



## How to Complete Your Groundwater Discharge Monitoring Reports (DMRs) using eDEP Online Filing

Groundwater Discharge Permit DMRs can now be submitted electronically using the eDEP Online Filing System.

To get started the Groundwater Discharge Permittee needs to create an eDEP account. Creating this account will require the submittal of a Proof of Identity form to DEP.

Once the Proof is processed the permittee will be able to submit reports through eDEP or designate an Authorized Agent to submit the reports for them.

Select from the following links to get started and to learn more about eDEP and the Groundwater Forms:

[How to create an eDEP account and submit a Proof of Identity](#)

[How to affiliate an Authorized Agent](#)

[How to select, complete and submit the eDEP Groundwater DMRs](#)

- [Groundwater Monitoring Forms](#)
- [Form Buttons, Navigation Errors](#)
- [Start a Transaction](#)
- [Select and Complete Forms](#)
- [Delete a selected form](#)
- [Comments & Attachments](#)
- [Sign and Submit the Transaction](#)
- [Download/Print Transaction](#)
- [For further assistance](#)

Create an eDEP Account:

Log on to eDEP at: <https://edep.dep.mass.gov/DEPLogin.aspx>  
Select 'New User'

**Login or Get Username & Password**

**Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes.**

New eDEP Features: [Preview](#)

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.

- [What is eDEP & other FAQ's?](#)
- [What forms can I file in eDEP?](#)
- [Instructions for eDEP Forms](#)
- [eDEP Contacts & Feedback](#)

**Log into eDEP**

Username:

Password:

-----

[Forgot your Password?](#)

-----

←

Register and get Username and Password

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1. Complete the required fields and create a User name and password for your account:

Login and Security Information - create your login and security profile.

\*Username  Pick a [Username](#) with at least 5 characters but with NO spaces

\*Nickname  Pick a [Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP

\*Password  Pick a [Password](#) with at least 8 characters BOTH letters & numbers

\*Retype Password

\* Security Question  Pick any question from this list. [Help](#)

\*Answer Security Question  Type your answer. Allows you to retrieve lost Passwords.

Terms & Conditions To register with eDEP, you must review and agree to the eDEP [Terms and Conditions](#). Please indicate your agreement below:

I agree

I do not agree

[Back to login](#)

[Clear](#)

[Create My New Account](#)



2. You must accept the Terms and Conditions to proceed.
3. You must activate the account through email.
4. You must answer/create your security link questions.

Your eDEP account has been created.

If you are an Authorized Agent you will need to be affiliated with the Permittee's account.

If you are a Groundwater Discharge Permittee, you can now submit the Proof of Identity. Go to 'My Profile' and click on Proof of Identity:

- My eDEP
- Forms
- My Profile**
  - Change Password
  - Proof of Identity
  - Update My Information
  - Affiliate Business
- Help

### My eDEP

#### My Transmittals

Welcome to eDEP...

Username: MADIGAN11  
Nickname: AGNES11

**Note:** Your Username/Nickname appears on the top right hand corner next to the log off button.

Thank you for registering.

**Protect your Password!**

Check the Apply for Proof box  
Select Groundwater Discharge Permittee from the drop down list:

- My eDEP
- Forms
- My Profile**
- Help

### Proof of Identity

[Instructions](#)

Apply for proof

- BWSC Internal User
- DEP Staff
- Groundwater Discharge Permittee**
- Hazardous-waste transporter
- Laboratory Director - Water Quality
- Licensed Site Professional (LSP)
- Member or staff of a Conservation Commission

As a Groundwater Permittee the Proof requires Administrative privileges. The eDEP system will automatically check that option.

Enter the Tax Identification Number (TIN) for the permitted facility and the facility's name. Click 'Apply':

**Proof of Identity** Instructions

Apply for proof

Groundwater Discharge Permittee ▼

Apply for administrative privileges

TIN  Business Name  

**Note : It is mandatory to apply for administrative privilege for this proof**



You have no proofs on file:

You are not affiliated with any organizations:

On the next screen, check the box and fill in the Groundwater Permit number.  
If you will have someone other than yourself file the DMRs through eDEP, name that person and their company as the Authorized Agent.  
Click the 'Apply' button:

**Proof of Identity**

**Apply for a Groundwater Discharge Permittee.**

GroundWater Discharge Permit Number (Required Field)

Appointed Authorized Agent's Name (Optional)

Appointed Authorized Agent's Company Name (Optional)



The next screen is the Proof of Identity form filled with the information you entered.  
Follow the instructions at the top of the form for signing, notarizing and mailing in to DEP:

**Proof of Identity**



**MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**STANDARD PROOF OF IDENTITY FORM  
(For the eDEP online filing system)**

**Instructions:**

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to :  
MassDEP - Ground Water Program, MassDEP, BRP – Wastewater Management ,Groundwater Discharge Permit Program  
5th Floor c/o Marybeth Chubb,  
One Winter St, Boston, MA 02108

**Apply for a Groundwater Discharge Permittee**

First Name: MB  
 Last Name: COSTY  
 User Name: MADIGAN11  
 E-mail Address: mb@dep.net  
 Phone Number: (617) 556-1029  
 Date: 9/27/2011  
 Start Date: 9/27/2011

GroundWater Discharge Permit Number (Required Field)   
 Appointed Authorized Agent's Name (Optional)   
 Appointed Authorized Agent's Company Name (Optional)

**Apply to be an eDEP Administrator**

Business Name Maddi's Place  
 Business Id 123123123

All Users Must Provide a Hand- written Signature:

**Notary Public Must Complete this Section**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public, personally \_\_\_\_\_(name of document signer), who proved to me through satisfaction evidence of identification, which were \_\_\_\_\_(type), to be the person whose name is signed in Section E on page 2.

\_\_\_\_\_  
 Notary Signature

**Print**

After printing the Proof of Identity Form you will be brought back to 'My eDEP'. Select 'Wastewater' from the Forms menu in the green bar. The page will list available wastewater forms. If you applied for a Groundwater Proof, you will see 'Pending' in the box to the right of the form name:

**Wastewater**

**Instructions:** Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
<b>Wastewater</b>		
Dental Amalgam/Mercury Recycling Certification	This form is for dental practices/facilities that generate waste amalgam containing mercury to certify compliance with MassDEP requirements.	<a href="#">Start Transaction</a>
Groundwater Discharge Monitoring Report Forms	These forms are for reporting monitoring data from wastewater treatment facilities with Groundwater Discharge Permits.	<a href="#">Instructions</a> <span style="border: 1px solid black; padding: 2px;">Pending</span>



You will be notified via email when the Proof has been received and the account approved. Once notified you will be able to submit the DMRs for the permit through eDEP or set up an Authorized Agent to do so for you:

**Wastewater**

**Instructions:** Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
<b>Wastewater</b>		
Dental Amalgam/Mercury Recycling Certification	This form is for dental practices/facilities that generate waste amalgam containing mercury to certify compliance with MassDEP requirements.	<a href="#">Start Transaction</a>
Groundwater Discharge Monitoring Report Forms	These forms are for reporting monitoring data from wastewater treatment facilities with Groundwater Discharge Permits.	<a href="#">Instructions</a> <a href="#">Start Transaction</a>



[Return to Start](#)

## Affiliate an Authorized Agent:

A Groundwater Discharge Permittee can designate someone to submit DMRs for them, an Authorized Agent, through eDEP.

The Authorized Agent must set up his/her own eDEP account ([see Create account](#)).

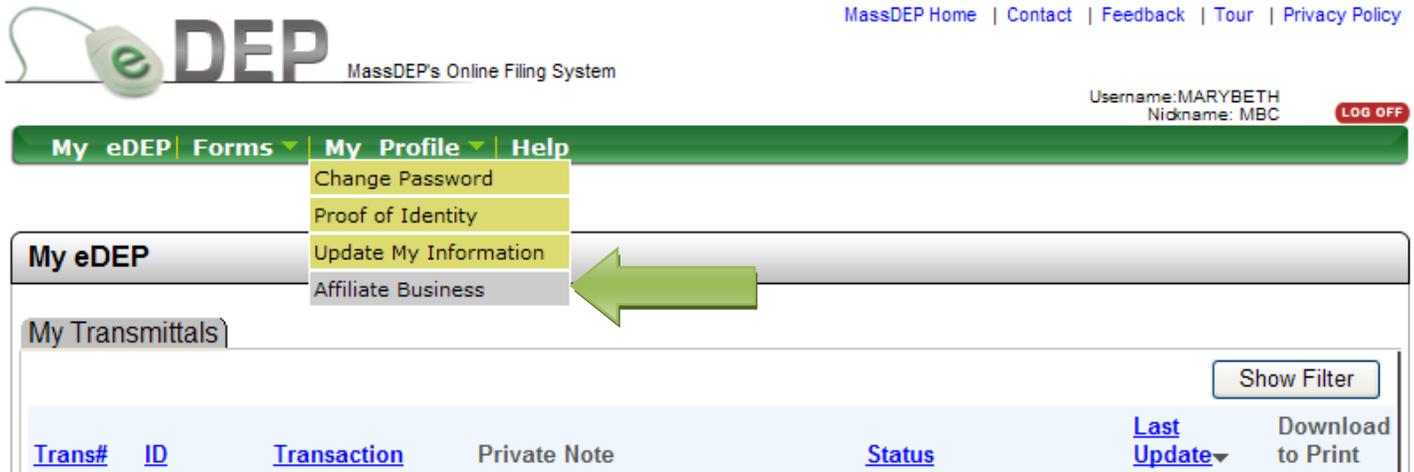
**Please note: No Proof of Identity is required for the Authorized Agent**

Once the Groundwater Proof has been approved the permittee needs to affiliate the agent as follows:

Permittee logs into eDEP at: <https://edep.dep.mass.gov/DEPLogin.aspx>

Select 'My Profile' in the green menu bar

Select 'Affiliate Business':



MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: MARYBETH  
Nickname: MBC **LOG OFF**

**My eDEP** | Forms | **My Profile** | Help

- Change Password
- Proof of Identity
- Update My Information
- Affiliate Business**

My Transmittals

Show Filter

<a href="#">Trans#</a>	<a href="#">ID</a>	<a href="#">Transaction</a>	Private Note	<a href="#">Status</a>	<a href="#">Last Update</a>	Download to Print
------------------------	--------------------	-----------------------------	--------------	------------------------	-----------------------------	-------------------

Click the Add button

### Affiliate Business

This page allows you to affiliate other eDEP users with your organization. By setting up this affiliation, you are both 1) allowing the users to file in eDEP as representatives of your organization, and 2) giving yourself access to view any forms that they start on behalf of your organization.

To affiliate a user, first ask the user for his/her eDEP nickname. Next click on the [add] button (below) and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role. Specifying the Employee/Agent role will allow the user to file in eDEP on behalf of your organization. Specifying the Administrator role will allow the user both to file in eDEP on behalf of your organization and also to affiliate other eDEP users with your organization, just as you are doing now. Finally, if desirable, specify a time period during which this affiliation is valid.

Organization ID: 123123123

Organization Name: Aces Co

Affiliated Users:

ACES HIGH (AA2), Administrator
MARGARET CHEN (MC11), Employee / Agent



Type the nickname for the Authorized Agent in the 'Affiliate with' box.

-The nickname that was chosen by the Agent during the creation of the eDEP account. It is visible when they login to their account in the upper right part of the screen

Change the role from Administrator to Employee/Agent.

Assign an end date for the affiliation (optional)

Click the 'Add' button:

### Affiliate Business

This page allows you to affiliate other eDEP users with your organization. By setting up this affiliation, you are both 1) allowing the users to file in eDEP as representatives of your organization, and 2) giving yourself access to view any forms that they start on behalf of your organization.

To affiliate a user, first ask the user for his/her eDEP nickname. Next click on the [add] button (below) and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role. Specifying the Employee/Agent role will allow the user to file in eDEP on behalf of your organization. Specifying the Administrator role will allow the user both to file in eDEP on behalf of your organization and also to affiliate other eDEP users with your organization, just as you are doing now. Finally, if desirable, specify a time period during which this affiliation is valid.

Organization ID: 123123123

Organization Name: Aces Co

Affiliated Users: 

ACES HIGH (AA2), Administrator
MARGARET CHEN (MC11), Employee / Agent

Affiliate With(Nickname):

Role:

From:  To:   
(e.g., 10/5/2011)

The name of the affiliated Authorized Agent will now appear in the Affiliated Users box:

### Affiliate Business

This page allows you to affiliate other eDEP users with your organization. By setting up this affiliation, you are both 1) allowing the users to file in eDEP as representatives of your organization, and 2) giving yourself access to view any forms that they start on behalf of your organization.

To affiliate a user, first ask the user for his/her eDEP nickname. Next click on the [add] button (below) and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role. Specifying the Employee/Agent role will allow the user to file in eDEP on behalf of your organization. Specifying the Administrator role will allow the user both to file in eDEP on behalf of your organization and also to affiliate other eDEP users with your organization, just as you are doing now. Finally, if desirable, specify a time period during which this affiliation is valid.

Organization ID: 123123123

Organization Name: Maddi's Place

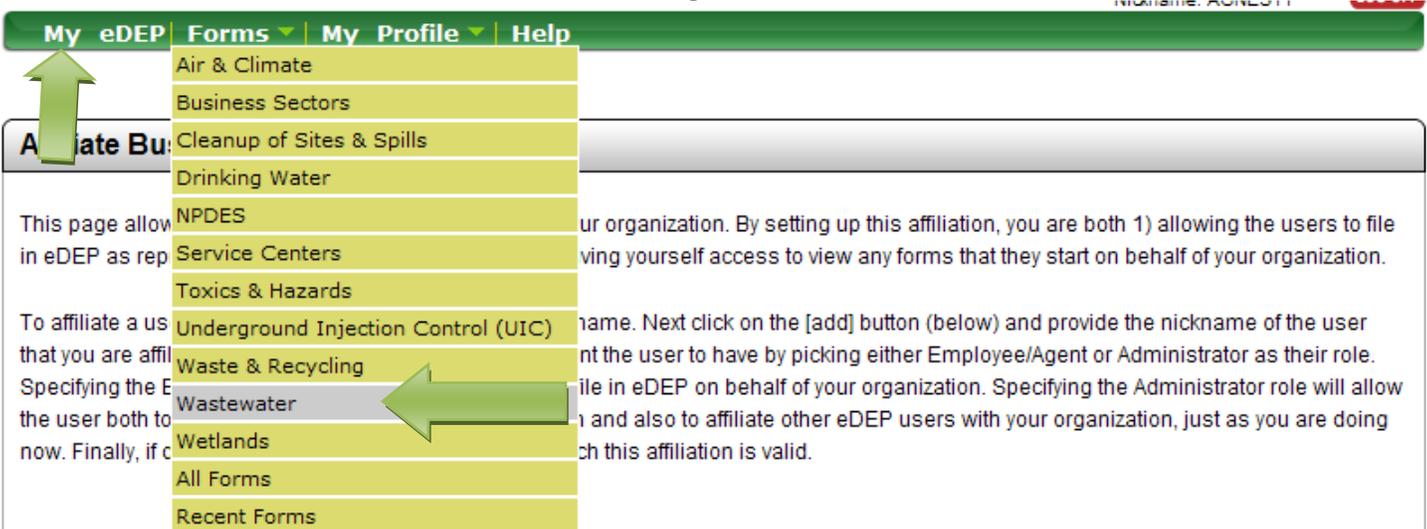
Affiliated Users:

ACES HIGH (AA2), Administrator
MARYBETH CHUBB (MAGGY11), Employee / Agent
MARGARET CHEN (MC11), Employee / Agent



add edit delete

Select 'My eDEP' to return to your eDEP homepage OR  
 Select 'Wastewater' from the Forms menu in the green bar to start a transaction:



The screenshot shows a green navigation bar with the following items: My eDEP, Forms, My Profile, and Help. A green arrow points to 'My eDEP'. Below the bar is a dropdown menu for 'Forms' with the following options: Air & Climate, Business Sectors, Cleanup of Sites & Spills, Drinking Water, NPDES, Service Centers, Toxics & Hazards, Underground Injection Control (UIC), Waste & Recycling, Wastewater, Wetlands, All Forms, and Recent Forms. A green arrow points to 'Wastewater'.

[Return to Start](#)

## eDEP Groundwater Data Forms:

There are three different types of Groundwater discharge data forms:

### Daily Log:

For the reporting of any parameter monitored more frequently than bi-weekly such as **Flow**, **pH**, **Chlorine residual**.

This form is **NOT** permit specific. Not all parameters listed will be required by your permit. **Fields on this form should be left blank if the parameter is not required.**

# Groundwater Permit

## DAILY LOG SHEET

2. Tax identification Number
<b>2011 AUG DAILY</b>
3. Sampling Month & Frequency

### C. Daily Readings/Analysis Information

Date	Effluent Flow GPD	Reuse Flow GPD	Irrigation Flow GPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intensity (%)
1	11111				6.8	7.2		100
2	22222				6.5	7.3		95
3	33333				6.4	7.1		100
4	44444				6.3	7.2		100
5	55555				6.2	6.3		100
6	66666				6.5	6.4		100
7								

## Discharge Monitoring Report Form:

For the reporting of influent and effluent data. Grouping of parameters on each Discharge Monitoring form is based on the sampling frequency of each parameter. For example, all quarterly parameters will be on one form; all monthly parameters on another.

This form **IS** permit specific. **Every data field, except the Effluent Method Detection Limit\*, must have a value in order to validate and submit the form.**

*\*The 'Effluent Method Detection Limit' refers to the detection limit for the laboratory method used to analyze the effluent sample. This is sometimes referred to as the 'Reporting Limit' on lab records. It is not the permit limit or the laboratory method.*

# Groundwater Permit DISCHARGE MONITORING REPORT

2. Tax identification Number
<b>2011 AUG MONTHLY</b>
3. Sampling Month & Frequency

**Fill all empty fields as Not-Detected**

## D. Contaminant Analysis Information

- For "0", below detection limit, or not detected, enter "ND"
- For greater than (>) or less than (<) value, enter number only and note greater than (>) or less than (<) in the Comments section.
- TNTC = too numerous to count.
- NS = Not Sampled

1. Parameter/Contaminant Units	2. Influent	3. Effluent	4. Effluent Method Detection Limit
<b>BOD</b> MG/L	250	10	5
<b>TSS</b> MG/L	320	7	
<b>TOTAL SOLIDS</b> MG/L	625	320	10
<b>AMMONIA-N</b> MG/L	21	nd	.1
<b>NITRATE-N</b> MG/L		3	

## Monitoring Well Data Report:

For reporting results from monitoring well sampling, effluent reuse, and/or other monitoring points.

Grouping of parameters is based on the sampling frequency of each parameter. For example, all quarterly monitoring well parameters will be on one form; all monthly parameters on another.

This form **IS** permit specific. **Every data field must have a value in order to validate and submit the form.**

# Groundwater Permit

## MONITORING WELL DATA REPORT

2. Tax identification Number
<b>2011 AUG MONTHLY</b>
3. Sampling Month & Frequency

### C. Contaminant Analysis Information

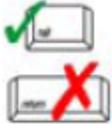
- For "0", below detection limit, or not detected, enter "ND".
- For greater than (>) or less than (<) value, enter number only and note greater than (>) or less than (<) in the Comments section.
- TNTC = too numerous to count.
- NS = Not Sampled.
- DRY = Not enough water in well to sample.

1. Parameter/Contaminant Units	MW1 2. Well #	MW2A 3. Well #	MW3 4. Well #	MW4A 5. Well #	MW5 6. Well #	7. Well #
<b>PH</b> S.U.	NS	DRY	5	4	8	
<b>STATIC WATER LEVEL</b> FEET	5	6	DRY	4	8	
<b>SPECIFIC CONDUCTANCE</b> UMHOS/C	DRY	3	2	1	DRY	

There is also an informational form, the Groundwater Discharge Monitoring Report. This form is used as the cover page for each data form. In Section A. you will provide facility and sampling information. In Section B. you will select each form to be submitted:

### A. Facility Information

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



- Facility name, address:
 

IPSWICH COUNTRY CLUB		
a. Name		
75 NEWBURY TURNPIKE		
b. Street Address		
IPSWICH	MA	01938
c. City	d. State	e. Zip Code
- Contact information:
 

BARBARA MACDONALD	
a. Name of Facility Contact Person	
(617) 556-1029	mb@dep.com
b. Telephone Number	c. e-mail address
- Sampling information:
 

8/15/2011	TEST
a. Date Sampled (mm/dd/yyyy)	b. Laboratory Name
MC	
c. Analysis Performed By (Name)	

### B. Form Selection

- Please select Form Type and Sampling Month & Frequency
 

Daily Log Sheet - 2011 Aug Daily
----------------------------------

All forms for submittal have been completed. Please se
- This is the last selection.
- Delete the selected form.

[Return to Start](#)

## Form Buttons:

The following buttons are located at the top of every form:



Click **Save** periodically to backup your work. **Remember to Save often.**

**Error Check** checks the values entered for any errors that won't be accepted. Error fields show up **red** and the errors are listed at the bottom of the page.

**Save** stores your work.

**Print** will send the form to your printer.

**Exit** exits the form. You will be prompted to save changes.

At the bottom of every form is the **Error Check & Next** button. This checks the form for entry errors, and, if none, moves you to next step.

Located on the Groundwater data forms only:

**Fill all empty fields as Not-Detected**

**Fill all empty fields as Not-Detected** will fill any remaining blank fields with a value of ND (where ND is an appropriate value).

## Form Navigation:

Use the tab key to navigate through the form or select a particular field using your mouse

### Acceptable data entries:

Each field on the form has "allowable" data entries:

"**ND**" for Not Detected. This should be used instead of "0".

"**NS**" for Not Sampled

"**DRY**" for a monitoring well that could not be sampled because of lack of water volume.

"**TNTC**" for Too Numerous to Count. This applies to coliform sampling only.

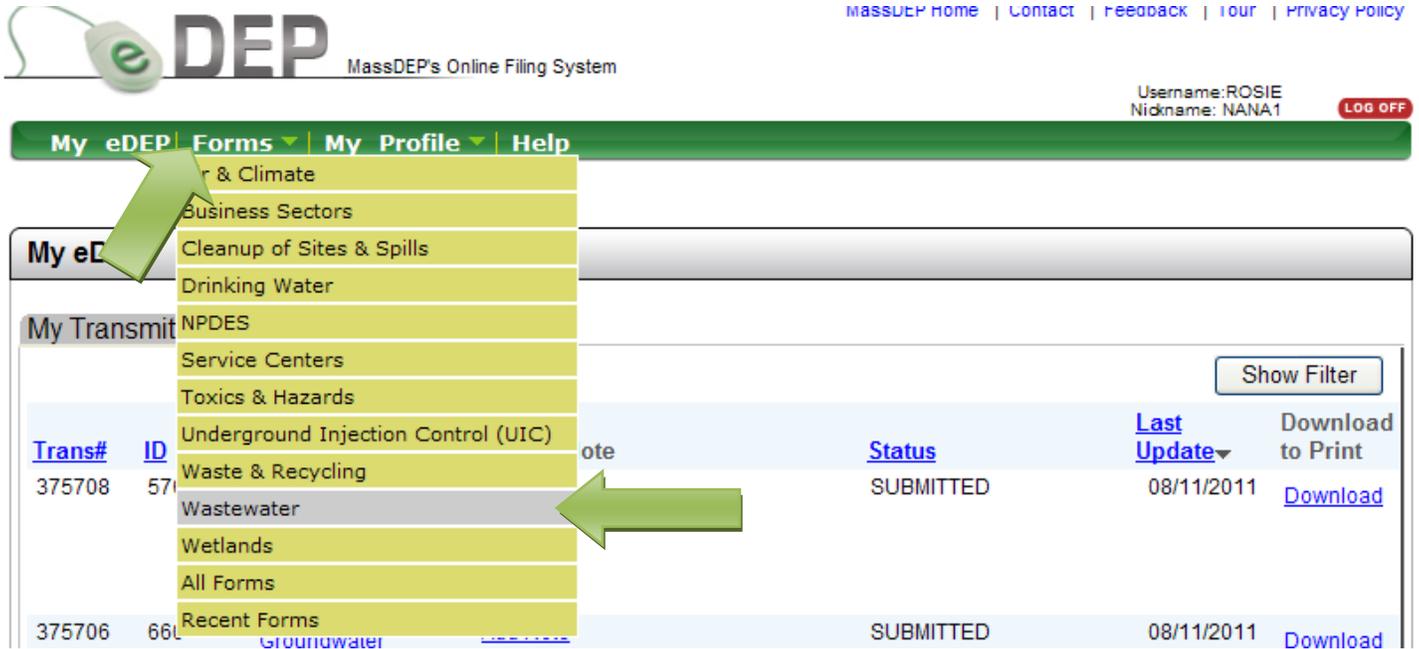
"**YES/NO**" for **MS-2 phage results**.

[Return to Start](#)

## Start a Transaction:

Log on to eDEP at: <https://edep.dep.mass.gov/DEPLogin.aspx> using your User Name and password.

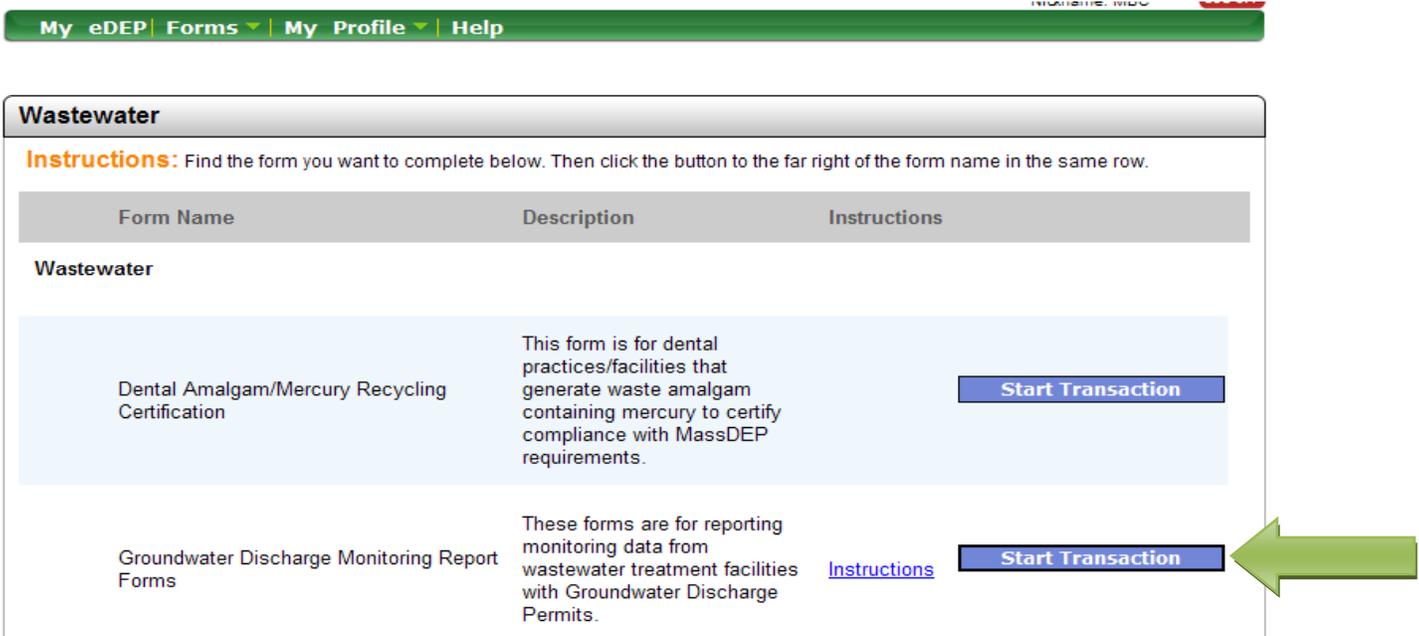
Go to 'Forms' -> 'Wastewater'



The screenshot shows the eDEP interface with the 'Forms' menu open. A green arrow points to the 'Forms' menu item, and another green arrow points to the 'Wastewater' option within the dropdown menu. Below the menu, a table of transactions is visible.

Trans#	ID	Description	Status	Last Update	Download to Print
375708	571	Wastewater	SUBMITTED	08/11/2011	<a href="#">Download</a>
375706	666	Groundwater	SUBMITTED	08/11/2011	<a href="#">Download</a>

On the Wastewater forms page, next to Groundwater Discharge Monitoring Report forms, select 'Start Transaction':



The screenshot shows the 'Wastewater' forms page. A green arrow points to the 'Start Transaction' button for the 'Groundwater Discharge Monitoring Report Forms'.

Form Name	Description	Instructions
Dental Amalgam/Mercury Recycling Certification	This form is for dental practices/facilities that generate waste amalgam containing mercury to certify compliance with MassDEP requirements.	<a href="#">Start Transaction</a>
Groundwater Discharge Monitoring Report Forms	These forms are for reporting monitoring data from wastewater treatment facilities with Groundwater Discharge Permits.	<a href="#">Instructions</a> <a href="#">Start Transaction</a>

Click on the drop down arrow and select the facility you want to submit DMRs for:

**Represent Business**

Do you want to represent a Business for this transaction?  
 Yes  No

Select the Business you want to represent:

Select Business 

- Select Business
- GEORGETOWN HOUSING
- WEST ISLAND
- KING'S WAY CONDOMINIUM
- IPSWICH COUNTRY CLUB
- PROVINCETOWN WWTF
- SUNBRIDGE CARE & REHAB

**Instruction:**  
You have come to this page either because you are an administrator or you are "affiliated" with business(es) which allow you to file in eDEP on their behalf.

**Instructions:**

- Indicate if you are representing a business in this transaction.
- If yes, select the business you are representing and then click continue.
- If no, select no and then click continue.

Click the 'search' button. Check the box 'This information is correct'. Click 'Next':

**Preform**

**Preform: Groundwater Discharge Monitoring Report Forms**

Please select your facility : 4 - IPSWICH COUNTRY CLUB 



**Facility Name**

This information is correct 

4 - IPSWICH  
75 NEWBURY TURNPIKE



You are now ready to start a Transaction for the chosen facility:

**Transaction Overview** Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms      Signature      Submit

Forms

Errors Checked/ Validated	Fill out the following forms for this transaction:
-	<a href="#">Groundwater Discharge Monitoring Report Forms</a>

### Select and Complete Groundwater Data forms:

From the Transaction Overview screen, click 'Next'. You can also click directly on the form name highlighted in blue. This will open the Groundwater Discharge Monitoring Report Form. This form is used as the cover page for each data form. In Section A. you will provide facility and sampling information. All fields must be filled. *Note: Some of this information is pre-populated.*

### A. Facility Information

**Important:** When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Facility name, address:

a. Name

b. Street Address

c. City      d. State      e. Zip Code

2. Contact information:

a. Name of Facility Contact Person

b. Telephone Number      c. e-mail address

3. Sampling information:

a. Date Sampled (mm/dd/yyyy)      b. Laboratory Name

c. Analysis Performed By (Name)

In Section B. click the drop down arrow and select the data form you want to complete:

## B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

2  Daily Log Sheet - 2011 Aug Daily

3  Monitoring Well Data Report - 2011 Aug Monthly

Discharge Monitoring Report - 2011 Aug Monthly

Daily Log Sheet - 2011 Sep Daily

Monitoring Well Data Report - 2011 Sep Monthly

Discharge Monitoring Report - 2011 Sep Monthly

Discharge Monitoring Report - 2011 Quarterly 3

Once the data form has been chosen, go to the bottom of the Groundwater form, click Error Check & Next.

## B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

Monitoring Well Data Report - 2015 Oct Monthly

- All forms for submittal have been completed.
2.  This is the last selection.
3.  Delete the selected form.

[Error Check & Next](#)

When the form has processed you will be brought back to the Transaction Overview page which now shows the selected data form:

**Transaction Overview** Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms      Signature      Submit

Forms

Print Transaction    Delete Transaction    Share Transaction    Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
-	Daily Log Sheet (2011 AUG DAILY) ←
-	Groundwater Discharge Monitoring Report Forms

**Next**

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

Click 'Next' to open the form.

Use the tab key to navigate through the form as you enter the data in the appropriate fields:

# Groundwater Permit

## DAILY LOG SHEET

072001770

2. Tax identification Number

**2011 AUG DAILY**

3. Sampling Month & Frequency

### C. Daily Readings/Analysis Information

Date	Effluent Flow GPD	Reuse Flow GPD	Irrigation Flow GPD	Turbidity	Influent pH	Effluent pH	Chlorine Residual (mg/l)	UV Intensity (%)
1	12000				6.5	7.1		100
2	13500				6.4	6.9		95
3	14000				6.2	6.8		100
4								

Once the form is completed, tab or scroll to the bottom of the form, click 'Error Check & Next'. After form is processed you will be brought back to the Transaction Overview page. You will notice that the Daily form now has a check mark to its left, showing that it is complete. Click the 'Next' button to select another form:

**Transaction Overview** Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms      Signature      Submit

Forms

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Daily Log Sheet (2011 AUG DAILY)
-	Groundwater Discharge Monitoring Report Forms

After clicking 'Next' the Groundwater Discharge Monitoring form cover page will open. The form will contain the information previously entered. If you are choosing another form to submit, change any information needed in Section A., such as the sampling date and lab information. Then select the next form to complete in Section B. and go to the bottom of the form to process:

### B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

Monitoring Well Data Report - 2011 Aug Monthly

All forms for submittal have been completed.

2  This is the last selection.

3  Delete the selected form.

Selecting 'Next' on the Transaction Overview page will open the newly selected data form.

Continue selecting, completing, saving and validating each form until all forms for the submission have been completed.

## Ending the Transaction

There are two ways to end the form selection process:

- 1) In Section B. of the Groundwater Discharge Monitoring cover page, select 'All forms have been completed', instead of choosing another form:

---

### B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

- All forms for submittal have been completed.
- 2  This is the last selection.
- 3  Delete the selected form.

OR

- 2) In Section B. of the Groundwater Discharge Monitoring cover page, select the last form for the Transaction, then check Box 2, 'This is the last selection'. Click 'Error Check & Next.'

---

### B. Form Selection

1. Please select Form Type and Sampling Month & Frequency

- All forms for submittal have been completed.
- 2  This is the last selection.
- 3  Delete the selected form.



Once you end the Form Selection process, the Transaction Overview will show a 'Comments' page at the end of the forms list. Complete any data forms that are unchecked on the list, then click 'Next' to go to the Comments page:

**Transaction Overview** Trans# 375968 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms      Signature      Submit

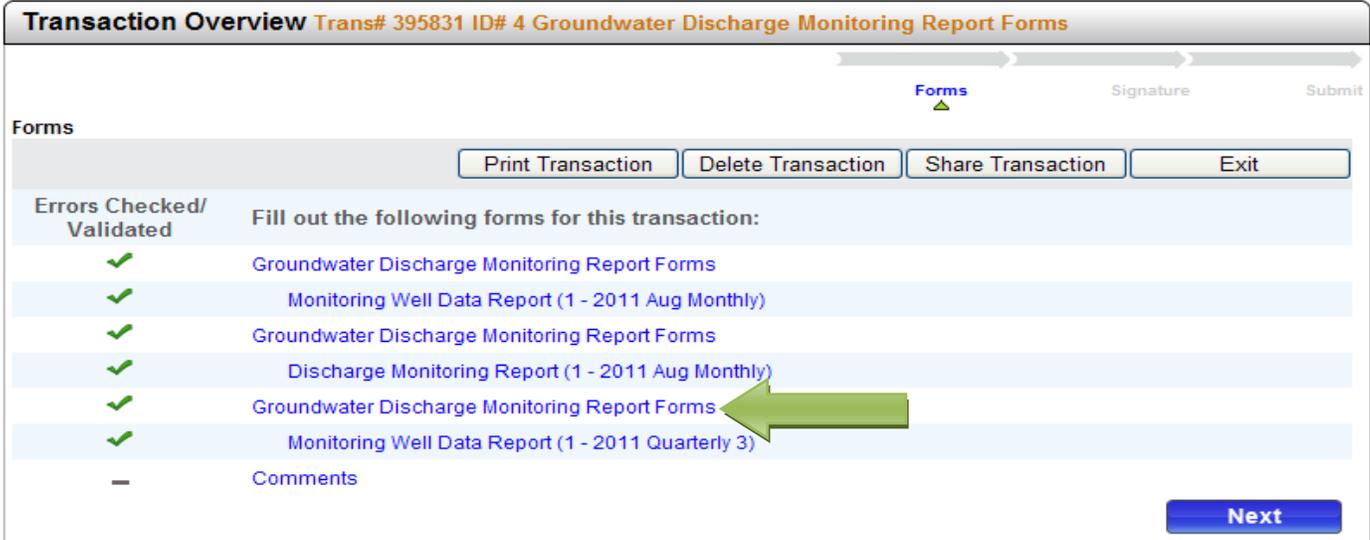
Forms

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Daily Log Sheet (2011 AUG DAILY)
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Discharge Monitoring Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
-	Monitoring Well Data Report (1 - 2011 Quarterly 3)
-	Comments

[Return to Start](#)

**Delete a selected form:**

From the Transaction Overview page, click on the Groundwater Discharge Monitoring Report cover page listed above the data form:



**Transaction Overview** Trans# 395831 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Discharge Monitoring Report (1 - 2011 Aug Monthly)
✓	Groundwater Discharge Monitoring Report Forms
✓	Monitoring Well Data Report (1 - 2011 Quarterly 3)
-	Comments

Next

You must select the “cover page” form for the data form you want to delete. In this example, the Monitoring Well Data Report 2011 Quarterly 3.

In Section B. of the Groundwater Discharge Monitoring form, select # 3 ‘Delete the selected form’. The system will ask you to verify, click ‘OK’:

**B. Form Selection**

1. Please select the form you want to delete.

Monitoring Well Data Report (1 - 2011 Quarterly 3)

All forms

2  This is the cover page

3  Delete the selected form.

**Warning: JavaScript Window -**

 You chose to delete the form you are viewing and any subforms created under this form. Any data entered in this form or it's subforms will be deleted.

OK

Select ‘Error Check & Next’. The system will ask you to confirm re-Validation:

**Save** **Save**

**Massachusetts**  
**Bureau of Resources**  
**Groundwater**

**A. Facility**

1. Facility name  
  
 a. Name

**Warning: JavaScript Window -**

 You have asked to validate data that was validated previously. If this form contains any related forms (i.e., any child forms), those forms will be invalidated or marked for deletion.

\* If a form is invalidated, you must go back and re-validate it, making any necessary changes to the data.

\* If a form is marked for deletion, you no longer need the form to complete your submittal. eDEP retains it, however, until such time as you do complete the submittal. If you later change your data in such a way that you again need a form that has been marked for deletion, the form will be re-activated with your previous data.

This process ensures the integrity of the data that you are submitting to DEP.

Do you want to validate this form?

4

1

0

2

3

Select 'Yes'. The form will be re-Validated and the Transaction Overview will not list the deleted data form. The form has been deleted from this Transaction:

**Transaction Overview** Trans# 395831 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms
Signature
Submit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	<a href="#">Groundwater Discharge Monitoring Report Forms</a>
✓	<a href="#">Monitoring Well Data Report (1 - 2011 Aug Monthly)</a>
✓	<a href="#">Groundwater Discharge Monitoring Report Forms</a>
✓	<a href="#">Discharge Monitoring Report (1 - 2011 Aug Monthly)</a>
-	<a href="#">Comments</a>

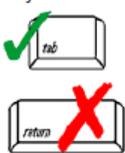
Click 'Next' to go to the Comments page.

[Return to Start](#)

## Comments & Attachments:

The Comments page provides an area to note any operational, sampling or other items of interest. It is also where you elect to attach any documents to your Transaction:

*Please note: The Certification Statement above the Comments box is for informational purposes only. You will sign the Certification later in the submittal process.*



Any person signing a document under 314 CMR 5.14(1) or (2) shall make the following certification

### Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

a. Signature

b. Date (mm/dd/yyyy)

### Reporting Package Comments

If you are filing electronic-ally and want to attach additional comments, select the check box.



aaa  
 bbb  
 ccc  
 ccccccccccccccccccc  
 ddddddddddddddddddddddddddddddd

eeeeeeeeeeeeeeeeeeeeee  
 ff  
 hhh  
 iiii

Type in comments and check the box to attach documents (if needed).  
 Click 'Next' on the Transaction Overview page to attach files (if chosen):  
 Click Browse to search your directories for the file.

**Transaction Overview** Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Attach Files **Signature** Submit

Attach Files Exit

**You may attach your files here or send them by mail**

	Send File Electronically *	Send By Mail
OTHER DOCUMENT UPLOAD	<input type="text" value="\\dep-nas-bos-002.dep.govt.state"/> <input type="button" value="Browse..."/>	<input type="checkbox"/>

**To attach files you must click attach/update files** **Attach/Update Files**



Click 'Attach/Update Files' to attach the document to the submittal.  
Click 'Next':

**Transaction Overview** Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Attach Files **Signature** Submit

Attach Files Exit

**You may attach your files here or send them by mail**

	Send File Electronically *	Send By Mail
OTHER DOCUMENT UPLOAD	<input type="button" value="View"/> <input type="button" value="Remove"/>	<input type="checkbox"/>

**To attach files you must click attach/update files** **Attach/Update Files**




**Next**

[Return to Start](#)

### Sign the Submittal:

Check the box to certify the submittal and type your name in the signature box.  
Click 'I accept':

**Transaction Overview** Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

Forms Attach Files **Signature** Submit

Signature Exit

**Please select the box below and then indicate your acceptance.**

Comments - 1 Form(s)

**CERTIFICATION OF PERSON MAKING SUBMITTAL**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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

NAME  Date

On the Transaction Overview page, click 'Next'.  
On the next page you can review and submit your Transaction.  
Add an email address for confirmation of receipt:

**Transaction Overview** Trans# 395830 ID# 4 Groundwater Discharge Monitoring Report Forms

[Forms](#)   [Attach Files](#)   [Signature](#)   [Submit](#)

Review and Submit your Transaction

Please review your transaction. If you are satisfied, scroll down and click 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: 395830  
Date and Time Submitted: 10/13/2011 10:42:36  
Other Email :

Scroll to the bottom of the page and click 'Submit':

Location: /5 NEWBURY TURNPIKE  
Address: IPSWICH  
ZIP: 01938  
✓ Discharge Monitoring Report(1 - 2011 Aug Monthly)  
Form Name: Comments



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

Your Transaction has been submitted and the next page is a printable receipt of that Transaction:

**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: 395830  
Date and Time Submitted: 10/13/2011 10:46:46 AM  
Other Email :

DEP Transaction ID: 395830  
Date and Time Submitted: 10/13/2011 10:46:46 AM  
Other Email :

DEP Transaction ID: 395830  
Date and Time Submitted: 10/13/2011 10:46:46 AM  
Other Email :

After printing the receipt, click 'Exit' to go to My eDEP (or scroll to the bottom of the page and click on 'My eDEP'). The newly submitted Transaction will be listed at the top of the page under the tab 'Recent Submitted'. Those not submitted are listed under the tab 'Work in Progress':

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

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/> 640999	713	<a href="#">Groundwater Discharge Monitoring Report Forms</a>	<a href="#">Add Note</a>	WORK IN PROGRESS	10/29/2015	<a href="#">Download</a>

[Return to Start](#)

**Download a submittal:**

Your My eDEP page maintains a list of all submittals and started Transactions. Clicking on a Transaction will open it.

To print out a Transaction or save it to your computer, click on 'Download' in the right column:

My eDEP						
My Transmittals						
Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
395831	4	<a href="#">Groundwater Discharge Monitoring Report Forms</a>	<a href="#">Add Note</a>	SUBMITTED	10/13/2011	<a href="#">Download</a>
395830	4	<a href="#">Groundwater Discharge Monitoring Report Forms</a>	<a href="#">Add Note</a>	SUBMITTED	10/13/2011	<a href="#">Download</a>

A .pdf of your submittal will be generated.

When the file is ready a screen will appear which will allow you to view details of the submittal and download a copy to print or save to your computer:

**Download to Print**

**Your file is ready to download.**

Transaction # 375968 Groundwater Discharge Monitoring Report Forms

#	Approx. size (KB)	Download	Create Date	View Details
1	1409960	<a href="#">download file</a>	10/13/2011 02:06	<a href="#">view details</a>

**Form Name:**

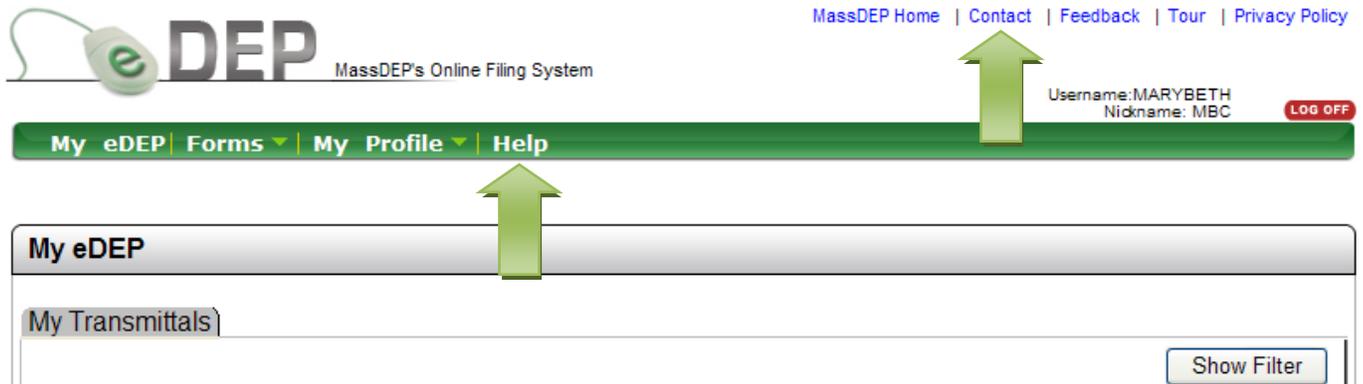
- Groundwater Discharge Monitoring Report Forms( )
- Daily Log Sheet( 2011 AUG DAILY )
- Groundwater Discharge Monitoring Report Forms( )
- Monitoring Well Data Report( 1 - 2011 Aug Monthly )
- Groundwater Discharge Monitoring Report Forms( )
- Discharge Monitoring Report( 1 - 2011 Aug Monthly )
- Groundwater Discharge Monitoring Report Forms( )
- Monitoring Well Data Report( 1 - 2011 Quarterly 3 )
- Comments( )

[Return to Start](#)



**For further assistance:**

Click on 'Help' in the green menu bar on My eDEP or on 'Contact' at the top of the page for further assistance with eDEP use:



The 'Help' button will take you to the MassDEP Service Center webpage with general FAQs for eDEP and system requirements for use:

<http://www.mass.gov/eea/agencies/massdep/service/online/edep-contacts-and-feedback.html>

From this page you can also access the Groundwater Program's eDEP FAQs and the Groundwater eDEP form instructions.

The 'Contact' link will provide you with phone and email contact information for:

Help Desk – problems with eDEP function, form access, speed

Groundwater Program Staff – permit specific questions and/or form corrections

<http://www.mass.gov/eea/agencies/massdep/service/online/edep-contacts-and-feedback.html>

[Return to Start](#)