

**Massachusetts Department of Environmental Protection  
Bureau of Air & Waste – Toxics Use Reduction Program**

# **Instructions for Certification and Recertification General Practice Toxics Use Reduction Planner**

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The Massachusetts Department of Environmental Protection (MassDEP) certifies Toxics Use Reduction (TUR) Planners. Once certified by MassDEP, TUR Planners may certify toxics use reduction plans for companies that are required to report under the Massachusetts Toxics Use Reduction Act (TURA) and 310 CMR 50.00. TUR Planners may apply for General Practice (GP) certification or a Limited Practice (LP) certification. These instructions are for a GP certification and recertification.

GP planners may certify plans for any facility. To apply for certification or re-certification as a GP TUR Planner, the applicant must do the following:

- ☐ Complete the *Certification or Recertification Application Form for a General Practice Toxics Use Reduction Planner (TU 01 & TU 03)*. This form can be found on ePLACE, the Massachusetts e-permitting website: <https://eplace.eea.mass.gov/CitizenAccess/Default.aspx>  
Note: You will need to create an account to access the form.
- ☐ Screen-by-screen instruction for completing the form is available at: <https://www.mass.gov/info-details/eea-eplace-portal-instruction-documents>

These instructions provide additional guidance on the following topics:

- I. Application Instructions for Initial Certification as an GP TUR Planner
- II. Application Instructions for Re-certification for a GP TUR Planner
- III. Addition of EMS Credentials
- IV. Addition of RC Credentials
- V. Certification Statement
- VI. Application Fees
- VII. Certification and Recertification Review
- VIII. Regulatory Information
- IX. Contact For Additional Questions

For more information on Toxics Use Reduction Planners, see: <http://www.mass.gov/doc/toxics-use-reduction-planning-plan-update-guidance/download>



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## I. APPLICATION INSTRUCTIONS FOR CERTIFICATION AS A GENERAL PRACTICE TUR PLANNER

Applicants seeking certification or recertification as a GP TUR Planner should submit to MassDEP a completed *Application for Certification or Recertification of a General Practice Toxics Use Reduction Planner* found at: <https://eplace.eea.mass.gov/CitizenAccess/Default.aspx>

The online form will guide you through the required sections including:

### Application Information

It is assumed that the applicant is applying for TUR Certification. The applicant should also indicate whether applying for certification to sign an Environmental Management System and/or Resource Conservation Plan.

### Applicant Information

Applicants must provide general information about themselves. This includes information about the applicant for publication (if different from applicant information established when setting up your account in ePLACE)

### 1) Qualification Information for a General Practice Certification

The application must provide information about their qualifications to be a General TUR Planner.

- Applicants must provide specific information on their employment experience and/or educational experience (if substituting for partial employment experience).

#### i) Employment Experience:

The applicant must provide current and past employment history demonstrating the applicant has seven (7) years of work experience in the fields listed in the application. MassDEP may, at its discretion, allow work experience in areas other than those listed to count toward the required work experience IF the applicant demonstrates that the experience is related to the skills and knowledge a TUR Planner must possess. Use the following as guidance on how to calculate years of employment experience:

*For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the requisite analyses, the seven (7) years of experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 7 years. Note that it is not necessary for the applicant's work to be limited to these activities. All that is required is that the activities be routinely conducted. Part-time work of this nature should be pro-rated. For example, someone who worked 17.5 hours/week would have to work at the job for 14 years.*

*For individuals whose primary job responsibilities do NOT include the routine use of the skills needed to develop or evaluate a TUR plan, the seven (7) years of experience is gained if they have worked for a total of 7 years on projects in which they used skills needed to perform or evaluate the requisite analyses.*

*Part-time work is also pro-rated if the person always worked part-time. The elapsed time should be pro-rated, so the applicant would need a total of 48 months.*



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ii) Educational Substitution:

The applicant may substitute up to five (5) years of the required seven (7) years of employment experience. **If you are not seeking educational substitution, this section is optional.**

- Indicate if you are seeking educational substitution for work experience.
- Indicate the number of years you are seeking to substitute.
- List the educational information requested, including whether you have obtained a certificate or degree. See text box below for a list of acceptable educational substitutions. If the degree or certificate is not one of the fields described below, the applicant may explain why the education is relevant. The regulations allow MassDEP to accept, at its discretion, other education as a substitute for the required work experience, provided that the applicant can show that the education is relevant.

List of Acceptable Educational Substitutions (See 310 CMR 50.52 (3))	Number of years needed
Vocational or Technical Certificate:	1 year
Associate's degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	2 years
Bachelor's degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics)	4 years
Bachelor's degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	3 years
Master's or Doctorate degree with a concentration or major <u>directly</u> related to the work experience set forth in the regulations (or in biology, chemistry or physics):	5 years
Master's or Doctorate degree with a concentration or major <u>indirectly</u> related to the work experience set forth in the regulations	4 years

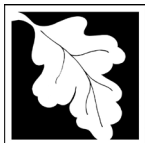
### Toxics Use Reduction Planner Exam Certification

Applicants must complete the Toxics Use Reduction Planner Course developed by the Toxics Use Reduction Institute at the University of Massachusetts Lowell and pass the TUR Planner Examination given by MassDEP.

- Give date and location of the toxics use reduction planner certification course you took.
- Attach a copy of your TUR Planner course certificate to the application.
- Attach a copy of the letter from MassDEP verifying that you passed the TUR Planner exam.

### 2) Documents

All required attachments must be uploaded in electronic format to a Documents section of the application, the system will provide a list of required documents based on responses made in the form.



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## II. APPLICATION INSTRUCTIONS FOR GENERAL PRACTICE TUR PLANNER RECERTIFICATION

TUR Planners must become recertified every two (2) years by completing the amount of continuing education credits in “toxics use reduction activities” over a two-year period shown in the table below.

Certification Type	Number of Credits Needed
First Recertification	30 credits
Second, Third, Etc. Recertification	24 credits

In general, one (1) continuing education credit is awarded for each hour of training or activity. However, programs or topics that are “especially relevant or important to the responsibilities of TUR Planners,” as approved by MassDEP may be counted, up to a maximum of 2 credits per course hour (i.e., “double credit”).

The courses must have been taken in the two years prior to the date the recertification is due for renewal.

### 1) Guidance for the ePLACE System

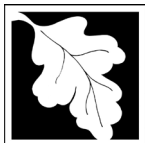
The applicant will log in to their account in ePLACE and can then “renew” that authorization.

### 2) Application Information

It is assumed that the applicant is applying for TUR Recertification. The application also requires applicants to indicate whether they are also applying for certification or recertification to sign a Resource Conservation Plan or a certification to sign an Environmental Management System plan.

Applicants must provide the following Recertification Information in the table provided:

- Course title/brief description
- Dates attended - In order to count for TUR Planner recertification, the course must have been within the two-year period prior to your TUR Planner recertification renewal date. In order to count toward Resource Conservation recertification, the course must have been within the four-year period prior to the Resource Conservation certification renewal date.
- Hours in attendance
- Requested Credits
- Course Type
  - *TUR Approved Course* – a course offered by a TUR Program Agency:
    - Massachusetts Toxics Use Reduction Institute at UMass, Lowell: <http://www.turi.org/>
    - Massachusetts Office of Technical Assistance and Technology: <https://www.mass.gov/orgs/office-of-technical-assistance-and-technology-ota>



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- Massachusetts Department of Environmental Protection:  
<http://www.mass.gov/eea/agencies/massdep/toxics/tur/>
- Other state or Federal pollution prevention programs
- The U.S. Environmental Protection Agency
- *Pre-Approved Course* – a course offered by organization other than the TURA Program or one of the agencies listed above for which the applicant has already received MassDEP approval
- *Not Yet Approved* – a course offered by an organization other than the TURA Program, for which the applicant has not yet received MassDEP approval.

Note: In order to get credit for these courses, applicants must download, complete and submit for DEP approval the "Continuing Education Credit Application" located at:

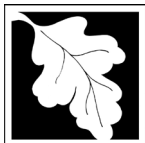
<https://www.mass.gov/doc/tur-planner-continuing-education-credit-pre-approval-form-0/download>

The form should be submitted with the recertification application.

- Credit Category

- *TUR Activity* – Education and training focused on the toxics use reduction planning process as defined by 310 CMR 50.51(2) (toxics use reduction training shall not include the Toxics Use Reduction Planner Course offered by the Toxics Use Reduction Institute when taken by a TUR Planner as a requirement for certification or the development of a Toxic Use Reduction Plan).  
  
*Note:* Topics in pollution treatment or control DO NOT count toward the coursework required under "toxics use reduction training", but may be eligible for up to 4 credits under *Regulatory Courses* below;
- *Professional Activity* – Professional activities related to TUR may, at MassDEP's discretion may count toward up to eight (8) credits and include, but are not limited to:
  - Presenting or publishing papers;
  - Teaching;
  - Participation in professional or trade associations;
  - Mentoring, being mentored, special projects and "pro-bono" work with communities (the applicant is required to submit a proposal to MassDEP for review and approval);or
  - Participation in advisory committees for governmental agencies
- *Laws and Regulations Course* – Education and training focused on other environmental laws or regulations, or laws or regulations pertaining to worker health or safety (e.g. wastewater treatment, hazardous waste management, air emissions, surface water runoff, industrial hygiene, hazard communication), except that such education may count for up to four (4) credits during any 2-year period.
- *Resource Conservation Course* – This category is for applicants that are seeking initial Resource Conservation Planner certification or already are a Resource Conservation Planner. These credits also count toward the TUR planning continuing education credit requirements.

You may enter credits for resources conservation courses even if your Resources Conservation Recertification application is not due until your next TUR Planner renewal. **Please note** however that 1) the system will require that you resubmit these credits when you are applying for the Resource Conservation Recertification and 2) when you are applying for your Resource Conservation Recertification, you may not count the resubmitted courses toward your TUR Planner continuing education credits a second



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time, despite the fact that the system will indicate that the courses you resubmitted have been added to your total TUR continuing education credits. *Make sure you have enough TUR credits **without** counting the resubmitted Resource Conservation courses claimed on your prior TUR Recertification.*

- *Environmental Management System (EMS) Course* – This category is for applicants that are seeking initial EMS Planner certification. These credits also count toward the TUR planning continuing education credit requirements. See Section III for more details.

### 3) Documents

All required attachments must be uploaded in electronic format to a Documents section of the application, the system will provide a list of required documents based on responses made in the form.

Applicants are required to upload two types of documents:

- *Proof of all claimed continuing education credits in Toxics Use Reduction issued by course provider/proof of participation in an eligible activity* – The applicant must provide supporting documentation describing the course or activity, the hours spent, proof of participation, and receipt of the claimed number of continuing education credit for each course or activity for which the applicant is claiming continuing education.
- *Proof of MassDEP approval of TUR Activity or course not offered by the TURA Program (OTA, TURI, or MassDEP) of an eligible activity (approval letter/notice)*

Note: Electronic copies of completed "Continuing Education Credit Applications" at <https://www.mass.gov/doc/tur-planner-continuing-education-credit-pre-approval-form-0/download>

from applicants seeking continuing education credit for a not yet approved courses or activities are also included in this category.

### III. ENVIRONMENTAL MANAGEMENT SYSTEM CERTIFICATION

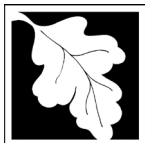
Applicants seeking to certify EMSs must demonstrate that they, as an individual, have experience or training in EMSs (not just the entity that they work for) by:

- Demonstrating 16 hours of continuing education credits in EMS and providing information on the courses, seminars, or other educational or professional programs or activities necessary to support a request for continuing education credits. This is a one-time credit requirement; no additional EMS credits are required for future recertifications. OR
- Indicating that they are accredited or certified under a recognized Environmental Management System Standard (e.g., ISO 14001, Responsible Care®)

Documentation supporting each of these statements must be provided in electronic format with the application.

This is a one-time certification that does not need renewal.

For more information on EMS certification requirements see the Environmental Management System Guidance under the Toxics Use Reduction Act at: <https://www.mass.gov/doc/environmental-management-systems-ems-planning-guidance/download>



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## IV. RESOURCE CONSERVATION PLAN CERTIFICATION

### 1) Initial Certification

Certified TUR Planners have the option of receiving an additional approval to certify Resource Conservation Plans. Resource Conservation Planner applicants must demonstrate that they have completed continuing education credits by identifying the courses, seminars, or other educational or professional programs or activities necessary to support request for Resource Conservation certification. Note that a TUR Planner may certify Resource Conservation plans that focus on toxics substances used below threshold amounts or chemical substances exempt from TURA reporting **without** being a certified Resource Conservation Planner.

Twelve (12) continuing education credits are required for the first certification. At least six (6) of the 12 credits must be in applying TUR planning methods to Resource Conservation Planning. The remaining credits must be related to any of the following assets: energy, water, materials found in solid waste, and/or toxics in articles and products.

### 2) Recertification

Resource Conservation Certifications must be renewed every four years. Because Resource Conservation Planners must also be certified TUR Planners, recertification as a Resource Conservation Planner is contingent upon the applicant also renewing his or her TUR Planner Certification at the same time.

Nine (9) continuing education credits are required for recertification, including three (3) credits in each of the following areas: energy, water and materials found in solid waste. Continuing education credits required for certification or recertification as a Resource Conservation Planner count toward the credits needed for recertification as a TUR Planner.

The nine credits must have been earned in the four years prior to your Resource Conservation Planner renewal due date. The system requires that the resource conservation credits claimed on your last TUR Planner recertification application must be resubmitted with the Resource Conservation Recertification application for which they are being claimed.

CAUTION: Although the system will automatically count the resubmitted resource conservation courses toward your TUR Planner continuing education credits, resource conservation courses claimed on your prior TUR Planner Recertification application cannot and do not count toward the required TUR Planner continuing education credits a second time. Make sure you claim sufficient TUR continuing education credits without counting the re-entered resource conservation credits from your prior TUR Planner Recertification application.

### 3) Documentation

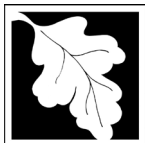
Applicants must provide documentation verifying the applicant's attendance at the continuing education activities listed above in electronic format. Such documentation should describe the course or events and the hours in attendance, (e.g., course syllabus or event itinerary and a copy of the sign- up sheet or a certificate of completion).

### 4) Additional Information

For more information on Resource Conservation Planning, see MassDEP's Resource Conservation Planning Guidance at: <https://www.mass.gov/doc/resource-conservation-rc-planning-guidance/download>

## V. CERTIFICATION STATEMENT

Applicants must sign and date the statement testifying to an honest and good faith effort to supply truthful information.



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## **VI. APPLICATION FEES**

The appropriate application fee noted below must be submitted to MassDEP for TUR Planner Certification/Recertification (there are no additional fees associated with certifying an EMS and/or Resource Conservation Plan).

Initial Certification	\$500
Recertification	\$250

The ePLACE system allows the applicant to pay online with credit card or Electronic check. There is a service fee online payment. If the applicant chooses to Pay by Mail, the Check should be mailed to:

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211

Please indicate you application number on your check. A separate email will be sent to you re-stating the procedure for paying by check. Application review will not begin until the application fee has been received and the account marked as “paid.”

## **VII. CERTIFICATION AND RE-CERTIFICATION APPLICATION REVIEW**

### **1) Application Due Date:**

Recertification Applications must be received by MassDEP prior to the expiration of the applicant's Initial Certification or current Recertification period. Failure to follow this procedure will result in an expiration of the TUR Planner's certification and may subject the TUR Planner to disciplinary proceedings.

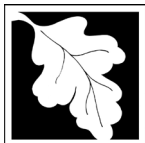
Once an application has been submitted, the applicant will remain certified as a TUR Planner until MassDEP reaches a final decision on the TUR Planner's application and notifies the applicant.

### **2) Application Review Process:**

Normally, the application review process does not take more than three (3) weeks, assuming the application is filled out correctly and contains all the necessary supporting documentation and the appropriate fee is paid.

Following the review, MassDEP will issue a written decision granting or denying certification. Certification shall be granted for a two (2) year period beginning as of the date of the written decision granting certification. A decision denying certification will state the grounds for such denial and, if applicable, specify conditions that the applicant must fulfill in order to be certified. A TUR Planner whose certification application is denied may request an adjudicatory hearing in accordance with M.G.L. c. 30A and 310 CMR 50.60. In addition, MassDEP reserves the right to deny certification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities as set forth in 310 CMR 50.00.





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### **3) Recertification Determination Criteria:**

Recertification is contingent upon MassDEP's review and approval of the documented continuing education credits. If MassDEP does not approve a continuing education activity in TUR Planner Re certification Application, MassDEP may, at its discretion, extend a TUR Planner's Certification Period. The affected TUR Planner may remain certified while attending another activity to be used for recertification purposes, in place of the disapproved activity.

MassDEP reserves the right to deny recertification to any TUR Planner found by MassDEP to be negligent, fraudulent or misrepresentative, or unethical in connection with the duties and responsibilities set forth in 310 CMR 50.00.

### **VIII. FOR REGULATORY INFORMATION**

Regulations associated with this authorization include, but are not limited to, the Toxic Use Reduction Regulations 310 CMR 50.00.

These may be purchased at:

**State Bookstore (in State House)  
Room 116  
Boston, MA 02133  
617-727-2834**

Unofficial copies of the above regulations are available on MassDEP's website at: <http://www.mass.gov/dep/>

### **IX. QUESTIONS**

Please contact Leoni Desai in the TUR Planner Certification Program at [leoni.desai@mass.gov](mailto:leoni.desai@mass.gov) with any questions you may have concerning recertification or if you are unable to apply online.