



## System Guidance

How to upload new reports, and view and download previously uploaded reports

# How to Upload a Compliance Report

1. After logging into the Compliance Reporting System, click on the **UPLOAD A REPORT** menu item at the top of the screen.

Energy & Environmental Affairs  
**Compliance Reporting System**

HOME MY REPORTS **UPLOAD A REPORT** HELP LOGOUT

Alerts

For best results Google Chrome and Microsoft Edge are the currently supported browsers for using the Compliance Reporting System | Updated: Dec 14, 2022, 3:59:45 PM

Self Reports are available for public | Updated: Dec 7, 2022, 1:46:50 PM

### Upload Compliance Monitoring Reports and Certifications

Many Sites and Facilities regulated by MassDEP are required by permit or regulation to submit compliance monitoring reports; many of these reports are required to be submitted on a specified schedule.

#### Support for Getting Started Uploading Compliance Reports

Guidance to [Create/Login To/Manage Your Account](#) with Step-by-Step instructions.

## 2. Search for a Site to Upload a Report

The search for a Site to Upload reports requires you to either search by Site Account No. or by at least two additional criteria to find the Site to upload reports on behalf of.

When you have added the desired criteria click on the **SEARCH** button to generate a results grid showing sites that match the provided criteria.

**Please Note:** Site Account No. is also referred to as the Facility Account Number or FMF # on documentation generated by MassDEP. If you are unsure of your Site Account No. review permits requiring reports that were issued for your site/facility, the correspondence received from MassDEP in relation to the site, or MassDEP Annual Compliance Fees invoices to find references to the Site Account No.

The screenshot shows the 'Upload A Report' page of the Energy & Environmental Affairs Compliance Reporting System. The page has a navigation bar with 'HOME', 'MY REPORTS', 'UPLOAD A REPORT', 'HELP', and 'LOGOUT'. The main heading is 'Upload A Report'. Below it is a section titled 'Search for a Site to Upload a Report/Certification'. A search box contains the text 'Search for a Site'. Below the search box is a guidance message: 'Guidance: Search by Site Account Number only; OR Search for Site by entering 2 or more search criteria.' The search form includes the following fields: 'Site Account No.' (with a help icon and a note 'Account number must match exactly.'), 'Site Name', 'Program' (a dropdown menu with '-SELECT-'), 'Street Address (Line 1)' (with a placeholder 'Type Street Address here'), 'City/Town' (with a help icon and a placeholder 'Type City or Town Name here'), and 'State' (a dropdown menu with 'MASSACHUSETTS'). There is a 'CLEAR' button and a 'SEARCH' button. An orange arrow points to the 'SEARCH' button.

3. When you have added the desired criteria click on the **SEARCH** button to generate a results grid showing sites that match the provided criteria.

If your desired site is found, you can click on the **SELECT** button in the row for the desired site to continue the upload process.

If your desired site is not found, click on the **+ sign on the Search for a Site Header** to reopen the Search panel and modify your Search criteria to search again.



**Please Note:** If you find no results for a search, try different combinations of search criteria to find the desired Site.

For example, City/Town may limit search if the site is associated to a different postal location with a Municipality in Massachusetts. Therefore, try removing City/Town as a term from your search and instead search by a partial Site Name and/or a partial Street Address.












If you still cannot locate the desired Site, please contact the [MassDEP program contacts for assistance](#).

## Upload A Report

### Search for a Site to Upload a Report/Certification

 Search for a Site 

#### Search Results

Site Account No 	Site Name 	Street Address 	City/Town 	Actions
295022	CVS 0008	197 BOSTON TPKE	SHREWSBURY	
325852	CVS 0009	339 SQUIRE RD	REVERE	
408255	CVS 0020	245 WILLIAM CANNING BLVD	FALL RIVER	
305328	CVS 0025	60 LEONARD ST	BELMONT	
430352	CVS 0026	590 FELLSWAY PLZ	MEDFORD	
407152	CVS 0031	250 GRANITE ST	BRAINTREE	
431377	CVS 0038	142 WORCESTER RD	CHARLTON	

The **CLEAR** button on the Search Panel will remove all previously entered search criteria and reset the search.

4. After clicking the **SELECT** button for the desired site, the Upload A Report Page will open to complete the upload process.

The Site Details Panel will display the site information for site that was selected to upload a report.

In the Report Details section, complete all of the required field that are noted with an asterisk.

To select a Report Type you must first select the program (Air Quality, Hazardous Waste, or Solid Waste) of the report you are submitting. Based on the program selection the Report Types will filter to provide appropriate choices.

By default the Contact Email is populated with the email of the logged in account. However, this email can be changed to another for the individual responsible for the content of the report being submitted.

The Role field is to indicate the relationship of the Contact Email/Person to the site for which the report is being submitted.

## Upload A Report

Site Details				
Site Name	Site Account No	Start Date	Region	Physical Address
CVS 0008	295022	06/30/1997	CENTRAL	197 BOSTON TPKE, WHITE CITY SHOPPING CENTER, SHREWSBURY, 01545.

Report Details		
Program*	Report Type*	
- SELECT -	- SELECT -	
Contact Email*	Role	
massdeppjc@gmail.com	-SELECT-	
Reporting Frequency*	Reporting Period and Year*	Comments
<small>Please describe the intended Reporting frequency for this submittal. For example: Monthly, Quarterly</small>	<small>Please describe the intended reporting period and year, for this submittal. For example: February 2022</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Characters Remaining:1000/1000</small>		
<input type="button" value="CLEAR"/>		

The **CLEAR** button will remove all previously entered information and reset the form.

#### 4. Continued...

Files for upload can either be dragged and dropped into the indicated area or Click on BROWSE ON COMPUTER button to find the file on your device.

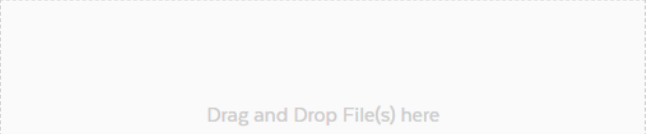
Pending uploaded documents can be removed prior to submittal by clicking on the trash can icon in the Actions column.

The Upload documents allow for up to 10 documents with a total file size of 50 mb each.

**Please note:** The attached uploaded documents should only be for the single report type and frequency/period/year detailed in the Report Details section above. If you are uploading multiple report types and different reporting frequencies/periods/years then they should be done as separate uploads. For example, if submitting the same report type for the First, Second, and Third Quarter of the current calendar year they should be completed as three (3) separate uploads for the Site.

### Upload Documents

File size should not exceed 50 Mb. Maximum 10 files can be uploaded at one time.

 OR [BROWSE ON COMPUTER](#)

### Uploaded Documents

File Name	Size	Date and Time	Actions
-----------	------	---------------	---------

I understand that the submittal of this Report for the facility/site as identified in this transaction is subject to MassDEP review and validation. The successful submission of this report does NOT constitute MassDEP acceptance of the report for the selected facility/site.

[X CANCEL](#)

[SUBMIT →](#)



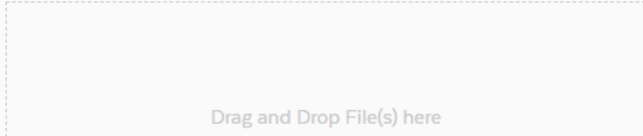
Click on the **CANCEL** button at the bottom of the screen to return to the Search for a Site to Upload a Report.

5. After providing the required report details and uploading the required documents, the certification checkbox must be clicked prior to clicking the **SUBMIT ->** button to complete the upload.


Click on the **CANCEL** button at the bottom of the screen to return to the Search for a Site to Upload a Report.

### Upload Documents

File size should not exceed 50 Mb. Maximum 10 files can be uploaded at one time.

 OR **BROWSE ON COMPUTER**

### Uploaded Documents

File Name	Size	Date and Time	Actions
TEST_UPLOAD_COMP REPORT_12192022.docx	0.060 MB	09/02/2022, 08:21 AM	

I understand that the submittal of this Report for the facility/site as identified in this transaction is subject to MassDEP review and validation. The successful submission of this report does NOT constitute MassDEP acceptance of the report for the selected facility/site.

**X CANCEL**

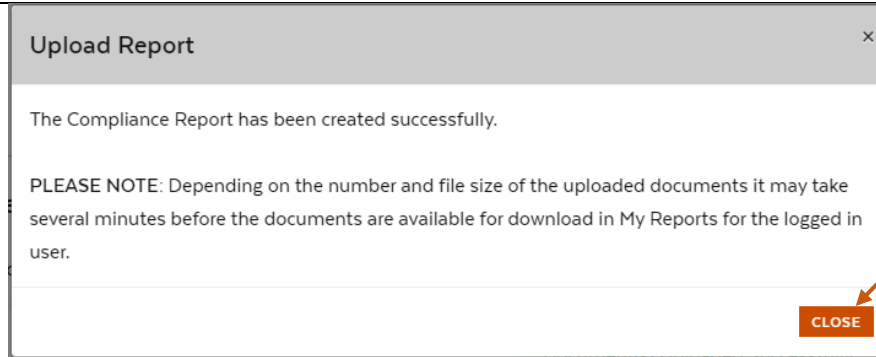
**SUBMIT ->**

6. Upon clicking the **SUBMIT** button, you will receive a confirmation message that must be closed to acknowledge a successful upload.

If not all of the required fields have been completed the system will prompt you to provide the necessary information before you can click the **SUBMIT** button to complete the report upload.

**Please Note:** Upon successful completion of an upload, the system will send an automated upload confirmation email to the logged in user email account.

After a successful upload, the system will then return you to the Search for a Site to Upload a Report to begin another upload.



## Upload A Report

### Search for a Site to Upload a Report for

A screenshot of a search form titled "Search for a Site" with a search icon and a close button (X) in the top right corner. Below the title is a guidance message: "Guidance: Search by Site Account Number only; OR Search for Site by entering 2 or more search criteria." The form contains several input fields: "Site Account No" (with a note "Account number must match exactly."), "Site Name" (with a help icon), "Program" (a dropdown menu showing "-SELECT-"), "Street Address (Line 1)" (with a placeholder "Type Street Address here"), "City/Town" (with a help icon and a placeholder "Type City or Town Name here"), and "State" (a dropdown menu showing "MASSACHUSETTS"). At the bottom left is a "CLEAR" button and at the bottom right is a red "SEARCH" button with a magnifying glass icon.

## View/Download Previously Uploaded Compliance Reports

1. After logging into the Compliance Reporting System, click on the **MY REPORTS** menu item at the top of the screen.

Energy & Environmental Affairs  
**Compliance Reporting System**

HOME MY REPORTS UPLOAD A REPORT HELP LOGOUT

Alerts

- For best results Google Chrome and Microsoft Edge are the currently supported browsers for using the Compliance Reporting System | Updated: Dec 14, 2022, 3:59:45 PM
- Self Reports are available for public | Updated: Dec 7, 2022, 1:46:50 PM

Upload Compliance Monitoring Reports and Certifications

Many Sites and Facilities regulated by MassDEP are required by permit or regulation to submit compliance monitoring reports; many of these reports are required to be submitted on a specified schedule.

Support for Getting Started Uploading Compliance Reports  
Guidance to [Create/Login To/Manage Your Account](#) with Step-by-Step Instructions.

My Reports

### My Reports

Search

List of My Reports

Upload Date	Site Name	Site Account#	Program	Report Type	Status	Actions
10/20/2022	FOUNTAIN PLATING CO INC	131227	AQ	OPANN	Submitted	VIEW
10/26/2022	SOLUTION INC	298974	AQ	NETOUT	Submitted	VIEW

2. The My Reports grid will be displayed showing all uploads received for the logged in user sorted by Upload Date. The Actions column contains a **VIEW** button that allows you to view the details of the uploaded report as well as download the uploaded report.

**Please Note:** All uploaded reports to the system will show a Status of Submitted. If MassDEP elects to not accept an uploaded report the status will change to Rejected. MassDEP staff will reach out to the Report Uploader/Contact with information to correct the rejected submittal.

If your list of uploaded reports is very large, click on the **+ sign on the Search** Header to reopen a Search panel to allow you narrow the reports results based on the selected search criteria.

When you have added the desired criteria click on the **SEARCH** button to generate the List of My Reports showing the uploads that match the provided criteria.

The **CLEAR** button will remove all previously entered search criteria and reset the form.

3. Upon click the View button for a report, the View Report Detail screen will display all the details for the uploaded report. Using the **DOWNLOAD** button in the Actions column of the Uploaded Documents grid will allow you to download the previously uploaded.

The **< BACK** button at the bottom of the page will return you to the My Reports grid.

The screenshot displays the 'My Reports' interface. At the top, there is a search bar with a magnifying glass icon and a close button. Below it are several input fields: 'Site Account No' (with a note 'Account number must match exactly'), 'Site Name' (with a placeholder 'Type Site Name here'), 'Upload Date From' and 'Upload Date To' (both with date pickers and a 'mm/dd/yyyy' format). There are also dropdown menus for 'Report Type' (with a placeholder 'Select Report Type(s)'), 'Program' (with a placeholder 'Select Program(s)'), and 'Report Status' (with a placeholder '-SELECT-'). A 'CLEAR' button is on the left and a 'SEARCH' button is on the right. Below the search bar is a 'List of My Reports' table with columns: Upload Date, Site Name, Site Account#, Program, Report Type, Status, and Actions. Two reports are listed: one from 10/20/2022 for FOUNTAIN PLATING CO INC (AQ, OPANN, Submitted) and one from 10/26/2022 for SOLUTIONS INC (AQ, NETOUT, Submitted). Below the table is the 'View Report Detail' section, which is divided into 'Site Details' and 'Report Details'. 'Site Details' includes Site Name (FOUNTAIN PLATING CO INC), Site Account No (131227), Start Date (03/01/1944), Region (WESTERN), and Physical Address (492 PROSPECT AVE, WEST SPRINGFIELD, 01089). 'Report Details' includes Program\* (Air Quality Control), Report Type\* (OPANN - Operating Permit Annual Certification), Contact Email (massdeppic@gmail.com), Role (Owner/Operator), Reporting Frequency\* (Annual), Reporting Period and Year\* (2022), and a Comments field. At the bottom, there is an 'Uploaded Documents' table with columns: File Name, Size, Date and Time, and Action. One document is listed: 'SMS Step by Step Quick Training Guide Final\_07072022.docx' (2.41 MB, 10/20/2022, 11:49 AM) with a 'DOWNLOAD' button. A '< BACK' button is at the bottom left.