

# eDEP/TURA ONLINE FILING TIPS

## 2008 Reporting Year



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## I. BASIC INFORMATION

### INTRODUCTION

This TIP sheet provides you with helpful information for registering and filing online the Massachusetts DEP Toxics Use Report (Form S and Form R). In addition to this TIP sheet, you should consult the following instructions for completing the forms in the Toxics Use Report:

- 1) Toxics Use Reporting Instructions  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- 2) Toxics Use Reporting Appendices  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- 3) U.S. EPA Toxics Release Inventory Reporting Instructions  
<http://www.epa.gov/tri/report/index.htm>

### **ASSISTANCE CONTACTS and PHONE NUMBERS**

- Technical Help/Systems Access and software assistance - DEP Help Desk 617-556-1100
- eDEP/TURA assistance [Walter.hope@state.ma.us](mailto:Walter.hope@state.ma.us) 617-292-5982
- eDEP/TURA assistance [Edward.weatherhead@state.ma.us](mailto:Edward.weatherhead@state.ma.us) 617-564-6579
- eDEP/TURA assistance [Paul.h.walsh@state.ma.us](mailto:Paul.h.walsh@state.ma.us) 617-556-1011
- TURA Reporting Requirements [Lynn.Cain@state.ma.us](mailto:Lynn.Cain@state.ma.us) 617-292-5711 or [Cynthia.chaves@state.ma.us](mailto:Cynthia.chaves@state.ma.us) 617-292-5848
- Office of Technical Assistance (OTA) - Assistance with completing toxics use report: 617-626-1060

### **OPERATING SYSTEM REQUIREMENTS**

#### **Windows PC:**

Microsoft Windows NT 4.0, 2000, or XP

Microsoft Internet Explorer Version 5.0 and higher, Firefox 3.0, or Netscape Navigator Version 7.0 and higher

**You must use the latest version of the [FREE Adobe Reader \(Version 7.0.7 or higher\)](#).** You will need to update your Adobe reader if you do not have a version newer than 7.0. We have found that older versions are no longer compatible with the improved eDEP software and will cause problems with validation. Also, Adobe releases newer versions to patch problems in the older software. So we recommend upgrading before you start working on your forms.

**IMPORTANT:** you must uninstall previous versions of Adobe reader before you upgrade to the latest version. Adobe versions 5.x and 6.x frequently fail to completely uninstall themselves - you will recognize this by the fact that directories for Acrobat 5 or Acrobat 6 remain in the Adobe subdirectory of your C:\Program Files directory. We have frequently found it necessary to manually remove these older directories after deinstalling the old reader through Windows Control Panel. Again, note that you will need to completely deinstall the old reader first before installing the new version to avoid conflicts between the 2 versions. If you are not able to load your forms, it is very likely an Adobe reader conflict problem based on our Help Desk experience.

#### **Macintosh:**

[Mac OS 10.4.11 or greater](#)

[Apple Safari Browser](#)

**For best performance use the latest version of the [FREE Adobe Reader for Mac \(Version 9.0 or higher\)](#).**

## How do I clear my browser's cache?

### Internet Explorer 7

- From the Tools menu, select Internet Options
- Choose the General tab
- Under Browsing history, click Delete
- Next to "Temporary Internet Files", click Delete files
- Click Close
- Click OK to exit.

### Internet Explorer 6

- On the Tools menu, click Internet Options to open to the General tab
- In the Temporary Internet Files section, click the Delete Files button to delete all files currently stored in your cache
- Click OK, and then click OK again.

### Safari

- From the Safari menu, select Empty Cache
- When prompted, click Empty to confirm that you want to empty the cache.

### Firefox 3 for Windows

- From the Tools menu, select Clear Private Data
- Check Cache
- Click Clear Private Data Now

### Firefox 3 for Mac OS X

- From the Tools menu, select Clear Private Data
- Make sure Cache is checked
- Click Clear Private Data Now

Due to the robust nature of this system, eDEP filing via phone modems is not suggested. Cable modem, T1, DSL or better is suggested for the best response time.

### **SYSTEM LIMITATIONS**

The system is not configured for reporting a parent chemical in one situation and a compound in another (e.g., ammonia and ammonium nitrate.) Facilities in this situation should still file on paper. The eDEP system also will not allow filing of Trade Secret submittals. **Paper filing is required for Trade Secret submissions.**

## **SAVING YOUR WORK**

The eDEP/TURA system is an online or web-based (internet) reporting system. Data you enter is stored on State operated computers, and cannot be stored or saved on your on-site computers or storage devices.

## **WEB SITE ADDRESS**

To access eDEP Online Filing, go to <http://mass.gov/DEP> and click on **eDEP Online Filing**. (on the right-hand side of the screen)



## **TIMING**

Plan ahead of time to avoid rushing at the last minute. Online submittals are due to be submitted on or before July 1, 2009 – the same deadline as for paper filers.

Under the best circumstances, the eDEP system response should be under 1 minute per form (opening screens, entering data, and validating the form). Therefore, a 40-page submission should be able to be completed in about 40 minutes from start to finish (assuming the information is at hand for entry and that the system is operating correctly).

**95% of filers used the online system  
to complete their 2007 eDEP/TURA Filing.**


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## **II. NEW USER REGISTRATION**

To use the eDEP system, you must first register to obtain access. The registration process is now a two-step process that includes filling in two screens of information and then printing out a paper form and mailing it to DEP.

### **Step 1 of 2 - Create Your Account**

Complete the required fields. Write down your user name, password and nickname. When completed, press  to move forward.

### **Step 2 of 2 - How will you use eDEP?**

Select 'Yes' if one or more of the items describe you or how you will use eDEP. Press  to continue.

*Your company will need to decide on the appropriate person(s) to be given access to this system. TURA forms must be signed by a senior management official. A manager may decide to be the officially registered user and share their username and password.*

***Regardless of who is using the system, the person who is registered online will be the person responsible for the online filing.***

You may wish to review your company policies regarding using and sharing user names and passwords as well as review the eDEP terms of use agreement.

Please choose the 'I am an individual' option. It is **not** recommended that you select the administrator option for registering, since this requires a notarized signature.

### **GENERAL PRACTICE PLANNERS or other users**

- General Practice Planners that do NOT work for your company also may register online to complete your Toxics Use Report, you can provide them with document creator authority (a facility representative would need to have signature authority, just as with a paper submittal).
- In order for a PLANNER to work (to any degree) on the submission, the FACILITY MUST create the document online, and then **SHARE** with the PLANNER by indicating so using the PLANNER's Nickname.

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### **III. EXISTING USERS**

If you are already registered with the eDEP Online Filing system, you can login to the site using your username and password and immediately start working on your submittal.

#### **WEB SITE ADDRESS**

Access DEP Online Filing at <http://mass.gov/DEP> and click on eDEP Online Filing.



#### **FORGOT YOUR USERNAME OR PASSWORD?**

If you forgot your username or password, contact the DEP Helpdesk at 617-556-1100 or email [DEP.Help@state.ma.us](mailto:DEP.Help@state.ma.us) for assistance. If you forgot your password, click on the 'forgot username or password?' line under the login box (shown above) and follow the directions.

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## **IV. COMPLETING THE FORMS**

### **REPORTING INSTRUCTIONS**

It is essential that you consult the following additional instructions for completing these Toxics Use Report forms:

- Toxics Use Reporting Instructions  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- Toxics Use Reporting Appendixes  
<http://www.mass.gov/dep/toxics/approvals/turforms.htm>
- US EPA Toxics Release Inventory Reporting Instructions  
<http://www.epa.gov/tri/report/index.htm>

The eDEP/TURA system requires the use of certain codes such as Toxics Use Reduction Technique codes, Quantity of materials stored on-site codes, process codes, and DEP-specific CAS type numbers for chemical categories or compounds. These codes can be found in the instructions listed above.

### **SELECTING THE FORM**

Upon logging into the system, you will be presented with a screen titled 'my homepage'. In the upper right-hand corner, click on 'Start New' (i.e., move your mouse and cursor to the text 'start new' and click.)

### **SELECTING ONLINE FORMS**

Next you will be presented with a screen titled 'online forms'. Using the first (top) drop-down menu, click on the down arrow. A list of forms will appear; scroll down to TURA-Form S Information. This is the only "Form" that will appear at this time (see below "HOW THE FORMS WORK") for more information.



Click on the Create Form button. Please be sure to have selected TURA-Form S Information prior to clicking on the Create Form button. If you have not, go back to the dropdown menu and select the correct forms.

### **HOW THE FORMS WORK**

Completing forms in the eDEP/TURA system is a linear process. The forms must be completed in a specific order. The order of completion is: 1) Pre-Form, 2) Form S Cover Sheet Section 1-2, 3) Form S Cover Sheet Section 3, 4) Form S Cover Sheet Section 4, 5) Form S Sections 1-4, 6) Form S Notes (optional) , 7) State Only Form R/A (if applicable/optional), 8) Toxics Use Fee Worksheet, 9) Signature screen, 10) Payment Screen(s) – including receipt, 11) Submittal, 12) Receipt and printing of report submittal receipt.

Information that you provide on forms such as the Pre-form (screen) provide information on forms that appear later in the process. Chemicals that are added onto the Form S Cover Sheet Section 4 will trigger the creation of Form Ss that correspond to those chemicals.

**NOTE:** A summary flow chart showing how the system works is available for reference as well at <http://www.mass.gov/dep/toxics/approvals/turforms.htm>.

*Notes on chemicals used in waste treatment:*

- *If you have indicated on the Pre-Form that ALL chemicals are used to treat waste, a Form S Cover Sheet Section 1-4 will NOT be presented to you. A blank Form S will be created, and will only require you to complete Sections 1-3, but not Section 4.*
- *If you report on multiple chemicals, and one chemical is used ONLY in waste treatment, then this will require the creation of a 'dummy' production unit on the Form S Cover Sheet Section 1-4. This 'dummy' production unit is ONLY created as a placeholder and to create a trigger to generate a Form S Section 1-4 for the wastewater treatment chemical. DEP does not consider wastewater treatment to be a production unit.*

## FORM NAVIGATION AND BUTTONS


You may navigate or move around the forms using either your mouse and cursor or the tab button (do not use the your browser 'back' button to navigate from page to page).



and



should be used to move forward to the next part of your submittal. When you are in the Related Forms screens, you will see a listing of the forms that the system is working on. A ✓ to the left of the form description indicates that the form has been completed and validated, while a ▶ next to the form description indicates that the form is cued up and is

prepared for use. Use the  to move forward. The list of Related Forms will expand as you complete the various forms. The **Related Forms** screen is a sub-set of the **My Current Submittal** screen.



**SAVE** - While the system does automatically save your work on the internet, you may click on the **Save** button (shown above) more frequently.

**SAVE and EXIT** – you should use this to save your work and exit the particular form that you are working on (this will return you to Related Forms).

**VALIDATE** – you should use this to perform a cursory check on your data entry to verify that all required data fields have been entered (and with valid codes if applicable). Successful Validation will return you to Related Forms.

**PRINT** – you should use this to print the particular form that is active and visible on-screen.

**CLEAR** – you should use this to clear all entries that you have made (this will NOT clear information which is automatically completed on the forms).

**CANCEL** – you should use this to not save the information you have entered. This will return you to Related Forms. If you have already VALIDATED a form and 'look' at it to review the information, and have NOT made any changes to the form, you may use the CANCEL button to go 'back' to the list of forms. Use of this button will NOT un-validate previously validated forms.



After you have entered in any or all of your information and VALIDATED it, you may wish to review your data entry. If you open a page, and then click on the VALIDATE button again, the pages associated with it will –ALL- need to be revalidated. IF YOU INSTEAD click on the CANCEL button, (without having made any changes to the information), the associated form will NOT have to be revalidated.

### **PRE-FORM**

The next screen that appears is titled the Pre-Form: TURA - Form S Information.

**Please note that you CANNOT return to this screen after you have clicked on the NEXT button.**

If you do make an error on this page you will need to delete this entry. To delete the entry, after clicking on next step, you will see a screen with **Current Submittal** Transaction ID and a number. To the right of this is a gray box with 'I would like to: Delete this submittal'. Click on this text to delete the submittal. You will be presented with a question "are you sure you want to delete this submittal?" If you are sure, click on yes. You will then be returned to the My Homepage screen. Return to SELECTING THE FORM above to continue.

Please input your facilities Tax Identification number (TIN). This is also known as your facilities Federal Employer Identification Number (FIEN). Contact [paul.h.walsh@state.ma.us](mailto:paul.h.walsh@state.ma.us) if you do not have this number. We have sent your facility a letter providing the TIN and DEP ID numbers.

Please input your facility DEP ID Number. Contact [paul.h.walsh@state.ma.us](mailto:paul.h.walsh@state.ma.us) if you do not have this number.

If your Facility ID Number and/or Tax ID# are not already in our database (at all, or if it is incorrect), you will be presented with an error message. Please contact Walter Hope at [Walter.Hope@state.ma.us](mailto:Walter.Hope@state.ma.us). The database will be corrected, and the system should be able to function correctly within 1 business day after the correction is implemented.

Facilities that are entirely new (in name, location, or operation) to the TURA Program and have NEVER filed TURA Reports previously, will not be able to use the online reporting system. Upon notice, we will mail hardcopy (paper) forms.


Please select the **Reporting/Calendar Year** using the drop-down gray arrow. Please note the system is configured to **only allow reporting for 2008** as the forms have changed with the change in the law. Paper forms produced prior to 2009 are no longer valid.

Please indicate whether or not your filing is **Trade Secret** by responding yes or no using the yes or no button (click on the appropriate answer using your mouse). **Please note the eDEP/TURA system will not allow Trade Secret submittals – those must be submitted via paper filing.**

Please **indicate the number of FTEs** that work at your facility clicking on the appropriate button.

Please answer the ‘**are all chemicals used ONLY to treat waste?**’ question by clicking on the appropriate answer using your mouse. Please be aware that this is asking if ALL of the chemicals are used ONLY to treat waste, not are ‘some’ of the chemicals used to treat waste.

**Please note that you CANNOT return to this screen after you have clicked on the NEXT button.**


Upon correct completion of these questions, please click on the  button to move forward. If you have made an error prior to clicking on the next button, please correct the error.

**Are you submitting Federal Form Rs electronically? If yes, please email the files to [Walter.hope@state.ma.us](mailto:Walter.hope@state.ma.us)**

If you used the EPA’s TRIME software, you may submit your Form Rs to MassDEP in 3 possible formats:

- 1) **Check box ‘h’ on the Form S (Chemical Use) Form, and enter in the Form R or A data as needed;**
- 2) ZIP or compress the 18 files that are created by TRIME (TRI1-TRI17.lis and TRIME.lis) and attach this file to an email, send the email to [Walter.Hope@state.ma.us](mailto:Walter.Hope@state.ma.us) ; or
- 3) Submit hard copy (paper) copies of the Form R/A’s to MassDEP-TURA, One Winter Street, Boston MA 02108

‘**My Current Submittal Transaction ID**’ – with a number will appear next. The transaction ID number is the unique identifying number for the submittal that you are working on. To continue

with the process, click on .

*If you wish to grant access to this submittal to another person(s), click on the gray box on the right-hand side ‘I would like to: **Share this submittal**’. Follow the instructions for sharing. You will have the opportunity to select a role for the person(s) you are sharing the submittal with as well as the ability to limit the time frame (number of days) that the sharing process can continue. Please note that after a submittal has been submitted, it cannot be changed using the eDEP/TURA system.*

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### **FORM SPECIFIC COMPLETION TIPS**

<b>Form S Cover Sheet (Section 1: General Information and Section 2: Certification Statement) (1 page)</b>	<ol style="list-style-type: none"><li>a) Section 1 is completed automatically; if the address does not match, please contact DEP</li><li>a) If the Tax ID number is wrong, please contact MassDEP</li><li>b) If the TRI ID number is wrong, please contact MassDEP</li><li>c) Please change and/or complete Section 2 c-f (a – signature and b – date will be completed at the end of the process)</li></ol>
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<p><b>Form S Cover Sheet (Section 3: Chemicals previously reported that are not reportable this year) (1 page)</b></p>	<p>a) These questions are optional  b) Enter valid CAS # (or DEP equivalent). TRI chemical category codes (<b>n230 for example</b>) are <b>NOT allowed in the eDEP-TURA system</b>. Refer to the Toxics Use Reporting Appendices for the correct 4-digit code numbers.  <a href="http://www.mass.gov/dep/toxics/approvals/turforms.htm">http://www.mass.gov/dep/toxics/approvals/turforms.htm</a></p>
<p><b>Form S Cover Sheet (Section 4: Facility-Wide Listing of Production Units) (2 pages per Production Unit, more if needed)</b></p>	<p>a) Make sure the production units that are pre-populated on-screen match up with the production units you are reporting on this year. If you need to add a production unit, see section d) below.  <b>b) Production Units are arranged/will present themselves in REVERSE order (3,2,1). This is a <u>linear process</u>, and does NOT allow you to skip a production unit.</b>  c) If you are NOT using a production unit for this reporting year, please check the <b>no</b> box below “a” in the left hand column.  d) If your chemical USE in a production unit is BELOW threshold, please check the <b>no</b> box (indicating that this production unit is NOT in use this reporting year). While the production unit may be in use, if the chemical used IN the production unit is below threshold, it does not need to be mentioned.  e) If you need to <b>add a NEW production unit</b> to your facility’s description, please check (only once) box “p” (Have additional production units been added to this facility) <b>YES</b>. Doing this will present you with a BLANK production unit sheet that must be completed. New production units will be presented by (). You will need to assign the NEW production unit a NEW identifying number that has not been used by the database in the past. If you get an error message (error message 1127) that says the production unit number is already in use, please select a new, unique, previously un-used number.  f) The process and product description (boxes “b” &amp; “c”) <b>cannot be edited or changed</b>. If you need to change the production unit, a new production unit must be created. Refer to the Toxics Use Reporting Appendix I for further information. See line d) above.  g) Ensure that all chemicals reported in the production unit pages are reportable for the filing year. If a chemical is entered in error, the chemical Form S can be deleted, which then triggers a need to re-validate the submittal. Do NOT enter in chemicals that have been used if their TOTAL USE was below reportable thresholds.  h) Production Unit numbers cannot be ‘reused’ or changed. If you need to add a NEW production unit, see d) above.  i) SIC (Standard Industrial Classification Codes) have been phased out. <b>NAICS</b> (North American Industrial Classification System) 6-digit codes are now required. NAICS Codes can be found in the Toxics Use Reporting Appendix A, or access the US Census Department web page: <a href="http://www.census.gov/epcd/www/naics.html">http://www.census.gov/epcd/www/naics.html</a></p>

Some less commonly used chemicals may not previously have been used in DEP's data system. If you note an error code when entering a CAS #, please call Walter Hope

**Toxics Use Report Form  
S Chemical Use Facility-  
Wide (1 page)**

**NEW  
Production  
Ratio # is  
now input  
on this  
form.**

- a) Complete Section 1: items c-g with whole numbers unless the reportable chemical is a PBT (then ½ pound increments are allowed), or dioxin (then values should be entered in grams. Please note that if more than 99 grams are entered, a warning message will be presented since high amounts of dioxin are unusual. Blanks are not allowed (enter the number 0). The **PRODUCTION RATIO** field has been added to this form. Please enter the Production Ratio as required. Please explain very low or very high Production Ratios in section 'm'.
- b) Complete Section 2: items a-f are required fields. Enter in either whole numbers or '0' (zero) as appropriate.
- c) Section 3: is the chemical used to treat waste or control pollution? If on the pre-form you selected YES to the question are ALL of the chemicals used to treat waste, then this will automatically be checked off as YES. In this instance, box c.2 (are there more chemicals to report) may be checked to YES if needed. If on the pre-form the answer was NO, then this box (Section 3.a) MAY be checked YES or NO, and box 3.c.2 may NOT be changed.
- d) Checking box 3.c.1 as YES will trigger a NOTES page that will appear shortly for any and all notes related to the chemical or production units using the chemical.
- e) **DELETING** this form – if this Form appears and you did not use this chemical over the reporting thresholds, you will need to go back to the production unit (Form S Cover Sheet Section 4 (see above)), and delete all reference to the chemical CAS #. You will then need to re-validate the Form S Cover Sheet Section 4, and any forms that fall below (or are associated with that form).

NOTE: If you use Hydrochloric or Sulfuric Acid that must be reported to MassDEP under TURA but NOT the US EPA under TRI, please indicate so in check box h of the Form S. A State Only Form R/A will be presented.

<p><b>Toxics Use Report Form S</b>  <b>Section 4 – Use by Production Unit USE and BYPRODUCT</b>  <b>(1 page, more if necessary)</b></p>	<p>a) <b>Production unit #'s may be entered ONLY if they are associated with the Form S Cover Sheet Facility-Wide Listing of Production Units.</b></p> <p>b) The quantity of chemical code (1-5)</p> <p>c) Answer c as appropriate</p> <p>d) <b>Only enter in process codes that correspond to the chemical and production unit as previously entered on the Form S Cover Sheet (Production Unit)</b></p> <p>e) If additional production units are using this chemical, indicate so by selecting YES at box 'i' at the bottom of the page.</p> <p>f) Please note: if ALL chemicals are used ONLY to treat waste (as selected on the pre-form), then the Section 4 Toxics Use by Production Unit form will not appear.</p>
<p><b>Toxics Use Report Form S</b>  <b>Section 4 – Use by Production Unit – Comment field only</b>  <b>(1 page only)</b></p>	<p>b) This Form will automatically complete the chemical name fields.</p> <p>c) This Form will only be needed if fields on the Form S (chemical use) Section 2 (f)=yes, Section 3 (c.1)=yes, or Form S (production unit) Section 4 (g)=yes, or (h)=no.</p> <p>d) This is a comment field is for chemical (CAS) specific information.</p>
<p><b>State Only Form R/A (4 pages per CAS# or more as needed)</b></p>	<p>a) This form is presented ONLY if the chemical is a State ONLY reportable chemical.</p> <p>b) <b>You can also elect to use this form by checking box 'h' on the Form S (check here to input form R or A information to MassDEP).</b></p> <p>c) Codes and instructions for completing this form are found in the EPA TRI Instructions.</p> <p>d) Check n/a as appropriate.  Codes used on the State Only Form R/A can be obtained at <a href="http://www.epa.gov/tri">http://www.epa.gov/tri</a> .</p>
<p><b>Toxics Use Fee Worksheet (1 page)</b></p>	<p>a) Completed automatically</p> <p>b) If you are reporting on BOTH a parent metal and a metal compound (i.e., lead and lead compounds), the system will automatically generate a Toxics Use Fee Worksheet for BOTH chemicals. Please email or write to <a href="mailto:Walter.Hope@state.ma.us">Walter.Hope@state.ma.us</a> if that this is the case. You can either request a bill (during the step after the signature), or pay the amount indicated, and submit a correction and request a refund.</p>
<p><b>Note: Do not 'sign' if you have not checked the information entered on the forms. Once you 'sign' the submittal screen (check boxes &amp; enter names), the forms are "Locked" and CANNOT be modified.</b></p>	
<p><b>Signature screen (1 screen)</b></p>	<p>a) Check the boxes to indicate that the information is correct and accurate (as indicated by the text.)</p> <p>b) Enter in the name of the responsible official who is submitting the information.</p> <p>c) Press accept (at the bottom of the page)</p> <p>d) Once this has been done, the 'signatures' will populate/appear in the signature 'lines' of the prior forms.</p>

<p><b>Payment</b></p> <p style="text-align: center; color: green; font-weight: bold;">- NEW -</p>	<ul style="list-style-type: none"> <li>a) Payment of TURA Fees can now be made at the time of reporting submittal.</li> <li>b) Pick ACH (funds are withdrawn from a checking account)</li> <li>c) Pick CHECK (enter a specific check number into the system),</li> <li>d) Pick CHECK as well, <b>if you would like to be BILLED</b> – <u>instead of typing in a check number, please type in BILLED</u>. A bill will be sent to you at a later date. Please note payment plans can be requested after the bill has been received, Fee Waiver requests must be filed prior to July 1, 2009 (please see the instructions for a Fee Waiver Request in the Toxics Use Reporting Instructions).</li> <li>e) Print the receipt for proof of payment and/or proof of check (to be mailed), or proof of a request for a bill to be sent to your firm.</li> </ul>
<p><b>Submit screen (1 screen)</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center; background-color: orange; color: white; padding: 2px 10px; border-radius: 3px;">Submit</p> </div>	<p><b>ONCE YOU PRESS SUBMIT the information has been SENT to DEP. DO NOT PRESS</b> submit unless you are ready and you are sure that your submittal is correct and accurate. (After eDEP submittal, corrections can only be made via paper submittal.)</p>
<p><b>Receipt screen (1 screen)</b></p>	<p>A receipt screen will appear. The receipt includes your transmittal number. Please print this and keep for your files as your proof of submittal.</p>