



Division of Water Supply & Geoscience

New Electronic Reporting Requirements Frequently Asked Questions

The New Jersey Department of Environmental Protection (Department) is updating the electronic reporting requirements for all public water systems. As per the New Jersey Safe Drinking Water Act rules, specifically N.J.A.C. 7:10-5.4(b), the Department can require that each supplier of water ensure that all compliance sampling reports are submitted electronically in a manner compatible with the Department's computer system. These new requirements go into effect as noted in each section below.

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1. General Questions

Q: When do the new requirements go into effect?

A: The new requirements are effective July 1, 2025.

Q: What samples and/or reports are included in the new electronic requirements?

A: Electronic submission of the following will now be required as of the date noted:

- Lead service line (LSL) inventories as of July 1, 2025,
- LSL Replacement Plans as of July 1, 2025,
- LSL Progress Reports as of July 1, 2025,
- LSL Customer Notification Certifications as of July 1, 2025
- Disinfection Residual (DR) data collected on or after July 1, 2025.
- Disinfection Byproduct Precursors data collected on or after July 1, 2025.
- Water Quality Parameter data collected as required by the Lead and Copper Rule on or after October 1, 2025

Q: What application will I use to submit this data?

A: Water systems will utilize a new application, EN Suite, for submission of required reports and forms. En Suite will also be used for reporting sample data that is not submitted by your laboratory.



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Q: What about sample results that my lab submits?

A: Data that is required to be submitted by your laboratory will continue to be submitted by them via the New Jersey Electronic Environmental (E2) Reporting System. There will be no change.

Q: Will training be available?

A: Yes.

- Multiple in person sessions are being facilitated by the New Jersey Water Association (NJWA). See NJWA's website for further information <https://njwater.org/>.
 - June 10, 2025 – The Gibson House, 535 East Main Street, Evesham (Burlington County)
 - June 17, 2025 – Hightstown Fire Company #1, 140 North Main Street, Hightstown (Mercer County)
 - June 19, 2025 – Mount Olive Council Chambers, 204 Flanders-Drakestown Rd., Flanders (Morris County)
- A webinar hosted by The New Jersey Section of the American Water Works Association (AWWA NJ) will be held on June 12, 2025. See AWWA NJ's website for further information <https://www.njawwa.org/>.

Q: Who can I contact if I have questions that are not covered in this FAQ?

A: You may contact the Department at 609-292-5550 or via email at watersupply@dep.nj.gov.

2. EN Suite General Questions

Q: What is EN Suite?

A: EN Suite is a web-based application to report data to NJ DEP that will be accessible via the DEP Online portal. The application allows data submission and the completion of forms.

Q: When will EN Suite be available?

A: EN Suite is scheduled to be available as of June 10, 2025

Q: What modules in EN Suite will be available on that date?

A: At this time the only module we anticipate being available will be the Lead Service Lines (LSLIs) module.

Q: What about the Surface Water Treatment Rule (SWTR) module that was also announced in November?

A: The SWTR module will be available for water systems to become familiar with the tool (as testing). Paper submittals will be required until SWTR EN Suite



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implementation, which has been delayed until January 1, 2026. Systems subject to the SWTR will be contacted directly with additional information over the next 2 months.

Q: What about the ePlanning module that I have heard about?

A: The ePlanning module for submission of Revised Total Coliform, Lead and Copper Sampling, and Water Quality Parameter Plans will be implemented later in the year or early next year. Additional information will be provided to systems later this year.

Q: Can I access EN Suite and create my accounts prior to that date?

A: No, you will not be able to access it until the platform is officially launched.

Q: I participated in EN Suite testing. Will my account and any data I entered in the test application be available in the production version?

A: No. Test accounts and data will not be carried over.

Q: Is EN Suite available to the general public?

A: No, EN Suite does not have a public facing portal. It is only accessible by Department staff and those water system staff who have created appropriate accounts.

Q: How do I access EN Suite?

A: EN Suite is accessible through DEP Online. If you already have a DEP Online account, you do not need to create a new one. However, you will need to configure an EN Suite account once logged into DEP Online.

3. EN Suite Account Questions

Q: What account types are available in EN Suite?

A: There are 3 account types in En Suite:

1. Responsible Official (RO): The owner (any municipality, institution, authority, commission, corporation, person), director, or other responsible representative, who owns or controls a water system and is responsible for responding to correspondence regarding compliance, permitting, and monitoring, and has the authority to make high level decisions.
2. Licensed Operator (LO): Licensed Operators of Record & Backup Licensed Operators only as reported on the Licensed Operator in Charge Employment Notification Form (DEP-065).
3. Approved Party (AP): A designated individual or entity (e.g., consultant) that might or might not hold a NJ DEP approved certification for the system but is hired by the water system to assist with operational & compliance needs.



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Q: Can a water system have multiple ROs associated to it?

A: No. EN Suite is limited to a single RO per system.

Q: Can a water system have multiple LOs associated to it?

A: Yes. But it will be limited to the Licensed Operator(s) of Record & Backup Licensed Operator(s) for that system only.

Q: Can a water system have multiple APs associated to it?

A: Yes.

Q: I am the owner/RO of a small water system and have hired a compliance company to process my submissions. Do I still need to create an account?

A: Yes. You will need to create a Responsible Official (RO) account. As the RO you will be required to approve the License Operator and Approved Party associations to your system. You will also be able to complete and submit required forms. The compliance company, as an Approved Party (AP) may only complete EN Suite forms, but they may not submit them.

Q: I am the owner/RO of a small water system and have created a RO account but my association with my water system(s) has not been approved. What do I need to do?

A: The RO associations to water systems are approved by the Department once the *Responsible Official Certification* form and the signed notarized Electronic Signature Agreement (ESA) have been received and reviewed by the Department. Please verify the Department has received your completed forms.

Q: I am the Licensed Operator of Record or the Back-up Operator for a water system. Can I associate myself with my systems directly or does the RO need to approve the associations?

A: As the Licensed Operator of Record or the Back-up Operator for a water system you may request the EN Suite association to your water system(s) but it must then be approved by the RO. (NOTE: The RO must be approved by NJ DEP before you can submit on behalf of the system.)

Q: I have a water Treatment Operator (T), Distribution Operator (W), or Very Small Water System (VSWS) license - why can't I link to my license and choose the LO role?

A: The Licensed Operator (LO) role is reserved for the Licensed Operator of Record or the Back-up Operator only. If you have a license but are not currently associated to a water system as the Licensed Operator of Record or the Back-up Operator, you will only be able to choose the Approved Party role in EN Suite.

Q: I am a consultant hired by a water system to complete their required submissions and have created an Approved Party account. Can I associate myself to my systems directly or does the RO need to approve the associations?



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A: As a consultant for a water system, you may request association with your water system(s). The water system RO must approve the association in EN Suite before you can complete forms for the water system.

Q: I am a consultant hired by a water system to complete their required submissions and have created an Approved Party account. Will I be able to submit the required forms for my associated water systems via EN Suite?

A: No. As an Approved Party you may only complete the required forms in EN Suite. The RO, Licensed Operator of Record or the Back-up Operator must submit them.

Q: Who needs to complete an Electronic Signature Agreement (ESA)?

A: Responsible Officials (RO) and Licensed Operators (LO) will be required to submit a completed Electronic Signature Agreement (ESA).

Q: Does the ESA need to be notarized?

A: Yes.

Q: Where can I get the ESA notarized?

A: Most banks offer notary services to their members. Law firms, real estate agencies, and libraries may also offer the services. There are various websites that also list notaries.

NOTE: Notaries will be available after the training sessions being hosted by NJWA. Please see Section 1. General Questions, for dates and locations.

Q: I am the Licensed Operator of Record and/or the Back-up Operator of a water system, but I also am associated with another water system(s) as a consultant/assistant/other employee. Do I need to create two EN Suite accounts?

A: Yes, in this instance you will need to create two separate accounts for which you will need to use two different email addresses.

4. Lead Service Lines (LSLs)

Q: What Lead Service Line submission are included in the new electronic requirements?

A: Lead service line (LSL) inventories, LSL Replacement Plans, LSL Progress Reports, and LSL Customer Notification Certifications.

Q: I previously submitted my LSL inventory via email; do I still need to submit it via EN Suite this year?

A: Yes.

Q: Who can submit LSLI forms?

A: Only RO and LO users can submit LSLI forms. Approved Party users can complete LSLI forms but cannot submit.



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Q: Can I upload my existing Service Line Inventory spreadsheet?

A: The Community Water System (CWS) Service Line form requires you to download and use a spreadsheet template from EN Suite. This template contains the same columns as the previous CWS Service Line Inventory template. You may enter your data directly or copy and paste your data into the EN Suite template, and upload. The Nontransient Noncommunity Water System (NTNC) Service Line form does not permit a spreadsheet upload. Service lines must be edited or added manually.

Q: Can I upload my existing Progress Report spreadsheet?

A: No. The Progress Report form in EN Suite does not permit a spreadsheet file to be uploaded. Progress Report data must be manually entered into the webpage. However, any data successfully submitted will be automatically carried over to the next year's Progress Report submission.

Q: Can I upload my existing LSL Replacement Plan?

A: No. The LSL Replacement Plan form in EN Suite does not permit an existing Plan to be uploaded. LSL Replacement Plan information must be manually entered into the webpage. However, any information successfully submitted will be automatically carried over to the next year's LSL Replacement Plan submission.

Q: Does my submission of LSLI forms in EN Suite satisfy both state and federal reporting requirements?

A: Yes.

Q: Can I edit my LSLI forms once submitted?

A: Yes. You may request to revise any LSLI forms after submission. A copy of your original submission will be archived.

5. Disinfection Residuals (DRs)

Q: How will Disinfection Residuals (DRs) be submitted as of 7/1/2025?

A: The laboratory that analyzes your total coliform samples will be required to submit the DRs when they submit the coliform results.

Q: If I collected the coliform samples and analyzed DRs for my system. How will my laboratory report these results?

A: You will need to provide your laboratory with the DR results that correspond to each coliform sample. The laboratory will then submit these results along with the coliform results and will indicate in the "Sample Collector Type" field that the "Water System" performed the analysis for the DRs.

Q: Can I submit the Disinfectant Residuals Reporting Form (BSDW-25) for samples collected prior to 7/1/2025?



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A: Yes, the BSDW-25 will continue to be accepted for samples collected prior to 7/1/2025.

Q: Can my laboratory begin to submit my DRs now for samples collected prior to 7/1/2025?

A: Yes, your laboratory may submit them now.

Q: If my laboratory is submitting my DRs am I still required to submit the Disinfectant Residuals Reporting Form BSDW-25 for samples collected prior to 7/1/2025?

A: No, the BSDW-25 is not needed when the samples are submitted via your laboratory¹.

Q: Can I still submit the Disinfectant Residuals Reporting Form BSDW-25 for samples collected after 7/1/2025?

A: No, all distribution system DR samples collected on or after 7/1/2025 must be submitted by the laboratory that analyzed the associated coliform samples via E2.

6. Disinfection Byproduct Precursors (PC)

Q: How will Disinfection Byproduct Precursors be submitted as of 7/1/2025?

A: Your laboratory will submit the results via E2.

Q: Can I submit the Disinfection Byproduct Precursor Compliance Report (BSDW-20) for samples collected prior to 7/1/2025?

A: Yes, the BSDW-20 will continue to be accepted for samples collected prior to 7/1/2025.

Q: Can my laboratory begin to submit my Disinfection Byproduct Precursor results now for samples collected prior to 7/1/2025?

A: Yes, your laboratory may submit them now.

Q: If my laboratory is submitting my Disinfection Byproduct Precursor results, am I still required to submit the BSDW-20 for samples collected prior to 7/1/2025?

A: It depends. The BSDW-20 is not required when the samples are submitted via your laboratory. The BSDW-20 will only be required if you are indicating the use of alternative compliance criteria.

Q: Can I still submit the BSDW-20 for samples collected after 7/1/2025?

A: No, all Disinfection Byproduct Precursor samples collected on or after 7/1/2025 must be submitted by your laboratory. As of July 1, 2025, the BSDW-20 will only be accepted if you are indicating the use of alternative criteria.

¹ Note that water systems subject to the Surface Water Treatment Rule will still be required to submit the BSDW-25 for Section A: Monthly Report on Disinfectant Residual at the Treatment Plant.



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7. Water Quality Parameters (WQPs)

Q: When will electronic submission of Water Quality Parameters be required?

A: Electronic submission will be required as of October 1, 2025, for all samples collected on or after that date. (Note that the original implementation date of July 1, 2025, has been delayed.)

Q: How will WQPs be submitted?

A: Via En Suite.

Q: Does this apply to WQPs collected and analyzed by the system or by the lab?

A: The new requirement applies to those WQP samples that are collected and analyzed by a Licensed Operator, or anyone that has been trained by a Licensed Operator for the specific purpose of sample collection and analysis.

Q: My lab currently collects, analyzes, and submits my WQPs. Will this change?

A: No. If your lab is currently submitting your WQP results via E2 they will continue to do so, there will be no change in how your results are reported.

Q: For sample collected on or after October 1, 2025, will I still be able to submit the WQP Monitoring Report Form for Approved Party via email?

A: No, the *WQP Monitoring Report Form for Approved Party* will no longer be accepted via email.