
Air Quality – Modeling Protocol Submittal (Application)

MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

How to Apply

- Create or log in to your Account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.

Mass.gov State Offices & Courts State A-Z Topics State Forms Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLACE, between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

[Contact Energy and Environmental Affairs](#)

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

Options for Consumers and the General Public:

- Check License Status for Individuals or Business Licenses [Here](#)

Login

User Name or E-mail:

Password:

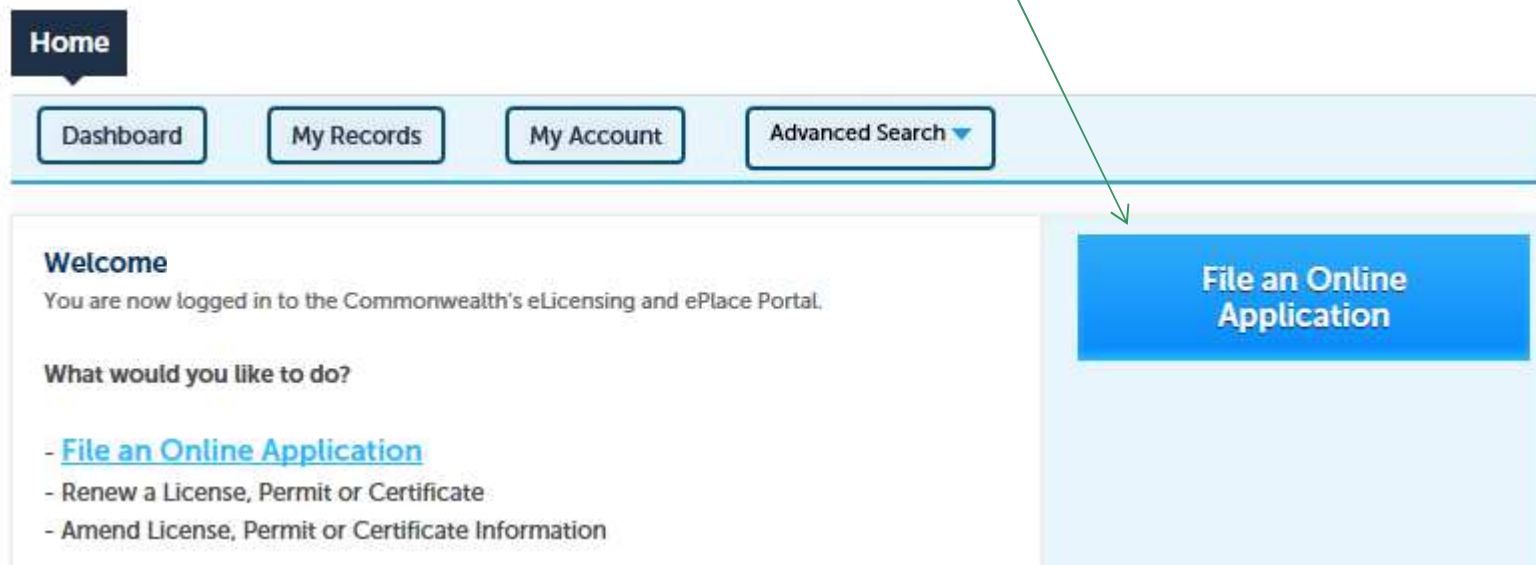
☐ Remember me on this computer

[For forgotten the password?](#) [New Users Register for an Account](#)



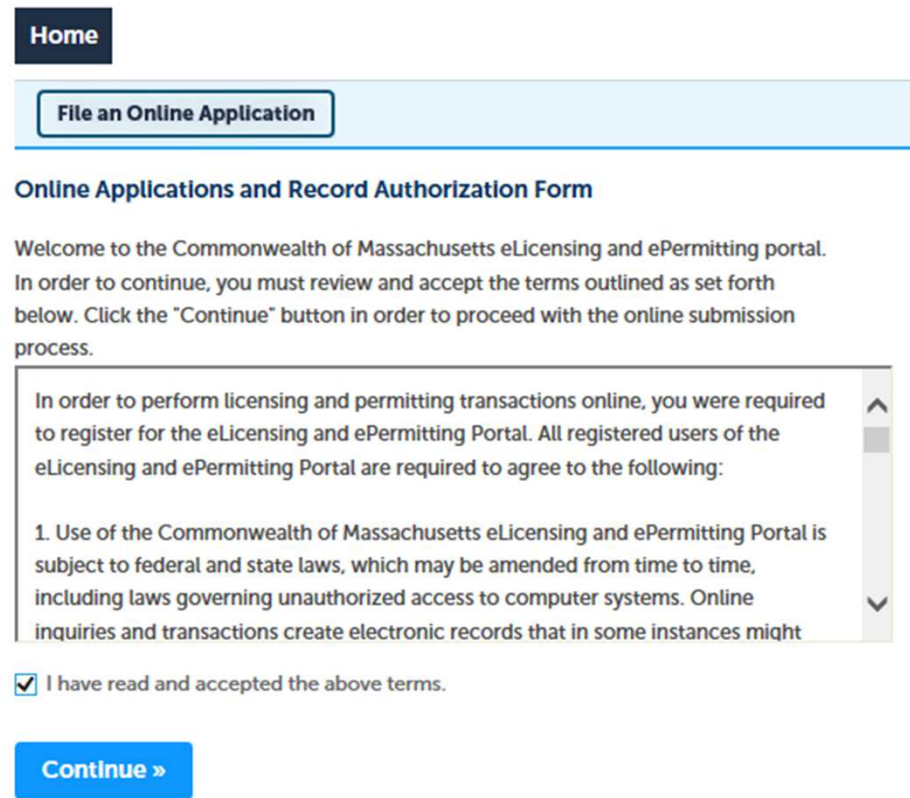
File an Online Application

- Once logged in, click here to start



File an Online Application

- Read and accept the Terms and Conditions
- Select the checkbox and click “Continue”



Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal.
In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



EEA ePLACE Portal

File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”

Home

File an Online Application

eLicensing and ePermitting Online Services

New Applicants and Consumers:

The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:

Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.



Search

▼ Energy and Environmental Affairs (DEP, MDAR, DCR)

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

▶ Link Your Account

Continue »



EEA ePLACE Portal

File an Online Application


- Select “AQMM-Modeling Submittal Application and click “Continue Application”

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



▼ Air Quality (AQ)

- ☐ AQ 50% or 25% Facility Emission Cap Application
- ☐ AQ01 - Limited Plan Approval for Fuel Utilization Emission Unit(s) Application
- ☐ AQ01 - Limited Plan Approval for Process Emission Unit(s) Application
- ☐ AQ02 - Comprehensive Plan Crematory Application
- ☐ AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application
- ☐ AQ02/03 – Non-Major/Major Comprehensive Plan Approval Process Application
- ☐ AQ08A/B/22 - Emission Control Plan Application
- ☐ AQ09 - Restricted Emission Status Application
- ☐ AQ14/AQ12 - Operating Permit Application
- ☐ AQ18 - Creation of Emission Reduction Credits Application
- ☐ AQ30 - CO2 Budget Emission Control Plan Application
- ☒ AQ33 - LPA/CPA Consolidation Application
- ☐ AQMM - Modeling Submittal Application

▶ Drinking Water (DW)

▶ Hazardous Waste (HW)

▶ Solid Waste (SW)

▶ Toxic Use Reduction (TUR)

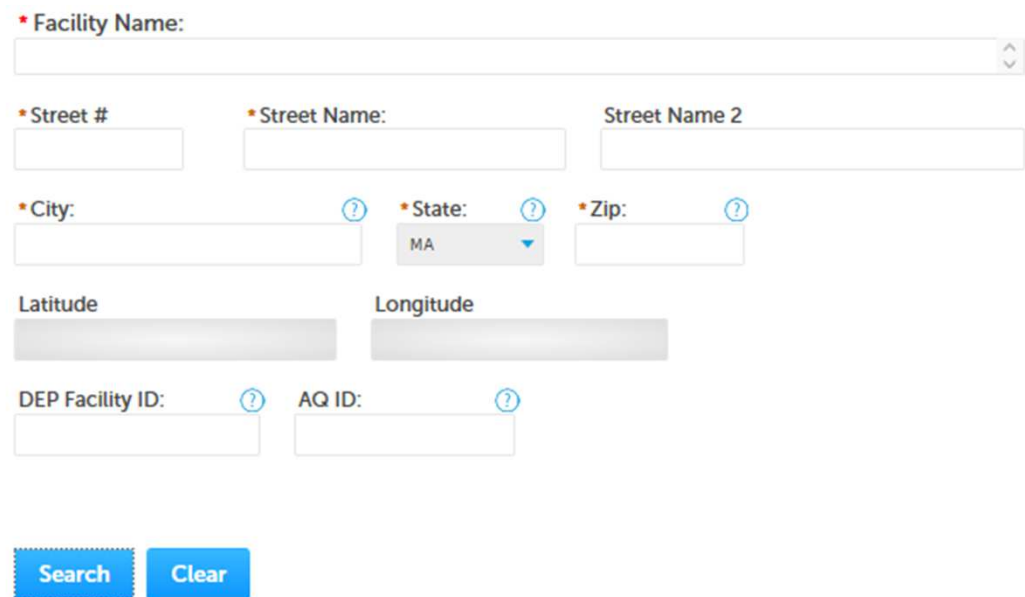
▶ Waste Water Management (WWM)



EEA of Lake Forest

Identify your Facility

- Search for an existing facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” different or fewer criteria



The screenshot shows a search form with the following fields and controls:

- Facility Name:** A text input field with a dropdown arrow on the right.
- Street #:** A text input field.
- Street Name:** A text input field.
- Street Name 2:** A text input field.
- City:** A text input field with a help icon (?) to its right.
- State:** A dropdown menu currently showing "MA" with a help icon (?) to its right.
- Zip:** A text input field with a help icon (?) to its right.
- Latitude:** A text input field.
- Longitude:** A text input field.
- DEP Facility ID:** A text input field with a help icon (?) to its right.
- AQ ID:** A text input field with a help icon (?) to its right.
- Search:** A blue button with white text.
- Clear:** A blue button with white text.

A green arrow points from the word "Clear" in the second bullet point of the list to the "Clear" button in the form.



Search Facility

- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click “Select”. Click “Cancel” to search again

ID, you may enter it in the applicable box and click on "Search". The facility information will populate the

Facility(s)

×

Showing 1-2 of 2

Facility Name Address
<input checked="" type="radio"/> BRAINTREE ELECTRIC LIGHT 100 -150 POTTER DR BRAINTREE MA 02184
<input type="radio"/> BRAINTREE ELECTRIC LIGHT 150 POTTER RD BRAINTREE MA 02184

< >

Select Cancel



Add a New Facility

- If the project proposes to add a new facility, complete the form with all required information such as
 - ▶ Facility Name/ Project Name
 - ▶ Facility Street Address
 - ▶ Facility City
 - ▶ Facility Zip Code
- Facility ID #s will be assigned by MassDEP
- MassDEP staff will integrate a new facility into MassDEP's Facility Master File during the plan approval review time.



Step 1. Type of Source to be Modeled

- Open the “Type of Source(s) Modeled” dropdown menu and select the type of source that most closely matches the application that will be prepared to construct the source.

- Click
“Continue Application”
When done

Home

DEP Applications

AQMM - Modeling Submittal Application

1 Facility Information	2 Application Information	3 Documents	4 Applicant and Contributors	5 Review	6
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Step 1: Facility Information > Facility Type

* indicates a required field.

Type of Source(s) Modeled

Select ONE type of source that best describes the primary emission unit(s) being modeled. Select FUEL COMBUSTION + PROCESS only if the modeling analysis includes both types of emission units.

*Type of Source(s) Modeled:

FUEL COMBUSTION

Continue Application »

Save and resume later



Project Information

- Select your project type from the “Project Type” dropdown menu and provide a description
- Check the box underneath each pollutant modeled
- Check the box underneath each kind of model that applies
- Click “Continue Application”



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Step 2: Application Information > Page 1 of 1

Instructions

* indicates a required field.

Project Information

"Select ONE project type that best fits the reason for the modeling. The Comprehensive Plan Approval (CPA) option includes both non-PSD major source CPA and non-major CPA projects."

* Project Type:

--Select--

* Project Description:

Pollutant Information

Check all that apply

PM2.5:

☐

CO:

☐

NO₂:

☐

ODOR:

☐

Other:

☐

PM10:

☐

SO₂:

☐

LEAD:

☐

TOXICS:

☐

Model

Check all that apply

AERMOD:

☐

AERSCREEN:

☐

Documents

This section asks that you identify the information you will be providing in your attached documents.

- You must indicate “yes”, “no”, or “N/A” for all data elements listed
- If you answer “No” to any data element make certain that information is not required
- Click “Continue Application”



EEA ePLACE Portal

AQMM - Modeling Submittal Application

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Step 3: Documents > Page 1 of 2

Please indicate whether your attached document(s) includes the following components. Please include all needed items to avoid delays in review and rework.

* indicates a required field.

Project Checklist

* Purpose: --Select--	* Plot plan: --Select--
* Source Descriptions: --Select--	* Annual and short-term Emission Rates: --Select--
* Startup/Shutdown Emissions: --Select--	* Modeling Methodology: --Select--
* Pollutants to be modeled: --Select--	* NO2 Tier (1, 2 or 3): --Select--
* Load/Operating Conditions: --Select--	* Stack Parameters: --Select--
* Background Concentrations: --Select--	* GEP Stack Height Analysis: --Select--
* Receptor Grid: --Select--	* Rural/Urban Designation: --Select--

Meteorological Data Checklist

* Surface data location: --Select--	* Upper air data location: --Select--
* Period of record: --Select--	* Analysis for surface parameters: --Select--

Documents

- Upload the documents that are part of your protocol submittal
- Click “Browse” to get started.

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DEP Applications

AQMM - Modeling Submittal Application

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Step 3: Documents > Page 2 of 2

Attach modeling protocol and/or report and related files. If any of the files cannot be compressed to < 100 MB, then see [MassDEP Modeling Guidance](#) for instructions on how to submit those files.

* indicates a required field.

Attach Documents

Attach modeling protocol and/or report.

When uploading file document(s) the maximum file size allowed is 100 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

[Browse](#)

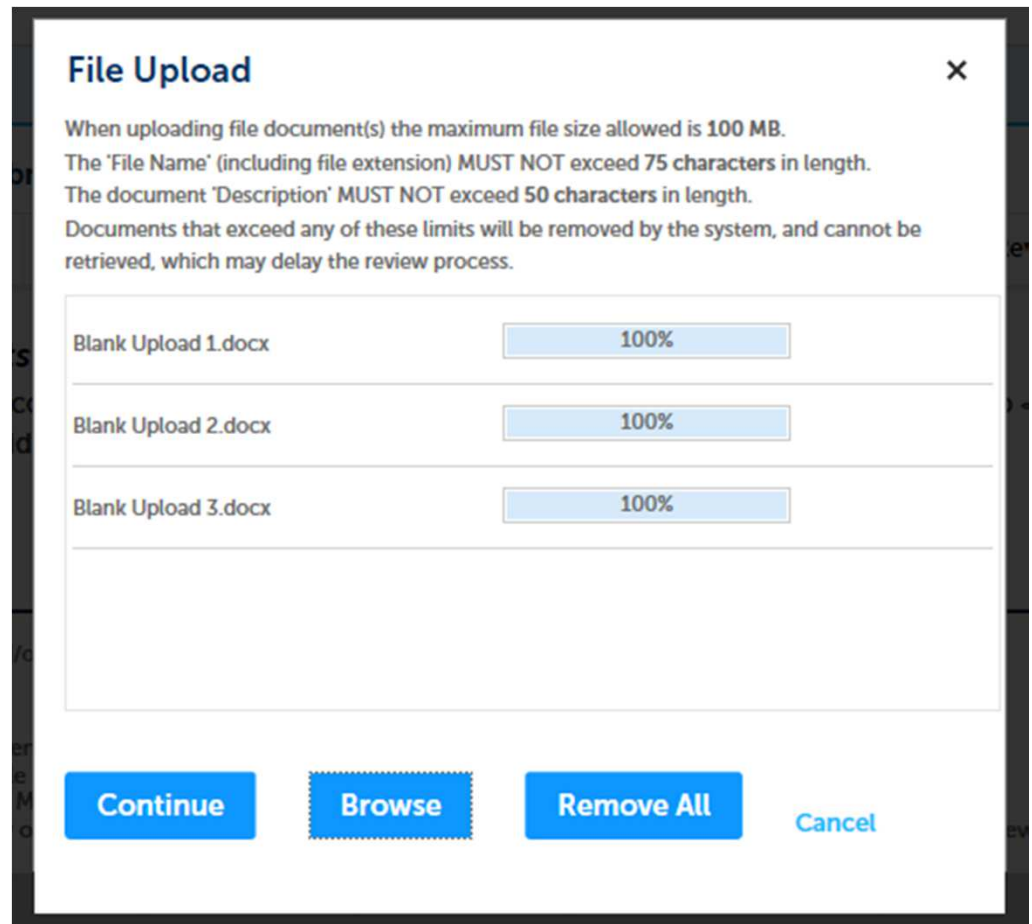
[Continue Application »](#)

[Save and resume later](#)



Documents

- You should be looking at a “File Upload” window
- Click “Browse”
- Select all documents you wish to attach
- When all documents are at 100%, click “Continue”



File Upload [X]

When uploading file document(s) the maximum file size allowed is 100 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



Documents

- Provide a description of each document that you uploaded
- Click “Save”
- If you need to upload more documents, click “Browse”
- When all documents are attached, click “Continue Application”



EEA ePLACE Portal

Step 3: Documents > Page 2 of 2

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The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
No records found.					

*Type: [Remove](#)

File:
Blank Upload 1.docx
100%

*Description (Maximum 50 characters):

*Type: [Remove](#)

File:
Blank Upload 2.docx
100%

*Description (Maximum 50 characters):

Documents

- Review the list of uploaded documents
 - ▶ Return to previous page in order to make changes
 - ▶ Click “Browse” to add more documents
 - ▶ Click “Continue Application”



EEA ePLACE Portal

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DEP Applications



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

AQMM - Modeling Submittal Application

1	Facility Information	2	Application Information	3	Documents	4	Applicant and Contributors	5	Review	6	
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Step 3: Documents > Page 2 of 2

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Attach Documents

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The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Name	Type	Size	Latest Update	Description	Action
Blank Upload 1.docx	AERMAP files	12.26 KB	04/24/2017	Description of AERMAP file	Actions ▼
Blank Upload 3.docx	Meteorological Files	12.25 KB	04/24/2017	Description of meteorological files	Actions ▼
Blank Upload 2.docx	Graphics	12.26 KB	04/24/2017	Description of graphics upload	Actions ▼

Browse

Continue Application »

Save and resume later

Applicant Contributors

- For this application (and this application only), the consulting engineer who is preparing the Modelling (or the Project Manager) is the Applicant and Signatory.
- Enter the name of the Responsible Organization, the type of organization (LLC, Corp, Sole proprietor, etc.) and the applicants title within that organization
- Ignore this “Edit or view”- it has been deactivated



Click “Continue Application”

EEA ePLACE Portal

Application Contributors

Shown below are all registered users that have viewed, edited and/or signed this application.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 1/TMP-003791					Edit/View

Signatory Authority

*Organization Name:

*Source of Signatory Authority:

*Title:

Applicant Information

To review or certify this application, click on the "Continue Application" button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the "Save and resume later" button, and have the applicant log-in to certify.

Applicant Information:

Erin Swallow

1 Winter St.
Boston, MA, 02108

Telephone #: 617-292-5787 Email: erin.swallow@state.ma.us

[Edit or View](#)

[Continue Application »](#)

[Save and resume later](#)

Review the Notification

- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Otherwise, continue to the bottom of the page to certify & submit the notification

Review and Certification

If you arrive at this Review page after selecting “Resume Application” from your dashboard, (and then select “Pick up where I left off”), you will need to click on the “Applicant and Contributors” tab at the top of this page, and then click “Continue” to finish submitting this application.

[Edit Application](#)

Facility Information

BRAINTREE ELECTRIC LIGHT | 100 -150 POTTER DR BRAINTREE MA 02184
DEP Facility ID: 133487
DEP Region: SE
AQ ID: 1190491
HW ID: MAD980734578
Facility Record ID: 15-FAC-016056

Type of Source(s) Modeled

Type of Source(s) Modeled: FUEL COMBUSTION AND PROCESS

Project Information

Project Type: PSD
Project Description: Detailed description of the project

Pollutant Information

PM2.5: No	PM10: No
CO: Yes	SO2: No
NO2: Yes	LEAD: No
ODOR: No	TOXICS: No
Other: No	

Model



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Certify & Submit

- Applicant Information is at the bottom of the review page.
- The person who is logged in at the time of submittal will be listed here as the applicant. Be sure that this is the correct person.
- The Applicant should read and agree to the certification language provided by clicking on this box

Application Contributors

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Delegate User 17TMP-003791					Edit/View

Signatory Authority

Organization Name: MassDEP
Source of Signatory Authority: Municipality Or Public Agency
Title: Principal Executive

Applicant Information

Individual: Erin Swallow
1 Winter St.
Boston, MA, 02108
United States
Telephone #: 617-292-5787
E-mail: erin.swallow@state.ma.us

"When submitting a modeling protocol, the modeler/preparer is the "applicant" and should check the "I am the applicant" certification below in order to finalize and submit this application. When submitting a modeling report (separate from the associated AQ02/03 Plan Application), the applicant is the entity that owns or operates (or will own/operate) the facility. This applicant should log in and check "I am the applicant" in order to finalize and submit the application."

☒ I agree that I am the Applicant.
If you are not the Applicant then click on "Save and resume later" button.

Date Signed: 04/24/2017

[Continue Application »](#) [Save and resume later](#)



Submission Successful!

- When you successfully submit your form you will receive the following notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

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DEP Applications

AQMM - Modeling Submittal Application

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Step 6: Record Issuance



Successfully Completed.

Thank you for using our online services. You will need this number to check the status of your application.
Your Record Number is 17-AQMM-000035-APP.



EEA ePLACE Portal

Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or ePLACE_helpdesk@state.ma.us
- For Questions about modeling requirements for various source types please contact Glenn Pacheco at Glenn.Pacheco@state.ma.us



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