AQ30 - CO2 Budget Emission Control Plan Application

MassDEP, Bureau of Air & Waste

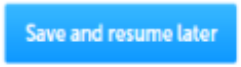
EEA ePlace Portal

Overview

- This presentation is to assist in completing a new **AQ30 - CO2 Budget Emission Control Plan Application**
- Greenhouse gas-producing facilities are required to submit this emission control plan (ECP) under 310 CMR 7.70.
- The purpose of MassDEP regulation 310 CMR 7.70 is to establish the Massachusetts CO2 Budget Trading Program, which is designed to stabilize and then reduce anthropogenic emissions of CO2, a greenhouse gas, from CO2 Budget sources in an economically efficient manner. 310 CMR 7.70(8) requires the owner or operator of all affected units to determine and report CO2 mass emissions from certified systems on or after January 1, 2009. To ensure that the CO2 mass emissions are determined accurately and consistently, 310 CMR 7.70 requires the owner or operator to submit a CO2 Budget Emission Control Plan (ECP), which contains an emissions and an energy output monitoring plan.
- This presentation will take you screen by screen through the EEA ePLACE online permitting application process

General Navigation

- Always Click

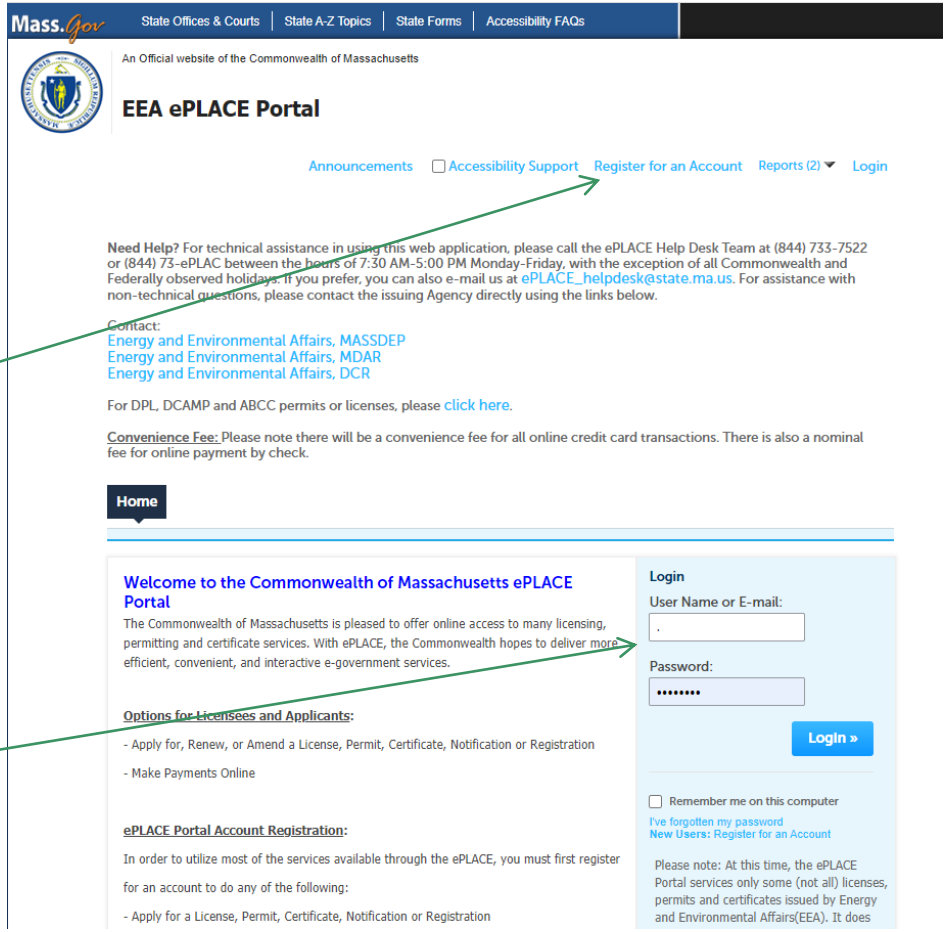
to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click 

to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge

How to Apply

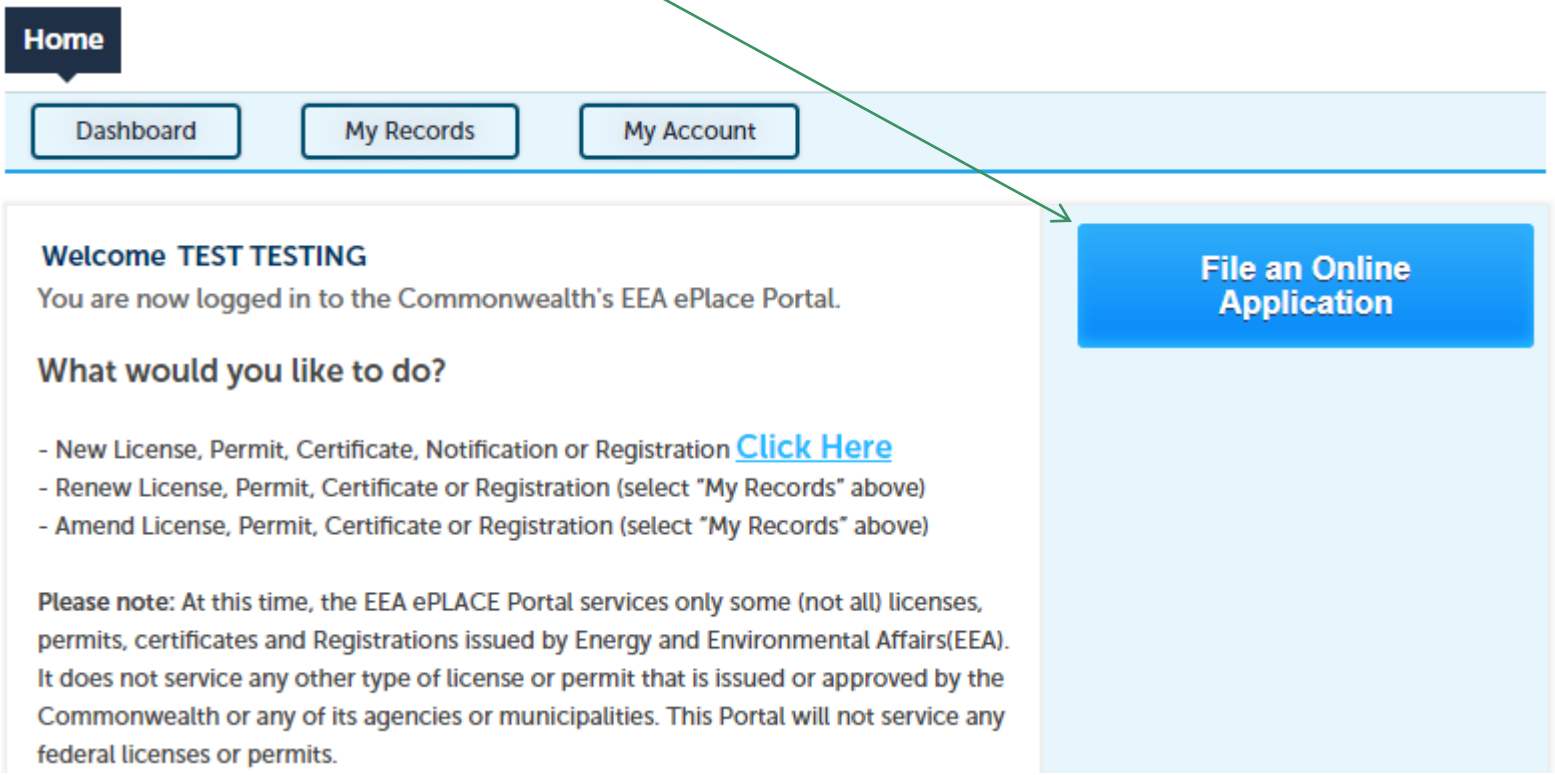
First time users:

- Click or type this address on your browser: https://eplace.eea.mass.gov/citizenaccess
- Follow the prompts to create a new user account
- Log into your account in EEA ePlace using your username/password



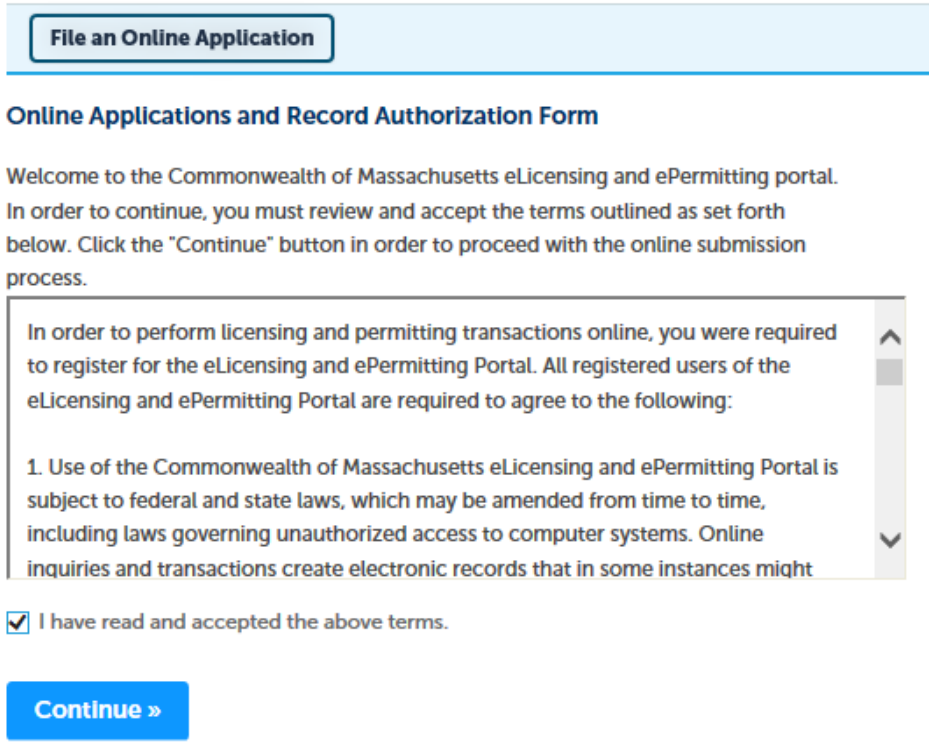
File an Online Application

- Click here to start



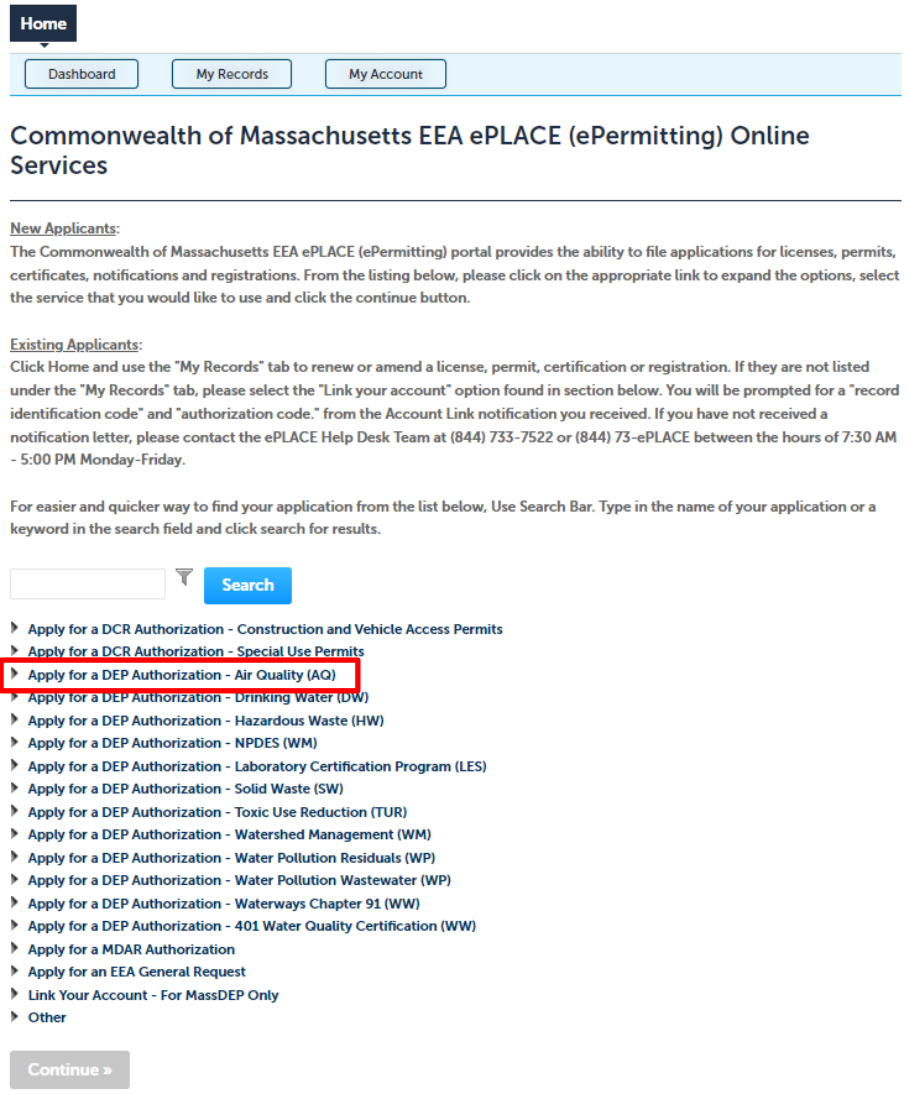
File an Online Application

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



Apply for an AQ30 Application

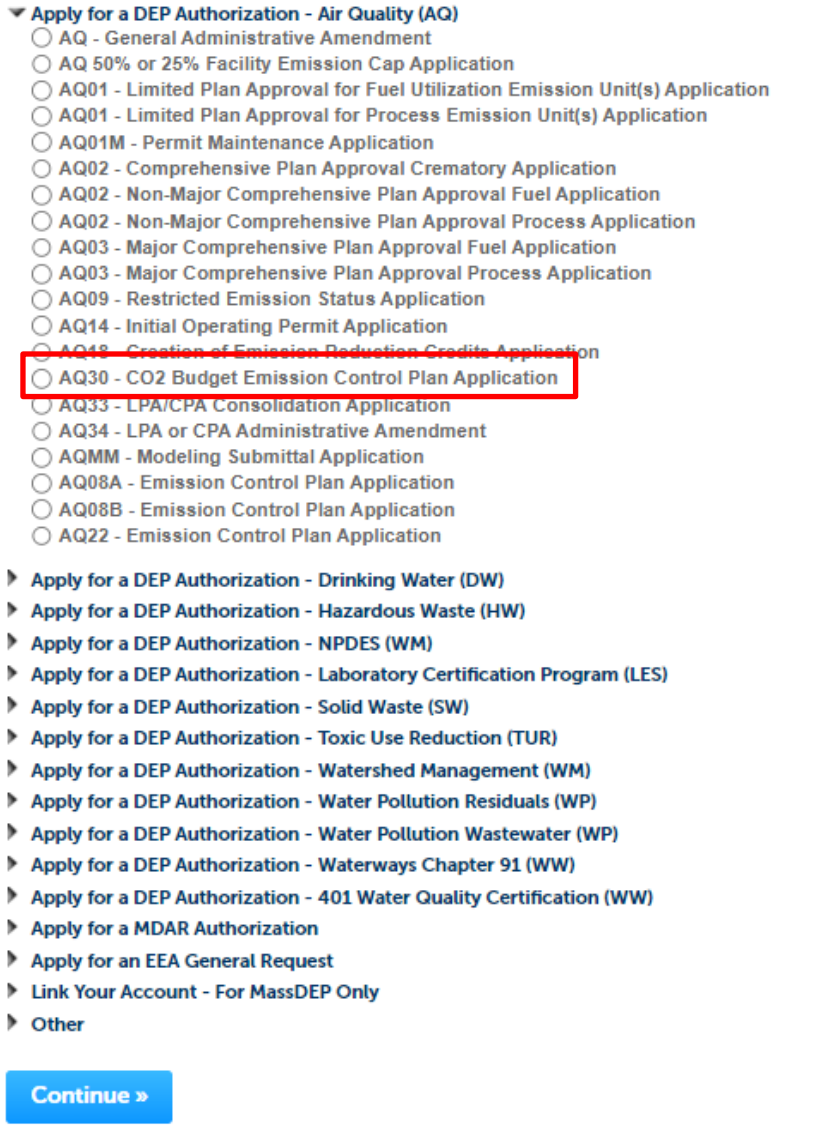
- Click on “Apply for a DEP Authorization-Air Quality (AQ) to expand the list of applications
- You can also search for the application on the search bar field



EEA ePlace Portal

Apply for an AQ30 Application

- Select “AQ30 – CO2 Budget Emission Control Plan Application” and click continue at the bottom of the page to start your application

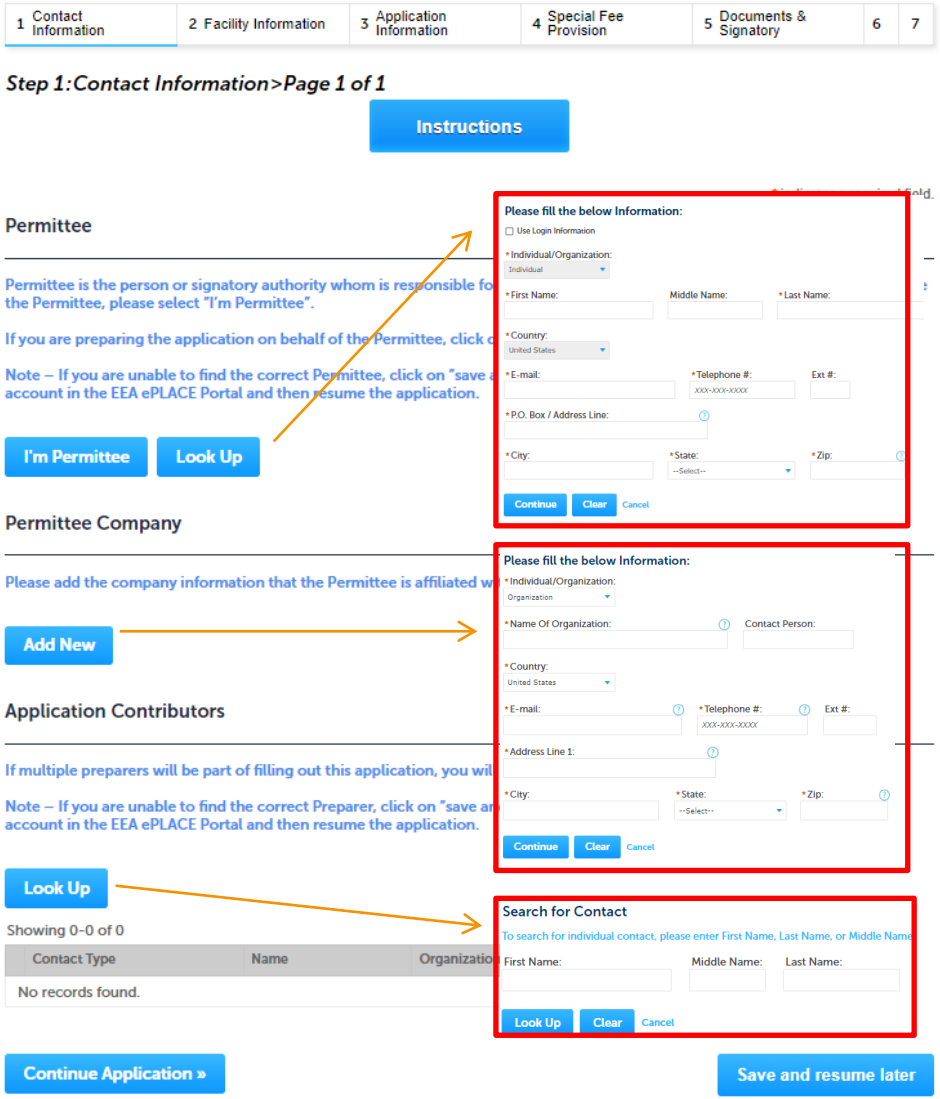


Contact Information: Important NOTE

- There are three contact sections in the next screen:
  - **Permittee**: the person or signatory authority responsible for signing and accepting all conditions of the Permit
    - If you are the Permittee, click “Add New” button and select the checkbox “Use Login Information”
    - If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then you have the option to look them up under “Look Up” option
  - **Permittee Company**: here enter the company information the Permittee is affiliated with, if applicable.
  - **Application Contributors**: use this section if multiple users will be coordinating in the preparation of this application
    - If you are unable to find the correct contributor, click on the “Save and resume later” button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application**.**

Step 1: Contact Information

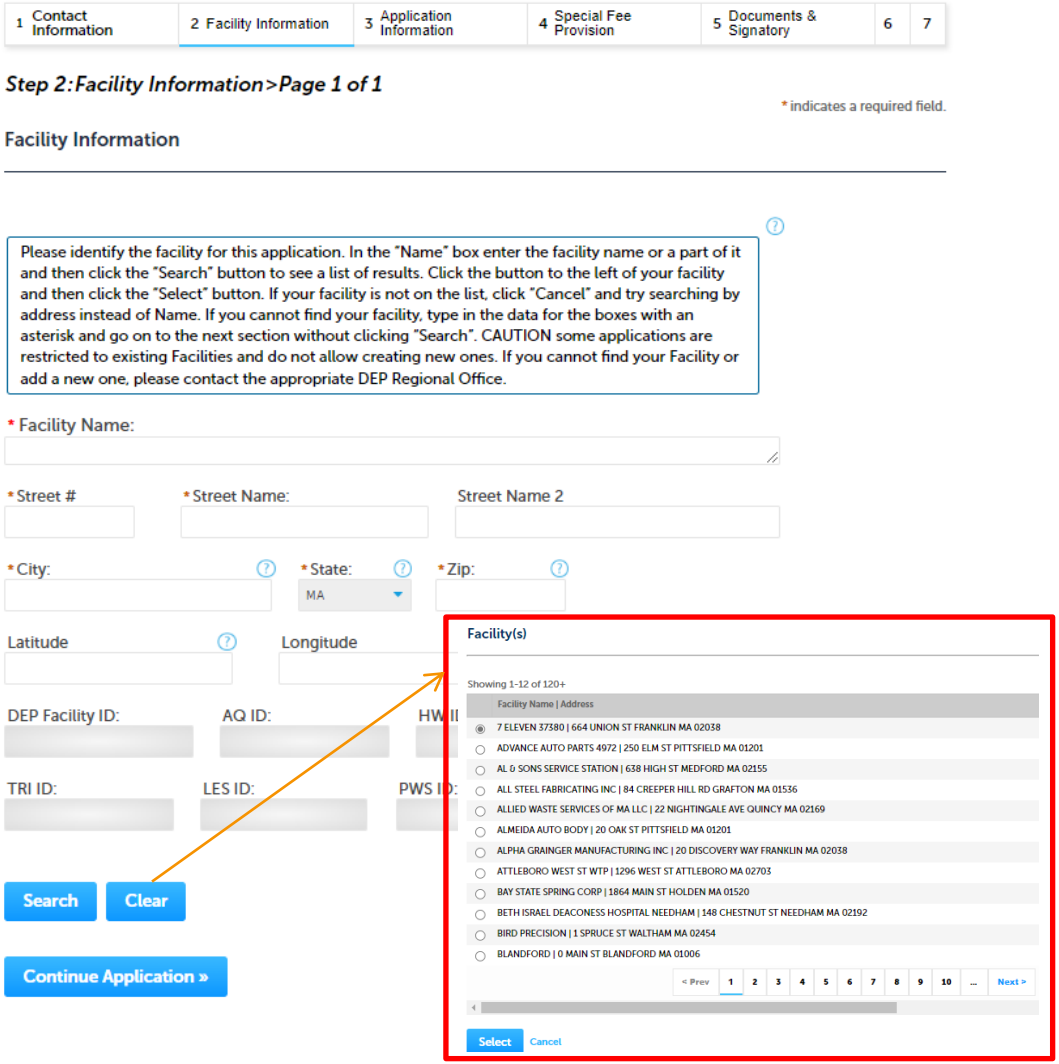
- Add Permittee, please read the section instructions and add accordingly
- Add Permittee Company
- Look Up “Application Contributors” , if applicable
- Click “Continue Application” to proceed



EEA ePlace Portal

Step 2: Facility Information

- Add your Facility information
  - Please read the instructions on how to find and add your facility
- Click "Continue Application" to proceed



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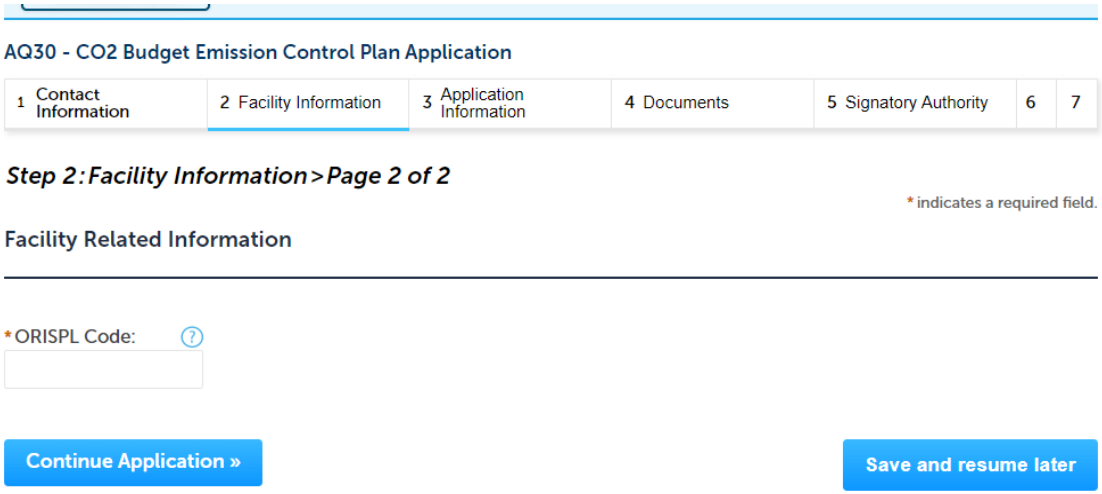
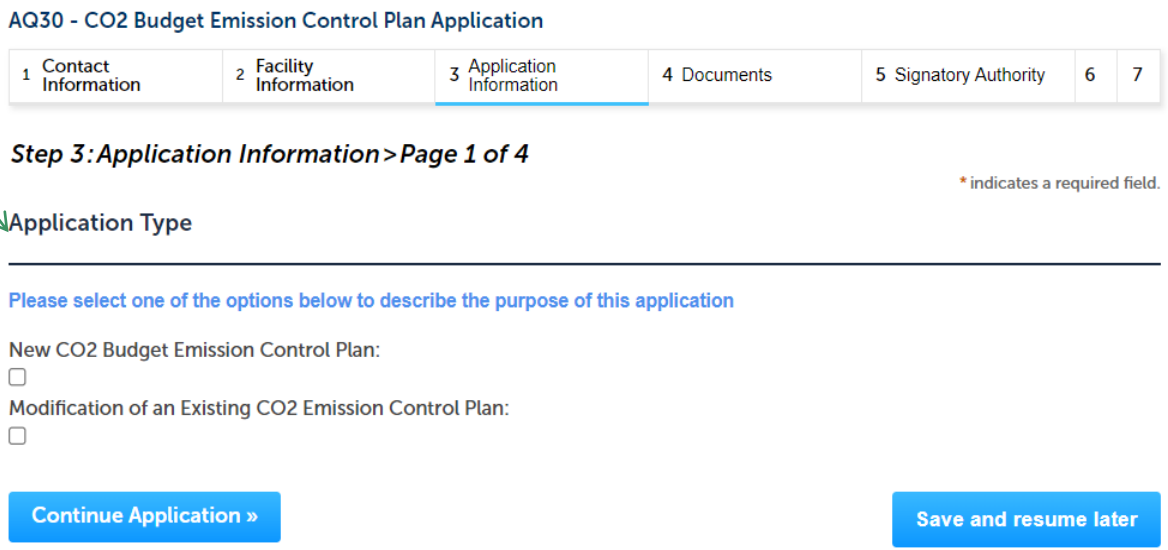
Step 2: Facility Information

- Provide your ORIS code
  - ORIS codes are assigned by the Energy Information Administration.
- Click "Continue Application" to proceed



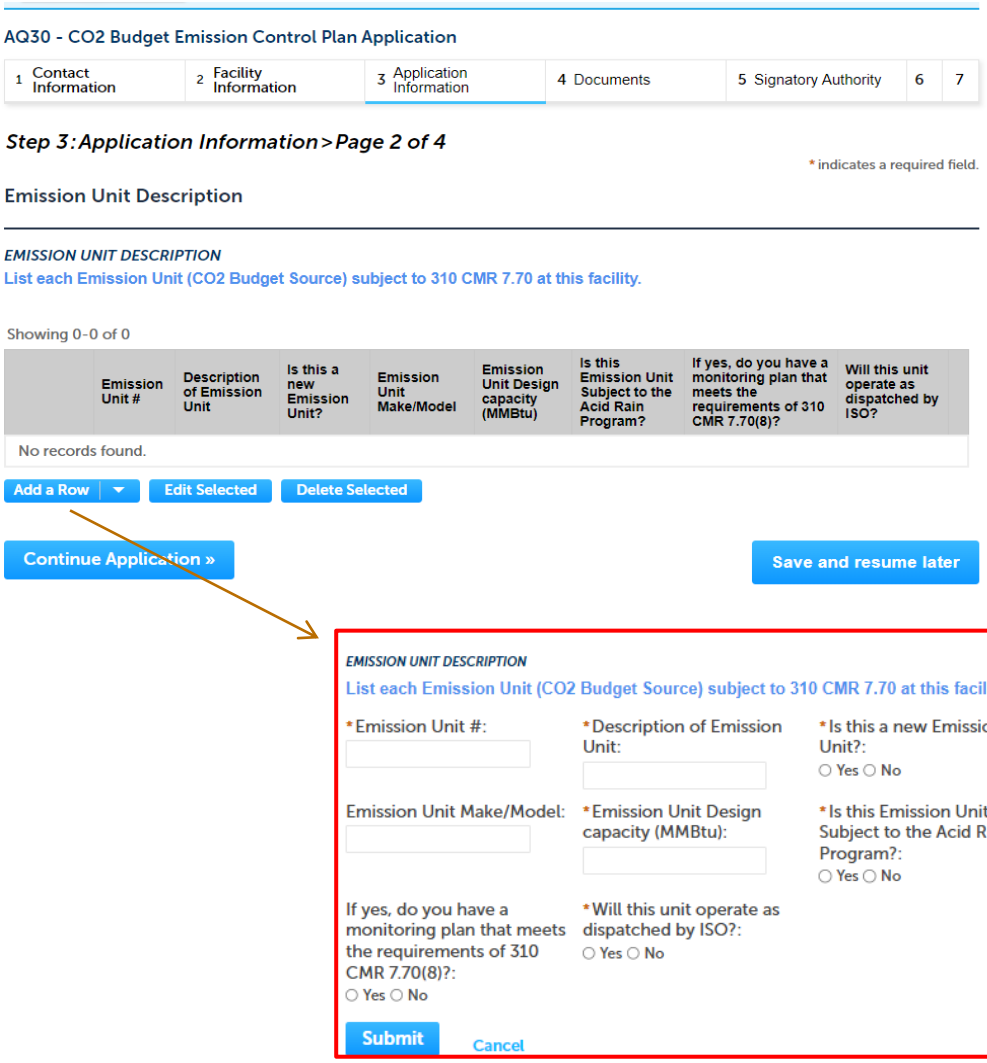
Step 3: Application Information

- Indicate if you are applying of a new budget emission control plan or modifying an existing plan
- Click “Continue Application” to proceed



Step 3: Application Information

- List and describe each emission unit at this facility
  - Click “Add row”
  - Provide all information in the window that opens
  - Click “Submit”
  - Repeat for each CO2 budget source at the facility
- Click “Continue Application” to proceed



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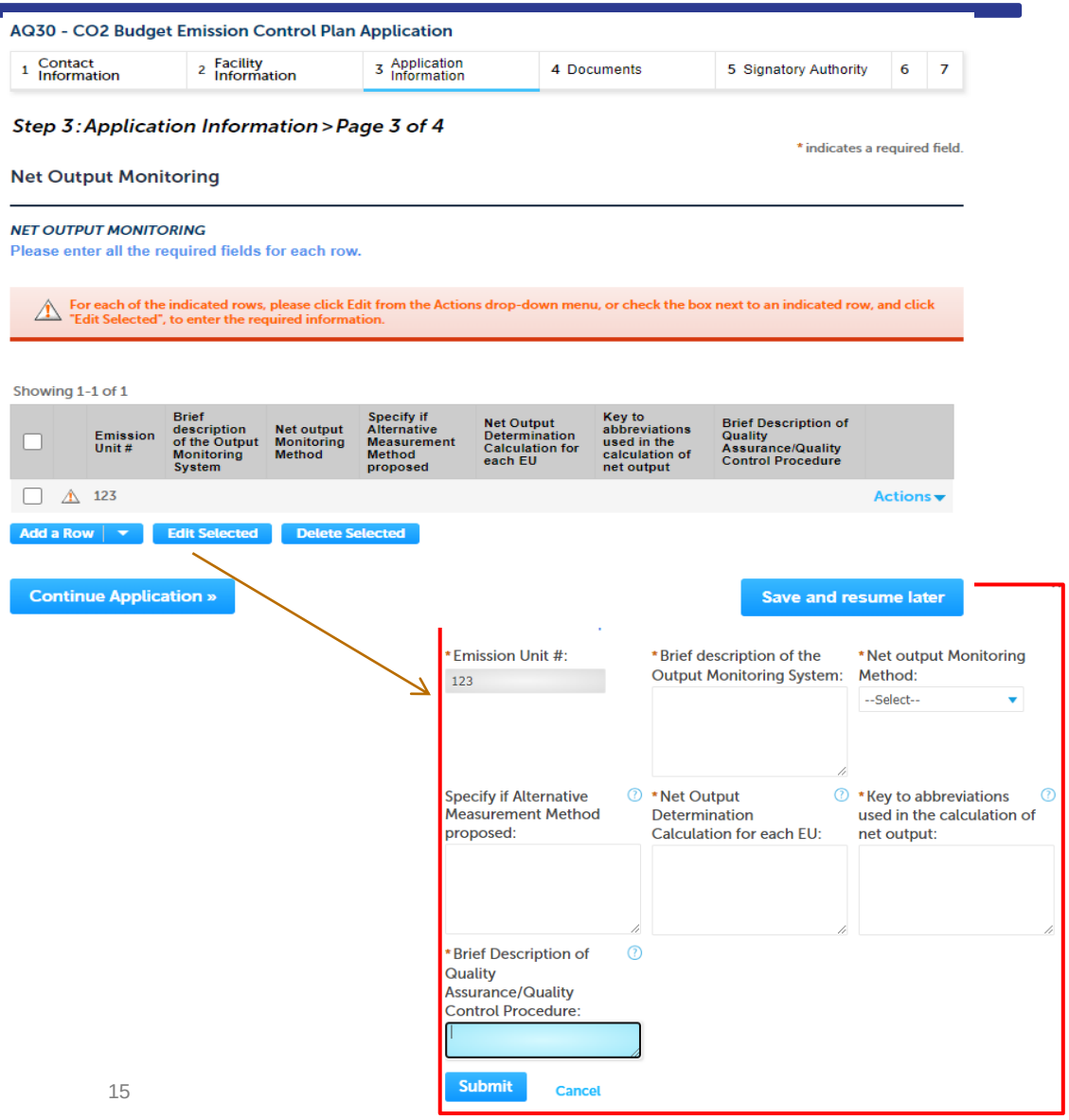
Step 3: Application Information

- Edit each row in the Net Output Monitoring table
  - Check the box for the row to be edited
  - Click “Edit Selected”
  - Provide requested information
  - Click “Submit”
  - You can also add rows as needed
  - Click “Continue Application” to proceed



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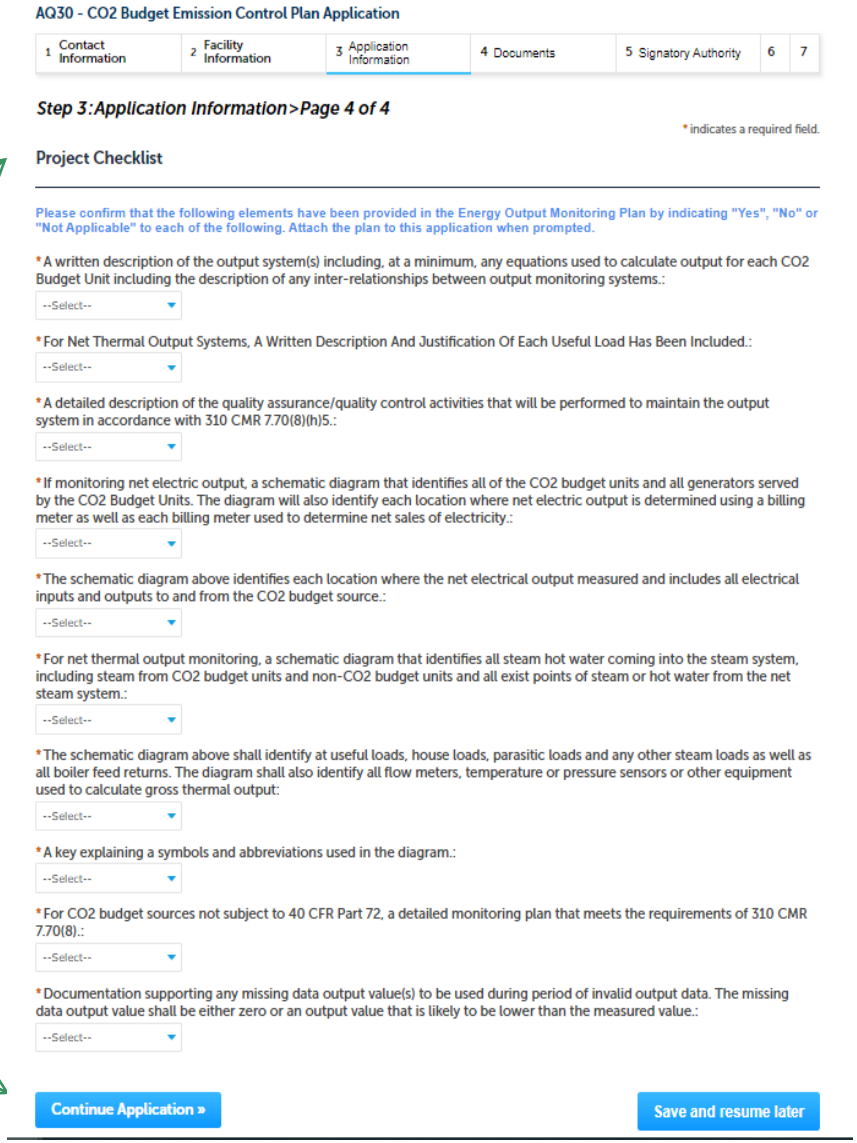
Step 3: Application Information

- You will be required to attach an Energy Output Monitoring Plan to this application
- Provide an answer to identify each element of the Energy Output Monitoring Plan
- You must choose “Yes”, “No” or “Not Applicable” for each listed item
- Click “Continue Application” to proceed



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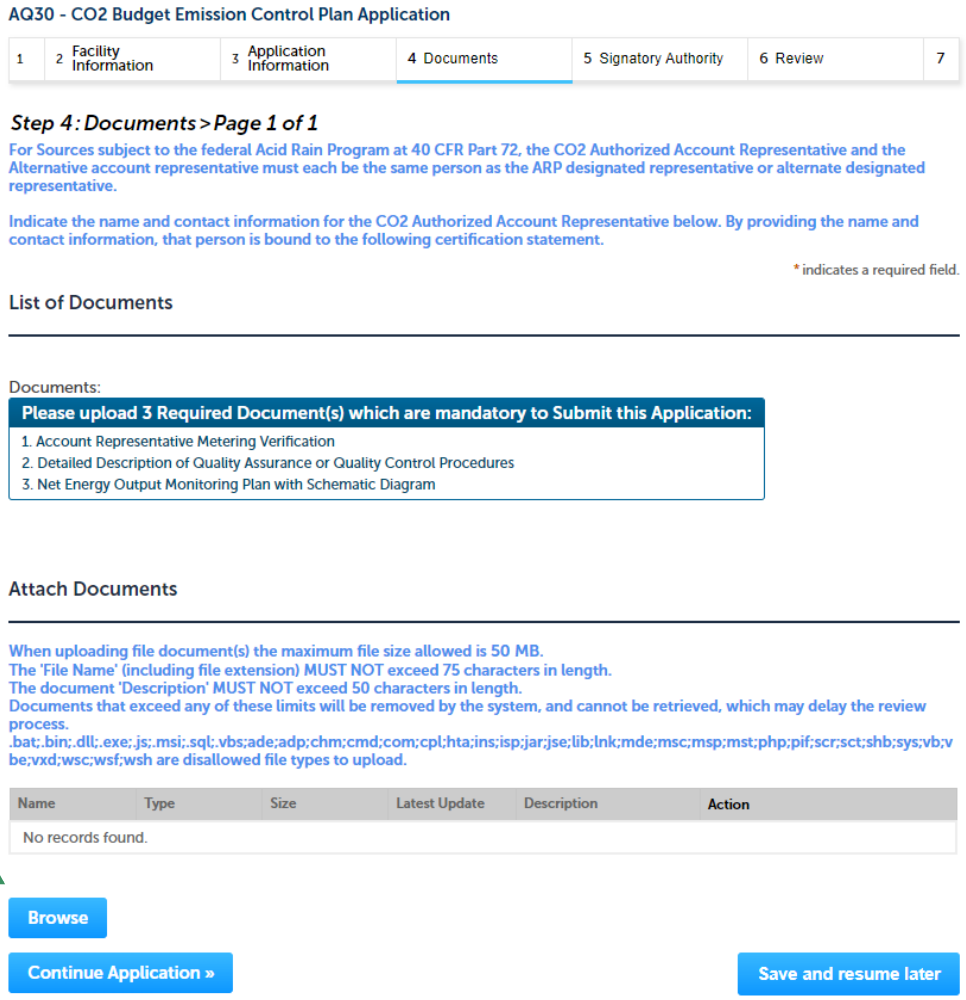
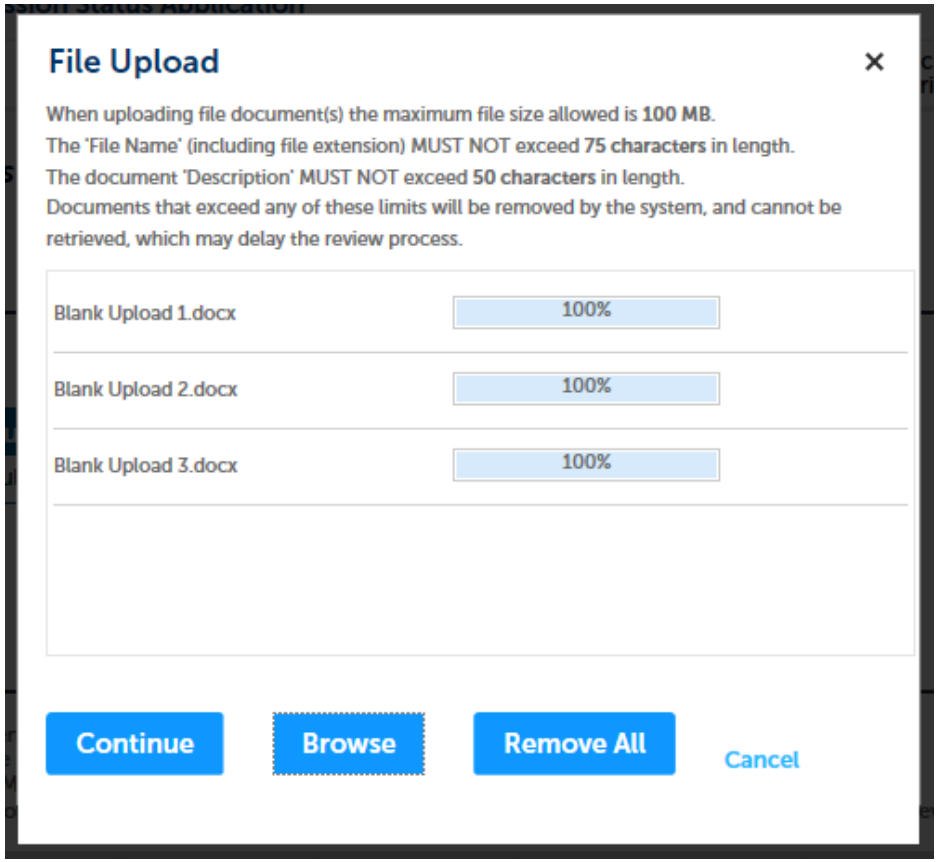
Step 4: Documents

- Upload all required documents for your application
  - The required documents will be listed on the table
- To begin attaching documents, click “Browse”



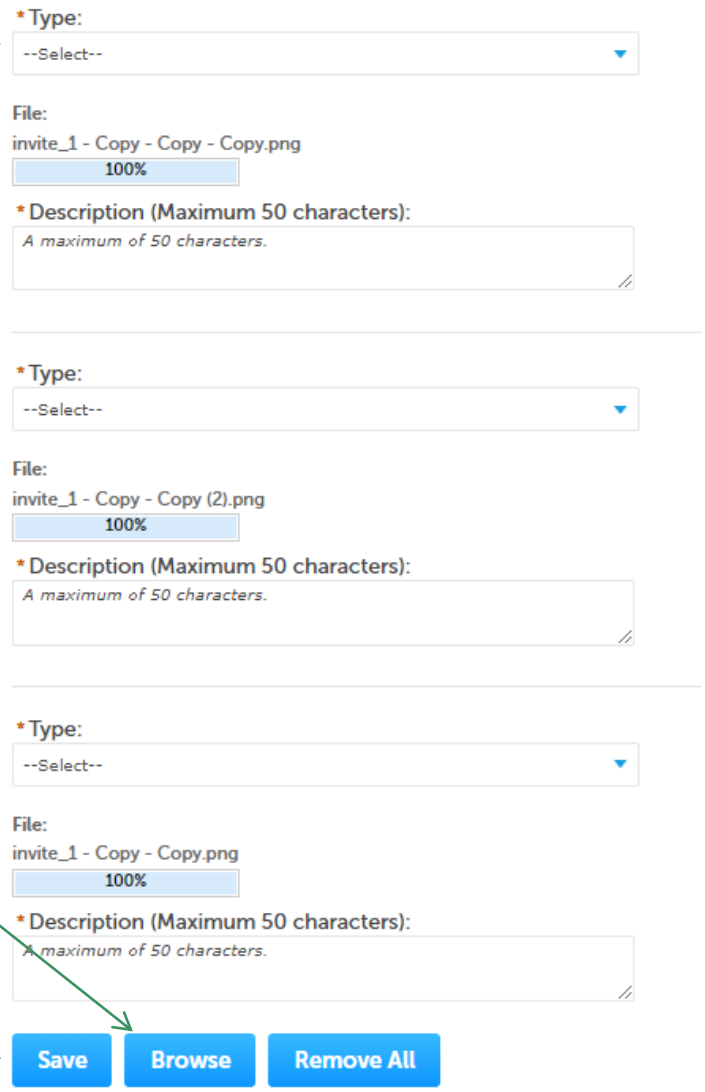
Step 4: Documents (Attaching)

- A “File Upload” window opens
- Click “Browse”
- Choose the file(s) you want to attach.
- When all files reach 100%, click “Continue”



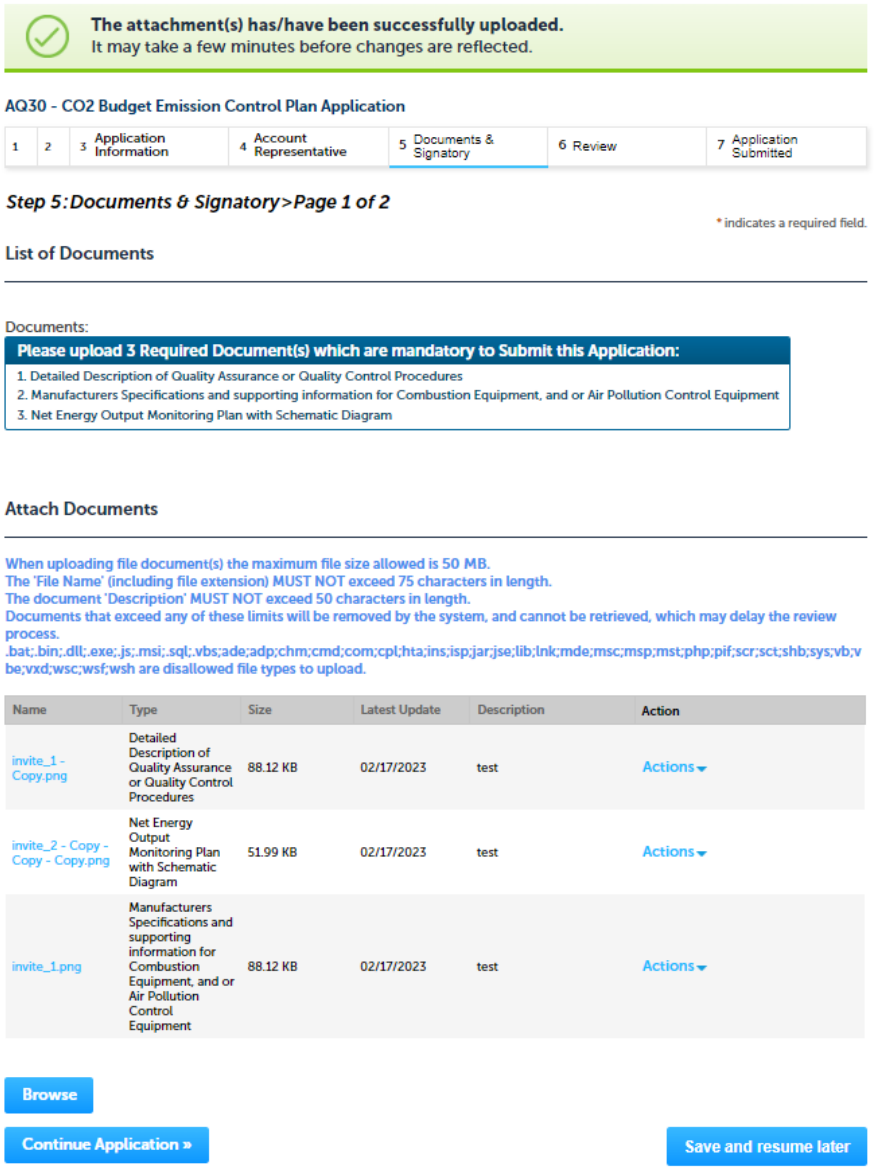
Step 4: Documents (Attaching)

- Select the document type
- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”



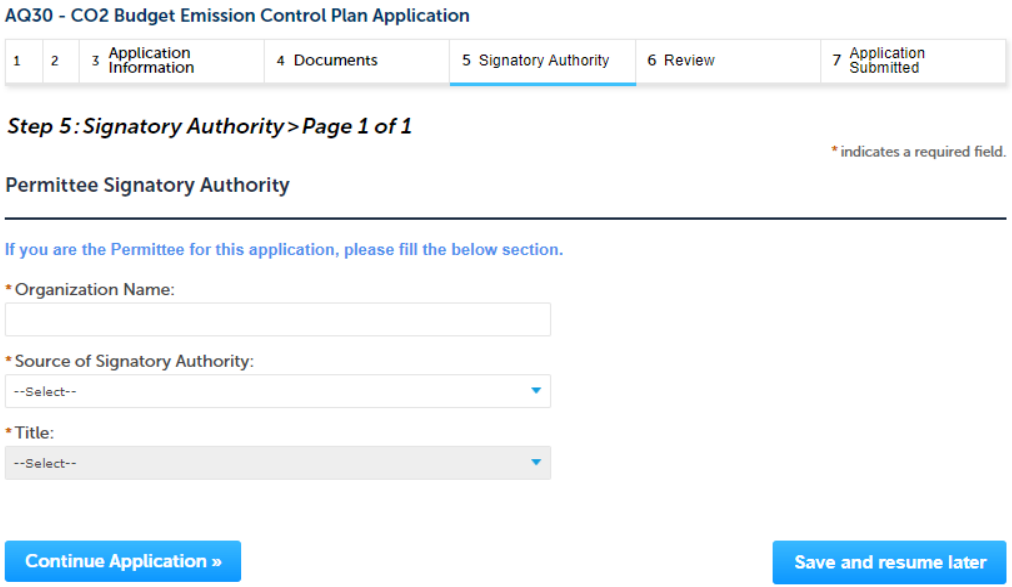
Step 4: Documents (Attaching)

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click on “Continue Application” to proceed



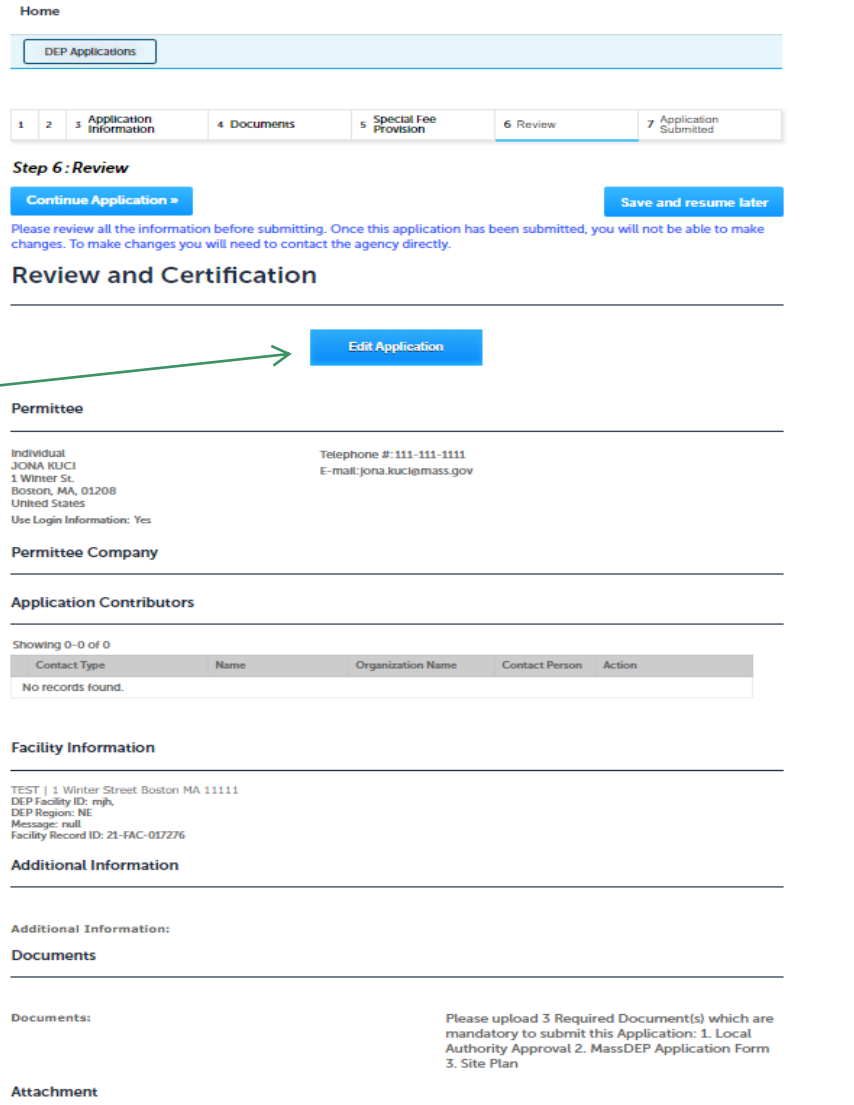
Step 5: Permittee Signature

- If you indicated yourself as the “Permittee” for this application (refer to contact information slide) then complete the Signatory Authority section
- If you are not the Permittee, then please click on “Continue Application” to proceed



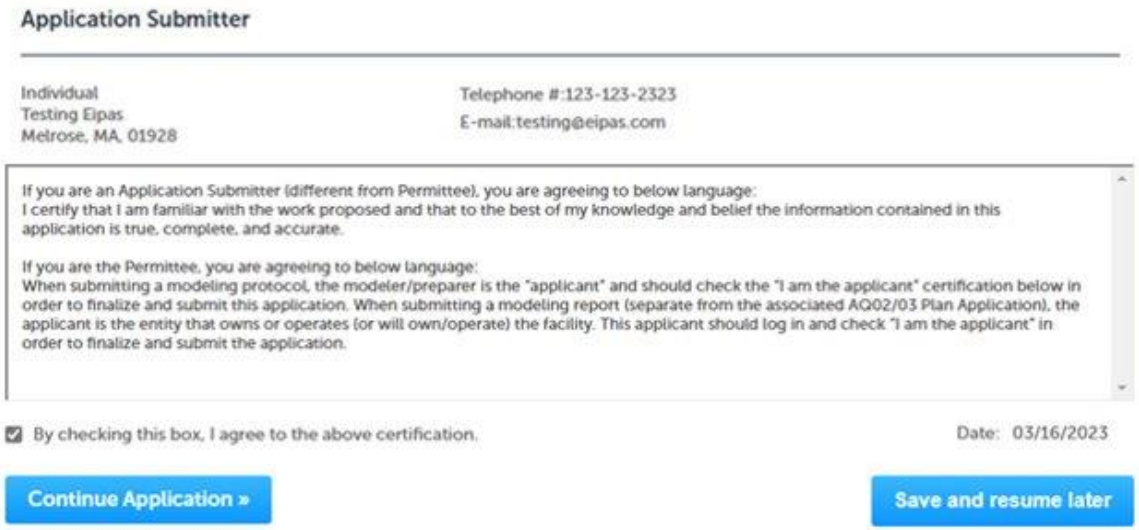
Step 6: Review

- 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



Step 6: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click on “Continue Application” to proceed with the submittal of your application



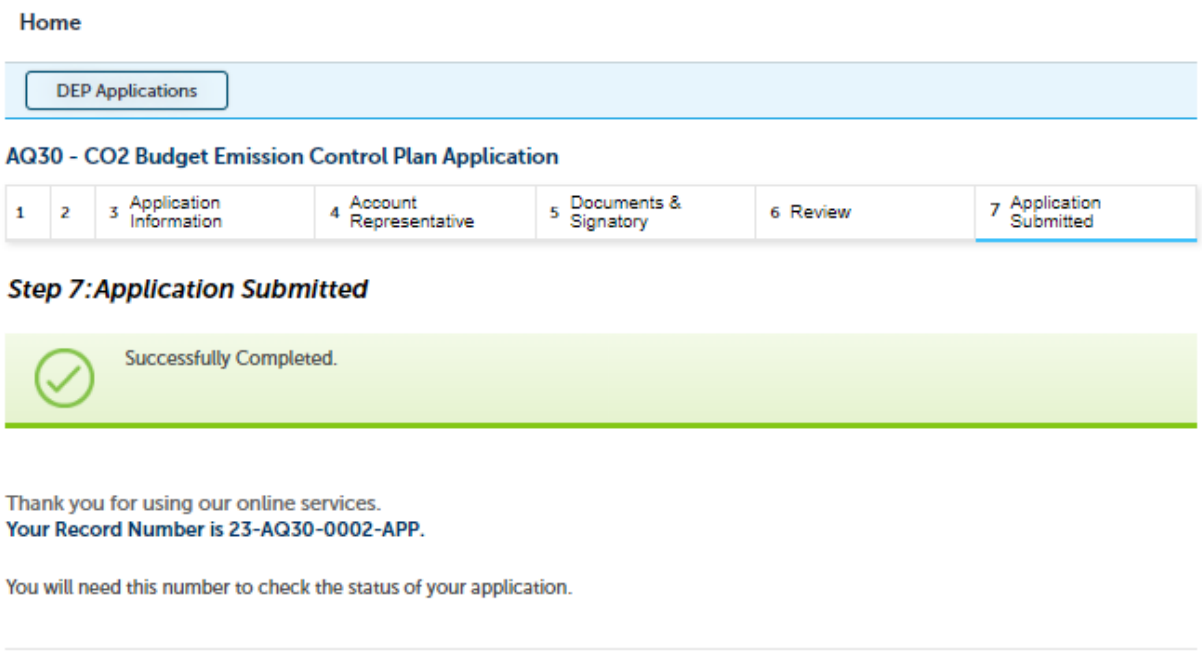
ATTENTION!!!

- If you are the Permittee for this Application, next the system will submit the application.
  - The Agency will start review of your application

- If you are not the Permittee for this Application, next the system will submit the initial application.
  - A notification will be sent to the Application Submitter and to the individual who is identified as the Permittee for this application.
  - Permittee must complete the Permittee Certification Step
  - **NOTE** – The review of the application by Agency will start once the Permittee Certification of the application is completed.

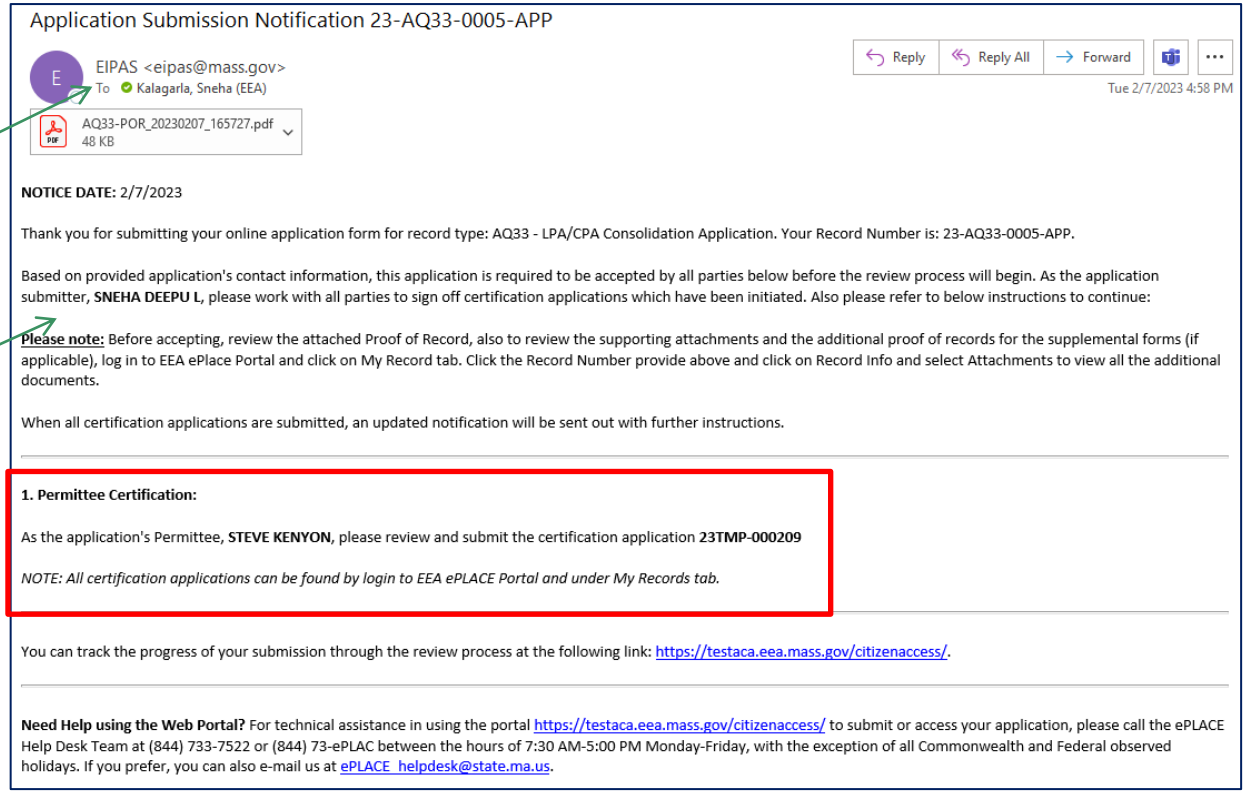
Step 7: Submission Successful!

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications



Permittee Certification

- If you are not the Permittee for this Application, system will send a notification from eipas@mass.gov
- Review the email and follow all steps accordingly



Application Submission Notification 23-AQ33-0005-APP

EIPAS <eipas@mass.gov>
To Kalagarla, Sneha (EEA)

Reply | Reply All | Forward

Tue 2/7/2023 4:58 PM

AQ33-POR_20230207_165727.pdf
48 KB

NOTICE DATE: 2/7/2023

Thank you for submitting your online application form for record type: AQ33 - LPA/CPA Consolidation Application. Your Record Number is: 23-AQ33-0005-APP.

Based on provided application's contact information, this application is required to be accepted by all parties below before the review process will begin. As the application submitter, **SNEHA DEEPU L**, please work with all parties to sign off certification applications which have been initiated. Also please refer to below instructions to continue:

Please note: Before accepting, review the attached Proof of Record, also to review the supporting attachments and the additional proof of records for the supplemental forms (if applicable), log in to EEA ePlace Portal and click on My Record tab. Click the Record Number provide above and click on Record Info and select Attachments to view all the additional documents.

When all certification applications are submitted, an updated notification will be sent out with further instructions.

1. Permittee Certification:

As the application's Permittee, **STEVE KENYON**, please review and submit the certification application **23TMP-000209**

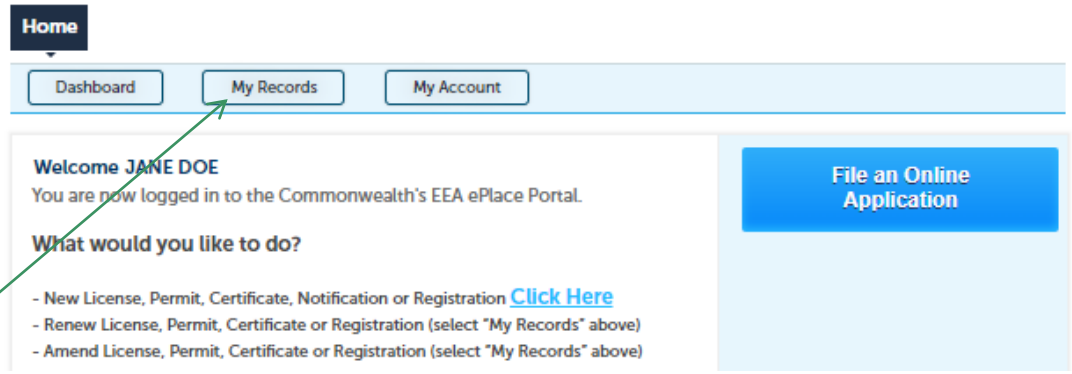
NOTE: All certification applications can be found by login to EEA ePLACE Portal and under My Records tab.

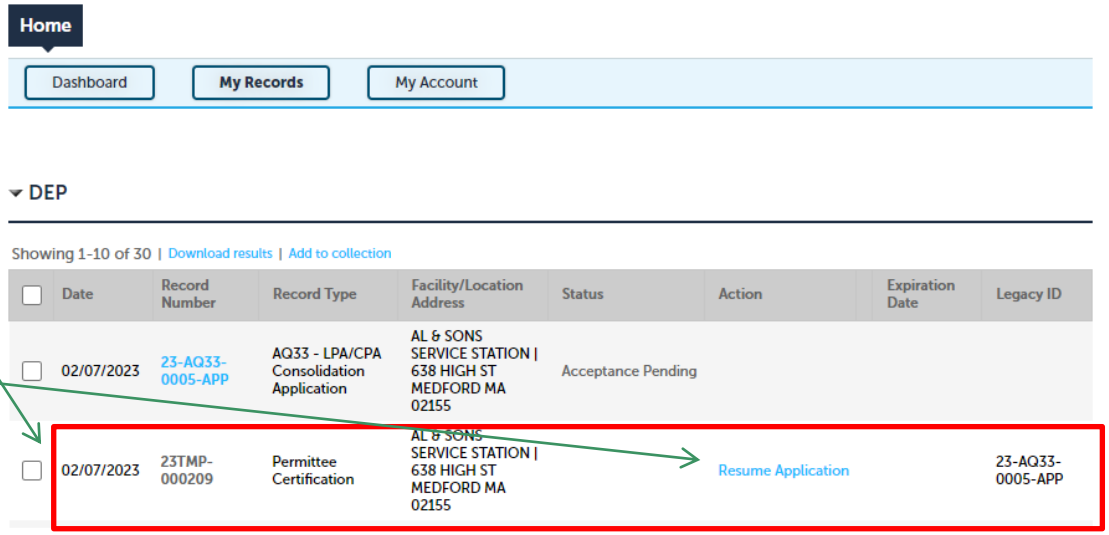
You can track the progress of your submission through the review process at the following link: https://testaca.eea.mass.gov/citizenaccess/.

Need Help using the Web Portal? For technical assistance in using the portal https://testaca.eea.mass.gov/citizenaccess/ to submit or access your 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 Federal observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us.

Permittee Certification

- Log on to EEA ePlace portal
  - https://eplace.eea.mass.gov/citizenaccess
- Go to “My Records” page to the Permittee Certification Record
- The Permittee Certification Record will be listed along with its associated Application Number
- Select “Resume Application”

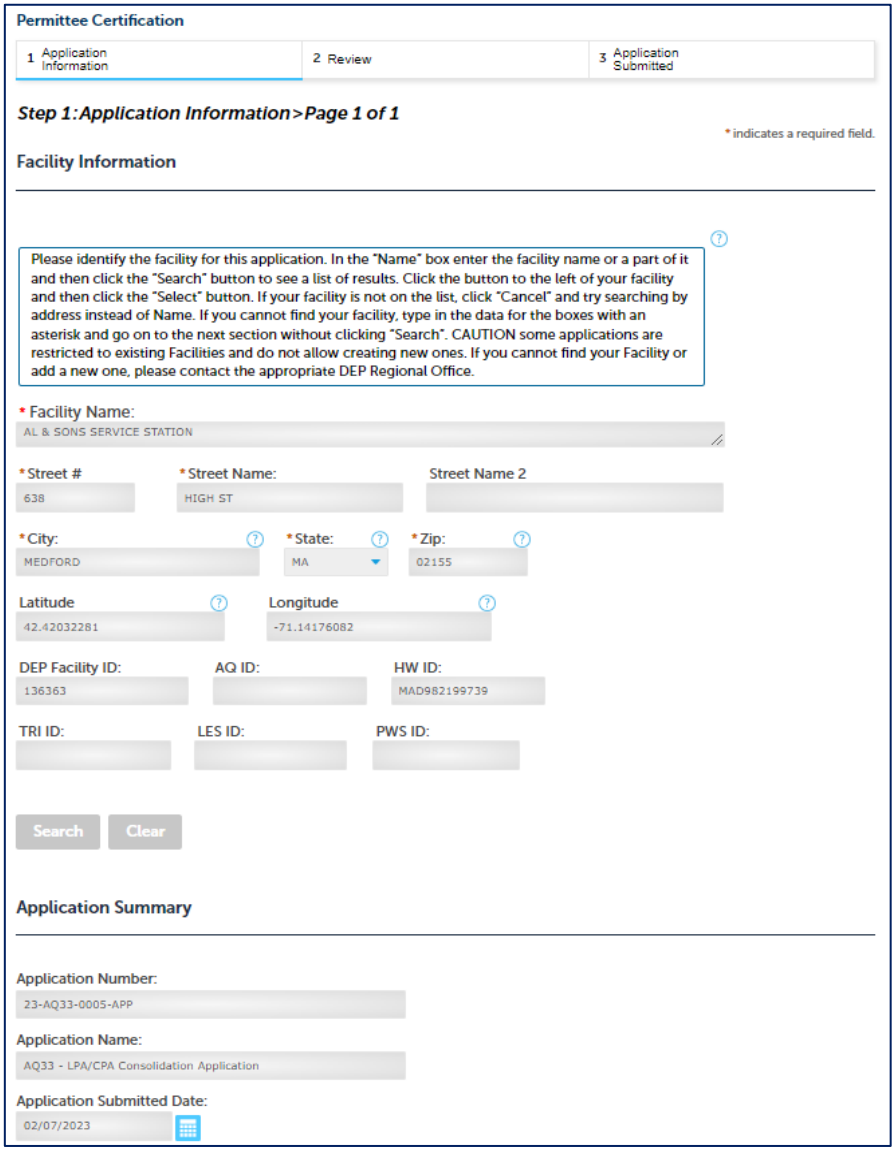




EEA ePlace Portal

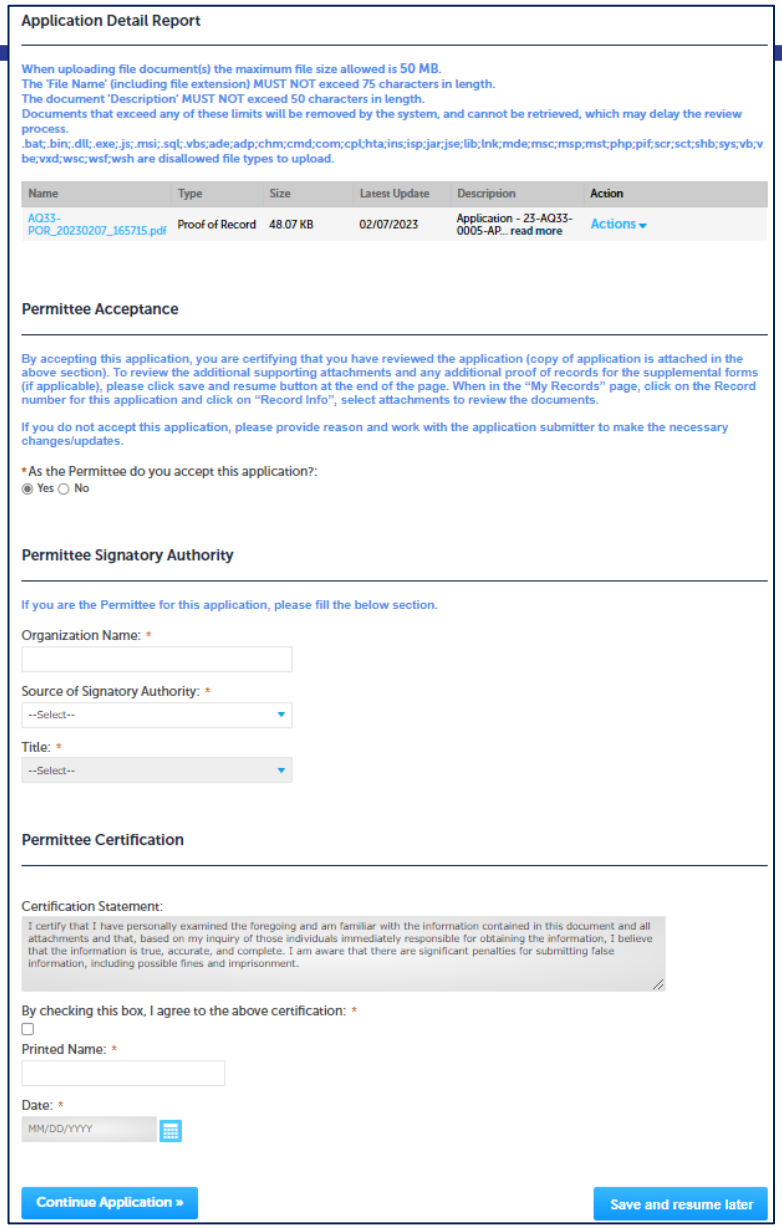
Permittee Certification

- The facility information and Application details are populated
- Please verify the information



Permittee Certification

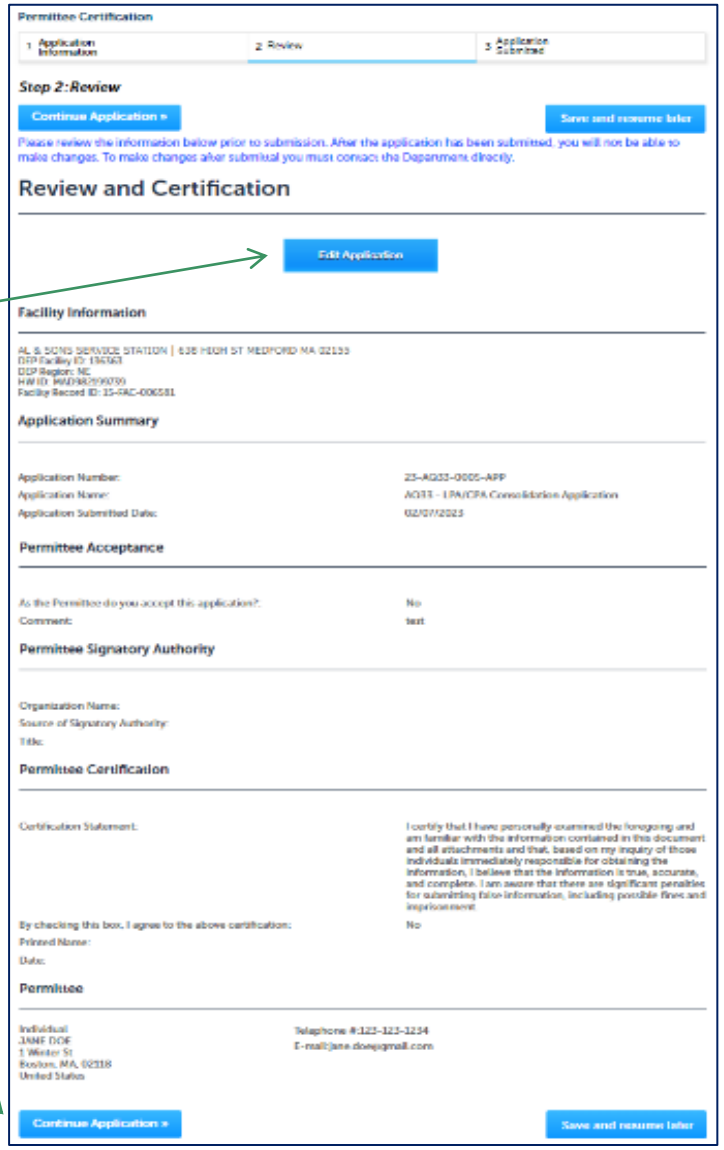
- Review the Proof of Record i.e., copy of the submitted Application
- Please read the instructions and procced accordingly
- Click “Continue Application” to proceed



EEA ePlace Portal

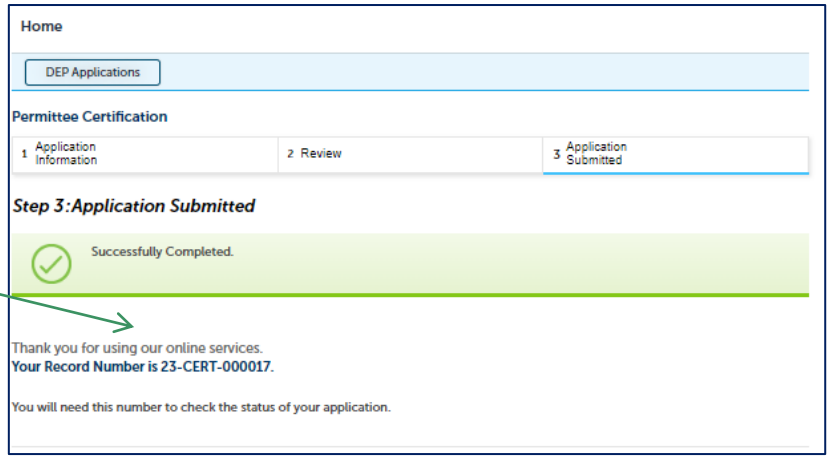
Permittee Certification

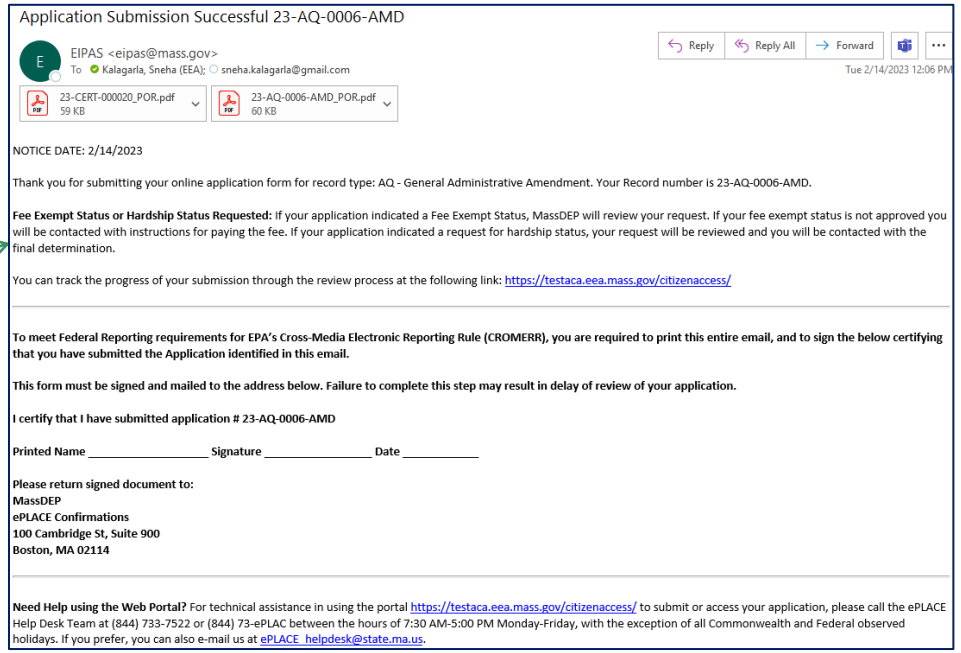
- The entire application is shown on a single page for your review
- If you note something you want to change, click “Edit Application”
- Otherwise, click on “Continue Application” to proceed with the submittal of your application



Permittee Certification - Submission Successful!

- When you submit your certification, you will receive a Record ID as confirmation
- Upon submission of your certification the system will send a notification with the complete application which include the Proof of Record of submitted Application and Permittee Certification
- Read Instructions on this notification for next steps

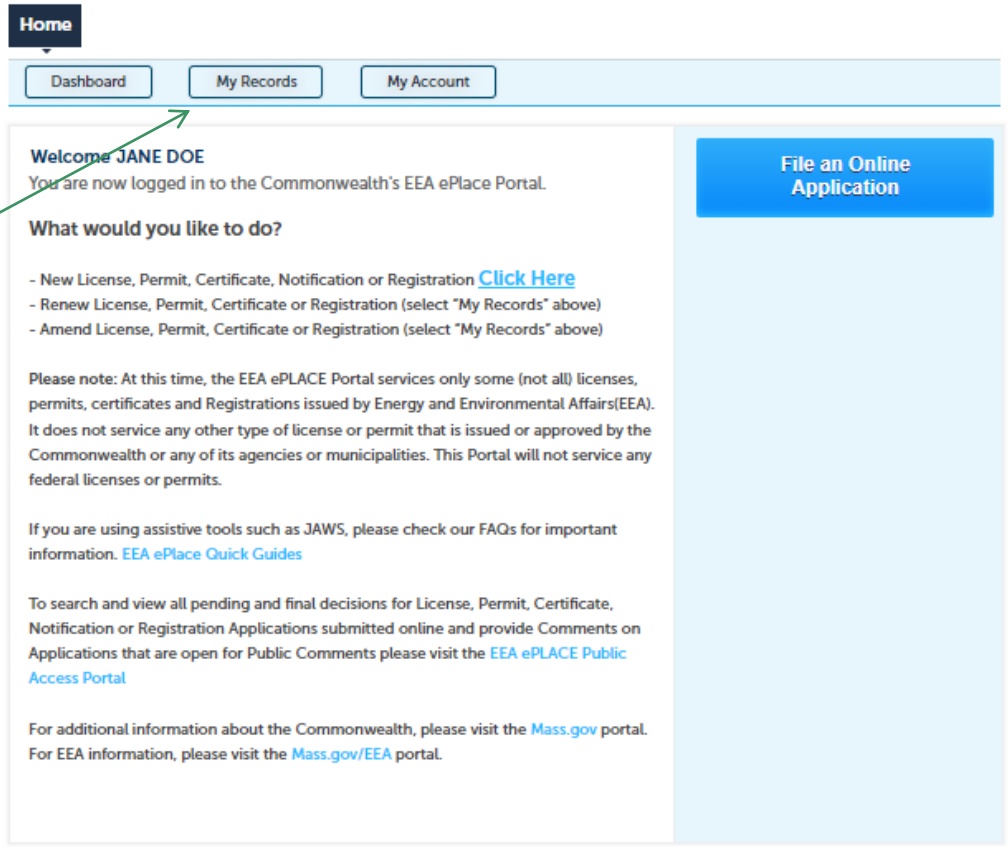




EEA ePlace Portal

To check the status of an application

- Log on to EEA ePlace portal
  - https://eplace.eea.mass.gov/citizenaccess
- Go to your “My Records” page to see and/or track the status of an application



Questions?

For technical assistance:

- Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below:
AQ 30: Carbon Dioxide (CO2) Budget Emission Control Plan | Mass.gov