



Massachusetts Department of Environmental Protection
 Bureau of Waste Prevention – Toxics Use Reduction Program
**Resource Conservation Plan & Environmental
 Management System Certification Checklist**
 For Toxic Use Reduction Planners

A. Contact Information

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



This checklist is meant to assist Toxics Use Reduction (TUR) Planners in determining what documentation must be sent to MassDEP to verify that they are eligible to certify a Resource Conservation Plan or an Environmental Management System under TURA. TUR Planners that have not yet documented to MassDEP that they meet the requirements of 310 CMR 50.62 and 50.63 to certify resource conservation plans and/or environmental management systems should use this checklist to guide the submittal of this documentation to MassDEP.

NOTE: If you already have been approved to certify Resource Conservation Plans or Environmental Management Systems (as applicable) through your TUR Planner re-certification, you do not need to submit this checklist or any accompanying documentation.

1. TUR Planner:

Name

Street Address

City

State

Zip

Telephone Number

e-mail address

B. Experience/Continuing Education Documentation

1. Resource Conservation (RC) Planning Continuing Education (12 Initial RC Planning continuing education credits), attach documentation of:

- At least six (6) credits in applying TUR planning methods to RC Planning and
- Six (6) additional credits related to any of the following assets: energy, water, materials found in solid waste, and/or toxics used below threshold amounts or chemicals not reportable under TURA

2. Environmental Management System (EMS) Experience/Continuing Education

- a. If you are a **General TUR Planner** certifying an EMS for any facility, attach documentation of:
 - Accreditation or certification under recognized EMS standard
 - or
 - Sixteen (16) continuing education credits in EMS (one time)
- b. If you are a **Limited TUR Planner** certifying an EMS for your company's facility, attach documentation of:
 - Accreditation or certification under recognized EMS standard
 - or
 - Two (2) years experience in implementing and auditing environmental management systems
 - or
 - Sixteen (16) continuing education credits in EMS (one time)

Instructions:
 Please mail checklist along with the supporting documentation to: David Minucci, Toxic Use Reduction Planner Program, One Winter Street, Boston, MA 02108.