

Managing BWSC Attachments

Personal Information and Security



Do not put a copy of a check in documentation that is submitted to MassDEP either through eDEP, on CD or in paper!

MassDEP is concerned about protecting your personal information. No BWSC transmittal forms that are submitted to MassDEP require personal information such as social security numbers or financial account numbers. For supporting documentation that is submitted to MassDEP here are some important rules:

- No personal information should be included in any of the supporting documentation that is attached electronically to BWSC transmittal forms. Copies of cancelled checks are no longer required as part of an administrative completeness check of BWSC submittals, and should not be included in the supporting documentation. BWSC has taken the requirement for cancelled checks out of the regulations, guidance document and instructions.
- Do not “password protect” your document. Not only are some password protected documents unreadable through the file viewer, we can’t excise personal information that you may have inadvertently left in the document. The only option we have is to block the whole document which may cause future compliance issues.

General Process for Uploading eDEP Attachments

The eDEP system requires an attachment for every selection (usually a check box) on an eDEP Form that specifies that a document needs to be attached. Most of the check boxes in the Use of Form section require an attachment, as well as, other places on the forms. For example, if a line on a form states, “Check here if attaching...” the system will require a file to be uploaded. Therefore, very often when making an eDEP submittal, you may be required to upload multiple files to allow you to proceed to the next step.

There are several options on how to proceed if multiple documents are required to be uploaded:

- Upload a separate document for each required attachment.
- Combine all the documents into one file, but then split the file into separate volumes based on the number of required attachments. This is good choice if the one document is quite large. Be sure to specify the Volume number in the File Name, V1, V2, etc. See the section Naming Guidelines for Attachments for more information.
- Combine all the documents into one document, and upload as the first attachment. Upload a memo page describing that all documents are contained in the first attachment, for each addition required attachment. An example of the memo wording might be as follows: “The IRA Written Plan, Status Report and Completion Statement are combined as one document in the first attachment of this submittal.”

Maximum eDEP File Size

Files up to and including 30 MB in size can be uploaded in eDEP. There are many things that can be done to reduce file size, especially if using PDF format; see the section on Reducing PDF file size.

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD# 1-866-539-7622 or 1-617-574-6868.

MassDEP on the World Wide Web: <http://www.mass.gov/dep>

If the file size can't be reduced to below 30 MB, the document can be burned/loaded on a CD and submitted to the appropriate regional office the next business day using the BWSC125, *Notification of a Non-eDEP Electronic Submittal* Transmittal Form. Along with the CD, and a completed BWSC125, submit a paper copy of the eDEP Transaction Summary Report.

Note: When a report includes a large amount of data, the text portion can be uploaded in eDEP together and submitted with the eDEP transmittal form. The data reports can be submitted on CD/DVD to the appropriate regional office the next business day using BWSC125, as described above.

Document Types Allowed in eDEP

Reports and supporting documentation that accompany an eDEP Transmittal Form can be created in most common software programs. These include word processing or text files (doc, docX, rtf, and txt formats), spreadsheets (xls, xsl and xlsx formats), web format (html), images (gif, jpg, jpeg and tiff formats, custom formats (xml), compressed packages of any combination of these files (zip files), and PDF files.

Specifications regardless of Document Type

Regardless of what format or document type you are using, the following specifications apply:

- **Orientation:** Make sure the documentation is transmitted right side up. This seems to be particularly problematic when documents are scanned as PDFs. To check that the document is being submitted right side up in the PDF format you will need to be in Adobe Acrobat to review the document. If it is not right side up go into Document, then Rotate Pages, choose 180 degrees and then Select All.
- **Minimum Font Size:** Acceptable documentation needs to be readable. A minimum font size of 8 pts is recommended.
- **Document Print Size:** As much as possible use 8" X11" standard printer size. If you must use a larger size, use either 8"X14" or 11"X17".
- **Provide a Visual Bar Scale for Plans and Maps:** Whenever possible provide a visual bar scale with digitized plans and maps. A visual bar scale gives the viewer a scale that is usable regardless of how much a map or plan is shrunk or expanded when digitized. See example provided below.



PDF Format

Since the majority of eDEP submittals are created as PDF files (which can be created from any word processing, spreadsheet, database or GIS program that includes a Print function), this section concentrates on tips to manage PDF files, including reducing the file size of a PDF document. File size can be reduced in a number of ways that will help with speeding up eDEP submissions, minimizing electronic storage requirements, and improving the efficiency of your work.

Reducing PDF File Size

The main factors affecting the size of a PDF are: image resolution; image type; the number of fonts used and how they are embedded; PDF version; and the level of compression. In general the higher the PDF version number, the smaller the size of the file. Below are a few tips:

- **Use the “Save As” Command:** This is Adobe's No. 1 suggestion for reducing PDF file size. When you make changes to a PDF, select “Save As” to overwrite the entire PDF. Otherwise, by clicking on “Save”, changes are appended to your file and you'll notice a slow and steady accretion of kilobytes.
- **Manage your Images:** Graphics are often the biggest factor in PDF file size because large amounts of data are required to store a high-quality image. Adjust the resolution, dimensions and quality of the image to meet your needs *before* importing it into a document. Typically a resolution of 200 dpi is sufficient for printing: higher resolutions simply increase file size without noticeably increasing print quality. Image type can also affect the size of the image. Bitmap images (bmp) are frequently much larger than other formats that incorporate file compression, such as jpg or gif images. Convert the bmp image to a jpg image to reduce the image size before inserting it into the document.
- **Manage your Fonts:** Fonts, especially in smaller PDFs, can have a significant impact on file size. Limit yourself to common fonts, such as Times Roman and Arial and avoid special fonts that have to be included (“embedded”) in the file to view or print correctly. Each additional fully embedded font can add 40 KB or more to the file size. However, to make sure the document is readable do not use a font size lower than 8 pts.
- **Convert to Grayscale:** If color is not required, convert your PDF to grayscale. In Acrobat, select Advanced -> Print Production -> Convert Colors menu. Under Document Colors select "Device Gray," and under Destination Space choose "Gray Gamma 1.8" or 2.2. A test on a color print ad saved 54% when converted to grayscale (save as). Alternately, the size of an individual graphic or photograph can be minimized by converting it to black and white or grayscale rather than color.
- **File Size:** Acrobat has the option of selecting “Smallest File Size” that can be found in several places including: on the main tool bar select Adobe PDF / Set Conversion Settings / Smallest File Size; or through the print function select Print PDF / Properties / Adobe PDF Settings / Default Settings / Smallest File Size.

Scanning to PDF

The optimal method for creating a PDF document from a Word or Excel document is to create it directly from an application, such as a word processor. PDF files created in this way have two advantages: they are much smaller in size than documents that have been scanned directly and they are text-searchable. Although some word processing applications, such as Word or WordPerfect, offer an option to convert a document directly into PDF format using a toolbar icon, it is not recommended. The file created in this way is unnecessarily large. For those documents that must be imaged because a word-processed version does not exist, the preferred method is to scan the document directly into PDF format using Adobe Acrobat.

Other things to note when scanning:

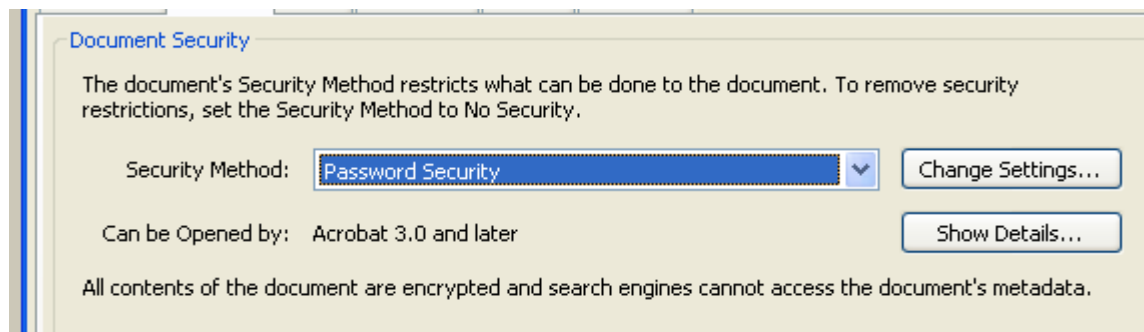
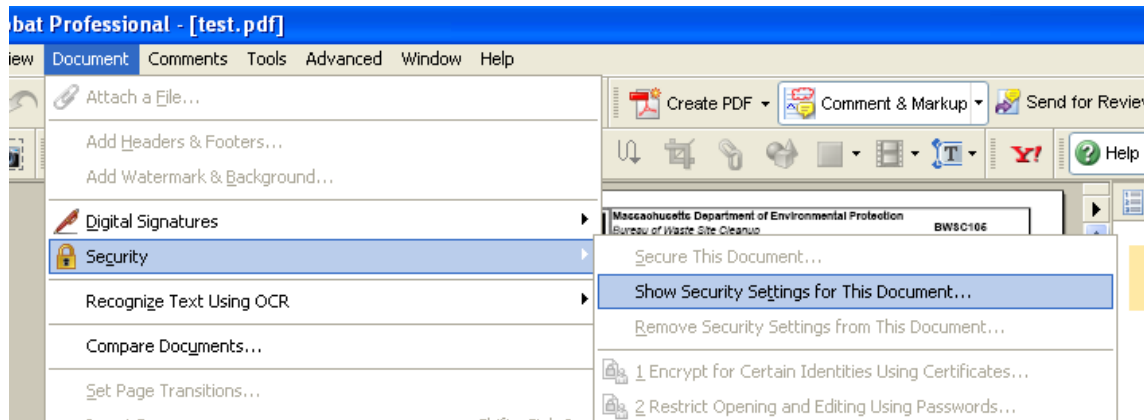
- Resolution (DPI): set to 200 dpi
- Image or Picture Type: black and white (Do NOT use gray scale or color unless scanning a photograph – these will create a much larger file).
- Make sure the scanned document is not saved upside down.

- Scan to a standard print size, preferably 8 1/2" X 11" (letter)
- Do not use a scanner's OCR settings because this can alter the scanned document.

PDF Security:

PDFs have several security functions that can cause problems when managing attachments.

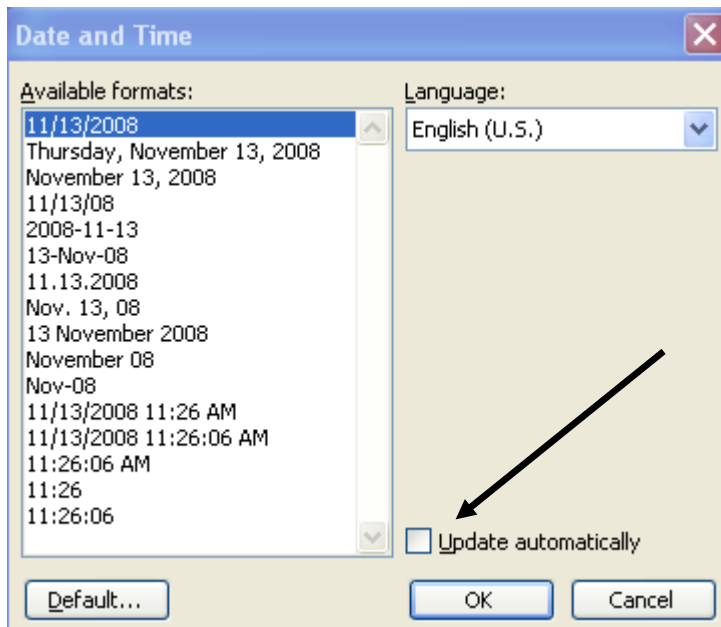
- **Do not "password protect" your PDF document when you submit them to eDEP:** If you restrict the opening and editing of a PDF with a password, that restriction must be removed before you submit a document through eDEP. See the section on Personal Information and Security above.
- **Manipulating Saved PDFs from eDEP:** If you save either a PDF transmittal form or an attachment that is in PDF format, and want to insert the file into another document you must remove the security block that is used by MassDEP to secure the PDFs on line. You can only use this tip, if you have Acrobat.



Then change the security settings to no security and answer "yes" when adobe prompts you.

Word Format

- **Managing Size of Word Images:** Resizing a photograph in MS Word doesn't reduce the size because Word retains all the data in case you want to make the image bigger again. However, once correct dimensions are achieved, a quick way to reduce the file size in Word is to cut (Control X) the image out of the document and immediately paste it back in as a jpg image using the "Paste Special" function. Consistent use of this technique often dramatically reduces overall file sizes.
- **Word Date Function:** Note that if you use Word, the "update automatically" date function should be unchecked to lock the date appropriately, or the date will update to the current date every time the document is opened. Using Word Viewer allows the user to see the correct date regardless of whether the "update automatically" date function was checked or unchecked when the document was initially created.



Naming Guidelines for eDEP Attachments and other RTN related documents.

Note that eDEP has a 75 character limit for the names of files that are uploaded.

Naming attachments in an intuitive manner as possible is helpful for all users that view the documents. MassDEP had used a naming convention for our scanned legacy files. The following guideline is encouraged to be used as much as possible.

Convention	Description and/or Examples
Program ID	RTN e.g.1-1234567
Name of Document	IRA Plan, RAM Status, Phase 2 SOW etc.

Volume	V1, V2 (to use when a document is split into 2 or more sections)
Date	DD-MM-YYYY

Some examples:

3-0099999 IRA Plan V1 07-01-2011

4-6666666 RAM Status 08-01-2011

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