

HOW TO AMEND TUR FILINGS

As of June of 2022, TURA filers can AMEND or revise their TURA Filings submitted for 2021 and future years. MassDEP staff will no longer be able to make revisions for filers.

1. Users should log in to their eDEP account (<https://edep.dep.mass.gov/edep/DEPlogin.aspx>)
2. 'Click' on the RECENT SUBMITTED tab (see red arrow below)
3. Identify the submission that they wish to AMEND
 - a. **NOTE:** ONLY the OWNER of the submitted transaction can enable the AMEND feature. The OWNER should also use the same browser that was used for the original submittal.
 - b. **NOTE:** If you cannot SHARE a transaction, this would indicate that you are not the "OWNER". Only the OWNER can AMEND a previously submitted report.
4. 'Click' on the blue AMEND text (see blue arrow below)

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Username: TURA13
Nickname: ANSWER LOG OFF

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Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print	Amend TURA
<input type="checkbox"/> 1268557	380799	Toxics Use Reduction Act (TURA) Reporting	12/29/2022 12:00:00 AM 2022 file needs updating	SUBMITTED	12/29/2022	Download	Amend

5. Wait 1 hour, and then click on the WORK IN PROGRESS tab
6. A **new transaction #** and transaction is now created. New Transactions start with the same information as previously submitted.

- To edit the new transaction the user should 'click' on the transaction name (see image below – *Toxic Use Reduction Act (TURA) Reporting*).

- The user should 'click' on the lines / pages that need to be revised 781

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Toxics Use Reduction Act (TURA) Reporting
✓	TURA - Cover Sheet Page 2 New1 (309)
✓	TURA - Cover Sheet Page 3 & 4 (310)
✓	TURA - Form S page 1 (3011)
✓	TURA - Form S Page 2 (3012)
✓	TURA - FORMR/FORMA Page 1 & 2 (68122)
✓	TURA - FORMR/FORMA Page 1 & 2 (78933)
✓	TURA - Exceptions to Plan Requirements (2021)
✓	TURA - Plan Summary (2021)
✓	TURA - Plan Certification Statement (2021)
✓	TURA - Form S Fee Worksheet (2021)

- Make the revisions on each page that needs to be revised (including adding/deleting chemicals, correcting data input, etc.)
- Each screen/page that is revised will need to be error checked. When this is completed, click on the NEXT button (same as regular filings).
- Signatures will need to be re-entered.
- Once the signatures are re-entered, the transaction will need to be **SUBMITTED** (see image below).

[Forms](#)

[Signature](#)

[Submit](#)

Review and Submit your Transaction

Exit

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

Submit

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

rebecca.g.dolan@mass.gov

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

DEP Transaction ID: 380799

Date and Time Submitted: 05/02/2023 12:40:25

Other Email :

Form Name: Toxics Use Reduction Act (TURA) Reporting

Facility Information

Reporting Year: 2021

TEST FACILITY

380799799

100 CAMBRIDGE ST. BOSTON, MA 02114

Form Name

✓ TURA - Cover Sheet Page 2 New1(309)

✓ TURA - Cover Sheet Page 3 & 4(310)

✓ TURA - Form S page 1(3011)

✓ TURA - Form S Fee Worksheet(2021)

✓ TURA - Form S Page 2(3012)

✓ TURA - FORMR/FORMA Page 1 & 2(68122)

✓ TURA - FORMR/FORMA Page 1 & 2 (78933)

✓ TURA - Exceptions to Plan Requirements(2021)

Submit