
Air Quality Operating Permits

(Initial Application, Amendment, Modification, Renewal)

MassDEP, Bureau of Air & Waste



EEA ePLACE Portal

Air Operating Permits in ePLACE

- ▶ These Instructions apply to the following applications
 - AQ12- Renewal of an Air Quality operating Permit
 - AQ14- Initial Air Quality Operating Permit
 - AQ10- Operating Permit Minor Modification
 - AQ11- Operating Permit Administrative Amendment
 - AQ13- Operating Permit Significant Modification
- ▶ All of these applications are available for submission through ePLACE at:

<https://permitting.state.ma.us/CitizenAccess/>



Overview

- This presentation is to assist anyone who wants or needs to complete an application for an Air Operating Permit, Renewal of an Air Operating Permit or Amendment/ Modification of an Air Operating Permit.
- This presentation will take you screen by screen through the ePLACE online permitting application process.
- If starting an Initial Air operating Permit Application jump to page 9 of this instruction
- If RENEWING or MODIFYING an Existing Permit, please continue to the next page.



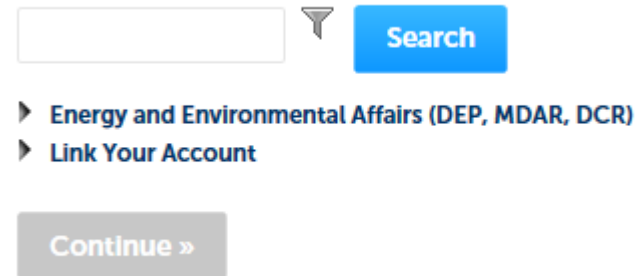
Getting Started: Renewals and Modifications

- ALL Applications for a Renewal, Amendment or Modification starts with an existing Air Operating Permit Record
- A Record has been established for each of the Existing Air Quality Operating Permits in ePLACE.
- MassDEP a PIN letter to the facility contact for each existing permit. This PIN letter provides a record ID and a code to allow the facility contact or their designee to access the Air Operating Permit Record for that facility
- Once the facility contact activates the PIN codes the Operating Permit record will show up on their dashboard
- To the right of the record will be links to the forms to Amend (Modify) and/ or Renew the permit .



Activating the PIN

- Once you log in, click “Link Your Account” on the ePLACE Home Page

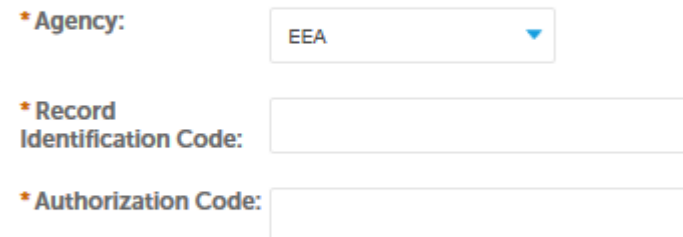


A search bar with a dropdown arrow and a blue "Search" button. Below the search bar, there are two links: "Energy and Environmental Affairs (DEP, MDAR, DCR)" and "Link Your Account". A grey "Continue »" button is located below the links.

- Enter the Record code and PIN Number from the PIN letter and click Continue
- You only need to do this once.

Record Authorization Form

RECORD LINK



A form titled "RECORD LINK" with three fields: "Agency:" with a dropdown menu showing "EEA", "Record Identification Code:" with a text input field, and "Authorization Code:" with a text input field.

Continue »



RENEWAL or MODIFICATION

- Start a renewal or modification application from your “My Records” list.
- Click on the blue link on the right of the authorization record to Amend or Renew.
- The Amendment link will appear at all times unless an amendment application has been submitted and not yet acted upon.
- The renewal link will also be available.

Home

Dashboard My Records My Account Advanced Search ▾

▼ DEP

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	01/08/2020	AQ14-0000024	AQ14 - Operating Permit Authorization	STONEHILL COLLEGE EASTON, MA 02356	01/08/2025	Active	Amendment



Amendments/ Modifications

- When you click on the Amendment link, the next screen asks the applicant to choose the appropriate Amendment form
- Choose the form you wish and Click Continue Application
- With the exception of the Administrative Amendment, the application form after this screen is the same as an Initial or Renewal Application.

Home

DEP Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply, contact us.

Search

- ☐ AQ10 - Operating Permit Minor Modification
- ☐ AQ11 - Operating Permit Administrative Modification
- ☐ AQ13 - Operating Permit Significant Modification

Continue Application »



IMPORTANT

- ***The first time you apply for a renewal or modification you will need to complete the ENTIRE application. This is a one time effort only.***
- After the one time completion of the form, the next renewal or modification will present the applicant a pre-filled form to modify
- An Administrative Amendment can be completed and submitted without having to complete the entire application.
- You cannot submit multiple modifications at the same time. Only one application can be completed and submitted and must be approved by MassDEP before another modification application can be prepared.



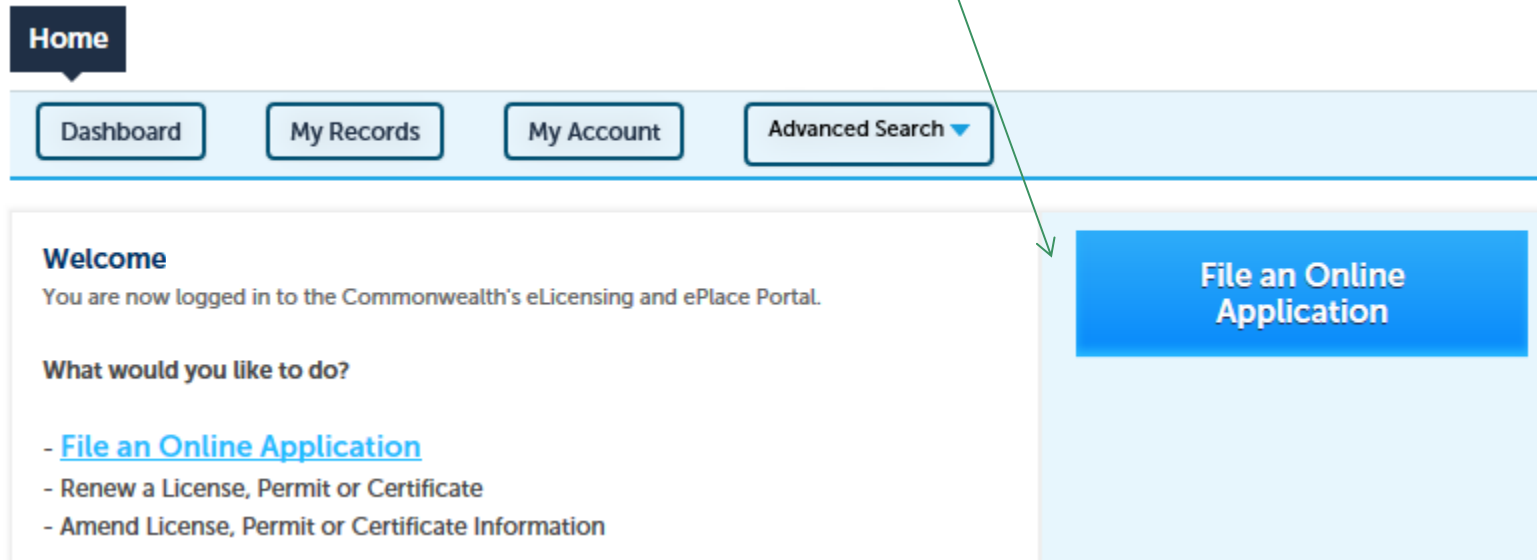
Air Operating Permit Renewals

- To begin a Renewal, click the “Renew” link to the right of the record.
- If the “Renew” link does not appear, contact your regional office or the ePLACE Help Desk. After the first Renewal, the system will send automatic notifications but in the transition to the new forms, there may need to be some manual adjustments made by IT or Program staff to facilitate access to the application.
- The Renewal has the same application content as the Initial Application, Minor and Significant Modification applications.
- Skip to page 14 of this presentation to continue with instructions on form content



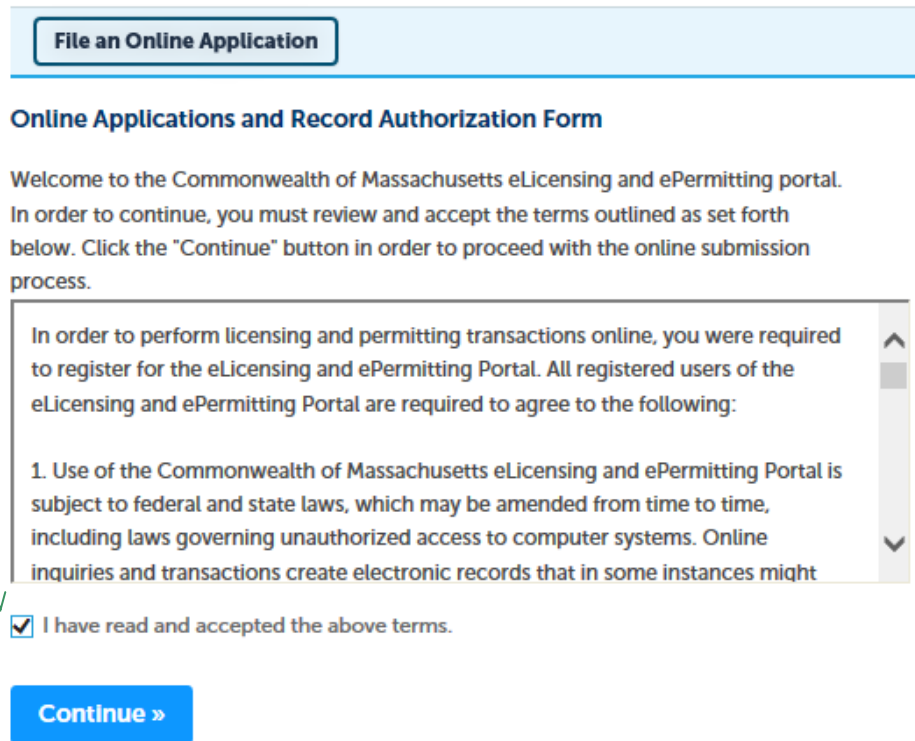
Initial Air Operating Permit Application

- From the Home page, Click here to start



Initial Air Operating Permit 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 »



Initial Air Operating Permit 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.

✦ **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 »](#)



Initial Air Operating Permit Application


- Select AQ14 Operating Permit Application and click “Continue Application” at the bottom of the page

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for

 [Search](#)

▼ 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
- ☐ 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
- ☐ AQ08A/B/22 - Emission Control Plan Application
- ☐ AQ09 - Restricted Emission Status Application
- ☐ AQ14 - 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)

▶ Watershed Management (WM)

▶ Legacy Application



Air Operating Permit Content

- The Application form is divided into several sections including:
 - ▶ Contacts- This is where the applicant defines the permittee and also identifies who will be able to work on the application (who will get the application listed on their ePLACE dashboard)
 - ▶ Facility- The applicant needs to select the facility (only Initial Applications)
 - ▶ Application Information- the Technical content of the Application
 - ▶ Documents- Attachments
 - ▶ Certification/ Acceptance- Certification and Acceptance of the Application by a Responsible Official
 - ▶ Fees- Applications for an Initial Air Operating Permit will have a fee calculation section.

Each of these sections are covered in the next pages.



Contact Information

- VERY IMPORTANT: The entries you make in this section will dictate who will be able to access the application both before and after submittal.
- There are three required contacts
 - ▶ Permittee- The person with signatory authority for the company requesting an air operating permit, renewal or modification.
 - ▶ Permittee Company- The company and company contact for the company
 - ▶ Application Contributors- Could be the Permittee but more likely a Consultant or Company staff person who is preparing the application and will be responsible for editing the application after submittal if MassDEP request additional information.



Contact Information: Permittee

Permittee

Permittee is the person or signatory authority whom is responsible for signing and accepting all conditions of the Permit. If you are the Permittee, please select "I'm Permittee".

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

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

I'm Permittee

Look Up

In order to insert a Permittee, the person must have an account in ePLACE. Click "Look up" and enter the person's last name to retrieve their account information for this section. If the account information is incorrect, close the application and have the person edit their account.



Contact Information: Permittee Affiliation

The next box asks for the company the Permittee is affiliated with. The only information required is the name and address of the company. If you choose to “Look Up” and there is a contact name on the record that is not correct , save the selected company then click the “Edit” button to edit out the contact name and/ or phone number

Permittee Company

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

Add New

Look Up



Contact Information: Contributors

- Again, anyone that should be listed in this fields must have an ePlace account. By adding them to the record, you will be giving them access to contribute to the application. Click the Look up Button and search by Name.

Application Contributors

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

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

Look Up

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Continue Application »

Save and resume later



Facility Information

- The Facility will be pre-populated for Renewals and Amendments. (*If there has been a name or address change, please contact MassDEP before starting the application*)
- For an Initial Application search for the facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” and search different or fewer criteria

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 1: Facility Information > Page 1 of 2

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the “Name” box and click on “Search”. Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing “Clear” and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on “Search”. The facility information will populate the boxes. If this is a new facility, press the “Clear” button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on “Search”.

* Facility Name:

* Street # * Street Name: Street Name 2

* City: * State: * Zip:

Latitude Longitude

DEP Facility ID: AQ ID:



Facility Information

- 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” or
- Click “Cancel and search again
- When you’ve added your facility information, click “Continue Application”

Facility(s)

Showing 1-8 of 8

	Facility Name Address
<input type="radio"/>	NATIONAL GRID TRAINING CTR 449 SOUTHWEST CUTOFF MILLBURY MA 01527
<input type="radio"/>	NATIONAL GRID 0 BERRY ST PLAINVILLE MA 02762
<input type="radio"/>	NATIONAL GRID 127 WHITES PATH YARMOUTH MA 02664
<input type="radio"/>	NATIONAL GRID 39 QUINCY AVE BRAINTREE MA 02184
<input type="radio"/>	NATIONAL GRID LEOMINSTER MGP 36 MILL ST LEOMINSTER MA 01453
<input type="radio"/>	NATIONAL GRID NORWOOD 127 DEAN ST NORWOOD MA 02062
<input type="radio"/>	NATIONAL GRID USA SERVICE COMPANY INC 40 SYLVAN RD WALTHAM MA 02451
<input type="radio"/>	NATIONAL GRID WEBSTER MGP 21 MAIN ST WEBSTER MA 01570
<	

Select

Cancel



Application Information

- The Technical content of the Application starts at this point in the form.
- Provide the Standard Industrial Classification (SIC) Code:
 - For more information about SIC codes, go to:
<https://www.osha.gov/pls/imis/sicsearch.html>
- Provide the North American Industry Classification System (NAICS) Code:
 - For more information about NAICS codes, go to:
<https://www.census.gov/eos/www/naics/index.html>
- Give a brief description of your facility

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 2 of 16

* indicates a required field

Facility Related Information

For more information about:

1. Standard Industrial Classification (SIC) Code, please visit <https://www.osha.gov/pls/imis/sicsearch.html>

2. North American Industry Classification System (NAICS) Code, please visit <https://www.census.gov/eos/www/naics/index.html>

*Note: Please enter either SIC or NAICS for this facility, at least one is required.

Standard Industrial Classification (SIC) Code: ?

North American Industry Classification System (NAICS) Code: ?

Facility Description

* Please provide a brief description of the facility:

Applicability of 310 CMR 7.00, Appendix C

Please provide the reason that your facility is applicable to 310 CMR 7.00, Appendix C

Applicable due to categorical inclusion: ?

--Select--

Additional Categories:



Application Information

- In this section, identify the reasons why this facility is applicable to 310 CMR 7.00, Appendix C
 - ▶ Choose your categorical inclusion (including additional categories not listed)
- And/ Or
 - ▶ Indicate if the facility has emissions listed under “Applicable Pollutants” that exceed or equal the listed levels
- Click “Continue Application”

Applicability of 310 CMR 7.00, Appendix C

Please provide the reason that your facility is applicable to 310 CMR 7.00, Appendix C

Applicable due to categorical inclusion:

--Select--

Additional Categories:

Applicable due to facility emissions or federal potential emissions equal to or exceeding one or more of the following levels listed below:

☐ Yes ☐ No

Applicable Pollutants

For each pollutant please indicate if that pollutant triggers applicability by indicating yes or no.

* VOC (50 TPY):

☐ Yes ☐ No

* CO (100 TPY):

☐ Yes ☐ No

* PM10 (100 TPY):

☐ Yes ☐ No

* NOx (50 TPY):

☐ Yes ☐ No

* SO2 (100 TPY):

☐ Yes ☐ No

* Total HAP (25 TPY):

☐ Yes ☐ No

* Single HAP (10 TPY):

☐ Yes ☐ No

* Other Regulated Air Pollutant (100 tons):

☐ Yes ☐ No

* MACT Applicability: ?



Applicable Requirements by Emission Unit

- Identify the applicable requirements for each emission unit. Click “Add a Row” to start.
- This is a high level summary or of state or federal regulations applicable to each EU
- Permit requirements by emission unit will be added later

* indicates a required field.

State and Federal Requirements: by Emission Unit

REQUIREMENTS BY EMISSION UNIT

List each emission unit or group of emission units and provide an indication of the federal and state requirements that apply. Add a line for each applicable requirement. For guidance on whether to group emission units see <http://www.mass.gov/eea/agencies/massdep/air/approvals/operating-permits-forms.html>

Showing 1-2 of 2

<input type="checkbox"/>	Emission Unit #/ group of EU#s	Applicability of Federal Requirements (Part)	List subpart	Applicable State Air Regulation	Is this a new applicable requirement since the current OP	
<input type="checkbox"/>	01-02			310 CMR 7.02	No	Actions ▼
<input type="checkbox"/>	02	60	Dc			Actions ▼



Adding Rows

- When you click “Add a Row”, a window opens
- Provide all applicable information
 - ▶ You must answer all questions indicated with a red asterisk in order to continue
- Click “Submit”
- You can also edit exiting rows in tables by selecting them and clicking “Edit Selected”

×

REQUIREMENTS BY EMISSION UNIT

List each emission unit or group of emission units and provide an indication of the federal and state requirements that apply. Add a line for each applicable requirement. For guidance on whether to group emission units see <http://www.mass.gov/eea/agencies/massdep/air/approvals/operating-permits-forms.html>

*Emission Unit #/ group of EU#s:

Applicability of Federal Requirements (Part)s:

--Select--

List subpart:

Applicable State Air Regulation:

Is this a new applicable requirement since the current OP:

☐ Yes ☐ No

Submit

Cancel



Applicable Facility-wide Requirements

- Do the same for facility-wide applicable requirements
- Click “Add a Row” to list each applicable state or federal requirement
- Consider both the example list provided as well as any federal facility-wide requirements as may be applicable under the Clean Air Act

State and Federal Facility wide Requirements

FACILITY-WIDE REQUIREMENTS

A number of state and federal requirements may be applicable as they are generic and universal by nature, including the following

310 CMR 7.01	General Regulations
310 CMR 7.07	Open Burning
310 CMR 7.09	Dust, Odor, Construction and Demolition
310 CMR 7.10	Noise
310 CMR 7.11	Transportation Media
310 CMR 7.13	Stack Testing
310 CMR 7.15	Asbestos
310 CMR 7.18(1) (c)	VOC Handling/ Storage

Further, your facility may be subject to federal requirements of the Clean Air Act not under the purview of MassDEP This includes handling of Class I or II substances under Title VI and Section 112 (r) Risk Management planning Requirements By signing the certifications at the end of this application, you are also certifying compliance with these regulations.

Provide a list of the federal and state requirements that apply facility-wide. Add a line for each applicable requirement.

Showing 0-0 of 0

Applicability of Federal Requirements (Parts)	List subpart	Applicable State Air Reg (not otherwise listed above)	Is this a new applicable requirement since the current OP
No records found.			


[Add a Row](#) [Edit Selected](#) [Delete Selected](#)



Alternative Operating Scenarios

- If you plan to include alternative operating scenarios, click YES.
- NOTE- Follow the instruction below for including Alternative Operating Scenarios.
 - ▶ For example if EU#1 which normally operates on Gas and you wish an Alternative Operating Scenario to include some oil use, label that scenario as EU#1B in the emission unit table and complete all application info for that emission unit as if it were a separate physical unit

Alternative Operating Scenarios

* Does this application include formal Alternative Operating Scenarios?: **If this application includes a formal Alternative Operating Scenario, in the next page under 'Emission Unit Overview' table, repeat the Emission Unit #, add a suffix to identify the affected emission unit and describe the alternative operating scenario in the Emission Unit description. For example EU01, EU01Alt** 

☒ Yes ☐ No

[Continue Application »](#)

[Save and resume later](#)



Emission Unit Overview

What you enter in the Emission Unit Overview table, the emission unit type you select will determine which application pages you will be presented.

- Click “Add a row” to the “Emission Unit Overview” to get started and list all subject emission units

Step 2: Application Information > Page 4 of 16

* indicates a required field.

Emission Unit Overview

Emission Unit Overview

List and describe all the emission units at the facility.

Showing 1-3 of 3

<input type="checkbox"/>	Emission Unit #	EU Type	Stack #	Vent # (if any)	PCD#	EU Description	Fugitive Emissions Y/N?	Alterations since current OP	
<input type="checkbox"/>	01	Fuel Utilization	01			Erie City boiler burning Natural Gas	No	None	Actions ▼
<input type="checkbox"/>	01B	Fuel Utilization	1			Erie City Boiler burning Nat gas with 300 hrs on #2 Oil	No	None	Actions ▼
<input type="checkbox"/>	02	Fuel Utilization	1			Erie City Boiler burning Natural Gas	No	None	Actions ▼

Add a Row ▼

Edit Selected

Delete Selected



Insignificant Activities

- Answer Yes or No to indicate which insignificant activities are performed at the facility.

Insignificant Activities

Please indicate whether or not the following Insignificant Activities are conducted at this facility (310 CMR 7.00, Appendix C(5)(i))

*1. Open burning conducted in accordance with the requirements of 310 CMR 7.07(2), 7.07(3)(a) and 7.07(3)(e):

☐ Yes ☐ No

*2. Office activities and the equipment and implements used therein, such as typewriters, printers, and pens:

☐ Yes ☐ No

*3. Interior maintenance activities and the equipment and supplies used therein, such as janitorial cleaning products and air fresheners; this does not include any cleaning of production equipment or activities regulated by 310 CMR 7.18:

☐ Yes ☐ No

*4. Bathroom and locker room ventilation and maintenance:

☐ Yes ☐ No

*5. Copying and duplication activities for internal use and for support of office activities at the facility:

☐ Yes ☐ No

*6. The activities not regulated by 310 CMR 7.18 in maintenance shops, such as welding, gluing, soldering :

☐ Yes ☐ No

*7. First aid or emergency medical care provided at the facility, including related activities such as sterilization and medicine preparation :

☐ Yes ☐ No

*8. Laundry operations that service uniforms or other clothing used at the facility that are not regulated by 310 CMR 7.18 :

☐ Yes ☐ No

*9. Architectural maintenance activities conducted to take care of the buildings and structures at the facility, including repainting, reroofing, and sandblasting :

☐ Yes ☐ No

*10. Exterior maintenance activities conducted to take care of the grounds of the facility, including parking lots and lawn



Activities that Are Exempt from Title V

- Finally, list all of the activities at the facility that are exempt from Title V. Click “Add a Row” to get started. You will need to pick the basis for exemption from a drop down list

Exempt Activities (Exempt from Title V)

TITLE V EXEMPT EU
By proposing that these emission units or activities are exempt, you are making an affirmative declaration that the emission units or activity is not otherwise subject to an applicable requirement.

Showing 0-0 of 0

Emission Unit #	Stack # (if any)	Vent # (if any)	Description	Basis for exemption	Specify if Other
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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

- By proposing that these emission units or activities are exempt, you are making an affirmative declaration that the emission units or activity is not otherwise subject to an applicable state or federal requirement.



Equipment Detail Tables

- The next pages of the application will include pages to provide details for specific equipment types. The specific pages shown will be based on selection made in the Equipment overview table.
- There is a page for each of the following equipment types:
 - Fuel Utilization
 - Process
 - Storage
 - Incineration,
 - Miscellaneous
- Each page asks for the following:
 - Description of the specific equipment or activity (make/ model/ max capacity)
 - Material or Fuel used
 - Date of Installation and DEP Approvals for each piece of equipment



Fuel Utilization Emission Units

- Click “Add a row” to start each table for each emission unit in each table
 - Fuel Utilization Equipment
 - Fuel Used
 - Fuel Equipment Approvals
- When all tables are complete, click “Continue Application”

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 5 of 16

* indicates a required field

Fuel Utilization Emission Units

Fuel Utilization Equipment

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Specify if other	Manufacturer	Model Number	Maximum Heat input Rating	Burner Manufacturer	Burner Model Number	Number of burners in EU
No records found.								

Add a Row

Edit Selected

Delete Selected

Fuel Used

Showing 0-0 of 0

Emission Unit #	Fuel Type	Fuel	Sulfur Content	Maximum Fuel Firing Rate (all burners)	Unit of measure
No records found.					

Add a Row

Edit Selected

Delete Selected

Fuel Equipment Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule OR ERP, indicate the appropriate citation
No records found.				

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Process Emission Units

- Click “Add a row” to start each table for each emission unit in each table:
 - ▶ Process Equipment
 - ▶ Maximum Process Rate
 - ▶ Process Equipment Approvals
- When all tables are complete, click “Continue Application

Process Emission Units

Process Equipment

Process Emission Units include a wide variety of activities including manufacturing processes, packaging and bulking processes, fueling and dispensing processes and supporting activities such as cleaning, laboratory testing and analysis.

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Manufacturer	Model Number
No records found.			

Add a Row

Edit Selected

Delete Selected

Maximum Process Rate

Showing 0-0 of 0

Emission Unit #	Max Process Rate: Material Type	Max. Process Rate	Max Process Rate unit of measure	Max Process Rate: Material name
No records found.				

Add a Row

Edit Selected

Delete Selected

Process Equipment Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	If subject to permit by rule of ERP, indicate the appropriate citation	Latest DEP Approval date
No records found.				

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Incinerator Equipment

- Click “Add a row” to start each table for each emission unit in each table:
 - Incinerator Equipment
 - Incinerator Equipment Detail
 - Incinerator Burner Details
 - Incinerator Approvals
- When all tables are complete, click “Continue Application

Incinerator Information

Incinerator Equipment

Showing 0-0 of 0

Emission Unit #	Type of Equipment	Manufacturer	Model Number	Maximum Operating Capacity (lbs or tons per hr)	Waste Type
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Incinerator Equipment Detail

Showing 0-0 of 0

Emission Unit #	Charging Ratio: Batches per hour	Charging Ratio: Lb/ batch (max)	Is there heat recovery?	Number of Hearths	Total Hearth Area (cu ft)	Is there Automatic feed?	Temperature range Primary (°F)	Temperature range Secondary (°F)
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Incinerator Burner Detail

Showing 0-0 of 0

Emission Unit #	Burner location	Burner Manufacturer	Burner Model Number	Type of Fuel used	Maximum Rating (Btu/hr)
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Incinerator Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule of ERP, indicate the appropriate citation
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

[Save and resume later](#)



Liquid Organic Material Storage

- Click “Add a row” to start each table for each emission unit in each table:
 - ▶ Tanks
 - ▶ Material Stored
 - ▶ Tank Approvals
- When all tables are complete, click “Continue Application

*Indicates a required field.

Liquid Organic Material Storage

Tanks

Showing 0-0 of 0

Emission Unit #	Tank type	Tank Roof	Construction Material	Description : Age	Description : Color	Dimensions: Height	Capacity (gallons)
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Material Stored

Showing 0-0 of 0

Emission Unit #	Material Name	Vapor Pressure	Storage temperature	Reid Vapor Pressure	Total Oxygen Content	Oxygenate name	Annual Thru put
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Tank Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date
No records found.			

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

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



Miscellaneous Emission Units

- Misc. Emission Units include such things as landfills.
- Click “Add a row” to start each table for each emission unit in each table
 - ▶ Misc. EU/Activity Description
 - ▶ Misc. Approvals
- When all tables are complete, click “Continue Application”

Miscellaneous Emission Units

Miscellaneous

Showing 0-0 of 0

Emission Unit #	Type of Emission Unit	Size or capacity of emission unit	Nature of Emissions	Specify Other
No records found.				
Add a Row Edit Selected Delete Selected				

Miscellaneous Approvals

Showing 0-0 of 0

Emission Unit #	Date of Installation	Latest DEP Approval Number	Latest DEP Approval date	If subject to permit by rule of ERP, indicate the appropriate citation
No records found.				
Add a Row Edit Selected Delete Selected				

[Continue Application »](#)

[Save and resume later](#)



Pollution Control Devices (PCD)

- Click on “Add a Row” to the PCD equipment table to describe each piece pollution control equipment
- Click “Continue Application” when the table is complete.

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 10 of 16

* indicates a required field.

Pollution Control Devices

POLLUTION CONTROL DEVICES

Showing 0-0 of 0

	PCD #	Type of PCD	Manufacturer	Model No	Air Contaminant	Specify if other	Capture Efficiency (percent)	Device Control Efficiency (percent)	Overall Control Efficiency (percent)
No records found.									

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Stack Information and Actual Emissions

- Click “Add a row” to start the table where you will describe each stack at your facility
- Add a separate row for each stack
- Below Stack is the Actual Emissions Table. Click the box to the left of the pollutant and click edit to add actual emissions data
- Click “Continue Application” when the table is complete

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 11 of 16

* indicates a required field.

Stack Information

Stack Data

Showing 0-0 of 0

Stack #	Stack Height (feet above ground)	Stack Diameter (inches)	Range of gas exit Velocity (feet per second)	Range of gas exit temperature (°F)	Stack Material Construction
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Actual Emissions

Actual Emissions

Actual Adjusted Emissions: Information in this table should be based on the Emission Statement filed for the year previous to this application.

Showing 1-5 of 5

<input type="checkbox"/>	Air Contaminant	Actual Emission in tons (Total Facility)	Actual Emission from Exempt Activities (in tons)	Actual adjusted emissions (Tons)	
<input type="checkbox"/>	PM10			0	Actions
<input type="checkbox"/>	VOC			0	Actions
<input type="checkbox"/>	NOx			0	Actions
<input type="checkbox"/>	SO2			0	Actions
<input type="checkbox"/>	Lead			0	Actions

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)



Allowable Emission Rate and Emissions

- On this page, you will list all of the specific allowable emission rate and short and long term emissions by pollutant for each emission unit.
- The allowable emission rate is defined in regulations or previous plan approval.
- If a pollutant from any emission unit is not limited by permit or regulation, input the maximum potential emission rate and emissions.
- Click “Continue Application” when both tables are complete



Step 2: Application Information > Page 12 of 16

Please express limits or requirements in text such as "less than" or "more than" rather than using symbols. For more details on these requirements, see <http://mass.gov/dep/aaq-opi>.

* indicates a required field.

Applicable Requirements

ALLOWABLE EMISSION RATE

Allowable Emission Rate would be that amount of emissions by pollutant expressed in ppm, pounds per hour or in allowable raw material content (ex. 2.5 pounds VOC per gallon).

Showing 0-0 of 0

Emission Unit # or facility-wide	Fuel Type	Air Contaminant	Specify	Emission Rate	Emission Rate Units of measure	Citation	Proposed new requirement since last Approval?
No records found.							

Add a Row

Edit Selected

Delete Selected

ALLOWABLE EMISSIONS

Allowable emissions is the mass amount of emissions by pollutant allowed on a short term (hourly, daily, monthly) or long term (12 month rolling) basis.

Showing 0-0 of 0

Emission Unit # or facility-wide	Fuel Type	Air Contaminant	Specify	Short Term Emission Limit	Short Term unit of measure	Long Term Emission Limit (12 consecutive month period) in Tons	Citation	Proposed new requirement since last Approval?
No records found.								

Add a Row

Edit Selected

Delete Selected

Continue Application >

Save and resume later

Applicable Requirements

- On this page, you will list all of the specific applicable requirements each emission unit.
- Applicable Requirements are defined in state or federal regulations or previous plan approval(s).
- Applicable Requirements could include (but are not limited to) limits on fuel use, raw material or work practices.
- Applicable requirements for Recordkeeping, Testing Monitoring and Reporting will be detailed in the next pages.



Applicable Requirements

Fuel Use Limits

Applicable Requirements: Operational and Production Limits

Showing 0-0 of 0

Emission Unit #	Fuels Used	Specify Other Fuel	Fuel Type	Allowable Amount Used	Units of Measure for allowable amount	Allowable Sulfur Content	Citation	Proposed new limit since last Approval?
-----------------	------------	--------------------	-----------	-----------------------	---------------------------------------	--------------------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

Operation and Production Limit

Showing 0-0 of 0

Emission Unit #	Raw Material or Production unit description	Short Term production or operational limits (if any)	VOC Weight Percent	Unit of Measure for short term limits	12-month consecutive period production or operational limits including unit of measure	Citation	Proposed new requirement since last Approval?
-----------------	---	--	--------------------	---------------------------------------	--	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

Control Device Performance

Showing 0-0 of 0

PCD#	EU#	Performance Measure	Specify If Other	Requirement	Unit of Measure	Citation	Proposed new requirement since last Approval?
------	-----	---------------------	------------------	-------------	-----------------	----------	---

No records found.

Add a Row

Edit Selected

Delete Selected

Other Requirements

Showing 0-0 of 0

Emission Unit #	Hours of Operation (per year)	Work Practices	Process Parameters	Other	Citation	Proposed new requirement since last Approval?	Is this Requirement based on an Alternative Operating Scenario?
-----------------	-------------------------------	----------------	--------------------	-------	----------	---	---

No records found.

Applicable Requirements

- Add and edit rows for each table to provide complete information about:
 - ▶ Fuel use limits
 - ▶ Operation and Production Limits
 - ▶ Control Device Performances
 - ▶ Other requirements
- Click “Continue Application” when the tables are complete

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 13 of 16

* indicates a required field.

Applicable Requirements

Fuel Use Limits

Applicable Requirements: Operational and Production Limits

Showing 0-0 of 0

Emission Unit #	Fuels Used	Specify Other Fuel	Fuel Type	Allowable Amount Used	Units of Measure for allowable amount	Allowable Sulfur Content	Citation	Proposed new limit since last Approval?
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Operation and Production Limit

Showing 0-0 of 0

Emission Unit #	Raw Material or Production unit description	Short Term production or operational limits (if any)	VOC Weight Percent	Unit of Measure for short term limits	12-month consecutive period production or operational limits including unit of measure	Citation	Proposed new requirement since last Approval?
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Control Device Performance

Showing 0-0 of 0

PCD#	EU#	Performance Measure	Specify If Other	Requirement	Unit of Measure	Citation	Proposed new requirement since last Approval?
No records found.							

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Other Requirements



Applicable Requirements (continued)

- On this page detail the applicable requirements for Recordkeeping, Testing, Monitoring and Reporting
- You can also propose to streamline compliance monitoring. If you are not proposing any streamlining please enter one line with “NO” to the three questions provided.
- Add and Edit rows to each table to provide complete information in each table
- Click “Continue Application” once the tables are complete

Step 2: Application Information > Page 14 of 16

* indicates a required field.

Applicable Requirements

MONITORING AND TESTING

At least one row will be required.

Showing 0-0 of 0

EU#	Parameter Monitored	Method of Monitoring	Frequency of Monitoring	Specify Other	Enhanced Monitoring Required?	Test Type	Test Method	Frequency of Testing	Specify Other Frequency	Citation
No records found.										

Add a Row

Edit Selected

Delete Selected

RECORD KEEPING AND REPORTING

At least one row will be required.

Showing 0-0 of 0

EU#	Record Description	Recordkeeping Procedures	Frequency of Data Record	Specify if Other (frequency of Data record hrs)	Reporting Requirements	Frequency of Reporting	Reporting deadline
No records found.							

Add a Row

Edit Selected

Delete Selected

Compliance Streamlining

Showing 0-0 of 0

Emission Unit #	Are alternative/ flexible compliance items being proposed?	Are any new compliance measures being proposed?	Are you requesting to have any currently applicable requirements streamlined?	If yes, describe	Provide citation	Explain reason for streamlining	Suggested replacement or hybrid requirement
No records found.							

Add a Row

Edit Selected

Delete Selected

Continue Application >

Save and resume later



Non-applicable Requirements

- You must identify non-applicable requirements for purpose of the “Permit Shield”.
- Add rows to identify all applicable requirements that you have determined do not apply and provide a reason that they do not apply.
- Click “Continue Application” when the table is complete.

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 15 of 16

* indicates a required field.

Non-applicable Requirements

NONAPPLICABLE REQUIREMENTS

Pursuant to 310 CMR 7.00, Appendix C(12), “Permit Shield,” an owner or operator of a facility subject to 310 CMR 7.00: Appendix C will not be subject to enforcement action for operating not in compliance with all applicable requirements provided said facility is in compliance with its permit terms and the Department expressly included in the facility’s operating permit a [PERMIT SHIELD] provision stating that compliance with the conditions of the permit shall be deemed compliance with any applicable requirements as of the date of permit issuance, provided that:

1. Such applicable requirements are included and are specifically identified in the permit; or
2. The Department, in acting on the permit application or revision, determines in writing that other requirements specifically identified are not applicable and the permit includes the determination or a concise summary thereof.

The Permit Shield provisions above shall not alter or affect the following [the following provisions are not “shieldable,” i.e., they are enforceable outside the permit regardless of whether or not there is a Permit Shield, except 3. below, since an Acid Rain permit or Acid Rain portion of the Operating Permit provides an inherent shield]:

1. The provisions of 42 U.S.C. 7401, § 303 (emergency orders), including the authority of the EPA under 42 U.S.C. 7401, § 303;
2. The liability of an owner or operator of a facility subject to 310 CMR 7.00: Appendix C for any violation of applicable requirements prior to or at the time of permit issuance;
3. The applicable requirements of the acid rain program, consistent with 42 U.S.C. 7401, § 408(a); or
4. The ability of EPA to obtain information from a source pursuant to 42 U.S.C. 7401, § 114

Showing 0-0 of 0

EU#	Applicable Requirement	Basis for determination that Requirement does not apply
No records found.		

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Total Allowable Emissions

- Provide information for each Facility Allowable Emission
 - ▶ Select each air contaminant and click “Edit Selected”
 - Identify if the allowable is based on an existing applicable requirement, calculated potential to emit or is proposed
 - ▶ Add rows for additional pollutants if necessary (Other)
 - ▶ If there is no enforceable permit or regulatory limit on a specific pollutant, enter the total potential emissions

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 2: Application Information > Page 16 of 16

* indicates a required field.

Total Allowable Emissions: Facility wide including exempt activities.

Facility Allowable Emissions

Showing 1-9 of 9

<input type="checkbox"/>	Air Contaminant	Specify If Other or Single HAP	Allowable Emission Tons per Year	Basis for Allowable Emissions	
<input type="checkbox"/>	VOC				Actions ▼
<input type="checkbox"/>	CO				Actions ▼
<input type="checkbox"/>	CO2				Actions ▼
<input type="checkbox"/>	PM				Actions ▼
<input type="checkbox"/>	NOx				Actions ▼
<input type="checkbox"/>	SO2				Actions ▼
<input type="checkbox"/>	Total HAP				Actions ▼
<input type="checkbox"/>	Single HAP				Actions ▼
<input type="checkbox"/>	Other				Actions ▼

Add a Row ▼ Edit Selected Delete Selected

Facility-wide limit information

Describe any other facility-wide limits not otherwise described in the previous pages:

Describe how compliance with the additional facility-wide limits will be determined:



Other Facility-Wide Limits

- Describe any other facility wide emission limits not otherwise included in the previous pages of the application
- This is a free text field of up to 4000 characters including spaces
- Also describe how compliance with this limit will be determined

Facility-wide limit information

Describe any other facility-wide limits not otherwise described in the previous pages:

Describe how compliance with the additional facility-wide limits will be determined:



Compliance Certification and Plan

- Answer the questions regarding the compliance status of the facility.
- In the next table “Add a row” for each emission unit that needs to be brought back into compliance
 - ▶ You will need to attach a compliance schedule to your application
- You can leave this table blank if there are no compliance issues at the facility.
- Click “Continue Application”



Compliance Certification

* Is the entire Facility in compliance with all applicable requirements?: [?](#)

☐ Yes ☐ No

* Are you currently subject to a state and/or federal enforcement action for noncompliance with an applicable requirement?:

☐ Yes ☐ No

* Do you have an executed enforcement document that contains a compliance schedule:

☐ Yes ☐ No

If you have chosen to streamline your application by taking the most stringent requirements from multiple applicable requirements, are affected portions of your facility in compliance with these streamlined requirements? :

--Select--

Will the entire facility be in timely compliance with all future applicable requirements taking effect during the permit term?:

--Select--

Compliance Plan

Compliance Plan

You will be required to attach a schedule to this application for emission units that are not in compliance with all applicable requirements at the time of permit issuance. Such a schedule shall include a schedule of remedial measures including an enforcement sequence of actions with milestones leading to compliance with any applicable requirements for which the facility will be in noncompliance at the time of permit issuance. The compliance schedule shall resemble and be at least as stringent as that contained in any judicial consent decree or administrative order to which the facility is subject. Include in the schedule a schedule for submission of certified progress reports (no less frequently than every six months) for sources required to have a schedule of compliance to remedy a violation. Any such schedule of compliance shall be supplemental to and shall not sanction noncompliance with the applicable requirements on which it is based.

Showing 0-0 of 0

Emission Unit #	Applicable requirement for which not in compliance	Citation	Measures to be taken to bring emission unit or activity into compliance
No records found.			

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later

Amendments/ Modification Only

- If the application is for a minor Modification or Significant Modification, there will be an additional table where the applicant must identify where modifications have been made
- Click “Add a Row” to begin and complete the required Information in the table.

Step 3: Amendment Information > Page 17 of 17

Please list the all tables/attachments you have modified and provide the reason for each the modification.

* indicates a required field.

Proposed Modification(s)

PROPOSED MODIFICATION

Showing 1-1 of 1

<input type="checkbox"/>	Table or attachment is proposed to be modified?	Description of Modification	Reason for Modification	
<input type="checkbox"/>	monitoring requirements	changed the frequency of monitoring	changed instrumentation	Actions ▼

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Attach Documents

- Upload all required documents for your application
 - ▶ The required documents will be listed on the application
 - ▶ If the application is for a Modification, a mark-up of the existing permit with the proposed modifications is required.
- To begin attaching documents, click “Browse”

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Alternative Operating Scenario details
2. Supplemental description of any streamlined compliance measures proposed

Attach Documents

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

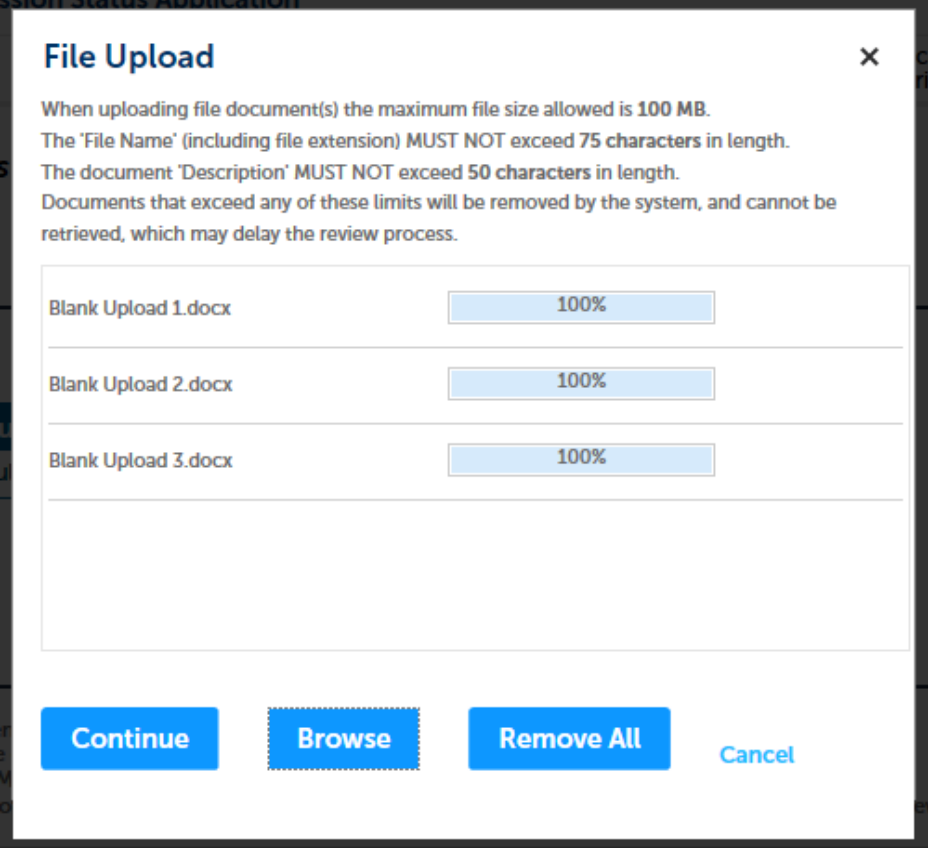
Continue Application »

Save and resume later



Attach Documents

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



File Upload ×

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](#)



Attach Documents

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

File:
Blank Upload 1.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 2.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 3.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

Save Browse Remove All


Continue Application »

Save and resume later



Attach Documents

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

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

AQ14/AQ12 - Operating Permit Application

1 Facility Information	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6	7	8
------------------------	---------------------------	-------------	-------------------	--------------------------	---	---	---

Step 3: Documents > Page 1 of 1

* indicates a required field.

List of Documents

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Alternative Operating Scenario details

2. Supplemental description of any streamlined compliance measures proposed

Attach Documents

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
Blank Upload 3.docx	Supplemental description of any streamlined compliance measures proposed	12.25 KB	05/08/2017	Description	Actions ▼
Blank Upload 1.docx	Alternative Operating Scenario details	12.26 KB	05/08/2017	Description	Actions ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Permit Fees

- If you are preparing an application for an Air Operating Permit Renewal, Administrative Amendment, Minor Modification or Significant Modification of an Air Operating Permit, there are no permit fees. Skip to slide 55 for Review and Certification steps.
- If you are applying for an Initial Air Operating Permit the permit fee is determined by formula based on equipment counts and actual emissions of specific air contaminants. See 310 CMR 4.0 for details on the fee calculation.



Fee Calculation (Initial Air Operating Permit Applications only)

- Provide the # of emission units without add-on air pollution control equipment
- Provide the # of emission units that have add-on air pollution control equipment
- Do not include exempt or insignificant emission units

AQ14/AQ12 - Operating Permit Application

1	2 Application Information	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6 Applicant and Contributors	7	8
---	---------------------------	-------------	-------------------	--------------------------	------------------------------	---	---

Step 4: Fee Calculation > Fee Calculation

* indicates a required field.

Fee Calculation

Help text for both would be - Do not include exempt or insignificant emission units. Do include each piece of equipment in a group of emission units of like equipment. For example, if five parts cleaners were grouped as EU#4, count them individually here

* # of Emission Units (pieces of Equipment) that do NOT have add-on air pollution control equipment:

* # of Emission Units (pieces of equipment) that have add-on air pollution control equipment:

[Continue Application »](#)

[Save and resume later](#)



Fee Calculation (Initial Air Operating Permit Applications only)

- Edit each row to indicate the actual emissions for each pollutant listed.
- Enter both the total facility emissions (including exempt activities) and the Exempt activity emissions alone
- Use the actual emissions for the calendar year preceding the year in which you are completing the application

Actual Emissions

Actual Emissions

Actual Adjusted Emissions: Information in this table should be based on the Emission Statement filed for the year previous to this application. PM10 are inhalable particles, with diameters that are generally 10 micrometers and smaller.

Showing 1-5 of 5

<input type="checkbox"/>	Air Contaminant	Actual Emission in tons (Total Facility)	Actual Emission from Exempt Activities (in tons)	Actual adjusted emissions (Tons)	
<input type="checkbox"/>	PM10			0	Actions ▼
<input type="checkbox"/>	VOC			0	Actions ▼
<input type="checkbox"/>	NOx			0	Actions ▼
<input type="checkbox"/>	SO2			0	Actions ▼
<input type="checkbox"/>	Lead			0	Actions ▼

[Edit Selected](#)

[Continue Application »](#)

[Save and resume later](#)



Special Fee Provision

- Leave blank and click “Continue Application” if special fees do not apply to your situation
- If you have a Special Fee Provision (e.g., you are a municipal employee), check the appropriate box and provide requested information
- Click “Continue Application”

AQ14/AQ12 - Operating Permit Application

1	2	3 Documents	4 Fee Calculation	5 Special Fee Provisions	6 Applicant and Contributors	7 Review	8
---	---	-------------	-------------------	--------------------------	------------------------------	----------	---

Step 5: Special Fee Provisions > Page 1 of 1

* indicates a required field.

Special Fee Provisions

Check if applicable:

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

Continue Application »

Save and resume later



Certification Form: Submitter

- The Submitter is the person who has completed the form and who will be responsible should the form need edits after submission
- The Submitter should review the just completed form and either edit or click “Continue” to proceed.
- Clicking “Continue” takes you back to the main application.
- Click “Continue” one more time to make the submittal.

Step 2: Review

[Continue Application »](#) [« Back to Authorization Forms](#)

[Save and resume later](#)

Please review all information below. Click the 'Edit Application' button to make changes, if needed.

Review and Certification

[Edit Application](#)

Signatory Authority

Organization Name:

Source of Signatory Authority:

Title:

Application Submitter 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:

Yes

Date:

08/29/2019

Application Submitter



Certification: Permittee Acceptance

- Once the Submitter has made the Submittal, and Email is sent to the Permittee
- The email contains a copy of the application for the Permittee to review
- The Permittee should log into ePLACE and go to the “My Records” tab.



Permittee Submittal Acceptance

- Click on the “Resume Application” Link to activate the Certification Statement and Acceptance Page
- This page identifies the Facility and Application number. There is also another link to the PDF of the application

* Facility Name:
THOMAS CHARLES & SON INC

* Street #
15

* Street Name:
MAYNARD ST

Street Name 2

* City:
ATTLEBORO

* State:
MA

* Zip:
02703

Latitude
-71.2775962

Longitude
41.9459071

DEP Facility ID:
133351

Search Clear

Approval Application Summary

Application Number:
19-AQ02F-000018-APP

Application Name:
AQ02 - Non-Major Comprehensive Plan Approval Fuel Application

Application Submitted Date:
08/29/2019



Permittee Submittal Acceptance

- The Permittee will need to enter the signatory information:
 - ▶ Name of the Company
 - ▶ The type of Company (Corporation, LLC, etc.)
 - ▶ The title of the person who is the responsible official and signatory accepting this application.

Permittee Acceptance

* Are you the Permittee who will be accepting and certifying this application?:

☐ Yes ☐ No

Permittee Signatory Authority

Signatory Authorities are required only for Application's Permittee

Organization Name:

Source of Signatory Authority:

Title:



Permittee Submittal Acceptance

- The Permittee should read the certification statement provided and click the box to indicate acceptance of the statement
- If the Permittee does not accept the form or wants further edits, they should NOT check the acceptance box

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: *

L. Carlson

Date: *

08/29/2019



[Continue Application »](#)

[Save and resume later](#)



Permittee Submittal Acceptance

- Like the Submitter, the Permittee has the opportunity to review the application form again.
- Once the Permittee clicks continue from the review page, the certification statement is submitted
- If the Permittee does not accept the application, control of the application content returns to the submitter for any necessary edits.



Step 2: Review

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

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

[Edit Application](#)

Facility Information

THOMAS CHARLES & SON INC | 15 MAYNARD ST ATTLEBORO MA 02703
DEP Facility ID: 133351
DEP Region: SE
HW ID: MAD001194091
Facility Record ID: 15-FAC-005939

Approval Application Summary

Home

[DEP Applications](#)

Permittee Certification

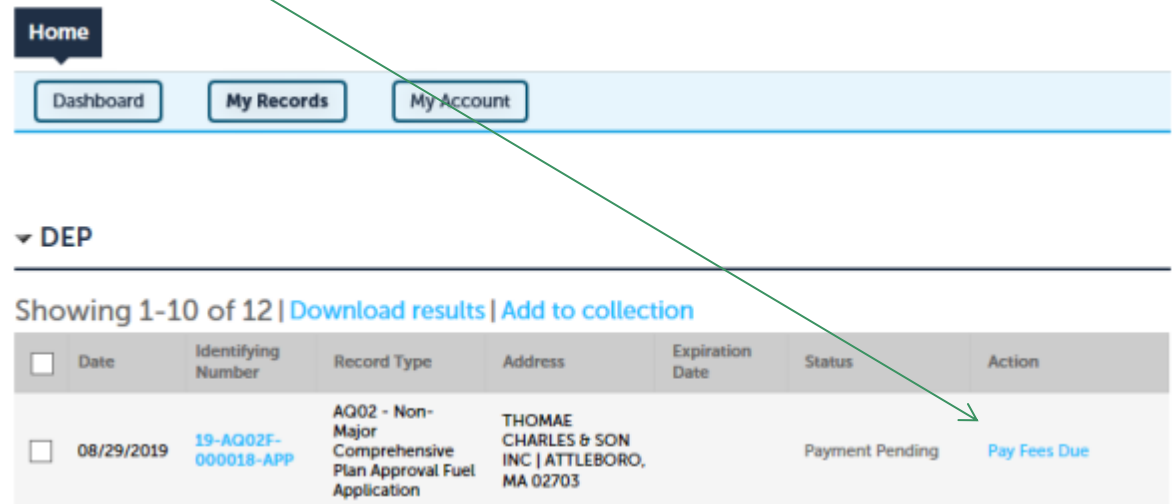
1 Application Information	2 Review	3 Record Issuance
---------------------------	----------	-------------------

Step 3: Record Issuance

Successfully Completed.

Pay Permit Fee (Initial Application Only)

- The Permittee should return to the “My Records” page and click on the “Pay Fees Due” Link
- There are 2 payment options:
- Pay Online
- Pay by Mail



Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 12 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	08/29/2019	19-AQ02F-000018-APP	AQ02 - Non-Major Comprehensive Plan Approval Fuel Application	THOMAE CHARLES & SON INC ATTLEBORO, MA 02703		Payment Pending	Pay Fees Due



Pay Online

- If you choose “Pay Online”, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt

Payment

You have elected to pay for the following item(s).

Description	Reference ID	Amount
DEP/AQ/Operating Permit/Application	17TMP-004554	\$2,312.00
		\$2,312.00

Total Convenience Fee Due: \$54.33
Total Amount Due: \$2,366.33

Billing Information

Enter Company AND/OR First and Last Name below.

Company Name
Enter Company Name

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Payment Information

To pay by electronic check, click the ACH tab.

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
01 2017

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.



Pay by Mail

- If Pay by Mail is selected, an email will be sent with Instructions.
- MassDEP will not review your application until we receive payment

Submission Successful 17-AQ14/12-000065-APP

EIPAS (ENV) <eipas@massmail.state.ma.us>

Sent: Mon 5/8/2017 3:51 PM

To: Swallow, Erin (DEP)

NOTICE DATE: 5/8/2017

Thank you for submitting your online authorization application form for authorization type: AQ14/AQ12 - Operating Permit Application. Your Application Number is: 17-AQ14/12-000065-APP.

Payment online: If you have paid online by credit or ACH you will receive an additional notification that your payment is complete. Review of your application will begin. You will also receive a notification from the payment vendor that your payment is complete. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 17-AQ14/12-000065-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.

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://permitting.state.ma.us/citizenaccess/>. Review of your application will now begin.

Please email any questions or concerns about this notification or this application to: EIPAS@massmail.state.ma.us



Submission Successful!

- When you submit your certification you will receive this 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

AQ14/AQ12 - Operating Permit Application

1	Facility Information	2	Application Information	3	Documents	4	Fee Calculation	5	Special Fee Provisions	6	7	8	9
---	----------------------	---	-------------------------	---	-----------	---	-----------------	---	------------------------	---	---	---	---

Step 1: Facility Information > Page 1 of 2



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-AQ14/12-000065-APP.

Conditions

Showing 1-2 of 2

Documents - 2 Uploaded

Required Documents

Alternative Operating Scenario details

Required Documents

Uploaded || 05/08/2017

Supplemental description of any streamlined compliance measures proposed

Required Documents

Uploaded || 05/08/2017



Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or ePLACE_helpdesk@state.ma.us
- For other questions, contact your regional office. You can lookup your regional office and their contact information at:
<http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html>

