

Platform for Submitting WPA Form 2: Determination of Applicability


MassDEP Bureau of Water Resources, Wetlands & Waterways



Overview

- ❑ This presentation guides you through the eDEP online process for submitting a completed WPA Form 2: Determination of Applicability (DOA). It requires the user to attach a completed DOA Form which can be located online at.
<https://search.mass.gov/?q=WPA%2BForm%2B2%253A%2BDetermination%2Bof%2BAapplicability>
- ❑ eDEP is a platform that allows a Conservation Commission to upload a signed Determination of Applicability electronically to MassDEP by attaching the DOA Form to the eDEP submittal.
- ❑ The platform **Information Page** is used to direct the attached WPA Form 2-Determination of Applicability to the correct MassDEP Regional Office and to notify the Wetlands Program that a DOA has been submitted.

General Navigation

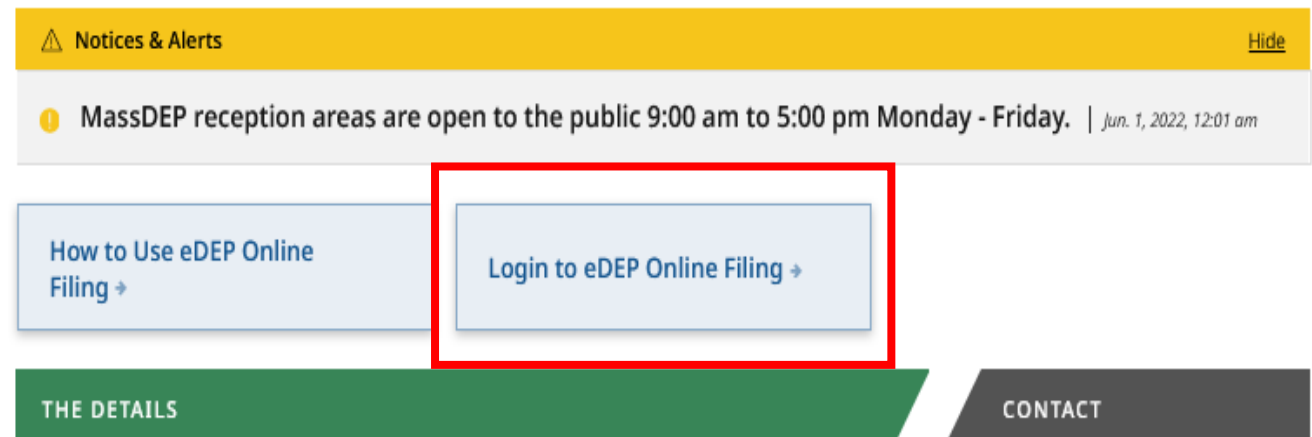
- ❑ Always Click  to move to the next page.
- ❑ Click **SAVE** to save your work and resume at a later time.
- ❑ Click **ERROR CHECK** to automatically review the form and list all data fields that must be completed before you can move to the next page.
- ❑ Data fields outlined in **red** after running the Error Check must be completed before you can move to the next page.
- ❑ Click on any error message at the bottom of the page to highlight the required field to be filled.
- ❑ Click Exit to go back to the Transaction page or to [My eDEP](#).
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge.

How to Submit (Revise this slide when web page is created)

- ❑ Go to the website for MassDEP Wetlands WPA Form 2: Determination of Applicability <https://www.mass.gov/how-to/wpa-form-2-determination-of-applicability>.
- ❑ Click “Login to eDEP Online Filing”

WPA Form 1: Request for Determination of Applicability

This process helps an applicant find out if the Wetlands Protection Act applies to a site or proposed activity in a wetland area.



The screenshot shows a web page with a yellow header bar containing a warning icon and the text "Notices & Alerts" with a "Hide" link on the right. Below the header is a grey notification box with a yellow circle icon and the text "MassDEP reception areas are open to the public 9:00 am to 5:00 pm Monday - Friday. | Jun. 1, 2022, 12:01 am". Below the notification are two blue buttons: "How to Use eDEP Online Filing →" and "Login to eDEP Online Filing →". The "Login to eDEP Online Filing →" button is highlighted with a red rectangular border. At the bottom of the page are two dark green buttons: "THE DETAILS" and "CONTACT".

How to Submit a DOA

- ❑ Log into your eDEP online account using your username and password.
- ❑ If you are a first time eDEP user, follow the prompts to create a new user account

The screenshot shows the eDEP login interface. At the top, there is a logo for 'eDEP' with a mouse cursor icon and the text 'MassDEP's Online Filing System'. To the right, there are links for 'MassDEP Home', 'Contact', and 'Privacy Policy'. The main content area is titled 'Login or Get Username & Password'. It contains a red note about system unavailability, a welcome message, and a list of links: 'eDEP Help & Instructions', 'What forms can I file in eDEP?', and 'eDEP Contacts & Feedback'. On the right side, there is a 'Log into eDEP' form with fields for 'Username:' and 'Password:'. A red error message 'Username is Required' is displayed below the username field. Below the form are buttons for 'Login', 'Reset Password', 'Get Login Help', and 'New User'. The 'New User' button is highlighted with a blue arrow from the text 'create a new user account'. Below the 'New User' button, there is a section titled 'Read the eDEP Requirement' with sub-sections for 'For PC's' and 'For Mac', each listing system requirements and a 'More...' link. A blue arrow from the text 'Log into your eDEP online account using your username and password.' points to the 'Username:' field.

Access Your eDEP Records

The default window in eDEP is the [My eDEP](#) directory of files that are current Works In Progress.

Click on a Transaction to continue working on the submittal.

The screenshot shows the eDEP web interface. At the top, there is a logo for eDEP (MassDEP's Online Filing System) and navigation links for MassDEP Home, Contact, and Privacy Policy. A green navigation bar contains links for My eDEP, Forms, My Profile, Help, and Notifications. On the right, the user's login information is displayed: Username: 50FREDS, Nickname: 51FREDS, and a LOG OFF button. Below the navigation bar, a message states: "Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria." A "Show Filter" button is located to the right of this message. Below the message, there are tabs for "Work In Progress", "Recent Submitted", "Archived Submitted", "Bulk Files", and "Favorites". The "Work In Progress" tab is selected. Below the tabs is a table with the following columns: Trans#, ID, Transaction, Private Note, Status, Last Update, and Download to Print. The table contains four rows of data, all with a status of "WORK IN PROGRESS".

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/> 1266276		WPA Form 2 - DOA	Add Note	WORK IN PROGRESS	09/21/2022	Download
<input type="checkbox"/> 1266275		WPA Form 1 - RDA	Add Note	WORK IN PROGRESS	09/23/2022	Download
<input type="checkbox"/> 1266273		WPA Form 2 - DOA	Add Note	WORK IN PROGRESS	09/13/2022	Download
<input type="checkbox"/> 1266234		WPA Form 1 - RDA	Add Note	WORK IN PROGRESS	09/21/2022	Download

At the bottom right of the page, there are additional navigation links: MassDEP Home, Contact, and Privacy Policy.

Access DOA Submittal Platform

Start a New Transaction

On the green bar at the top of the default page, click on the “Forms” tab and select Wetlands from the dropdown menu.

Document last modified: September 8
MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

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

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- NPDES
- Residuals
- Service Centers
- Toxics & Hazards
- Underground Injection Control (UIC)
- Waste & Recycling
- Wastewater
- Wetlands**
- All Forms
- Recent Forms

Only submit 0 days are displayed by default.
To view other additional filtering criteria. [Show Filter](#)

Work In Progress [View Submitted](#) [Bulk Files](#) [Favorites](#)

Trans	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/> 1266276	Add Note	WORK IN PROGRESS	09/21/2022	Download
<input type="checkbox"/> 1266275	Add Note	WORK IN PROGRESS	09/23/2022	Download
<input type="checkbox"/> 1266273	WPA Form 2 - DOA Add Note	WORK IN PROGRESS	09/13/2022	Download
<input type="checkbox"/> 1266234	WPA Form 1 - RDA Add Note	WORK IN PROGRESS	09/21/2022	Download

DOA Submittal Platform

- ❑ Find the Submittal Platform for WPA Form 2 - DOA on the list of Wetland Forms.
- ❑ Click **Start Transaction** to the right of the Platform label to begin the submittal process for your Determination of Applicability (DOA) Form.

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Wetlands

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
Submittal Platform for WPA Form 1 - RDA	This platform can be used to upload a completed Request for Determination of Applicability to MassDEP.	Start Transaction
Submittal Platform for WPA Form 2 - DOA	This platform can be used to upload a completed Determination of Applicability to MassDEP.	Start Transaction
WPA Form 3 - NOI	This form is for a Wetlands Permit. It provides the Conservation Commission and MassDEP with a complete and accurate description of the site and proposed work within areas subject to jurisdiction for the review and issuance of an Order of Conditions.	Instructions Start Transaction
WPA Form 4A - ANRAD	This form is used to obtain confirmation of a delineated boundary of bordering vegetated wetlands and other resource areas on the site to establish the extent of the buffer zone and resource areas prior to filing a Notice of Intent for proposed work.	Instructions Start Transaction
WPA Form 4B - ORAD	The ORAD is the wetlands permit when signed by a majority of the Conservation Commission and issued pursuant to the WPA. It documents (in response to a WPA Form 4A) the general information, Conservation Commission Findings and General Conditions related t	Instructions Proof
WPA Form 5 - OOC	The Order of Conditions is the wetlands permit when signed by a majority of the Conservation Commission and issued pursuant to the WPA. It documents the general information, Conservation Commission Findings and General Conditions related to a project.	Instructions Proof

Transaction Overview Page for DOA Platform

eDEP opens to a Transaction Overview page for the DOA. The gray arrows in this window track the progress of the DOA submittal process. Successive arrows will darken as each step in the process is completed.

The screenshot shows the eDEP interface. At the top left is the eDEP logo with the text "MassDEP's Online Filing System". At the top right are links for "MassDEP Home", "Contact", and "Privacy Policy". Below the logo is a green navigation bar with "My eDEP", "Forms", "My Profile", "Help", and "Notifications". On the right side, the user's login information is displayed: "Username: 50FREDS" and "Nickname: 51FREDS", with a "LOG OFF" button.

The main content area is titled "Transaction Overview" and shows details for "Trans# 1266377 ID# WPA Form 2 - DOA". A progress bar at the top of this section has four steps: "Forms", "Signature", and "Submit". The "Forms" step is highlighted with a dark orange arrow, while the others are light gray.

Below the progress bar, there is a "Forms" section with a table and a "Next" button.

Errors Checked/Validated	Fill out the following forms for this transaction:
-	WPA Form 2 - DOA

Buttons for "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit" are located above the table. A "Next" button is at the bottom right of the table area.

Transaction Overview Page for DOA Platform

The green triangle below the arrow marks which step is currently in progress. In the Transaction Overview page, you can Print, Delete, or Share the Transaction with another user. Exit the page will go back to your default directory (MyeDEP).

MassDEP Home | Contact | Privacy Policy

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
-	WPA Form 2 - DOA

Next

MassDEP Home | Contact | Privacy Policy

Transaction Overview Page for DOA Platform

Click “Next” in the lower right corner of the Transaction Overview page to proceed to the required information page and start the submittal process.

MassDEP Home | Contact | Privacy Policy

eDEP MassDEP's Online Filing System

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
-	WPA Form 2 - DOA


Next

MassDEP Home | Contact | Privacy Policy


Information Page for DOA Platform

DOA Information Page

Information on this page is used to direct the attached WPA Form 2 - Determination of Applicability to the correct MassDEP Regional Office and to notify the Wetlands Program that a DOA has been submitted.

 MassDEP's Online Filing System

Submittal Platform for WPA Form 2 - DOA - Transaction #1267739

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

City/ Town

A. General Information

1. Project Location:

a. Street Address

b. City/Town c. State d. Zip Code

e. Latitude f. Longitude

g. Map/Plat # h. Parcel/Lot #

i. Project Description

2. Applicant:

Individual Organization

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. Zip Code

h. Phone Number i. Email

3. Property Owner:

more than one owner

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. Zip Code

h. Phone Number i. Email

4. Determination by Local Conservation Commission:

DOA

Complete the DOA Information Page

- ❑ Enter the required information in each box for the Project Location, Applicant, and Property Owner.
- ❑ The blue buttons can be used to autofill the Applicant and Property Owner Addresses if they are the same as the project location.
- ❑ Or information can be entered manually if they are different.

Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WESTWOOD
City/Town

A. General Information

1. Project Location:

a. Street Address: 208 Dover Road
b. City/Town: WESTWOOD c. State: MA d. Zip Code: 02090
e. Latitude: 42.23047 N f. Longitude: 71.22743 W View Map
g. Map/Plat #: A-56 h. Parcel/Lot #: B-22
i. Project Description: Use this field to describe project - 50 characters

2. Applicant:

Individual Organization
Click here if Applicant Address is same as Project Location

a. First Name: b. Last Name:
c. Organization:
d. Mailing Address:
e. City/Town: --Select-- f. State: MASSACHUSETTS g. Zip Code:
h. Phone Number: i. Email:

3. Property Owner:

more than one owner
Click here if Property Owner Address is same as Applicant Address

a. First Name: b. Last Name:
c. Organization:
d. Mailing Address:
e. City/Town: --Select-- f. State: MASSACHUSETTS g. Zip Code:
h. Phone Number: i. Email:

4. Determination by Local Conservation Commission:

DOA: --Select--

Error Check & Next

Complete the DOA Information Page

- ❑ The Map Viewer Tool allows you to geo-locate the project site and autofill the Latitude and Longitude fields on the DOA form. The map opens to the address listed in Project Location section. Be sure to include the Zip Code.
- ❑ Click on the “View Map” button to open the Map Tool and find your project site.

Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WESTWOOD
City/ Town

A. General Information

1. Project Location:

a. Street Address 208 Dover Road
b. City/Town WESTWOOD State MA
c. Organization
d. Mailing Address 208 Dover Road
e. Latitude 42.23047 N f. Longitude 71.22743 W
g. Map/Plat # A-56 h. Parcel/Lot # B-22
i. Project Description Use this field to describe project - 50 characters

2. Applicant:

Individual Organization [Click here to clear the Applicant Address](#)

a. First Name Jean b. Last Name Tyler
c. Organization
d. Mailing Address 208 Dover Road
e. City/Town WESTWOOD f. State MASSACHUSETTS g. Zip Code 02090
h. Phone Number 7813265433 i. Email jvarielli@gmail.com

3. Property Owner:

more than one owner [Click here to clear the Property Owner Address](#)

a. First Name Jean b. Last Name Tyler
c. Organization
d. Mailing Address 208 Dover Road
e. City/Town WESTWOOD f. State MASSACHUSETTS g. Zip Code 02090
h. Phone Number 781-326-5433 i. Email jvarielli@gmail.com

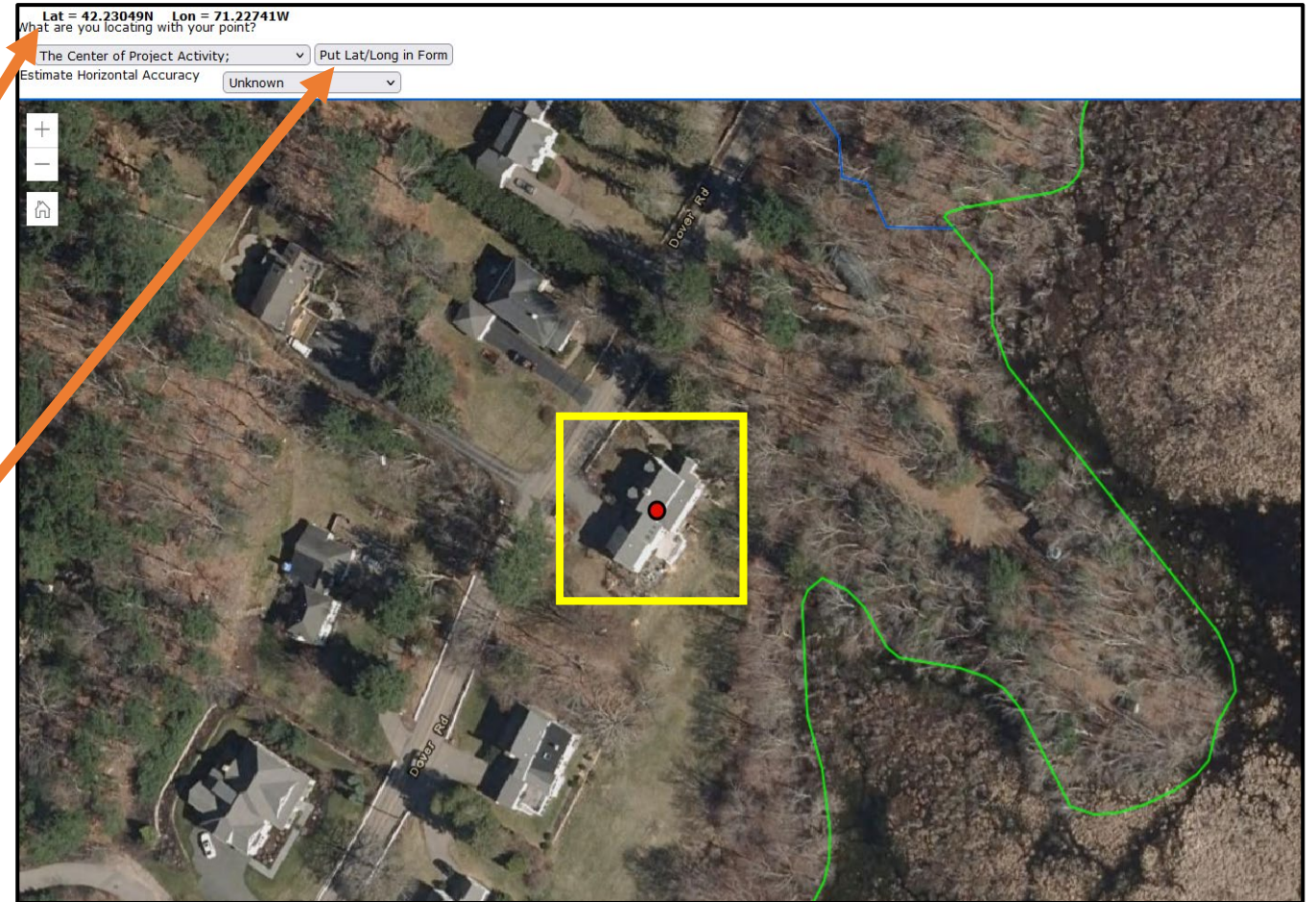
4. Determination by Local Conservation Commission:

DOA --Select--

Error Check & Next


Map Viewer Tool

- ❑ Click on the project location to place a red dot at the site and generate the Lat/Long data in decimal format shown at the top of page.
- ❑ Click “Put Lat/Long in Form” to autofill the lat/long data fields in the submittal information and close the map.




Complete the DOA Information Page

- ❑ Enter the Determination agreed upon by the Local Conservation Commission by selecting the appropriate option from the DOA drop down menu.

 MassDEP's Online Filing System

Submittal Platform for WPA Form 2 - DOA - Transaction #1267739

Error Check Save Print Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WESTWOOD
City/ Town

A. General Information

1. Project Location:

a. Street Address 208 Dover Road
b. City/Town WESTWOOD c. State MA d. Zip Code 02090
e. Latitude 42.23047 N f. Longitude 71.22743 W [View Map](#)
g. Map/Plat # A-56 h. Parcel/Lot # B-22
i. Project Description Use this field to describe project - 50 characters

2. Applicant:

Individual Organization [Click here to clear the Applicant Address](#)

a. First Name Jean b. Last Name Tyler
c. Organization
d. Mailing Address 208 Dover Road
e. City/Town WESTWOOD f. State MASSACHUSETTS g. Zip Code 02090
h. Phone Number 7813265433 i. Email jvarielli@gmail.com

3. Property Owner:

more than one owner [Click here to clear the Property Owner Address](#)

a. First Name Jean b. Last Name Tyler
c. Organization
d. Mailing Address 208 Dover Road
e. City/Town WESTWOOD f. State MASSACHUSETTS g. Zip Code 02090
h. Phone Number 781-326-5433 i. Email jvarielli@gmail.com

4. Determination:

Local Conservation Commission:
DOA ---Select---

Complete the DOA Information Page

- ❑ Select the Determination by the Commission and the options to describe the Positive or Negative Determination in detail.
- ❑ Select all that apply.

3. Property Owner:

more than one owner [Click here to clear the Property Owner Address](#)

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. Zip Code

h. Phone Number i. Email

4. Determination by Local Conservation Commission:

DOA

Positive

1. The Area is subject to protection under the Act.

2a. The Boundary Delineations are Accurate.

2b. The Boundary Delineations are not Confirmed.

3. Work is within an area subject to the Act and requires the filing of an NOI.

4. Work is within Buffer Zone and requires the filing of an NOI.

5. Area/Work is subject to review/approval under a municipal ordinance or bylaw.

6. Area/Work is subject to review/approval under a municipal ordinance or bylaw (not under the Act).

7. Scope of

Alternatives limited to lot.

Alternatives limited to lot, subdivided lots, and adjacent lots.

Alternatives limited to original parcel, subdivided lots, adjacent lots, and obtainable lots within municipality.

Alternatives extended to any obtainable sites.

The Error Check Function

- ❑ **Save** your work often and at any time.
- ❑ Click the **Error Check** button to identify missing or incorrect data and continue working.
- ❑ Click **Error Check and Next** to identify missing data and move to the next step in the process when missing data is entered.

MassDEP's Online Filing System

Submittal Platform for WPA Form 2 - DOA Transaction #1267739

Buttons: Error Check, Save, Print, Exit

Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WESTWOOD City/Town

A. General Information

1. Project Location:

a. Street Address: 208 Dover Road
b. City/Town: WESTWOOD c. State: MA d. Zip Code: 02090
e. Latitude: 42.23047 N f. Longitude: 71.22743 W View Map
g. Map/Plot #: A-56 h. Parcel/Lot #: B-22
i. Project Description: Use this field to describe project - 50 characters

2. Applicant:

Individual Organization Click here to clear the Applicant Address

a. First Name: Jean b. Last Name: Tyler
c. Organization:
d. Mailing Address: 208 Dover Road
e. City/Town: WESTWOOD f. State: MASSACHUSETTS g. Zip Code: 02090
h. Phone Number: 781-326-5433 i. Email: jarieill@gmail.com

3. Property Owner:

more than one owner Click here to clear the Property Owner Address

a. First Name: Jean b. Last Name: Tyler
c. Organization:
d. Mailing Address: 208 Dover Road
e. City/Town: WESTWOOD f. State: MASSACHUSETTS g. Zip Code: 02090
h. Phone Number: 781-326-5433 i. Email: jarieill@gmail.com

4. Determination by Local Conservation Commission:

DOA: Positive

Positive

1. The Area is subject to protection under the Act.
 2a. The Boundary Delineations are Accurate.
 2b. The Boundary Delineations are not Confirmed.
 3. Work is within an area subject to the Act and requires the filing of an NOI.
 4. Work is within Buffer Zone and requires the filing of an NOI.
 5. Area/Work is subject to review/approval under a municipal ordinance or bylaw.
 6. Area/Work is subject to review/approval only under a municipal ordinance or bylaw (not under the Act).
 7. Scope of alternatives for work in Riverfront Area.
 Alternatives limited to lot.
 Alternatives limited to lot, subdivided lots, and adjacent lots.
 Alternatives limited to original parcel, subdivided lots, adjacent lots, and obtainable lots within municipality.
 Alternatives extended to any obtainable sites.


Error Check & Next

The Error Check Function

The **Error Check** function will create a list of errors at the bottom of the page in Red. Each Error is a link to a data field requiring information. Click on an individual link to highlight the field associated with the error.

WPA Form 2 - DUA - Transaction #1266377

Error Check Save Print Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands
WESTWOOD
City/Town

WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

1. Project Location:

a. Street Address: 90 MILL STREET
 b. City/Town: WESTWOOD
 c. State: MA
 d. Zip Code:
 e. Longitude: N
 f. Longitude: W
 (Click "View Map" button to obtain Latitude/Longitude coordinates.)
 (If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

g. Map/Pat #: 222
 h. Parcel/Lot #: 555

2. Applicant:

Individual Organization [Click here to clear the Applicant Address](#)

a. First Name: JESSICA
 b. Last Name: TRAVIS
 c. Organization:
 d. Mailing Address: 90 MILL STREET
 e. City/Town: WESTWOOD
 f. State: MA
 g. Zip Code:
 h. Phone Number: 781-375-3419
 i. Email: jikee@gmail.com

3. Property Owner:

more than one owner [Click here to clear the Property Owner Address](#)

a. First Name: JESSICA
 b. Last Name: TRAVIS
 c. Organization:
 d. Mailing Address: 90 MILL STREET
 e. City/Town: WESTWOOD
 f. State: MA
 g. Zip Code:
 h. Phone Number: 781-375-3419
 i. Email: jikee@gmail.com

4. Determination by Local Conservation Commission:

DOA: Positive

Positive

1. The Area is subject to protection under the Act.
 2a. The Boundary Delineations are Accurate.
 2b. The Boundary Delineations are not Confirmed.
 3. Work is within an area subject to the Act and requires the filing of an NOI.
 4. Work is within Buffer Zone and requires the filing of an NOI.
 5. Area/Work is subject to review/approval under a municipal ordinance or by-law.
 6. Area/Work is subject to review/approval only under a municipal ordinance or by-law (not under the Act).
 7. Scope of alternatives for work in Riverfront Area.
 Alternatives limited to lot.
 Alternatives limited to lot, subdivided lots, and adjacent lots.
 Alternatives limited to original parcel, subdivided lots, adjacent lots, and obtainable lots within municipality.
 Alternatives extended to any obtainable sites.



[Error Check & Next](#)


Error Message (Below are links where error(s) occurred)	Section Name	Description
A warning to this function is required in order to continue.		Longitude
A warning to this function is required in order to continue.		Latitude
Please enter a value for NOICL and WCL fields at G17.		GPS

The Error Check Function

When all the required information has been entered, click **Error Check and Next** in the bottom right corner to move to the Transaction page and proceed to the next step in the submittal process.

MassDEP's Online Filing System
WPA Form 2 - DOA - Transaction #1266377

Error Check Save Print Exit

 Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
WPA Form 2 - Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

WESTWOOD
City/Town

A. General Information

1. Project Location:

a. Street Address: 90 MILL STREET
b. City/Town: WESTWOOD c. State: MA d. Zip Code: []
e. Latitude: 42.21122 N f. Longitude: 71.22929 W [View Map](#)
(Click "View Map" button to obtain Latitude/Longitude coordinates.)
(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)
g. Map/Pat #: 333 h. Parcel/Lot #: 555

2. Applicant:

Individual Organization [Click here if Applicant Address is same as Project Location](#)

a. First Name: JESSICA b. Last Name: TRAVIS
c. Organization: []
d. Mailing Address: 90 MILL STREET
e. City/Town: WESTWOOD f. State: MA g. Zip Code: []

3. Property Owner:

more than one owner [Click here if Property Owner Address is same as Applicant Address](#)

a. First Name: JESSICA b. Last Name: TRAVIS
c. Organization: []
d. Mailing Address: 90 MILL STREET
e. City/Town: WESTWOOD f. State: MA g. Zip Code: []
h. Phone Number: 781-375-3419 i. Email: jkhal@gmail.com

4. Determination by Local Conservation Commission:

DOA: Positive

Positive

- 1. The Area is subject to protection under the Act.
- 2a. The Boundary Delineations are Accurate.
- 2b. The Boundary Delineations are not Confirmed.
- 3. Work is within an area subject to the Act and requires the filing of an NOI.
- 4. Work is within Buffer Zone and requires the filing of an NOI.
- 5. Area/Work is subject to review/approval under a municipal ordinance or bylaw.
- 6. Area/Work is subject to review/approval only under a municipal ordinance or bylaw (not under the Act).
- 7. Scope of alternatives for work in Riverfront Area.
 - Alternatives limited to lot.
 - Alternatives limited to lot, subdivided lots, and adjacent lots.
 - Alternatives limited to original parcel, subdivided lots, adjacent lots, and obtainable lots within municipality.
 - Alternatives extended to any obtainable sites.

Error Check & Next

Next Step - Attach DOA File

The **Error Check and Next** button will put you in the Transaction Overview page. The darkened arrow indicates that you have completed the DOA Form and are ready to proceed to the next step. Click **Next** to attach files.

The screenshot shows the MassDEP eDEP online filing system interface. At the top left is the eDEP logo with the text "MassDEP's Online Filing System". At the top right are links for "MassDEP Home", "Contact", and "Privacy Policy". Below the logo is a green navigation bar with "My eDEP", "Forms", "My Profile", "Help", and "Notifications". On the right side of the page, the user's login information is displayed: "Username: 50FREDS" and "Nickname: 51FREDS", with a "LOG OFF" button. The main content area is titled "Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA". It features a progress bar with four steps: "Forms", "Attach Files", "Signature", and "Submit". The "Forms" step is highlighted with a darkened arrow and a small green triangle below it. Below the progress bar, there are buttons for "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit". A table shows the status of the forms:

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 2 - DOA

At the bottom right of the main content area, there is a blue "Next" button highlighted with an orange border.

Attach a Copy of the Signed DOA

Indicate on the Attach Files page that you wish to attach additional files by selecting Yes. This will move you directly to the Attach Files process.

The screenshot displays the MassDEP online filing system interface. At the top, the logo 'eDEP' is visible, along with the text 'MassDEP's Online Filing System'. Navigation links for 'MassDEP Home', 'Contact', and 'Privacy Policy' are in the top right. A user login bar shows 'Username: 50FREDS' and 'Nickname: 51FREDS' with a 'LOG OFF' button. A green navigation bar contains 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. The main content area is titled 'Transaction Overview' for 'Trans# 1266377 ID# WPA Form 2 - DOA'. A progress bar shows steps: 'Forms', 'Attach Files' (highlighted with a green triangle), 'Signature', and 'Submit'. Below the progress bar, the 'Attach Files' section has an 'Exit' button. The question 'Will you attach or mail any (additional) files for this transaction?' is followed by two radio button options: 'Yes, I will attach or mail (additional) files' and 'No, I have no (additional) files at this time'. An orange arrow points to the 'Yes' option. A red asterisk note at the bottom states: '*Waste Site Cleanup filers are required to send all files under 50 MB electronically'. The footer includes 'MassDEP's Online Filing System ver. 15.21.0.0© 2019 MassDEP' and navigation links for 'MassDEP Home', 'Contact', and 'Privacy Policy'.

Attach a Copy of the Signed DOA

The DOA Form signed by the Conservation Commission must be attached to the eDEP submittal to direct the DOA to MassDEP.

- ❑ Click **Browse** to select a file from your folder.
- ❑ Enter a title for the file.
- ❑ Click **Confirm** to add the file to the list of attachments.
- ❑ Click **Next** to move to the next step in the Signature page.

MassDEP Home | Contact | Privacy Policy

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA

Forms Attach Files Signature Submit

Attach Files Exit

1. Enter a description or title for the file

2. Browse to the file you want to attach Browse... to file selected.

3. Click to Confirm or Clear Confirm Clear

OR

Check to indicate that you will send by mail

Confirmed Attachments/Mailings

DOA Signed Form	DOA WEB Form.pdf	View Remove
-----------------	------------------	---

Next

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*

MassDEP Home | Contact | Privacy Policy

Submit the eDEP Transaction

After attaching the files, an authorized Signature is required to complete the DOA submittal.

- Read the Certification Statement.
- Check the box to complete the certification.
- Enter the Authorized Signature and Date for the Commission.
- Indicate your acceptance.

The screenshot shows the 'Transaction Overview' page for 'WPA Form 2 - DOA' with transaction ID 1266377. The page has a green header with navigation links: 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. In the top right, it shows the user's login information: 'Username: 50FREDS' and 'Nickname: 51FREDS' with a 'LOG OFF' button. A progress bar at the top of the main content area shows four steps: 'Forms', 'Attach Files', 'Signature' (which is the current step, indicated by a green triangle), and 'Submit'. Below the progress bar, there is a 'Signature' section with an 'Exit' button. A message in orange text says: 'Please select the box below and then indicate your acceptance.' Underneath, it says 'WPA Form 2 - DOA - 1 Form(s)'. There is a checked checkbox labeled 'SIGNATURE' with a blue checkmark. Below this checkbox is a paragraph of text explaining the validity and requirements of the determination. Below the text is a line that reads: 'By entering my name I acknowledge that I have read and agree with the certification statement.' This line has two input fields: 'Authorized Signature' containing 'Jake Sullivan' and 'Date' containing '09/27/2022'. At the bottom right of the form, there are two buttons: 'I accept' and 'I do not accept'. Orange arrows from the text on the left point to the 'SIGNATURE' checkbox, the 'Authorized Signature' field, and the 'I accept' button.

Submit the eDEP Transaction

When the Authorized Signature is accepted, the tracking arrows in the Transaction Overview page will show the completed signature process. The final step is to submit the Determination of Applicability.

MassDEP Home | Contact | Privacy Policy

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA

Forms → Attach Files → Signature → Submit

Forms

Print Transaction | Delete Transaction | Share Transaction | Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 2 - DOA

Next

Submit the eDEP Transaction

Review the Transaction information shown on the submit page.

- ❑ A Confirmation email will be automatically sent to the email address specified in the DOA information page.
- ❑ An additional confirmation email can be sent to another person by entering their email address into the specified field.
- ❑ If everything looks correct, scroll down and click **Submit**.

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266377 ID# WPA Form 2 - DOA

Forms → Attach Files → Signature → **Submit**

Review and Submit your Transaction Exit

Please review your transaction. If you are satisfied, scroll down and click submit. 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: 1266377
Date and Time Submitted: 09/28/2022 04:17:02
Other Email :

Form Name: WPA Form 2 - DOA

Project Location
City/Town Name: WESTWOOD
location: 90 MILL STREET
General Description

Applicant Information
Name: JESSICA TRAVIS
Company
Address: 90 MILL STREET, WESTWOOD, MA,

Ancillary Document Uploaded/Mailed
DOA EDEP Form

Submit

MassDEP Home | Contact | Privacy Policy

Submit the eDEP Transaction

When the DOA is submitted, the tracking arrows in the Transaction page will show the completed process and a Receipt is issued to document the submittal.

MassDEP Home | Contact | Privacy Policy

eDEP MassDEP's Online Filing System

Username: 50FREDS
Nickname: 51FREDS **LOG OFF**

My eDEP | Forms | My Profile | Help | Notifications

Transaction Overview **Trans# 1266377 ID#**

Forms → Attach Files → Signature → Receipt

Forms

Print Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	WPA Form 2 - DOA

Receipt for the eDEP Transaction

- ❑ The tracking arrows now indicate that the DOA Form has been received by MassDEP and a Summary Receipt is issued.
- ❑ The Summary Receipt remains in the Transaction page for your records. It includes the date and time submitted, Transaction ID, a summary of DOA information, and a list of attachments.
- ❑ Click [My eDEP](#) to see a list of your transactions.

The screenshot displays the MassDEP online filing system interface. At the top, the logo for eDEP (MassDEP's Online Filing System) is visible, along with navigation links for MassDEP Home, Contact, and Privacy Policy. The user is logged in as '50FREDS' with the nickname '51FREDS'. A green navigation bar contains links for My eDEP, Forms, My Profile, Help, and Notifications. The main content area is titled 'Receipt' and features a progress bar with arrows indicating the steps: Forms, Attach Files, Signature, and Receipt. The Receipt step is currently active. Below the progress bar, the text reads: 'Summary/Receipt' followed by '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.' There are 'print receipt' and 'Exit' buttons. The receipt details include: DEP Transaction ID: 1266377, Date and Time Submitted: 9/28/2022 4:18:22 PM, Other Email: (blank), Form Name: WPA Form 2 - DOA, Project Location: WESTWOOD, 90 MILL STREET, and Applicant Information: JESSICA TRAVIS, 90 MILL STREET, WESTWOOD, MA. An 'Ancillary Document Uploaded/Mailed' section lists 'DOA EDEP Form'. An orange arrow points to the 'Exit' button. A 'My eDEP' link is highlighted in a red box at the bottom right.

MassDEP Home | Contact | Privacy Policy

Username: 50FREDS
Nickname: 51FREDS LOG OFF

My eDEP | Forms | My Profile | Help | Notifications

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: 1266377
Date and Time Submitted: 9/28/2022 4:18:22 PM
Other Email :

Form Name: WPA Form 2 - DOA

Project Location
City/Town Name: WESTWOOD
location: 90 MILL STREET
General Description

Applicant Information
Name: JESSICA TRAVIS
Company
Address: 90 MILL STREET, WESTWOOD, MA,

Ancillary Document Uploaded/Mailed
DOA EDEP Form

[My eDEP](#)

MassDEP Home | Contact | Privacy Policy

Check for Completed eDEP Transaction

In [My eDEP](#), when the DOA submittal is complete, the transaction is moved from the Work In Progress folder to the Recent Submittals folder. The submitted DOA can be downloaded to print or opened for reference using the Transaction ID in the left column.

The screenshot displays the MassDEP's Online Filing System interface. At the top right, there are links for "MassDEP Home", "Contact", and "Privacy Policy". The user is logged in as "50FREDS" with a nickname of "51FREDS". A navigation bar includes "My eDEP", "Forms", "My Profile", "Help", and "Notifications". A message states: "Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria." Below this, there are tabs for "Work In Progress", "Recent Submitted", "Archived Submitted", "Bulk Files", and "Favorites". The "Recent Submitted" tab is active, showing a table of transactions.

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print	Amend TURA
<input type="checkbox"/>	1266377	WPA Form 2 - DOA	Add Note	SUBMITTED	09/28/2022	Download	
<input type="checkbox"/>	1266277	WPA Form 1 - RDA	Add Note	SUBMITTED	09/12/2022	Download	
<input type="checkbox"/>	1266265	WPA Form 2 - DOA	Add Note	SUBMITTED	09/08/2022	Download	
<input type="checkbox"/>	1266237	WPA Form 2 - DOA	Add Note	SUBMITTED	09/01/2022	Download	
<input type="checkbox"/>	1266238	WPA Form 2 - DOA	Add Note	SUBMITTED	09/01/2022	Download	
<input type="checkbox"/>	1266235	WPA Form 1 - RDA	Add Note	SUBMITTED	09/01/2022	Download	

eDEP Submittal Confirmation Email.

eDEP automatically sends a Confirmation email to the address provided in the DOA Information Page. The email is a receipt for the eDEP Online Submittal that contains the eDEP Transaction ID, the date and time submitted, the project location, and applicant information.

