



How to Complete Your Groundwater Discharge Monitoring Reports (DMRs) using eDEP Online Filing

Groundwater Discharge Permit DMRs can now be submitted electronically using the eDEP Online Filing System.

To get started the Groundwater Discharge Permittee needs to create an eDEP account. Creating this account will require the submittal of a **Proof of Identity** to DEP.

Once the Proof is processed the permittee will be able to submit reports through eDEP or designate an Authorized Agent to submit the reports for them.

Select from the following links to get started and to learn more about eDEP and the Groundwater Forms:

[How to create an eDEP account](#)

[How to complete and submit a Proof of Identity](#)

[How to affiliate an Authorized Agent](#)

[How to select, complete and submit the eDEP Groundwater DMRs](#)

- [Groundwater Monitoring Forms](#)
- [Form Buttons, Navigation & Errors](#)
- [Start a Transaction](#)
- [Select and Complete Forms](#)
- [Delete a selected form](#)
- [Comments & Attachments](#)
- [Sign and Submit the Transaction](#)
- [Download/Print Transaction](#)
- [For further assistance](#)

Create an eDEP Account:

Log on to eDEP at: <https://edep.dep.mass.gov/DEPLogin.aspx>
Select 'New User'

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [eDEP Help & Instructions](#)
- [What forms can I file in eDEP?](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:


Login

[Reset Password](#)

[Get Login Help](#)

New User

Register and get Username and Password







Complete the required fields and create a User name and password for your account:

Step 1 of 4: User Registration

Create an account in eDEP by completing all the required fields *. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name
Middle Name
*Last Name
Salutation 
Suffix 
Job Title
*E-mail Address e.g., jsmith@domain.com
* Retype E-mail Address
Business Name
*Contact Address Line 1
Contact Address Line 2
*City
*State 
* Zip Code [U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K-1L7
Country 
* Main Phone Ext
Home Phone
Mobile Phone
Fax

Login Information - create your login profile.

*Username Pick a [Username](#) with at least 5 characters but with NO spaces
*Nickname Pick a [Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP
*Password Pick a [Password](#) with at least 8 characters BOTH letters & numbers
*Retype Password

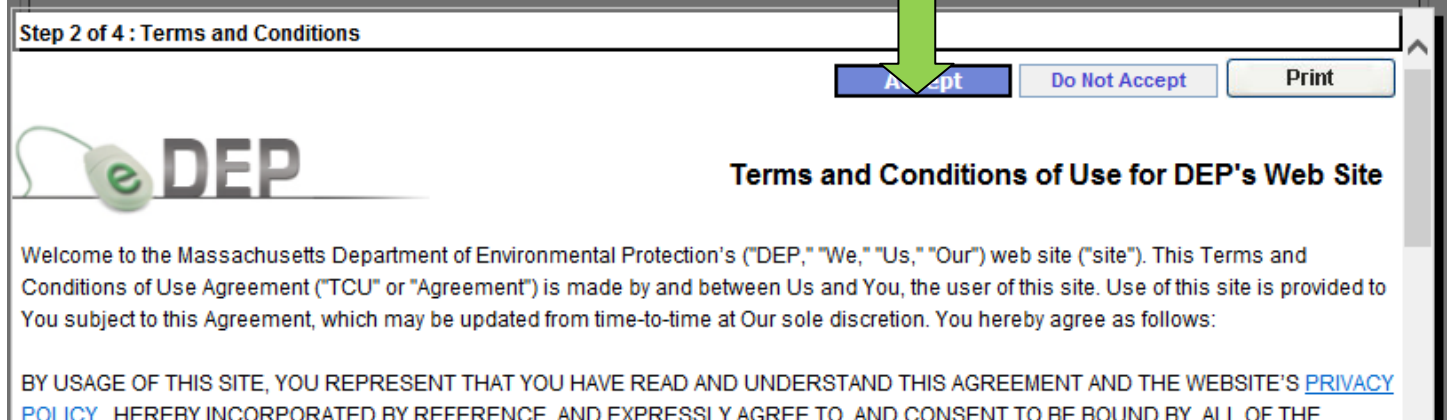
Clear

Next



Click Next

You must read and accept the Terms and Conditions:



Step 2 of 4 : Terms and Conditions

Accept **Do Not Accept** **Print**

Terms and Conditions of Use for DEP's Web Site

Welcome to the Massachusetts Department of Environmental Protection's ("DEP," "We," "Us," "Our") web site ("site"). This Terms and Conditions of Use Agreement ("TCU" or "Agreement") is made by and between Us and You, the user of this site. Use of this site is provided to You subject to this Agreement, which may be updated from time-to-time at Our sole discretion. You hereby agree as follows:

BY USAGE OF THIS SITE, YOU REPRESENT THAT YOU HAVE READ AND UNDERSTAND THIS AGREEMENT AND THE WEBSITE'S [PRIVACY POLICY](#) HEREBY INCORPORATED BY REFERENCE AND EXPRESSLY AGREE TO AND CONSENT TO BE BOUND BY ALL OF THE

You must activate the account through email:

User Profile

An email with a link to confirm has been sent to your email address. Please confirm by clicking the link. Please logout and log back in after activating the email.

Name: M COSTELLO

- ☒ 1. User Registration
- ☒ 2. Terms And Conditions
- ☐ 3. Email Activation
- ☐ 4. Security Questions

You must create your security questions:

Step 4 of 4 : Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

*

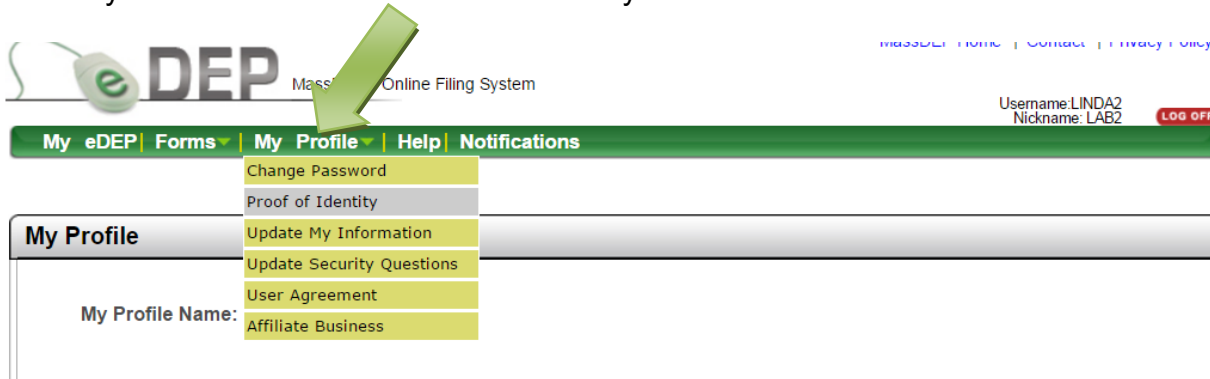
Save My Answers

Your eDEP account has been created. If you are an Authorized Agent, submitting reports for a Groundwater Permittee, you will need to be affiliated with the Permittee's account.



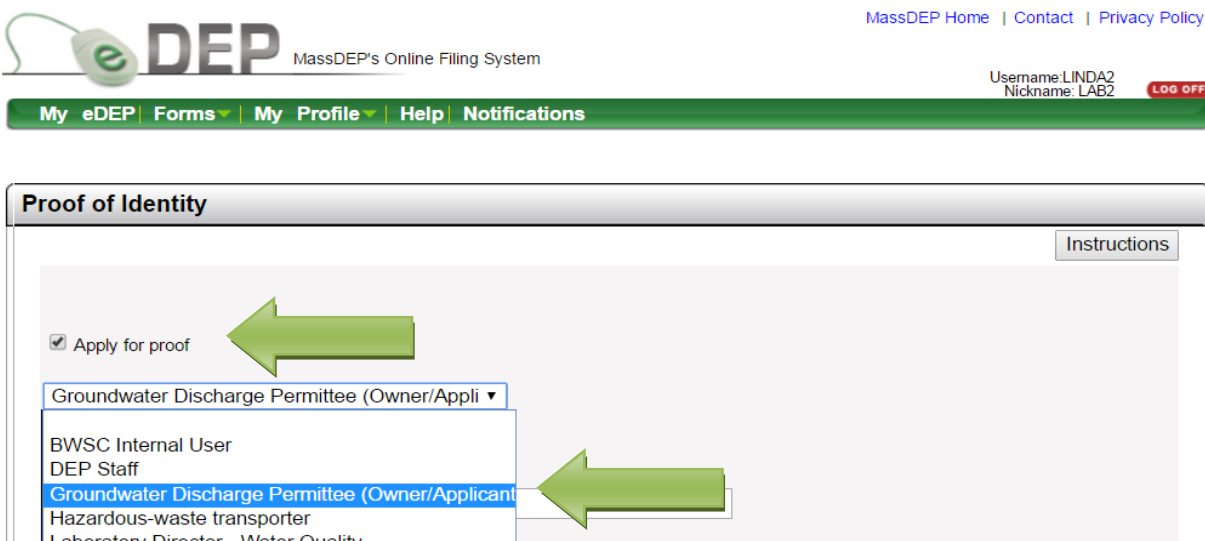
If you are a Groundwater Discharge **Permittee**, you must now submit the **Proof of Identity**.

Go to 'My Profile' and click on Proof of Identity:



Check the Apply for Proof box

Select Groundwater Discharge Permittee from the drop down list:



As a Groundwater Permittee the Proof requires Administrative privileges. The eDEP system will automatically check that option.

Enter the Tax Identification Number (TIN) for the permitted facility and the facility's name.

Click 'Apply':

When entering the Tax Identification Number (TIN) do not use dashes or spaces.

Proof of Identity

Instructions

☒ Apply for proof

Groundwater Discharge Permittee (Owner/Appli ▾)

☒ Apply for administrative privileges

TIN Business Name

*** Do Not Enter Social Security Numbers. Business Entity Tax Identification Numbers Only.**
Note : It is mandatory to apply for administrative privilege for this proof

You have no proofs on file:

You are not affiliated with any organizations:

On the next screen, check the box and fill in the Groundwater Permit number.

If you will have someone other than yourself file the DMRs through eDEP, name that person and their company as the Authorized Agent.

Click 'Apply'.

Proof of Identity

☒ **Apply for a Groundwater Discharge Permittee.**
GroundWater Discharge Permit Number (Required Field)
Appointed Authorized Agent's Name (Optional)
Appointed Authorized Agent's Company Name (Optional)

The next screen is the Proof of Identity form filled with the information you entered. Follow the instructions at the top of the form for signing, notarizing and mailing in to DEP:

Proof of Identity



MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION

**STANDARD PROOF OF IDENTITY FORM
(For the eDEP online filing system)**

Instructions:

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to :
MassDEP - Bureau of Water Resources
Groundwater Discharge Program, 5th Floor
One Winter Street, Boston, MA 02108

Apply for a Groundwater Discharge Permittee (Owner/Applicant)

First Name: LINDA
Last Name: TESTER
User Name: LINDATESTER
E-mail Address: linda.barba@state.ma.us
Phone Number: (617) 555-1150
Date: 3/29/2017
Start Date: 3/29/2017 3:00:41 PM

GroundWater Discharge Permit Number
(Required Field)
Appointed Authorized Agent's Name
(Optional)
Appointed Authorized Agent's Company
Name (Optional)

Apply to be an eDEP Administrator

Business Name Wastewater Management
Business Id 123456789

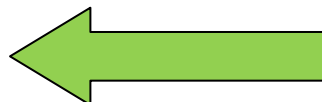
All Users Must Provide
a Hand-written Signature:

Notary Public Must Complete this Section

On this _____ day of _____, 20____, before me, the undersigned notary public, personally
_____ (name of document signer), who proved to me through satisfactory evidence of identification,
which were _____ (type), to be the person whose name is signed in Section E on page 2.

Notary Signature _____

Print



Date Commission Expires _____

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)


MassDEP's Online Filing System ver 14.12.08 2017 MassDEP

After printing the Proof of Identity Form you will be brought back to 'My eDEP'.
 Select 'Wastewater' from the Forms menu in the green bar. The page will list available wastewater forms.
 If you applied for a Groundwater Proof, you will see 'Pending' in the box to the right of the form name:

Wastewater

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Groundwater Discharge Monitoring Report Forms	These forms are for reporting monitoring data from wastewater treatment facilities with Groundwater Discharge Permits.	Instructions <div>Pending</div>



You will be notified via email when the Proof has been received and the account approved. Once notified you will be able to submit the DMRs for the permit through eDEP or set up an Authorized Agent to do so for you:

[Return to Start](#)

Affiliate an Authorized Agent:

A Groundwater Discharge Permittee can designate someone to submit DMRs for them, an Authorized Agent, through eDEP.

The Authorized Agent must set up his/her own eDEP account (see [Create account](#)).

Please note: No Proof of Identity is required for the Authorized Agent

Once the Groundwater Proof has been approved the permittee needs to affiliate the agent as follows:

Permittee logs into eDEP at: <https://edep.dep.mass.gov/DEPLogin.aspx>

Select 'My Profile' in the green menu bar

Select 'Affiliate Business':

My eDEP | **Forms** | **My Profile** | **Help**

- Change Password
- Proof of Identity
- Update My Information
- Affiliate Business

My eDEP

My Transmittals

[Show Filter](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
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Click the Add button

Affiliate Business

This page allows you to affiliate other eDEP users with your organization. By setting up this affiliation, you are both 1) allowing the users to file in eDEP as representatives of your organization, and 2) giving yourself access to view any forms that they start on behalf of your organization.


To affiliate a user, first ask the user for his/her eDEP nickname. Next click on the [add] button (below) and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role. Specifying the Employee/Agent role will allow the user to file in eDEP on behalf of your organization. Specifying the Administrator role will allow the user both to file in eDEP on behalf of your organization and also to affiliate other eDEP users with your organization, just as you are doing now. Finally, if desirable, specify a time period during which this affiliation is valid.

Organization ID: 123123123

Organization Name: Aces Co

Affiliated Users:

- ACES HIGH (AA2), Administrator
- MARGARET CHEN (MC11), Employee / Agent



Type the nickname for the Authorized Agent in the 'Affiliate with' box.

-The nickname that was chosen by the Agent during the creation of the eDEP account. It is visible when they login to their account in the upper right part of the screen

Change the role from Administrator to Employee/Agent.

Assign an end date for the affiliation (optional)

Click the 'Add' button:

Affiliate Business

This page allows you to affiliate other eDEP users with your organization. By setting up this affiliation, you are both 1) allowing the users to file in eDEP as representatives of your organization, and 2) giving yourself access to view any forms that they start on behalf of your organization.

To affiliate a user, first ask the user for his/her eDEP nickname. Next click on the [add] button (below) and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role. Specifying the Employee/Agent role will allow the user to file in eDEP on behalf of your organization. Specifying the Administrator role will allow the user both to file in eDEP on behalf of your organization and also to affiliate other eDEP users with your organization, just as you are doing now. Finally, if desirable, specify a time period during which this affiliation is valid.

Organization ID: 123123123

Organization Name: Aces Co

Affiliated Users:

ACES HIGH (AA2), Administrator
MARGARET CHEN (MC11), Employee / Agent

Affiliate With(Nickname):

Role:

From: To:
(e.g., 10/5/2011)

The name of the affiliated Authorized Agent will now appear in the Affiliated Users box:

Affiliated Users:

ACES HIGH (AA2), Administrator
MARYBETH CHUBB (MAGGY11), Employee / Agent
MARGARET CHEN (MC11), Employee / Agent

Select 'My eDEP' from the green menu bar to return to your eDEP homepage OR
Select 'Wastewater' from the Forms menu in the green bar to start a transaction.

[Return to Start](#)

eDEP Groundwater Data Forms:

The Groundwater Discharge monitoring forms are web based versions of the hard copy forms used to submit data. There are three different types of data forms:

Daily Log:

For the reporting of any parameter monitored more frequently than bi-weekly such as **Flow**, **pH**, **Chlorine residual**.

This form is **NOT** permit specific. Not all parameters listed will be required by your permit.
Fields on this form should be left blank if the parameter is not required.

Groundwater Permit

DAILY LOG SHEET

2. Tax identification Number
2011 AUG DAILY
3. Sampling Month & Frequency

C. Daily Readings/Analysis Information

Date	Effluent Flow GPD	Reuse Flow GPD	Irrigation Flow GPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intensity (%)
1	11111				6.8	7.2		100
2	22222				6.5	7.3		95
3	33333				6.4	7.1		100
4	44444				6.3	7.2		100
5	55555				6.2	6.3		100
6	66666				6.5	6.4		100
7								

Discharge Monitoring Report Form:

For the reporting of influent and effluent data. Grouping of parameters on each Discharge Monitoring form is based on the sampling frequency of each parameter. For example, all quarterly parameters will be on one form; all monthly parameters on another.

This form **IS** permit specific. **Every data field, except the Effluent Method Detection Limit*, must have a value in order to validate and submit the form.**

**The 'Effluent Method Detection Limit' refers to the detection limit for the laboratory method used to analyze the effluent sample. This is sometimes referred to as the 'Reporting Limit' on lab records. It is not the permit limit or the laboratory method.*

Groundwater Permit

DISCHARGE MONITORING REPORT

2. Tax Identification Number

2011 AUG MONTHLY

3. Sampling Month & Frequency

Fill all empty fields as Not-Detected

D. Contaminant Analysis Information

- For "0", below detection limit, or not detected, enter "ND"
- For greater than (>) or less than (<) value, enter number only and note greater than (>) or less than (<) in the Comments section.
- TNTC = too numerous to count.
- NS = Not Sampled

1. Parameter/Contaminant Units	2. Influent	3. Effluent	4. Effluent Method Detection Limit
BOD MG/L	250	10	5
TSS MG/L	320	7	
TOTAL SOLIDS MG/L	625	320	10
AMMONIA-N MG/L	21	nd	.1
NITRATE-N MG/L		3	

Monitoring Well Data Report:

For reporting results from monitoring well sampling, effluent reuse, and/or other monitoring points.

Grouping of parameters is based on the sampling frequency of each parameter. For example, all quarterly monitoring well parameters will be on one form; all monthly parameters on another.

This form **IS** permit specific. **Every data field must have a value in order to validate and submit the form.**

Groundwater Permit

MONITORING WELL DATA REPORT

2. Tax identification Number
2011 AUG MONTHLY
3. Sampling Month & Frequency

C. Contaminant Analysis Information

- For "0", below detection limit, or not detected, enter "ND".
- For greater than (>) or less than (<) value, enter number only and note greater than (>) or less than (<) in the Comments section.
- TNTC = too numerous to count.
- NS = Not Sampled.
- DRY = Not enough water in well to sample.

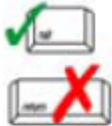
1. Parameter/Contaminant Units	MW1 2. Well #	MW2A 3. Well #	MW3 4. Well #	MW4A 5. Well #	MW5 6. Well #	7. Well #
PH S.U.	NS	DRY	5	4	8	
STATIC WATER LEVEL FEET	5	6	DRY	4	8	
SPECIFIC CONDUCTANCE UMHOS/C	DRY	3	2	1	DRY	

There is also an informational form, the Groundwater Discharge Monitoring Report. This form is used as the cover page for each data form.

In Section A. you will provide facility and sampling information.

In Section B. you will select each form to be submitted:

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. Facility Information

1. Facility name, address:

IPSWICH COUNTRY CLUB		
a. Name		
75 NEWBURY TURNPIKE		
b. Street Address		
IPSWICH	MA	01938
c. City	d. State	e. Zip Code

2. Contact information:

BARBARA MACDONALD	
a. Name of Facility Contact Person	
(617) 556-1029	mb@dep.com
b. Telephone Number	c. e-mail address

3. Sampling information:

8/15/2011	TEST
a. Date Sampled (mm/dd/yyyy)	b. Laboratory Name
MC	
c. Analysis Performed By (Name)	

B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

Daily Log Sheet - 2011 Aug Daily

☐ All forms for submittal have been completed.

Please select

2 ☐ This is the last selection.

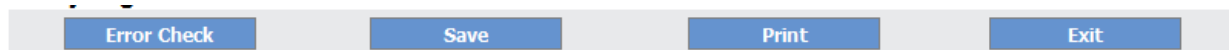
3 ☐ Delete the selected form.

[Return to Start](#)



Form Buttons:

The following buttons are located at the top of every form:



Click **Save** periodically to backup your work. **Remember to Save often.**

Error Check checks the values entered for any errors that won't be accepted. Error fields show up **red** and the errors are listed at the bottom of the page.

Save stores your work.

Print will send the form to your printer.

Exit exits the form. You will be prompted to save changes.

Located on the Groundwater data forms only:

Fill all empty fields as Not-Detected

Fill all empty fields as Not-Detected will fill any remaining blank fields with a value of ND (where ND is an appropriate value).

Form Navigation:

Use the tab key to navigate through the form or select a particular field using your mouse

Acceptable data entries:

Each field on the form has “allowable” data entries:

“**ND**” for Not Detected. This should be used instead of “0”.

“**NS**” for Not Sampled

“**DRY**” for a monitoring well that could not be sampled because of lack of water volume.

“**TNTC**” for Too Numerous to Count. This applies to coliform sampling only.

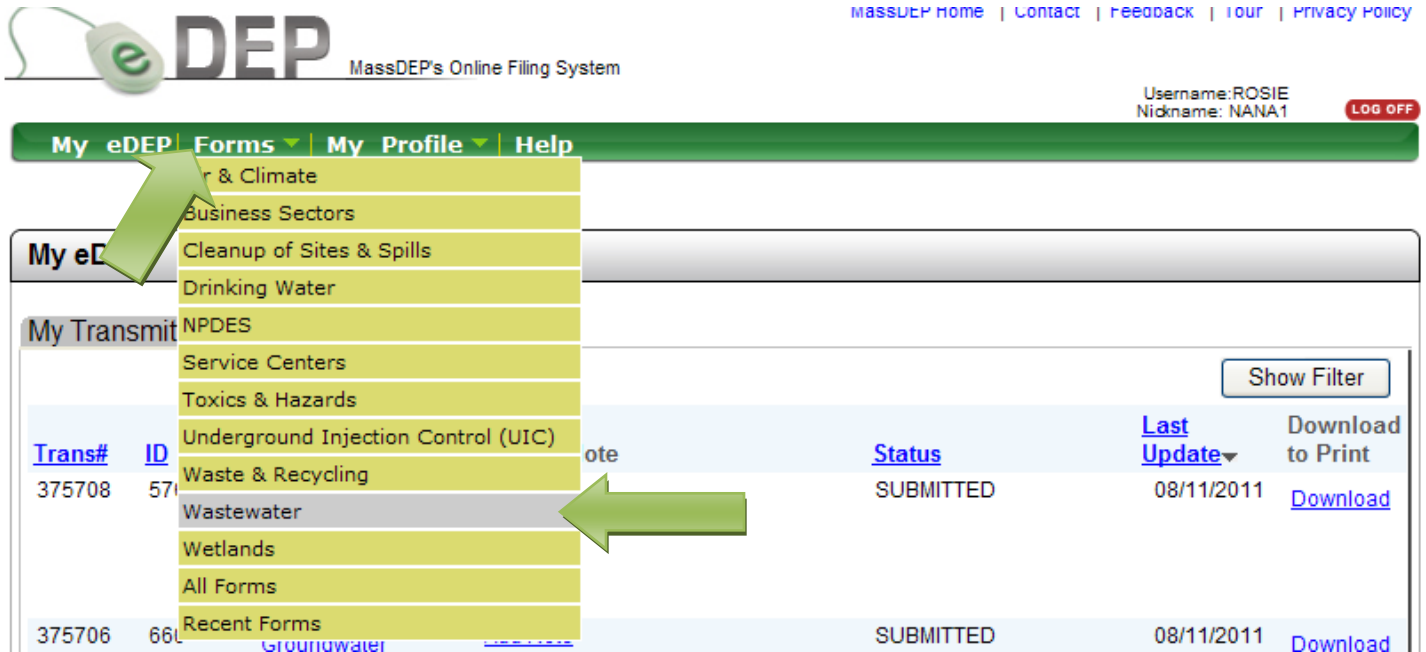
“**YES/NO**” for MS-2 phage results.

[Return to Start](#)

Start a Transaction:

Log on to eDEP at: <https://edep.dep.mass.gov/DEPlogin.aspx> using your User Name and password.

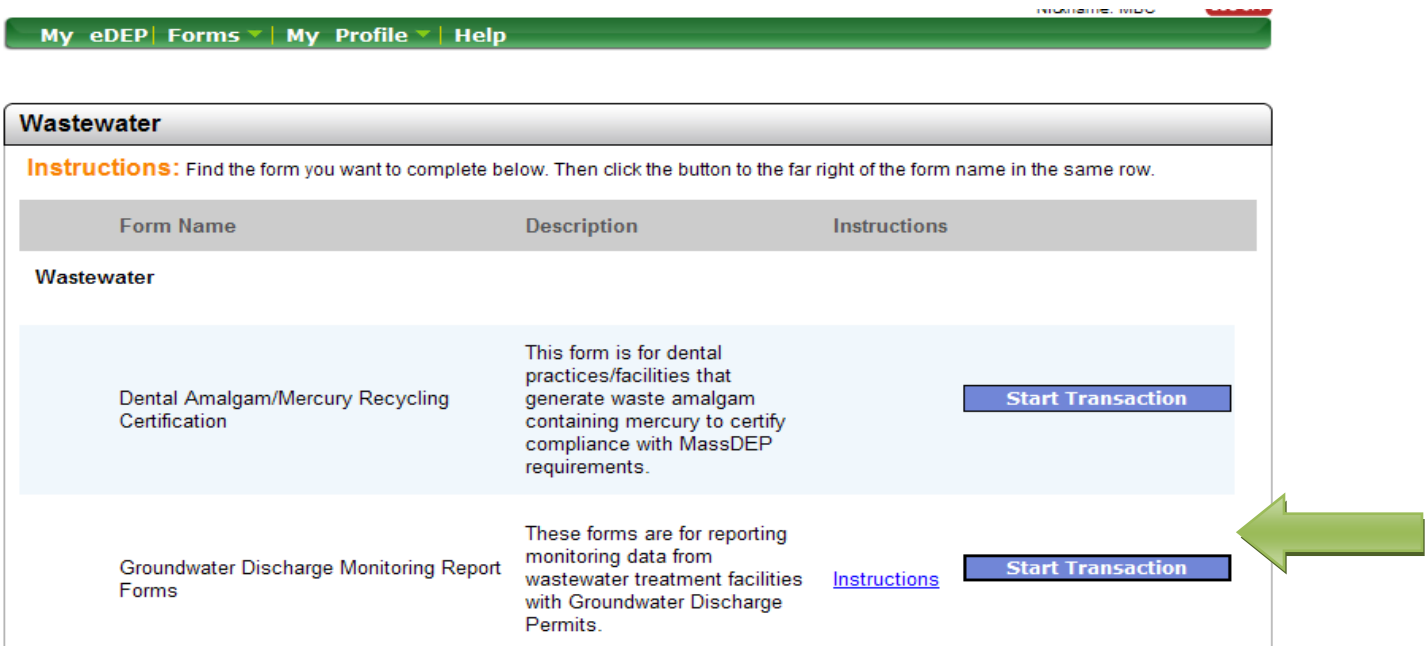
Go to 'Forms' -> 'Wastewater'



The screenshot shows the eDEP homepage with the 'Forms' menu expanded. A green arrow points to the 'Wastewater' option in the list. Below the menu, a table displays transaction details.

Trans#	ID	Note	Status	Last Update	Download to Print
375708	57		SUBMITTED	08/11/2011	Download
375706	66		SUBMITTED	08/11/2011	Download

On the Wastewater forms page, next to Groundwater Discharge Monitoring Report forms, select 'Start Transaction':



The screenshot shows the 'Wastewater' forms page. A table lists available forms, and a green arrow points to the 'Start Transaction' button for the 'Groundwater Discharge Monitoring Report Forms'.

Form Name	Description	Instructions
Dental Amalgam/Mercury Recycling Certification	This form is for dental practices/facilities that generate waste amalgam containing mercury to certify compliance with MassDEP requirements.	Start Transaction
Groundwater Discharge Monitoring Report Forms	These forms are for reporting monitoring data from wastewater treatment facilities with Groundwater Discharge Permits.	Instructions Start Transaction

Click on the drop down arrow and select the facility you want to submit DMRs for:

Represent Business

Do you want to represent a Business for this transaction?

☒ Yes ☐ No

Select the Business you want to represent:

Select Business

Select Business

GEORGETOWN HOUSING

WEST ISLAND

KING'S WAY CONDOMINIUM

IPSWICH COUNTRY CLUB

PROVINCETOWN WWTF

SUNBRIDGE CARE & REHAB

Instruction:
You have come to this page either because you are an administrator or you are "affiliated" with business(es) which allow you to file in eDEP on their behalf.

Instructions:

- Indicate if you are representing a business in this transaction.
- If yes, select the business you are representing and then click continue.
- If no, select no and then click continue.

Click the 'search' button. Check the box 'This information is correct'. Click 'Next':

Preform

Preform: Groundwater Discharge Monitoring Report Forms

Please select your facility : 4 - IPSWICH COUNTRY CLUB

Facility Name

☒ This information is correct.

4 - IPSWICH
75 NEWBURY TURNPIKE

You are now ready to start a Transaction for the chosen facility:

Transaction Overview		Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms	
		Forms	Signature
		Submit	
Forms			
		Print Transaction	Delete Transaction
		Share Transaction	Exit
Errors Checked/Validated	Fill out the following forms for this transaction:		
—	Groundwater Discharge Monitoring Report Forms		
			Next

Select and Complete Groundwater Data forms:

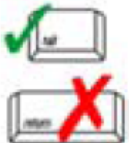
From the Transaction Overview screen, click 'Next'. You can also click directly on the form name highlighted in blue. This will open the Groundwater Discharge Monitoring Report Form. This form is used as the cover page for each data form.

In Section A. you will provide facility and sampling information. All fields must be filled.

Note: Some of this information is pre-populated:

A. Facility Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility name, address:

IPSWICH COUNTRY CLUB		
a. Name		
75 NEWBURY TURNPIKE		
b. Street Address		
IPSWICH	MA	01938
c. City	d. State	e. Zip Code

2. Contact information:

Maddi Smith	
a. Name of Facility Contact Person	
(617) 556-1029	maddi@dep.com
b. Telephone Number	c. e-mail address

3. Sampling information:

8/15/11	test
a. Date Sampled (mm/dd/yyyy)	b. Laboratory Name
mmc	
c. Analysis Performed By (Name)	

In Section B. click the drop down arrow and select the data form you want to complete:

B. Form Selection

1.
 - Monitoring Well Data Report - 2017 Jan Monthly
 - Discharge Monitoring Report - 2017 Jan Monthly
 - Daily Log Sheet - 2017 Feb Daily**
 - Discharge Monitoring Report - 2017 Feb Monthly
 - Monitoring Well Data Report - 2017 Feb Monthly
 - Daily Log Sheet - 2017 Mar Daily
 - Monitoring Well Data Report - 2017 Mar Monthly
2.
 - Discharge Monitoring Report - 2017 Mar Monthly
 - Monitoring Well Data Report - 2017 Quarterly 1
 - Discharge Monitoring Report - 2017 Quarterly 1
3.
 - Discharge Monitoring Report - 2017 Annual
 - Monitoring Well Data Report - 2017 Annual

Error Check & Next

Once the data form has been chosen, go to the bottom of the Groundwater form, click Error Check & Next.

You will be brought back to the Transaction Overview page which now shows the selected data form:

Transaction Overview Trans# 884532 ID# 660 Groundwater Discharge Monitoring Report Forms	
<div>Forms</div> <div>Signature</div> <div>Submit</div>	
<div>Forms</div> <div>Print Transaction</div> <div>Delete Transaction</div> <div>Share Transaction</div> <div>Exit</div>	
Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
—	Daily Log Sheet (2017 FEB DAILY)
—	Groundwater Discharge Monitoring Report Forms
<div>Next</div>	

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

Click 'Next' to open the form.

Use the tab key to navigate through the form as you enter the data in the appropriate fields:

Note: The Daily form is two pages and will require the use of the side scroll bar to go to the second page and back to the top of the form.

Groundwater Permit

DAILY LOG SHEET

072001470
 2. Tax identification Number
2011 AUG DAILY
 3. Sampling Month & Frequency

C. Daily Readings/Analysis Information

Date	Effluent Flow GPD	Reuse Flow GPD	Irrigation Flow GPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intensity (%)
1	12000				6.5	7.1		100
2	13500				6.4	6.9		95
3	14000				6.2	6.8		100
4								

Once the form is completed, tab or scroll to the bottom of the form, click **Error Check & Next** you will be brought back to the Transaction Overview page.

You will notice that the Daily form now has a check mark to its left, showing that it is complete.

Transaction Overview Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Signature Submit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Daily Log Sheet (2011 AUG DAILY)
-	Groundwater Discharge Monitoring Report Forms

Click the 'Next' button to select another form:

After clicking 'Next' the Groundwater Discharge Monitoring form cover page will open. The form will contain the previously entered information.

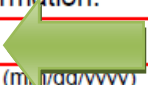
If you are choosing another form to submit, change any information needed in Section A., such as the sampling date and lab information.

Then select the next form to complete in Section B. and go to the bottom of the form to process:


b. Telephone Number

c. E-mail address

3. Sampling information:



a. Date Sampled (mm/dd/yyyy)




b. Laboratory Name

c. Analysis Performed By (Name)

B. Form Selection


1. Please select Form Type and Sampling Month & Frequency



☐ All forms for submittal have been completed.

2 ☐ This is the last selection.

3 ☐ Delete the selected form.



Click

Selecting 'Next' on the Transaction Overview page will open the newly selected data form.

Continue selecting, completing, error checking each form until all forms for the submission have been completed.

Ending the Transaction

There are two ways to end the form selection process:

- 1) In Section B. of the Groundwater Discharge Monitoring cover page, select 'All forms have been completed', instead of choosing another form:

B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

- ☒ All forms for submittal have been completed.
- 2 ☐ This is the last selection.
- 3 ☐ Delete the selected form.

OR

- 2) In Section B. of the Groundwater Discharge Monitoring cover page, select the last form for the Transaction, then check Box 2, 'This is the last selection'. Click 'Error Check & Next'

B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

- ☐ All forms for submittal have been completed.
- 2 ☒ This is the last selection.
- 3 ☐ Delete the selected form.



Once the form selection process has ended, the Transaction Overview will show a 'Comments' page at the end of the forms list. Complete any data forms that are unchecked on the list, then click 'Next' to go to the Comments page:

Transaction Overview Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms

Signature

Submit

Print Transaction

Delete Transaction

Share Transaction

Exit

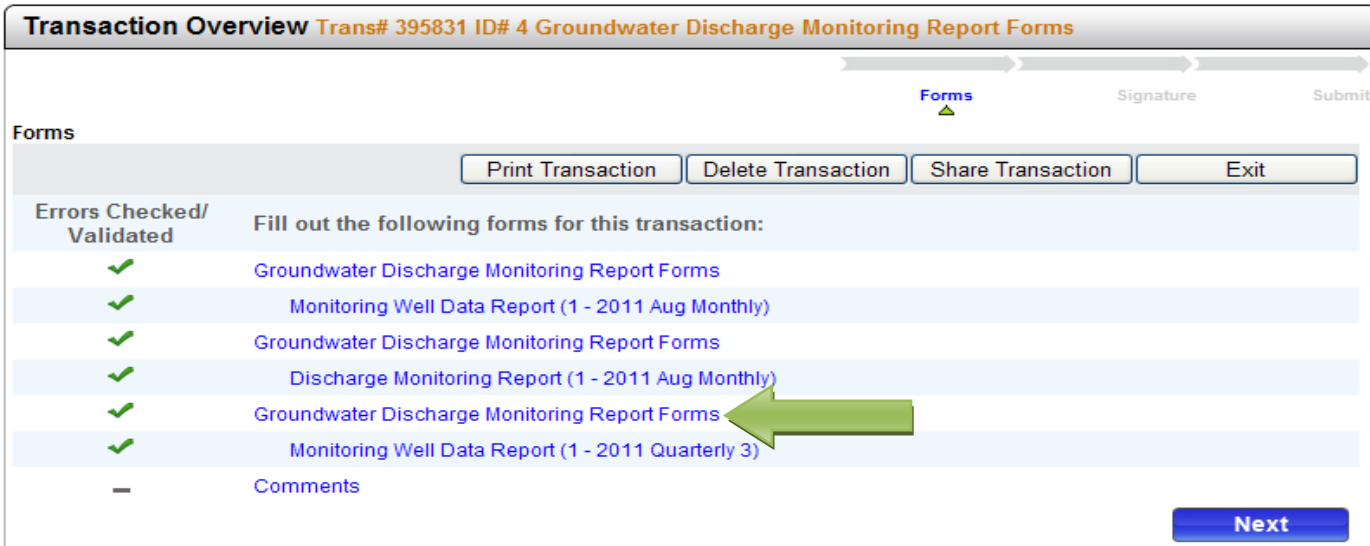
Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Daily Log Sheet (2011 AUG DAILY)
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Discharge Monitoring Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Quarterly 3)
<div>→</div> <div>—</div>	Comments <div>←</div>

Next

[Return to Start](#)

Delete a selected form:

From the Transaction Overview page, click on the Groundwater Discharge Monitoring Report cover page listed above the data form:



Transaction Overview Trans# 395831 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Signature Submit

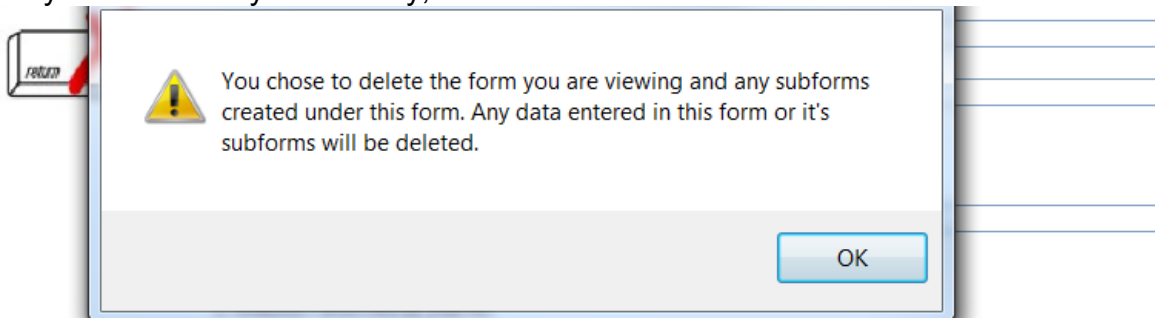
Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Discharge Monitoring Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Quarterly 3)
—	Comments

Next

You must select the “cover page” form for the data form you want to delete. In this example, the Monitoring Well Data Report 2011 Quarterly 3.

In Section B. of the Groundwater Discharge Monitoring form, select # 3 ‘Delete the selected form’. The system will ask you to verify, click ‘OK’:



Warning

You chose to delete the form you are viewing and any subforms created under this form. Any data entered in this form or it's subforms will be deleted.

OK

B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

Monitoring Well Data Report - 2016 Dec Monthly

☐ All forms for submittal have been completed.

2. ☐ This is the last selection.

3. ☒ Delete the selected form.

Click OK, then Error Check & Next. The system will ask you to confirm re-Validation:

Groundwater Permit
MONITORING WELL DATA REPORT

2. Tax identification

3. Sampling Month

Important

filling out
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key.



Message from webpage



You have asked to save & validate data that was validated previously. If this form contains any related forms (i.e., any child forms), those forms will be invalidated or marked for deletion.

* If a form is invalidated, you must go back and re-validate it, making any necessary changes to the data.

* If a form is marked for deletion, you no longer need the form to complete your submittal. eDEP retains it, however, until such time as you do complete the submittal. If you later change your data in such a way that you again need a form that has been marked for deletion, the form will be re-activated with your previous data.

This process ensures the integrity of the data that you are submitting to DEP.

Do you want to validate this form?

OK

Cancel

☐ All forms for submittal have been completed.

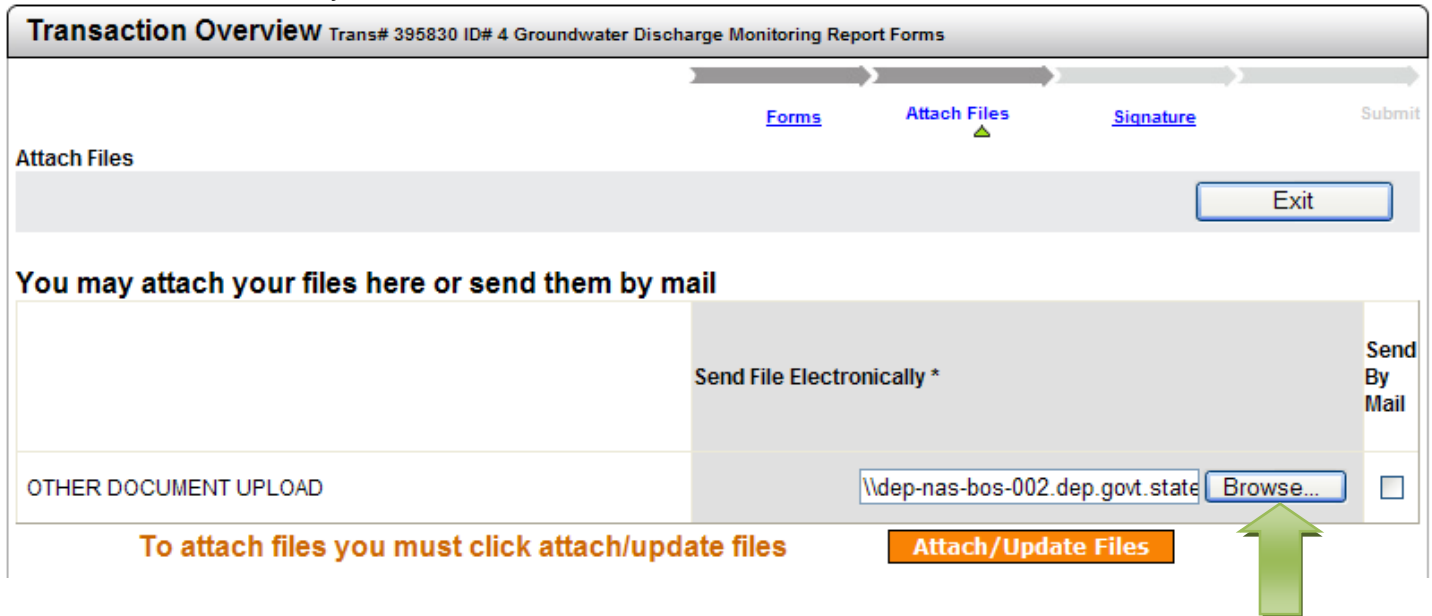
Click OK

Select 'Yes'. The form will be re-Validated and the Transaction Overview will not list the deleted data form. The form has been deleted from this Transaction:

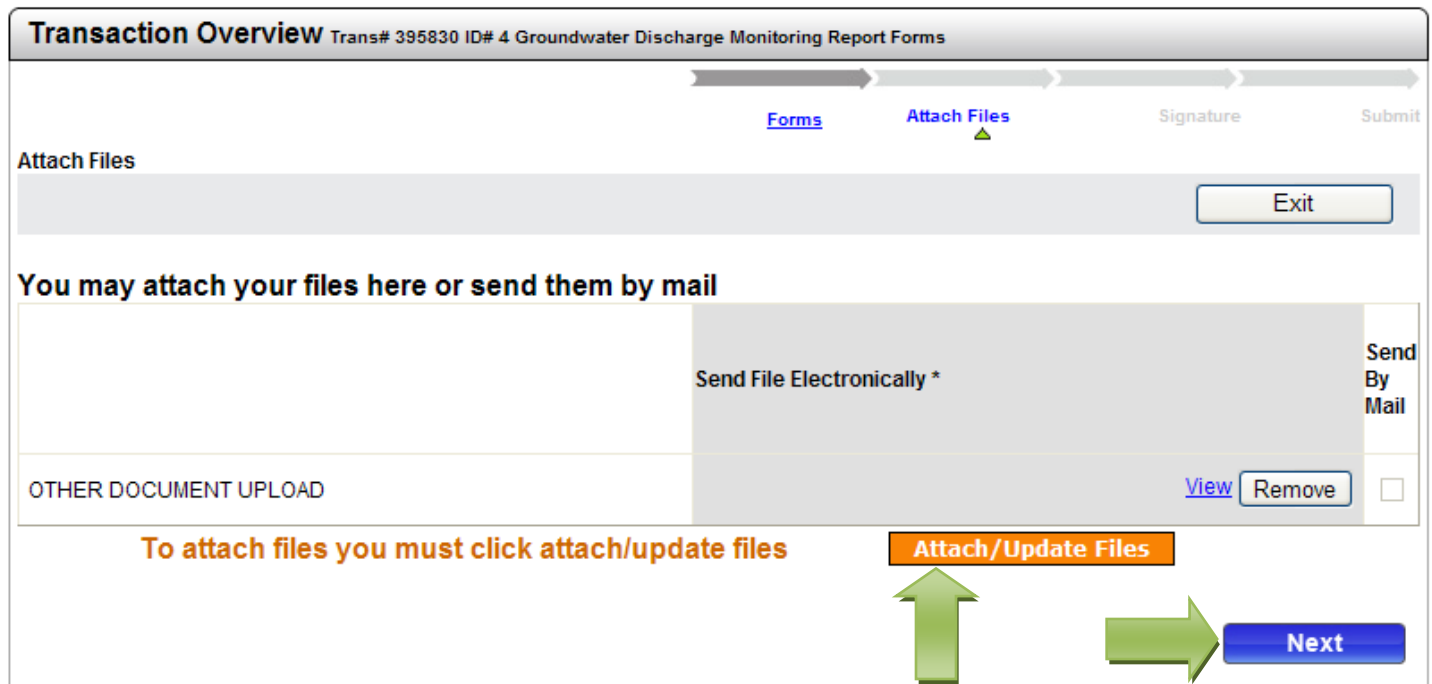
[Return to Start](#)

Type in comments and check the box to attach documents (if needed).
Click 'Next' on the Transaction Overview page to attach files (if chosen):

Click Browse to search your directories for the file.



Click 'Attach/Update Files' to attach the document to the submittal.
Click 'Next':



[Return to Start](#)

Sign the Submittal:

Check the box to certify the submittal and type your name in the signature box.

Click 'I accept':

Transaction Overview Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

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

Signature Exit

Please select the box below and then indicate your acceptance.

Comments - 1 Form(s)

☒ **CERTIFICATION OF PERSON MAKING SUBMITTAL**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME Date

On the Transaction Overview page, click 'Next'.


Transaction Overview Trans# 885307 ID# 201 Comments

Forms
 Attach Files
 Signature
 Submit

Forms

Print Transaction
 Delete Transaction
 Share Transaction
 Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report - VOC (1 - 2017 Annual)
✓	Monitoring Well Data Report - VOC (2 - 2017 Annual)
✓	Monitoring Well Data Report - VOC (3 - 2017 Annual)
✓	Comments


Next

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

On the next page you can review and submit your Transaction.
 Add an email address for confirmation of receipt:

Transaction Overview Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

[Forms](#)

[Attach Files](#)

[Signature](#)

[Submit](#)

Review and Submit your Transaction

[Exit](#)

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: 395830
Date and Time Submitted: 10/13/2011 10:42:36
Other Email :

Location: /5 NEWBURY TURNPIKE
Address: IPSWICH
ZIP: 01938
✓ Discharge Monitoring Report(1 - 2011 Aug Monthly)
Form Name: Comments



Submit

[MassDEP Home](#) | [Contact](#) | [Feedback](#) | [Tour](#) | [Privacy Policy](#)

click 'Submit':

Your Transaction has been submitted and the next page is a printable receipt of that Transaction:

Receipt

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

Summary/Receipt

print receipt

Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 395830
Date and Time Submitted: 10/13/2011 10:46:46 AM
Other Email :

DEP Transaction ID: 395830
Date and Time Submitted: 10/13/2011 10:46:46 AM
Other Email :

DEP Transaction ID: 395830
Date and Time Submitted: 10/13/2011 10:46:46 AM
Other Email :

After printing the receipt, click 'Exit' to go to My eDEP (or scroll to the bottom of the page and click on 'My eDEP').

The newly submitted Transaction will be listed at the top of the page as 'Submitted'.

Those not submitted are listed as 'Work in Progress':

395830	4	Groundwater Discharge Monitoring Report Forms	Add Note	SUBMITTED	10/13/2011	Download
395794	307		Add Note	SUBMITTED	09/07/2011	

[Return to Start](#)

Download a submittal:

You're My eDEP page maintains a list of all submittals and started Transactions. Clicking on a Transaction will open it.

To print out a Transaction or save it to your computer, click on 'Download' in the right column:

My eDEP						
My Transmittals						
Show Filter						
Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
395831	4	Groundwater Discharge Monitoring Report Forms	Add Note	SUBMITTED	10/13/2011	Download
395830	4	Groundwater Discharge Monitoring Report Forms	Add Note	SUBMITTED	10/13/2011	Download

A .pdf of your submittal will be generated.

When the file is ready a screen will appear which will allow you to view details of the submittal and download a copy to print or save to your computer:

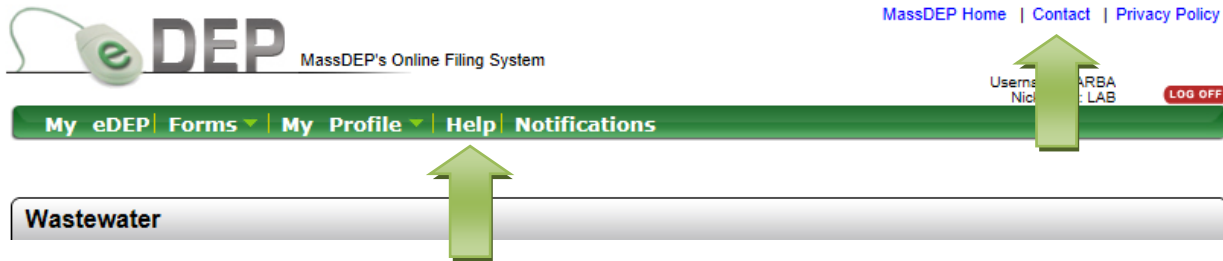
Download to Print				
Your file is ready to download.				
Transaction # 375968 Groundwater Discharge Monitoring Report Forms				
#	Approx. size (KB)	Download	Create Date	View Details
1	1409960	download file	10/13/2011 02:06	view details
Form Name: Groundwater Discharge Monitoring Report Forms() Daily Log Sheet(2011 AUG DAILY) Groundwater Discharge Monitoring Report Forms() Monitoring Well Data Report(1 - 2011 Aug Monthly) Groundwater Discharge Monitoring Report Forms() Discharge Monitoring Report(1 - 2011 Aug Monthly) Groundwater Discharge Monitoring Report Forms() Monitoring Well Data Report(1 - 2011 Quarterly 3) Comments()				

[Return to Start](#)



For further assistance:

Click on 'Help' in the green menu bar on My eDEP or on 'Contact' at the top of the page for further assistance with eDEP use:



The 'Help' button will take you to the MassDEP Service Center webpage with general FAQs for eDEP and system requirements for use:

<http://www.mass.gov/eea/agencies/massdep/service/online/edep-instructions-and-frequently-asked-questions.html>

From this page you can also access the Groundwater Program's eDEP FAQs and the Groundwater eDEP form instructions.

The 'Contact' link will provide you with phone and email contact information for:

Help Desk – problems with eDEP function, form access, speed

Groundwater Program Staff – permit specific questions and/or form corrections

<http://www.mass.gov/eea/agencies/massdep/service/online/edep-contacts-and-feedback.html>

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