Getting Started Guide
The Massachusetts Department of Environmental Protection
Massachusetts Greenhouse Gas Registry

A Guide for Regulated Facilities
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In partnership with The Climate Registry
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Introduction

Welcome to the Massachusetts Greenhouse Gas Registry!

Facilities subject to the Massachusetts GHG Reporting Program per 310 CMR 7.71(3) are required to electronically report their greenhouse gas (GHG) emissions using a regional electronic reporting system. The Massachusetts Department of Environmental Protection (MassDEP) contracted with The Climate Registry to develop the Massachusetts Greenhouse Gas Registry (MA GHG Registry), which is built off of The Climate Registry’s Climate Registry Information System (CRIS) software platform. The MA GHG Registry will allow subject Facilities to calculate and report greenhouse gas emissions per the requirements of the MA GHG Reporting Regulation (310 CMR 7.71) and the quantification methodologies of The Climate Registry’s General Reporting Protocol. This comprehensive reporting tool is used by Massachusetts Facility reporters, MassDEP, Verification Bodies, and the general public.

The Massachusetts GHG Registry allows:

- **MassDEP Staff** to efficiently manage, review, and track MA Facility greenhouse gas emission data and annual reports,
- **Reporters** to calculate and report their annual greenhouse gas emissions to MassDEP,
- **Verification Bodies** to review and verify Facility GHG Reports and submit their Verification Statement (when applicable), and
- the **General Public** to view Facility GHG Reports.

Please Note: This software tool is not for reporting by Retail Sellers of electricity who have reporting requirements that differ from regulated Facilities per 310 CMR 7.71(9). Refer to the MA GHG Reporting Regulation for additional information. [http://www.mass.gov/dep/air/laws/regulati.htm#771](http://www.mass.gov/dep/air/laws/regulati.htm#771).

This Getting Started Guide provides you with a general overview and introduction to the key features of the online greenhouse gas calculation and reporting tool. It will orient you, as a first-time or returning **Facility User**, through the most common tasks and functionalities that you will encounter during the reporting process.

This guide is organized into four sections:

**Section 1: User Roles** – what are the responsibilities and privileges for each type of user with access to the organization’s report and how to create contacts in the MA GHG Registry.

**Section 2: Navigation** – general tips on how you move around within the application.

**Section 3: Steps to reporting** – what are the major functions to perform in the database, and in what order?

**Section 4: Other Reporting Tools & Tips** – information on Simplified Estimation Methods, what to do when zeros appear, documents, reports, and a glossary of terms

**Section 5: Additional Resources and Contact Information** – where you can go if you need more information regarding the MA GHG Reporting Program, detailed assistance on reporting to MassDEP, or using the MA GHG Registry software.
Section 1. Users and Roles

Before you can report emissions from a Facility to MassDEP, an account must be created in the MA GHG Registry for the Facility by MassDEP. If you do not have access to the MA GHG Registry and you believe that your Facility or Facilities are subject to the MA GHG Reporting Rule, or would like to voluntarily report emissions from a Facility to MassDEP, please contact MassDEP or the helpline (See Section 5 for contact information).

Once MassDEP has created an account in the MA GHG Registry for your Facility, your Primary Entity Administrator is automatically created for your organization. Typically, the Primary Entity Administrator is the contact identified on the 2008 emission Registration Form, the listed contact under the MassDEP’s Source Registration Program, or provided to MassDEP by the regulated Facility. The Primary Entity Administrator will initially receive an email from MassDEP@theclimateregistry.org with a username and password to log into the MA GHG Registry for the first time. This individual can add other users (i.e. Alternate Entity Administrator, Facility User, Authorized Entity Administrator (also called the Responsible Official), or Entity Reviewer) that would have different roles and privileges to access your organization’s information (See the Creating Users section below for additional information).

As a Primary Entity Administrator you can:
- Update your Entity’s information
- Create other users: Alternate Entity Administrators, Responsible Officials, Facility Users, Entity Reviewers
- Create additional sources and report GHG emissions for each of these sources
- Use the MA GHG Registry to calculate annual GHG emissions
- Input GHG emission values using other methodologies and tools
- Simultaneously calculate emissions for multiple gases for stationary and mobile combustion activities
- Run a Quality Assurance check to identify common errors before submitting your Facility GHG Report to MassDEP
- Move submissions to the Verification in Progress status and Verification Accepted statuses
- Attach or delete documents related to your filing

As an Alternate Entity Administrator, you have the same user privileges as the Primary Entity Administrator. There may be several Alternate Entity Administrators assigned to a Facility.

As a Facility User you can:
- Use the MA GHG Registry to calculate annual GHG emissions based on existing sources
- Input GHG emission values using other methodologies and tools
- Create additional sources and report GHG emissions for each of these sources
- Simultaneously calculate emissions for multiple gases for stationary and mobile combustion activities
- Run a Quality Assurance check to identify common errors before submitting your Facility GHG Report for further review
- Attach or delete documents related to your Facility

Please Note: A Facility User may be assigned to several Facilities.

As an Authorized Entity Administrator (also called the Responsible Official) you can:
- Certify that your Facility data is ready and submit your Facility GHG Report to MassDEP (this is the only user with this privilege)
- Use the MA GHG Registry to calculate annual GHG emissions
- Input GHG emission values using other methodologies and tools
- Create additional sources and report GHG emissions for each of these sources
- Simultaneously calculate emissions for multiple gases for stationary and mobile combustion activities
- Run a Quality Assurance check to identify common errors before submitting your Facility GHG Report for further review
- The only user that can uncertify a Facility GHG Report submitted to MassDEP. Once unlocked, the data may then be edited by the Responsible Official, Primary Entity Administrator, Alternate Entity Administrator, or Facility Users.
- Move submissions to the Verification in Progress and Verification Accepted statuses
• Attach or delete documents related to your filing
Please Note: A Responsible Official may be assigned to several Facilities.

As an **Entity Reviewer** you can:
• View your Entity’s information
• View other users
• View Facilities, sources and annual GHG emissions data related to your Entity.
• Run and view a Quality Assurance check to identify common errors before your Facility GHG Report is submitted to MassDEP by the **Responsible Official**
• View documents related to your Entity

Once your Facility has assigned a Verification Body to verify a specific emissions year Facility GHG Report, a **Lead Verifier** can:
• View your Facility’s information
• View other users
• View Facilities, sources and annual GHG emissions data
• Run and view a Quality Assurance check to identify common errors
• View documents related to your Facility GHG Report
• Upload a Verification Statement

Aside from the privilege to upload a Verification Statement, a **Verifier** has the same user privileges as the **Lead Verifier**.

**Creating Users**

Only **Primary Entity Administrators** and **Alternate Entity Administrators** are able to create other contacts in the MA GHG Registry including: **Facility Users, Responsible Officials, and Entity Reviewers**. See instructions below for how a **Primary** or **Alternate Entity Administrator** creates users in the MA GHG Registry. If your Entity (i.e. company or organization) is reporting emissions from multiple Facilities in Massachusetts, the same **Primary** or **Alternate Entity Administrators** may manage the reporting process for more than one Facility.

1. Within the **Physical Inventory** tab, click on the Contacts button on the left hand side of the screen and then click on the **Add Contact** button.
2. Complete required fields on the **Add Contact** field screen.

![Add Contact Form]

3. Click the **Next** button after completing contact information to assign the contact Facility or Facilities. The red asterisk (*) indicates required information to be entered. **Responsible Officials** and **Facility Users** must be assigned to one or more specific Facilities.

![Add Contact | Official Responsible]

**Removing User Access**

If a contact no longer requires access the MassDEP account, the **Primary Entity Administrators** are able to remove access.

1. Navigate to the contacts section and click on the name of the contact you would like to remove access. Indicate an end date when the user should no longer be able to access the MA GHG Registry.

![Contact Details: Joe Smith]
2. Click on one of the **Save** options

The user will no longer be able to log in.
Section 2: Navigation

This section explains key modules of the application, and how to move between them.

At the top of each page in the MA GHG Registry application, you will find the following menu that identifies the main activities you will need to perform to complete your annual report.

| Home | Physical Inventory | Emissions Inventory | Analysis and Reports | Resources |

**Home**
The first time you log in to the application, you will be taken to the home page. On this page you can find current announcements, and instructions to start your reporting.

**Physical Inventory**
The Physical Inventory is the list of your Entity information including mailing addresses and key contacts. It also houses the list of your Facilities and sources. In this section you can review or edit details about your Entity, Facility, or sources, or create new source records for your Facility. For Facilities that have reported fuel information to MassDEP’s Source Registration Program, some information about sources at your Facility may have been pre-loaded in the system. You can also create new sources.

**Emissions Inventory**
The Emissions Inventory includes your total greenhouse gas emissions and their underlying calculations that show how the emissions were derived. In this section you will enter your annual energy or data inputs for each source, and calculate your total emissions. You can also review sources that have already been reported. Lastly, it is in this section that Responsible Officials will submit the data to MassDEP or unlock submitted data for further editing.

**Analysis and Reports**
The Analysis and Reports section allows you to run standardized reports at any time for your organization or Facility. You can generate reports providing detail on one or more Facilities, and for all of your reported emissions. The Facility GHG Reports display all the reported emissions.

**Resources**
The Resources section includes the Massachusetts GHG Getting Started Guide.

**Quicklinks**

In the upper right hand corner of every screen you will see your name and user type. Some screens also contain the following quick links:

- ![Logout](image) **Logout** – Close your session and securely log you out of the MA GHG Registry
- ![My Account](image) **My Account** – Manage your password and contact information

**Facility Related Items**

Related items act as an easy means to navigate to a separate section of the application. To access the Related Items section for a Facility navigate to a Facility page by clicking on the Physical Inventory tab, then the Facilities tab on the left side of the screen. Click on either the Facility name or Facility ID to navigate to the Facility Details page.
In the upper right hand side of the screen you will see the Related Items section. Each link will direct you to the corresponding section of the MA GHG Registry. Please Note: Depending on your User Role, you may not have access to complete certain actions on each of the pages below.

- **Program Reporting** – Here you may view years for which your Facility is able to report emissions. In order to report emission that occurred during a particular reporting year, the box next to the year during which the emissions occurred MUST be checked. You will not be allowed to change the equity share percentage.

- **Sources** – Review or create a new source. Please Note: MassDEP generally requires that emissions from each source be reported separately. Click on the Add Source button to add sources to a Facility.
Documents – Upload related documents for the Facility. This is optional for MA Reporters, and may be helpful to annually track Facility information, but note that these documents may be available to the public as emission records, even if the status is indicated as Private.

The Add Folder button will allow you to add a folder to the Facility if you are on the Document Upload page. The Cancel button will cancel any changes and redirects you to the screen you were previously on.

Additional Information – View information about a Facility. You may want to check that your Massachusetts Facility AQ ID is correctly identified for your Facility. Please Note: You should not be able to directly edit information on this page. Please notify MassDEP or the helpline if the listed information appears incorrect. (See Section 5 for contact information).

Contacts – Review or add contacts.

Submissions – Review data entered for an emitting year or create a new submission for your Facility. If you have not yet reported data, begin the process by clicking on the New Submission button at the bottom of the page.

New Submission – Report new data for a Facility. Please Note: Before reporting, review your sources and fuels in the Physical Inventory section for a year.

Address History – Review previous addresses listed for a Facility.

Facility Verification – Select a Verification Body for the emission year.
Entity Related Information

On the Entity home page, there is also a Related Information tab that will allow you to quickly navigate to separate sections of the application. There are certain sections of the Related Information section that are not listed under the Facilities Related Items page. These include the Facilities and Emissions Years, buttons.

- **Facilities** - View information about all of the Facilities listed under your Entity from this screen. Select a Facility name or ID to access information about a Facility.
- **Emissions Years** - View which years MassDEP has allowed reporting for your organization.

Buttons

Common buttons you will see in the application include:

- **Save & Close** – Saves data on the page and returns you to the page you were previously on.
- **Save & New** – Saves data entered and starts the process over (e.g. allows you to create another new user or source).
- **Save** – Saves data that has been entered on the screen. You will remain on the same screen.
- **Cancel** – Cancels any action taken. You will remain on the same screen.

New Submission – allows you to begin the process or reporting for one year of data for a Facility, for a source

View – the view hyperlink allows you to see a submission or Facility GHG Report.
Section 3: Steps to Reporting

As you prepare to report your emissions to MassDEP, you will need to complete the following steps each year in the MA GHG Registry:

1. Login
2. Review Entity Information
3. Review Facility Information
4. Review Source Information
5. Add additional sources (if necessary)
6. Report data at the source level
7. Run Quality Assurance checks
8. Submit a Facility GHG Report to MassDEP (by Responsible Official)
9. Complete Verification (in applicable years)

Step 1: Login

You will receive an email from MassDEP@theclimateregistry.com with a unique username and password to enable you to log into the MA GHG Registry for the first time. Use this information to sign in. You will be prompted to change your password to a unique code that you can remember.
After login, you will be taken to the Landing Page, where you will see any new announcements, updates, or reminders of upcoming events.

**Step 2: Review Entity Information**

Confirm that any Entity information uploaded by MassDEP is correct.

To do this:
1. Click on the **Physical Inventory** tab
2. Click on the **Entity** button

Entity information will be loaded by MassDEP. If there is any information that looks incorrect, please contact MassDEP. Contact information is located in Section 5 of the Getting Started Guide.
Step 3: Review Facility Information

The next step is to confirm that any Facility information uploaded by MassDEP is correct.

To do this:
1. Click on the Physical Inventory Tab
2. Click on the Facilities button

If you are reporting emissions for just one Facility, only information for that Facility will appear:
If you are reporting emissions for multiple Entities or Facilities, after you click on the **Physical Inventory** tab and the **Facilities** button (as instructed above), then:

3. Click on the Facility name you would like to review  
4. View the **Facility Details** page

Each Facility listing will appear as a line in the grid. Enter a search item in the box at the top of any column in the grid to locate a particular Facility or Entity.

Then, to review or edit a Facility's information, click on the Facility Name in the grid.

Please Note: The MA GHG Registry automatically populates your Facility ID #. This is a separate and distinct ID for the MA GHG Registry system, and should not be confused with your MA Facility AQ ID.

**Step 4: Review Source Information**

Once you have reviewed all of your Facility information, review your sources by clicking on the **Source** link under the **Related Items** section of a Facility Page or by clicking on the **Source** link to the right of a Facility on the Facilities grid.

If you have reported to MassDEP in the past, the sources previously created will appear for the following year. Please check to make sure these sources and fuels are still correct.
List of Sources:

To view the characteristics of your source, click on the source name in the grid. Please Note: Not all sources reported are based on fuels. Activity data reported at the source level can include scopes (e.g. fugitive or process). If the source fuel needs to be modified, click on the **Edit** button. Editing the type of activity data that is reported will erase any emissions data that has already been entered:
If you choose to edit your fuels, the following screen will appear: “Please be aware any changes to the fuel will result in erasing any emissions data that has been entered for one year of data.” Changes to the fuel will not erase data for previous emissions years.

TIP: FUELS

All fields on the Source Fuel Setup screen must be completed, even for sources that do not combust fuels. To report emissions from these sources, choose an Activity Type that does not include the word “combustion.” For example, to report fugitive emissions of methane, sulfur hexafluoride, or refrigerants, choose Fugitive – Scope 1 from the Activity Type menu, then select the default values provided in the other menus (e.g., N/A, ALL, etc.). Please do not choose Process – Scope 1 unless an on-site physical or chemical process other than combustion creates the greenhouse gas being emitted. Process emissions are very rare compared to fugitive emissions.

If you have created a sources but a fuel has not been assigned to a source, the following screen will appear:
To indicate what fuels this source uses, click on the Add button. Refer to Step 5 below for additional guidance on adding a source.

If you have reported to MassDEP previously a new line item will appear under the fuel assignment section for each fuel type. If your fuel type for this source is different than what was reported in the previous year, please click the Edit button to modify your fuel type.

Step 5: Add Additional Sources

You may add additional sources to your report at any time.

1. Click on the Add Source button on a Facility screen to begin adding a source to that Facility.

First, create a descriptive name for the source. It is optional to provide a brief description and the NAICS code. If you are unaware of your NAICS code, please refer to: http://www.census.gov/eos/www/naics/

If applicable, also provide the source nameplate capacity, boiler capacity, and operating status. If the operating status is other than Operating, you will not be able to report emissions for that source for the year. If the source is not operating for one year, select Non-operating. If the source is no longer in operation, select Permanent Shutdown.
Click on **Save** when you have completed this page. If you click the **Cancel** button any information entered will not be saved.

2. Click on the **Add** button in the **Action** column of the grid to start specifying what fuels your source uses for a particular year.

3. Fill in required fields. Select the appropriate **Activity Type** from the pull down menu.

If you need assistance identifying the correct Activity Type please refer to the General Reporting Protocol. You may also call the helpline for additional assistance. (See Section 5 for contact information.)
To report emissions from a source that combuts only biomass or biofuels, you must select **Biomass – Stationary Combustion** or **Biomass – Mobile Combustion** as the Activity Type. For sources that combust fossil and biomass fuels, you may choose **Stationary Combustion – Scope 1** or **Mobile Combustion – Scope 1**; biomass and biofuels options will be available under Additional Fuels. For liquid transportation fuels that normally contain biofuels (e.g. E10 or B5 purchased as gasoline or diesel fuel), it is acceptable to simply complete the reporting process as though the fuel does not contain a biofuel. For example, a Facility that combuts 100 gallons of gasoline-ethanol blended fuel in motor vehicles may simply report the combustion of 100 gallons of petroleum-based gasoline.

**TIP: BIOFUELS**

Due to a programming error, the **Biomass (Optional)** Activity Type is not available for reporting 2011 emissions. Therefore, facilities are instructed to report fugitive biogenic CO2 emissions from landfills (including any such emissions that may pass through a flare or engine) using the **Fugitive – Scope 1** Activity Type. Facilities that wish to indicate that these emissions are biogenic may do so by entering a comment during the emissions reporting process. Note that this does not impact emissions that result from the destruction of methane during combustion; those emissions should be reported as **Stationary Combustion – Scope 1**, as in the past.

4. Enter the Fuel Type, the fuel specific data for the source.

If you need assistance identifying the correct Fuel Type, please refer to the General Reporting Protocol. You may also call the helpline for additional assistance (See Section 5 for contact information).

**Additional Fuels**

Some sources allow for more than one fuel to be reported. If so, you will not see the **Save and Close**, **Save**, and **Cancel** buttons as seen above, and an additional table will automatically appear (see below). Check the appropriate number of boxes for each additional fuel that should be included.

<table>
<thead>
<tr>
<th>Name</th>
<th>BOILER 1 - DUAL FUEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emissions Years</td>
<td>2010</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
</tr>
<tr>
<td>State/Region</td>
<td>Massachusetts</td>
</tr>
<tr>
<td>Activity Type</td>
<td>Stationary Combustion - Scope 1</td>
</tr>
<tr>
<td>Fuel Type</td>
<td>Natural Gas</td>
</tr>
<tr>
<td>Fuel</td>
<td>1.000 - 1.025 Btu SCF</td>
</tr>
<tr>
<td>End User Sector</td>
<td>Electric Power</td>
</tr>
<tr>
<td>Technology</td>
<td>Boilers</td>
</tr>
</tbody>
</table>

After completing the fuel source configuration, you will have the option of adding additional fuels for this source.

Click **Save** or **Save and Close** when you have completed entering this information. The data will be saved and you will be redirected to the Source Details page for that source.
Clicking on the **Save** button will save the data and you will remain on the same screen:

If you click **Cancel**, any data you have entered will be lost and you will be redirected to the Source Details page.

**Editing Data:**

To edit data:
1. Navigate to the Source Details page.
2. Click on the **Edit** button in the Action column.

If the fuels listed do not represent those used in your source, please click on the **Edit** button. The following screen will appear if you click on the **Edit** button. Please be aware any changes to the fuel will result in erasing any emissions data that has been entered.
Deleting Fuels for a Source

To delete a source, you must first delete the fuel and then the source.

1. To delete a fuel for a source, navigate to the Source Details page and click on the **Delete** button to the right of the fuel.

   Please be aware that this will delete any emissions data that has been entered for that fuel for the specified emissions year.
2. To delete a source (if you have deleted the only year of fuel) you will be able to click the Delete hyperlink on your Facility’s List of Sources page.

Please Note: If you are a returning Facility reporter and are reporting for a new source, the source will be only applied to the current and future reporting years.
Step 6: Report Data at the Source Level

Once you are ready to report your GHG emissions data, navigate to the Emissions Inventory tab of the tool and click on the blue Submissions button. You may see a list of Facility GHG Reports that have already been submitted to MassDEP or a link to view draft submissions for your Facility.

Click on New Submission to see a list of Facilities and sources that are ready to be reported.

If you are a returning Facility reporter, you will see a line item for previous years reported. Please click the New Submissions button to begin reporting for a new year.

The MA GHG Registry supports reporting for each source. You must report for each source created either using the built-in calculators or by entering pre-calculated data for your source. Please Note: MassDEP generally requires that emissions from each source be reported separately.

Click the emissions year to be reported and Report By Source.
The reporting page will display each source created for your Facility.

To access the reporting tools for each source, click on the "+" sign next to each source to expand the menu. Text next to the "+" sign will indicate if data has been reported, not reported or if a fuel still needs to be defined.

For any fuels that need to be defined, you should navigate to the Physical Inventory to Add/Edit details of that source. (See Step 4 above.)

First enter the **Fuel Amount** under each source. Please be sure to select the correct units of measure from the pull-down menu. The units are based on the fuel type created.
Next select how you would like to calculate your emission for each gas for that source with the pull down menus under each gas you would like to report.

You may customize the calculator based on the characteristics you have defined for that source. Possible methods of reporting may include:

- **Continuous Emissions Monitoring Systems (CEMS)** – enter total CO$_2$ from CEMS, Part 75 CEMS or Part 60 CEMS. Please do not choose Part 60 CEMS or Part 75 CEMS unless you also report to the Environmental Protection Agency pursuant to Part 60 or Part 75.
- **Formula** – automatically calculates your data or allows you to customize the fuel characteristics including: heat content, carbon content and oxidation factor.
- **Emissions Factor** – automatically calculates your data using use an existing default emissions factor or allows you to customize an emissions factor.
- **Pre-calculated** – enter greenhouse gas totals you have separately calculated. Please Note: The MA GHG Registry applies the global warming potential so you must enter totals in metric tons of that gas.
- **Not Reported** – indicates that this gas will not be reported for this source this year.

Expand each panel to report for a source’s fuel. Determine which method you will be using to enter data and the appropriate fuel amount (for stationary or mobile sources) or metric tons of a gas (for process or fugitive emission sources). Please Note: If you select CEMS, Part 60 CEMS, or Part 75 CEMS, you must enter that information directly.

You may have separate methods for entering in each gas reported for a source.
After making a selection and entering data, the tool will automatically show you the total amounts of each gas as well as the calculation of total metric tons of CO$_2$e.
Customizing

To customize an emissions factor, you must select the **Emissions Factor** option from the drop down menu and check the box indicating you are customizing the emissions factor.

To customize the heat content, carbon content or oxidation factor, you must select the **Formula** option from the drop down menu and check the boxes of the characteristics you wish to customize. Please Note: Customization is based on fuel characteristics available. You are not required to customize all three options.
When customizing any characteristic you must leave a comment explaining the source of the emissions factor or why the emissions factor was customized. If a comment is not entered after you have customized a characteristic, the following type of error message will appear, alerting you what source and gas needs a comment entered.

**Simplified Estimation Methods**

A Facility may estimate emissions using simplified calculations for emissions that total up to 1,000 short tons CO₂e for a Facility. For more information on Simplified Estimation Methods, please see the General Reporting Protocol. Please contact the GHG Reporting Program helpline with specific questions. (See Section 5 for contact information.)

For any emission for which you are using Simplified Estimation Methods, simply click the **Yes** button next to the text, Simplified Estimation. The **Yes** button must be selected for all data calculated using Simplified Estimation Methods and should not be selected for anything else.

**TIP:**

MassDEP Facilities may report up to 1,000 short tons of CO₂e using Simplified Estimation Methods. You have the option of reviewing your submission data before you submit to MassDEP by clicking the **Preview Submission** button (a preview of your submission will be emailed to you). Access to your draft submission snapshot also provides Facilities the opportunity to view all sources marked as SEM, and confirm their total CO₂e does not add up to be greater than 1,000 short tons.

The **Add Gas** button appears for every source. Only some source types will provide the option to add another gas, so in some cases there will be no additional gases to select.
Click on **Save & Close** when you have completed entering source calculation information.

**TIP:**
**REPORTING REFRIGERANTS**

Reporting for any refrigerant will require you to click **Add Additional Gases**.

Select the refrigerant or HFC/PFC used:

Enter the actual number of metric tons of the gas emitted in the **Total** section.
TIP: Units of Measure

Users should pay special attention to units of measure when entering data. The MA GHG Registry will convert the information that you enter into standard units, so mistakes related to units will be difficult to detect and will result in incorrect data being reported to MassDEP. A brief discussion of some commonly confused units, and a full table of units used in the MA GHG Registry, is available below.

- Be sure when entering emissions data to distinguish between short tons and metric tons. For example, CEMS data reported under the U.S. EPA Acid Rain Program are reported in short tons, whereas emissions of refrigerants reported under U.S. EPA's new mandatory reporting of greenhouse gas emissions program must be reported in metric tons. In the MA GHG Registry system metric tons are abbreviated as “t” and short tons are abbreviated as “tons”.
  - One short ton = 2000 lbs
  - One metric ton = 1000 kg
  - One metric ton = 1.1023 metric tons

- Note that several units are used for gaseous fuels. These units (with abbreviations used in the MA GHG Registry) are listed below and are also listed in the pull down menus in the MA GHG Registry. Conversion factors are included in the table below.
  - Gasoline Gallon Equivalents (GGE)
  - Standard Cubic Feet (scf)
  - Hundred Cubic Feet (ccf)
  - Cubic Feet (ft³)

To view Draft Submissions:
1. click on the Emissions Inventory tab
2. Click on the Submissions button
3. Click on View in the yellow bar located toward the page
4. Click on the Facility Name aligned with the appropriate emissions year
Click on the Facility Name to view emissions that have been entered:

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Facility Name</th>
<th>Entity</th>
<th>Emissions Years</th>
<th>Status</th>
<th>Status Date</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1768300</td>
<td>MASSACHUSETTS FACILITY [AQ ID:XXXX]</td>
<td>AO Test</td>
<td>2008</td>
<td>Accepted by MA DEP</td>
<td>Jan-31-2011</td>
<td>MassDEP</td>
</tr>
<tr>
<td>F-1768300</td>
<td>MASSACHUSETTS FACILITY [AQ ID:XXXX]</td>
<td>AO Test</td>
<td>2016</td>
<td>Saved as Draft</td>
<td>Jan-31-2011</td>
<td>MassDEP</td>
</tr>
</tbody>
</table>

Results 1 - 2 of 2.

New Submission

To continue adding emissions, click on the Report By Source button (see above).

**Step 7: Run Quality Assurance checks**

Before submitting your Facility GHG Report, you should run a Quality Assurance (QA) review. This will flag any common errors or oversights, and help you correct simple errors before your Facility GHG Report is finalized. Your Facility's emissions must be in a Final Review status to run a QA check or view a log of previously generated QA checks.

Both the Primary Entity Administrator and the Responsible Official (also known as the Authorized Entity Representative) can move the data to the Final Review state. To navigate to the appropriate screen, first, return to the Emissions Inventory tab on at the top of your screen. Then Click on the Submissions tab. Click on the View button to review draft submissions. Click on the Final Review button.
Once you move the Facility GHG Report to the next state, you will remain on the same screen but be notified that the data has been updated:

- **View QA Logs** - will show you the logs from the last time that the QA log was run. So if you have not run QA Log before, no logs of the QA will appear.
- **View QA Preview** - will run a Quality Assurance check and show you a log.

To Run the QA check, click on the **View QA Preview** button.
The application will run pre-programmed checks to flag common omissions, missing categorizations or other warnings. Any checks will appear in a grid. There are two severity levels:

**Errors** must be corrected in order to submit your data to MassDEP.  
**Warnings** are notifications of possible errors that will not affect your submittal to MassDEP.

If there are any changes to be made, you can navigate back to the emissions reporting page for this Facility by clicking on the **Report by Source** button:

**Step 8: Submit Data to MassDEP (by Responsible Official)**

Once the source and Facility data has been finalized, only the **Responsible Official** (also known as the **Authorized Entity Representative**) can submit the Facility GHG Report to MassDEP each year. Please Note:
The **Primary Entity Administrator** must assign the **Responsible Official** user role to a Facility. (See Section 1.)

You have the option of reviewing your submission data before you submit to MassDEP by clicking the **Preview Submission** button (a preview of your submission will be emailed to you). Access to your draft submission snapshot also provides Facilities the opportunity to view all sources marked as SEM, and confirm their total CO2e does not add up to be greater than 1,000 short tons.

To complete the submission process, the **Responsible Official** must first log into the MA GHG Registry. Under the **Emissions Inventory** tab, click on the **Submissions** tab. The Facility grid will have a list of your Facilities and their status.

Click on the report to be reviewed; its status should say Final Review.

Click on the Facility Name or Facility ID to view the data.
Prior to submitting the Facility GHG Report to MassDEP, the **Responsible Official** may review the QA logs (click on either the View QA Logs or View QA Preview). The **Responsible Official** may also edit entered source data by clicking on Report by Source.

To submit a Facility GHG Report to MassDEP, the **Responsible Official** must click on the Certify Submit button. The **Responsible Official** will be prompted to enter their password (the same password used to login to the application) after reviewing and agreeing to the pop up message. This will confirm and authenticate the **Responsible Official**’s submission of the data. Only the **Responsible Official** is permitted to submit the Facility GHG Report to MassDEP.

Once the password is entered and the **Responsible Official** clicks OK, the emissions data is available to MassDEP. The screen will show you a message saying that your submission successfully moved to the next state and notify you to review your submittal receipt in the documents section at the bottom of the screen.
After you have submitted your data, MassDEP may accept your Facility GHG Report as administratively complete, making it available to the public, or may inform the Facility that the report needs to be revised. If MassDEP requests revisions to be made, the data must first be unlocked by the Responsible Official in order for the data to be edited by the Responsible Official, Primary or Alternate Entity Administrator, or a Facility User.

The status of data will appear as Revisions Requested.

The Responsible Official must click the Uncertify button to unlock the data. To edit the data navigate to: Emissions Inventory → Submissions → Facility Name → Report By Source
After making the requested revisions, the Responsible Official will need to go through the same submission process outlined above to recertify and resubmit the report. Questions may be directed to MassDEP. (See Section 5 for MassDEP contact information.)

At any time you are able to view the QA Logs, and view the data entered in at the source level. If you click on the Report By Source button you will see your data as it was entered in a read only format:

**Step 9: Complete Verification (in applicable years)**

The steps below outline how to complete verification in the MA GHG Registry including:
Selecting a Verification Body and Providing Access to your Data

After your Facility GHG Report has been electronically submitted to MassDEP via the MA GHG Registry, and is accepted by MassDEP as administratively complete, Facilities may log into the MA GHG Registry to start the verification process. Before starting the verification process, the Responsible Official for your Facility must have locked your data and submitted your Facility GHG Report to MassDEP by moving the Facility GHG Report into the Certified_Submitted status in the system (refer to page 34 for instructions) and MassDEP must have administratively accepted your Facility GHG Report. When MassDEP has administratively accepted your Facility GHG Report, the system will indicate that the report is in the Accepted by MADEP status and system users will receive an automated email confirming this status change.

Once these above steps have been completed, you may proceed with:
1. Selecting your contracted MassDEP-recognized Verification Body (a company that has been recognized by MassDEP to have met the necessary prerequisites to perform verification services for the MA GHG Program) in the system, and
2. Granting them access to your Emissions Inventory.

The steps below walk you through both processes.

1. Selecting a Verification Body

To add your Verification Body (which may be completed before or after you have changed your GHG Facility GHG Report status to Verification in Progress, described below), the Responsible Official, Primary Entity Administrator, or Facility User may designate your contracted Verification Body in the system by navigating to Physical Inventory → Facilities [for applicable emissions year] → Click Facility Verification

Select your Verification Body’s name under the appropriate emissions year and click Save.
2. Providing Verification Body with Access to your Data in the MA GHG Registry

The **Responsible Official** or **Primary Entity Administrator** provides the selected Verification Body with read-only access to Facility information, including the submitted data, comments, and uploaded documents. In addition, Facilities may provide their Verification Body with backup data, calculations, or other records that may not be available in the system. **Responsible Official** or **Primary Entity Administrator** can provide access to the Verification Body by navigating to **Emissions Inventory → Submissions → Facility Name [for applicable emissions year] → Submit for Verification**
Once completed, the status of your Facility GHG Report will change to Verification in Progress and system users will receive an automated email confirming this status change.

Unlocking Facility Data and Revising your Facility GHG Report

If your Verification Body indicates that corrective action is necessary, the **Responsible Official** must first Uncertify the Facility GHG Report so that the appropriate changes may be made by navigating to **Emissions Inventory → Submissions → Facility Name** [for applicable emissions year] → **Uncertify**

In order to complete the verification process:

1. The **Responsible Official** must again submit the Facility GHG Report to MassDEP by moving the report into the Certified_Submitted status in the system, as described above.
2. Once MassDEP again administratively accepts your Facility GHG Report, the system will indicate that the report is in the Accepted by MADEP status.
3. The **Responsible Official** or **Primary Entity Administrator** must again change the status of your Facility GHG Report to Verification in Progress as described above.

Steps your Verifier will take to Upload the Verification Statement
Once your data is in Verification in Progress status your Verification Body will log in and navigate to Emissions Inventory → Submissions → Facility Name [for applicable emissions year] → Click Submit Verification Findings

The Verification Body will:

- View data as it was entered by clicking Report by Source
- View documents uploaded by clicking Documents
- Submit their Verification Statement by clicking Submit Verification Findings

Steps the Verification Body will take to upload a Verification Statement:

Click Submit Verification Findings →
Upload verification finding document & enter login password →
Click OK

Confirmation of Verification Statement upload:
Accepting the Verification Statement

Please Note: Verification of a Facility GHG Report is not complete until the Verification Statement uploaded by the Verification Body has been accepted by the Facility and successfully submitted to MassDEP by the Facility.

In order to complete the verification process, the **Responsible Official** and **Primary Entity Administrator** must accept the Verification Statement provided by the Verification Body, and submit it to MassDEP via the MA GHG Registry by clicking on the **Accept Verification** button. To do this, navigate to **Emissions Inventory** → **Submissions** → Facility Name [for applicable emissions year] → **Accept Verification**

Enter login password:

Once the status of the Facility GHG Report has changed to Verification Accepted in the MA GHG Registry (as shown below), the Facility GHG Report and Verification Statement would be successfully submitted to MassDEP. System users will receive an automated email confirming this status change.

For additional information about the MA GHG Program and verification for this program, including a list of all MassDEP-recognized Verification Bodies, a Verification Process Checklist, recorded trainings, and other
templates and forms, please visit MassDEP’s webpage at
http://www.mass.gov/dep/air/climate/reporting.htm#verification.

Section 4: Other Reporting Tools & Tips

**Zeros: What to do if your emissions do not calculate**
In some cases when using the emissions factor or formula options for a gas when reporting, the emissions factor, heat content, carbon content or oxidation factor is zero. This will cause the CO₂e value to total to zero. You must customize this based on industry best practice.

In cases where the emissions factor, heat content, carbon content or oxidation factor is zero and you have not entered a customized value, an error message will appear noting which source and gases this must be corrected.

**Uploading Documents**

For every Facility and/or Facility GHG Report, you are able but not required to add supporting documents. Supporting documents may include supplemental information about your filing, backup information that provides an audit trail, or other disclosures that pertain to your Facility GHG Report. Please Note: All information about your documents, including the documents themselves, will be available to the public as emission records, even if the status is indicated as Private.

In the MA GHG Registry there are two locations where documents can be uploaded, depending on their purpose.

<table>
<thead>
<tr>
<th>Document type</th>
<th>Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility documents</td>
<td>Documents relating to a Facility for all reporting years</td>
<td>Physical Inventory → Facilities tab → Facility Name → Documents (under Related Items)</td>
</tr>
<tr>
<td>Facility submission documents</td>
<td>Documents relating to a Facility for one year of emissions data. Only Facility submission documents will be listed as part of your Facility GHG Report.</td>
<td>Emissions Inventory → Submissions → Facility Name [for applicable emissions year] → Documents (button at the bottom of the screen)</td>
</tr>
</tbody>
</table>

The Facility document upload can be accessed through the Related Items section on the Facility page.
Facility submission documents (for one year of emissions data) can be uploaded from the Facility GHG Report page.

To add a document to an Entity, Facility or Facility Submission (for an emissions year):

1. Click on the **Documents** hyperlink in the Related Items section for the Facility Details page (see above screen shots), or click on the **Documents** button on the Facility GHG Report page to upload documents to respective sections (see above screen shot).

2. Type in a folder name and click on the **Add Folder** button.
Once you have successfully added a folder, a folder icon will appear with the new folder’s name.

3. Click on the folder icon you created where you would like to store the document to begin uploading documents.

4. Complete the required fields and click the **Save** button.

After creating and selecting a folder, you will be able to describe, name, and upload a document. Please Note: All information about your documents, including the documents themselves, will be available to the public as emission records, even if the status is indicated as **Private**.

5. To open the document after it has been uploaded, click on the **View** button.
6. To navigate back to the documents that have been uploaded:
   a. Facility Page – Physical Inventory → Facilities tab → Facility Name → Documents (under Related Items)
   b. Facility Submission page for an emissions year – Emissions Inventory → Submissions → Facility Name [for applicable emissions year] → Documents (button at the bottom of the screen).

Reports

Reports let you review all of the information you have entered in a condensed format. You can run a report at anytime. MA Facilities have access to the Adhoc Reports in addition to the Standard Reports.

Standard Reports

Standard Reports (the Facility GHG Report) show all emissions data entered for a Facility. To access the Standard Reports:

1. Under the Analysis and Reports tab at the top of the screen, click on the Standard Reports button to run a report or view uploaded documents and a summary of the characteristics of your Facility. Next Click on the Facility Total Emissions Report – MassDep link.

2. Fill in the required information with the drop down menus. Use the filters to select the year, geographical area, specify a pdf format and then click View Report to run the report.
3. Click on other **View Detailed Information** or **View Report** as described below.

**View Detailed Information**

The View Detailed Information displays the Facility name, Facility category, geographic category, state, NAICS code, and the description of your Facility. This section also lists Facility and Submission Documents. This section does not display emissions data, unlike a Facility GHG Report.

**View Report**

You will be able to generate a PDF version of your Facility GHG Report.

Reports take a moment to load. You will need to click **Refresh** to generate the report.
Once the report is available click the View hyperlink.

The first page of your Facility GHG Report will display Facility information.
The second page will summarize greenhouse gas emissions by scope for the Facility.

Subsequent pages will provide a detailed look at the sources of emissions reported.

Ad Hoc Reports

Ad Hoc reports are a feature provided primarily to allow the general public and stakeholders to analyze information reported to the MA GHG Registry, but the feature is also available to Facilities logged into the MA GHG Registry. For a full description of how to use this feature please refer to the Climate Registry Information System (CRIS) Ad hoc Reports User's Guide at [http://www.mass.gov/dep/air/climate/reporting.htm](http://www.mass.gov/dep/air/climate/reporting.htm).
This glossary of terms is to be used to clarify terms in the MA GHG Registry.

**Activity Type:** The source category and scope (1,2,3, or Biogenic) of emission activity, as described in the General Reporting Protocol (e.g. Stationary Combustion – Scope 1, stationary combustion- Biomass).

**Adhoc Reports:** A module that is intended to allow users to design their own customized queries (e.g. total CO\textsubscript{2} emissions reported from diesel in Massachusetts). The general public will be able to select the data elements they wish to see, filter them using defined parameters and order the data in various ways. The resulting dataset can be output to a printer, to an Adobe Acrobat file or to an Excel spreadsheet. An Adhoc Report User’s Guide is available on the MA GHG Reporting Program webpage [http://www.mass.gov/dep/air/climater/reporting.htm](http://www.mass.gov/dep/air/climater/reporting.htm).

**Administrative Reports:** This application is used by MassDEP, and is not available to regulated Facilities or the general public.

**Alternate Entity Administrator:** A user with read/write capabilities for the Entity they are assigned to. (See Section 1 for more information)

**Analysis and Reports:** The public may use this application in the MA GHG Registry to generate a MA Facility Report for a specified emissions year. Under the **Standard Reports** tab, choose **Facility Total Emissions Report- MassDEP** to view Facility data submitted to MassDEP and accepted by MassDEP as administratively complete. Facility Reports provide a list of information reported including Facility details, sources, and emissions totals. Users may also design a customized query report using the Adhoc Reports tool also available in this section of the MA GHG Registry. Please see "Adhoc Reports" definition above for additional information.

**Anthropogenic:** Emissions that are produced as a result of human activities.

**Authorized Entity Administrator** (also called the **Responsible Official**): A user with read/write capabilities for all Facilities they are assigned to. This is the only user that can submit your Facility GHG Report to MassDEP. (See Section 1 for more information.)

**Biogenic Greenhouse Gas Emissions:** Emissions of carbon dioxide that result from the combustion of biogenic material (plants, animals, or other living organisms), excluding fossil fuels.

**Calculation Method:** The method chosen by the reporter to calculate emissions (e.g. CEMS, Formula, Emissions Factor, Pre-calculated).

**Carbon Content:** A fuel characteristic indicating the amount of carbon in the fuel.

**Emission Factor:** GHG emissions expressed on a per unit activity basis (e.g., metric tons of CO\textsubscript{2} emitted per million Btus of coal combusted, or metric tons of CO\textsubscript{2} emitted per kWh of electricity consumed).

**Emissions Inventory:** The module of the MA GHG Registry used to report GHG emissions at the source level. The module of the MA GHG

**End Use Sector:** A term referring to the sector where the emissions are intended to be ultimately generated (e.g. residential, commercial, industrial, electricity generation). Combined with the fuel type, the end use sector helps determine the final emission factor. For some types of sources, the end use sector will not apply.

**Entity:** As defined in 310 CMR 7.71, Entity means ”a person that owns or operates, in whole or in part, a source of greenhouse gas emissions from a generator of electricity or a commercial or industrial site including, but not limited to, a transportation fleet.”

**Entity Reviewer:** A user with read-only capabilities in the MA GHG Registry for an Entity. Each Entity may have multiple Entity Reviewers. (See Section 1 for more information)
**Facility:** As defined in 310 CMR 7.71, Facility means "a building, structure or installation located on contiguous or adjacent properties of an Entity."

**Facility ID:** The identification number assigned by the MA GHG Registry to each Facility. This is not to be confused with your Facility AQ ID.

**Facility User:** A user with read/write capabilities for Facilities they are assigned to. Each Facility may have multiple Facility Users. (See Section 1 for more information)

**Formula:** A calculation methodology that provides default carbon content, heat content and oxidation factor. Users can also customize any one of these factors if it will result in a calculation more accurate than the default methodology.

**Fuel Quantity Default UoM (unit of measure):** The quantity of fuel and units used in the formula to determine a total. In cases where the formula uses a different unit than the units entered by the user, the MA GHG Registry will convert these units to a default unit used in the calculation. For example, kilowatt hours could be converted to megawatt hours for the purpose of calculation.

**Fuel Type:** A fuel category determined by the activity type selected by the user (e.g. petroleum product).

**Heat Content:** The amount of heat energy available to be released by the transformation or use of a specified physical unit of an energy form (e.g., a ton of coal, a barrel of oil, a kilowatt-hour of electricity, a cubic foot of natural gas, or a pound of steam). The heat content of each fuel is expressed in units of energy per unit mass or volume (such as MMBtu/short ton or MMBtu/gallon) and should be calculated based on higher heating values (HHV).

**Motor Vehicle:** As defined in 310 CMR 7.71, motor vehicle means "any equipment or mechanical device propelled primarily on land by power other than muscular power but does not mean railroad and railway engines and railway cars, vehicles operated by the system known as trolley motor or trackless trolley, or devices used for domestic purposes, such as lawnmowers or snow blowers." Please refer to the MA GHG Program Frequently Asked Questions document on the program webpage for additional guidance http://www.mass.gov/dep/air/climate/reporting.htm.

**NAICS (North American Industry Classification System):** The standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

**NAICS Code:** The code assigned by NAICS to each establishment based on its primary activity (generally the activity that generates the most revenue for the establishment). NAICS codes can be found online at: http://www.census.gov/eos/www/naics/.

**Nameplate Capacity:** The normal maximum output of a generating source. For example, the nameplate capacity for a generator is the amount of electricity it is designed to produce. This figure is typically expressed in megawatts.

**Oxidation Factor:** A fuel characteristic specifying the proportion of carbon in the fuel that is oxidized to CO2. It indicates whether all of the carbon in the fuel is oxidized to CO2 when energy is produced.

**Physical Inventory:** The module of the MA GHG Registry in which users manage Entity, Facility, source and fuel information for any given reporting year, such as mailing address and key contacts, and source name.

**Primary Entity Administrator:** A user with read/write capabilities for the Entity they are assigned to. (See Section 1 for more information.)

**Public Reports:** Facility GHG Reports are available to the public after being administratively accepted by MassDEP.
Public Stakeholders: Refers to any individual or organization that downloads or will potentially download the Public Reports (e.g. individuals, press, other companies).

Quality Assurance Check: An automated review conducted by the MA GHG Registry application that will flag any common errors or oversights. These Quality Assurance (QA) checks are run before the application will accept a final Facility GHG Report. A Facility’s status must be “Final Review” before an authorized user can run a QA Check or view a log of previously generated QA Checks.

Report by Facility: This application in the MA GHG Registry is not used by MA Facilities.

Report by Source: MA Facilities use this application to report data in the MA GHG Registry. Users must use a pre-populated source or create sources and specify details, which are used by the calculation engine to create a detailed formula. 310 CMR 7.71(3) requires greenhouse gas emissions from each stationary emissions source at a Facility shall be reported separately to the extent practicable. If emissions from one or more stationary emissions sources at a Facility are not reported separately, the reporting Entity shall document the rationale and justification for not reporting emissions from each stationary emissions source separately. These records shall be retained at the Facility for five years and provided to the Department upon request.

Responsible Official (also called the Authorized Entity Administrator): A user with read/write capabilities for all Facilities they are assigned to. This is the only user that can submit your Facility GHG Report to MassDEP. (See Section 1 for more information)

Scope: Defines the operational boundaries in relation to indirect and direct GHG emissions per the General Reporting Protocol.

Short Ton: Means 2000 pounds or 0.9072 metric tons.

Simplified Estimation Methods (SEMs): SEMs are rough, upper-bound methods for estimating emissions. Simplified estimation methods may be used to calculate emissions from one or more sources, for one or more gases, that, when aggregated, equal no more than 1,000 short tons of CO2e.

Source: Any process, activity or mechanism which releases a greenhouse gas or a precursor of a greenhouse gas into the atmosphere. Often, a source is the type of equipment being reported in a Facility (e.g. generator, boiler, vehicles).

Standard Reports: Facilities and the general public (once accepted as administratively complete by MassDEP) have access to standard reports in the MA GHG Registry, which are the Facility GHG Reports. They are labeled “Facility Total Emissions Report – MassDEP” in the system.

Technology: The type of equipment specified for a source (e.g. Boiler, Model Year 2005). In some cases the term “ALL” or “Unspecified Technology” will appear when the emissions factor is the same regardless of the type of technology.
Section 5: Additional Resources and Contact Information

For more information about the MA GHG Reporting Program – including MassDEP’s Frequently Asked Questions document (FAQs), Applicability Screening Tool, reporting deadlines, and recorded trainings, please visit the MassDEP GHG Reporting Program webpage: www.mass.gov/dep/air/climate/reporting.htm

For additional assistance, please contact the MA GHG Program Helpline at MassDEP@theclimateregistry.org. Please include a short summary of your question, and a phone number where we can contact you. You may also call the MA GHG Reporting Program helpline at 1-888-807-8423. Help line hours are Monday through Friday from 12 to 5 PM Eastern Time.

If you need to speak with MassDEP directly, please contact Loreen Kelley at 617-574-6815 or climate.strategies@state.ma.us, or Will Space at william.space@state.ma.us.

To be added to the MA GHG Stakeholder email list so that you will receive important updates and notifications regarding the MA GHG Reporting Program, please email MassDEP@theclimateregistry.org. Subject line: “Add to MA GHG Stakeholder email list.”