

Drinking Water Data Submission Using EEC eForm 169

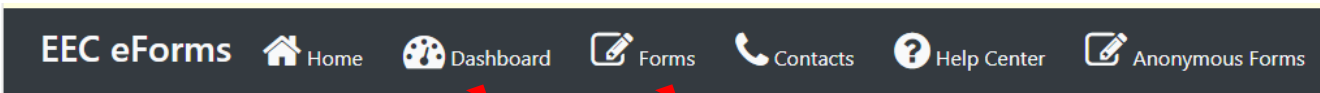
I. Create an EEC eForms account

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.

DIVISION OF WATER
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
ENERGY AND ENVIRONMENT CABINET

DRINKING WATER INFORMATION AND DATA SUBMITTAL (Version 2)

(*) indicates a required field. A field may be required based on user input or is an optionally required field

Are you a laboratory submitting data?

Please provide Laboratory Number: (*)

Agency Interest # (AI):

Facility Information

City: (*)

State: (*)

Zip Code: (*)

Submittal of Report By:

Company/Affiliation Name: (*)

Phone Number: (*)

Person First Name: (*)

M.I.

Contact Person Last Name: (*)

Address: (*)

Alternate E-Mail Address

File Uploads

File Uploads: (*)

After you enter the PWSID or Lab #, this section will autopopulate

4 – Complete this section

5 - Upload files; more than one can be uploaded

6 – Submit or Save for later

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

