

Toxic Use Reduction Program Reporting

Reporting Form Instruction Guide

The Maine Department of Environmental Protection (DEP) has developed this form for use by regulated facilities complying with Maine's Toxic Use Reduction Regulation (TUR). To facilitate the use of the TUR filing format, this guide provides a brief description of information the user should have prepared in order to expedite the process. For details regarding all TUR requirements please refer to Maine law 38 M.R.S.A. Chapter 27 and DEP rules chapter 81 and chapter 82, which are available at the TUR web page located here: <http://www.maine.gov/dep/sustainability/tur/index.html> or call to speak with TUR program staff at (207) 215-1894. If you believe your facility is exempt from TUR reporting requirements, there is a separate form for you to complete.

The following information is required:

❖ Company Name

This is the legal name registered with the Maine Department of The Secretary of State, Division of Corporations. This may be a parent organization of the facility using a priority toxic chemical, a corporation, or the legal name of a business using a commonly referred to doing-business-as name.

❖ Facility Physical Address

The facility using the priority toxic chemical may have a different physical location than the business office or parent company. This is also the address within the State of Maine where the facility using the chemical being reported is located.

❖ NAICS Code

Each regulated facility will have a six digit U.S. Census Bureau registered North American Industrial Classification System (NAICS) code which is filed with the Maine Department of Labor.

❖ Base Year

This is the full calendar year which will serve as the base from which changes in amount used may be measured. The base year is 2010 unless there is a compelling reason to use a different year. In which case, the base year must be more recent than 2005 and explanation for the change must be provided.

❖ Amount Used

This is the total amount of the reported chemical used during the previous calendar year (January 1 through December 31). Reported in pounds, this total includes all sources whether within a mixture or pure chemical. If needed, contact TUR staff for assistance.

❖ Using a Mixture

A regulated facility must calculate the amount of the chemical used based on the percentage of a mixture, or multiple mixtures, as part of determining the total amount used. For clarification, please attach the MSDS associated with the mixture(s) used. If the chemical is being reported as part of a mixture please refer to rule chapter 82 section 2 (B), which is available on the TUR webpage.

