



# MassDEP Dental Amalgam / Mercury Recycling Certification Program

## Filing Your Certification Form Online

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### INTRODUCTION

There are **two parts** to completing your certification using the eDEP Online Filing System.

- **Part 1:** Register with eDEP to obtain a username and password. See Page 2 to begin. If you already have an eDEP username and password, you may skip this part and proceed to Part 2.
  
- **Part 2:** Complete the Dental Amalgam/Mercury Recycling Program Certification Form online, sign the form electronically, pay the required \$400 fee online, submit your certification, and receive a summary of and receipt for your transaction. The fee payment step will be bypassed if you are:
  - ✓ Claiming an exemption because your facility does not generate or discharge wastewater from amalgam-related processes, and/or
  - ✓ Filing an *updated* certification after your initial due date but before the deadline for submitting your next certification.

See Page 4 to begin.

Once the summary and receipt page is displayed, your certification is complete. You will receive an email from MassDEP confirming your submission.

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## Part 1: Register With eDEP to Obtain a Username and Password

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*NOTE: If you already have an eDEP username and password, proceed to Part 2 (page 4).*

### INSTRUCTIONS

#### Step 1 of 2: Create Your Account

Complete all required fields, which are designated by an asterisk (\*) on the online form.

- **First Name; Last Name; Email; Contact Address Line 1; City; State; Zip Code:** Complete these fields with the appropriate information.
- **Main Phone:** Type a telephone number where MassDEP can reach you during business hours.
- **Username:** Choose a username that is at least five (5) characters long but contains NO spaces.
- **Nickname:** Choose a nickname that is at least five (5) characters long, contains NO spaces, and is DIFFERENT from your username.
- **Password; Retype Password:** Enter a password that is at least eight (8) characters long and contains BOTH numbers and letters and re-type it to confirm.
- **Security Question; Answer to Security Question:** Provide a question and answer that you can use for retrieving a lost password.

#### Terms & Conditions and Acceptance

- Click on the link to read the eDEP Terms & Conditions.
- Check the box indicating your agreement with the Terms & Conditions.

If you indicate that you do not agree, you will not be able to use the eDEP Online Filing System to submit your Dental Amalgam/Mercury Recycling Program Certification Form. You will instead need to download, complete, print, and mail a form to MassDEP. See <http://www.mass.gov/dep/service/dentists.htm> for additional information.

Click

Next

This will submit your information to eDEP where it is checked.

If there are problems with your registration, you will be directed back to the registration page. Error messages **highlighted in red** will indicate where you need to make corrections. Make the necessary corrections AND re-enter and confirm your password information, then

Click

Next

## Step 2 of 2: How Will You Use eDEP?

Select

- No**, none of these items describe me or how I will use eDEP

Then SCROLL to the bottom of the page and

**Click**

**Next**

After successfully creating your eDEP Online Filing account, you will be redirected to

### **My Homepage**

This screen displays your submitted and in-process eDEP forms. If you are a first-time user, no forms will be listed.

You will also receive an email confirming creation of your eDEP account and providing important information that you will need to successfully file or update your certification form, including a Facility Account Number and Dental Regulated Object (RO) Number. Please keep a copy of this receipt for your records.

**Proceed to Part 2** (next page)

## **Part 2: Submit Your Certification Form Using eDEP Online Filing**

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### **Before You Start**

You MUST have:

- A Window PC with Internet access; Microsoft Internet Explorer 5.0 or higher, or Netscape Navigator 7.0 or higher; and Adobe Acrobat Reader 7.0.7 or higher (6.0 and 7.0 will not work)  
-or-
- An Apple Macintosh with Internet access; Mac OS 10.2.8 or higher; Apple Safari browser; and Adobe Acrobat Reader 7.0.7 or higher (6.0 and 7.0 will not work)
- An eDEP login username and password (obtained in Part 1)
- Either Microsoft Internet Explorer Version 5.0 or higher, or Netscape Navigator Version 7.0 or higher
- Adobe Acrobat Reader is free. To obtain the latest version, visit:  
<http://www.adobe.com/products/acrobat/alternate.html>

You MUST know:

- The make and model amalgam separator unit that your facility has installed and is operating
- The number of dental chairs served by these units
- Who (individual or company) services and maintains these units
- Who (individual or company) manages and recycles mercury-containing waste generated at your dental facility
- What company transports or ships your waste mercury amalgam
- Where the mercury-containing waste generated at this practice is sent for recycling (If you do not identify a bona fide mercury waste amalgam recycler, your dental facility will not be in compliance. If you do not know whom the name of your recycler, the company that transports your waste amalgam should be able to provide this information. DO NOT identify a waste transporter or manager in Section E, Question 5, of the form.)
- Whether the facility discharges its wastewater to a sewer or a septic system
- The types of treatments or cleaners used to flush your system lines

### **Important Tips for Completing the Online Certification Form**

- Use your mouse to move through the form and select the fields you want to complete. Using keyboard commands such as TAB and ENTER will not always get you where you want to go.
- Click the SAVE buttons often to save your work and when prompted to do so. You will find SAVE buttons at the top of the first page of the form, and in the left margins near Section D, Question 3, and Section E, Question 5.
- Click the VALIDATE button at the top or bottom of the form ONLY after you have fully completed the form.

## INSTRUCTIONS

### My Homepage

This screen displays your current and in-process eDEP form submittals. If you are a first-time user, no submittals will be listed.

To begin a new certification form:

Click

**Start New**

### Next Page: Online Forms

Click on the TOP drop-down menu and SCROLL DOWN the alphabetical listing to until you reach **Amalgam Separator Certification - Facilities**. Select that form and **Click**

**Create Form**

Enter your Facility Account Number and Dental Regulated Object (RO) Number. (If MassDEP has not provided you with these codes to use the form, please contact David Biggers at call 617-292-5787 or [David.Biggers@state.ma.us](mailto:David.Biggers@state.ma.us).)

Click

**Search**

### Next Page: Current Submittal, Step 1 (of 4) Amalgam Separator Certification - Facilities

eDEP will then display "Site Information" and the name of your facility below the Search button.

Click

**Next Step**

It will take a moment for the browser to load the form you need to complete.

### Amalgam Certification - Facilities Form

The form is seven (7) pages long and is divided into Sections A-J.

Basic commands appear in blue boxes at the top and bottom of each page of the form:

- **Save** to back up your work. Remember to **Save** often.
- **Save and Exit** stores your work and exits the form.
- **Validate** checks all your work. **Validate** ONLY after you have completely filled out the form.
- **Print** will send the form to your printer.
- **Clear** erases all information entered on the form.
- **Cancel** exits the form without saving your changes.

## Complete Your Certification Form

- Answer all applicable questions in Sections A through I

Notes:

- **Section E, Question 5** requires you to identify the facility that recycles your mercury amalgam waste. If you do not identify a bona fide mercury waste amalgam recycler, your dental facility will not be in compliance. If you do not know the name of your recycler, the company that transports your waste amalgam should be able to provide this information. DO NOT identify a waste transporter or manager.
- **Section I, Field a**, requires a "Signature of Individual Making Certification." Leave this field blank when completing Section I. There is an electronic acceptance (signature) step later.

After answering all applicable questions in Sections A through I,

Click

Validate

and eDEP will validate your form. If you are not required to complete Section J (Return to Compliance), eDEP will direct you to **Step 2: Acceptance (Signature)** below.

If based on your responses to questions in Section A through I you are required to complete Section J (Return to Compliance) a "Related Forms" menu will be displayed. A check mark next to "Amalgam Separator Certification – Facilities" indicates that you have successfully validated that part of the form.

Click

Next Step

and Answer all applicable questions in Section J (Return to Compliance).

Then Click

Validate

Once you have successfully validated Section J (Return to Compliance), the "Related Forms" menu will display check marks next to both forms. Please note that if you have validated Section J (Return to Compliance), then go back and make changes to Sections A through I, you will need to re-open and re-validate Section J (Return to Compliance).

Click

Next Step

This will display **Current Submittal Step 2 (of 4): Acceptance (Signature)**. See next page.

## Notes on Validation Errors

If your form contains errors that need to be corrected, SCROLL to the bottom of the Validation Errors page and **Click**

### Click to Correct Error

The form will open again and the fields containing errors will be **highlighted in red**. Scroll through the form to find these highlighted errors and fix them. Once the errors are fixed:

**Click**

**Validate**

and eDEP will again validate your form.

**Click**

**Next Step**

If your form validates with no errors,

**Click**

**Submit**

This will display your **Signature Page**. Read and then check the box beside:

**Practice or Facility Certification**

Next, type your full name in the **Name** field. If you are satisfied with the certification:

**Click**

**I Accept**

When you click here, you are adding your electronic signature to the form.

**Click**

**Next Step**

This will display **Current Submittal Step 3 (of 4): Payment**

There is a \$400 fee associated with this certification, which will be valid for a period of five years from the last certification due date. The fee payment step is bypassed if you are:

- ✓ Claiming an exemption because your facility does not generate or discharge wastewater from amalgam-related processes, and/or
- ✓ Filing an *updated* certification after your initial due date but before the deadline for submitting your next certification.

In the pull-down menu, select the form of payment you will be using. The next field should already contain the fee amount (\$400).

**Click**

**Next**

On the resulting page, enter the requested payment information. Visa, MasterCard and Discover cards are accepted.

Review the **Payment Summary** page, then

**Click**

**Next**

**Click**

**Submit Payment**

Be sure to click the “Submit Payment” button only once. The resulting page will present a confirmation and summary of your fee payment.

**Click**

**Next**

Then at **Current Submittal Step 4 (of 4)**,

**Click**

**Submit**

This will send your certification to MassDEP, and then display your summary and receipt. Confirm that your email address is correct. You will receive an email from MassDEP confirming your submission. Please note that your certification is not received at MassDEP until you click **Submit**.

If you would like a hard copy for your records:

**Click**

**Print Receipt**

This will open a new browser window with a “printer friendly” version of your receipt. From this window, you may print directly from your browser using the Print command.

Return to the **Submittal Summary & Receipt** window, then

**Click**

**Next**

**Congratulations!** You have successfully filed your Dental Amalgam/Mercury Recycling Certification through the eDEP Online Filing System. Thank you.