



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

February 1, 2016

«Name»

«Mail_Address1»

«Mail_Address2»

«Mail_Town», «Mail_State» «Mail_Zip»

Re: «Next Submittal (for YOR)» Source Registration – Notice of requirement to file for
«Name» located at «Address1» «Address2»
«Town», «STATE» «Zip»
CLASS: «Class» LAST SUBMITTAL: «Last_SR_Submitted»
AQ/SSEIS ID: «AQID» TIN: «TIN»

To: FACILITY MANAGER:

Based on the requirements of 310 CMR 7.12: *Source Registration* and MassDEP records, you are required to file a Source Registration for calendar year «Next Submittal (for YOR)» for the facility listed above.

Deadline for Filing: This report must be completed using calendar year «Next Submittal (for YOR)» information, and submitted to MassDEP by «SR_Due_Date». You should be aware that failure to comply with the Source Registration reporting requirement, or failure to submit accurate, complete, and signed forms may result in Administrative Penalties up to \$1,000 per day.

How and Where to File: The forms for Source Registration are available through eDEP, MassDEP's on-line filing system. You can find a link to eDEP at Source Registration Web Page at: <http://mass.gov/dep/sr>

New eDEP Users: New users will need to register in eDEP. Be sure to read the fact sheets "*Read this First: What you Must Know to File*" and "*Quick Start: How to Access the Forms*" that you can find at: <http://mass.gov/dep/sr>, and then click on [How to File: Tips, Factsheets & Instructions](#). Additional help is available – see contact information on page 2.

Common Issues using eDEP: All filers need to be aware of the following issues.

- eDEP **must be** designated as a "trusted site" in your browser or the forms will not open correctly.
- Some versions of Adobe Reader do not work with some browsers.
- You may have only one session of eDEP open at a time.

For more details and other easy solutions download "*Troubleshooting eDEP*" from Source Registration: Troubleshooting eDEP at <http://mass.gov/dep/sr-help>

Common Errors to Avoid When Filing: Please note the following when completing your Source Registration to avoid errors and potentially having to resubmit your report:

- **Facility Name Change:** If your facility's name or address has changed, you will need to contact the data manager in your MassDEP Regional Office **before** you start work on your forms (or you will have to start the forms over again to include the name change). The Regional Office Data Manager contact information can be found on the Source Registration Web Page at: <http://mass.gov/dep/sr-contacts>, and then click on [Source Registration Contacts & Help Desk](#)
- **Filterable vs. Condensable vs. Primary PM:** Only filterable particulate matter (PM) emissions should be reported in Source Registration. If you have primary, filterable and/or condensable emissions data, report only the filterable portion. When selecting PM2.5 or PM10 emission factors, choose filterable factors, not primary or condensable factors.

- **Fuel Usage:** When entering the amount of fuel burned, or maximum hourly fuel or process rate be sure to check the units of measure displayed in the unit's field to avoid time-consuming errors. **NOTE** that sometimes throughput must be reported in units of 1000 gallons rather than gallons, or million cubic feet rather than cubic feet.
- **Lead (PB) emissions:** If your facility emits lead to the air, you need to report this using the "Other" pollutant column on the form for the emissions unit that emits the lead.
- **Emergency Generators:** Owners/operators of a facility with emergency generators should confirm that their response is "Yes" on the AP1 form in field A9: If engine, is this an emergency generator? And must report their 300-hour use restriction on the AP1 form in field B.1.h for each generator (or any other restriction under a permit), as well as, calculate in field B.3: Maximum allowed emissions –annual: based on the 300-hour use restriction. The 300-hour restriction is found in 310 CMR 7.02(8)i.2, or 7.03 (10)(a) or 7.26(42)d.1 (see **Regulations for Source Registration** at <http://mass.gov/dep/sr-reg>).
- **Stack height:** On the Stack form, please note that the height of a stack should be measured from the ground.
- **Report on All Units:** You must report on all emission units at the facility, including those that are idle.

Help with your forms: Listed below are additional resources to help you complete your on-line Source Registration:

Source Registration Web Page	http://mass.gov/dep/sr This is the primary source of information about Source Registration, How to File: Instructions – please bookmark this page.
Source Registration Help Desk	air.quality@massmail.state.ma.us Robert Boisselle: 617-292-5609 Maureen Hancock: 617-654-6665

Should you have received this notice? Do not ignore this notice, even if you believe your facility is not required to file a Source Registration, or you believe this notice was sent based on incorrect information about your facility. Please email the Source Registration Help Desk to resolve your question concerning this notice.

If you have any specific concerns about your filing not covered by this mailing or the fact sheets, or if you cannot file online, please contact the Source Registration Help Desk.

Your submittal will provide MassDEP with valuable information on air emissions from individual facilities and across the state. The information is used for program planning by MassDEP and EPA, and is used to inform the public about air quality across Massachusetts.

We look forward to receiving your submittal.

Sincerely,

Stephanie MacLeod, Acting Deputy Director
Division of Business Reporting Services/Fiscal Operations
Bureau of Waste Prevention

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