



Tips for Completing the 2022 Annual Statistical Report

Remote Class Using Zoom

****NEW COURSE**** MWWA Course: MWWA 23-001

The MassDEP requires that all Public Water Systems submit an Annual Statistical Report at the beginning of every year.

This training will cover many of the important aspects of successfully completing the ASR including a general overview of eDEP, reporting unaccounted for water, inputting licensed operator data, and cross connection reporting. The training will provide suggestions compiling the necessary data prior to starting the ASR. There will also be a presentation from the PWS perspective on important dos and don'ts when completing the ASR. This will be a valuable training for any individual or Public Water System completing the ASR for the first time.

Learning Objectives:

- Understand what information is required on the ASR
- Learn how to use eDEP (finding and reviewing lab data, uploading documents)
- Discuss the keys to properly prepare the data needed for the ASR and common mistakes to avoid

This course is approved for **2.0 TCHs** (Training Contact Hours) for Massachusetts Water Operators. It will be taught using the Zoom platform. Participants will need to have a reliable highspeed internet connection and computer device with both video and audio capability. Please review our Student Expectations for Attending Virtual Training at www.masswaterworks.org/education.

LOCATION: Remote Training via Zoom
DATE: Wednesday, January 18, 2023
TIME: 8:30 – 11:15 a.m.
COST: \$50 Members; \$90 Nonmembers
INSTRUCTORS: Andrew Durham & Tio Yano, MassDEP
Andrew Donnelly (Whitewater)

AGENDA	8:30 – 8:45 AM	Course overview & introductions
	8:45 – 10:00 AM	Overview of why the ASR is required and what information must be reported. How to use eDEP The important things to do prior to beginning the ASR How to report: water usage, unaccounted for water, source and treatment IDs, licensed operators, cross connection control program data, and more
	10:00 – 10:15 AM	Break
	10:15 – 10:30 AM	Tips for success. What if I run into problems or have questions?
	10:30 – 11:00 AM	PWS's perspective on successfully submitting your ASR
	11:00 – 11:15 AM	Q & A, Conclusions & Course Evaluations

Registrations must be done on-line (www.masswaterworks.org). If you need registration assistance, please email adminmwwa@masswaterworks.org or call 978-263-1388.

ATTENDANCE & TCH POLICY: Participation of the attendees will be confirmed throughout the Zoom session. Participation and completion of an online evaluation form are necessary to be eligible for TCHs. TCHs will be issued only when full payment is received.