



Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
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Kathleen A. Theoharides
Secretary

Martin Suuberg
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April 26, 2022

IMPORTANT NOTICE

Attention: Massachusetts Certified Drinking Water Laboratories

Please see the attached notice sent by MassDEP’s Drinking Water Program to all public water systems to notify them that beginning Jan 1, 2023, all Public Water System Water Quality Reporting to the MassDEP Drinking Water Program by Massachusetts Certified Laboratories must be submitted through the eDEP Bulk Upload where available. For a list of all Massachusetts public water systems see <https://www.mass.gov/doc/pws-active-sources-and-contacts-spreadsheet-rev-april-2022/download>.

The following water quality analysis reports must be reported by public water systems to MassDEP via the eDEP Bulk Upload for water quality analysis reports:

1. Asbestos	11. PCE
2. Bacteria (including Heterotrophic plate count (HPC) and Chlorine)	12. PFAS
3. Chlorine Dioxide	13. Radionuclides
4. Chlorite	14. SOC
5. HAA5	15. Secondary Contaminants
6. Inorganics (including Perchlorate)	16. Sodium
7. LCCA (Lead in Schools)	17. THM
8. LCR	18. VOC
9. Nitrate	19. DWP Bulk Upload (for PWSs/laboratories that submit all results as one submittal)
10. Nitrite	

Attached you will find:

1. Announcement sent to all Public Water Systems
2. Upload file formatting instructions file, “upload02 w PFAS Aug 2021”
3. eDEP website navigation including upload and new file attachment process instructions, “eDEP Bulk Upload Process Instructions”
4. Example: PFAS QA/QC package guidance, “eDEP PFAS Report Content Guidance for Labs”

How can you assist your Massachusetts public water system clients to comply with MassDEP’s requirement to use eDEP for all applicable water quality monitoring reporting?

1. If you are already using eDEP please make your clients aware of your availability to provide or continue to provide this service and assist them to report via eDEP.
2. If you need assistance with formatting upload files and testing/debugging your file formats please complete the brief survey listed below.
3. If you currently provide analytical services to one or more public water systems **by May 10, 2022**, please complete the survey at <https://app.smartsheet.com/b/form/29a8ffcc66e2474b95df591fc8c23754>. We are interested in hearing from all laboratories including those that are not interested in or able to provide the use of eDEP reporting services.

Please note that Temporary Hardship Waivers will be granted to laboratories demonstrating an inability to use the eDEP Bulk Upload System due to, for example, not having internet access. If you are interested in a hardship waiver please contact program.director-dwp@mass.gov Subject: eDEP Bulk Upload Hardship.

Thank you for ensuring safe drinking water through the timely submittal of drinking water quality reporting data.

Sincerely,

A handwritten signature in black ink, appearing to read "Yvette DePeiza". The signature is fluid and cursive, with a long horizontal stroke at the end.

Yvette DePeiza
Program Director
MassDEP Drinking Water Program

Attachments

eCC: DWPchiefs, WES



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eDEP Bulk Upload Process instructions

July 2021

These instructions are intended to assist the MassDEP certified laboratory with the uploading process of their properly formatted files on the Mass eDEP system.

Separate instructions for proper file formatting are located at:

1. [eDEP Home and Account\(s\)](#)
2. [Upload process](#)
 - a. Navigation to Upload Page
 - b. Uploading a file
 - c. Homepage tabs- Bulk Files, Work in Progress, recent Submitted and Archived Submitted
3. [Attachment of supporting documentation](#)
 - a. Non-PFAS reports
 - b. PFAS reports (required)
4. [Signing,Submission](#)
 - a. Receipt and cc emails
5. [Rejections and Resubmissions](#)
 - a. Post Submittal QA/QC Rejections
 - b. Resubmission Process for Rejected Data
 - c. Replacing Previously accepted Data
6. [eDEP Sharing](#)
 - a. Automatic Sharing
 - b. Manual Sharing

Section 1 – eDEP Homepage and Account(s)

<https://edep.dep.mass.gov/edep/DEPLogin.aspx>

Homepage for registering as a New User (Attachment A) or Login for existing users

MassDEP Home | Contact | Privacy Policy

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- [eDEP Help & Instructions](#)
- [What forms can I file in eDEP?](#)
- [eDEP Contacts & Feedback](#)

Log into eDEP

Username:

Password:

[Reset Password](#)
[Get Login Help](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows XP, Vista, Windows 7
- Browsers: IE 10.0, 11.0; Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

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MassDEP's Online Filing System ver.15.16.9.0© 2019 MassDEP

Any person can open an eDEP account. A “proof” is additional security on an account that allows certain privileges, primarily signing and submitting data. The three types of accounts relevant to the Drinking Water Program are:

- eDEP account with no proofs- can upload bulk files
- eDEP account with Lab Director Proof- can upload bulk files and Sign and Submit transactions
- eDEP account with PWS Proof – can’t upload files but can view auto shared upload files.

Any eDEP account can bulk upload certified lab MassDEP Drinking Water Program files, but only accounts with Lab Director Proofs are authorized to sign and submit transactions.

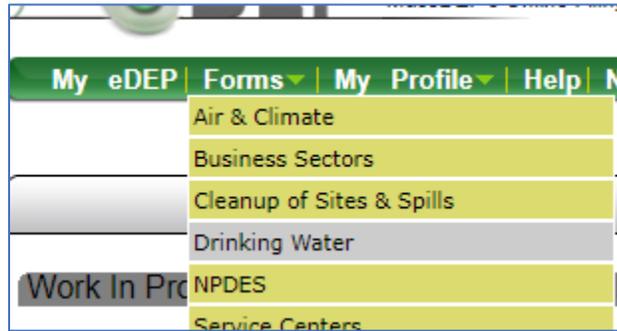
Instructions for opening an eDEP account and applying for the Lab Director Proof can be found in **Attachment A**. Note: Only the Mass DEP Wall Experiment Station’s current recognized lab director may hold the Lab Director Proof on their account for a lab.

Labs may choose to operate with a single Lab Director Proofed eDEP account, or;

A lab may choose to have multiple eDEP accounts and a single eDEP Lab Director Proofed account to sign and submit all transactions. This method requires the sharing of transactions between the employee's accounts and the lab director. See eDEP sharing in Section 2.

Section 2 – Upload process

- a. Navigation to Upload Page – from your homepage use Forms pulldown and pick Drinking Water.



- Next screen - Click on Upload Data button.

A screenshot of a web page titled "Drinking Water". It contains instructions for finding a form to complete. Below the instructions is a table with three columns: "Form Name", "Description", and "Instructions". The table lists a form named "DataUpload" with the description "Water Quality -BulkUploadUtility". To the right of the description is a blue button labeled "Upload Data".

Form Name	Description	Instructions
DataUpload	Water Quality -BulkUploadUtility	Upload Data

- b. Uploading a file – Use Upload button or Upload link to open upload page.

A screenshot of a web page titled "Drinking Water Data Upload". At the top right, there are three buttons: "Upload Home", "Upload", and "View Details". The main content area contains a list of 19 items available for bulk data upload, arranged in two columns. Below the list, there are three paragraphs of text providing instructions and links for users.

The following Water Quality Monitoring Reports are available for bulk data upload.

1. Asbestos	11. Nitrite
2. Bacteria	12. PCE
3. Chlorine Dioxide	13. PFAS
4. Chlorite	14. Radionuclides
5. DW BULK UPLOAD	15. SOC
6. HAA5	16. Secondary Contaminants
7. Inorganics	17. Sodium
8. LCCA	18. THM
9. LCR	19. VOC
10. Nitrate	

Click on the [Upload](#) link to proceed with bulk upload of data.

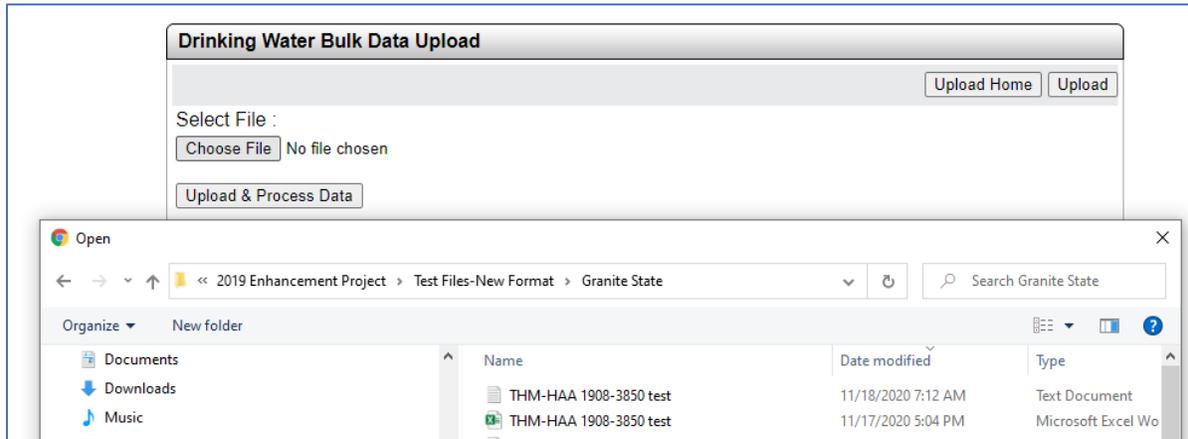
Click [here](#) to view the list of DEP identified valid sampling locations.

Click [here](#) for instructions on setting up a file for bulk upload.

Click on help at the top of this page for general help and instructions in navigating this site.

Note: Upload Home Page includes links to Location ID file and Upload File formatting instructions.

- Choosing a file and Processing – Click the Choose File button. Select the text tab delimited file for upload. And click on Upload & Process Data button.



c. Homepage tabs- Bulk Files, Work in Progress, recent Submitted and Archived Submitted

The Bulk Files tab displays files you have uploaded that are either in the process of validation for file formatting or have been rejected because of file formatting issues.

- If your file passes this first validation it automatically creates a transaction and moves to the Work In Progress tab.
- If it's rejected it stays in the bulk file tab and a transaction is not created.

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
80940	11/20/2020 11:37:02 AM	SG_MA_20201029105804_RS.txt	DW BULK DATA	In Progress	Processing	

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites						
Bulk File ID	Date Submitted	File Name	Details of Submitted Records	Status	Remove File	
81002	11/18/2020 7:39:58 AM	THM-HAA 1908-3850 test.txt	DW BULK DATA	Rejected	Delete	

Rejected files with rejection reasons can be viewed by clicking on the DW BULK DATA link to open a grid view. Clicking the “+” icon will display the identified errors.

Validation checks include:

- ✓ Column Headers
- ✓ PWS ID and Location ID
- ✓ Lab ID

- ✓ Method ID
- ✓ Analyte Name
- ✓ Inclusion of required fields (Dates, UOM, MDL etc.)

Bulk View Details								
	RecordNumber	ReportTypeCode	PWSIdentifier	PWSName	CityTown	PWSCClass	SampleLocationIdentifier	Sam
[-]	1	HAA5	3330019	HAYSTACK ESTATES	WESTFORD	COM	5B	
RecordNumber	UploadColumnName	ErrorMessage						
1	SAMPLELOCATIONIDENTIFIER	INVALID LOCATION.						
1	ANALYTEMEASUREMENTVALUE	Result values are positive numbers or ND(Not Detected).						
1	ANALYTEMEASUREMENTUNIT	This is a required field, value cannot be null/empty.						
1	MDLMEASUREMENTVALUE	This is a required field, value cannot be null/empty.						
1	ANALYTICALMETHODIDENTIFIER	INVALID ANALYSIS METHOD FOR THIS ANALYTE.						
1	ANALYTENAME	INVALID ANALYTE NAME.						
1	PREPARATIONSTARTDATE	This is a required field, value cannot be null/empty.						
1	MRLMEASUREMENTVALUE	MRL Measurement Value must be >= MDLMeasurementValue.						
[+]	2	HAA5	3330019	HAYSTACK ESTATES	WESTFORD	COM	5B	
[+]	3	HAA5	3330019	HAYSTACK ESTATES	WESTFORD	COM	5B	
[+]	4	HAA5	3330019	HAYSTACK ESTATES	WESTFORD	COM	5B	
[+]	5	HAA5	3330019	HAYSTACK	WESTFORD	COM	5B	

- Work in Progress

If a file passes the upload validation it becomes a Work in Progress “transaction” and is assigned a transaction ID. This is a point where your PWS clients can review transactions on their eDEP accounts prior to the lab director signature and submission. Note, MassDEP DWP staff cannot view Work In Progress transactions, only the account uploading the file and any shared accounts.

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites							
	Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	1153370		DW BULK DATA	THM-HAA 1908-3850 test AD.txt Edit/Delete	WORK IN PROGRESS	11/18/2020	Download

- Recent Submitted tab displays your signed and Submitted Transactions. Archived Submitted tab displays your older Signed and Submitted Transactions.

Show Filter

Work In Progress Recent Submitted Archived Submitted Bulk Files Favorites

<u>Trans#</u>	<u>ID</u>	<u>Transaction</u>	<u>Private Note</u>	<u>Status</u>	<u>Last Update</u>	<u>Download to Print</u>
<input type="checkbox"/> 1153447	DW BULK DATA	D0K0918 DRAFT MassDEP 27 Nov 20 1511.txt	Edit/Delete	SUBMITTED	 12/02/2020	Download
<input type="checkbox"/> 1153448	DW BULK DATA	20K0398 FINAL MassDEP 30 Nov 20 1030.txt	Edit/Delete	SUBMITTED	 12/01/2020	Download
<input type="checkbox"/> 1153426	DW BULK DATA	D0K0918 DRAFT MassDEP 27 Nov 20 1511.txt	Edit/Delete	SUBMITTED	 11/30/2020	Download

Section3 - Attachment of supporting documentation

a. Non-PFAS reports – optional attachment process

- From Transaction Overview Page click on Next Button (bottom right)

Transaction Overview Trans# 1153448 ID# DW BULK DATA

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

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

Next

Transaction Overview Trans# 1153447 ID# DW BULK DATA

Forms Attach Files Signature Submit

Attachment

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

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

Next

- If you choose “No” click next for Signature page to load.
- If you choose “Yes” the attachment page loads
- Note that sending files by mail will delay the review of the transaction and will delay any compliance calculations for your client.
- Click on Choose File, pick your attachment file (DOC, PDF, etc.)
- Type Description in box “1”

- Click Confirm
- You can add additional files by repeating the steps above

Transaction Overview Trans# 1153447 ID# DW BULK DATA

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

Attachment 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
 Test Attach... Micro.docx

3. Click to Confirm or Clear

OR

Check to indicate that you will send by mail

*Waste Site Cleanup filers are required to send all files under 50 MB electronically

- You will see your attachment appear under the Confirmed Attachments/Mailings.
- Click Next when you are done, and the Signature Page will load.

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

Test Attachment for eDEP upload Micro	Test Attachment for eDEP upload Micro.docx	View Re
--	---	---

d. PFAS reports - required attachment process for QA/QC

Transaction Overview Trans# 1153448 ID# DW BULK DATA

Forms

Attach Files

Signature

Submit

Attachment

Exit

You may attach your files here or send them by mail

	Send File Electronically *	Send By Mail
PFAS QA/QC	<input type="button" value="Choose File"/> Test Attachment 1.docx	<input type="checkbox"/>

To attach files you must click attach/update files

Attach/Update Files

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

Next

Section 4 - Signing and Submission

- After successful navigation through the Attachment step you will directly land on the Signature page.
- Check Certification box
- Enter name in Name field
- Click I accept

Transaction Overview Trans# 1153448 ID# DW BULK DATA

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
1060008 CHESTERFIELD CONGREGATIONAL CHURCH CHESTERFIELD	PFAS	18

DW BULK UPLOAD - 1 Form(s)

CERTIFICATION OF PERSON

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

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

NAME Date

- Respond to Security Question and click submit

Please answer the security question

What is the First name of maternal grandmother?

- The Transaction Overview page will load.
- You can check your progress at the top

- Click Next to load the final Submit Page

Transaction Overview Trans# 1153448 ID# DW BULK DATA

Forms
Attach Files
Signature
Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

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

[Next](#)

- Enter and additional emails to CC on receipt
- Click Submit

Transaction Overview Trans# 1153448 ID# DW BULK DATA

Forms
Attach Files
Signature
Submit

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit. [Submit](#)

An email confirmation will be automatically sent to the owner of this account at

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

DEP Transaction ID: 1153448
Date and Time Submitted: 12/01/2020 01:52:53
Other Email :

Form Name: DW BULK UPLOAD

Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
1060008 CHESTERFIELD CONGREGATIONAL CHURCH CHESTERFIELD	PFAS	18

Ancillary Document Uploaded/Mailed
PFAS QA/QC - Uploaded (Test Attachment 1.docx)

[Submit](#)

- A Receipt will load as well as emailed to the address(s) provided.

Receipt

Forms
Attach Files
Signature
Receipt

Summary/Receipt print receipt Exit

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1153448
 Date and Time Submitted: 12/1/2020 1:53:36 PM
 Other Email :

Form Name: DW BULK UPLOAD

Transmittal Summary

PWS_DETAILS	REPORT_TYPE	TOTAL_RECORDS
1060008 CHESTERFIELD CONGREGATIONAL CHURCH CHESTERFIELD	PFAS	18

Ancillary Document Uploaded/Mailed
 PFAS QA/QC - Uploaded (Test Attachment 1.docx)

[My eDEP](#)

- Example of Confirmation Email

eDEP Submittal Confirmation for DEP Transaction ID: 1153448

edep.confirmation@massmail.state.ma.us

To: Durham, Andrew (DEP)

Reply Reply All Forward ...

Tue 12/1/2020 1:54 PM

Action Items + Get more add-ins

Thank you for using eDEP Online Filing from the Massachusetts Department of Environmental Protection. Your transaction is complete and has been submitted to MassDEP.

This email is your receipt for the eDEP Online Filing transaction described below. Please review it and keep a copy for your records.

Please do NOT reply to this message, this email address will not receive messages. For assistance with eDEP Online Filing, please email the EEA Service Desk at <mailto:EEA.ServiceDesk@State.MA.US> or call 617-626-1111.

MassDEP is interested in how we can serve you better. To help us make improvements to eDEP, please take a minute to complete our eDEP Online Filing Survey at <http://www.mass.gov/eea/agencies/massdep/service/online/edep-contacts-and-feedback.html>.

To contact MassDEP Programs, please see <http://mass.gov/dep/about/contacts.htm>.

DEP Transaction ID: 1153448

Date and Time Submitted: 12/01/2020 01:53:36

Form Name: DW BULK UPLOAD

- A Copy of Record email will also be emailed

eDEP Notification(Copy Of Record Available)



edep.confirmation@massmail.state.ma.us
To: Durham, Andrew (DEP)

Reply Reply All Forward ...
Tue 12/1/2020 1:55 PM

Hello Andrew,

Your Copy of Record(COR) is available for Transmittal id 1153448

Copy of Record(COR) Link: <https://tenv.eea.state.ma.us/dep/viewcor/Https/ViewCOR.aspx?id=1153448>

Please do not reply directly to this e-mail. This e-mail was sent from a notification-only address that cannot accept incoming e-mail. If you have questions or need assistance, please call 617 626 1111.

Thank you,
eDEP Team

- The link in the COR email will bring you to a page with multiple useful links

Copy Of Record

The "Copy of Record" (or COR) is a true and correct copy of the electronic document received by eDEP. It clearly and accurately associates all of the information provided in the electronic document into a human-readable format. The Copy of Record includes all electronic signatures contained in or associated with the document; the date and time of receipt; and any and all other information which was used to record the meaning of the document and the circumstance of its receipt.

COR Manifest for Transmittal #1153448

- [Signature Acceptance \(XML format\)](#)
- [ATTACHMENT_524320.DOCX](#)
- [eDEP Form 8230377 Data \(XML format\)](#)
- [Composite Print of Form 8230377 Data](#)
- [Composite Print of Form 8230379 Data](#)
- [Submission Receipt](#)

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Section 5- Rejections and Resubmissions

a. Post Submittal QA/QC Rejections

Successfully submitted data undergoes an automated QA/QC check against a Rules Based Processing engine. Failure to meet the rules will result in a “rejection” email sent to the email address associated with the eDEP user’s account signing and submitting the transaction. Attached to the email will be a rejection report containing rejection reasons and instructions.

Example of rejection email:

This is a test for EART Rejection reports-TEST Env for TID:1264318- Form:PFAS

From: edep.confirmation@massmail.state.ma.us
 To: Durham, Andrew (DEP); Karanam, Venu (EEA)

Attachments: errorReport.pdf (31 KB)

Data in the above referenced transaction failed MassDEP's Internal Quality Control Checks. You will need to correct the errors identified in the attached Error Report and resubmit within 30 days. Please resubmit ONLY the rejected data and ensure that you identify it as 'Resubmitted' including a resubmission reason and the collection date of original sample.

ResubmitIndicator: R = Resubmitted
 ResubmissionReason: REC = Report Correction
 OriginalSampleCollection Date = SampleCollectionStartDate of the original data

Duplicate Submittals:
 If a record was rejected with the listed Error as 'Duplicate Submittal' and you have verified that:
 * The record is NOT a Duplicate submittal : Contact MassDEP to assist in resolving the record. Include the eDEP TransactionID# in your response.
 * The record IS a Duplicate submittal : No further action is required at this time. Do not resubmit/upload the same record again, as this will result in another Duplicate report rejection. Duplicate records may be reviewed and resolved by the Department, as appropriate. Contact MassDEP if you need further assistance.

Rejection Report:

763051-92-9	11-CHLOROEICOSAFLUORO-3-OXAUNDECANE-1-SULFONIC ACID-11CL-PF30UDS	ND	NG/L	0.50	6.00	1.00
Error:				Corrective Action:		
919005-14-4	4, 8-DIOXA-3H-PERFLUORONONANOIC ACID - ADONA	ND	NG/L	5.00	1.76	1.00
Error:				Corrective Action:		
756426-58-1	9-CHLOROHEXADECAFLUORO	ND	NG/L	0.50	1.76	1.00
S = Multiple or Single sources represented in sample site.		PWS ID #: 3009000		Generated: 6/29/2021 8:31:08 PM		
S = Distribution or Source sample site.		PWS Name: ANDOVER WATER DEPT		Page 1 of 3		
F = Raw or Finished water sample site.		NOTE: Submit corrected report within 30 days.				
DL = Method Detection Limit.						
DM = Unit of Measurement.						

b. Resubmission Process for Rejected Data

To correct rejected data a lab needs to follow the following steps:

1. Identify rejected records and only upload rejected data. (Any data already Accepted that is resubmitted will be rejected as duplicate data.)
2. Create a file with corrected data.
3. Use the following fields to indicate resubmission for previously rejected data (See instructions below for replacing accepted data with errors),

- a. RESUBMITINDICATOR= R
 - b. RESUBMISSIONREASON= REC
 - c. ORIGINALSAMPLECOLLECTIONDATE= Sample collection date in original upload
4. Upload new file.

c. Replacing Previously accepted Data

The process for replacing accepted data is different. This is typically done to correct things like Sample Dates, PWSIDs, Location IDs etc.

A lab must contact DEP before submission of any data intended to replace previously reported and accepted data. Once DEP is contacted, they will:

1. Reject the incorrect (but accepted) data.
2. Remove the incorrect data throughout DEP's data systems.
3. Instruct the lab on proper reporting of the corrected data.
 - a. This may follow the steps outlined above for Resubmission including the 3 resubmission indicator fields.
 - b. Or, DEP may request the corrected data be submitted as an Original submission. (because the changes are significant enough where the eDEP system cannot match the records together).

Contacts for Data Replacement (include all please):

Andrew.Durham@mass.gov

Tio.Yano@mass.gov

Section 6 – eDEP Sharing of Transactions between accounts

eDEP transactions can be shared between accounts. There are two types of sharing discussed here, manual sharing and automatic sharing.

a. Automatic Sharing:

Lab uploaded data is automatically shared with PWS proofed accounts using the PWSID. Your PWS clients probably have accounts used for submitting their Annual Statistical Reports or can easily get eDEP accounts with a PWS proof. When data is uploaded by a lab it will automatically show on any eDEP account associated with a PWSID. The sharing is accomplished by PWSID, so mixing multiple PWSIDs in a single transaction is OK. PWS only see their records, not the entire transaction.

Your clients can see both Work in Progress and Submitted data. You can request that a client review their data prior to submission, or not, if that is your business process.

b. Manual Sharing:

Manual sharing is achieved by a transactions owner where they specify the eDEP account to share with, a date range to share, and the role or privileges assigned to the other account.

- From your eDEP homepage click on the DW Upload link

<input type="checkbox"/> 443636	DW BULK DATA	Duxbury 112311 Enter corrected.txt	SUBMITTED	11/18/2020	Download
---------------------------------	------------------------------	------------------------------------	-----------	------------	--------------------------

- Then use Share Transaction button to open sharing forms.

Forms	
	<input type="button" value="Print Transaction"/> <input type="button" value="Share Transaction"/> <input type="button" value="Exit"/>
Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	DW BULK DATA

- Click the Add button on the Share Submittal form

Share Submittal	
<p>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.</p>	
Transaction #	443636
Form Name	
Shared with	<input type="text"/>
	<input type="button" value="add"/>

- Enter the eDEP Nickname of the person you intend to share with (they will need to provide it to you)

- Pick a Role from the dropdown list.
 - Viewers, can see and print transactions.
 - Editor, not useful for upload, editing of files is not allowed on eDEP.
 - Signer and Editor and Signer, allows the other user to sign and submit a transaction if they have the proper security
 - Owner, this transfers the transaction off your account to the other person’s eDEP account.

The screenshot shows a form with the following fields:

- Share With:** A text input field containing "TIOYANO". Below it is a red error message: "Please enter a valid eDEP".
- Role:** A dropdown menu currently showing "Viewer". The dropdown is open, displaying the following options: "Viewer", "Editor", "Signer", "Editor&Signer", and "Owner".
- From:** A text input field.
- To:** A text input field.

- You can set a date range or leave the “To” date blank.
- Click Add to complete the share

The screenshot shows the same form as above, but with the following changes:

- Share With:** The text input field contains "TIOYANO". To its right is the text "Enter a valid eDEP nickname". Below the input field is a red error message: "Please enter a valid eDEP nickname".
- Role:** The dropdown menu is now set to "Editor".
- From:** The text input field contains "11/18/2020". Below it is the text "(e.g., 11/18/2020)".
- To:** The text input field is empty.
- Below the "From" and "To" fields is a red error message: "Please enter a valid US Date Format(e.g., 12/30/2003)".
- At the bottom of the form are two buttons: "cancel" and "add".

- You will be returned to the Share Submittal form.
- Click Add for additional sharing
- Or click on My eDEP to return to your homepage.

Transaction # 443636

Form Name

Shared with

Attachment A

Applying for an eDEP account:

1. Navigate to <https://edep.dep.mass.gov/DEPLogin.aspx>
2. Click on “New User” button.
3. Fill out information on next page.
4. The “Nickname” is used for manual sharing of eDEP transactions (eASRs) between eDEP users.
5. Make sure to update your email address as needed, if your email is not current you will not receive submittal confirmations or email notifications.

Applying for a Lab Director Proof:

1. Log into eDEP <https://edep.dep.mass.gov/DEPLogin.aspx>
2. Under “My Profile” pick “Proof of Identity”.
3. Check “Apply for proof”.
4. Choose “Lab Director”.
5. TIN is Tax Identification Number, do not use social security numbers! If your TIN is entered by another eDEP user all their work and your work will be shared between accounts.
6. Business Name is the name of the Lab.
7. Click “Apply”.
8. Enter your Lab Id assigned by Wall Experiment Station.
9. Click “Apply” button.
10. Email me when you are at this step. andrew.durham@mass.gov
11. I will approve your proof and an email will be sent to the email address associated with your eDEP account notifying you of the approval.

MassDEP Drinking Water Program

PFAS QC Guidance - Data Report Content for eDEP

MassDEP certified laboratories are required to submit PFAS results electronically to MassDEP using the eDEP portal. The eDEP data files must be complete and properly formatted to be accepted by eDEP. This format is described elsewhere (“upload02 w PFAS Aug 2021”). In addition to the eDEP data file, laboratories are required to append a full and complete laboratory report as described in this document.

The following requirements are for analytical laboratories that analyze drinking water samples for PFAS from Massachusetts Public Water Systems (PWS). The purpose of the following is to ensure that all necessary QC information associated with drinking water PFAS analyses is provided to allow for the review of data reports by clients and regulatory agencies. Note, MassDEP may request additional QC information beyond the contents listed below. Failure to properly report sampling results or QC may result in report rejection, resubmission, and/or resampling.

eDEP Attachment: Additional PFAS Lab Data QA/QC Report Minimum Content

General / Field Sample Specific Results

- **Primary and sub-lab lab name(s) and certification ID#(s).**
- **Sample type** (i.e., Field Sample, Field Blank) with assigned lab sample numbers.
- **Sample preservation/storage** conditions upon lab receipt.
- **Method used:** unmodified US EPA Method 537 (Version 1.1, September 2009) or unmodified EPA 537.1 (Version 1.0, November 2018). Note: Method 533 is expected to be approved for use in 2021.
- **Target Analytes.** All target analytes within the analysis method must be reported (Method 537 – 14 contaminants, Method 537.1 – 18 contaminants) with full name and acronym. **Also report analyte “PFAS6”** (sum of PFHpA, PFHxS, PFNA, PFOS, PFOA, PFDA) as though it is a target analyte. Only include results at or above the MRL (ND and J values are considered ‘0’ when summing). Use default value of 2.0 ng/L for MDL/MRL eDEP fields.
- **MDL (required by MassDEP)** for all target analytes. The report must make it clear how Field Reagent Blanks and Lab Reagent Blanks are demonstrated to be less than the greater of 1/3 MRL or MDL.
- **MRL** for all target analytes. (note: Required for all reports except Bacteria) The MRL must be shown equal to or less than 2.0 (maximum acceptable is < 2.05) ng/L for MassDEP PFAS6 analytes.
- **Lab Sample ID** assigned by the Primary Lab as well as that assigned by any Subcontracted Lab, if the analysis was not analyzed by the Primary Lab.
- **MassDEP Location (LOC) ID#** with corresponding sample Location Name. PWS and laboratory must use the correct MassDEP Location Name (LOC) ID# and Location Name on the Chain of Custody (COC) and in lab report submissions.
- **Dates collected, extracted, and analyzed.**
- **Dilution factor.**
- **Data results** for each sample analyte (reported in ng/L or ppt).
- **Surrogates and % recoveries**, including acceptable recovery range table (70-130%)
- **Qualified results** identified/flagged (if any). Include a Result Qualifier Code with Description for each analyte associated with the estimated values or failed/suspect QC parameter.
- **Field Reagent Blank (FRB)** i.e., field blank (if necessary) analytes must be shown to be less than the greater of 1/3 MRL or MDL with associated surrogate recoveries. NOTE: The COC and lab report must make it clear which field samples are associated with each field blank.

Batch QC

- **Laboratory Reagent Blank (LRB)** i.e., method blank, analytes must be shown to be less than the greater of 1/3 MRL or MDL with associated surrogate recoveries.
- **Laboratory Fortified Blank (LFB)**. Report % recoveries and associated surrogate recoveries. Indicate fortified concentration used (low, medium or high) along with associated acceptable limits.
- **Lab Fortified Sample Matrix (LFSM)**, and LFSM duplicate or Field Duplicate (FD) are required in each extraction batch. Report spike recoveries, surrogate recoveries and RPD when one of the samples spiked/duplicated is conducted upon a client field sample in the report. Identify and report which sample was spiked (i.e., lab sample ID), spike levels, associated recoveries, and acceptable recovery ranges with RPD and % recovery.
- **Internal Standard (IS)** recoveries that do not meet method requirements. If IS recoveries aren't included in the body of the report, any failure to meet method requirements must be detailed in the narrative.
- **Continuing Calibration Checks (CCC)** that fail to meet method requirements. If CCC results aren't included in the body of the report, any failure to meet method requirements must be detailed in the narrative.

Glossary

- Define all QC parameters and qualifier codes, acronyms, or abbreviations used in the report.

Custody Records

- Include copy of chains of custody. If subcontracted include both chains of custody. Refer to Chain of Custody regulatory requirements [310 CMR 22.03(10)(b) and 310 CMR 42.08(5)(a)7.e.].

Dilutions

- If a dilution is needed to get any target analytes within the calibration range, report each target analyte once using the least diluted analysis possible. Surrogate recoveries outside of control limits for diluted analyses do not need to be qualified. Dilution analyses require a separate PFAS Report Form for each dilution.

Reporting

- **All PFAS report submissions must include the laboratory analysis and QC information, along with all COCs, as an attachment to the eDEP submission.**
- Field Blank information must be included in the lab QC attachment (not uploaded as a field sample).

Reporting Qualified Results for a PWS Field Sample

- Use a unique qualifier code for each parameter outside of control limits. See below for examples.
- Detections reported \geq MDL and $<$ MRL must be reported as qualified (ex. 'J') with an associated qualifier description.
- **Report analyte "PFAS6"** (sum of PFHpA, PFHxS, PFNA, PFOS, PFOA, PFDA) as though it is a target analyte. Only include results at or above the MRL (ND and J values are considered '0' when summing). Use default value of 2.0 ng/L for MDL/MRL eDEP fields.

CAS#	REGULATED PFAS CONTAMINANTS	Result ¹ ng/L	Result ² Qualifier	MCL* ng/L	MDL ng/L	MRL ng/L
1763-23-1	Perfluorooctane Sulfonic Acid (PFOS)	6.72		-	0.453	1.84
335-67-1	Perfluorooctanoic Acid (PFOA)	0.773	J		0.574	1.84
355-46-4	Perfluorohexane Sulfonic Acid (PFHxS)	1.36	J		0.442	1.84
375-95-1	Perfluorononanoic Acid (PFNA)	ND			0.438	1.84
375-85-9	Perfluorheptanoic Acid (PFHpA)	3.74			0.239	1.84
335-76-2	Perfluorodecanoic acid (PFDA)	ND			0.593	1.84
PFAS6 (sum of PFOS, PFOA, PFHxS, PFNA, PFHpA and PFDA; only include Results at or above the MRL; do not include estimated Results as described by a Result Qualifier in the next column)		= 10.46	--	20	-	-

- For qualified data, include a **Result Qualifier** code with Description for EACH field sample target analyte associated with the estimated values or failed/suspect QC parameter.
- Enter a **Qualifier Description** for each code used in the report. The following codes are recommended:

Result Qualifier	Qualifier Description
J	= Estimated Value. (Estimated result is between the MDL and MRL.)
B	= Field Reagent Blank (FRB) or field blank (FB) criteria not met, potential result bias.
SUR	= Associated surrogate recovery criteria not met, result suspect.
IS	= Internal Standard out of limits on this result.
Q	= Associated Batch QC out of limits. This includes the Lab Reagent Blank (Method Blank), Lab Fortified Blank (Lab Control Standard), Lab Fortified Sample Matrix (Matrix Spike), Lab Fortified Sample Matrix Duplicate (Matrix Spike Duplicate), Field Duplicate, and Continuing Calibration Check, as well as the Surrogates on these Batch QC samples.

In addition to the SUR above you must attach the results of the ongoing QC results as specified by the method for the sample's extraction batch.

Laboratory analytical report with QC attached (check one item below).

All associated QC criteria reported within control limits including Lab Reagent/Method Blank (LRB), Field Reagent Blank (FRB), Surrogate Standards (SUR), Laboratory Fortified Blank (LFB), Matrix Spike/Duplicate (LFSM/LFSMD or FD) and RPD.

All associated sample and/or QC batch criteria not met. See Lab Analysis Comments below and narrative in attached report.

Lab Analysis Comments: (include sample/method parameters outside of or affecting QC controls/limits and result qualifiers)

Result Qualifier	Qualifier Description
J	ESTIMATED VALUE
SUR	ASSOCIATED SURROGATE RECOVERY CRITERIA NOT MET, RESULT SUSPECT.
Other Analysis Comments:	

- If a surrogate recovery is outside control limits and is 'qualified' place a corresponding qualifier code (ex. SUR) in the qualifier field located next to **EACH** target analyte in the field sample associated with the failed surrogate (*see Table 1 for surrogates and associated target analytes*).

Ex. If d₅-NEtFOSAA surrogate recovery is out of control limits (ex. 68%) in a field sample, **EACH** of the following associated target analytes in the PWS field sample must be identified with a qualifier in the corresponding eDEP (or MassDEP report form) fields along with a qualifier description: *NMeFOSAA*, *NEtFOSAA*

eDEP upload example:

Report Type Code	AnalyteName	CAS Registry Number	Analyte Measurement Qualifier	Analyte Meas Qualifier Desc	Analyte Measurement Value	Analyte Measurement Unit	MRL Measurement Value	MDL Measurement Value
PFAS	N-ETHYL PERFLUOROOCETANESULFONAMIDOACETIC ACID - NETFOSAA	2991-50-6	SUR	ASSOCIATED SURROGATE RECOVERY CRITERIA NOT MET, RESULT SUSPECT	ND	NG/L	1.84	0.876
PFAS	N-METHYL PERFLUOROOCETANESULFONAMIDOACETIC ACID - NMEFOSAA	2355-31-9	SUR	ASSOCIATED SURROGATE RECOVERY CRITERIA NOT MET, RESULT SUSPECT	ND	NG/L	1.84	0.862

MassDEP QC Reference Tables for PFAS Data

Basic QC	Criteria
PFAS Method	EPA 537 (Rev 1) unmodified, EPA 537.1
Lab Certification	Lab is MassDEP certified to use Method 537, or 537.1 for PFAS https://eeaonline.eea.state.ma.us/DEP/Labcert/Labcert.aspx
Sample Holding Time (collection to extraction)	≤ 14 days between sample collection and extraction.
Extract Holding Time (extraction to analysis)	≤ 28 days between sample extraction and analysis.
Minimum Reporting Limit (MRL)	≤ 2.0 ng/L or ppt for PFOA, PFOS, PFHxS, PFHpA, PFNA, PFDA (Note: maximum acceptable is <2.05 ppt)
Method Detection Limit (MDL)	Report submission includes the MDL for all reported method analytes.
Total PFAS6	Submission includes sum of results ≥ MRL for PFOA, PFOS, PFHxS, PFHpA, PFNA, PFDA (Notes: 'J' values reported below the MRL are not added to the total. ND is equivalent to '0'.)
QC Submitted	Report submission includes minimum QC: Surrogate recoveries for Field Sample/Field Blank (if required). Batch QC includes LRB, LFB and surrogate recoveries. Matrix spike/matrix spike duplicate or field duplicate, RPDs and surrogate recoveries (if one of the client field samples was spiked).
Preservation & Storage	Samples should be received by laboratory in proper condition. <i>Note variations of sample receipt conditions under the Sample Notes field on the MassDEP report form or corresponding eDEP field.</i>
≤ 10 °C	Samples must be chilled during shipment and must not exceed 10 °C during the first 48 hours after collection. Sample temperature must be confirmed to be at or below 10 °C when the samples are received at the laboratory. All samples shall be protected from light and refrigerated at ≤ 6 °C (but not frozen) from the time of receipt at the laboratory. Sample extracts shall be stored at room temperature from the time of the extraction completion until analysis. <i>(Include in narrative if samples may not have had time to cool down after a short time between sample collection and lab receipt)</i>
7.0 pH	Preservation agent (5.0 g/L Trizma) added to each bottle as buffering agent and removal of free chlorine. (EPA 537, 537.1)

Field Sample QC	Criteria	Field Sample Reporting Actions	
Surrogate Standards Method 537 & 537.1	Surrogate recoveries reported for the specified method are within 70-130% recovery limits for the Field Sample and field blank. {EPA 537 = 3 surrogates, EPA 537.1 = 4 surrogates} <i>See Table 1</i>	Result Qualifier	
		Detect	Non-Detect
Recoveries within 70-130%	Criteria met. No comments.	None	None
One or more recoveries outside control limits.	Report Field Sample results for method analytes <u>associated</u> with the failed surrogate as suspect (qualified) with description (ex. surrogate recovery criteria not met). <i>See Table 1</i>	SUR	SUR
	Exception, if recovery > 130% report <u>associated</u> field sample detects at or above the MRL as qualified, non-detects below the MRL do not require qualification.	SUR	None
Field Reagent Blank (FRB) or Field Blank (FB)	Analysis of a Field Blank is required only if the Field Sample associated with the blank contains method analyte detections at or above the MRL.	Result Qualifier	
		Detect	Non-Detect
< 1/3 MRL or Non-Detect	Criteria met. No comments.	None	None
One or more detections in the blank \geq 1/3 MRL	Field Sample results with \geq 1/3 MRL detection of the <u>same analyte</u> in the associated field blank are invalid . Report Field Sample method analyte detections <u>associated</u> with the field blank detections as qualified with description (ex. Field Blank criteria not met, potential result bias).	B	None
BATCH QC	Criteria	Field Sample Reporting Actions	
Lab Reagent Blank (LRB) or Method Blank (MB)	A reagent water blank is prepared with the analytical batch to ensure the sample extraction and analysis procedures do not contribute contamination.	Result Qualifier	
		Detect	Non-Detect
< 1/3 MRL or Non-Detect	Criteria met. No comments.	None	None
\geq 1/3 MRL	Field Sample results with detections of the same analyte in the method blank \geq 1/3 MRL are invalid . Report Field Sample method analyte detections <u>associated</u> with the <u>Extraction Batch</u> detections as qualified with description (ex. Method Blank criteria not met, potential result bias).	Q	None
Laboratory Fortified Blank (LFB) or LCS or BS	LFB is prepared with the analytical batch to evaluate the accuracy of the analytical method and laboratory performance (rotated between low, medium and high amounts).	Result Qualifier	
		Detect	Non-Detect
70-130% for med/high 50-150% for low	Recoveries within control limits.	None	None
Recoveries outside control limits.	Field Sample results associated for the problem analytes are considered invalid for <u>all samples in the Extraction Batch</u> . Report Field Sample results as qualified with description (ex. LFB criteria not met, potential result bias).	Q	Q
	Exception, Field Samples results with no detections \geq MRL are acceptable and do not require qualification if the LFB exceeded the target recovery upper acceptance limit (130 or 150%).	Q	None

Laboratory Fortified Sample Matrix & Duplicate (LFSM/LFSMD) or Field Duplicate (FD)	A lab fortified matrix spike and matrix spike duplicate (or field duplicate) are prepared with the extraction batch. The percent recoveries of target analytes are calculated to measure accuracy. The relative percent difference is calculated to measure precision. NOTE: Only the field sample that was actually spiked requires qualifiers for LFSM/LFSMD/FD exceeding limits.	Result Qualifier	
		Detect	Non-Detect
70-130% for med/high spike RPD \leq 30% for med/high spike 50-150% for low spike (within 2x MRL) RPD \leq 50% low spike (within 2x MRL)	Recoveries and RPDs reported within control limits.	None	None
Outside control limits.	If the RPD or Recovery of any analyte falls outside the designated range it is considered to be matrix biased. Report Field Sample results for the problem analyte as suspect (qualified) with description (ex. LFSM and/or RPD recovery criteria not met, potential matrix interference)	Q	Q
	Exception, Field Samples with method analytes < MRL are acceptable and do not require qualification if the recovery or RPD for the problem analyte exceeded the upper acceptance limits (130 or 150%; RPD 30 or 50%).	Q	None
Surrogate Standards on batch QC samples	Surrogate standards added to all field samples and batch QC. All surrogate recoveries reported for the specified method are within 70-130% recovery limits. {EPA 537 = 3 surrogates, EPA 537.1 = 4 surrogates} <i>See Table 1</i>	Result Qualifier	
		Detect	Non-Detect
Recoveries within 70-130%	Criteria met. No comments.	None	None
Recovery outside control limits.	Report Field Sample results for method analytes <u>associated</u> with the failed surrogate as suspect (qualified) with description (ex. surrogate recovery criteria in batch QC not met, suspect). <i>See Table 1</i>	Q	Q
	Exception, if recovery > 130% report field sample detects at or above the MRL as qualified, non-detects do not require qualification.	Q	None

Table 1. Surrogate Standards and Associated Target Analytes for EPA Methods 537 and 537.1		
EPA Method	Surrogate Standard	Associated Target Analytes
537	¹³ C-PFHxA ¹³ C-PFDA	PFOA, PFHxA, PFHpA, PFNA, PFDA, PFUnA, PFDoA, PFTrDA, PFTA, PFOS, PFBS, PFHxS
	d ₅ -NEtFOSAA	NMeFOSAA, NEtFOSAA
537.1	¹³ C ₂ -PFHxA ¹³ C ₂ -PFDA	PFOA, PFHxA, PFHpA, PFNA, PFDA, PFUnA, PFDoA, PFTrDA, PFTA, PFOS, PFBS, PFHxS ADONA, 11C1-PF3OUdS, 9C1-PF3ONS
	¹³ C ₃ -HFPO-DA	HFPO-DA
	d ₅ -NEtFOSAA	NMeFOSAA, NEtFOSAA

Table 2. Internal Standards and Associated Target Analytes/Surrogates for EPA Methods 537 and 537.1		
EPA Method	Internal Standard	Associated Target Analytes and Surrogates
537	¹³ C-PFOA	PFOA, PFHxA, PFHpA, PFNA, PFDA, PFUnA, PFDoA, PFTrDA, PFTA, ¹³C-PFHxA, ¹³C-PFDA
	¹³ C-PFOS	PFOS, PFBS, PFHxS
	d ₃ -NMeFOSAA	NMeFOSAA, NEtFOSAA, d ₅ -NEtFOSAA
537.1	¹³ C ₂ -PFOA	PFOA, PFHxA, PFHpA, PFNA, PFDA, PFUnA, PFDoA, PFTrDA, PFTA, HFPO-DA, ADONA, ¹³C₂-PFHxA, ¹³C₂-PFDA, ¹³C₃-HFPO-DA
	¹³ C ₄ -PFOS	PFOS, PFBS, PFHxS, 11C1-PF3OUdS, 9C1-PF3ONS
	d ₃ -NMeFOSAA	NMeFOSAA, NEtFOSAA, d ₅ -NEtFOSAA

Abbreviations:

BS	Blank Spike (also known as LCS or LFB)	LFB	Lab Fortified Blank (also known as LCS or BS)
BQC	Batch Quality Control	LFSM	Lab Fortified Sample Matrix
°C	Degrees Centigrade	LFSMD	Lab Fortified Sample Matrix Duplicate
CCC	Continuing Calibration Check	MB	Method Blank (also known as LRB or Blank)
COC	Chain of Custody form	MDL	Method Detection Limit
DEP	Massachusetts Dept of Environmental Protection	MRL	Minimum Reporting Limit
DL	Detection Limit	MS	Matrix Spike (or Laboratory Fortified Sample Matrix)
eDEP	DEP's electronic reporting system for drinking water lab results	MSD	Matrix Spike Duplicate (or LFSMD)
EPA	U. S. Environmental Protection Agency	ng/L	Nanograms/liter (or parts per trillion, ppt)
FB	Field Blank (also known as FRB)	PFAS	Per- and Poly-Fluoroalkyl Substances
FD	Field Duplicate (also known as Duplicate Sample)	PFAS6	The 6 PFAS compounds regulated by MassDEP
FRB	Field Reagent Blank	ppt	Parts per trillion (or nanograms/liter, ng/L)
FS	Field Sample (i.e., client sample)	PWS	Public Water Supply
ID	Identification	QC	Quality Control
IS	Internal Standard	RL	Reporting Limit
LCS	Lab Control Sample (also known as LFB)	RPD	Relative Percent Difference
		SUR	Surrogate Standard