



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>

MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Login or Get Username & Password

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 into eDEP

Username: Username is Required

Password: Password is Required

[Reset Password](#)

[Get Login Help](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows Vista, Windows 7, Windows 10
- Browsers: Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

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

My eDEP **Forms** My Profile Help Notifications

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water**
- NPDES
- Residuals
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)
- Waste & Recycling
- Wastewater

3. Select "Upload Data"

Drinking Water

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.

Form Name	Description	Instructions
Drinking Water		
DW BULK UPLOAD	Drinking Water Bulk Upload	Upload Data

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

Drinking Water Data Upload

Upload Home **Upload** View Details

The following Water Quality Monitoring Reports are available for bulk data upload.

1. Asbestos	11. Nitrite
2. Bacteria	12. PCE
3. Chlorine Dioxide	13. PFAS
4. Chlorite	14. PFAS-PVT
5. DW BULK UPLOAD	15. Radionuclides
6. HAA5	16. SOC
7. Inorganics	17. Secondary Contaminants
8. LCCA	18. Sodium
9. LCR	19. THM
10. Nitrate	20. VOC

Click on the **Upload** link to proceed with bulk upload of data.

Click [here](#) to view the list of DEP identified valid sampling locations.

Click [here](#) for instructions on setting up a file for bulk upload.

Click on help at the top of this page for general help and instructions in navigating this site.

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

Drinking Water Bulk Data Upload

Upload Home Upload

Select File :

Choose File TEST WOBURN 1.2.txt

Upload & Process Data

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

My eDEP Forms My Profile Help Notifications

Drinking Water Bulk Data Upload

Upload Home Upload

Your file is being validated, which may take several minutes. You may continue working while we process your file. Check the status of your file in MyeDep Home Page.

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

7. Select the Bulk Files tab

Work In Progress Recent Submitted Archived Submitted **Bulk Files** Favorites

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

Bulk Files						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
192224	11/12/2025 2:35:28 PM	TEST WOBURN 1.2.txt	DW BULK DATA	Pending Validation	Processing	

- 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.

Bulk Files						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
192225	11/12/2025 2:46:51 PM	eDEP PFAS Routine Ind Test 102425.txt	DW Bulk Data	Rejected	Delete	

- Use the “+” icon to view the error message for each row or export the rejection file to Excel.

Bulk View Details							
RecordNumber	ReportTypeCode	PWSIdentifier	PWSName	CityTown	PWSClss	SampleLocationIdentifier	Sam
1	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
RecordNumber		UploadColumnName				ErrorMessage	
1		SAMPLELOCATIONIDENTIFIER				INVALID LOCATION.	
2	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
3	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
4	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
5	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
6	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	
7	PFAS	4055000	CHATHAM WATER DEPARTMENT	CHATHAM	COM	RW-10G	

Export to Excel Back

- Correct the errors and re-upload the file.

8. Files that pass eDEP’s validation will move to the Work In Progress tab.

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☐ 1562005		DW BULK DATA	TEST WOBURN 1.2.bt Edit/Delete	WORK IN PROGRESS	11/12/2025	Download

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

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☐ 1562005		DW BULK DATA	TEST WOBURN 1.2.bt Edit/Delete	WORK IN PROGRESS	11/12/2025	Download

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

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☐ 1562005		DW BULK DATA	TEST WOBURN 1.2.bt Edit/Delete	WORK IN PROGRESS	11/12/2025	Download

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.

The screenshot shows the 'Transaction Overview' screen for Trans# 1562005 ID#. At the top, a progress bar indicates the steps: Forms, Attach Files, Signature, and Submit. Below this, there are buttons for 'Print Transaction', 'Delete Transaction', 'Share Transaction', and 'Exit'. A table shows 'Errors Checked/Validated' with a green checkmark and 'Fill out the following forms for this transaction:' with 'DW BULK DATA'. A red circle highlights the 'Next' button at the bottom right.

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”.

The screenshot shows the 'Transaction Overview' screen for Trans# 1266194 ID#. The progress bar shows 'Forms' and 'Attach Files' as completed steps. The 'Attach Files' section has an 'Exit' button. Below, a question asks 'Will you attach or mail any (additional) files for this transaction?' with two radio button options: 'Yes, I will attach or mail (additional) files' and 'No, I have no (additional) files at this time'. The 'No' option is selected. A 'Next' button is at the bottom right. A red circle highlights the 'Next' button.

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

The screenshot shows the 'Transaction Overview' screen for Trans# 1562005 ID#. The progress bar shows 'Forms', 'Attach Files', and 'Signature' as completed steps. The 'Attach Files' section has an 'Exit' button. Below, a section titled 'You may attach your files here or send them by mail' contains a table. The table has columns for 'Send File Electronically *', 'Choose File', 'No file chosen', and 'Send By Mail'. The 'Choose File' button is circled in red. Below the table, a red circle highlights the 'Attach/Update Files' button. A 'Next' button is at the bottom right.

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

The screenshot shows the 'Transaction Overview' screen for Trans# 1562005 ID#. The progress bar shows 'Forms', 'Attach Files', and 'Signature' as completed steps. The 'Attach Files' section has an 'Exit' button. Below, a section titled 'You may attach your files here or send them by mail' contains a table. The table has columns for 'Send File Electronically *', 'View', 'Remove', and 'Send By Mail'. The 'View' button is circled in red. Below the table, a red circle highlights the 'Next' button. A 'Next' button is at the bottom right.

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

Transaction Overview Trans# 1562005 ID#

Forms Attach Files Signature Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
3347000 WOBURN WATER DEPT. WOBURN	PFAS	19

DW BULK UPLOAD - 1 Form(s)

1A ☒ CERTIFICATION OF PERSON

I certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME Sage Grace Date 11/12/2025

1B

3 ☒ I accept ☐ I do not accept

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

Please answer the security question

In what city did you meet your spouse/significant other?

1

2 Submit Cancel

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

Transaction Overview Trans# 1562005 ID#

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	DW BULK DATA

Next

16. Select "Submit"

Transaction Overview Trans# 1266194 ID#

Forms Attach Files Signature Submit

Review and Submit your Transaction

Exit

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

Submit

An email confirmation will be automatically sent to the owner of this account at sage.grace@mass.gov

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

DEP Transaction ID: 1266194
Date and Time Submitted: 09/13/2022 03:44:29
Other Email :

Form Name: DW BULK UPLOAD

Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
3347000 WOBURN WATER DEPT. WOBURN	PFAS	4

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:

Massachusetts Department of Environmental Protection - Drinking Water Program				Error Report	
Bacteria Report					
PWS ID #: 3258000		City/Town: SALEM			
PWS Name: SALEM WATER DEPARTMENT				PWS Class: COM	
Primary Lab MA Cert #: MA002		Primary Lab Name: SALEM-BEVERLY WATER SUPPLY BOARD			
Location ID	Location	Routine/ Special:	Collected By:	Collection Date:	O/R/C: Resubmit Reason:
S12	Sewer Pumping Stat, 465 Highland Ave	RS	G. Glaros	8/1/2022 09:55:00	R REC
Sample Comments:		Analysis Comments:		Lab Sample ID:	TCR(T)/SWTR(S)/GWR(G) Original Collection:
				44774-S12	T 8/1/2022
Analytical Method:	Analysis Date:	Analytical Lab ID:	Analytical Lab:		
HACH 8021	8/1/2022 09:55:00	MA002	SALEM-BEVERLY WATER SUPPLY BOARD		
Contaminant:	Result:	UOM:	MRL:	Dilution Factor	Result Qualifier Result Qualifier Description
CHLORINE RESIDUAL FREE	0.01	MG/L		1	
Error:	Original record of the resubmitted record has not been rejected;		Corrective Action:	Please check your records and/or contact MassDEP if you need further clarification;	
CHLORINE RESIDUAL, TOTAL	0.08	MG/L		1	
Error:	Original record of the resubmitted record has not been rejected;		Corrective Action:	Please check your records and/or contact MassDEP if you need further clarification;	
AR = Add, Repeat (dist System) DR = Downstream Repeat PT = Plant Tap Sample RO = Original Site Repeat RS = Routine Sample RW = Raw Water					
PWS ID #: 3258000			Generated: 9/10/2022 11:04:45 PM		
PWS Name: SALEM WATER DEPARTMENT			Page 1 of 2		