

Toxics Use Reduction Act Online Filing

Reports & Plan Information due on or before July 1 NEW FEATURES AS OF Reporting Year 2022







- **IF** you have not filed for the prior 3 reporting years, you can do so online* (provided that the facility is setup in the DEP database).
 - **IF** your facility is **brand new*** to the TURA Program please email the program and provide:
 - A) facility name, address, phone, contact person, tax ID#, TRI ID# (if known)
 - B) information regarding 1 production unit (#, description, process, product, unit of product, NAICS code)
 - C) once the background data is built, you'll be notified that you can proceed with electronic reporting
 - *be aware of the DEP self disclosure policy.

https://www.mass.gov/doc/baw-2017-01-tura-self-disclosur enforcement-policy-january-2017/download



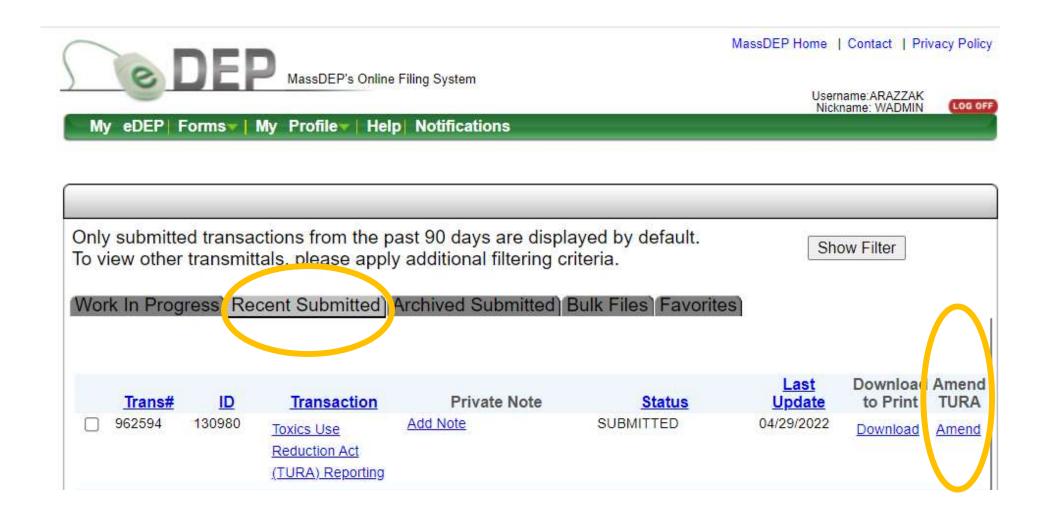


- 2) As of the 2022 reporting year, any revisions or corrections that need to be made to your submittals will be completed by the facility using eDEP's AMEND system. DEP staff will no longer be able to make changes or corrections to your data.
 - Log in to your eDEP page
 - Locate your submittal
 - In the list/tab of Recent Submitted, Click on AMEND
 - Go to Work in Progress
 - Identifiy the *new transmittal*
 - Make your corrections/changes (revalidating all required forms after your corrections/changes)
 - **SUBMIT**





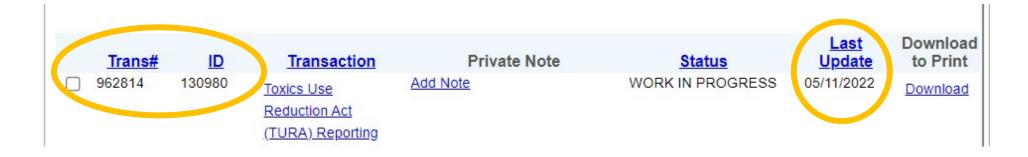








1 hour after clicking on AMEND, you will have a NEW transaction and new transaction # appearing in your WORK IN PROGRESS list of transactions.



- CLICK on the new transaction, make your changes/corrections as needed. RE-validate all pages/screens as needed
- SUBMIT the new transaction.





Document your calculations & Why the changes were necessary







You will have to re-sign the submittal

TURA - Form	S Fee Workshee								
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Several certification / signature lines appear. Please **PRINT** this screen & certification screens and the paper forms, keep for your facility records.

The signatures on this screen will fill-in at the appropriate places on earlier screens/forms





Electronically Submit your report

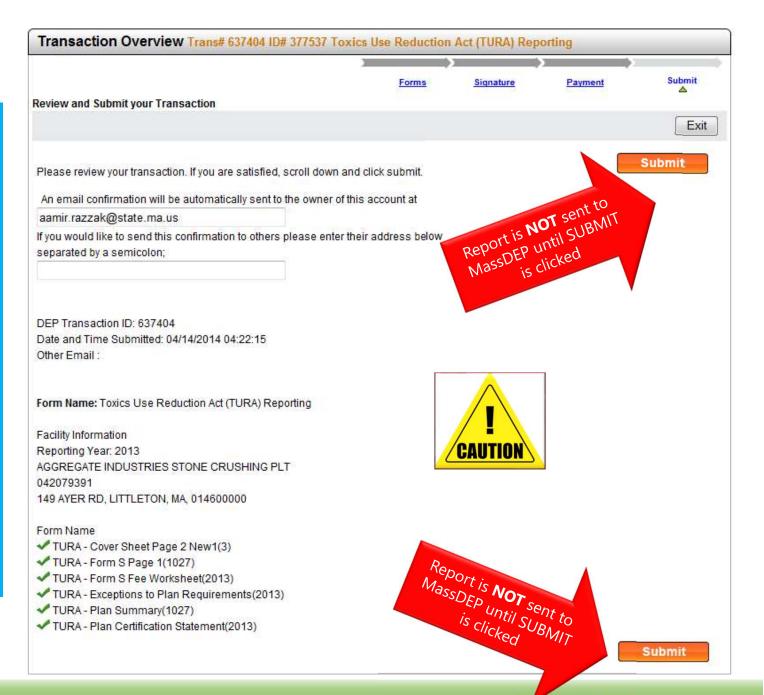
















If you do NOT click on the **Submit** button, MassDEP will NOT receive the information.

If MassDEP does not receive the information by the deadline, there is a \$1000 late fee.

Additional FINES may apply as well.







