



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Air Quality Control
LPA/CPA Consolidation of Previously Issued Plan Approvals (BWP AQ 33)
Application Instructions and Supporting Materials

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Introduction

Applying for and obtaining a consolidated plan approval is to enhance the compliance efforts of the owner/operator of a regulated facility. In many instances, there are numerous applicable requirements for an emission unit or pollutant at a facility contained in plan approvals issued over time; and at times there can be duplicative requirements. An owner or operator now has the option to apply to the Department to streamline their facility's emission unit's requirements through the consolidation plan approval.

Who must apply?

An application for a consolidated plan approval under 310 CMR 7.02(12) is voluntary.

Pre-Application Consultation

You should contact the appropriate MassDEP Regional Office early in the process of preparing to apply for a CPA. A pre-application conference can save you time in preparing the application and often results in faster processing by the agency. If you submit an application without scheduling such a meeting, MassDEP may require one before it can determine whether your application is administratively complete. Find Your Region (with contact information) at:

<http://www.mass.gov/eea/agencies/massdep/about/contacts/>

What other requirements should be considered when applying for a Consolidated Plan Approval?

A Consolidated Plan Approval cannot be used in lieu of an AQ01, AQ02 or AQ03 Plan approval to install or modify equipment, operations or recordkeeping reporting requirements. In most cases with consolidation, the most stringent of the requirements in the underlying approvals being consolidated will be the requirements that will be preserved in the consolidated approval.

Instructions

The application is an online form that can be found at:

<https://permitting.state.ma.us/CitizenAccess>

You will need to create an account to access the form. Screen by screen instruction to assist you in completing the form is available at: <http://mass.gov/dep/aq-copa>

Please note that when completing the form online, every field highlighted with a red asterisk must be completed before moving on to the next page in the form. That said, a number of fields are NOT marked as "required" but must be filled out in order to have an administratively or technically complete application. PLEASE MAKE SURE YOUR APPLICATION IS AS COMPLETE AS POSSIBLE BEFORE FILING. Do not assume that a data element is not necessary because it may not have a red asterisk next to it.

The form allows the preparer to start a form and then "Save and Resume Later". It is recommended that the first person to open a form in the online system enter the first page of data and then click "Save and Resume". This action will create a PIN that can be shared with another person (consultant, staff, reviewer or signatory). Once another person activates the PIN in their



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account, they will be able to open the form and add information or certify it if they are a Massachusetts Registered Professional Engineer (PE). See the ePLACE Quick Guide and FAQs document available at the above link for instruction on activating a PIN and sharing a form.

Please note that some plan applications may need to be accompanied by supplemental and/or pollution control device forms. This also requires approval by a Massachusetts Licensed Professional Engineer. When an application is shared with and certified by a PE, a special PIN is generated that the PE must send to the applicant or signatory in order for them to approve and submit the application. This procedure is discussed further under Step 7 below.

The following provides general instruction on the forms by section.

Step 1. Facility and Owner Information

In this first step the applicant will identify which facility the application pertains to. You can search for your facility from a pre-loaded list. Use the SEARCH function first. It is best to enter the address of the facility (rather than name). Based on your search criteria a list will be returned. Select from the list or “Cancel” to search again. You can search on a string of text. No wild cards are required. You can search on DEP Facility ID or AQID as well.

If you cannot find your facility, you can add a facility. If the new facility has the same address as an existing facility, you will get a message asking if you want to use the existing facility. If you do not want to use this facility, click “No” then click “Clear” and re-enter the new facility with some unique location in the Street Name 2 field (Building number, Suite, Floor, etc).

Move on to the Facility Owner Information section . If you have applied online previously, you may be able to look up an owner. New users will need to enter owner information. To start, enter the owner type (individual or Organization). Most applicants will be Organizations. You will need to identify a contact person for the organization and provide their email and telephone contact information

Step 2. Application Information

Scope and Proposal for Consolidation - Consolidating & Streamlining Applicable Requirements

310 CMR 7.02(12) allows an owner/operator to streamline the applicable requirements of an emission unit, and to consolidate the applicable requirements from numerous existing plan approvals or regulations into one enforceable document. These distinct but related concepts are described here.

Consolidating all or part of facility’s applicable requirements into one enforceable document is allowed for by 310 CMR 7.02(12). Over the years, an owner/operator of a facility applies for, and receives numerous plan approvals, emission control plans or regulations are adopted which apply to the associated emission units. For ease of compliance, an owner/operator may apply to the MassDEP for a consolidated plan approval, which would contain all the applicable requirements for the emission units proposed to be included.

Where multiple requirements apply to a single emission unit, 310 CMR 7.02(12) also allows the owner/operator to propose the more stringent of the requirements as the sole means of ensuring compliance with the other requirement(s). To make use of this opportunity, it is necessary to identify the applicable requirements, whose terms of measurement may or may not be the same, and to describe how the most stringent requirement is stricter than those to be subsumed in it. During this process, the owner/operator may find that a “hybrid” may be the best way to reflect the different parts of two requirements when subsuming an applicable requirement for an emission unit. For example, one previous plan approval term might have the stricter of two emission limits applicable to a particular emission unit, while another might have a less stringent emission limit but a better monitoring scheme. A “hybrid” requirement would partake of the stricter emissions limit and the better monitoring scheme, thereby making effective use of both applicable requirements.



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On the first page of the application information, the applicant should describe the facility and the proposal to consolidate requirements for that facility. There is room for a brief description and the option to attach a longer description or additional explanatory tables. This description should be succinct and describe what approval conditions should be consolidated and why.

Emission Unit Overview

Provide a listing of the emission units to be streamlined or consolidated. A brief description of the emission unit and the associated emission release point (i.e. specify the stack (#1) or general ventilation) and identify is the emission unit is connection to a pollution control device. See below for an example.

Emission Unit #	PCD# (if any)	Stack #	Description
1		1	CB400 Boiler
2			CB200 Boiler

Applicable Requirements

Applicable requirements are those requirements in regulation or permit that the equipment listed is subject to. For each emission unit, you are asked to list the applicable requirements by air contaminant. The table will pre-populate one line for each emission unit provided in the previous table but you can add rows to capture multiple applicable requirements and multiple air contaminants for each emission unit

There are three tables to capture Applicable Requirements. The first table is for limitations or restrictions in operations, the second table is limitations in emissions. The most stringent emission limitation should be listed for each emission unit. The third table is for monitoring and recordkeeping requirements. Again, list the most stringent applicable requirements for each of the listed emission units.

Be sure to capture all air contaminants from the listed emission units as well as the most stringent applicable requirements of the underlying plan approvals and regulations. An example is provided below:

Emission Unit #	Air Contaminant	Specify if Other	Requirement	Source of requirement
EU 01	NOx		Test for efficiency annually	NE-14-0026
EU01	SO2		Fuel Oil Sulfur Limits	NE-14-0026

For emission limitations, the following is an example of what is required for each applicable requirement:

Emission Unit #	Air Contaminant	Specify if Other	Proposed Operational, Production or Emission Limit	Special Conditions
EU 01	NOx		NOx emission rate shall not exceed 2 ppm	None
EU01	SO2		Fuel oil sulfur content is limited to 0.00015%	None
EU 01	Other	NH3	NH3 Emission shall be limited to 0.0001 lb/ hr	None



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For Monitoring and recordkeeping, list the most frequent monitoring schedule or recordkeeping frequency for each air contaminant. An example is provided below:

Emission Unit #	Air Contaminant	Specify if Other	Proposed Monitoring	Proposed Recordkeeping	Proposed Reporting
EU 04	VOC		Daily Material Use tracking	Daily records of amount material used by type and VOC content as applied	Monthly reporting of total VOC emitted per month and rolling 12-month VOC emissions
EU 04	Single HAP	Toluene	Same as VOC	Same as VOC	Same as VOC

If necessary include as attachment additional information about the proposed emission limit and monitoring schematic for the emission unit. Also, describe how the most stringent requirement is stricter than those to be subsumed in it, if such comparisons of strictness are not readily apparent in looking at the requirement.

Implementation Schedule

There may be instances where the owner/operator requires more time to implement any new monitoring/compliance approach relevant to a consolidated plan approval.

Check the appropriate box to indicate whether or not a schedule is being proposed. The current record keeping, monitoring, and reporting requirements (applicable requirements) shall continue to apply until the new monitoring/compliance approach is operational.

Step 3. Documents

The system will ask that documents be attached to support the application. The documents could include such things as copies of Manufacture specifications, or a BACT analysis if top case is not proposed. Applicants are encouraged to attach more than the minimum documents identified by the system.

The document attachment process is very similar to attaching a document to an email. Start by clicking on the “Browse” button. This will bring up a pop-up box. Click on “Browse again and you can search your computer for the document you want to attach. Once you have attached the document, you click “continue which brings you back to the main screen.

On the main screen you will be asked to identify the attachment type (pick from a drop down list) and provide a brief description of the attachment.

Step 4. Special Fees

310 CMR 4.00 identifies certain circumstances where special fees are applied. Most applicants for an LPA will not be subject to special fees but if you are, the applicant should pick the applicable fee exemption type and provide supporting information on this page.

Step 5. Applicants and Contributors

This page is where the “Responsible Official” (hereafter called the signatory) for the application is identified. You will NOT enter a name (unless the person filling out the application is the signatory). First you will be asked to fill in the company name, pick the appropriate organization type (LLC, Corporation, and Sole Proprietorship). This is called “Source of Signatory Authority. Then pick the appropriate title or position of the person who will be the signatory.



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The Signatory or Responsible Official must create an account in ePLACE and access the application to submit it. No other person can submit the application. When the signatory logs into the application, their name as provided in their account information will show up in the box labelled “Applicant Information”

Step 6. Application Review and Certification

Review all of the entries you have made in the application. If there are corrections to be made, click the “Edit Application” button at the top of the page and make the edits. If you wish to share a paper copy of the application with another person you can print screens from the review page.

The final review should be done by the Responsible Official who will certify the application. This person must create an account in the ePLACE system and activate the application PIN in their account. This will enable them to open the application and review it. See separate instruction on how to share a document using the PIN number.

The legal Applicant or responsible official **MUST** be logged into the application in order to submit it. As previously indicated when the signatory logs into the application, their name as provided in their account information will show up in the box labeled “Applicant Information”. This person should scroll to the bottom of the Review page, read the Certification language provided, and click the box agreeing to the certification and click “Continue”. The application date will be inserted when the box is checked. The applicant will then be directed to the payment pages.

Step 7. Pay Fees

The fee for this application is calculated with a formula based on the number of emission units and applicable requirements being consolidated in the application up to a maximum of \$5000.

Payment may be made of electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

After Submittal

If you log into ePLACE and click on the “My Records” button, you will be able to view the status of your application through the review and approval process. The timeline for review will not start until the fee has been paid or a fee exemption (if requested) has been verified.

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If you are unable to file online, you can obtain a paper form by contacting your MassDEP Regional Office. Please return the completed form to the appropriate regional office, Attention BAW Regional Data Manager. If you need assistance in finding the appropriate region or its mailing address, see:  
<http://www.mass.gov/eea/agencies/massdep/about/contacts/>

Should you have any questions about this regulation or your facility, please also contact the appropriate regional office.



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## **FREQUENTLY ASKED QUESTIONS**

### **1. What is the application fee?**

|                       |                            |                                                                             |
|-----------------------|----------------------------|-----------------------------------------------------------------------------|
| LPA/CPA Consolidation | Consolidated Plan Approval | \$1500 plus \$150 for each applicable requirement up to a maximum of \$5000 |
|-----------------------|----------------------------|-----------------------------------------------------------------------------|

### **2. What is the annual compliance fee?**

The annual compliance assurance fee is dependent on the facility wide potential emissions. Please consult 310 CMR 4.03 (Table 4.03) for more information. If you fail to pay the annual compliance fee your permit could be suspended or revoked.

### **3. How long is the consolidated plan approval in effect?**

The consolidated plan approval is in effect until the emission unit(s)/facility covered by this action is substantially reconstructed or altered. If the owner or operator wishes to include additional emission units in the issued consolidated plan approval, (s)he must apply for a new consolidated plan approval. If a new applicable requirement is identified for an emission unit/facility currently in the consolidated plan approval, the owner shall submit consolidated plan application pursuant to 310 CMR 7.02(12).

### **4. What are the regulations that apply to these plan approvals? Where can I get copies?**

These regulations include, but are not limited to:

- Air Pollution Control Regulations, 310 CMR 6.00 to 8.00.
- Timely Action and Fee Provisions, 310 CMR 4.00.
- Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore**  
**Room 116**  
**Boston, MA 02133**  
**617-727-2834**

**State House West Bookstore**  
**436 Dwight Street**  
**Springfield, MA 01103**  
**413-784-1376**

See also: <http://www.mass.gov/eea/agencies/massdep/air/regulations/air-and-climate-regulations.html>