to correct or add to a previously submitted Source Registration for  check the boxes in the list below to select the forms/units you wish to work on. Check here to add new units:
- Validate this form:

Facility Name:

- Notice that we have also checked the box immediately below #1 – you check this box if you need to add any new units or stacks.
- If you are in doubt, check the box for the new units – it is much better to not need to return to the Overview form after you have organized your package.

### B. Amend a Source Registration

1. If you need to correct or add to a previously submitted Source Registration for  check the boxes in the list below to select the forms/units you wish to work on. Check here to add new units:

2. Validate this form:

Facility Name:

Our records indicate that this facility has:  Emission Units (points) and  Physical Stacks

AP-SR Source Registration Form (general facility and contact information) – REQUIRED  
 AP-TES Total Emissions Statement (facility-wide emissions; includes hazardous Air Pollutant (HAP) reporting).

	Emission unit name	Facility's ID#	DEP#	AP form	Last update
<input checked="" type="checkbox"/>	BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS	EU-1 + E	1	AP-1	2005
<input checked="" type="checkbox"/>	BOILER #2 - ACME IND - NAT GAS - STBY	EU-2	5	AP-1	2005
<input checked="" type="checkbox"/>	GLASS FURNACE	EU #3	2	AP-2	2005
<input checked="" type="checkbox"/>	GLASS COATING - SILVER	EU-4	6	AP-2	2005
<input checked="" type="checkbox"/>	WASTE PAPER INCINERATOR	EU-3	3	AP-3	2005
<input checked="" type="checkbox"/>	ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S	EU #4	4	AP-4	2005
<input checked="" type="checkbox"/>	STACK #1 - BOILER #1 + #2	S-1	1	AP-STACK	2005
<input checked="" type="checkbox"/>	STACK #2 - GLASS PRODUCTION + GLASS COATING	S-2	2	AP-STACK	2005
<input checked="" type="checkbox"/>	STACK #3 - INCINERATOR - WASTE PAPER & OIL	S-3	3	AP-STACK	2005
<input checked="" type="checkbox"/>	STACK #4 - INCINERATOR #2	S-4	4	AP-STACK	2005
<input type="checkbox"/>					

Additional units (if any) listed on

- When you check the box at #1, you will notice that all of the check boxes next to all of the units are checked – this indicates that they will all be included in your package.
- Now you can validate the Overview – note that you only need to validate the Overview once to create your package – there is no data that can be changed here and you should never need to reenter this form.
- This point is worth repeating – in general, you should never need to change and revalidate your overview form and it is best to avoid doing so.
- The reason is that this form controls the validation status of all of the forms in your package
- That means that if you have validated all of your forms, and then you go into the Overview and revalidate it, that action will invalidate all of the forms in your package and you will have to validate them again.
- This would cost you needless waste of time, and in some cases you might lose data.
- If you think you need to revalidate the Overview form, contact the SR Help Desk FIRST, before you do anything.
- So when you click validate . . . .



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

2005  
Year of Record

1209996  
Facility AQ Identifier

Validation process is running ..... please wait

**So**  
Create

**A. Create a Source Registration**

1. Select existing or new facility:

**Existing Facilities:** To create a complete package for  2005 check box.

check if you added emission units or stacks since your last report.

**New Facilities** – check if you have never before submitted a Source Registration

2. Validate this form:

Date Received (DEP use only – mm/dd/yyyy)

---

**B. Amend a Source Registration**

1. If you need to correct or add to a previously submitted Source Registration for  2005 check the boxes in the list below to select the forms/units you wish to work on. Check here to add new units:

2. Validate this form:

Facility Name:

•You will see the validation box – it usually does not take longer than 30 sec

**Related Forms**

**Related Forms Transaction ID - 59971**

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

next step ▶

- Now eDEP has created you package of forms . . .
- You will notice that there is a form for every one of your emission units and stacks
- But how would you add any new units to the package ?
- Recall the check box you clicked on the Overview to add new units – that box added the New AP Form Creator to your package
-

**Related Forms**

**Related Forms Transaction ID - 59971**

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#) 
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)

•Click the Creator form link to open it . . .



**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention – Air Quality

## New Unit Creator Form

Adding New Emission Units and Stacks

---

### Steps to Add New Emissions Units and Stacks

1. Enter the number of **new units** and **new stacks** to add to this package in the boxes below:

**New Facilities:** If you are a new facility (or this is your first Source Registration) you must complete a form for each emission unit and stack.

**Replacing emissions units:** To replace an emissions unit or stack you must add a form for the new replacement unit in the boxes below. Then you must **decommission** the old one (by inserting a decommission date in the form for the old unit) Enter the decommission date on the form for the old unit first, then fill out the form for the new replacement unit.

AP-1 Fuel Utilization Equipment (boilers, engines, furnaces, etc.) ?

AP-2 Processes (including coatings, painting, etc) ?

AP-3 Incinerators ?

AP-4 Organic Material Storage (tanks) ?

AP-Stack (new/replacement stacks for any emission unit/s) ?

2. Validate this form:  eDEP will add the number of blank forms you requested to your package.

Year of Record
  
  
  
Facility AQ Identifier

?
**IMPORTANT**

?
**Please Read if revalidating**

- And now you will see a blank Creator form
- Let's add 1 of each type of form to this package . . .

Save Save and Exit Validate Print Cancel



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## New Unit Creator Form

Adding New Emission Units and Stacks

Year of Record  
  
  
Facility AQ identifier

---

### Steps to Add New Emissions Units and Stacks

1. Enter the number of **new units** and **new stacks** to add to this package in the boxes below:
 

**New Facilities:** If you are a new facility (or this is your first Source Registration) you must complete a form for each emission unit and stack.

**Replacing emissions units:** To replace an emissions unit or stack you must add a form for the new replacement unit in the boxes below. Then you must **decommission** the old one (by inserting a decommission date in the form for the old unit). Enter the decommission date on the form for the old unit first, then fill out the form for the new replacement unit.

?

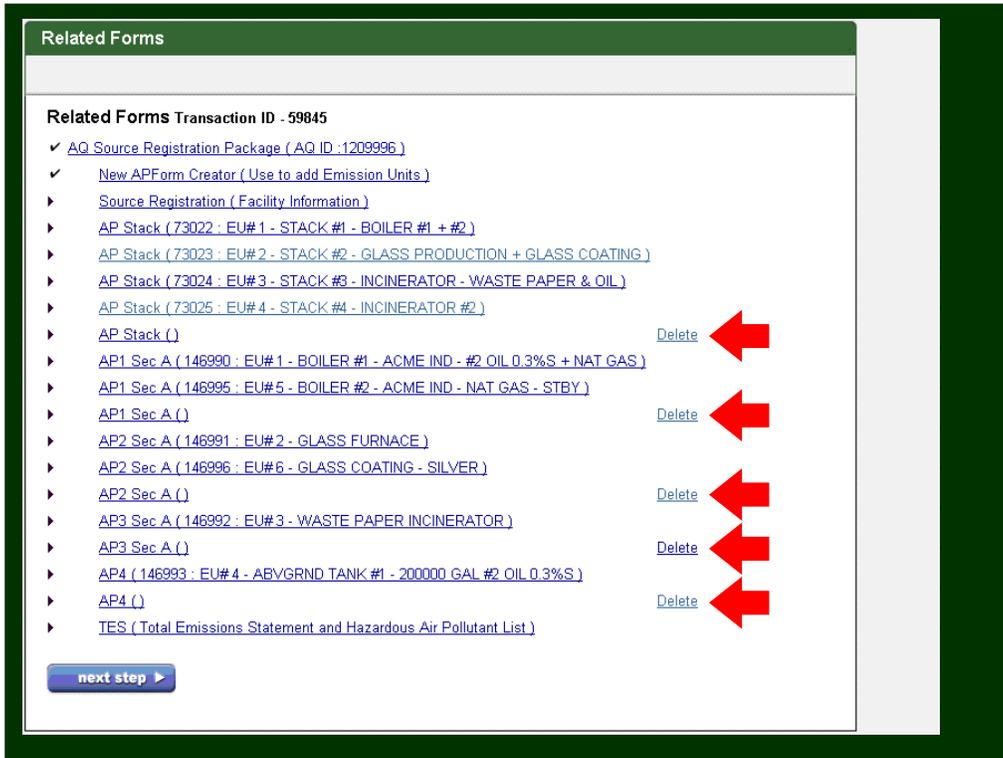
IMPORTANT

?

Please Read  
if revalidating

1	AP-1 Fuel Utilization Equipment (boilers, engines, furnaces, etc.) <span style="color: blue; font-size: 12px;">?</span>
1	AP-2 Processes (including coatings, painting, etc) <span style="color: blue; font-size: 12px;">?</span>
1	AP-3 Incinerators <span style="color: blue; font-size: 12px;">?</span>
1	AP-4 Organic Material Storage (tanks) <span style="color: blue; font-size: 12px;">?</span>
1	AP-Stack (new/replacement stacks for any emission unit/s) <span style="color: blue; font-size: 12px;">?</span>
2. Validate this form: Validate eDEP will add the number of blank forms you requested to your package.

•Now you Validate this form . . .



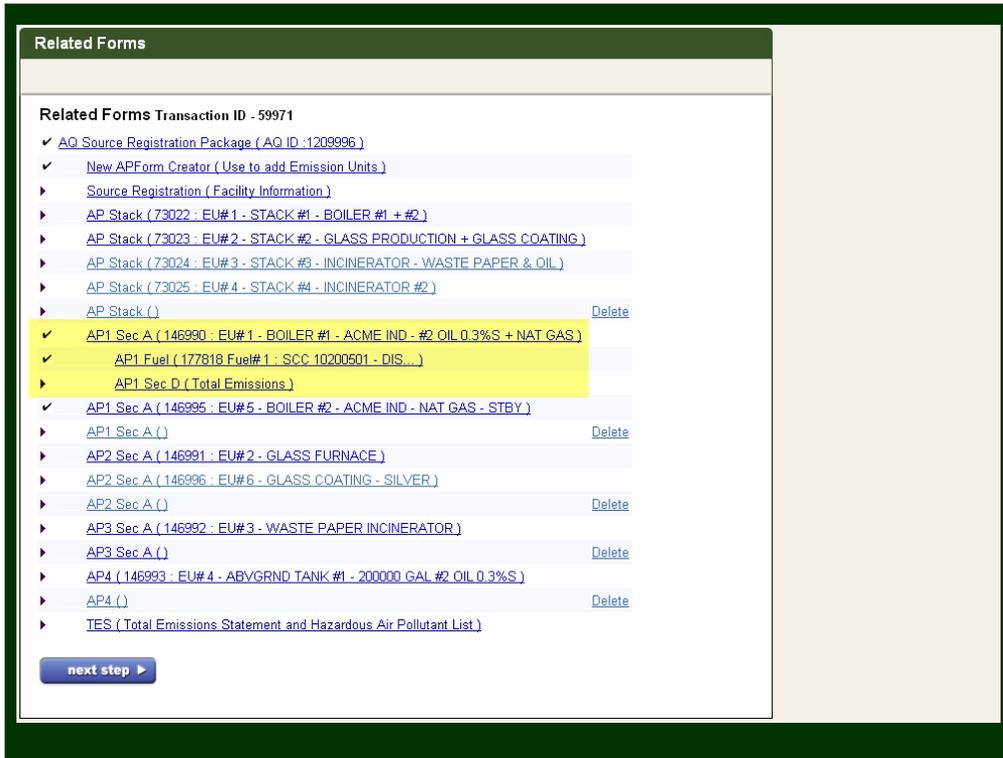
- And you can see that eDEP has added one blank form to your package just as you requested.
- Note that you can reenter and revalidate the creator form as often as you need to add more forms to the package.
- Also note that these forms come with a delete key – you can delete any new forms that you add to the package, so if you create too many, it is not a problem.

## Key Concepts (cont) . . .

---

- ❖ Parent / child forms
- ❖ Spawned after validation of the parent
- ❖ AP1/2 multiple fuels / inputs
- ❖ AP2/3 additional pollution control devices
- ❖ TES HAP emissions – individual HAP + total

- Now that we have a full package, we need to turn to another Key Concept in eDEP – Parent and Child forms . . .
- Child forms are spawned after you validate a parent form in certain cases
- One case is when there are multiple fuels for a unit or multiple inputs for a process – the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc fuels are reported on child forms for those units
- The 2<sup>nd</sup> case when a child form is where a process unit or incinerator (AP2/3) contains more than 3 air pollution control devices – in that situation, a child form will accommodate 3 additional control devices.
- The 3<sup>rd</sup> case is HAP reporting on the TES form – if you need to report quantities of HAPs, this reporting is done on child forms spawned by the TES.
- Here is what a child form looks like . . .



- On your related forms screen . . .
- You can see here that the AP1 has 1 fuel, natural gas, in the parent form and 1 fuel, distillate oil, in the child form.
- You can also see that eDEP added another child -- the Sect D form; this 1-page form simply totals up the emissions for both fuels.
- Note that the Sect D form was not added until the 2<sup>nd</sup> fuel forms was validated.
- A Key Concept is that the child forms do not appear until the parent form is validated – in this case it means that the 2<sup>nd</sup> fuel did not appear until the parent AP1 was completed and validated.
- This is confusing, and we have received many questions about it. The questions usually go like this – I know I reported 2 fuels for this unit, but my form only has one ? – We explain that the other fuel will appear once the parent form is validated successfully.
- This hidden child form problem is also the reason that, as we mentioned before, a batch print of a newly opened package may not have all of the facilities' forms – that is, all of the child forms will not have appeared yet so batch print cannot print them for you
- So what happens if you were to go back in to the parent AP1 form to make a correction ?



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

# BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

## A. Equipment Description

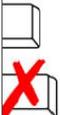
- Facility identifier  
TEST PLANT  
a. Facility name  
54853  
b. DEP Account number
- Emission unit identifier  
BOILER #1 - A  
a. Facility's choice of emission unit # – old point #  
EU-1 + EU-2  
b. Facility's emission unit # – old point #  
c. Emission unit # – old point #  
d. ORIS ID # – for units – enter number of individual units
- DEP approvals  
DEP123  
a. Most recent approval number  
b. DEP approval date (mm/dd/yyyy)
- Is this unit exempt under 310 CMR 7.02 Plan Approvals ?  yes  no

2005  
Year of record

1  
DEP EU# (old Point)

1209996  
Facility AQ identifier

Important: filling forms on computer, only the copy to your computer - do not return



**Adobe Acrobat**

 You have asked to validate data that was validated previously. If this form contains any related forms (i.e., any child forms), those forms will be invalidated or marked for deletion.

\* If a form is invalidated, you must go back and re-validate it, making any necessary changes to the data.

\* If a form is marked for deletion, you no longer need the form to complete your submittal. eDEP retains it, however, until such time as you do complete the submittal. If you later change your data in such a way that you again need a form that has been marked for deletion, the form will be re-activated with your previous data.

This process ensures the integrity of the data that you are submitting to DEP.

Do you want to validate this form?

- When you try to revalidate a form that has been already validated, you get a ominous warning message from eDEP.
- This message is overly complicated, but what it is trying to ask is do you really want to revalidate the form, because if you do, you will invalidate the child forms.
- So if you say yes, what happens ?

**Related Forms**

**Related Forms Transaction ID - 59971**

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ✓ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP Stack \( \)](#) [Delete](#)
- ✓ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Fuel \( 177818 Fuel# 1 : SCC 10200501 - DIS... \)](#)
- ✓ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STRY \)](#)
- ▶ [AP1 Sec A \( \)](#) [Delete](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP2 Sec A \( \)](#) [Delete](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP3 Sec A \( \)](#) [Delete](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [AP4 \( \)](#) [Delete](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)

**These forms are no longer required based on your validated responses.**  
AP1 Sec D ( Total Emissions )

- You see that the 2<sup>nd</sup> fuel form is now marked as invalid
- And the Sect D form has disappeared completely !!
- Actually, the Sect D form is now down at the bottom of the page.
- Fortunately, you do not lose any data when a form becomes invalid – this user just needs to open and revalidate the child fuel form.
- In this case, when the child fuel form is revalidated, the Sect D form will pop right back up where it was before and with all of the data that was previously entered into it.

# End of Part 1

- This is the end of Part 1
- Now we are ready to discuss the forms in detail.
- Take a break – you need it by now . . .

MassDEP  
Massachusetts Department of Environmental Protection  
dep home > service center > online services > edep online filing > source registration

Service Center

### eDEP Source Registration Information

**All Filers Read This First**

- Things You Must Know About Online Source Registration  
MS Word 95 KB | PDF 77 KB
- Learn How to Access eDEP Forms - Brief Instructions for a Quick Start  
MS Word 78 KB | PDF 55 KB
- Sign up to receive notifications of updates and trainings
- Read important information for new facilities
- **Find field-by-field form instructions**
- Go to [eDEP Online](#) >>>

**SR News and Updates >>**

Welcome! The forms are now available. Before you start more...

**Getting Started**

- > What is a TIN and AQ/SSEIS ID?
- > What do I do if the facility has a new owner?
- > What forms make a complete Source Registration package?
- > What do I need on hand when to start?

**Working in eDEP Forms**

- >What if I need to quit in the middle of a package or a form?
- >Who must sign a Source Registration and how does this work on-line?
- >Why do I have to validate?
- >How do I delete or replace an emissions unit?
- >How do I add new emissions units or stacks?
- >What if I don't need to change

**Reference Links**

- Why are Source Registrations required?  
310 CMR 7.12 Requirements
- Find Emission Factors
- Find SCC and NAICS Codes

Navigation menu (left):  
About MassDEP  
Public Participation & News  
Air  
Water & Wetlands  
Waste & Recycling  
Toxics & Hazards  
Cleanup of Sites & Spills  
Service Center  
laws and rules  
permits, reporting & forms  
online services  
eDEP online filing  
search dep databases  
find professionals & services  
maps  
compliance assistance  
environmental results program  
enforcement & appeals

•From here you can open the instructions so that they are available for ready reference . . .

**Mass eDEP BWP AIR QUALITY SOURCE REGISTRATION INSTRUCTIONS:**

**PART 2 LINE-BY-LINE INSTRUCTIONS FOR THE FORMS**

BWP AQ AP-SR Source Registration/Emission Statement Instructions .....	11
PURPOSE .....	11
WHO MUST FILE THIS FORM? .....	11
HOW MANY VERSIONS OF THIS FORM ARE REQUIRED? .....	11
IN WHAT ORDER SHOULD I COMPLETE THIS PACKAGE? .....	11
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How to change locked fields? .....	11
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How to change facility name? .....	11
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e. State .....	12
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c. City/Town .....	12
d. State .....	12
e. Zip Code .....	12
3. Facility Type – check one: .....	12
4. ORIS Facility Code .....	12
5. ID Numbers .....	12
a. DEP Account Number .....	12
Facility AQ Identifiers – SSEIS ID Number .....	12
6. Location (Check the box for the method you are using to show your facilities geographic location): .....	12
7. North American Industry classification code(s) NAICs .....	13
8. Facility description .....	13

•The instructions provide field-by-field help for all of the forms . . .

**eDEP**  
MassDEP's Online Filing System

[my homepage](#) [start new](#) [my profile](#) [help](#) [log out](#)

**My Homepage** [start new](#) [filter / sort](#)

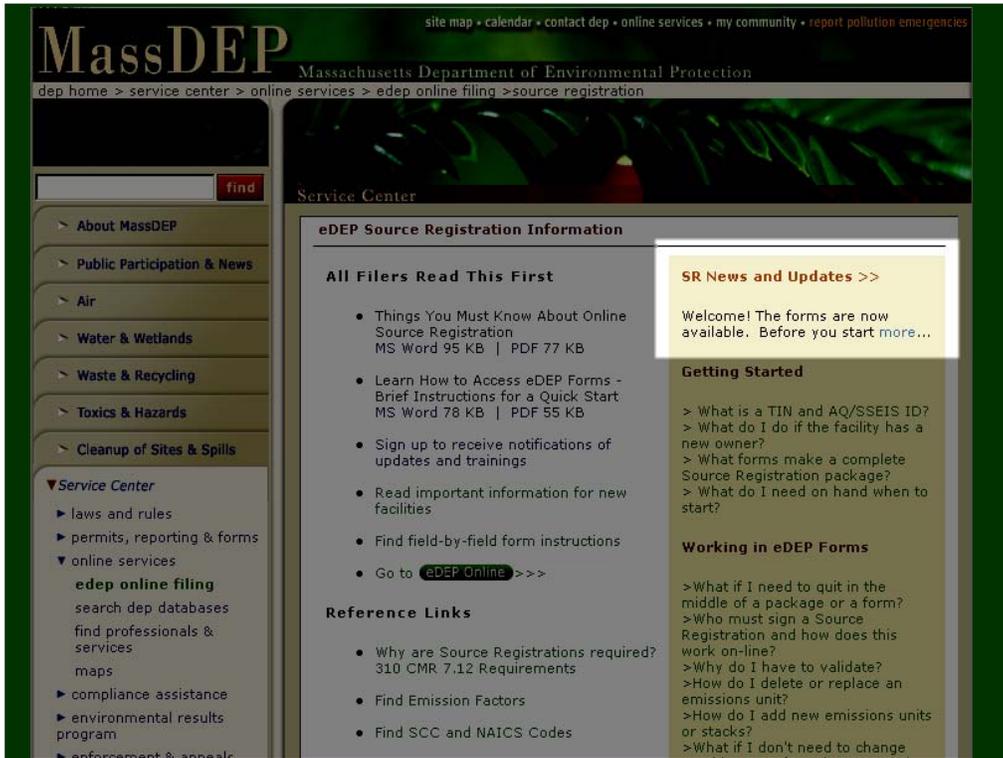
User Name: WERTTEST002 Nickname: MARKTEST002

<u>Transaction ID</u>	<u>Document</u>	<u>Status</u>	<u>Date</u>	<u>Open</u>	<u>Get Copy to Save/Print</u>
59819	AQ Source Registration Package	WORK IN PROGRESS	02/02/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59735	AQ Source Registration Package	WORK IN PROGRESS	02/01/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59392	AQ Source Registration Package	SUBMITTED	01/30/2006	<a href="#">Open</a>	<a href="#">file is ready</a> 
59376	AQ Source Registration Package	WORK IN PROGRESS	01/29/2006	<a href="#">Open</a>	<a href="#">get copy</a>
59372	AQ Source Registration Package	WORK IN PROGRESS	01/28/2006	<a href="#">Open</a>	<a href="#">get copy</a>

[Next >>](#)

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- Originally batch print was programmed to tell you on your home page when a job was ready
- Unfortunately we had a problem with that feature and have disabled it
- If you want to check on a batch print, just click the get copy link
- We hope to have this feature repaired for next season.



•Then look for the SR News and Updates link in the corner

# On-Line Source Registration Training

Feb/Mar 2007

Part 2: The Most Common Forms

SR / AP1

 **MassDEP**

This is Part 2 of Source Registration Training

In Part 2 we will start to open the forms themselves . . .

## Goals

---

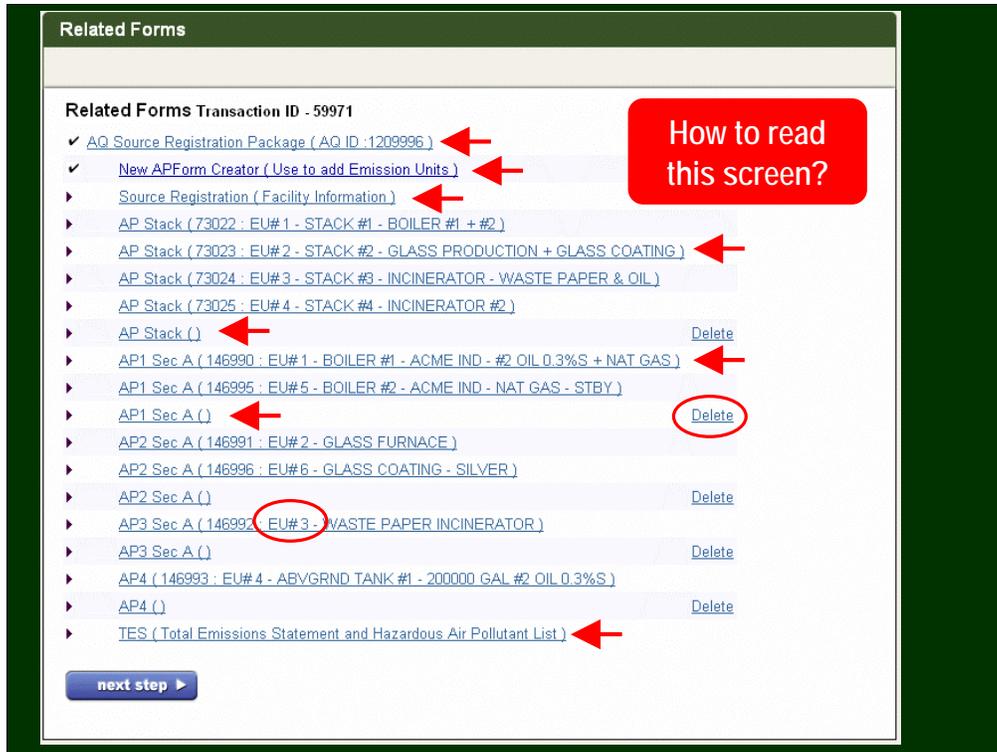
- ❖ Review Forms
- ❖ Highlight Important Points
- ❖ Common Questions / Issues
- ❖ Not Field-by-Field Instructions

•Goal is to highlight for you areas where you might have problems/questions based on the experience of others, and ways to handle unusual / difficult cases, and what will seem new even to those who have done source registrations previously.

•Our goal is that after the training nothing on the form surprises/confuses you.

•This is not a field-by-field explanation – you should refer to the instructions for that level of detail.

•We will cover the most common forms first – then we will return in Part 3 to the other forms, where we will only highlight the significant ways in which they are different than those already covered – the in general are very similar.



## Related Forms – How do you read this screen

1. Overview is at the top – should not need to open again
  2. Creator form – again, should not need to open again
  3. Source Registration form – only 1; always there; rarely change
  4. AP STACK forms existing next – Stack # = DEP stack # from old system; stack name is what you give it
  5. IMPORTANT: when you change names on the form, it will not be reflected here until next year [we are trying to fix this]
  6. New Stack form – note (); you can give it a name on the form, but it will not be changed here until next year [again, we are trying to fix this]
  7. NOTE: you can delete new forms but not forms for existing units – why ? – because we have historical information on the old units that we need to preserve
  8. AP forms for each emission unit – AP1 first; then forms for new units
  9. EU# = DEP point number from old system
  10. At the bottom is TES
- Order for completing forms – Does it matter what order the forms are done in ?

## When Order Matters

---

- ❖ New Stacks First
- ❖ Decommissioned Units Next
- ❖ TES Form Last
- ❖ Otherwise – Any Order OK
- ❖ Remember to Validate

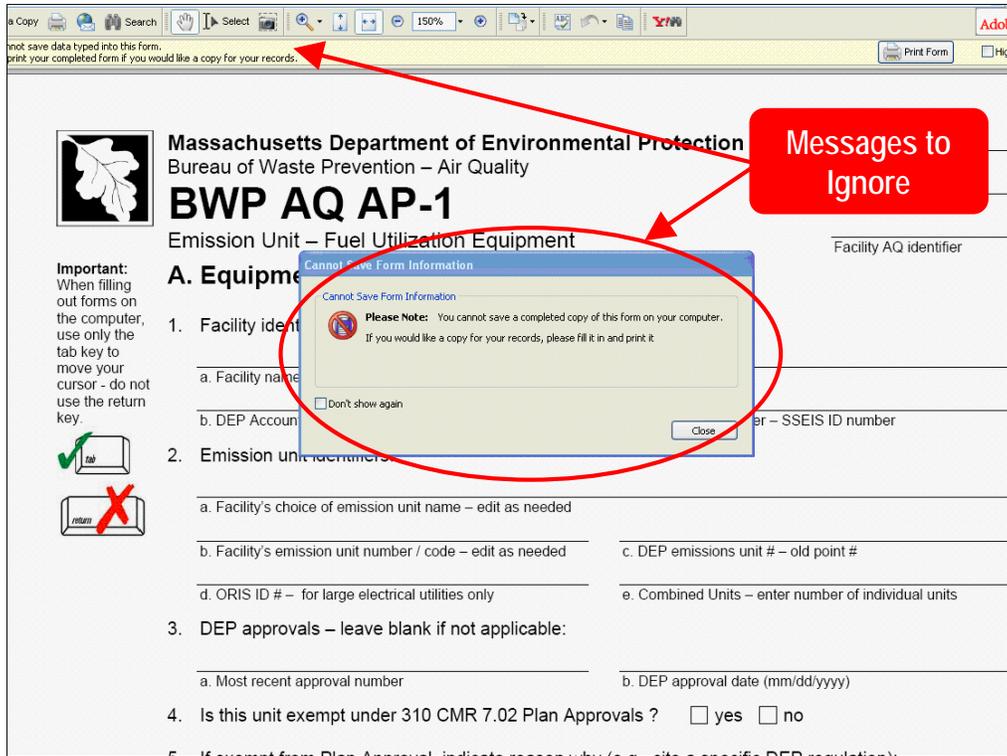
Order for completing forms – Does it matter what order the forms are done in ?

Only in 3 instances:

1. You must do new STACKs **first** – otherwise, they will not be available for assignment to your emission units in the other AP forms.
2. You must do any decommissioned units **next** – there is a question for new units about whether they are replacing an old decommissioned unit – if they are, you will not be able to answer the question unless you have completed the form for the old decommissioned unit first
3. You must do the TES **last** or the calculations will be wrong – TES calculates the sum of all of the emissions when you open the TES form; if you have completed the TES, and then go back and complete or change other forms that effect emissions, those changes will not be registered in the TES. [We are working on a way to prevent this automatically – but for now, make sure the TES is the last form you lay eyes on.]

Otherwise, you can complete them in any order you like.

NOTE: When we say complete the form, we mean fill it out AND VALIDATE the form.



- Opening forms – Unhelpful Adobe messages
- When you open a form, you will initially receive 2 messages from Adobe – this is the first
- We cannot remove these messages from the software, but we need to tell you that they are misleading
- It says you cannot save this form with the data in it – this is not true in eDEP – when you Save/Save and Exit/Validate your data is saved on eDEP's servers.
- Moreover, if you want an electronic copy of your forms with the data in them, you can use the batch print feature described earlier – it will give you a copy you can save and e-mail if you like.
- So just close this window and ignore it.
- You will also notice at the top of the page a yellow bar with the same message – just put your cursor over the bar, click the right-mouse button, and hide it.

**Related Forms**

**Related Forms Transaction ID - 59971**

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
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- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)

AP-SR Form

# Facility Information



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-SR

Source Registration

2005  
Year of Record

1209996  
Facility AQ identifier

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.




### A. Facility Information

1. Facility - the site or works at which the regulated activity occurs: ? 

**TEST PLANT**

a. Facility Name  
UNKNOWN ST

b. Facility Street Address Line 1

c. Facility Street Address Line 2

FALL RIVER MA 02720-0000

d. City/Town e. State f. Zip Code

(508) 151-5151

g. Facility Phone Number h. Facility Fax Number

2. Mailing address:  same address as facility address

**UNKNOWN ST**

a. Facility Mailing Address / PO Box Line 1

- However, an SR form is included with every package you submit.
- Note the locked fields – facility name, address, year of record
- Your first question is probably how to change the name ? – when you have a question, look at the blue icons – they have the answers, like this first one here
- You can hover over it, or click on it to read more . . .
- To change facility name, you must contact your regional office . . .
- Not all of DEP's systems are on-line yet, and so some items must still be handled by staff in the old way . . . name changes are one of these
- Creation of new facilities is another process you must go to the regional office for.
- If you have a new facility you cannot immediately open a Source Registration package for it – instead you need to contact your DEP regional office to have us create your facility in our data system – then you will be able to open a SR package
- Please note that phone numbers and mailing addresses can be updated with this form.

# Facility Information

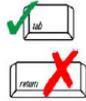
[Save](#) [Save and Exit](#) [Validate](#) [Print](#) [Cancel](#)



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality  
**BWP AQ AP-SR**  
Source Registration

2005  
Year of Record  
1209996  
Facility AQ identifier

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



## A. Facility Information

1. Facility - the site or works at which the regulated activity occurs: 

TEST PLANT

a. Facility Name

UNKNOWN ST

b. Facility Street Address

c. Facility Street Address

FALL RIVER

d. City/Town

(508) 151-5151

g. Facility Phone Number

e. State

h. Facility Fax Number

### Locked Fields Help

#### HOW TO CHANGE FACILITY NAME

To change the facility name or address you must contact your regional BWP Data Manager. The list of MassDEP regional offices and the phone numbers of the data managers can be found on the [Source Registration Web page](#).

<http://mass.gov/dep/service/compliance/sr.htm>

To access the web page open another internet browser window and copy and paste the url into the address line.

Contact DEP for Name Change

2. Mailing address:  same address as facility address

UNKNOWN ST

a. Facility Mailing Address / PO Box Line 1

# NAICS Code



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-SR**

Source Registration

2005

Year of Record

1209996

Facility AQ identifier

## A. Facility Information (cont.)



7. North American Industry Classification System (NAICS) 6 digits:

327215

a.

b.

c.

d.

8. Facility description (what is being produced and how it is being produced at this facility – update as needed):

OPTICAL INSTRUMENT GLASS - TEST FACILITY

9. Facility's normal hours of operation:

•Much of the data in the forms will prefill – fore example the NAICS codes

•However, if you need to look up the data, check the blue icons for references – [this one](#), for example gives the link to the federal NAICS lists.

# NAICS Code



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-SR**

Source Registration

2005

Year of Record

1209996

Facility AQ identifier

## A. Facility Information (cont.)



7. North American Industry Classification System (NAICS) 6 digits:

327215

c.

d.

### NAICS Help

#### HOW TO FIND NAICS CODES

NAICS codes are six digit codes used to classify facilities by the types of products they produce. These are submitted on your Federal IRS forms. Additional information about NAICS codes can be found at the U.S. Census Bureau Website:

[www.census.gov/epcd/www/naicstab.htm](http://www.census.gov/epcd/www/naicstab.htm).  
To access the website open another internet browser window and copy and paste the url into the address line.

g produced and how it is being produced at this facility – update as

S - TEST FACILITY

9. Facility's normal hours of operation:

# NAICS Code



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-SR

Source Registration

2005

Year of Record

1209996

Facility AQ identifier

### A. Facility Information (cont.)

NAICS Help 1/12/2006 11:04:53 PM

HOW TO FIND NAICS CODES

NAICS codes are six digit codes used to classify facilities by the types of products they produce. These are submitted on your Federal IRS forms. Additional information about NAICS codes can be found at the U.S. Census Bureau Website:  
[www.census.gov/epcd/www/naicstab.htm](http://www.census.gov/epcd/www/naicstab.htm)  
To access the website open another internet browser window and copy and paste the url into the address line.

(CS) 6 digits:

c. \_\_\_\_\_

d. \_\_\_\_\_

What is being produced at this facility – update as

Y

# Description and Operating Hours

## A. Facility Information (cont.)



7. North American Industry Classification System (NAICS) 6 digits:

327215

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

8. Facility description (what is being produced and how it is being produced at this facility – update as needed):

OPTICAL INSTRUMENT GLASS - TEST FACILITY

9. Facility's normal hours of operation:

a. Start time

b. End Time

c. Continuous - 24 x 7 x 52

d. Which days is the facility open?  S  M  T  W  T  F  S

10. Number of employees: 50



• Facility description is just asking for a brief overview of what the facility does/makes.

• In some instances, you can click a box and have the data prefill for convenience – for example, here you can click on “continuous” and all of the boxes will automatically fill, and then you can be on your way.

•

# Description and Operating Hours

## A. Facility Information (cont.)



7. North American Industry Classification System (NAICS) 6 digits:

327215

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

8. Facility description (what is being produced and how it is being produced at this facility – update as needed):

OPTICAL INSTRUMENT GLASS - TEST FACILITY

9. Facility's normal hours of operation:

12:00 AM



a. Start time

12:00 AM



b. End Time

c. Continuous - 24 x 7 x 52



d. Which days is the facility open?  S  M  T  W  T  F  S

10. Number of employees: 50



# Facility Owner

10. Number of employees: 50 ?

?  
Who is an  
Owner ?

11. Facility Owner:  same address as facility mailing address (will copy address into fields below)

Please contact your DEP Regional Office if the ownership of this facility has changed.

**TEST ONLY - OPTICAL**

a. Owner or Corporation Name

**10110 BYTE AVE**

b. Mailing Address Line 1 (for owner or corp)

c. Mailing Address Line 2

**WORCESTER**

d. City/Town

**USA**

g. Country

**(978) 292-9999**

h. Owner Phone Number

**JS@TOP.COM**

k. Owner E-mail Address (optional)

Contact DEP if  
New Owner

**MA**

e. State

**01600-0000**

f. Zip Code

j. Owner Fax Number

**999999999**

i. Extension  
I. Owner TIN (Taxpayer Identification Number - 9 digits)

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Source Registration • Page 2 of 4

•Ownership change – These fields are used to reflect minor changes in data about the owner of the facility.

•IMPORTANT: If your facility has changed owners since your last SR report, then you need to STOP and contact your MassDEP regional office before entering any more data or you will be filing the report for the previous owner rather than the new one . . . We need to create a new facility with the new owner, and generate a new package of forms reflecting the new ownership. Any data you enter under the previous owner will be lost – so contact us first before proceeding.

Here is where you put your correct TIN if we did not have it.



# Facility Contacts

## A. Facility Information (cont.)

12. Facility **contact** information:  same address as facility address  
 same address as facility mailing address

**JOHN** **SMITH**  
a. Facility Contact First Name Contact Last Name  
**UNKNOWN ST**  
b. Mailing Address Line 1  
\_\_\_\_\_  
c. Mailing Address Line 2  
**FALL RIVER** **MA** **02720-0000**  
d. City/Town e. State f. Zip Code  
**USA** **JS@TOP.COM**  
g. Country h. E-mail Address  
**(555) 101-1100**  
i. Phone Number j. Extension k. Fax Number

13. Air emissions information contact:  same as facility contact name and address  
 same address as facility address

**JOHN** **SMITH**  
a. Air emissions contact First Name Air emissions contact Last Name  
**UNKNOWN ST**  
b. Mailing Address Line 1  
\_\_\_\_\_  
c. Mailing Address Line 2  
**FALL RIVER** **MA** **02720-0000**  
d. City/Town e. State f. Zip Code  
**USA** **JS@TOP.COM**  
g. Country h. E-mail Address  
**(555) 101-1100**  
i. Phone Number j. Extension k. Fax Number



•This will speed your data entry considerably.

•If, however, a facility has a separate contact for air emissions issues or a separate person is preparing the SR (such as a consultant), then give their information in response to these questions.

# Notes and Attachments



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-SR**

Source Registration

2005

Year of Record

1209996

Facility AQ identifier

## C. Notes and Attachments

1. **Notes:** please include in the space below any additional information that will help DEP understand your submission.

SPECIAL TEST FACILITY - 1/24/06 - GBW

**Max 4000 Words**  
**Explain Special Circumstances**  
**Describe Attachments**  
**No Unusual File Formats**  
**Prompted Later for File**

2. **Attachments:**

- Check here to submit attachments to this form (e.g., calculations). For eDEP on-line filers, this will create a new step on your Current Submittals Page where you will attach electronic files to your submittal. For attachments that **cannot** be sent electronically, please list all such attachments in notes above and deliver them to DEP with a paper copy of this form.

## •Notes and Attachments

•You will notice that all of the forms have notes and attachments sections

•Notes give you 1000 characters to tell us anything that will help explain the data you entered – these are typically used to explain exceptions, special circumstances or changes – a note is a good way to avoid having us make a follow-up call because we didn't understand something on the form.

•Attachments allow you to include a larger amount of supplemental information with your submittal.

•For example, you might attach an explanation of calculations or emission factor derivation.

•Any type of electronic file can be attached – however, don't attach something in an unusual format that we will not be able to read.

•You don't attach the file when you are in the form – you only check the box to indicate that you want to, and the system will give you the opportunity to do all attachments at once after all forms are completed.

•Please be sure, however, to mention in the notes field what you are attaching and why.

# Certification

## D. Certification



Who is a Responsible Official ?

"I hereby certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and, that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

A responsible official for the facility must provide the electronic signature. The signature and date are inserted below by eDEP when the package is submitted.

Signed under the pains and penalties of perjury:

Signature of Responsible Official

Date

eDEP enters these fields automatically on submission.

Responsible official – complete all fields below:

**RESPONSIBLE**

a. Print First Name

**OFFICIAL**

b. Print Last Name

**RESPONSIBLE OFFICIAL**

c. Title

**(617) 348-4010**

d. Phone Number

**rfficial@airfacility.com**

e. E-mail Address



What if you are not a Responsible Official ?

Entered by User

Entered by DEP at Step 2 Screen

Validate

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- Certification has 2 parts – one you complete and the other the system completes.
- The fields in the grey box are filled in by eDEP AFTER the form is signed – the data from the Step 2 screen are entered here automatically.
- You must fill in the other information on the Responsible Official in the fields on the right.
- Again, we are interested in the e-mail to make follow-up more efficient if necessary.
  
- Note that there is a VALIDATE button at the bottom for your convenience – it works the same as any other VALIDATE button; they all work exactly alike wherever they have been placed.

**Related Forms**

**Related Forms Transaction ID - 59971**

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

**next step ▶**

AP1 – Combustion Units

# Fuel Utilization Equipment

Save Save and Exit Validate Print Cancel



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-1**  
Emission Unit – Fuel Utilization Equipment

2005  
Year of record  
5  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

**A. Equipment Description**

**1. Facility identifiers:** May Choose Own Names

TEST PLANT

a. Facility name: \_\_\_\_\_  
54853

b. DEP Account number: \_\_\_\_\_

c. Facility AQ identifier – SSEIS ID number: \_\_\_\_\_  
1209996

**2. Emission unit identifiers:** ? And Numbers

BOILER #2 - ACME IND - NAT GAS - STBY

a. Facility's choice of emission unit name – edit as needed  
EU-2

b. Facility's emission unit number / code – edit as needed: \_\_\_\_\_

c. DEP emissions unit # – old point # 5

d. ORIS ID # – for large electrical utilities only

e. Combined Units – enter number of individual units ?

**3. DEP approvals – leave blank if not applicable:** ?

W321

a. Most recent approval number

b. DEP approval date (mm/dd/yyyy): \_\_\_\_\_  
12/24/1980

**4. Is this unit exempt under 310 CMR 7.02 Plan Approvals?**  yes  no

**Important:** When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.





- One of the benefits of the new system is that facilities can use their own systems for identifying units.
- Users can now name their emission units as they choose.
- They can also give them a number that reflects their own systems.
- The DEP#, however, does not change as that is our link to historical data.
  
- Combined Units . . .
- In some circumstances you may report more than one emission unit on a single form.
- When you combine units, you must enter the total number of unit being reported on in the form in the combined units field.
- There are restrictions on what can be combined – be sure to read the notes in the icons for details.

## Restrictions on Combined Units

---

- ❖ Same type (not necessarily identical)
- ❖ Same regulatory restrictions
- ❖ Same contents/fuel/product
- ❖ Same monitors / controls
- ❖ Combustion units EACH below threshold
- ❖ TIP: combined units should not exceed federal applicability thresholds

## Combustion Unit Thresholds

---

- ❖ Distillate oil – 10 MMbtu/hr or 72 gal/hr
- ❖ Residual oil – 5 MMbtu/hr or 32 gal/hr
- ❖ Natural gas – 10 MMbtu/hr or 100 Therms/hr
- ❖ Solid fuel – 3 MMbtu/hr
- ❖ Used oil fuel – 3 MMbtu/hr or 19 gal/hr
- ❖ Landfill gas – 3 MMbtu/hr or 180,000 cfh

•Fuel burning units can be combined as one emission unit IF EACH INDIVIDUAL UNIT is of the same type AND uses the same fuel(s) AND is below the following thresholds:

Distillate oil -- 10 MBTU per hour or 72 gal per hour;

Residual oil – 5 MBTU per hour or 32 gal per hour;

Natural gas – 10 MBTU per hour or 100 Therms per hour;

Solid fuel – 3 MBTU per hour;

Used oil fuel –3 MBTU per hour or 19 gal per hour;

Landfill gas – 3 MBTU per hour or 180,000 cf per hour

•Process units are usually combined if they . . . .

•Tanks are often combined if their contents are the same . . .[aqa1]

• [aqa1]Did not make slide for these.

## Which Data for Combined Units?

---

- ❖ Make / Model No. – use most common or “combined”
- ❖ Install date – oldest
- ❖ Permit / date – most recent
- ❖ Max capacity / potential – total
- ❖ Decommission – when all gone (amend # combined)
- ❖ Explain in Notes

•How then, do you report data for combined units ?

# Approval Number

2. Emission unit identifiers: 

BOILER #2 - ACME IND - NAT GAS - STBY

a. Facility's choice of emission unit name – edit as needed  
EU-2

b. Facility's emission unit number / code – edit as needed

c. DEP emissions unit # – old point # 5

d. ORIS ID # – for large electrical utilities only

e. Combined Units – enter number of individual units 

3. DEP approvals – leave blank if not applicable: 

W321 12/24/1980

a. Most recent approval number

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 245 CMR 7.02 Plan Approvals?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption

6. Emission unit installation date and decommission date: 

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable

7. Emission unit replacement: 

a. Is this unit replacing another emission unit?

no  yes – enter DEP's emission unit number and name for the unit being replaced below:

b. DEP's emission unit number and facility unit name

How to delete a unit? (click ?-icon)

Complete only if the unit was shutdown permanently or replaced since the last report.

•Permits

•The forms now ask facilities to list their permit numbers and dates, if any.

# Exemptions

2. Emission unit identifiers: 

BOILER #2 - ACME IND - NAT GAS - STBY

a. Facility's choice of emission unit name – edit as needed  
EU-2

b. Facility's emission unit number / code – edit as needed

c. DEP emissions unit # – old point #  5

d. ORIS ID # – for large electrical utilities only

e. Combined Units – enter number of individual units

3. DEP approvals – leave blank if not applicable: 

W321 12/24/1980

a. Most recent approval number

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption 

How to delete a unit?  (click ?-icon)

6. Emission unit installation date and decommission date:

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable  
Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement:

a. Is this unit replacing another emission unit?

no  yes – enter DEP's emission unit number and name for the unit being replaced below:

b. DEP's emission unit number and facility unit name 

• The form also asks whether the unit is exempt from Plan Approvals, and if so why . . . select the best option from the drop menu.

# Exemptions

2. Emission unit identifiers: 

BOILER #2 - ACME IND - NAT GAS - STBY

a. Facility's choice of emission unit name – edit as needed  
EU-2

b. Facility's emission unit number / code – edit as needed

c. DEP emissions unit # – old point # 5 

d. ORIS ID # – for large electrical utilities only

e. Combined Units – enter number of individual units

3. DEP approvals – leave blank if not applicable: 

a. Most recent approval number

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption 

How to delete a unit? (click ?-icon) 

6. Emission unit installation date and decommission date:

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable

*Complete only if the unit was shutdown permanently or replaced since the last report.*





7. Emission unit replacement:

a. Is this unit replacing another emission unit?

no  yes – enter DEP's emission unit number and name for the unit being replaced below:

b. DEP's emission unit number and facility unit name 

•The form also asks whether the unit is exempt from Plan Approvals, and if so why . . . select the best option from the drop menu.

# Exemptions

Key:  

b. DEP Account number ? c. Facility AQ identifier – SSEIS ID number

2. Emission unit identifiers: ?  
 PRIMERO  
 a. Facility's choice of emission unit name – edit as needed  
 001 5  
 b. Facility's emission unit number / code – edit as needed c. DEP emissions unit # – old point # ?  
 2  
 d. ORIS ID # – for large electrical utilities only e. Combined Units – enter number of individual units

3. DEP approvals – leave blank if not applicable: ?  
 DEP123 01/01/2001  
 a. Most recent approval number b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approval? ?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):  
 310 CMR 7.03 U PLAN APPROVAL EXEMPTION: CONSTRUCTION REQUIREMENTS  
 below thresholds in 310 CMR 7.02 (2)(b) 7 and 15

6. ? How to delete a unit? (click ?-icon)  
 310 CMR 7.26 Industry Performance Standards exemptions in 310 CMR 7.02(2)(b) not in subparagraph 7, 15 or 7.28  
 310 CMR 7.03 U Plan Approval Exemption: Construction Requirements installed prior to September 15, 1970, the final adoption of 310 CMR 7.02

7. Emission unit replacement: ? Complete only if the unit was shutdown permanently or replaced since the last report.  
 a. Is this unit replacing another emission unit?  
 no  yes – enter DEP's emission unit number and name for the unit being replaced below:  
 b. DEP's emission unit number and facility unit name

8. Additional state reporting requirements:

# Exemptions

Key:   

b. DEP Account number ? c. Facility AQ Identifier – SSEIS ID number

2. Emission unit identifiers: ?  
PRIMERO

a. Facility's choice of emission unit name – edit as needed  
001

b. Facility's emission unit number / code – edit as needed  
5

c. DEP emissions unit # – old point # ?  
2

d. ORIS ID # – for large electrical utilities only

e. Combined Units – enter number of individual units

3. DEP approvals – leave blank if not applicable: ?  
DEP123

a. Most recent approval number  
01/01/2001

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):  
below thresholds in 310 CMR 7.02 (2)(b) 7 and 15  
Reason for exemption

6. Emission unit installation date and decommission date: ?  
01/01/2001

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable  
Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement: ?  
a. Is this unit replacing another emission unit?  
 no  yes – enter DEP's emission unit number and name for the unit being replaced below:  
b. DEP's emission unit number and facility unit name

8. Additional state reporting requirements:

How to delete a unit? (click ?-icon)

# Decommissioning

W321  
a. Most recent approval number  
12/24/1980  
b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):  
Reason for exemption

6. Emission unit installation date and decommission date:  
01/01/1981  
a. Installation date – estimate if unknown (mm/dd/yyyy)  
b. Decommission date (mm/dd/yyyy) – if applicable  
Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement:  
a. Is this unit replacing another emission unit?  
 no  yes – enter DEP’s emission unit number and name for the unit being replaced below:  
b. DEP’s emission unit number and facility unit name

8. Additional state reporting requirements:  
a. Are there other routine air quality reporting requirements?  
 yes - specify reporting frequency below  no  
b. Reporting frequency - check all that apply:  
 1. Monthly  2. Quarterly  3. Semi-annual  4. Annual  5. RES  
(include Operating Permit and Plan Approval reports, but not exceedance reporting)

- Q6. Decommissioning a Unit – You may not delete a unit from the system – instead, you decommission it.
- If a unit is permanently (stress permanently) out of operation, never to be brought back, then enter the date it was taken out of commission in the Decommission date field.
- An example of “permanently out of operation” but not totally removed would be when the burners are removed and the fuel line cut – go ahead and enter a decommission date in this case.
- The unit will not appear in your next Source Registration.
- You must still complete the form for the reporting year, to let us know whether or not the unit was used for part of the reporting year.
- NOTE: only tell us if the unit was decommissioned in the reporting year or earlier. If you are decommissioning it now, report that on your next SR.
- Again, you can click on the ? icons for more help.

# Replacement Unit

W321  
a. Most recent approval number

12/24/1980  
b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals ?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):  
Reason for exemption

How to delete a unit? (click ?-icon)

6. Emission unit installation date and decommission date:  
01/01/1981  
a. Installation date – estimate if unknown (mm/dd/yyyy)      b. Decommission date (mm/dd/yyyy) – if applicable  
Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement:  
a. Is this unit replacing another emission unit?  
 no       yes – enter DEP's emission unit number and name for the unit being replaced below:  
b. DEP's emission unit number and facility unit name

8. Additional reporting requirements:  
a. Are there other routine air quality reporting requirements for this emissions unit ?  
 yes - specify reporting frequency below       no – skip to question 9  
b. Reporting frequency - check all that apply:  
 1. Monthly     2. Quarterly     3. Semi-annual     4. Annual     5. RES  
(include Operating Permit and Plan Approval reports, but not exceedance reporting)

## Q7. Replacement Units

- Do not indicate replacement by changing the name and type of the unit being replaced.
- Instead, decommission the old unit and add a form for the new unit.
- In the form for the new unit, answer question 7 by selecting from the drop menu the decommissioned unit that is being replaced.
- This is why you need to complete and VALIDATE the units that are being decommissioned first.

# Replacement Unit

W321

a. Most recent approval number

12/24/1980

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals ?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption

How to delete a unit? (click ? icon)

6. Emission unit installation date and decommission date:

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable

Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement:

a. Is this unit replacing another emission unit?

no

yes – enter DEP's emission unit number and name for the unit being replaced below:

b. DEP's emission unit number and facility unit name

8. Additional reporting requirements:

a. Are there other routine air quality reporting requirements for this emissions unit ?

yes - specify reporting frequency below

no – skip to question 9

b. Reporting frequency - check all that apply:

1. Monthly

2. Quarterly

3. Semi-annual

4. Annual

5. RES

(include Operating Permit and Plan Approval reports, but not exceedance reporting)

# Replacement Unit

W321

a. Most recent approval number

12/24/1980

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals ?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption

How to delete a unit? (click ?-icon)

6. Emission unit installation date and decommission date:

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable

*Complete only if the unit was shutdown permanently or*

7. Emission unit replacement:

a. Is this unit replacing another emission unit?

**Choose Decommissioned**

no

yes – enter DEP's emission unit number and name for the unit being replaced below:

BOILER #4 - COMBUSTION ENG - BITUMINOUS COAL

BOILER #4 - COMBUSTION ENG - BITUMINOUS COAL

8. Additional state reporting requirements:

a. Are there other routine air quality reporting requirements for this emissions unit ?

yes - specify reporting frequency below

no – skip to question 9

b. Reporting frequency - check all that apply:

1. Monthly  2. Quarterly  3. Semi-annual  4. Annual  5. RES

(include Operating Permit and Plan Approval reports, but not exceedance reporting)

# Replacement Unit

W321

a. Most recent approval number

12/24/1980

b. DEP approval date (mm/dd/yyyy)

4. Is this unit exempt under 310 CMR 7.02 Plan Approvals?  yes  no

5. If exempt from Plan Approval, indicate reason why (e.g., cite a specific DEP regulation):

Reason for exemption

How to  
delete  
a unit?  
(click ?-icon)

6. Emission unit installation date and decommission date:

01/01/1981

a. Installation date – estimate if unknown (mm/dd/yyyy)

b. Decommission date (mm/dd/yyyy) – if applicable

Complete only if the unit was shutdown permanently or replaced since the last report.

7. Emission unit replacement:

a. Is this unit replacing another emission unit?

no  yes – enter DEP's emission unit number and name for the unit being replaced below:

BOILER #4 - COMBUSTION ENG. - BITUMINOUS COAL

b. DEP's emission unit number and facility unit name

8. Additional state reporting requirements:

a. Are there other routine air quality reporting requirements for this emissions unit?

yes - specify reporting frequency below  no – skip to question 9

b. Reporting frequency - check all that apply:

1. Monthly  2. Quarterly  3. Semi-annual  4. Annual  5. RES

(include Operating Permit and Plan Approval reports, but not exceedance reporting)

# Equipment Description



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-1**  
Emission Unit – Fuel Utilization Equipment

**A. Equipment Description (cont.)**

2005  
Year of record

5  
Point #

ifier

No Blanks  
Look at Nameplate  
Best Estimate

9. Equipment:

a. Type  
 boiler    furnace    engine    other:

Describe "other" equipment type  
100 MMBTU

b. Manufacturer  
ACME INDUSTRIES

c. Model number  
100.0000

d. Max input rating MMBtu/hr (enter "0" if not applicable)

e. Number of burners (enter "0" if not applicable)

f. Type of burner (check one):  
 rotary    mech. atomizer    steam atomizer  
 air atomizer    traveling grate    hand fired  
 other: NATURAL GAS BURNER

Describe "other" burner type  
50MMB

g. Burner manufacturer  
ACME CONTROLS

h. Burner model number

i. Burner installation date (mm/dd/yyyy)  
01/01/1945

How to report on combined units?

What to do if data unknown or not available?

- Q9. Equipment data – the form asks for some detailed information on the combustion unit.
- One common question is what to do when this data is not available or known precisely.
  - For example, a unit may have an installation date some time in the 1940s and no one still at the facility remembers when.
  - We understand this can be the situation – in this case, just estimate.
  - Do not leave blank – you will get an error.
  - Pick a date that is obviously made up in your best estimate of the year – e.g., 01/01/1945**
  - If a text field, you may enter “unknown” if truly unknown.
  - If units are combined, then write “combined” or the most common for manufacturer and model number.
  - Obtaining some of the data may require looking at the name plate on the equipment.
  - If the burner installation date is not available, then use the same date as the equipment installation if there is no better estimate.

# Hours of Operation

other: NATURAL GAS BURNER

ACME CONTROLS  
 g. Burner manufacturer  
 01/01/1981  
 i. Burner installation date (mm/dd/yyyy)

"other" burner type  
 50MMB  
 h. Burner model number

**Typical**                      **Actual**

10. Hours of operation for the emission unit: a.  check if continuously operated – 24 x 7 x 52

1                      1                      12

b. Number of hours per day                      c. Number of days per week                      d. Number of weeks per year

e. Percent of total annual operation that occurs in each calendar quarter:  
 25.0      25.0      25.0      25.0      Sum of Q1+Q2+Q3+Q4 must = 100%,  
 Q1      Q2      Q3      Q4      or 0% if the unit was not operated for any quarter

11. Ozone season operation schedule – May 1 through September 30:

1                      1                      4

a. Ozone season hours per day                      b. Ozone season days per week                      c. Weeks operated in ozone season

**Example 1: Operates 1 day/month, 1 hour/day, 12 months/yr**

fugitive       horizontal vent       vertical stack  
 engine exh.       downward facing vent       vertical with rain cap/sleeve

If Non-Stack release point, skip to question 14.

Q10. Operation schedule frequently generates questions.

•One question is whether the hrs/days/weeks data should be typical or average – the answer depends on the question: typical hours; typical days per week; ACTUAL weeks per year.

•The same is true for the ozone season operating schedule.

•If the unit only operated 1 hr, 1 day per month, for 10 months, then the correct answers are: its typical operation was 1 hr / day when it operated; it operated typically 1 day per week when it operated; and it ACTUALLY operated only 10 weeks per year.

•2<sup>nd</sup> important point – the quarterly operating percentages must total to 100% and the estimates should be based on throughput.

•The quarters are typical calendar quarters.

•For example, if a unit operated only in the winter, then the percentages might be Q1=70; Q2=0; Q3=0; Q4=30

•If a unit is idle do not leave these fields blank – enter all 0's

# Hours of Operation

other:

NATURAL GAS BURNER

ACME CONTROLS

g. Burner manufacturer

01/01/1981

i. Burner installation date (mm/dd/yyyy)

"other" burner type

50MMB

h. Burner model number

10. Hours of operation for the emission unit: a.  check if continuously operated – 24 x 7 x 52

1

1

12

b. Number of hours per day

c. Number of days per week

d. Number of weeks per year

e. Percent of total annual operation that occurs in each calendar quarter:

70.0  
Q1

0.0  
Q2

0.0  
Q3

30.0  
Q4

Sum of Q1+Q2+Q3+Q4 must = 100%,  
or 0% if the unit was not operated for any quarter

11. Ozone season operation schedule – May 1 through September 30:

1

1

4

a. Ozone season hours per day

b. Ozone season days per week

c. Weeks operated in ozone season

**Example 2: Operates only during the winter**

Non-Stack Release Points:

fugitive

horizontal vent

engine exh.

downward facing vent

Physical Stacks:

vertical stack

vertical with rain cap/sleeve

If Non-Stack release point, skip to question 14.

# Hours of Operation

other:

NATURAL GAS BURNER

ACME CONTROLS

g. Burner manufacturer

01/01/1981

i. Burner installation date (mm/dd/yyyy)

"other" burner type

50MMB

h. Burner model number

10. Hours of operation for the emission unit: a.  check if continuously operated – 24 x 7 x 52

0

b. Number of hours per day

0

c. Number of days per week

0

d. Number of weeks per year

e. Percent of total annual operation that occurs in each calendar quarter:

0.0

0.0

0.0

0.0

Sum of Q1+Q2+Q3+Q4 must = 100%,  
or 0% if the unit was not operated for any quarter

Q1

Q2

Q3

Q4

11. Ozone season operation schedule – May 1 through September 30:

0

a. Ozone season hours per day

0

b. Ozone season days per week

0

c. Weeks operated in ozone season

## Example 3: Idle Equipment

Non-Stack Release Points:

fugitive

horizontal vent

engine exh.

downward facing vent

Physical Stacks:

vertical stack

vertical with rain cap/sleeve

If Non-Stack release point, skip to question 14.

# Assigning Release Points

24  
b. Number of hours per day

3  
c. Number of days per week

10  
d. Number of weeks per year

e. Percent of total annual operation that occurs in each calendar quarter:

50.0	10.0	10.0	30.0	Sum of Q1+Q2+Q3+Q4 must = 100%, or 0% if the unit was not operated for any quarter
Q1	Q2	Q3	Q4	

11. Ozone season operation schedule – May 1 through September 30:

**Non-Stack Release Points** on day **Stack Release Points** season

12. Emission release point – select one: ? engines click here for instructions: ?

Non-Stack Release Points:		Physical Stacks:	
<input type="checkbox"/> fugitive	<input type="checkbox"/> horizontal vent	<input type="checkbox"/> vertical stack	<input type="checkbox"/> vertical with rain cap/sleeve
<input type="checkbox"/> engine exh.	<input type="checkbox"/> downward facing vent		

If Non-Stack release point, skip to question 14.

13. Link this unit to a physical stack (if applicable) – pick from the list below:

Facility's stack identifier from STACK form – to change stack name use STACK form  
If the stack for this unit is not listed, save and exit this form now and complete a new Stack form before completing to this form.

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Emission Unit – Fuel Utilization Equipment • Page 2

## Q12-13 Assigning Stacks

- In the old SSEIS system, every unit was attached to a stack – in the new system, only some units require stack data to be collected.
- Many units do not have a vertical stack and instead exhaust through a vent or directly into the air – these do not require a stack form.
- If a unit has a vertical stack, then it will usually prefill into Q13 – you only need to change it if the assignment is not correct.
- If no data prefills, and the unit has a vertical stack, check the box and select from the stacks in the drop menu – this is why you must complete any new stack forms first – they will not appear in the Q13 drop menu unless the new stack form has been completed and validated.
- The exception is exhaust from an engine – most engines have some sort of exhaust pipe “stack”, however in generally we do not need a stack form to be completed for stacks on engines. Check “engine exhaust” and you are done.
- But there are some exceptions – here are the rules . . .

# Assigning Release Points

b. Number of hours per day  c. Number of days per week  d. Number of weeks per year

e. Percent of total annual operation that occurs in each calendar quarter:

Sum of Q1+Q2+Q3+Q4 must = 100%,  
or 0% if the unit was not operated for any quarter

11. Ozone season operation schedule – May 1 through September 30:

a. Ozone season hours per day  b. Ozone season days per week  Stack Release Points

12. Emission release point – select one: ?

Engines click here for instructions: ?

Non-Stack Release Points:

fugitive  horizontal vent  
 engine exh.  downward facing vent

If Non-Stack release point, skip to question 14.

Physical Stacks:

vertical stack  
 vertical with rain cap/sleeve

13. Link this unit to a physical stack (if applicable) – pick from the list below:

▼  
Facility's stack identifier from STACK form – to change stack name use STACK form  
If the stack for this unit is not listed, save and exit this form now and complete a new Stack form before completing to this form

**Choose Existing Stack** 

# Assigning Release Points

b. Number of hours per day  $\frac{24}{}$  c. Number of days per week  $\frac{7}{}$  d. Number of weeks per year  $\frac{52}{}$

e. Percent of total annual operation that occurs in each calendar quarter:

$\frac{50.0}{Q1}$   $\frac{10.0}{Q2}$   $\frac{10.0}{Q3}$   $\frac{30.0}{Q4}$  Sum of Q1+Q2+Q3+Q4 must = 100%,  
or 0% if the unit was not operated for any quarter

11. Ozone season operation schedule – May 1 through September 30:

$\frac{24}{}$   $\frac{5}{}$   $\frac{4}{}$   
a. Ozone season hours per day b. Ozone season days per week c. Weeks operated in ozone season

12. Emission release point – select one: ?

Engines click here for instructions: ?

#### Non-Stack Release Points:

fugitive  horizontal vent  
 engine exh.  downward facing vent

#### Physical Stacks:

vertical stack  
 vertical with rain cap/sleeve

If Non-Stack release point, skip to question 14.

13. Link this unit to a physical stack (if applicable) – pick from the list below:

STACK #4 - INCINERATOR #2  
STACK #1 - BOILER #1 + #2  
STACK #2 - GLASS PRODUCTION + GLASS COATING  
STACK #3 - INCINERATOR - WASTE PAPER & OIL

# Assigning Release Points

b. Number of hours per day  $\frac{24}{}$  c. Number of days per week  $\frac{7}{}$  d. Number of weeks per year  $\frac{52}{}$

e. Percent of total annual operation that occurs in each calendar quarter:

$\frac{50.0}{Q1}$   $\frac{10.0}{Q2}$   $\frac{10.0}{Q3}$   $\frac{30.0}{Q4}$  Sum of Q1+Q2+Q3+Q4 must = 100%,  
or 0% if the unit was not operated for any quarter

11. Ozone season operation schedule – May 1 through September 30:

$\frac{24}{}$   $\frac{5}{}$   $\frac{4}{}$   
a. Ozone season hours per day b. Ozone season days per week c. Weeks operated in ozone season

12. Emission release point – select one: ?

Engines click here for instructions: ?

Non-Stack Release Points:

fugitive  horizontal vent  
 engine exh.  downward facing vent

Physical Stacks:

vertical stack  
 vertical with rain cap/sleeve

If Non-Stack release point, skip to question 14.

13. Link this unit to a physical stack (if applicable) – pick from the list below:

STACK #1 - BOILER #1 + #2

Facility's stack identifier from STACK form – to change stack name use STACK form

If the stack for this unit is not listed, save and exit this form now and complete a new Stack form before completing to this form.

# Assigning Release Points

b. Number of hours per day 24 c. Number of days per week 5 d. Number of weeks per year 10

e. Percent of total annual operation that occurs in each calendar quarter:

<u>50.0</u>	<u>10.0</u>	<u>10.0</u>	<u>30.0</u>	Sum of Q1+Q2+Q3+Q4 must = 100%, or 0% if the unit was not operated for any quarter
Q1	Q2	Q3	Q4	

11. Ozone season operation schedule – May 1 through September 30:

<u>24</u>	<u>5</u>	<u>4</u>
a. Ozone season hours per day	b. Ozone season days per week	c. Weeks operated in ozone season

12. Emission release point – select one:  [Engines click here for instructions: !\[\]\(de5663d2b80e92388610de352647dfc9\_img.jpg\)](#)

Non-Stack Release Points:		Physical Stacks:	
<input type="checkbox"/> fugitive	<input type="checkbox"/> horizontal vent	<input type="checkbox"/> vertical stack	<input type="checkbox"/> vertical with rain cap/sleeve
<input checked="" type="checkbox"/> engine exh.	<input type="checkbox"/> downward facing vent		

If Non-Stack release point, skip to question 14.

13. Link this unit to a physical stack (if applicable) – pick from the list below:

Facility's stack identifier from STACK form – to change stack name use STACK form  
If the stack for this unit is not listed, save and exit this form now and complete a new Stack form before completing to this form.

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## •HOW TO SELECT STACKS FOR ENGINES ?

•If Question 13 below does NOT prefill with a stack, click “engine exh.”

•If Question 13 does prefill with a stack, you do not need to change it (unless it prefills with the wrong stack, in which case you can select the correct stack from the drop menu).

•If you wish to assign the engine to an existing stack at the facility, select “vertical stack” and then select the stack from the drop down menu on Question 13.

## How to Handle Stacks on Engines?

---

- ❖ If it has an assigned stack – let it stay assigned
- ❖ If it has no assigned stack, check “engine exhaust” – no stack form will be needed
- ❖ If it is piped through an existing stack, assign it to that stack

# Pollution Control Devices

Bureau of Waste Prevention – Air Quality

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

### A. Equipment Description (cont.)

14. Is there a pollution control device on this emissions unit?  
 yes – answer a through i     no – skip to question 15

Air pollution control device 1	Air pollution control device 2	Air pollution control device 3
Type <b>ACTIVATED CARBON ADSORPTION</b>	Type <input type="text"/>	Type <b>AIR INJECTION</b>
a. Type <b>ACME CONTROLS</b>	Type <b>BETA INDUSTRIES</b>	Type <b>GAMA INC</b>
b. Manufacturer <b>ACA-1</b>	Manufacturer <b>AB-1</b>	Manufacturer <b>AI-3</b>
c. Model number <b>STBY-1</b>	Model number <b>STBY-2</b>	Model number <b>STBY-3</b>
d. Facility's ID for this device <b>01/01/1981</b>	Facility's ID for this device <b>02/02/1981</b>	Facility's ID for this device <b>03/03/1981</b>
e. Installation date (mm/dd/yyyy) <b>W321</b>	Installation date (mm/dd/yyyy) <b>W322</b>	Installation date (mm/dd/yyyy) <b>W323</b>
f. DEP approval # (most recent) <b>12/24/1980</b>	DEP approval # (most recent) <b>12/24/1980</b>	DEP approval # (most recent) <b>12/24/1980</b>
g. DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)
h. Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)

2005

Year of record  
5

DEP EU# (old Point #)  
1209996

Facility AQ identifier

**Choose from Menu** (points to dropdown in device 2)

**Pre-fills** (points to DEP approval fields)

**Do not leave blank – if unknown write** (points to Type field)

**Leave f, g, h blank if not applicable.** (points to DEP approval fields)

**Only if removing - Not if replacing** (points to Decommission date field)

- Q14 Air pollution control devices are reported on each unit's form – the AP1 allows 3 max per unit – if you have more than 3, please e-mail us and describe the situation – we will work it out with you
- You select the type of pollution control from an extensive drop list – if you have one that is not on the list, again, send us an e-mail and we can get it on or work something out.
  - The fields at the top are all required – leaving them blank will just get you an error message.
  - Insert the DEP approval number/date only if it is different from the approval #/date for the unit – the form will prefill the number from page 1 for convenience, but you can change it if needed. This was a feature requested by our AIM pilot facilities.
  - Enter a decommission date ONLY if you are completely removing the device and not replacing it.
  - **CONVENIENC FEATURE:** If you replace a unit [for example, upgrading to a newer model], you do not have to decommission the unit and add a new column – just type in the new model number; the form knows that you are doing a replacement. This was a feature requested by our AIM pilot facilities.
  - Be sure to enter the control's efficiency – this number is used in the calculation of emissions later on in the form.
  - If you are controlling something exotic, you can select it from a lengthy drop menu of pollutants; again, e-mail us if you have something not on the list and we can add it.

# Pollution Control Devices



Bureau of Waste Prevention – Air Quality

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

### A. Equipment Description (cont.)

2005  
Year of record  
5  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

**?**  
How to delete  
a control ?

14. Is there a pollution control device on this emissions

yes – answer a through i  no – skip to question 15

Choose from Menu

Do not  
leave blank  
if unknown  
write  
'unknown' or  
estimate

Leave f, g, h  
blank if not  
applicable.

Air pollution control device 1	Air pollution control device 2	Air pollution control device 3
ACTIVATED CARBON ADSORPTION a. Type <b>ACME CONTROLS</b> b. Manufacturer <b>ACA-1</b> c. Model number <b>STBY-1</b> d. Facility's ID for this device <b>01/01/1981</b> e. Installation date (mm/dd/yyyy) <b>W321</b> f. DEP approval # (most recent) <b>12/24/1980</b> g. DEP approval date (mm/dd/yyyy)  h. Decommission date (mm/dd/yyyy)	ACTIVATED CARBON ADSORPTION ACTIVATED CLAY ADSORPTION AFTERBURNER AIR INJECTION ALKALINE FLY ASH SCRUBBING ALKALIZED ALUMINA AMMONIA INJECTION AMMONIA SCRUBBING ANNULAR RING FILTER Facility's ID for this device <b>02/02/1981</b> Installation date (mm/dd/yyyy) <b>W322</b> DEP approval # (most recent) <b>12/24/1980</b> DEP approval date (mm/dd/yyyy)  Decommission date (mm/dd/yyyy)	AIR INJECTION Type <b>GAMA INC</b> Manufacturer <b>AI-3</b> Model number <b>STBY-3</b> Facility's ID for this device <b>03/03/1981</b> Installation date (mm/dd/yyyy) <b>W323</b> DEP approval # (most recent) <b>12/24/1980</b> DEP approval date (mm/dd/yyyy)  Decommission date (mm/dd/yyyy)

# Pollution Control Devices



Bureau of Waste Prevention – Air Quality

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

### A. Equipment Description (cont.)

2005  
Year of record  
5  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

How to delete a control ?

14. Is there a pollution control device on this emissions

yes – answer a through i  no – skip to question 15

Choose from Menu

Do not leave blank if unknown write 'unknown' or estimate

Leave f, g, h blank if not applicable.

Air pollution control device 1	Air pollution control device 2	Air pollution control device 3
ACTIVATED CARBON ADSORPTION	OVERBURNER	AIR INJECTION
a. Type	Type	Type
ACME CONTROLS	BETA INDUSTRIES	GAMA INC
b. Manufacturer	Manufacturer	Manufacturer
ACA-1	AB-1	AI-3
c. Model number	Model number	Model number
STBY-1	STBY-2	STBY-3
d. Facility's ID for this device	Facility's ID for this device	Facility's ID for this device
01/01/1981	02/02/1981	03/03/1981
e. Installation date (mm/dd/yyyy)	Installation date (mm/dd/yyyy)	Installation date (mm/dd/yyyy)
W321	W322	W323
f. DEP approval # (most recent)	DEP approval # (most recent)	DEP approval # (most recent)
12/24/1980	12/24/1980	12/24/1980
g. DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)
h. Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)

# Pollution Control Devices

i. Percent overall efficiency - enter for all pollutants that the device was designed to control:

PM 10	99.0 % Overall eff.	86.0 % Overall eff.	76.0 % Overall eff.
PM 2.5	98.0 % Overall eff.	85.0 % Overall eff.	75.0 % Overall eff.
SO2	97.0 % Overall eff.	84.0 % Overall eff.	74.0 % Overall eff.
CO	96.0 % Overall eff.	83.0 % Overall eff.	73.0 % Overall eff.
VOC	95.0 % Overall eff.		
NO2	94.0 % Overall eff.	81.0 % Overall eff.	71.0 % Overall eff.
NH3	93.0 % Overall eff.	80.0 % Overall eff.	70.0 % Overall eff.
HOC	92.0 % Overall eff.	79.0 % Overall eff.	69.0 % Overall eff.
HYC	91.0 % Overall eff.	78.0 % Overall eff.	
Hg	90.0 % Overall eff.	77.0 % Overall eff.	
Pb	89.0 % Overall eff.	76.0 % Overall eff.	66.0 % Overall eff.
Other	87.0 % Overall eff.	75.0 % Overall eff.	65.0 % Overall eff.
PAH, TOTAL			TOLUENE
Specify "Other"		Specify "Other"	Specify "Other"

Used in Emission Calculation

Choose from Menu

# Pollution Control Devices

i. Percent overall efficiency - enter for all pollutants that the device was designed to control:

PM 10	<b>99.0</b> % Overall eff.	<b>86.0</b> % Overall eff.	<b>76.0</b> % Overall eff.
PM 2.5	<b>98.0</b> % Overall eff.	<b>85.0</b> % Overall eff.	<b>75.0</b> % Overall eff.
SO2	<b>97.0</b> % Overall eff.	<b>84.0</b> % Overall eff.	<b>74.0</b> % Overall eff.
CO	<b>96.0</b> % Overall eff.	<b>83.0</b> % Overall eff.	<b>73.0</b> % Overall eff.
VOC	<b>95.0</b> % Overall eff.	<b>82.0</b> % Overall eff.	<b>72.0</b> % Overall eff.
NO2	<b>94.0</b> % Overall eff.	<b>81.0</b> % Overall eff.	<b>71.0</b> % Overall eff.
NH3	<b>93.0</b> % Overall eff.	<b>80.0</b> % Overall eff.	<b>70.0</b> % Overall eff.
HOC	<b>92.0</b> % Overall eff.	<b>79.0</b> % Overall eff.	<b>69.0</b> % Overall eff.
HYC	<b>91.0</b> % Overall eff.	<b>78.0</b> % Overall eff.	<b>68.0</b> % Overall eff.
Hg	<b>90.0</b> % Overall eff.	<b>77.0</b> % Overall eff.	<b>67.0</b> % Overall eff.
Pb	<b>89.0</b> % Overall eff.	<b>76.0</b> % Overall eff.	<b>66.0</b> % Overall eff.
Other	<b>87.0</b> % Overall eff.	<b>75.0</b> % Overall eff.	<b>65.0</b> % Overall eff.
PAH, TOTAL			TOLUENE
Specify "Other"			Specify "Other"

Choose from Menu

- METHYL ANTHRACENE
- METHYL BROMIDE
- METHYL CELLOSOLVE ACETYLRICINOLEATE
- METHYL CELLOSOLVE ACRYLATE
- METHYL CHLORIDE**
- METHYL CHLOROFORM
- METHYL ETHYL KETONE

# Pollution Control Devices

**?** i. Percent overall efficiency - enter for all pollutants that the device was designed to control:

PM 10	<b>99.0</b> % Overall eff.	<b>86.0</b> % Overall eff.	<b>76.0</b> % Overall eff.
PM 2.5	<b>98.0</b> % Overall eff.	<b>85.0</b> % Overall eff.	<b>75.0</b> % Overall eff.
SO2	<b>97.0</b> % Overall eff.	<b>84.0</b> % Overall eff.	<b>74.0</b> % Overall eff.
CO	<b>96.0</b> % Overall eff.	<b>83.0</b> % Overall eff.	<b>73.0</b> % Overall eff.
VOC	<b>95.0</b> % Overall eff.	<b>82.0</b> % Overall eff.	<b>72.0</b> % Overall eff.
NO2	<b>94.0</b> % Overall eff.	<b>81.0</b> % Overall eff.	<b>71.0</b> % Overall eff.
NH3	<b>93.0</b> % Overall eff.	<b>80.0</b> % Overall eff.	<b>70.0</b> % Overall eff.
HOC	<b>92.0</b> % Overall eff.	<b>79.0</b> % Overall eff.	<b>69.0</b> % Overall eff.
HYC	<b>91.0</b> % Overall eff.	<b>78.0</b> % Overall eff.	<b>68.0</b> % Overall eff.
Hg	<b>90.0</b> % Overall eff.	<b>77.0</b> % Overall eff.	<b>67.0</b> % Overall eff.
Pb	<b>89.0</b> % Overall eff.	<b>76.0</b> % Overall eff.	<b>66.0</b> % Overall eff.
Other	<b>87.0</b> % Overall eff.	<b>75.0</b> % Overall eff.	<b>65.0</b> % Overall eff.
PAH, TOTAL	<input type="text"/>	<input type="text" value="METHYL CHLORIDE"/>	<input type="text" value="TOLUENE"/>
Specify "Other"	<input type="text"/>	Specify "Other"	Specify "Other"

Choose from Menu

# Monitors

## A. Equipment Description (cont.)

15. Is there **monitoring equipment** on this unit or its related control devices?  
 yes – answer a through I     no – skip to section B

How to delete a monitor?

	Monitor 1	Monitor 2	Monitor 3
a. Monitor type:	check only one: <input checked="" type="checkbox"/> CEM <input type="checkbox"/> Opacity <input type="checkbox"/> other - describe:	check only one: <input type="checkbox"/> CEM <input checked="" type="checkbox"/> Opacity <input type="checkbox"/> other - describe:	check only one: <input type="checkbox"/> CEM <input type="checkbox"/> Opacity <input checked="" type="checkbox"/> other - describe:
b. Manufacturer:	Describe "other" <b>ACME CONTROLS</b>	Describe "other" <b>BETA INDUSTRIES</b>	<b>VOC DETECTOR</b> Describe "other" <b>GAMMA INC</b>
c. Model number:	<b>CEM-1</b>	<b>OPCT-1</b>	<b>OTHER</b>
d. Monitor ID #:	<b>S1-M3</b>	<b>S1-M4</b>	<b>S1-M5</b>
e. Installation date:	Facility's Designation <b>01/01/1981</b> <small>(mm/dd/yyyy)</small>	Facility's Designation <b>02/02/1980</b> <small>(mm/dd/yyyy)</small>	Facility's Designation <b>03/03/1979</b> <small>(mm/dd/yyyy)</small>
f. DEP approval #:	<b>W321</b>	<b>W322</b>	<b>W323</b>
g. DEP approval date:	<b>12/24/1980</b> <small>(mm/dd/yyyy)</small>	<b>12/24/1980</b> <small>(mm/dd/yyyy)</small>	<b>12/24/1980</b> <small>(mm/dd/yyyy)</small>
h. Decommission date:	 <small>(mm/dd/yyyy)</small>	 <small>(mm/dd/yyyy)</small>	 <small>(mm/dd/yyyy)</small>
i. Recorder ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Do not leave blank – if unknown write 'unknown' or estimate

Leave f, g, h blank if not applicable.

Pre-fills  
Not if Replacing

Q15 Monitors – this page works almost exactly like the controls page; again, 3 monitors max – if you have more, e-mail/call us as we really want to hear about the unusual situations.

- Again, there most fields are required – if you fill out part of the section you need to fill out all of it
- Exceptions are the permit and decommission date: the permit #/date will prefill if you entered a number on page 1.
- The decommission date should only be used when a monitor is permanently and completely removed.
- If you replace a monitor with the same/similar type, you need only change the manufacturer/model number as with the controls – there is no need to decommission and reenter the same type of monitor in a new column.
- Again, you have the option to select an exotic pollutant from the "other" drop menu.

# Monitors

f, g, h blank if not applicable.

	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)
g. DEP approval date:	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)
h. Decommission date:	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)
i. Recorder ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
j. Audible alarm ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
k. Data system ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
l. Monitored pollutants (check all that apply):	<input checked="" type="checkbox"/> PM 10 <input checked="" type="checkbox"/> PM 2.5 <input checked="" type="checkbox"/> SO2 <input checked="" type="checkbox"/> CO <input checked="" type="checkbox"/> VOC <input checked="" type="checkbox"/> NO2 <input checked="" type="checkbox"/> NH3 <input checked="" type="checkbox"/> Mercury <input checked="" type="checkbox"/> Oxygen <input checked="" type="checkbox"/> CO2 <input checked="" type="checkbox"/> H2S <input checked="" type="checkbox"/> HCL <input checked="" type="checkbox"/> Opacity <input checked="" type="checkbox"/> other - describe:	<input checked="" type="checkbox"/> PM 10 <input type="checkbox"/> PM 2.5 <input type="checkbox"/> SO2 <input type="checkbox"/> CO <input checked="" type="checkbox"/> VOC <input checked="" type="checkbox"/> NO2 <input checked="" type="checkbox"/> NH3 <input type="checkbox"/> Mercury <input type="checkbox"/> Oxygen <input type="checkbox"/> CO2 <input type="checkbox"/> H2S <input type="checkbox"/> HCL <input checked="" type="checkbox"/> Opacity <input type="checkbox"/> other - describe:	<input type="checkbox"/> PM 10 <input type="checkbox"/> PM 2.5 <input type="checkbox"/> SO2 <input checked="" type="checkbox"/> CO <input checked="" type="checkbox"/> VOC <input type="checkbox"/> NO2 <input type="checkbox"/> NH3 <input type="checkbox"/> Mercury <input type="checkbox"/> Oxygen <input type="checkbox"/> CO2 <input type="checkbox"/> H2S <input type="checkbox"/> HCL <input type="checkbox"/> Opacity <input checked="" type="checkbox"/> other - describe:
	PAH, TOTAL Describe "other"		TOLUENE Describe "other"

# Monitors

f, g, h blank if not applicable.

g. DEP approval date:

12/24/1980  
(mm/dd/yyyy)

12/24/1980  
(mm/dd/yyyy)

12/24/1980  
(mm/dd/yyyy)

h. Decommission date:

(mm/dd/yyyy)

(mm/dd/yyyy)

(mm/dd/yyyy)

i. Recorder ?

yes  no

yes  no

yes  no

j. Audible alarm ?

yes  no

yes  no

yes  no

k. Data system ?

yes  no

yes  no

yes  no

l. Monitored pollutants (check all that apply):

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:



PAH, TOTAL  
Describe "other"

Describe "other"

TOLUENE  
Describe "other"

# Monitors

f, g, h blank if not applicable.

g. DEP approval date:

12/24/1980  
(mm/dd/yyyy)

12/24/1980  
(mm/dd/yyyy)

12/24/1980  
(mm/dd/yyyy)

h. Decommission date:

(mm/dd/yyyy)

(mm/dd/yyyy)

(mm/dd/yyyy)

i. Recorder ?

yes  no

yes  no

yes  no

j. Audible alarm ?

yes  no

yes  no

yes  no

k. Data system ?

yes  no

yes  no

yes  no

l. Monitored pollutants (check all that apply):

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:

- PM 10
- PM 2.5
- SO2
- CO
- VOC
- NO2
- NH3
- Mercury
- Oxygen
- CO2
- H2S
- HCL
- Opacity
- other - describe:

Choose from Menu

PAH, TOTAL  
Describe "other"

Describe "other"

TOLUENE  
Describe "other"

# Monitors

f, g, h blank if not applicable.

	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)
g. DEP approval date:	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)
h. Decommission date:	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)
i. Recorder ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
j. Audible alarm ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
k. Data system ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
I. Monitored pollutants (check all that apply):	<input checked="" type="checkbox"/> PM 10	<input checked="" type="checkbox"/> PM 10	<input type="checkbox"/> PM 10
	<input checked="" type="checkbox"/> PM 2.5	<input type="checkbox"/> PM 2.5	<input type="checkbox"/> PM 2.5
	<input checked="" type="checkbox"/> SO2	<input type="checkbox"/> SO2	<input type="checkbox"/> SO2
	<input checked="" type="checkbox"/> CO	<input type="checkbox"/> CO	<input checked="" type="checkbox"/> CO
	<input checked="" type="checkbox"/> VOC	<input checked="" type="checkbox"/> VOC	<input checked="" type="checkbox"/> VOC
	<input checked="" type="checkbox"/> NO2	<input checked="" type="checkbox"/> NO2	<input type="checkbox"/> NO2
	<input checked="" type="checkbox"/> NH3	<input checked="" type="checkbox"/> NH3	<input type="checkbox"/> NH3
	<input checked="" type="checkbox"/> Mercury	<input type="checkbox"/> Mercury	<input type="checkbox"/> Mercury
	<input checked="" type="checkbox"/> Oxygen	<input type="checkbox"/> Oxygen	<input type="checkbox"/> Oxygen
	<input checked="" type="checkbox"/> CO2	<input type="checkbox"/> CO2	<input type="checkbox"/> CO2
	<input checked="" type="checkbox"/> H2S	<input type="checkbox"/> H2S	<input type="checkbox"/> H2S
	<input checked="" type="checkbox"/> HCL	<input type="checkbox"/> HCL	<input type="checkbox"/> HCL
	<input checked="" type="checkbox"/> Opacity	<input checked="" type="checkbox"/> Opacity	<input type="checkbox"/> Opacity
	<input checked="" type="checkbox"/> other - describe:	<input checked="" type="checkbox"/> other - describe:	<input checked="" type="checkbox"/> other - describe:
	PAH, TOTAL Describe "other"		TOLUENE Describe "other"

Choose from Menu

- METHYL ISOCYANATE
- METHYL MERCURY
- METHYL METHACRYLATE
- METHYL TERT-BUTYL ETHER
- METHYLBENZOPYRENES
- METHYLCHRYSENE
- METHYLENE CHLORIDE**
- METHYLENE CHLORIDE SOLUBLE ORGANICS
- METHYLHYDRAZINE
- N,N-DIMETHYLANILINE

# Monitors

f, g, h blank if not applicable.

	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)	12/24/1980 (mm/dd/yyyy)
g. DEP approval date:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
h. Decommission date:	(mm/dd/yyyy)	(mm/dd/yyyy)	(mm/dd/yyyy)
i. Recorder ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
j. Audible alarm ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no
k. Data system ?	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
l. Monitored pollutants (check all that apply):	<input checked="" type="checkbox"/> PM 10	<input checked="" type="checkbox"/> PM 10	<input type="checkbox"/> PM 10
	<input checked="" type="checkbox"/> PM 2.5	<input type="checkbox"/> PM 2.5	<input type="checkbox"/> PM 2.5
	<input checked="" type="checkbox"/> SO2	<input type="checkbox"/> SO2	<input type="checkbox"/> SO2
	<input checked="" type="checkbox"/> CO	<input type="checkbox"/> CO	<input checked="" type="checkbox"/> CO
	<input checked="" type="checkbox"/> VOC	<input checked="" type="checkbox"/> VOC	<input checked="" type="checkbox"/> VOC
	<input checked="" type="checkbox"/> NO2	<input checked="" type="checkbox"/> NO2	<input type="checkbox"/> NO2
	<input checked="" type="checkbox"/> NH3	<input checked="" type="checkbox"/> NH3	<input type="checkbox"/> NH3
	<input checked="" type="checkbox"/> Mercury	<input type="checkbox"/> Mercury	<input type="checkbox"/> Mercury
	<input checked="" type="checkbox"/> Oxygen	<input type="checkbox"/> Oxygen	<input type="checkbox"/> Oxygen
	<input checked="" type="checkbox"/> CO2	<input type="checkbox"/> CO2	<input type="checkbox"/> CO2
	<input checked="" type="checkbox"/> H2S	<input type="checkbox"/> H2S	<input type="checkbox"/> H2S
	<input checked="" type="checkbox"/> HCL	<input type="checkbox"/> HCL	<input type="checkbox"/> HCL
	<input checked="" type="checkbox"/> Opacity	<input checked="" type="checkbox"/> Opacity	<input type="checkbox"/> Opacity
	<input checked="" type="checkbox"/> other – describe:	<input checked="" type="checkbox"/> other – describe:	<input checked="" type="checkbox"/> other – describe:
	PAH, TOTAL Describe "other"	METHYLENE CHLORIDE Describe "other"	TOLUENE Describe "other"

Choose from Menu



## Section B – Fuels and Emissions

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention  
**BWP AQ AP**  
Emission Unit – Fuel Utilization Equipment

2005  
Year of record  
5  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

**B. Fuels and Emissions**

1. Fuel Name / Characteristics:  
Number of fuels for this unit (previous records): 1

Add a NEW fuel: Check the box if you need to add a fuel that you did not report on previously (eDEP will add a blank Sect. B form to your package).  
When to NOT check this box ?

Delete this fuel: check box if you stopped using this fuel in this unit permanently. You must still report for this year of record even if amount is "0" – the fuel will be removed from the unit in the next report cycle.

a. Source Classification Code (SCC) (see instructions):  
10200602  
SC Code (call DEP if SC code will not validate)

b. Type of fuel – check one:  
 diesel  coal  natural gas  
 jet fuel  other - describe:

Note: The option to have eDEP calculate your emissions is not available if your fuel type is "other".

### Section B

That was the end of Section A. The emission unit forms have 2 parts – Sect A for a description of the equipment; and Sect B for each fuel. A unit has 1 Sect A, but can have as many Sect B's as needed – eDEP will just keep adding more Sect B forms if they exist in the database (or if you request them).

If you have more than 1 fuel, this field will tell you how many there are – you will not see the additional forms however, until you VALIDATE the Sect A parent form. You do not need to do anything to trigger this – the system will automatically give you Sect B's for however many fuels we have in the database.

If you need a NEW fuel – that is, one you have never reported on before in Source Registration – then you check this box, an eDEP will add a blank Sect B to your package, again, after you VALIDATE this form.

Note that you only need to check the box once to create the additional fuel – if you open the form again the box will be blank, and you should leave it that way.

If you have stopped using a fuel permanently and you don't want it to appear on any more Source Registrations, then check this box. But only check this box if you really will never use the fuel again, otherwise you will have to call us and have it restored – if you still have the capability to use the fuel, but are just not using it now, better to just leave the fuel attached to the unit and enter 0's for throughput.

Note that you can name your fuel as you choose – this was another request from the AIM pilot group.

The DEP fuel # is = old SSEIS segment number and does not change.

SCC – usually, the SCC field will prefill because DEP entered these in the past; however, you may change it if it is not correct or can be more specific.

Also, if this is a new fuel, then you will need to enter the SCC – you can find a list of valid SCC's on the SR webpage – check for the link in the ? icon. Note that all SCC are not valid in eDEP, [\[aqa1\]](#) because the length of the list would slow down system performance. However, if you want to use an

# Valid SCC Code



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

2005

Year of record

5

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

EP EU# (old Point #)

209996

Facility AQ identifier

### B. Fuels and Emissions

1. Fuel Name / Characteristics:

Number of fuels for this unit (previous records):

How does eDEP handle multiple fuels?

Add a NEW fuel: Check the box if you used fuel that you did not report on previously (e.g. add a blank Sect. B form to your package).

When to NOT check this box ?

a. Source Classification Code (SCC)   
(see instructions):

b. Type of fuel – check one:

Note: The option to have eDEP calculate your emissions is not available if your fuel type is "other".

**SCC Help**  
HOW DOES eDEP USE SOURCE CLASSIFICATION CODES (SCC)?  
SCC are standard codes EPA uses to identify different operations and the associated emissions factors. The SCC you select will be used to supply the emission factors for the automatic emissions calculation feature included in the eDEP system.

The list of SCC valid in eDEP can be found at: <http://mass.gov/dep/service/compliance/srfaq.htm#5>  
If the SCC code listed on the form is wrong, or the form will not accept the SCC you are entering, contact MassDEP at [air.quality@state.ma.us](mailto:air.quality@state.ma.us).

If you stopped using this fuel, you must still report for a report period that is "0" – the fuel will be reported for the next report cycle.

**10200602**

SC Code (call DEP if SC code will not validate)

**NAT.GAS-BOILER 10-100MMBTU/HR**

SCC Code Description – filled by eDEP

no.2  no.4  no.6

diesel  coal  natural gas

jet fuel  other - describe:

# Fuel Use

**Note for e:**  
Enter the **Maximum Fuel Rate** at which the unit can burn fuel (its absolute uncontrolled design capacity). Do not enter the normal operation rate nor any restricted (allowable) rate.

c. Sulfur content for oils and coal (0 - 2.2):

Percent by weight

d. Ash content for oils and coal (0 -10):

Percent by weight

e. Maximum hourly fuel rate for all firing burners:

**0.1000** MILLION CUBIC FEET  
Amount Units per hour

f. Do you have fuel or usage restrictions? ?

yes  no - skip

g. DEP approval number for restrictions: ?

Most recent for this fuel

Based on SCC

h. Annual use restriction (amount or hours):

Quantity Units

For this fuel

i. Short term use restriction (amount or hours):

Quantity Units

For this fuel

Per:  month  week  day  hour

CAUTION: check your amount vs units

**50.0000** MILLION CUBIC FEET  
a. Amount - year of record b. Units

2. Annual usage:

Enter "0" if not used in the year of record

c. Total annual usage for prior year of record - eDEP only

# Fuel Use

**Note for e:**  
Enter the **Maximum Fuel Rate** at which the unit can burn fuel (its absolute uncontrolled design capacity). Do not enter the normal operation rate nor any restricted (allowable) rate.

oils and coal (0 - 2.2):

Percent by weight

Percent by weight

d. Ash content for oils and coal (0 -10):

e. Maximum hourly fuel rate for all firing burners:

0.1000  
Amount

MILLION CUBIC FEET  
MILLION CUBIC FEET

f. Do you have fuel or usage restrictions?

yes  no - skip

g. DEP approval number for restrictions:

Most recent for this fuel

Based on SCC

h. Annual use restriction (amount or hours):  
For this fuel

Quantity Units

i. Short term use restriction (amount or hours):  
For this fuel

Quantity Units

Per:  month  week  day  hour

CAUTION: check your amount vs. units

50.0000  
a. Amount - year of record b. Units

c. Total annual usage for prior year of record - eDEP only

Fuel Use

**Note for e:**  
Enter the **Maximum Fuel Rate** at which the unit can burn fuel (its absolute uncontrolled design capacity). Do not enter the normal operation rate nor any restricted (allowable) rate.

c. Sulfur content for oils and coal (0 - 2.2):  
Percent by weight

d. Ash content for oils and coal (0 -10):  
Percent by weight

e. Maximum hourly fuel rate for all firing burners:  MILLION CUBIC FEET  
Units per hour

**f. Do you have fuel or usage restrictions?** ?

g. DEP approval number for restrictions: ?

h. Annual use restriction (amount or hours):  
For this fuel

i. Short term use restriction (amount or hours):  
For this fuel

Per:  month  week  day  hour

**CAUTION: check your amount vs units**

2. Annual usage:  
Enter "0" if not used in the year of record

**50.0000** MILLION CUBIC FEET  
a. Amount - year of record      b. Units

c. Total annual usage for prior year of record - eDEP only

aqap1s.doc • revised 09/07/05 Emission Unit - Fuel Utilization Equipment • Page 5

This question asks whether there are restrictions on the throughput or operating parameters (not emissions here) for the unit.

One common example is the 300 hour restriction on emergency generators – you can enter that restriction here as shown.

# Fuel Use

**Note for e:**  
Enter the **Maximum Fuel Rate** at which the unit can burn fuel (its absolute uncontrolled design capacity). Do not enter the normal operation rate nor any restricted (allowable) rate.

oils and coal (0 - 2.2):

Percent by weight

Percent by weight

d. Ash content for oils and coal (0 -10):

e. Maximum hourly fuel rate for all firing burners:

00  
MILLION CUBIC FEET  
Units per hour

f. Do you have fuel or usage restrictions?

yes  no - skip to question 2

g. DEP approval number for restrictions:

W321  
Most recent for this fuel

h. Annual use restriction (amount or hours):  
For this fuel

300.0000  
Quantity Units

i. Short term use restriction (amount or hours):  
For this fuel

Quantity Units

Per:  month  week  day  hour

CAUTION: check your amount vs units

50.0000  
MILLION CUBIC FEET

a. Amount - year of record b. Units

c. Total annual usage for prior year of record - eDEP only

2. Annual usage:

Enter "0" if not used in the year of record

# Fuel Use

**Note for e:**  
Enter the **Maximum Fuel Rate** at which the unit can burn fuel (its absolute uncontrolled design capacity). Do not enter the normal operation rate nor any restricted (allowable) rate.

boils and coal (0 - 2.2):

Percent by weight

Percent by weight

d. Ash content for oils and coal (0 -10):

e. Maximum hourly fuel rate for all firing burners:

**0.1000** MILLION CUBIC FEET  
Amount Units per hour

f. Do you have fuel or usage restrictions?

yes  no - skip to question 2

g. DEP approval number for restrictions:

**W321**  
Most recent for this fuel

h. Annual use restriction (amount or hours):  
For this fuel

**300.0000**  
Quantity

i. Short term use restriction (amount or hours):  
For this fuel

Quantity  
Per:  month  week

CAUTION: check your amount vs

**50.0000**  
a. Amount - year of record b. Units

- HORSEPOWER-HOURS
- HOUR
- KILOGRAMS
- KILOMETERS
- KILOWATT-HOUR
- KILOWATTS
- LITERS
- MEGAWATT-HOUR
- MEGAWATTS
- METERS

2. Annual usage:

Enter "0" if not used in the year of record

c. Total annual usage for prior year of record - eDEP only

# Fuel Use

Boilers and coal (0 - 2.2):

Percent by weight

Percent by weight

d. Ash content for oils and coal (0 -10):

Percent by weight

e. Maximum hourly fuel rate for all firing burners: **0.1000** MILLION CUBIC FEET ?  
Amount Units per hour

f. Do you have fuel or usage restrictions?  yes  no - skip to question 2

g. DEP approval number for restrictions: **W321**  
Most recent for this fuel

h. Annual use restriction (amount or hours): **300.0000** HOUR  
Quantity

i. Short term use restriction (amount or hours):  
Quantity

Per:  month  week  day  hour

**CAUTION: check your amount for units**

2. Annual usage:  
Enter "0" if not used in the year of record

**50.0000** MILLION CUBIC FEET ?  
a. Amount - year of record b. Units

c. Total annual usage for prior year of record - eDEP only

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Be Careful of Units

Compare to Prior Year

• Q2 annual fuel usage is the field that will need updating each year (most of the data you enter only once).

• **IMPORTANT:** be sure to enter in the units indicated – these are most often “thousand gallons” “MMBTU” or “TONs”. It is a very common mistake to enter gallons for 1000 gallons, with the result being that the emissions calculations are 3 orders of magnitude too high !!

• Our AIM pilot group requested that we include the previous year’s emissions – the reason was so that reviewers of the forms at the facilities could quickly see if there was some unusual variation from the previous years fuel usage that might indicate a mistake in the data.

# Emissions

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

### B. Fuels and Emissions (cont.)

3. Total emissions for this fuel **only** in tons per year:

Read First
**Calculations:** The form will automatically calculate the **actual** and **potential** emissions UNLESS you check a box to manually enter emissions for each specific pollutant. Click the "?" icon for information to help you decide how to use this feature.

DEP EU# (old Point #)  
1209996

Facility AQ identifier

Part 75 Requirements

Actual for previous year eDEP only:

Actual for year of record:

Potential emissions at max capacity uncontrolled:

Emission factor:

in pounds per unit:

Pollutant:	<input type="checkbox"/> PM10	<input type="checkbox"/> PM2.5	<input type="checkbox"/> SO2	<input type="checkbox"/> NO2
Actual for previous year eDEP only:	Tons	Tons	Tons	Tons
Actual for year of record:	0.0008	0.0005	0.0005	0.1500
Potential emissions at max capacity uncontrolled:	1.3140	0.2628	0.2628	43.8000
Emission factor:	3.000000	0.000000	0.600000	100.000000
in pounds per unit:	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC

For this fuel only

Maximum allowed emissions – annual:	Tons	Tons	Tons	Tons
Maximum allowed emissions – short term:	Tons	Tons	Tons	Tons
Short term period (or MMBtu):	-	-	-	-
Basis – DEP approval number or regulation:	W321	W321	W321	W321

other:

## Emissions

Q3 is the emissions table where all of the emissions values are recorded for each pollutant. Do not be intimidated by the number of fields on the page – most do not apply to any particular unit and are left blank. For example, you only need to report on the pollutants appropriate for your unit – the others can remain blank. We have so many fields because there are so many different types of units with different pollutants and restrictions.

The table is divided up into 2 sections – the emissions in grey, and any emissions restrictions in white in the boxes – we will start with the emissions part.

You see that there are places for the previous year's emissions at the top for your convenience – this is whatever we have reported for the unit in DEP's database.

Then the Actual emissions for the year of record – this is the only field that is likely to change from year to year.

By default the AP1 will calculate the actual emissions for you based on your throughput, SCC, control efficiencies, and EPA emission factors.

The default is set to autocalculate, not because DEP prefers it's own calculations, but because that was the setting that would be the most useful for a large number of users who do not calculate their own emissions.

WHY MIGHT YOU WANT TO CALCULATE YOUR OWN EMISSIONS VALUES?: The EPA emission factors are generic and conservative – they may overestimate your emissions. Because they are generic, the EPA SCC emission factors are not applicable in all situations. They may overstate emissions for facilities subject to certain BACT (Best Available Control Technology) requirements or RACT (Reasonably Available Control Technology). So you have the option to calculate your own emissions.

To calculate your own emissions, check the box next to each pollutant name (eDEP will calculate the

## DEP AP1 Emission Factors

---

- ❖ From EPA FIRE Database Version 6.25
- ❖ For Uncontrolled Sources  
(Control factor applied after)
- ❖ See the link:  
<http://www.epa.gov/ttn/chief/efpac/index.html>
- ❖ Only for common SCC codes

• Next is the emission factor – Emissions factors are the amount of pollution generated per unit of operation.

• If you allow eDEP to calculate your emissions, this field will be filled with EPA default emission factors based on the SCC. The EPA emission factors used by eDEP are from the latest version of the FIRE database – click the ? icon for the link [\[aqa1\]](#).

• NOTE: The displayed emission factor is the EPA default emission factor BEFORE the application of the ash or sulfur in the calculation.

• If you choose to calculate your own emissions, you must enter the emission factor that you used, and the emission factor units.

• The instructions provide more information about using emissions factors to calculate emissions.

• [\[aqa1\]](#) The link to FIRE is not given in the ? icon.

## When to Calculate your Own Emissions?

---

- ❖ Factors may be too generic
  - ❖ Factors may be too conservative
  - ❖ May overestimate for BACT/RACT facilities
- 
- ❖ So how do you calculate your own emissions ?

# Emissions

BWP AQ AP-1

DEP EU# (old Point #)  
1209996

Emission Unit – Fuel Utilization      AQ identifier

## B. Fuels and Emissions

3. Total emissions for this fuel **only** in tons per year:

**Read First** Calculations: The form will automatically calculate the **actual** and **potential** emissions UNLESS you check a box to manually enter emissions for each specific pollutant. Click the ? icon for information to help you decide how to use this feature: ?

Pollutant:	<input checked="" type="checkbox"/> PM10	<input checked="" type="checkbox"/> PM2.5	<input checked="" type="checkbox"/> SO2	<input checked="" type="checkbox"/> NO2
Actual for previous year <span style="color: orange;">eDEP only:</span>	Tons 0.0008	Tons	Tons	Tons 0.1500
<span style="color: blue;">?</span> Actual for year of record:	Tons 1.3140	Tons	Tons	Tons 43.8000
<span style="color: blue;">?</span> Potential emissions at max capacity uncontrolled:	Tons 3.000000	Tons 0.000000	Tons	Tons 100.000000
<span style="color: blue;">?</span> Emission factor: in pounds per unit:	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC
<span style="color: blue;">?</span> Maximum allowed emissions – annual:	Tons	Tons	Tons	Tons
Maximum allowed emissions – short term:	Tons	Tons	Tons	Tons
Short term period (or MMBtu):				
Basis – DEP approval number or regulation:	W321		W321	W321
other:				

•IMPORTANT: Those units subject to annual 40 CFR Part 75 reporting for SO2 and NOx MUST report the SAME emission values here as they reported to EPA through the Clean Air Markets Division.

# Restrictions

Bureau of Waste Prevention – Air Quality  
**BWP AQ AP-1**  
 Emission Unit – Fuel Utilization Equipment  
**B. Fuels and Emissions (cont.)**

Year of record: 5  
 DEP EU# (old Point #): 1209996  
 Facility AQ identifier:

3. Total emissions for this fuel **only** in tons per year:  
**Calculations:** The form will automatically calculate the **actual** and **potential** emissions UNLESS you check a box to manually enter emissions for each specific pollutant. Click the “?” icon for information to help you decide how to use this feature.

**Read First**  
 Part 75 Requirements

Pollutant:	<input checked="" type="checkbox"/> PM10	<input checked="" type="checkbox"/> PM2.5	<input checked="" type="checkbox"/> SO2	<input checked="" type="checkbox"/> NO2
Actual for previous year eDEP only:	1.0000 Tons	2.0000 Tons	3.0000 Tons	4.0000 Tons
Actual for year of record:	Tons	Tons	Tons	Tons
Potential emissions at max capacity uncontrolled:				
Emission factor:				
in pounds per unit	WEEK	WEEK	WEEK	WEEK
Maximum allowed emissions – annual:	10.0000 Tons	15.0000 Tons	20.0000 Tons	25.0000 Tons
Maximum allowed emissions – short term:	Pounds	Pounds	Pounds	Pounds
Short term period (or MMBtu):				
Basis – DEP approval number or regulation:	123	123		

other: 112-TRICHOROETHANE

**Restrictions for this Unit and Fuel Only**  
**Pre-fills - Edit if needed**

- The 2<sup>nd</sup> part of the table (in the boxes) are the fields for emissions restrictions – enter here any restrictions on emissions that apply SPECIFICALLY to this unit.
- Remember to enter the time period for short-term restrictions.
- If there are none (the case for the vast majority of units) then leave these fields blank.
- Do NOT enter facility-wide emission limits – they are entered in the TES.
- NOTE: there is a field for the DEP permit number – this prefills automatically with the number entered on in the approval field on page 1 – you only need to change this if there is another approval that specifically addresses the restriction you have entered.
- How to handle multi-unit emission limits ? Some restrictions apply to 2 or 3 units together – for example, a 50 ton restriction on total emissions from 3 boilers. You should enter the “50 tons” per year on the forms for each of the 3 units in this example. Mention that the restriction applies to 3 units in the Notes field.

## How to Handle Multi-unit Restrictions?

---

- ❖ Example: when 3 units have a combined total emission limit of 50 tons per year:
  - ❖ Enter the 50 tons per year on the forms for each
  - ❖ Mention the restriction applies to 3 units in the Notes

## Reporting Other Pollutants

For this fuel only				
Basis – DEP approval number or regulation:		W321	W321	W321
<b>Pollutant:</b>		<div style="border: 2px solid red; padding: 5px; display: inline-block;">             Choose from Menu → other:           </div>		
Actual for previous year aDEP only:	Tons	Tons	Tons	specify
	0.0840	0.0069	0.0056	Tons
Actual for year of record:	Tons	Tons	Tons	Tons
	36.7920	2.4090	1.4016	Tons
Potential emissions at max capacity uncontrolled:	Tons	Tons	Tons	Tons
	84.000000	5.500000	3.200000	Tons
Emission factor:				MILLION CUBIC
in pounds per unit:	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC
Maximum allowed emissions – annual:	Tons	Tons	Tons	Tons
Maximum allowed emissions – short term:	Tons	Tons	Tons	Tons
Short term period (or MMBtu):				
Basis – DEP approval number or regulation:	W321	W321		
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•If you need to report on a pollutant not listed here, you can use the Other column. It is exactly like the other columns except that there is no autocalculation of emissions (you must enter your own values) and you select your pollutant from a drop menu – again, if you do not find the pollutant you are looking for in this list, e-mail DEP and we can add it.

•NOTE: if you find a pollutant in this Other column that you no longer need to report on, you can erase it by selecting the blank space at the top of the drop menu (all of the drop menus have this space at the top to allow you to erase an entry). Be sure to erase all of the other fields in the column as well or you will get errors.

# Reporting Other Pollutants

For	Basis – DEP approval number or regulation:	W321	W321	W321
				other:
	Actual for previous year:	0.0840	0.0069	<input type="checkbox"/> NH3 ACETALDEHYDE ACETAMIDE ACETONITRILE ACETOPHENONE ACROLEIN ACRYLAMIDE ACRYLIC ACID ACRYLONITRILE ALKYLATED LEAD
	Actual for year of record:	Tons	Tons	Tons
	Potential emissions at max capacity uncontrolled:	36.7920	2.4090	1.4016
	Emission factor:	84.000000	5.600000	3.200000
	in pounds per unit:	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC
For this fuel only	Maximum allowed emissions – annual:	Tons	Tons	Tons
	Maximum allowed emissions – short term:	Tons	Tons	Tons
	Short term period (or MMBtu):			
	Basis – DEP approval number or regulation:	W321	W321	

# Reporting Other Pollutants

For	Basis – DEP approval number or regulation: W321 _____ W321 _____ W321 _____				
	Pollutant: <input type="checkbox"/> CO <input type="checkbox"/> VOC <input type="checkbox"/> NH3 <input type="checkbox"/> ACETONE other: specify _____				
	Actual for previous year <i>eDEP only:</i>	Tons	Tons	Tons	Tons
	Actual for year of record:	0.000000			0.1234
	Potential emissions at max capacity uncontrolled:				0.4567
	Emission factor:	84.000000	5.500000	3.200000	1.200000
	in pounds per unit:	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC	MILLION CUBIC
For this fuel only	Maximum allowed emissions – annual:	Tons	Tons	Tons	Tons
	Maximum allowed emissions – short term:	Tons	Tons	Tons	Tons
	Short term period (or MMBtu):				
	Basis – DEP approval number or regulation:	W321	W321		

No Auto Calculation



# Ozone Season Emissions

Massachusetts Department of Environmental Protection

2005  
Year of record  
7  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

**Calculated Based on Operating Schedule and Total Emissions**

B. Fuels and Emissions (Cont.)

4. Ozone season emissions – May 1 through September 30:  
0.0000 39.7936

a. Typical day VOC emissions – pounds per day  
 check to enter your own values

b. Typical day NOx emissions – pounds per day  
 check to enter your own values

NOTE: The form will estimate the ozone season emissions for you. However, you may enter your own values by checking the boxes above.

**Or Check Boxes to Enter Your Own Values**

1. Notes: please include in the space below any additional information that will help DEP understand your submission.

ADDITIONAL TEST - 02/06/06

## •B.4 Ozone Season Emissions

•The form will also estimate your emissions during the ozone season using the operations information in Q10[\[aqa1\]](#), your total emissions, and some simplifying assumptions. If you wish to report a more precise value based on your own calculations and data, check the box below the blank lines.

•

•NOTE: If you have more than 1 fuel, this space on the form is blank – you will be provided with a space for entering ozone season emissions in Section C, after you have entered the throughput and emissions data for each of your fuels.[\[aqa2\]](#)

•

• [\[aqa1\]](#)Q11?

• [\[aqa2\]](#)It doesn't calculate ozone season for just that fuel? Did you mean Section D?

# Ozone Season Emissions



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-1**

Emission Unit – Fuel Utilization Equipment

2005

Year of record

5

DEP EU# (old Point #)

1209996

Facility AQ identifier



## C. Notes and Attachments

1. Notes: please include in the space below any additional information that will help DEP understand

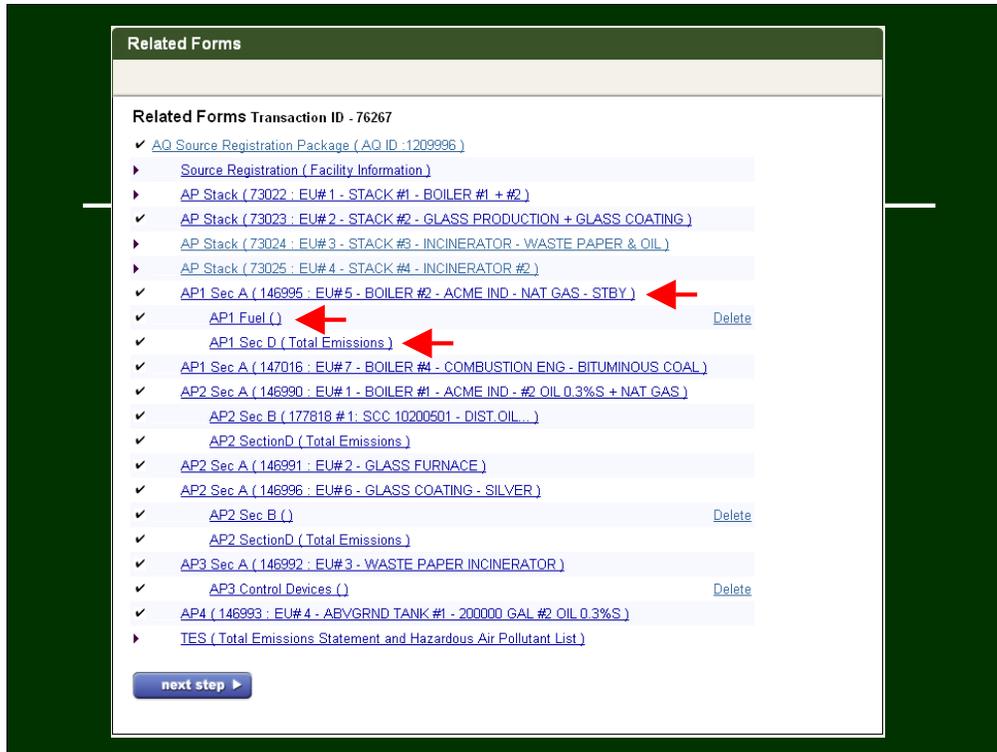
Note: Section B will be blank if there is more than one fuel. Ozone emissions will appear in Section D.

•NOTE: If you have more than 1 fuel, this space on the form is blank – you will be provided with a space for entering ozone season emissions in Section C, after you have entered the throughput and emissions data for each of your fuels.[aqa2]

•

• [aqa1]Q11?

• [aqa2]It doesn't calculate ozone season for just that fuel? Did you mean Section D?



## SECTION D Total Emissions

- If you have more than 1 fuel, you will complete and validate a Sect B for each fuel, and then a Sect D will be added – open the Sect D.
- The emissions you see are the sums of all the actual emissions from your fuels for this unit.
- The potential emissions are the maximum of the potential emissions for the fuels.
- These fields are automatically calculated and you cannot edit them – if they are wrong, then you need to make a change to the fuel forms, and then re-open the Sect D.
- The ozone season emissions are also calculated at the bottom of the page – you can edit these to enter your own numbers if you wish.
- IMPORTANT: Notice that there are also a set of restriction fields on this table, just like those on the Sect B emissions table – this can be confusing. Enter in these fields any emissions restrictions that apply to the entire unit regardless of the fuels. If a restriction applies only to emissions from 1 fuel, then enter it on the Sect B for that fuel. Note that when you have more than 1 fuel, most restrictions for the unit will be entered in the Sect D fields rather than the Sect B restriction fields – in the case of more than 1 fuel, use the Sect B restriction fields ONLY for emission restrictions that apply to 1 fuel only.

# Section D (Multi-fuel Only)



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

2005

Year of record

5

DEP EU# (old Point #)

1209996

Facility AQ identifier

### D. Total Emissions Automatically Calculated

1. Total Emissions for this emissions unit in tons per year:

**Calculations:** This form calculates this unit's total **actual** and maximum **potential** emissions (if you have correctly provided all of the emissions for each fuel in Section B). Return to Sect. B if you need to correct those numbers.

Pollutant:	PM10	PM2.5	SO2	NO2	CO
Actual for previous year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tons	Tons	Tons	Tons	Tons
<b>Actual</b> for year of record:	<input type="text" value="0.0008"/>	<input type="text"/>	<input type="text" value="0.0018"/>	<input type="text" value="0.1518"/>	<input type="text" value="0.0843"/>
	Tons	Tons	Tons	Tons	Tons
<b>Potential</b> emissions at maximum capacity:	<input type="text" value="94.6080"/>	<input type="text" value="72.7080"/>	<input type="text" value="2487.8400"/>	<input type="text" value="1752.0000"/>	<input type="text" value="438.0000"/>
	Tons	Tons	Tons	Tons	Tons

Limits for the entire unit only (leave blank if none).

Max allowed emissions – annual:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tons	Tons	Tons	Tons	Tons
Max allowed emissions – short term:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Tons	Tons	Tons	Tons	Tons
Short term period:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis – DEP approval number or regulation:	<input type="text" value="W321"/>	<input type="text"/>	<input type="text" value="W321"/>	<input type="text" value="W321"/>	<input type="text" value="W321"/>

**Total for all fuels.**

# Section D Restrictions



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-1

Emission Unit – Fuel Utilization Equipment

### D. Total Emissions for Emissions Unit (cont.)

2005  
Year of record  
5  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

1. Total Emissions for

Calculations: This form calculates total emissions for each fuel in

Restrictions entered here only if they apply to entire unit regardless of fuel

Actual for previous	CO	SO <sub>2</sub>	NO <sub>x</sub>	VOC	CO <sub>2</sub>
0.0008		0.0018	0.1618		0.0843
Tons	Tons	Tons	Tons	Tons	Tons
Actual for year of record:					
94.6080		72.7080	2487.8400	1752.0000	438.0000
Tons	Tons	Tons	Tons	Tons	Tons
Potential emissions at maximum capacity:					
Tons	Tons	Tons	Tons	Tons	Tons
Max allowed emissions – annual:					
Tons	Tons	Tons	Tons	Tons	Tons
Max allowed emissions – short term:					
Tons	Tons	Tons	Tons	Tons	Tons
Short term period:					
Basis – DEP approval number or regulation:					
W321		W321	W321	W321	W321

Limits for the entire unit only (leave blank if none).

# Section D Ozone Emissions

Actual for previous year:	Tons	Tons
<b>Actual</b> for year of record:	<b>0.0069</b>	<b>0.0057</b>
<b>Potential</b> emissions at maximum capacity:	<b>2.4090</b>	<b>70.0800</b>
Max allowed emissions – annual:	Tons	Tons
Max allowed emissions – short term:	Tons	Tons

Limits for the entire unit only (if none).

Calculated Based on Operating Schedule and Total Emissions

## 2. Ozone season emissions – May 1 through September 30:

<b>0.1145</b>	<b>2.5199</b>
a. Typical day VOC emissions – pounds per day	b. Typical day NOx emissions – pounds per day
<input type="checkbox"/> check to enter your own values	<input type="checkbox"/> check to enter your own values

**NOTE:** The form has estimated the emissions for you. However, you may enter your own values by checking the boxes above.

Or Check Boxes to Enter Your Own Values

## End of Part 2

- This is the end of Part 2
- Now you are ready to understand the remaining forms.

# On-Line Source Registration Training

Feb/Mar 2007

Part 3: The Other Forms

Stack / AP2 / AP3 / AP4 / TES

 **MassDEP**

## Goals

---

- ❖ Highlight differences from AP1
- ❖ Common Questions / Issues
- ❖ Not Field-by-Field Instructions

## Related Forms

### Related Forms Transaction ID - 59971

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION - GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)

# Stack Form

Save Save and Exit Validate Print Cancel

**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention – Air Quality  
**BWP AQ AP-STACK**  
 Physical Vertical Stacks

2006  
 Year of record  
 4  
 DEP Stack #  
 1209996  
 Facility AQ identifier

Complete one AP-STACK form for EACH physical stack at the facility

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.




**?**  
What to do if data is unknown or unavailable?

### A. Stack Description

May Choose Own Names

And Numbers

- 1. Facility identifiers:** ? How to report combined units/stacks: see 3b below  
 TEST PLANT  
 a. Facility name: 54853  
 b. DEP Account number: 1209996  
 c. AQ identifier – SSEIS ID number: 1209996
- 2. Stack identifiers:** ?  
STACK #4 - INCINERATOR #2  
 a. Facility's choice of stack name – edit as needed: S-4  
 b. Facility's stack number – edit as needed: 4  
 c. DEP stack # – old SSEIS stack #: 1209996
- 3. Type:** a.  vertical  vertical with rain cap/sleeve  
 b. Combined stacks – enter number of individual stacks: 4 ?
- 4. Dimensions:**  
 Height in feet: 25.00      1.50  
 Diameter in feet: 15.00      20.00
- 5. Gas exit velocity:**  
 Low end - feet per second (0.1 – 500): 550.00      1150.00  
 High end - feet per second (0.1 – 500): 550.00      1150.00
- 6. Exit temperature:**  
 Low end - °Fahrenheit (50 – 1800): 550.00      1150.00  
 High end - °Fahrenheit (50 – 1800): 550.00      1150.00

- Stack is a brief form that should not need updating often
- Each vertical stack has a stack form (except most engine exhausts).
- The DEP Stack # corresponds to the old SSEIS stack #**
- Again, there were stacks in the old system that were not real stacks, but were assigned to emission points because the systems required the stack-point structure – we have eliminated those from the system – now we collect data only real vertical stacks.
- As with emission units, you can name and number stacks to fit your own internal systems**

## When Can Stacks Be Combined?

---

- ❖ When the units that emit through these stacks are combined
- ❖ When one unit has multiple stacks
- ❖ When there are several identical stacks at the facility

### WHEN CAN STACKS BE COMBINED ON ONE FORM AND HOW SHOULD THE DATA BE REPORTED?

You may report multiple stacks on one stack form in the following situations:

- (1) When the units that emit through these stacks are combined -- for example, where several small boilers are combined and they each have their own stacks, then report all of those stacks on one Stack form and enter the number of stacks in the Combined Stacks field. Describe the particular situation in the Notes field of the Stack form.
- (2) When one unit has multiple stacks -- again, describe the configuration in the Stack form Notes field.
- (3) When there are several identical stacks at the facility. If the stacks are exactly identical, then they may be reported on one Stack form.

## How to Combine Stacks

---

- ❖ In the name, indicate that the stacks are combined by using the word "combined".
- ❖ For dimensions, give the largest.
- ❖ For exit velocity and temperature, give the highest/lowest.
- ❖ If materials are not the same, describe in "other".

•In some situations, the data for the stacks may not be identical – how do you handle that on the form ?

•In the name, indicate that the stacks are combined by using the word "combined".

•For dimensions, give the largest.

•For exit velocity and temperature, give the highest/lowest.

•If materials are not the same, describe in "other".

•NOTE: Enter a Decommission Date ONLY when ALL of the stacks have been removed. If only a portion of the stacks have been removed, then just adjust the number in the Combined Stacks field to reflect the current number of stacks

# Decommissioning a Stack

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.

How to report combined units/stacks?

**A. Stack Description**

1. Facility identifiers:

TEST PLANT

a. Facility name: 54853      1209996

b. DEP Account number      c. AQ identifier - SSEIS ID number

2. Stack identifiers:

STACK #1 - BOILER #1 + #2

a. Facility's choice of stack name - edit as needed: S-1

b. Facility's stack number - edit as needed: 1      c. DEP stack # - old SSEIS stack #

3. Stack type:  vertical     vertical with rain cap/sleeve

4. Dimensions:      55.00      4.00

Height in feet      Diameter in feet

15.00

5. Gas exit velocity:      Low end - feet

250.00

6. Exit temperature:      Low end - °F

7. Stack liner material:  metal     brick/concrete     other

Describe Other

8. Decommission date - if applicable: (mm/dd/yyyy) Complete only if the stack was permanently removed

How to delete a unit?

**B. Emission Units Associated with Stack - eDEP Only**

Below is a list of the emission units associated with this stack. This list is for information only - no data

Only if permanently removed or "phantom" stack

(mm/dd/yyyy) Complete only if the stack was permanently removed

WHEN/HOW TO DELETE (DECOMMISSION) A STACK?

DELETE a stack when it is permanently taken out of service by entering a Decommission Date (A.8). You must complete the form for this Year of Record, but eDEP will know to remove it from your next Source Registration package.

# Stack Form Section B

8. Decommission date – if applicable: \_\_\_\_\_ Describe Other \_\_\_\_\_  
(mm/dd/yyyy) Complete only if the stack was permanently removed

How to delete a unit ?

## B. Emission Units Associated with Stack – eDEP Only

Below is a list of the emission units associated with this stack. This list is for information only – no data entry is required; make any changes on the forms for each emission unit (i.e., AP1, AP2, or AP3). **Note:** this list does not reflect changes you have made on-line, but not yet submitted.

**Important:** To assign an emission unit to this stack, enter the Stack Id No. on the form for the emission unit (i.e., AP1, AP2, or AP3).

EU#EU-7-BOILER #4 - COMBUSTION ENG - BITUMINOUS COAL

EU#EU-2-BOILER #2 - ACME IND - NAT GAS - STBY

EU#EU-1 + EU-2-BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS

Not updated with changes until next year

•Sect B tells you what units were assigned to this stack in the last report – you don't have to enter any data here. Stack assignment takes place in the unit forms, not on the stack form.

•NOTE: this data is a snapshot of the assigned units when the package was opened – it will not be updated until the following year even though you make different assignments in your package.

## Stack Form Section B

### OF NOTES and ATTACHMENTS

1. **Notes:** please include any additional information that will help DEP understand your submission.

SPECIAL PROD TEST - 1/24/06 - GBW

SPECIAL PRODUCTION TEST - 1/26/06 - GBW

PRODUCTION TEST - 1/30/06 - GBW

Add descriptions here

2. **Attachments:**

- Check here to submit attachments to this form (e.g., calculations). For eDEP on-line filers, this will create a new step on your Current Submittals Page where you will attach electronic files to your submittal. For attachments that cannot be sent electronically, please list all such attachments below and deliver them to DEP with a paper copy of this form.

Again, if you are combining stacks, please explain how many and why in the Notes field of the Stack form.

## Related Forms

### Related Forms Transaction ID - 59971

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)



## AP-2 Process Forms

---

- ❖ Similar to AP-1 for Combustion Units
  1. Sec A for Equipment Description
  2. Sec B for inputs/outputs - as many as needed
- ❖ Five differences from AP-1
  1. Additional pollution controls
  2. Assignment of pollution controls to segments
  3. No auto calculation of emissions
  4. More pollutants required
  5. Calculation of the max Potential Emissions

### AP-2 PROCESSES

- The AP2 is the form for process emissions units. The AP2 is very similar to the AP1 and so we will only highlight the differences between the forms here.
- The AP2 is divided into the same sections – Sect A for the equipment description and Sect B for the inputs/outputs/products/raw materials, previously known as segments. A unit has 1 Sect A, but may have as many Sect B's as needed.
- 
- The AP2 has 4 [\[aqa1\]](#) primary differences from the AP1: additional pollution controls, assignment of pollution controls to segments, no auto calculation of emissions, and additional pollutants.
- [\[aqa1\]](#) Should be 4.

# AP-2 Process Form

Save and Exit Validate Print Cancel

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

2005  
Year of record  
6  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

## BWP AQ AP-2

Emission Unit – Process Description

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



### A. Emission Unit – Process Description

#### 1. Facility identifiers:

TEST PLANT

a. Facility name  
54853  
b. DEP Account number  
1209996  
c. Facility AQ identifier – SSEIS ID number

#### 2. Emission unit identifiers: ?

GLASS COATING - SILVER

a. Facility's choice of emission unit name – edit as needed  
EU-4  
b. Facility's emission unit number / code – edit as needed  
6  
c. DEP emissions unit # (old SSEIS Point #)  
d. Combined Units – enter number of individual units

#### 3. DEP approvals – leave blank if not applicable: ?

W2365  
a. Most recent approval number  
12/26/1987  
b. DEP approval date (mm/dd/yyyy)

# AP-2 Pollution Control Devices

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-2**  
Emission Unit – Process Description

2005  
Year of record  
6  
DEP EU# (old Point #)  
1209996  
Facility AQ Identifier

**A. Emission Unit – Process Description (cont.)**

15. Are there air pollution control devices on this emissions unit?  Check here if you need to report more than 3 air pollution control devices on this unit. eDEP will add another page of control devices after this form.

yes – answer a through i     no – skip to Section B

How to delete a control

Do not leave blank – if unknown write 'unknown' or estimate

Leave f, g, h blank if not applicable.

Air pollution control device 1	Air pollution control device 2	Air pollution control device 3
CATALYTIC REDUCTION	AFTERBURNER	MOLECULAR SIEVE
a. Type	Type	Type
<b>ALFA CONTROLS</b>	<b>BETA COLLECTORS</b>	<b>GAMMA IND</b>
b. Manufacturer	Manufacturer	Manufacturer
<b>CR-1</b>	<b>AB-2</b>	<b>HG - 3</b>
c. Model number	Model number	Model number
<b>S2-C5</b>	<b>S2-C7</b>	<b>S2-C9</b>
d. Facility's ID for this device	Facility's ID for this device	Facility's ID for this device
<b>01/01/1989</b>	<b>02/02/1989</b>	<b>03/03/1989</b>
e. Installation date (mm/dd/yyyy)	Installation date (mm/dd/yyyy)	Installation date (mm/dd/yyyy)
<b>W2365</b>	<b>W2365</b>	<b>W2365</b>
f. DEP approval # (most recent)	DEP approval # (most recent)	DEP approval # (most recent)
<b>12/26/1987</b>	<b>12/26/1987</b>	<b>12/26/1987</b>
g. DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)
h. Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)
i. Percent overall efficiency – enter for all pollutants that the device was designed to control:		
10.0	28.0	45.0

•Air Pollution Control Devices – the AP1 only allowed 3 controls per unit; the AP2 has space for 3 as well, but also allow you to add 3 more – another control page.

•Check the box to tell eDEP that you need an additional page of controls, and it will be added AFTER you VALIDATE the form.

•If you already have more than 3 controls, eDEP will automatically add the additional page AFTER you VALIDATE the form and there is no need to check the box.

•Note that you only need to check the box once to create the additional page – if you open the form again the box will be blank, and you should leave it that way.

# Assign Controls to Segments

For each Section B (i.e., Raw Material) – Assign Pollution Controls

g. Total actual raw material used or finished: **HYC** **100000.0000** GALLONS

h. Do you have raw material or finished product restrictions?  yes  no – skip to question 1.i

i. DEP approval number for restrictions: **W2365**  
Most recent approval number for this material or product

j. Short term raw material/finished product restriction – if none, leave blank: **150000.0000** GALLONS  
Units: **hour**

k. Annual restriction – if none, leave blank: **150000.0000** GALLONS  
Units: **hour**

l. Indicate which air pollution control devices from Section A, Question 15 control this material/product by listing the facility-designated control device ID # for each unit that applies:

Device ID #	Device ID #
Device ID #	Device ID #
Device ID #	Device ID #

check here if ALL air pollution control devices on the unit apply to this material/product

09/19/05 BWP AQ AP-2 Emission Unit – Process Description • Page 5

•The 2<sup>nd</sup> difference between the AP2 and AP1 is that you must assign pollution controls to each segment. In the AP1, it is assumed that all controls work on all fuels – this is not always a good assumption for process units, where some controls may only be used for some type of products or raw materials.

•These fields on the AP2 allow you to describe which controls (1-6) work on which segments.

# Assign Controls to Segments

g. Total actual raw material used or finished product produced for year of record: **100000.0000** HYC  
Amount GALLONS  
Units  
Enter "0" if not used in the year of record Prior year - eDEP only Units prior year

h. Do you have raw material or finished product restrictions?  yes  no - skip to question 1.i

i. DEP approval number for restrictions: **W2365**  
Most recent approval number for this material or product

j. Short term raw material/finished product restriction - if none, leave blank: **150000.0000** GALLONS  
Quantity (Amount or hours) Units  
Per  year  month  week  day  hour

k. Annual restriction - if none, leave blank: **150000.0000** GALLONS  
Quantity (Amount or hours) Units

l. Indicate which air pollution control devices from Section A, Question 15 control this material/product by listing the facility-designated control device ID # for each unit that applies:

Device ID #	Device ID #	Device ID #
<input type="checkbox"/> S2-C5	<input type="checkbox"/> S2-C7	<input type="checkbox"/> S2-C9

check here if ALL air pollution control devices on the unit apply to this material/product

09/19/05 BWP AQ AP-2 Emission Unit - Process Description • Page 5

Choose from Menu



# Assign Controls to Segments

g. Total actual raw material used or finished product produced for year of record: **HYC**  
**100000.0000** GALLONS  
Amount Units  
 Enter "0" if not used in the year of record Prior year – eDEP only Units prior year

h. Do you have raw material or finished product restrictions?  yes  no – skip to question 1.i

i. DEP approval number for restrictions: **W2365**  
Most recent approval number for this material or product

j. Short term raw material/finished product restriction – if none, leave blank: **150000.0000** GALLONS  
Quantity (Amount or hours) Units  
 per month  week  day  hour

k. Annual restriction – if none, leave blank: **150000.0000** GALLONS  
Quantity (Amount or hours) Units

l. Indicate which air pollution control devices from Section A, Question 15 control this material/product by listing the facility-designated control device ID # for each unit that applies:

**S2.CC** Device ID #  
 Device ID #  
 Device ID #  
 Device ID #

check here if ALL air pollution control devices on the unit apply to this material/product

09/19/05 BWP AQ AP-2 Emission Unit – Process Description • Page 5

•If they all apply to all segments (or there is only 1 segment) then just check the convenient box at the bottom

# AP-2 Emissions Section

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-2

Emission Unit – Process Description

2005  
Year of record  
6  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

### B. Emissions for Raw Materials/Finished Products (cont.)

2. Total emissions for this material/product – tons per year:

Pollutant	PM10	PM2.5	SO2	NO2	CO
Actual for previous year <small>eDEP only:</small>	Tons <b>1.0000</b>	Tons <b>2.0000</b>	Tons <b>3.0000</b>	Tons <b>4.0000</b>	Tons <b>5.0000</b>
Actual for year of record:	Tons <b>1.0000</b>	Tons <b>2.0000</b>	Tons <b>3.0000</b>	Tons <b>4.0000</b>	Tons <b>5.0000</b>
Potential emissions at maximum capacity uncontrolled:	Tons <b>1.0000</b>	Tons <b>2.0000</b>	Tons <b>3.0000</b>	Tons <b>4.0000</b>	Tons <b>5.0000</b>
Emission factor:					
In pounds per unit:					

For this material or  
product only  
(leave blank if none)

Max allowed – annual:

Max allowed – short term:

Short term period:

Basis: DEP approval  
number or regulation:

**Calculated by User  
No Auto-calculation**

Other:

- The 3<sup>rd</sup> major difference is that the AP2 will not calculate emissions for you – you must do the calculations yourself and enter your own emission factors.
- All of the field for each pollutant, however, work just as on the AP1.

## AP-2 Emissions Section

For this material product on (leave blank if not applicable)

Max allowed – short term: Tons Tons Tons Tons Tons

Short term period: \_\_\_\_\_

Basis: DEP approval number or regulation: \_\_\_\_\_

Choose from Menu

Other: specify

Pollutant	VOC	HOC	*Reserved*	NH3	Other:
Actual for previous year eDEP only:	Tons 6.0000	Tons 7.0000	Tons 8.0000	Tons 9.0000	Tons 0.0000
Actual for year of record:	Tons 6.0000	Tons 7.0000	Tons 8.0000	Tons 9.0000	Tons 10.0000
Potential emissions at maximum capacity uncontrolled:	Tons 6.0000	Tons 7.0000	Tons 8.0000	Tons 9.0000	Tons 10.0000
Emission factor:					
In pounds per unit:					

Max allowed – annual: Tons Tons Tons Tons Tons

There is a new requirement to report tBAC separate from VOCs

Important: Reporting now required for t-Butyl Acetate

•The 4<sup>th</sup> major difference is that the AP2 requires emissions reporting for more pollutants – HOC reporting is required in it's own column.

•A new reporting requirement starting this year is t-Butyl Acetate. All facilities that use AND EMIT tBAC in process units must now report tBAC emissions SEPARATELY FROM THEIR VOC EMISSIONS on their Source Registrations. This is a new US EPA requirement.

•Because this applies to relatively few facilities, tBAC does not have it's own column – instead please select t-Butyl Acetate in the "Other" pollutant drop menu and then enter the actual and potential emissions below. Remember to enter the emission factor as well.

•If you need to report more than 1 "Other" pollutant for this unit, please e-mail us at [air.quality@state.ma.us](mailto:air.quality@state.ma.us)

# AP-2 Emissions Section

For this material or product only (leave blank if none)

**Important:**  
Reporting now required for t-Butyl Acetate

Max allowed – short term:	Tons	Tons	Tons	Tons	Tons
Short term period:					
Basis: DEP approval number or regulation:					
					Other:
<b>Pollutant</b>	<b>VOC</b>	<b>HOC</b>	<b>'Reserved'</b>	<b>NH3</b>	
Actual for previous year eDEP only:	Tons	Tons	Tons	Tons	
	6.0000	7.0000	8.0000	9.0000	
Actual for year of record:	Tons	Tons	Tons	Tons	
Potential emissions at maximum capacity uncontrolled:	6.0000	7.0000	8.0000	9.0000	
Emission factor:					
In pounds per unit:					
Max allowed – annual:	Tons	Tons	Tons	Tons	Tons
Max allowed – short term:	Tons	Tons	Tons	Tons	Tons
Short term period:					
Basis - DEP approval number or regulation:					

Choose from Menu

- ACETONE
- ACETONITRILE
- ACRYLONITRILE
- ALUMINUM CHLORIDE
- ALUMINUM CHLORIDE TRIMERIC
- STRONTIUM CHROMATE
- STYRENE
- STYRENE OXIDE
- SULFUR HEXAFLUORIDE
- SULFURIC ACID
- t-BUTYL ACETATE**
- TETRACHLOROETHYLENE
- TETRAETHYL LEAD
- TITANIUM TETRACHLORIDE
- TOLUENE

# AP-2 Emissions Section

For this material or product only (leave blank if none)

**Important:**  
Reporting now required for t-Butyl Acetate

Max allowed – short term:	Tons	Tons	Tons	Tons	Tons
Short term period:					
Basis: DEP approval number or regulation:					

Pollutant	VOC	HOC	*Reserved*	NH3	Other: T-BUTYL ACETATE specify
Actual for previous year <i>eDEP only:</i>	Tons <b>6.0000</b>	Tons <b>7.0000</b>	Tons <b>8.0000</b>	Tons <b>9.0000</b>	Tons <b>0.0000</b>
Actual for year of record:	Tons	Tons	Tons	Tons	Tons
Potential emissions at maximum capacity uncontrolled:	Tons <b>6.0000</b>	Tons <b>7.0000</b>	Tons <b>8.0000</b>	Tons <b>9.0000</b>	Tons <b>10.0000</b>
Emission factor:					
In pounds per unit:					

Max allowed – annual:	Tons	Tons	Tons	Tons	Tons
Max allowed – short term:	Tons	Tons	Tons	Tons	Tons
Short term period:					
Basis - DEP approval number or regulation:					

Choose from Menu

# AP-2 Section D – Total Emissions

Save Save and Exit Validate Print Cancel

**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention – Air Quality  
**BWP AQ AP-2**  
 Emission Unit – Process Description

2005  
 Year of record  
 6  
 DEP EU# (old Point #)  
 1209996  
 Facility AQ identifier

### D. Total Emissions for Emissions Unit

This form calculates this emission unit's total actual and potential emissions if you have provided all of the emissions for each material or finished product in Section B.

1. Total Emissions for this emissions unit - tons per year:

Pollutant	PM10	PM2.5	SO2	NO2	CO
Actual for previous year <small>eDEP only.</small>	Tons	Tons			Tons
	2.0000	4.0000			10.0000
Actual for year of record:	Tons	Tons			Tons
	1.0000	2.0000			5.0000
Potential emissions at maximum capacity:	Tons	Tons			Tons
Max allowed – annual:	Tons	Tons	Tons	Tons	Tons
Max allowed –					
Short term					
Basis: DEP approval number or regulation:	W2365	W2365	W2365	W2365	W2365

Sum of Segments

Sum of Segments

Can be edited since AP-2 more complex

For this unit as a whole only (leave blank if none)

- A 5<sup>th</sup> difference is in how the form calculates potential emissions.
- Just as in the AP1, if you have more than 1 segment then you also get a Sect D form – just a brief 1 pager that sums the emissions from the Sect B's each time the form is opened.
- In the AP1, the Sect D selects the maximum potential emissions from among the fuels.
- In the AP2, however, the potential emissions are the SUM of potential emissions from the segments[\[aqa1\]](#).
- This may not, however, be an accurate assumption for your unit – therefore you can edit the potential emissions for the entire unit in the Sect D to provide the correct value, which may be some more complex combination of maximums and summations over the segment emissions.
- [\[aqa1\]](#) Potential appears to be the max (not the sum) – not in production yet.

## Related Forms

### Related Forms Transaction ID - 59971

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3% \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)

## AP-3 Incinerators

---

- ❖ AP-3 are just specialized AP-1
- ❖ Afterburners and Ovens were sometimes entered as Incinerators
- ❖ Afterburners should be entered as control devices on the AP-2 forms
- ❖ Ovens should be entered as a process unit on the AP-2 forms
- ❖ Call DEP if yours have not been recoded

### AP-3 INCINERATORS

- The AP3 is just a specialized/simplified AP1 for incinerator units.
- Again, we will only highlight the differences here.

NOTE: Afterburners and ovens were frequently coded as incinerators in the old system – we have tried to recode these, but we will have missed some.

Afterburners should be entered as control devices on the AP2 forms for the units they are attached to. The fuel for the afterburners should be included on the AP2 as a separate segment.

Ovens are handled the same way – they are treated as a process unit where the fuel is one of the inputs.

If you have these type of units coded as incinerators (that is, they show up in your package as an AP3) then call or e-mail MassDEP and we will recode them for you. Do not fill out forms for these units until we have done the recoding (or better, if time allows, don't work on any forms until we have done the recoding).

This is the same procedure for any units that you believe are miscoded (a process unit coded as a tank, for example) – just contact us and we will fix it for you. Contact us before you fill out the form for the unit or you may have to reenter your data.

## AP-3 Incinerators

---

- ❖ Cannot be Combined
- ❖ Have three “fuels”:
  1. Material being incinerated
  2. Fuel for the primary chamber
  3. Fuel for the secondary chamber (if exists)

•NOTE: you cannot combine incinerator units – you must submit 1 AP3 for each incinerator.[aqa1]

•The AP3 always has 3 “fuels” – the material being incinerated, fuel for the primary chamber, and fuel for the secondary chamber (if there is a secondary chamber – if not, leave it blank).

•The form asks for an SCC for each of these fuels – first, for the material being incinerated along with the type of material, and then for the fuels for the chambers.

•

# AP-3 Incinerator Form

Save Date and Exit Validate Print Cancel

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

2005  
Year of record  
3  
DEP EU# (old Point#)  
1209996  
Facility AQ identifier

## BWP AQ AP-3

Emission Unit – Incinerator: Solid Waste, Sludge, Medical Waste, other

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor – do not use the return key.



### A. Emission Unit – Incinerator Information

#### 1. Facility identifiers:

TEST PLANT

a. Facility name  
54853  
b. DEP Account number  
1209996  
c. Facility AQ identifier – SSEIS ID number

#### 2. Emission unit identifiers: ?

WASTE PAPER INCINERATOR

a. Facility's choice of emission unit name – edit as needed  
EU-3  
b. Facility's emission unit number / code – edit as needed  
3  
c. DEP emissions unit # – SSEIS point #

#### 3. DEP approvals – leave blank if not applicable: ?

W1235  
a. Most recent approval number  
01/01/1979  
b. DEP approval date (mm/dd/yyyy)

# AP-3 Incinerator Controls

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-3**

Emission Unit – Incinerator: Solid Waste, Sludge, Medical Waste, other

2005  
Year of record  
3  
DEP EU# (old Point#)  
1200000  
Facility AQ identifier

**A. Emission Unit – Incinerator Information (cont.)**

24. Is there an air pollution control device/s on this emissions unit?  **Check here if you need to report more than 3 air pollution control devices on this unit. eDEP will add another page of control devices after this form.**

yes – answer a through i     no – skip to question 25

How to delete a control?    Do not leave blank – if unknown write 'unknown' or estimate    Leave f, g, h blank if not applicable

Air pollution control device	Air pollution control device	Air pollution control device
FABRIC FILTER - HIGH TEMPERATURE, I.E. T-25	AMMONIA SCRUBBING	AFTERBURNER
a. Type <b>ACME CONTROLS</b>	Type <b>BETA INDUSTRIES</b>	Type <b>GAMA INC</b>
b. Manufacturer <b>FB-1</b>	Manufacturer <b>AS-1</b>	Manufacturer <b>ABNR-1</b>
c. Model number <b>S3-1</b>	Model number <b>S3-2</b>	Model number <b>S3-3</b>
d. Facility's ID for this device <b>01/01/1980</b>	Facility's ID for this device <b>02/02/1982</b>	Facility's ID for this device <b>03/03/1983</b>
e. Installation date (mm/dd/yyyy) <b>W1235</b>	Installation date (mm/dd/yyyy) <b>W1235</b>	Installation date (mm/dd/yyyy) <b>W1235</b>
f. DEP approval # (most recent) <b>01/01/1979</b>	DEP approval # (most recent) <b>01/01/1979</b>	DEP approval # (most recent) <b>01/01/1979</b>
g. DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)	DEP approval date (mm/dd/yyyy)
h. Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)	Decommission date (mm/dd/yyyy)

The AP3 is similar to the AP2 in that it allows for more than 3 control devices – just check this box to access an additional page of controls after you VALIDATE the form.

# AP-3 Incinerator Controls

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-3**

Emission Unit – Incinerator: So

2005  
Year of record  
3  
DIP EU# (old Point#)  
1209996  
Facility AQ Identifier

**B. Emissions**

1. Total emissions for this emissions unit – tons per year:

Pollutant	PM10	PM2.5	SO2	NO2	CO
Actual for previous year <small>eDEP only:</small>	Tons	Tons	Tons	Tons	Tons
Actual for year of record:	1.0000	2.0000	3.0000	4.0000	5.0000
Potential emissions at maximum capacity uncontrolled:	11.0000	22.0000	33.0000	44.0000	55.0000
Emission factor:	0.100000	0.200000	0.300000	0.400000	0.500000
Emission factor units in pounds per:	100 POUNDS	100 TONS	1000 BOARD F	1000 CUBIC FT	1000 EACH
Maximum allowed emissions – annual:	150.0000	250.0000	350.0000	450.0000	550.0000
Maximum allowed emissions – short term:	15.0000	16.0000	17.0000	18.0000	19.0000
Short term period (or MMBtu):	MONTH	WEEK	DAY	HOUR	MILLION BTUS
Basis: DEP approval number or regulation:	W1235	W1235	W1235	W1235	W1235

For the entire unit only (leave blank if none)

**Calculated by User for all fuels combined**

The AP3 is different from the AP1/2 in that the emissions are reported for the unit as a whole, with all fuels combined – as you can see, there is only 1 emissions table on an AP3.

The AP3 is similar to the AP2 in that it does not calculate emissions for you; otherwise, all of the emissions fields are the same as for the AP2.

[aq1]Moved this up to be on same slide as “fuels” slide.

## Related Forms

### Related Forms Transaction ID - 59971

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

[next step ▶](#)



# AP-4 Organic Storage Material

SAVE SAVE AND EXIT validate Print Cancel

Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

**BWP AQ AP-4**  
Emission Unit – Organic Material Storage

2006  
Year of record  
4  
DEP EU# (old Point #)  
1209996  
Facility AQ identifier

Complete one AP-4 for EACH organic material storage tank.

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor – do not use the return key.



  
How to combine units ?

## A. Equipment Description

### 1. Facility identifiers:

TEST PLANT

a. Facility name

54853

b. DEP Account number

Only applies to storage greater than 500 gallons

– SSEIS ID number

### 2. Emission unit identifiers:

ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S

a. Facility's choice of emission unit name – edit as needed

EU #4

4

b. Facility's emission unit number / code – edit as needed

c. DEP emissions unit # – SSEIS point #

d. Combined Units – enter number of individual units

## •AP-4 STORAGE TANKS

•The AP4 is used for reporting storage tanks – both above and below ground.

•The first page of the AP4 is very similar to the other AP forms and the fields function in the same ways.

# AP-4 Organic Storage Material

Emission Unit: Organic Material Storage Facility AQ Identifier: \_\_\_\_\_

## A. Equipment Description (cont.)

7. Material stored (at start of year):

#2 OIL 0.3%S

a. Name of material \_\_\_\_\_

b. CAS number if single chemical \_\_\_\_\_

PETROLEUM STORAGE/DIST FUEL NO.2

c. SC Code for standing / breathing loss: 40301021

d. SC Code description: Click for help

e. Vapor pressure in PSI at 20°C: 2000000

f. Temperature – typical storage temp. in Fahrenheit \_\_\_\_\_

g. Annual throughput in gallons (enter 0 if not used) \_\_\_\_\_

h. RVP – gasoline only \_\_\_\_\_

i. Total oxygen percent – gasoline only \_\_\_\_\_

j. Oxygenate name – gasoline only \_\_\_\_\_

8. New material stored (enter new material if contents changed during year of record):

a. Name of material \_\_\_\_\_

b. CAS number if single chemical \_\_\_\_\_

c. SC Code description \_\_\_\_\_

d. SC Code description \_\_\_\_\_

f. Temperature – typical storage temp. in Fahrenheit \_\_\_\_\_

g. Annual throughput in gallons (enter 0 if not used) \_\_\_\_\_

h. RVP – gasoline only \_\_\_\_\_

i. Total oxygen percent – gasoline only \_\_\_\_\_

j. Oxygenate name – gasoline only \_\_\_\_\_

Click "?" icon for SC Code help

**No Emissions in AP-4**  
**Emissions for loading & unloading**  
**reported in AP-2 if > 40,000 gal of**  
**material with vp >= 1.5 lbs/in<sup>2</sup>**

•Contents of a tank are entered in Q7 and Q8 – there are only 2 segments in an AP4, corresponding to 2 possible contents for a tank during the Year of Record. We don't expect that tanks will have more than 2 types of material stored in them in a single year – enter the 1st in Q7 and the 2nd material in Q8; if you should have a tank that does have more than 2 contents in 1 year, then list the contents with the largest through puts in Q7 and Q8 – list any others in the Notes field, giving the throughput volume for the Year of Record.

•Note that each content requires an SCC for standing/breathing loss.

•The temperature field = the temperature for which the vapor pressure is given in the previous field, NOT the temperature of the contents of the tank.

•If your tank contains gasoline, there are 3 additional fields to complete – oxygen content, oxygenate name, and RVP; these do not apply to any materials except gasoline.

•The primary difference between the AP4 and the other unit AP forms is that there are no emissions fields – only throughputs are recorded.

•Note that emissions from tank loading/unloading gear should be reported on the an AP2 for that equipment.

## Related Forms

### Related Forms Transaction ID - 59971

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [New APForm Creator \( Use to add Emission Units \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ▶ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ▶ [AP1 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ▶ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ▶ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ▶ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ▶ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ▶ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S](#)
- ▶ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)

next step ▶



# AP-TES Total Emission Statement



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

2005  
Year of record  
1209996  
Facility AQ identifier

## BWP AQ AP-TES

Total Emissions Statement & Hazardous Air Pollutant List

### A. Annual Total Emissions Statement

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



- Facility Identification**  
**TEST PLANT**  
 a. Facility name  
54853  
 b. DEP Account number  
 Identifier – SSEIS ID number
- Total Emissions** - This form calculates your facility's actual and potential emissions by adding the emissions you entered in forms for each emission unit. The results are displayed in the table below. You must validate forms for each emission unit before the results below can be complete. To enter HAP emissions, see Section D.
- Facility-wide Emission Limits** -- Please enter facility-wide annual or short-term emissions limits below, if any. To enter HAP restrictions, see Section D.

**Two Functions:**  
 1. Calculate Total Emissions  
 2. Report on HAPS

Pollutant:	PM10	PM2.5	SO2	NO2	CO
Actual for previous year eDEP only:	Tons	Tons	Tons	Tons	Tons
Actual for year of record:	<b>6.9149</b>	<b>9.6583</b>	<b>32.9256</b>	<b>48.8708</b>	<b>23.2128</b>
	Tons	Tons	Tons	Tons	Tons

• TES – TOTAL EMISSIONS STATEMENT

• The TES has 2 primary functions – calculating total emissions for your facility and reporting on HAPS

•

# AP-TES Total Emission Statement

Pollutant	PM10	PM2.5	SO2	NO2	CO
Actual for previous year eDEP only:	Tons	Tons	Tons	Tons	Tons
Actual for year of record:	6.9149	9.6583	32.9256	48.8708	23.2128
Potential emissions at max capacity uncontrolled:	417.8580	426.9267	2103.9067	1537.5000	856.5340
Facility-wide max allowed emissions – annual:	285.0000	386.0000	31.0000	32.2000	31.5000
Facility-wide max allowed emissions – short term:	0.5000	0.4000	0.2000	0.1200	0.4000
Short term period:	MC			MONTH	WEEK
Basis: DEP approval number or regulation:	W1256	W1256	W1256	W1256	W1256

Pollutant	VOC	HOC	'Reserved'	NH3	<input type="checkbox"/> CO2 ?
Actual for previous year eDEP only:	Tons	Tons	Tons	Tons	Tons
Actual for year of record:	27.0069	28.0000	24.0000	36.0057	
Potential emissions at max capacity uncontrolled:	812.8180	931.0000	1064.0000	1202.4016	
Facility-wide max allowed emissions – annual:	812.0000	33.7000	34.8000	35.9000	34.0000
Facility-wide max allowed emissions – short term:					
Short term period:					HR
Basis: DEP approval number or regulation:					1515

Cannot Be Edited

Calculation does not occur until opened.  
Must be re-validated if other forms change.

- The calculations are performed when the form is opened and displayed on the first page. These fields are locked – if there is an error, it is because there is an error in one of the AP forms – you need to correct any errors in the forms for the units, and then reopen the TES.
- This automatic calculation was one of the features requested when we piloted the forms with a set of AIM facilities.
- Note that this calculation does not occur unless/until you open the TES – this means that if, after completing and validating the TES, you go back and change the emissions numbers on one of the AP forms, the TES is no longer accurate.
- This is why we say to always be sure to complete the TES last – if you have to go back to one of the other forms and make change, be sure to always reopen AND revalidate the TES before you submit the package.
- We hope to have an automated system to make it impossible to make this mistake for next year's SR.
- 
- Notice also here you may enter CO2 emissions if you wish

# AP-TES Total Emission Statement

Pollutant	PM10	PM2.5	SO2	NO2	CO
Actual for previous year <small>eDEP only:</small>	Tons	Tons	Tons	Tons	Tons
Actual for year of record:	<b>6.9149</b>	<b>9.6583</b>	<b>32.9256</b>	<b>48.8708</b>	<b>23.2128</b>
Potential emissions at max capacity uncontrolled:	<b>417.8580</b>	<b>426.9267</b>	<b>2103.9067</b>	<b>1537.5000</b>	<b>856.6340</b>
Facility-wide max allowed emissions – annual:	<b>285.0000</b>	<b>386.0000</b>	<b>31.0000</b>	<b>32.2000</b>	<b>31.5000</b>
Facility-wide max allowed emissions – short term:	<b>0.6000</b>	<b>0.4000</b>	<b>0.2000</b>	<b>0.1200</b>	<b>0.4000</b>
Short term period:	MONTH	WEEK	DAY	MONTH	WEEK
Basis: DEP approval number or regulation:	W1256	W1256	W1256	W1256	W1256

Pollutant	VOC	HOC	'Reserved'	NH3	<input type="checkbox"/> CO2
Actual	Tons	Tons	Tons	Tons	Tons
Actual for year of record:					
Potential emissions at max capacity uncontrolled:	<b>812.8180</b>	<b>931.0000</b>	<b>1064.0000</b>	<b>1202.4016</b>	
Facility-wide max allowed emissions – annual:	<b>812.0000</b>	<b>33.7000</b>	<b>34.8000</b>	<b>35.9000</b>	<b>34.0000</b>
Facility-wide max allowed emissions – short term:	<b>0.0050</b>	<b>1.1000</b>	<b>3.6000</b>	<b>3.5000</b>	<b>3.4000</b>
Short term period:	HOUR	MONTH	WEEK	DAY	HOUR
Basis: DEP approval number or regulation:	W1256	W1236	W5124	W01147	W1515

Enter Facility-Wide Emissions Restrictions

•Note that there are fields for restrictions under the emissions – they are editable and this is where you enter any FACILITY-WIDE emissions restrictions. Note that only restrictions that cover the entire facility should be entered her – if the restrictions cover only some units, then the restriction amounts should be entered on the forms for those units, not on the TES.

# AP-TES Section A & B

## A. Annual Total Emissions Statement (cont.)

4. If you have facility-wide fuel, raw material, or product restrictions, complete the following for each:

a. W12606	10.0000	TONS	MONTH
DEP approval # (most recent)	Amount of restriction	Restriction units	Per unit time
<b>TEST 1</b>			
Description of fuel, raw material or product restricted			
b. W23654	0.0150	100 TONS	DAY
DEP approval # (most recent)	Amount of restriction	Restriction units	Per unit time
<b>NEWTEST 2</b>			
Description of fuel, raw material or product restricted			
c. TEST 3	0.0010	1000 POUNDS	HOURLY
DEP approval # (most recent)	Amount of restriction	Restriction units	Per unit time
<b>NEWTEST 3</b>			
Description of fuel, raw material or product restricted			

## B. Greenhouse Gas List

1. Please indicate whether each greenhouse gas is used and/or emitted by checking the appropriate box.

GHG thresholds – what to report and what not to report here

Use	Emitted	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nitrogen Dioxide (NO <sub>2</sub> ) (Tons)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sulfur Hexafluoride (SF <sub>6</sub> ) (Tons)
<input type="checkbox"/>	<input type="checkbox"/>	Perfluorocarbons (PFCs)

Enter Facility-Wide Throughput or Use Restrictions

At the top of the next page is a place to enter facility-wide throughput restrictions – such as operating hours or total gallons of fuel that may be used. Again, enter only restrictions that apply to the whole facility.

# AP-TES HAP List

## B. Greenhouse Gas List

1. Please indicate which – if any - of the following greenhouse gas chemicals are used and/or emitted by checking the appropriate box:

Use	Emitted	Use	Emitted
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

GHG thresholds – what to report and what not to report here

## C. Hazardous Air Pollutants

**No Thresholds for Greenhouse Gases**

1. Does your facility use any of the Hazardous Air Pollutants regulated under Section 112 of the Clean Air Act?

HAP thresholds – what to report and what not to report here

What is a HAP?

- Exclusions for Greenhouse Gases:**
1. Don't check if combustion equipment
  2. Don't check if sealed system
  3. Do check if sealed system services on-site

Use	Emitted	Use	Emitted	CAS #
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	107-05-1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82-67-1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82-53-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90-04-0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1332-21-4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	71-43-2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	82-87-5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	98-07-7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100-44-7

•The next section is new to SR for 2005 – the Department is now trying to find those facilities that use or emit any of these 4 greenhouse gases. Note that there are no thresholds for these boxes – if you use or emit any amount, you should check the box. Some exclusions apply, however: if it is a product of combustion, don't check the box; if it is in a sealed system, such as a chiller, then don't check the box – if, however, you service these sealed systems on-site, that is different, and you must check the box.

# AP-TES HAP List

1. Please indicate which – if any - of the following greenhouse gas chemicals are used and/or emitted by checking the appropriate box:

GHG thresholds – what to report and what not to report here

Use     Emit

**C. Hazardous Air Pollutants**

1. Does your facility use or emit any of the following hazardous air pollutants (HAPs) listed in Section C of Title 112 of the Clean Air Act that are subject to reporting requirements? Check the appropriate boxes

yes - include in report     no - skip

HAP thresholds – what to report and what not to report here

What is a HAP ?

Use	Emitted	Hazardous Air Pollutants	CAS #	Use	Emitted	Hazardous Air Pollutants	CAS #
<input type="checkbox"/>	<input type="checkbox"/>	Acetaldehyde	75-07-0	<input type="checkbox"/>	<input type="checkbox"/>	Allyl chloride	107-05-1
<input type="checkbox"/>	<input type="checkbox"/>	Acetamide		<input type="checkbox"/>	<input type="checkbox"/>		92-67-1
<input type="checkbox"/>	<input type="checkbox"/>	Acetonitrile		<input type="checkbox"/>	<input type="checkbox"/>		62-53-3
<input type="checkbox"/>	<input type="checkbox"/>	Acetophenone		<input type="checkbox"/>	<input type="checkbox"/>		90-04-0
<input type="checkbox"/>	<input type="checkbox"/>	2-Acetylamin		<input type="checkbox"/>	<input type="checkbox"/>		1332-21-4
<input type="checkbox"/>	<input type="checkbox"/>	Acrolein		<input type="checkbox"/>	<input type="checkbox"/>		71-43-2
<input type="checkbox"/>	<input type="checkbox"/>	Acrylamide		<input type="checkbox"/>	<input type="checkbox"/>		92-87-5
<input type="checkbox"/>	<input type="checkbox"/>	Acrylic acid	79-10-9	<input type="checkbox"/>	<input type="checkbox"/>	Benzotrichloride	98-07-7
<input type="checkbox"/>	<input type="checkbox"/>	Acrylonitrile	107-13-1	<input type="checkbox"/>	<input type="checkbox"/>	Benzyl chloride	100-44-7

aqaptes.doc • 10/15/05

Total Emissions Statement and HAP List • Page 2 of 5

**Thresholds for HAPs reporting:**

1. Use 500 gallons per year (liquid)
2. Use 1 ton per year (solid)
3. Emit 1 ton per year
4. Not product of combustion
5. Not part of a sealed system

**Note: MEK does not need to be reported.**

Sect C is the familiar list of HAP's that had been sent out previously as a separate blank sheet each year – the difference here is that when you enter the information , it will be stored from year to year and you only need to enter the data if something changes.

We had been asked before to clarify the thresholds for reporting use/emission of HAPs, and so here are the thresholds:

Use: 500 gallons of liquid or 1 ton of solid

Emit: 1 ton

So if you use less than 500 gallons or emit less than 1 ton, then you don't need to check these boxes – this means that you don't need to worry about reporting small amounts that are kept in, say, a laboratory.

Note that MEK is no longer listed as a HAP and will be removed from the forms next year; it is still reportable for 2005.

# AP-TES HAP Emissions



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-TES

Total Emissions Statement & Hazardous Air Pollutant List

2005

Year of record

1209996

Facility AQ identifier

### D. Hazardous Air Pollutant Emissions

Do you need an operating permit?

Are you subject to TURA?

1. Does the facility have the potential to emit (PTE) 10 tons of any single listed Hazardous Air Pollutant (HAP)?  
 yes  no ←
2. Does the facility have the potential to emit (PTE) a total of 25 tons of any combination of listed Hazardous Air Pollutants (HAPs)?  
 yes  no ←
3. Does the facility have a restriction on total HAPS?  
 yes  no ←
4. Are you required to report HAP emissions here for any other reason? (e.g., a permit condition)  
 yes  no ←
5. If you answered "yes" to any of the questions 1- 4 above you need to report your single largest HAP emissions and your total HAP emissions for the year. You also need to report emissions for any HAP for which you have an emissions restriction. eDEP will generate additional pages needed to enter that data. If you wish to submit additional HAP data, you may add them to the HAP pages that follow or in the attachments and notes sections below.

Sect D for most facilities will be simple – if you don't have the potential to emit 10 tons of a single HAP or 25 tons of a combination of HAPs, and if you don't have a restriction on HAPs or any permit condition that requires you to report one or more HAPs, then you just check "no" and you are done with the form.

# AP-TES HAP Emissions



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-TES

Total Emissions Statement & Hazardous Air Pollutant List

2005  
Year of record  
1209996  
Facility AQ identifier

### D. Hazardous Air Pollutant Emissions

1. Does the facility have the potential to emit (PTE) 10 tons of any single listed Hazardous Air Pollutant (HAP)?
- Do you need an operating permit? →  yes  no
2. Does the facility have the Hazardous Air Pollutants \_\_\_\_\_ of listed
- Are you subject to TURA? →  yes  no
3. Does the facility have a restriction on total HAPS?
- yes  no
4. Are you required to report HAP emissions here for any other reason? (e.g., a permit condition)
- yes  no
5. If you answered "yes" to any of the questions 1- 4 above you need to report your single largest HAP emissions and your total HAP emissions for the year. You also need to report emissions for any HAP for which you have an emissions restriction. eDEP will generate additional pages needed to enter that data. If you wish to submit additional HAP data, you may add them to the HAP pages that follow or in the attachments and notes sections below.

If "Yes" to any – a form will be generated to fill out

For the few facilities that do check "yes" to one of these questions, eDEP will give you additional forms for entering actual amounts of HAP emissions when you validate your TES.

Related Forms

Related Forms Transaction ID - 76267

- ✓ [AQ Source Registration Package \( AQ ID :1209996 \)](#)
- ▶ [Source Registration \( Facility Information \)](#)
- ▶ [AP Stack \( 73022 : EU# 1 - STACK #1 - BOILER #1 + #2 \)](#)
- ✓ [AP Stack \( 73023 : EU# 2 - STACK #2 - GLASS PRODUCTION + GLASS COATING \)](#)
- ▶ [AP Stack \( 73024 : EU# 3 - STACK #3 - INCINERATOR - WASTE PAPER & OIL \)](#)
- ▶ [AP Stack \( 73025 : EU# 4 - STACK #4 - INCINERATOR #2 \)](#)
- ✓ [AP1 Sec A \( 146995 : EU# 5 - BOILER #2 - ACME IND - NAT GAS - STBY \)](#)
- ✓ [AP1 Fuel \( \)](#) [Delete](#)
- ✓ [AP1 Sec D \( Total Emissions \)](#)
- ✓ [AP1 Sec A \( 147016 : EU# 7 - BOILER #4 - COMBUSTION ENG - BITUMINOUS COAL \)](#)
- ✓ [AP2 Sec A \( 146990 : EU# 1 - BOILER #1 - ACME IND - #2 OIL 0.3%S + NAT GAS \)](#)
- ✓ [AP2 Sec B \( 177818 #1: SCC 10200501 - DIST OIL... \)](#)
- ✓ [AP2 SectionD \( Total Emissions \)](#)
- ✓ [AP2 Sec A \( 146991 : EU# 2 - GLASS FURNACE \)](#)
- ✓ [AP2 Sec A \( 146996 : EU# 6 - GLASS COATING - SILVER \)](#)
- ✓ [AP2 Sec B \( \)](#) [Delete](#)
- ✓ [AP2 SectionD \( Total Emissions \)](#)
- ✓ [AP3 Sec A \( 146992 : EU# 3 - WASTE PAPER INCINERATOR \)](#)
- ✓ [AP3 Control Devices \( \)](#) [Delete](#)
- ✓ [AP4 \( 146993 : EU# 4 - ABVGRND TANK #1 - 200000 GAL #2 OIL 0.3%S \)](#)
- ✓ [TES \( Total Emissions Statement and Hazardous Air Pollutant List \)](#)
- ▶ [TES HAP \( 1 \)](#) 
- ▶ [HAPTotal \( Total \)](#)

[next step ▶](#)

# AP-TES Individual HAP Emissions

**BWP AQ AP-TES** Facility Identifier

Total Emissions Statement & Hazardous Air Pollutant List

**F. Hazardous Air Pollutant Emissions**

**Read First** **Note: This form is not for total HAPs** Facility emitted the Total HAP

**Emissions** (in tons/yr) most of for this year of emissions here – eDEP will present you with Total HAP's after you validate this form.

**Max Allowable Emissions** (in tons/yr) Only restrictions (limits) that apply to the entire facility. If there are no such restrictions, leave blank.

Where do you enter TOTAL HAP emissions?

HAP (largest)	HAP	HAP
HAP name: 1,1,2,2-TETRACHLORO		
CAS # for individual HAPs if applicable: 79345		
Actual		Tons
Actual		Tons
Potential emissions capacity uncontrolled:	Tons	Tons
Maximum allowed emissions – annual	7.7000	Tons
Maximum allowed emissions – short term	0.0770	Tons
Short term period	MONTH	
Basis for max allowed – DER approval # or regulation	W56897	

Enter facility-wide limits only.

If your HAP does not appear in list – Contact DEP

• The first such form is for entering individual HAP emissions – it looks like and functions like the emissions tables on any of the other forms – there is the section for emissions, and the section for restrictions. The difference is that you select your HAP from the drop menu. If you have a HAP to report that does not appear on this list, please e-mail us and we can add it.

• Note that the basic requirement for HAP reporting if you checked “yes” to one of the 4 HAP questions is that you enter the emissions for your LARGEST HAP – the HAP that you emit the most of in the reporting year – and your TOTAL HAP emissions. Note: enter only your largest HAP here; do not enter Total HAPs here – the next form is for total HAPs.

• Once you select a HAP, you must enter the actual and potential emissions and the emission factor you use [\[aqa1\]](#). If you have a restriction on this HAP, enter it below – if no restriction, then leave blank.

# AP-TES Individual HAP Emissions

Enter facility-wide limits only

Basis for max allowed – DEP approval # or regulation: V758897

	HAP	HAP	HAP
HAP name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
CAS # for individual HAPs if applicable:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual for previous year eDEP only:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual for year of record:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Potential emissions at max capacity uncontrolled:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum allowed emissions – annual:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maximum allowed emissions – short term:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Short term period:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basis for max allowed – DEP approval # or regulation:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have emissions to report for individual HAPs in addition to those above?  yes  no

eDEP online filers: if you check yes, the system will provide you with an additional blank emissions table after you validate this form.

aqaptes\_hap.doc • 10/15/05 Total Emissions Statement & HAP List •

If "Yes" – additional form will be generated to fill out

•Typically, most facilities will only enter 1 HAP – their largest – however, this form will allow emissions for 6 HAPs to be entered – if you need to enter more, then check the box at the bottom and when you validate, eDEP will add another blank form to your package.

•

•When you have entered your HAP emissions, validate the form – eDEP will then add the Total HAP form [aqqa2]to your package.

# AP-TES Total HAP Emissions



**Massachusetts Department of Environmental Protection**  
Bureau of Waste Prevention – Air Quality

## BWP AQ AP-TES

Total Emissions Statement & Hazardous Air Pollutant List

2005  
Year of record  
1209996  
Facility AQ identifier

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### G. Total Hazardous Air Pollutant (HAP) Emissions

1. **Total HAP Emissions** – Enter your TOTAL HAP emissions for the facility below. Please enter any **facility-wide** restrictions on TOTAL HAPs below as well:

**Facility-Wide Total HAP Emissions**

<b>a. Actual for previous year <span style="color: red;">eDEP only</span>:</b>	Tons	
<b>b. Actual for year of record:</b>	Tons	10.0000
<b>c. Potential at max capacity uncontrolled:</b>	Tons	1000.0000
<b>d. Max allowed emissions – annual:</b>	Tons	1.1100
<b>e. Max allowed emissions – short term:</b>	Tons	11.0000
<b>f. Short term period:</b>	Tons	MONTH
<b>g. Basis for max allowed emissions:</b>	Tons	W12354

Facility-wide restriction only
Facility-wide restriction only
DEP approval # or regulation

Validate

- It is just a single column for entering the Total HAP emissions – it works just like the previous form, with places for actual emissions, potential emissions, and restrictions.

- 
- Validate this form and you are through with your forms and ready for signature !!
- [aqa1] Did not see the factor here.
- [aqa2] I could be wrong, but I think it generates both the forms at the same time (individual and total).

End of Part 3

- This is the end of Part 3

# On-Line Source Registration Training

Feb/Mar 2007

Part 4: Common Questions, Tips &  
Guidance



## What's changed for 2007 ?

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- ❖ Short term emission limits in pounds not tons
- ❖ Notes accept 4000 characters
- ❖ NESHAP, MACT, or NSPS question
- ❖ AP4 - height and diameter now optional
- ❖ QA features

•NOTE: you cannot combine incinerator units – you must submit 1 AP3 for each incinerator.[aqa1]

•The AP3 always has 3 “fuels” – the material being incinerated, fuel for the primary chamber, and fuel for the secondary chamber (if there is a secondary chamber – if not, leave it blank).

•The form asks for an SCC for each of these fuels – first, for the material being incinerated along with the type of material, and then for the fuels for the chambers.

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## Lessons Learned

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- ❖ Does MassDEP review what facilities submit ?  
YES !
- ❖ Reminder: Complete SR = report on ALL units
- ❖ Reminder: Check your units !!

## Common Questions 1

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- ❖ When a facility is closed, does it still have to report ?
- ❖ When a facility changes classification, does it still have to report ?
- ❖ Do you have to report if you didn't get a letter Notice from MassDEP?
- ❖ Are there any emissions units you don't need to report in your Source Registration ?

**310 CMR 7 Appendix C(i) Insignificant Activities**

•NOTE: you cannot combine incinerator units – you must submit 1 AP3 for each incinerator.[aqa1]

•The AP3 always has 3 “fuels” – the material being incinerated, fuel for the primary chamber, and fuel for the secondary chamber (if there is a secondary chamber – if not, leave it blank).

•The form asks for an SCC for each of these fuels – first, for the material being incinerated along with the type of material, and then for the fuels for the chambers.

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## Common Questions 2

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- ❖ When do you report temporary emission units ?
- ❖ When to calculate emissions from Tanks ?
- ❖ How should Ovens/Dryers be reported ?
- ❖ How do I report emissions from the fuel use of a thermal oxidizer?
- ❖ How should Flares be reported ?

## Common Questions 3

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- ❖ What Standard Classification Code (SCC) do I use for my unit?
- ❖ What SCC should not be used on an AP1 ?
- ❖ Which SCC code for residential boilers/water heaters at commercial/institutional facilities ?
  - 10300503 EXTCOMB BOILER DIST OIL <10 MMBTU/hr
  - 10300603 NAT.GAS- < 10MMBTU/HR
- ❖ How to estimate exit velocity for stacks?

## Common Questions 4

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- ❖ What to do if a Form comes up blank ?
- ❖ What to do if the forms will not open or validate ?
- ❖ Call us before you submit a 2nd package . . .  
*why ?*
- ❖ Can I start a pkg one year, and complete it in the next ?

## Common Questions 5

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- ❖ I am a first time filer. . . . How do I get an AQ/SSEIS ID?
- ❖ Why can't I login with my TIN?
- ❖ What do I do if the facility has a new owner?
- ❖ How to change the name or address of the facility?

## Common Questions 6

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- ❖ MassDEP says I failed to report all of my units – *why?*
- ❖ I have stacks from last year that are not really stacks. What do I do now?
- ❖ A unit was just decommissioned in 2007. Do I enter a decommission date for it on my 2006 source registration forms?

End of Part 4

•This is the end of Part 3