

# **Massachusetts DEP eEMORS Online Reporting Application.**

## **About the “New EMORS”**

With this new system, MassDEP is moving away from paper submittals and in this case the associated plastic of the diskettes/CDs that the former monthly reports came in on.

The data submission and the Certification document are now transferred electronically. “No Activity” reports are simply a single line data file with “NO ACTIVITY” in the place of the manifest ID number.

## **General**

MassDEP no longer supplies a desktop application that reporting transporters can use to enter, store and then output monthly operating reports from.

MassDep designed a data upload system that allows reporters to generate the specified file format through any mechanism at their disposal and upload it directly through MassDEP’s “eDEP” portal.

The file format required is tab-delimited text. For reporters without their own data systems, the file can be compiled in MS Excel or any other spreadsheet software and simply saved as “tab-delimited text”. Demonstration files have been created in Excel and saved as txt.

eGOV Permissions and Privileges are set through the same mechanism as the eVID program.

## **EMORS Bulk Upload: Where Is It and How to Use It**

The URL for eDEP is: <https://edep.dep.mass.gov/DEPHome.aspx>

After accessing your account, you will land on “My Home Page”.

Select “Start New”,

Select “EMORS Bulk Data Upload”,

Select “Upload”,

Select “Browse” and find your file on your PC

Select “Open”,

Select “Upload File”.

Your file will now validate. If the file fails, you can use the error report to fix the data elements that are failing.

Files that pass validation can now be electronically certified and submitted.

After submitting, you will receive an Email confirmation of the transaction.

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## Testing

You have reconfigured your output files to the new format or you have constructed a report using spreadsheet software, how do you know if it will pass validation?

The upload procedure validates as a first step, prior to uploading. To test a file and NOT upload it, there is an option called "Practice Submittal". This will allow validation without the option to upload your file.

Files that do not successfully pass validation cannot be uploaded.

## Notes On Submittals

### 1 Month: 1 File

As the validation table below indicates, the rule is: 1 month per submittal. It is no longer possible to span months.

Sometimes it is not possible to report ALL of a month's manifests in time, so what to do?

Example:

October's file of 20 manifests was submitted and successfully uploaded. Then November's file was uploaded. Suddenly 10 October manifests turn up. How do you report them? You can simply report the 10 October manifests and they will append your earlier submittal, or, if you wish, you can resubmit the earlier 20 manifests with the new 10. However, they must be submitted as "October's" file – 1 month: 1 file.

### Multiple locations, Multiple Files

For Reporters with branch offices, each office can report independently. There is no longer the need to combine the individual files and submit them as a single file.

### Working With Spreadsheets

If the spreadsheet software that you are using utilizes the concept of "Workbooks" where multiple spreadsheets are stored together in a single "binder" you may run into problems where "saving to tab-delimited" will not work where there are multiple spreadsheets. In this case, you can copy and paste the spreadsheet to it's own binder and you will be fine.

Header line: the text in the header line **MUST BE EXACTLY AS THEY APPEAR IN THE SAMPLE.**

Field order: Field order **MUST BE EXACTLY AS THEY APPEAR IN THE SAMPLE.**

### Naming Conventions

Unlike the earlier EMOR iterations, there are no restrictions on file names. A suggestion would be to call the file what it is, for example:

"HWTrucking\_Oct\_08\_EMOR\_NorthEastRegion3rdResubmittal.txt".

## Field Names and Data Criteria

Below is a table with the field names, the required or optional status of those fields and text explaining the format expected by the upload validation routines.

Field names and data criteria are largely unchanged from the ones that have been in use since 2000.

## Field Format Validation Rules

General criteria for all fields:

- All caps,
- no punctuation,
- please do not use any of the following characters: ~ ` @ # \$ % ^ & \* ( ) \_ + = / \* + < > ; : " ' { } [ ] \ .

## How to use this table

For data file templates, please open these files:

SampleGenericEmor.xls  
SampleGenericEmor.txt

These are the same data sets. One is in MS Excel, as compiled, and the other is the Excel file saved as "Tab-delimited" format.

For "No Activity" file templates, please open these files:

SampleNoActivity.xls  
SampleNoActivity.txt

Again, these are the same data sets. One is in MS Excel, as compiled, and the other is the Excel file saved as "Tab-delimited" format.

Reading left to right, read the data in the cells. See the requirements for those cells/fields in the table below.

Field #	Field Name	Required or Optional	Data Format Expected
1	RECORD_TYPE	R	1 char. Used to distinguish between a "header" record and a "detail" record. Each record must be designated one or the other. For multi detail line manifests, the first line is designated "H", all successive lines are designated "D".
2	REPORTING_YEAR	R	4 chars, YYYY, numeric. Year of report being submitted. Note: when User selects month/year that file is for, the Source Transporter ID & it's associated Receipt Date MUST = the month being submitted for. Out of date range records will cause load to fail. One month = one submittal, no split months. Re-submits are fine
3	REPORTING_MONTH	R	2 chars, numeric, 01-12. Month of report being submitted. Note: when selecting month/year that file is for, the Source Transporter ID & it's associated Receipt Date MUST = the month being submitted for. Out of date range records will cause load to fail. One month = one submittal, no split months. Re-submits are fine
4	SOURCE_TRANSPORTER_EPA_ID	R	12 chars, EPA ID format (1st two chars must be alpha). This is the EPA ID of the reporting transporter

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5	STATE_MANIFEST_DOCUMENT_NO	R	20 chars, no spaces, no hyphens, must end with 3 alpha characters, manifest number must be unique within the file - no duplicates. Manifest or Bill of Lading ID, if bill of lading & has no 3 alpha suffix, type in "BOL".
6	GENERATOR_EPA_ID	R	12 chars, EPA ID format (1st two chars must be alpha). EPA ID of generator
7	GENERATOR_NAME	R	50 chars.
8	GENERATOR_SITE_ADDRESS_LINE_1	R	32 chars.
9	GENERATOR_SITE_ADDRESS_LINE_2	R	32 chars.
10	GENERATOR_SITE_CITY	R	20 chars.
11	GENERATOR_SITE_STATE_PROVINCE	R	2 chars
12	GENERATOR_SITE_POSTAL_CODE	R	Valid US/Canada ZIP Code format
13	GENERATOR_SITE_COUNTRY	R	2 char standard abbreviation
14	GENERATOR_MAIL_ADDRESS_LINE_1	R	32 chars.
15	GENERATOR_MAIL_ADDRESS_LINE_2	R	32 chars.
16	GENERATOR_MAIL_CITY	R	20 chars.
17	GENERATOR_MAIL_STATE_PROVINCE	R	2 chars.
18	GENERATOR_MAIL_POSTAL_CODE	R	Valid US/Canada ZIP Code format
19	GENERATOR_MAIL_COUNTRY	R	2 char standard abbreviation
20	TRANSPORTER_1_EPA_ID	R	12 chars, EPA ID format (1st two chars must be alpha).
21	TRANSPORTER_1_COMPANY_NAME	R	32 chars

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22	TRANSPORTER_1_MATERIALS_RECEIP	R	10 chars. MM/DD/YYYY, Must be equal to or greater than Generator Certification Date.
23	TRANSPORTER_2_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha). If Transporter 2 EPA ID has no value (i.e. only one Transporter was involved), then Facility Receipt Date value is required.
24	TRANSPORTER_2_COMPANY_NAME	O	32 chars.
25	TRANSPORTER_2_MATERIALS_RECEIP	O	MM/DD/YYYY, must be equal to or greater than Transporter 1 Receipt Date
26	TRANSPORTER_3_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha). If Transporter 3 EPA ID has no value (i.e. only two Transporters were involved), then Facility Receipt Date value is required.
27	TRANSPORTER_3_COMPANY_NAME	O	32 chars.
28	TRANSPORTER_3_MATERIALS_RECEIP	O	MM/DD/YYYY Equal to or greater than Transporter 2 Receipt Date.
29	TRANSPORTER_4_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha). If Transporter 4 EPA ID has no value (i.e. only one Transporter was involved), then Facility Receipt Date value is required.
30	TRANSPORTER_4_COMPANY_NAME	O	32 chars.
31	TRANSPORTER_4_MATERIALS_RECEIP	O	MM/DD/YYYY Equal to or greater than Transporter 3 Receipt Date.

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32	TRANSPORTER_5_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha). If Transporter 5 EPA ID has no value (i.e. only one Transporter was involved), then Facility Receipt Date value is required.
33	TRANSPORTER_5_COMPANY_NAME	O	32 chars.
34	TRANSPORTER_5_MATERIALS_RECEIP	O	MM/DD/YYYY Equal to or greater than Transporter 4 Receipt Date.
35	FACILITY_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha). ID of receiving TSD.
36	FACILITY_NAME	O	32 chars. Name of receiving facility.
37	FACILITY_RECEIPT_DATE	O	MM/DD/YYYY Equal to or greater than Generator Certification Date.
38	DISCREPANCY_INDICATION	O	240 chars. If a discrepancy, explain in Discrepancy Indication field, then indicate any and all of the reasons for the discrepancy by entering "Y" in any combination of the following fields; (Discrepancy Indication) Quantity, (Discrepancy Indication) Type, (Discrepancy Indication) Residue, (Discrepancy Indication) Partial Rejection, (Discrepancy Indication) Full Rejection, (Discrepancy Indication) Other. One of these fields MUST be indicated if "Discrepancy Indication" is not null
39	DISCREPANCY_INDICATION_QUANTITY	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked

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40	DISCREPANCY_INDICATION_TYPE	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked
41	DISCREPANCY_INDICATION_RESIDUE	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked
42	DISCREPANCY_INDICATION_PARTIAL_REJECTION	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked
43	DISCREPANCY_INDICATION_FULL_REJECTION	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked
44	DISCREPANCY_INDICATION_OTHER	R	Check Box, default = blank as "N". If "yes" then "Y". Discreplnd is not null: any or all of (Discrepancy Indication) fields must be checked
45	MANIFEST_REFERENCE_NUMBER	O	20 chars. No spaces, no hyphens. Discreplnd is not null.
46	ALTERNATE_FACILITY_EPA_ID	O	12 chars, EPA ID format (1st two chars must be alpha).
47	ALTERNATE_FACILITY_NAME	O	Cannot have value unless Alternate Facility EPA ID has value
48	ALTERNATE_FACILITY_RECEIPT_DATE	O	MM/DD/YYYY. If value in Alternate Facility ID field, then Facility Receipt Date value is required. Value must be valid date equal to or greater than Gen Cert Date
49	GENERATOR_CERTIFICATION_DATE	R	MM/DD/YYYY. Must be valid date

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50	LINE_NO	R	3 chars. Numeric. Must be integer > 0. Must be unique within all Detail Lines for the specified State Manifest Document No.
51	DOT_DESCRIPTION	R	50 chars.
52	CONTAINER_COUNT	R	3 chars. Numeric, Must be integer =, > 0. Must not be blank, 1 to 999
53	CONTAINER_TYPE	R	2 chars. Must be "BA", "CF", "CM", "CW", "CY", "DF", "DM", "DT", "HG", "DW", "TC", "TP", or "TT"
54	TOTAL_QUANTITY	R	7 chars. Numeric. Must be number.
55	UNIT_WT_VOL	R	1 char. Must be "G", "K", "L", "M", "N", "P", "T" or "Y"
56	WASTE_NO_1	R	4 chars. 4 chars, first char Alpha, 2 <sup>nd</sup> alpha/numeric, 3 <sup>rd</sup> and 4 <sup>th</sup> numeric
57	WASTE_NO_2	O	4 chars.
58	WASTE_NO_3	O	4 chars.
59	WASTE_NO_4	O	4 chars.
60	WASTE_NO_5	O	4 chars.
61	WASTE_NO_6	O	4 chars.
62	MANAGEMENT_METHOD_CODE	O	4 chars, 1 alpha, 3 numeric, valid EPA codes.
63	FEE	O	1 char. Must be from "0" to "9".

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## No Activity Reports

“No Activity” reports are handled as described below.

Prepare a spreadsheet (or an extract from your system) with the following values in the following fields:

RECORD_TYPE	H
REPORTING_YEAR	The year of the report YYYY
REPORTING_MONTH	The month of the report MM
SOURCE_TRANSPORTER_EPA_ID	Your company's ID
STATE_MANIFEST_DOCUMENT_NO	<b>NO ACTIVITY</b>

Then, save the file as “tab-delimited text”, and upload.