



read this first

How to Access the Forms

Brief instructions for a quick start with the on-line Source Registration forms

▶ Having problems with eDEP?

See troubleshooting eDEP at the [Source Registration \(SR\) web page](#)

You must make eDEP a "trusted site" on your computer to use eDEP – learn how in the [Troubleshooting Guide](#).

HOW TO ACCESS THE FORMS

- GO TO the Source Registration Web page** – add this to your favorites or bookmarks to save time later. <http://mass.gov/dep/sr>
- Click the eDEP Online Filing link: [eDEP Online Filing](#)
- LOG IN** to your personal homepage (eDEP accounts are for individuals – they should not be shared). NEW eDEP USERS need to register with eDEP first – this takes about 20 min. NOTE: you do NOT need any special user privileges to complete and file Source Registrations.
- MOUSEOVER Forms** in the green menu at the top, a list of categories will drop down – click **Air & Climate**:

My eDEP |
 Forms |
 My Profile |
 Help

Air & Climate
- Find "Source Registration" in the list and click Start Transaction. This opens the PreForm screen.

NOTE: Any packages you created previously will be listed on your personal eDEP homepage – eDEP stores them in your homepage permanently. You cannot, however, edit packages once they have been signed and submitted – you must start a new package of forms for each year.

HOW TO CREATE A SOURCE REGISTRATION PACKAGE

- ENTER your facility's TIN and AQ/SEISS ID – then click search. The AQID is printed on your Source Registration letter. Your TIN is the facility's federal Tax Identification Number, also printed on your letter (or a temporary alternative code if MassDEP does not have your TIN).
- When your facility's name comes up, click Next (if it is the wrong facility, verify the TIN and AQ/SSEIS ID – if they are correct, e-mail air.quality@state.ma.us). A **Transaction Overview** screen showing where you are in the eDEP process will appear

Please DO NOT use your browser's **BACK** button in eDEP.



- Click **Next** and the **Source Registration Overview** form opens – this form lists the emission units and stacks in MassDEP's database. This is where you create a package of Source Registration forms. CLICK on the box(es) next to the option(s) you want:

A. Create a Source Registration Package

- EXISTING FACILITIES:** Check this box to create a complete package for an existing facility. **This is the ONLY box most users need to check.** NOTE: you must report on **all** emission units at the facility, **including those that are idle.**
- TO ADD EMISSIONS UNITS OR STACKS:** If you have installed new emissions units or stacks since your last source registration, you will

NOTE: Scroll down to Section B. Check the list. If equipment is missing, you need to check the box *To Add Emissions*

Massachusetts Department
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Environmental Protection
One Winter Street
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Commonwealth of
Massachusetts
CHARLES D. BAKER
Governor

Executive Office of
Environmental Affairs
MATTHEW A. BEATON
Secretary

Department of
Environmental Protection
MARTIN SUUBERG
Commissioner

Revised on
9-Feb-2016

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calling our ADA
Coordinator at
617-574-6872.

Units or Stacks.
If the fields in Section B are blank, you need to check the box *New Facilities*.

ALSO need to add blank forms to your package for the new units – check the box labeled “check if you added emission units or stacks since your last report”.

- NEW FACILITIES:** Click **New Facilities** to create a package of blank AP forms to report on a new facility that has never previously submitted a Source Registration).

B. Amend a Source Registration: IGNORE this section UNLESS you need to submit additional or corrected information for the **current** Year of Record. You can return to eDEP at any time during a calendar year to submit corrected information for the current Year of Record – please check with the SR Help Desk before you do this.

4. Click the blue **Validate** button to create your package of forms.

5. **TRANSACTION OVERVIEW:** When the system has validated the **Source Registration Overview** (or any other) form, it will automatically return to the **Transaction Overview** screen. This screen lists all of the forms in the package and their status. Forms with a check “✓” are validated (you can still go back and edit them). Forms with a dash “–” are not validated.

IF you asked for blank forms on the OVERVIEW, open the New Unit Creator Form. Enter the number of blank forms you need. You must also **Validate** the Creator form to obtain your blank forms.

6. Click on the any form you want to work on, or click on **Next** which will automatically open the next unvalidated form on the list. **NOTE:** if you have added any new Stacks, complete those forms first; if you have any units to decommission complete those next, before completing the blank form for any new unit that replaces them.

When you are done with each form, validate the form, correct any errors, and pick your next form from the **Transaction Overview**.

NOTE: UNLESS you need to submit a revised SR package for the **current** Year of Record, your *Transaction Overview* screen should have at least three forms present. If you have less than three forms present, go back to Section A in the *Source Registration Overview* screen and make sure the appropriate box is selected.

HOW TO CERTIFY AND SUBMIT YOUR PACKAGE

Once you have completed and validated all of the forms in your package, you can then sign your package of forms – you will see the “Signature” link become active at the top of the Transaction Overview screen.

1. Click **Next** and the signature page will open. **NOTE:** you **MUST** be a “**RESPONSIBLE OFFICIAL**” to sign a Source Registration *using your own personal eDEP account* (eDEP accounts should not be shared). If you are preparing the forms for someone else to sign, then you must “share” the package with the other user’s eDEP account (click Share button on Transaction Overview screen. **NOTE:** if the Responsible official will also be submitting the package, their role should be “Editor & Signer”.)
2. TYPE your name in the Signature Box, click the box labeled “CERTIFICATION FOR ALL FORMS”, and click the **I Accept** button. *The package is now LOCKED and can no longer be edited.*
3. Click **Next** to send your form to MassDEP– you will see the “Submit” link become active at the top of the Transaction Overview screen. This will open a screen showing all of the forms in your submittal.
4. Confirm or correct your email address **and click the Submit button.**
5. Print the Receipt and click **Exit** or **My eDEP** – YOU ARE DONE!!