



Instructions to Obtain an eDEP Laboratory Signer Proof

Massachusetts Department of Environmental Protection Drinking Water Program

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 “Laboratory Signer – Water Quality”.

Proof of Identity

Instructions

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

Laboratory Signer - Water Quality

☐ Apply for administrative privileges
TIN Business Name

*** Do Not Enter Social Security Numbers. Business Entity Tax Identification Numbers Only.**

Apply

- a. 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.

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Laboratory Signer - Water Quality

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Apply

5. Click “Apply”.
6. Enter your Lab Id assigned by Wall Experiment Station [Certified Laboratory Search Results \(state.ma.us\)](#)

Apply for a Proof

Fields marked with an asterisk (*) are required.

Program Name: Drinking Water Program

User Email: sage.grace@mass.gov

User Name: SAGEHGRACE

Proof Name: Laboratory Signer - Water Quality

Laboratory MA Certified ID #*: M-MAXXXX

[Apply for Proof](#)

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.

Proofs

PENDING PROOFS | COMPLETED PROOFS

Program Name	Proof Name	User Name	Status	Submitted Date	Actions
Drinking Water Program	Laboratory Signer - Water Quality	SAGEHGRACE	PENDING	11/4/2025 9:59 AM	View/Download

1 - 1 OF 1 results

9. Get the form notarized
 - a. **The Lab Director and the individual applying for the Lab Signer Proof need to get the form notarized together.**
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).