

Subject line: *ASR Due in 2 WEEKS: Annual Statistical Report due on Monday, April 8th, 2024*

Have you submitted your Annual Statistical Report (ASR) yet?

Annual Statistical Reports are due in 2 WEEKS!

According to MassDEP records, your PWS has NOT submitted an ASR yet. If you have not already started work on your ASR, we recommend you do so now. This will allow you time to solve any issues you might have with accessing or filling out your ASR.

**The due date for the Annual Statistical Report is in 2 weeks,
Monday, April 8th, 2024.**

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.

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

Instructions

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

In Person Assistance: MassDEP will be attending the **New England Water Works Association (NEWWA) Conference on April 3rd and 4th, 2024**. MassDEP staff will be offering in person assistance at the NEWWA Conference to complete your ASR at the MassDEP table.

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

Completing the Annual Statistical Report:

- Tio Yano at Tio.yano@mass.gov OR
- Sage Grace at Sage.grace@mass.gov OR
- Andrew Durham at Andrew.Durham@mass.gov

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

- Jen D'Urso at jen.durso@mass.gov

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	victoria.szamocki@mass.gov
NERO	James Persky Tatyana Karpenko	james.persky@mass.gov tatyana.karpenko@mass.gov
SERO	Scott Sayers	scott.sayers@mass.gov
WERO	Linda Tims	linda.tims@mass.gov
You may also contact the Drinking water Program at program.director-dwp@mass.gov , Subject: ASR or 617-292-5770		

For those who need help submitting their ASR please contact program.director-dwp@mass.gov, or the contacts listed above; Subject: ASR.