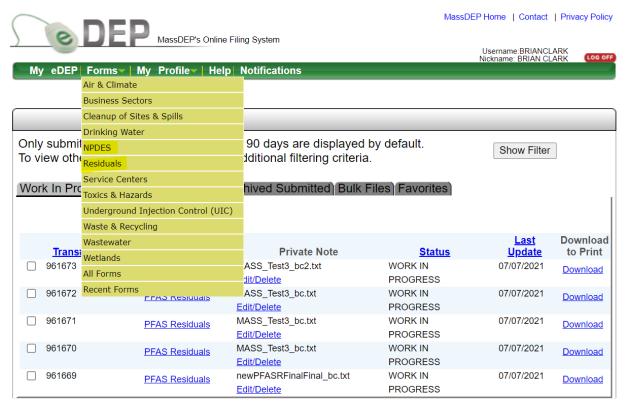
eDEP Instructions

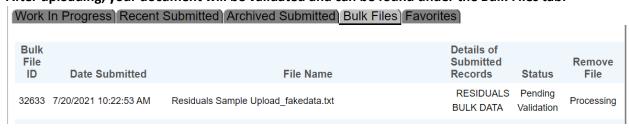
Residuals and Wastewater Forms

- **1. Log into eDEP.** eDEP can be found from <u>mass.gov</u> and searching for eDEP Online Filing. Registration and system access can be found within the results pages.
- 2. Upload the Residual or Wastewater data file. The Residual form is found in the Residuals menu item, and the Wastewater upload form is found in the NPDES menu item. The data file definitions can be found in other documentation within this site.

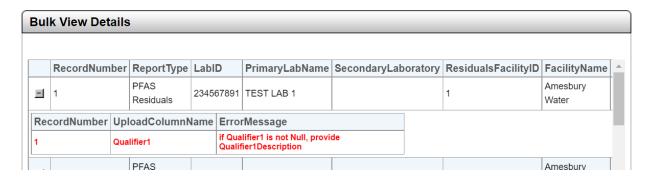


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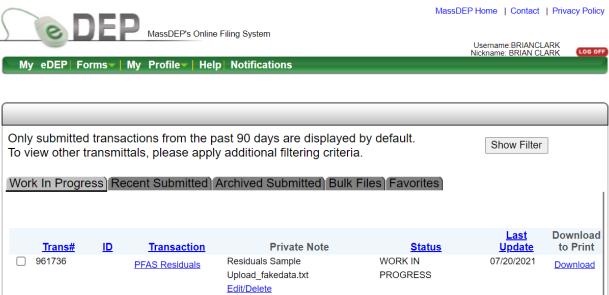
3. After uploading, your document will be validated and can be found under the Bulk Files tab.



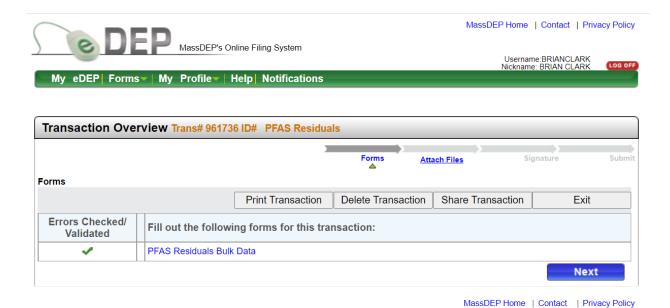
4. Should the file NOT pass validation, the status will change to 'Rejected'. If this occurs, click on the 'Details of Submitted File' column link and view the errors. Adjust the file accordingly and start the upload process again from the beginning.



5. After passing validation, the file moves to the 'Work in Progress' tab. At this point, the file will be given a transaction number (Trans#), and it is ready to move through the submittal process.

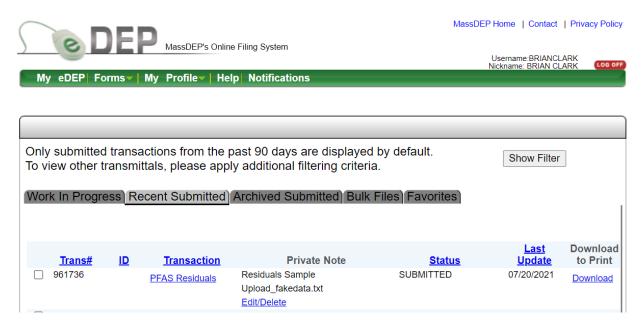


6. Submit the transaction. By clicking on the Transaction name (PFAS Residuals, in this case), the submittal process starts and can proceed by clicking 'Next'. During this process, files can be added, and approvals captured. Two notifications will be sent to the email address of the submitter. One stating that the transaction was submitted, and a later one that includes a link to the Copy of Record (COR). There is typically a delay in the COR notification.



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7. Viewing submitted transactions. Submitted transactions can be found in the 'Recent Submitted' tab. Filters are used to find transactions.

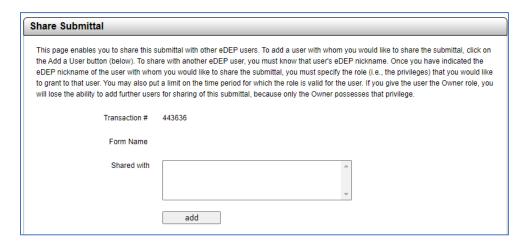


- **8. OPTIONAL: eDEP Sharing of transactions between accounts (if needed).** Manual sharing is achieved by a transactions owner where they specify the eDEP account to share with, a date range to share, and the role or privileges assigned to the other account.
- From your eDEP homepage click on the PFAS Residuals or PFAS Wastewater Link

Then use Share Transaction button to open sharing forms.



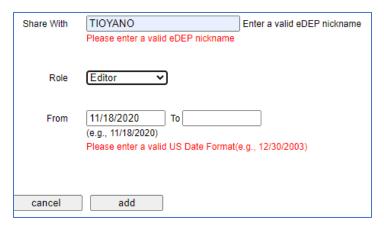
Click the Add button on the Share Submittal form



- Enter the eDEP Nickname of the person you intend to share with (they will need to provide it to you)
- Pick a Role from the dropdown list.
 - Viewers, can see and print transactions.
 - o Editor, not useful for upload, editing of files is not allowed on eDEP.
 - Signer and Editor and Signer, allows the other user to sign and submit a transaction if they have the proper security
 - Owner, this transfers the transaction off your account to the other person's eDEP account.



- You can set a date range or leave the "To" date blank.
- Click Add to complete the share



- You will be returned to the Share Submittal form.
- Click Add for additional sharing
- Or click on My eDEP to return to your homepage.

