

Instructions & Template: Draft Project Fact Sheet for an Air Permit Application

Overview & Instructions

The Massachusetts Executive Office of Energy and Environmental Affairs (EEA), through its [Environmental Justice \(EJ\) Policy](#), has directed all EEA agencies to develop an inclusive public participation program for key agency actions that potentially affect [designated EJ populations](#).

To meet this directive, the Massachusetts Department of Environmental Protection (MassDEP) has developed procedures to enhance community engagement and opportunities for meaningful public involvement of potentially affected EJ populations in specific agency actions. These include certain air permitting decisions.

A key component of this enhanced outreach is a requirement that each applicant create a draft two- to four-page Fact Sheet that describes the proposed project in lay-friendly language. This will help affected EJ populations and other stakeholders better understand the project and how they can provide input into MassDEP's air permitting decision.

The requirement applies to the following air permit categories:

- [Major & Non-Major Comprehensive Plan Approvals](#) [310 CMR 7.02(5)];
- [Emission Control Plans \(ECPs\) for Municipal Waste Combustors](#) [310 CMR 7.08(2)]; and
- [Power Plant ECPs](#) [310 CMR 7.29].

When submitting an application for one of these air permits via the EEA ePlace Portal, the applicant should attach its draft Fact Sheet as a supporting document, selecting "Other" as the category and including "Fact Sheet" in the description field. The applicant should format the file name as follows: factsheet-company-location-application type (For example: factsheet-boston-bigcorp-cpafuel)

The draft Fact Sheet should include all applicable elements identified in the Template that follows on Pages 2 and 3. For examples, [see this web page](#) for an archive of Fact Sheets for previously submitted air permit applications.

MassDEP regional permit staff will review the draft Fact Sheet and may ask for changes or additional information. Once the Fact Sheet is finalized but before the formal public comment period on the agency's draft decision begins, MassDEP will distribute it to relevant contacts, groups, and/or media outlets in any affected EJ area(s), as well as to applicable local officials and other interested stakeholders. The agency also will provide translations of the Fact Sheet in other languages as needed.

Draft Fact Sheet Template

FACT SHEET

Company, City/Town, Category of Air Quality Permit Application

Introduction

Please include the following or similar introductory language: [Company] has filed an Air Quality Permit Application with the Massachusetts Department of Environmental Protection (MassDEP) for its *proposed/existing* facility at *Street Address, City/Town, Massachusetts*. The *proposed facility/proposed modification* is subject to the Massachusetts Air Pollution Control Regulations (310 CMR 7.00) and must apply for and receive a permit (known as an “Approval”) before it can begin construction of the project. MassDEP is currently reviewing the permit application according to the applicable regulations.

After completing its review, MassDEP will issue a proposed decision to approve or deny the permit application, and at that time will provide a 30-day public comment period on its proposed decision. Information on how to review the permit application and be notified of MassDEP’s proposed decision, and how to submit comments, can be found at the bottom of this Fact Sheet.

Facility Information

Provide the name of the project, and facility address, and name of the owner (and operator, if different). Describe prior ownership history if that would provide relevant information to aid in understanding the project. Describe the purpose of the facility and its operations (e.g., manufactures X product, produces electricity for the grid, etc.). Provide a general description of the types of air permits the facility already has.

Project Information

Provide a description of the proposed project as it relates to the need for an air permit (e.g., adding a new metal coating line, replacing or upgrading an existing boiler, making administrative changes to an existing permit), and identify the specific air permit required (e.g., Non-Major Comprehensive Plan Approval, Major Comprehensive Plan Approval, Emission Control Plan).

Describe each emission unit (e.g., boiler, engine, coating line), pollutants that will be emitted to the air (e.g., nitrogen oxides, particulate matter, volatile organic compounds), pollution controls (e.g., low NOx burner, SCR, baghouse, oxidation catalyst, Best Management Practices), and proposed monitoring, testing, record keeping, and reporting. Wherever possible, summarize emissions data in tables or similar presentations.

Describe applicable federal air requirements (e.g., NSPS, NESHAP) as well as any other applicable state permitting requirements related to the air permit (e.g., Energy Facility Siting Board, MEPA). If the project is being undertaken as a result of a MassDEP compliance action, describe the relevant compliance history including inspections, notices, administrative consent orders, etc.

Environmental Justice Populations

Identify and describe any designated EJ populations within both one mile and five miles of the proposed project. Designated EJ populations can be found via the downloadable files, maps, and spreadsheets available from [this EEA web page](#).

Identify the location of the project relative to EJ populations as depicted on the mapping tool and include a printout of the map showing the project location on the map. Describe any outreach the applicant already has conducted to any local officials in the municipality where the project is located, as well as any other potentially affected municipality (e.g., neighboring communities), and provide contact information for each. Also describe any outreach the applicant has conducted to contacts or groups in the designated EJ populations, and/or media outlets, and include the contact information. Also provide any recommended locations for local information repositories where paper copies of application materials can be housed for public viewing and provide contact information for these potential repository locations.

Note: Permit applicants have the most knowledge about their projects and are encouraged to reach out to local officials and contacts or groups in affected EJ populations before applying for air permits.

Public Participation and Comment

Please insert the following or similar language to describe the public participation and 30-day public comment period:

MassDEP is currently reviewing this permit application. If you have questions or would like more information about the permit application or agency review process, or would like to be added to the distribution list to be notified when the public comment period on the draft decision begins, please contact the MassDEP personnel listed below.

The permit application is currently available for public review via the EEA ePLACE Public Access Portal: <https://eeaonline.eea.state.ma.us/EEA/PublicApp/>

On the main EEA ePLACE Portal page, click on the **orange** "Search and/or Comment" button, then on the name of the applicant/facility on the resulting page.

After MassDEP completes its review of the permit application, the agency will issue a proposed decision, subject to a 30-day public comment period. This information will also be posted in the ePLACE Public Access Portal. If you would like to be notified of the proposed decision and the public comment period, please contact [*MassDEP will complete this information*].

Applicant Contact Information

Provide the name, email address and phone number for one or more individuals representing the Project who will respond to any questions from interested stakeholders.