

## PART 2:

# Prepare for Reporting



Heating fuel suppliers are required to comply with new amendments to **310 CMR 7.71: Reporting of Greenhouse Gas Emissions** by registering their business and submitting quarterly emissions reports. These requirements help track greenhouse gas emissions associated with heating fuel distribution in Massachusetts.

## Content Overview

### 1 Does This Apply to My Business?

This flyer provides an overview of reporting requirements and walks through what data you need to collect for each report: All reporting will happen in the [Clean Heat and Emissions Tracking System \(CHETS\)](#).

For more detailed reporting and data requirements, watch this [informational video](#).

### 2 Understanding Reporting Requirements

### 3 Preparing Your Data

## Does This Apply to My Business?

If your business supplies heating fuel for consumption in Massachusetts, you are subject to the requirements of 310 CMR 7.71. If you have received a mailer or phone call prompting you to register but believe this regulation does not apply to your business, please complete a [Demonstration of Non-Applicability](#) form and send it to [dep.chets@mass.gov](mailto:dep.chets@mass.gov). Visit [MassDEP's Heating Fuels Emissions Reporting Regulation website](#) for more information.

### Quick Links

1. [Heating Fuel Emissions Reporting FAQs](#).
2. [MassDEP's Heating Fuels Emissions Reporting Regulation website](#).

# Understanding Reporting Requirements

## When are reports due?

Reports are due on a quarterly basis. The deadline for each quarter is the last day of the month following the reporting period, unless you have otherwise been notified of an extension by MassDEP. For example, if the quarter ends on October 31, the report will be due on November 30. You will receive a reminder from MassDEP via email in advance of any reporting deadline. Information regarding reporting deadlines will be regularly updated on [MassDEP's Heating Fuels Emissions Reporting Regulation website](#).

## What do I need to report?

Reports are based on the amount of heating fuel your business supplied to locations in Massachusetts over the quarterly reporting period. You will submit the quantity (in either gallons or standard cubic feet) of each heating fuel delivered for the following fuel types:

- Fossil heating oil
- Waste-based advanced biofuel – heating oil
- Other advanced biofuel that is not renewable diesel – heating oil
- Waste-based renewable diesel
- Fossil propane
- Waste-based advanced biofuel – propane
- Other advanced biofuel – propane
- Natural gas

### Pro Tip

You must submit a report for each quarter, even if you did not deliver any fuel.

For more information on the fuel types, reference the [Heating Fuels Emissions Reporting FAQs](#).

# Preparing Your Data

## Step 1: Gather Your Records

Collect any documentation regarding your heating fuel deliveries Massachusetts. This may include:

- Delivery tickets
- Shipping documents
- Customer bills
- Documents with information on the biofuel content of fuels (if available)

You do not need to upload individual records to report. However, the regulation requires you to retain your records related to emissions reporting for five years.

## Step 2: Calculate Your Total Fuel Delivery

Add up the total amount of each type of heating fuel your business supplied in Massachusetts over the quarterly reporting period. You will only need to enter total quantities of each fuel into the reporting tool.

CHETS will then calculate emissions using the quantities of fuel you entered and the appropriate heating fuel-specific emissions factors. You do not need to perform emissions calculations yourself. The system does this for you!

### What are emissions factors?

Emissions factors are values that help estimate how much of a pollutant is released into the atmosphere when performing a specific activity.

Here, emissions factors will be used to relate the quantity of fuel combusted to the amount of carbon dioxide emitted to the atmosphere.