



## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Suuberg  
Commissioner

FACILITY MANAGER

July 27, 2018

«Name»

«Mail\_Address1»

«Mail\_Address2»

«Mail\_Town», «Mail\_State» «Mail\_Zip»

**Re: 2016 Submittal Type: SR and Greenhouse Gas (GHG) – Notice of requirement to file for**

«Name» located at «Address1» «Address2»

«Town», «STATE» «Zip»

**SR CLASS:** «Class» **LAST SR SUBMITTAL:** «Last\_Submittal\_for\_YOR»

**AQID:** «AQID» **TIN:** «TIN»

To: FACILITY MANAGER:

Pursuant to 310 CMR 7.12: *Source Registration* and 310 CMR 7.71: *Reporting of Greenhouse Gas Emissions*, and MassDEP records, you are required to file a **Source Registration (SR) and Greenhouse Gas (GHG)** emissions report for calendar year **2016** for the facility listed above. The SR form(s) that you are accustomed to completing have been converted from PDF to web forms. The updated forms will make it easier for you to create your package. You no longer need to use Adobe Reader, nor do you need to be concerned with the type of browser you are using. MassDEP's staff is available to assist you with any questions or problems that you might have.

**Deadline for Filing:** This report: “**SR and Greenhouse Gas (GHG)**” must be completed for emissions from calendar year **2016** information, and submitted to MassDEP by **October 19, 2018**. You should be aware that failure to comply with the Source Registration and Greenhouse Gas reporting requirement, or failure to submit accurate, complete, and signed forms may result in enforcement.

**How and Where to File:** The forms for the SR and GHG emissions report are available through eDEP, MassDEP's on-line filing system. You can find a link to eDEP at Source Registration Web Page at: <https://www.mass.gov/guides/massdep-source-registration>

**New eDEP Users:** New users will need to register in eDEP. Be sure to read the following guidance documents “*Quick Start: What you must know to file*”, “*Tips from the Help Desk*”, “*What is New With The Forms*” and “*SR and SRGHG Instructions*” that you can find at: <https://www.mass.gov/guides/massdep-source-registration>, and then click on “How to File Your Source Registration and/or Greenhouse Gas Emissions Report”.

**Help with your forms:** Listed below are additional resources to help you complete your online SR and GHG emissions report:

MassDEP Greenhouse Gas Emissions Reporting Program	<a href="https://www.mass.gov/guides/massdep-greenhouse-gas-emissions-reporting-program">https://www.mass.gov/guides/massdep-greenhouse-gas-emissions-reporting-program</a> This is the primary source of information about the Greenhouse Gas Emissions Reporting Program.
Help Desk	<a href="mailto:BAW.eDEP@massmail.state.ma.us">BAW.eDEP@massmail.state.ma.us</a>

**For facilities classified as OPs (Operating Permits),** it is also important to note that this reporting schedule may delay the mailing of FY 2019 Annual Compliance Fee invoices, and any adjustments to FY 2018 annual fees, until after January 2019.

**Should you have received this notice? Do not ignore this notice,** even if you believe your facility is not required to file a SR and GHG emissions report, or you believe this notice was sent based on incorrect information about your facility. Please email the Help Desk ([BAW.eDEP@state.ma.us](mailto:BAW.eDEP@state.ma.us)) to resolve your question concerning this notice.

If you have any specific concerns about your filing not covered by this mailing or the guidance documents, or if you are having problems with filing online, please contact [BAW.eDEP@state.ma.us](mailto:BAW.eDEP@state.ma.us).

You are required by regulation to keep a copy of your completed SR and GHG reporting forms for five years. See the document “*Quick Start: What you must know to file*” for more details on printing a copy or saving an electronic copy of your submittal.

We appreciate your time and attention to this matter.

Sincerely,

Stephanie MacLeod, Deputy Division Director  
Division of Business Reporting Services/Fiscal Operations  
Bureau of Air and Waste

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