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# Air Quality – AQ09 Restricted Emission Status Application

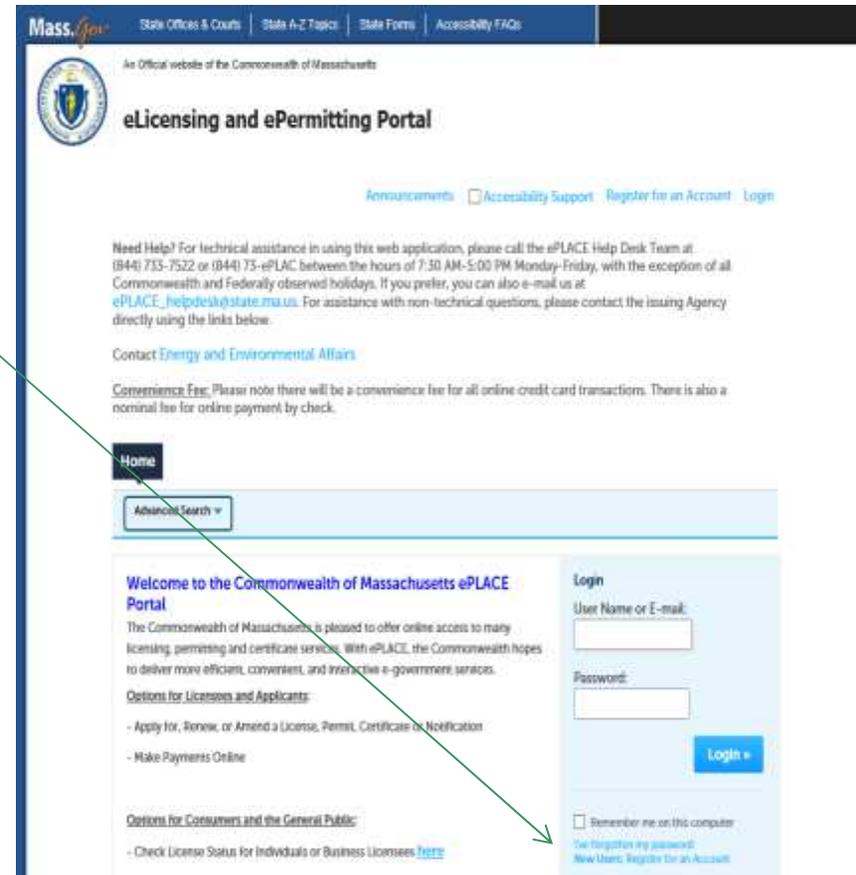
MassDEP, Bureau of Air & Waste



**EEA ePLACE Portal**

# How to Apply

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



**EEA ePLACE Portal**

# File an Online Application

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- Click here to start

The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and four menu items: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome' message, a login status notification, and a list of actions under the heading 'What would you like to do?'. The right column features a prominent blue button labeled 'File an Online Application'. A green arrow originates from the text 'Click here to start' and points directly to this button.

**Home**

Dashboard My Records My Account Advanced Search

**Welcome**  
You are now logged in to the Commonwealth's eLicensing and ePlace Portal.

**What would you like to do?**

- [File an Online Application](#)
- Renew a License, Permit or Certificate
- Amend License, Permit or Certificate Information

**File an Online Application**



# File an Online Application

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- 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 »](#)



# File an Online Application

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

Home

[File an Online Application](#)

## eLicensing and ePermitting Online Services

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

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

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

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

▶ **Link Your Account**

[Continue »](#)



**EEA ePLACE Portal**

# File an Online Application

- Select AQ09 – Restricted Emission Status Application

Home

DEP Applications

Select a Record Type

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

 [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
- AQ02 - Comprehensive Plan Crematory Application
- AQ02/03 – Non-Major/Major Comprehensive Plan Approval Fuel Application
- AQ02/03 – Non-Major/Major Comprehensive Plan Approval Process Application
- AQ08A/B/22 - Emission Control Plan Application
- AQ09 - Restricted Emission Status Application
- AQ14/AQ12 - Operating Permit Application
- AQ18 - Creation of Emission Reduction Credits Application
- AQ30 - CO2 Budget Emission Control Plan Application
- AQ33 - LPA/CPA Consolidation Application
- AQMM - Modeling Submittal Application

▶ Drinking Water (DW)  
▶ Hazardous Waste (HW)  
▶ Solid Waste (SW)  
▶ Toxic Use Reduction (TUR)  
▶ Waste Water Management (WWM)

[Continue Application »](#)



# Facility Information

- Search for an existing facility by entering name or address and click on “Search”.
- If not found, click on “Clear” different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)

\* Facility Name:

\* Street #  \* Street Name:  Street Name 2

\* City:  ? \* State:  ? MA \* 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

### Facility(s)

Showing 1-12 of 16

Facility Name   Address	
<input type="radio"/>	POWER EQUIPMENT CO   0 MULTIPLE SITES ATTLEBORO MA 02703
<input type="radio"/>	POWER EQUIPMENT CO   7 FRANKLIN MCKAY DR ATTLEBORO MA 02703
<input type="radio"/>	POWER GRAPHICS PRINTING   1921 MAIN ST TEWKSBURY MA 01876
<input type="radio"/>	POWER ONE INC   1 RIVERSIDE DR ANDOVER MA 01810
<input type="radio"/>	POWER PERFORMANCE CUSTOMS   92 CONCORD ST NORTH READING MA 01864
<input type="radio"/>	POWER POINT AUTO REPAIR   267 MAPLE ST BAY J MARLBOROUGH MA 01752
<input type="radio"/>	POWER PRODUCTS SYSTEMS LLC   90 BAY STATE RD WAKEFIELD MA 01880
<input type="radio"/>	POWER SYSTEM DIVISION   1881 MAIN ST TEWKSBURY MA 01876
<input type="radio"/>	POWER WASHER SALES LLC   168 AYER RD LITTLETON MA 01460
<input type="radio"/>	POWERCUBE CORPORATION   8 SUBURBAN PARK DR BILLERICA MA 01821
<input type="radio"/>	POWERDYNE INTERNATIONAL INC   343 MANLEY ST WEST BRIDGEWATER MA 02379
<input type="radio"/>	POWERHOUSE PERFORMANCE   214 LUNENBURG ST FITCHBURG MA 01420

< Prev **1** 2 Next >

<

Select Cancel



# Facility Information

- Once you've selected your facility, the facility information will autofill on the form
- Click "Continue Application"

## AQ09 - Restricted Emission Status Application

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7
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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: POWER EQUIPMENT CO

\* Street #: 7      \* Street Name: FRANKLIN MCKAY DR      Street Name 2

\* City: ATTLEBORO      \* State: MA      \* Zip: 02703

Latitude: -71.31710312      Longitude: 41.92009581

DEP Facility ID: 133341      AQ ID:

Search Clear

Continue Application »

Save and resume later



# Facility Owner

- Click “Look Up” to find Facility Owners already registered with DEP
- Click “Add New” if the facility owner is not already registered with DEP

Home

DEP Applications

AQ09 - Restricted Emission Status Application

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Step 1: Facility Information > Page 2 of 2

\* indicates a required field.

Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#) [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](#)



# Owner Information

- Choose “Individual” or “Organization” for the Owner as appropriate
- Complete information as required (see items with red asterisk)
  - ▶ You can use your login information by checking “Use Login Information”
- Click “Continue”

Please fill the below Information:

Use Login Information

\* Individual/Organization:  
Individual

First Name: Erin Middle Name: Last Name: Swallow

Suffix:

\* Telephone #: 617-292-5787 Ext #:

\* E-mail: erin.swallow@state.ma.us

\* P.O. Box / Address Line: 1 Winter St.

\* Country: United States

\* City: Boston \* State: MA \* Zip: 02108



# Owner Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application”

Home

DEP Applications

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Step 1: Facility Information > Page 2 of 2

\* indicates a required field.

### Owner Information

To add an owner, click the "Add New" button. You will have the option of using your login information, if applicable. You can also "Look Up" a previously entered contact, and select as the owner. If an owner is incorrect or has changed, you need to add the new/correct owner first, and then you can remove the incorrect/previous owner. Note that at least one owner is required to be entered.

[Add New](#) [Look Up](#)

✔ Contact added successfully.

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a> <a href="#">Delete</a>

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



# Application Information

- Indicate each reason you are applying for a Restricted Emission Status (RES).
- Check the box next to each reason
- Indicate unlisted requirements in the “Specify other requirement” box

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DEP Applications

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Instructions

\* indicates a required field.

Applicability

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This form is used to apply for a Restricted Emission Status (RES) in accordance with 310 CMR 7.02(9). Please check all that apply.

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Restrict potential emissions to allow redesignation for purposes of compliance fees (310 CMR 4.03); or:

Restrict potential emissions below Reasonable Available Control Technology (RACT) applicability thresholds for Volatile Organic Compounds (VOCs) (310 CMR 7.18); or:

Restrict potential emissions below Reasonable Available Control Technology (RACT) applicability thresholds for nitrogen oxides (NOx)(310 CMR 7.19); or :

Restrict potential emissions below the Reasonable Available Control Technology (RACT) applicability thresholds for halogenated organic compounds (HOCs) (310 CMR 7.18); or :

Restrict potential emissions below Operating Permit Program (310 CMR 7.00, appendix C) thresholds; or :

Restrict potential emissions below Maximum Achievable Control Technology (MACT) applicability thresholds per 40 CFR Part 63; or :

Restrict current facility potential emissions to below Prevention of Significant Deterioration (PSD) (see 40 CFR 52.21) or New Source Review (NSR) thresholds (see 310 CMR 7.00, Appendix A); or :

Restrict potential emissions for any other applicable requirement :

Specify Other Requirement:



# Facility Emission History

- Provide your facility's emission history
  - ▶ You must add a row for each pollutant to be restricted
- Provide the historical usages at the facility
  - ▶ Add a row for each source
  - ▶ You can combine similar sources into a single row

## Facility Emission History

### FACILITY EMISSION HISTORY

For each pollutant that is to be restricted by this approval, complete the following table. Warning: There are limits in what you may propose as Potential Emissions based on Current Potential and actual baseline emissions. Specifically, this application can not be used to avoid RACT or MACT requirements of actual emissions of VOC, or NOx if actual emissions have exceeded 50 tons per year since calendar year 1990 or have exceeded major source emission thresholds for MACT subsequent to the compliance deadline for a MACT Standard pursuant to 40 CFR Part 63.

Showing 0-0 of 0

Air Contaminant	Specify	Current Potential emissions in tons per year	Actual Baseline Emissions in tons per year
No records found.			

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

## Historical Usages

### HISTORICAL USAGES

This application must include all sources of emissions at the facility. Multiple small similar sources such as Ink Jet printers, space heaters and engines, can be combined into a single EU# for purposes of this form. Indicate the quantity of fuel or raw materials used in the year that resulted in the Highest Actual Emissions from 1990 to present. This is to be reported for each emission unit. Add rows to cover all emission units at the facility

Showing 0-0 of 0

EU# (Individual/Group)	Fuel/Material Type	Fuel/Material Specify	Fuel/Material Amount	Units of Measure
No records found.				

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

[Continue Application »](#)

[Save and resume later](#)



# Facility Emission History

- In order to add rows:
  - ▶ Click “Add row”
  - ▶ A box opens
  - ▶ Provide the requested information
  - ▶ Click Submit
  - ▶ Repeat for each row pollutant in the “Facility Emission History” and each emission source in “Historical Usages”

**FACILITY EMISSION HISTORY** ×

For each pollutant that is to be restricted by this approval, complete the following table. Warning: There are limits in what you may proposed as Potential Emissions based on Current Potential and actual baseline emissions. Specifically, this application can not be used to avoid RACT or MACT requirements of actual emissions of VOC, or NOx if actual emissions have exceeded 50 tons per year since calendar year 1990 or have exceeded major source emission thresholds for MACT subsequent to the compliance deadline for a MACT Standard pursuant to 40 CFR Part 63.

---

\* Air Contaminant:  Specify:  \* Current Potential emissions in  tons per year:

\* Actual Baseline Emissions in  tons per year:



# Facility Emission History

- When you've added all rows for each table, click "Continue Application"

## Facility Emission History

### FACILITY EMISSION HISTORY

For each pollutant that is to be restricted by this approval, complete the following table. Warning: There are limits in what you may propose as Potential Emissions based on Current Potential and actual baseline emissions. Specifically, this application can not be used to avoid RACT or MACT requirements of actual emissions of VOC, or NOx if actual emissions have exceeded 50 tons per year since calendar year 1990 or have exceeded major source emission thresholds for MACT subsequent to the compliance deadline for a MACT Standard pursuant to 40 CFR Part 63.

Showing 1-1 of 1

<input type="checkbox"/>	Air Contaminant	Specify	Current Potential emissions in tons per year	Actual Baseline Emissions in tons per year	
<input type="checkbox"/>	CO		16	10	<a href="#">Actions</a> ▾

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

## Historical Usages

### HISTORICAL USAGES

This application must include all sources of emissions at the facility. Multiple small similar sources such as Ink Jet printers, space heaters and engines, can be combined into a single EU# for purposes of this form. Indicate the quantity of fuel or raw materials used in the year that resulted in the Highest Actual Emissions from 1990 to present. This is to be reported for each emission unit. Add rows to cover all emission units at the facility

Showing 1-1 of 1

<input type="checkbox"/>	EU# (Individual/Group)	Fuel/Material Type	Fuel/Material Specify	Fuel/Material Amount	Units of Measure	
<input type="checkbox"/>	123456q	Primary Fuel	Fuel Oil	50	gal/hr	<a href="#">Actions</a> ▾

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

[Continue Application](#) »

[Save and resume later](#)



# Equipment Description

- Check the box underneath each kind of equipment that you are using.
- Click “Continue Application”

---

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*Step 2: Application Information > Page 2 of 7*

\* indicates a required field.

Equipment Description

---

Fuel Utilization Equipment:

Process Equipment:

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



# Equipment Description

- If you chose Fuel Utilization Equipment:
  - ▶ Add a row for each piece of equipment
  - ▶ Add a row for each type of fuel
- In order to add a row:
  - ▶ Click “Add Row”
  - ▶ Provide requested information
  - ▶ Click Submit
- When all rows are added, click “Continue Application

Step 2: Application Information > Page 3 of 7

\* indicates a required field.

## Fuel Utilization Equipment

### FUEL UTILIZATION EQUIPMENT

Showing 0-0 of 0

EU# (Individual/Group)	Type of Equipment	Specify	Manufacturer	Model Number Equipment	Maximum Input Rating (MM Btu/Hr)	Burner Manufacturer	Burner Model Number	Number of burners
------------------------	-------------------	---------	--------------	------------------------	----------------------------------	---------------------	---------------------	-------------------

No records found.

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

## Fuel Information

### FUEL

Showing 0-0 of 0

EU# (Individual/Group)	Fuel	Type or Grade	Specify	Sulfur content (% by weight)	Maximum Fuel Firing rate (all burners firing)	Units of measure
------------------------	------	---------------	---------	------------------------------	---	------------------

No records found.

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

## Applicable Requirements - Fuel

### APPLICABLE REQUIREMENTS: FUEL

Showing 0-0 of 0

EU#(Individual/Group)	Date of Installation	DEP Approval # or regulatory citation	Date of Approval (if any)
-----------------------	----------------------	---------------------------------------	---------------------------

No records found.

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

[Continue Application >](#)

[Save and resume later](#)



# Equipment Description

- If you chose “Process Equipment”:
  - ▶ Add a row for each piece of equipment
  - ▶ Add a row for each process material
- In order to add a row:
  - ▶ Click “Add Row”
  - ▶ Provide requested information
  - ▶ Click Submit
- When all rows are added, click “Continue Application

**Step 2: Application Information > Page 4 of 7**  
Provide raw material or finished material process rates which ever is appropriate for the emission unit \* indicates a required field.

---

**Process Equipment**

---

**PROCESS EQUIPMENT**

Showing 0-0 of 0

EU#(Individual/Group)	Type of Equipment	Specify	Manufacturer Name	Model Number
No records found.				

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

---

**Process Materials**

---

**PROCESS MATERIALS**

Showing 0-0 of 0

EU#(Individual/Group)	Maximum Process Rate	Units of measure	Raw material	Finished Material
No records found.				

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

---

**Applicable Requirements - Process**

---

**APPLICABLE REQUIREMENT: PROCESS**

Showing 0-0 of 0

EU#(Individual/Group)	Date of Installation	DEP Approval # or regulatory citation	Date of Approval (if any)
No records found.			

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

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



# Fuel/Material Use Restriction

- Provide information on the restrictions of use of fuel and of raw materials
  - ▶ Add a row for each restricted fuel or material
    - Click “Add row”, provide requested information, and click “Submit”
- Describe any other methods that will be used to restrict emissions
- Click “Continue Application”

Step 2: Application Information > Page 5 of 7

\* indicates a required field

## FUEL/MATERIAL USE RESTRICTION

### FUEL/MATERIAL USE RESTRICTION

Provide both a short and long term restriction on fuel use or raw material use (whichever is appropriate for the pollutant you are restricting) once a restriction is established it can never be exceeded without prior written approval of the Department.

Showing 0-0 of 0

EU# (Individual/Group)	Fuel/Material Type	Fuel/Material Description	Short Term Amount	Short Term Units of Measure	Period of Time	Long term rate (12 consecutive month period)	Long Term Units of Measure
No records found.							

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

## ADDITIONAL RESTRICTIONS

Briefly describe any other method used to restrict emissions including limitations on operations (shifts, hours), limitations on physical capacity, or use of pollution control equipment. If a pollution control device (PCD) is in use, please indicate the type of equipment, the emission units the PCD controls and the overall control efficiency of the PCD.

Describe any other physical or operational restriction on the capacity of the equipment to emit a pollutant (including use of air pollution control equipment):

[Continue Application »](#)

[Save and resume later](#)



# Emission Rates

- Provide information for each air contaminant you will restrict
  - ▶ For each contaminant, you must add a row for the:
    - Emission Rate
    - Total Emissions
    - Short and Long term emissions
- When all tables are complete, click “Continue Application”

## Step 2: Application Information > Page 6 of 7

For each air contaminant that you wish to restrict, provide an emission rate for each emission unit and indicate the basis for that emission rate (Department approval letter, manufacturer information, emission factor, etc).

\* indicates a required field.

### Emission Rates

#### EMISSION RATE

Showing 0-0 of 0

EUI#(Individual/Group)	Fuel/Material Type	Pollutant	Specify	Emission Rate	Unit of Measure	Basis of Emission Rate
No records found.						

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

### Total Emissions

#### TOTAL EMISSIONS

Showing 0-0 of 0

EUI# (Individual/Group)	Fuel/Material Type	Pollutant	Specify	Short Term Emissions (in Tons)	Period of Time	Long term rate (12 consecutive month period) - in tons
No records found.						

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

### Facility-wide Short and Long Term Emissions

#### Short/Long Term Emissions

Showing 0-0 of 0

Pollutant	Specify	Total facility-wide short term emission (in tons)	Period of Time	Total Facility-wide consecutive 12 month period emissions (in Tons)
No records found.				

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

[Continue Application »](#)

[Save and resume later](#)



# Monitoring and Recordkeeping

- If you are using monitoring equipment, add a row to the table for each piece
- If you have recordkeeping equipment, add a row to describe both the equipment and the records to be kept

Step 2: Application Information > Page 7 of 7

If Monitoring Equipment will be used, please describe the equipment and its use including but not limited to fuel meters and recorders, hour meters and recorders, CEMs, temperature recorders, flow meters, etc.

If Record Keeping Equipment will be used, then please describe records that will be kept. Recordkeeping may include but is not limited to daily logs, meter charts, time logs, fuel purchase records, raw material records, waste disposal records, excess emission records, CEM records, test reports, etc.

\* indicates a required field.

## Monitoring and Recordkeeping

### MONITORING AND RECORDKEEPING

Complete the table below to summarize the details of the proposed project's monitoring and record keeping procedures. Proposed record keeping procedures need to be able to demonstrate your compliance status with regard to all limitations/restrictions proposed herein. Record keeping may include, but is not limited to, hourly or daily logs, meter charts, time logs, purchase records, raw material records, etc.

Showing 0-0 of 0

Emission Unit/PCD #	Fuel/Material Type	Method of Monitoring	Parameter Monitored	Other	Frequency of Monitoring	Frequency of Monitoring Hours	Record Keeping Procedures	Frequency of Data Record	Frequency of Data Record Hours
No records found.									

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
- To begin attaching documents, click “Browse”

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

List of Documents

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Documents:

**Please upload 1 Required Document(s) which are mandatory to submit this Application:**

1. Detailed Emission Calculations (Emission Restriction)
--

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

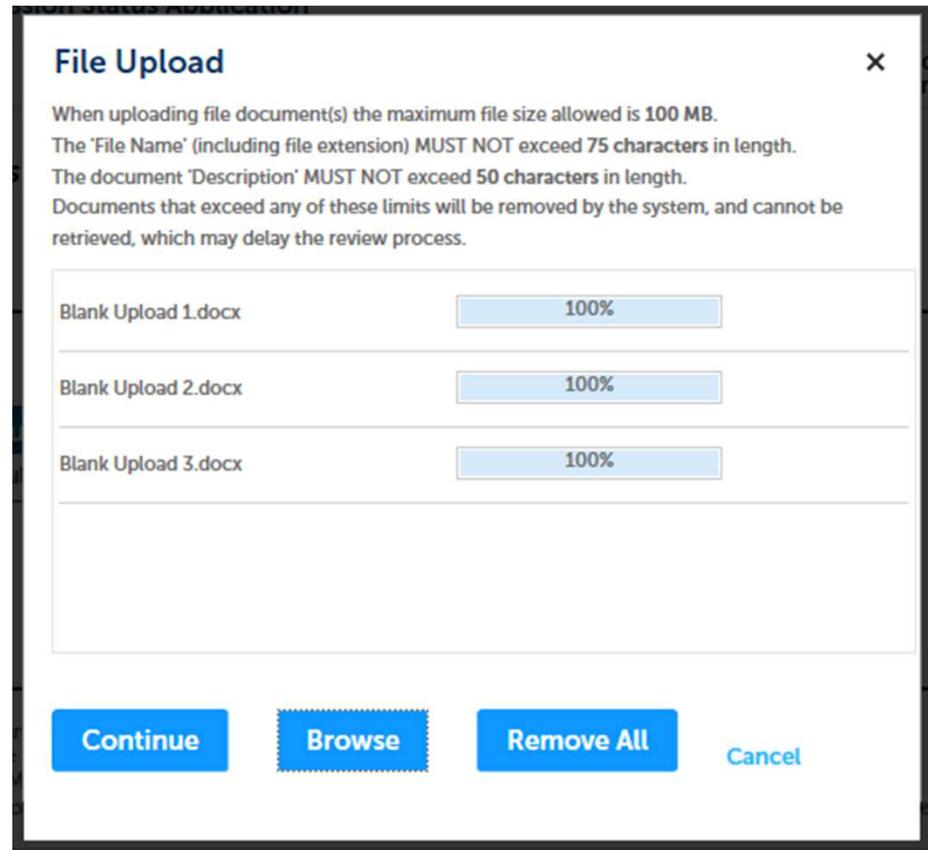
Continue Application >

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”

The screenshot displays a web interface for uploading documents. It features three identical sections, each representing an uploaded document. Each section includes a 'File:' label, the filename 'Blank Upload 1.docx', a progress indicator at '100%', and a 'Description (Maximum 50 characters):' field with a placeholder 'A maximum of 50 characters.' To the right of each section is a 'Remove' button. At the bottom of the interface, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application', and '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.

**AQ09 - Restricted Emission Status Application**

1 Facility Information	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6	7
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**Step 3: Documents > Page 1 of 1** \*indicates a required field.

List of Documents

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Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Detailed Emission Calculations (Emission Restriction)

**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
<a href="#">Blank Upload 1.docx</a>	Detailed Emission Calculations (Emission Restriction)	12.26 KB	04/26/2017	Description of emission calculation	<a href="#">Actions ▼</a>
<a href="#">Blank Upload 3.docx</a>	Examples of Recordkeeping	12.25 KB	04/26/2017	Description of recordkeeping	<a href="#">Actions ▼</a>
<a href="#">Blank Upload 2.docx</a>	Equipment Design Literature	12.26 KB	04/26/2017	Description of equipment design literature	<a href="#">Actions ▼</a>

Browse

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”

Home

DEP Applications

AQ09 - Restricted Emission Status Application

1	2 Application Information	3 Documents	4 Special Fee Provisions	5 Applicant and Contributors	6 Review	7
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Step 4: 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](#)



# Identify the Applicant/Responsible Official

- A person authorized by the company to certify the notification needs to log in to the application to certify and submit.
- Enter the name of the Responsible Organization, the type of organization (LLC, Corp, Sole proprietor, etc.) and the applicants title within that organization

## Application Contributors

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

Showing 0-0 of 0

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

## Signatory Authority Information

\* Organization Name:

\* Source of Signatory Authority:

\* Title:

## Applicant Information

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

### Applicant Information:

Erin Swallow  
1 Winer St.  
Boston, MA, 02108  
Telephone #: 617-292-5787 Email: erin.swallow@state.ma.us

Edit or View

Continue Application »

Save and resume later



# Review the 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, continue to the bottom of the page to certify & submit the notification

Home

DEP Applications

AQ09 - Restricted Emission Status Application

1 2 3 Documents 4 Special Fee Provisions 5 Applicant and Contributors 6 Review 7 Application Submitted

Step 6: 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

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

[Edit Application](#)

#### Facility Information

POWER EQUIPMENT CO | 7 FRANKLIN MCKAY DR ATTLEBORO MA 02703  
DEP Facility ID: 133341  
DEP Region: SE  
HW ID: MAD052629896  
Facility Record ID: 15-FAC-015991

#### Owner Information

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Erin Swallow			617-292-5787	erin.swallow@state.ma.us	<a href="#">Edit/View</a>

#### Applicability

Restrict potential emissions to allow redesignation for purposes of  Yes



# Certify & Submit

- Applicant Information is at the bottom of the review page. This should be the name and contact info for the responsible Official
- The Applicant should read and agree to the certification language provided by clicking on this box

## Applicant Information

Individual  
Laurel J Carlson  
Boston, 02108  
United States  
Ext #:One Winter St 7th Floor

Telephone #:617-348-4095  
E-mail:Laurel.Carlson@state.ma.us

I certify under penalty of law that I have personally examined and am familiar with the information submitted 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.

In addition, I understand that any material supplied with this application will not be considered confidential unless I have specifically requested that such material be kept confidential and the Department has made a determination of confidentiality in accordance with 310 CMR 3.00.

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

Date Signed:

Continue Application >

Save and resume later



# Application Fee

- Both online payment and pay by mail are available
- Online payment will require a service charge
- Click the Appropriate box to begin

DEP Applications

**AQ09 - Restricted Emission Status Application**

1	2	3	4	Special Fee Provisions	5	Applicant and Contributors	6	Review	7	Pay Fees	8	Application Submitted
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**Step 7: Pay Fees**

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

**Application Fees**

Fees	Amount
	\$1,900.00

\$1,900.00

[Pay Online »](#)

[Pay by Mail »](#)



# 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

Description	Reference ID	Amount
DEP/AQ/Restricted Emission Status/Application	17TMP-004180	\$1,900.00
		<b>\$1,900.00</b>

**Total Convenience Fee Due: \$44.65**  
**Total Amount Due: \$1,944.65**

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### 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

Confirm Email  
Enter Email Address

### Payment Information

To pay by electronic check, click the ACH tab.

Credit/Debit Card  ACH

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.

[nCourt Terms Agreement](#)



# Pay by Mail

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- If you chose pay by mail, check your e-mail for instructions
- We will not review your application until we receive payment

## Submission Successful 17-AQ09-000036-APP

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

Sent: Fri 4/28/2017 1:04 PM

To: Swallow, Erin (DEP)

NOTICE DATE: 4/28/2017

Thank you for submitting your online authorization application form for authorization type: AQ09 - Restricted Emission Status Application. Your Application Number is: 17-AQ09-000036-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 epayment 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-AQ09-000036-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](mailto: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

The screenshot displays the DEP Applications interface. At the top, there is a navigation bar with a tab labeled "DEP Applications". Below this, the application title "AQ09 - Restricted Emission Status Application" is shown. A progress bar contains eight steps: 1 Facility Information (highlighted), 2 Application Information, 3 Documents, 4 Special Fee Provisions, 5 Applicant and Contributors, 6, 7, and 8. Below the progress bar, the text "Step 1: Facility Information > Page 1 of 2" is visible. A green banner with a checkmark icon and the text "Successfully Completed." indicates the submission status. Below the banner, a message reads: "Thank you for using our online services. You will need this number to check the status of your application. Your Record Number is 17-AQ09-000036-APP." Under the heading "Conditions", there is a section titled "Showing 1-1 of 1" which lists "Documents - 1 Uploaded", "Required Documents", "Detailed Emission Calculations (Emission Restriction)", "Required Documents", and "Uploaded || 04/28/2017".



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## Questions?

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

