INSTRUCTION MANUAL

eDEP / NPDES Forms

Massachusetts Department of Environmental Protection (MassDEP)

March 2014

For more info:
http://www.mass.gov/eea/agencies/massdep/water/wastewater/surface-water-discharge-permitting-npdes.html

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1 eDEP

eDEP is MassDEP's Online Environmental Reporting System in which regulated facility users may create accounts and upon administrative approval, submit environmental reports, including Toxicity, State Discharge, and various Other Compliance reporting forms.

1.1 Proofing

- At the Login page, enter your username and password and click the "Login" button.

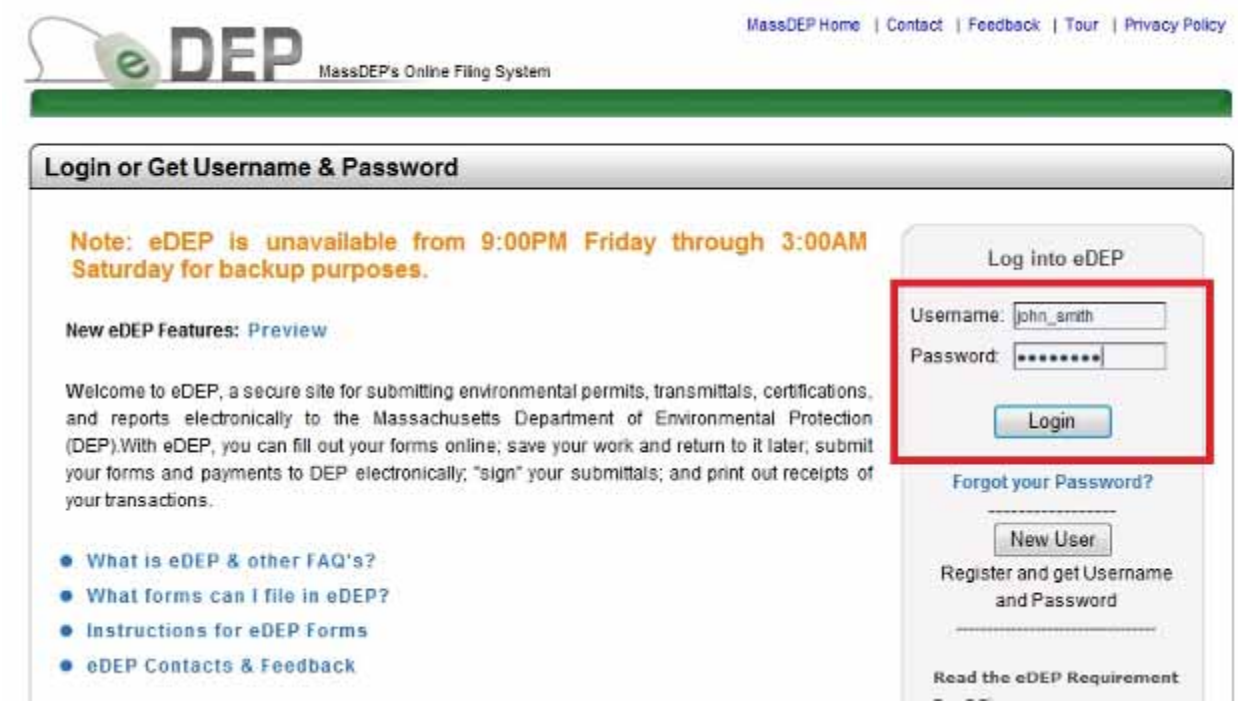


Figure 1: Login Page

- On the Home page, got to the "My Profile" tab and click "Proof of Identity"

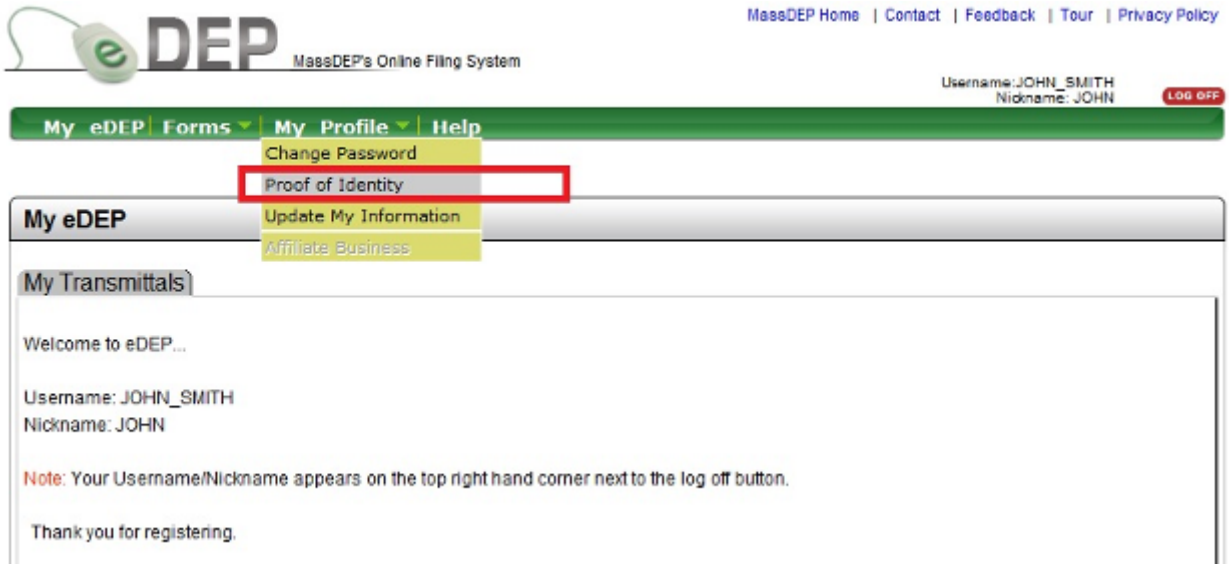


Figure 2: Home Page

- On the Proof of Identity page, sign the “Apply for proof” check box, select “NPDES Chief Operator Certifier Person” in the drop down combo box, and click the “Apply” button.

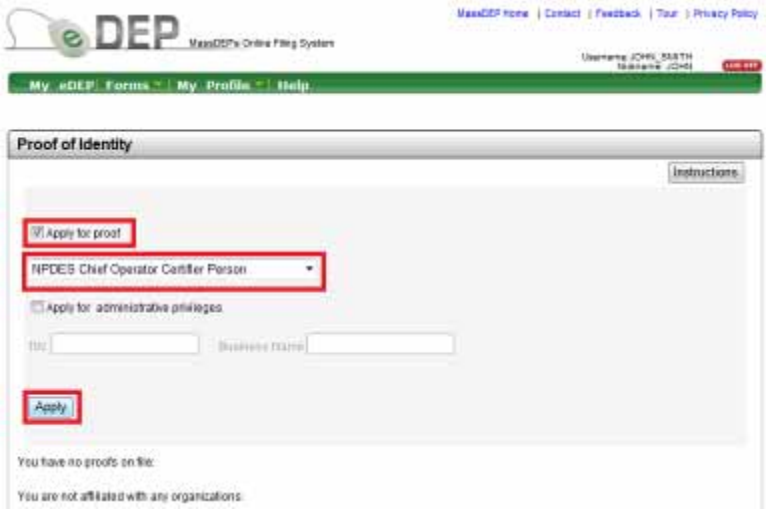


Figure 3: Proof of Identity Page

- On the following Proof of Identity page, sign the checkbox titled: “Apply for a NPDES Chief Operator Certifier Person”. Enter your NPDES Permit Number(s) and Facility Name(s) and click the “Apply” button.

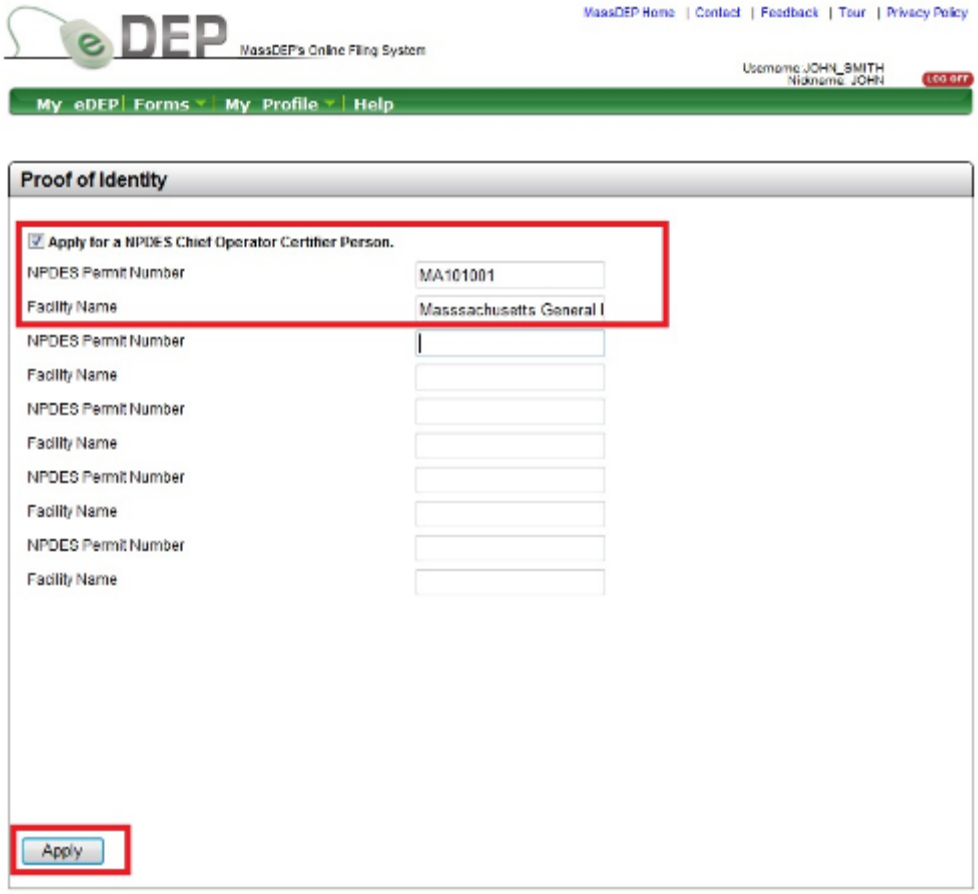


Figure 4: Selecting Facilities

- Review the application summary and click “Print”. Send the printed and signed form to the location given.

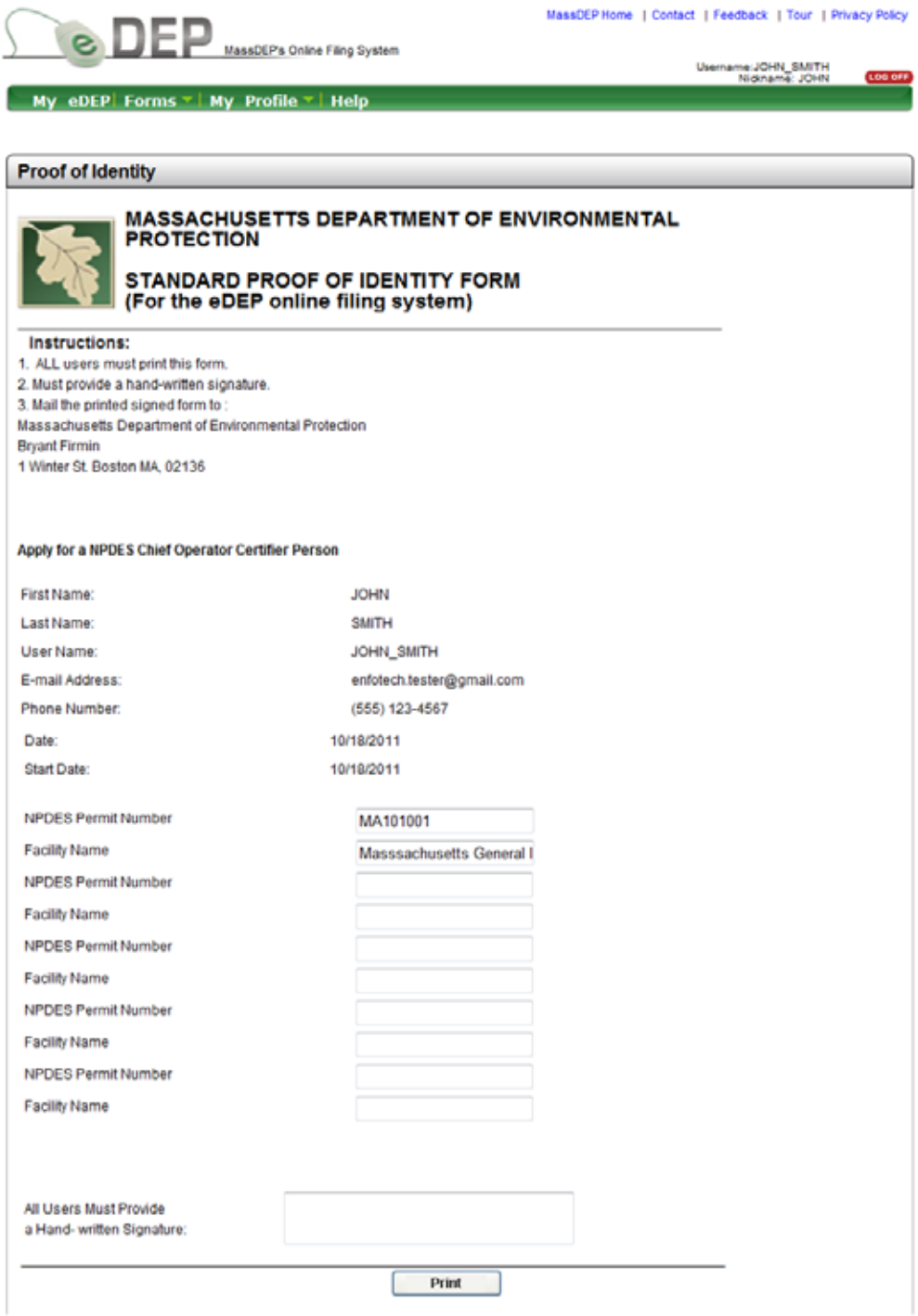


Figure 5: Application Review Page

- An automatic email will be sent to you, and the administrator will grant the requested privileges upon approval.

1.2 Toxicity Report

- Click on “NPDES” on the “Forms” tab.

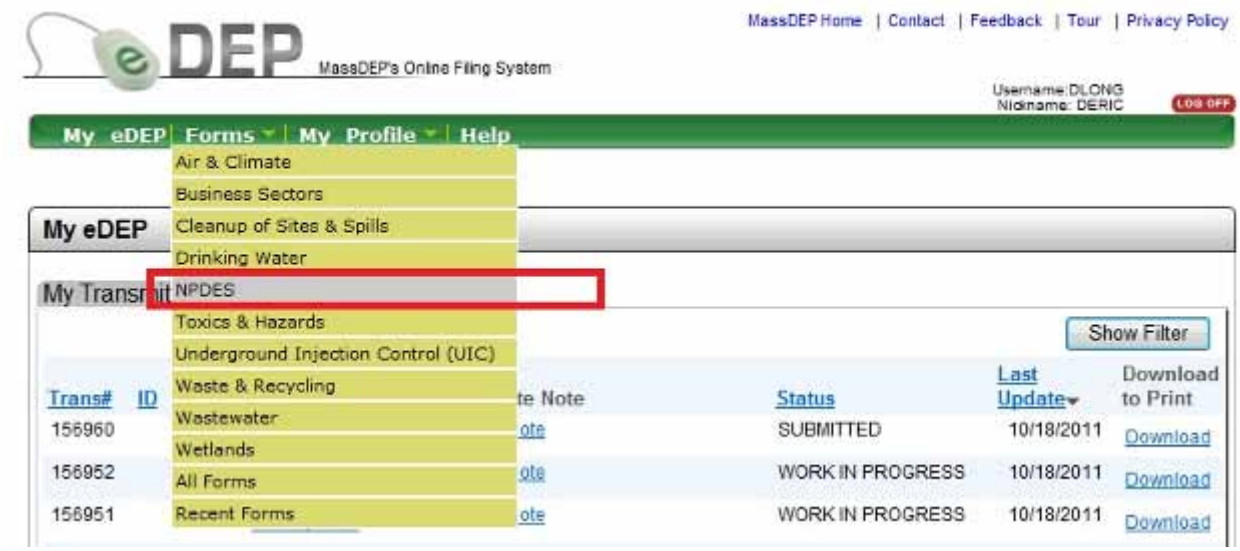


Figure 6: NPDES Form Selection

- Click on “Start Transaction” for “Toxicity Form”

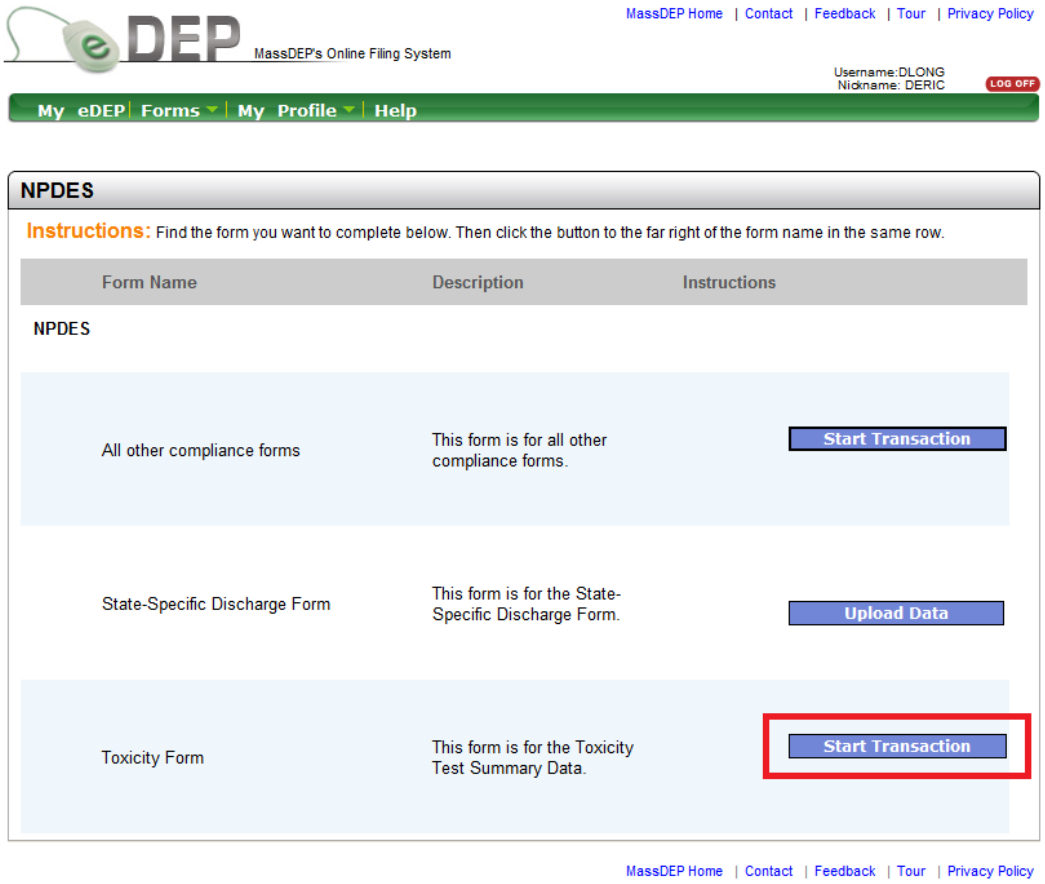


Figure 7: Toxicity Form Selection

- Enter the facility permit number and outfall (monitoring location), and click the “Search” button. Use capitals in both fields as they are case sensitive.

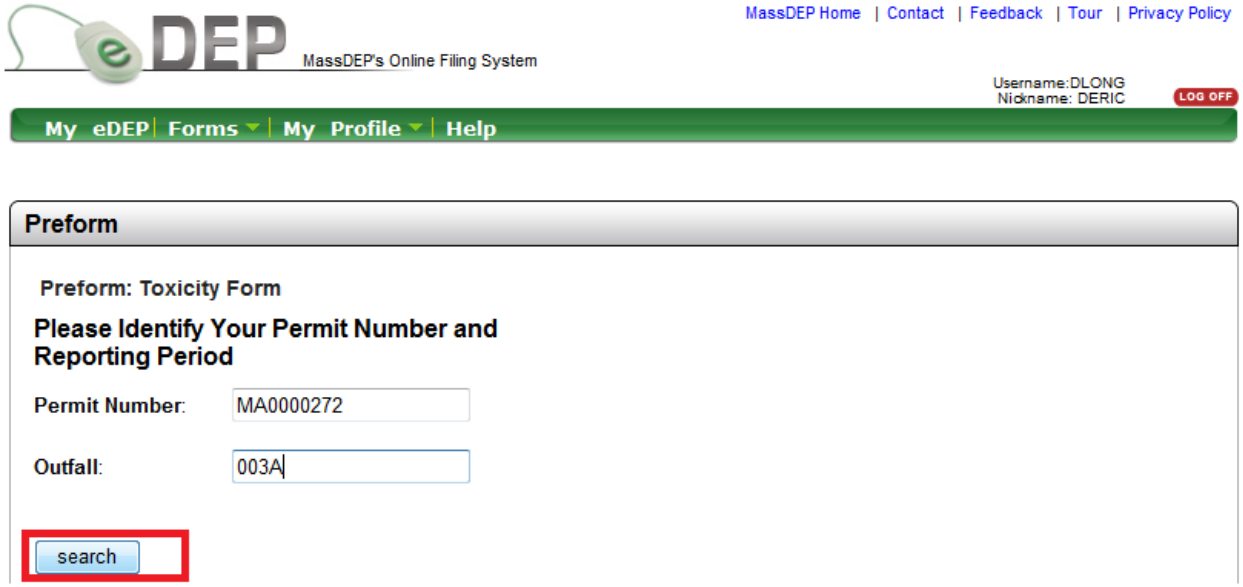


Figure 8: Toxicity Permit Number Search

- Click on the “This information is correct” checkbox and click “Next”.

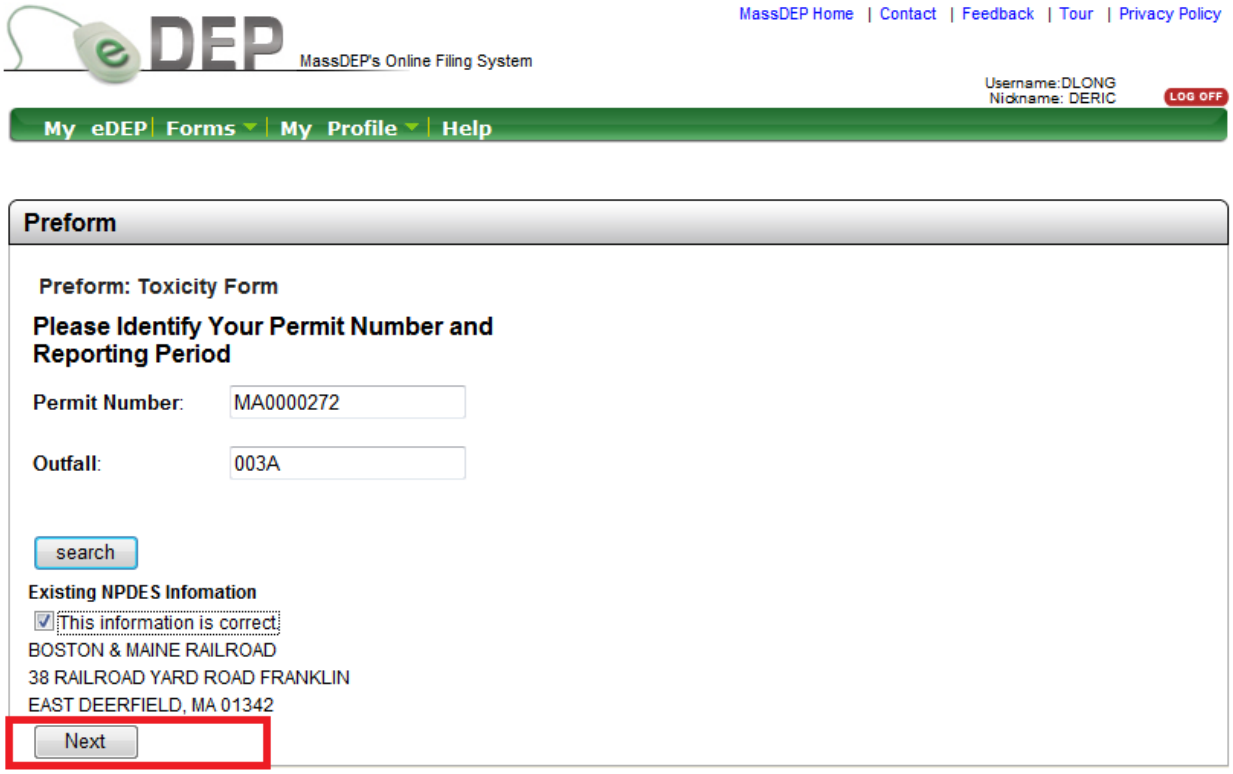


Figure 9: Toxicity Permit Number Selection

- Click “Next”

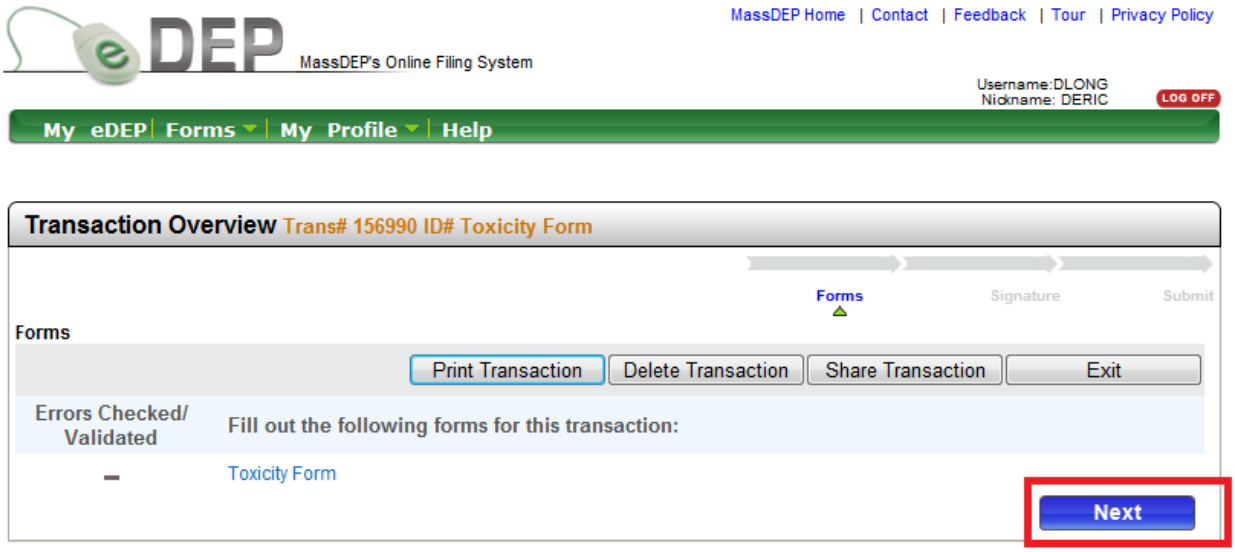


Figure 10: Toxicity Form Transaction Overview

- Enter the permit General Information and click “Next”.

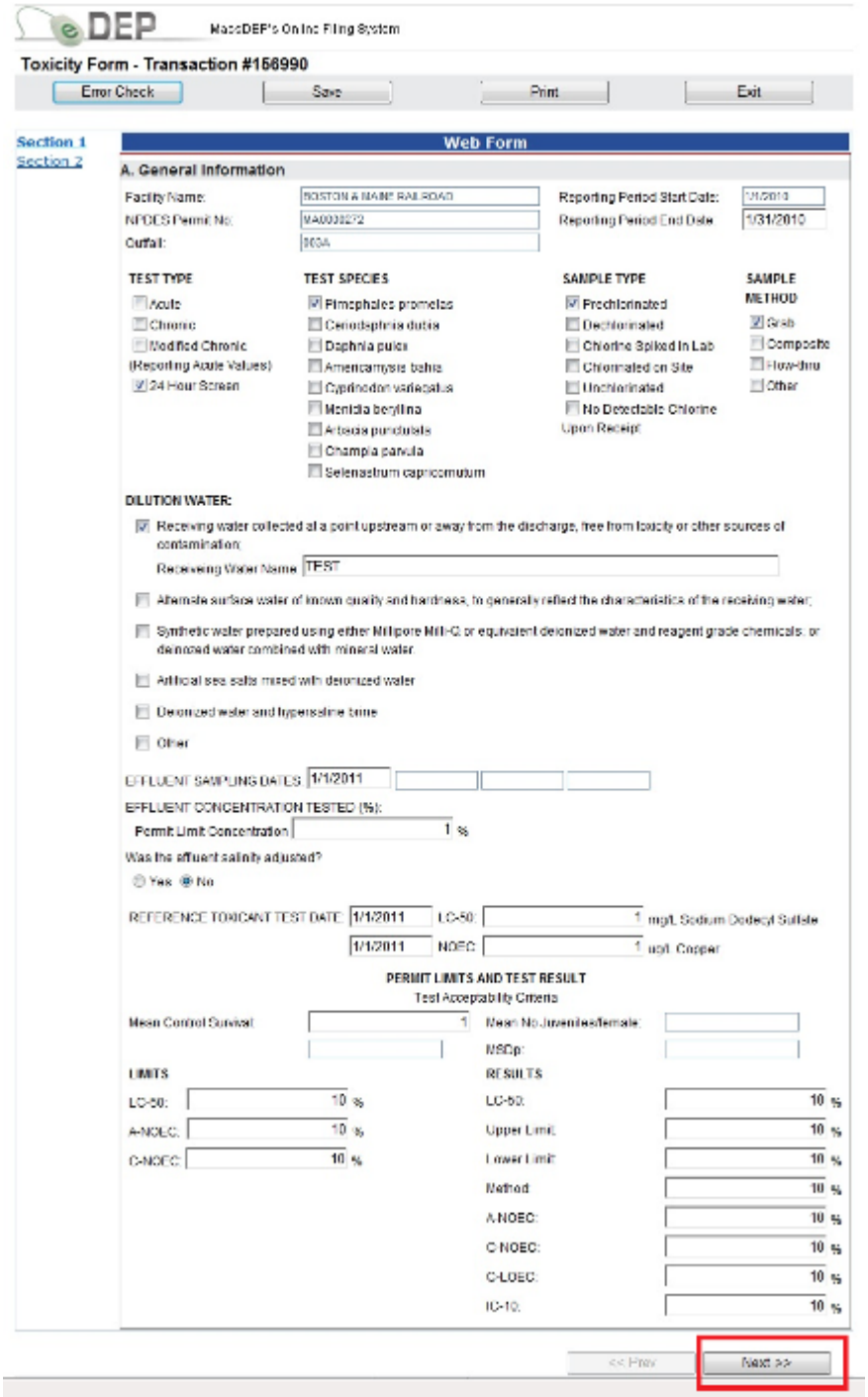


Figure 11: Toxicity Form Data Entry Section 1

- Enter the Dilution Information and click “Error Check & Next”

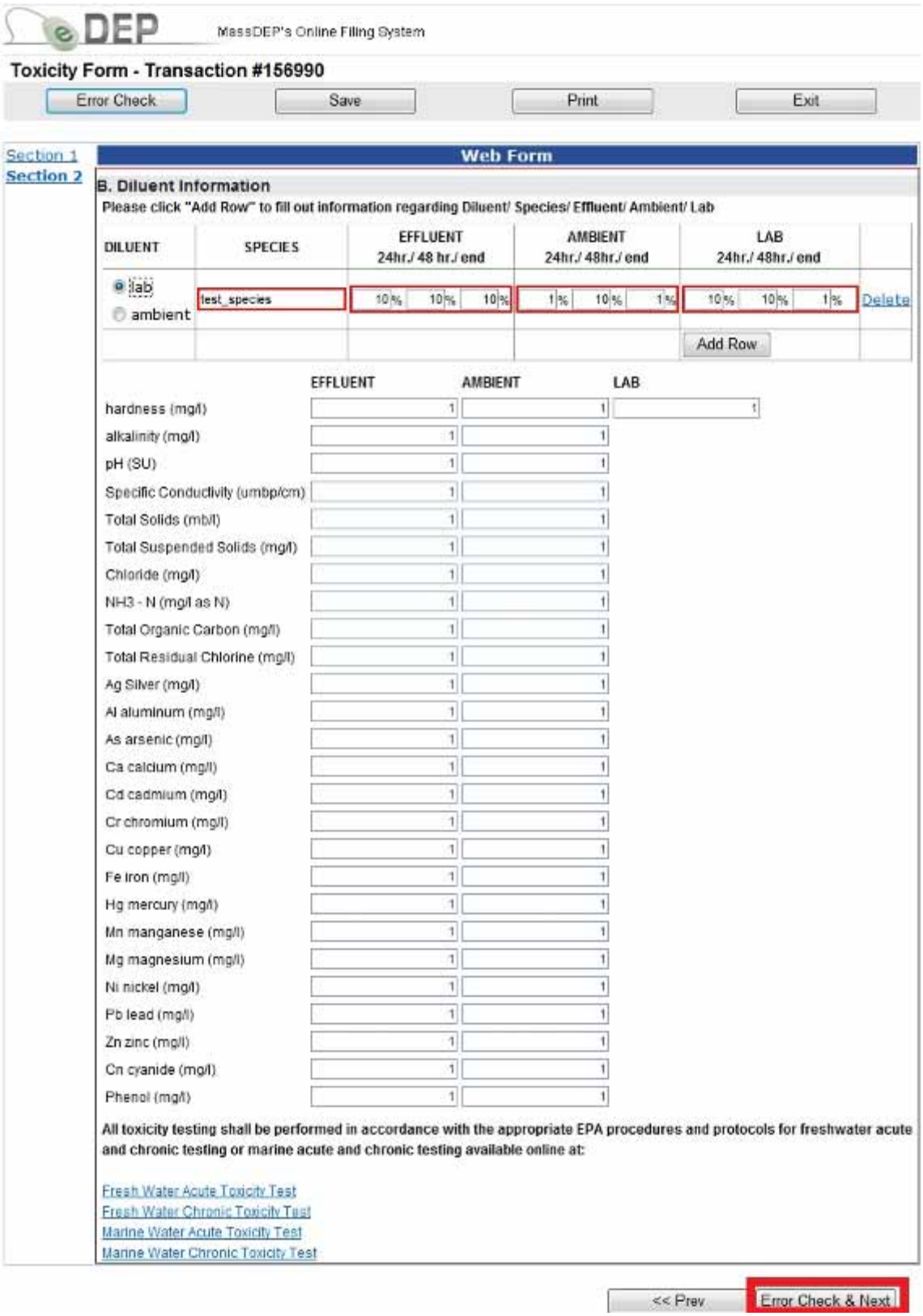


Figure 12: Toxicity Form Data Entry Section 2

- Click “Next” on the Transaction Overview page.

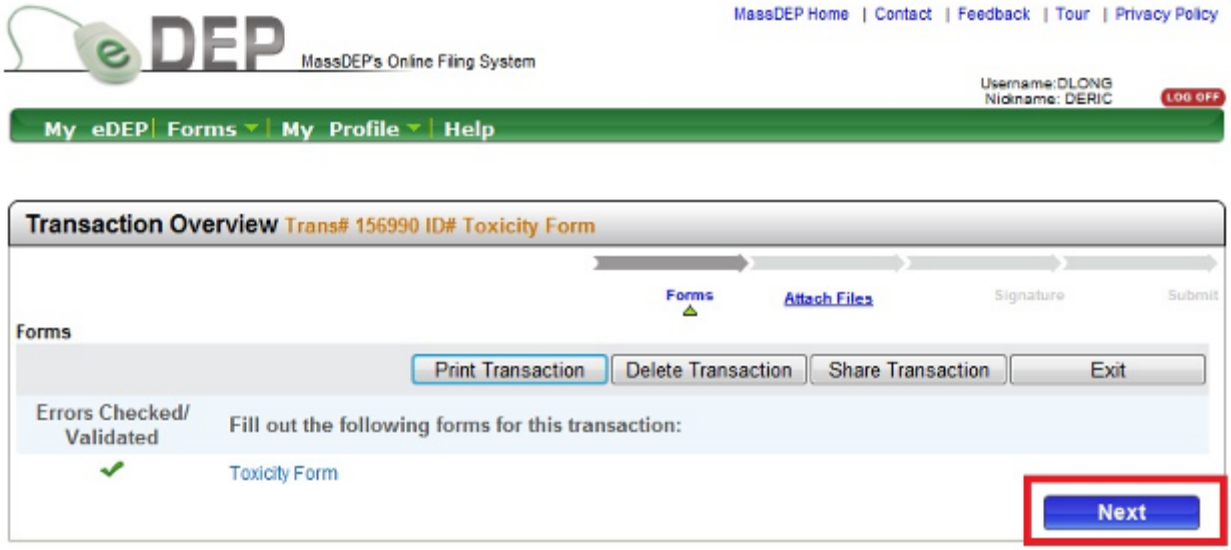


Figure 13: Transaction Overview

- Enter attachments as need and click “Confirm”.

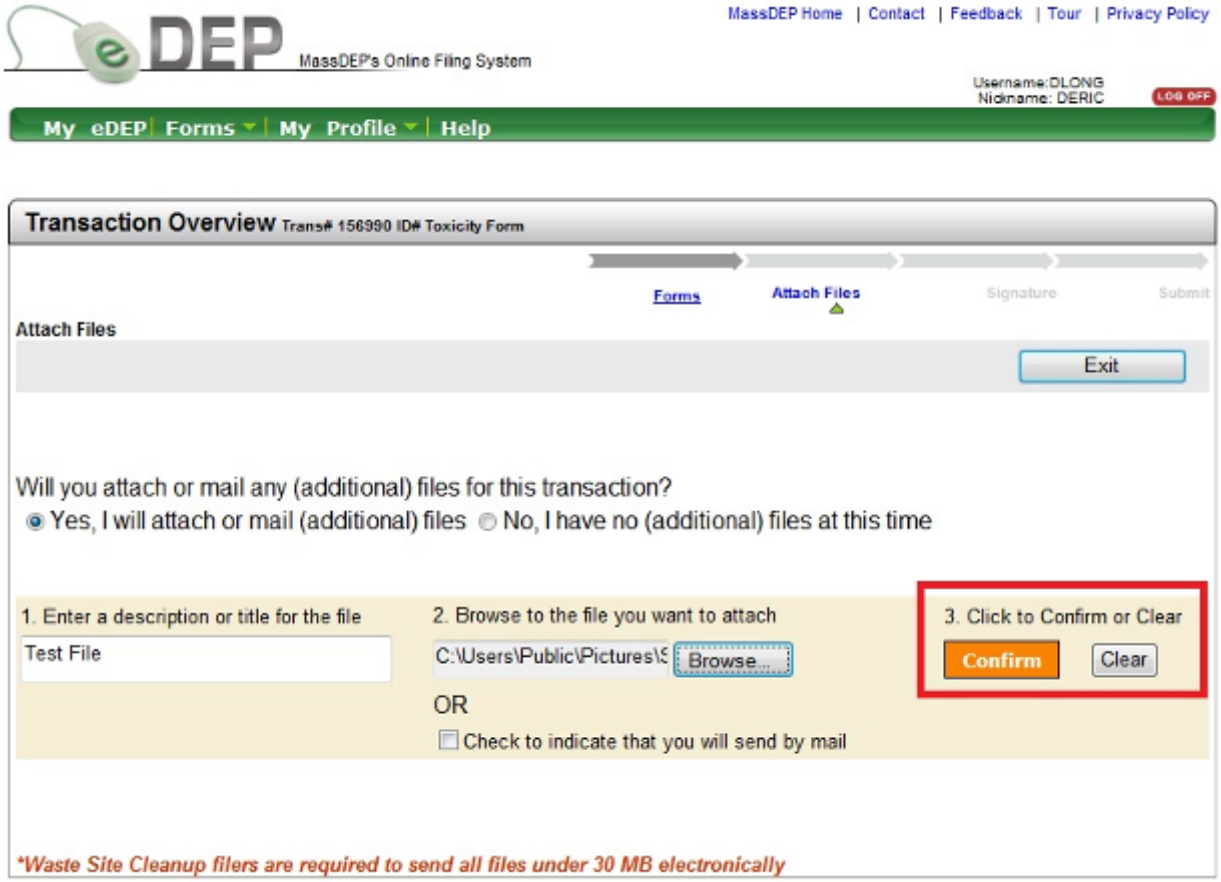


Figure 14: Attachments Page

- Click “Next” after adding the desired attachments.

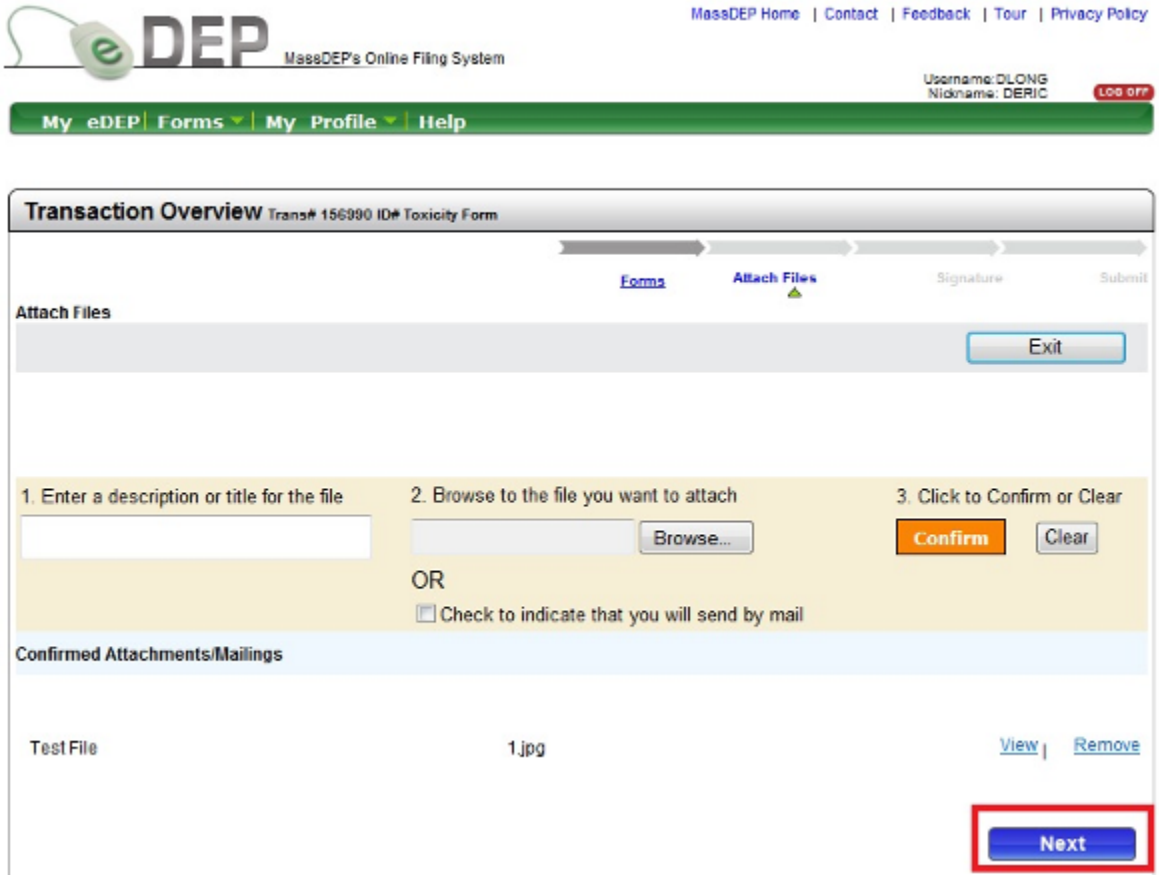


Figure 15: Attachment Submission

- Mark the “Certification” checkbox, enter your name in the “Responsible Person” textbox, and click “I accept”.

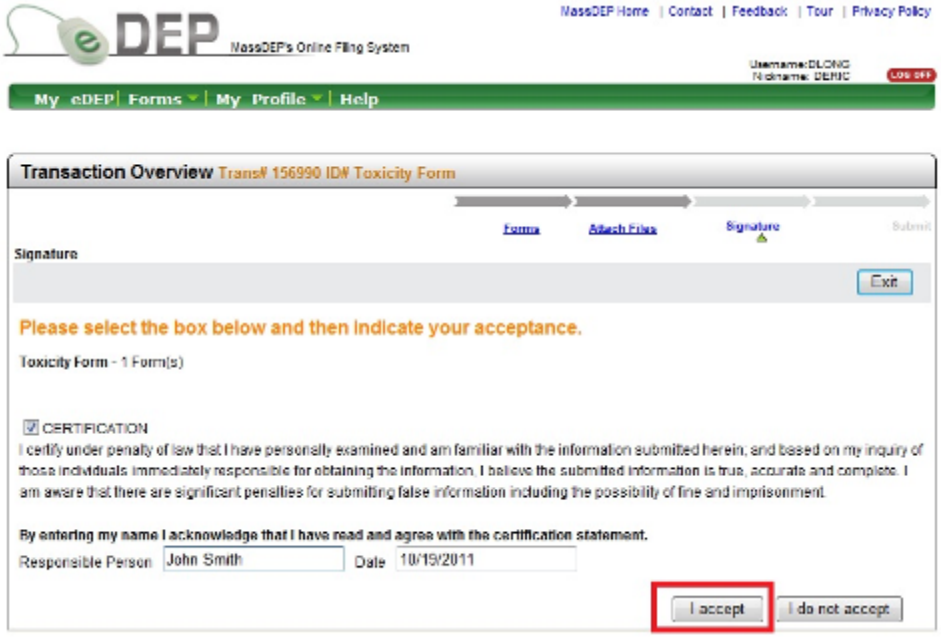


Figure 16: Form Certification

- Click “Next” at the Transaction Overview page.

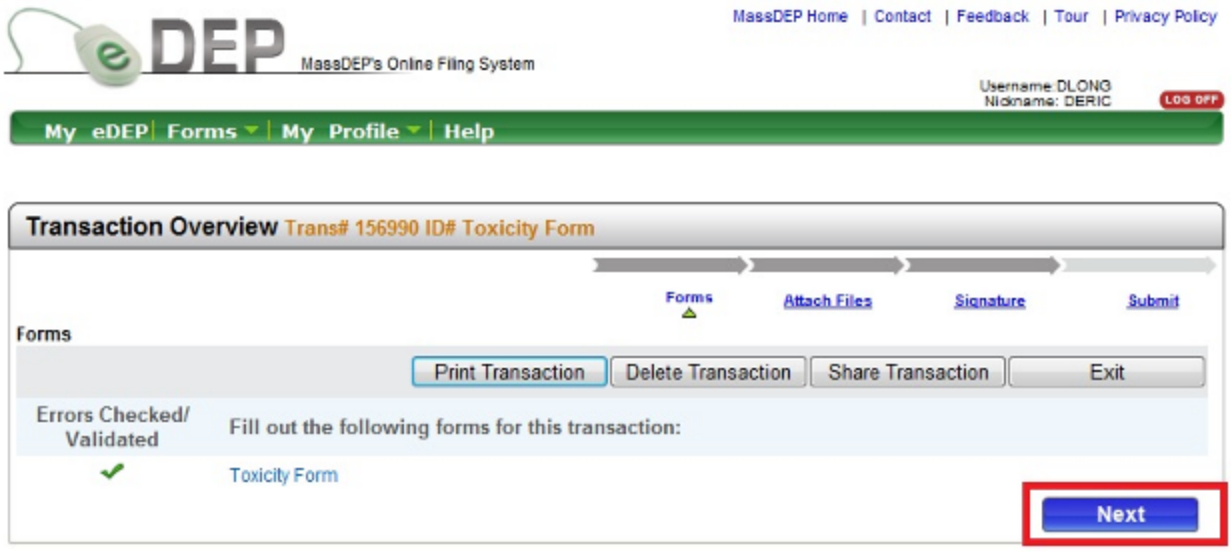


Figure 17: Form Validation

- Click “Submit”.

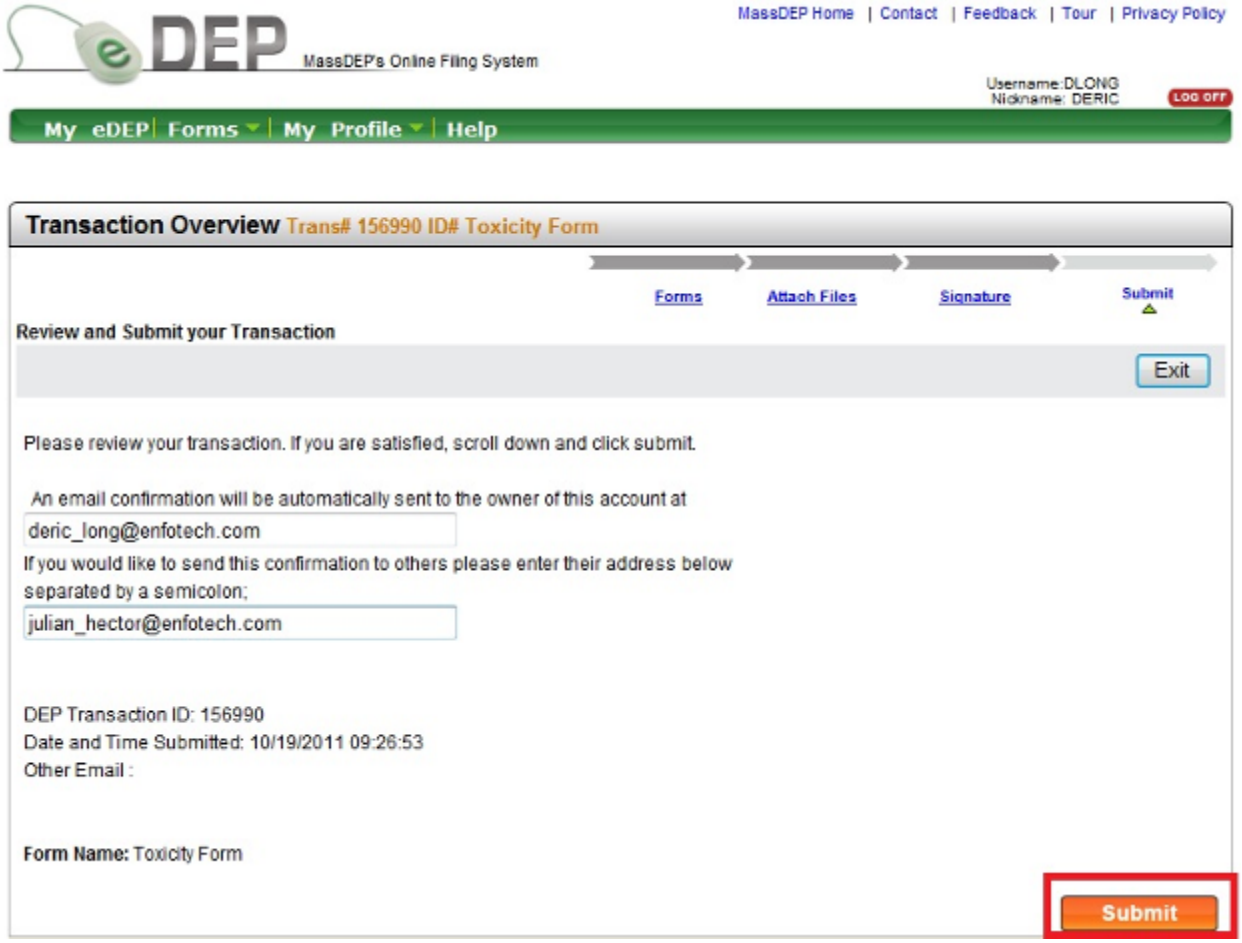


Figure 18: Form Submission

- The Receipt is displayed on-screen. Click “Print Receipt” if desired.
- Check your email for a confirmation letter.

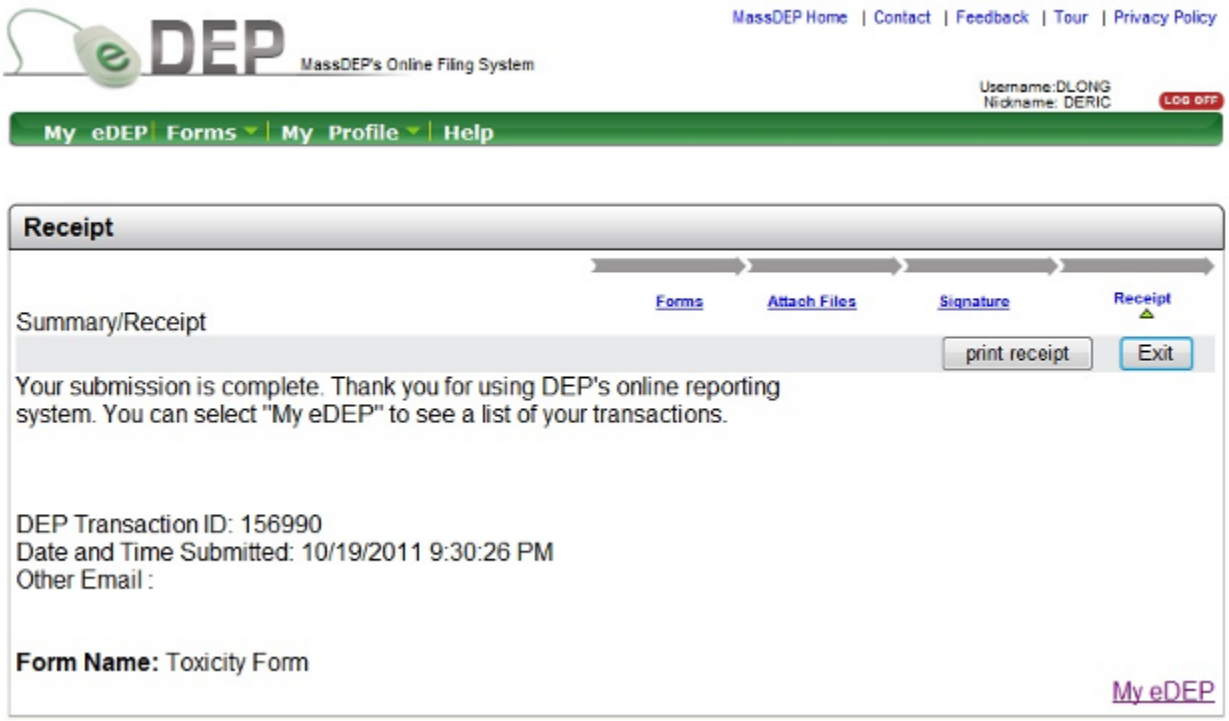


Figure 19: Form Receipt

1.3 Other Compliance Forms

- Click on “NPDES” under the Forms tab.

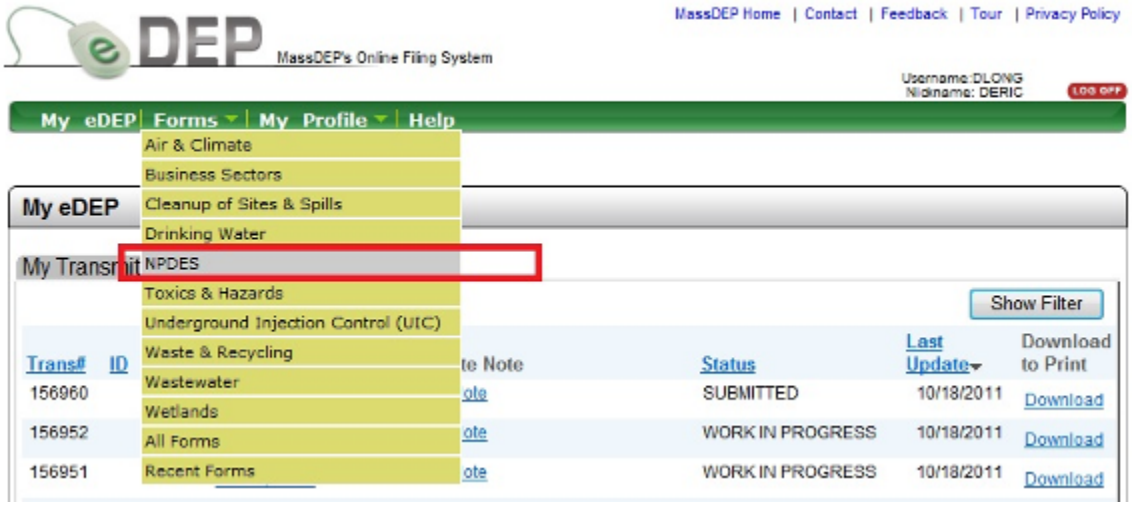


Figure 20: NPDES Forms

- Click on ‘Start Transaction” to the right of “All Other Compliance Forms”.

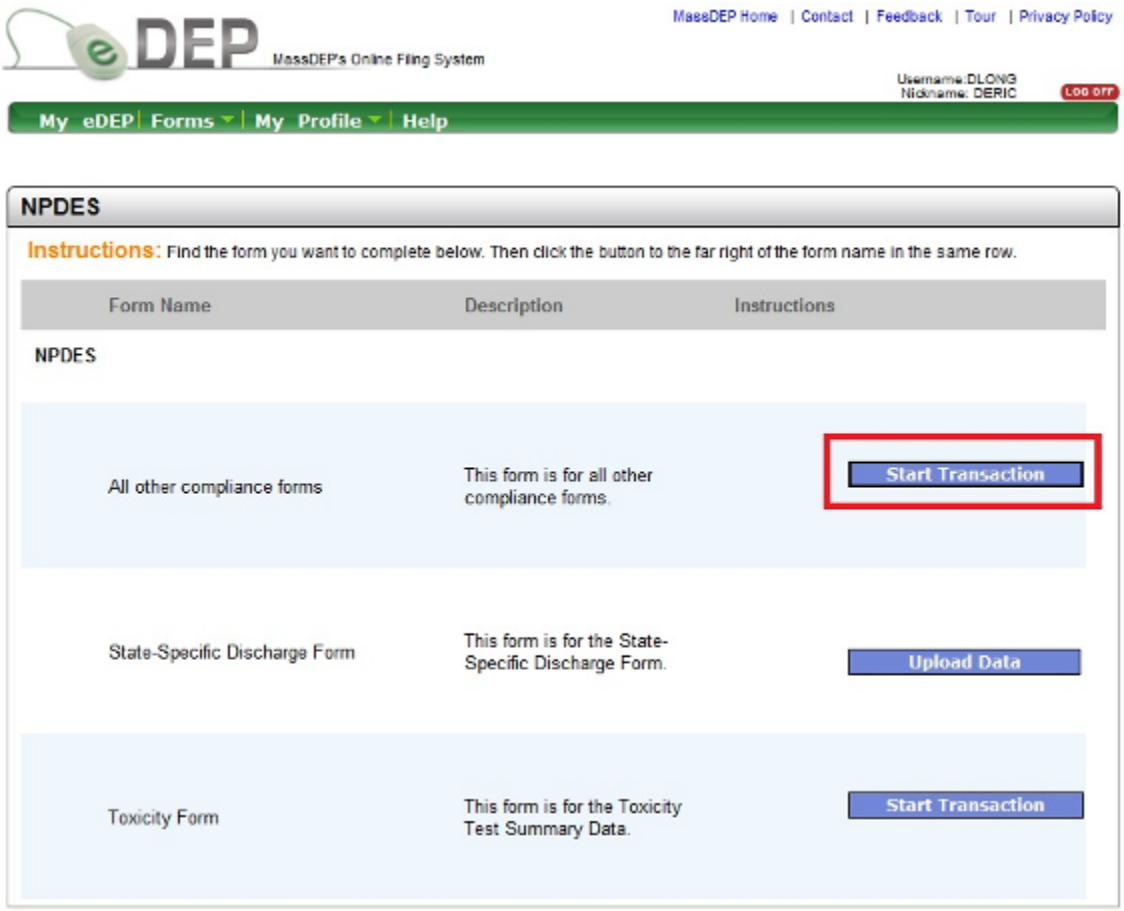


Figure 21: Other Compliance Form Selection

- Enter the permit number and outfall (monitoring location). Use capitals in both fields as they are case sensitive.

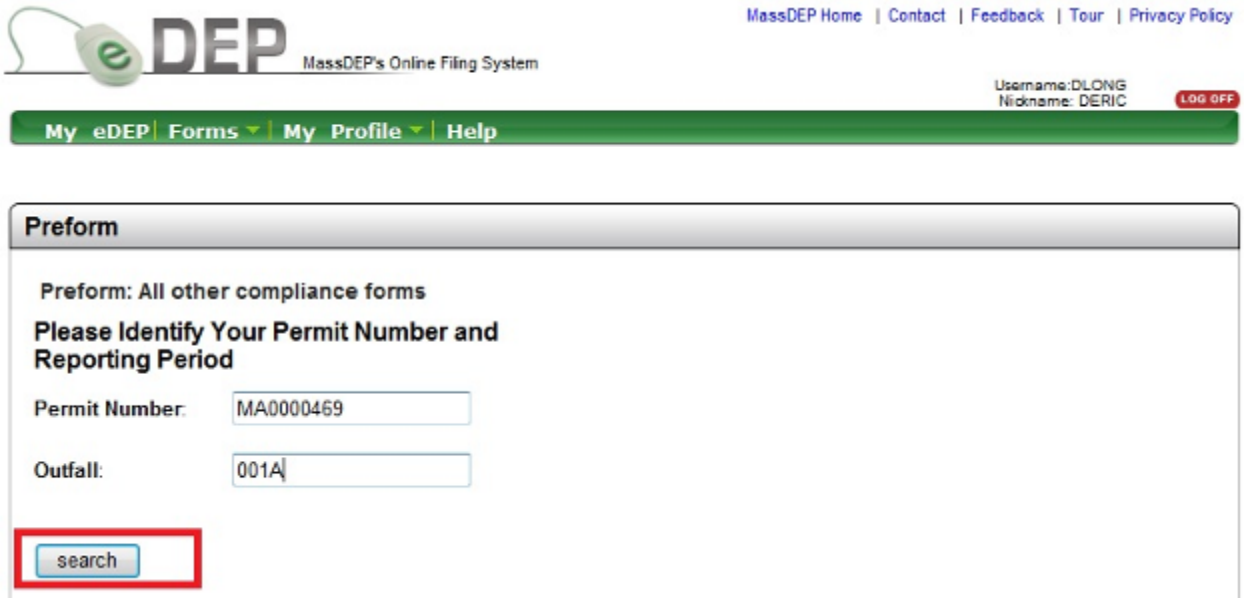


Figure 22: Permit Number Search

- Select “This information is correct” and click “Next”.

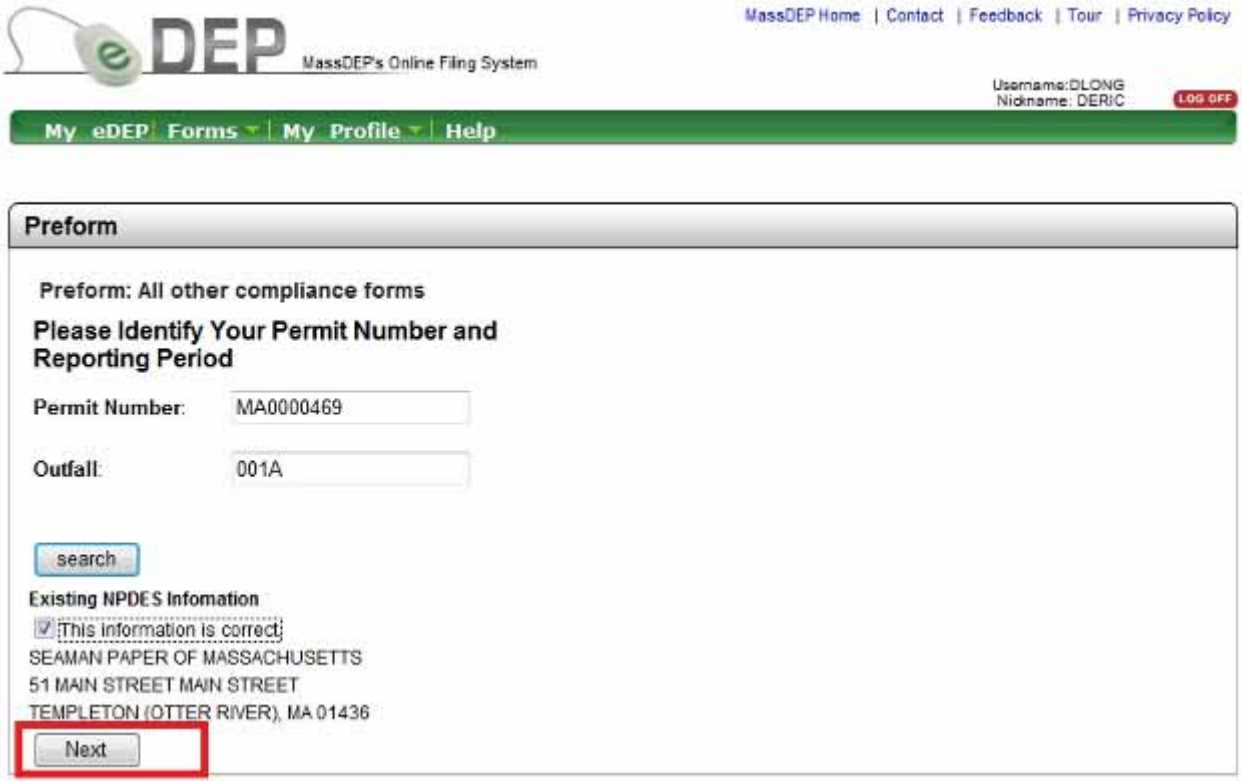


Figure 23: Permit Number Selection

- Click “Next” on the Transaction Overview page.

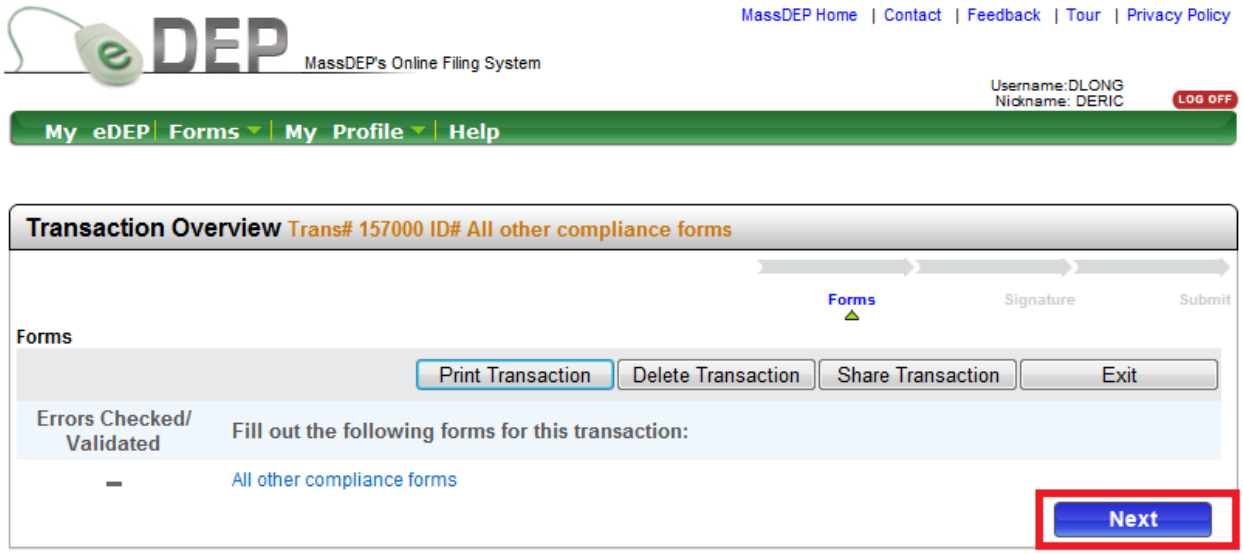


Figure 24: Transaction Overview Page

- Select the Form Type from the drop down combo box, enter the reporting start and end dates, and click “Next”.

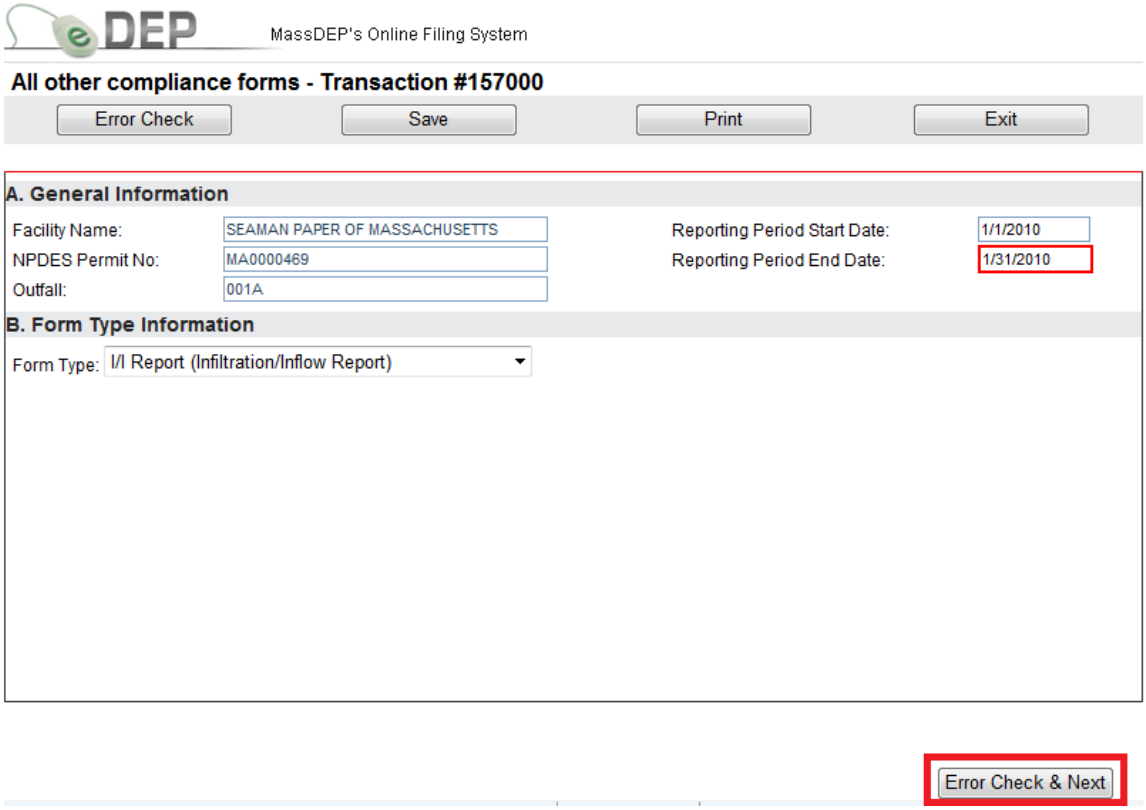


Figure 25: Other Compliance Form Data Entry

- Click “Next” on the Transaction Review page.

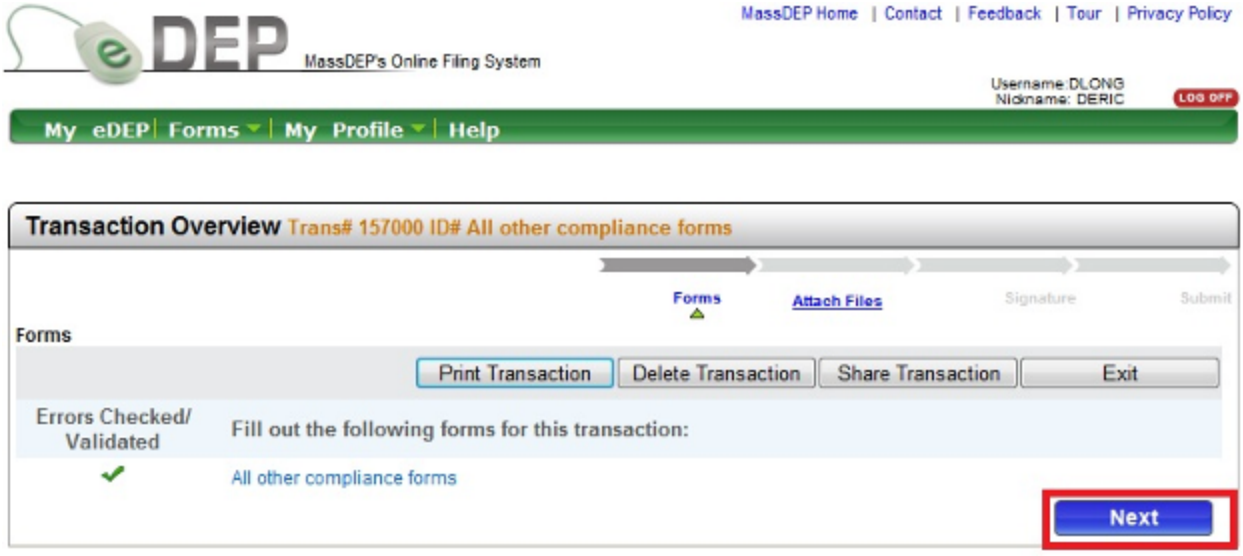


Figure 26: Transaction Overview

- If there are no attachments, click the “No” radio button. If yes, enter the file description, file path, and click “Confirm”. Attach the other files needed.

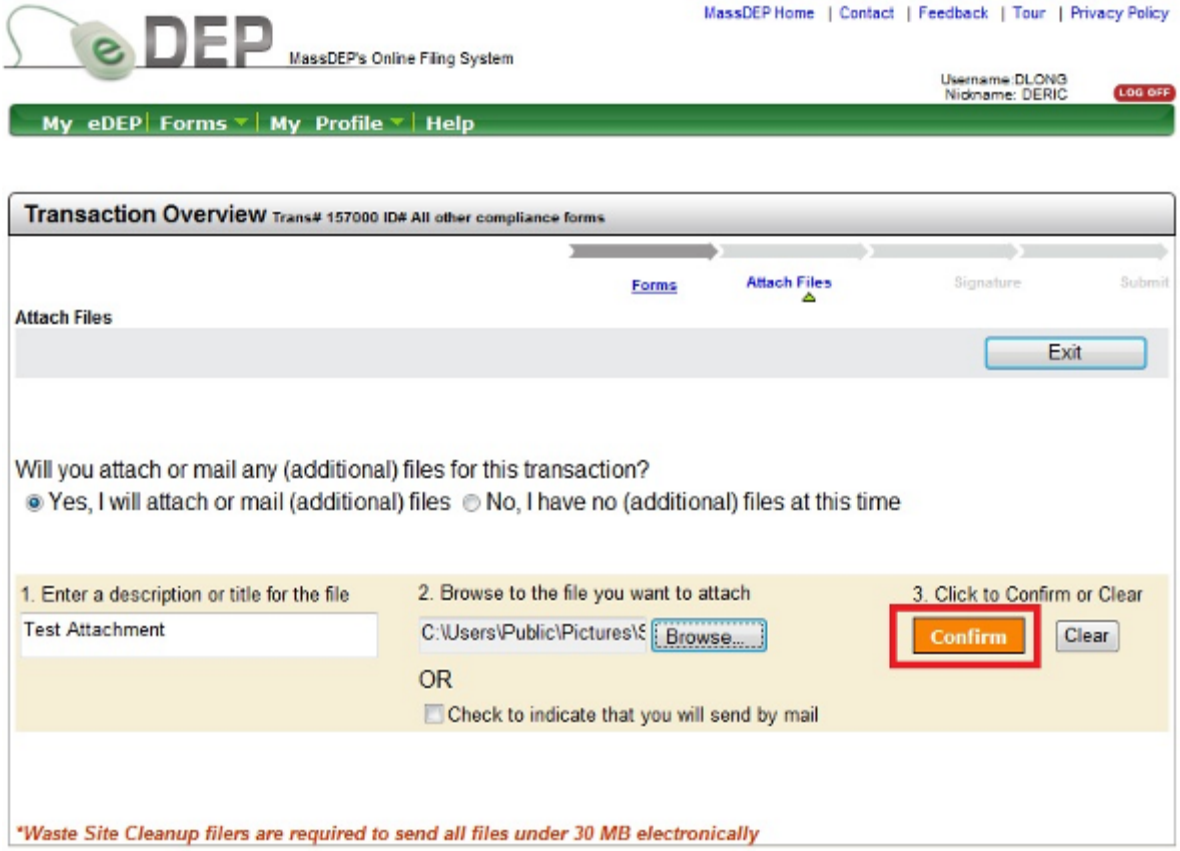


Figure 27: Attachment Page

- Upon uploading the requisite attachments, click “Next”.

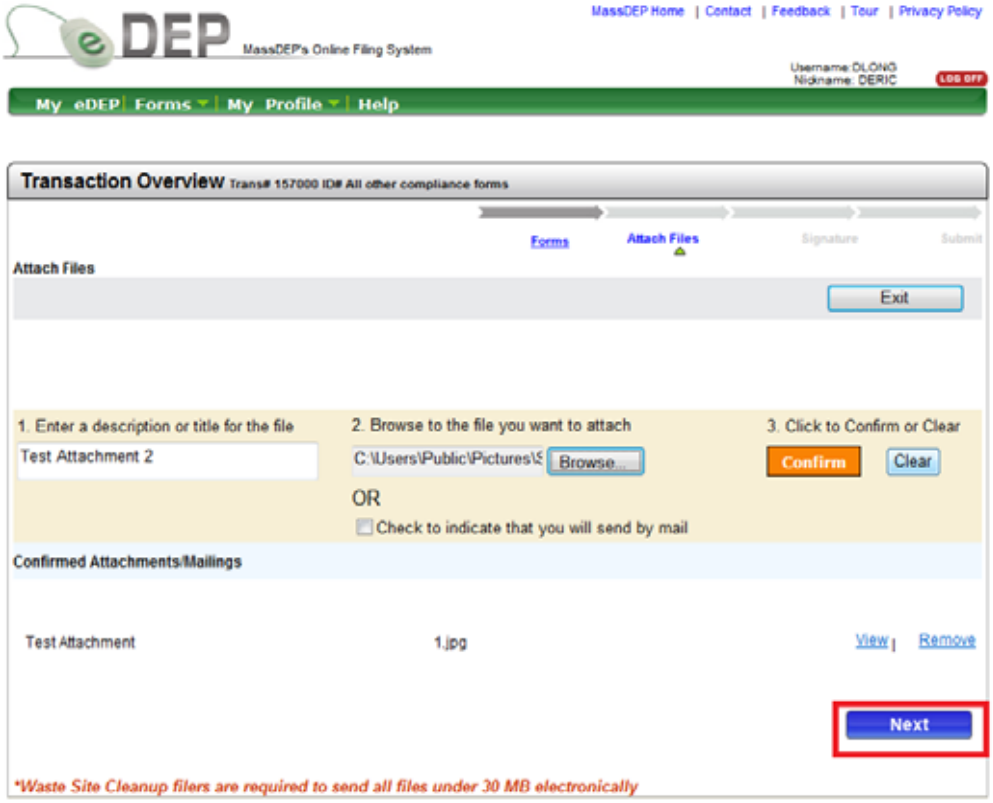


Figure 28: Attachment Submission

- Mark the “Certification” checkbox, enter the Responsible Person name, and click “I Accept”.

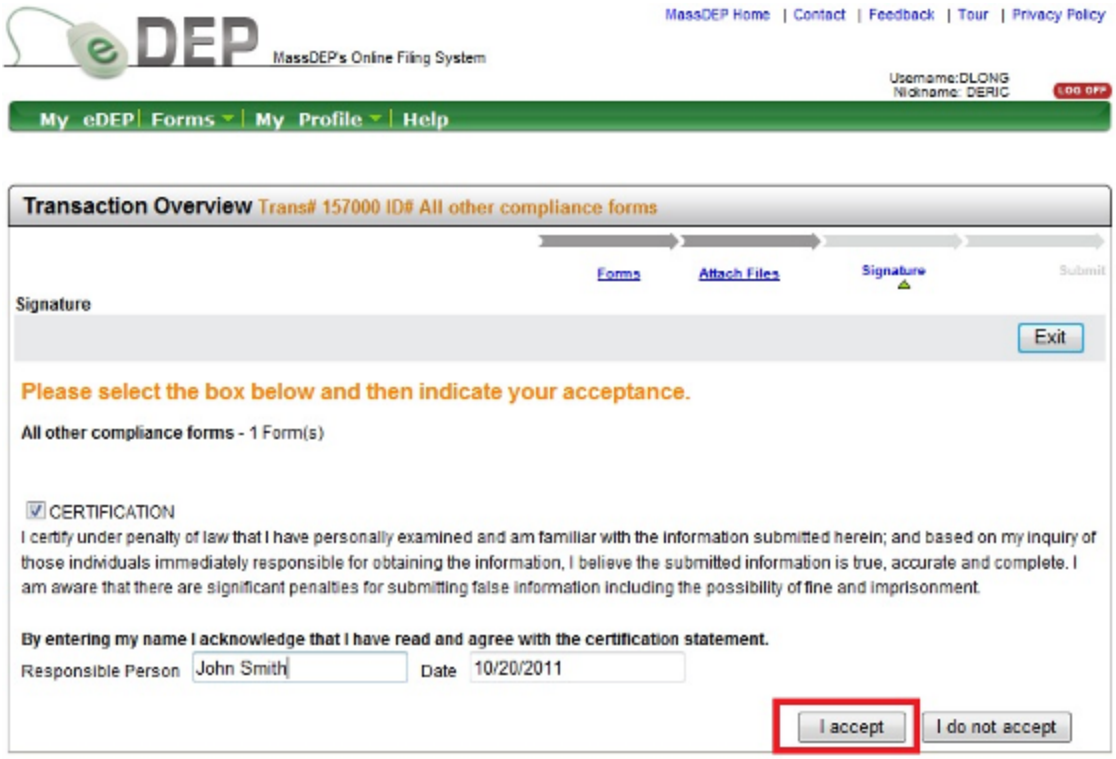


Figure 29: Other Compliance Form Certification

- Click “Next” at the Transaction Overview page.

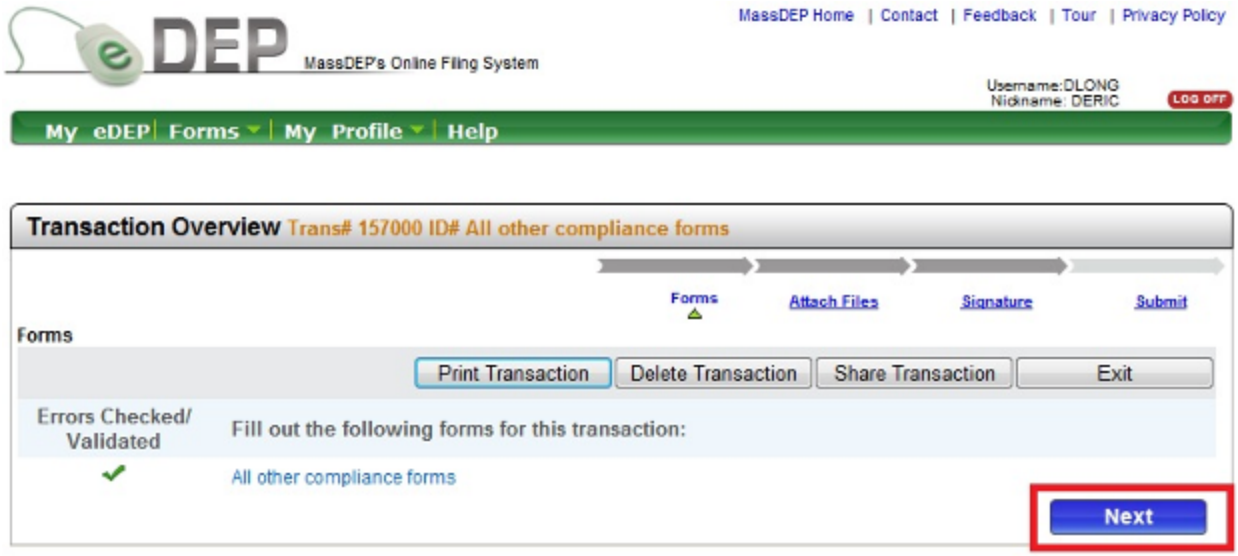


Figure 30: Other Compliance Form Validation

- Verify your email information on the review page and click “Submit”.

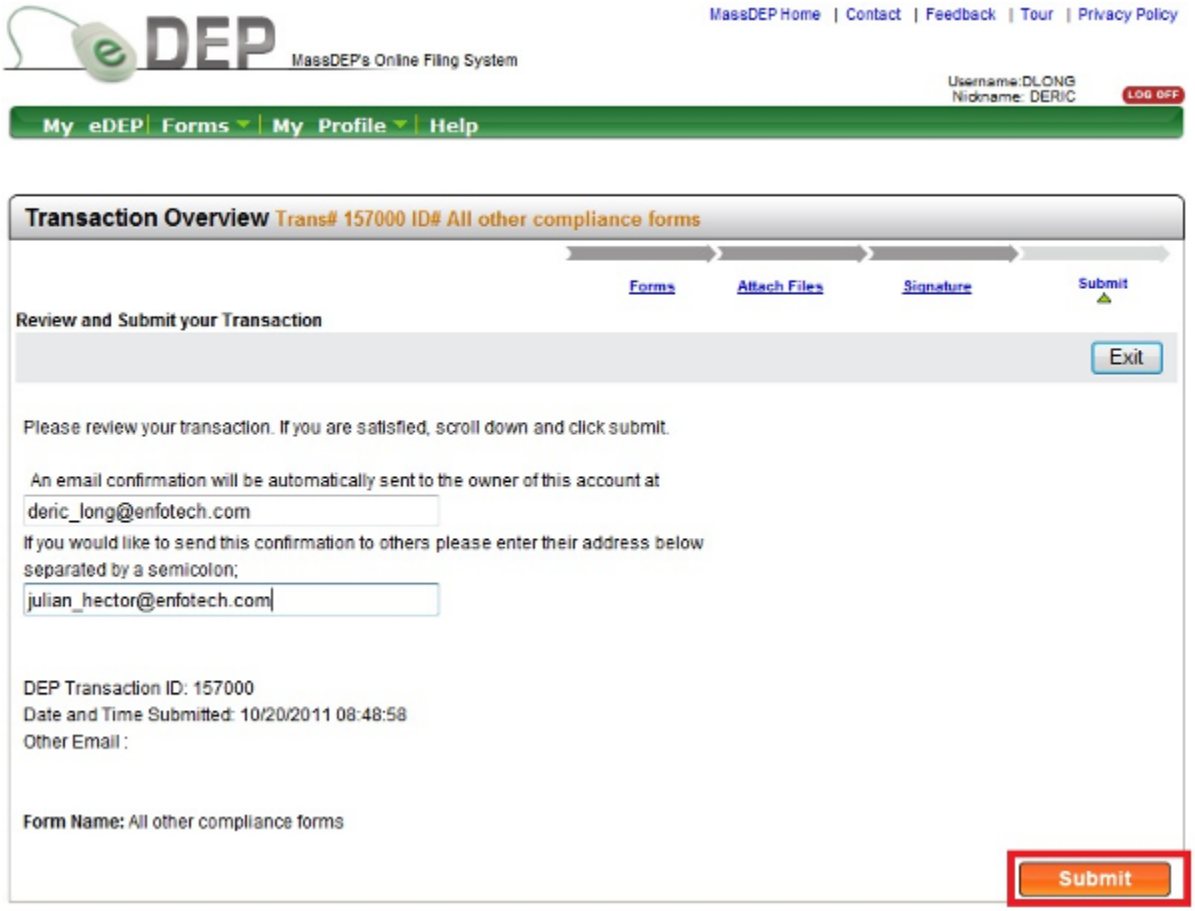


Figure 31: Other Compliance Form Submission Page

- Review the summary receipt, and click “Print Receipt” if a paper copy is desired. Check your email for a receipt letter.

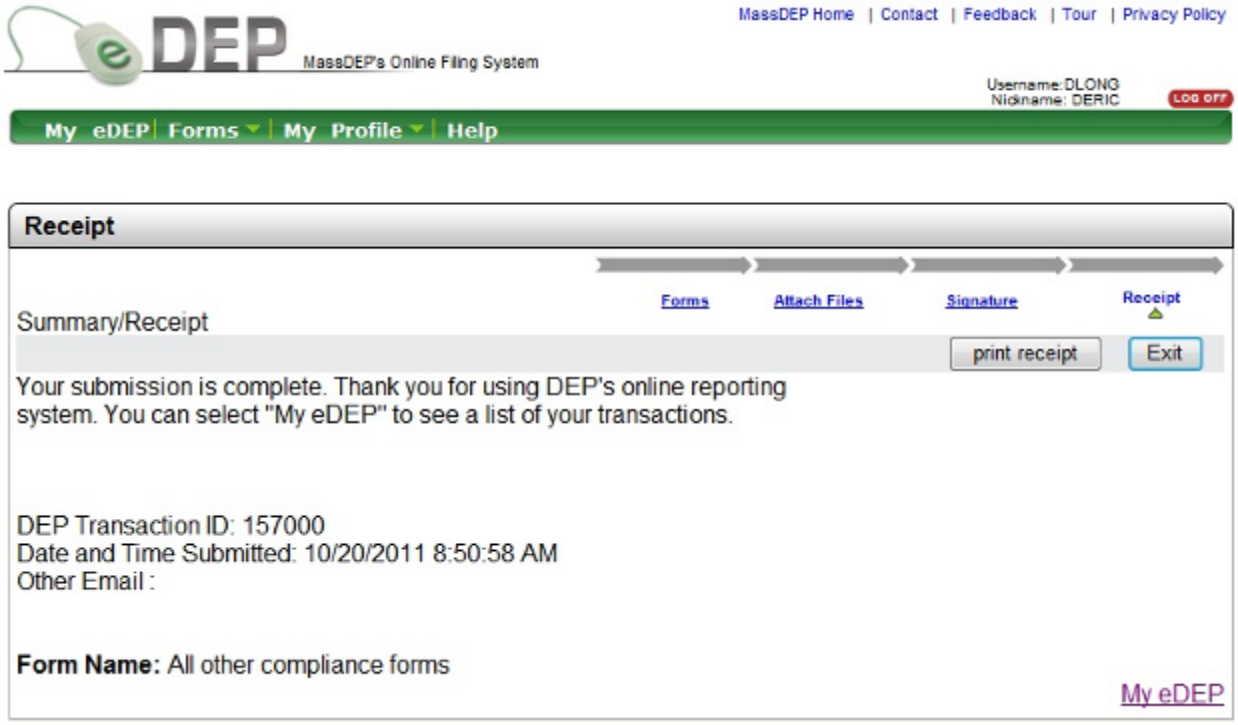


Figure 32: Other Compliance Form Receipt

1.4 State Discharge Form

- Click on “NPDES” under the Forms tab.

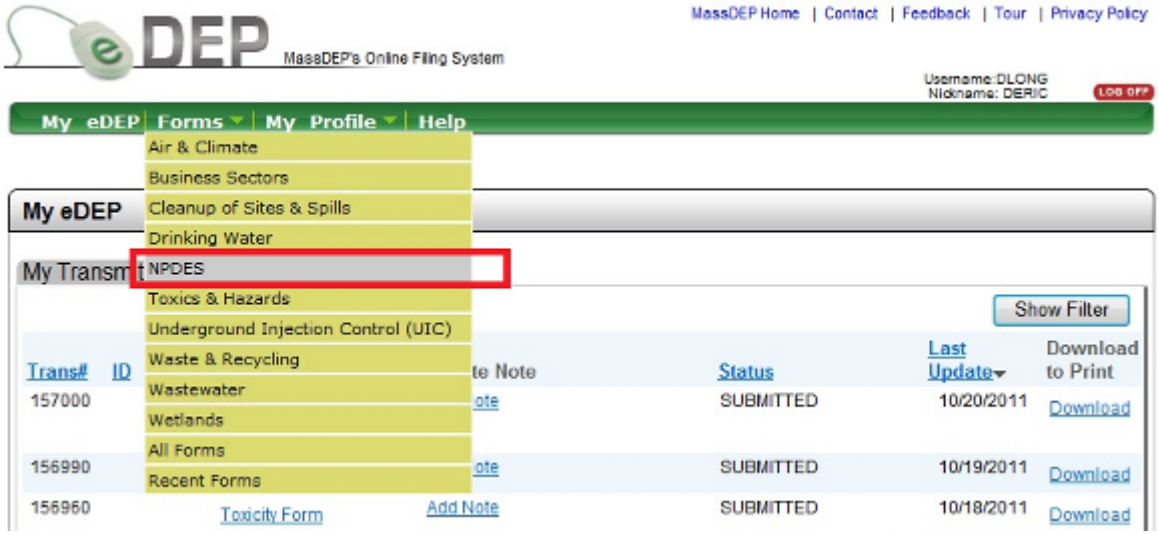


Figure 33: NPDES Form Selection

- Click on ‘Upload Data” for State-Specific Discharge Forms”.

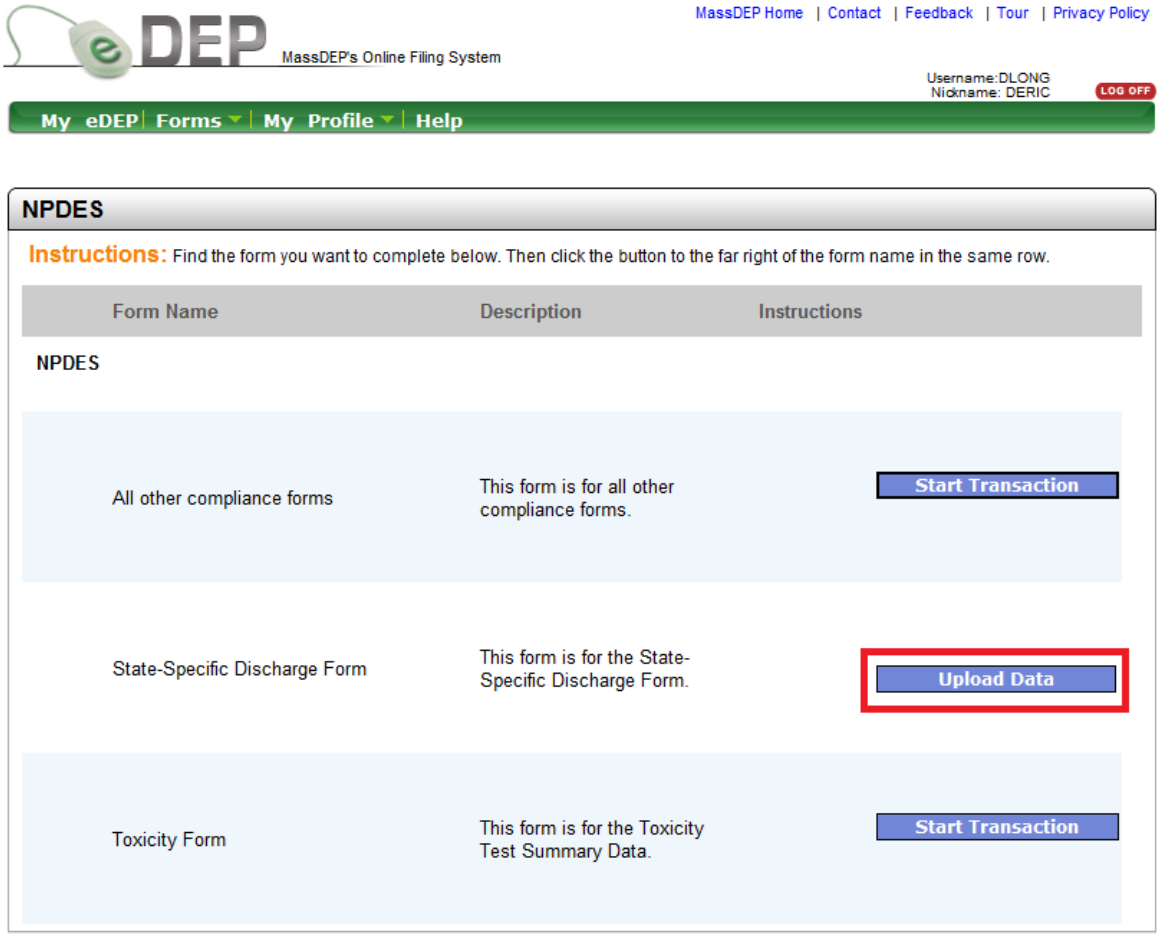


Figure 34: State Discharge Form Selection

- On the NPDES Bulk Upload page, select the desire file via the “Browse” Button. Once the desired file is selected, click on the “Upload & Process Data” button.

Figure 35: NPDES Bulk Upload for State Discharge Form

Once the file is uploaded, a file validation message page as shown below.

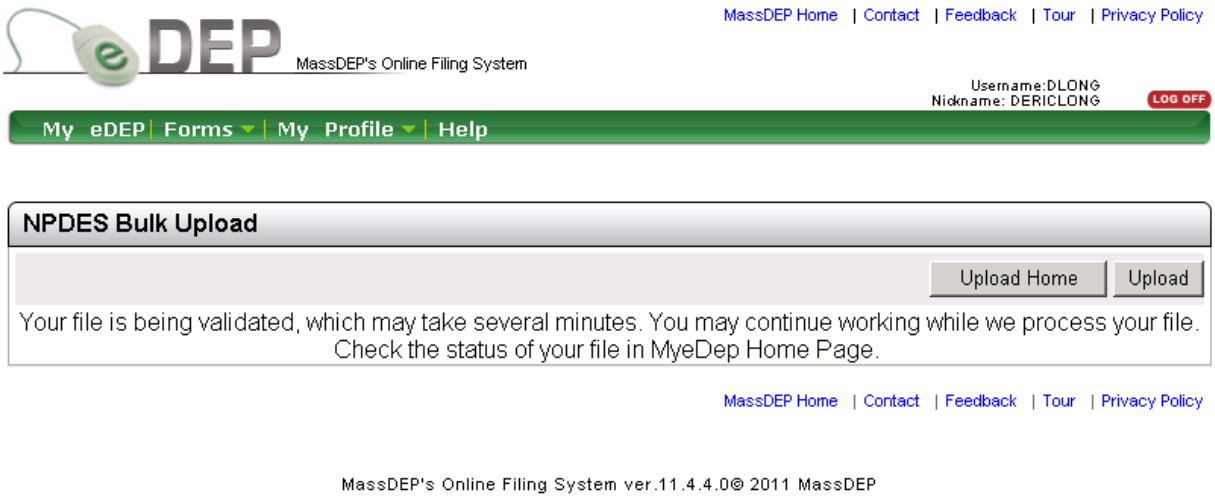


Figure 36: Validation Processing Message for NPDES Bulk Upload of State Discharge Form

Please note that the "file" to be selected is an XML generated via provided State-Specific Discharge Excel Template file. **<u>Important point</u>: You may see above that "Macro have been disabled." In this case, please select Options and then pick "enable this content."** While filling out the discharge data section of the spreadsheet, you should not add or delete the formatted columns. However, you can hide columns of data that are not applicable to you by selecting the column heading, right-clicking your mouse, and selecting hide.

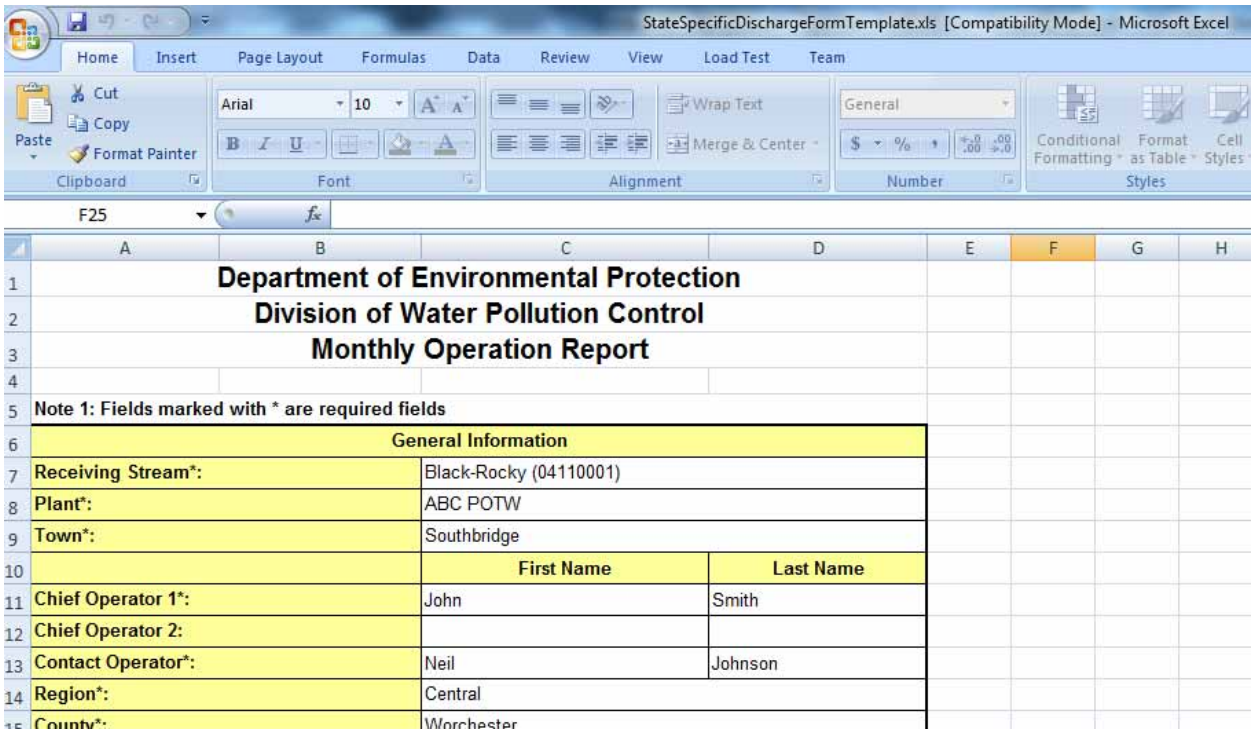


Figure 37: State-Specific Discharge Excel Template

After all the required data is entered on the State-Specific Discharge Excel Template file, clicked on the "Generate XML file" button to generate the submission file.

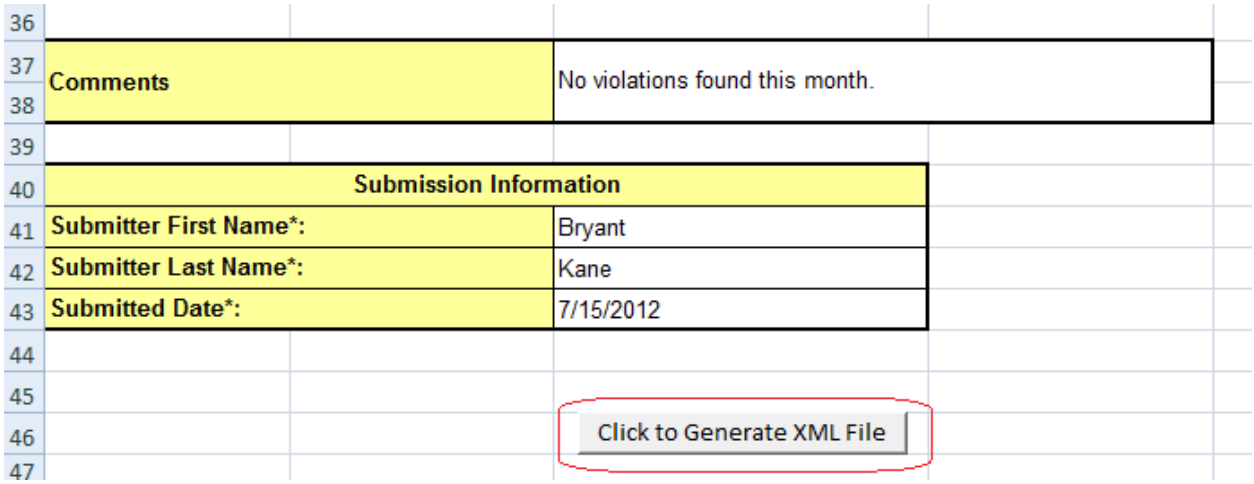
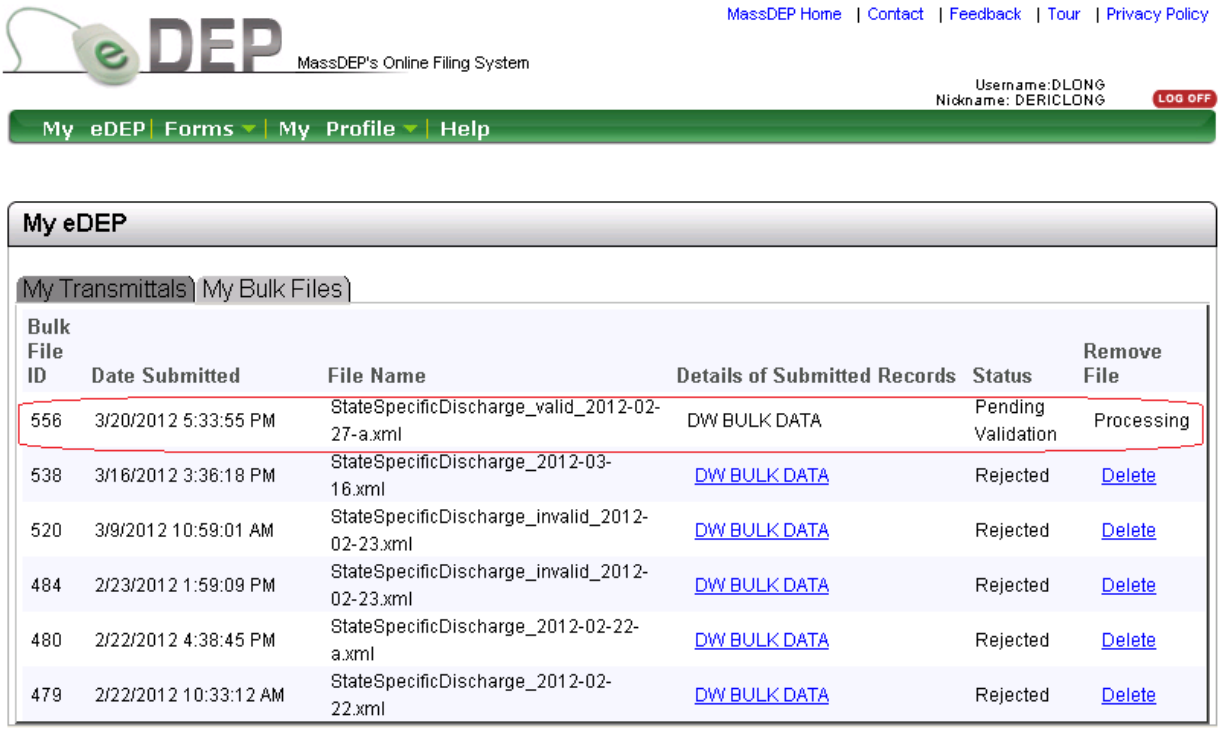


Figure 38: Generate XML file button on State-Specific Discharge Excel Template

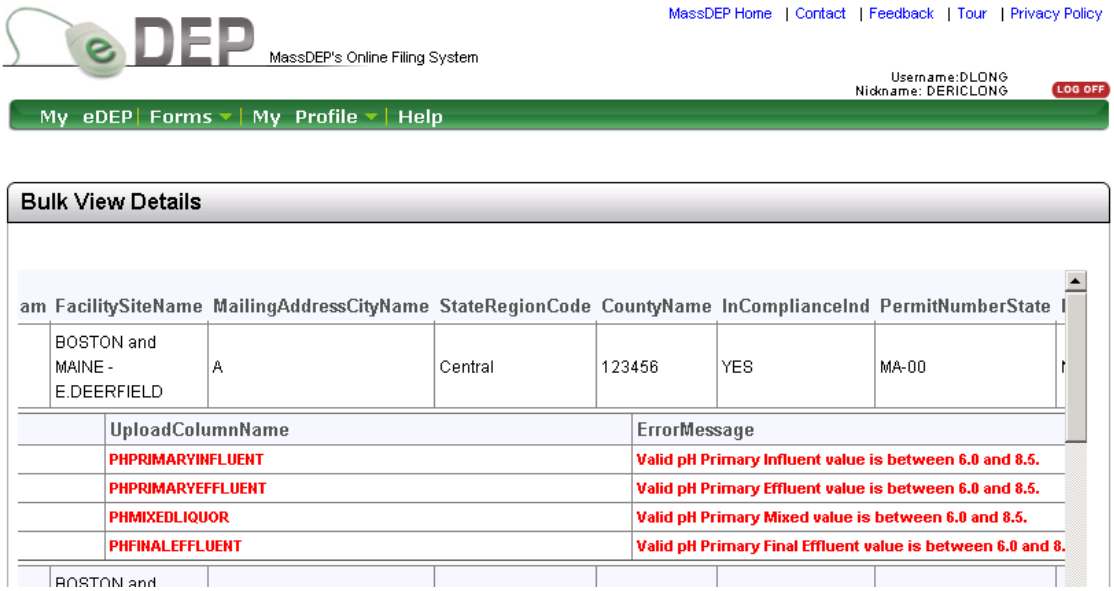
- While the file is being validated, the submitted file's processing status is available on My eDEP's "My Bulk Files" tab. Possible validation status is as follows:
    - **Pending Status:**
        - The submitted file is waiting to be processed
    - **Rejected:**
        - The submitted file has been processed and it failed system validation. Please click on the "Details of Submitted Record" to see validation message.



Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File
556	3/20/2012 5:33:55 PM	StateSpecificDischarge_valid_2012-02-27-a.xml	DW BULK DATA	Pending Validation	Processing
538	3/16/2012 3:36:18 PM	StateSpecificDischarge_2012-03-16.xml	DW BULK DATA	Rejected	Delete
520	3/9/2012 10:59:01 AM	StateSpecificDischarge_invalid_2012-02-23.xml	DW BULK DATA	Rejected	Delete
484	2/23/2012 1:59:09 PM	StateSpecificDischarge_invalid_2012-02-23.xml	DW BULK DATA	Rejected	Delete
480	2/22/2012 4:38:45 PM	StateSpecificDischarge_2012-02-22-a.xml	DW BULK DATA	Rejected	Delete
479	2/22/2012 10:33:12 AM	StateSpecificDischarge_2012-02-22.xml	DW BULK DATA	Rejected	Delete

Figure 39: State-Specific Discharge Submission in My eDEP's "My Bulk Files" tab

- Example "Rejected" submission in My eDEP's "My Bulk Files" tab:



am	FacilitySiteName	MailingAddressCityName	StateRegionCode	CountyName	InComplianceInd	PermitNumberState
	BOSTON and MAINE - E.DEERFIELD	A	Central	123456	YES	MA-00

UploadColumnName	ErrorMessage
PHPRIMARYINFLUENT	Valid pH Primary Influent value is between 6.0 and 8.5.
PHPRIMARYEFFLUENT	Valid pH Primary Effluent value is between 6.0 and 8.5.
PHMIXEDLIQUOR	Valid pH Primary Mixed value is between 6.0 and 8.5.
PHFINALEFFLUENT	Valid pH Primary Final Effluent value is between 6.0 and 8.

Figure 40: State-Specific Discharge Submission's Rejection Message

- If the submitted file passed system validation, the working file is available for online submission in eDEP in My eDEP's "My Transmittals" tab with a "Work in Progress" status.

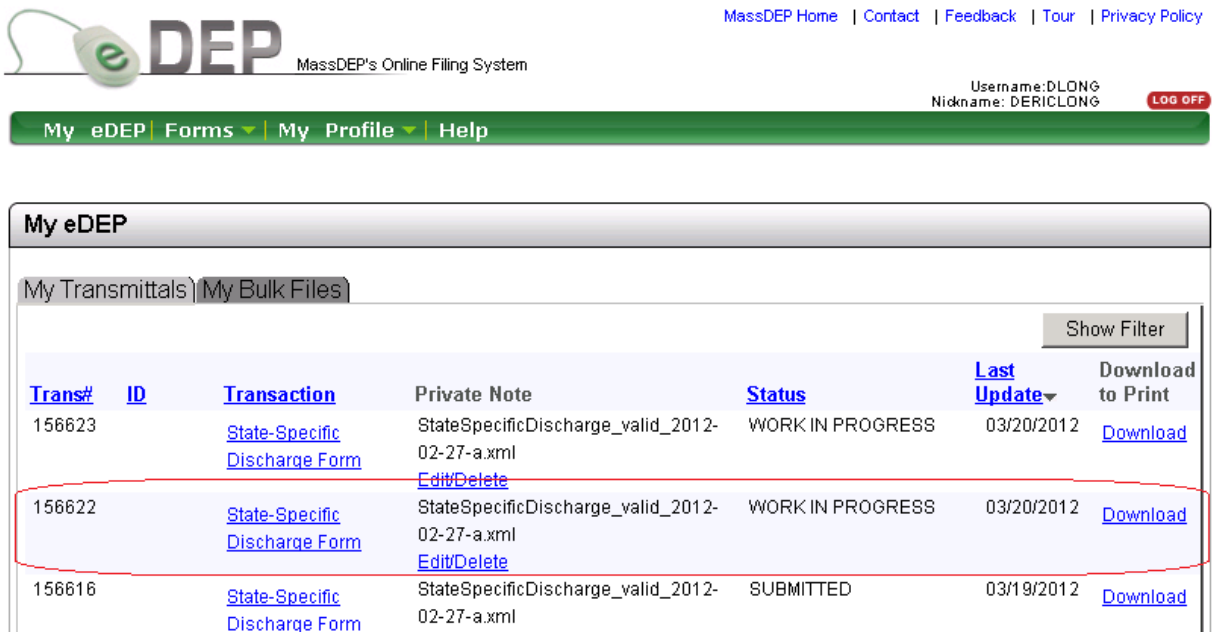
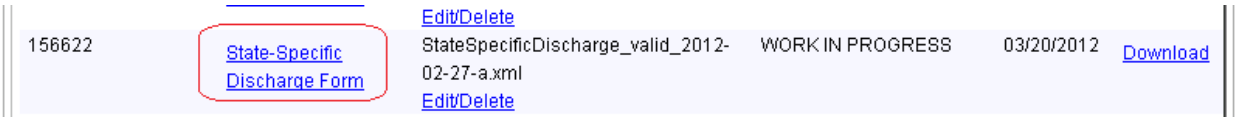


Figure 41: State-Specific Discharge Submission in My eDEP's "My Tansmittals" tab

- Click on the "State-Specific Discharge Form" link to continue the online submission.



- Click "Next" on the Transaction Review page.

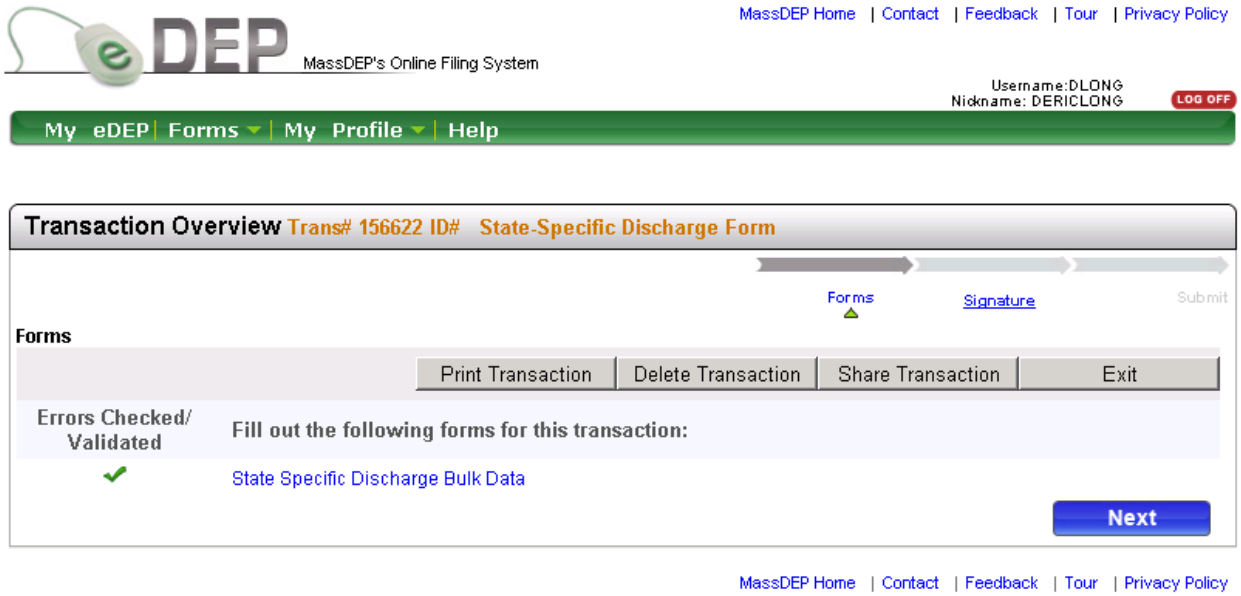


Figure 42: Transaction Overview

- Mark the “Certification” checkbox, enter the Responsible Person name, and click “I Accept”.

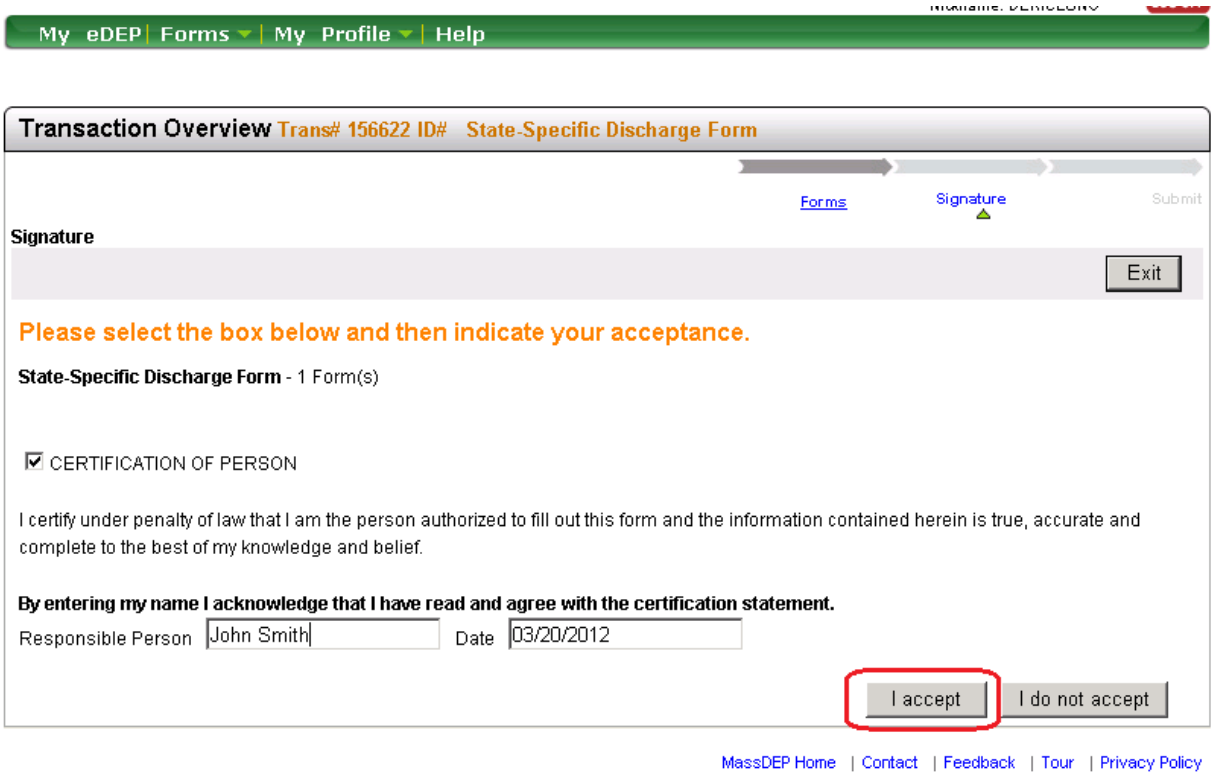


Figure 43: State Discharge Form Certification

- Click “Next” at the Transaction Overview page.

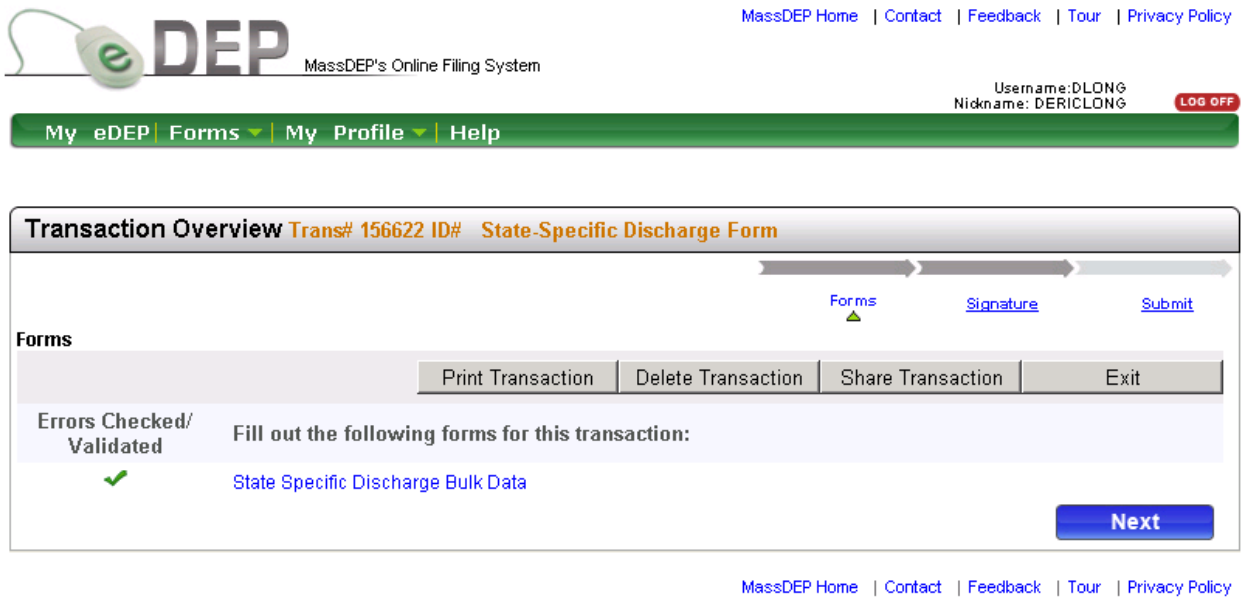


Figure 44: State Discharge Form Validation

- Verify your email information on the review page and click “Submit”.

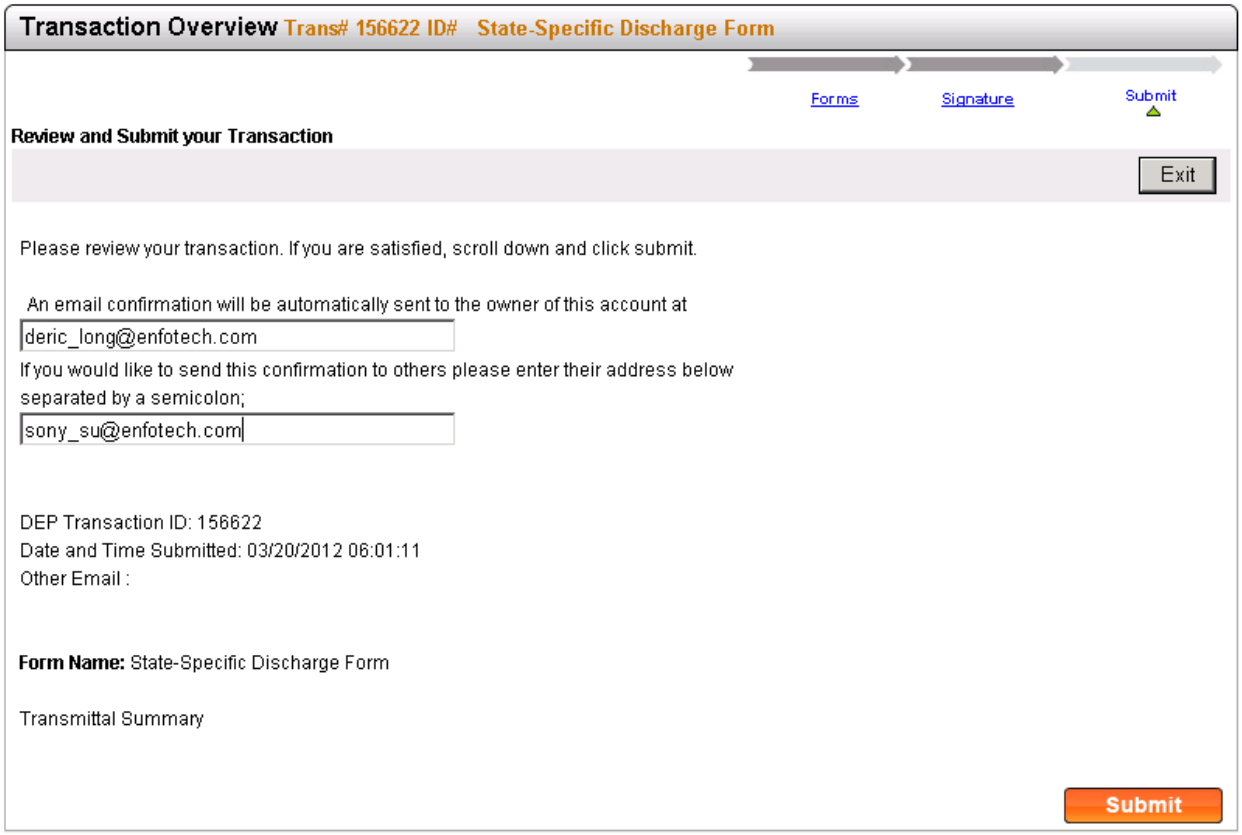


Figure 45: State Discharge Form Submission Page

- Review the summary receipt, and click “Print Receipt” if a paper copy is desired. Check your email for a receipt letter.

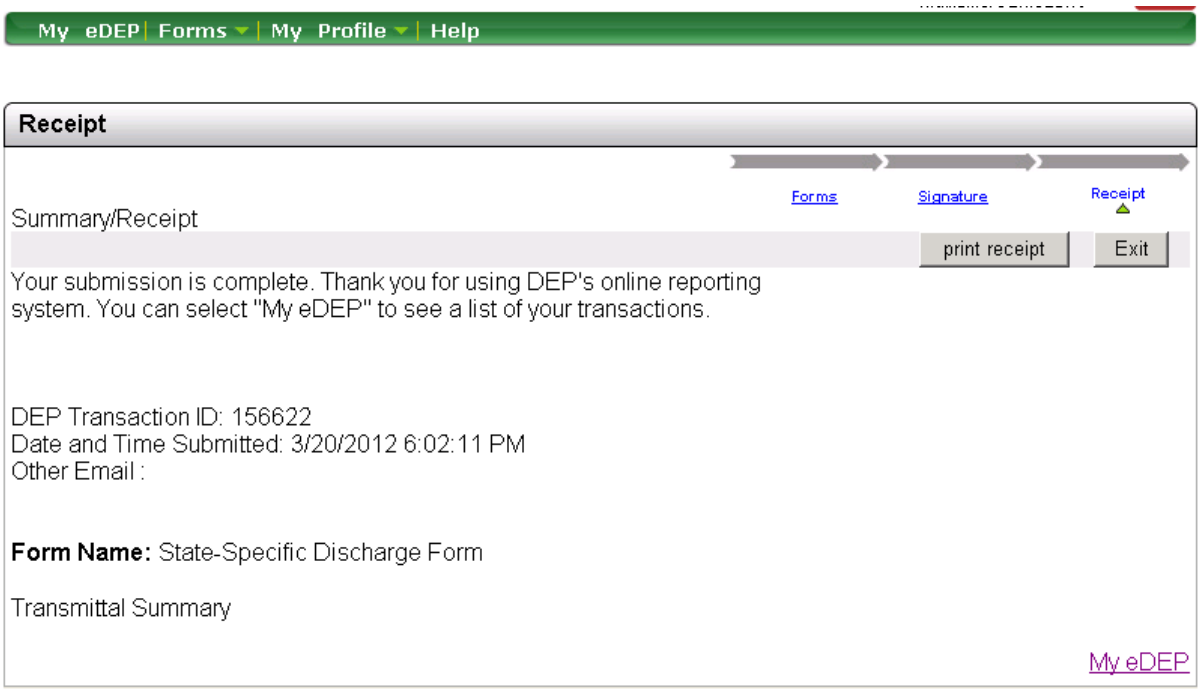


Figure 46: State Discharge Form Receipt