

Instructions for the 2025 Annual Report Form (ARF)

Massachusetts Department of Environmental Protection
Water Management Act Program

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

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What's New

- The deadline for submitting the 2025 Annual Report Form is **February 28, 2026.**

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 Report Form 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 Report Form, contact the Water Management Act Program (DEP.WMA@mass.gov).

Shi Chen: shi.chen@mass.gov, or (857)367-0042

Linjun Yao: linjun.yao@mass.gov, or (781)686-3862

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ARF Requirements

Two things are needed to start an ARF:

- An eDEP account, and
- A RegPerm ID

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 RegPerm ID

1. See mailing sent on **January 13, 2026** from MassDEP.
2. Get your RegPermID(s), the number MassDEP assigned to your facility. If you misplaced or did not receive the mailing sent on **January 13, 2026** from MassDEP, contact DEP.WMA@mass.gov.

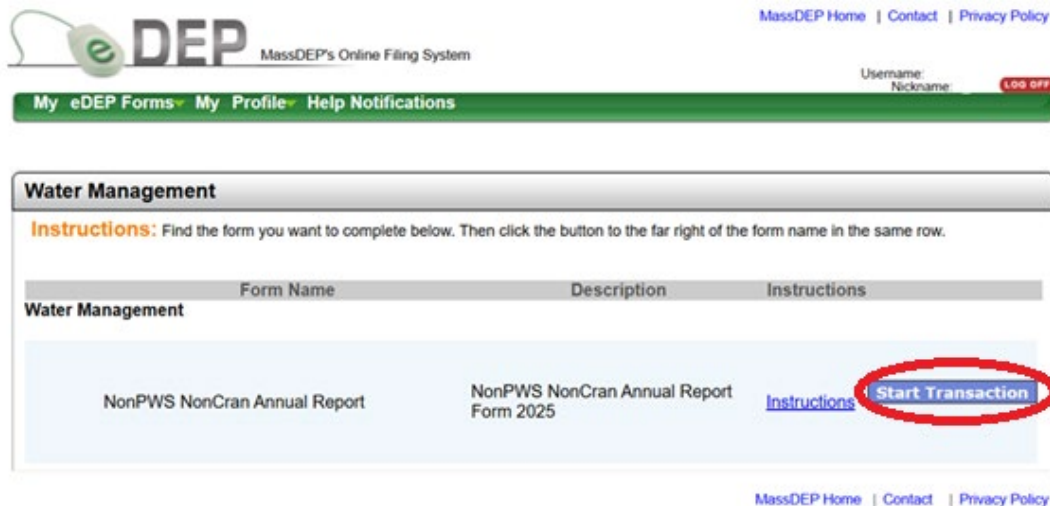
Getting Started

To begin a new Annual Report Form (ARF)

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



2. You will see a “Start Transaction” button for the form “NonPWS NonCran Annual Report”.



3. Click on “Start Transaction” to begin a new Annual Report Form.
4. Enter the RegPermID of the system for which you are submitting the Annual Report Form, then press “search”.

Note: Your RegPerm ID is provided in the letter mailed to you by MassDEP.

Preform

Preform: NonPWS NonCran Annual Report

RegPermID:

5. If the Facility Information details are correct press “Next”.

Preform

Preform: NonPWS NonCran Annual Report

RegPermID:

Facility Information
 ACUSHNET RIVER VALLEY GOLF COURSE
 LEONARD ST
 ACUSHNET, MA, 02743

6. After confirming the facility for which you are submitting the ARF, 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 facility.

Transaction Overview Trans# 1562120 ID# NonPWS NonCran Annual Report

Forms Signature Submit

Forms

Errors Checked/ Validated	Fill out the following forms for this transaction:
-	NonPWS NonCran Annual Report

7. Verify/edit/enter the Facility Mailing Address and Contact Information regarding the facility. Click on “Continue” at the bottom of the screen.



Massachusetts Department of Environmental Protection
Bureau of Water Resources (BWR) Water Management Act Program
NonPWS NonCran Annual Report Form
Reporting Year 2024

Facility Information Verification

RegPermitID: ██████████
Watershed Name: BUZZARDS BAY
Facility Name: ACUSHNET RIVER VALLEY GOLF COURSE
Facility Street Address Line 1: LEONARD ST
Facility Street Address Line 2:
City/Town: ACUSHNET
State: MA
Zip Code: 02743

Facility Mailing Address

The mailing address is the address where all MassDEP correspondence will be sent.

Please verify the information below and then use the error check & next button.

* indicates required fields

Same as facility Address

Street Address 1 *

Street Address 2

City/Town *

State * Zip Code *

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 Water Management Act regulations. This is usually the owner of the facility.

Please verify the information below and then use the error check & next button.

* indicates required fields

First Name *

Middle Initial

Last Name *

Company Name *

Phone Number *

Email address *

Street Address 1 *

Street Address 2

City/Town *

State *

Zip Code *

Comments

[Continue](#)

Navigation

Transaction Overview

- The Transaction Overview page now contains all the forms for this facility.
- 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).



Transaction Overview Trans# 1562121 ID# [REDACTED] **NonPWS NonCran Annual Report**

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	NonPWS NonCran Annual Report
–	Water Source (WM [REDACTED]-01G)
–	Water Source (WM [REDACTED]-02G)
–	Basin Withdrawal (BUZZARDS BAY)

Next

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

- Above the forms are buttons you can use to print the ARF, delete the ARF, share the ARF, and exit the ARF.

Transaction Overview Trans# 1562121 ID# [REDACTED] **NonPWS NonCran Annual Report**

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	NonPWS NonCran Annual Report
–	Water Source (WM [REDACTED]-01G)
–	Water Source (WM [REDACTED]-02G)
–	Basin Withdrawal (BUZZARDS BAY)

Next

Share Transaction

Collaborating with Colleagues

- The ARF application features the ability to share your report among other eDEP users. Using this feature, you can easily collaborate with colleagues to complete the ARF or send a completed ARF to other interested parties. If you plan on sharing the ARF, 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. Details on the nickname outlined below.
- To share an ARF, select “Share Transaction” from the menu located on the Transaction Overview page.

The screenshot shows the eDEP interface. At the top, there is a navigation bar with 'My eDEP Forms', 'My Profile', and 'Help Notifications'. Below this is a header for 'Transaction Overview' with details like 'Trans# 1562068 ID# 2002000 System Information (COM/NTNC)'. A menu bar includes 'Forms', 'Attach Files', 'Signature', and 'Submit'. A row of buttons contains 'Print Transaction', 'Delete Transaction', 'Share Transaction' (circled in red), and 'Exit'. Below the buttons, there is a section for 'Errors Checked/Validated' and a prompt to 'Fill out the following forms for this transaction:'.

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

The screenshot shows the 'Share Submittal' page. It contains 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 #' (1562099) and 'Form Name'. A 'Shared with' field is a large empty text box. Below it is an 'add' button.

- 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 Report Form.
- You have a choice of 5 different roles you may grant someone who is sharing the Annual Report Form:
 1. Viewer – This permission level will allow the individual read-only access to the Annual Report Form.

2. Editor – This permission level will allow the individual to change and save new data to the Annual Report Form.
 3. Signer – This permission level will allow the individual to sign and submit the Annual Report Form, 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 Report Form.
 5. Owner – This permission level will hand over complete control of the Annual Report Form 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 Report Form.
- You can choose to share the Annual Report Form for a set period of time. The account with which you share the ARF will have access to the forms only during this set period of time.
 - 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 # 1562099

Form Name

Shared with

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

Role

From To
(e.g., 12/3/2025)
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.


ARF 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. 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 ARF application to create a PDF version of the Annual Report Form. Note that “Print” will close the form you have open.
- “Exit” will take you back to the forms listing. You will be asked if you want to save the form before exiting.

MassDEP's Online Filing System

Water Source - Transaction #1562121

Error Check Save Instructions Print Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Water Resources (BWR) Water Management Act Program
NonPWS NonCran Annual Report Form
Reporting Year 2024

RegPermlid: [redacted]
Name: ACUSHNET RIVER VALLEY GOLF COURSE
City: ACUSHNET

Facility Information Verification (Pre-Form)

Facility Mailing Address and Legally Responsible Party Contact Information:

Before you can access the forms that make up the Annual Report Form you are required to provide the facility mailing address and contact information for the legally responsible party.

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.



Facility Information Verification

RegPermitID: [REDACTED]
Watershed Name: BUZZARDS BAY
Facility Name: ACUSHNET RIVER VALLEY GOLF COURSE
Facility Street Address Line 1: LEONARD ST
Facility Street Address Line 2:
City/Town: ACUSHNET
State: MA
Zip Code: 02743

Facility Mailing Address

The mailing address is the address where all MassDEP correspondence will be sent.

Please verify the information below and then use the error check & next button.

* indicates required fields

Same as facility Address

Street Address 1 *

Street Address 2

City/Town *

State * Zip Code *
State

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 Water Management Act regulations. This is usually the owner of the facility.

Please verify the information below and then use the error check & next button.

* indicates required fields

First Name *
Middle Initial
Last Name *
Company Name *
Phone Number *
Email address *
Street Address 1 *
Street Address 2
City/Town *
State *
Zip Code *
Comments

Continue

Water Sources

This form summarizes the monthly pumping of raw water from each source that the facility operates.

Each source is a separate form on the transaction that the “Water Sources (source ID)” link will open for edit.

MassDEP Home | Contact | Privacy Policy

Username: Nickname: LOG OFF

My eDEP Forms My Profile Help Notifications

Transaction Overview Trans# 1562121 ID# [redacted] **NonPWS NonCran Annual Report**

Forms Attach Files Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	NonPWS NonCran Annual Report
-	Water Source (WM [redacted]-01G)
-	Water Source (WM [redacted]-02G)
-	Basin Withdrawal (BUZZARDS BAY)

Next

MassDEP Home | Contact | Privacy Policy

Water Source:

MassDEP assigned Source ID. View only.

Source Name:

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

Source Street Address and Source City or Town:

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

Registered and Permitted:

Individual Source’s status with the WMA Program (view only).

Registered: “Yes or No” based on whether source is Registered.

Permitted: “Yes or No” based on whether source is Permitted.

Source Metered:


- Select “Metered” if the source has a meter. A “Metered” will open the rest of the form for more detail on “Meter Type” and “Date of Last Calibration”.
- Select “Estimated” if the source is not metered. This will open the rest of the form for details on estimation methods.

Meter Type:

Provide the brand name and type of the meter.

Date of Last Calibration:

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



Massachusetts Department of Environmental Protection
Bureau of Water Resources (BWR) Water Management Act Program
NonPWS NonCran Annual Report Form
Reporting Year 2024

RegPerId: [REDACTED]
Name: ACUSHNET RIVER VALLEY GOLF COURSE
City: ACUSHNET

Individual Water Source Volumes

Fields marked with an asterisk (*) are required

Water Source: WM [REDACTED] 01G
Source Name: IRRIGATION WELL
Source Street Address: LEONARD STREET
Source City or Town: ACUSHNET
Registered: NO
Permitted: YES

Is this source metered or are volumes estimated? *
Additional questions will appear based on your response.
 Metered Estimated

Meter Type *

Date of Last Calibration *

Monthly Withdrawal Volumes

Note: Check whether you are reporting your withdrawal volumes in million of gallons (MG). Enter withdrawal amounts as numeric values for all months below. All fields need to have a value in order to calculate annual amount pumped. The units are in millions of gallons (MG). To convert from gallons to million gallons, divide the number of gallons by 1,000,000.

Example:

- If you pumped 61,250 gallons, $61,250/1,000,000 = 0.06125$, so you enter 0.06125
- If you pumped 7,358,000 gallons, $7,358,000/1,000,000 = 7.358$, so you enter 7.358

Months:

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

Total Annual Amount Pumped:

Click “Calculate Annual Total” button [Calculate Annual Total](#) to generate the total annual amount pumped.

Maximum Single Day Pumped Volume (MG):

For each source, provide the highest one-day volume (MG) 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 provide the details needed.

Attaching meter calibration report:

If you have a meter calibration report(s), click Yes. You will upload the report(s) on the attachments page.

If you have one or more sources not listed, please contact the WMA Program at dep.wma@mass.gov.

Monthly Withdrawal Volumes

Enter withdrawal amounts as numeric values for all months below. All fields need to have a value in order to calculate annual amount pumped. The units are in millions of gallons (MG). To convert from gallons to million gallons, divide the number of gallons by 1,000,000. For example:

- If you pumped 61,250 gallons, $61,250/1,000,000 = 0.06125$, so you enter 0.06125
- If you pumped 7,358,000 gallons, $7,358,000/1,000,000 = 7.358$, so you enter 7.358

January *

March *

May *

July *

September *

November *

February *

April *

June *

August *

October *

December *

Calculate Annual Total

Total Annual Amount Pumped: 0 MG

The data for total annual amount pumped will be populated upon calculation.

Maximum Single Day Pumped Volume (MG)*

(e.g. 12.12345)

Date of Maximum Amount Pumped in the Reporting Year *

(e.g. 10/20/2024)

Comments

Will you be attaching meter calibration report? *

You will upload the report on the attachments page if you have it.

Yes No

If you have one or more sources not listed, please refer to help file.

Basin Withdrawal

Transaction Overview Trans# 1562121 ID# [REDACTED] Water Source

Forms Attach Files Signature Submit

Forms


Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	NonPWS NonCran Annual Report
✓	Water Source (WM [REDACTED]-01G)
✓	Water Source (WM [REDACTED]-02G)
-	Basin Withdrawal (BUZZARDS BAY)

Next

Permit and Registration Information:

This table is pre-populated from DEP databases. Review for accuracy..

	Massachusetts Department of Environmental Protection Bureau of Water Resources (BWR) Water Management Act Program NonPWS NonCran Annual Report Form Reporting Year 2024	RegPermid: [REDACTED] Name: ACUSHNET RIVER VALLEY GOLF COURSE City: ACUSHNET
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Basin Withdrawal

Refer to the Basin Withdrawal Form [instructions](#) for more information. If you have any questions concerning completion of the Water Management Act Annual Report, please contact the WMA Program at dep.wma@mass.gov.

Permit & Registration Information

River Basin (Watershed) BUZZARDS BAY

Registration Number

Permit Number 9P242400301

Watershed Average Daily Withdrawal:

Enter the total water withdrawn from the basin (in million gallons) during the reporting year. This volume should equal the sum of the annual totals of your sources. Press the “Calculate” button once you have entered the “Total Water Withdrawn (MG)” to obtain the “Average Daily Withdrawal (MGD)”. This average is automatically transferred into section **Authorized Volume vs. Actual Withdrawal Volume** of this form.

Watershed Average Daily Withdrawal

* indicates required fields

Enter the total water withdrawn from the basin (in million gallons) during the reporting year. This volume should equal the sum of the annual totals of your sources.

Examples:

- If you pumped 400,512,000 gallons in the year, enter 400.512.
- If you pumped 784,300 gallons in the year, enter 0.7843.

Total Water Withdrawn (MG) *

6

Average daily withdrawal and related fields for authorized volume and actual volume will be populated upon calculation.

Authorized Number of Days: 183

Calculate

Average Daily Withdrawal (MGD): 0.033

Authorized vs. Actual Withdrawal Volume:

This section compares your authorized volumes to the volumes pumped from each basin during the reporting year. Calculations are automatically performed. A negative value indicates that more was withdrawn than is authorized and that your facility may be out of compliance. You may want to double check that the million gallons (MG) value entered above is correct.

Authorized Volume vs. Actual Withdrawal Volume

Registered Volume (MGD)	0.000
Permitted Volume (MGD)	0.100
Authorized Volume (MGD)	0.100
Average Daily Withdrawal (MGD)	0.033
Authorized Minus Actual Withdrawal (MGD)	0.067

A positive value indicates that the volume withdrawn is below the authorized volume. A negative value indicates that more was withdrawn than is authorized and that your facility is out of compliance. If the value is negative, you may want to check that the million gallons (MG) value entered above is correct.

WMA Permit Requiring Special Condition(s):

Describe any individual permit special condition(s) requiring that an annual report be submitted to MassDEP. Indicate if the report is attached (electronically) to the ARF. If the report is sent to MassDEP by mail or email, indicate date submitted.

Comments:

Use this field to provide comments or additional information regarding this section of the report. You may explain discrepancies, provide supplemental information, or provide any other information to assist MassDEP in processing the data.

WMA Permit Requiring Special Condition(s)

* indicates required fields

Are one or more annual reports required as part of your permit? *

Yes No

Please provide a short description of the condition(s) requiring an annual report. (e.g., wetlands monitoring). *

Are you attaching the required report to this ARF? *

Yes No

Enter the date(s) the required report was submitted to MassDEP.

Date first report was submitted.* :

Date second report was submitted (if applicable) :

Mailing Address

If sending an annual report, mail or email to:

MassDEP

100 Cambridge St, Suite 900

Boston, MA 02114

Attn: Water Management Act Program

Email: dep.wma@mass.gov

Comments

Use this to provide comments or additional information regarding this section of the report. You may explain discrepancies, provide supplemental information, or provide any other information to assist MassDEP in processing the data.

Attach 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.

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

The screenshot shows a web interface for a transaction overview. At the top, there is a green navigation bar with links for 'My eDEP Forms', 'My Profile', and 'Help Notifications'. On the right side of this bar, it says 'Nickname: LY' and 'LOG OFF'. Below the navigation bar is a grey header for the transaction, labeled 'Transaction Overview' with 'Trans# 1562120 ID# [redacted] Basin Withdrawal'. A progress bar below the header shows four steps: 'Forms', 'Attach Files' (which is the current step and has a green triangle under it), 'Signature', and 'Submit'. The main content area is titled 'Attach Files' and contains a question: 'Will you attach or mail any (additional) files for this transaction?'. There are two radio button options: 'Yes, I will attach or mail (additional) files' and 'No, I have no (additional) files at this time'. The 'No' option is circled in red. An 'Exit' button is located in the top right corner of the main content area. At the bottom of the main content area, there is a red note: '*Files are required to send all files under 50 MB electronically'. At the bottom right of the page, there are links for 'MassDEP Home', 'Contact', and 'Privacy Policy'.

If you do have attachments to submit:
Check “Yes.”

1. Enter attachment types (e.g., meter calibration report, wetland monitoring report, etc.)
2. Click on the button labeled “Choose File” or check to indicate that you will send it by mail.
3. Locate the file and click “Open” (Microsoft Windows).
4. Click “Confirm”.
5. Repeat steps 2, 3 and 4 for more attachments.
6. Click the button labeled “Next” to electronically sign your ARF.

Transaction Overview Trans# 1562120 ID# [REDACTED] 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

Meter calibration report	Will be sent by mail.	Remove
Meter Report	TEST.docx	View Remove

**Filers 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.

Transaction Overview Trans# 1562120 ID# [REDACTED] Basin Withdrawal

Forms Attach Files Signature Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

NonPWS NonCran Annual Report - 1 Form(s)

CERTIFICATION OF OWNER/RESPONSIBLE PERSON or CERTIFIED OPERATOR
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 12/10/2025

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.

Transaction Overview Trans# 1562120 ID# [REDACTED] Basin Withdrawal

Forms Attach Files Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	NonPWS NonCran Annual Report
✓	Water Source (WM [REDACTED]-01G)
✓	Water Source (WM [REDACTED]-02G)
✓	Basin Withdrawal (BUZZARDS BAY)

Once you submit, an email is automatically sent to the email address identified 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 ARF are listed.

Press “Submit” to send your report.

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

Transaction Overview Trans# 1562120 ID# [REDACTED] Basin Withdrawal

[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

[REDACTED]

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

[REDACTED]

DEP Transaction ID: 1562120

Date and Time Submitted: 12/10/2025 01:45:57 PM

Other Email :

Form Name: NonPWS NonCran Annual Report

Non-PWS, Non-Cran Information

Reg Perm ID: [REDACTED]

City /Town: ACUSHNET

Facility Name: ACUSHNET RIVER VALLEY GOLF COURSE

✓ Basin Withdrawal(BUZZARDS BAY)

✓ Water Source(WM [REDACTED] 01G)

✓ Water Source(WM [REDACTED] 02G)

Ancillary Document Uploaded/Mailed

Meter calibration report

TEST

TEST

Submit

View and Download Submission

Select "My eDEP" to return to your transactions homepage.

Select "Recent Submitted" tab, you can find your recent (< 90 days) submitted ARF forms.

You will be able to view your submission by clicking "NonPWS NonCran Annual Report" in Transaction column.

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.

My eDEP Forms My Profile Help Notifications

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

Work In Progress **Recent Submitted** Archived Submitted Bulk Files Favorites

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print	Amend TURA
<input type="checkbox"/> 1562120	██████	NonPWS NonCran Annual Report	Add Note	SUBMITTED	12/10/2025	Download	

General Tasks

Working with WMA Staff

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

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria. Show Filter

Work In Progress | Recent Submitted | Archived Submitted | Bulk Files | Favorites

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/> 1562131	██████	NonPWS NonCran Annual Report	Add Note	WORK IN PROGRESS	12/17/2025	Download

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

Transaction Overview Trans# 1562131 ID# ██████

Forms → Signature → Submit

Forms

Print Transaction Delete Transaction **Share Transaction** Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
—	NonPWS NonCran Annual Report

Next

5. Select “add”

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 # 1562131

Form Name

Shared with

add

6. Enter nickname of WMA employee that's assisting you in "Share With" field.
 - a. Shi Chen (shi.chen@mass.gov): **ZELIE**
7. Pick "Editor" as Role.
8. Ignore Date field(s).
9. Select "add" at bottom of page.

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Transaction # 1562131

Form Name

Shared with

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

Role

From To
(e.g., 12/17/2025)
Please enter a valid US Date Format(e.g., 12/30/2003)

10. The name should appear in the "Shared With" field.
11. Select "back" or "My eDEP" to return to homepage.

Share Submittal

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Transaction # 1562131

Form Name

Shared with

SHI CHEN (ZELIE) ,Editor

add edit delete

back

12. Email the individual when done and include the RegPermID.