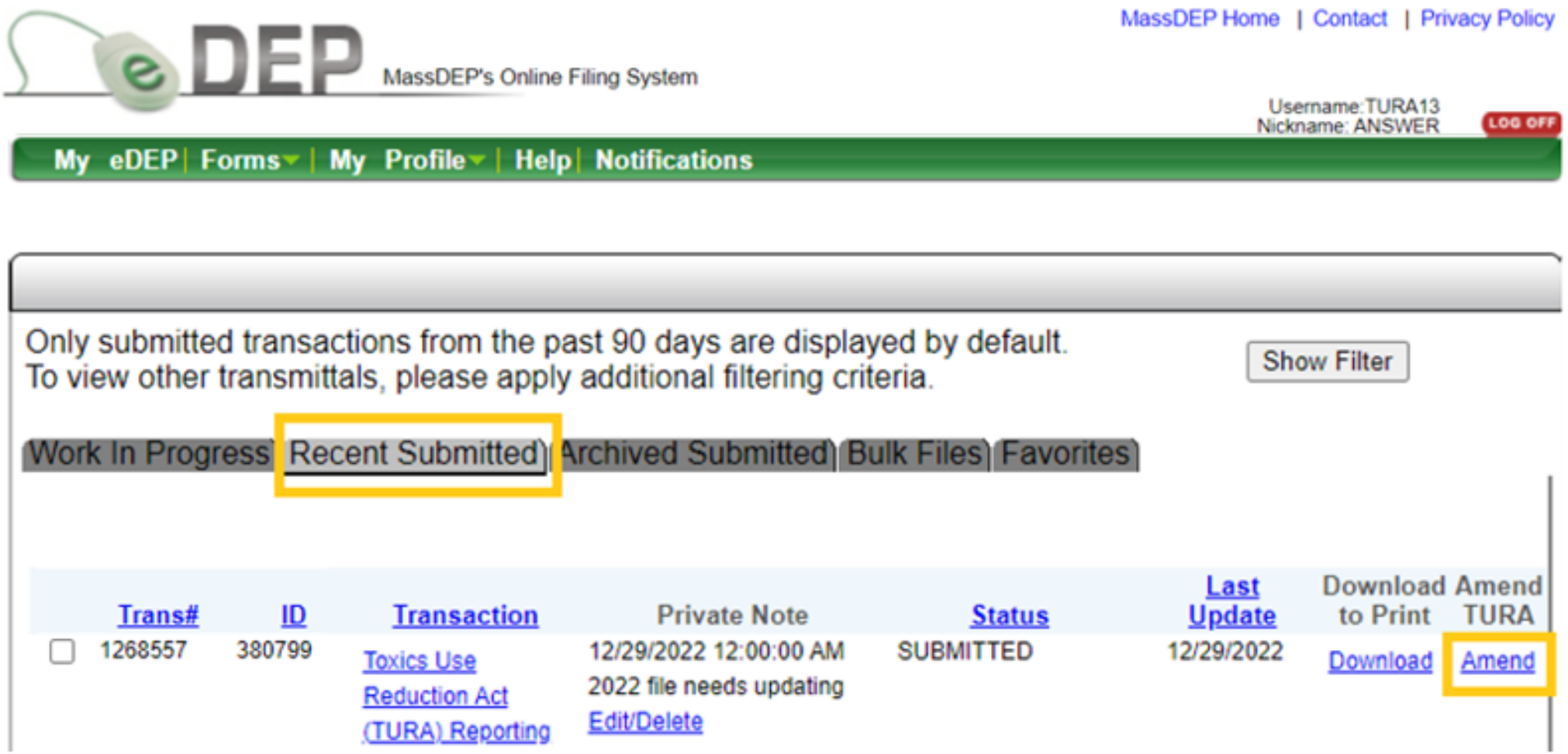
How to AMEND your filing

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.

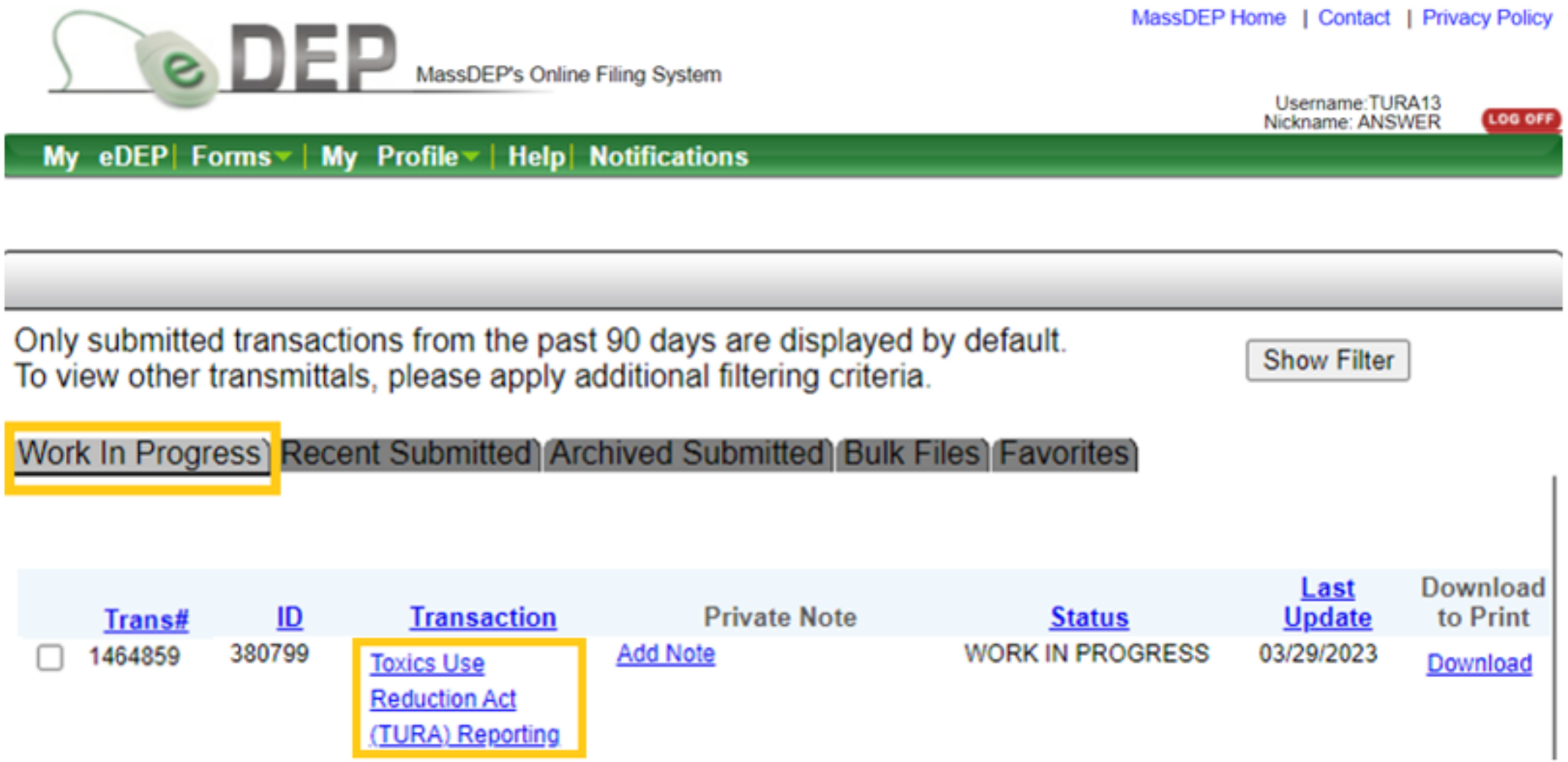
1. Users should log in to their eDEP account (https://edep.dep.mass.gov/edep/DEPlogin.aspx)
2. 'Click' on the RECENT SUBMITTED tab
3. Identify the submission that they wish to AMEND
   a. **NOTE**: ONLY the OWNER of the submitted transaction can enable the AMEND feature. The OWNER should also use the 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

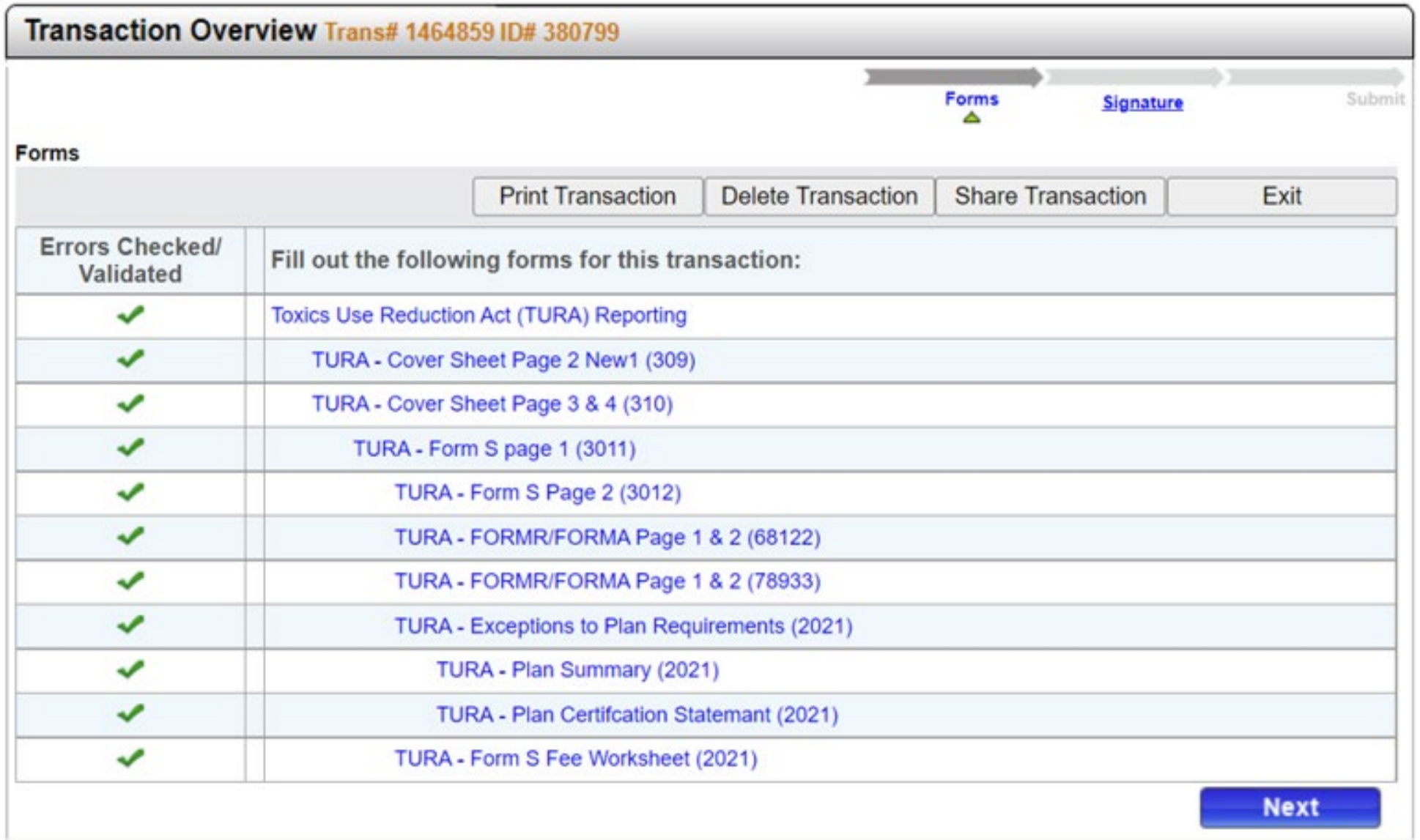


5. Wait 1 hour, and then click on the WORK IN PROGRESS tab
6. A **new transaction #** and transaction is now created. New Transactions start with the same information as previously submitted.

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



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



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

THANK YOU!