



Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs

Department of Environmental Protection

Address: 100 Cambridge Street, Suite 900, Boston MA 02114 | Phone: 617-292-5500

Maura T. Healey
Governor

Kim Driscoll
Lieutenant Governor

Rebecca Tepper
Secretary

Bonnie Heiple
Commissioner

310 CMR 7.71: Heating Fuel Storage Facility Reporting

Registering a Facility in the Fuel Shipment Tracking System (FSTS)

After registering a user account, each Designated Representative must register their facilities in the FSTS. The Designated Representative is the person who is authorized by the owners and operators of a facility to represent and legally bind them in matters related to 310 CMR 7.71.

If you are not the Designated Representative but you submit fuel shipment reports for a facility, the Designated Representative must add you as a Designee after they register the facility.

YOU WILL NEED

- ✓ Your login credentials (your email, password, and authenticator app)
- ✓ The name, physical address, and mailing address of your facility

STEPS

1. Navigate to the FSTS at www.massdepfsts.com and log in.
2. In the left side menu, click **”Register Facility.”**
3. Next, fill out the facility registration form. Beneath the header, click **”Select Facility from List”** to view the catalog of facilities. Scroll through the list or search by facility name or address, then select your facility to automatically populate the form. If your facility is not on the list, fill out the form yourself. Make sure to view and sign the certification statements in the “Designated Representative Information” section.
4. When the form is complete, the button on the bottom right will change to **”Register Facility.”** Click this button to submit your facility registration.
5. You will receive an email notification when your facility registration is approved.

If you are the Designated Representative for multiple facilities, complete this registration process for each facility.

If you are a Designated Representative but you delegate your authority to sign, certify, and submit fuel shipment reports to another person, proceed to the following instructions to add a Designee.

Please email dep.fsts@mass.gov with any questions or concerns.