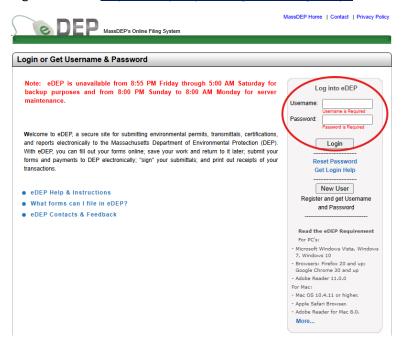


Drinking Water Bulk Upload Instructions

Massachusetts Department of Environmental Protection Drinking Water Program

1. Log in to eDEP: https://edep.dep.mass.gov/DEPLogin.aspx



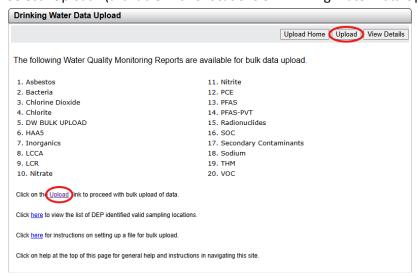
2. Hover over "Forms" and select "Drinking Water" from drop-down list.



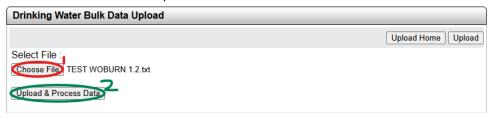
3. Select "Upload Data"



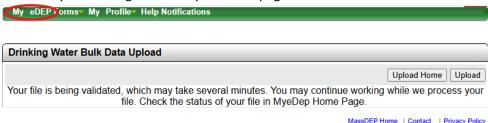
4. Select "Upload" (available in two locations on Drinking Water Data Upload page).



5. Choose a file and select "Upload & Process Data".



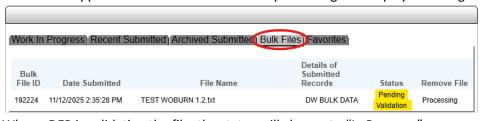
6. Select "My eDEP" to get back to your homepage.



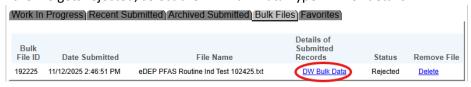
7. Select the Bulk Files tab



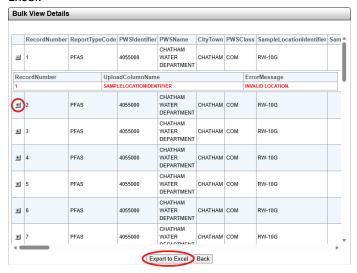
a. The file will appear in the Bulk Files tab when processing and display "Pending Validation".



- b. When eDEP is validating the file, the status will change to "In Progress".
- c. If the file gets rejected, select the DW Bulk Data hyperlink for details.



• Use the "+" icon to view the error message for each row or export the rejection file to



- Correct the errors and re-upload the file.
- 8. Files that pass eDEP's validation will move to the Work In Progress tab.



a. Data can be reviewed as an unsigned PDF report using the Download hyperlink.



9. Proceed to the attachment, signature and submit steps using the DW BULK DATA hyperlink.



a. The DW BULK DATA link opens the Work In Progress Transaction Overview page (DEP staff never see the data).

At this point you can:

- Print Transaction Opens the PDF view.
- Delete Transaction Deletes transaction if errors are identified.
- Share Transaction You can manually share the transaction with other eDEP accounts using their eDEP nickname.
- Exit Brings you back to your homepage.

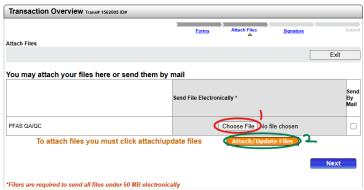
10. Select "Next" to proceed to the Attach Files step.



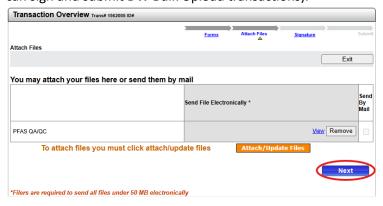
- 11. Attach required files, if necessary (required for PFAS uploads).
 - a. If upload isn't required, select "Yes, I will attach or mail (additional) files", or "No, I have no (additional) files at this time".



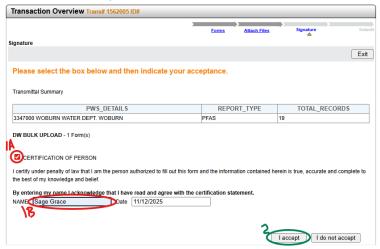
b. If upload is required or "Yes, I will attach or mail (additional) files" was selected, choose a file and select "Attach/Update Files".



12. Select "Next" to proceed to the signature step (only Lab Directors and designated Lab Signers can sign and submit DW Bulk Upload transactions).



13. Check off the CERTIFICATION OF PERSON box, enter your electronic signature in the NAME field, and select "I accept".



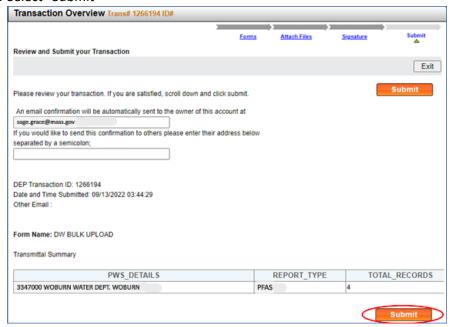
14. Answer the security question correctly (set up with eDEP account).



15. Select "Next" to proceed to Submit step.



16. Select "Submit"



Submitted Data Rejections and Resubmission of corrections

You will receive an auto generated rejection email when the data has been rejected for a quality control failure. The following are the standard rejection reasons grouped into categories: Quality Control:

- Lab is not certified for this analyte and/or method
- Unacceptable UOM format (unit of measurement)
- Reported Detection Limit exceeds acceptable Detection Limit
- Holding Time exceeds acceptable Collection to Analysis Time
 Quality Control not applicable to Bacteria reports:
- Holding Time exceeds acceptable Collection to Extraction Time
- Holding Time exceeds acceptable Extraction to Analysis Time
- QA/QC percent recovery not within acceptable range
- Sample Rejection due to one or more records within the group failed internal QA/QC review
- Reported Method Reporting Limit exceeds acceptable Reporting Limit
 System record checks for duplicate data, or if resubmitted data cannot be linked to original data.
- Duplicate Submittal
- Original record of the resubmitted record has not been submitted
- Original record of the resubmitted record has not been rejected

Example of PDF Error report:

