eDEP Instructions

Residuals and Wastewater Forms

1. **Log into eDEP.** eDEP can be found from mass.gov 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.

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.

Bulk View Details

	RecordNumber	ReportType	LabID	PrimaryLabName	SecondaryLaboratory	ResidualsFacilityID	FacilityName
−	1	PFAS Residuals	234567891	TEST LAB 1		1	Amesbury Water

RecordNumber	UploadColumnName	ErrorMessage
1	Qualifier1	if Qualifier1 is not Null, provide Qualifier1Description

| | PFAS | | | | | | Amesbury |

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.

eDEP MassDEP's Online Filing System

Username:BRIANCLARK
Nickname: BRIAN CLARK LOG OFF

My eDEP | Forms ▾ | My Profile ▾ | Help | Notifications

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
☐	961736		PFAS Residuals	Residuals Sample Upload_fakedata.txt Edit/Delete	WORK IN PROGRESS	07/20/2021	Download

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.

eDEP MassDEP's Online Filing System

Username:BRIANCLARK
Nickname: BRIAN CLARK LOG OFF

My eDEP | Forms▾ | My Profile▾ | Help | Notifications

Transaction Overview Trans# 961736 ID# PFAS Residuals

Forms — Attach Files — Signature — Submit

Forms

	Print Transaction	Delete Transaction	Share Transaction	Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✔	PFAS Residuals Bulk Data

Next

MassDEP's Online Filing System ver.15.21.0.0© 2019 MassDEP

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

eDEP MassDEP's Online Filing System

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
☐	961736		PFAS Residuals	Residuals Sample Upload_fakedata.txt Edit/Delete	SUBMITTED	07/20/2021	Download

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

	Trans#	ID	Transaction	Private Note	Status		Last Update	Download to Print
☐	1264354		PFAS Wastewater	PFASWWTwoSamplesFull2.txt Edit/Delete	SUBMITTED	🗒	07/01/2021	Download

- Then use Share Transaction button to open sharing forms.

Forms

	Print Transaction		Share Transaction	Exit
Errors Checked/ Validated	**Fill out the following forms for this transaction:**			
✔	PFAS Wastewater Bulk Data			

- Click the Add button on the Share Submittal form

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction #   443636

Form Name

Shared with [   ]

[add]

- 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.
  - 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.