2017 Toxics Use Reduction

eDEP Training

Reports due July 2, 2018
(due to the weekend)

Fee due 30 days after billing receipt
MassDEP Contacts

- Email questions to Walter.Hope@state.ma.us

- **eDEP System Help (& username)**
  - Help Desk 617-626-1111
  - Passwords & Usernames?
    - ONLY YOU have access to Passwords

- **TURA Online Filing:**
  - Walter Hope 617-292-5982

- **TURA policy related questions**
  - Lynn Cain 617-292-5711
Office of Technical Assistance and Technology (OTA)
- Confidential On-Site Technical Assistance
- 617-626-1080 or http://www.mass.gov/envir/ota/

Toxics Use Reduction Institute (TURI)
- Research and Training
- 978-934-3275 or http://www.turi.org/

U.S. Environmental Protection Agency (EPA)
- http://www.epa.gov/tri/
- EPA Hotline has been discontinued, email queries only
- CDX Helpdesk 888-890-1995 [mechanics, authorizations]
- TRI Data Processing Center 703-227-4199 tridpc@epacdx.net
- Questions [reporting questions, thresholds, chemicals, etc] https://ofmpub.epa.gov/apex/guideme_ext/f?p=104:1
• What information to have available
• Overview of the Form Structure
• Overview of the System Navigation
Have the following materials on hand before you begin your online filing:

- Online Filing Tips
- Previous year’s filing with changes noted
- Form S Instructions and Appendices
- Form R instructions
- Payment Info – NEW PROCESS
Steps in the Online TURA Reporting Process
Each step is a separate screen

1) Log In and Access TURA Reporting Forms
   a) Access DEP web page click on eDEP Online Filing
   b) Login Get User Name & Password
   c) Click on <Forms> then <Toxics and Hazards> then Toxics Use Reduction Act (TURA) Reporting

2) Pre-form START

3) Form S Cover Sheet (Sections 1-2: General Information and FTEs)

4) Form S Cover Sheet (Section 3: Chemicals no longer reported)

5) Form S Cover Sheet (Section 4/Production Unit Information)
Steps in the Online TURA Reporting Process
Each step is a separate screen

6) Form S (Facility-wide use of chemicals, Sections 1-3: chemical use amounts, materials accounting and waste treatment chemicals)
7) Form S (Production Unit Use of Chemicals, Section 4: production unit chemical use)
8) Form S Section 4: (notes)
9) State ONLY Form R/A (Sections 1, 4, 5, 6, 7, 8)
10) Plan Summary Submittal Selection
11) EMS/RC/TUR, TUR/RC Update
Steps in the Online TURA Reporting Process
Each step is a separate screen

1) DEP will mail an Invoice, payment is due in 30 days.

12) Fee Worksheet
13) Screen – Signatures
14) Payment Screens – NEW PROCESS
   1) DEP will mail an Invoice, payment is due in 30 days.
15) Receipt
16) Submittal
17) Printing - END
Document your calculations & source material
The system is **FORWARD** Built, or **NOT** built for going ‘backwards’

If you input information that was not required (enters in 4 chemicals, but only intended to enter 3, deleting chemicals will create “orphans” in the coding behind the scenes.) This will cause issues and *may corrupt* the file/submission. There is no easy way to correct this on the database ‘end’.

**Solution:** be sure to enter in **ONLY** chemicals that **MUST** be entered.
... Deleting, or changing a form that is connected to another can affect the entire submittal.

Warning: JavaScript Window -

You have asked to validate data that was validated previously. If this form contains any related forms (i.e., any child forms), those forms will be invalidated or marked for deletion.

* If a form is invalidated, you must go back and re-validate it, making any necessary changes to the data.

* If a form is marked for deletion, you no longer need the form to complete your submittal. eDEP retains it, however, until such time as you do complete the submittal. If you later change your data in such a way that you again need a form that has been marked for deletion, the form will be re-activated with your previous data.

This process ensures the integrity of the data that you are submitting to DEP.

Do you want to validate this form?

Yes  No
1. The eDEP/TURA system works on any browser
2. The eDEP/TURA system uses a combination of screens and “blocks” to build your submittal
Screens and Blocks

- The TURA report is divided into **screens**: each of the steps listed previously is its own screen.
- **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.
  - The first block is always provided. Select “edit” to enter the information, and “update” to save it.
  - To add an additional block click the <add> button.
  - Blocks may have sub blocks.
- 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.
- The next form/screen will be offered once you have corrected all errors.
Error Check: Checks for missing data entry 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.
Navigation Buttons Used in eDEP

Yes will save changes and will affect the relationships to all other screens that follow
No will NOT save any changes
Cancel will Exit the form and NOT save any changes
Toxics Use Reduction (TUR) Online Reporting

Any company that exceeds specific listed chemical thresholds, has at least ten full-time employees, and has a specific industrial code needs to file a TUR Report annually.

Must be submitted by the July 1 following the calendar year covered by the report.

eDEP Online Filing ➔
eDEP Online Filing

MassDEP’s secure site for submitting environmental permits, transmittals, certifications, and reports.

From eDEP you can fill out forms online, save your work and return to it later. You can submit your forms and payments to MassDEP electronically, then “sign” your submittals and print out receipts of your transactions. eDEP helps make filing with MassDEP easier.

What would you like to do?

Top tasks

- Login or Create Account ➔
- eDEP Contacts and Feedback ➔

OFFERED BY

Massachusetts Department of Environmental Protection ➔
Note: eDEP payment feature is unavailable on Internet Explorer browser until further notice. If filing an eDEP Form that requires payment of a fee, please enter the notification using the Google Chrome or Firefox browser. We apologize for the inconvenience and appreciate your patience.

Note: eDEP AQ Source Registration Package is unavailable while we convert to webforms. Facilities that are required to submit a 2016 SR package (due in 2017) will be mailed a SR Reminder Letter when the forms are available for use.

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- eDEP Help & Instructions
- What forms can I file in eDEP?
- eDEP Contacts & Feedback
Log in screen – New user

Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes.

New eDEP Features: Preview

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- What is eDEP & other FAQ's?
- What forms can I file in eDEP?
- Instructions for eDEP Forms
- eDEP Contacts & Feedback

New Facility/User (never filed with eDEP before?)
Pick the form to work on: ...

Click on <Toxics & Hazards>

Click on <Forms>
After picking the forms link...

**Toxics & Hazards**

**Instructions:** Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Toxics &amp; Hazards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asbestos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AQ 04 - Asbestos Removal Notification</td>
<td>This form is for providing notification 10 working days prior to the removal of any amount of asbestos.</td>
<td>Start Transaction</td>
</tr>
</tbody>
</table>
filers are often looking for **FORMS**, there is **not** a list of ‘forms’, but the Start transaction button begins the process of creating what must be completed.
Do you represent a business?
...(no)
-If the TIN (or FIEN, same #) # is entered incorrectly, OR in DEP’s database incorrectly, you will get a error code. The user needs to contact DEP and have the TIN# corrected.
-If you enter in the wrong DEP Facility ID, you will get an error message as well. **The DEP Facility ID# is your DEPF#, a unique number that has been assigned to your facility. It is NOT your phone, manifest, TRI (form R id), or transporter ID#).**
-If you enter in the #‘in reverse order, you will get an error message.
- The TIN# is entered without any ‘dashes’
- ONLY 2017 data can be input (prior year’s data must be provided by paper (forms from DEP)).

Trade Secret Filers (very few) will still check off the NO box, as you will submit ONLY Sanitized information.
The process is linear... the process begins
### Section 1: General Information

**Facility Name and Address:**

- **ABNAKI ROCK**
- **21 WINTER ST**
- **BOSTON, MA 02108-4747**

**City**

- ABNAKI ROCK

**State**

- MA

**ZIP Code**

- 02108-4747

**Are you making a trade secret claim for any information submitted in this COVER SHEET and/or Form S(s)?**

- [ ] Yes
- [ ] No

**If YES, attach a statement substantiating the claim. This copy is:**

- [ ] Sanitized
- [ ] Unsanitized

**Are all chemicals included in this Annual Toxics Use report used only to treat waste or control pollution? (if yes, then there are no production units associated with this facility).**

- [ ] Yes
- [ ] No

**Taxpayer Identification Number**

- 3507589799

**Toxics Release Inventory (TRI) Identification Number**

- 02125BHKRCK1W1

### Section 2: FTE Information

**The number of 'full time employee equivalents' (FTEs) (2,000 work hours per year = 1 FTE) that work at your facility.**

- [ ] 10-49
- [ ] 50-99
- [ ] 100-499
- [ ] Greater than 500

This is calculated as the sum of the total number of paid hours (including paid leave) for regular and part-time employees (including drivers, sales, and support staff), the hours spent onsite by contract employees and trades people, and employees from other sites under the same ownership divided by 2000.

If you have fewer than 10 FTEs you do not have to submit an Annual Toxic Use Report.
Document your calculations & source material
**If the name/address are not correct...**

**Solution:** contact DEP

(The Facility name is the name that the facility had during calendar year 2017.)

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**Section 1: General Information**

Facility Name and Address:

- ABNAKI ROCK
- 1 WINTER ST

**a. Name**

**b. Street Address**

**BOSTON**

**c. City**

**d. State**

**021084747**

**e. ZIP Code**

**f. Are you making a trade secret claim for any information submitted in this COVER SHEET and/or Form S(s)?**

- Yes
- No

**g. If YES, attach a statement substantiating the claim. This copy is:**

- Sanitized
- Unsanitized
Are ALL of your reportable chemicals used ONLY to treat waste or control pollution?

h. Are all chemicals included in this Annual Toxics Use report used only to treat waste or control pollution?  ○ Yes  ○ No
(if yes, then there are no production units associated with this facility).

i. Taxpayer Identification Number (Federal Employer Identification Number or FEIN)

j. Toxics Release Inventory (TRI) Identification Number
How do we determine what an “FTE” is? - USE EPA’s Q&A Document as a guide
FTE questions & answers # 21-48

Section 2: FTE Information

a. The number of "full time employee equivalents" (FTEs) (2,000 work hours per year = 1 FTE) that work at your facility. This is calculated as the sum of the total number of paid hours (including paid leave) for regular and parttime employees (including drivers, sales, and support staff), the hours spent onsite by contract employees and trades people, and employees from other sites under the same ownership divided by 2000.

If you have fewer than 10 FTEs you do not have to submit an Annual Toxic Use Report.

Each screen must be Error Checked

You CAN correct the FTE number if needed (but ALL screens will need to be re-Error Checked that follow).
After the 1st form, other forms begin to ‘appear’
### Section 3: Chemicals Reported in Your Last Report That Are Not Reportable This Year

In this section, you may provide information on any chemical reported last year that is not subject to reporting this year. If you substituted a non-listed chemical for a TURA chemical, you may identify the substitution. Check all the codes, up to four, that apply.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chemical Below Threshold But &gt; 0</td>
<td></td>
</tr>
<tr>
<td>2. No Chemical Use in Reporting Year</td>
<td></td>
</tr>
<tr>
<td>3. Chemical Substitution</td>
<td></td>
</tr>
<tr>
<td>4. Chemical Eliminated (No Substitution)</td>
<td></td>
</tr>
<tr>
<td>5. Decline in Business</td>
<td></td>
</tr>
<tr>
<td>6. Other (Explain below in the additional comments section)</td>
<td></td>
</tr>
<tr>
<td>7. Chemical no longer reportable under TURA</td>
<td></td>
</tr>
</tbody>
</table>

a.1 CAS # of chemical not reportable (if applicable)

a.2 Chemical Name

a.3 Explanation of why the chemical is not reportable (check codes):

- [ ] Chemical Below Threshold But > 0
- [ ] No Chemical Use in Reporting Year
- [ ] Chemical Substitution
- [ ] Chemical Eliminated (No Substitution)
- [ ] Decline in Business
- [ ] Other (Explain below in the additional comments section)
- [ ] Chemical no longer reportable under TURA

a.4 CAS # of chemical substituted for TURA chemical

a.5 Chemical Name

### Error Check

Each screen must be Error Checked.

Click Edit to enter info.
Section 3 (blank for most)

- please ONLY enter in chemicals that HAD TO BE REPORTED the prior year, that do NOT have to be reported for 2017 (this year).
- The chemical name will fill in after Update.

Section 3: Chemicals Reported in Your Last Report That Are Not Reportable This Year

In this section, you may provide information on any chemical reported last year that is not subject to reporting this year. If you substituted a non-listed chemical for a TURA chemical, you may identify the substitution. Check all the codes, up to four, that apply.

- Chemical Below Threshold But ≥ 0
- No Chemical Use in Reporting Year
- Chemical Substitution
- Chemical Eliminated (No Substitution)
- Decline in Business
- Other (Explain below in the additional comments section)
- Chemical no longer reportable under TURA

AFTER entry, Click Update to save info. For a particular “block”

Click to Add Chemicals and another unique block

Each screen must be Error Checked
Section 3: Chemicals Reported in Your Last Report That Are Not Reportable This Year

In this section, you may provide information on any chemical reported last year that is not subject to reporting this year. If you substituted a non-listed chemical for a TURA chemical, you may identify the substitution. Check all the codes, up to four, that apply.

a.1 50000
CAS # of chemical not reportable (if applicable)

a.2 FORMALDEHYDE
Chemical Name

a.3 Explanation of why the chemical is not reportable (check codes):
☑ Chemical Below Threshold But > 0
☐ No Chemical Use in Reporting Year
☐ Chemical Substitution
☑ Chemical Eliminated (No Substitution)
☐ Decline in Business
☑ Other (Explain below in the additional comments section)
☐ Chemical no longer reportable under TURA

a.4
CAS # of chemical substituted for TURA chemical

a.5
Chemical Name

Click to delete a unique block

Each screen must be Error Checked
Document your calculations & source material
Section 4: Facility: Wide Description of Production Units

A PRODUCTION UNIT is the combination of the processes used to produce a product or service and the product or service being produced. In this section, first-time reporters list each of the PRODUCTION UNITS at the facility in which a reported toxic chemical is used. Repeat reporters review and, if necessary, update the existing descriptions, indicating whether the production unit was in use during the reporting year, add new production units for new product lines, and if an existing production unit has been substantially changed since the last report, add new production unit with a new unique number.

PRODUCTION UNIT DETAILS

a. Production Unit #

b. Describe the Process:

SPRAYING ADHESIVE ON CLOTH

c. Describe the Product:

CLOTH PREPARED FOR BACKER APPLICATION

Enter up to 4 six-digit NAICS code that best describe the Product from this Production Unit. Put the primary NAICS code first:

- 221113
- 221320
- 221121

4. NAICS Code

a. NAICS Code

f. NAICS Code

g. NAICS Code

b. Check the appropriate description for the unit of product:

- area
- dollar
- hours
- kcal/mw
- length
- N/A
- number
- volume
- weight

1. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput.

List the TURA-reportable chemicals associated with this production unit.

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Chemical Name</th>
</tr>
</thead>
</table>

Process Codes:

- Process Code
- Process Code Description
- Process Code
- Process Code Description
- Process Code
- Process Code Description
- Process Code
- Process Code Description

Add Process Codes

Add Chemicals
### Production Unit Details

**a. Production Unit #**

1

**Is this production unit IN USE with chemical(s) over the reporting threshold(s) for the reporting year of this submittal?**

- Yes
- No

**b. Describe the Process:**

SOLDERING OF PRINTED CUSTOM CIRCUIT BOARDS

**c. Describe the Product:**

COMPLETED PRINTED CIRCUIT BOARDS

Enter up to 4 six-digit NAICS code that best describe the Product from this Production Unit. Put the primary NAICS code first:

- [ ] 334418
- [ ] NAICS Code
- [ ] NAICS Code
- [ ] NAICS Code

**d. NAICS Code**

- [ ] NAICS Code
- [ ] NAICS Code
- [ ] NAICS Code
- [ ] NAICS Code

**e. Check the appropriate description for the unit of product:**

- [ ] area
- [ ] dollar
- [ ] hours
- [ ] kilowatt
- [ ] length
- [ ] N/A
- [ ] number
- [ ] volume
- [ ] weight

**f. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput. List the TURA-reportable chemicals associated with this production unit.**

<table>
<thead>
<tr>
<th>TURA Chemical:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7439621</td>
</tr>
<tr>
<td>CAS #</td>
</tr>
</tbody>
</table>

**Process Codes:**

<table>
<thead>
<tr>
<th>Process Code</th>
<th>Process Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC-04</td>
<td>HEAT TREATING NOS</td>
</tr>
<tr>
<td>BB-02</td>
<td>AQUEOUS</td>
</tr>
<tr>
<td>CC-01</td>
<td>CASTING/MOLDING</td>
</tr>
<tr>
<td>AA-01</td>
<td>DIP, FLOW &amp; CURTAIN COATING</td>
</tr>
<tr>
<td>CC-08</td>
<td>SOLDERING/BRAZING</td>
</tr>
</tbody>
</table>
Form S – Section 4 (ALL PU’s listed on this SCREEN)
Production Unit in use THIS reporting year with reportable chemical(s) over threshold

Section 4: Facility-Wide Description of Production Units

A PRODUCTION UNIT is the combination of the process used to produce a product or service and the product or service being produced. In this section, first time reporters list each of the PRODUCTION UNITS at the facility in which a reported toxic chemical is used. Repeat reporters review and if necessary, update the existing descriptions, indicate whether the production unit was in use during the reporting year, add new production units for new product lines, and if an existing production unit has been substantially changed since the last report, add new production unit with a new unique number.

PRODUCTION UNIT DETAILS

1. Edit to change or add NAICS Codes, Update when complete with this UNIQUE BLOCK

2. PU in Use?

3. IF the descriptions are incorrect, OR if you have a NEW production unit, you will need to create a new production unit. If you want to permanently eliminate a Production Unit contact Walter Hope (617 292 5982)
Section 4: Toxics Use by Production Unit – ALL Production Units will be listed on this SCREEN (scroll down) Each is a separate BLOCK.

PRODUCTION UNIT DETAILS

a. Production Unit #

Is this production unit IN USE with chemical(s) over the reporting threshold(s) for the reporting year of this submittal?

[ ] Yes [ ] No

b. Describe the Process:
SOLDERING OF PRINTED CUSTOM CIRCUIT BOARDS

c. Describe the Product:
COMPLETED PRINTED CIRCUIT BOARDS

Enter up to 4 six-digit NAICS code that best describe the Product from this Production Unit. Put the primary NAICS code first:

334418

d. NAICS Code e. NAICS Code f. NAICS Code g. NAICS Code

h. Check the appropriate description for the unit of product:

[ ] area [ ] dollar [ ] hours [ ] kilowatt [ ] length [ ] N/A [ ] number [ ] volume [ ] weight

i. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput. List the TURA-reportable chemicals associated with this production unit.
i. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput.

<table>
<thead>
<tr>
<th>TURA Chemical:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS #</td>
<td>Chemical Name</td>
</tr>
</tbody>
</table>

**Process Codes:**

<table>
<thead>
<tr>
<th>Process Code</th>
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<td>CC-04</td>
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<td>DIP, FLOW &amp; CURTAIN COATING</td>
</tr>
</tbody>
</table>

*EDIT to change or add CAS# & Process Codes Update when complete with this UNIQUE BLOCK*
The TURA process codes will show up on a pick list. Caution: Do not use EPA Category Codes (i.e.: n230)!

**Unique Block 2**

**EDIT** to change or add CAS# & **Select** Process Codes. **Update** when complete with this UNIQUE BLOCK.

**Select** (check) Process Codes that apply to the listed chemical. If the chemical is not used in the named process, do not check the corresponding box. You can add process codes.

<table>
<thead>
<tr>
<th>Process Code</th>
<th>Process Code Description</th>
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<tbody>
<tr>
<td>EC-04</td>
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**TURA Chemical:**

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Chemical Name</th>
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</thead>
<tbody>
<tr>
<td>7439921</td>
<td>LEAD</td>
</tr>
</tbody>
</table>

**Add Process Codes**
Section 4: Toxics Use by Production Unit – ALL Production Units will be listed on this SCREEN (scroll down) Each is a separate BLOCK.

i. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput. List the TURA-reportable chemicals associated with this production unit.

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<thead>
<tr>
<th>TURA Chemical:</th>
<th>Edit</th>
<th>Delete</th>
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</thead>
<tbody>
<tr>
<td>7439921</td>
<td>LEAD</td>
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<td>CC-08</td>
<td>SOLDERING/BRAZING</td>
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ALL codes can be picked by clicking on “Select”
Making Massachusetts a Safer Place to Live and Work

1. you can **ADD** additional Process codes if needed.

2. Select

3. Click on the code & it will fill the box

4. After adding a **NEW** Process Code, click **EDIT**.

5. Then check off the **NEW** Process Code.

6. Then Select **UPDATE**
1. Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput. List the TURA-reportable chemicals associated with this production unit.

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<td>CC-01</td>
<td>CASTING/MOLDING</td>
</tr>
<tr>
<td>AA-01</td>
<td>DIP, FLOW &amp; CURTAIN COATING</td>
</tr>
</tbody>
</table>

Click to add another chemical for this production unit
### PRODUCTION UNIT DETAILS

1. **Production Unit #**

2. **Is this production unit IN USE for the reporting year of this submittal?**
   - [ ] Yes
   - [ ] No

3. **Describe the Process:**

4. **Describe the Product:**

   Enter up to 4 six-digit NAICS codes that best describe the Product from this Production Unit. Put the primary NAICS code first.

   **NAICS Code**

5. **Check the appropriate description for the unit of product:**
   - [ ] area
   - [ ] dollar
   - [ ] hours
   - [ ] kilowatt
   - [ ] length
   - [ ] N/A
   - [ ] number
   - [ ] volume
   - [ ] weight

6. **Enter the CAS # of each reported chemical used in the production unit. List the production process code(s) for each process step that involves a reported chemical as an input, output or throughput. List the TURA-reportable chemicals associated with this production unit.**

   **TURA Chemical:**

<table>
<thead>
<tr>
<th>CAS #</th>
<th>Chemical Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **Process Codes:**

   - 50-04: **HEAT TREATING NOX**
   - 55-02: **SEPARATORS**
   - 56-01: **Casting/Molding**
   - 57-39: **OTHER GRADE CONTROL**
   - 60-01: **MECHANICAL PLATING**
   - 65-01: **PAINT Coating**
   - 68-01: **FABRICATION**
   - 70-01: **ASSEMBLY**
   - 71-01: **INSULATION**
   - 72-01: **PACKAGING**

---

**Instructions:**

1. **Adding a Production Unit - CLICK**
2. **Complete ALL fields in the BLOCK, when complete click on UPDATE.**
3. **When all complete, CLICK**
4. **Error Check & Next**

---

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If there are any fields that are missing information or un-✓, an error message will show in RED. Edit, correct & Update. Then click Error Check & Next again until the page is error free.

When all complete, CLICK.
**Section 1: Facility-Wide use of Listed Chemical**

<table>
<thead>
<tr>
<th>a. MA DEP CAS #</th>
<th>LEAD</th>
</tr>
</thead>
</table>

Facility-wide use of chemical identified in a. Enter the total amount (Report amounts in pounds for all chemicals except Dioxin. Report Dioxin in grams) for each applicable category. NOTE: Generated as byproduct (item f.) means all waste containing the listed chemical before the waste is handled, transferred, treated, recycled or released. Please refer to the reporting instructions before completing this section.

<table>
<thead>
<tr>
<th>b. Chemical Name (Dioxin should be in grams, decimal points may be used)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>c. Amount Manufactured</th>
<th>d. Amount Processed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Amount Otherwise Used</th>
<th>f. Amount Generated as byproduct</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>g. Amount Shipped In Or As Product</th>
<th>h. Production or Activity Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 2: Materials Balance and Other Reporting Anomalies**

The amount of a chemical that goes into a production unit generally equals the amount that comes out as waste or product. If the total amount of a chemical used (the sum of c, d & e) generally equals the sum of the amount shipped in or as product and generated at byproduct does not approximate this "materials balance". Questions a-e list the common reasons why there may not be a materials balance. If your chemical is not in materials balance, enter the pounds in the relevant section. Enter 0 if the section is not relevant or if the chemical is in materials balance.

<table>
<thead>
<tr>
<th>a. Amount of Chemical Recycled OnSite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. Amount of Chemical Consumed Or Transformed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. Amount of Chemical(Product) Held In Inventory</th>
<th>d. Amount of Chemical Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. Other Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

f. Check yes if anything non-routine occurred at your facility during the reporting year that affected the data reported, if there is not a materials balance, and or if the Prod. Ratio is $<0.5$ or $>2$.

- Yes
- No

* If your answer is Yes, you may explain in Section 5.
Enter the pounds of chemicals, enter zero / 0 if applicable. Less than a pound may be reported if PBTs or Dioxin (grams).

- all entry fields **MUST** have a number entered – at least a zero.

- this is a common validation problem...

- we do **NOT** expect you to report to the 4th decimal point, **UNLESS** the chemical is Dioxin &/or Dioxin Compounds.
-if you see a Form S for a chemical that you did NOT have to report on, it is because you entered the information into the Form S Cover Sheet Section 4.

-you ‘may’ be able to exit this form (Form S), and delete the CAS# from the Form S Cover Sheet Section 4, BUT this may corrupt the submittal and you will have to start over

**Solution:** enter in **ONLY** the chemicals that **MUST** be reported and **DOUBLE CHECK** this information before validating the Form S Cover Sheet, Section 4.
-values such as the word “all”, ±, ∞, √ and others...

Are NOT valid.

Solution: use whole numbers, unless the chemical is a PBT (then you may use 0.5 of a pound, or if dioxin, you may use grams (system now allows 999.9999 grams to be entered).
Complete additional materials balance information as needed. Enter at least a zero / 0 in each box.

### Section 2: Materials Balance and Other Reporting Anomalies

The amount of a chemical that goes into a production unit generally equals the amount that comes out as waste or product. If the total amount of a chemical used (the sum of c, d & e) generally equals the sum of the amount shipped in or as product and generated by product does not approximate this "materials balance". Questions a-e list the common reasons why there may not be a materials balance. If your chemical is not in materials balance, enter the pounds in the relevant section. Enter 0 if the section is not relevant or if the chemical is in materials balance.

- **a. Amount of Chemical Recycled OnSite**
- **b. Amount of Chemical Consumed Or Transformed**
- **c. Amount of Chemical Held In Inventory**
- **d. Amount of Chemical Compound**
- **e. Other Amount**

- **f. Check yes if anything non-routine occurred at your facility during the reporting year that affected the data reported, if there is not a materials balance, and or if the Prod. Ratio is <0.5 or >2.**
  - Yes*  
  - No  
  * If your answer is Yes, you may explain in Section 5.

-all entry fields MUST have a number entered – at least a zero.  
-this is a common validation problem...
Often mass balance occurs input = outputs but...

If ≠ then please explain by checking box ‘f’ and noting in box ‘m’.

Section 2: Materials Balance and Other Reporting Anomolies

The amount of a chemical that goes into a production unit generally equals the amount that comes out as waste or product. If the total amount of a chemical used (the sum of c, d & e) generally equals the sum of the amount shipped in or as product and generated at byproduct does not approximate this "materials balance". Questions a-e list the common reasons why there may not be a materials balance. If your chemical is not in materials balance, enter the pounds in the relevant section. Enter 0 if the section is not relevant or if the chemical is in materials balance.

| a. Amount of Chemical Recycled OnSite |
| b. Amount of Chemical Consumed Or Transformed |
| c. Amount of Chemical Held In Inventory |
| d. Amount of Chemical Compound |
| e. Other Amount |

f. Check yes if anything non-routine occurred at your facility during the reporting year that affected the data reported, if there is not a materials balance, and/or if the Prod. Ratio is <0.5 or >2.

- Yes*
- No  * If your answer is Yes, you may explain in Section 5.
If you don’t have a mass balance and/or if you have not explained why this message ‘may’ be presented...

Please check “ok” and explain the lack of a mass balance in box ‘m’ (separate page).
**Was any of the chemical used in waste water treatment?**

<table>
<thead>
<tr>
<th>Section 3: Chemicals Used in Waste Treatment Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Is this chemical used to treat waste or control pollution?</td>
</tr>
<tr>
<td>☐ Yes  ☐ No*  * If your answer is No, skip ahead to Section 4 Toxics Use By Production Unit.</td>
</tr>
<tr>
<td>b. Enter the amount of the chemical (in pounds) used to treat waste or control pollution</td>
</tr>
<tr>
<td>5000 Pounds</td>
</tr>
<tr>
<td>c. Did the use of this chemical for waste treatment or pollution control increase or decrease by 10 percent or more compared with the previous reporting year?</td>
</tr>
<tr>
<td>☐ Yes*  ☐ No  * If your answer is Yes, you may explain in Section 5.</td>
</tr>
</tbody>
</table>

* If you indicated (on the first screen) that **ALL** of the chemicals are used **ONLY** to treat waste, then Section 3.a is fixed at “Yes”. In addition, there will be no production units to report.
Document your calculations & source material
When ALL Unique Blocks are input and updated, then click on **Error Check** to check the Screen/Page & Save all data on the page. *(located at the top left or bottom right of the screen)*
When this unique Block (CAS#) is complete, click on Update.

Unique Block 1
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SECTION 4

FORM S

Section 4: Toxics Use by Production Unit

Block 1

Click on Update to SAVE this Unique Block

Unique Block 1

Section 5: Description

You may add any comments or explanations regarding chemical use and/or byproduct generated in this production unit, chemical use in waste treatment (from Section 3), and non-routine occurrences at your facility (from Section 2).

Maximum 250 characters allowed. Please do not copy and paste.
### Section 4: Toxics Use by Production Unit

<table>
<thead>
<tr>
<th>a. Production Unit #</th>
<th>LEAD</th>
<th>b. Chemical Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### c. Quantity of Chemical Use Code:
- [ ] 1. <= 5,000 lbs.
- [ ] 2. > 5,000 <= 10,000 lbs.
- [ ] 3. <= 10,000 <= 100,000 lbs.
- [ ] 4. > 100,000 <= 500,000 lbs.
- [ ] 5. >500,000 lbs.

#### d. Did the use of this chemical in this production unit increase or decrease by 10 percent or more compared with the previous reporting year and/or did you implement toxiics use reduction?
- [ ] Yes
- [ ] No*   

* If your answer is No, skip ahead to h. below.

<table>
<thead>
<tr>
<th>Process code(s) where most significant changes occurred (up to three in descending order)</th>
<th>Type of Change</th>
<th>Technique Code(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA-12 and Select 1. Select 2.</td>
<td>D</td>
<td>1 11 Select</td>
</tr>
<tr>
<td>e.1. Select 2. 2. Select 2.</td>
<td></td>
<td>Select 3b. Select</td>
</tr>
<tr>
<td>f.1. Select 2. 2. Select 2.</td>
<td></td>
<td>Select 3b. Select</td>
</tr>
<tr>
<td>g.1. Select 2. 2. Select 2.</td>
<td></td>
<td>Select 3b. Select</td>
</tr>
</tbody>
</table>

---

**SECTION 4 FORM S 1st part – Chemical Use**

Scroll down to find all related Production Units.
h. Was byproduct generated for this chemical less than 1 percent of use in this production unit?

- Yes*  - No  
  * If your answer is Yes, skip ahead to Section 5.

i. Did the byproduct generated for this chemical in this production unit increase or decrease by 10 percent or more compared with the previous reporting year and/or did you implement toxics use reduction?

- Yes  - No*  
  * If your answer is No, skip ahead to Section 5.

Process code(s) where most significant changes occurred (up to three in descending order)  
Type of Change (Enter "I" for Increase, "D" for Decrease)  
Technique Code(s) (up to 3 pre process code, enter in order of importance)

j.1.  
2.  
3a.  
3b.  
3c.  

k.1.  
2.  
3a.  
3b.  
3c.  

Section 5: Description

You may add any comments or explanations regarding chemical use and/or byproduct generated in this production unit, chemical use in waste treatment (from Section 3), and non-routine occurrences at your facility (from Section 2).

Maximum 250 characters allowed. Please do not copy and paste.

see TUR Plan for progress
Document your calculations & source material
A State R/A form will appear only if the chemical is “state only” (or unique to the state), and/or if the NAICS code is “state only” code.

<table>
<thead>
<tr>
<th>Errors Checked/Validated</th>
<th>Fill out the following forms for this transaction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Toxics Use Reduction Act (TURA) Reporting ( )</td>
</tr>
<tr>
<td>✓</td>
<td>TURA - Cover Sheet Page 2 New1 ( 3 )</td>
</tr>
<tr>
<td>✓</td>
<td>TURA - Cover Sheet Page 3 &amp; 4 ( 1 )</td>
</tr>
<tr>
<td>✓</td>
<td>TURA - Cover Sheet Page 3 &amp; 4 ( 8 )</td>
</tr>
<tr>
<td>✓</td>
<td>TURA - Form S Page 1 (107153)</td>
</tr>
<tr>
<td>–</td>
<td>TURA - Form S Page 2 (107153)</td>
</tr>
<tr>
<td>State only chem/naics</td>
<td>TURA - FORMR/FORMA Page 1 &amp; 2 (107153)</td>
</tr>
<tr>
<td>–</td>
<td>TURA - Form S Page 1 (1310732)</td>
</tr>
<tr>
<td>–</td>
<td>TURA - Form S Fee Worksheet (2008)</td>
</tr>
</tbody>
</table>
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Please note that DEP does not accept the US EPA chemical category identifiers ('N####'); please refer to Appendix B of DEP's Toxics Use Reporting Forms and Instructions for the appropriate Massachusetts reporting number for chemical categories).

There are two filing forms: Form R and an abbreviated Form A. Companies must use the Form R if
1. Their Total chemical use is greater than 1 million pounds. OR
2. They generate more than 500 pounds of TURA Byproduct: (Sum of the amount released on site, treated on-site, recycled on-site, used for energy recovery on-site, or transferred offsite for treatment, recycling, recovery, disposal or release.) OR
3. The chemical is a PBT.

The Form A may ONLY be used if the company uses less than a million pounds of the chemical AND generates less than 500 pounds of TURA byproduct, and the chemical is not a PBT.
State Form R/A

A State Form R/A will appear automatically IF your facility is a State ONLY filer (per NAICS code, or if you are reporting State ONLY chemicals (or State ONLY variants of Federal Chemicals). The NAICS Codes have been updated.
### Section 5

**Quantity of the Toxic Chemical Entering Each Environmental Medium On-site**

<table>
<thead>
<tr>
<th>5.1-2 Air Emissions</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5.1 Fugitive or non-point air emissions (pounds/year)</td>
<td>2</td>
</tr>
<tr>
<td>5.2 Stack or point air emissions (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.3 Discharges to Receiving Streams or Water Bodies</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Total Discharges (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.4 Underground Injection On-site to Class I or Class II-V wells</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.4.1 Underground Injection On-site to Class I Wells (pounds/year)</td>
<td>6</td>
</tr>
<tr>
<td>5.4.2 Underground Injection On-site to Class II-V Wells (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.5 Disposal to Land On-site</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.5.1A RCRA Subtitle C landfills (pounds/year)</td>
<td>8</td>
</tr>
<tr>
<td>5.5.1B Other landfills (pounds/year)</td>
<td></td>
</tr>
<tr>
<td>5.5.2 Land treatment/application farming (pounds/year)</td>
<td></td>
</tr>
<tr>
<td>5.5.3 Surface Impoundment (pounds/year)</td>
<td></td>
</tr>
<tr>
<td>5.5.4 Other disposal (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

### Section 6

**Transfers of the toxic chemical in wastes to off-site locations**

<table>
<thead>
<tr>
<th>6.1 A Total Quantity Transferred to all POTWs</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td></td>
</tr>
<tr>
<td>6.1.A.1 Total Transfers to all POTWs (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6.2 Total Quantity Transferred to all other Off-site locations (for treatment, disposal, recycling, energy recovery etc., excluding amounts sent to POTWs)</th>
<th>check if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td></td>
</tr>
<tr>
<td>6.2.A Total Transfers (pounds/year)</td>
<td></td>
</tr>
</tbody>
</table>

Complete Sections 5 & 6 as you have before, using the EPA TRI instructions for guidance.
**BEFORE** you start entering information in Section 7A, add additional Unique Blocks if needed. THEN enter the information for each block & Update one at a time.

**Unique Block 1**

Add WTM BLOCKS before entering info.
BEFORE you start entering information in Section 7A, add additional **Unique Blocks** if needed. THEN enter the information for each block & Update one at a time.

### Section 7A

| On-site Waste Treatment Methods and Efficiency: |  
| Check if not applicable |
| 1. General Waste Stream Code: |  
| 7A.1a |

| Waste Treatment Method(s) Sequence 4-character codes: |
| H073 | H121 | 7A.1b.1 | 7A.1b.2 | 7A.1b.3 | 7A.1b.4 | 7A.1b.5 | 7A.1b.6 | 7A.1b.7 | 7A.1b.8 |

| Waste Treatment Efficiency Estimate: (7A.1c) |
| Greater than 99.9999% | Greater than 99.99% to 99.9999% | Greater than 99% to 99.99% | Greater than 95% to 99% | Greater than 50% to 95% | Greater than 0% to 50% |

**Unique Block 1**

| On-site Waste Treatment Methods and Efficiency: |  
| Check if not applicable |
| 1. General Waste Stream Code: |  
| 7A.1a |

| Waste Treatment Method(s) Sequence 4-character codes: |
| Select | Select | Select | Select | Select | Select | Select | Select | Select |

| Waste Treatment Efficiency Estimate: (7A.1c) |
| Greater than 99.9999% | Greater than 99.99% to 99.9999% | Greater than 99% to 99.99% | Greater than 95% to 99% | Greater than 50% to 95% | Greater than 0% to 50% |

**Unique Block 2**
Double Click to pick code

Click to select, then code list appears

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>FLARE</td>
</tr>
<tr>
<td>A02</td>
<td>CONDENSER</td>
</tr>
<tr>
<td>A03</td>
<td>SCRUBBER</td>
</tr>
<tr>
<td>A04</td>
<td>ABSORBER</td>
</tr>
<tr>
<td>A05</td>
<td>ELECTROSTATIC PRECIPITATOR</td>
</tr>
<tr>
<td>A06</td>
<td>MECHANICAL SEPARATION</td>
</tr>
<tr>
<td>A07</td>
<td>OTHER AIR EMISSION TREATMENT</td>
</tr>
<tr>
<td>H040</td>
<td>INCINERATION - THERMAL DESTRUCTION OTHER THAN USE AS A FUEL</td>
</tr>
<tr>
<td>H071</td>
<td>CHEMICAL REDUCTION WITH OR WITHOUT PRECIPITATION</td>
</tr>
<tr>
<td>H073</td>
<td>CYANIDE DESTRUCTION WITH OR WITHOUT PRECIPITATION</td>
</tr>
<tr>
<td>H075</td>
<td>CHEMICAL OXIDATION</td>
</tr>
<tr>
<td>H076</td>
<td>WET AIR OXIDATION</td>
</tr>
<tr>
<td>077</td>
<td>OTHER CHEMICAL PRECIPITATION WITH OR WITHOUT PRE-TREATMENT</td>
</tr>
<tr>
<td>H081</td>
<td>BIOLOGICAL TREATMENT WITH OR WITHOUT PRECIPITATION</td>
</tr>
</tbody>
</table>
Section 7B
On-Site Energy Recovery Processes: □ check if not applicable
Energy Recovery Methods 3-character code(s): U03 Select

Section 7C
On-Site Recycling Processes. Recycling Methods 3-character code(s): □ check if not applicable
H39 Select

Section 8
Production Related Waste Managed. Enter in Pounds per year (grams of dioxins) (Do not double count: 8.1a - 8.7 should total: (Amount used in production - Amount shipped in product + Amount consumed in production)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1a Total on-site disposal underground injection &amp; landfills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8.1b Total on-site disposal or other releases</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>8.1c Total off-site disposal underground injection &amp; landfills</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>8.1d Total off-site disposal or other releases</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>8.2 Quantity used for energy recovery on-site</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>8.3 Quantity used for energy recovery off-site</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>8.4 Quantity recycled on-site</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>8.5 Quantity recycled off-site</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td>8.6 Quantity treated on-site</td>
<td>33</td>
<td>34</td>
<td>35</td>
<td>36</td>
</tr>
<tr>
<td>8.7 Quantity treated off-site</td>
<td>37</td>
<td>38</td>
<td>39</td>
<td>40</td>
</tr>
<tr>
<td>8.8 Quantity released to the environment as a result of remedial actions, catastrophic events, time events not associated with production processes:</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.10 Did your facility engage in any source reduction activities for this chemical during the reporting year?</td>
<td>Yes - continue below</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source Reduction Activities [enter code(s)]
8.10.1 W31 Select

Methods to Identify Activity (enter codes)
8.10.2 Select

Click on Error Check when the Form R is completed
Document your calculations & source material
2017 TURA Reports ALSO INCLUDE:

A TUR Plan Summary Submittal Selection Form
and as applicable a:

• TUR Plan Summary

OR

• Resource Conservation Plan Summary

OR

• Environmental Management System Progress Report

and

• If a firm did an RC Plan in the last planning cycle a Resource Conservation Plan Progress Report
Complete Section 1, 2, 3, 4 or 5 to identify the type of plan your facility completed in this planning cycle.

1. □ This facility completed an Environmental Management System Plan during this planning cycle. (NOTE: To select this option your facility must have completed a traditional Toxics Use Reduction Plan for at least three prior planning cycles.)

2. □ This facility completed a Resource Conservation Plan during this planning cycle for the following assets. (Note: To select this option, your facility must have completed a traditional TUR Plan for at least three planning cycles, AND not have completed a Resource Conservation Plan in the last planning cycle.)

   Assets (check all that apply)
   2a □ Energy
   2b □ Water
   2c □ Materials that contribute to solid waste
   2d □ Chemicals on the TURA Toxics or Hazardous Substance List used below reporting thresholds
   2e □ Chemical substances that are not on TURA Toxics or Hazardous Substance List

3. □ This facility either completed a traditional TUR Plan during this planning cycle OR is not submitting any type of plan because the use of all reportable toxics for which a plan is required will have been eliminated or reduced below the reporting threshold by the end of THIS calendar year.

   The traditional TUR Plan is required for all chemicals for which a Form S is being submitted in this Annual Toxics Use Reduction Report and was submitted in at least one prior Annual Toxics Use Reduction Report, unless the use of that chemical will have been eliminated or reduced below the reporting threshold by the end of the current calendar year.

   O 3a. This facility has completed a Traditional TUR Plan that includes all chemicals for which a Form S is being submitted in this Annual Toxics Use Reduction Report and was submitted in at least one prior year.

   3b. This facility use of the following chemicals for which a plan would otherwise is required will have been eliminated or reduced below the reporting threshold by the end of THIS calendar year. Note, if this list includes ALL chemicals for which a TUR Plan is otherwise due, this facility is not required to complete any type of plan or submit any plan summary in this planning cycle.

   CAS #   Chemical Name      Method*   By taking the following steps
   3b.a.1  3b.a.2          □ E □ R

   □ This facility is not required to complete any type of plan or submit a plan summary because it has closed or is scheduled to close in this calendar year.

   Date (mm/dd/yyyy)

   □ This facility completed a Resource Conservation Plan in the prior planning cycle. If Yes, you must also submit a Resource Conservation Progress Report describing progress in the implementation of the Resource Conservation Plan and complete TUR Plan summary as needed.

Click on Error Check when the Form is completed

Select the correct Planning Form:
-EMS
-RC
-TUR
The TURA Environmental Management System (EMS) must be certified by a TUR Planner approved to certify TURA EMS Plans or an EMS professional, every two years in accordance with 310 CMR 50.84.

A. Significant Aspects - Covered Topics

1. Provide a list of the covered toxics addressed in the TURA EMS for this planning cycle:

2. Provide a brief description of the objectives and targets established by your facility for this planning cycle to address the covered toxics listed above:

3. Provide a brief description of progress made toward meeting objectives and targets established for covered toxics during the previous planning cycle, and, if applicable, why anticipated progress was not achieved:
B. Integrating TUR Planning

1. We have checked if alternatives to our current toxics use have become available and are technically and economically feasible to implement.
   ○ Yes   ○ No

2. We have solicited our employees for ideas about reducing toxics use, the generation of byproduct from toxics use, or releases.
   ○ Yes   ○ No

3. We have continued to promote a policy of toxics use reduction in our activities and are incorporating it into planning and design as well as day-to-day management.
   ○ Yes   ○ No

4. We have continued to monitor our toxics use in order to ensure that all leaks, spills, releases and byproduct generation are minimized to the extent practicable.
   ○ Yes   ○ No

5. We have identified all regulatory requirements triggered by use of toxics chemicals.
   ○ Yes   ○ No

6. Our EMS has been audited by a qualified independent auditor at least once during the past two year TURA planning cycle.
   ○ Yes   ○ No

7. We have solicited information from vendors, consultants, government agencies, academic experts, or other resources to better understand our options for implementing TUR activities.
   ○ Yes   ○ No
8. If you answered "no" to any of the above questions, please explain actions that your facility has or will take to achieve positive responses.

9. You may provide additional information about your EMS activities:
C. Certification Statements

1. Based on my independent professional judgment, as a MassDEP Certified TUR Planner approved for EMS Plans or as a Certified EMS Professional, I certify under penalty of law that the following is true:

(a) I have examined and am familiar with this EMS;
(b) The EMS satisfies the requirements of 310 CMR 50.80; and
(c) The EMS demonstrates a good faith and reasonable effort to integrate toxics use reduction planning into the EMS.

1. Signature of TUR Planner approved to certify Toxics Use Reduction EMSs
2. Date (mm/dd/yyyy)

3. Print Name of TUR Planner approved to certify Toxics Use Reduction EMSs

4. Email Address
   (Check applicable) □ EMS Professional
   □ Toxics Use Reduction Planner

2. I certify under penalty of law that the following is true:

(a) I have examined and am familiar with this EMS;
(b) The EMS meets the requirements of 310 CMR 50.82 and the elements specified therein are being implemented;
(c) The EMS is actively addressing environmental compliance issues;
(d) The individual who has certified the EMS pursuant to 310 CMR 50.84(3) has provided me with documentation that he or she meets the requirements of 310 CMR 50.84(2);
(e) These statements are based upon answers to queries made by me to individuals who have been designated to implement the EMS, and I have made my best effort to ensure that they are being held accountable for implementing the system in good faith. I understand that by choosing to implement an EMS in lieu of a toxics use reduction plan, I am responsible for maintaining documentation to evidence a good faith effort to implement all elements of the EMS.

(f) I am aware that there are penalties for submitting false information, including possible fines and imprisonment.

1. Signature of Senior Management Official
2. Date (mm/dd/yyyy)

3. Print Name of Senior Management Official

4. Email Address
Massachusetts Department of Environmental Protection
Bureau of Air & Waste - Toxics Use Reduction Report

Resource Conservation Plan Summary
Please refer to the Resource Conservation Guidance when filling out this form.

A. Targeted Asset
MATERIALS THAT CONTRIBUTE TO SOLID WASTE

B. Selected Operations
List the operations the resource conservation plan covers. If operation is not listed, choose "other"

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
</tr>
</tbody>
</table>

Other (describe):

C. Baseline Amount of Asset Used
This includes the total amount of the asset used during the baseline calendar year, reported as a total amount. In addition, you also may report amount per unit of product.

<table>
<thead>
<tr>
<th>Year (e.g., 2007)</th>
<th>2014</th>
<th>120000</th>
<th>POUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Total Amount of Asset Used</td>
<td>Total Use - Unit of Measure</td>
<td></td>
</tr>
</tbody>
</table>

If unit of measure is different than listed above, please describe:

Per Unit of Product Use (Optional)

<table>
<thead>
<tr>
<th>Unit of Product</th>
<th>Amount of Product</th>
</tr>
</thead>
</table>
D. Options Selected to Implement

RE CYCLING CARDBOARD AND SHIPPING OLD COMPUTERS FOR RECYCLING

E. Other Options Considered

List the resource conservation options you considered but decided not to implement. You also may provide an explanation why you chose not to implement a particular option.

USING REUSABLE TOTES FOR SHIPPING CIRCUIT BOARDS AND COMPUTERS TO END CUSTOMERS.
F. Goals for Reducing the Asset

List the resource conservation goal(s) as a percentage reduction or a specific amount reduction (e.g., number of kWh or Tons) over a certain time period. The first line is an example.

<table>
<thead>
<tr>
<th>Amount of Reduction</th>
<th>Unit of Measure</th>
<th>Goal by Date (Year)</th>
<th>Description of Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Gallons</td>
<td>2008</td>
<td>Reduction of potable water use and sewer discharge</td>
</tr>
<tr>
<td>25</td>
<td>POUNDS</td>
<td>2022</td>
<td>REDUCTION IN CARDBOARD AND SHIPPING MATE</td>
</tr>
<tr>
<td>F.1.a</td>
<td>F.1.b</td>
<td>F.1.c</td>
<td>F.1.d</td>
</tr>
<tr>
<td>F.2.a</td>
<td>F.2.b</td>
<td>F.2.c</td>
<td>F.2.d</td>
</tr>
<tr>
<td>F.3.a</td>
<td>F.3.b</td>
<td>F.3.c</td>
<td>F.3.d</td>
</tr>
<tr>
<td>F.4.a</td>
<td>F.4.b</td>
<td>F.4.c</td>
<td>F.4.d</td>
</tr>
</tbody>
</table>

G. Expected Change in the Amount of Asset Used

Indicate the expected change in the amount of the asset(s) to be used (due to the options implemented) between the year on which the plan is based and two years after the plan is due.

The unit of measure in this section POUNDS (as listed previously in Section C).

Note: You will report actual changes in the amount of the asset used on a resource conservation progress report that you must submit with the next toxics use reduction plan summary. However, if there are actual changes to report due to an option already implemented, you may include them below.

Expected Annual change in the amount of asset used by July 1st of the next even-numbered calendar year on an annual basis:

30000

H. Prior Efforts (Optional)

Results of Prior efforts may have resulted in reductions of the asset used. Please indicate the reductions accomplished as a result of projects implemented since July 1st of the previous even-numbered calendar year.

The unit of measure in this section POUNDS (as listed previously in Section C).

I. Additional Information

You may provide additional information about your resource conservation plan.
Making Massachusetts a Safer Place to Live and Work

RC Certification by a DEP Approved TUR Planner

Click on Error Check when the Form is completed

Resource Conservation Plan Summary
Please refer to the Resource Conservation Guidance when filling out this form.

Certification Statements

A. Based on my independent professional judgment as a MassDEP Certified TUR Planner and MassDEP Certified Resource Conservation Planner, I certify under penalty of law that the following is true:
   (a) I have examined and am familiar with this Resource Conservation Plan; and
   (b) the Plan satisfies the requirements of 310 CMR 50.90; and
   (c) the Plan demonstrates a good faith and reasonable effort to identify and evaluate resource conservation options, planning into the EMS.

1. Signature of TUR Planner approved to certify Resource Conservation Plans
2. Date (mm/dd/yyyy)

3. Print Name of TUR Planner approved to certify Resource Conservation Plans

4. Print Title of Toxics Use Reduction Planner

5. Email Address
5. TUR Planner ID Number

B. I certify under penalty of law that the following is true:
   (a) I have personally examined and am familiar with this Resource Conservation Plan;
   (b) I am satisfied that any supporting documentation used in the development of the Plan exists and is consistent with the Plan;
   (c) based on my inquiry of those individuals immediately responsible for the development of this Plan, I believe that the information in the Plan and any supporting documentation used in the development of the Plan is true, accurate, and complete;
   (d) the Plan, to the best of my knowledge and belief, meets the requirements of 310 CMR 50.90; and
   (e) I am aware that there are penalties for submitting false information, including possible fines and imprisonment.

1. Signature of Senior Management Official
2. Date (mm/dd/yyyy)

3. Print Name of Senior Management Official

4. Print Title of Senior Management Official

5. Email Address
A. Chemical Data

AMMONIA
A.1 Chemical Name

7664417
A.2 CAS #

Calculated as follows:
Projected pounds of Use in the Calendar Year immediately following the Planning Year - Pounds of Use on the current Form S (the amount used in the calendar year prior to the planning year). The number will be negative use is expected to decrease.

A.5 Is this chemical used only in WASTE treatment?

○ Yes - skip to Section C.
○ No - go to Section B.

B. Options Considered & Selected for Implementation

B.1 Options Considered

1. SUBSTITUTE A NON-TUR CHEMICAL

B.2 Options Selected for Implementation as a result of this planning process

NONE - TUR CHANGE TO NON-TUR CHEMICAL IS NOT ECONOMICALLY FEASIBLE DUE TO COSTS ASSOCIATED WITH FDA REVALIDATION/APPROVAL PROCESS FOR PU#001, AND TECHNICALLY AND ECONOMICALLY INFEASIBLE FOR PU#003.
C. Prior Options Implementation

Mandatory: List any options that had been selected for implementation in the prior plan but were not implemented, and explain why they were not adopted.
Optional: List TUR Options implemented in prior years.

1. IMPLEMENTED THE TIGHTNESS TEST OF CATALYTIC SEAL FINDING AND REPAIRING LEAKS.
TUR Plan Certification by a DEP Approved TUR Planner

Making Massachusetts a Safer Place to Live and Work
RC+ (Resource Conservation) Plan Update (+ TUR Plan Summary)
RC (Resource Conservation) Progress Report (must also complete TUR Plan Summary)
### RC (Resource Conservation) Progress Report

(must also complete TUR Plan Summary)

ADD Baseline information for EACH “Targeted Asset” as needed as a separate Unique BLOCK, UPDATE when complete.

### A. Targeted Asset

| Add Resource Conservation Progress |

### B. Identification Information

1. Year Resource Conservation Plan was completed:

2. Progress Report Date:

### C. Resource Conservation Progress

**BASELINE INFORMATION**
(from Section C, RC Plan Summary)

<table>
<thead>
<tr>
<th>a. Year:</th>
<th>b. Amount used per year:</th>
<th>c. Unit of Measure:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MMBTU - Energy Gallons - Water Pounds - Solid waste or Toxics</td>
</tr>
</tbody>
</table>

**REDUCTION GOAL**
(from Sections F AND G, RC Plan Summary)

<table>
<thead>
<tr>
<th>d. Year to be Achieved:</th>
<th>e. Expected Annual Reduction:</th>
<th>f. Actual Annual Reduction:</th>
</tr>
</thead>
</table>

| g. Description: |

---

**Making Massachusetts a Safer Place to Live and Work**

**TURI**

**OTA**

**MassDEP**
IF you have more than 1 (one) option, click on ADD OPTION before you enter your information, edit & when information is added, then UPDATE.

ADD Asset as needed, and ERROR CHECK & NEXT when complete.

### D. Options Implementation Status
Provide implementation status for each selected option listed in Section D of the RC Plan Summary. If any option was not implemented, state why.

<table>
<thead>
<tr>
<th>Option</th>
<th>Implementation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Option</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

Error Check & Next
The Fee Worksheet is Created by YOU/your facility. NEW for 2017 MassDEP will send an invoice based on this information.

Making Massachusetts a Safer Place to Live and Work
Part 1 of the Fee Worksheet

IF the fee is incorrect because you indicated an incorrect FTE # on the first screen, you can correct it – BUT all screens that follow page 1 will need to be revalidated one-at-a-time.

NEW for 2017
Document your calculations & source material
Please note: Fee Worksheet – MassDEP will send an invoice to your company.

The late fee is NOT a penalty. The late fee is set by the Legislature (M.G.L. 21I § 19 (f). The Department shall an additional administrative fee of $1000 for failure to file a complete and accurate report by July 2, 2018 Or to pay any fee pursuant to this section in a timely manner. *late fee applied if the fee is not paid by the due date on the invoice.
When a transaction is signed the information entered in the submittal is “locked” and cannot be changed. **Solution:** double check all information before signing.

Click on **Error Check** when the Invoice is completed.
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.
Transaction Overview

Trans# 210259  ID# 380799  Toxics Use Reduction Act (TURA) Reporting

Errors Checked/Validated

Fill out the following forms for this transaction:

- Toxics Use Reduction Act (TURA) Reporting
- TURA - Cover Sheet Page 2 New1 (3)
- TURA - Cover Sheet Page 3 & 4 (1)
- TURA - Cover Sheet Page 3 & 4 (8)
- TURA - Form S Page 1 (107153)
- TURA - Form S Page 2 (107153)
- TURA - Form S Page 3 (107153)
- TURA - FORMR/FORMA Page 1 & 2 (107153)
- TURA - FormR/FormA Page 3 (Section 7A)
- TURA - FormR/FormA Page 4 (Section 7B-8)
- TURA - Form S Page 1 (1310732)
- TURA - Form S Page 2 (1310732)
- TURA - Form S Page 3 (1310732)
- TURA - FORMR/FORMA Page 1 & 2 (1310732)
- TURA - Form S Fee Worksheet (2008)
Making Massachusetts a Safer Place to Live and Work

Electronically Submit your report

Report is NOT sent to MassDEP until SUBMIT is clicked
Making Massachusetts a Safer Place to Live and Work

Transaction Overview

Review and Submit your Transaction

Please review your transaction. If you are satisfied, scroll down and click submit.

An email confirmation will be automatically sent to the owner of this account at aamir.razzak@state.ma.us

If you would like to send this confirmation to others please enter their address below separated by a semicolon:

DEP Transaction ID: 637404
Date and Time Submitted: 04/14/2014 04:22:15
Other Email:

Form Name: Toxics Use Reduction Act (TURA) Reporting

Facility Information
Reporting Year: 2013
AGGREGATE INDUSTRIES STONE CRUSHING PLT
042079391
149 AYER RD, LITTLETON, MA, 014600000

Form Name
✓ TURA - Cover Sheet Page 2 New1(3)
✓ TURA - Form S Page 1(1027)
✓ TURA - Form S Fee Worksheet(2013)
✓ TURA - Exceptions to Plan Requirements(2013)
✓ TURA - Plan Summary(1027)
✓ TURA - Plan Certification Statement(2013)

Report is NOT sent to MassDEP until SUBMIT is clicked
Submit
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.

Report is NOT sent to MassDEP until SUBMIT is clicked.
REMEMBER!

✓ DOCUMENT
  ✓ With changes in staffing, know where your records are
  ✓ TUR Plan &/or RC/EMS Plans MUST be at the facility
✓ REPORT ONLY WHAT YOU NEED TO REPORT
✓ BE AWARE OF CONTAMINANTS IN YOUR
  ✓ RAW MATERIAL
✓ LEAD **CAN BE** IN “NON-LEAD EU CERTIFIED
  ✓ MATERIALS”
✓ KEEP ABRAREST OF CHANGES IN THE PROGRAM
  ✓ New/Added chemicals (and/or “improved SDS’s)
  ✓ Lower reporting thresholds
✓ PAY ON TIME
✓ SUBMIT
✓ PAY ON TIME