



Department of Environmental Protection
One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

GREENHOUSE GAS REPORTER

July 27, 2018

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

Re: 2016 Submittal Type: Greenhouse Gas Package (GHG) – Notice of requirement to file for

«Name» located at «Address1» «Address2»
«Town», «STATE» «Zip»
AQID: «AQID» **TIN:** «TIN»

To: Greenhouse Gas Reporter:

Pursuant to 310 CMR 7.71: *Reporting of Greenhouse Gas Emissions* you are required to file a Greenhouse Gas (GHG) emissions report for calendar year **2016** for the facility listed above.

Deadline for Filing: This report: “**Greenhouse Gas Package (GHG)**” must be completed for emissions from calendar year **2016**, and submitted to MassDEP by **October 19, 2018**. You should be aware that failure to comply with the Greenhouse Gas reporting requirements or failure to submit accurate, complete, and signed forms may result in enforcement.

How and Where to File: The forms for Greenhouse Gas emissions report are available through eDEP, MassDEP’s on-line filing system. You can find a link to eDEP at the Source Registration and Greenhouse Gas Reporting Web Page at:
<https://www.mass.gov/guides/massdep-source-registration>

New eDEP Users: New users will need to register in eDEP. Be sure to read the following guidance documents “*Quick Start: What you must know to file*”, “*Tips from the Help Desk*”, “*What is New with the forms*” and “*GHG Instructions*” that you can find at: <https://www.mass.gov/guides/massdep-source-registration>, and then click on “How to File Your Source Registration and/or Greenhouse Gas Emissions Report”.

Help with your forms: Listed below are additional resources to help you complete your online GHG emissions report:

MassDEP Greenhouse Gas Emissions Reporting Program	https://www.mass.gov/guides/massdep-greenhouse-gas-emissions-reporting-program This is the primary source of information about the Greenhouse Gas Emissions Reporting Program.
Help Desk	BAW.eDEP@massmail.state.ma.us

Should you have received this notice? Do not ignore this notice, even if you believe your facility is not required to file a **Greenhouse Gas** emissions report, or you believe this notice was sent based on incorrect information about your facility. Please email the Help Desk (BAW.eDEP@state.ma.us) to resolve your question concerning this notice.

If you have any specific concerns about your filing not covered by this mailing or the guidance documents, or you are having problems with filing online, please contact BAW.eDEP@state.ma.us

You are required by regulation to keep a copy of your completed GHG reporting forms for five years. See the document “*Quick Start: What you must know to file*” for more details on printing a copy or saving an electronic copy of your submittal.

We appreciate your time and attention to this matter.

Sincerely,

Stephanie MacLeod, Deputy Division Director
Division of Business Reporting Services/Fiscal Operations
Bureau of Air and Waste

Letter_2016_GHG_Final_07272018.docx