



Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs

## Department of Environmental Protection

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# 310 CMR 7.71: Heating Fuel Storage Facility Reporting

## Submitting Monthly Fuel Shipment Reports in the Fuel Shipment Tracking System (FSTS)

### YOU WILL NEED

- ✓ Your login credentials (your email, password, and authenticator app)
- ✓ A completed monthly fuel shipment report OR knowledge that your facility had no shipment activity for a past month

### STEPS

1. Navigate to the FSTS at [www.massdepfsts.com](http://www.massdepfsts.com) and log in.
2. In the left side menu, click **"Fuel Shipments."**
3. In the "Select Parameters" box, choose the facility, month, and year you would like to upload a report for.
4. In the "Upload Fuel Shipment Data" box (*Figure 4*), click **"Choose File"** to attach a report, then click **"Upload data."** If your facility had no shipments for a month, you may click **"No Shipment Activity"** to report no shipments. The submitted report will appear in the "Fuel Shipment Data" box at the bottom of the page.

*Figure 4*

- a. *Reminder:* Report N/A if any information is not specified in your records. If the FSTS detects blank cells when you upload, it will offer to input N/A for you.
  - b. *Note:* Before saving a report, the FSTS will validate the data are properly formatted. If you receive any error messages, please make the changes and try again.
5. You will receive an email notification when your fuel shipment report is approved.

If you have any questions or concerns, please email [dep.fsts@mass.gov](mailto:dep.fsts@mass.gov).