

INSTRUCTION MANUAL

eDEP / NPDES Forms

Massachusetts Department of Environmental Protection (MassDEP)



March 2014

For more info:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/surface-water-discharge-permitting-npdes.html>

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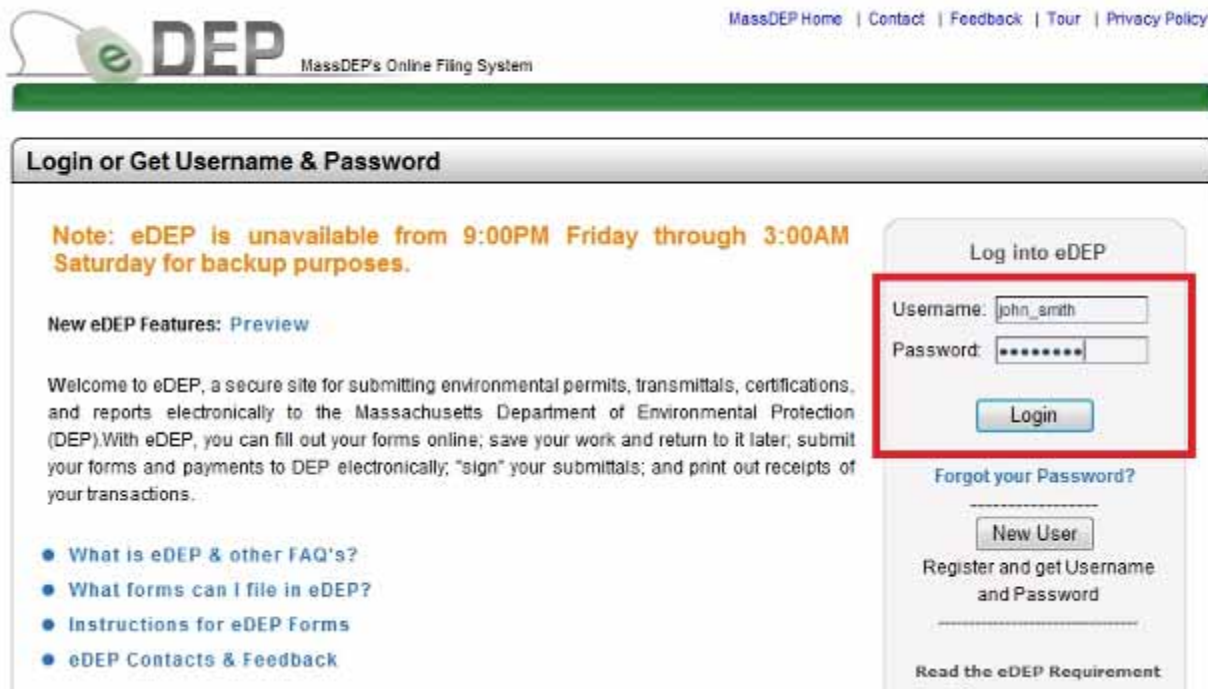
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1 eDEP

eDEP is MassDEP's Online Environmental Reporting System in which regulated facility users may create accounts and upon administrative approval, submit environmental reports, including Toxicity, State Discharge, and various Other Compliance reporting forms.

1.1 Proofing

- At the Login page, enter your username and password and click the “Login” button.



The screenshot shows the eDEP login interface. At the top, there is a navigation bar with links: MassDEP Home | Contact | Feedback | Tour | Privacy Policy. Below this is the eDEP logo and the text "MassDEP's Online Filing System". The main heading is "Login or Get Username & Password". A note states: "Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes." Below the note, there is a link for "New eDEP Features: Preview". A welcome message follows: "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." There are four links: "What is eDEP & other FAQ's?", "What forms can I file in eDEP?", "Instructions for eDEP Forms", and "eDEP Contacts & Feedback". On the right, there is a "Log into eDEP" section with a red box around the "Username" and "Password" input fields and the "Login" button. Below this are links for "Forgot your Password?", "New User" (with subtext "Register and get Username and Password"), and "Read the eDEP Requirement".

Figure 1: Login Page

- On the Home page, got to the “My Profile” tab and click “Proof of Identity”



The screenshot shows the eDEP home page. At the top, there is a navigation bar with links: MassDEP Home | Contact | Feedback | Tour | Privacy Policy. Below this is the eDEP logo and the text "MassDEP's Online Filing System". The user is logged in, with "Username: JOHN_SMITH" and "Nickname: JOHN" displayed next to a "LOG OFF" button. A green navigation bar contains tabs: "My eDEP", "Forms", "My Profile", and "Help". The "My Profile" tab is selected, and a red box highlights the "Proof of Identity" link. Below the navigation bar, there is a "My eDEP" section with links: "Change Password", "Update My Information", and "Affiliate Business". The "My Transmittals" section is also visible. A welcome message follows: "Welcome to eDEP...". The user's login details are shown: "Username: JOHN_SMITH" and "Nickname: JOHN". A note states: "Note: Your Username/Nickname appears on the top right hand corner next to the log off button." The page concludes with "Thank you for registering."

Figure 2: Home Page

- On the Proof of Identity page, sign the “Apply for proof” check box, select “NPDES Chief Operator Certifier Person” in the drop down combo box, and click the “Apply” button.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: JOHN_SMITH
Nickname: JOHN

My eDEP | Forms | My Profile | Help

Proof of Identity

☒ Apply for proof

NPDES Chief Operator Certifier Person

☐ Apply for administrative privileges

First Name: Business Name:

You have no proofs on file.

You are not affiliated with any organizations.

Figure 3: Proof of Identity Page

- On the following Proof of Identity page, sign the checkbox titled: “Apply for a NPDES Chief Operator Certifier Person”. Enter your NPDES Permit Number(s) and Facility Name(s) and click the “Apply” button.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: JOHN_SMITH
Nickname: JOHN

My eDEP | Forms | My Profile | Help

Proof of Identity

☒ Apply for a NPDES Chief Operator Certifier Person.

NPDES Permit Number: MA101001

Facility Name: Massachusetts General I

NPDES Permit Number:

Facility Name:

NPDES Permit Number:

Facility Name:

NPDES Permit Number:

Facility Name:

NPDES Permit Number:

Facility Name:

Figure 4: Selecting Facilities

- Review the application summary and click “Print”. Send the printed and signed form to the location given.

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

Username: JOHN_SMITH
 Nickname: JOHN Log off

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

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 :
Massachusetts Department of Environmental Protection
Bryant Firmin
1 Winter St. Boston MA, 02136

Apply for a NPDES Chief Operator Certifier Person

First Name:	JOHN
Last Name:	SMITH
User Name:	JOHN_SMITH
E-mail Address:	enfotech.testers@gmail.com
Phone Number:	(555) 123-4567
Date:	10/18/2011
Start Date:	10/18/2011

NPDES Permit Number	MA101001
Facility Name	Massachusetts General I
NPDES Permit Number	
Facility Name	
NPDES Permit Number	
Facility Name	
NPDES Permit Number	
Facility Name	
NPDES Permit Number	
Facility Name	

All Users Must Provide a Hand-written Signature:

Figure 5: Application Review Page

- An automatic email will be sent to you, and the administrator will grant the requested privileges upon approval.

1.2 Toxicity Report

- Click on “NPDES” on the “Forms” tab.

The screenshot shows the MassDEP online filing system interface. At the top, there is a navigation bar with links: MassDEP Home, Contact, Feedback, Tour, and Privacy Policy. Below this, a green bar contains 'My eDEP', 'Forms', 'My Profile', and 'Help'. The 'Forms' dropdown menu is open, showing a list of categories: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES (highlighted with a red box), Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands, All Forms, and Recent Forms. Below the dropdown, a table lists transactions with columns: Trans#, ID, Note, Status, Last Update, and Download to Print. The table shows three transactions: 156960 (SUBMITTED), 156952 (WORK IN PROGRESS), and 156951 (WORK IN PROGRESS).

Trans#	ID	Note	Status	Last Update	Download to Print
156960			SUBMITTED	10/18/2011	Download
156952			WORK IN PROGRESS	10/18/2011	Download
156951			WORK IN PROGRESS	10/18/2011	Download

Figure 6: NPDES Form Selection

- Click on “Start Transaction” for “Toxicity Form”

The screenshot shows the MassDEP online filing system interface for the NPDES form selection page. At the top, there is a navigation bar with links: MassDEP Home, Contact, Feedback, Tour, and Privacy Policy. Below this, a green bar contains 'My eDEP', 'Forms', 'My Profile', and 'Help'. The 'Forms' dropdown menu is open, showing a list of categories: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES (highlighted with a red box), Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands, All Forms, and Recent Forms. Below the dropdown, a table lists transactions with columns: Trans#, ID, Note, Status, Last Update, and Download to Print. The table shows three transactions: 156960 (SUBMITTED), 156952 (WORK IN PROGRESS), and 156951 (WORK IN PROGRESS).

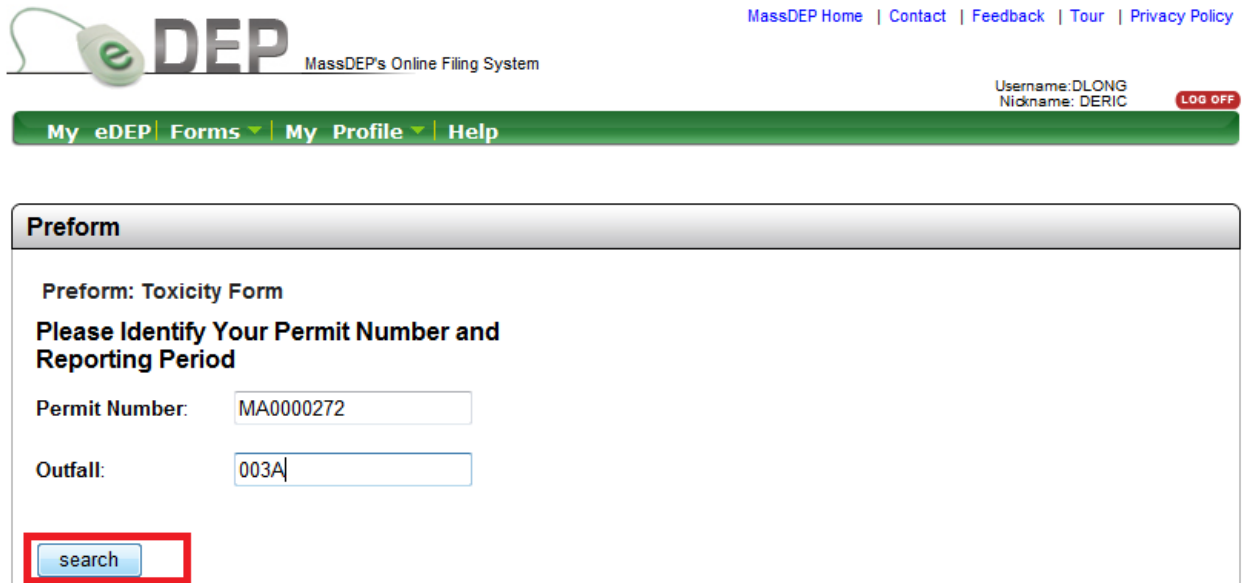
NPDES

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
All other compliance forms	This form is for all other compliance forms.	Start Transaction
State-Specific Discharge Form	This form is for the State-Specific Discharge Form.	Upload Data
Toxicity Form	This form is for the Toxicity Test Summary Data.	Start Transaction

Figure 7: Toxicity Form Selection

- Enter the facility permit number and outfall (monitoring location), and click the “Search” button. Use capitals in both fields as they are case sensitive.



MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DERIC LOG OFF

My eDEP | Forms ▾ | My Profile ▾ | Help

Preform

Preform: Toxicity Form

Please Identify Your Permit Number and Reporting Period

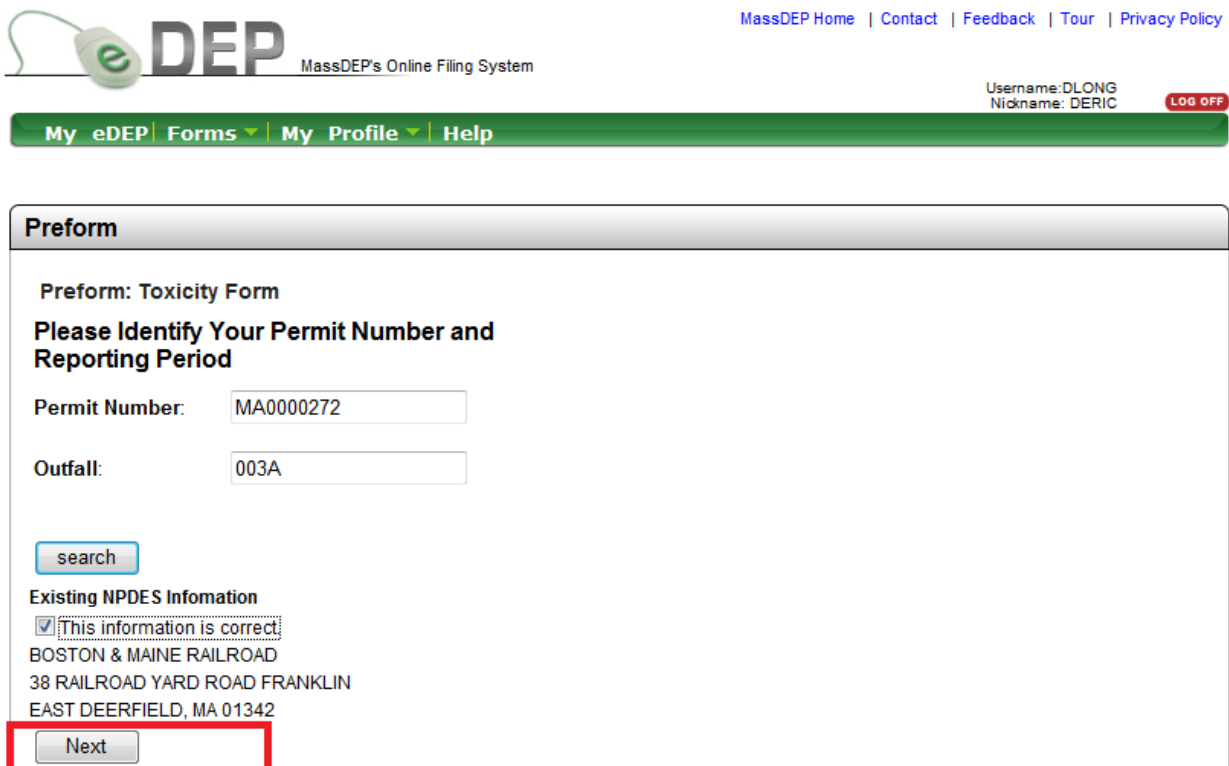
Permit Number: MA0000272

Outfall: 003A

search

Figure 8: Toxicity Permit Number Search

- Click on the “This information is correct” checkbox and click “Next”.



MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DERIC LOG OFF

My eDEP | Forms ▾ | My Profile ▾ | Help

Preform

Preform: Toxicity Form

Please Identify Your Permit Number and Reporting Period

Permit Number: MA0000272

Outfall: 003A

search

Existing NPDES Information

☒ This information is correct

BOSTON & MAINE RAILROAD
38 RAILROAD YARD ROAD FRANKLIN
EAST DEERFIELD, MA 01342

Next

Figure 9: Toxicity Permit Number Selection

- Click "Next"

The screenshot displays the MassDEP's Online Filing System interface. At the top, the eDEP logo is on the left, and navigation links (MassDEP Home, Contact, Feedback, Tour, Privacy Policy) are on the right. Below the logo, the text "MassDEP's Online Filing System" is visible. On the right side of the header, the user's login information is shown: "Username: DLONG" and "Nickname: DERIC", with a "LOG OFF" button. A green navigation bar contains links for "My eDEP", "Forms", "My Profile", and "Help".

The main content area is titled "Transaction Overview" with the transaction details "Trans# 156990 ID# Toxicity Form". A progress bar at the top of this section shows three steps: "Forms" (the current step, indicated by a green triangle), "Signature", and "Submit". Below the progress bar, there are four buttons: "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit".

Under the "Forms" section, there is a table with two columns: "Errors Checked/Validated" and "Fill out the following forms for this transaction:". The table contains one row with a hyphen "-" in the first column and a link to "Toxicity Form" in the second column. A blue "Next" button is located at the bottom right of the form section, highlighted with a red rectangle.

Figure 10: Toxicity Form Transaction Overview

- Enter the permit General Information and click “Next”.

 MassDEP's Online Filing System

Toxicity Form - Transaction #156990

[Error Check](#) [Save](#) [Print](#) [Exit](#)

[Section 1](#)
[Section 2](#)

Web Form

A. General Information

Facility Name: Reporting Period Start Date:
 NPDES Permit No.: Reporting Period End Date:
 Outfall:

TEST TYPE	TEST SPECIES	SAMPLE TYPE	SAMPLE METHOD
☐ Acute ☐ Chronic ☐ Modified Chronic (Reporting Acute Values) ☒ 24 Hour Screen	☒ <i>Pimephales promelas</i> ☐ <i>Ceriodaphnia dubia</i> ☐ <i>Daphnia pulex</i> ☐ <i>Ameletomyia bethis</i> ☐ <i>Cyprinodon variegatus</i> ☐ <i>Morone chrysops</i> ☐ <i>Artemia salina</i> ☐ <i>Champia parvula</i> ☐ <i>Selenastrum capricornutum</i>	☒ Prechlorinated ☐ Dechlorinated ☐ Chlorine Spiked In Lab ☐ Chlorinated on Site ☐ Unchlorinated ☐ No Detectable Chlorine Upon Receipt	☒ Acute ☐ Composite ☐ Flow-dm ☐ Other

DILUTION WATER:

☒ Receiving water collected at a point upstream or away from the discharge, free from toxicity or other sources of contamination.
 Receiving Water Name:

☐ Alternate surface water of known quality and hardness, to generally reflect the characteristics of the receiving water.

☐ Synthetic water prepared using either Millipore Milli-Q or equivalent deionized water and reagent grade chemicals, or deionized water combined with mineral water.

☐ Artificial sea salts mixed with deionized water.

☐ Deionized water and hypersaline brine.

☐ Other

EFFLUENT SAMPLING DATES:

EFFLUENT CONCENTRATION TESTED (%):
 Permit Limit Concentration: %

Was the effluent salinity adjusted?
☐ Yes ☒ No

REFERENCE TOXICANT TEST DATE: LC-50: mg/L Sodium Dodecyl Sulfate
 NOEC: ug/L Copper

PERMIT LIMITS AND TEST RESULT
 Test Acceptability Criteria

Mean Control Survival: 1	Mean No. Juveniles/Female:
	NSCP:

LIMITS	RESULTS
LC-50: 10 %	LC-50: 10 %
A-NOEC: 10 %	Upper Limit: 10 %
C-NOEC: 10 %	Lower Limit: 10 %
	Method: 10 %
	A-NOEC: 10 %
	C-NOEC: 10 %
	C-LOEC: 10 %
	IC-10: 10 %

[<< Prev](#) [Next >>](#)

Figure 11: Toxicity Form Data Entry Section 1

- Enter the Dilution Information and click "Error Check & Next"


MassDEP's Online Filing System

Toxicity Form - Transaction #156990

Error Check
Save
Print
Exit

[Section 1](#)
[Section 2](#)

Web Form

B. Diluent Information
 Please click "Add Row" to fill out information regarding Diluent/ Species/ Effluent/ Ambient/ Lab

DILUENT	SPECIES	EFFLUENT 24hr./ 48 hr./ end			AMBIENT 24hr./ 48hr./ end			LAB 24hr./ 48hr./ end			
☒ lab ☐ ambient	test_species	10%	10%	10%	1%	10%	1%	10%	10%	1%	Delete
Add Row											

	EFFLUENT	AMBIENT	LAB
hardness (mg/l)	1	1	1
alkalinity (mg/l)	1	1	
pH (SU)	1	1	
Specific Conductivity (umsp/cm)	1	1	
Total Solids (mb/l)	1	1	
Total Suspended Solids (mg/l)	1	1	
Chloride (mg/l)	1	1	
NH3 - N (mg/l as N)	1	1	
Total Organic Carbon (mg/l)	1	1	
Total Residual Chlorine (mg/l)	1	1	
Ag Silver (mg/l)	1	1	
Al aluminum (mg/l)	1	1	
As arsenic (mg/l)	1	1	
Ca calcium (mg/l)	1	1	
Cd cadmium (mg/l)	1	1	
Cr chromium (mg/l)	1	1	
Cu copper (mg/l)	1	1	
Fe iron (mg/l)	1	1	
Hg mercury (mg/l)	1	1	
Mn manganese (mg/l)	1	1	
Mg magnesium (mg/l)	1	1	
Ni nickel (mg/l)	1	1	
Pb lead (mg/l)	1	1	
Zn zinc (mg/l)	1	1	
Cn cyanide (mg/l)	1	1	
Phenol (mg/l)	1	1	

All toxicity testing shall be performed in accordance with the appropriate EPA procedures and protocols for freshwater acute and chronic testing or marine acute and chronic testing available online at:

[Fresh Water Acute Toxicity Test](#)
[Fresh Water Chronic Toxicity Test](#)
[Marine Water Acute Toxicity Test](#)
[Marine Water Chronic Toxicity Test](#)

<< Prev
Error Check & Next

Figure 12: Toxicity Form Data Entry Section 2

- Click “Next” on the Transaction Overview page.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DERIC **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 156990 ID# Toxicity Form

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated Fill out the following forms for this transaction:

✓ Toxicity Form

Next

Figure 13: Transaction Overview

- Enter attachments as need and click “Confirm”.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DERIC **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 156990 ID# Toxicity Form

Forms Attach Files Signature Submit

Attach Files

Exit

Will you attach or mail any (additional) files for this transaction?

☒ Yes, I will attach or mail (additional) files ☐ No, I have no (additional) files at this time

1. Enter a description or title for the file
Test File

2. Browse to the file you want to attach
C:\Users\Public\Pictures\... **Browse...**

OR

☐ Check to indicate that you will send by mail

3. Click to Confirm or Clear
Confirm Clear

**Waste Site Cleanup filers are required to send all files under 30 MB electronically*

Figure 14: Attachments Page

- Click “Next” after adding the desired attachments.

The screenshot shows the MassDEP Online Filing System interface. At the top, there is a navigation bar with links: MassDEP Home, Contact, Feedback, Tour, and Privacy Policy. Below this is a green header bar with the MassDEP logo and the text "MassDEP's Online Filing System". On the right side of the header, the user's login information is displayed: Username: DLONG, Nickname: DERIC, and a "LOG OFF" button. Below the header is a green bar with navigation links: My eDEP, Forms, My Profile, and Help. The main content area is titled "Transaction Overview" and shows the progress of the filing process: Forms, Attach Files (current step), Signature, and Submit. The "Attach Files" section includes an "Exit" button. Below this, there are three steps: 1. Enter a description or title for the file (with a text input field), 2. Browse to the file you want to attach (with a "Browse..." button), and 3. Click to Confirm or Clear (with "Confirm" and "Clear" buttons). There is also an "OR" option with a checkbox labeled "Check to indicate that you will send by mail". Below these steps is a section titled "Confirmed Attachments/Mailings" which lists a "Test File" (1.jpg) with "View" and "Remove" links. At the bottom right, a blue "Next" button is highlighted with a red rectangle.

Figure 15: Attachment Submission

- Mark the “Certification” checkbox, enter your name in the “Responsible Person” textbox, and click “I accept”.

The screenshot shows the MassDEP Online Filing System interface. At the top, there is a navigation bar with links: MassDEP Home, Contact, Feedback, Tour, and Privacy Policy. Below this is a green header bar with the MassDEP logo and the text "MassDEP's Online Filing System". On the right side of the header, the user's login information is displayed: Username: DLONG, Nickname: DERIC, and a "LOG OFF" button. Below the header is a green bar with navigation links: My eDEP, Forms, My Profile, and Help. The main content area is titled "Transaction Overview" and shows the progress of the filing process: Forms, Attach Files, Signature (current step), and Submit. The "Signature" section includes an "Exit" button. Below this, there is a message: "Please select the box below and then indicate your acceptance." followed by "Toxicity Form - 1 Form(s)". There is a checkbox labeled "CERTIFICATION" which is checked. Below the checkbox is a paragraph of text: "I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment." Below this text is a line: "By entering my name I acknowledge that I have read and agree with the certification statement." followed by "Responsible Person" (John Smith) and "Date" (10/19/2011). At the bottom right, there are two buttons: "I accept" and "I do not accept". The "I accept" button is highlighted with a red rectangle.

Figure 16: Form Certification

- Click "Next" at the Transaction Overview page.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

MassDEP's Online Filing System

Username: DLONG
Nickname: DERIC [Log Off](#)

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Transaction Overview Trans# 156990 ID# Toxicity Form

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

Forms

[Print Transaction](#) [Delete Transaction](#) [Share Transaction](#) [Exit](#)

Errors Checked/Validated ✓ Fill out the following forms for this transaction:

Toxicity Form

[Next](#)

Figure 17: Form Validation

- Click "Submit".

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

MassDEP's Online Filing System

Username: DLONG
Nickname: DERIC [Log Off](#)

[My eDEP](#) | [Forms](#) | [My Profile](#) | [Help](#)

Transaction Overview Trans# 156990 ID# Toxicity Form

[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: 156990
Date and Time Submitted: 10/19/2011 09:26:53
Other Email :

Form Name: Toxicity Form

[Submit](#)

Figure 18: Form Submission

- The Receipt is displayed on-screen. Click "Print Receipt" if desired.
- Check your email for a confirmation letter.

The screenshot displays the MassDEP online filing system interface. At the top, the MassDEP logo is on the left, and navigation links (MassDEP Home, Contact, Feedback, Tour, Privacy Policy) are on the right. Below the logo, the text "MassDEP's Online Filing System" is visible. On the right side of the header, the user's login information is shown: "Username: DLONG" and "Nickname: DERIC", with a "LOG OFF" button. A green navigation bar contains links for "My eDEP", "Forms", "My Profile", and "Help". The main content area is titled "Receipt" and features a progress bar with four steps: "Forms", "Attach Files", "Signature", and "Receipt" (the current step, indicated by a triangle). Below the progress bar, the text "Summary/Receipt" is displayed. A "print receipt" button and an "Exit" button are located to the right of this text. The main body of the receipt contains the following information: "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." followed by "DEP Transaction ID: 156990", "Date and Time Submitted: 10/19/2011 9:30:26 PM", and "Other Email :". At the bottom left, it states "Form Name: Toxicity Form". At the bottom right, there is a link to "My eDEP".

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DERIC **LOG OFF**

My eDEP | Forms | My Profile | Help

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: 156990
Date and Time Submitted: 10/19/2011 9:30:26 PM
Other Email :

Form Name: Toxicity Form

[My eDEP](#)

Figure 19: Form Receipt

1.3 Other Compliance Forms

- Click on “NPDES” under the Forms tab.

The screenshot shows the MassDEP Online Filing System interface. At the top, there is a navigation bar with links: MassDEP Home, Contact, Feedback, Tour, and Privacy Policy. The user is logged in as DLONG with the nickname DERIC. The main menu includes My eDEP, Forms, My Profile, and Help. Under the Forms tab, a dropdown menu is open, showing various categories: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES (highlighted with a red box), Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands, All Forms, and Recent Forms. Below the dropdown, a table lists transactions with columns for Trans#, ID, Note, Status, Last Update, and Download to Print. The table shows three transactions: 156960 (SUBMITTED), 156952 (WORK IN PROGRESS), and 156951 (WORK IN PROGRESS).

Trans#	ID	Note	Status	Last Update	Download to Print
156960			SUBMITTED	10/18/2011	Download
156952			WORK IN PROGRESS	10/18/2011	Download
156951			WORK IN PROGRESS	10/18/2011	Download

Figure 20: NPDES Forms

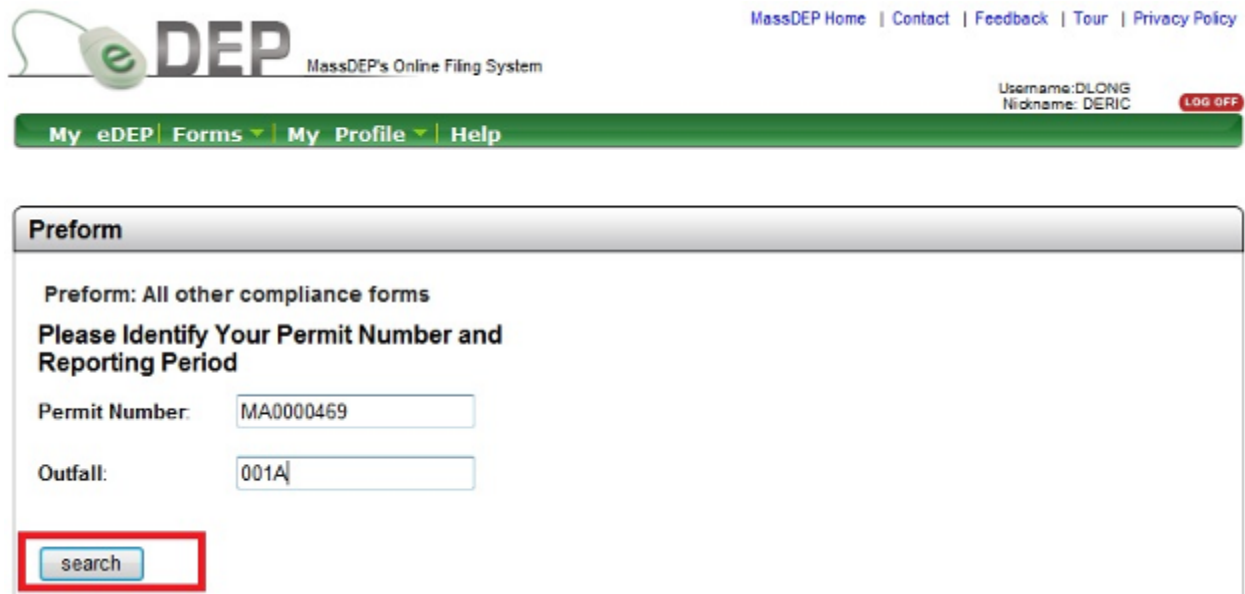
- Click on ‘Start Transaction’ to the right of “All Other Compliance Forms”.

The screenshot shows the MassDEP Online Filing System interface for the NPDES section. The user is logged in as DLONG with the nickname DERIC. The main menu includes My eDEP, Forms, My Profile, and Help. Under the Forms tab, a dropdown menu is open, showing various categories: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES (highlighted with a red box), Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands, All Forms, and Recent Forms. Below the dropdown, a table lists transactions with columns for Trans#, ID, Note, Status, Last Update, and Download to Print. The table shows three transactions: 156960 (SUBMITTED), 156952 (WORK IN PROGRESS), and 156951 (WORK IN PROGRESS).

Form Name	Description	Instructions
NPDES		
All other compliance forms	This form is for all other compliance forms.	Start Transaction
State-Specific Discharge Form	This form is for the State-Specific Discharge Form.	Upload Data
Toxicity Form	This form is for the Toxicity Test Summary Data.	Start Transaction

Figure 21: Other Compliance Form Selection

- Enter the permit number and outfall (monitoring location). Use capitals in both fields as they are case sensitive.



MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: DLONG
Nickname: DER/C **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Preform

Preform: All other compliance forms

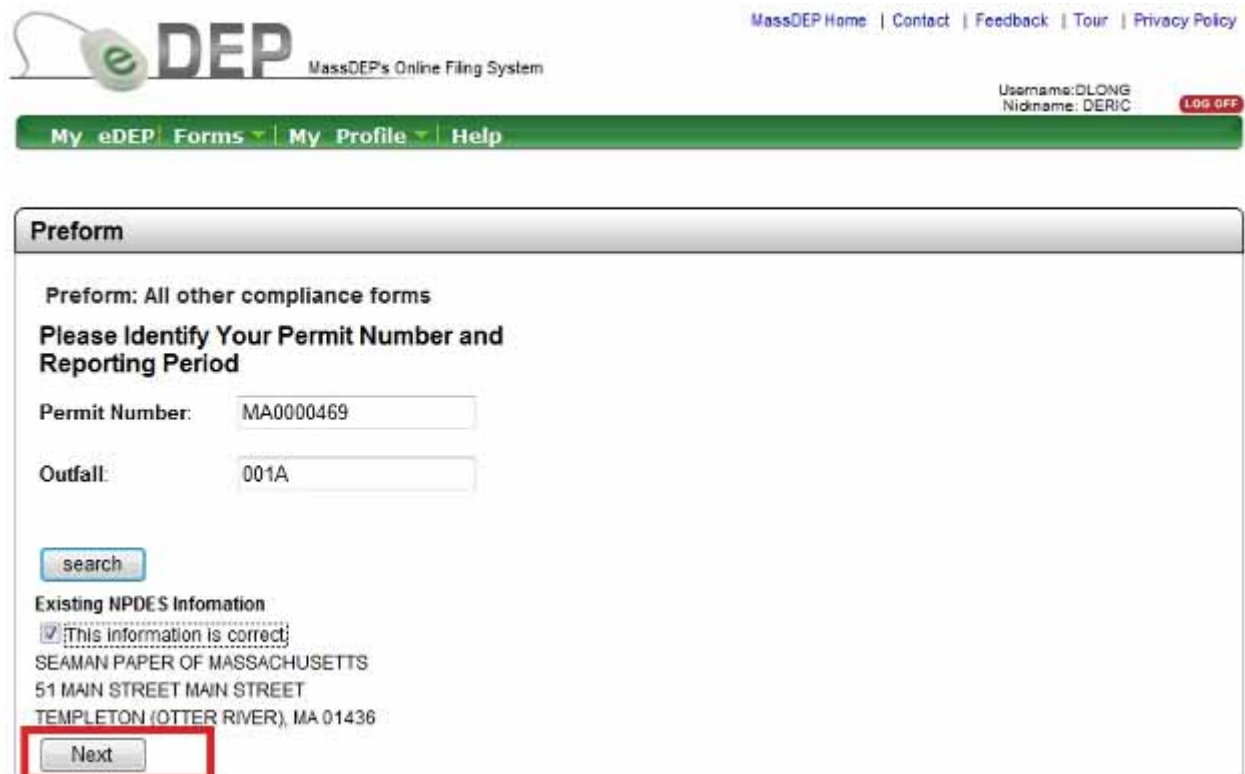
Please Identify Your Permit Number and Reporting Period

Permit Number:

Outfall:

Figure 22: Permit Number Search

- Select "This information is correct" and click "Next".



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Preform

Preform: All other compliance forms

Please Identify Your Permit Number and Reporting Period

Permit Number:

Outfall:

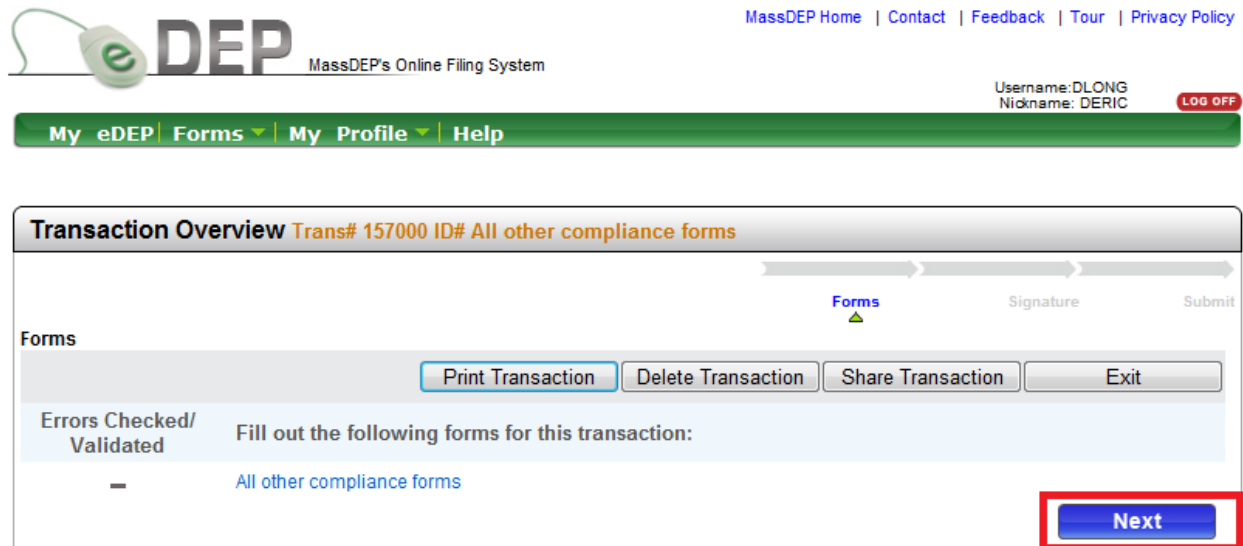
Existing NPDES Information

☒ This information is correct

SEAMAN PAPER OF MASSACHUSETTS
51 MAIN STREET MAIN STREET
TEMPLETON (OTTER RIVER), MA 01436

Figure 23: Permit Number Selection

- Click “Next” on the Transaction Overview page.



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Transaction Overview Trans# 157000 ID# All other compliance forms

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

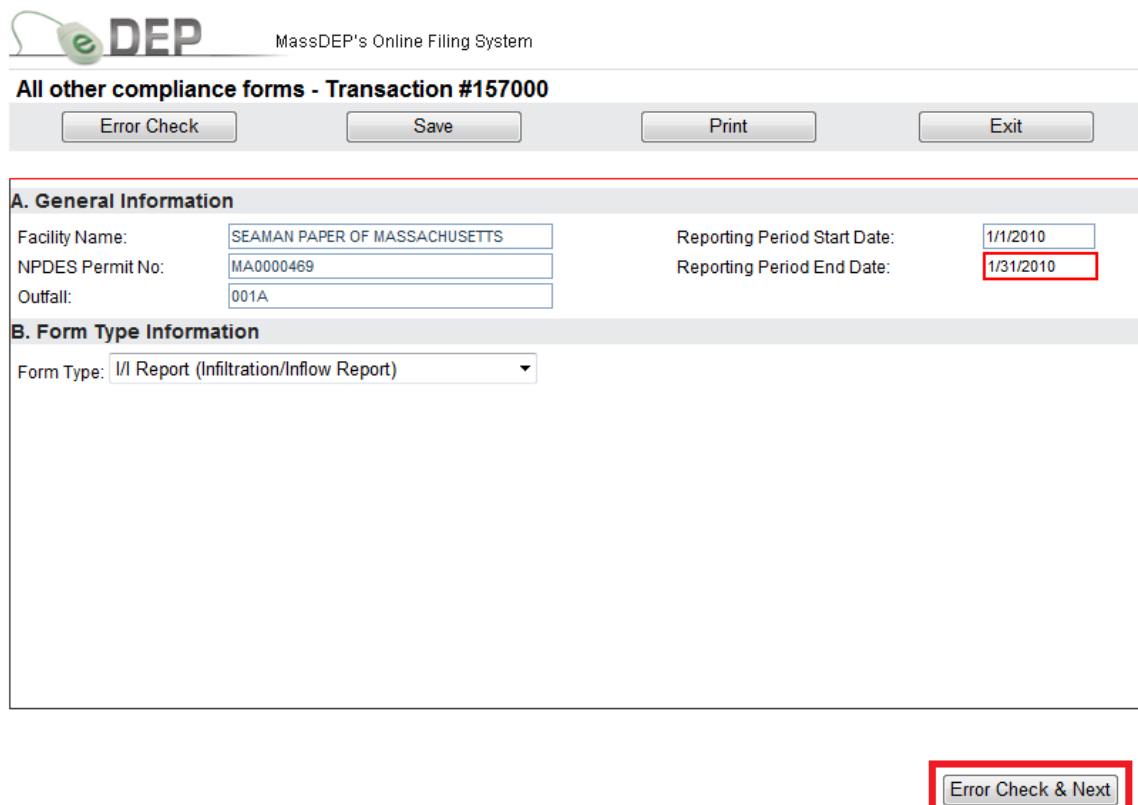
Errors Checked/Validated Fill out the following forms for this transaction:

— All other compliance forms

Next

Figure 24: Transaction Overview Page

- Select the Form Type from the drop down combo box, enter the reporting start and end dates, and click “Next”.



MassDEP's Online Filing System

All other compliance forms - Transaction #157000

Error Check Save Print Exit

A. General Information

Facility Name: SEAMAN PAPER OF MASSACHUSETTS Reporting Period Start Date: 1/1/2010

NPDES Permit No: MA0000469 Reporting Period End Date: 1/31/2010

Outfall: 001A

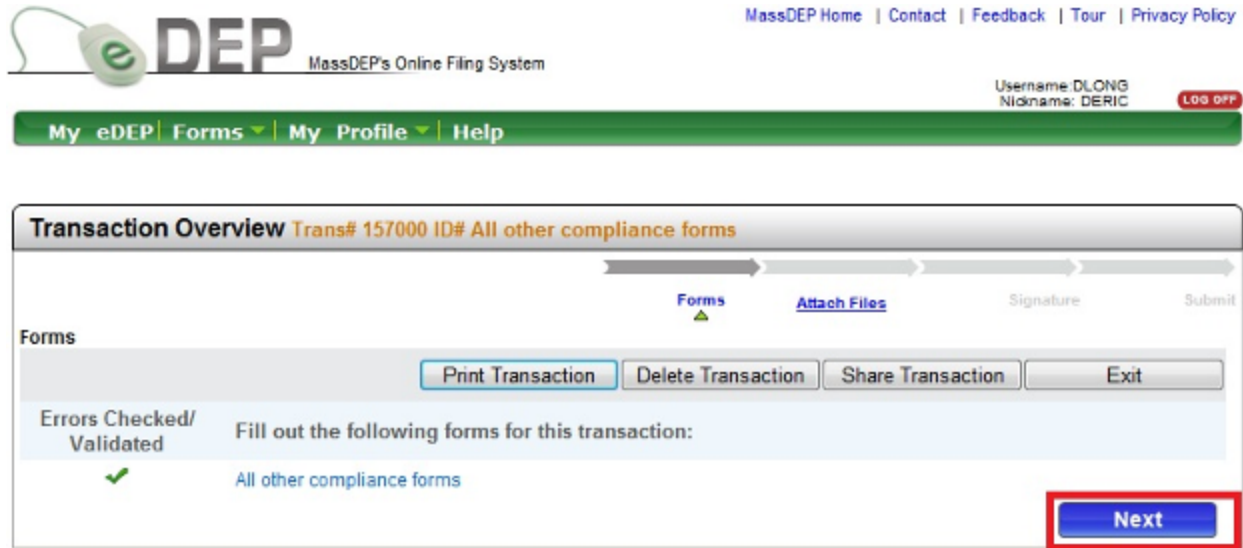
B. Form Type Information

Form Type: I/I Report (Infiltration/Inflow Report) ▾

Error Check & Next

Figure 25: Other Compliance Form Data Entry

- Click “Next” on the Transaction Review page.



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Transaction Overview Trans# 157000 ID# All other compliance forms

Forms **Attach Files** Signature Submit

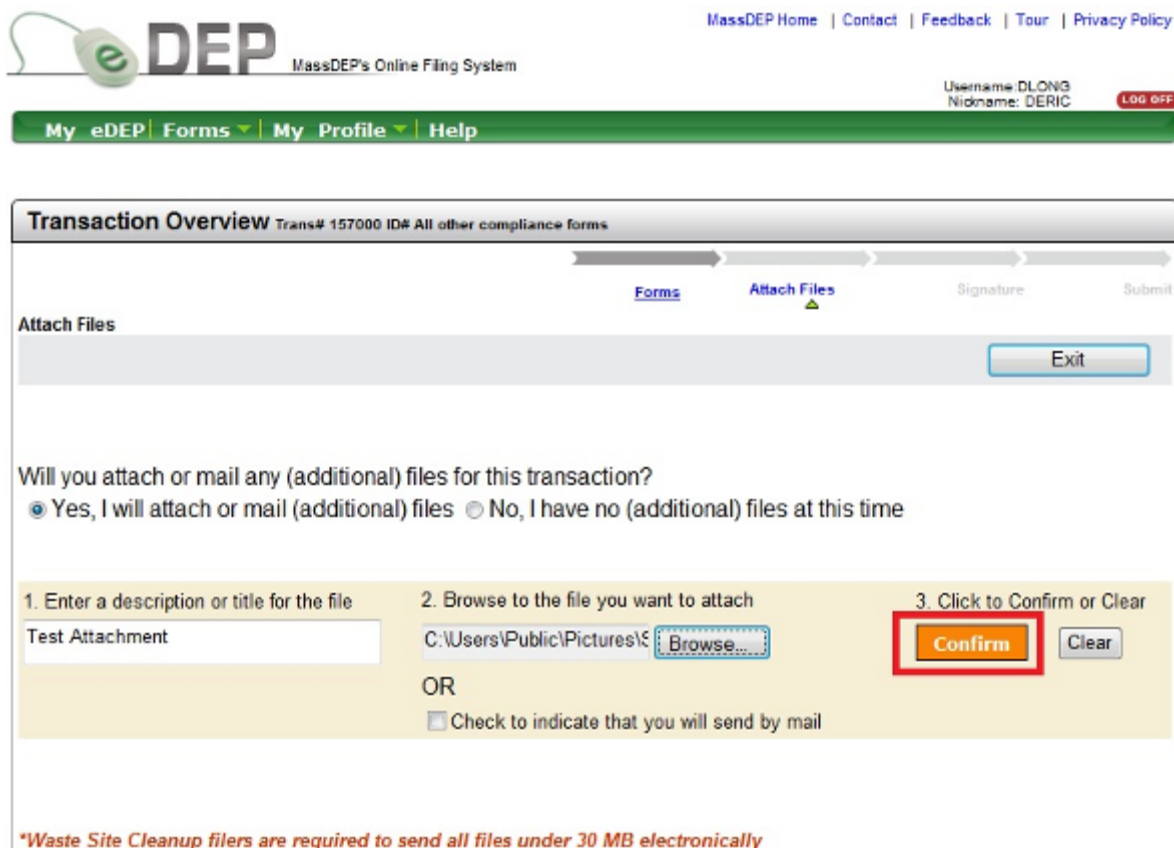
Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated  Fill out the following forms for this transaction:
All other compliance forms

Next

Figure 26: Transaction Overview

- If there are no attachments, click the “No” radio button. If yes, enter the file description, file path, and click “Confirm”. Attach the other files needed.



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Transaction Overview Trans# 157000 ID# All other compliance forms

Forms **Attach Files** Signature Submit

Exit

Will you attach or mail any (additional) files for this transaction?
☒ Yes, I will attach or mail (additional) files ☐ No, I have no (additional) files at this time

1. Enter a description or title for the file
Test Attachment

2. Browse to the file you want to attach
C:\Users\Public\Pictures\... **Browse...**

OR
☐ Check to indicate that you will send by mail

3. Click to Confirm or Clear
Confirm Clear

**Waste Site Cleanup filers are required to send all files under 30 MB electronically*

Figure 27: Attachment Page

- Upon uploading the requisite attachments, click “Next”.

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My eDEP | Forms | My Profile | Help

Transaction Overview

Trans# 157000 ID# All other compliance forms

Forms Attach Files Signature Submit

Attach Files

Exit

1. Enter a description or title for the file
Test Attachment 2

2. Browse to the file you want to attach
C:\Users\Public\Pictures\15 **Browse...**

3. Click to Confirm or Clear
Confirm **Clear**

OR
☐ Check to indicate that you will send by mail

Confirmed Attachments/Mailings

Test Attachment	1.jpg	View Remove
-----------------	-------	---

Next

**Waste Site Cleanup filers are required to send all files under 30 MB electronically*

Figure 28: Attachment Submission

- Mark the “Certification” checkbox, enter the Responsible Person name, and click “I Accept”.

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Username: DLONG
Nickname: DERIC **LOG OFF**

My eDEP | Forms | My Profile | Help

Transaction Overview

Trans# 157000 ID# All other compliance forms

Forms Attach Files Signature Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

All other compliance forms - 1 Form(s)

☒ **CERTIFICATION**

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment.

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

Responsible Person Date

I accept **I do not accept**

Figure 29: Other Compliance Form Certification

- Click "Next" at the Transaction Overview page.

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MassDEP's Online Filing System

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LOG OFF

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 157000 ID# All other compliance forms

Forms | Attach Files | Signature | Submit

Forms

Print Transaction | Delete Transaction | Share Transaction | Exit

Errors Checked/Validated:

Fill out the following forms for this transaction:
All other compliance forms

Next

Figure 30: Other Compliance Form Validation

- Verify your email information on the review page and click "Submit".

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MassDEP's Online Filing System

Username: DLONG
Nickname: DER/C

LOG OFF

My eDEP | Forms | My Profile | Help

Transaction Overview Trans# 157000 ID# All other compliance 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
deric_long@enfotech.com

If you would like to send this confirmation to others please enter their address below
separated by a semicolon:
julian_hector@enfotech.com

DEP Transaction ID: 157000
Date and Time Submitted: 10/20/2011 08:48:58
Other Email :

Form Name: All other compliance forms

Submit

Figure 31: Other Compliance Form Submission Page

- Review the summary receipt, and click “Print Receipt” if a paper copy is desired. Check your email for a receipt letter.

The screenshot shows the MassDEP Online Filing System interface. At the top, there is a navigation bar with links: [MassDEP Home](#), [Contact](#), [Feedback](#), [Tour](#), and [Privacy Policy](#). The MassDEP logo is on the left, and the text "MassDEP's Online Filing System" is next to it. On the right, the user's login information is displayed: "Username: DLONG" and "Nickname: DERIC", with a "LOG OFF" button. Below this is a green navigation bar with links: [My eDEP](#), [Forms](#), [My Profile](#), and [Help](#).

The main content area is titled "Receipt" and features a progress bar with four steps: [Forms](#), [Attach Files](#), [Signature](#), and [Receipt](#) (which is the current step, indicated by a triangle). Below the progress bar, the text "Summary/Receipt" is displayed. To the right of this text are two buttons: "print receipt" and "Exit".

The main body of the receipt contains the following text:

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: 157000
Date and Time Submitted: 10/20/2011 8:50:58 AM
Other Email :

Form Name: All other compliance forms

In the bottom right corner, there is a link: [My eDEP](#).

Figure 32: Other Compliance Form Receipt

1.4 State Discharge Form

- Click on “NPDES” under the Forms tab.

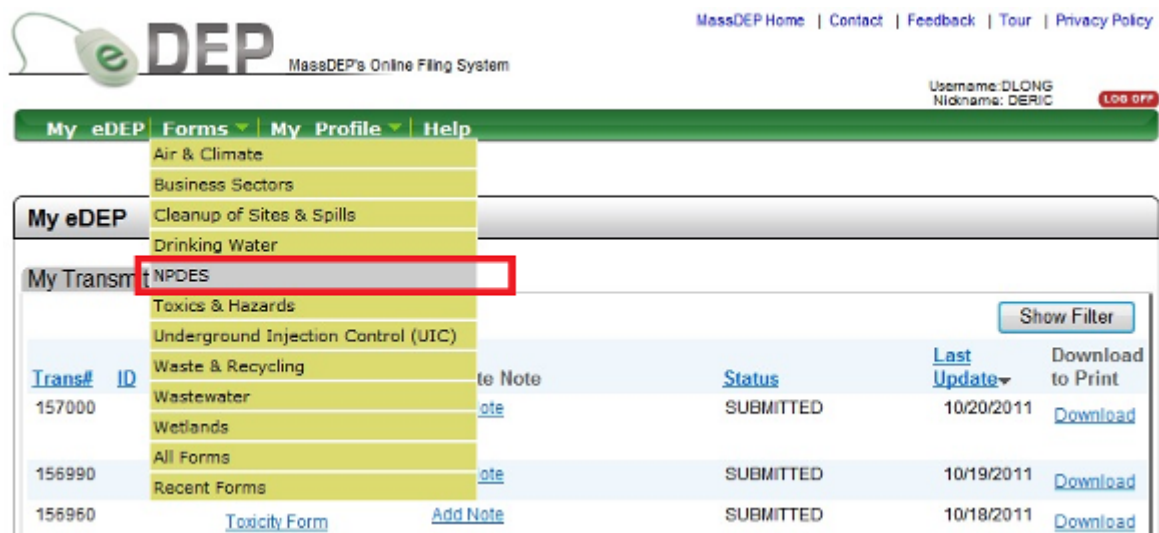


Figure 33: NPDES Form Selection

- Click on ‘Upload Data’ for State-Specific Discharge Forms”.

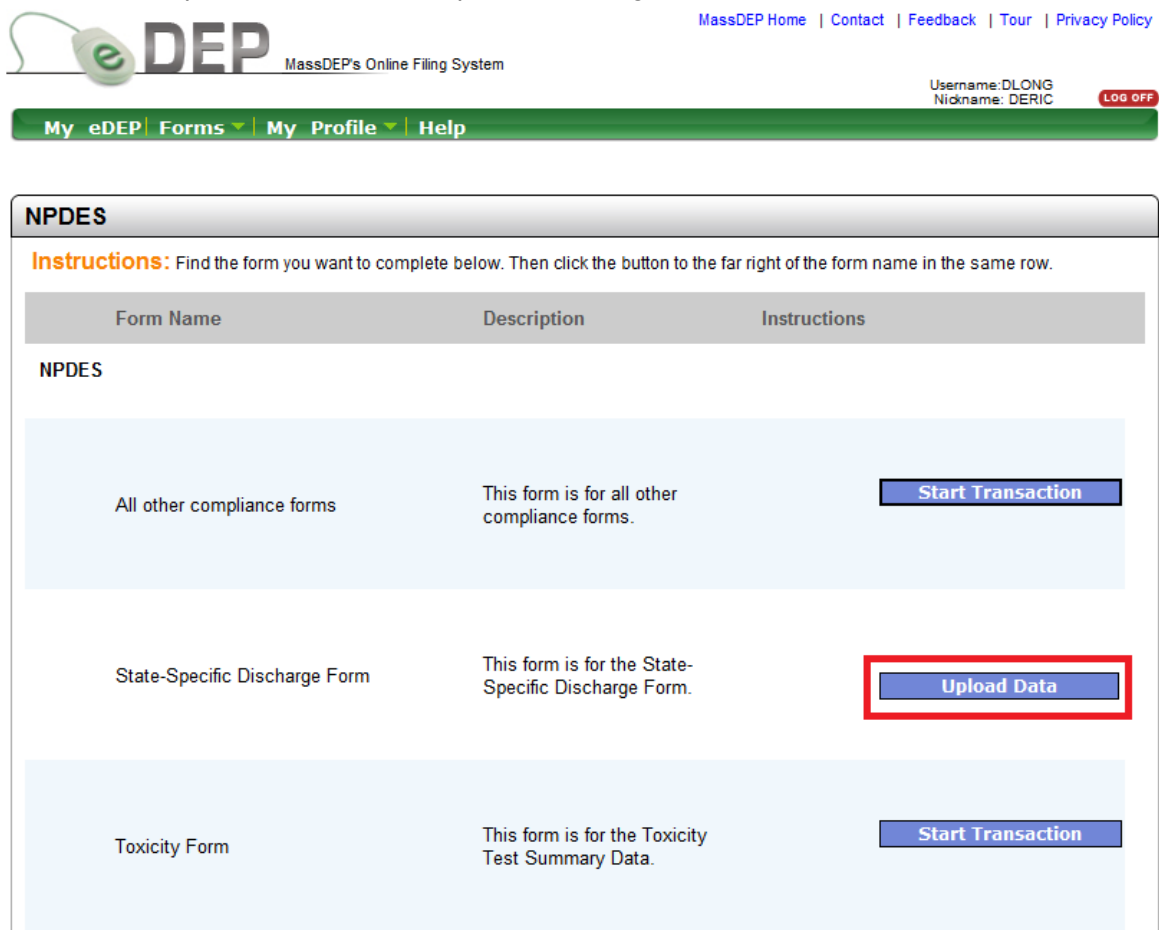


Figure 34: State Discharge Form Selection

- On the NPDES Bulk Upload page, select the desired file via the “Browse” Button. Once the desired file is selected, click on the “Upload & Process Data” button.

MassDEP's Online Filing System

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NPDES Bulk Upload

Upload Home Upload

Select File :

Browse...

Upload & Process Data

MassDEP's Online Filing System ver.11.4.4.0© 2011 MassDEP

Figure 35: NPDES Bulk Upload for State Discharge Form

Once the file is uploaded, a file validation message page as shown below.

MassDEP's Online Filing System

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NPDES Bulk Upload

Upload Home Upload

Your file is being validated, which may take several minutes. You may continue working while we process your file.
Check the status of your file in MyeDep Home Page.

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Figure 36: Validation Processing Message for NPDES Bulk Upload of State Discharge Form

Please note that the “file” to be selected is an XML generated via provided State-Specific Discharge Excel Template file. **Important point: You may see above that “Macro have been disabled.” In this case, please select Options and then pick “enable this content.”** While filling out the discharge data section of the spreadsheet, you should not add or delete the formatted columns. However, you can hide columns of data that are not applicable to you by selecting the column heading, right-clicking your mouse, and selecting hide.

Department of Environmental Protection Division of Water Pollution Control Monthly Operation Report			
Note 1: Fields marked with * are required fields			
General Information			
Receiving Stream*:	Black-Rocky (04110001)		
Plant*:	ABC POTW		
Town*:	Southbridge		
	First Name	Last Name	
Chief Operator 1*:	John	Smith	
Chief Operator 2*:			
Contact Operator*:	Neil	Johnson	
Region*:	Central		
County*:	Worcester		

Figure 37: State-Specific Discharge Excel Template

After all the required data is entered on the State-Specific Discharge Excel Template file, clicked on the “Generate XML file” button to generate the submission file.

Comments	No violations found this month.
Submission Information	
Submitter First Name*:	Bryant
Submitter Last Name*:	Kane
Submitted Date*:	7/15/2012
Click to Generate XML File	

Figure 38: Generate XML file button on State-Specific Discharge Excel Template

- While the file is being validated, the submitted file's processing status is available on My eDEP's "My Bulk Files" tab. Possible validation status is as follows:
 - Pending Status:**
 - The submitted file is waiting to be processed
 - Rejected:**
 - The submitted file has been processed and it failed system validation. Please click on the "Details of Submitted Record" to see validation message.



My eDEP					
My Transmittals My Bulk Files					
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File
556	3/20/2012 5:33:55 PM	StateSpecificDischarge_valid_2012-02-27-a.xml	DW BULK DATA	Pending Validation	Processing
538	3/16/2012 3:36:18 PM	StateSpecificDischarge_2012-03-16.xml	DW BULK DATA	Rejected	Delete
520	3/9/2012 10:59:01 AM	StateSpecificDischarge_invalid_2012-02-23.xml	DW BULK DATA	Rejected	Delete
484	2/23/2012 1:59:09 PM	StateSpecificDischarge_invalid_2012-02-23.xml	DW BULK DATA	Rejected	Delete
480	2/22/2012 4:38:45 PM	StateSpecificDischarge_2012-02-22-a.xml	DW BULK DATA	Rejected	Delete
479	2/22/2012 10:33:12 AM	StateSpecificDischarge_2012-02-22.xml	DW BULK DATA	Rejected	Delete

Figure 39: State-Specific Discharge Submission in My eDEP's "My Bulk Files" tab

- Example "Rejected" submission in My eDEP's "My Bulk Files" tab:

Bulk View Details						
am	FacilitySiteName	MailingAddressCityName	StateRegionCode	CountyName	InComplianceInd	PermitNumberState
	BOSTON and MAINE - E. DEERFIELD	A	Central	123456	YES	MA-00
UploadColumnName				ErrorMessage		
PHPRIMARYINFLUENT				Valid pH Primary Influent value is between 6.0 and 8.5.		
PHPRIMARYEFFLUENT				Valid pH Primary Effluent value is between 6.0 and 8.5.		
PHMIXEDLIQUOR				Valid pH Primary Mixed value is between 6.0 and 8.5.		
PHFINALEFFLUENT				Valid pH Primary Final Effluent value is between 6.0 and 8.		

Figure 40: State-Specific Discharge Submission's Rejection Message

- If the submitted file passed system validation, the working file is available for online submission in eDEP in My eDEP's "My Transmittals" tab with a "Work in Progress" status.

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My eDEP

My Transmittals | My Bulk Files

Show Filter

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
156623		State-Specific Discharge Form	StateSpecificDischarge_valid_2012-02-27-a.xml Edit/Delete	WORK IN PROGRESS	03/20/2012	Download
156622		State-Specific Discharge Form	StateSpecificDischarge_valid_2012-02-27-a.xml Edit/Delete	WORK IN PROGRESS	03/20/2012	Download
156616		State-Specific Discharge Form	StateSpecificDischarge_valid_2012-02-27-a.xml	SUBMITTED	03/19/2012	Download

Figure 41: State-Specific Discharge Submission in My eDEP's "My Transmittals" tab

- Click on the "State-Specific Discharge Form" link to continue the online submission.

156622	State-Specific Discharge Form	StateSpecificDischarge_valid_2012-02-27-a.xml Edit/Delete	WORK IN PROGRESS	03/20/2012	Download
--------	---	--	------------------	------------	--------------------------

- Click "Next" on the Transaction Review page.

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Username: DLONG
Nickname: DERICLONG **LOG OFF**

My eDEP | Forms ▼ | My Profile ▼ | Help

Transaction Overview Trans# 156622 ID# State-Specific Discharge Form

Forms Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated
✓

Fill out the following forms for this transaction:
[State Specific Discharge Bulk Data](#)

Next

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Figure 42: Transaction Overview

- Mark the "Certification" checkbox, enter the Responsible Person name, and click "I Accept".

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 156622 ID# State-Specific Discharge Form

Forms Signature Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

State-Specific Discharge Form - 1 Form(s)

☒ CERTIFICATION OF PERSON

I certify under penalty of law that I am the person authorized to fill out this form and the information contained herein is true, accurate and complete to the best of my knowledge and belief.

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

Responsible Person Date

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Figure 43: State Discharge Form Certification

- Click "Next" at the Transaction Overview page.

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Username:DLONG
Nickname: DERICLONG **LOG OFF**

My eDEP | Forms ▾ | My Profile ▾ | Help

Transaction Overview Trans# 156622 ID# State-Specific Discharge Form

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/
Validated

Fill out the following forms for this transaction:

State Specific Discharge Bulk Data

Next

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Figure 44: State Discharge Form Validation

- Verify your email information on the review page and click “Submit”.

Transaction Overview **Trans# 156622 ID# State-Specific Discharge Form**

[Forms](#) [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

deric_long@enfotech.com

If you would like to send this confirmation to others please enter their address below separated by a semicolon;

sony_su@enfotech.com

DEP Transaction ID: 156622
Date and Time Submitted: 03/20/2012 06:01:11
Other Email :

Form Name: State-Specific Discharge Form

Transmittal Summary

Submit

Figure 45: State Discharge Form Submission Page

- Review the summary receipt, and click “Print Receipt” if a paper copy is desired. Check your email for a receipt letter.

[My eDEP](#) | [Forms](#) ▾ | [My Profile](#) ▾ | [Help](#)

Receipt

Forms

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: 156622
Date and Time Submitted: 3/20/2012 6:02:11 PM
Other Email :

Form Name: State-Specific Discharge Form

Transmittal Summary

[My eDEP](#)

Figure 46: State Discharge Form Receipt