Drinking Water Data Submission Using EEC eForm 169
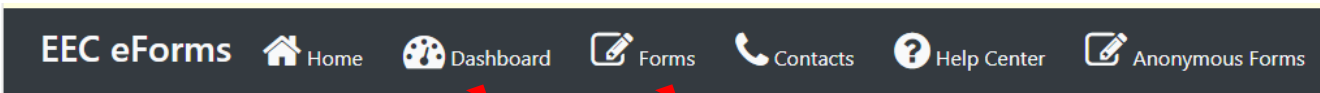
I. Create an EEC eForms account
Use this link: https://dep.gateway.ky.gov/eForms/Identity/Account/Register

II. Navigate to EEC eForms Home Page
Link: https://dep.gateway.ky.gov/eForms/Home

III. Get to know the eForms screen→ blue bar at the top of the page:

Work on forms already started

Find new eForms

IV. Locate eForm 169 in the Forms menu, complete the form in order of the steps below, and upload documents:

1. Answer "Yes" if you are a lab uploading data for multiple PWSs; answer "No" if you are a PWS or a lab uploading data or documents for only one PWS.
2. Provide your Laboratory Number or PWSID.
3. "Facility Information" section will automatically fill in: review it for accuracy and make changes as needed.
4. Add contact information in "Submittal of Report By:" section.
5. Upload drinking water data file in (.csv or .xml format for labs, .xlsx, .pdf, or .zip format for PWS)
6. Click to Submit, or Save for later.

V. Look at the Dashboard page to see what you've submitted or saved.