

# How to AMEND your filing



TURA filers can **AMEND, correct or revise** their TURA Filings submitted for 2016 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
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.

'Click' on the blue **AMEND** text

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

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

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.

7. To edit the new transaction the user should 'click' on the transaction name.

The screenshot shows the MassDEP eDEP online filing system interface. At the top left is the eDEP logo with the text "MassDEP's Online Filing System". At the top right are links for "MassDEP Home", "Contact", and "Privacy Policy". Below these is the user information: "Username: TURA13" and "Nickname: ANSWER", with a "LOG OFF" button. A green navigation bar contains "My eDEP", "Forms", "My Profile", "Help", and "Notifications". Below this is a grey bar with the text: "Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria." and a "Show Filter" button. A tabbed menu shows "Work In Progress" as the active tab, with other tabs for "Recent Submitted", "Archived Submitted", "Bulk Files", and "Favorites". Below the tabs is a table with the following columns: "Trans#", "ID", "Transaction", "Private Note", "Status", "Last Update", and "Download to Print". The table contains one row with the following data: "1464859", "380799", "Toxics Use Reduction Act (TURA) Reporting", "Add Note", "WORK IN PROGRESS", "03/29/2023", and "Download".

MassDEP Home | Contact | Privacy Policy

Username: TURA13  
Nickname: ANSWER **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

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

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

8. The user should 'click' on the lines / pages that need to be revised

**Transaction Overview** Trans# 1464859 ID# 380799

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)
✓	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

9. Make the revisions on each page that needs revisions (including adding/deleting chemicals, correcting data input)

10. Each screen/page that is revised will then need to be error checked and then the NEXT button clicked same as regular filings.

11. Signatures will need to be re-entered, and

12. The transaction will need to be SUBMITTED.

As a result of this process, MassDEP staff will not be able to, nor allowed to correct/revise data that facilities have submitted to MassDEP. The task of correcting/revising is that of the facility.

# Weblinks

<https://www.mass.gov/doc/how-to-amend-tur-filings/download>

