

Instructions for the Annual Statistical Report (ASR)

Massachusetts Department of Environmental Protection
Drinking Water Program

(This document will be updated as needed during the time ASR reporting is being
conducted)

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What's New – 2026

- **The deadline for submitting the Annual Statistical Report is Friday April 10, 2026.**
- Storage Facilities Form:
 - Material – The construction material of the storage tank. This field is no longer a free-text field. Options are now limited to:
 - Asbestos Cement
 - Asphalt
 - Concrete
 - Copper
 - Earth
 - Fiberglass
 - Plastic
 - Steel
 - Wood
 - Unknown
 - Coating Type – The interior coating type material of the storage tank. This is a new field. Options are limited to:
 - Approved paint
 - Epoxy resin
 - Fiberglass
 - Glass-lined steel
 - Greased
 - Not approved paint
 - Plastic
 - Unlined
 - Pump Stations
- Pump Stations Form:
 - Motor type – The pump motor type. This field is no longer a free-text field. Options are limited to:
 - Centrifugal
 - Hand pump
 - Jet
 - Positive Displacement
 - Screw
 - Submersible

- Vertical Turbine
- Staffing and Contact Information Form
 - Operators and Affiliations - If you make any changes to the operator staffing of your PWS, you must submit an updated [Staffing Plan Form](https://www.mass.gov/lists/certified-operator-forms) (<https://www.mass.gov/lists/certified-operator-forms>) to your regional DEP office.

eDEP

Help & Instructions

You can find general help and instructions for using eDEP at

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

Contacts & Feedback

If you experience technical problems using eDEP or have questions not directly related to the Annual Statistical Report questions, such as resetting your password or being unable to login to your account, please contact the EEA Help Desk at edep-support@mass.gov.

For questions related to the Annual Statistical Report, contact the Drinking Water Program.

Sage Grace: sage.grace@mass.gov

Tio Yano: tio.yano@mass.gov

Andrew Durham: andrew.duham@mass.gov

ASR Requirements

Two things are needed to start an ASR:

- An eDEP account, and
- A PWS Proof of Identity

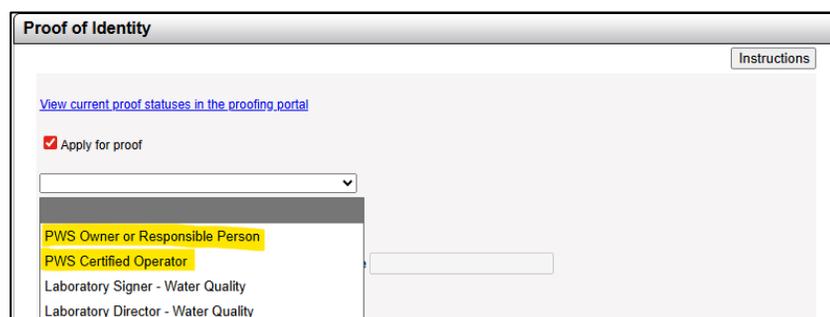
Instructions to Obtain an eDEP Account

To obtain an eDEP account, follow these steps:

1. Navigate to <https://edep.dep.mass.gov/DEPLogin.aspx>
2. Click on “New User” button
3. Fill out information on next page
4. Confirm your email address
5. Select and answer security questions

Instructions to Obtain a Public Water System (PWS) Proof of Identity

1. Log in to eDEP <https://edep.dep.mass.gov/DEPLogin.aspx>
2. Under “My Profile” pick “Proof of Identity”.
3. Check “Apply for proof”.
4. Choose “PWS Owner or Responsible Person” or “PWS Certified Operator” (licensed operators only).



- a. Both provide the same functionalities in eDEP.
- b. If you'd like administrative privileges, check off the “Apply for administrative privileges” box (optional).
 - i. TIN is for Tax Identification Number, do not use social security numbers!
 - ii. If your TIN is entered by another eDEP user, all their work and your work will be shared between accounts.

iii. Business Name is the name of the Lab.

5. Click “Apply”.
6. Enter your PWSID(s), the 7-digit number MassDEP assigned to your PWS.
 - a. Individuals applying for a PWS Certified Operator Proof will need to enter their license number.

7. Click “Apply” button.
8. Print the notarization form on the next page.
 - a. You will be able to view/download the notarization form through the new Proofing Interface if you exit the PDF before printing it.

Program Name	Proof Name	User Name	Status	Submitted Date	Actions
Drinking Water Program	PWS Owner or Responsible Person	SAGEGRACE2	PENDING	3/6/2025 8:47 AM	View/Download

9. Get the form notarized.
10. Mail the hardcopy original to Andrew Durham:

Andrew Durham
 MassDEP Drinking Water Program
 100 Cambridge St, Suite 900
 Boston, MA 02114

- a. To expedite the approval, you can also email a scanned copy of the notarized form to andrew.durham@mass.gov and sage.grace@mass.gov when you are at this step. One of us will approve

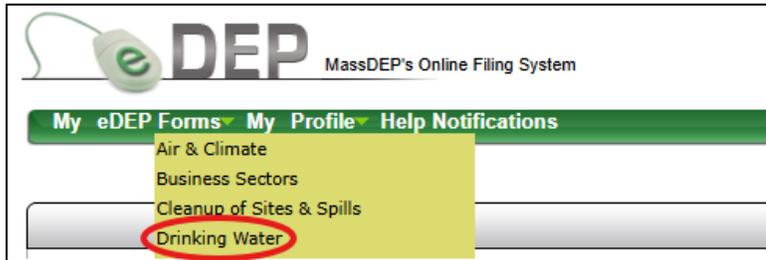
your proof and an email will be sent to the email address associated with your eDEP account notifying you of the approval.

Note: eDEP users can now view their current proof statuses in the proofing portal (login > My Profile > Proof of Identity). The link is above the “Apply for proof” box (shown in screenshots above).

Getting Started

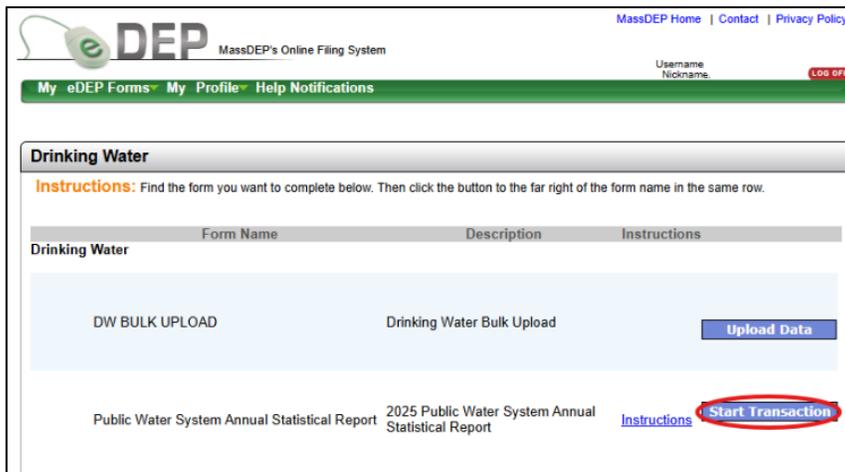
To begin a new Annual Statistical Report

1. Go to “Forms” → ”Drinking Water” on the main eDEP navigation menu



2. If you have completed the proof process as described in section 1.1, you will see a “Start Transaction” button for the form “Public Water System Annual Statistical Report”.

Note: If you have not completed the proof process you will need to complete the proof process before you can begin a new ASR (See [Obtaining a PWS Proof of Identity](#))



3. Click on “Start Transaction” to begin a new Annual Statistical Report.
4. If your eDEP account is affiliated with a business, you will be asked, “Do you want to represent a business?”
 - a. Follow the instructions on the page and hit “Continue”.

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: S
Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Represent Business

Do you want to represent a Business for this transaction?

Yes No

Select the Business you want to represent:

Select Business

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.

Continue

5. Enter the PWS ID of the system for which you are submitting the Annual Statistical Report, then press "search".

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MassDEP's Online Filing System

Username: S
Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Preform

Preform: Public Water System Annual Statistical Report

PWS ID: 2002000

Reporting/Calendar Year: 2025

Search

6. If the PWS Details are correct press "Next". If the PWS ID was incorrectly entered, you can enter a new PWS ID and search again.

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: S
Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Preform

Preform: Public Water System Annual Statistical Report

PWS ID: 2002000

Reporting/Calendar Year: 2025

Search

PWS Details
PWS Name: ACTON WATER SUPPLY DISTRICT
PWS City: ACTON

Next

7. After confirming the PWS for which you are submitting, you will be taken to the transaction overview page. Note the steps in the process appear above the Forms list. Click the “Next” button to load the forms associated with the PWS.

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MassDEP's Online Filing System

Username: Nickname [LOG OFF](#)

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562067 ID# 2002000 Public Water System Annual Statistical Report

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
-	Public Water System Annual Statistical Report

Next

8. Verify/edit/enter the basic information regarding the PWS.
Note: If there are inaccuracies in the data, you will be able to change this on the System Information form. Click on “Continue” at the bottom of the screen.

 MassDEP's Online Filing System

Public Water System Annual Statistical Report - Transaction #1562068

[Error Check](#) [Instructions](#) [Print](#)

 **Massachusetts Department of Environmental Protection**
Bureau of Water Resources (BWR) – Drinking Water Program
Public Water Supply Annual Statistical Report
Reporting Year 2024

2025 Public Water Supply Verification

Please verify the information below and then click the Continue button.

PWS ID: 2002000
PWS Name: ACTON WATER SUPPLY DISTRICT
PWS Street Address Line 1: 693 MASSACHUSETTS AVE/RT E 111
PWS Street Address Line 2: PO BOX 953
City/Town: ACTON
State: MA
Zip Code: 01720
Class: COM
Report Year: 2025

Legally Responsible Party Contact Information
The Legally Responsible Party is that individual who has the ultimate authority to ensure that your system is in compliance with the federal and state drinking water regulations. This may be the owner of a private facility, a town or school official or other similarly authorized person.

Book/Page:	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/>
Phone Number	<input type="text"/>
Email address	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text" value="State"/>
Zip Code	<input type="text"/>
Comments	<input type="text"/>

[Continue](#)

Navigation

Transaction Overview

- The Transaction Overview page now contains all the forms for this PWS.
 - *Note that the listing of forms may differ from one PWS to another, depending on the facility type. If it looks like forms are missing, delete the transaction and start over; eDEP may have encountered an error during data load process.
- This example shows the forms for a Community PWS. The green check mark indicates that the Verification form has been completed.
- You are not required to fill out the forms in the order they appear – click any form name to begin.
- Clicking the “Next” button will take you to the first form in the list which has not been “Error Checked/Validated” (no green check in the first column).

MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Username: Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562068 ID# 2002000 Public Water System Annual Statistical Report

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Public Water System Annual Statistical Report
–	System Information (COMNTNC) (2002000)
–	Treatment Plants (2002000)
–	Pump Stations (2002000)
–	Cross Connection Control Program (CCCP) (2002000)
–	Storage Facilities (2002000)
–	Source Protection - Zone II (2002000)
–	Staffing and Contact Information (2002000)
–	Ground Water Sources (2002000)
–	Surface Water Sources (2002000)
–	Purchased Water Sources (2002000)
–	Water Production & Consumption Information (2002000)
–	Water Management Act Annual Report - Distribution (2002000)
–	Water Management Act Annual Report - Basin Withdrawal (2002000)

Next

- Above the forms are buttons you can use to print the ASR (see section 3.3), delete the ASR, share the ASR (see section 3.2), and exit the ASR.

MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Username: Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562068 ID# 2002000 Public Water System Annual Statistical Report

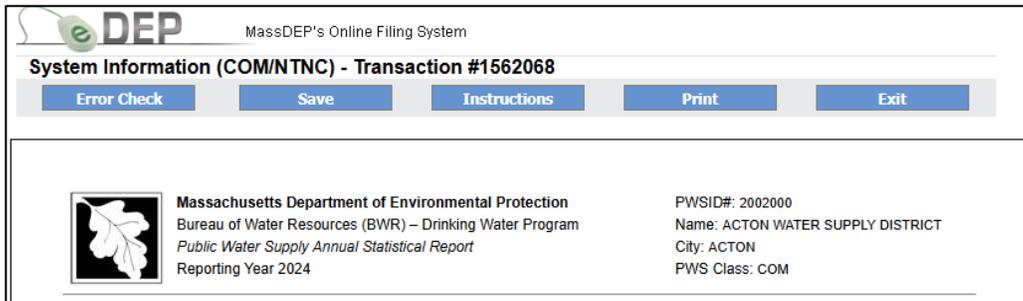
Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

ASR Forms

- Every form contains a set of standard buttons which you will use to interact with the form.
- “Error Check” is used to check the form for errors. Any errors on the form will be reported at the bottom of the form.
- For more information on Error Reporting see Section 2.2. If there are no errors on the form “Error Check” will mark the form as valid, save, and bring you back to the forms listing.
- “Save” is used to save progress on the form. “Save” does not check the form for errors.
- “Save” will save the form regardless of whether there are errors on the form or not.
- “Instructions” will open a new browser window to the web page that has these instructions.
- “Print” is used to send a print job. Clicking this button will prompt the ASR application to create a PDF version of the Annual Statistical Report. Note that “Print” will close the form you have open. For more information on printing an Annual Statistical Report see Section 3.3.
- “Exit” will take you back to the forms listing. You will be asked if you want to save the form before exiting.



The screenshot displays the MassDEP Online Filing System interface. At the top left is the MassDEP logo. The title bar reads "MassDEP's Online Filing System". Below this, the system information is displayed: "System Information (COM/NTNC) - Transaction #1562068". A row of five blue buttons is visible: "Error Check", "Save", "Instructions", "Print", and "Exit". Below the buttons, there is a section for the Massachusetts Department of Environmental Protection, Bureau of Water Resources (BWR) – Drinking Water Program, Public Water Supply Annual Statistical Report, Reporting Year 2024. To the right of this section, the following information is displayed: PWSID#: 2002000, Name: ACTON WATER SUPPLY DISTRICT, City: ACTON, and PWS Class: COM.

- Many of the forms are presented in sections which need to be opened to make changes. Click the “Edit” link in the upper right-hand corner to open the section for changes. After making your changes click on “Update” to save and close the section. “Cancel” will close the section without saving your changes. You can then continue working on the rest of the form.

- For any section where data can be deleted there will be a “Delete” link next to the “Edit” link. Clicking on the “Delete” button will either mark the specific entry for deletion or will delete the entry from the form. The method used is dependent on the form and section of the form. When an entry is marked for deletion, it will be highlighted in either yellow or red.

Treatment Plant [Edit](#) [Delete](#)

1. Plant Information

2002000-08T: CONANT WELL # 1 TREATMENT PLANT
 Plant ID#: Plant Name:

Street Address Line 1: Street Address Line 2: 01720
 ACTION: MA State(2 letter abbreviation) Zip:
 City/Town: II-T
 ACTIVE: Availability: Class: Capacity (MGD):
 Status: ACTIVE
 Contact: Phone: Fax:

Treatment Plants

Show all treatment plants

Treatment Plant [Update](#) [Cancel](#)

1. Plant Information

2002000-08T CONANT WELL # 1 TREATMENT PLANT
 Plant ID#: Plant Name:

Street Address Line 1: Street Address Line 2: 01720
 ACTION: Massachusetts State Zip:
 City/Town: II-T
 ACTIVE: ACTIVE: Availability: Class: Capacity (MGD):
 Status: ACTIVE
 Contact: This is a new contact Phone: Fax:

- At the bottom of many sections and forms are “Add” buttons used to add new entries. Clicking on the “Add” button will create a new row or section where you can enter data.

2. Related Sources Table			
2002000-02G	CONANT WELL #1		Delete
Add Source			

Error Messages

There are two types of error messages in the ASR application:

1. Inline Error Messages

- a. Inline errors are reported within the body of the form, next to the field where the error is located. Inline errors are reported “on-the-fly”, or as you fill out the form. The error messages will appear in red text next to the field containing the error. In some instances, you will need to correct the error before moving on to the next field on the form.

Storage Facilities

Show all storage facilities

Storage Facility

Storage Facility Name Location

Status: ACTIVE Availability: ACTIVE

Storage: Capacity: * Enter a positive number, You may enter up to 6 decimal places.

Type: (MG):

Material: Installation Date:

2. Error Check Messages

- a. Error check messages are reported only after clicking on either the “Error Check” button (at the top of the form) or the “Error Check & Next” button (at the bottom of the form). The error messages will appear at the bottom of the screen and will contain a link (red hyperlink) to the error; it will also include information like, the location of the error on the form and a description of the error. Clicking on the link will take you to the error on the form.

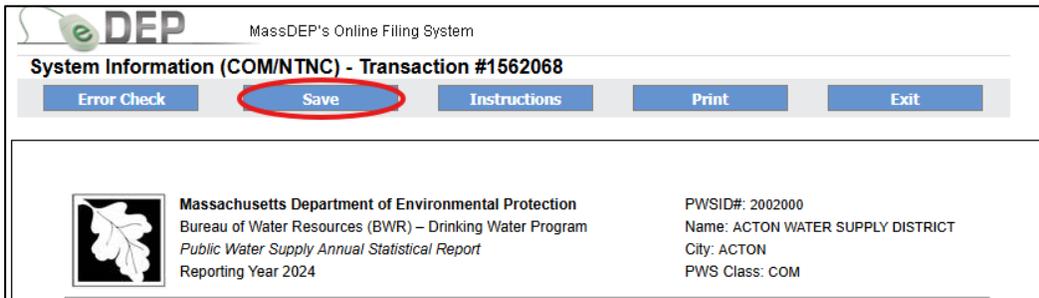
Error Check & Next		
Error Message [Below are links where error(s) occurred]	Section Name	Description
This is a required field.		PWS Street Address Line 1
This is a required field.		Census Type
This is a required field.		If No, what percent are?

General Tasks

Forms

Saving

To save your work on any form, use the “Save” button located at the top of the form. This will save all progress on a form regardless of whether there are any errors. You can use this feature regularly as you fill out the Annual Statistical Report or when you want to come back to a form later. After saving you can choose “Exit” to close the form. If you lose your connection to the internet, or the eDEP system becomes unavailable while you are working, the only information you will lose is what has been entered on the one open form since the last save.

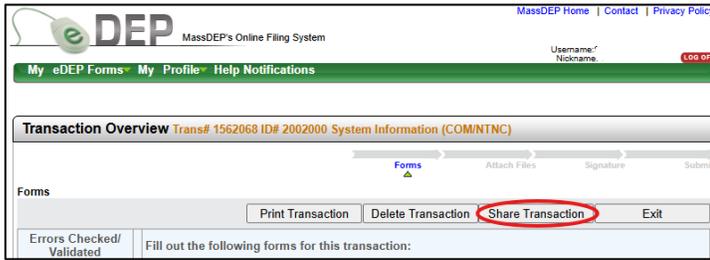


Sharing

Collaborating with Colleagues

- The ASR application features the ability to share your report among other eDEP users. Using this feature, you can easily collaborate with colleagues to complete the ASR or send a completed ASR to interested parties. If you plan on sharing the ASR, each person will need to have their own eDEP account. All you will need to know is the nickname of the account with which you want to share. These other users do not need a Proof of Identity (see Section 1.1) to work on your ASR, but they will not be able to sign an ASR without one.

- To share an ASR, select “Share Transaction” from the menu located on the Transaction Overview page.



- The box labeled “Shared with” will list all eDEP accounts that currently have access to the Annual Statistical Report.
- To add a new account to the share list, click on “Add”.

The screenshot shows a web interface titled "Share Submittal". At the top, there are navigation links: "My eDEP Forms", "My Profile", and "Help Notifications". Below the title, there is a paragraph of instructions: "This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege." Below the text, there are fields for "Transaction # 1562068" and "Form Name". Underneath, there is a "Shared with" label followed by a dropdown menu. At the bottom of the form, there is a button labeled "add", which is circled in red.

- Enter an eDEP account nickname in the box labeled “Share With”. Do not enter the account username. You must use the account nickname to successfully share an Annual Statistical Report.
- You have a choice of 5 different roles you may grant someone who is sharing the Annual Statistical Report:
 1. Viewer – This permission level will allow the individual read-only access to the Annual Statistical Report.
 2. Editor – This permission level will allow the individual to change and save new data to the Annual Statistical Report.
 3. Signer – This permission level will allow the individual to sign and submit the Annual Statistical Report, without being able to make changes to the Report.
 4. Editor & Signer – This permission level will allow the individual to make changes to and sign and submit the Annual Statistical Report.
 5. Owner – This permission level will hand over complete control of the Annual Statistical Report to the specified account. If you select this option, you will no longer be able to make changes to the form, sign and submit, and share the Annual Statistical Report.
- You can choose to share the Annual Statistical Report for a set period of time. The account with which you share the ASR will have access to the forms only during this time period.
- To assign access privileges for a set time period, enter a begin date and end date in the “From” and “To” boxes, respectively.

- Click the “add” button when done. The account along with their role will now appear in the “Shared with” box.

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 1562068

Form Name

Shared with

Share With Enter a valid eDEP nickname
Please enter a valid eDEP nickname

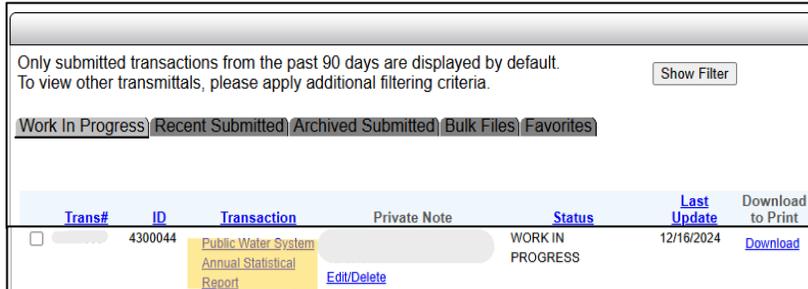
Role

From to
(e.g., 11/25/2025)
Please enter a valid US Date Format(e.g., 12/30/2003)

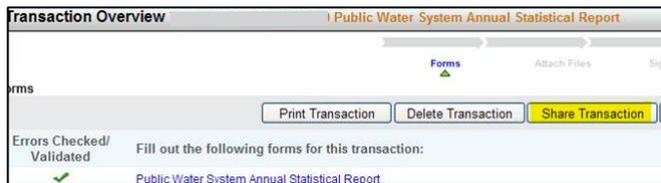
- Click the “back” button at the bottom of the screen to return to the transaction overview page.

Working with DEP Staff

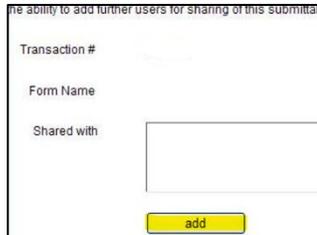
1. Navigate to <https://edep.dep.mass.gov/DEPLogin.aspx>.
2. Log in to eDEP.
3. From the Work In Progress tab, select “Public Water System Annual Statistical Report” hyperlink (third column).



4. Select “Share Transaction” in the Transaction Overview page.



5. Select “add”

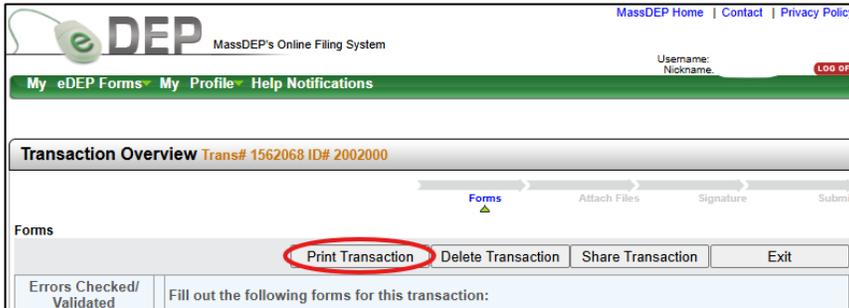


6. Enter nickname of DEP employee that’s assisting you in “Share With” field.
 - a. Drinking Water Program (DWP)
 - i. Andrew Durham (andrew.durham@mass.gov): **MATHIAS**
 - ii. Tio Yano (tio.yano@mass.gov): **TIOYANO**
 - iii. Sage Grace (sage.grace@mass.gov): **SAGEGRACE**
 - b. Water Management Act (WMA)
 - i. Jen D’Urso (jen.durso@mass.gov): **DURANT**
7. Pick “Editor” as Role.
8. Ignore Date field(s).
9. Select “add” at bottom of page.
10. The name should appear in the “Shared With” field.

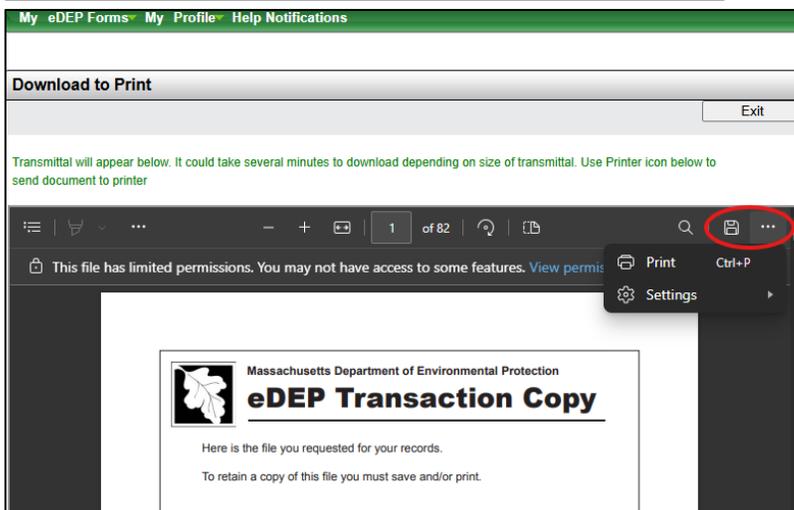
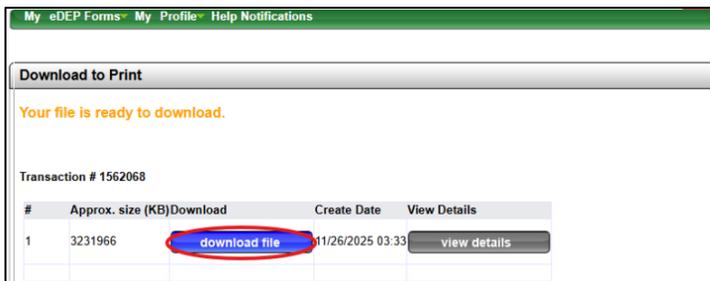
11. Log out or select “My eDEP” to return to homepage.
12. Email the individual when done and include the PWSID.

Printing

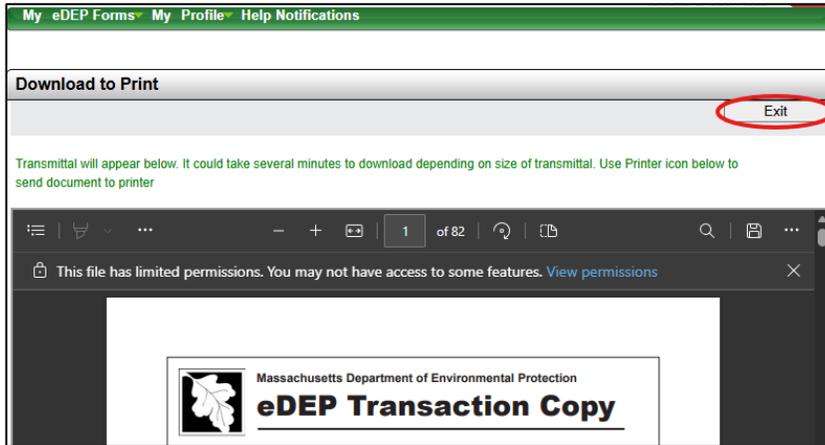
- You can print the Annual Statistical Report by clicking on “Print Transaction” on the Transaction Overview page or by clicking on “Print” at the top of any of the “Forms” pages.



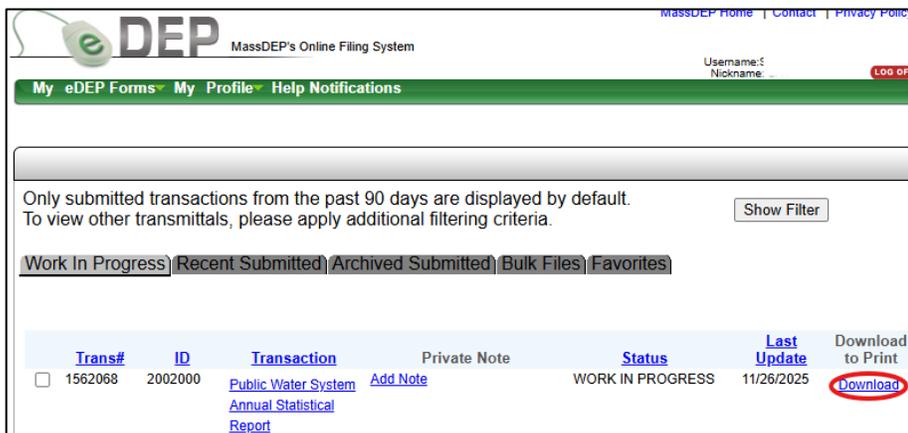
- Note: Either option will print the whole Annual Statistical Report package. If you choose “Print” within a form you will be prompted to save your work as printing will close that form.
- If you wait for the print job to be completed, you will see a “Download to Print” screen. The “view details” button will display the forms that make up the ASR. The “download file” button will open a window within the screen that displays the PDF file and allows you to scroll through the document, send it to a printer or save it to your computer.



- Select “Exit” to close this window, use “My eDEP” to return to your transactions.



- If you have returned to your Work In Progress tab (homepage), you will be able to download the PDF file by clicking on the “Download” link located in the last column. This takes you to the “Download to Print” screen.



Final Steps

Once you have completed and validated all the forms that make up your Annual Statistical Report, the “Next” button will walk you through the final few steps that must be completed before submitting your report to MassDEP.



The screenshot shows a web interface titled "Transaction Overview" for a specific transaction. It lists various forms that need to be completed. Each form has a green checkmark in the "Errors Checked/Validated" column, indicating it has been successfully validated. At the bottom right, there is a blue "Next" button.

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Public Water System Annual Statistical Report
✓	System Information (COMNTNC) (2002000)
✓	Treatment Plants (2002000)
✓	Pump Stations (2002000)
✓	Cross Connection Control Program (CCCP) (2002000)
✓	Storage Facilities (2002000)
✓	Source Protection - Zone II (2002000)
✓	Staffing and Contact Information (2002000)
✓	Ground Water Sources (2002000)
✓	Surface Water Sources (2002000)
✓	Purchased Water Sources (2002000)
✓	Water Production & Consumption Information (2002000)
✓	Water Management Act Annual Report - Distribution (2002000)
✓	Water Management Act Annual Report - Basin Withdrawal (2002000)

Attaching Files

At several points while filling out the forms you may have been given an option of submitting additional information via an attachment. Here is where you can attach files to your transaction.

No Attachments

If you do not have any attachments to submit:
Check “No.”

Listed Attachments

If attachment types are listed (e.g., CEMU, ERP, etc.):

1. Click on the button labeled “Choose File”.
Note: The button label may be different depending on the browser you are using. Pictured here is as it appears in Microsoft Edge.
2. Locate the file and click “Open” (Microsoft Windows).
3. Repeat steps 1 and 2 for each attachment type listed.
4. Click the button labeled “Attach/Update Files”

To send by mail:

1. Check off each checkbox to indicate that you will send it by mail.
2. Click the button labeled “Attach/Update Files”

3. If you have additional files to attach that are not listed, click the radio button labeled “Yes, I will attach or mail (additional) files”.
4. If you do not have additional files, click the radio button labeled “No, I have no (additional) files at this time.”
5. Enter a description of the file.
6. Check the box labeled “Check to indicate that you will send by mail”.
7. Click “Confirm”. The description will appear below with “Will be sent by mail” indicated.
8. Repeat steps 5 through 7 for any additional files that will be sent by mail.

Additional Attachments

If you do not have additional files:

Click the radio button labeled “No, I have no (additional) files at this time”.

If you have additional files to attach:

1. Click the radio button labeled “Yes, I will attach or mail (additional) files”.

2. Enter a description of the file.
3. Click on the button labeled “Choose File”.

4. Locate the file and click “Open”.
5. Click “Confirm”. The file will appear below the section.
6. Repeat steps 7 through 10 for any additional files.

7. Click “Next”

To send additional attachments by mail:

1. Enter a description of the file.
2. Check the box labeled “Check to indicate that you will send by mail”.
3. Click “Confirm”. The description will appear below with “Will be sent by mail” indicated.

Transaction Overview Trans# 1562068 ID# 2002000 Water Management Act Annual Report - Basin Withdrawal

Forms Attach Files Signature Submit

Attach Files Exit

1. Enter a description or title for the file 2. Browse to the file you want to attach 3. Click to Confirm or Clear

Choose File No file chosen Confirm Clear

OR

Check to indicate that you will send by mail

Confirmed Attachments/Mailings

CEMU	Template.pdf	View Remove
------	--------------	---------------

Next

**Filters are required to send all files under 50 MB electronically*

Transaction Overview Trans# 1562068 ID# 2002000 Water Management Act Annual Report - Basin Withdrawal

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 2. Browse to the file you want to attach 3. Click to Confirm or Clear

Additional File Choose File No file chosen Confirm Clear

OR

Check to indicate that you will send by mail

**Filters are required to send all files under 50 MB electronically*

4. Repeat steps 1 through 3 for any additional files that will be sent by mail.

5. Select “Next” to electronically sign your ASR.

Transaction Overview Trans# 1562068 ID# 2002000 Water Management Act Annual Report - Basin Withdrawal

Forms → **Attach Files** → Signature → Submit

Attach Files Exit

1. Enter a description or title for the file

2. Browse to the file you want to attach
 No file chosen

3. Click to Confirm or Clear

OR
 Check to indicate that you will send by mail

Confirmed Attachments/Mailings

Additional File	Will be sent by mail.	Remove
-----------------	-----------------------	------------------------

Next

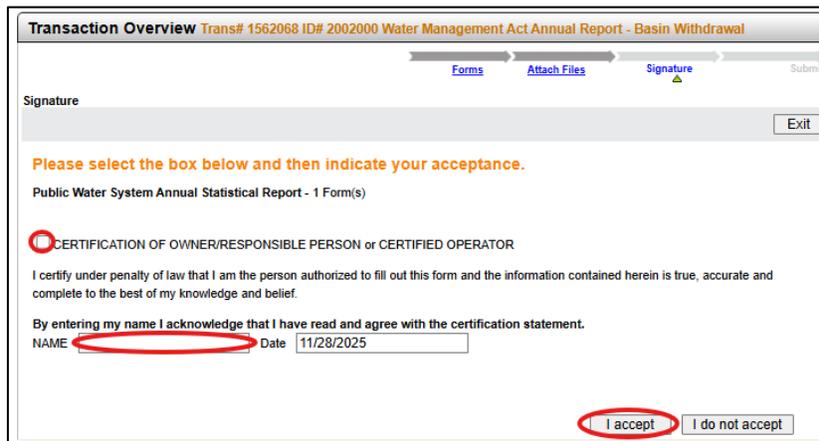
**Files are required to send all files under 50 MB electronically*

Signing & Submitting

You must sign your report prior to submittal.

To successfully complete this step:

1. Check the certification box
2. Read the certification statement
3. Type your legal name
4. Select the “I accept” button.



The screenshot shows a web interface titled "Transaction Overview" with the transaction ID "Trans# 1562068 ID# 2002000 Water Management Act Annual Report - Basin Withdrawal". A progress bar at the top indicates the current step is "Signature". Below the progress bar, there is a "Signature" section with an "Exit" button. A message states: "Please select the box below and then indicate your acceptance." Underneath, it says "Public Water System Annual Statistical Report - 1 Form(s)". A radio button is selected next to the text "CERTIFICATION OF OWNER/RESPONSIBLE PERSON or CERTIFIED OPERATOR". Below this, a certification statement reads: "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." A line of text says "By entering my name I acknowledge that I have read and agree with the certification statement." Below this, there are two input fields: "NAME" (with a red oval around it) and "Date" (with the value "11/28/2025"). At the bottom right, there are two buttons: "I accept" (with a red oval around it) and "I do not accept".

This will take you back to the Transaction overview screen where you get one last chance to review what you are submitting. Select “Next” to move to submittal.

Once you submit, an email is automatically sent to the email address for your eDEP account. You can copy additional email addresses as well by typing them into the second box.

The DEP Transaction ID, Date and Time Submitted as well as the forms that make up your ASR are listed.

Press “Submit” to send your report.

Transaction Overview Transf 1562068 ID# 2002000 Water Management Act Annual Report - Basin Withdrawal

Forms Attach Files Status 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 sage.graces@mass.gov

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

DEP Transaction ID: 1562068
Date and Time Submitted: 11/28/2025 03:03:09 PM
Other Email:

Form Name: Public Water System Annual Statistical Report

PWS ID: 2002000
PWS NAME: ACTON WATER SUPPLY DISTRICT
SIGNATURE: Sage Grace

- System Information (COMNTNC;(2002000))
- Cross Connection Control Program (CCCP;(2002000))
- Water Production & Consumption Information;(2002000)
- Source Protection - Zone II;(2002000)
- Water Management Act Annual Report - Distribution;(2002000)
- Water Management Act Annual Report - Basin Withdrawal;(2002000)
- Treatment Plants;(2002000)
- Pump Stations;(2002000)
- Storage Facilities;(2002000)
- Ground Water Sources;(2002000)
- Surface Water Sources;(2002000)
- Purchased Water Sources;(2002000)
- Staffing and Contact Information;(2002000)

Ancillary Document Uploaded/Mailed
Additional File

Submit

A receipt will appear on the screen that you can print and save.

Form Instructions

Legally Responsible Party (Pre-Form)

Legally Responsible Party:

Before you can access the forms that make up the Annual Statistical Report you are required to provide the contact information for the legally responsible party.

Public Water System Annual Statistical Report - Transaction #1562068

[Error Check](#)

[Instructions](#)

[Print](#)



Massachusetts Department of Environmental Protection
Bureau of Water Resources (BWR) – Drinking Water Program
Public Water Supply Annual Statistical Report
Reporting Year 2024

2025 Public Water Supply Verification

Please verify the information below and then click the Continue button.

PWS ID: 2062000
PWS Name: ACTON WATER SUPPLY DISTRICT
PWS Street Address Line 1: 693 MASSACHUSETTS AVE/RT E 111
PWS Street Address Line 2: PO BOX 963
City/Town: ACTON
State: MA
Zip Code: 01720
Class: COM
Report Year: 2025

Legally Responsible Party Contact Information
The Legally Responsible Party is that individual who has the ultimate authority to ensure that your system is in compliance with the federal and state drinking water regulations. This may be the owner of a private facility, a town or school official or other similarly authorized person.

Book/Page:	<input type="text"/>
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Company Name	<input type="text"/>
Phone Number	<input type="text"/>
Email address	<input type="text"/>
Street Address 1	<input type="text"/>
Street Address 2	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text" value="State"/>
Zip Code	<input type="text"/>
Comments	<input type="text"/>

[Continue](#)

System Information (COM/NTNC, TNC or Vendor)

Use your mouse to position the cursor into any field you want to edit. The Tab key will also allow you to move from field to field. Pre-populated information can in most cases be overwritten – backspace or highlight and delete to remove incorrect information.

PWS Street Address:

Provide the PWS Name, PWS Street Address (two lines if needed), City/Town, State, Zip Code, Phone Number, Fax Number, and Web Site Address of the PWS (if available).

PWS Mailing Address:

Provide the Mailing Name and Mailing Address for the PWS. Checking the “Same as Street Address” box will copy the street address information into the mailing address fields.

Vending Machine Information: (Vendor only)

Provide Vending Machine Manufacturer, make, Model #, Location of Vending Machine and Date Approved by MassDEP.

Seasonal System: (NTNC, TNC and Vendor only)

If your system was open less than full year check “Yes” and enter your Opens and Closes dates as Month/Day (MM/DD).

PWS Off Season Mailing Address: (NTNC, TNC and Vendor only)

If you answered “Yes” to the Seasonal System question and you have a different address when your system is closed provide Off Season Mailing Name, Off Season Mailing address (two lines if needed), City/Town, State, Zip Code, Off Season Phone Number, Off Season Fax Number, Off Season Address Starts and Off Season Address Ends as Month/Day (MM/DD).

Tenants: (TNC only)

To understand the nature of the population served by Transient Non-Community systems we are asking for a list of tenants that occupy space at the system. Provide the Business Name and Type of Activity.

Contract Operator Services:

If applicable, verify whether your system has a signed Compliance Notice approved by MassDEP.

Owner Type:

Choose from the options, “Municipal”, “State Government”, “Federal Government”, “Private”, “Mixed Public/Private.”

Federal Employment Identification Number (FEIN):

This is the 9-digit identification number provided to your business for tax purposes – **Do Not Enter Your Social Security Number in this field.** Enter this ID without dashes. The Secretary of State’s Office has a web site where you may be able to look up these IDs -

<http://corp.sec.state.ma.us/corpweb/corpsearch/CorpSearch.aspx>.

Not For Profit:

Indicate whether your system is a not-for-profit entity and if so, provide the relevant Tax-Exempt Code.

Population Served:

The wholesale populations are shown. These values are calculated by MassDEP and are not editable.

Provide the population served for the winter (between October and March) and the summer (between April and September) months. The population served is the direct retail population. If your PWS sells water to another water system, DO NOT include the population of the water system your system sold to as this will affect your PWS’ wholesale populations.

Choose one the Census Type options, “City/Town (Annual)”, “Federal (10 year)” or “Other.” If “Other” is selected, you must describe your method (e.g. number of customers). Use the most recent census data available. Often, this is a local census available from town or city government.

Source of Supply: (Vendor only)

Provide the source of the water delivered to the vending machine.

Maintenance and Operation: (Vendor only)

For each of the listed service activities select the frequency that it was performed during the past year.

Testing Requirements for Lead, Copper and Bacteria: (COM/NTNC only)

This is provided for your information. If inaccurate please note this in the Comments at the bottom of the form.

Distribution Meter Information: (COM/NTNC and TNC only)

Number of Service Connections:

This is the total number of connections to the distribution system through which water can be obtained (other than hydrants). It includes metered and unmetered connections, public and private connections, and year-round and seasonally used connections.

Percentage of service connections that are metered:

This is the percentage of the water system service connections that are metered. For example, if there are 400 service connections and 20 do not have meters (municipal buildings, schools, etc.), then the system is 95% metered ($380/400 \times 100$). If every service connection is metered, then the system is 100% metered.

Are all publicly owned buildings metered? (COM/NTNC only)

Answer “yes” only if all public buildings (schools, police stations, fire stations, etc.) are metered. If No, what percentage are? Enter the percentage of service connections to public buildings (including schools) that are metered. If there are 20 service connections to public buildings, and 15 have meters, then 75% of public buildings are metered ($15/20 \times 100$).

System Information: (COM/NTNC and TNC only)

Number of Distribution Systems:

Indicate the number of physically separate distribution systems at your PWS.

Finished Water Storage Capacity (MG):

This is the total volume capacity of water tanks in your system, in millions of gallons. Example: There are three tanks in your system, with capacities of 1,500,000 gallons, 2,000,000 gallons, and 750,000 gallons. The total storage capacity = 1,500,000 + 2,000,000 + 750,000 = 4,250,000 gallons. $4,250,000 \text{ gallons} / 1,000,000 = 4.25 \text{ MG}$

Pumping Capacity (GPM):

This is the aggregate pumping capacity of all your sources in gallons per minute (GPM).

Has the extent of your distribution system service area changed in the past year? (COM/NTNC only)

If you have not provided a map of your system's distribution area, or your system's distribution service area map has been updated since you last provided it to MassDEP, you should either attach a current distribution service area map to the ASR (attachments step when submitting your ASR) or email the current distribution area map to program.director-dwp@mass.gov (subject: Distribution Service Area Mapping).

Percentage of Source Types: (COM/NTNC only)

This is the percentage of each source of raw water obtained for the system. Together the four types of source water must add to 100% of the total raw water.

Cross Connection Control Program: (TNC only, COM/NTNC has a stand-alone form)

Provide the date of the most recent cross-connection survey, the surveyor's name, phone number and MA certification number.

If your system has any Reduced Pressure Backflow Preventer (RPBP) or Double Check Valve Assembly (DCVA) devices you must provide a list showing the Device Location and the Test Date(s) for the reporting year. You may enter this information directly into the form or use the attachment feature (see Section 3.3) to submit this documentation.

Emergency Response Actions: (COM/NTNC and TNC only)

Indicate whether you have an Emergency Response Plan (ERP) for your system. Do not attach your ERP to the ASR. Your ERP will be reviewed during your next sanitary survey. Also indicate whether or not you have made changes to your ERP.

Indicate whether or not you have an Emergency Response (ER) annual training plan.

Indicate whether or not your system is registered for the Health and Homeland Alert Network (HHAN).

Indicate whether or not your system has joined the Massachusetts Water and Wastewater Agency Response Network or any other mutual aid organizations.

Indicate how often your system tests all alarms, interlocks and back-up power sources. Select one of the options, “Monthly”, “Quarterly”, “Annual”, “Other.” If “Other” is selected, please describe.

List all Level 3 or higher ER incidents during the reporting period. Provide the Date of the incident, Level and a Description.

**Do you have antennae or other appurtenance attached to your storage tank(s)?
(COM/NTNC only)**

If yes, list all antennae and/or appurtenance. Provide the tank name, type of antennae and/or appurtenance (may include cell phone transmitters and receivers, and/or police, fire or other municipal communication equipment that is attached to your storage tank), the owner of the antennae and/or appurtenance, and the date of installation.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Treatment Plants

IMPORTANT:

Be sure to thoroughly review the Treatment Plant section of the ASR.

Check for accuracy of treatment plant names and the sources treated.

Ensure all chemicals applied are listed and those no longer in use are end-dated.

When you first open the Treatment Plants form, all the treatment plants of the PWS will be listed. Depending upon the number of treatment plants, the form may be considerably long. To display only one treatment plant, you may select a treatment plant from the drop-down list located at the top of the form.

The screenshot shows the MassDEP's Online Filing System interface. At the top, it displays the DEP logo and the text "MassDEP's Online Filing System". Below this, the page title is "Treatment Plants - Transaction #1562068". A navigation bar contains buttons for "Error Check", "Save", "Instructions", "Print", and "Exit".

The main content area features the Massachusetts Department of Environmental Protection logo and the following text: "Massachusetts Department of Environmental Protection", "Bureau of Water Resources (BWR) – Drinking Water Program", "Public Water Supply Annual Statistical Report", and "Reporting Year 2024". To the right, it lists: "PWSID#: 2002000", "Name: ACTON WATER SUPPLY DISTRICT", "City: ACTON", and "PWS Class: COM".

Below this is the "Treatment Plants" section. It includes a dropdown menu currently set to "Show all treatment plants". A list of treatment plants is displayed: "CONANT WELL # 1 TREATMENT PLANT", "NORTH ACTON WATER TREATMENT PLANT", "CLAPP/WHITCOMB TREATMENT PLANT", "CENTRAL ACTON WATER TREATMENT PLANT", and "SOUTH ACTON WATER TREATMENT PLANT". To the right of this list, there are "Edit" and "Delete" links. Below the list, the details for "CONANT WELL # 1 TREATMENT PLANT" are shown, including "Plant Name:", "Street Address Line 2:", "MA", and "01720".

Each Treatment Plant has three sections (Plant Information, Related Sources, and Treatment Tables) which must be acted upon separately using the “Edit” or “Delete” links or the “Add” buttons in order to change the information they contain.

Plant ID#:

Plant ID # is the MassDEP issued number for each treatment plant such as 1029000-03T where 1029000 is the PWS ID and -03T designates that it is the third treatment plant of that PWS.

Plant Name:

Plant Name is the common name such as Atkins Water Treatment Plant.

Treatment Plant Street Address:

Treatment Plant Street Address is the physical location of the treatment plant. If the treatment plant does not have a standard street address, a descriptive address, such as Off Main Street for Street Address Line 1, is acceptable. Provide City/Town, State and Zip Code as well.

Status:

Options are, “Active” and “Inactive.” Inactive status is reserved for plants that have been abandoned.

Availability:

Abandoned means a treatment plant that is physically disconnected from a public water system and is no longer maintained as an active, inactive, or emergency treatment plant.

Active means an approved treatment plant used for primary or backup purposes to meet consumer demand as necessary.

Emergency means any treatment plant used to supplement or temporarily replace a public water system's active or inactive treatment plants. An emergency treatment plant may be placed on-line only after the Department's approval.

Inactive means an approved treatment plant that is expected to be off-line for at least one year (12 months). A treatment plant may be deemed inactive only upon written approval of the Department. An inactive treatment plant may not return to active status without written approval from the Department.

Class:

The treatment class as determined by MassDEP is displayed. If you believe the treatment class for a treatment plant is inaccurate, include a comment in the comments section of the treatment plant.

Capacity:

This is the volume of water (in million gallons) that the plant is able to treat in a day.

Contact:

Provide the name, phone number, and fax number of the contact person for the treatment plant.

Comments:

Comments specific to each plant can be added. This field appears below the Treatment Table but is open for edits when you are making changes to the Plant Information.

Related Source Table

Treatment Plants			
<input type="text" value="Show all treatment plants"/>			
Treatment Plant			Edit Delete
1. Plant Information			
2002000-08T:		CONANT WELL # 1 TREATMENT PLANT	
Plant ID# :		Plant Name:	
Street Address Line 1:		Street Address Line 2:	
ACTON		MA	01720
City/Town:		State(2 letter abbreviation)	Zip:
ACTIVE	Availability:	II-T	Capacity (MGD):
Status:		Class:	
Contact:		Phone:	Fax:
2. Related Sources Table			
2002000-02G	CONANT WELL #1		Delete
Add Source			

Treatment Table(s)

Each treatment plant may contain one or more treatment tables. A treatment table represents one treatment objective/treatment process used at the treatment plant. MassDEP maintains a historical record of treatment for each treatment plant of a PWS. In order to maintain an accurate historical record, a treatment table entry should be deleted only when the treatment objective/treatment process has never been used at the treatment plant. For existing records, you will only be able to edit the start and end dates of the treatment objective/treatment process. If a treatment objective/treatment process is currently not used but has been used in the past, you should provide an end date of when the treatment was discontinued. If you choose to “Add Treatment” you will be able to select values for all the fields.

Innovative:

The U.S. Environmental Protection Agency has established a list of paired treatment objectives and treatment process to describe the activities at plants. They recognize that these pairings and choices may not be sufficient to capture new technology or new uses of existing technologies. If your plant has implemented an objective/process pair that does not appear in the established list or has a process that is not described by the listed choices, then you should select “Yes” for innovative treatment. This will allow you to pair any objective with any process including the generic choice, “Innovative Treatment Process.” If you select this generic process name you must provide a description in the comment field within the treatment table (not the form Comment field at the bottom of the page).

Treatment Objective:

This list describes the purpose of the treatment. Options include, “Corrosion Control”, “Dechlorination”, “Disinfection”, “Disinfection By-Products Control”, “Inorganics Removal”, “Iron Removal”, “Manganese Removal”, “No Treatment At Source”, “Organics Removal”, “Other”, “Particulate Removal”, “Radionuclides Removal”, “Softening (Hardness Removal)”, “Taste / Odor Control.”

Treatment Process:

This list describes the process by which treatment occurs. Options include, “Activated Alumina”, “Activated Carbon, Granular”, “Activated Carbon, Powdered”, “Aeration, Cascade”, “Aeration, Diffused”, “Aeration, Packed Tower”, “Aeration, Slat Tray”, “Aeration, Spray”, “Algae Control”, “Bone Char”, “Bromination”, “Chloramines”, “Chlorine Dioxide”, “Coagulation”, “Distillation”, “Electrodialysis”, “Filtered”, “Filtration, Cartridge”, “Filtration, Diatomaceous Earth”, “Filtration, Greensand”, “Filtration, Pressure Sand”, “Filtration, Rapid Sand”, “Filtration, Slow Sand”, “Filtration, Ultrafiltration”, “Flocculation”, “Fluoridation”, “Gaseous Chlorination, Post”, “Gaseous Chlorination, Pre”, “Hypochlorination, Post”, “Hypochlorination, Pre”, “Inhibitor, Bimetallic Phosphate”, “Inhibitor, Hexametaphosphate”, “Inhibitor, Orthophosphate”, “Inhibitor, Polyphosphate”, “Inhibitor, Silicate”, “Innovative Treatment Process”, “Iodine”, “Ion Exchange”, “Lime - Soda Ash Addition”, “Microscreening”, “No Treatment / Not Applicable”, “Not Subject To SWTR”, “Ozonation, Post”, “Ozonation, Pre”, “Permanganate”, “Peroxide”, “pH Adjustment”, “pH Adjustment, Post”, “pH Adjustment, Pre”, “Rapid Mix”, “Reducing Agent, Sodium Bisulfate”, “Reducing Agent, Sodium Sulfite”, “Reducing Agent, Sulfur Dioxide”, “Reducing Agents”, “Reverse Osmosis”, “Sedimentation”, “Sequestration”, “Sludge Treatment”, “SWTR - Responsibility Of Seller”, “Treatment Applied At Plant”, “Treatment Applied At Point Of Entry”, “Ultraviolet Radiation”, “Unfiltered, Avoiding Filtration”, “Unfiltered, Must Install Filtration.”

Start Date:

The date when the treatment objective/treatment process was first started.

End Date:

The date when the treatment objective/treatment process was discontinued.

Comment:

Provide comments specific to each record in the Treatment Table.

Chemical Name:

Although this entry appears within each Treatment Table record it is a distinct section that must be opened and edited separately. Select the chemical name used as part of the treatment objective/treatment process. You may add as many chemicals as are used. If the chemical name(s) is not listed, use the Comments section at the bottom of the form to list the chemical name(s).

This shows a Treatment Table record open for edits where the Innovative Treatment has been set to "Yes." Comments on the objective/process can be added at this time. Note that the Chemical Name section is not open.

Innovative Treatment: Yes If the desired combination of objective and process does not appear in the following pick [Update](#) [Cancel](#)
 list switch this answer to "Yes."
 Treatment Objective:
 Treatment Process:
 Start Date: End Date:

Chemical Name:
POTASSIUM PERMANGANATE

This is the same record closed for edits which now allows you to make changes to the Chemical Name section.

3. Treatment Table(s) [Click to Expand/Collapse](#) ^

Treatment Objective: ORGANICS REMOVAL Treatment Process: AERATION, PACKED TOWER [Edit](#) [Delete](#)
 Innovative: N Start Date: 04/22/2015 End Date:

[Add Chemical](#)

Comment: STEP 1: 2 AERATION TOWERS (1 FOR ASSABET SOURCES/ 1 FOR SCHOOL ST SOURCES)

Treatment Objective: INORGANICS REMOVAL Treatment Process: PH ADJUSTMENT, PRE [Edit](#) [Delete](#)
 Innovative: N Start Date: 04/22/2015 End Date:

Chemical Name		
POTASSIUM HYDROXIDE		Delete
Add Chemical		

Comment: STEP 2: OXIDATION

Treatment Objective: INORGANICS REMOVAL Treatment Process: INNOVATIVE TREATMENT PROCESS [Edit](#) [Delete](#)
 Innovative: Y Start Date: 04/22/2015 End Date:

Chemical Name		
POTASSIUM PERMANGANATE		Delete
Add Chemical		

Pump Stations

Pump Station Name:

Pump Station Name is the common name such as Well #2 Pump or Grove St. Booster Station.

Location:

Location is a physical address or descriptive location of the pump station, such as Grove St. or Off Main Street.

Function:

Provide the purpose of the pump station.

Status:

Options are, “Active” and “Inactive.” Inactive status is reserved for plants that have been abandoned.

Availability:

- Abandoned means a pump station that is physically disconnected from a public water system and is no longer maintained as an active, inactive, or emergency pump station.
- Active means an approved pump station used for primary or backup purposes to meet consumer demand as necessary.
- Emergency means any pump station used to supplement or temporarily replace a public water system’s active or inactive pump station. An emergency pump station may be placed on-line only after the Department’s approval.
- Inactive means an approved pump station that is expected to be off-line for at least one year (12 months). A pump station may be deemed inactive only upon written approval of the Department. An inactive pump station may not return to active status without written approval from the Department.

Number of Pumps:

The number of pumps available for routine use.

Number of Emergency Pumps:

The number of pumps available for use in an emergency.

Raw or Finished Water:

Select the type of water, “Raw” or “Finished.”

Maximum Aggregate Capacity (GPM):

Provide the volume of water in gallons that can be pumped per minute by the station.

Standby/Emergency Power:

Indicate whether the pump station has standby or emergency power.

Primary Pump Details**Motor Type:**

Select the pump motor type from the list of options. Options are limited to:

- Centrifugal
- Hand pump
- Jet
- Positive Displacement
- Screw
- Submersible
- Vertical Turbine

Related Sources Table:

The Related Sources table lists all the sources of water (groundwater and surface water sources) that are pumped by the station. Clicking on “Add Source” will generate a drop-down list containing all the sources for the PWS. Select any of the sources and click “Update”. To mark a source for deletion, click the “Delete” link for the source.

Storage Facilities

Storage Facility Name:

Storage Facility Name is the common name such as Prospect Hill Storage or Tank #2.

Location:

Location is a physical address or descriptive location of the storage facility, such as Pine Nook Rd.

Status:

Options are, “Active” and “Inactive.” Inactive status is reserved for tanks that have been abandoned.

Availability:

Abandoned means a pump station that is physically disconnected from a public water system and is no longer maintained as an active, inactive, or emergency pump station.

Active means an approved pump station used for primary or backup purposes to meet consumer demand as necessary.

Emergency means any pump station used to supplement or temporarily replace a public water system’s active or inactive pump station. An emergency pump station may be placed on-line only after the Department’s approval.

Inactive means an approved pump station that is expected to be off-line for at least one year (12 months). A pump station may be deemed inactive only upon written approval of the Department. An inactive pump station may not return to active status without written approval from the Department.

Storage Type:

Select one of four options: “Elevated Storage Tank”, “Ground Level Storage Tank”, “Hydropneumatic Storage Tank”, and “Underground Storage Tank.”

Capacity:

Provide the maximum volume of the storage tank, in millions of gallons (MG).

Material:

Select the construction material of the storage tank. Options are limited to:

- Asbestos Cement
- Asphalt
- Concrete
- Copper
- Earth
- Fiberglass
- Plastic

- Steel
- Wood
- Unknown

Installation Date:

Provide the date the tank was installed.

Coating Type:

Select the interior coating material of the storage tank. Options are limited to:

- Approved paint
- Epoxy resin
- Fiberglass
- Glass-lined steel
- Greased
- Not approved paint
- Plastic
- Unlined

Comments:

Comments specific to each tank can be added.

Staffing and Contact Information

IMPORTANT:

Do NOT enter personal phone numbers and email addresses unless the individual has indicated that the phone number and email can be used for work-related correspondence.

To validate the “Staffing and Contact Information” form you must first complete and validate the System Information form.

Owner/Responsible Person

If your system is not municipal provide the name of the owner, his/her phone number, and email address. For municipal supplies, check the box labeled “This is a municipal system” and leave the remaining owner/responsible person fields blank.

PWS Contact Information

Provide the names, phone numbers, and email addresses of all designated contacts for the PWS. One contact must be designated as the Primary Contact. Do not enter personal phone numbers and email addresses unless the contact has indicated that the phone number and email address can be used for work-related correspondence.

Operator and Affiliations

IMPORTANT: If you make any changes to the staffing of your PWS, you must submit an updated Staffing Plan Form to your regional DEP office.

The table is pre-populated with data from the previous year’s Annual Statistical Report and any changes reported to the Department throughout the year.

You must provide a work phone number and work email address for each operator listed. Do not enter personal phone numbers and personal email addresses unless the operator has indicated that the phone number and email address can be used for work related communications. MassDEP Drinking Water Program will use this contact information when it is necessary to communicate with an operator.

You should fill in the table to reflect the role(s)/function(s) each operator performed during the calendar year. The “Begin-Date” is the date the operator assumed the role selected in the “Function” field. While it can be the date of hire, it will not

always be the case. The “End-Date” is the date the operator resigned from the role selected in “Function”. If at the end of the calendar year the person is still operating in the designated role, leave the End-Date field blank.

Each primary/secondary distribution/ treatment operator should not have overlapping begin and end dates with other primary/secondary distribution/treatment operators and with other roles the operator may have fulfilled for the indicated time period.

To add a new role/function, click on the button labeled “Add New Function/Role”. Select the correct role/function from the dropdown list and enter a begin-date in mm/dd/yyyy format, and end-date if applicable. Click on “Update” to add the new role/function to the table.

To edit the “Function/Role”, “Begin-Date” or “End-Date” click on the link labeled “Edit”. After making the necessary changes, click on “Update”. Note, you cannot change the “Function/Role” for pre-populated operators.

You can add a new operator by typing the license number(s) into the text box located directly below the table. Choose the correct license number from the available options and then click the Add New Operator button.

Certified operator staffing requirements can be found on the MassDEP website at <https://www.mass.gov/service-details/certified-operator-staffing-requirements>.

Primary Certified Operator Contact Information

When you identify the primary certified distribution operator and the primary certified treatment operator, the contact information for these primary operators will be automatically populated. Most of this information is provided to MassDEP from the Massachusetts Board of Professional Licensure.

Water Commissioners/Selectmen/Trustees/Association Board Members, and other stakeholders

Provide the Name, Phone Number, Title, and Email Address of the individuals you list.

Cross-Connection Control Program

Cross Connection Program Coordinator:

You must select one of the three options: Keep current coordinator, Remove current coordinator and add new coordinator information referencing a MassDEP Certification ID or Remove current coordinator and add new coordinator by typing into the fields.

If you remove the current coordinator and wish to enter a MassDEP Certification ID, you will see a new field appear where you can directly enter the MassDEP Certification ID. As you type, a drop-down list will appear with suggested IDs. You must select a known ID from the drop-down list to continue with this option. Press the “Add Coordinator” to populate the information about the coordinator. If the ID does not appear in the drop-down list go back to the three options list and select the last option (typing into the fields).

Provide the first and last name of the coordinator along with a business name (or individual’s name). The MassDEP Certification ID # and Expiration Date cannot be edited – they are provided for display only. Provide the street address, City/Town, State, Zip Code, Phone, Fax and email address for the coordinator.

Surveyor Personnel Information:

Existing Surveyor information may be pre-populated into the table. You may delete this information if it is incorrect by selecting the “Delete” link on the right-hand side. New Surveyor information can only be added by using a known MassDEP Certification ID Number. Enter the ID into the box which will generate a drop-down list as you type of known IDs. Select the ID from the list the press the “Add Surveyor” button to enter a new row into the table.

Surveyor Personnel Information :

To add a surveyor, begin typing the certification ID # in the field below. Pick the license # off the list and then click the "Add Surveyor" button.

MassDEP Certification ID Number

Surveyor First Name	Surveyor Last Name	MassDEP Certification ID Number	Expiration Date	Phone Number	Reviewer Surveyor	
ALEXANDRA		WS10-0033274			<input type="checkbox"/>	Delete
CHARLIE		WS10-0031553			<input type="checkbox"/>	Delete
ROBERT		2326			<input type="checkbox"/>	Delete
Add Surveyor						

Tester Personnel Information:

This table works just like the Surveyor Personnel Information table.

Third Party/Consultant Services:

If your system used a third party or consultant for cross connection services check “Yes” and provide the Name, Address, Phone. FAX and email for this party/consultant. If you check “No” the rest of question 2 may be skipped.

Third Party/Consultant Surveyor Personnel Information:

This table works just like the Surveyor Personnel Information table.

Third Party/Consultant Tester Personnel Information:

This table works just like the Surveyor Personnel Information table.

Third Party/Consultant Services Provided:

Check as many selections as necessary.

Surveyor Reviewer:

This table works just like the Surveyor Personnel Information table with the exception that new information will overwrite existing information rather than creating a new row.

Survey:

Indicate whether your system has completed a cross-connection survey of all commercial, industrial, institutional, and municipal facilities. Provide the actual or anticipated completion date.

Facility Summary:

For each of the four listed types of facilities, indicate the total number of facilities served, the number of facilities that were surveyed prior to current reporting year and the number surveyed during the reporting year. The number of facilities remaining to be surveyed will be calculated automatically. Additionally, provide the number of facilities that were resurveyed during the reporting year.

Reduced Pressure Backflow Preventers and Double Check Valve Assemblies:

Indicate whether your system contains any RPBPs or DCVAs. If “No” you can skip to question 9. If “Yes” to either one you will need to complete the relevant part(s) of questions 6, 7 and 8.

RPBP and DCVA Summary:

For each of the four listed types of facilities, indicate the total number of devices prior to the current reporting year, the number of new devices installed during the reporting year and the number of devices removed and not replaced for the reporting year. The total number of devices will calculate automatically. Additionally, provide the number of seasonal devices that are counted in total.

RPBP/DCVA Testing:

Provide the number of tests (initial and routine) as well as the number of failures and the number of repairs and retests.

RPBP/DCVA Inventory:

Indicate whether you can provide MassDEP with a list of these devices within 2 hours.

Pressure Vacuum Breakers and Spill Proof Pressure Vacuum Breakers:

Indicate whether your system deals with these devices. If so, provide a testing summary for the current reporting year.

Maximum Time to Protect:

Choose one.

Residential Educational Program:

NTNC systems may leave this question blank.

Other Educational Programs:

If, "Yes" you may select as many as necessary.

Hose Bib Program:

Local Controls:

If you need to mail a copy of these controls to MassDEP you can either mail it to the address shown or, if it is available electronically, it can be attached to this ASR once all the forms have been validated (see Section 3.4)

Total Containment Policy:

Cross Connection Incidents:

Provide the date of the Incident, location, and description.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Source Protection – Watershed

Watershed ID #:

MassDEP assigned ID. View only.

Source ID:

The only part of this information that can be edited is the comments. If for some reason you believe the wrong source is associated with the watershed provide a comment at the bottom of the record.

Inspections:

Indicate whether any new threatening land uses or activities were found during the reporting year. Describe if necessary.

Violations:

Indicate whether your inspection identified any violations of state or local land use controls. Describe if necessary.

Reporting:

If there were any violations, indicate whether you reported them to town officials.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Source Protection – Zone II

Zone II ID #:

MassDEP assigned ID. View only.

Source ID:

The only parts of this table that can be edited are the status of the Zone I Control and the Sources of Pollution in Zone I. If for some reason you believe a wrong source(s) is associated with the Zone II provide a comment at the bottom of the record.

Inspections:

Indicate whether any new threatening land uses or activities were found during the reporting year. Describe if necessary.

Violations:

Indicate whether your inspection identified any violations of state or local land use controls. Describe if necessary.

Reporting:

If there were any violations, indicate whether you reported them to town officials.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Source Protection – IWPA

IWPA ID #:

MassDEP assigned ID. View only.

IWPA Radius:

MassDEP assigned value. View only.

Source ID:

The only parts of this table that can be edited are the status of the Zone I Control, the Sources of Pollution in Zone I and comments. If for some reason you believe a wrong source(s) is associated with the IWPA provide a comment at the bottom of the record.

Inspections:

Indicate whether any new threatening land uses or activities were found during the reporting year. Describe if necessary.

Violations:

Indicate whether your inspection identified any violations of state or local land use controls. Describe if necessary.

Reporting:

If there were any violations, indicate whether you reported them to town officials.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Ground, Surface, and Purchased Water Sources

This section summarizes the monthly pumping of raw water from each source that the PWS operates. For the Ground Water and Surface Water forms this is raw, untreated water pumped from a well or surface water intake. Regulations require sources of water to be metered.

Each source is a separate section on the form that the “Edit” link will open for updates. Choose “Update” (saves changes) or “Cancel” (does not save changes) to close a source record.

Source ID:

MassDEP assigned ID. View only. The first seven digits are the PWSID followed by a dash then two numbers and a letter (G, S or P).

Source Name:

Source Name is the common name such as Main Street Well No.1 for a groundwater well or Adams Pond for a surface water intake.

Location:

Location is the physical address or descriptive location of the source.

Seller ID # (PWS ID): (Purchased Water only)

This is the seven-digit PWS ID of the system that supplies this water. View only.

Seller Name: (Purchased Water only)

This is the PWS Name of the system that supplies this water. View only.

Status:

Options are, “Active” and “Inactive.” Inactive status is reserved for plants that have been abandoned.

Source Availability:

Active Source means an approved source(s), monitored and maintained to meet 310 CMR 22.00 and used for primary or backup purposes to meet consumer demand as necessary.

Inactive Source means an approved source(s) that is expected to be offline for at least one year (12 months). A source may be deemed inactive only upon written approval of the Department. An inactive source may not return to active status without written approval from the Department. Monitoring as specified at 310 CMR 22.00 is not required during the time that the source is inactive, unless otherwise specified by the Department.

Emergency Source means any source of water used to supplement or temporarily replace a public water system's active or inactive source(s) when water of sufficient quality or quantity is not available. An emergency source may be placed on-line only after the Department's approval pursuant to a declaration of a state of water emergency under M.G.L. c. 21G §§ 15-17 or as a requirement of a Department administrative order.

Abandoned Source means a source that is physically disconnected from a public water system and is no longer maintained as an active, inactive, or emergency source. Abandoned source(s) cannot be used as a public water supply source. A source may only be abandoned pursuant to 310 CMR 22.25.

Comment:

Comments specific to each source can be added.

Latitude and Longitude: (Ground Water and Surface Water only)

View only.

Source Watershed: (Ground Water and Surface Water only)

Select from one of the options: "BLACKSTONE", "BOSTON HARBOR", "BOSTON HARBOR-MYSTIC", "BOSTON HARBOR-NEPONSET", "BOSTON HARBOR-WEYMOUTH AND WEIR", "BUZZARDS BAY", "CAPE COD", "CHARLES", "CHICOPEE", "CONCORD", "CONCORD-ASSABET", "CONCORD-CONCORD AND SUDBURY", "CONNECTICUT", "DEERFIELD", "FARMINGTON", "FRENCH", "HOUSATONIC", "HUDSON", "HUDSON-BASH BISH", "HUDSON-HOOSIC", "HUDSON-KINDERHOOK", "IPSWICH", "ISLANDS", "MASSACHUSETTS COASTAL", "MERRIMACK", "MILLERS", "NARRAGANSET BAY AND MT. HOPE BAY SHORE", "NASHUA", "NORTH COASTAL", "PARKER", "QUINEBAUG", "SHAWSHEEN",

“SOUTH COASTAL”, “SOUTH COASTAL-NORTH AND SOUTH RIVERS”, “SOUTH COASTAL-SOUTH COASTAL SHORE”, “TAUNTON”, “TEN MILE”, “WESTFIELD.”

Well Type: (Ground Water only)

Select from one of the options: “BEDROCK WELL”, “DUG”, “GRAVEL-DEVELOPED (GRAVEL-WALLED)”, “GRAVEL-PACKED”, “HORIZONTAL WELL”, “RAINEY WELL”, “SPRING”, “TUBULAR (OR LARGER DIAMETER) WELLFIELD.”

Well Depth: (Ground Water only)

Enter a value, if known, in feet.

Well Casing Height: (Ground Water only)

Enter a value in feet.

Well Casing Depth: (Ground Water only)

Enter a value, if known, in feet.

Screen Length: (Ground Water only)

Enter a value, if known, in feet.

Construction Type: (Ground Water only)

Only one value currently exists in our pick list, “GRAVEL.” Leave blank if not appropriate.

Pump Setting: (Ground Water only)

Enter a value, if known, in feet.

Safe Yield: (Ground Water and Surface Water only)

Enter a value in million gallons per day.

Approved Daily Pumping Volume: (Ground Water only)

MassDEP assigned value in millions of gallons per day.

Terminal Reservoir: (Surface Water only)

Enter “Yes” if this is the body of water that contains the intake to the plant.

Watershed Area: (Surface Water only)

Enter a value in square miles.

USGS Elevation: (Surface Water only)

Enter a value in feet.

Surface Area: (Surface Water only)

Enter a value in acres.

Storage Capacity: (Surface Water only)

Enter a value in million gallons.

Watershed Plan: (Surface Water only)

Enter “Yes” if you have a MassDEP approved Surface Water Supply Protection Plan.

SWTR Waiver Granted: (Surface Water only)

Enter “Yes” if MassDEP has approved a waiver from filtration under the Surface Water Treatment Rule.

Safe Yield: (Ground Water and Surface Water only)

Enter a value in million gallons per day.

Source Metered:

Enter “Yes” if the source has a meter. A “Yes” will open the rest of the form for entry – MassDEP does not accept estimated volumes.

Date of Meter Installation:

Provide the date that the current source meter was installed.

Type of water metered for source:

Select “Raw” or “Finished.”

Last Meter Calibration:

Provide the most recent date that the meter for this source was calibrated.

Withdrawal Units (check one):

Check whether you are reporting your withdrawal volume in gallons (GAL) or million gallons (MG).

Example:

For March Well # 1 pumped 4,350,800 gallons.

If reported as GAL: 4,350,800

If reported as MG: 4.3508

Months:

Provide the total metered withdrawal for each month that the source was in operation.

Total # of Days Pumped:

Provide the total number of days in the year that this source was pumped for water supply.

Maximum Single Day Pumped Volume:

For each source, provide the highest one-day volume that was pumped during the year.

Date Maximum Amount Pumped:

Provide the date on which the above maximum one-day pumping occurred. If the maximum one-day pumping happened on multiple days, then provide the first date on which this occurred.

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Water Production and Consumption Information

Massachusetts Drinking Water Regulations require reporting of finished water volumes. The Massachusetts Water Management Act requires that raw water volumes be metered and reported to MassDEP. All suppliers must report their finished water volumes. Suppliers that have different finished and raw water volumes (because of treatment process losses) must report raw water volumes separately.

Volume Units:

Indicate whether all volumes are being reported as gallons or million gallons.

FINISHED Water Production and Consumption Summary for Last Year:

For each month of operation provide the finished water volumes pumped from your sources after treatment (if any) and/or purchased from another system (if any) and/or sold to another system (if any). For groundwater sources where treatment is limited and does not result in a reduction in volume (e.g., adding chemicals for corrosion control or disinfection) the volume of raw water pumped from the wells will be the same as the finished water available to the system. If finished water volumes are the same as raw water volumes for your own water, purchased water and sold water, then you only need to complete this table. When you finish entering values into the monthly fields in columns 1 through 3 press the “Calculate Net Finished Water” button to populate column 4. If you make changes to any values, you will need to press this button (“Recalculate Net finished water”) again to redo the calculation.

Please select Volume Units to activate form

Gallons (GAL) Million Gallons (MG) No Meter

Volume Units

FINISHED Water Production and Consumption Summary for Reporting Year :

Finished Water means water that is introduced into the distribution system of a public water system and is intended for distribution and consumption without further treatment, except as treatment necessary to maintain water quality in the distribution system (e.g. booster disinfection, addition of corrosion control chemicals).

***Please do not enter commas(,) below.**

Month	(1) Amount of finished water from own sources	(2) Amount of finished water purchased from other systems	(3) Amount of finished water sold to other systems	(4) Net finished water that entered your distribution system (1) + (2) - (3)= (4)
January	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
February	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
March	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
April	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
May	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
June	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
July	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
August	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
September	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
October	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
November	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
December	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Maximum Daily Finished Water Consumption:

Volume : Date:

Calculate Net finished water

Maximum Daily Finished Water Consumption:

Provide the highest one-day volume of finished water pumped during the calendar year. Include the date on which this occurred.

RAW Water Production and Consumption Summary for Last Year:

If finished water volumes are the same as raw water volumes (no treatment plant losses occur), indicate by checking the “Same as finished water” option and skip this table. For surface water systems and groundwater requiring further treatment, treatment plant losses will result in finished water volumes less than the raw water volumes. For each month of operation provide the raw water volumes pumped from your sources and/or purchased from another system (if any) and/or sold to another system (if any) When you finish entering values into the monthly fields in columns 1 through 3 press the “Calculate Net Raw Water” button to populate column 4. If you make changes to any values, you will need to press this button (“Recalculate Net raw water”) again to redo the calculation.

Maximum Daily Raw Water Consumption:

Provide the highest one-day volume of raw water pumped during the calendar year. Include the date on which this occurred.

Summary of Water Sold:

Summarize water sold to other systems. Provide the System Name(s), PWS ID(s) and volumes of water sold. Also indicate if the water sold was raw or finished.

Metered Finished Water Consumption by Service Type:

The U.S. Environmental Protection Area requires every PWS to report the purpose of water used to characterize each system. In this table, the percentage of metered water for each category listed below, ONLY for those categories over 10%. For municipal water suppliers, most of the water will be reported as Residential Area. If any other categories are more than 10% of your metered use, report it in the appropriate category. If any category is less than 10%, do NOT report it. The percentages do NOT have to add to 100%, since water use in some categories will be less than 10% and therefore is not reported. The following are descriptions of the various categories of service types. U.S. EPA requires MassDEP to collect and report water use data in these categories. Some categories may be more applicable to other parts of the country with different demographics and development practices.

For most Massachusetts communities, MassDEP expects the majority of residential service types to be accounted for under Residential Area.

Day Care Center: This includes facilities for the care of children that are not educational facilities. These facilities are generally for taking care of young children during business hours while parents are working.

Dispenser: These facilities sell water retail to individual customers. This includes retail water-dispensing kiosks where customers fill water bottles.

Homeowners Association: This is when one service connection and meter serves an entire condominium association building. If each condo within a complex has its own meter, then include them in the Residential Area category. This category also includes one service connection to a group of detached, single or multi-family homes that are part of a homeowner's association with common property, maintenance fees, etc.

Hotel/Motel: Provide overnight rooms at a daily rate, including bed & breakfast facilities.

Highway Rest Area: Includes service areas on limited access highways with restroom facilities. Restaurants operating in the rest area would be included in the restaurant category if metered separately.

Industrial and Agricultural: Industrial includes services that provide water primarily for industrial processes or manufacturing, including factories and electric power plants. Agricultural includes water for growing fruits and vegetables for human consumption, water for raising animal feed such as corn, water used for animal husbandry, and water used for wholesale or retail nurseries.

Interstate Carrier: These are bulk carriers that truck water across state lines for use as public drinking water.

Institutions: (prisons, mental facilities, nursing & rest homes, universities, colleges, dormitories) Includes service connections to facilities that house large numbers of people for extended periods of time in a group setting without

separate household quarters. This includes boarding schools and colleges and universities with dormitories.

Medical Facility: This includes hospitals, rehabilitation centers, clinics, and doctors' offices.

Mobile Home Park: (non-primary residence) These service connections are generally to mobile homes in mobile home parks that are used seasonally, on weekends, or otherwise not used by their occupants as their primary residence. These service connections would be expected to be used cumulatively less than six months during the year.

Mobile Home Park (principal residence): This category is for mobile home parks used as principal, year-round residences by the occupants. Single mobile homes that are not part of a mobile home park should be included in the Residential Area category.

Municipality: These are metered services providing water to a municipal building, park, playing field or other use. This category does not include public K-12 schools (report as "Schools"). Non-metered municipal uses such as hydrant flushing and street cleaning are not included here.

Other Area: This includes any metered uses that do not fit into any other category. Provide a description of the area in the Comments at the bottom of the form.

Other Non-Transient Area: This includes other non-transient water service types that do not fit in any other category. Provide a description of the service type in the Comments at the bottom of the form.

Other Residential Area: This includes other residential service connections that do not fit in any other residential category. Provide a description of the facility in the Comments at the bottom of the form.

Other Transient Area: This includes other transient water service types that do not fit into any other category such as office buildings and other workplaces that do not provide retail services to customers. It also includes public and private

campgrounds and RV parks. Provide a description of the service type in the Comments at the bottom of the form.

Recreation: These are commercial entities in which most of the water is used for other than human consumption such as golf courses, ski areas and water parks.

Residential Area: These are service connections to single-family homes, multi-family homes and apartment buildings. Most residential service connections in Massachusetts are going to fall in this category, and many PWSs will report all their residential water use in this category.

Restaurant: This includes fast-food restaurants, take-out only restaurants, seasonal restaurants such as ice cream stands, diners, coffee shops, and sit-down restaurants with table service.

Retail Employees: This category includes stores and other retail outlets that sell products and services to customers. This includes food and non-food stores, beauty shops, post offices, movie theaters, etc.

Schools: (includes K-12) This includes all public and private schools with no residence halls. It would include higher education institutions such as community colleges that do not have dormitories. It does not include boarding schools, which would be reported as an "Institution."

Sanitary Improvement District: Refers to districts in the central U.S. Not applicable to Massachusetts.

Summer Camp: Children stay at these facilities, either during daylight hours or overnight, for one or more weeks during the summer only.

Secondary Residences: These service connections are generally to residences that are used seasonally, on weekends, or otherwise not used by their occupants as their primary residence. These service connections would be expected to be used cumulatively less than six months during the year. This would include lake or beach camps, hunting camps, ski condos, etc.

Service Station: These facilities sell retail gasoline and may or may not also provide mechanical services. This category includes convenience stores that sell retail gasoline and auto repair shops that do not sell gasoline.

Subdivision: This service type is when one service connection serves an entire subdivision consisting of multiple detached homes.

Water Bottler: These are facilities that bottle water for distribution to retailers. This includes water bottled for sale in stores, generally in one gallon or smaller containers, and water bottled for water coolers, generally in five-gallon containers.

Wholesaler: This includes entities that sell water in large quantities, for example trucking companies that sell tanker trucks of water to fill swimming pools, for construction sites, etc. This may also include hydro-seeding companies that fill their trucks from hydrants, if this use is metered.

Summary of Treatment Plant Losses:

Account for treatment plant losses (if any) in this table. Provide a Treatment Plant ID, the total amount of raw water that entered the treatment plant, the total finished water amount after treatment. The total water lost to treatment will be calculated automatically.

Treatment Waste:

Describe how your plant handles treatment waste (slurry or sludge).

Comments:

Use this section to provide any comments on the form including any information necessary to further explain any data on the form or where the form may not have allowed you to give the answer you felt was correct.

Water Management Act Annual Report – Distribution

All PWSs distributing 100,000 gallons per day or more must complete Tables DS-1 through DS-5 and Table DS-7 and Table DS-8. Tables DS-6 and DS-9 are optional.

Table DS-1 Summary of Leak Detection Activities During the Reporting Year:

Use Table DS-1 to report the total miles of water mains in your system, the number of miles of main surveyed in the reporting year, the number of leaks found and repaired, the estimated volume water (in millions of gallons) lost during the reporting year (if possible) and the date of the last leak detection survey of the entire system.

Table DS-2 Water Conservation – Limits on Withdrawals:

Use Table DS-2 to summarize mandatory nonessential outdoor water use restrictions you implemented during the reporting year. Do not include voluntary restrictions. Nonessential outdoor water use may include lawn watering, car washing, pool filling, etc.

Q1. Indicate whether you implemented mandatory restrictions. If “No”, then proceed to Table DS-3. If “Yes”, then use questions 2 through 4 to describe the restrictions.

Q2. Indicate the reason(s) that mandatory restrictions were implemented.

Q3. Describe the type(s) of mandatory outdoor water use restrictions implemented e.g., total ban, hand-held only, hourly or daily ban.

Q4. Indicate on which dates mandatory restrictions were started and ended. Do not include periods of voluntary restrictions.

Table DS-3 Metered Finished Water Use:

Use Table DS-3 to report ALL water volumes metered through service connections. Include water not billed (e.g., schools, municipal playing fields, treatment plant purposes) and metered water volumes measured through temporary meters, whether for municipal or private use.

Residential Institutions are in a separate category in Table DS-3. This was done so that communities with colleges, prisons etc. can exclude the water used by these institutions from their Residential Gallons per Capita Day (RGPCD) calculations in Table DS-8. For the purposes of calculating RGPCD, a community should exclude residential institutions because of the difficulty in determining the seasonally

fluctuating residential population of these institutions and the non-residential uses at the institution. Because the Residential Institutions' water use is excluded from the RGPCD calculation, the population using the water must also be excluded.

All residential use volumes must be reported in Table DS-3 under "Residential", even if the water is billed at a commercial rate and the entity served is a for-profit customer. For example, if a for-profit apartment building is billed at a commercial rate, the water volume must be reported as Residential on Table DS-3. In addition, all water used at residential properties must be reported under the residential use category even if only used for landscaping irrigation (i.e., even if there is a separate watering meter, the volume is included under residential use).

Make sure to click on the "Calculate Total" button to get the total number of connections and total volume of metered water provided through service connections. The total volume of metered water in will automatically be transferred to "Total Metered Use" on Table DS-5 (Unaccounted for Water). If you make any changes you must click on the "Recalculate Total" button to pass the new total to Table DS-5.

Table DS-3 Metered Finished Water Use Complete Table DS-3 to account for all of your metered water volumes (e.g. permanent and temporary; private and municipal/government; billed and non-billed). Do not include water sold to other PWSs, which is reported on the Water Production & Consumption Information form

Use Category	No. of Service Connections		Total Volume (mg)	Category Description
Residential *	<input type="text"/>	<input type="text"/>		Water provided to residences in your distribution system, including for-profit apartments, condos, and seasonal homes. All water used for lawn watering at residential buildings belongs in this category.
Residential Institutions	<input type="text"/>	<input type="text"/>		Water provided to institutions with residential population such as colleges. It is optional to account institutions volumes separately (may be included in Residential above - see instructions).
Commercial/Business	<input type="text"/>	<input type="text"/>		Water served to businesses and other commercial entities.
Agricultural	<input type="text"/>	<input type="text"/>		Water used mainly to grow food, raise animals, or run a garden center.
Industrial	<input type="text"/>	<input type="text"/>		Water used mainly for industrial purposes.
Municipal/Institutional/Non-profits	<input type="text"/>	<input type="text"/>		Water used for municipal purposes, including schools, playing fields, municipal buildings, treatment plant; non-profits such as churches; non-residential institutions such as private schools.
Other*	<input type="text"/>	<input type="text"/>		Water used for purposes not included in above categories.
TOTALS	<input type="text"/>	<input type="text"/>		Total number of service connections and metered volume.

Calculate Total

* If you include a volume under "Other", list the use(s):

Table DS-4 Confidently Estimated Municipal Use:

Table DS-4 is for reporting unmetered and estimated uses of water for municipal purposes. Losses of water for leaks that may have been ongoing and discovered during leak detection surveys are not included. Water lost due to leaks/breaks on major water mains is included, but a description of the break must be provided (location, date, duration, rate of flow, and volume of water lost). For the water volume reported in Table DS-4, provide calculations and documentation of how the volumes were calculated. Water volumes listed in Table DS-4 will be considered unaccounted for water (UAW) unless documentation is provided. Indicate in the check box below Table DS-4 whether you are attaching documentation as electronic files to the ASR. Files are attached at the end of the submittal. Paper copies can be mailed to the following address:

MassDEP
100 Cambridge Street
Suite 900
Boston, MA 02114
Attn: Water Management Program

Be sure to put your PWS name and PWSID on every page of paper documentation you mail to MassDEP.

Make sure the click on the “**Calculate Total**” button to generate the total CEMU. The total volume of metered water in will automatically be transferred to “Total CEMU” on Table DS-5 (Unaccounted for Water). If you make any changes you must click on the “**Recalculate Total**” button to pass the new total to Table DS-5.

<small>Table DS-4 Confidently Estimated Municipal Use volume To qualify as confidently estimated municipal use calculations/documentation for each estimated use must be attached to this ASR or mailed to MassDEP. If no documentation is provided, DEP will count the volumes as unaccounted for water. See ASR Instructions for more detail. Estimated past leakage volumes from leaks found during leak detection surveys or otherwise discovered are not considered a municipal use. Optional Excel spreadsheets for calculating confidently estimated use can be found at the MADEP website at http://www.mass.gov/eea/agencies/massdep/water/approvals/drinking-water-forms.html#16</small>	
Confidently Estimated Municipal Use (CEMU)	Estimated million gallons per year
Fire protection & training	<input type="text"/>
Hydrant/water main flushing/main construction	+ <input type="text"/>
Flow testing	+ <input type="text"/>
Bleeders/ Blow offs	+ <input type="text"/>
Tank overflow & drainage	+ <input type="text"/>
Sewer & stormwater system flushing	+ <input type="text"/>
Street cleaning	+ <input type="text"/>
Source meter calibration adjustments	+ <input type="text"/>
Major water main breaks (not leak detection)	+ <input type="text"/>
Total Confidently Estimated Municipal Use	= <input type="text"/>
	
YOU MUST PROVIDE DOCUMENTATION FOR ALL OF YOUR CEMU VOLUMES.	

Guidance on documentation of CEMU volumes. Below are descriptions of some examples of how CEMU volumes can be documented.

Fire Protection and Training: This volume can be provided in one of the three following ways: 1) Flows provided by the local Fire Department (Chief or Deputy's office) in writing; 2) Volumes obtained from meters on booster pumps; or, 3) a default volume of 1% of the distributed volume can be used if use of the default is noted in the backup documentation.

Hydrant/water main flushing/main construction: Volumes used during annual or biannual flushing of the distribution network can be calculated by using the number of hydrants times the average volume flowed while flushing times number of times flushed. Some systems track tank levels before, during and after flushing to estimate volumes used. All hydrant and system flow test volume estimates must be presented in table form to be eligible for municipal use. Volumes of water used to fill new or replaced water mains may be calculated and reported in a tabular form, complete with street, project number or other identifying information

Flow testing: Flow testing volumes can be calculated using completed Insurance Services Organization (ISO) or engineering flow sheets that provide hydrant locations, street addresses, and flow rates measured. Multiply the flow rate for each test times the flushing time, rounded to 5-minute increments. All system flow test volume estimates should be presented in tabular form.

Bleeders / Blow offs: All bleeders should be metered whenever possible. Meter readings should be taken regularly to determine the volumes of water that are run to waste. Metered bleeder volumes should be reported on Table DS-3 under "municipal". For bleeders that cannot be metered, flow rate can be measured using a bucket of known volume and a stopwatch and extrapolating an annual volume based on the dates that the bleeder/blowoff was operating. Documentation (calculations) must be provided.

Tank overflow & drainage: When a storage tank is overflowed for water quality purposes, the overflow volume can be calculated using daily storage tank readings or flow out of the overflow piping can be calculated using 50% of the flow rate from pumps that are on in the system at the time of the overflow. The duration of the overflow is determined through observation and by when pumps are shut off or when

instrumentation controls are adjusted to automatically shut off pumping systems. When a tank is drained, the volume of water in the tank before it is drained.

Sewer and stormwater system flushing: Water volume used for stormwater flushing or in sewer main work can be confidently estimated through a metered volume using a hydrant meter/construction-type meter or by documenting the volume of the tanker used and the number of times it was filled/emptied.

Street cleaning: Water volume used by street cleaning sweepers can be calculated by multiplying the volume of the street sweeper tank(s) times the number of times filled/emptied. Logs should be kept on file.

Source meter calibrations: To account for source meter calibration adjustments, you must provide calibration logs documenting calibration calculation. If you adjust the source water volumes, pro-rate adjustments over time. Example: Calibration in December 2006 shows that a source meter is under-reading by 12%. It has been 12 months since the last calibration, therefore adjust Jan 2006 upward by 1%, February upward by 2%, etc. Alternatively, taking 50% of the difference between the adjusted and non-adjusted volume results in the same as pro-rating by month as described above.

Major water main breaks: Estimated past leakage volumes from leaks found during leak detection surveys or otherwise discovered are not considered municipal use and are not included in Table DS-4. However, individual short-term (one week or less) water main breaks on major mains pipes greater than 1” can be claimed on a case-by-case basis. Service leaks are not considered major water main breaks. Document the date/time discovered, date/time repaired, duration of the break, cause (if known) estimated leakage rate (GPM), and water volume lost in gallons. MassDEP will review these submittals to determine eligibility.

Table DS-5 Unaccounted for Water:

Enter the “Total Net Finished Water”, in million gallons per year, from the Water Production and Consumption form. The Total Metered Use comes from Table DS-3 and the Total CEMU comes from Table DS-4. The percentages and totals will be calculated automatically when the “**Calculate Total**” button is clicked. If you make any changes you must click on the “**Recalculate Total**” button.

Table DS-5 Unaccounted for Water To calculate UAW, subtract total metered use and confidently estimated municipal use volumes from the total volume of finished water entering your distribution system.

If your UAW exceeds 10% and you have a Water Management Act permit, you may be required to submit a UAW Compliance Plan to the Water Management Act program. Please check your WMA Permit for the UAW Compliance Plan requirement or contact Water Management Program Staff at: dep.wma@mass.gov.

	Million Gallons/Year (MGY)	% of Total Water Available for Distribution
Total Finished Water Available for Distribution (Total Net Finished Water from Production Form)	<input type="text"/>	100%
Total Metered Use (System Total Metered Use from Table DS-3)	- <input type="text"/>	- <input type="text"/> %
Total Confidently Estimated Municipal Use (Total from Table DS-4)	- <input type="text"/>	- <input type="text"/> %
Unaccounted for Water (UAW)	= <input type="text"/>	= <input type="text"/> %
Calculate Total		

Table DS-6 Sources of Unaccounted for Water: (Optional)

Use Table DS-6 to provide estimates of the volumes of your unaccounted-for water.

Residential Gallons per Capita Day (RGPCD):

Residential Gallons per Capita Day (RGPCD) is the volume of water an average resident uses on an average day in the reporting year. Two values are used to calculate RGPCD: the residential population served by a PWS and the total amount of residential metered use. RGPCD is calculated by dividing the total annual residential volume (in millions of gallons per year) by 365 (days in the year), multiplying by 1,000,000, and dividing that number by the residential population served by the PWS.

$$\frac{\text{Total residential metered use MG}}{365 \text{ days} * \text{residential population served}} * 1,000,000 = \text{RGPCD}$$

The total residential metered use is the Residential Total Volume from the first line of Table DS-3. This is the volume of water (in millions of gallons per year, MGY) provided through metered service connections to residential buildings in the calendar year. Since Residential Institution water use volume is not included, you must also exclude the population living at the institution from your RGPCD calculation.

RGPCD Step 1 – Determine Population Served

Definitions:

Fully served community: A city or town in Massachusetts in which 100% of the residential population obtains their drinking water from the PWS. If some homes within the town boundaries are served by private wells or another PWS, then it is not a fully served community.

Partially served community: A city or town in Massachusetts in which only a portion of the residential population living within the town boundary obtains their drinking water from the PWS.

Population Served Option 1: Accurate Count Using Census Data

Use Option 1 when the population served by the PWS can be accurately determined from U.S. census data, local census data, or other data. U.S. census data for your community can be found at

<https://malegislature.gov/Redistricting/MassachusettsCensusData/CityTown>. A more recent local census may be more accurate than the U.S. census, which was last done for every community in 2000. Some communities have more recent U.S. census data (e.g., larger towns and cities).

For fully served communities use the most recent census data (federal 2000 census or more recent local population data). The residential population served is the total residential population of the community.

For partially served communities use Option 1 when you can accurately determine the residential population served by a PWS from federal and/or local data sources. For example, the town clerk may have records of the number of residents at each dwelling, the PWS may have data on its residential customers, or the population of the community not served by the PWS (use private wells or are served by another PWS) is relatively small, can be accurately determined and can be subtracted from the entire population of the community to obtain the residential population served by the PWS.

Population Served Option 2: Estimate from Number of Households Served

Use Option 2 for partially served communities where the residential population served cannot be determined from census or other data and must be estimated from the number of households and average household size. To obtain an estimate of the population served, multiply the average community household size from federal census data by the number of households served by the PWS.

To obtain the average household size for your community, go to the U.S. census website at <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. Under the “Community Facts” enter the town your PWS serves and the state of MA. Under “2010 Census” click on “Households and Families (Relationships, Children, Household Size, …)” and a table of data will appear for the community you entered. Scroll down and use the “Average household size” value for the most recent year for which data is available. Do NOT use average family size.

The next step in estimating residential population served using Option 2 is to determine the number of households from the number of residential service connections. Sort service connections according to the number of households they serve. Each service connection has a separate water meter. If every service connection is to a single-family home, then the number of service connections will equal the number of households. Multi-family homes with one service connection will result in more households than service connections. Refer to the example below.

On MassDEP’s website is an excel spreadsheet for estimating population served from the number of service connections and U.S. census average household size. A link to this Excel file is at <https://www.mass.gov/lists/drinking-water-permits-forms-and-templates#statistical-reporting-forms>. Complete the worksheet for your community (or communities if you partially serve more than one community) and attach it electronically to the ASR.

the year of the census you use. Lastly, enter the residential population served by your PWS.

Table DS-7 Residential Population Served	
Community(ies) served by PWS is (are) :	<input type="text" value="--- Choose One ---"/>
Method of Determining Population Served:	<input type="text" value="--- Choose One ---"/>
Census Type (Federal or Local):	<input type="text" value="--- Choose One ---"/>
Census year:	<input type="text"/>
Population Served:	<input type="text"/>

Table DS-8 Residential Gallons per Capita Day (RGPCD):

The “Residential Water Use” volume and the “Population Served” are automatically input from the values entered on Tables DS-3 and DS-7, respectively.

RGPCD Step 2 – Calculate RGPCD				
Table DS-8 Residential Gallons per Capita Day To determine RGPCD, your metered residential volume (million gallons/year) is divided by 365 days. The result is then divided by the population served and multiplied by 1,000,000 to obtain gallons per person per day. If you include Residential Institutions volume in your RGPCD volume, also include the Residential Institutions population. If your Residential Gallons per Capita Day (RGPCD) exceeds 65 gallons per day, and you have a Water Management Act permit, you may be required to submit an RGPCD Compliance Plan to the Water Management Act program. Please check your WMA Permit for the RGPCD Compliance Plan requirement or contact Water Management Program Staff at: dep.wma@mass.gov				
Residential Water Use (million gallons)	/ 365	/ Population Served	X 1,000,000	= Residential Gallons per Capita Day (gallons/person/day)
<input type="text"/>	/ 365	/ <input type="text"/>	X1,000,000	= <input type="text"/>

Table DS-9:

Use Table DS-9 to provide any comments or additional explanations. Do NOT use DS-9 to provide documentation of Confidently Estimated Municipal Use (CEMU) volumes. Such documentation must be either attached electronically to the ASR or be mailed to MassDEP’s Water Management Program.

Water Management Act Annual Report – Basin Withdrawal

Table BW-1 Permit & Registration Information:

This table is pre-populated from DEP databases. Review for accuracy. Inaccuracies can be reported on Table BW-5 at the end of the report. You may have one, two or three basins listed.

Table BW-2 Average Daily Withdrawal by Watershed:

Enter the total volume of raw water pumped from each basin (in millions of gallons) during the reporting year. Press the “Calculate” button once you have entered the “Total Raw Water Pumped” to obtain the “Watershed Average Daily Withdrawal.” This average is automatically transferred into Table BW-3.

Table BW-3 Authorized vs. Actual Withdrawal Volume:

Table BW-3 compares your authorized volumes to the volumes pumped from each basin during the reporting year. Calculations are automatically performed. A negative volume indicates more water was withdrawn than authorized and you may be out of compliance.

River Basin	Registered Volume (mgd)	Permitted Volume (mgd)	WMA Authorized Withdrawal Volume (mgd)	Daily Avg. Water Use (mgd) (from Table BW-2 above)	Difference*
14-CONCORD	1.56	0.38	1.94	0.82	1.12

* A positive difference indicates that the volume withdrawn is less than the authorized volume. A negative value indicates that more water was pumped than is authorized and that your PWS may be out of compliance.

Table BW-4 Permit Special Conditions:

Describe any permit condition requiring an annual report to be submitted to MassDEP. Indicate if the report is attached (electronically) to the ASR. If hard copy is sent to MassDEP, indicate date submitted.

Table BW-5:

Use Table BW-5 to provide comments or additional information on the Basin Withdrawal Report.