

Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program
Water Quality Monitoring Reports
Guidance for Bulk Uploading Water Quality Reports Online

This guidance shows and describes most of the screens that Public Water Suppliers and Certified Laboratories will be viewing while working with the bulk upload of Drinking Water Quality Data. Uploading, submitting and viewing the data is quick, easy and secure. eDEP fulfills all record keeping requirements set by EPA and MassDEP, there is no need to print reports filed through eDEP.

The following Water Quality Reports are currently available for bulk upload:

1. Asbestos	11. Nitrite
2. Bacteria	12. PCE
3. Chlorine Dioxide	13. Radionuclides
4. Chlorite	14. SOC
5. HAA5	15. Secondary Contaminants
6. Inorganics	16. Sodium
7. LCCA	17. THM
8. LCR	18. VOC
9. Nitrate	19. PFAS (8/13/2021)

Public Water Suppliers wanting to view eDEP Upload data:

For PWS to view your lab's results online you must:

- Register online as an eDEP user by picking a username/password/nickname combination. <https://edep.dep.mass.gov/edep/DEPLogin.aspx>
- Have an active PWS Proof of identity associated with your account. (Same Proof used for eASR filing). Proofing instructions are included here: [easr_instructions.pdf](#)
- Any lab reported water quality data using the PWSID(s) associated with your proof will automatically appear on your eDEP account homepage as a DW BULK DATA transaction.

Click on DW BULK DATA link or Download link;

You can either download a PDF using the View link or Export to Excel using the button.

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites						
Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	1298397	DW BULK DATA	MA_ED1_GCI77538.txt Edit/Delete	SUBMITTED	07/28/2021	Download

You can either download a PDF using the View link or Export to Excel using the button.

Drinking Water Data Upload

Upload Home

Bulk Data Upload : Transaction Details

Transaction ID	Type of Data	View	Form MetadataID	PWS ID
1298397	Drinking Water Data	View	200	3009004

BackExport to Excel

Submitting an eDEP DW Report Labs:

In order for a Massachusetts certified laboratory to submit drinking water quality data online you'll have to do the following:

- Register online as an eDEP user by picking a username/password/nickname combination. <https://edep.dep.mass.gov/edep/DEPLLogin.aspx>
- Laboratory directors recognized by MassDEP's lab certification office must apply for a Lab Director proof that will enable electronic signature and submission of transactions.
- Generate a text tab-delimited file formatted to meet the criteria in the posted instructions which can be found at: https://www.mass.gov/doc/instructions-for-formatting-a-data-file-for-bulk-upload/download?_ga=2.243118154.933711508.1627490630-114607104.1593177226
- It is important to verify receipt of each transaction. This is done by receiving the confirmation email generated by MassDEP and Copy of Record (COR)

File New Water Quality Reports Online

On eDEP homepage pick Drinking Water from Forms pulldown

The screenshot shows the eDEP homepage. At the top, there's a header with the eDEP logo and the text 'MassDEP's Online Filing System'. To the right, there are links for 'MassDEP Home', 'Contact', and 'Privacy Policy'. Below the header, there's a navigation bar with 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. The 'Forms' menu is open, showing a list of categories: 'Air & Climate', 'Business Sectors', 'Cleanup of Sites & Spills', 'Drinking Water' (which is circled in red), 'NPDES', 'Residuals', and 'Service Centers'. To the right of the menu, there's a text box that says 'from the past 90 days are displayed by default. Please apply additional filtering criteria.' and a 'Show Filter' button. In the top right corner, there's a user login area showing 'Username: DREWBIRD3' and 'Nickname: MATHIAS2' with a 'LOG OFF' button.

Click on Upload Data

The screenshot shows the 'Drinking Water' form page. At the top, there's a header with the text 'Drinking Water'. Below the header, there's a section titled 'Instructions' that says 'Find the form you want to complete below. Then click the button to the far right of the form name in the same row.' Below the instructions, there's a table with three columns: 'Form Name', 'Description', and 'Instructions'. The table has one row with the following data: 'DataUpload' in the 'Form Name' column, 'Water Quality - BulkUploadUtility' in the 'Description' column, and a blue button labeled 'Upload Data' in the 'Instructions' column. The 'Upload Data' button is circled in red.

File New Water Quality Reports Online

Click on either Upload button or Upload link

Drinking Water Data Upload

Upload Home

Upload

View Details

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

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

Browse for file and then click on Upload and Process

Drinking Water Bulk Data Upload

Upload Home

Upload

Select File :

Browse...

Upload & Process Data

File New Water Quality Reports Online


*Files are validated for formatting and basic data quality, before a file becomes a transaction the status can be viewed under the Bulk Files Tab.
Files process first.*

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
81398	7/29/2021 7:53:37 AM	PFAS -3259000 HT Extract and Analysis.txt	DW BULK DATA	Pending Validation	Processing	
81397	7/29/2021 7:53:29 AM	PFAS -3259000 HT Extract and Analysis MRL.txt	DW BULK DATA	Pending Validation	Processing	

Rejected files will be assigned a Rejected Status

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
81395	7/29/2021 7:53:10 AM	PFAS -3259000 UE.txt	DW Bulk Data	Rejected	Delete	
81344	7/23/2021 9:54:14 AM	Copv of All No PFAS all Qualifier test 723.txt	DW Bulk Data	Rejected	Delete	

Clicking on DW Bulk Data link opens a detail screen, and detailed rejection reasons can be viewed using the "+" icon.

Bulk View Details								
RecordNumber	ReportTypeCode	PWSIdentifier	PWSName	CityTown	PWSCClass	SampleLocationIdentifier	Sam	
	PFAS	3259000	SALISBURY WATER DEPARTMENT	SALISBURY	COM	10002	WEL	
RecordNumber	UploadColumnName	ErrorMessage						
1	ANALYTICALMETHODIDENTIFIER	INVALID ANALYSIS METHOD FOR THIS ANALYTE.						

File New Water Quality Reports Online

Files passing upload validations become a Transaction and is automatically shared with PWS eDEP accounts by PWSID.

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
<input type="checkbox"/> 1264525		DW BULK DATA	PFAS -3259000 HT Extract and Analysis.txt Edit/Delete	WORK IN PROGRESS	07/29/2021	Download

Labs can Delete, or start the Attachment, Signature and Submission process(Next button)

Transaction Overview Trans# 1264525 ID# DW BULK DATA

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

File New Water Quality Reports Online

Attach QA/QC or subcontracted lab reports by using Browse, click "Attach/Update" and Next.

Transaction Overview Trans# 1264525 ID# DW BULK DATA

Forms Attach Files Signature Submit

Attachment

Exit

You may attach your files here or send them by mail

Send File Electronically *

Send By Mail

PFAS QA/QC

Browse...

☐

To attach files you must click attach/update files

Attach/Update Files

*Waste Site Cleanup filers are required to send all files under 50 MB electronically

< >

Next

Click certification, enter name and I accept to sign.

Transaction Overview Trans# 1264525 ID# DW BULK DATA

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
3259000 SALISBURY WATER DEPARTMENT SALISBURY	PFAS	19

DW BULK UPLOAD - 1 Form(s)

☒ 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 x Date

I accept I do not accept

Answer Security Question (affiliated to eDEP lab director account)

Please answer the security question

What is the First name of maternal grandmother?

Click Next, this brings user to the Submit page, enter additional emails to receive receipt, then click Submit.

Transaction Overview **Trans# 1264525 ID# DW BULK DATA**

[Forms](#) [Attach Files](#) [Signature](#) [Submit](#)

Review and Submit your Transaction

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

An email confirmation will be automatically sent to the owner of this account at

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

DEP Transaction ID: 1264525
Date and Time Submitted: 07/29/2021 08:36:38
Other Email :

Form Name: DW BULK UPLOAD


Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
3259000 SALISBURY WATER DEPARTMENT SALISBURY	PFAS	19

Ancillary Document Uploaded/Mailed
PFAS QA/QC - Uploaded (Test Attachment for eDEP upload.docx)

File New Water Quality Reports Online

Signed and Submitted Transactions can be viewed on the Recent Submitted Tab.
Transactions move to the Archived Submitted after 90 days.
Receipt and Copy of Record emails will be sent to email associated with eDEP account,
and additional emails entered on Submit Page.

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria.						
<div>Show Filter</div>						
<div>Work In ProgressRecent SubmittedArchived SubmittedBulk FilesFavorites</div>						
Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	1264525	DW BULK DATA	PFAS -3259000 HT Extract and Analysis.txt Edit/Delete	SUBMITTED	07/29/2021	Download
<input type="checkbox"/>	1264522	DW BULK DATA	SOC 3073000 7-20 HT analysis.txt Edit/Delete	SUBMITTED	 07/28/2021	Download

Questions can be sent to andrew.durham@mass.gov **or** tio.yano@mass.gov