

Platform for Submitting WPA Form 1: Request for 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 1: Request for Determination of Applicability (RDA). It requires the user to attach a completed RDA Form located online at <https://www.mass.gov/how-to/wpa-form-1-request-for-determination-of-applicability>
- ❑ eDEP is a platform that allows an applicant to upload a signed Request for Determination of Applicability electronically to MassDEP by attaching the RDA-Form to the eDEP submittal.
- ❑ The platform **Information Page** is used to direct the attached WPA Form 1-Request for Determination of Applicability to the correct MassDEP Regional Office and to notify the Wetlands Program that an RDA has been submitted.

General Navigation

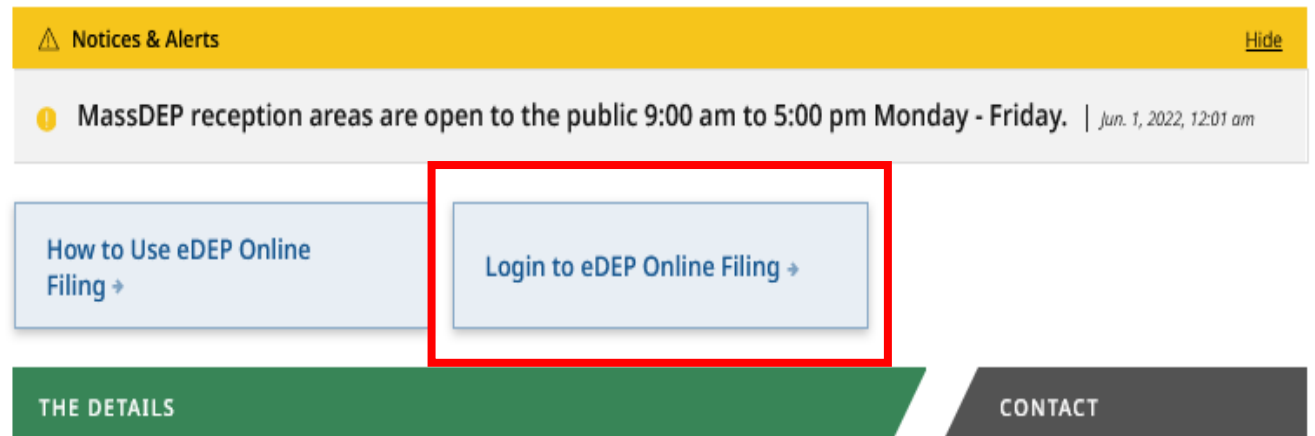
- ❑ Always Click  to move to the next page.
- ❑ Click **SAVE** to save your work and resume at a later time.
- ❑ Click **ERROR CHECK** to automatically review the form and list all data fields that must be completed before you can move to the next page.
- ❑ Any field outlined in **red** must be completed before you can move off the 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 updated)

- ❑ Go to the website for MassDEP Wetlands WPA Form 1: Request for Determination of Applicability at <https://www.mass.gov/how-to/wpa-form-1-request-for-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. 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 border. At the bottom of the page are two dark green buttons: "THE DETAILS" and "CONTACT".

How to Submit an RDA

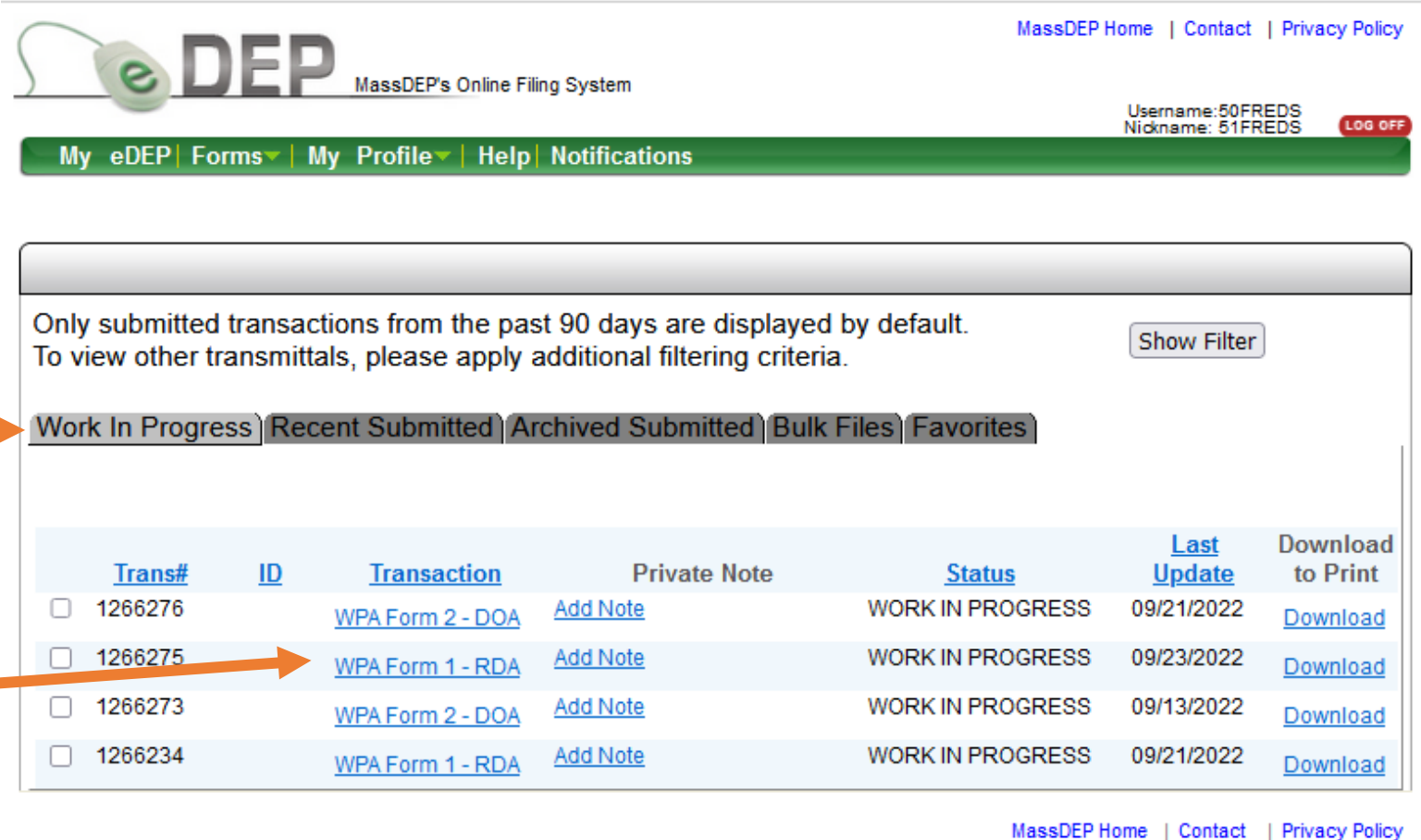
- ❑ Log into your eDEP online account using your username and password.
- ❑ If you are a first time eDEP user, follow the prompts to create a new user account

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 heading is 'Login or Get Username & Password'. A red note states: 'Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.' Below this is a welcome message: 'Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.' There are three blue bullet points: 'eDEP Help & Instructions', 'What forms can I file in eDEP?', and 'eDEP Contacts & Feedback'. On the right side, there is a 'Log into eDEP' section with 'Username:' and 'Password:' input fields. A red error message 'Username is Required' is visible below the username field. Below the input fields 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 is the text 'Register and get Username and Password'. At the bottom right, there is a section titled 'Read the eDEP Requirement' with sub-sections for 'For PC's' and 'For Mac', listing system requirements like 'Microsoft Windows XP, Vista, Windows 7', 'Browsers: IE 10.0, 11.0; Firefox 20 and up; Google Chrome 30 and up', 'Adobe Reader 11.0.0', 'Mac OS 10.4.11 or higher', 'Apple Safari Browser', and 'Adobe Reader for Mac 8.0'. A 'More...' link is at the bottom of this section. A blue arrow from the text 'Log into your eDEP online account using your username and password.' points to the login form area.

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 right, there are links for "MassDEP Home", "Contact", and "Privacy Policy". The user is logged in as "50FREDS" with the nickname "51FREDS". A navigation bar contains "My eDEP", "Forms", "My Profile", "Help", and "Notifications". Below this, 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 present. A tabbed interface shows "Work In Progress" as the active tab, with other tabs for "Recent Submitted", "Archived Submitted", "Bulk Files", and "Favorites". A table lists transactions with columns for "Trans#", "ID", "Transaction", "Private Note", "Status", "Last Update", and "Download to Print".

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, there are links for "MassDEP Home", "Contact", and "Privacy Policy".

Access RDA 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... To view other... 0 days are displayed by default. Additional filtering criteria. [Show Filter](#)

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

Transi	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

RDA Submittal Platform

- ❑ Find the Submittal Platform for WPA Form 1 - RDA on the list of Wetland Forms.
- ❑ Click **Start Transaction** to the right of the Platform label to begin the submittal process for your Request for Determination of Applicability Form.

MassDEP Home | Contact | Privacy Policy

MassDEP's Online Filing System

Username: S0FREDS
Nickname: S1FREDS **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.	Instructions 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 to 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
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

MassDEP Home | Contact | Privacy Policy

Transaction Overview Page for RDA Platform

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

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# 1266363 ID# WPA Form 1 - RDA

Forms Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
—	WPA Form 1 - RDA

Next

Transaction Overview Page for RDA 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

eDEP MassDEP's Online Filing System

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

My eDEP Forms | My Profile | Help | Notifications

Transaction Overview Trans# 1266363 ID# WPA Form 1 - RDA

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
—	WPA Form 1 - RDA

Next

Transaction Overview Page for RDA 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# 1266363 ID# WPA Form 1 - RDA

Forms Signature Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
—	WPA Form 1 - RDA


Next

MassDEP Home | Contact | Privacy Policy


Information Page for RDA Platform

RDA Information Page

Information on this page is used to direct the attached WPA Form 1-Request for Determination of Applicability to the correct MassDEP Regional Office and to notify the Wetlands Program that an RDA has been submitted.

 MassDEP's Online Filing System

Submission Platform for WPA Form 1 - RDA - Transaction #1267741

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands

Submission Platform for WPA Form 1 - Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

1. Project Location:

a. Street Address

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

e. Latitude N f. Longitude W

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

Complete the RDA 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.

MassDEP's Online Filing System

Submittal Platform for WPA Form 1 - RDA - Transaction #1267741

Error Check Save Print Exit

Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands

WESTWOOD
City/ Town

Submittal Platform for WPA Form 1 - Request for
Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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 42.23050 N f. Longitude 71.22744 W View Map

g. Map/Plat # A-22 h. Parcel/Lot # B-33

i. Project Description USE THIS FIELD TO DESCRIBE PROJECT - 50 CHARACTERS

2. Applicant:

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:

Click here if Property Owner Address is same as Applicant Address

more than one owner

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


Complete the RDA Information Page

- ❑ The Map Viewer Tool allows you to geo-locate the project site and autofill the Latitude and Longitude fields on the RDA 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.

 MassDEP's Online Filing System

Submission Platform for WPA Form 1 - RDA - Transaction #1267741

Error Check Save Print Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands

WESTWOOD
City/ Town

Submission Platform for WPA Form 1 - Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

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 42.23050 N f. Longitude 71.22744 W **View Map**
g. Map/Plat # A-22 h. Parcel/Lot # B-33
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 781-326-5430 i. Email jvarnell@gmail.com

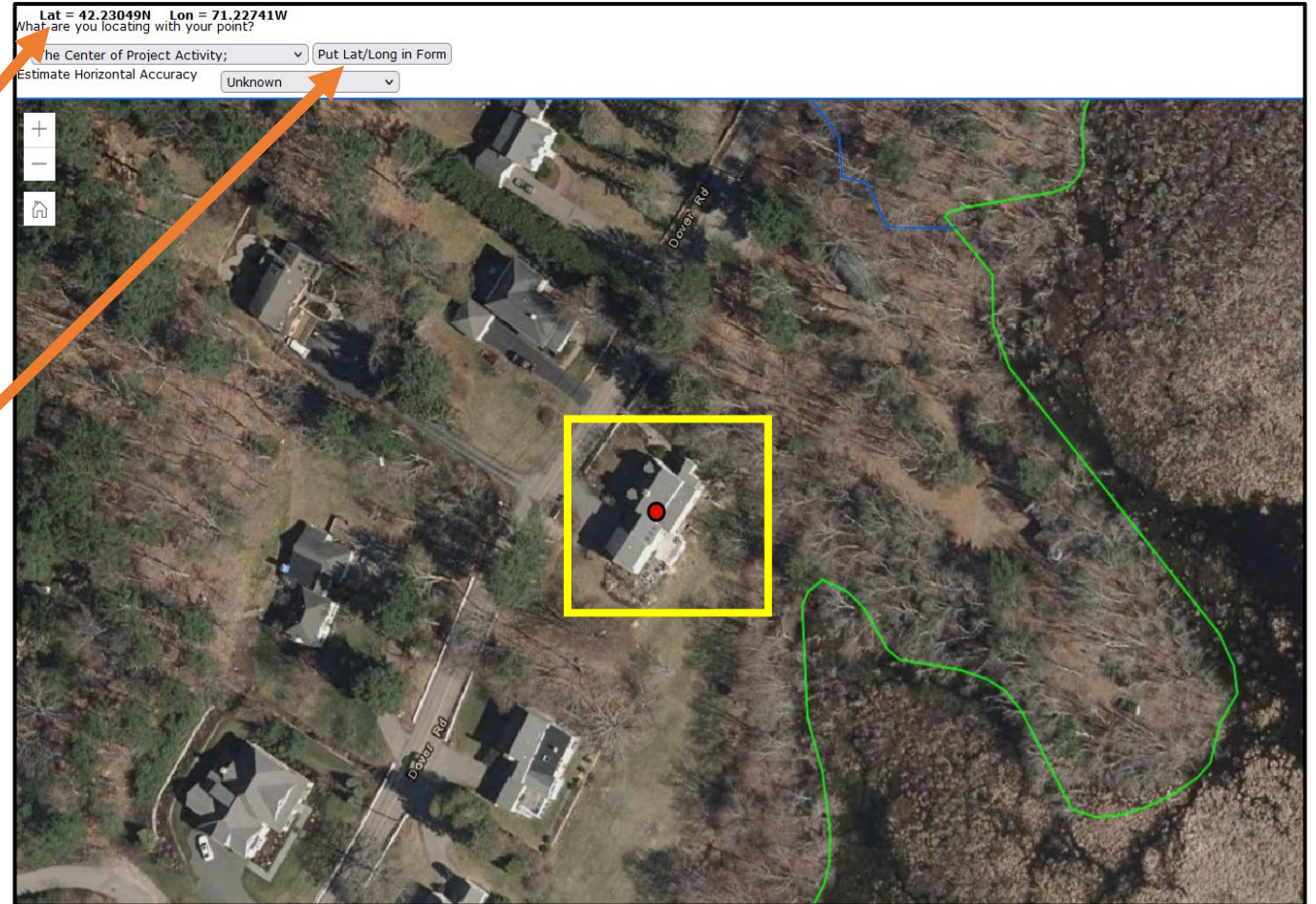
3. Property Owner:

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 781-326-5430 i. Email jvarnell@gmail.com

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 at the top of page.
- ❑ Click “Put Lat/Long in Form” to autofill the lat/long data fields in the submittal information page and close the map.




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 1 - RDA - Transaction #1267741

Error Check Save Print Exit

 Massachusetts Department of Environmental Protection
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 1 - Request for 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 42.23050 N f. Longitude 71.22744 W View Map
g. Map/Plat # A-22 h. Parcel/Lot # B-33
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 781-326-5430 i. Email jvarlell@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 781-326-5430 i. Email jvarlell@gmail.com


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.

 MassDEP's Online Filing System

Submittal Platform for WPA Form 1 - RDA - Transaction #1267741

[Error Check](#) [Save](#) [Print](#) [Exit](#)

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands

WESTWOOD
City/Town

Submittal Platform for WPA Form 1 - Request for Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

1. Project Location:

a. Street Address

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

e. Latitude N f. Longitude W [View Map](#)

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

i. Project Description

2. Applicant:

Individual Organization [Click here to clear the Applicant 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

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

[Error Check & Next](#)

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.		APPLICANT NAME


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

Submittal Platform for WPA Form 1 - RDA - Transaction #1267741

Error Check Save Print Exit

 **Massachusetts Department of Environmental Protection**
Bureau of Resource Protection-Wetlands
Submittal Platform for WPA Form 1 - Request for 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 42.23050 N f. Longitude 71.22744 W
g. Map/Plat # A-22 h. Parcel/Lot # B-33
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 781-326-5430 i. Email jarlell@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 781-326-5430 i. Email jarlell@gmail.com

 Error Check & Next

Attach a Copy of the Signed RDA

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

The screenshot displays the MassDEP 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, the user's login information is shown: "Username: 50FREDS", "Nickname: 51FREDS", and a "LOG OFF" button.

The main content area is titled "Transaction Overview Trans# 1267281 ID# WPA Form 1 - RDA". 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 green triangle below it. Below the progress bar, there are buttons for "Print Transaction", "Delete Transaction", "Share Transaction", and "Exit".

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	WPA Form 1 - RDA

At the bottom right of the transaction overview, there is a blue "Next" button highlighted with an orange border.

At the bottom of the page, there are links for "MassDEP Home", "Contact", and "Privacy Policy".

Attach a Copy of the Signed RDA

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 eDEP online filing system interface. At the top, the logo for eDEP (MassDEP's Online Filing System) is visible on the left, and navigation links for 'MassDEP Home', 'Contact', and 'Privacy Policy' are on the right. Below the logo, a green navigation bar contains 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. On the right side of this bar, the user's login information is shown: 'Username: 50FREDS', 'Nickname: 51FREDS', and a 'LOG OFF' button.

The main content area is titled 'Transaction Overview' with the transaction details 'Trans# 1267281 ID# WPA Form 1 - RDA'. A progress bar at the top of this section shows four steps: 'Forms', 'Attach Files', 'Signature', and 'Submit'. The 'Attach Files' step is currently active, indicated by a green arrow pointing to it. Below the progress bar, the 'Attach Files' section contains an 'Exit' button and a question: 'Will you attach or mail any (additional) files for this transaction?'. Two radio button options are provided: '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. At the bottom of the section, a red note states: '*Waste Site Cleanup filers are required to send all files under 50 MB electronically'. At the bottom right of the page, there are additional navigation links: 'MassDEP Home', 'Contact', and 'Privacy Policy'.

Attach a Copy of the Signed RDA

The signed RDA Form must be attached to the eDEP submittal along with associated documents such as plans to direct the RDA 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# 1266363 ID# WPA Form 1 - RDA

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...** No file selected.

3. Click to Confirm or Clear **Confirm** Clear

OR

Check to indicate that you will send by mail

Confirmed Attachments/Mailings

RDA Web Form	RDA WEB Form.docx	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 RDA submittal.

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

MassDEP Home | Contact | Privacy Policy

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

My eDEP | Forms | My Profile | Help Notifications

Transaction Overview Trans# 1266363 ID# WPA Form 1 - RDA

Forms Attach Files **Signature** Submit

Signature Exit

Please select the box below and then indicate your acceptance.

WPA Form 1 - RDA - 1 Form(s)

SIGNATURE

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge. I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission. Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

By entering my name I acknowledge that I have read and agree with the certification statement.

Authorized Signature Date

I accept I do not accept

MassDEP Home | Contact | Privacy Policy

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 Request for Determination.

MassDEP Home | Contact | Privacy Policy

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

My eDEP | Forms | My Profile | Help Notifications

Transaction Overview Trans# 1266363 ID# WPA Form 1 - RDA

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 1 - RDA

Next

MassDEP Home | Contact | Privacy Policy

Submit the eDEP Transaction

Review the Transaction information shown on the submit page.

- ❑ A Confirmation email will be automatically sent to the Applicant specified in the RDA submittal information.
- ❑ 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**.

The screenshot shows the 'Transaction Overview' page for 'Trans# 1266363 ID# WPA Form 1 - RDA'. The page includes a progress bar with steps: Forms, Attach Files, Signature, and Submit. Below the progress bar, there is a section titled 'Review and Submit your Transaction' with an 'Exit' button. A message asks the user to review the transaction and click 'Submit'. An email confirmation field is shown with 'alice.smith@mass.gov' entered. A field for additional email addresses is shown with 'Sara.Grady@gmail.com' entered. Transaction details include: DEP Transaction ID: 1266363, Date and Time Submitted: 09/29/2022 03:07:54, Other Email: (empty), Form Name: WPA Form 1 - RDA, Project Location: WESTWOOD, 100 POND PLAIN STREET. Applicant information includes: Name: JESSICA TRAVIS, Company: JESS AND JAKE INC., Address: 100 POND PLAIN STREET, WESTWOOD, MA, 02090. An ancillary document 'RDA WEB Form' is listed as uploaded/mailed. A 'Submit' button is located at the bottom right of the form area.

Submit the eDEP Transaction

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

The screenshot displays the MassDEP 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, the user's login information is shown: "Username: 50FREDS" and "Nickname: 51FREDS" with a "LOG OFF" button.

The main content area is titled "Transaction Overview Trans# 1266363 ID#". It features a progress bar with four steps: "Forms", "Attach Files", "Signature", and "Receipt". The "Forms" step is currently active, indicated by a green triangle below it. Below the progress bar, there are three buttons: "Print Transaction", "Share Transaction", and "Exit".

Errors Checked/ Validated	Fill out the following forms for this transaction:
✓	WPA Form 1 - RDA

Receipt for the eDEP Transaction

- ❑ The tracking arrows now indicate that the RDA 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 RDA 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 'eDEP' is visible, along with the text 'MassDEP's Online Filing System'. A navigation bar includes links for 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. The user's login information is shown as 'Username: 50FREDS' and 'Nickname: 51FREDS', with a 'LOG OFF' button. The main content area is titled 'Transaction Overview Trans# 1266363 ID#'. A progress bar at the top of this section shows four steps: 'Forms', 'Attach Files', 'Signature', and 'Receipt', with an orange arrow pointing to the 'Receipt' step. Below the progress bar, there is a 'Summary & Receipt' section with a 'Print Receipt' button and an 'Exit' button. The text below the buttons reads: 'Your submission is complete. Thank you for using eDEP's online reporting system. Select My eDEP to see a list of your transactions. Click Print Receipt to save a copy of this receipt for your records.' The transaction details include: 'DEP Transaction ID: 1266363', 'Date and Time Submitted: 9/29/2022 3:08:53 PM', and 'Other Email :'. The form information is: 'Form Name: WPA Form 1 - RDA', 'Project Location: City/Town Name: WESTWOOD, location: 100 POND PLAIN STREET, General Description'. The applicant information is: 'Applicant Information: Name: JESSICA TRAVIS, Company: JESS AND JAKE INC., Address: 100 POND PLAIN STREET, WESTWOOD, MA, 02090'. The ancillary document information is: 'Ancillary Document Uploaded/Mailed: RDA WEB Form'. At the bottom right, there are links for 'MassDEP Home', 'Contact', and 'Privacy Policy'.

Check for Completed eDEP Transaction

In [My eDEP](#), when the RDA submittal is complete, the transaction is moved from the Work In Progress folder to the Recent Submittals folder. The submitted RDA 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, there is a navigation bar with links for "My eDEP", "Forms", "My Profile", "Help", and "Notifications". The user's login information is shown as "Username: 50FREDS" and "Nickname: 51FREDS" with 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 available. The main content area features a tabbed interface with "Recent Submitted" selected. A table lists the following transactions:

<input type="checkbox"/>	Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print	Amend TURA
<input type="checkbox"/>	1266275		WPA Form 1 - RDA	Add Note	SUBMITTED	10/04/2022	Download	
<input type="checkbox"/>	1266363		WPA Form 1 - RDA	Add Note	SUBMITTED	09/29/2022	Download	
<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 RDA 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.

