# eDEP Instructions Residuals and Wastewater PFAS forms

There are two steps required to fully submit PFAS data for residuals and wastewater:

- 1) Upload
- 2) Submit (and attach lab report)

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## Upload

## 1. Log in to eDEP

Go here to access eDEP: <u>https://edep.dep.mass.gov/</u> Instructions for registration and using the system can be found here: <u>https://www.mass.gov/edep-online-filing-for-massdep-environmental-permits-reports</u>

#### 2. Upload the Residuals or Wastewater data file

Click "Forms" and select the appropriate menu item. NPDES wastewater data is uploaded under "NPDES." Residuals data for AOS holders is uploaded under "Residuals."

50	DEP MassDEP's Online	Filing System	MassDEP Home   Contact   Privacy Policy Username:NICOLEGALAMBOS Nickname: NICOLE
My eDEF	Forms <mark>▼</mark> My Profile▼  Help Noti	fications	Nickhame, NICOLL
	Air & Climate		
	Business Sectors		
	Cleanup of Sites & Spills		
AILEDEL	Drinking Water		
Instructi	NPDES	ete below. Then click the button to the far right of th	he form name in the same row.
	Residuals	Description	
	Service Centers	Description	Instructions
	Toxics & Hazards		
	Underground Injection Control (UIC)		
AQ 04 - Ast	Waste & Recycling	NF- This form is for providing notification 10	Start Transaction
001	Wastewater	any amount of ashostos	
	Wetlands	any amount of aspestos.	
	All Forms		

## 3. Go to "Bulk Files"

After uploading, your document is first shown in "My eDEP" under the "Bulk Files" tab. At first, the "Status" will show as "Pending Validation."

My eD	DEP Mas	sDEP's Online Filing System	Ma	Usemame:NICOLEGA Nickname	tact   Privacy Polic
Work In	Progress) Recent Si	ubmitted Archived Submitted Bulk File	es]Favorites]		
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File
191736	5/23/2024 3:21:40 PM	TEST WW example file with Analytical Method some compounds blank - R.txt	NPDES BULK DATA	Pending Validation	Processing

#### 4. If your file is rejected

If your file does not pass the validation step, it will be rejected. Rejected files are shown under the "Bulk Files" tab with "Status" shown as "Rejected". Click "Details of Submitted File" to view the errors. Adjust the file accordingly and start the upload process again from the beginning.

My eD	DEP Mas	DEP's Online Filing System	Ма	SSDEP Home   Con Username:NICOLEG/ Nickname	tact   Privacy Policy
Work In	Progress) Recent St	ubmitted) Archived Submitted Bulk F	Files) Favorites)		
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File
191736	5/23/2024 3:21:40 PM	TEST WW example file with Analytical Metho some compounds blank - R.txt	od <u>NPDES Bulk</u> Data	Rejected	<u>Delete</u>

#### 5. If your file is accepted

After passing validation, the file moves to the "Work in Progress" tab. The file is given a transaction number (Trans#) and has a status of "Work in Progress." It is ready to move through the submittal process.

The file has not yet been fully submitted.

e	)EI	MassDEP's Online F	iling System	MassDi	EP Home   Contact	Privacy Policy
				Use	ername:NICOLEGALAME Nickname: NIC	BOS OLE LOG OFF
My eDEP Form	ns <b>▼  M</b> y	Profile  Help Notif	ications			
Only submitted fo view other t Work In Progre	l transa ransmit ess)Re	ctions from the pa tals, please apply cent Submitted)A	st 90 days are displayed additional filtering criteria rchived Submitted) Bulk I	by default. Files) Favorites)	Show Filter	]
<u>Trans#</u>	ID	Transaction	Private Note	<u>Status</u>	<u>Last</u> <u>Update</u>	Download to Print
1560196		PFAS Wastewater	TEST WW example file with	WORK IN PROGRES	S 05/23/2024	Download
			Analytical Method new Permit I Lab. PFAS compound - A txt	D,		
			Edit/Delete			

## Submit

## 1. Select the file you want to submit

In the "Work in Progress" tab, find the upload you want to submit. Click the link for that upload under the "Transaction" column.

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Му	eDEP Form	s <b>▼  M</b> y	Profile  Help Notifi	cations		Nickhame. Nic	
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	_						
Only To vi	submitted	transa ansmit	ctions from the partials, please apply	st 90 days are displayed by additional filtering criteria.	default.	Show Filter	
Wor	k In Progre	ss) Re	cent Submitted) A	rchived Submitted) Bulk File	es) Favorites)		
	<u>Trans#</u>	ID	Transaction	Private Note	<u>Status</u>	<u>Last</u> <u>Update</u>	Download to Print
	1560196		PFAS Wastewater	TEST WW example file with Analytical Method new Permit ID,	WORK IN PROGRESS	05/23/2024	<u>Download</u>
				Lab, PFAS compound - A.txt Edit/Delete			

## 2. In the "Forms" step, click "Next"

No action is needed in the "Forms" step. Click "Next."

DEP MassDEP's Online Filing System	MassDEP Home   Contact   Privacy Policy Username:NICOLEGALAMBOS
My eDEP Forms My Profile Help Notifications	NICKHAINE: NICOLE

Transaction Overview Trans# 1560196 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:					
~	PFAS Wastewater Bulk Data					
Next						

## 3. In the "Attach Files" step, attach the lab report

4.

Follow the instructions in the "Attach Files" step to attach the lab report, then click "Next."

	MassDEP Home   Contact   Privacy Policy
MassDEP's Online Filing System	Username:NICOLEGALAMBOS
My eDEP Forms My Profile Help Notifications	Nickname: NICOLE
Transaction Overview Trans# 1560196 ID#	
Forms Attach File	s Signature Submit
Attach Files	
	Exit
Will you attach or mail any (additional) files for this trai	saction?
Yes, I will attach or mail (additional) files	
$^{\bigcirc}$ No, I have no (additional) files at this time	
1. Enter a description or title for the file 2. Browse to the file you want to attach	3. Click to Confirm or Clear
Lab report Choose File Example lab report.pdf	Confirm
OR	
Check to indicate that you will send by mail	
Sign off on the submittal in the "Signature" step	
DED	MassDEP Home   Contact   Privacy Policy

5	© DEP	MassDEP's Online Filing System	Username: NICOLEGALAMBOS Nickname: NICOLE
My eD	DEP Forms My Pr	ofile Help Notifications	

Transaction Overview Trans# 156019	6 ID#			
	Form	ns <u>Attach Files</u>	Signature	Submit
Signature				
				Exit
Please select the box below and t	hen indicate vour accer	otance.		
DEAS Wastewater 1 Earm(s)				
PFAS Wastewater - 1 Politi(s)				
CERTIFICATION OF PERSON				
I certify under penalty of law that I am the person	n authorized to fill out this form an	d the information cor	ntained herein is true, accur	ate and
complete to the best of my knowledge and belies	f.			
By entering my name Lacknowledge that Lba	we read and agree with the cert	ification statement.		
Responsible Person Nicole Galambos	Date 05/23/2024			
			Laccont	taccont
			Taccept Td0 no	accept

#### 5. Hit "Next"

		MassDEP Home   Con			
	ine Filing System		Us	ername:NICOLEGAL	
My eDEP∣Forms▼ My Profile▼ Help N	otifications			Nickhame. 1	
Transaction Overview Trans# 156019	6 ID#				
	з	Forms A	Attach Files	<u>Signature</u>	<u>Submit</u>
Forms		•			
	Print Transaction	Delete Transaction	Share Tran	saction	Exit

orms				
	Print Transaction	Delete Transaction	Share Transaction	Exit
Errors Checked/ Validated	ill out the following forms for this transaction:			
~	PFAS Wastewater Bulk Data			
				Next

#### 6. Submit the transmittal

If desired, enter additional email addresses to send the confirmation email to. Hit "Submit." Two notifications will be sent to the submitted and any additional email addresses listed. One notification will state that the transaction was submitted. The other will include a link to the Copy of Record (COR). There is typically a delay in the COR notification.

			MassDEP Home   Con	tact   Privacy Policy
MassDEP's Online Filing System			Username:NICOLEG/	LAMBOS
My eDEP Forms∞ My Profile∞ Help Notifications			Nickname	
Iransaction Overview Trans# 1560196 ID#				
	<u>Forms</u>	Attach Files	Signature	Submit
Review and Submit your Transaction				
				Exit
			_	
Please review your transaction. If you are satisfied, scroll down as	nd click submit.			Submit
An email confirmation will be automatically sent to the owner of t	this account at			
nicole.galambos@mass.gov				
If you would like to send this confirmation to others please enter the	their address below			
DEP Transaction ID: 1560196				
Date and Time Submitted: 05/23/2024 04:38:19				
Other Email :				
Form Name: PFAS Wastewater				
Ancillary Document Uploaded/Mailed				
Example lab report				
				Submit

## View submitted transactions

Submitted transactions can be found in the "Recent Submitted" tab. Filters can be used to find transactions.

My eDi	DE P orms M	P MassDEP's Online y Profile Help No	e Filing System tifications		MassDEP Home   Username:NICO Nick	Contact   Pri	LOG OFF
Only sub To view Work In	omitted trans other transm Progrest	sactions from the p nittals, please appl Recent Submitted)	oast 90 days are display ly additional filtering crit Archived Submitted) Bi	/ed by default. eria. ulk Files) Favori	Sho	w Filter	
Ir	ans# ID	Transaction	Private Note	<u>Status</u>	<u>Last</u> <u>Update</u>	Download to Print	Amend TURA
156	0196	PFAS Wastewater	TEST WW example file with Analytical Method new Permit ID, Lab, PFAS compound - A.txt Edit/Delete	SUBMITTED	05/23/2024	<u>Download</u>	

## Share transactions between eDEP accounts (optional)

Share manually by specifying the eDEP account to share with, a date range to share, and the role or privileges assigned to the other account.

1. From your eDEP homepage click on the "PFAS Residuals" or "PFAS Wastewater Link".

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

2. Click the "Share Transaction" button to open sharing forms.

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

3. On the Share Submittal form, click "add."

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				

- 4. Enter the eDEP Nickname of the person you intend to share with (they will need to provide it to you)
- 5. Pick a Role from the dropdown list.
  - a. Viewer can see and print transactions
  - b. Editor N/A. Editing of files is not allowed on eDEP
  - c. *Signer* and *Editor* and *Signer* signs and submits a transaction as long as they have the proper security
  - d. *Owner* acts as the new owner of the transaction. Selecting "Owner" transfers the transaction off of your account and to the new owner's eDEP account.



6. Set a date range or leave the "To" date blank.

7. Click "add" to complete the share.

Share With	TIOYANO Enter a valid eDEP nickname
Role	Editor V
From	11/18/2020         To           (e.g., 11/18/2020)         Please enter a valid US Date Format(e.g., 12/30/2003)
cancel	add

- 8. You will be returned to the Share Submittal form.
- 9. Click "add" for additional sharing or click "My eDEP" to return to the home page. Transaction # 443636

Form Name		
Shared with	TIO YANO (TIOYANO) ,Editor	*
		-
	add edit delete	