

## Stage I Vapor Recovery Program Instructions for Completing Form G

### Stage I Form G Stage I Compliance Testing Company Notification

*These instructions have been designed to assist those who own and/or manage Stage I Compliance Testing Companies in completing forms required by the Department of Environmental Protection (DEP). Please refer to the full text of the Stage I Program regulations (310 CMR 7.00, Definitions, and 310 CMR 7.24(3), Distribution of Motor Vehicle Fuel), which govern this Program. These instructions do not create any legal rights, and do not substitute for the Program regulations.*

**When Is Form G Used?** Form G is used to notify DEP that a company is performing required Stage I compliance tests in Massachusetts.

**When Is a Form G Submitted to DEP?** Form G must be submitted to DEP prior to performing any required Stage I compliance tests.

**Who Must Sign Form G?** To ensure that all aspects of the Stage I Compliance Testing Company activities are performed in accordance with program requirements, one party from among the company's applicable owner, operator, lessee or controller, must be identified as responsible for certifying to overall company compliance. This "Stage I Compliance Testing Company Responsible Official" must sign Form G.

The Responsible Official must review all information about Stage I Compliance Testing Company activities required by Form G (including backup information that provides the basis for answers to questions on this Form) to make sure that the information is true, accurate and complete. This person can base his or her certification on an inquiry of the individuals responsible for obtaining information about applicable compliance activities. The Stage I Compliance Testing Company Responsible Official is the point of contact for Stage I related communication with the Department.

**Who is Eligible to be the Stage I Compliance Testing Company Responsible Official?** The type of person who may serve as the Stage I Compliance Testing Company Responsible Official depends on the type of entity that owns, operates, leases, or controls the testing company. The Responsible Official must be:

- In a sole proprietorship, the company's sole proprietor.
- In a partnership, a general partner with authority to bind the partnership.
- In a corporation or a non-profit corporation, a corporate official with authority to bind the corporation, e.g., president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision making functions of the corporation.

- In a municipality or other public agency, a principal executive officer or ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency.

A Stage I Compliance Testing Company may identify more than one Responsible Official who will sign compliance certifications on behalf of the Stage I Compliance Testing Company. However, please note: only one Stage I Compliance Testing Company Responsible Official can sign the Compliance Testing Company Certification on a single Stage I Compliance Form (i.e., Forms A, C, and D2).

**What Must the Stage I Compliance Testing Company Responsible Official Attest To?** By signing Form G, the Stage I Compliance Testing Company Responsible Official attests that:

- he or she has personally examined, and is familiar with, the information contained in the form and all its attachments;
- based on his or her inquiry of the person(s) responsible for providing the information, the information to which he or she is attesting is true, accurate and complete;
- systems to maintain compliance are in place at the company (e.g., employee training, record keeping and submittal of bi-weekly list of scheduled tests, etc.);
- he or she is authorized to attest on behalf of the Stage I Compliance Testing Company; and
- he or she is aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

### **How Should a Stage I Form G be Submitted to MassDEP?**

To ensure that your **Stage I Vapor Recovery forms** are received by the MassDEP Stage I Vapor Recovery Program please use one of the following options below:

**Email Address:** MassDEP prefers that you submit Stage I forms by email.

[aq.stage2@mass.gov](mailto:aq.stage2@mass.gov)

### **Mailing Address:**

MassDEP  
Stage I Vapor Recovery Program  
100 Cambridge St., 9th floor, Suite 900  
Boston, MA 02114

### **Directions For Completing Form G**

#### **Section A. Stage I Compliance Testing Company Documentation**

**1. Stage I Compliance Testing Company Facility Address**

Enter the company name and the address for the facility(s) from which daily compliance testing activities originate.

**2. Business Mailing Address**

Enter the company business mailing address, if different than A.1 above.

**3. Compliance Testing Company Responsible Official**

Enter the name and address of the person who is the company's Stage I Compliance Testing Company Responsible Official. Check the correct box indicating the source of the Responsible Official's authority.

A Stage I Compliance Testing Company may identify more than one Responsible Official. If more than one Responsible Official is being designated, please provide the Responsible Official(s)'s name, business address and telephone number (if different from above), and the source of their authority as Attachment A (please use the same categories for "Source of Authority" as in Question 3).

Please note: Only one Stage I Compliance Testing Company Responsible Official can sign the Compliance Testing Company Certification on a single Stage I Compliance Form (i.e., Forms A, C and D2). If a Stage I Compliance Testing Company wants to modify its list of Responsible Officials (e.g., to replace someone who has left the company), please complete a Stage I Form H and submit it to DEP.

**Section B. Stage I Compliance Testing Company Business and Related Activities**

Check the appropriate box to answer each question and provide required attachments as applicable.

**Section C. Stage I Compliance Testing Company Employee Training, Record Keeping and Bi-Weekly Submittal of Scheduled Tests**

Check the appropriate box to answer each question and provide the required attachment, as applicable.

**Section D. Stage I Compliance Testing Company Certification**

Sign and date the form in the appropriate place as required.

**If you have questions or need more information, please call DEP's Stage I Hotline (617) 556-1035.**

The Hotline can provide:

- Stage I facility information on record in the DEP Stage I database.
- Help with finding Stage I System's Executive Order numbers.
- Copies of Stage I System's Executive Orders.

Blank forms, instructions, and regulations are available at DEP's Stage I web page:

<https://www.mass.gov/guides/massdep-stage-i-ii-vapor-recovery-program>