

HOW TO AMEND TUR FILINGS:

As of 2024, TURA filers can electronically AMEND or revise their TURA Filings submitted from 2016 forward. MassDEP staff will no longer be able to make revisions for filers.

The process is as follows:

1. The user who created the initial filing should log in to their eDEP account (<https://edep.dep.mass.gov/edep/DEPlogin.aspx>)
2. Click on the 'RECENT SUBMITTED' tab
3. Identify the submission that the facility needs to AMEND
4. Click on the blue 'AMEND' text

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eDEP MassDEP's Online Filing System

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 Edit/Delete | SUBMITTED | 12/29/2022 | Download | Amend |

5. Wait 1 hour. Click on the 'WORK IN PROGRESS' tab (see screen shot below).

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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"/> 1464859 | 380799 | Toxics Use Reduction Act (TURA) Reporting | Add Note | WORK IN PROGRESS | 03/29/2023 | Download | |

6. A new transaction with a new transaction # is now created. New Transactions are populated with the same information as previously submitted transaction.

- To edit the new transaction the user should click on the transaction name.

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Nickname: ANSWER

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Work In Progress | Recent Submitted | Archived Submitted | Bulk Files | Favorites

| Trans# | ID | Transaction | Private Note | Status | Last Update | Download to Print |
|----------------------------------|--------|---|--------------------------|------------------|-------------|--------------------------|
| <input type="checkbox"/> 1464859 | 380799 | Toxics Use Reduction Act (TURA) Reporting | Add Note | WORK IN PROGRESS | 03/29/2023 | Download |

- The user should click on the lines / pages that **require revisions**.

Transaction Overview Trans# 1464859 ID# 380799

Forms | Signature | Submit

Print Transaction | Delete Transaction | Share Transaction | Exit

| 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) |

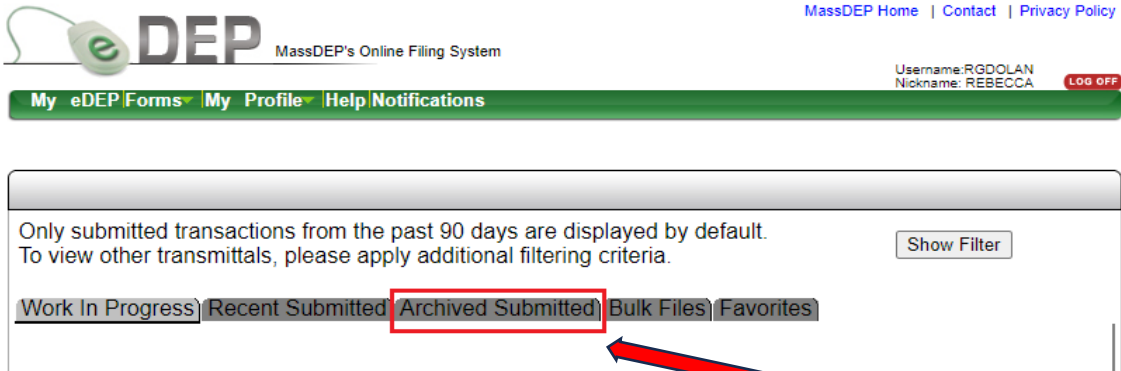
[Next](#)

- Revise** each page needing revisions (including adding/deleting chemicals, correcting data input)
- Each revised screen/page must be checked for errors. Once the revised screens are checked, click on the 'NEXT' button as you would for a regular filing.
- Signatures must be re-entered, and
- The transaction will need to be **SUBMITTED**.

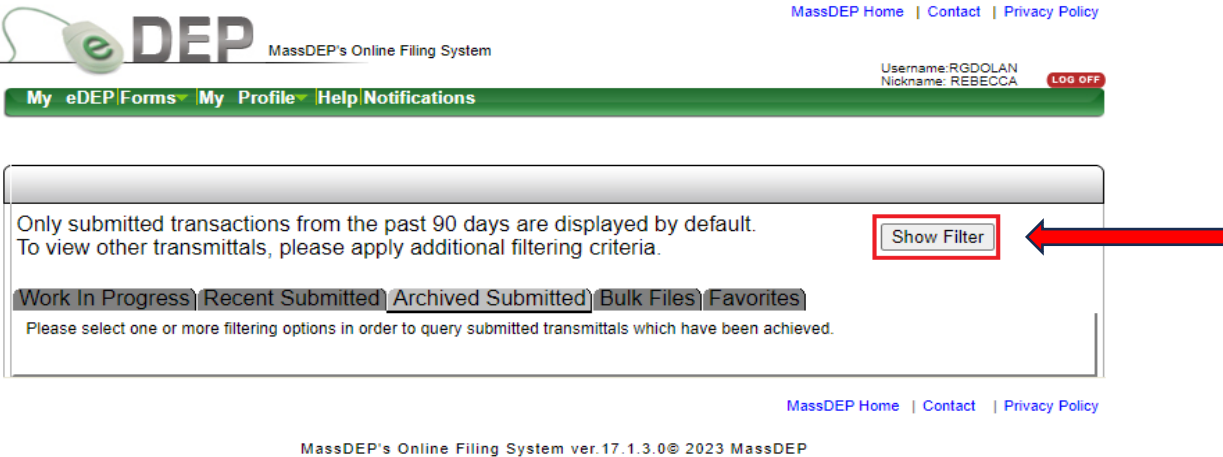
AMEND Troubleshooting

Q: What should I do if I can't find the transaction I need to AMEND?

A: The 'Recent Submitted' tab only displays transactions submitted within the last 90 days. To find older transactions please check the 'Archived Submitted' tab (shown below).

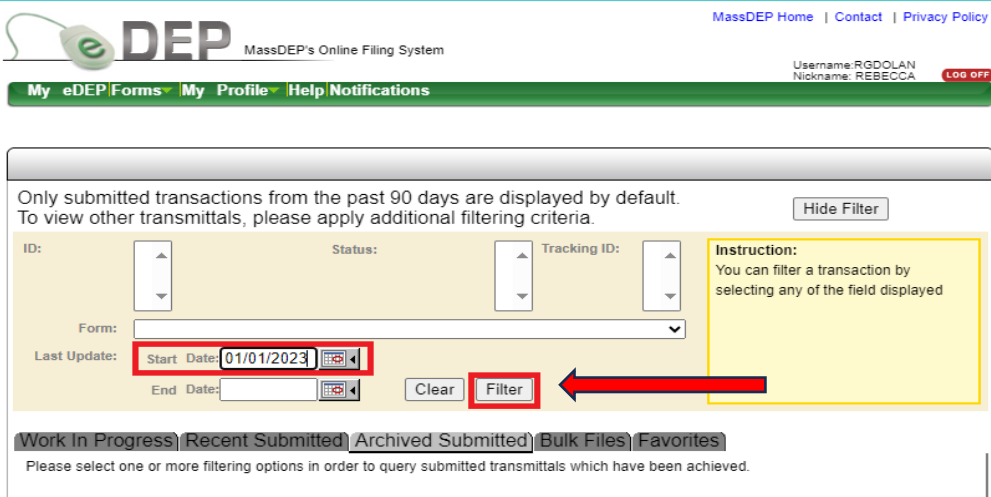


Once the Archived Submitted page loads, click on the 'Show Filter' button. (see screen shot below)



In the 'Last Update' field, enter the beginning date range that corresponds to the filing you are looking to AMEND. Click the Filter button (see screen shot below).

****If you submit forms for multiple programs in eDEP, use the Form Dropdown and select Toxics Use Reduction Act (TURA) Reporting before clicking on the Filter button.**



Once the list of transactions loads, locate the transaction the facility needs to AMEND and click on the AMEND button (see screen shot below)



MassDEP's Online Filing System

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Username:RGDOLAN
Nickname: REBECCA

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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.

Hide Filter

ID: Status: Tracking ID:
Form:
Last Update: Start Date: End Date:

Instruction:
You can filter a transaction by selecting any of the field displayed

[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"/> 1558407 | 380799 | Toxics Use Reduction Act (TURA) Reporting | 7/26/2023 12:00:00 AM - new unsubmitted transaction shared with Nils to test new eDEP funct... Edit/Delete | SUBMITTED | 07/26/2023 | Download | Amend |



Q: What do I do if the initial transaction was submitted by someone who is no longer with the company?

A: The facility's new point of contact must have their own user account in eDEP. If the individual does not have an account, they can register for an account on the eDEP homepage (<https://edep.dep.mass.gov/edep/DEPlogin.aspx>).

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eDEP MassDEP's Online Filing System

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- eDEP Help & Instructions
- What forms can I file in eDEP?
- eDEP Contacts & Feedback

Log into eDEP

Username:

Password:

Login

Reset Password
Get Login Help

New User ←

Register and get Username and Password

Once you have registered/verified that you have an active eDEP account, contact eDEP IT via email at edep-support@mass.gov and cc: Walter Hope (walter.hope@mass.gov) from the TURA Program. Title the email: **User Support** and include your **Facility ID #**.

In the body of the email, provide the following:

- name and email address of the individual who has left your company and indicate that they have left the company.
- provide the name and email address of the new facility contact.

Advise eDEP IT that your facility needs to gain access to filings submitted by the former user in order to transfer the ownership of those records to the new user. The eDEP IT staff will assist you in getting access to the former user's account. After logging into the previous user's account, you will need to individually access each needed transaction by clicking on that transaction.

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Username: RGDOLAN
Nickname: REBECCA LOG OFF

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Work In Progress | Recent Submitted | Archived Submitted | Bulk Files | Favorites

| Trans# | ID | Transaction | Private Note | Status | Last Update | Download to Print |
|----------------------------------|--------|--|--------------------------|------------------|-------------|--------------------------|
| <input type="checkbox"/> 1559746 | 545933 | Toxics Use Reduction Act (TURA) Reporting | Add Note | WORK IN PROGRESS | 12/12/2023 | Download |
| <input type="checkbox"/> 1559744 | 182550 | Toxics Use Reduction Act (TURA) Reporting | Add Note | WORK IN PROGRESS | 12/12/2023 | Download |

Once the selected transaction loads, click on the 'Share Transaction' button (see screenshot below).

Transaction Overview **Trans# 1559746 ID# 545933**

Forms Signature Submit

Forms

Print Transaction Delete Transaction **Share Transaction** Exit

| Errors Checked/Validated | Fill out the following forms for this transaction: |
|--------------------------|--|
| ✓ | Toxics Use Reduction Act (TURA) Reporting |
| ✓ | TURA - Cover Sheet Page 2 New1 (309) |

After the page loads, click on the 'Add' button (see screenshot below).

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 1559746

Form Name

Shared with

add

Once the page expands, enter the eDEP nickname of the new facility contact and change the Role dropdown to 'Owner'. Leave the date range as populated. Do not add an end date. Then click "add". The following page should appear:

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 1559746

Form Name

Shared with

Share With Enter valid eDEP nickname
Please enter a valid eDEP nickname

Role

From To
(e.g., 1/9/2024)
Please enter a valid US Date Format(e.g., 12/30/2003)

| | |
|------|--|
| Role | <input type="text" value="Viewer"/> |
| From | <input type="text" value="Viewer"/> |
| | <input type="text" value="Editor"/> |
| | <input type="text" value="Signer"/> |
| | <input type="text" value="Editor&Signer"/> |
| | <input type="text" value="Owner"/> |

After the transaction has been shared, the new user's name will appear in the 'Share With' field.

Log out of the former user's account and log into account, locate the transaction and click on the "AMEND" button and begin the amendment.

If issues persist with using the AMEND feature, please contact Walter Hope (walter.hope@mass.gov) to coordinate a call for assistance.