



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:

[Reset Password](#)
[Get Login Help](#)

←

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



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

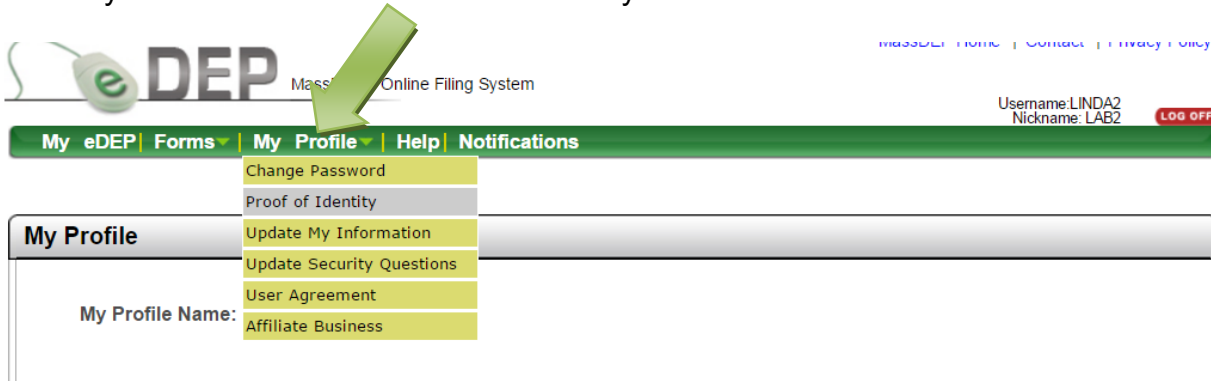
Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

*

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.

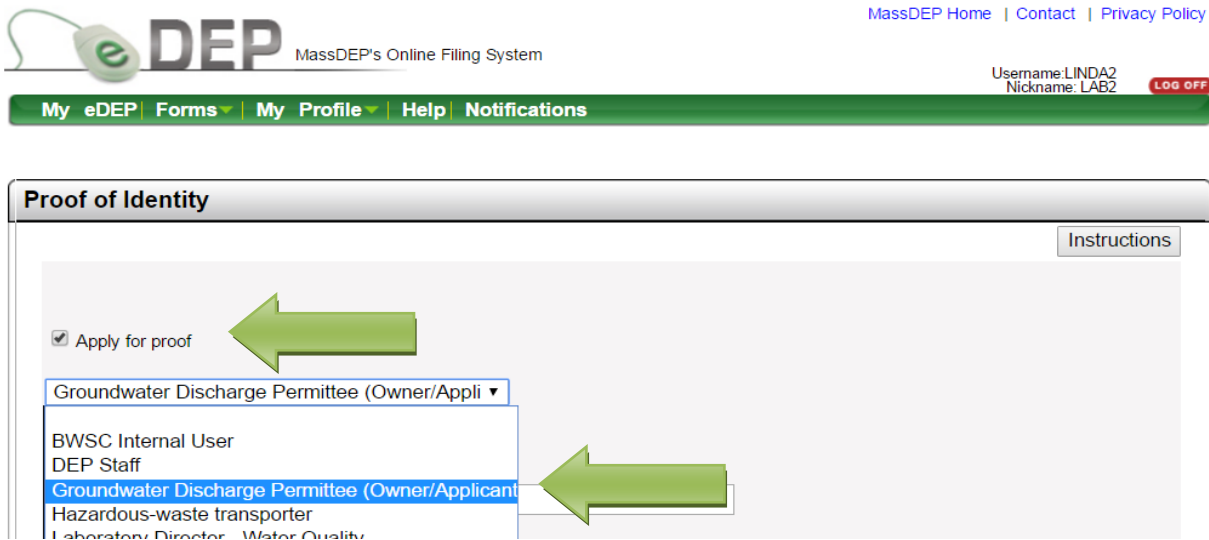
If you are a Groundwater Discharge **Permittee**, you must now submit the **Proof of Identity**.

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 ←

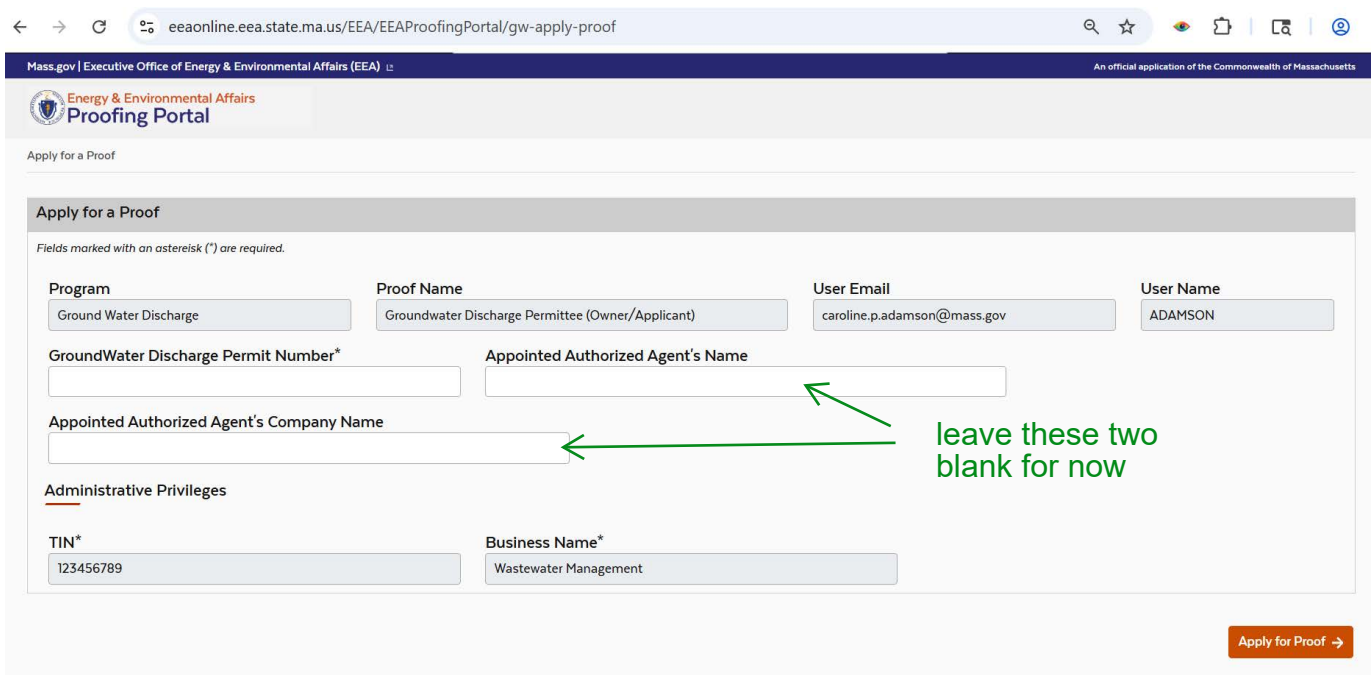
*** Do Not Enter Social Security Numbers. Business Entity Tax Identification Numbers Only.**
Note : It is mandatory to apply for administrative privilege for this proof

←

You have no proofs on file:

You are not affiliated with any organizations:

You will be directed to the Energy & Environmental Affairs Proofing Portal. Insert the GroundWater Discharge Permit Number on this page. Leave the optional fields blank for now. Click "Apply for Proof".



eeonline.eea.state.ma.us/EEA/EEAProofingPortal/gw-apply-proof

Mass.gov | Executive Office of Energy & Environmental Affairs (EEA) | An official application of the Commonwealth of Massachusetts

Energy & Environmental Affairs Proofing Portal

Apply for a Proof

Apply for a Proof

Fields marked with an asterisk (*) are required.

| | | | |
|---|--|--|---|
| Program <input type="text" value="Ground Water Discharge"/> | Proof Name <input type="text" value="Groundwater Discharge Permittee (Owner/Applicant)"/> | User Email <input type="text" value="caroline.p.adamson@mass.gov"/> | User Name <input type="text" value="ADAMSON"/> |
| GroundWater Discharge Permit Number* <input type="text"/> | Appointed Authorized Agent's Name <input type="text"/> | | |
| Appointed Authorized Agent's Company Name <input type="text"/> | | ← | |

Administrative Privileges

| | |
|--|--|
| TIN* <input type="text" value="123456789"/> | Business Name* <input type="text" value="Wastewater Management"/> |
|--|--|

leave these two blank for now



The next screen shows the draft Proof of Identity form filled with the information you entered. If any of the information appears incorrectly, click the back button and correct the information.

When everything looks correct click the submit button.

Mass.gov | Executive Office of Energy & Environmental Affairs (EEA) | An official application of the Commonwealth of Massachusetts

Energy & Environmental Affairs
Proofing Portal

Apply Proof > Proof Form Submission

(Note: This is only a preview of the form. Please submit it by clicking the "Submit" button on this page.)

← Back Submit →

MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD PROOF OF IDENTITY FORM

Instructions:
1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to:
MassDEP - Groundwater Discharge Program,
100 Cambridge Street, Suite 909
Boston, MA 02114

Apply for a Groundwater Discharge Permittee (Owner/Applicant)

First Name : CAROLINE
Last Name : ADAMSON
User Name : ADAMSON
E-mail Address : caroline.p.adamson@mass.gov
Phone Number : (617) 278-7002
Date Submitted : 05-29-2026
Ground/Water Discharge Permit Number : 123
Appointed Authorized Agent's Name :
Appointed Authorized Agent's Company Name :
Apply to be an eDEP Administrator
Business Id : 123456789
Business Name : Wastewater Management

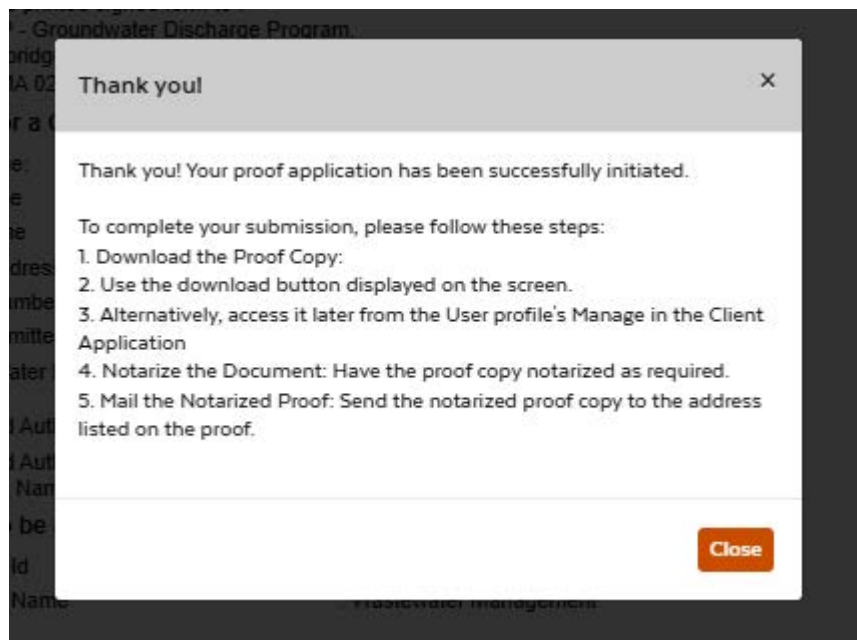
All Users Must Provide a Hand-written Signature: _____

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 _____
Date Commission Expires _____

When you hit submit, the following window will pop up. Follow the directions to download the Proof of Identity form. The document must be hand signed and notarized before mailing to the Department.





After closing the Thank You window, you will return to a preview of the submitted Proof of Identity form. Use the "Download PDF" button to download a copy for you to print, sign and get notarized.

You may also access the record of your submission using the "Go to Proof Dashboard" button on this page.

Mass.gov | Executive Office of Energy & Environmental Affairs (EEA) | An official application of the Commonwealth of Massachusetts

Energy & Environmental Affairs
Proofing Portal

(Note: Use the "Download PDF" button on this page to download and print the proof form.)

Go to Proof Dashboard → Download PDF ↴

MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION
STANDARD PROOF OF IDENTITY FORM

Instructions:
1. All users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to:
MassDEP - Groundwater Discharge Program,
100 Cambridge Street, Suite 900
Boston, MA 02114

Apply for a Groundwater Discharge Permittee (Owner/Applicant)

First Name : CAROLINE
Last Name : ADAMSON
User Name : ADAMSON
E-mail Address : caroline.p.adamson@mass.gov
Phone Number : (857) 276-7092
Date Submitted : 05-29-2026
Groundwater Discharge Permit Number : 123
Appointed Authorized Agent's Name :
Appointed Authorized Agent's Company Name :
Apply to be an eDEP Administrator : 123456789
Business Id : 123456789
Business Name : Wastewater Management

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 _____
Date Commission Expires _____

The Proof Dashboard will contain the record of your submitted Proof of Identity form. The status of the record will say pending until the Department has received a signed and notarized copy of the form.

Mass.gov | Executive Office of Energy & Environmental Affairs (EEA) | An official application of the Commonwealth of Massachusetts

Energy & Environmental Affairs
Proofing Portal

Manage Proof : caroline.p.adamson@mass.gov | ADAMSON

Proofs

PENDING PROOFS COMPLETED PROOFS

| Program Name | Proof Name | User Name | Status | Submitted Date | Actions |
|------------------------|---|-----------|---------|--------------------|---------------|
| Ground Water Discharge | Groundwater Discharge Permittee (Owner/Applicant) | ADAMSON | PENDING | 5/29/2026 12:54 PM | View/Download |

1 - 1 of 1 results 5

Executive Office of Energy and Environmental Affairs V1.0.0

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Mass.gov Privacy Policy

Your downloaded Proof of Identity form should look like this:



MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION

STANDARD PROOF OF IDENTITY FORM

Instructions:

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to :
MassDEP - Groundwater Discharge Program,
100 Cambridge Street, Suite 900
Boston, MA 02114

Apply for a Groundwater Discharge Permittee (Owner/Applicant)

First Name: : CAROLINE
Last Name : ADAMSON
User Name : ADAMSON
E-mail Address : caroline.p.adamson@mass.gov
Phone Number : (857) 276-7002
Date Submitted : 05-29-2026
GroundWater Discharge Permit Number : 123
Appointed Authorized Agent's Name :
Appointed Authorized Agent's Company Name :

Apply to be an eDEP Administrator

Business Id : 123456789
Business Name : Wastewater Management

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 satisfaction evidence of identification, which were _____(type), to be the person whose name is signed in Section E on page 2.

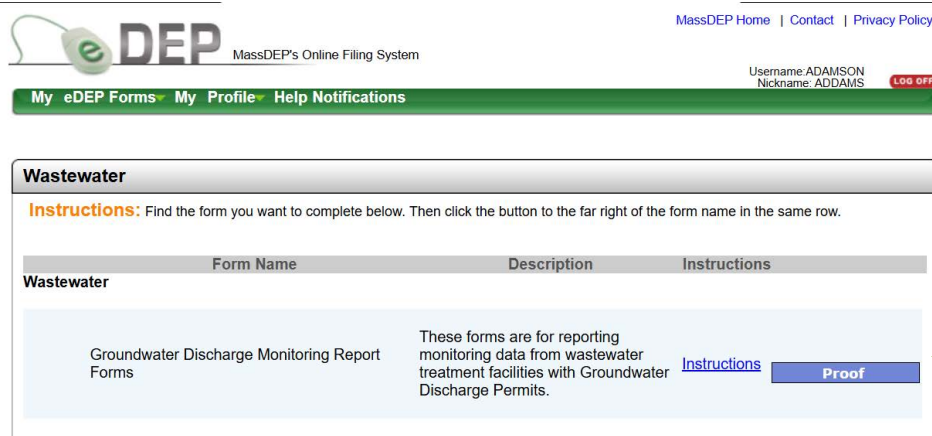
Notary Signature

Date Commission Expires

After printing the Proof of Identity form, you may go back to My eDEP at anytime to view the status of your Proof of Identity form.

Select 'Wastewater' from the Forms menu in the green bar. The page will list available wastewater forms.

If you submitted Proof of Identity and select the proof button for the Groundwater Discharge Monitoring Report Forms, then...



MassDEP Home | Contact | Privacy Policy

Username: ADAMSON
Nickname: ADDAMS **LOG OFF**

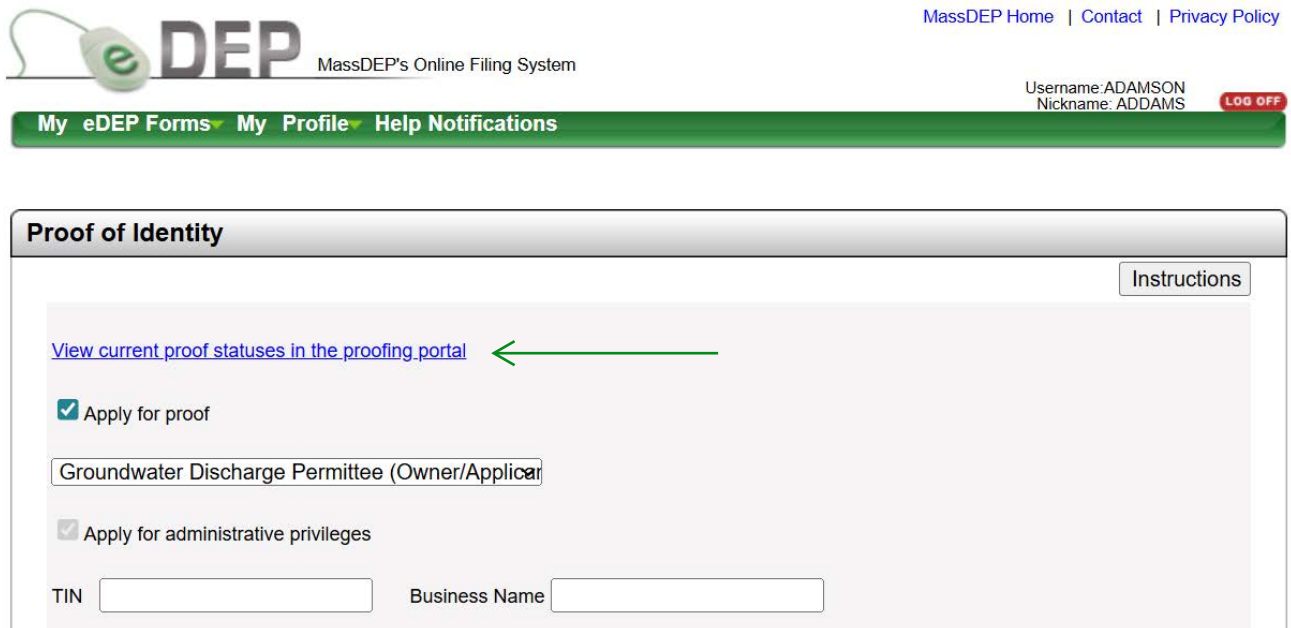
My eDEP Forms My Profile Help Notifications

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 Proof |

...you will see the blue link to "View current proof statuses in the proofing portal".



MassDEP Home | Contact | Privacy Policy

Username: ADAMSON
Nickname: ADDAMS **LOG OFF**

My eDEP Forms My Profile Help Notifications

Proof of Identity

[Instructions](#)

[View current proof statuses in the proofing portal](#)

Apply for proof

Groundwater Discharge Permittee (Owner/Applicar

Apply for administrative privileges

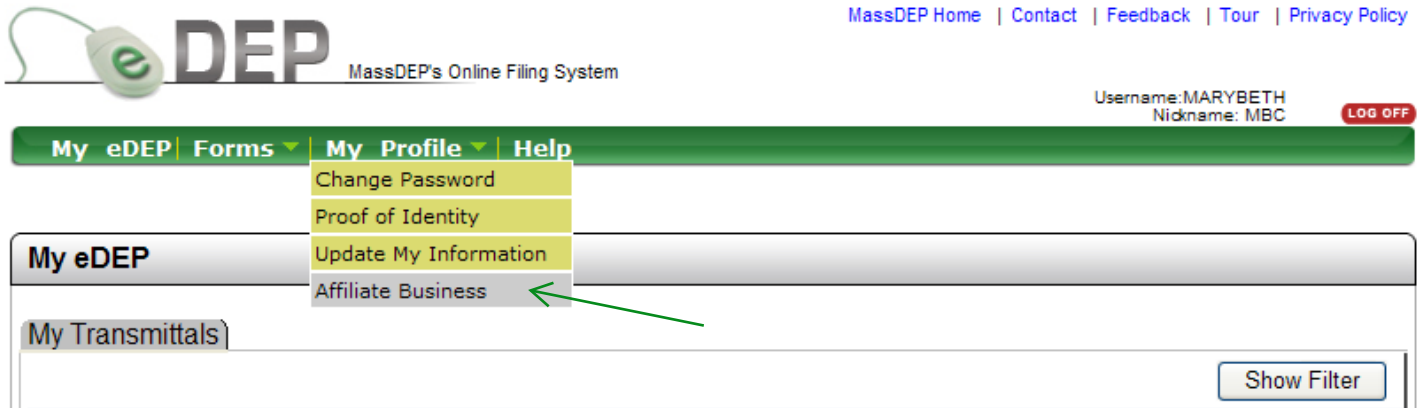
TIN Business Name

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.

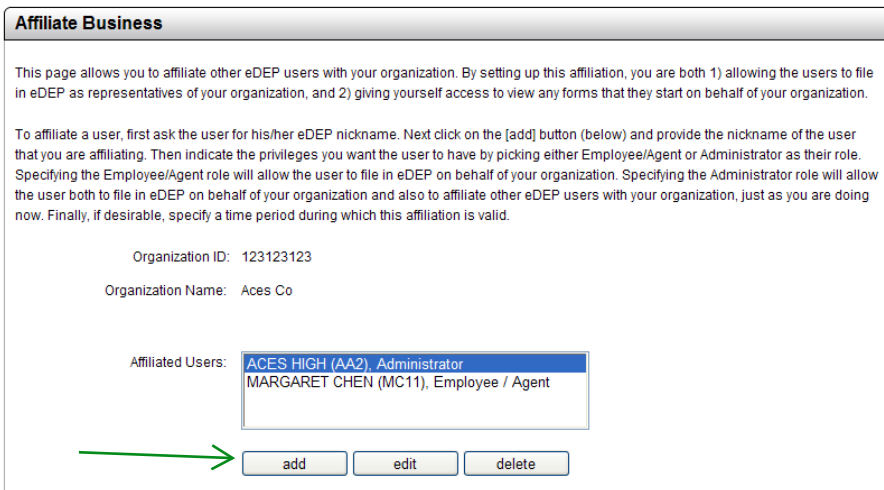
[Return to Start](#)

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'



Click the 'Add' button to add new affiliate business:



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 | |

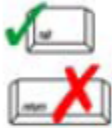
There is also an informational form, the Groundwater Discharge Monitoring Report. This form is used as the cover page for each data form.

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

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

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.



- Facility name, address:

| | | |
|---|---------------------------------|------------------------------------|
| <input type="text" value="IPSWICH COUNTRY CLUB"/> | | |
| a. Name | | |
| <input type="text" value="75 NEWBURY TURNPIKE"/> | | |
| b. Street Address | | |
| <input type="text" value="IPSWICH"/> | <input type="text" value="MA"/> | <input type="text" value="01938"/> |
| c. City | d. State | e. Zip Code |
- Contact information:

| | |
|--|---|
| <input type="text" value="BARBARA MACDONALD"/> | |
| a. Name of Facility Contact Person | |
| <input type="text" value="(617) 556-1029"/> | <input type="text" value="mb@dep.com"/> |
| b. Telephone Number | c. e-mail address |
- Sampling information:

| | |
|--|-----------------------------------|
| <input type="text" value="8/15/2011"/> | <input type="text" value="TEST"/> |
| a. Date Sampled (mm/dd/yyyy) | b. Laboratory Name |
| <input type="text" value="MC"/> | |
| c. Analysis Performed By (Name) | |

B. Form Selection

- Please select Form Type and Sampling Month & Frequency

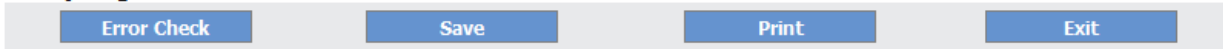
| |
|---|
| <input type="text" value="Daily Log Sheet - 2011 Aug Daily"/> |
|---|

All forms for submittal have been completed. Please st
- This is the last selection.
- 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 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.

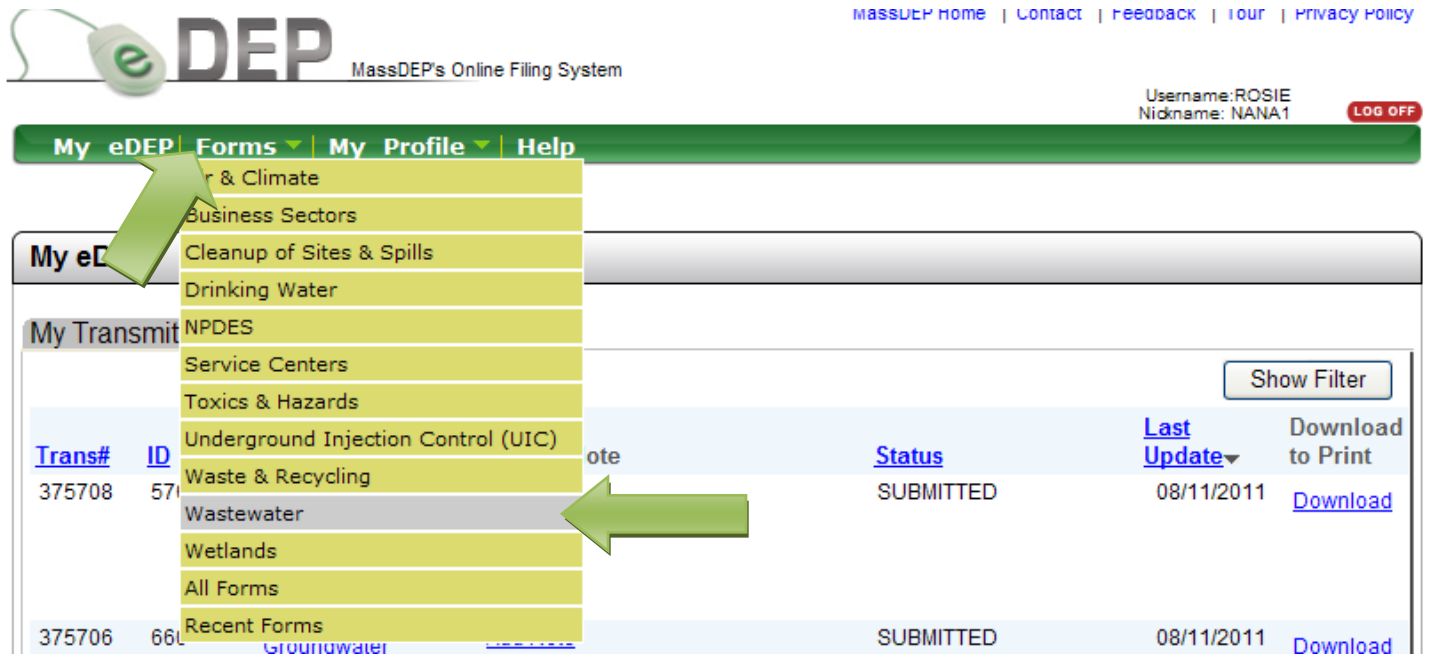
"YES/NO" for MS-2 phage results.

[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'



MassDEP HOME | CONTACT | FEEDBACK | TOUR | PRIVACY POLICY

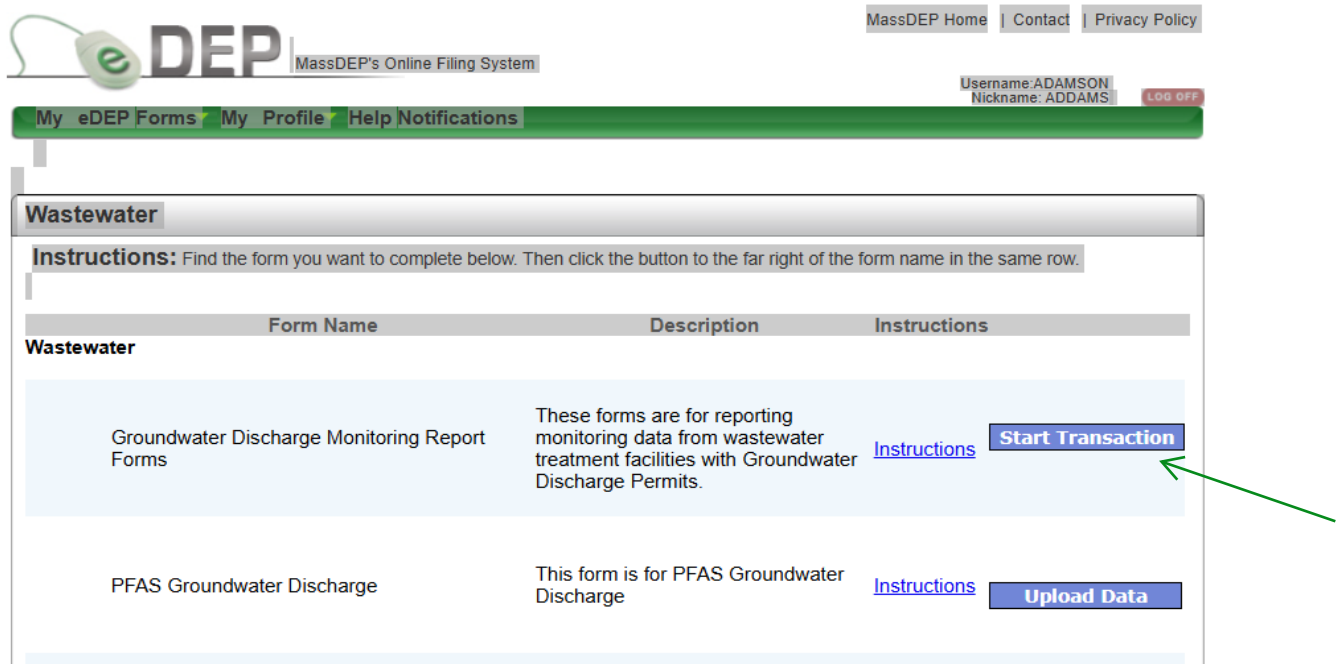
Username: ROSIE
Nickname: NANA1 **LOG OFF**

My eDEP | Forms | My Profile | Help

- Water & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- NPDES
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)
- Waste & Recycling
- Wastewater
- Wetlands
- All Forms
- Recent Forms

| Trans# | ID | Note | Status | Last Update | Download to Print |
|--------|-----|------|-----------|-------------|--------------------------|
| 375708 | 571 | | SUBMITTED | 08/11/2011 | Download |
| 375706 | 661 | | SUBMITTED | 08/11/2011 | Download |

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



MassDEP Home | Contact | Privacy Policy

Username: ADAMSON
Nickname: ADDAMS **LOG OFF**

My eDEP Forms | My Profile | Help Notifications

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 Start Transaction |
| PFAS Groundwater Discharge | This form is for PFAS Groundwater Discharge | Instructions Upload Data |

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

| Errors Checked/ Validated | Fill out the following forms for this transaction: |
|---------------------------|---|
| - | <p style="color: blue;">Groundwater Discharge Monitoring Report Forms</p> |

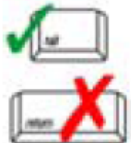
Select and Complete Groundwater Data forms:

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.



- Facility name, address:

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

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

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 |
| - | Daily Log Sheet (2017 FEB DAILY) |
| - | Groundwater Discharge Monitoring Report Forms |

[Next](#)



Click 'Next' to open the form.

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

0720011710
 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

Forms

| 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.

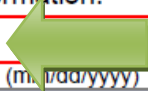
If you are choosing another form to submit, change any information needed in Section A., such as the sampling date and lab information.

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

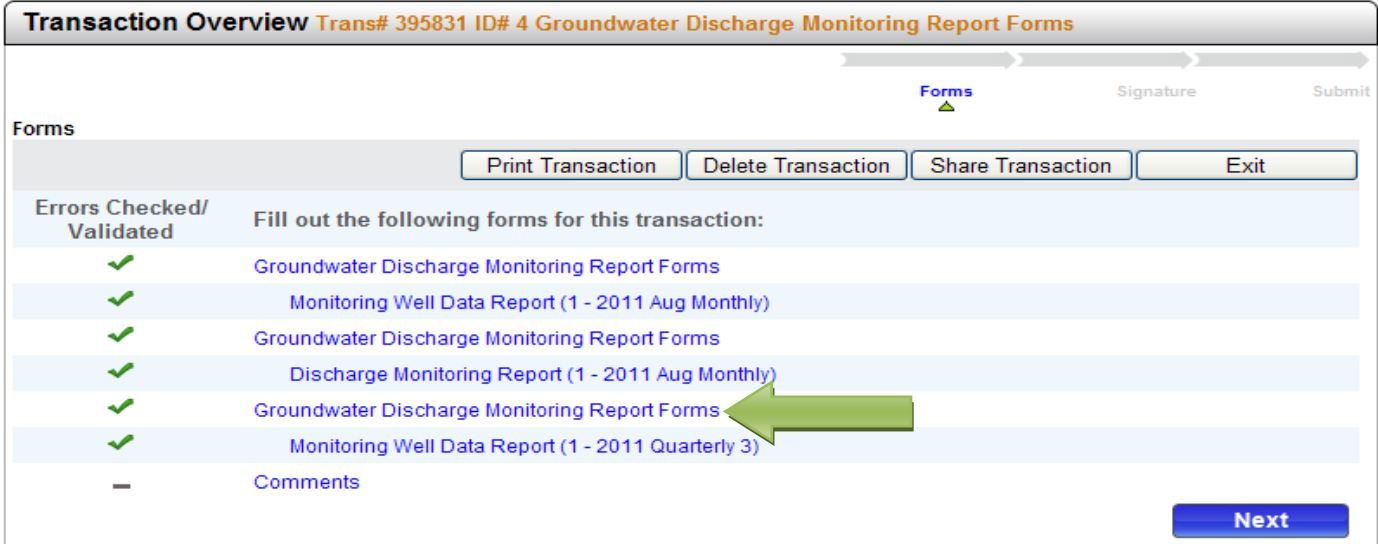
Forms

| 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) |
| - | Comments |

[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

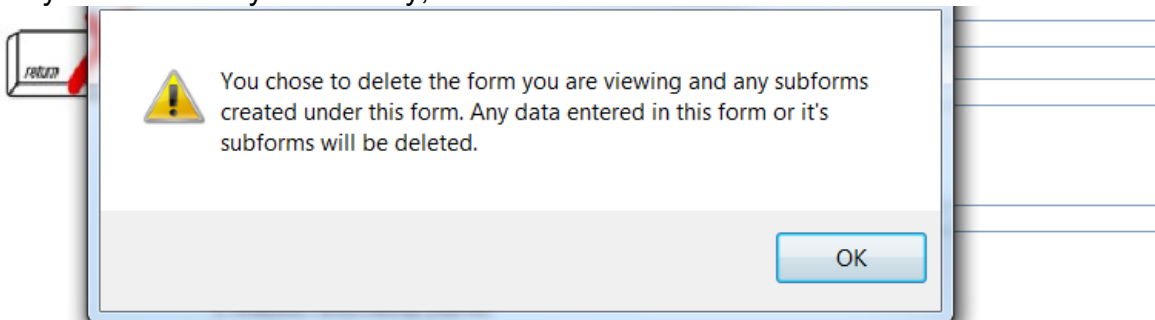
Print Transaction Delete Transaction Share Transaction Exit

| 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’:



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

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](#)

Transaction Overview Trans# 884389 ID# 660 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 |
| ✓ | Daily Log Sheet (2017 JAN DAILY) |
| ✓ | Groundwater Discharge Monitoring Report Forms |
| ✓ | Discharge Monitoring Report (1 - 2016 Dec Monthly) |
| - | Comments |

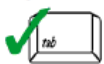
Next

Click 'Next' to go to the Comments page.

Comments & Attachments:

The Comments page provides an area to note any operational, sampling or other items of interest. It is also where you elect to attach any documents to your Transaction:

Please note: The Certification Statement above the Comments box is for informational purposes only. You will sign the Certification later in the submittal process.



Any person signing a document under 314 CMR 5.14(1) or (2) shall make the following certification

Certification

"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."

a. Signature

b. Date (mm/dd/yyyy)

Reporting Package Comments

If you are filing electronic-ally and want to attach additional comments, select the check box.



aa

bb

cc

cccccccccccccccccc

dddddddddddddddddddddddddddddd

eeeeeeeeeeeeeeeeeeee

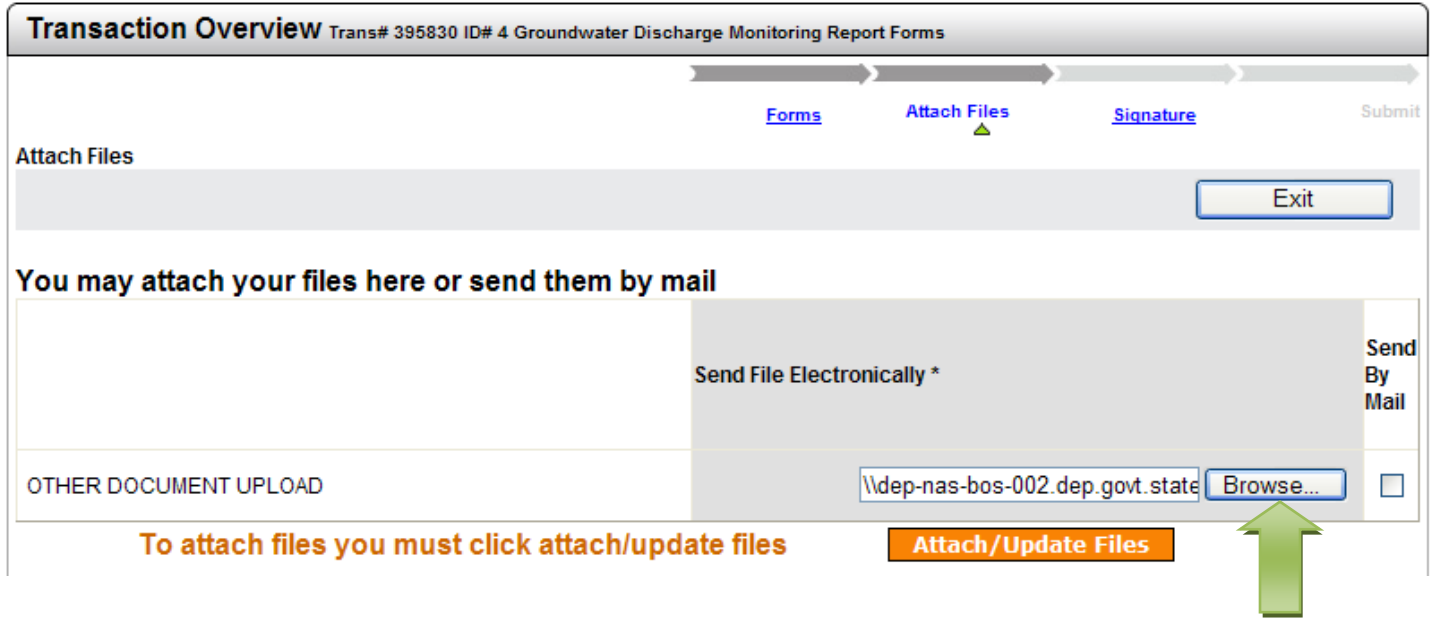
ff

hh

ii

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.



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

Forms Attach Files Signature Submit

Attach Files

Exit

You may attach your files here or send them by mail

Send File Electronically *

OTHER DOCUMENT UPLOAD

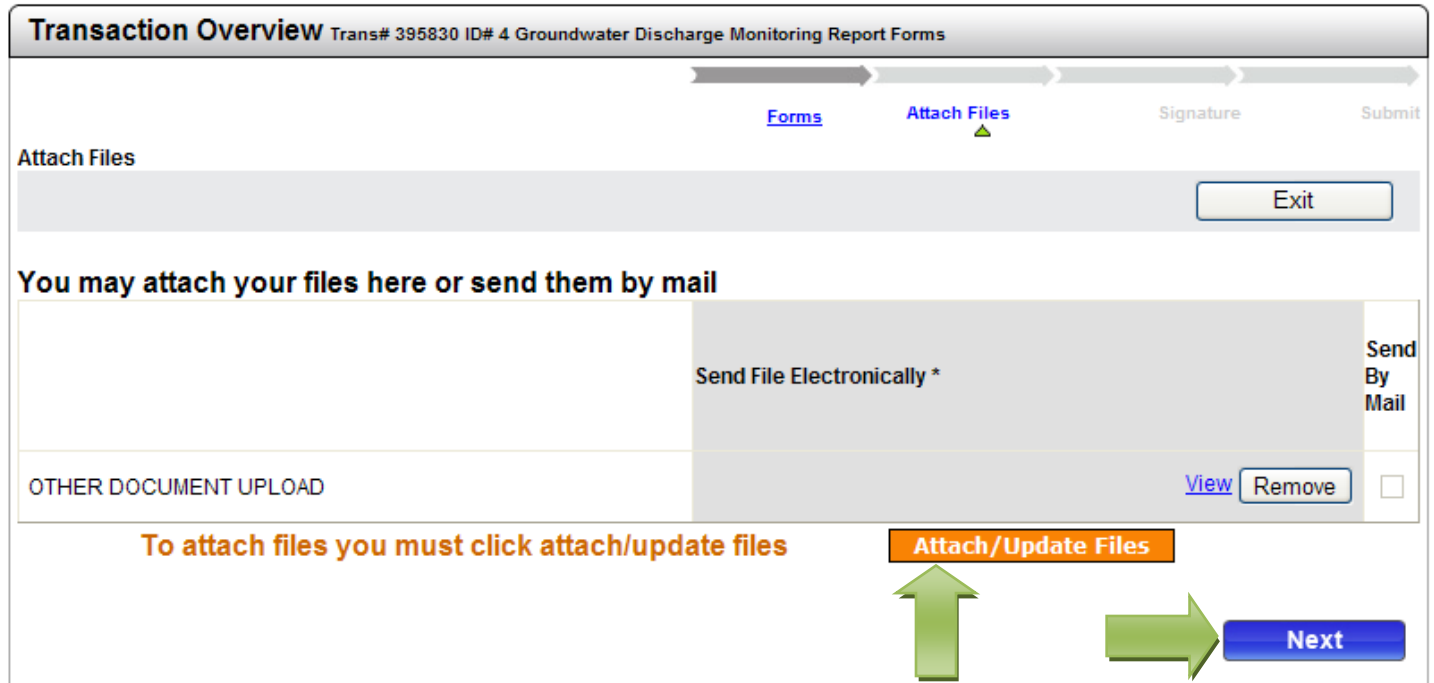
\\dep-nas-bos-002.dep.govt.state Browse...

Send By Mail

To attach files you must click attach/update files

Attach/Update Files

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



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

Forms Attach Files Signature Submit

Attach Files

Exit

You may attach your files here or send them by mail

Send File Electronically *

OTHER DOCUMENT UPLOAD

View Remove

Send By Mail

To attach files you must click attach/update files

Attach/Update Files

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

| 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 |



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

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: 75 NEWBURY TURNPIKE
Address: IPSWICH
ZIP: 01938
✔ Discharge Monitoring Report(1 - 2011 Aug Monthly)
Form Name: Comments



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 |
| 205704 | 207 | | 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 | | | | | | |
| 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 |

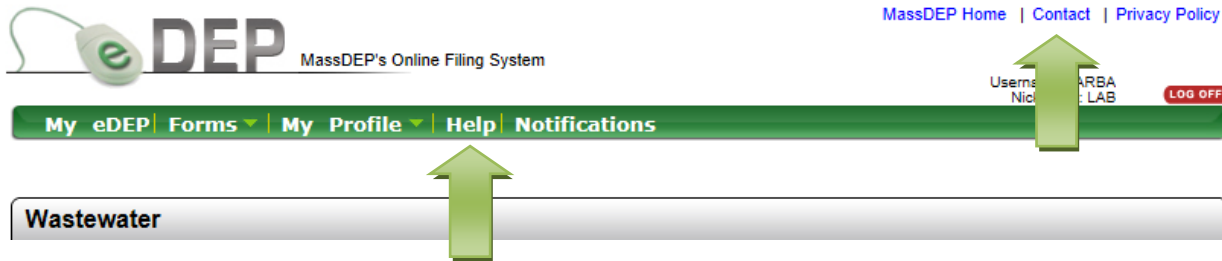
Form Name:
 Groundwater Discharge Monitoring Report Forms()
 Daily Log Sheet(2011 AUG DAILY)
 Groundwater Discharge Monitoring Report Forms()
 Monitoring Well Data Report(1 - 2011 Aug Monthly)
 Groundwater Discharge Monitoring Report Forms()
 Discharge Monitoring Report(1 - 2011 Aug Monthly)
 Groundwater 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>

[Return to Start](#)