



Quick Start: What you must know to file

Revised: June 6, 2018

File your Source Registration / Greenhouse Gas Forms On-Line

Having problems with eDEP? Contact BAW.eDEP@state.ma.us

CHANGING NAME OR OWNER?	If your facility's name, address, or owner has changed, you should contact the data manager in your MassDEP Regional Office before you start work on your forms (or you will have to start the forms over again to include the changes).
WHAT YOU'LL FIND IN THE FORMS	Facility data from previously filed Source Registration (SR) and/or Greenhouse Gas (GHG) submittals will prefill the forms. Once data is entered for a facility, only activity and emissions data need to be updated with each filing. NOTE: you will be required to submit either a 1) AQ Source Registration Package (SR), 2) Greenhouse Gas Package (GHG), or 3) SR and Greenhouse Gas (GHG). Your Notice to File Letter will notify you of the type of report you are required to submit.
WHAT IF I'M REQUIRED TO REPORT GHG ANNUALLY AND SR TRIENNIALLY; HOW DO I REPORT?	If you are required to submit GHG annually and submit SR triennially, you will need to: 1. Submit a GHG package, in the years that an SR package is not required, 2. Submit a SR and GHG package, when an SR package is required. 3. See MassDEP Source Registration Web Page for more information on both reports. NOTE: All updates you submit will prefill the corresponding fields of any future packages you submit, regardless of the type of package.
HOW TO GET HELP WITH YOUR FORMS	<ol style="list-style-type: none"> 1. Source Registration Web Page –contains codes, instructions, MassDEP contacts and more to help you. The Tips from the Help Desk answers questions MassDEP has received from filers on how to handle unusual cases such as temporary units, portable units, emissions from large storage tanks, oven units, and many others. This document also includes the list of insignificant non-reportable uses. 2. On-Screen Help: Icons like this  appear on the forms contain important notes and explanations; click on each icon to open it. 3. Field by Field Instructions: You may keep the instructions open in a separate window while you work on your forms for quick reference. 4. BAW eDEP email: email your questions to BAW.eDEP@state.ma.us
HOW TO ACCESS THE FORMS	<ol style="list-style-type: none"> 1. Go to the Source Registration Web Page 2. In the "How to File" section, click on the eDEP Online Filing link  3. Log in to your personal homepage (eDEP accounts are for individuals and they should not be shared). New eDEP Users need to register with eDEP first; this takes about 20 min. NOTE: you do not need any special user privileges to complete and file SR or GHG Emissions Reporting. 4. Mouse-over forms in the green menu at the top, a list of categories will drop down; click Air & Climate:  5. Find your type of package in the section "Source Registration Emissions Statement and/or Greenhouse Gas Emissions Reporting" and click Start Transaction. This opens the Preform screen. NOTE: Any packages you created previously will be listed on your personal eDEP homepage; eDEP stores them in your homepage permanently. You must start a new package for each applicable reporting year. You cannot, however, edit packages once they have been signed and submitted.
HOW TO CREATE A PACKAGE	<ol style="list-style-type: none"> 1. Enter your facility's TIN and AQ ID – then click <input type="text" value="search"/>. The AQ ID is printed on your Notice to File Letter. Your TIN is the facility's federal Tax Identification Number, also printed on your letter (or a

Please Do not use your browser's **BACK** button in eDEP.



NOTE: Scroll down to Section B. Check the list. If equipment is missing, you need to check the box *To Add Emissions Units*. If the fields in Section B are blank, you need to check the box *New Facilities*.

temporary alternative code if MassDEP does not have your TIN).

2. In the **"Reporting Year"** field, select the year you are reporting from the drop-down.

NOTE: if you need to amend a prior submittal, select from the drop down list the year of record you need to fix. *(This function will not be available until October 2018)*
3. When your facility's name comes up, click **Next** (NOTE: if it is the wrong facility, verify that you entered the correct TIN and AQ ID, before e-mailing BAW.eDEP@state.ma.us Do NOT create a package with the wrong facility name. When your facility name is corrected, you will need to create a new package to have your facility name present on your forms.

A **Transaction Overview** showing where you are in the eDEP process will appear.
4. Click **"Next"** and the **Overview** form opens. This form lists the emission units in MassDEP's database. This is where you create a package of forms. Click on the box(es) next to the option(s) you want:
 - a. **Create a Package:**
 - Existing Facilities:** Check this box to create a complete package for an existing facility. This box will be pre-checked, for pre-existing facilities). NOTE: you must report on **all** emission units at the facility, including those that are idle.
 - Adding Emission Units:** If you have installed new emissions units since your last submittal, you will need to add blank forms to your package for the new units. Check the box labeled **"Check if you added emission units or stacks since your last report"**.
 - New Facilities:** Click **"New Facilities"** to create a package of blank forms to report on a new facility.
 - b. **Amend a package:** IGNORE this section UNLESS you need to submit additional or corrected information for the current Year of Record. Only the current year of record is available to amend, **the function to amend previous year's submittal will be available in October 2018**. See ["How to Amend a Package"](#) for additional information.
5. Click the **"Error Check"** button to validate, and create the forms for your package
6. **Transaction Overview:** When the system has validated a form, including the **Overview** form, it will automatically return to the **Transaction Overview**, if all errors are corrected. This screen lists all of the forms in the package and their status. Forms with a check "✓" are validated (you can still go back and edit them). Forms with a dash "-" are not validated. If you asked for blank forms on the **Overview** form, open the **New Creator** form. Enter the number of blank forms you need.
7. You must click the **"Error Check"** button to validate each form, before continuing with the submittal process.
8. Click on the form you want to work on, or click **Next** automatically opening the next un-validated form on the list. When you are done with each form, validate the form, correct any errors, and pick your next form from the **Transaction Overview**.

WHAT FORMS DO YOU NEED FOR A COMPLETE PACKAGE?

You must report on all emission units at the facility, including those that are idle. In some cases you may combine reporting for multiple units on 1 form. See the help icons on each form for details/restrictions.

Facility Information: one form for the whole facility to provide contact, location, and other general information.

- **Fuel Burning Device Emission Unit (EU):** One form for each Fuel Burning Device EU. If a unit has more than one fuel, a separate "Section B only" form(s) for each type of fuel used in the emission unit will appear after you validate the EU level form.
- **Process Emission Unit (EU):** One form for each Process Emission EU. If a unit has more than one raw material/finished product, a separate "Section B only" form(s) for each additional raw material/finished product will appear after you validate the form.
- **Incinerator Emission Unit:** One form for each Incineration EU with one or two "Section B only child" forms for the fuels associated with the primary and secondary chambers. The waste type is reported

in the Section B portion of the “parent form.”

- **GHG Form (GHG Only Emission Unit (EU)):** One form for each GHG Only EU. If a unit has more than one fuel, a separate “Section B only” form(s) for each type of fuel used in the emission unit will appear after you validate the “parent form”.

IMPORTANT: There are two instances where GHG emission reporting is required but this activity is not subject to SR emissions reporting; i.e. fugitive emissions for 1) Chillers & Stationary Air Conditioners and 2) Natural Gas Distribution System. In these situations, the response in question A.2.f: Emission Unit Category is “**GHG-ONLY**”. If you are also subject to SR Reporting and use GHG-ONLY, then your SRGHG Package will also contain a GHG Form.

For question B1.a Source Classification Code (SCC) use one of these new codes to report your “GHG Only” emissions:

- 99999998 - GHG Source Categories - Unspecified Technology - Chillers & Stationary Air Conditioners - Fugitive Emissions or
- 99999999 - GHG Source Categories - Unspecified Technology - Natural Gas Distribution System - Fugitive Emissions

NOTE: regarding the GHG Form found in the Greenhouse Gas Package (GHG) - The GHG form consists of combined “shortened versions” of the three SR emission forms: 1) Fuel Burning Device (AP1), 2) Process (AP2), 3) Incinerator (AP3), and, created 4) GHG-ONLY when GHG emission reporting is required but this information is not subject to SR emissions reporting, i.e. fugitive emissions for a) Chillers & Stationary Air Conditioners or b) Natural Gas Distribution System. The response present (or added for a new form) in Question A.2.f: Emission Unit Category will determine how the remaining fields in the GHG form will function.

NOTE2: In Section B “parent form”, the field “**Number of fuels/segments for this unit (previous records)**” shows the number of forms already associated with the EU. Once the “Section B only” forms are validated then a “Section D” form will appear; this form will calculate the actual emissions for the emission unit.

- **Tank Emissions Unit Organic Materials Storage:** One form for each organic material storage tank with capacity equal to 500 gallons or more.
- **Stack:** One for each VERTICAL stack. Horizontal, downward facing vents, engine exhausts, and fugitive emissions don’t require a separate form – they are just noted on each emission unit’s form. *Stack height is measured from the ground.*

NOTE3: The Tank and Stack forms are not present in the Greenhouse Gas Package (GHG),

- **Total Emissions Statement (TES) and HAP List:** one TES form for the whole facility. Complete the TES form LAST, or the calculations that total all of the facility’s emissions will be incorrect.

KEY CONCEPTS FOR FILLING OUT THE FORMS

Note: You may print an individual form you are working on at any time using your browser’s print function. This function is for your convenience only, and is not considered an official Copy of Record.

Pre-fill of data: The forms pre-fill facility-specific information, as well as, perform calculations. There may be a delay of up to 15-30 seconds while the data loads. Please don’t start “clicking” until the form is fully loaded.

Accessing Forms: eDEP will work with the any browser

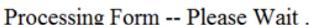
Validation is a key step for all eDEP forms: You must “**Error Check**” a form to continue with the process.

Common errors and omissions: eDEP displays a list of Error Messages at the bottom of the form. After reading them, click on the error message links to return to the question where eDEP will highlight the problem fields in red. You must fix these problems for eDEP to validate the form. Validated forms will have a check “” in the **Transaction Overview** (you can still edit them, although you must revalidate them after editing). All forms must be validated before you can sign and submit the package.

“**Save**” your work frequently so you don’t lose it (at least every 15 min.). Saving will cause the form to reload after it is saved.

Stopping Mid Package: Use  and  if you need to leave your form at any time.

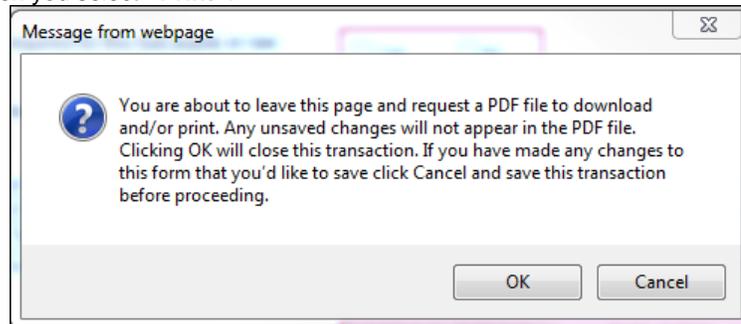
These pop-up messages appear when using the navigation buttons:

1. When the form opens: 

2. When validating the form (select <Error Check>): OR when saving the form (select <Save>, once the form is saved it returns you to the form)



3. When you select <Print>:



- “OK” will bring you to the print functions
- “Cancel” will bring you back to the form

4. When exiting the form:



- “Yes” will save changes and returns you to the Transaction Overview;
- “No” will not save any changes and returns you to the Transaction Overview;
- “Cancel” will keep the form open and not save any changes

Closing eDEP: Use **LOG OFF** when you want to exit from eDEP.

NOTE: Do not close your browser window by using **X**. If you close your browser window then eDEP will still consider you logged into the system. The next time you try to login to eDEP you will get a multiple browser error message. The only way to correct this problem is to close ALL your browser windows, and then log back into eDEP.

Numbering and Naming: The system is organized around emission units (points); You may change the name and give your own identifier to each emission unit. The DEP number for that unit, however, always remains the same, and cannot be edited.

Combined Units: Multiple emission units can be combined and reported together on one form if EACH INDIVIDUAL UNIT is of a similar type – see the help **?** icons on each form or the instructions for details and restrictions. The number of units reported on one form must be entered in the “Combined Units” field and explain in Section C, “Notes” field the specific equipment information: Manufacturer, Model number, Installation date, and for fuels: Max input rating MMBtu/hr. If you combine existing units that are on separate forms, you must decommission all but one of those units being combined to remove their forms in future submittals (add a note to explain what you are doing and why).

SR Calculations: eDEP will calculate emissions for most of your combustion units based on the Source Classification Code (SCC), fuel usage you entered, and EPA’s emissions factors. This calculation will occur after you validate the form. **NOTE:** In order for the calculation to work, you will need 1) the SCC Category to be a “Combustion” category (SCC Level One) which you can find in the spreadsheet: [scccodes.xls](#) and 2) your fuel units and emission factor units are required to match the SCC units.

GHG Calculations: eDEP will calculate emissions for most of your combustion units based on the Source Classification Code (SCC), fuel usage you entered, and EPA’s emissions factors. This calculation will occur after you validate the form. **NOTE:** In order for the calculation to work, you will need your fuel units and emission factor units to match the SCC units found in the spreadsheet: [scccodes.xls](#)

The **Total Emission Statement (TES)** automatically sums the emissions from all emission units at the facility; you should complete this form last. **NOTE:** the emission amounts calculated by the TES will not be correct until you have completed and validated a form for each unit at the facility, including any new units.

Closing/Decommissioning Units: You cannot delete a unit (because the database must maintain historical information for each unit). Instead, you need to “decommission” it. This tells MassDEP that the

unit is permanently inoperable. Only units that are permanently inoperable should be decommissioned. If a unit is just not being used, enter “0” for throughput and actual emissions, but do not decommission it (Remember: you must continue to report on all units, including idle units).

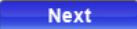
Decommission a unit by opening its form and entering a “**Decommission Date**”. If it was operated anytime during the reporting year, you must enter throughput and emissions amounts for the portion of the year it was functioning. If it was closed before the Year of Record, then just enter “0” for throughput and emissions (including in Section B “0” for max hourly fuel / process rate).

Adding/Replacing Units: If you added/replaced a unit with another since your last submission you need to use the following procedure:

1. On the **Overview form**, check the box labeled “**check if you added emission units since your last report**”, validate the **Overview** form, open the **New Creator** form (that eDEP inserts as the next form in your package), and enter the number of blank forms you need in the boxes on the form. Validate the **New Creator** form, and eDEP will then add the blank form/s to your package. **NOTE:** for specific info on each form see [What Forms do You Need for a Complete Package?](#) or the instructions
2. If you are replacing a unit, decommission the old unit by opening its form and entering a “**Decommission Date**” and validate the form.
3. Open and fill out one of the blank forms for the new unit. If replacing a unit, you **MUST** decommission the old unit first, and then complete the form for the new unit. **NOTE:** you cannot just delete a unit, and you should **NOT** change the name of an old unit to the name of a new one.

HOW TO CERTIFY AND SUBMIT YOUR PACKAGE

Once you have completed and validated all of the forms in your package, you can then sign your package of forms. You will see the “Signature” link become active at the top of the Transaction Overview screen.

1. Click  and the signature page will open. **NOTE:** you must be a “[Responsible Official](#)” to sign a GHG and/or SR Package using your personal eDEP account (eDEP accounts should not be shared). If you are preparing the forms for someone else to sign, then you must “[share](#)” the package with the other user’s eDEP account (click Share button on the **Transaction Overview**. **NOTE:** if the Responsible Official will also be submitting the package, their role should be “Editor & Signer”.
2. Type your name in the Signature Box, click the box labeled “CERTIFICATION FOR ALL FORMS.....”, and click the “**I Accept**” button. **The package is now LOCKED and can no longer be edited.**
3. Click . This will open a screen showing all of the forms in your submittal.
4. Confirm or correct your email address and click .
5. Print the Receipt and click “**Exit**” or “**My eDEP**”. **YOU ARE DONE!!**

SHARING A PACKAGE

The Share feature allows you to assign rights to edit, sign, or submit a package. Click the **Share Transaction** button on the **Transaction Overview** and follow the instructions. The Share function allows a preparer (such as a consultant) to “give” the package to another user (e.g., the client) for review, signature, and submittal. No special privileges are required to share a package. However, the Responsible Official must register with eDEP and you (the preparer) must know their eDEP Nickname to share the package with them (see “My Profile”).

NOTE: In order for the Responsible Official to sign and submit the package, they must be assigned the role of “Editor & Signer”.

IMPORTANT

Don’t forget to Submit! Many filers do not realize there is a Submit step following signature and fail to actually submit their report.



NOTE: you must select the  button for your package to be submitted.

WHO CAN SIGN?

You **MUST** be a “**Responsible Official**” to sign a GHG and/or SR package. The eDEP electronic signature has the same force of law as a handwritten signature. If you are not the Responsible Official, then you need to share your package with a Responsible Official who can then complete the electronic signature and submit the form.

IMPORTANT: signing a package locks the forms and they can no longer be changed.

<p>WHO IS A RESPONSIBLE OFFICIAL?</p>	<ul style="list-style-type: none"> • For a Sole Proprietorship: The responsible official is the sole proprietor • For a Partnership: The responsible official is a general partner with the authority to bind the partnership • For a Corporation or a non-profit corporation: The responsible official is a corporate official with authority to bind the corporation such as a: <ol style="list-style-type: none"> 1) President, 2) Secretary, 3) Treasurer, 4) Vice president of the corporation in charge of a business function, or 5) Any other person who performs similar policymaking or decision-making functions of the corporation. • For a Municipality or other public agency: The responsible official is any one of the following individuals: <ol style="list-style-type: none"> (1) A principal executive officer or (2) A ranking elected official who is empowered to enter into contracts on behalf of the municipality or public agency
<p>CAUTIONS!</p>	<p>Moving Around the Form: Use your mouse, tab key, or the scroll bars on the side. Do not use the "RETURN/ENTER" key or the browser's BACK button.</p> <p>Avoid Revalidating the Overview form after you create your package. Remember to add any forms for new units when you first open the package. Returning to the Overview form (or New Creator form) to add units to your package will invalidate the forms in your package that were already validated. You will not lose data you have entered, but you will have to re-validate every form, which can be time consuming for large facilities. NOTE: The Overview form is only meant to display your existing equipment; you cannot make corrections to this form. Once this form is validated, you can make corrections to the specific form displayed on the Transaction Overview.</p> <p>Order can Matter: Generally, you can complete the forms in any order you choose. There are, however, exceptions: (1) STACKS 1ST – if you have any new Stacks to add, complete those forms first so that they can prefill the stack drop down menu on the emission unit form NOTE: this form is NOT present in the GHG package); (2) DECOMMISSIONED UNITS 2ND – if you have any units to decommission, complete those forms before completing the blank form for the new unit that replaces them; (3) Complete the TES Form Last: (after all of the emission units have been validated) to ensure the emission totals are correct. If you make any changes to an emission unit, you need to reopen and validate the TES afterward to update its calculations.</p>
<p>HOW TO PRINT AND SAVE A COPY OF YOUR PACKAGE</p>	<p>eDEP allows users to download a complete copy (in PDF format) of their forms including any data that they have entered up to that time. Click Print Transaction button on your Transaction Overview screen and follow the directions. Once eDEP has generated the file, you can save or print it.</p> <p>NOTE: The PDF that is generated once you submit the package is your "Copy of Record". You must be able to access your GHG and/or SR package "Copy of Record" during an inspection of the facility by MassDEP.</p>
<p>HOW TO AMEND A PACKAGE</p>	<p>Correcting Errors after you submit: If you have submitted a package, you can no longer edit it. However, you can submit a new package with corrected information. The function to correct information, other than the reporting year, will not be available until October 2018</p> <p>IMPORTANT: If you need to submit a corrected package, please email BAW.eDEP@state.ma.us to be sure your first package has made it into MassDEP's database before you try to open a new package.</p> <p>You will not have to resubmit all of your forms if all you need to do is correct an error or add a few units. You can simply check the boxes for the EUs you wish to work on in the Overview form. NOTE: that every package you submit will have a Facility Information form and a TES form (to ensure that the total facility emissions are correct. The TES updates the facility-wide emissions data).</p>
<p>DOES MASSDEP REVIEW WHAT FACILITIES SUBMIT?</p>	<p>Yes. We have automated Quality Assurance programs that search all of the submittals for unusual or inconsistent data. In addition, MassDEP staff will also review individual packages in more detail from time to time.</p> <p>If a problem is found we may need to contact the owner/operator of the facility or the preparer regarding mistakes or questionable data. Please check your work to avoid you or your client receiving a call from us. If you are reporting anything unusual (such as a reorganization of your emission units), it is good to explain this in the notes section of the form.</p>