



Massachusetts Department of Environmental Protection
Bureau of Air and Waste

AQ 31 Optional Greenhouse Gas Emissions Reporting Form and Spreadsheet for Municipal Retail Sellers of Electricity

A. Basic Information

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



Municipal Retail Seller Information:

Municipal Retail Seller Name

Mailing Address

City/Town State ZIP Code

Web Site

Contact Person:

Contact Person Name Contact Person Title

Mailing Address

City/Town State ZIP Code

Telephone Number Email Address

Alternate Contact Person (optional):

Contact Person Name Contact Person Title

Mailing Address

City/Town State ZIP Code

Telephone Number Email Address

Electricity Generation and Greenhouse Gas (GHG) Emissions Summary:

Summarize megawatt hours (MWh) and total short tons of greenhouse gases (GHGs) in carbon dioxide equivalents (CO₂e) as detailed in Parts B and C of this form and the AQ 31 Spreadsheet.

Note: The sum of the MWh from Parts B and C must not exceed the total MWh sold to customers.

Note: The Non-Biogenic and Biogenic Emissions should be the values calculated by the AQ 31 Spreadsheet.

Emissions Year	Total Non-Emitting MWh (From Part B of This Form)	Total Emitting MWh (From Part C of This Form)
	Emitting Short Tons Non-Biogenic CO ₂ e (From the AQ 31 Spreadsheet)	Emitting Short Tons Biogenic CO ₂ e (From the AQ 31 Spreadsheet)

Total non-emitting and emitting MWh should match the totals in the AQ 31 Spreadsheet.

Note that the final Emission Factors (EFs) provided to all retail sellers in the AQ 32 Mandatory Greenhouse Gas Emissions Reporting Form for Retail Sellers of Electricity will be determined based on the draft EFs, information submitted by competitive suppliers and distribution companies in the report required by 310 CMR 7.75(9)(c)2.a., and information submitted in AQ 31 Optional GHG Emissions Reporting Form and Spreadsheet for Municipal Retail Sellers of Electricity under 310 CMR 7.75(9)(c)5.b. and c. Your municipal electric department or light board will need to submit an AQ 32 Mandatory Form whether or not you submit an AQ 31 Optional Form first.



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B. Type of Non-Emitting Megawatt Hours (MWh)

Amount of Non-Emitting MWh	Type of MWh	Documentation Required
	1. From a municipally-owned generator	1. NEPOOL GIS Certificate report for the calendar year showing the certificates retired into a Massachusetts subaccount, or not used by others. 2. "Generating Station Statistics (Large Stations)" pages 58 & 59 and/or "Generating Station Statistics (Small Stations)" page 66 from Annual Return to DPU, as appropriate
	2. From a generator that the municipality does not own but for which it has a contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS Certificate report for the calendar year showing the certificates retired into a Massachusetts subaccount, or not used by others. 3. Copies of contract(s) 4. "Purchased Power" pages 54 & 55 from Annual Return to DPU
	3. Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible that are not included as type 1. or 2. above	1. NEPOOL GIS Certificate report for the calendar year showing the certificates retired into a Massachusetts subaccount.
	TOTAL from the 3 rows above	(Enter this value on Page 1)

C. Type of Emitting Megawatt Hours (MWh)

Amount of Emitting MWh	Type of MWh	Documentation Required
	1. From a municipally-owned generator	1. NEPOOL GIS Certificate report for the calendar showing the certificates retired into a Massachusetts subaccount, or not used by others. 2. "Generating Station Statistics (Large Stations)" pages 58 & 59 and/or "Generating Station Statistics (Small Stations)" page 66 from Annual Return to DPU, as appropriate
	2. From a generator that the municipality does not own but for which it has a contract for the electricity	1. Enter each unit's MWh in table on Page 3 2. NEPOOL GIS Certificate report for the calendar year showing the certificates retired into a Massachusetts subaccount, or not used by others. 3. Copies of contract(s) 4. "Purchased Power" pages 54 & 55 from Annual Return to DPU
	3. Massachusetts Department of Energy Resources (DOER) Renewable Portfolio Standard (RPS) eligible that are not included as type 1. or 2. above	1. NEPOOL GIS Certificate report for the calendar year showing the certificates retired into a Massachusetts subaccount.
	TOTAL from the 3 rows above	(Enter this value on Page 1)



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D. Megawatt Hours (MWh) from Contract power (continued on page 4)

Complete if submitting a contract to document Non-Emitting or Emitting MWh. Be sure to include the MWh in the spreadsheet. **Attach a copy of contract.**

Note: Fuel type should match those used in the NEPOOL GIS system.

Note: Round Annual Return kWh values to MWh.

Note: Any pages of your Annual Return listed here **must** be attached to this form unless the Return is posted on the DPU webpage.

Facility Name & Unit Number(s)	State/Province	ISO Resource ID (MSS, NON or IMP #)	Municipal Annual Return to DPU (from "Purchased Power": a. line #(s) from pages 54 & 55 that include Resource; b. name(s) from Column (a) of page 54 (e.g., Project 1); c. total MWh for Resource from column (k) on Page 55.)	Fuel Type	MWh (MWh must also be included in the AQ31 spreadsheet)
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		



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Facility Name & Unit Number(s)	State/Province	ISO Resource ID (MSS, NON or IMP #)	Municipal Annual Return to DPU (from "Purchased Power": a. line #(s) from pages 54 & 55 that include Resource; b. name(s) from Column (a) of page 54 (e.g., Project 1); c. total MWh for Resource from column (k) on Page 55.)	Fuel Type	MWh (MWh must also be included in the AQ31 spreadsheet)
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		
			a. b. c.		



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E. Additional required Documentation

- Page 57 “Electric Energy Account” of the Annual Return to DPU for the reporting year has been included with this submittal [or is posted on DPU webpage].
- “AQ 31 Spreadsheet” has been included with this submittal.
- “NEPOOL GIS Certificate Report” has been included with this submittal.

F. Certification Statement

Note: “Any person required by 310 CMR 7.75 to submit documentation to the Department shall provide:

1. The person’s name, title and business address;
2. The person’s authority to certify and submit the documentation to the Department; and...”
3. The following certification...” in accordance with 310 CMR 7.75(9)(a)3.

“I hereby certify, under the pains and penalties of perjury, that I have personally examined and am familiar with the information submitted herein and, 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, both civil and criminal, for submitting false information, including possible fines and imprisonment.”

Authorized Signature

Printed Name

Title

Date Signed (MM/DD/YYYY)

Business Address

City/Town

State

ZIP Code

Source of Signatory Authority:

For a Municipality or Public Agency:

- Principal Executive Officer
- Ranking Elected Official (empowered to enter into contracts on behalf of the municipality or public agency)