

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

Instructions for Certification and Recertification Limited Practice Toxic Use Reduction Planner

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 LP certification and recertification.

LP planners may certify plans only for facilities owned and operated by their employers. To apply for certification or recertification as a LP TUR Planner, the applicant must do the following:

- ☐ Complete the *Certification or Recertification Application Form for a Limited Practice Toxics Use Reduction Planner (TU 02 & TU 04)*. 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 LP TUR Planner
- II. Application Instructions for Recertification for a LP 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: <https://www.mass.gov/doc/toxics-use-reduction-planning-plan-update-guidance/download>



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I. APPLICATION INSTRUCTIONS FOR CERTIFICATION AS A LIMITED PRACTICE TUR PLANNER

Applicants seeking certification or recertification as a LP TUR Planner must submit to MassDEP a completed *Application for Certification of a Limited Practice Toxics Use Reduction Planner* found at:

<https://eplace.eea.mass.gov/CitizenAccess/Default.aspx>

The form will guide you through the required sections including:

Facility Information

LP Planners may only certify plans at facilities owned by their employer and at which they have had at least **one** (1) year of experience in toxics use reduction activities related to operations at the facility. The applicant must provide information about the facility(ies) at which they are applying to certify TUR plans.

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 Limited Practice Certification

a) *Employment Information*

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:

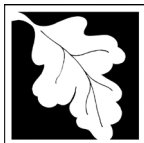
For individuals whose job responsibilities include the routine use of the skills needed to perform or evaluate the requisite analyses outlined, the seven (7) years of experience is gained if they worked at such a job full-time (at least 37.5 hours /week) for 7 years. Note that it is not necessary for 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.

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.**



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- (1) Indicate if you are seeking educational substitution for work experience.
- (2) Indicate the number of years you are seeking to substitute.
- (3) 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 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 (planning, industrial design, research and development, accounting, business administration, product marketing, managerial, or legal):	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 (planning, industrial design, research and development, accounting, business administration, product marketing, managerial, or legal):	4 years

b) Demonstrated Experience in Toxics Use Reduction

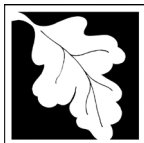
TURA and its implementing regulations require that two (2) years out of the seven (7) years listed above meet the criteria for full-time experience specific to toxics use reduction activities. Please note that this can be part of the 7 years of experience required above, however, detailed information is required in process characterization, options identification, technical evaluation, and economic evaluation. LP Planners are **not** required to take the TUR Planner Course or Exam. However, taking the TUR Planner Course **and** passing the TUR Planner Exam may substitute for two years full-time experience specific to toxics use reduction activities.

An applicant also may replace six months of the two-year TUR work experience requirement by satisfactorily completing an approved TUR Planner Course. NOTE if you are claiming 6 months experience for successfully completing the TUR Planner Course, please contact Leoni Desai in the TUR Planner Certification Program via email at leoni.desai@mass.gov.

i) Work Experience

Indicate whether you are claiming at least 2 years of work experience in TUR

- (1) Provide a brief description of the experience itself (or the project name, if applicable), and the dates during which you gained the experience or worked on the project(s), and the name(s) of the employer(s) at which the experience was gained,
- (2) In the table "Experience in Toxics Use Reduction and other related activities, describe how the 2 years of experience listed above applies specifically to TUR. TUR activities are activities that require skills needed to develop or evaluate toxics use reduction plans and are listed below. The applicants must demonstrate that they have experience that has given them the skills needed to



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perform or evaluate each of these analyses. The experience could be working on TUR projects or on other tasks that are sufficiently similar in that they involve the required skills. If the experience is not in TUR, the applicant must explain how their experience is relevant to TUR planning (unless the relevance is clearly apparent).

Toxic Use Reduction Activities (from 310 CMR 50.51 (2))	
Process Assessment	includes determining: (1) why a toxic chemical or production process is used, (2) the points where the chemical enters or leaves the production process, and (3) the amounts of toxic chemicals used and the amount produced as byproducts and emissions. Process assessment also involves determining whether or not a process flow diagram corresponds to actual facility operations.
Options Identification	includes (1) generating a list of options or alternatives to current process operations or chemical use, (2) identifying when additional sources of information need to be consulted and locating those sources, and (3) determining if a given option is or is not toxics use reduction.
Technical Evaluation	includes analyzing the technical feasibility of a potential change in process operations or chemical use. This category also includes identifying and evaluating the potential impacts of such changes on (1) worker health and safety, (2) the possible need to comply with other environmental laws, (3) the amount of chemicals used and/or produced as byproducts or emissions as a result of the change, and (4) the facility's operation and function.
Economic Evaluation	includes analyzing the economic feasibility of a potential change in process operations or chemical usage including an analysis of the costs and savings associated with the change.
Other Related Activities	Describe any experience which does not fit into one or more of the four categories mentioned above but that you believe is TUR ¹ .

- (3) Indicate if you will certify plans for any facility owned or operated by your employer² other than the one at which you are currently employed. If so, provide the facility name, address, MassDEP facility ID number, and a description of “at least one year of experience in toxic use reduction activities” that is related to the operation of the facility.

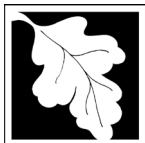
c) Replacing Years of Demonstrated TUR Work Experience with the Toxics Use Reduction Planner Course and Exam

LP Planners are **not** required to take the TUR Planner Course or Exam. However, successfully completing a MassDEP approved TUR Planner Course, such as the one offered by the Toxics Use Reduction Institute, **and** passing the TUR Planner exam given by MassDEP may substitute for the required two years of full-time toxics use reduction work experience. In order to qualify for certification, you need to apply to MassDEP within two years of passing the exam.

- i) Give date and location of the toxics use reduction planner certification course you took.

¹ Note that the Regulations focus on the skills needed to perform or evaluate such analyses. The intent is to allow flexibility for those seeking to become TUR Planners. An applicant may not at this point have worked on a toxics use reduction project, but may have other relevant experience that demonstrates the required skills. Such an applicant, for example, may have evaluated potential changes in facility operations as part of a total quality improvement team. This applicant would need to demonstrate in his/her application how that experience provided the skills needed for the “technical evaluation” category.

² The term “employer” is defined at 310 C.M.R. 50.55(6) as meaning “an individual or organization for whom the planner works or receives wages on a regular basis.”



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- ii) Attach a copy of your TUR Planner course certificate to the application.
- iii) 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.

II. APPLICATION INSTRUCTIONS FOR LIMITED 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	24 credits
Second, Third, Etc. Recertification	20 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

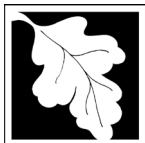
The applicant will log into their account in ePLACE and then “renew” that authorization.

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 4-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>
 - Massachusetts Department of Environmental Protection <http://www.mass.gov/eea/agencies/massdep/toxics/tur/>
 - Other state or Federal pollution prevention programs
 - The United States Environmental Protection Agency



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- *Pre-Approved Course* – a course offered by organization other than the TURA Program 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.

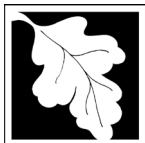
You may enter credits for resources conservation courses even if your Resources Conservation Recertification application is not due until your next TUR Planner renewal. **Please note** however that 1) the system will require that you resubmit these credits when you are applying for the Resource Conservation 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 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:



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- *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 DEP 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 regulated entity 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 re-certifications OR
- Demonstrating two (2) years of EMS employment experience, including auditing environmental management systems, by identifying the specific employment experience and describing duties, responsibilities, skills and or/knowledge acquired in completing the EMS. 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>

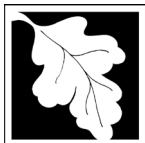
IV. RESOURCE CONSERVATION PLAN CERTIFICATION

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



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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.

VI. APPLICATION FEES

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

Initial Certification	\$100
Recertification	\$75

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 your 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."



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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.

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 Recertification 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 with any questions you may have concerning recertification or if you are unable to apply online.