



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

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

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

Friday, November 02, 2018

IMPORTANT INFORMATION

Updated Chemical Addition Form

Dear Public Water Supplier:

On September 7, 2018 MassDEP notified Public Water Suppliers that add chemicals to their water of updates to the monthly Chemical Addition Report and invited them to attend training on the updates. Training was held on the following dates: October 11, 23, 25 and 30, 2018. For a copy of the form update notification and training invitation see <https://www.mass.gov/doc/updated-chemical-addition-report-and-trainings/>.

Please note the following:

1. A video training on the updated Chemical Addition Report form is available at the following locations:
 - MassDEP channel, Drinking Water Training playlist: <https://youtu.be/95Vk2l-QU2Y>
 - EEA Training Channel: <https://youtu.be/jk9NwTEWofI>
2. The updated form is located at <https://www.mass.gov/how-to/chemical-addition-report>
There are three versions of the report to choose from:
 - MS Word version (C-ADD) - A blank Word form that can be filled out using MS Word or printed and completed by hand.
 - Blank, unlocked Excel version (C-ADD) - For users interested in SCADA integration.
 - Macro-enabled, "smart" Excel version (C-ADD-XLSM) - Built-in automated calculations, i.e. formulas.
3. **You must begin to use the updated form starting January 1, 2019. You must submit your first updated form (for the month of January) by February 10, 2019.**
4. If you are unable to begin using the updated form by the requested date please contact your regional contact listed below. E.g. if your system has a problem with programming a supervisory control and data acquisition (SCADA) system to complete the updated form and meet the February 10, 2019 deadline, you may contact your regional contact

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep

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listed below, at least 30 days before the deadline and request an extension. All extension requests will be reviewed and responded to in writing.

5. If you have questions or need assistance with the updated form please contact your regional contact listed below.

Chemical Addition Report Form- Contacts			
Region	Contact Person Name	Email Address	Phone #
WERO	Deirdre Doherty	Deirdre.Doherty@mass.gov	413-755-2148
CERO	Amy Finch	Amy.Finch@mass.gov	508-767-2720
NERO	Nicholas Zessoules	Nicholas.Zessoules@mass.gov	978-694-3230
SERO	Giliane Tardieu	Giliane.Tardieu@mass.gov	508-946-2789
You may also contact the Drinking Water Program at program.director-dwp@mass.gov or 617-292-5770			

Thank you for your continued work to provide safe drinking water and protect public health. If you have any questions on this information you may contact me at program.director-dwp@mass.gov.

Sincerely,



Yvette DePeiza,
Program Director
MassDEP/BWR Drinking Water Program

CC: DWP Regional Chiefs