eDEP/TURA ONLINE FILING
Line by Line TIPS
2017 Reporting Year

Contents

ONLINE TURA REPORTING 2
If you filed under TURA previously 3
Obtain your ID numbers. 3
Note to first-time filers: 3
Procedures for facilities reporting for the first time. 3
INFORMATION REGARDING FILING TOXICS RELEASE INVENTORY (TRI) FORM RS 3
LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED 3
ONLINE PAYMENT OPTION FOR TOXICS USE FEE 4
BASIC INFORMATION 5
ASSISTANCE CONTACTS and PHONE NUMBERS 5
OPERATING SYSTEM REQUIREMENTS 5
What are the minimum requirements for using the eDEP online system? ... **Error! Bookmark not defined.**
WEB SITE ADDRESS 5
NEW USER REGISTRATION 6
GENERAL PRACTICE PLANNERS or other users 6
EXISTING USERS 6
COMPLETING THE FORMS 7
FORM NAVIGATION AND BUTTONS 8
PRE-FORM 9
Line by Line TIPS 11
Form S Cover Sheet (Section 3: Chemicals previously reported that are not reportable this year) (1 SCREEN) 12
Form S Cover Sheet (Section 4: Facility-Wide Listing of Production Units) 12
Unique MassDEP 4-digit 'CAS' Numbers: 13
Toxics Use Report Form S Chemical Use Facility-Wide 14
Toxics Use Report Form S ..... **Error! Bookmark not defined.**
Section 4 – Use by Production Unit ..... **Error! Bookmark not defined.**
State-Only Form R/A 15
Toxics Use Fee Worksheet - Invoice 16
Signature screen 16
Payment 16
Submit screen 17
Receipt screen 17

Contents

..... 2
ONLINE TURA REPORTING 2
If you filed under TURA previously 3
Note to first-time filers: 3
INFORMATION REGARDING FILING TOXICS RELEASE INVENTORY (TRI) FORM RS 3
LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED 3
ONLINE PAYMENT OPTION FOR TOXICS USE FEE 4
I. BASIC INFORMATION 5
ASSISTANCE CONTACTS and PHONE NUMBERS 5
OPERATING SYSTEM REQUIREMENTS 5
What are the minimum requirements for using the eDEP online system? ... **Error! Bookmark not defined.**
WEB SITE ADDRESS 5
II. NEW USER REGISTRATION 6
GENERAL PRACTICE PLANNERS or other users 6
III. EXISTING USERS 6
IV. COMPLETING THE FORMS 7
FORM NAVIGATION AND BUTTONS 8
PRE-FORM 9
Line by Line TIPS 11
Form S Cover Sheet (Section 3: Chemicals previously reported that are not reportable this year) (1 SCREEN) 12
These questions are optional. The intent of this form is that chemicals that were reported for 2016 that are NOT reportable for 2017 are to be entered. 12
Enter valid CAS # (or DEP category #). TRI chemical category codes (n230 for example) are **NOT** allowed in the eDEP-TURA system. Refer to the Toxics Use Reporting Appendix B for the correct DEP 4-digit code numbers for categories. http://www.mass.gov/eea/agencies/massdep/toxics/approvals/forms-and-online-reporting.html 12
Form S Cover Sheet (Section 4: Facility-Wide Listing of Production Units) (1 SCREEN) 12
Unique MassDEP 4-digit 'CAS' Numbers: 13
Toxics Use Report Form S Chemical Use Facility-Wide (1 SCREEN) 14
Toxics Use Report Form S 15
Section 4 – Use by Production Unit 15
State-Only Form R/A (4 pages per CAS# or more as needed) 15
Toxics Use Fee Worksheet - Invoice (1 screen) 16
Signature screen (1 screen) 16
Payment 16
Submit screen (1 screen) 17
Receipt screen (1 screen) 17

ONLINE TURA REPORTING

Facilities are urged to file online via the eDEP system. More than 95% of TURA facilities do so.

Advantages

- ✓ Complete forms more quickly and easily, as many data fields will fill themselves in or pre-populate based on prior years' submittals.
- ✓ The system completes the Fee Invoice automatically.
- ✓ Avoid improperly completed forms through data entry controls.
- ✓ **No** paper forms have to be submitted.
- ✓ Easy to Set up!

If you filed under TURA previously

Register online with eDEP at www.mass.gov/dep and click on eDEP Online filing. It takes about 15 minutes to sign up online and receive confirmation by email. To register you will need your MassDEP Facility ID# and TAX ID# (FEIN/TIN). Please contact MassDEP-TURA at 617-292-5982 if you need to obtain your ID numbers.

Note to first-time filers:

There a special procedures for facilities reporting for the first time. Just submit a Form S Cover Sheet (paper copy) in advance and DEP will set things up so you have access the eDEP system. In this case, please contact Walter Hope of MassDEP at 617-292-5982 to make arrangements to enable electronic TURA filing.

INFORMATION REGARDING FILING TOXICS RELEASE INVENTORY (TRI) FORM RS

If you submit Federal TRI Form Rs to EPA via the TRI-ME web, those forms are sent directly to the Department via EPA's Central Data Exchange (CDX). Using the TRI-ME system fulfills the TURA Form R filing requirement.

You must still submit TRI Form Rs to MassDEP IF your facility:

- Submits Federal TRI Form Rs to EPA via paper
- Is a first time TRI filer
- Is required to submit a "State-Only Form R" to MassDEP. State-Only Form Rs are required when the facility:
  - Is in an industrial sector (NAIC code) that is covered by TURA but not the Federal TRI program.
  - Uses a chemical that is covered by TURA but not the Federal TRI program. Remember to submit a separate Federal Form R to the EPA TRI program.)
  - Uses a chemical that is covered by both TURA and the Federal TRI but where the qualifiers differ. (Remember to submit a separate Federal Form R to the EPA TRI program.)
  - Uses a TURA "higher hazard" chemical in an amount greater than the TURA reporting threshold, but less than the Federal reporting threshold. (The TURA threshold for higher hazard chemicals is 1000 pounds for non PBts and 100 lbs, 10 lbs, or 0.1 gram, for PBTs, depending on the specific PBT chemical.)

LIST OF CHEMICALS FOR WHICH A STATE ONLY FORM R/A WILL BE AUTOMATICALLY GENERATED		
cas	name	Category Explanation
1004	Cadmium Compounds	Higher hazard as of reports covering CY2008
1216	Chromium Compounds – Hexavalent only	Higher hazard as of reports covering CY2014
1217	Chromium Compounds – non hexavalent	TURA has qualifiers that EPA TRI 313 lacks – TURA covers only non Hexavalent chromium compounds
5000	Formaldehyde /methylene oxide	Higher hazard as of reports covering CY2014
79016	Trichloroethylene	Higher hazard as of reports covering CY2008
123319	Hydroquinone	TURA has qualifiers EPA TRI 313 lacks – TURA covers amount manufactured only as of reports covering CY2002
127184	Perchlorethylene /Tetrachloroethylene	TURA Higher hazard as of reports covering CY2009
7439965	Manganese	TURA has qualifiers EPA TRI 313 lacks – TURA covers only the pure metal and aerosol alloys as of reports covering CY1995
7440020	Nickel	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440224	Silver	TURA has qualifiers TRI 313 lacks - report only if copper alloy aerosol as of reports covering CY2002
7440439	Cadmium	TURA Higher hazard as of reports covering CY2008
7440473	Chromium	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440484	Cobalt	TURA has qualifiers EPA TRI 313 lacks – TURA covers only pure form and aerosol alloys as of reports covering CY1995
7440666	Zinc	EPA TRI 313 has qualifiers that AT TURA lacks –TURA covers all forms
7647010	Hydrochloric acid	EPA TRI 313 has qualifiers that AT TURA lacks –TURA covers all forms
7664939	Sulfuric acid	EPA TRI 313 has qualifiers that AT TURA lacks –TURA covers all forms
7723140	Phosphorus	EPA TRI 313 has qualifiers that AT TURA lacks –TURA covers all forms
8014957	Oleum (fuming sulfuric acid, sulfuric acid mixture with sulfur trioxide)	EPA TRI 313 has qualifiers that AT TURA lacks –TURA covers all forms
65357622	Copper	TURA has qualifiers TRI 313 lacks – TURA covers only if in silver alloy aerosol as of reports covering CY2002

If you are using eDEP and one of the factors listed above applies, a State only Form R (or A) will be automatically presented to you on line. If you are submitting a paper TURA report, then you must fill out the Federal TRI form and submit it along with your Form S. If the substance is also reportable under TRI you will need to file a separate TRI form with EPA.

TOXICS USE FEE – NEW PAYMENT SYSTEM FOR 2017 REPORTS

Facilities that file their toxics use report via eDEP will be sent a paper invoice. Online payment at the time of TURA Report submittal is no longer an option.

Payment is due 30 days after the invoice date. Late payment will be subject to a $1,000 late fee.

NEED ADDITIONAL INFORMATION ON EDEP TURA REPORTING?

Contact Walter Hope at MassDEP (617) 292-5982 or Walter.Hope@state.ma.us

I. BASIC INFORMATION

INTRODUCTION

This Line by Line TIP sheet provides you with helpful information for registering and filing online the Massachusetts DEP Toxics Use Report (Form S and Form R). In addition to this TIP document, you should consult the following instructions for completing the forms in the Toxics Use Report:

1) Toxics Use Reporting Instructions
   http://www.mass.gov/dep/toxics/approvals/turforms.htm *

2) Toxics Use Reporting Appendices
   http://www.mass.gov/dep/toxics/approvals/turforms.htm *

3) U.S. EPA Toxics Release Inventory Reporting Instructions
   http://www.epa.gov/tri/report/index.htm

ASSISTANCE CONTACTS and PHONE NUMBERS

- Technical Help/Systems Access and software assistance - Help Desk 617-556-1111*
- eDEP/TURA assistance Walter.hope@state.ma.us 617-292-5982
- TURA Reporting Requirements Lynn.Cain@state.ma.us 617-292-5711
- Office of Technical Assistance and Technology (OTA) - Assistance with completing toxics use report 617-626-1080

OPERATING SYSTEM REQUIREMENTS

SYSTEM LIMITATIONS

The system is not configured for reporting a parent chemical in one situation and a compound in another (e.g., ammonia and ammonium nitrate). Facilities in this situation should still file on paper. The eDEP system also will not allow filing of Trade Secret submittals**. Paper filing is required for Trade Secret un-sanitized submissions. The Sanitized files can be submitted via eDEP. Trade Secret Filers should contact Lynn Cain for further instructions.**

SAVING YOUR WORK

The eDEP/TURA system is an online or web-based (internet) reporting system. Data you enter is stored on State operated computers, and cannot be stored or saved on your on-site computers or storage devices.

WEB SITE ADDRESS

To access eDEP Online Filing, go to **https://edep.dep.mass.gov/DEPlogin.aspx**

and click on **eDEP Online Filing**. (on the right-hand side of the screen)

TIMING

Plan ahead of time to avoid rushing at the last minute. Online submittals must be submitted on or before July 1, 2018.

Over 95% of filers used the online system to complete their 2016 eDEP/TURA Filing.

II. NEW USER REGISTRATION

To use the eDEP system, you must first register to obtain access. The registration process can be completed on-line and does not require a paper submittal to MassDEP.

Step 1 of 2 - Create Your Account

Complete the required fields. Write down your user name, password and nickname. When completed, press

to move forward.

Step 2 of 2 - How will you use eDEP?

Select 'Yes' if one or more of the items describe you or how you will use eDEP. Press

to continue.

> *Your company will need to decide on the appropriate person(s) to be given access to this system. TURA forms must be signed by a senior management official. A manager may decide to be the officially registered user and share their username and password.* ***Regardless of who is using the system, the person who is registered online will be the person responsible for the online filing****.*
>
> *You may wish to review your company policies regarding using and sharing user names and passwords as well as review the eDEP terms of use agreement.*
>
> *Please choose the 'I am an individual' option. It is* ***not*** *recommended that you select the administrator option for registering, since this requires a notarized signature.*

GENERAL PRACTICE PLANNERS or other users

- General Practice Planners that do NOT work for your company also may register online to complete your Toxics Use Report; you can provide them with document creator authority *(a facility representative would need to have signature authority, just as with a paper submittal).*
- In order for a PLANNER to work (to any degree) on the submission, the FACILITY MUST create the document online, and then **SHARE** with the PLANNER by indicating so using the PLANNER's **Nickname**.

III. EXISTING USERS

If you are already registered with the eDEP Online Filing system, you can login to the site using your username and password and immediately start working on your submittal.

WEB SITE ADDRESS

Access DEP Online Filing at **https://edep.dep.mass.gov/DEPlogin.aspx**

FORGOT YOUR USERNAME OR PASSWORD?

If you forgot your username or password, contact the Helpdesk at 617-556-1111 or email EEA.ServiceDesk@MassMail.State.MA.US for assistance. If you forgot your password, click on the 'forgot username or password?' line under the login box (shown above) and follow the directions.

IV. COMPLETING THE FORMS

REPORTING INSTRUCTIONS

It is essential that you consult the following additional instructions for completing these Toxics Use Report forms:

- Toxics Use Reporting Instructions and Appendices
  https://www.mass.gov/guides/massdep-toxics-use-reduction-program

- US EPA Toxics Release Inventory Reporting Instructions
  http://www.epa.gov/tri/report/index.htm

The eDEP/TURA system requires the use of certain codes such as Toxics Use Reduction Technique codes, Quantity of materials stored on-site codes, process codes, and DEP-specific CAS-type numbers for chemical categories or compounds. Many of these codes are now found using the "Select" pick-lists next to each necessary fields. DEP-specific CAS#'s are found on our web page (listed above).

SELECTING THE FORM

Upon logging into the system, you will be presented with a screen titled 'my homepage'. In the upper right-hand corner, click on 'Start New' (i.e., move your mouse and cursor to the text 'start new' and click.)

SELECTING ONLINE FORMS

Next you will be presented with a screen titled 'online forms'. Using the first (top) drop-down menu, click on the down arrow. A list of forms will appear; scroll down to TURA-Form S Information. This is the only "Form" that will appear at this time (see below "HOW THE FORMS WORK") for more information.

Click on the Create Form button. Please be sure to have selected TURA-Form S Information prior to clicking on the Create Form button. If you have not, go back to the dropdown menu and select the correct forms.

HOW THE FORMS WORK

Completing forms in the eDEP/TURA system is a linear process. The forms must be completed in a specific order. The order of completion is:

1) Pre-Form;
2) Form S Cover Sheet Section 1-2;
3) Form S Cover Sheet Section 3;
4) Form S Cover Sheet Section 4;
5) Form S Sections 1-4;
6) State-Only Form R/A (if applicable);
7) Planning Summary Selection Form
8) EMS/RC/TUR Plan Summary Forms
9) Toxics Use Fee Worksheet;
10) Signature screen;
11) Submittal;
12) Receipt and printing of submittal receipt;
13) Copy of Record (COR)

Information that you provide on forms such as the Pre-form (screen) provide information on forms that appear later in the process. Chemicals that are added onto the Form S Cover Sheet Section 3 will trigger the creation of Form Ss that correspond to those chemicals.

Notes on chemicals used in waste treatment:

- *If you have indicated on the Form S Cover Sheet that ALL chemicals are used to treat waste, a Form S Cover Sheet Section 4 will NOT be presented to you. A blank Form S will be created, and will only require you to complete Sections 1-3, but not Section 4.*

- *If you report on multiple chemicals, and one chemical is used ONLY in waste treatment, then this will require the creation of a 'dummy' production unit on the Form S Cover Sheet Section 1-4. This 'dummy' production unit is ONLY created as a placeholder and to create a trigger to generate a Form S Section 1-4 for the wastewater treatment chemical.* ***DEP does not consider wastewater treatment to be a production unit.***

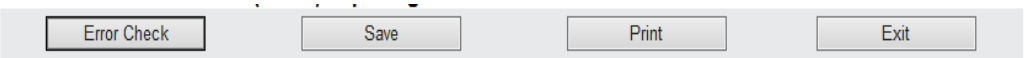
FORM NAVIGATION AND BUTTONS

You may navigate or move around the forms using either your mouse and cursor or the tab button (do not use the your browser 'back' button to navigate from page to page).

and

should be used to move forward to the next part of your submittal. When you are in the Related Forms screens, you will see a listing of the forms that the system is working on. A ✓ to the left of the form description indicates that the form has been completed and validated, while a ▸ next to the form description indicates that the form is cued up and is prepared for use. Use the

to move forward. The list of Related Forms will expand as you complete the various forms. The **Related Forms** screen is a sub-set of the **My Current Submittal** screen.



Error Check: Does what "Validate" previously did – but for the entire screen / family of forms

Save: Saves entries to the page you are viewing.

Print: Prints only the page that you are viewing.

Exit: Exits the screen you are on without affecting any prior input – does NOT save any data that has been added/changed.

PRE-FORM

The next screen that appears is titled the Pre-Form: TURA - Form S Information.

Please note that you CANNOT return to this screen after you have clicked on the NEXT button.

The Pre-Form has ONLY the Facility Tax ID# and MassDEP Facility ID# fields.

Please input your facility's Tax Identification Number (TIN). This also is known as your Facility's Federal Employer Identification Number (EIN). Contact walter.hope@state.ma.us if you do not have this number.

Please input your DEP Facility ID Number. Contact walter.hope@state.ma.us if you do not have this number.

If your Facility ID Number and/or Tax ID# are not already in our database (at all, or if it is incorrect), you will presented with an error message. In this case please contact Walter Hope at **Walter.Hope@state.ma.us**. The database will be corrected, and the system should be able to function correctly within 1 business day after the correction is implemented.

Facilities that are entirely new (in name, location, or operation) to the TURA Program and have NEVER filed TURA Reports previously can only use the online reporting system if they provide certain information to MassDEP to set up an account prior to filing their report. Please contact Walter Hope at **walter.hope@state.ma.us** for more information.

Please indicate whether or not your filing is **Trade Secret** by responding yes or no using the yes or no button (click on the appropriate answer using your mouse). **Please note the eDEP/TURA system will not allow Trade Secret submittals – those must be submitted via paper filing**.

Please note that you CANNOT return to this screen after you have clicked on the NEXT button.

Upon correct completion of these questions, please click on the

button to move forward. If you have made an error prior to clicking on the next button, please correct the error.

Federal Form Rs: If you submitted a Federal Form R to U.S. EPA via TRI-MEweb, your Form R will be automatically submitted to DEP via EPA's Central Data Exchange System. **In that case you do not need to submit a Federal Form R to DEP.**

There may be some instances where you would need to complete a Federal Form R as well as a State Form R.

'My Current Submittal Transaction ID' – with a number will appear next. The transaction ID number is the unique identifying number for the submittal that you are working on. To continue with the process, click on

.

If you wish to grant access to this submittal to another person(s), click on the gray box on the right-hand side 'I would like to: ***Share this submittal'****. Follow the instructions for sharing. You will have the opportunity to select a role for the person(s) you are sharing the submittal with as well as the ability to limit the time frame (number of days) that the sharing process can continue. Please note that after a submittal has been submitted, it cannot be changed using the eDEP/TURA system.*

1. eDEP/TURA system works on any browser

2. eDEP/TURA system uses a Combination of screens and "blocks" to build your submittal

3. The TURA report is divided into screens: each of the steps listed previously is its own screen

4. Screens have required data elements. Some data elements will be arranged in blocks. This is to accommodate companies that need to provide the data on more than one chemical, production unit, treatment process, etc.
    1. The first block is always provided. Select "edit" to enter the information, and "update" to save it
    2. To add an additional block click the <add> button
    3. Blocks may have sub blocks
5. When all of the required data for the screen (and all blocks) has been entered, click on "error check and next" to save the data and move to the next screen.
6. The next form/screen will be offered once you have corrected all errors

As mentioned previously above, the system architecture uses a system of screens, and unique blocks. Some screens have no BLOCKS, others have one or more (as needed) blocks.

1. If more than one BLOCK is needed, click on ADD (chemical, process code, etc) as needed.

2. THEN "open" each block by clicking on EDIT, enter the information,

3. Then when each block is complete, click on UPDATE.

4. See the image below as an example

Line by Line TIPS

Form S Cover Sheet (Section 1: General Information and FTE Count (# of employees) (1 screen)	a) Section 1 is completed automatically; if the address does not match, please contact DEP a) If the Tax ID number is wrong, please contact DEP b) If the TRI ID number is wrong, please contact DEP c) question 'h' Are ALL the chemicals included in this report used ONLY to treat waste or control pollution? d) Select the correct # of employees (FTE) (2000 hrs = 1 FTE) e) You can correct this page if needed, BUT ALL pages that follow will need to be ERROR CHECKED again. f) Section 1 is completed automatically; if the address does not match, please contact DEP b) If the Tax ID number is wrong, please contact DEP g) If the TRI ID number is wrong, please contact DEP h) question 'h' Are ALL the chemicals included in this report used ONLY to treat waste or control pollution? i) Select the correct # of employees (FTE) (2000 hrs = 1 FTE) j) You can correct this page if needed, BUT ALL pages that follow will need to be ERROR CHECKED again

<u>Form S Cover Sheet (Section 3:</u> Chemicals previously reported that are not reportable this year) (1 SCREEN)	*These questions are optional. The intent of this form is that chemicals that were reported for 2016 that are NOT reportable for 2017 are to be entered.* ***Enter valid CAS # (or DEP category #).*** *TRI chemical category codes (n230 for example) are* ***NOT*** *allowed in the eDEP-TURA system.* ***Refer to the Toxics Use Reporting Appendix B for the correct DEP 4-digit code numbers for categories. https://www.mass.gov/lists/massdep-toxics-use-reduction-policies-guidance***
<u>Form S Cover Sheet (Section 4:</u> Facility-Wide Listing of Production Units) (1 SCREEN) ALL PRODUCTION UNITS WILL APPEAR ON THIS SCREEN, Scroll DOWN to see all of your Production Units.	a) Make sure the production units that are pre-populated on-screen match up with the production units you are reporting on this year. If you need to add a production unit, see section e) below. ALL PRODUCTION UNITS WILL APPEAR ON THIS SCREEN, Scroll DOWN to see all of your Production Units. **b)** This is a **<u>linear process</u>, and does NOT allow you to skip a production unit.** c) If you are NOT using a production unit for this reporting year, please check the **no** box below "a" in the left hand column. <u>If there are production units that are on record that will never be used again</u>, please contact Walter.Hope@state.ma.us with the production unit number(s). These production units can be terminated. This process must be completed BEFORE you start a transaction. d) If your chemical USE in a production unit is BELOW threshold, please check the **no** box (indicating that this production unit is NOT in use this reporting year). While the production unit may be in use, if the chemical used IN the production unit is below threshold, it does not need to be mentioned. e) If you need to **add a NEW production unit** to your facility's description, please the ADD PRODUCTION UNIT BOX at the bottom LEFT of the screen. Doing this will present you with a BLANK production unit BLOCK that must be completed. You will need to assign the NEW production unit a NEW identifying number that has not been used in the past. If you get an error message that says the production unit number is already in use, please select a new, unique, previously un-used number. f) The process and product description (boxes "b" & "c") **<u>cannot be edited or changed</u>**. If you need to change the production unit, a new production unit must be created. Refer to the Toxics Use Reporting Appendix I for further information. See line e) above. g) Ensure that all chemicals reported in the production unit pages are reportable for the filing year. If a chemical is entered in error, the chemical Form S can be deleted, which then triggers a need to re-validate the submittal. Do NOT enter in chemicals that have been used if their TOTAL USE was below reportable thresholds. h) Production Unit numbers cannot be 'reused' or changed. If you need to add a NEW production unit, see e) above. **i)** SIC (Standard Industrial Classification Codes) have been phased out. **NAICS** (North American Industrial Classification System) 6-digit codes are now required. NAICS Codes can be found in the Toxics Use Reporting Appendix A, or access the US Census Department web page: http://www.census.gov/epcd/www/naics.htm

NOTE

Unique MassDEP 4-digit 'CAS' Numbers:

Several new TURA chemical identifiers have been added for the following (please refer to Appendix F in the TURA Reporting Instructions):

Identifier #	Chemical name
1000	ANTIMONY COMPOUNDS
1001	ARSENIC COMPOUNDS
1002	BARIUM COMPOUNDS
1003	BERYLLIUM COMPOUNDS
1004	CADMIUM COMPOUNDS
1005	CHLORDANE (TECHNICAL MIXTURE AND METABOLITES)
1006	CHLORINATED BENZENES
1007	CHLORINATED ETHANES
1008	CHLORINATED NAPHTHALENE
1009	CHLOROPHENOLS
1010	CHLORINATED PHENOLS
1011	CHLOROALKYL ETHERS
1012	CHROMIUM AND COMPOUNDS
1013	COBALT COMPOUNDS
1014	COKE OVEN EMISSIONS
1015	COPPER COMPOUNDS
1016	CYANIDE COMPOUNDS
1017	DDT AND METABOLITES
1018	DICHLOROBENZIDINE
1019	DIPHENYLHYDRAZINE
1020	ENDOSULFAN AND METABOLITES
1021	ENDRIN AND METABOLITES
1022	GLYCOL ETHERS
1023	HALOETHERS
1024	HALOMETHANES
1025	HEPTACHLOR AND METABOLITES
1026	LEAD COMPOUNDS
1027	MANGANESE COMPOUNDS
1028	MERCURY COMPOUNDS
1029	NICKEL AND COMPOUNDS
1030	NITROPHENOLS
1031	NITROSAMINES
1032	ORGANORHODIUM COMPLEX (PMN-82-147)
1033	PHTHALATE ESTERS
1034	POLYBROMINATED BIPHENYLS (PBBS)

1035	POLYNUCLEAR AROMATIC HYDROCARBONS
1036	SELENIUM AND COMPOUNDS
1037	SILVER AND COMPOUNDS
1038	THALLIUM AND COMPOUNDS
1039	ZINC AND COMPOUNDS
1040	POLYCYCLIC AROMATIC COMPOUNDS
1041	VANADIUM COMPOUNDS
1045	POLYCHLORINATED ALKANES
1050	DIISOCYANATES
1060	DIOXIN AND DIOXIN COMPOUNDS
1065	VANADIUM COMPOUNDS
1090	NITRATE COMPOUNDS
1095	SILICA, CRYSTALLINE (RESPIRABLE, <10 MICRONS)
1101	FINE MINERAL FIBERS
1102	ORGNANORHODIUM COMPLEX
1103	POLYORGANIC MATTER
1213	ETHYLENEBISDITHIOCARBAMIC ACID, SALTS AND ESTERS (new)
1216	CHROMIUM COMPOUNDS - HEXAVALENT ONLY (**beginning in reporting year 2014**) NEW CODE#
1217	NON-Hexavelent (category) NEW CODE#
1228	CREOSOTE (new)

<u>Toxics Use Report Form S Chemical Use Facility-Wide</u> (1 SCREEN)

ALL Form S information for all of your chemicals will appear on this screen. Scroll DOWN to view and complete each chemical BLOCK one-at-a-time (EDIT, enter data, then UPDATE).

a) Complete Section 1: items c-g with whole numbers unless the reportable chemical is a PBT (then ½ pound increments are allowed), or dioxin (then values should be entered in grams. Please note that if more than 99 grams are entered, a warning message will be presented since high amounts of dioxin are unusual.) Blanks are not allowed (enter the number 0). Please enter the Production Ratio as required. Please explain very low or very high Production Ratios in the notes section which will appear ONLY if "triggered or required".

b) Complete Section 2: items a-f are required fields. Enter in either whole numbers or '0' (zero) as appropriate.

c) Section 3: is the chemical used to treat waste or control pollution? If on the Form S Cover Sheet you selected YES to the question are ALL of the chemicals used to treat waste, then this (Section 3) will automatically be checked off as YES. In this instance, box c.2 (are there more chemicals to report) may be checked to YES if needed. If on the Form S Cover Sheet the answer was NO, then this box (Section 3.a) MAY be checked YES or NO, and box 3.c.2 may NOT be changed.

d) Checking box 3.c.1 as YES will trigger a NOTES page that will appear on the SCREEN for any and all notes related to the chemical or production units using the chemical.

e) **DELETING** this form – if a chemical appears and you did not use this chemical over the reporting thresholds, you will need to go back to the production unit (Form S Cover Sheet Section 4 (see above)), and delete all reference to the chemical CAS #. You will then need to re-ERROR CHECK and NEXT all pages that follow the Form S Cover Sheet and any forms that fall below (or are associated with that form).

Toxics Use Report Form S **Section 4 – Use by Production Unit** **USE and BYPRODUCT (1 SCREEN)** ALL Form S information for all of your chemicals will appear on this screen. Scroll DOWN to view and complete each chemical BLOCK one-at-a-time (EDIT, enter data, then UPDATE).	**a) Production unit #'s may be entered ONLY if they are associated with the Form S Cover Sheet Facility-Wide Listing of Production Units.** b) The quantity of chemical code (1-5) c) Answer c as appropriate **d) Only enter in process codes that correspond to the chemical and production unit as previously entered on the Form S Cover Sheet (Production Unit) -** Select Process Codes & Technique Codes using the SELECT buttons, double click on the appropriate code when the list of codes appears e) If additional production units are using this chemical, indicate so by selecting YES at box 'i' at the bottom of the page. f) Please note: if ALL chemicals are used ONLY to treat waste (as selected on the pre-form), then the Section 4 Toxics Use by Production Unit form will not appear.
State-Only Form R/A (4 pages per CAS# or more as needed)	a) This form is presented ONLY if the chemical is a TURA ONLY reportable chemical, or if the facility is a TURA ONLY reporting facility. *b)* **If you are filing your Form R electronically with EPA, you do not need to submit it separately to DEP. You only need to submit State-only Form R/As if you are reporting chemicals under TURA that are not reportable to TRI (e.g., TURA-only NAICS code or TURA-only chemical, or a unique TURA reportable variation of a chemical).** *There may be occasions where you will be asked to complete a State Form R/A as well as a Federal Form R/A.* c) Codes and instructions for completing this form are found in the EPA TRI Instructions. d) Check n/a as appropriate. Codes used on the State-Only Form R/A can be obtained at http://www.epa.gov/tri e) Section 7A (onsite Waste Treatment Methods) is a BLOCK system – if multiple BLOCKS are needed, add as many BLOCKS as needed prior to completing data entry. EDIT to start & when you have completed entry of each block, then UPDATE to save and complete the next block.
Plan Summary Submittal Selection Form	a) Select EMS, RC, TUR, or RC Update AND TUR b) Or indicate that the facility is expected to close this calendar year (2018).

EMS Summary Form	a) Complete the form as indicated. b) Complete the Certification Screen as indicated
RC Summary Form	a) Complete each "targeted asset" as selected. Each asset will be shown on the SCREEN, scroll down to view each asset. b) Complete the Certification Screen as indicated
TUR Summary	a) Complete the form as indicated. b) Complete the Certification Screen as indicated
RC Update & TUR Summary	a) Complete the forms as indicated. b) Complete the Certification Screen as indicated
Toxics Use Fee Worksheet - (1 screen)	a) Completed automatically **b) TUR Fee Worksheet.** c) If you are reporting on BOTH a parent metal and a metal compound (i.e., lead and lead compounds), the system will automatically generate a Toxics Use Fee Worksheet for BOTH chemicals. Please email or write to Walter.Hope@state.ma.us if that this is the case. d) Print the Fee Worksheet and use this for your own internal 'backup' to process your payment. The invoice will be mailed at a later date. e) Check off each of the 3 boxes on the Certification Statement f) Please understand what each checkbox represents, you are: g) Confirming that the information submitted is true & accurate; h) Confirming that you understand there are penalties for willful or intentional submission of false or incomplete information; i) Agree to pay the fee as required. j) Enter the name of the certifying official with title and email address
Signature screen (1 screen)	a) Check the boxes to indicate that the information is correct and accurate (as indicated by the text.) b) Enter in the name of the responsible official who is submitting the information. c) Press accept (at the bottom of the page) Once this has been done, the 'signatures' will populate/appear in the signature lines of the Fee Worksheet form & appropriate Planning Certification signature(s).
Payment **NOTE 2017 payment change**	Payment of TURA Fees cannot be made at the time of reporting submittal: a) **2017 TURA Invoices will be mailed to facilities.** b) **Facilities that do not submit the toxics use fee payment 30 days after date of the invoice will be subject to a $1,000 late fee.** c) **Do NOT send a check until you have received an invoice from MassDEP. Electronic payments are no longer possible.**

Submit screen (1 screen) 	**ONCE YOU PRESS SUBMIT the information has been SENT to DEP. DO NOT PRESS** submit unless you are ready and you are sure that your submittal is correct and accurate. (After eDEP submittal, corrections can only be made via paper submittal.) **IMPORTANT: IF the SUBMIT button is not clicked, and you do not receive a receipt, you have NOT submitted the report. If you are not sure whether you have submitted your report, please contact DEP to confirm.** **Late submittal of your report is subject to a $1000 late fee.**
Receipt screen (1 screen)	A data submittal receipt screen will appear. The receipt includes your transmittal number. Please print this and keep for your files as your proof of submittal.
NEW **COR Email**	New for 2017 – you will receive an email with a "Copy of Record" (COR). This is your electronic receipt for submitting the report. Clicking on the link will provide you with a copy of the report that you submitted to DEP. You can also log into your eDEP account and retrieve your account online.
COR	The COR Manifest for Transmittal # will provide you with XML Formatted receipts (in columns) as well as Composite prints of the form(s), the submission receipt and the signature "instrument" showing the username of the person(s) who "signed" the form(s), as well as the date and time.