

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.

| 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 | | | | |
|--|---------------------|----------------------|-----------------|---------|
| Bulk Data Upload : Transaction Details | | | | |
| Transaction ID | Type of Data | View | Form MetadataID | PWS ID |
| 1298397 | Drinking Water Data | View | 200 | 3009004 |

Back [Export to Excel](#)

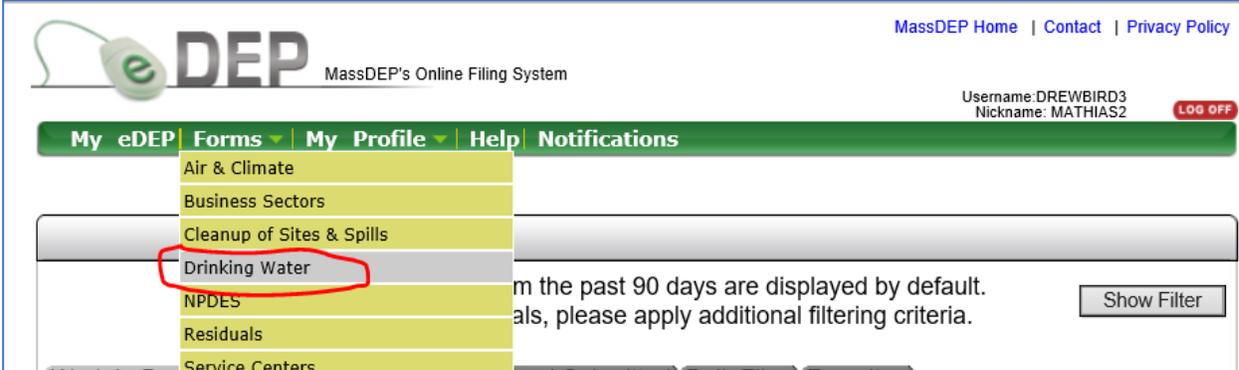
Submitting an eDEP DW Report Labs:

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)

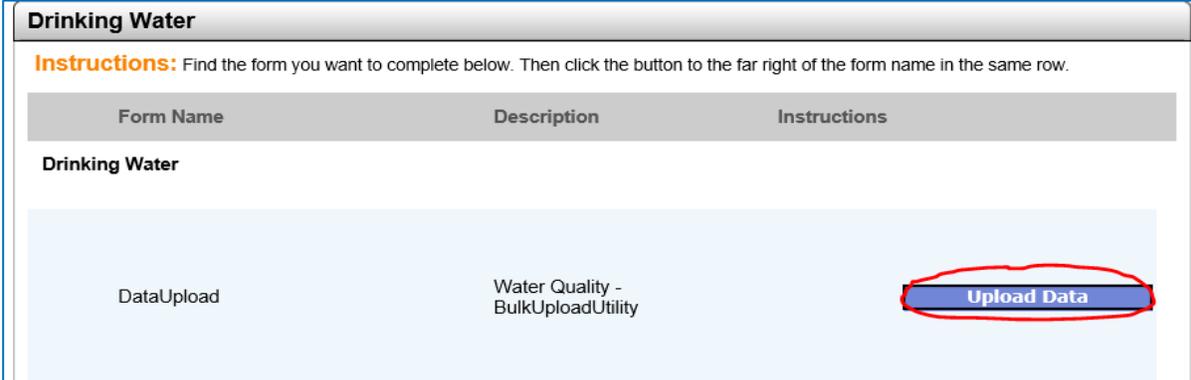
File New Water Quality Reports Online

On eDEP homepage pick Drinking Water from Forms pulldown



The screenshot shows the eDEP homepage. At the top left is the eDEP logo and the text "MassDEP's Online Filing System". At the top right are links for "MassDEP Home", "Contact", and "Privacy Policy". Below the logo is 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" (highlighted with a red circle), "NPDES", "Residuals", and "Service Centers". To the right of the menu, there is a user login area showing "Username: DREWBIRD3" and "Nickname: MATHIAS2" with a "LOG OFF" button. Below the menu, there is a "Show Filter" button and some text about filtering criteria.

Click on Upload Data



The screenshot shows the "Drinking Water" form selection page. At the top, there is a header "Drinking Water". Below it, there are "Instructions" that read: "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 is a table with three columns: "Form Name", "Description", and "Instructions". The table has one row with the following content:

| Form Name | Description | Instructions |
|----------------|-----------------------------------|--------------------|
| Drinking Water | | |
| DataUpload | Water Quality - BulkUploadUtility | Upload Data |

The "Upload Data" button in the last row is highlighted with a red circle.

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 | <input type="text"/> Browse... | <input type="checkbox"/> |

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 × Date

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. Show Filter

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites

| <input type="checkbox"/> | <u>Trans#</u> | <u>ID</u> | <u>Transaction</u> | Private Note | <u>Status</u> | <u>Last Update</u> | 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 |

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