

Re: Annual Statistical Report due on April 8th, 2024

# One Month Left to Submit Your Annual Statistical Report (ASR)!

**REMEMBER!** All systems that operated for any period of time in 2023 are required to submit the Annual Statistical Report, regardless of the current operational status.

The due date for the Annual Statistical Report is **Monday, April 8<sup>th</sup>, 2024.**

Failure to submit the ASR by April 8<sup>th</sup>, 2024 via eDEP (<https://edep.dep.mass.gov/eDEP/>) is in violation of 310 CMR 22.15.

## Instructions

Check out the [ASR Tips Sheet](#) attached to this email, or by using the provided link, for how to solve common problems completing the ASR! [<https://www.mass.gov/how-to/public-water-supply-annual-statistical-reporting-via-edep>]

**Written Instructions** for filling out the ASR are located at: <https://www.mass.gov/lists/drinking-water-permits-forms-and-templates#statistical-reporting-forms->.

**(Video) Step by Step Tutorial** – MassDEP and the Massachusetts Water Works Association have recorded a training session on how to complete and submit your ASR correctly, watch the training session on YouTube at [Tips for Completing the Annual Statistical Report \(ASR\)](#).

## Available Assistance

**Online/Remote Assistance:** MassDEP staff are available during normal office hours to assist PWS completing their ASRs. Contacts for eDEP, ASR, and Water Management Act Form assistance are listed below.

*For assistance with \_\_\_\_\_, contact:*

**eDEP (logging in, resetting passwords, etc.):**

- Contact the eDEP Support Desk at [edep-support@mass.gov](mailto:edep-support@mass.gov)

**Completing the Annual Statistical Report:**

- Sage Grace at [Sage.grace@mass.gov](mailto:Sage.grace@mass.gov) OR
- Andrew Durham at [Andrew.Durham@mass.gov](mailto:Andrew.Durham@mass.gov)

Please CC [Program.director-dwp@mass.gov](mailto:Program.director-dwp@mass.gov) for all MassDEP help requests.

Completing the **Water Management Act Forms** of the ASR:

- Jen D'Urso at [jen.durso@mass.gov](mailto:jen.durso@mass.gov)

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**Important:** On the *ASR Staffing and Contact Information Form* make sure the start date of your current primary distribution operator's record is **correct** and that **the end date is blank**. When listing the contact information for each operator, please use business phone numbers and email addresses unless the operator has indicated that their personal phone number and email address can be used for work-related communications. **If you do not have a current primary distribution operator, please contact your MassDEP Drinking Water Program regional office contacts, listed below:**

| Regional Office                                                                                                                                                       | Contact                          | Email Address                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| CERO                                                                                                                                                                  | Victoria Szamocki                | <a href="mailto:victoria.szamocki@mass.gov">victoria.szamocki@mass.gov</a>                                                                   |
| NERO                                                                                                                                                                  | James Persky<br>Tatyana Karpenko | <a href="mailto:james.persky@mass.gov">james.persky@mass.gov</a><br><a href="mailto:tatyana.karpenko@mass.gov">tatyana.karpenko@mass.gov</a> |
| SERO                                                                                                                                                                  | Scott Sayers                     | <a href="mailto:scott.sayers@mass.gov">scott.sayers@mass.gov</a>                                                                             |
| WERO                                                                                                                                                                  | Linda Tims                       | <a href="mailto:linda.tims@mass.gov">linda.tims@mass.gov</a>                                                                                 |
| You may also contact the Drinking water Program at <a href="mailto:program.director-dwp@mass.gov">program.director-dwp@mass.gov</a> ,<br>Subject: ASR or 617-292-5770 |                                  |                                                                                                                                              |

*Thank you to all who have already submitted, we appreciate your early submissions. For those who need help submitting their ASR please contact [program.director-dwp@mass.gov](mailto:program.director-dwp@mass.gov), or the contacts listed above; Subject: ASR.*