



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program
**Instructions for Certification and Re-certification
General Practice Toxics Use Reduction Planner
BWP-TU01 & BWP-TU03**

General Practice (GP)
**Toxics Use Reduction Planner
Certification Instructions**

The Massachusetts Department of Environmental Protection (MassDEP) certifies Toxics Use Reduction (TUR) Planners. Once certified by MassDEP, TUR Planners may certify toxics use reduction plans for companies that are required to report under the Massachusetts Toxics Use Reduction Act (TURA) and 310 CMR 50.00. TUR Planners may apply for General Practice (GP) certification or a Limited Practice (LP) certification. These instructions are for a GP certification.

GP planners may certify plans for any facility. To apply for certification or re-certification as a GP TUR Planner, the applicant must do the following:

Checklist for General Practice Toxics Use Reduction Planner

- Complete the *Certification or Recertification Application Form for a General Practice Toxics Use Reduction Planner (BWP - TU 01 & BWP - TU 03)*. This form can be found on the MassDEP's website: www.mass.gov/dep/toxics/approvals/turforms.htm#cert
- Receive a *Transmittal Number* and fill out the *Transmittal Form* (found on MassDEP's website: mass.gov/dep/service/online/trasmfrm.shtml). The transmittal number allows the applicant to apply for a permit. The number should be placed in the upper right hand corner of the application.
- Make and keep a copy of the Application and the Transmittal Form for your records.
- Mail the original Application, the appropriate fee, and the original Transmittal Form to MassDEP. **Please note:** the application and fee are sent to two different addresses.

These instructions provide additional guidance on the following topics:

- I. Application Instructions for Certification or Re-certification for a GP TUR Planner
 - II. Transmittal Number and Form For Permit Application
 - III. Certification Fees
 - IV. Mailing the Application
 - V. Certification and Re-certification Review
 - VI. Questions
- I. For more information on Toxics Use Reduction Planners, visit:
www.mass.gov/dep/toxics/tura/planners.htm.



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**APPLICATION INSTRUCTIONS FOR CERTIFICATION OR RE-CERTIFICATION FOR A
GENERAL PRACTICE TUR PLANNER.**

Applicants seeking certification or re-certification as a GP TUR Planner should submit to MassDEP a completed *Application for Certification or Re-certification of a General Practice Toxics Use Reduction Planner* found at www.mass.gov/dep/toxics/approvals/turforms.htm#cert.

- For Initial Certification as a GP TUR Planner – complete sections A, B, C, D, and H.
- For Re-certification as a GP TUR Planner – complete sections A, B, C, E, and H.
- For Certification to sign Environmental Management Systems or Resource Conservation Plans – complete sections F and/or G.

Section A: Certification Information

Applicants must indicate the type of certification being requested:

1. Indicate whether applying for certification or re-certification as a GP TUR Planner.
2. Indicate whether applying for certification to sign an Environmental Management System and/or Resource Conservation Plan.

Section B: Applicant Information

Applicants must provide general information about themselves and the company they plan to certify plans for.

Section C: Certification Statement

Applicants must sign and date the statement testifying to an honest and good faith effort to supply truthful information.

Section D: Information for General Practice Certification

1. *Employment Experience*

Applicants must provide specific information on their employment experience and/or educational experience (if substituting for partial employment experience).

a. *Employment Experience:*

The applicant must provide current and past employment history demonstrating the applicant has seven (7) years of work experience in the fields listed in the application. MassDEP may, at its discretion, allow work experience in areas other than those listed to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and knowledge a TUR Planner must possess. Use the following as guidance on how to calculate years of employment experience:

For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the requisite analyses, the seven (7) years experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 7 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that the activities be routinely conducted. Part-time work of this nature should be pro-rated. For example, someone who worked 17.5 hours/week would have to work at the job for 14 years.

For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a TUR plan, the seven (7) years of experience is gained if they



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have worked for a total of 7 years on projects in which they used skills needed to perform or evaluate the requisite analyses.

Part-time work is also pro-rated if the person always worked part-time. The elapsed time should be pro-rated, so the applicant would need a total of 48 months.

b. *Educational Substitution:*

The applicant may substitute up to five (5) years of the required seven (7) years of employment experience. **If you are not seeking educational substitution, this section is optional.**

- i. Indicate if you are seeking educational substitution for work experience.
- ii. Indicate the number of years you are seeking to substitute.
- iii. List the educational information requested, including whether you have obtained a certificate or degree. See text box below for a list of acceptable educational substitutions. If the degree or certificate is not one of the fields described below, the applicant may explain why the education is relevant. The regulations allow MassDEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

List of Acceptable Educational Substitutions (See 310 CMR 50.52 (3))	Number of years needed
Vocational or Technical Certificate:	1 year
Associate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	2 years
Bachelor's Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or biology, chemistry or physics)	4 years
Bachelor's Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	3 years
Master or Doctorate Degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	5 years
Master or Doctorate Degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations	4 years

2. Toxics Use Reduction Planner Exam Certification

Applicants must complete the Toxics Use Reduction Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts Lowell and pass the TUR Planner Examination given by MassDEP.

- a. Give date and location of the toxics use reduction planner certification course you took.
- b. Attach a copy of your TUR Planner course certificate to the application.
- c. Give date and location where you took the MassDEP TUR Planner exam.
- d. Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.



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Section E: Information for General Practice Re-Certification

TUR Planners must become re-certified every two (2) years by completing a specific amount of continuing education credits in “toxics use reduction activities” over a two-year period. Generally, one (1) hour spent in a continuing education activity equals one (1) continuing education credit. Activities approved by MassDEP for the purposes of re-certification include seminars or any other educational or professional programs relating to TUR sponsored by MassDEP or the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations.

Indicate if applying for first time re-certification or subsequent re-certification credits using the following table:

Certification Type	Number of Credits Needed
First Recertification	30 credits
Second, Third, Etc. Recertification	24 credits

Provide additional information on the continuing education activities. This includes activity, dates attended, hours in attendance, brief description of the activity and number of re-certification credits you are seeking.

Re-Certification Credit Guidance:

In order to be approved for re-certification, credits must fall into, and abide by, the following categories:

1. Education and training focused on the toxics use reduction planning process as defined by 310 CMR 50.51(2) (toxics use reduction training shall not include the Toxics Use Reduction Planner Course offered by the Toxics Use Reduction Institute when taken by a TUR Planner as a requirement for certification or the development of a Toxic Use Reduction Plan); or
2. Education and training focused on other environmental laws or regulations, or laws or regulations pertaining to worker health or safety (e.g. wastewater treatment, hazardous waste management, air emissions, surface water runoff, industrial hygiene, hazard communication), except that such education may not count for more than four (4) credits during any 2-year period; or
3. Professional activities related to TUR may, at MassDEP’s discretion, count toward up to eight (8) credits and include, but are not limited to:
 - Presenting or publishing papers;
 - Teaching;
 - Participation in professional or trade associations;
 - Mentoring, being mentored, special projects and “pro-bono” work with communities (the applicant is required to submit a proposal to MassDEP for review and approval); or
 - Participation in advisory committees for governmental agencies

Other Credit Information

- *Double Credits:* Programs or topics that are “especially relevant or important to the responsibilities of TUR Planners,” as approved by MassDEP may be counted up to a maximum of 2 credits per course hour (i.e., “double credit”).
- *Topics not considered TUR training:* Topics in pollution treatment or control DO NOT count toward the coursework required under “toxics use reduction training”, but may be eligible for



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credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety". (4 credit maximum)

The TURA Program agencies are the primary sponsors of continuing education activities:

- Massachusetts Toxics Use Reduction Institute at UMass, Lowell (www.turi.org/)
- Massachusetts Office of Technical Assistance and Technology (www.mass.gov/envir/ota)
- Massachusetts Department of Environmental Protection (www.mass.gov/dep/toxics/toxicsus.htm)

Section F. Environmental Management System Certification

Applicants seeking to certify EMSs must demonstrate that they have training in EMSs (for more information on EMS certification requirements see MassDEP's the Environmental Management System Guidance under the Toxics Use Reduction Act at www.mass.gov/dep/toxics/laws/policies.htm):

1. Indicating that they are accredited or certified under a recognized Environmental Management System Standard (e.g., ISO 14001, Responsible Care®) OR
2. Demonstrating 16 hours of continuing education credits in EMS and providing information on the courses, seminars, or other educational or professional programs or activities necessary to support a request for continuing education credits. This is a one-time credit requirement; no additional EMS credits are required for future recertifications. These credits do not change the total number of credits needed in Section E.

Section G. Resource Conservation Plan Certification

Applicants seeking to certify Resource Conservation Plans must demonstrate that they have completed continuing education credits by identifying the courses, seminars, or other educational or professional programs or activities necessary to support a request for Resource Conservation certification.

- Twelve (12) continuing education credits are required for the first certification. At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning. The remaining credits must be related to any of the following assets: energy, water, materials found in solid waste, and/or toxics in articles and products.
- These credits do not change the total number of credits needed in Section E.
- No Resource Conservation planning credits are needed to certify Resource Conservation plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting.
- Nine (9) continuing education credits are required every 4 years thereafter for subsequent re-certification, including three (3) credits in each of the following areas: energy, water and materials found in solid waste.

For more information on Resource Conservation Planning, see MassDEP's Resource Conservation Planning Guidance at www.mass.gov/dep/toxics/laws/policies.htm.

Section H. Supporting Documentation

Applicants must provide documentation verifying the applicant's attendance at the continuing education activities listed in sections E, F and G. Such documentation should describe the course or events and the hours in attendance, (e.g., course syllabus or event itinerary and a copy of the sign-up sheet or a certificate of completion).



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Section I. Continuing Education Pre-Approval

If you would like prior approval of continuing education activities, complete and submit the "Continuing Education Credit Application" located at www.mass.gov/dep/toxics/approvals/turforms.htm.

If MassDEP does not approve a continuing education activity in TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity. See Section V below for additional information on certification and re-certification application review.

II. TRANSMITTAL NUMBER AND FORM FOR PERMIT APPLICATION

Certification and re-certification as a TUR Planner is done through the MassDEP Permitting process, so a Transmittal Form for Permit Application and Payment with a Transmittal Number must accompany the certification application and fee. The transmittal number and "*Transmittal Form*" are available from MassDEP's web site at www.mass.gov/dep/service/online/trasmfrm.shtml or you can call MassDEP at 617-556-1011.

The transmittal number is generated by a counter on the MassDEP web site and is a unique identifier for transmitting and processing permit applications. A new transmittal number is needed each time you re-certify.

Once the form is completed, make two (2) copies; the original must accompany the application, a copy must accompany the fee payment and a copy should be kept for your records. **Please note:** the application and fee must be sent to two different addresses, (see below).

III. APPLICATION FEES

The appropriate application fee noted below must be submitted to MassDEP for TUR Planner Certification/Re-certification (there are no additional fees associated with certifying an EMS and/or Resource Conservation Plan).

Initial Certification	\$500
Re-certification	\$250

Please mail the application fee (check) along with a copy of the "Transmittal Form" to:

Department of Environmental Protection
P.O. Box 4062
Boston, Massachusetts 02211

IV. MAILING THE APPLICATION

Please send the completed TUR Planner Certification or Re-certification Application along with a copy of the Transmittal Form to:

Department of Environmental Protection
TUR Planner Certification Program
1 Winter Street
Boston, MA 02108



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Re-certification Applications must be received by MassDEP prior to the expiration of the applicant's Initial Certification or current Re-certification period. The applicant will remain certified as a GP TUR Planner until MassDEP reaches a final decision on the TUR Planner's application and notifies the applicant. Failure to follow this procedure will result in an expiration of the TUR Planner's certification and may subject the TUR Planner to disciplinary proceedings.

V. CERTIFICATION AND RE-CERTIFICATION APPLICATION REVIEW

Normally, the application review process does not take more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

Following the review, MassDEP will issue a written decision granting or denying certification. Certification shall be granted for a two (2) year period beginning as of the date of the written decision granting certification. A decision denying certification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be certified. A TUR Planner whose certification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60. In addition, MassDEP reserves the right to deny certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in 310 CMR 50.00.

Re-certification Determination Criteria:

1. Courses "approved by the Department" for the purposes of re-certification include courses, seminars, or any other educational or professional programs relating to TUR sponsored by MassDEP, the Office of Technical Assistance and Technology, the Toxics Use Reduction Institute, the U.S. Environmental Protection Agency, or other organizations. Any applicant who has questions regarding the applicability of an activity for re-certification purposes may receive a written credit determination by filling out and submitting the *Continuing Education Credit Application* (see Section I above for additional information).
2. Generally, one (1) hour spent in a continuing education activity equals one (1) re-certification credit. MassDEP may, at its discretion, specify that one hour of time spent in a specific continuing education activity shall equal more than one credit. A specific continuing education activity can count up to two (2) credits, if MassDEP determines that a particular course, seminar, or other program, or a particular subject, is especially relevant or important to the responsibilities of TUR Planners.
3. If MassDEP does not approve a continuing education activity upon submission of a TUR Planner Re-certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for re-certification purposes, in place of the disapproved activity.
4. Topics on pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction activities", but may be eligible for credit under "other environmental laws or regulations, or laws or regulations pertaining to worker health or safety". (4 credit maximum)
5. MassDEP reserves the right to deny re-certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities set forth in 310 CMR 50.00.



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VI. QUESTIONS

Please contact Paul Walsh in the TUR Planner Certification Program at (617) 556-1011 with any questions you may have concerning re-certification.



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Application for Certification or Re-Certification of a
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Before completing this application please read the TURA Regulations found at 310 CMR 50.00 (specifically sections 50.50 to 50.63) as well as the Instructions for Certification or Recertification of General Practice Toxics Use Reduction Planners.

Important: When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Instructions

Make check payable to Commonwealth of Massachusetts

Please mail this application along with a copy of the transmittal form to: Department of Environmental Protection, TUR Planner Certification Program, One Winter St., Boston, MA 02108

A. Certification Information

Please indicate the type of certification you are requesting:

1. General Practice Toxics Use Reduction Planner Certification

May certify toxics use reduction plans for any facility.

Initial Certification checkbox

Initial Certification

- Fee is \$500. On the transmittal form, enter BWP TU 01 as the permit code and "General Practice TURP" as the permit name.
Applicant must pass the MassDEP TUR Planner examination and complete section D.
Skip Section E

Re-Certification checkbox

Re-Certification

- Fee is \$250. On the transmittal form, enter BWP TU 03 as the permit code and "General Practice TURP" as the permit name.
Applicant must complete section E.
Skip Section D

2. Environmental Management System or Resource Conservation Planner Certification

Please indicate if you are also applying to certify an Environmental Management System and/or a Resource Conservation Plan (there is no additional fee for this certification).

Environmental Management System checkbox

Environmental Management System (Complete Section F)

Resource Conservation Plan checkbox

Resource Conservation Plan (Complete Section G)

B. Applicant Information

Please print or type.

Last Name

First Name

Middle Initial

Mailing Address Line 1

Mailing Address Line 2

City/Town

State

Zip Code

Telephone & Extension

Email

Place of Employment

Employer's MassDEP Facility # if a TURA Filer

Address

City/Town

State

Zip Code

Telephone & Extension

Enter address ONLY if different from above.



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C. Certification Statement

"I certify that, to the best of my knowledge, all information presented in this application is true in substance and effect."

Signature _____

Date _____

D. General Practice Planner Certification Information

To qualify, you must:

- Possess seven (7) years of specific work experience in fields related to toxics use reduction (complete Section 1 below). Education may substitute for up to five (5) years of the required work experience (also complete Section 1(b) below);

AND

- Satisfactorily complete the TUR Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts at Lowell *and* pass the TUR Planner Examination given by MassDEP (please complete Section D-2).

1. Employment Information:

Applicants must have seven (7) years of specific work experience in fields related to toxic use reduction in any of the following six areas:

1. Engineering or process control
2. Manufacturing, production, or quality control
3. Environmental compliance or worker health and safety
4. Accounting, business, administration or product marketing
5. Planning, industrial design, or research development
6. Managerial or legal

Part-time work experience in the areas listed above may count, on a pro-rated basis, toward the required seven (7) years of full-time experience. See the instructions for more information. If more space is needed, please continue on a separate page and clearly note which question you are answering. If necessary, use a photocopy of this page.

a. Employment Experience – current position:

List Current Position

Job Title

Dates of Employment

Immediate Supervisor/Title

Supervisor's Telephone #

Is this full-time or part-time work? Full Time (37.5 or more hours) Part Time



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D. General Practice Planner Certification Information (cont.)

If part-time, how many hours per week do you work? _____
Hours

Describe duties, responsibilities, skills and/or knowledge acquired within the six areas of experience noted above:

Employment experience – previous position:

Job Title _____ Dates of Employment _____

Immediate Supervisor/Title _____ Supervisor's Telephone # _____

Was this full-time or part-time work? Full Time (37.5 or more hours) Part Time

If part-time, how many hours per week did you work? _____
Hours

Describe duties, responsibilities, skills and/or knowledge acquired within the six areas of experience noted above:

b. Educational Substitution:

Education may substitute for up to five (5) years of the required work experience. Please refer to the instructions as well as 310 CMR 50.52(3) for more information on educational substitutions.

If you are seeking educational substitution attach a photocopy of proof of attainment of degree or certificate (a transcript may be used if it clearly states attainment of degree or certificate. If you would like your transcript returned, enclose a self-addressed, stamped envelope with this application).

i. Are you seeking to substitute education for some of the required experience? Yes No

ii. If yes, how many years do you seek to substitute? _____
of Years

iii. Educational Information: List below the educational institutions attended in reverse chronological order beginning with the most recent. Use a photocopy of this part of the application if necessary.

Name of Institution _____ Address _____

Major _____ Dates Attended _____

Degree Certificate



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D. General Practice Planner Certification Information (cont.)

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.

Name of Institution

Address

Major

Dates Attended

Degree Certificate

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.

Name of Institution

Address

Major

Dates Attended

Degree Certificate

If degree/certificate is not in one of the fields described in Section 1 (b) of the Instructions explain why you think this education is relevant. Please also enclose a transcript of your courses.

2. Toxics Use Reduction Planner Course and Exam Information

To obtain initial General Practice Planner Certification, you must have completed the toxics use reduction planner certification course AND passed the MassDEP's TUR Planner certification exam within the past 2 years.

- a. Please give the dates and location of the toxics use reduction planner certification course you attended:

Dates

Location

- b. Attach a copy of your TUR Planner course certificate to this page of the application.

- c. Please give the date and location of the TUR Planner exam you took:

Date

Location

- d. Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.



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E. Re-Certification for General Practice Planner

In order to be re-certified as a General Practice Planner, you must have completed 30 credits in continuing education for your first re-certification, and 24 credits for all subsequent re-certifications (i.e., second, third, etc...) as explained in the instructions. Please check the appropriate box:

- Minimum 30 continuing education credits (first re-certification)
- Minimum 24 continuing education credits (second re-certification and subsequent)

Please provide the title of the educational activity attended, the dates attended, the hours in attendance, a brief description of the activity, and the number of continuing education credits you are seeking for your attendance. Please attach additional pages if needed. Note: The summation of continuing education activities listed in sections E through G must equal or exceed the number of credits required for your re-certification (this will depend upon whether it is your first, second, third, etc. re-certification) as defined in the instructions

1.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

2.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

3.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

4.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	



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F. Environmental Management System Certification

In order for a General Practice TUR Planner to certify an Environmental Management System (EMS) for any facility, the planner would need to be accredited or certified under a recognized Environmental Management System Standard OR have 16 one-time continuing education credits on EMS. **Please note:** this does not change the total number of credits required in section E.

Please check one of the following and provide the appropriate information:

- 1. **Accredited or Certified Under a Recognized Environmental Management Standard.**
I am accredited or certified under the following recognized EMS Standard:

Name of Recognized EMS Standard

- 2. **Continuing Education Credits.** I have completed the following 16 continuing education credits in EMS: Please list the courses and attach additional pages if needed:

a.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

b.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

c.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	



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G. Resource Conservation Plan Certification

In order for a TUR planner to certify a Resource Conservation Plan, the Planner would need to have at least 12 continuing education credits for the first Resource Conservation Plan certification:

- At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning;
- The remaining six (6) credits must be related to the following asset: energy, water, materials found in solid waste, toxics in articles, (**Note:** To maintain Resource Conservation Plan certification status into the future, a TUR Planner would need to obtain 9 credits every four (4) years, three (3) each in energy, water, and materials found in solid waste).

Please note:

- No Resource Conservation Planning credits are needed to certify Resource Conservation Plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting. Please see the instructions for additional information.
- This does not change the total number of credits required in section E.

Please list the courses (at least 6 continuing education credits must be in applying TUR planning to Resource Conservation):

1.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

2.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

3.	_____	_____
	Title	Date(s)
	_____	_____
	Hours	Credits Requested

	Description	

H. Supporting Documentation

Your certification and re-certification credit request **MUST** be supported by documentation, which should be attached to this application. Such documentation should be attached in the order the activity is listed in Sections E, F, and G and should describe the courses or events listed and the hours in attendance, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion.



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I. Continuing Education Credit Pre-Approval Form

Any applicant may receive prior written continuing education credit from MassDEP for any course, seminar, etc. by completing this form and submitting it (faxing is preferred) to the phone number shown on the form.

Instructions:

This form should be completed by any applicant seeking prior approval of continuing Education credit for any activity the applicant has taken, or plans to take (i.e., prior to submitting a completed TUR Planner Recertification Application). A separate form and supporting documentation should be submitted for each activity. Once the form and supporting documentation are received, MassDEP will make a credit determination and will notify the applicant.

Mail or Fax Form to:

**Department of
Environmental
Protection,
Toxics Use
Reduction
Planner
Certification
Program,
One Winter
Street, Boston,
MA 02108**

**Fax:
617-292- 5858**

1. Applicant Information

_____	_____	_____
Last Name	First Name	Middle Initial

Street Address or Box Number		
_____	_____	_____
City	State	Zip Code
_____	_____	_____
Home Telephone Number	Work Telephone Number	Fax

2. Documentation

For a course, seminar, etc. already attended or planned, for which a credit determination is requested, please attach documentation to this form that will provide MassDEP with a description of the activity, verification of attendance (for activity already attended), and the hours the applicant spent or plans to spend in attendance at the activity. In addition, please provide the following information:

_____	_____
Activity Name and Sponsor	Hours in Attendance (or planned)
_____	_____
Date(s) of Activity	Credits Requested
Category (see instructions):	<input type="checkbox"/> TUR activities <input type="checkbox"/> Laws and regulations (4 credit limit) <input type="checkbox"/> Professional activities (8 credit limit) <input type="checkbox"/> Environmental Management Systems <input type="checkbox"/> Resource Conservation Planning

Description

3. Final Approval for Planned Activities

Any credit determination made by MassDEP in response to this form for activities NOT YET ATTENDED BY THE APPLICANT are subject to verification of hours in attendance, which must be provided either prior to, or with, the applicant's Toxics Use Reduction Planner Recertification Application.

MassDEP USE ONLY - PREAPPROVAL/CREDIT DETERMINATION

The continuing education activity described in section B of this form has been:

- APPROVED for _____ credits toward Planner Recertification.
- DISAPPROVED for Recertification credit.

Comments, Date, Signature: