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# AQ 50% or 25% Facility Emission Cap Application

MassDEP, Bureau of Air & Waste



**EEA ePlace Portal**



# Overview

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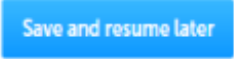

- ❑ This presentation is to assist in completing a new **AQ 50% or 25% Facility Emission Cap Application**
- ❑ Purpose of this application is to voluntarily restrict your facility's emissions as allowed under 310 CMR 7.02(11)
- ❑ This regulation is a streamlined means to limit a facility's federal potential and actual emissions to either 50% or 25% of all the major facility thresholds. In other words, if your facility has federal potential emissions equal to or greater than a major facility threshold, and you are willing to restrict your facility's actual and federal potential emissions to either 25% or 50% of said threshold by complying with the requirements of 310 CMR 7.02(11) (i.e. facility-wide emission caps, record keeping and reporting).
- ❑ This presentation will take you screen by screen through the EEA ePLACE online permitting application process





# General Navigation

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- ☐ 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

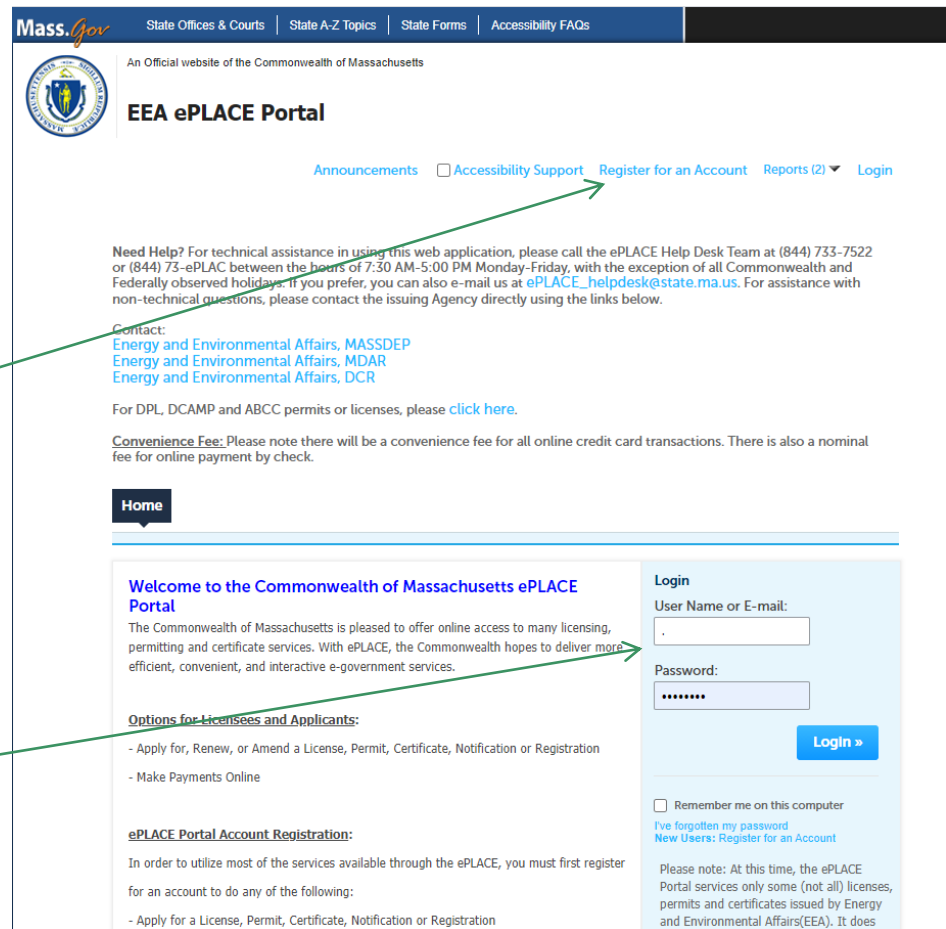




# How to Apply

## 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



The screenshot shows the EEA ePLACE Portal homepage. At the top, there's a navigation bar with links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal header. A green arrow points from the 'Register for an Account' link in the top navigation bar to the 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. Another green arrow points from the 'Log into your account' instruction to the 'Login' section on the right. The 'Welcome' section includes a 'Home' button and a 'Need Help?' section with contact information. The 'Options for Licensees and Applicants' section lists links for applying for, renewing, or amending licenses, permits, certificates, notifications, or registrations, as well as making payments online. The 'ePLACE Portal Account Registration' section explains that users must first register for an account to utilize most services and lists the application process. The 'Login' section on the right has fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login' button. Below the login fields are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A 'Please note' section at the bottom right states that ePLACE Portal services only cover some (not all) licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal



# File an Online Application

❑ Click here to start

The screenshot shows the EEA ePlace Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area has a white background. On the left, it says 'Welcome TEST TESTING' and 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by EEA. On the right side of the main content area, there is a large blue button that says 'File an Online Application'. A green arrow points from the text 'Click here to start' to this button.

Home

Dashboard My Records My Account

**Welcome TEST TESTING**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

**File an Online Application**

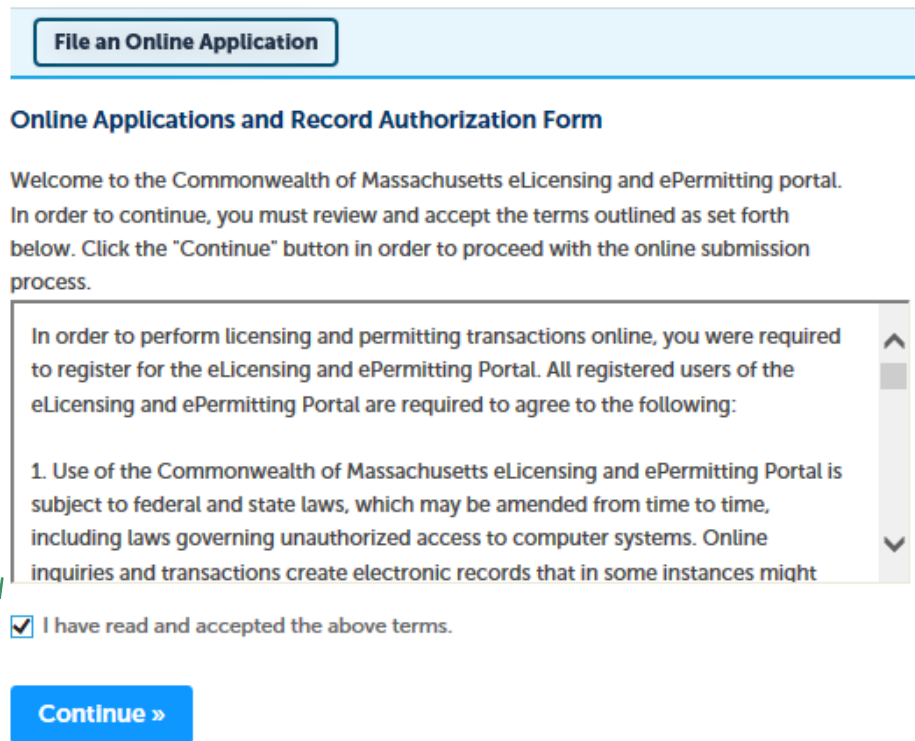


**EEA ePlace Portal**



# File an Online Application

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



**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 »**





# Apply for an AQ50-25 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

**Home**

Dashboard My Records My Account

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

New Applicants:  
The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

Existing Applicants:  
Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are 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.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ **Apply for a DEP Authorization - Air Quality (AQ)**
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Laboratory Certification Program (LES)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only
- ▶ Other





# Apply for an AQ50-25 Application

- ❑ Select “**AQ 50% or 25% Facility Emission Cap Application**” and click continue at the bottom of the page to start your application

- ▼ Apply for a DEP Authorization - Air Quality (AQ)
  - ☐ AQ - General Administrative Amendment
  - ☐ **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
  - ☐ AQ01M - Permit Maintenance Application
  - ☐ AQ02 - Comprehensive Plan Approval Crematory Application
  - ☐ AQ02 - Non-Major Comprehensive Plan Approval Fuel Application
  - ☐ AQ02 - Non-Major Comprehensive Plan Approval Process Application
  - ☐ AQ03 - Major Comprehensive Plan Approval Fuel Application
  - ☐ AQ03 - Major Comprehensive Plan Approval Process Application
  - ☐ AQ09 - Restricted Emission Status Application
  - ☐ AQ14 - Initial Operating Permit Application
  - ☐ AQ18 - Creation of Emission Reduction Credits Application
  - ☐ AQ30 - CO2 Budget Emission Control Plan Application
  - ☐ AQ33 - LPA/CPA Consolidation Application
  - ☐ AQ34 - LPA or CPA Administrative Amendment
  - ☐ AQMM - Modeling Submittal Application
  - ☐ AQ08A - Emission Control Plan Application
  - ☐ AQ08B - Emission Control Plan Application
  - ☐ AQ22 - Emission Control Plan Application
- Apply for a DEP Authorization - Drinking Water (DW)
- Apply for a DEP Authorization - Hazardous Waste (HW)
- Apply for a DEP Authorization - NPDES (WM)
- Apply for a DEP Authorization - Laboratory Certification Program (LES)
- Apply for a DEP Authorization - Solid Waste (SW)
- Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- Apply for a DEP Authorization - Watershed Management (WM)
- Apply for a DEP Authorization - Water Pollution Residuals (WP)
- Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- Apply for a MDAR Authorization
- Apply for an EEA General Request
- Link Your Account - For MassDEP Only
- Other





# Contact Information: Important NOTE

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- ❑ 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

1 Contact Information 2 Facility Information 3 Application Information 4 Signatory Authority 5 Review 6

Step 1: Contact Information > Page 1 of 1

**Instructions**

**Permittee**

Permittee is the person or signatory authority whom is responsible for the Permittee, please select "I'm Permittee".

If you are preparing the application on behalf of the Permittee, click on "Look Up".

Note – If you are unable to find the correct Permittee, click on "save account in the EEA ePLACE Portal and then resume the application."

**I'm Permittee** **Look Up**

**Permittee Company**

Please add the company information that the Permittee is affiliated with.

**Add New**

**Application Contributors**

If multiple preparers will be part of filling out this application, you will need to add them as contributors.

Note – If you are unable to find the correct Preparer, click on "save account in the EEA ePLACE Portal and then resume the application."

**Look Up**

Showing 0-0 of 0

Contact Type	Name	Organization
No records found.		

**Continue Application »**

**Please fill the below Information:**

☐ Use Login Information

\* Individual/Organization: Individual

\* First Name: Middle Name: \* Last Name:

\* Country: United States

\* E-mail: \* Telephone #: Ext #:

\* P.O. Box / Address Line:

\* City: \* State: \* Zip:

**Continue** **Clear** **Cancel**

**Please fill the below Information:**

\* Individual/Organization: Organization

\* Name Of Organization: Contact Person:

\* Country: United States

\* E-mail: \* Telephone #: Ext #:

\* Address Line 1:

\* City: \* State: \* Zip:

**Continue** **Clear** **Cancel**

**Search for Contact**

To search for individual contact, please enter First Name, Last Name, or Middle Name.

First Name: Middle Name: Last Name:

**Look Up** **Clear** **Cancel**

**Save and resume later**



# 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

1 Contact Information	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6
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Step 2: Facility Information > Page 1 of 1

## Facility Information

\* indicates a required field.

Please identify the facility for this application. In the "Name" box enter the facility name or a part of it and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office.

\* Facility Name:

\* Street #

\* Street Name:

Street Name 2

\* City:

\* State:

Latitude

Longitude

DEP Facility ID:

AQ ID:

TRI ID:

LES ID:

Search

Clear

### Facility(s)

Showing 1-12 of 120+

Facility Name   Address
<input checked="" type="radio"/> 7 ELEVEN 37580   664 UNION ST FRANKLIN MA 02038
<input type="radio"/> ADVANCE AUTO PARTS 4972   250 ELM ST PITTSFIELD MA 01201
<input type="radio"/> AL O SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155
<input type="radio"/> ALL STEEL FABRICATING INC   84 CREEPER HILL RD GRAFTON MA 01536
<input type="radio"/> ALLIED WASTE SERVICES OF MA LLC   22 NIGHTINGALE AVE QUINCY MA 02169
<input type="radio"/> ALMEIDA AUTO BODY   20 OAK ST PITTSFIELD MA 01201
<input type="radio"/> ALPHA GRAINGER MANUFACTURING INC   20 DISCOVERY WAY FRANKLIN MA 02038
<input type="radio"/> ATTLEBORO WEST ST WTP   1296 WEST ST ATTLEBORO MA 02703
<input type="radio"/> BAY STATE SPRING CORP   1864 MAIN ST HOLDEN MA 01520
<input type="radio"/> BETH ISRAEL DEACONESS HOSPITAL NEEDHAM   148 CHESTNUT ST NEEDHAM MA 02192
<input type="radio"/> BIRD PRECISION   1 SPRUCE ST WALTHAM MA 02454
<input type="radio"/> BLANDFORD   0 MAIN ST BLANDFORD MA 01006

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Select Cancel



EEA ePlace Portal



# Step 3: Application Information

- ☐ If your facility already has an emission cap, choose “Yes” & provide the “Authorization Number” and “Date Issued” for each of your approvals
- ☐ If your facility does not already have an emission cap, choose “No”
- ☐ Click “Continue Application” to proceed

1 Contact Information 2 Facility Information 3 Application Information 4 Signatory Authority 5 Review 6

Step 3: Application Information > Page 1 of 3 \* indicates a required field.

Notification Statement

You need to enter the following information on this page, only if your facility already operates with an emissions cap. Otherwise, proceed to the next page by clicking 'Continue Application'.

\* Does your facility already operate with an emissions cap?:  
☐ Yes ☐ No

Restricted Emission Status (RES) Approval

Authorization Number:  Date Issued:

MassDEP Operating Permit

Authorization Number:  Date Issued:

25% Cap Approval

Authorization Number:  Date Issued:

50% Cap Approval

Authorization Number:  Date Issued:

Other Facility-Wide Cap Approval

Authorization Number:  Date Issued:

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





# Step 3: Application Information

- ❑ If your facility already has an emission cap, indicate the cap for each of the requested pollutants
- ❑ If there is no current cap, leave the field blank (do not enter zero)
- ❑ NOTE: A cap is a limit established by a permit
- ❑ Provide the actual emissions (in tons) of each pollutant emitted from your facility for the previous calendar year.
- ❑ Click “Continue Application” to proceed

## AQ 50% or 25% Facility Emission Cap Application

1 Contact Information	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6
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### Step 3: Application Information > Page 2 of 3

\* indicates a required field.

#### Specify Current Emission Caps

Particulate Matter:

Tons/Year

VOC:

Tons/Year

CO:

Tons/Year

Total HAPs:

Tons/Year

SOx:

Tons/Year

NOx:

Tons/Year

Individual HAPs:

Tons/Year

#### Facility-Wide Emission Summary

The ACTUAL emissions from all activities at the facility for the previous calendar year. If you enter facility-wide actual emissions of SOx, CO or Particulate Matter greater than 50 tons per year and/ or NOx or VOC emissions greater than 25 tons per year and/or Single HAP emissions greater than 5 tons per year or Total HAP greater than 12.5 tons per year, you may want to re-consider your pursuit of this emission cap. At least one field below must be populated.

Provide Actual Emissions for Last Calendar Year:

SOx:

Tons

NOx:

Tons

Individual HAPs:

Tons

Particulate Matter:

Tons

VOC:

Tons

CO:

Tons

Total HAPs:

Tons

Continue Application »

Save and resume later



EEA ePlace Portal



# Step 3: Application Information

- ☐ Check the box to indicate the emission cap level that you are seeking.
- ☐ Each pollutant will be subject to the cap established by this application
- ☐ Click “Continue Application” to proceed

## AQ 50% or 25% Facility Emission Cap Application

1 Contact Information	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6
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### Step 3: Application Information > Page 3 of 3

\* indicates a required field.

Please Pick One option

"I hereby notify MassDEP that this facility will operate in accordance with the general requirements of 310 CMR 7.02(11) and under the facility wide emission cap in lieu of restricted emission status or operating permit approval or other facility-wide cap where applicable."

50% Cap: 310 CMR 7.02 (11)(e): ?

☐

25% Cap: 310 CMR 7.02 (11)(f): ?

☐

[Continue Application »](#)

[Save and resume later](#)





# Step 4: 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

1	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6 Application Submitted
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**Step 4: Signatory Authority > Page 1 of 1**

\* indicates a required field.

**Permittee Signatory Authority**

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If you are the Permittee for this application, please fill the below section.

\* Organization Name:

\* Source of Signatory Authority:

\* Title:

[Continue Application »](#)

[Save and resume later](#)





# Step 5: 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

1	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6 Application Submitted
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## Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

## Review and Certification

[Edit Application](#)

### Permittee

Individual  
SNEHA DEEPU L  
1 winter street EDIT  
Melrose, MA, 01928  
United States

Telephone #-123-123-2323  
E-mail:sneha.kalagarla@mass.gov

### Permittee Company

Organization  
543  
234  
234, CA, 23434  
United States

Telephone #-222-222-2222  
E-mail:test@tset.com

### Application Contributors

Showing 1-1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Application Prepared By	Jona Kuci			<a href="#">Edit/View</a>

### Facility Information

TANON MANUFACTURING INC | 126 MERRIMACK ST METHUEN MA 01844  
DEP Facility ID: 311659  
DEP Region: NE  
AQ ID: 1210530  
Message: NULL  
Facility Record ID: 15-FAC-010092

### Notification Statement



EEA ePlace Portal



# Step 5: Review

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

## Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

Telephone #:123-123-2323  
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)





# ATTENTION!!!

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- ☐ 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


Home

DEP Applications

AQ 50% or 25% Facility Emission Cap Application

1	2 Facility Information	3 Application Information	4 Signatory Authority	5 Review	6 Application Submitted
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**Step 6: Application Submitted**

 Successfully Completed.

Thank you for using our online services.  
**Your Record Number is 23-AQ5025-0005-APP.**

You will need this number to check the status of your application.







# Permittee Certification

- ❑ If you are not the Permittee for this Application, system will send a notification from [eipas@mass.gov](mailto: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)

 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](mailto:ePLACE_helpdesk@state.ma.us).



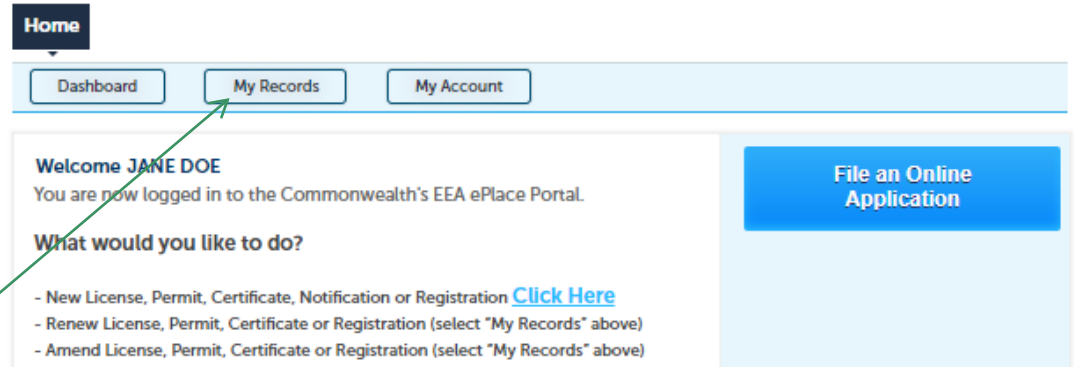


# Permittee Certification

- ❑ 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



Home

DashboardMy RecordsMy Account

▼ DEP

Showing 1-10 of 30 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date	Legacy ID
<input type="checkbox"/>	02/07/2023	<a href="#">23-AQ33-0005-APP</a>	AQ33 - LPA/CPA Consolidation Application	AL & SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155	Acceptance Pending			
<input type="checkbox"/>	02/07/2023	23TMP-000209	Permittee Certification	AL & SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155		<a href="#">Resume Application</a>		23-AQ33-0005-APP



# Permittee Certification

❑ The facility information and Application details are populated

❑ Please verify the information

**Permittee Certification**

1 Application Information	2 Review	3 Application Submitted
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**Step 1: Application Information > Page 1 of 1** \* indicates a required field.

**Facility Information**

Please identify the facility for this application. In the "Name" box enter the facility name or a part of it and then click the "Search" button to see a list of results. Click the button to the left of your facility and then click the "Select" button. If your facility is not on the list, click "Cancel" and try searching by address instead of Name. If you cannot find your facility, type in the data for the boxes with an asterisk and go on to the next section without clicking "Search". CAUTION some applications are restricted to existing Facilities and do not allow creating new ones. If you cannot find your Facility or add a new one, please contact the appropriate DEP Regional Office.

\* Facility Name:  
AL & SONS SERVICE STATION

\* Street #  
638

\* Street Name:  
HIGH ST

Street Name 2

\* City:  
MEDFORD

\* State:  
MA

\* Zip:  
02155

Latitude  
42.42032281

Longitude  
-71.14176082

DEP Facility ID:  
136363

AQ ID:

HW ID:  
MAD982199739

TRI ID:

LES ID:

PWS ID:

Search Clear

**Application Summary**

Application Number:  
23-AQ33-0005-APP

Application Name:  
AQ33 - LPA/CPA Consolidation Application

Application Submitted Date:  
02/07/2023





# Permittee Certification

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



EEA ePlace Portal

**Application Detail Report**

When uploading file document(s) the maximum file size allowed is 50 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.  
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
AQ33-POR_20230207_165715.pdf	Proof of Record	48.07 KB	02/07/2023	Application - 23-AQ33-0005-AP.. read more	Actions ▾

**Permittee Acceptance**

By accepting this application, you are certifying that you have reviewed the application (copy of application is attached in the above section). To review the additional supporting attachments and any additional proof of records for the supplemental forms (if applicable), please click save and resume button at the end of the page. When in the "My Records" page, click on the Record number for this application and click on "Record Info", select attachments to review the documents.

If you do not accept this application, please provide reason and work with the application submitter to make the necessary changes/updates.

• As the Permittee do you accept this application?:  
☒ Yes ☐ No

**Permittee Signatory Authority**

If you are the Permittee for this application, please fill the below section.

Organization Name: \*

Source of Signatory Authority: \*

Title: \*

**Permittee Certification**

**Certification Statement:**

I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

By checking this box, I agree to the above certification: \*

☐

Printed Name: \*

Date: \*

Continue Application »

Save and resume later



# 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

1 Application Information 2 Review 3 Application Submitted

Step 2: Review

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

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

[Edit Application](#)

Facility Information

AL & SONS SERVICE STATION | 636 HIGH ST MEDFORD MA 02155  
OSP Facility ID: 156163  
OSP Region: NE  
HW ID: 660987090709  
Facility Record ID: 25-0AC-006581

Application Summary

Application Number: 25-AQ33-0005-APP  
Application Name: AQ33 - LPA/CFA Consolidation Application  
Application Submitted Date: 02/07/2025

Permittee Acceptance

As the Permittee do you accept this application? No  
Comment: text

Permittee Signatory Authority

Organization Name:  
Source of Signatory Authority:  
Title:

Permittee Certification

Certification Statement: I certify that I have personally examined the foregoing and am familiar with the information contained in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.

By checking this box, I agree to the above certification: No

Printed Name:  
Date:

Permittee

Individual:  
JANE DOE  
1 Wester St  
Boston, MA, 02118  
United States

Telephone #: 123-123-1234  
E-mail: jane.doe@gmail.com

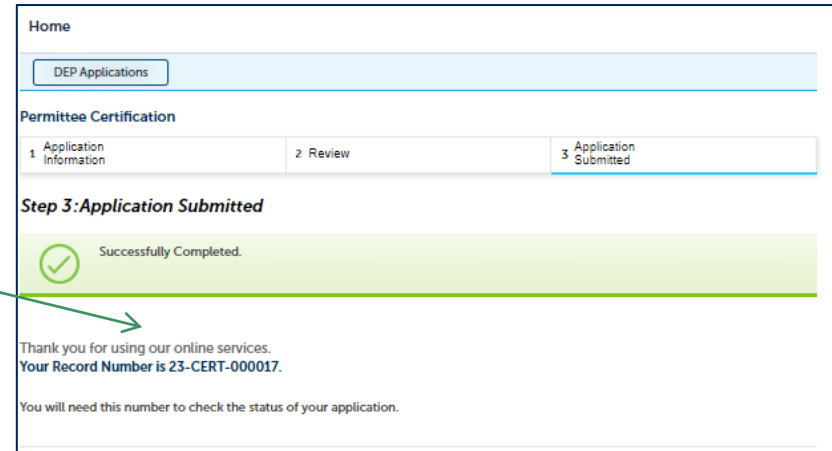
[Continue Application »](#) [Save and resume later](#)





# 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



Home

DEP Applications

Permittee Certification

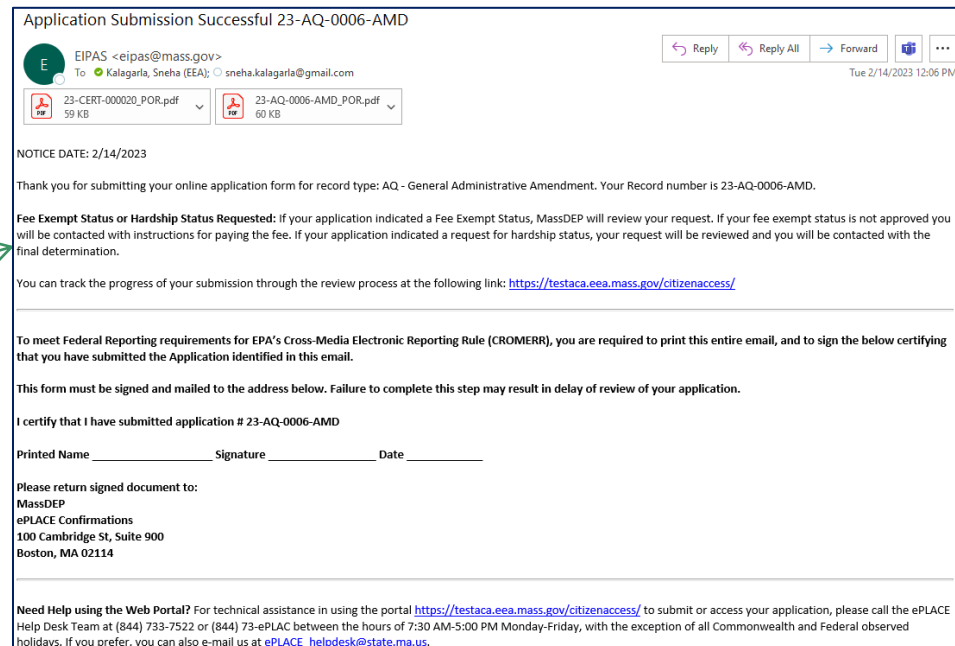
1 Application Information 2 Review 3 Application Submitted

**Step 3: Application Submitted**

✓ Successfully Completed.

Thank you for using our online services.  
**Your Record Number is 23-CERT-000017.**

You will need this number to check the status of your application.



Application Submission Successful 23-AQ-0006-AMD

EIPAS <eipas@mass.gov>  
To: Kalagarla, Sneha (EEA); sneha.kalagarla@gmail.com

23-CERT-000020\_POR.pdf 59 KB 23-AQ-0006-AMD\_POR.pdf 60 KB

NOTICE DATE: 2/14/2023

Thank you for submitting your online application form for record type: AQ - General Administrative Amendment. Your Record number is 23-AQ-0006-AMD.

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

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

To meet Federal Reporting requirements for EPA's Cross-Media Electronic Reporting Rule (CROMERR), you are required to print this entire email, and to sign the below certifying that you have submitted the Application identified in this email.

This form must be signed and mailed to the address below. Failure to complete this step may result in delay of review of your application.

I certify that I have submitted application # 23-AQ-0006-AMD

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return signed document to:  
MassDEP  
ePLACE Confirmations  
100 Cambridge St, Suite 900  
Boston, MA 02114

**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](mailto:ePLACE_helpdesk@state.ma.us).



EEA ePlace Portal

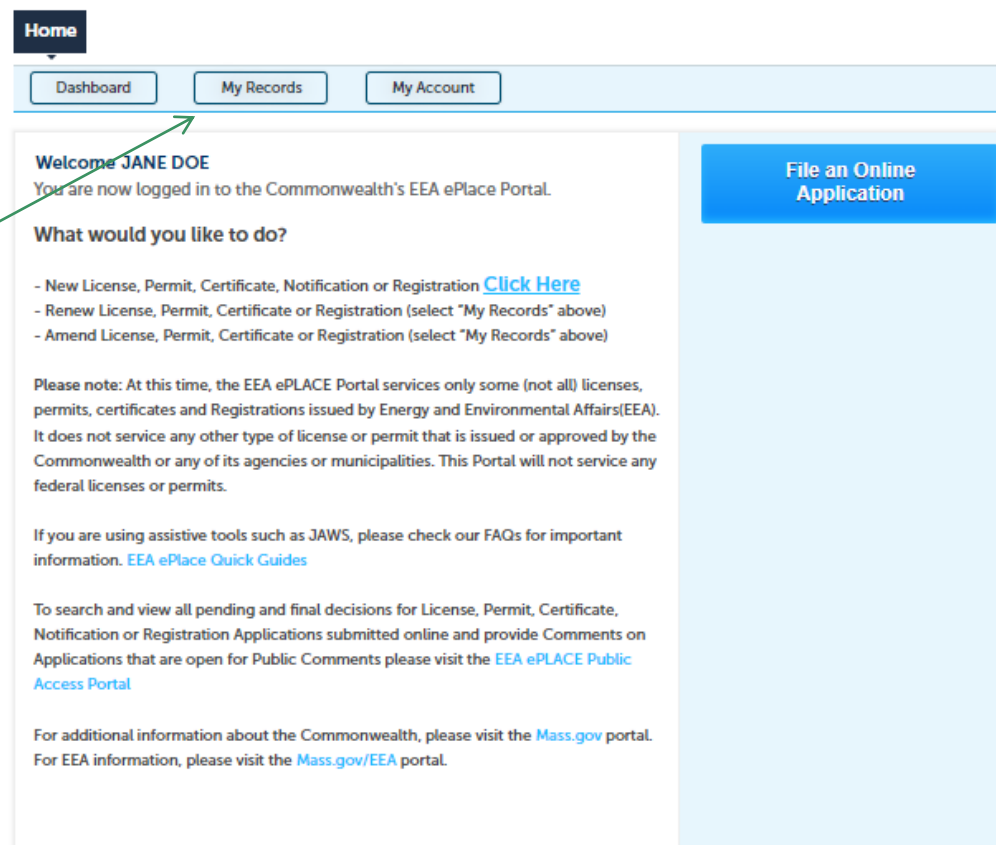


# To check the status of an application

- ❑ 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?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

[Emissions Notification Form: 50% or 25% Facility Emissions Cap | Mass.gov](#)



**EEA ePlace Portal**