



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Toxics Use Reduction Program

BWP TU 01 & BWP TU 03

Application for Certification or Re-Certification of a
General Practice Toxics Use Reduction Planner

Transmittal Number

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.

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

Form fields for 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:

Form fields for Documentation: Activity Name and Sponsor, Hours in Attendance (or planned), Date(s) of Activity, Credits Requested, Category (see instructions) with checkboxes for TUR activities, Laws and regulations (4 credit limit), Professional activities (8 credit limit), Environmental Management Systems, Resource Conservation Planning

Description field

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: