



## Instructions to Obtain an eDEP PWS 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 “PWS Owner or Responsible Person” or “PWS Certified Operator” (licensed operators only).
  - a. Both provide the same functionalities in eDEP.

**Proof of Identity** Instructions

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

☒ Apply for proof

PWS Owner or Responsible Person  
PWS Certified Operator  
Laboratory Signer - Water Quality  
Laboratory Director - Water Quality

- 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.

**Proof of Identity** Instructions

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

☒ Apply for proof

☒ Apply for administrative privileges

TIN  Business Name

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

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.

Apply for a Proof

Fields marked with an asterisk (\*) are required.

|  |                                   |                          |   |
|--|-----------------------------------|--------------------------|---|
| Program Name<br>Drinking Water Program | User Email<br>Sage.Grace@mass.gov | User Name<br>SAGEHGRACE2 | Proof Name<br>PWS Owner or Responsible Person |
|--|-----------------------------------|--------------------------|---|

PWS ID #\*  
1281000

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 | PWS Owner or Responsible Person | SAGEHGRACE2 | PENDING | 11/6/2025 8:47 AM | <a href="#">View/Download</a> |

1 - 1 OF 1 results

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](mailto:andrew.durham@mass.gov) and [sage.grace@mass.gov](mailto: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).