



Dental Certification Form Instructions

Instructions for filing the MassDEP Dental Amalgam / Mercury Recycling Certification Form

Filing Your Certification Form Online

The Certification Forms are in eDEP, MassDEP's on-line forms service. The instructions below show you how to get to and complete the on-line forms.

Steps to Complete a Certification Form

1. Click on the link to eDEP and login, or register, if not already registered.
2. Create and fill-out a new certification form.
3. Sign your form electronically.
4. Pay the required \$200 fee online.
5. Submit your certification. You will receive a receipt for your transaction, and an email from MassDEP confirming your submittal.

Find eDEP and Login

eDEP direct link:
[MassDEP eDEP](#)

- Go to:
<http://www.mass.gov/eea/agencies/massdep/>
- Click on **"eDEP & Online Services"**
- Under eDEP Online Filing & Reporting, click on **"Login or Create Your Account"**
- The screen shown at left will display.
- Login if you have a Username and Password. Note that if you have used eDEP to file a certification in the past, you have an eDEP Username and Password.
- If you forgot your password, click the link: **"Reset Password"**
- If you forgot your Username, click **"Get Login Help"** or call the eDEP Help desk at 617-626-1111 or email: EEA.ServiceDesk@Mail.State.MA.US
- **If you have not used eDEP before**, click the New User button, to register and get a Username and Password.

Check out the eDEP user system requirements at the lower right of the Login screen. Verify that your system meets these requirements or you may have trouble using the forms. For detailed requirements click **"More"**.

Log into eDEP

Username:

Password:

[Reset Password](#)
[Get Login Help](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows XP, Vista, Windows 7
- Browsers: IE 8.0, 9.0, 10.0, 11.0; Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

- After you log in, you are shown the "My eDEP" screen. This screen displays your current and in-process eDEP transactions. If you are a first-time user, no submittals will be listed.

Register, if New User

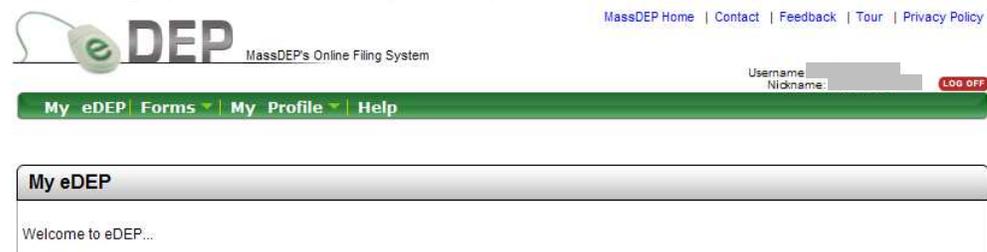
Complete all required fields, which are designated by a red asterisk (*) on the online form.

- **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:** The nickname is important if you need to share your certification with another user, for example, one person completes the form, but another is authorized to sign it. Choose a nickname that is at least five (5) characters long, contains NO spaces, and is DIFFERENT from your Username.
- **Terms and Conditions:** Click on the link to read the eDEP Terms & Conditions. Check the button "I agree" indicating your agreement with the Terms & Conditions.

Click: [Create My New Account](#)

- **Errors:** 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 again.

You are now logged in to eDEP and will see the welcome to "My eDEP" screen. You can manage your account through the My Profile menu.



Create a Certification Form

- You must open a new form each time you file a certification.
- Move your mouse over the green bar to FORMS and view the form categories drop down list.
- Click: Business Sectors



- Scroll down to find “Dentists” and the form titled “Dental Amalgam/Mercury Recycling Certification”.
- Click: Start Transaction.

Business Sectors

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Business Sectors		
↓		
Dentists		
Dental Amalgam/Mercury Recycling Certification	This form is for dental practices/facilities that generate waste amalgam containing mercury to certify compliance with MassDEP requirements.	<input style="background-color: #4a7ebb; color: white; padding: 2px 10px; border: none;" type="button" value="Start Transaction"/>

- This opens the Preform Screen:

Preform

Preform: Dental Amalgam/Mercury Recycling Certification

If you are unable to access the form via the Facility Account Number and Dental RO Number, please send an email to the DEP HELP desk by clicking on the contacts icon at the bottom of your home page, and then, under Technical Help with eDEP, clicking on the email link to the DEP help desk. MassDEP will reply to you as soon as possible.

Facility Account Number :

Dental RO Number:

- If your facility's ownership, tax identification number, affiliation, or practice name has changed since you last filed, please contact MassDEP to request a correction to your database record before filing a certification form.
- Enter your Facility's Account Number and Dental Regulated Object (RO) Number. These were provided to you in a reminder letter or email from MassDEP. (If MassDEP has not provided you with these codes, please contact Lee Andrews at 617-292-5647 or dental.mercury@state.ma.us.)
- Click
- After your dental office facility name displays, click:
- This opens the Transaction Overview screen with a link to a new form.

- Click  (or the “Dental Amalgam/Mercury Recycling Certification” link) to open the form.

Important Tips to Read Before Filling-out a Certification Form

- Know the make(s), model(s), and date(s) of installation of amalgam separator(s) that your facility has installed and is operating (refer to installer’s documentation). You must have installed an amalgam separator before you can file your certification form. See list of Approved Amalgam Separators on the MassDEP Dental website.
- The number of dental chairs served by the amalgam separator(s).
- Who (individual or company) services and maintains amalgam separator(s).
- What company transports or ships your waste mercury amalgam (name and phone).
- Who (individual or company) manages mercury-containing waste at your dental facility.
- 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. See list of Amalgam Mercury Recyclers on the MassDEP Dental website.

If you do not know the name of your mercury waste amalgam recycler receiving facility, your waste amalgam transporter should be able to provide this information. **DO NOT** enter your waste transporter or service provider’s name as the mercury amalgam waste recycler

- Whether the facility discharges its wastewater to a holding tank, sewer or a septic system.
- The pH of the treatments or cleaners used to flush your system lines. You can find this information on the container or the MSDS or from your supplier.

Fill-out a Certification Form

- The form is divided into Sections. Answer **all** applicable questions in Sections A through J.
- Note that Section J “Return to Compliance” only appears, if a response to any question in Section A-I triggers Section J.
- Basic commands appear in blue boxes at the top and bottom of each page of the form:

- **Error Check** validates your form. Error Check looks for simple errors such as skipped questions or invalid response formats. It will not catch every mistake. You are responsible for ensuring the accuracy of your certification
- **Save** to back up your work. Remember to **save** often (Save will save your work and then re-

load the form).

- **Print** opens a printer friendly “PDF” of the form that you can easily save or print.
- **Exit** lets you exit the form. If you need to stop before you have completed the entire process, click Save then click Exit.
- After answering all applicable questions in Sections A through I: Click **Error Check & Next** at the top or bottom of the form.
- If your form validates with no errors, it will automatically return to the “Transaction Overview” screen and a green check mark will appear next to “Dental Amalgam/Mercury Recycling Certification”, indicating that you have successfully validated the form.

Errors Checked/ Validated **Fill out the following forms for this transaction:**

 [Dental Amalgam/Mercury Recycling Certification](#)

- If your form contains errors that need to be corrected, they will appear at the bottom of the screen. Fields containing errors will be highlighted in red on the form. You can scroll through the form to find and fix the errors, or click each error message to jump to the field on the form.

Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.		Section A 7
A response to this question is required in order to continue.		Section I a

- You may do an error check as many times as needed to identify all errors).

Fill-out Return to Compliance Form, if applicable.

- After you successfully validate your form, and if you have reported unresolved compliance issues in Sections A through I in your form, you will be presented with a Return to Compliance (RTC) form.
- An indented unchecked “child” form: “Dental Amalgam Separator RTC form [facility #]” will display below the green checked certification form.

Print Transaction **Delete Transaction** **Share Transaction** **Exit**

Errors Checked/ Validated **Fill out the following forms for this transaction:**

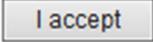
 [Dental Amalgam/Mercury Recycling Certification](#)

 [Dental Amalgam Separator - RTC form \(514112\)](#)

Next

- Click **Next** to open, complete and validate the RTC form. In the RTC form you will be asked to identify the steps you will take to address and resolve the compliance issues.
- Once you have successfully validated the RTC form (Section J), you will be returned to the Transaction Overview screen where both the main form and the RTC form will have green check marks.
- Please note that if you have validated the Return to Compliance form, and then go back and make changes to Sections A through I, you will need to re-open and re-validate the Return to Compliance form.

Certify and Sign the Form

- After you have successfully validated your form (and any required Return to Compliance form) you can certify and sign your form.
- Click  or click the [Signature](#) arrow link to open the signature screen.
- Read the certification language. If you are satisfied with the certification, check the signature box: Signature
- Enter your first and last names in the Name field Click: 
- When you click “**I Accept**”, you are adding your electronic signature to the form, which is equivalent to signing a paper form.
- The certification is now LOCKED and can no longer be edited.
- Once you have successfully signed the form, you will be returned to the Transaction Overview screen.

Pay the Fee

- Once the signature step is complete the Payment step is active and you can make your payment on-line by clicking [Payment](#) or 



Note: 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.

- This opens the Payment screen. There is a \$200 fee associated with this certification. Click on “Credit Card” to indicate the form of payment you will be using. The next field should display \$200 fee amount.
- Click: 
- On the next screen, enter the method of Payment and credit card number. Click “**Continue**” again. Accepted methods of payment: American Express, Discover, MasterCard or Visa accepted.
- Enter the expiration date and postal code for the credit card used for payment. Click: 
- Review the Payment Confirmation page for accuracy.
- To charge your account and receive a confirmation number, click:



Be sure to click the “[Submit Payment](#)” button **only once!**

- The resulting page will present a confirmation of your fee payment. You can click “Print” for a printer-friendly copy of your payment confirmation. Confirm for accuracy.

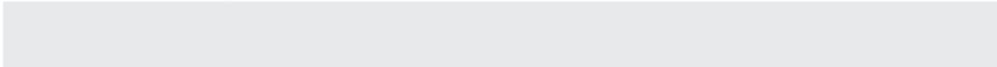
Submit Your Form

- Once Payment is complete the Submit step is active:



- You can click [Submit](#), or click
- This opens the Submit page. If you want to add an additional email address to receive a confirmation, enter that email in the empty box.
- After you submit, you will receive an e-mail confirmation. You will also have an opportunity to Print a summary receipt of your transaction by clicking “Print Receipt” at the top of the page.

Review and Submit your Transaction



Please review your transaction. If you are satisfied, scroll down and click submit.

An email confirmation will be automatically sent to the owner of this account at

If you would like to send this confirmation to others please enter their address below separated by a semicolon;

- Scroll down to the lower right corner to find the submit button:
- Click the Submit button to submit your certification and payment.
- **Please note that your certification and payment are not received by MassDEP until you click Submit.**
- You will be returned to a Summary & Receipt page.
- If you would like to print a hard copy for your records Click:
- To close this application, Click:
- Or click My eDEP on the green menu.



[MassDEP Home](#)

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Congratulations!

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

To find other information helpful to dental practices, go to the Dental program website at: <http://www.mass.gov/eea/agencies/massdep/toxics/programs/dental-amalgam-mercury-recycling-program.html>



**Trouble Shooting:
Multiple Session
Warning**

If you get the following Warning:

Sorry, eDEP can not be used with multiple browser windows or tabs.
Please close this window/tab to return to eDEP.

1. Close **ALL** browser windows (even windows for other browsers you may have open)
2. Then open a new browser window and navigate to the eDEP login screen.

This warning is based on a session cookie, so if you close ALL browser windows the cookie should clear automatically. Any open browser window will, however, maintain the session cookie. So be sure to close ALL browser windows after you receive the duplicate sessions warning.