

## PART 3:

# Report Your Emissions



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.

This flyer walks you through how to submit your quarterly emissions report in the [Clean Heat and Emissions Tracking System \(CHETS\)](#). Please first review the materials on [How to Register](#) and [How to Prepare for Reporting](#) if you have not already done so.

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

## Content Overview

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## Who Can Report?

### ① Designated Representative

The designated representative, who registered your business, is legally responsible for submitting quarterly emissions reports.

### ② Additional Users

The designated representative can add additional users in CHETS. Any user who has been added as a *designee* can report the business' emissions data on behalf of the designated representative.

For detailed guidance on adding additional users, visit the [CHETS Helpdesk](#).

## Quick Links

1. [CHETS](#) (MassDEP's registration and reporting platform).
2. [Heating Fuel Emissions Reporting FAQs](#).
3. [MassDEP's Heating Fuels Emissions Reporting Regulation website](#).

# Reporting Your Emissions

## Before You Begin

### Gather required information

- Legal name of your business
- Quantity of heating fuel delivered by your business, in gallons, by fuel type

## Step 1: Sign In to CHETS

Navigate to [CHETS](#), click “**Sign In**,” and follow the prompts to authenticate your account.

## Step 2: Set Up Your Report for the First Time

### Pro Tip

You should only complete the first section of the Reporting Form, Quarterly Report Form, the first time you submit an emissions report. For subsequent reports, skip this step and click “**View/Edit: [Your Business’ Name]**” in the first line of the table.

After signing in, click “**Submissions**” at the top right corner of your screen. From the Supplier Type drop-down menu, select “**Fuel Supplier Reporting**” and click “**Start Registration.**” Enter your company’s legal name and select “**Continue.**”

### Quarterly Report Form

This section of the Reporting Form process should only be completed the first time you set up your report.

The Legal Entity Name and System ID fields will be pre-populated. Use the drop-down menu to indicate the number of delivery vehicles that your business uses to deliver heating fuel in Massachusetts. Then click “**Submit Registration**” to save this information.

## Step 3: Report Your Emissions

To report your emissions each quarter, return to this step and complete the Data Entry and Report Documents sections.

### Data Entry

To begin the data entry process, select “**View/Edit: [Your Business’ Name]**” and then click “**Next.**”

From the Data Entry screen, select “**Add a new period**” and enter the year and quarter you are reporting for. On this screen, you will enter the total quantity of fuel (in gallons) that you delivered for each heating fuel type. All fields in the Delivered Quantity column must be populated to continue.

To save the data you entered, you must click “**Submit**” in the first line of the table and read and accept the certification statement. You will receive an email with a PDF of your submission. You can also download this same PDF by clicking “**Download Statement**” on this screen. Once you save your data, click “**Next.**”

### Pro Tip

CHETS will perform the emissions calculations for you and display the results in the Emissions column in terms of metric tons (mt) of carbon dioxide.

### Report Documents

If you would like to provide any supporting documentation, you can upload it from the Report Documents screen. No supporting documentation is required to report your quarterly emissions successfully, so it is acceptable to leave this section blank. Once you are finished, click “**Exit.**”

## Your quarterly emissions report is now complete!

**For future reports:** You will repeat Step 3 at the end of each quarter to submit subsequent emissions reports. After logging in, on the Submissions Summary screen, you will click your company’s legal name to submit a new report. Do not select “Start Registration” each time you create a report.