

# Using eDEP for Orders of Conditions (OOC)

## Table of Contents

1.	Registration.....	2
1.1	Your eDEP Account.....	2
1.2	Proof of Identity .....	3
1.3	Administrative Privileges .....	4
1.4	Affiliation .....	5
1.5	Go to My EDEP.....	5
1.6	Select Wetlands Forms .....	6
1.7	Start Transaction for an Order of Conditions .....	7
1.7.1	Blank Signature Page .....	9
2.	Filling Out the Order of Conditions (OOC) Form.....	9
2.1	OOC Form: Section A – General Information .....	9
2.1.1	Blank Signature Page .....	13
2.1.2	OOC Form: Section A (Item 5 e and f) – General Information, Map Viewer .....	13
2.2	OOC Form: Section B - Findings.....	19
2.3	OOC Form: Section C – General Conditions Under the WPA .....	23
2.4	OOC Form: Section D – Findings under Municipal Wetlands Bylaw .....	27
2.5	How “Error Check & Next” Buttons Work.....	33
3.	Attach File Function .....	35
3.1	Electronic Attachments to the Original OOC Form Submittal .....	35
3.2	Email Attachments After OOC Form Has Been Submitted.....	38
3.3	Documents Sent by U.S. Postal Service .....	38
3.4	Attachment File Limitations.....	38
4.	Signatures, Acceptance.....	39
4.1	Signatures .....	39
4.2	Acceptance .....	40
5.	Submitting the OOC Form and Obtaining a Receipt of Transaction .....	41
5.1	How to Share Transactions with Other eDEP Users .....	41
5.2	Submit OOC Form to MassDEP .....	44
5.3	Receipt.....	45
5.4	Printing and Saving Your Order of Conditions .....	46
5.5	Using the Private Note Feature.....	49
5.6	The Show Filter Feature .....	51
5.7	Who to Contact to Get Help .....	52

# 1. Registration

## 1.1 Your eDEP Account

### Introduction

The eDEP process enables online filing with MassDEP from its web site at <https://edep.dep.mass.gov>.

This document provides general instructions to file electronically a Order of Conditions (OOC). Refer to the individual form-specific document for detailed [Instructions](#),

To use eDEP, set up an account as follows:

- From the eDEP homepage, read the eDEP Requirements;
- If you satisfy these requirements, create an account as a New User.
- Creating your account takes only a few minutes and allows secure access to eDEP.

The screenshot shows the eDEP website interface. At the top left is the eDEP logo with the text "MassDEP's Online Filing System". At the top right are navigation links: "MassDEP Home | Contact | Feedback | Tour | Privacy Policy". The main content area is titled "Login or Get Username & Password". It features a yellow warning note: "Note: eDEP is unavailable from 9:00PM Friday through 3:00AM Saturday for backup purposes." Below this is a "New eDEP Features: Preview" section with a welcome message and a list of links: "What is eDEP & other FAQ's?", "What forms can I file in eDEP?", "Instructions for eDEP Forms", and "eDEP Contacts & Feedback". On the right side, there is a "Log into eDEP" form with fields for "Username:" and "Password:", a "Login" button, a "Forgot your Password?" link, a "New User" button, and a "Register and get Username and Password" link. Below the registration link, there is a section titled "Read the eDEP Requirement" with sub-sections for "For PC's:" and "For Mac:".

Continued on next page

## Your eDEP Account (cont)

Complete all required fields identified with red asterisks (\*).

**MassDEP** MassDEP's Online Filing System

[MassDEP Home](#) | [Contact](#) | [Feedback](#) | [Tour](#) | [Privacy Policy](#)

### User Registration

Create an account in eDEP by completing all the required fields \*. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

\*First Name

Middle Name

\*Last Name

Salutation  ▼

Suffix  ▼

Job Title

\*E-mail Address

Business Name

\*Contact Address Line 1

Contact Address Line 2

\*City

After completing all required fields, review and agree to the eDEP Terms and Conditions.

[^Back to TOC](#)

## 1.2 Proof of Identity

### What is Proof of Identity?

Proof of Identity is a process used in eDEP to verify the identity of individuals who need to secure access to Orders of Conditions (OOCs) and Orders of Resource Area Delineation (ORADs) for issuing Wetlands Permits; and/or to obtain Administrative Privileges (explained below) for conservation commissions, businesses, and organizations.

Proof of Identity Approval is not required for applicants who wish to access or submit a Notice of Intent (NOI) or Abbreviated Notice of Resource Area Delineation (ANRAD) form to MassDEP except if you are requesting administrative privileges.

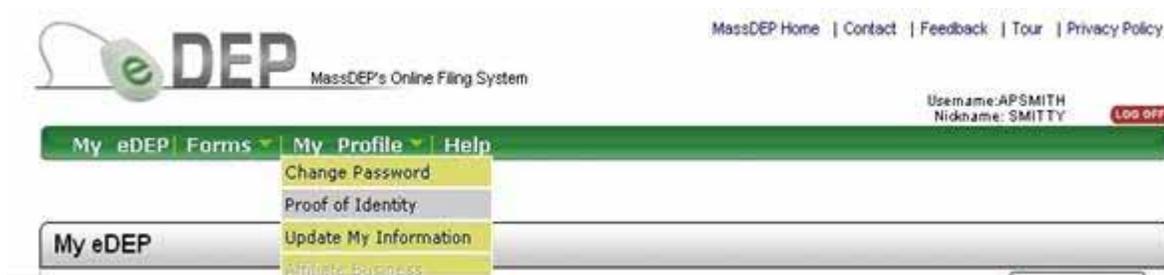
## 1.3 Administrative Privileges

### What are Administrative Privileges?

Administrative privileges are optional rather than required for using eDEP forms. Individuals may obtain administrative privileges for a conservation commission, business, or organization by submitting a notarized Proof of Identity form for approval to MassDEP. The administrator for a consulting firm might be the president or other corporate officer. An Administrator for a conservation commission might be the Agent or Chair. An Administrator can affiliate other eDEP users with their company or organization and specify a time period during which the affiliation is valid. See below for information on Affiliations.

### How to Obtain Proof of ID Approval for Administrative Privileges for Your Company?

To request Proof of Identity approval for administrative privileges, follow the steps below. Once registered for eDEP, select “Proof of Identity” from the pull down menu under “My Profile”.



On the page that comes up, Click the box next to “Apply for Administrative Privileges.” Enter your business Tax ID Number “TIN” and your “Business Name” in the fields provided. Click “Apply”



Click the “Print” button at the bottom of the next page. This is your receipt that you will need to sign and mail into MassDEP at the address written at the top of the page. Within approximately 48 hours of when MassDEP receives the signed document, you will receive your approval by email.

**Proof of Identity****MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION****STANDARD PROOF OF IDENTITY FORM  
(For the eDEP online filing system)****Instructions:**

1. ALL users must print this form.
2. Must provide a hand-written signature.
3. Mail the printed signed form to:  
eDEP Manager  
4th Floor - ITO  
1 Winter Street  
Boston, MA 02108

**Apply for a eDEP Administrator**

First Name:	ALICE
Last Name:	SMITH
Full Name:	ALICE SMITH

[^Back to TOC](#)

## 1.4 Affiliation

### How does an Affiliation work?

An Affiliation 1) allows the users to file in eDEP as representatives of your organization, and 2) gives you access to view any forms that they start on behalf of your organization. To affiliate other users with or in your organization, you must therefore first establish a Proof of Identity and Administrative Privileges.

To affiliate a user, as administrator you should first obtain the user's eDEP nickname. An administrator establishes affiliation through the eDEP 'Share Business' page. The Administrator can access the 'Share Business' page and establish affiliations by following this path;

- ✓ Click "Log In"
- ✓ Select "My Profile"
- ✓ Click "Manage my organization"
- ✓ Select "Add" button and provide the nickname of the user that you are affiliating. Then indicate the privileges you want the user to have by picking either Employee/Agent or Administrator as their role.

## 1.5 Go to My EDEP

The eDEP process enables online filing with the department from its web site at <https://edep.dep.mass.gov>.

This document provides general instructions to file electronically an Order of Conditions (OOC).

These instructions assume that you represent a conservation commission and have already registered with eDEP and received Proof of Identity approval from the eDEP Manager. If you

have NOT registered go to <https://edep.dep.mass.gov/DEPLogin.aspx> and follow the instructions. The process is also described above in **sections 1.2, 1.3 and 1.4.**

Log into your eDEP account and go to My eDEP. From the menu at the top of the page select “FORMS – Wetlands”.

## 1.6 Select Wetlands Forms

Log into your eDEP account and go to My eDEP. From the menu at the top of the page select “FORMS – Wetlands”.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

MassDEP's Online Filing System

Username: APSMITH  
Nickname: SHM.TTY **LOG OFF**

My eDEP | Forms | My Profile | Help

- Air & Climate
- Business Sectors
- Cleanup of Sites & Spills
- Drinking Water
- Toxics & Hazards
- Waste & Recycling
- Wastewater
- All Forms
- Recent Forms

Welcome to eDEP

Username: APS  
Nickname: SHM  
Wetlands

Note: Your Username is APSMITH. Your Nickname is SHM.TTY. The top right hand corner next to the log off button.

Thank you for registering

**Protect your Password!**

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

## 1.7 Start Transaction for an Order of Conditions

In the Wetland Forms page select WPA Form 5 – OOC by pressing the START TRANSACTION button.

The screenshot displays a web interface for selecting a wetland form. It features three rows, each representing a different form type. The first row is for WPA Form 4A - ANRAD, the second for WPA Form 4B - ORAD, and the third for WPA Form 5 - OOC. Each row contains a brief description of the form's purpose, a link to 'Instructions', and a blue 'Start Transaction' button. A yellow arrow with a red-to-yellow gradient points upwards towards the 'Start Transaction' button for WPA Form 5 - OOC. At the bottom of the page, there is a navigation bar with links for 'MassDEP Home', 'Contact', 'Feedback', 'Our', and 'Privacy Policy'.

Form Type	Description	Instructions	Action
WPA Form 4A - ANRAD	This form simplifies the wetland permit filing requirements and may be used for projects that are likely to result in limited impacts to wetland resource areas according to the requirements specified in the instructions for WPA Form 4A.	<a href="#">Instructions</a>	<a href="#">Start Transaction</a>
WPA Form 4B - ORAD	This form simplifies the wetland permit filing requirements and may be used for projects that are likely to result in limited impacts to wetland resource areas according to the requirements specified in the instructions for WPA Form 4A.	<a href="#">Instructions</a>	<a href="#">Start Transaction</a>
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.	<a href="#">Instructions</a>	<a href="#">Start Transaction</a>

The Order of Conditions form cannot be accessed unless eDEP has received a request for Proof of Identity and an email approval from eDEP has been issued. If you have not already received a Proof of Identity form approval, you will need to do so at this time.

If you have not applied for Proof of Identity the buttons for the Order of Conditions (OOC) and Order of Resource Area Delineation (ORAD) will show “PROOF” and not “START TRANSACTION”. If you have submitted a Proof of Identity form and it has not yet been approved by MassDEP then the OOC and ORAD buttons will show “PENDING” and not “START TRANSACTION”. Select “START TRANSACTION” for the OOC or ORAD if the buttons are available to you.

Enter NOI File Number to begin the Order of Conditions that you want to complete and press “SEARCH” button.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: AGSMITH  
Nickname: ALICE SMITH **Log Off**

My eDEP | Forms | My Profile | Help

**Preform**

**Preform: WPA Form 5 - OOC**

Please enter NOI File Number (###-####):

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

The search will show the address of the NOI File Number entered. Check the box to the left of “THIS INFORMATION IS CORRECT” to verify that the address/facility information is the location that you are completing the Order of Conditions for and then press the “NEXT” button.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

Username: AGSMITH  
Nickname: ALICE SMITH **Log Off**

My eDEP | Forms | My Profile | Help

**Preform**

**Preform: WPA Form 5 - OOC**

Please enter NOI File Number (###-####):

This information is correct.  
eDEP Transmittal #: 211487  
Applicant Name: BRAD PITHEL  
Applicant Company: LEXUS  
28 TANNERY ROAD  
MEDFIELD

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MassDEP's Online Filing System ver 5.12.0.09 2009 MassDEP

## 1.7.1 Blank Signature Page

Many Commissions have developed routines for writing an Order of Conditions that allow them to meet both the statutory time frame for issuing an Order of Conditions and the Con Com meeting schedules. This routine involves taking a blank copy of the Signature page to be signed at the Conservation Commission at the meeting where special conditions are deliberated by the Commission and then finishing the Order after the meeting in preparation for issuing the Order. To generate a blank Signature page with no issuance date for Commissioners to sign at a meeting, follow the steps below.

- ✓ Open an OOC form by filling in the DEP file number as shown above. The Order of Conditions form will be pre-populated with data from the Notice of Intent. You can fill in the OOC form with additional information or not as needed. **Do not** run the error check function.
- ✓ Press the SAVE button on the top menu bar. The date of issuance field does not need to be filled out and will not pre-populate the signature page.
- ✓ After saving the semi-completed form, press the EXIT button on the top menu bar to return to the TRANSACTION OVERVIEW page.
- ✓ In the TRANSACTION OVERVIEW page, select the “Print Transaction” button. This will put you in the “Download to Print” page. Alternatively, you can return to “My eDEP” space and select [download](#) on the right side of the OOC form.
- ✓ In the “Download to Print” page, select the “Download” button and if a security questions arises click YES to display any non-secure items.
- ✓ A PDF copy of the OOC form will appear. Click the PRINT icon on the menu bar at the top of the PDF file and select the Signature page to print.

This process will give you a blank signature page without a date of issuance on the signature page. After the Con Com meeting when the Commission has signed the form, the individual can then go back into the semi-completed form and finish the process. If the Order is an Amended Order of Conditions, the date of the original OOC will be pre-populated on the signature page.

[^Back to TOC](#)

## 2. Filling Out the Order of Conditions (OOC) Form

eDEP will locate the Notice of Intent (NOI) that you verified in the previous step and pre-populates the Order of Conditions (OOC) form with data from that NOI to save you the time of re-typing all the information. It will include resource area impact data as well as information about the project location and applicant. You must to provide information that is not available on the Notice of Intent form or does not automatically pre-populate into the Order of Conditions.

### 2.1 OOC Form: Section A – General Information

**Item 1: Conservation Commission** – eDEP pre-populates this information from the NOI form.

**Item 2: Issuance** - Check the box next to OOC if you are filling in the original Order of Conditions to be signed by the Conservation Commission.\*

**\*NOTE:** *If an Order of Conditions has previously been submitted to MassDEP for the NOI file number shown at the top of the form, then Item 2 is automatically pre-populated with a check in the box to the left of “Amended OOC”. This cannot be changed.*

**Item 3: Applicant Details** – This section is pre-populated with information from the NOI.

**Item 4: Property Owner** - If the applicant address is the same as the property owner address press the blue bar on the right of the form. The form will automatically fill in the appropriate information. You will still need to fill in the first and last names. If the Property Owner is not the Applicant – type in sections 4a to g.

**Item 5: Project Location** – The Street Address, City/Town, and the Zip Code are pre-populated from the NOI form. If the zip code is not pre-populated, make sure you put the zip code. It will help you find the latitude and longitude for the project. You will need to fill in the Assessor's map and parcel information. To view the project location and associated wetland related information on the GIS aerial photo, press the “VIEW MAP” button to the right.

If you do not have the latitude and longitude you can use the “VIEW MAP” tool to access and download it into the form. Note: the latitude and longitude is required to be entered in State Coordinates and NOT degrees/minutes/seconds. In order to determine the State Coordinate latitude and longitude, or convert from degrees/minutes/seconds, click on the “View Map” to locate the project and the associated coordinates. Make sure that you complete the project location address and assessor's information in Item 5a to d. Then Click “VIEW MAP”. For details about how to use the Map Viewer, see Chapter 2, Section 2.1 (page xxx).

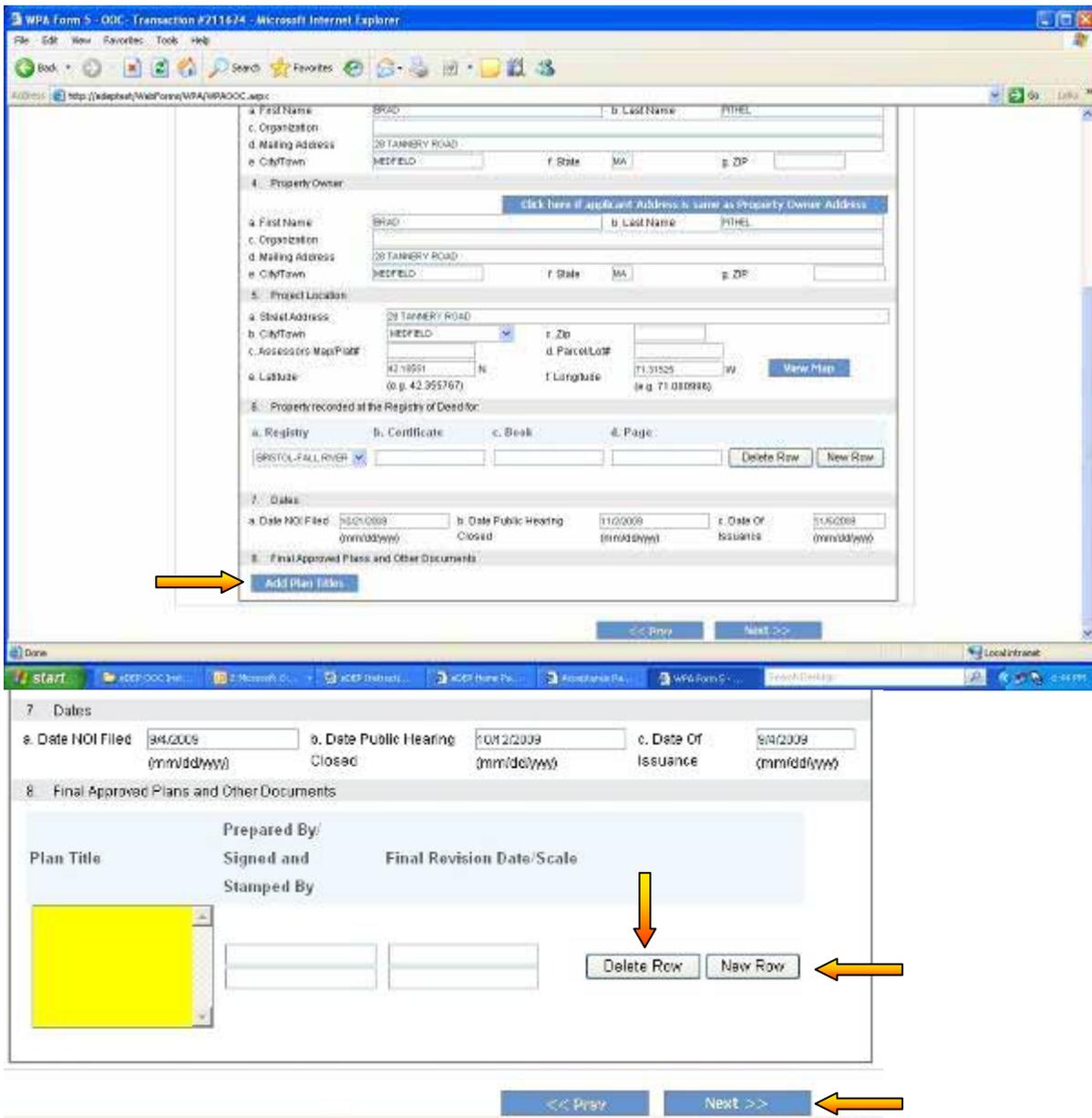
**Item 6:** Property Recorded at the Registry of Deeds – Select the County Registry (not just the county name) in which the property resides from the drop-down menu and fill in the related Book and Page or Certificate information. If more than one book and page is needed, press the NEW ROW button to add rows as needed.

**Item 7:** Dates – Fill in the date on which:  
 a. the NOI was filed,  
 b. the date that the public hearing closed, and  
 c. the date of issuance for the Order\*.

*\*Note: the “Date of Issuance” box at 7(c) should reflect the date the form (be it an Order of Conditions or an Amended Order of Conditions) is issued.*

**Item 8: Final Approved Plans and Other Documents** – Press the blue button to the left ADD PLAN TITLES in this section. eDEP will expand the form to provide space to fill in the plan title, the name of the person who prepared and signed the plans, and the revision date and scale of the final plan that your commission approved.

Additional rows can be added by pressing NEW ROW or removed as needed by pressing DELETE ROW.



Press the SAVE button on the menu at the top of the page and then Press NEXT to move on to Section B.

[^Back to TOC](#)

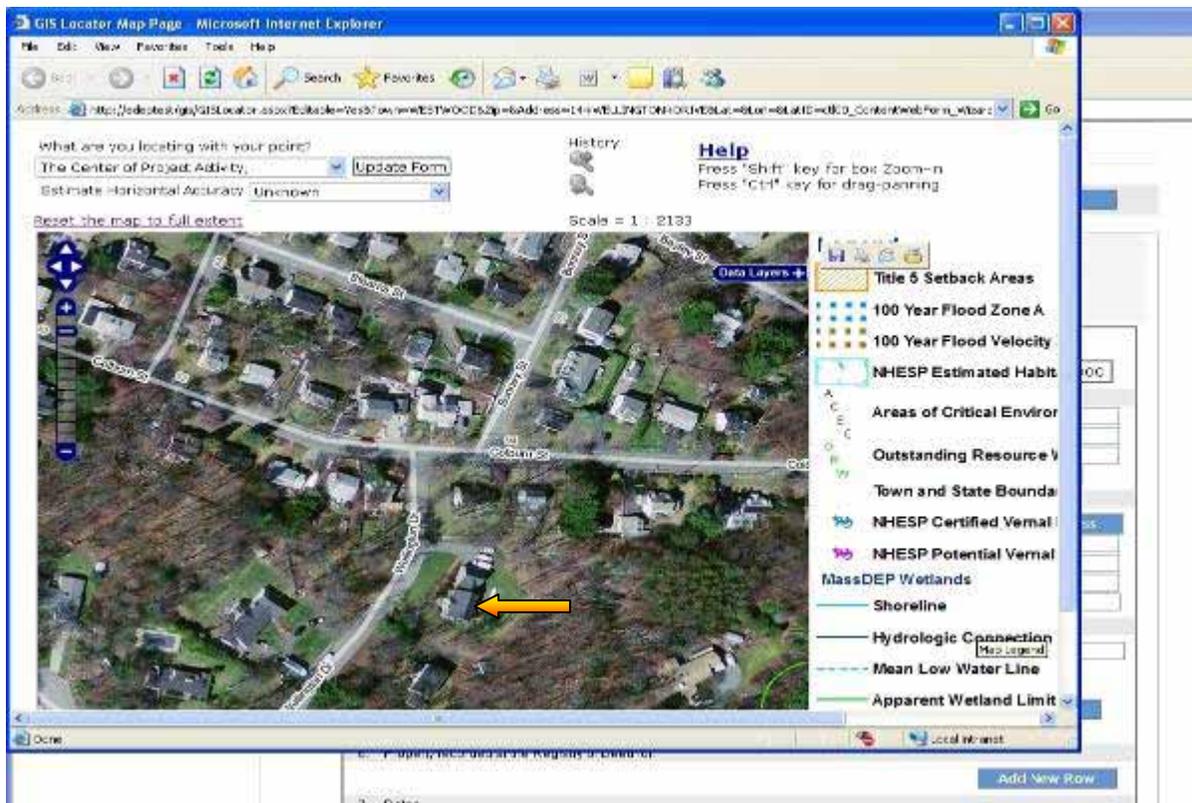
### 2.1.1 Blank Signature Page

### 2.1.2 OOC Form: Section A (Item 5 e and f) – General Information, Map Viewer

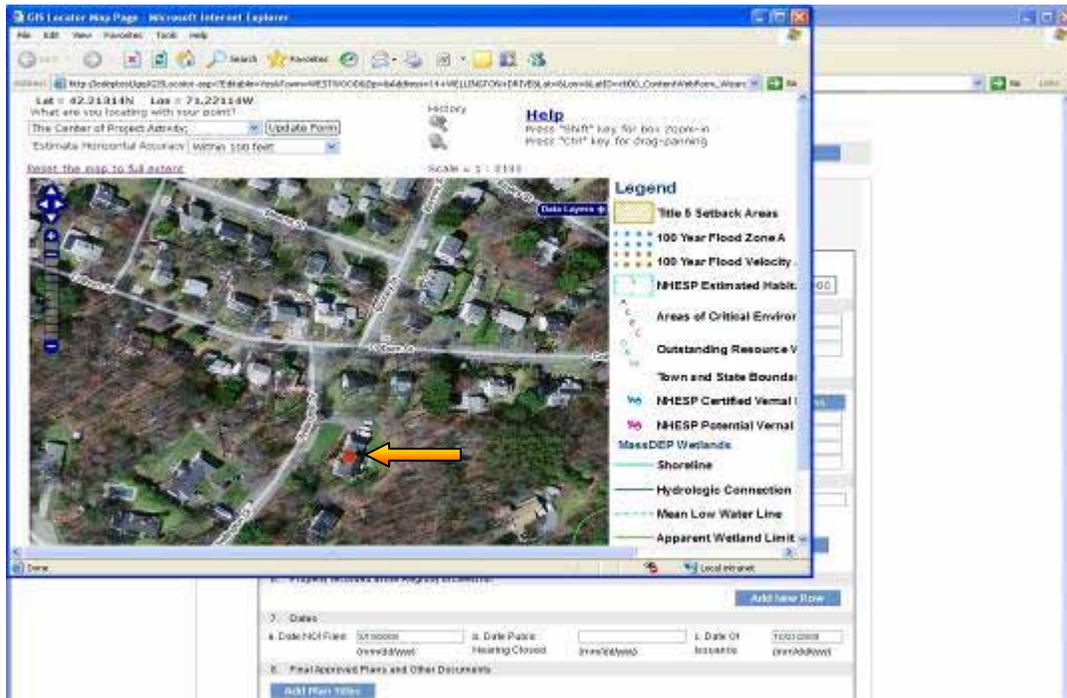
If a Notice of Intent was submitted electronically to eDEP, the information in Items 5a to 5f will automatically pre-populate your Order of Conditions. However, a conservation commission reviewing the project may find that there are discrepancies in identifying the project location and the Map Viewer tool will be useful in making corrections.

To view the project location and wetland-related information on a GIS aerial photo, press the “VIEW MAP” button to the right.

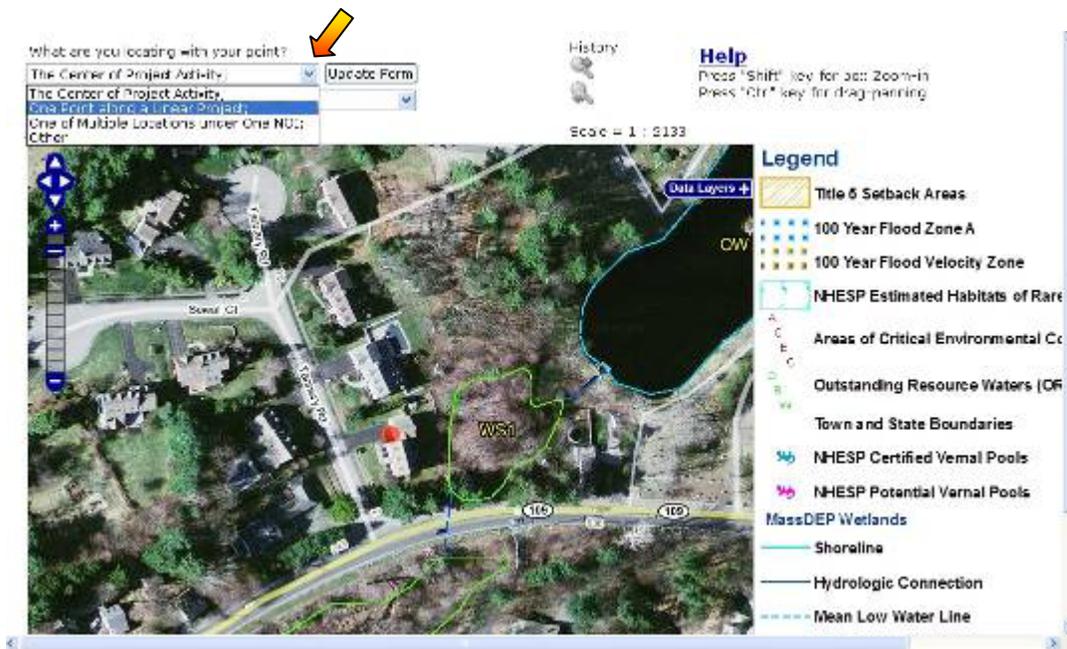
The GIS Locator Map Viewer will pop up showing the area of the project location that was provided in Item 5a to d. Click the cursor at the center of the location for your project site. Some residences have street numbers to help you get the correct bearing on the project location.



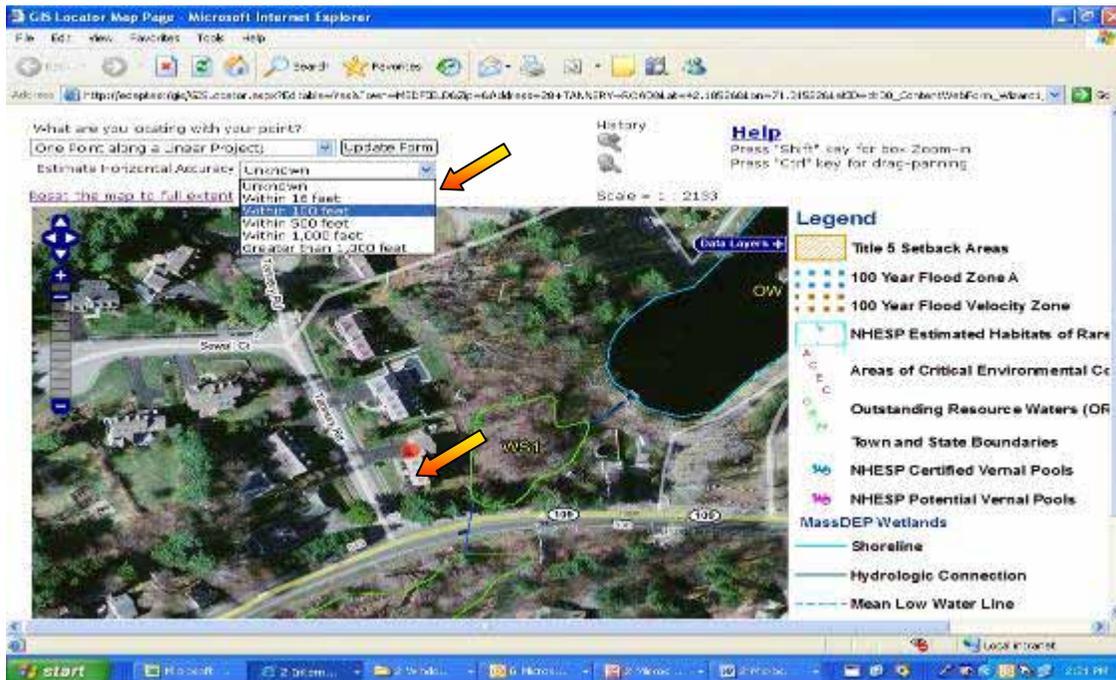
A red dot will appear where you click your cursor that identifies the project location. The latitude and longitude will then appear above the question, "What are you locating with your point?" on the upper left side of the map.



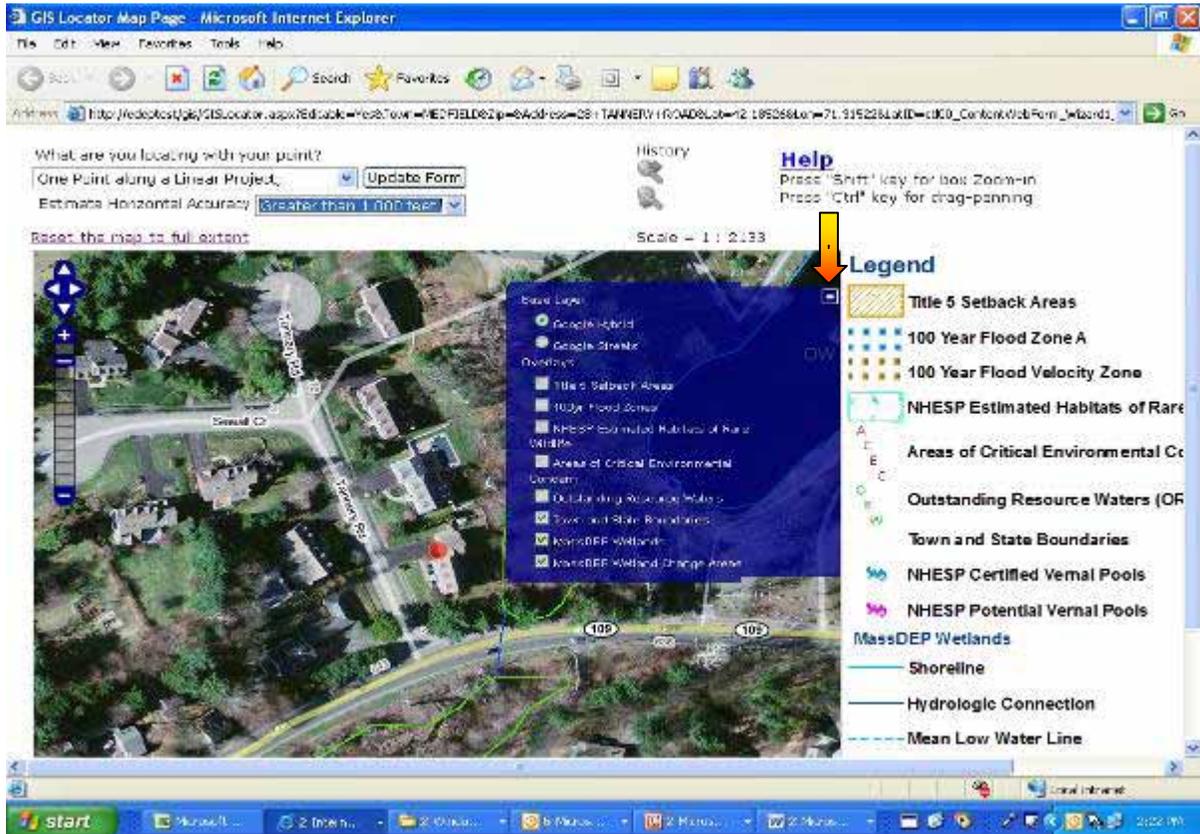
The dropdown menu on the left side of the screen that is under the question, **“WHAT ARE YOU LOCATING WITH YOUR POINT?”**, gives you four options to select; (1) a point at the center of the project activity; (2) one point along a linear project; (3) one of multiple locations under one NOI; or (4) other. Select the appropriate one for your project location. If you are uncertain, you may want to select **“THE CENTER OF PROJECT ACTIVITY”** as a default.



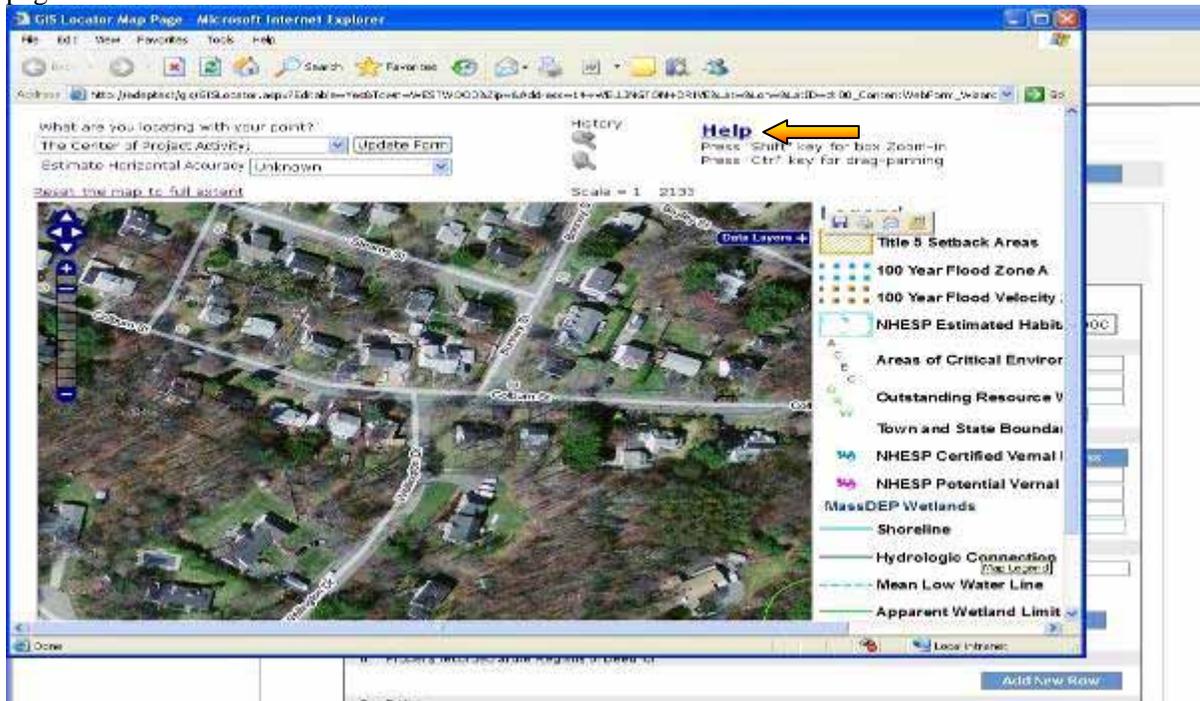
The “ESTIMATED HORIZONTAL ACCURACY” button identifies the approximate level of accuracy of pinpointing the project location that you select. For example, if you select a particular residence, and the accuracy of the point is 100 feet, then you are indicating that the project location for the activity is within 100 feet of the point selected (the red dot).



The **Blue Button** to the left of the “LEGEND” that says, “DATA LAYER +” allows you to view the different layers such as the location of Title 5 Setbacks, NHEP Certified Vernal Pools, estimated location of wetlands, etc. Click on the plus sign (+) to view the menu and you can select the overlays you wish to view as they relate to the project location. Click the minus sign (-) to minimize the menu.

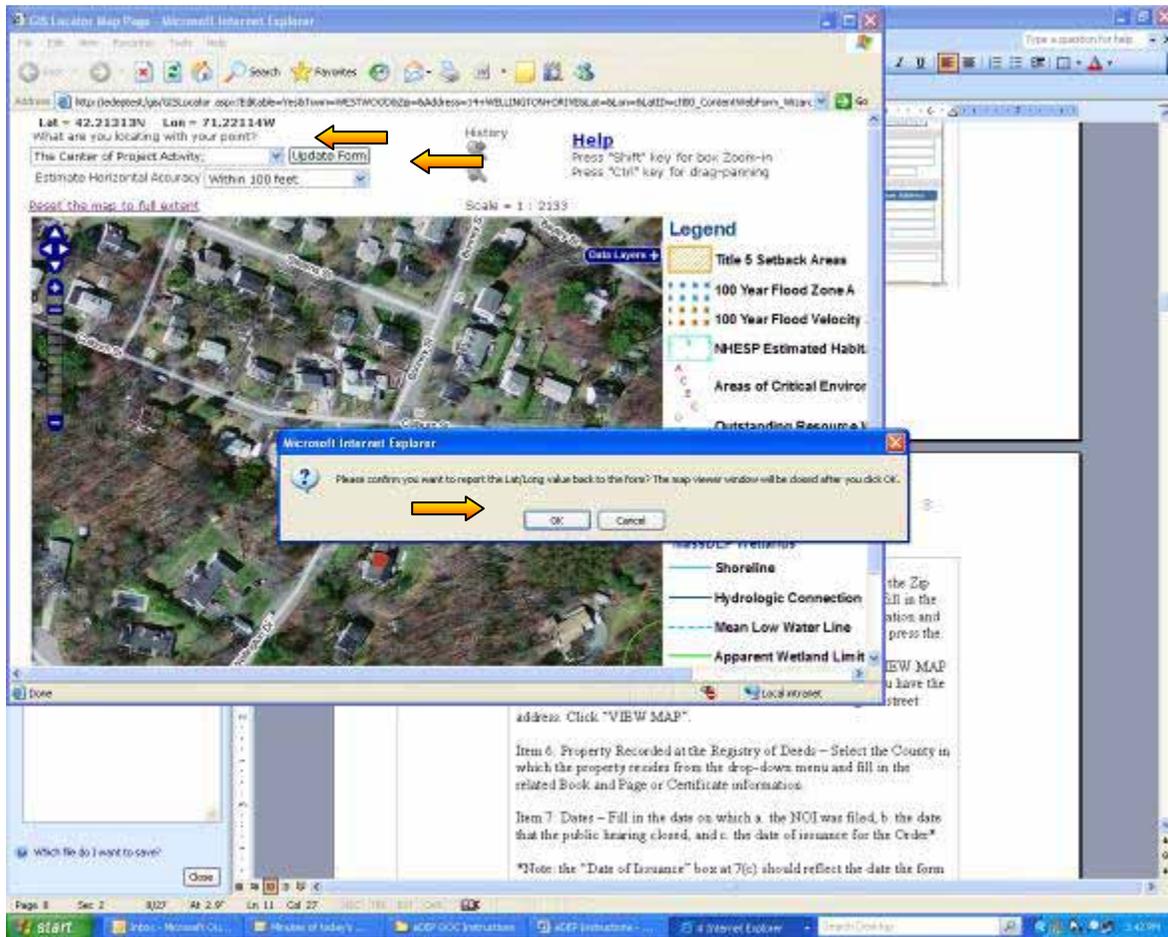


Selecting the “HELP” Link will give you additional instructions on how to use the GIS Locator Map page.





When you are satisfied with the correct selection of your project location point, click “Update Form” to have the project location’s latitude and longitude that was identified by the red dot automatically populate your Order of Conditions form. Click “OK” when the Microsoft Explorer Window asks you to, “PLEASE CONFIRM YOU WANT THE LAT/LONG VALUE REPORTED BACK TO THE FORM...”



## 2.2 OOC Form: Section B - Findings

Several items on the OOC form contain language that is not visible initially on the screen. To view the additional language click on the link at the end of the sentence that reads [\(click here to view additional language\)](#). eDEP will expand the box to show the related language.

The additional language is always included when the Order of Conditions is printed whether or not the additional language is displayed online on your screen.

WPA Form 5 - OOC - Transaction #211414

Error Check Save Instructions Print Exit

Section A  
Section B  
Section C  
Section D

### B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act

Following the review of the the above-referenced Notice of Intent and based on the information provided in this application: [\(click here to view additional language\)](#)

Check all that apply:

a. <input type="checkbox"/> Public Water Supply	b. <input type="checkbox"/> Land Containing Shellfish	c. <input type="checkbox"/> Prevention of Pollution
d. <input type="checkbox"/> Private Water Supply	e. <input type="checkbox"/> Fisheries	f. <input type="checkbox"/> Protection of Wildlife Habitat
g. <input type="checkbox"/> Ground Water Supply	h. <input type="checkbox"/> Storm Damage Prevention	i. <input type="checkbox"/> Flood Control

2. Commission hereby finds the project, as proposed, is: (select any one):

Approved subject to:

a.  The following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations: ... [\(click here to view additional language\)](#)

Denied because:

b.  The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations: ... [\(click here to view additional language\)](#)

c.  The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act: ... [\(click here to view additional language\)](#)

### Item 1: Findings pursuant to the Massachusetts Wetlands Protection Act

Check all of the interests being protected by wetland resources referenced in this OOC.

Error Check Save Instructions Print Exit

Section A  
Section B  
Section C  
Section D

[\(click here to print the form.\)](#)

### B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act

Following the review of the the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act: [\(click here to view\)](#)

Check all that apply:

a. <input checked="" type="checkbox"/> Public Water Supply	b. <input type="checkbox"/> Land Containing Shellfish	c. <input checked="" type="checkbox"/> Prevention of Pollution
d. <input checked="" type="checkbox"/> Private Water Supply	e. <input type="checkbox"/> Fisheries	f. <input checked="" type="checkbox"/> Protection of Wildlife Habitat
g. <input checked="" type="checkbox"/> Ground Water Supply	h. <input checked="" type="checkbox"/> Storm Damage Prevention	i. <input checked="" type="checkbox"/> Flood Control

2. Commission hereby finds the project, as proposed, is: (select any one):

Approved subject to:

a.  The following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations: ... [\(click here to view additional language\)](#)

Denied because:

b.  The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations: ... [\(click here to view additional language\)](#)

c.  The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act: ... [\(click here to view additional language\)](#)

3. Buffer Zone only:

**Item 2: Findings – Commission hereby finds the project, as proposed, is....**

Select any of the choices “Approved subject to:” or “Denied because” by checking the box to the left of the Commission’s decision.

Section D

Following the review of the the above-referenced Notice of Intent and based on the information provided in this application..... [\(click here to view additional language\)](#)

Check all that apply:

<input checked="" type="checkbox"/> a. Public Water Supply	<input type="checkbox"/> b. Land Containing Shellfish	<input checked="" type="checkbox"/> c. Prevention of Pollution
<input checked="" type="checkbox"/> d. Private Water Supply	<input type="checkbox"/> e. Fisheries	<input checked="" type="checkbox"/> f. Protection of Wildlife Habitat
<input type="checkbox"/> g. Ground Water Supply	<input checked="" type="checkbox"/> h. Storm Damage Prevention	<input checked="" type="checkbox"/> i. Flood Control

2. Commission hereby finds the project, as proposed, is: (select any one):

Approved subject to:

a.  The following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control. [\(click here to Hide\)](#)

Denied because:

b.  The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations..... [\(click here to view additional language\)](#)

c.  The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act..... [\(click here to view additional language\)](#)

3. Buffer Zone only:

Buffer Zone Impacts: Shortest distance between limit of project disturbance and (a.)  (Linear feet) wetland boundary (if available)

Inland Resource Area Impacts: (select for Approvals):

**Item 3: Buffer Zone Only**

If the project has no wetland resource area impacts and is in the Buffer Zone only, check the box in Item 3 and enter the shortest distance, in linear feet, between the limit of the project disturbance and any wetland resource area. Skip the Resource Area Impacts, inland and coastal, Items 4-21 and go to Item 22.

Denied because:

b.  The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations..... [\(click here to view additional language\)](#)

c.  The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act..... [\(click here to view additional language\)](#)

3. Buffer Zone only:

Buffer Zone Impacts: Shortest distance between limit of project disturbance and (a.)  (Linear feet) wetland boundary (if available)

Inland Resource Area Impacts: (select for Approvals):

### Items 4-21: Resource Area Impacts

Check the box to the left of each resource area impacted by the project and enter the extent of the alteration and replacement that the applicant proposed as well as the extent of alteration and replacement that the Commission is permitting in the associated data fields.

**Note:** Some of the information will be automatically populated from the NOI submission. As a representative for your conservation commission you can modify the information or just add the permitted numbers.

### Items (4-9): Inland Resource Area Impacts

Inland Resource Area Impacts: (select for Approvals):				
Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. linear feet	b. linear feet	c. linear feet	d. linear feet
5. <input checked="" type="checkbox"/> Bordering Vegetated Wetland	<input type="text"/>	<input type="text"/>	400	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
6. <input type="checkbox"/> Land under Waterbodies and Waterways	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	e. c/y dredged	f. c/y dredged	<input type="text"/>	<input type="text"/>
7. <input checked="" type="checkbox"/> Bordering Land Subject to Flooding	<input type="text"/>	<input type="text"/>	350	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	<input type="text"/>	<input type="text"/>	175	<input type="text"/>
	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
8. <input type="checkbox"/> Isolated Land Subject to Flooding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	<input type="text"/>	<input type="text"/>
Cubic Feet Flood Storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
9. <input type="checkbox"/> Riverfront Area	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. total sq. feet	b. total sq. feet	<input type="text"/>	<input type="text"/>
Sq ft within 100 ft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200ft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	g. square feet	h. square feet	i. square feet	j. square feet

### Items (10-21): Coastal Resource Area Impacts

Coastal Resource Area Impacts: (select for Approvals):				
Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
10. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below			
11. <input type="checkbox"/> Land Under the Ocean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	c. c/y dredged	d. c/y dredged	<input type="text"/>	<input type="text"/>
12. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes below			
13. <input type="checkbox"/> Coastal Beaches	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. c/y nourishmt.	d. c/y nourishmt.
14. <input type="checkbox"/> Coastal Dunes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. c/y nourishmt.	d. c/y nourishmt.
15. <input type="checkbox"/> Coastal Banks	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. linear feet	b. linear feet	<input type="text"/>	<input type="text"/>
16. <input type="checkbox"/> Rocky Intertidal Shores	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	<input type="text"/>	<input type="text"/>
17. <input type="checkbox"/> Salt Marshes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
18. <input type="checkbox"/> Land Under Salt Ponds	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	c. c/y dredged	d. c/y dredged	<input type="text"/>	<input type="text"/>

### Item 22: Restoration Enhancement (For Approvals Only)

If the project is for the purpose of restoring or enhancing a wetland resource area click on the box to the left of “Restoration/Replacement (For Approvals Only)” and fill in the square feet of bordering vegetated wetland or salt marsh that is being restored/replaced from the Notice of Intent form **Section B.2.b** (bordering vegetated wetland) or **B.3.h** (salt marsh).

21.  Land Subject to Coastal Storm Flooding

a. square feet      b. square feet

22. Restoration/Enhancement (For Approvals Only)

Restoration/Replacement (For Approvals Only)

If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please enter the additional amount here.

a. square feet of BWV Restoration or Enhancement      b. square feet of Salt Marsh Restoration or Enhancement

23. Stream Crossing(s) (For Approvals Only)

Streams Crossing(s) (For Approvals Only)

If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.

a. number of new stream crossings      b. number of replacement stream crossings

<< Prev      Next >>

### Item 23: Stream Crossings

If the project involves either new stream crossings or replacement of existing stream crossings, check the box in the upper left portion of item 23 and then fill in the number of new stream crossings in field 23-a. or the number of replacement stream crossings in data field 23-b.

22. Restoration/Enhancement (For Approvals Only)

Restoration/Replacement (For Approvals Only)

If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please enter the additional amount here.

a. square feet of BWV Restoration or Enhancement      b. square feet of Salt Marsh Restoration or Enhancement

23. Stream Crossing(s) (For Approvals Only)

Streams Crossing(s) (For Approvals Only)

If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.

a. number of new stream crossings      b. number of replacement stream crossings

<< Prev      Next >>

Press the SAVE button on the menu at the top of the page and then Press NEXT to move on to Section C.

## 2.3 OOC Form: Section C – General Conditions Under the WPA

Section C of the Order of Conditions includes the State General Conditions and the means to define the Special Conditions for each Order by selecting possible conditions from a “Special Conditions Pick-list” or writing your own conditions.

**Condition 1:** The MassDEP General Conditions have not changed and can be viewed in full by selecting the [\(click here to view additional language\)](#).

**Condition 19:** Indicate if the project (1) “is” or (2) “is not” subject to stormwater standards by checking one of the boxes nestled within the text of the condition.

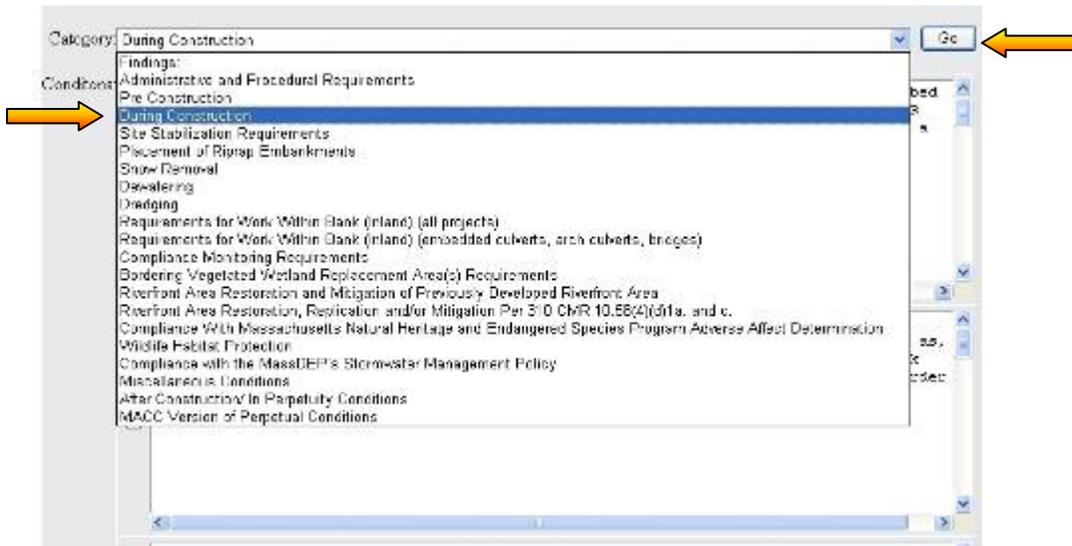
If the project is subject to stormwater standards, then by clicking (1) “is”, eDEP automatically inserts a subset of Condition 19 that includes 19-a. thru 19-l. These are the MassDEP General Conditions for stormwater.

You can type your special conditions in the space provided. eDEP also provides a “Pick List” of Special Conditions that you can use to create your OOC. Press the CHOOSE CONDITIONS button to begin creating your list of special conditions for the OOC.

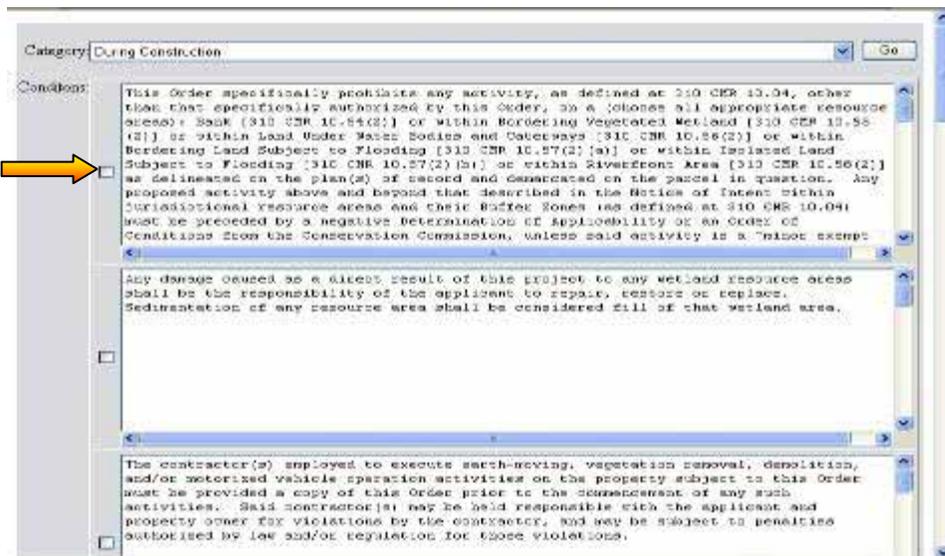
The screenshot displays the eDEP OOC Form interface. At the top, a navigation bar contains buttons for "Error Check", "Save", "Instructions", "Print", and "Exit". On the left side, there is a vertical menu with links for "Section A", "Section B", "Section C" (which is highlighted in blue), and "Section D". The main content area is titled "C. General Conditions Under Massachusetts Wetlands Protection Act" and includes the text "(only applicable to approved projects)". Below this, there are two numbered conditions. Condition 1 is partially visible. Condition 19 is the primary focus and contains the text: "19. The work associated with this Order (the 'Project') is (1)  is (2)  is not subject to the Massachusetts Stormwater Standards. If the work is subject to the Stormwater Standards, then the project is subject to the following conditions:". Below this text is a blue button labeled "Choose Conditions" and a text area labeled "Special Conditions". Three orange arrows are overlaid on the image: one points to the link "(click here to view additional language)" in Condition 1, another points to the "Choose Conditions" button, and a third points to the "Special Conditions" text area.

When you press the CHOOSE CONDITIONS button a new window pops-up containing the list of conditions that are available for you to use. Alternatively you can write your own conditions by placing the cursor in the box and typing in the text of your own conditions.

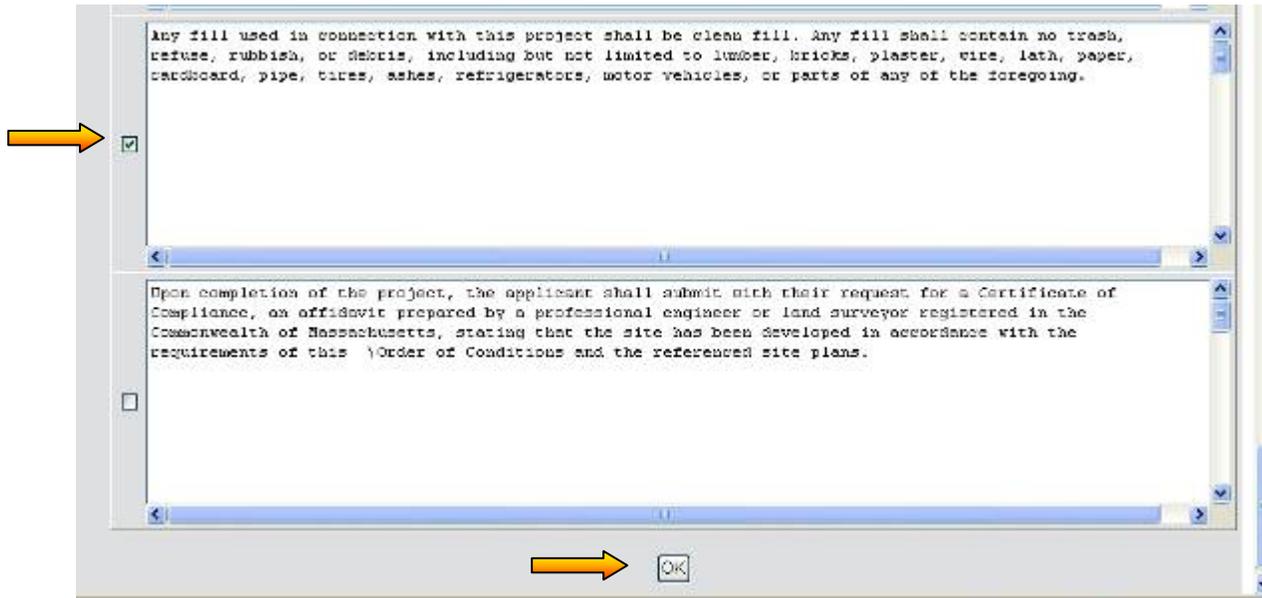
To use the “Pick List” list begin by selecting a “Category” of Special Conditions from the pull-down menu at the top of the pop-up page and pressing GO. eDEP will display a list of conditions relating to the category you selected. For example, select the category “During Construction” and then press GO.



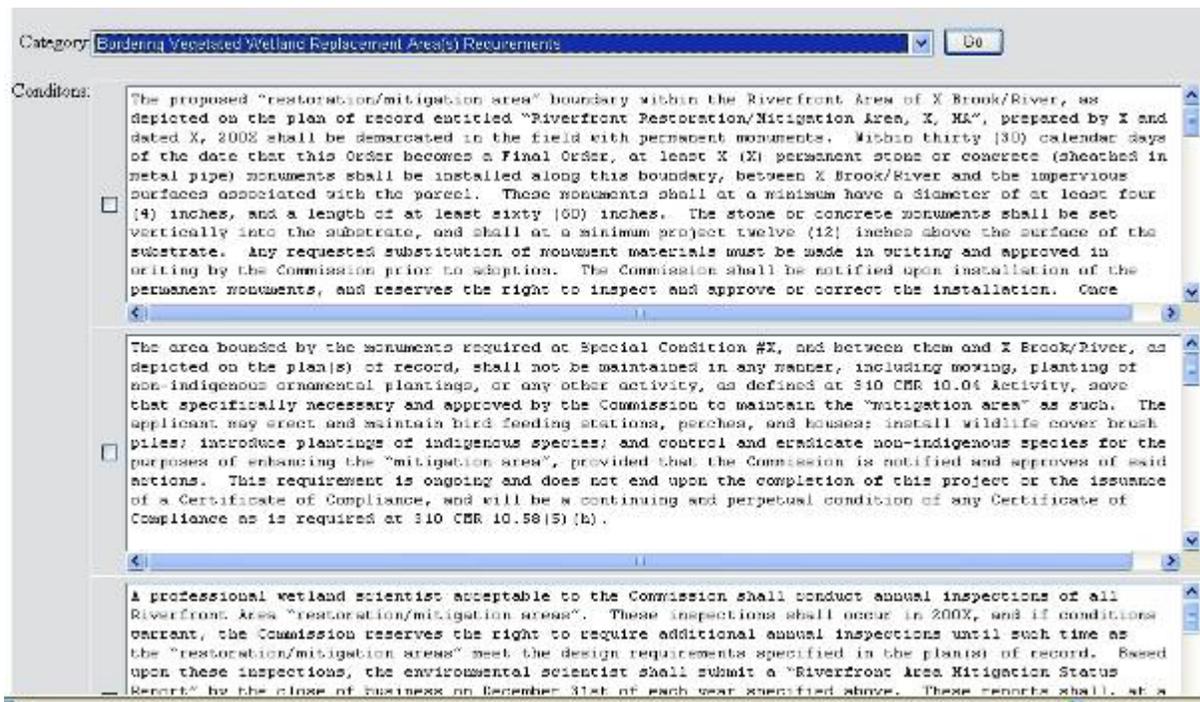
eDEP responds by presenting a list of 15 possible conditions to choose from. These are conditions that are designed to address site conditions and wetlands protection during construction. To select individual conditions from the list, click on the box to the left of the text for the condition.



When you've checked all the conditions that you want to use in this category, click on OK at the bottom of the page. eDEP will automatically insert these conditions in your OOC form.

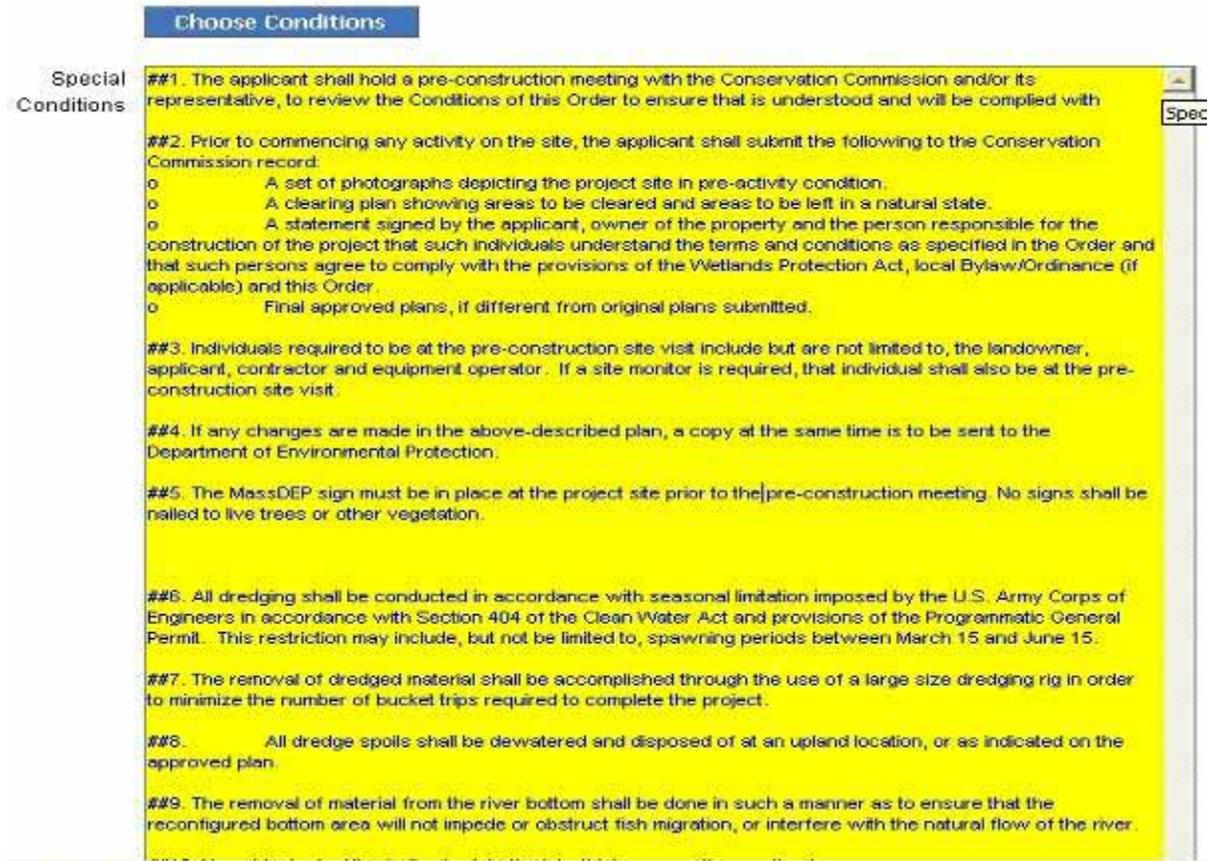


You can then GO to a different CATEGORY, for example, "Bordering Vegetated Wetland Replacement Area Requirements", select conditions from the list that eDEP displays for that category and click OK again. Continue to select conditions until you have created a set of special condition that apply to the project, the site, and that you want to include in your OOC.



Alternately, you can either write you own conditions in combination with selecting conditions from the “Pick List” OR you can write all of your own special conditions and select none of the conditions from the “Pick List”.

EDEP will display all the special conditions that you have selected and/or written in the “Special Conditions” window.



***Please be advised that some of the “Pick List” conditions will need to be edited and/or customized after inserting the condition into the Order.***

When you are satisfied with the special conditions press the SAVE button on the menu at the top of the page and then Press NEXT to move on to Section D.

## 2.4 OOC Form: Section D – Findings under Municipal Wetlands Bylaw

**Item 1:** If your community has municipal wetlands bylaw or an ordinance press the “YES” button and complete Items 2 and 3. If your community has no wetlands bylaw or ordinance, press “NO” and proceed to the box that says ”NUMBER OF SIGNATURES REQUIRED”.

**D. Findings Under Municipal Wetlands Bylaw or Ordinance**

1. Is a municipal wetlands bylaw or ordinance applicable?  Yes  No

2. The Conservation Commission hereby (check one that applies):

a.  DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw  2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued. ([click here to Hide](#))

b.  APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw  2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... ([click here to view additional language](#))

[Choose Conditions](#)

### Item 2:

Select Item 2a if the Commission DENIES the project under the Municipal Bylaw and the proposed work cannot be conditioned to meet the standards of your municipal wetlands bylaw or ordinance.

To view the additional language click on the link at the end of the sentence that reads ([click here to view additional language](#)). eDEP will expand the box to show the related language. To hide the additional language click on the link ([click here to Hide](#))

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

[Section A](#)  
[Section B](#)  
[Section C](#)  
[Section D](#)

### D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable?  Yes  No

2. The Conservation Commission hereby (check one that applies):

a.  DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically.

1. Municipal Ordinance or Bylaw  2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued. [\(click here to view additional language\)](#)

b.  APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw.

1. Municipal Ordinance or Bylaw  2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. [\(click here to view additional language\)](#)

[Choose Conditions](#)

For Item 2(a)(1) specify the details of your Municipal Wetlands Protection Bylaw and/or text of the bylaw or ordinance that the proposed work standards would not meet.

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

[Section A](#)  
[Section B](#)  
[Section C](#)  
[Section D](#)

### D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable?  Yes  No

2. The Conservation Commission hereby (check one that applies):

a.  DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically.

1. Municipal Ordinance or Bylaw  2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued. [\(click here to Hide\)](#)

b.  APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw.

1. Municipal Ordinance or Bylaw  2. Citation

Then complete 2(a)(2) to give the citation of the bylaw and ordinance described in 2(a)(1). If the work can meet the bylaw or ordinance with minor changes, your commission may recommend that the applicant submit an amended NOI with proposed work that can be approvable.

Error Check    Save    Print    Exit

---

[Section A](#)  
[Section B](#)  
[Section C](#)  
[Section D](#)

### D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable?  Yes  No

2. The Conservation Commission hereby (check one that applies):

a.  DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw     2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued. [\(click here to Hide\)](#)

b.  APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw     2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... [\(click here to view additional language\)](#)

**Item 2b:** Select Item 2b if the proposed work can be conditioned under the Municipal Wetlands Bylaw and fill in the detail information about your local bylaw.

Error Check    Save    Print    Exit

---

[Section A](#)  
[Section B](#)  
[Section C](#)  
[Section D](#)

### D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable?  Yes  No

2. The Conservation Commission hereby (check one that applies):

a.  DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw     2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures..... [\(click here to view additional language\)](#)

b.  APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw     2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... [\(click here to view additional language\)](#)

**Item 3:** eDEP provides the same capability to choose Special Conditions for your Local By-law as it does for the Special Conditions under the State Statute. You can either type your Special Conditions into the space provided and/or select from the “**Conditions Pick List**” by pressing the CHOOSE CONDITIONS button.

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... [\(click here to view additional language\)](#)

**Choose Conditions**

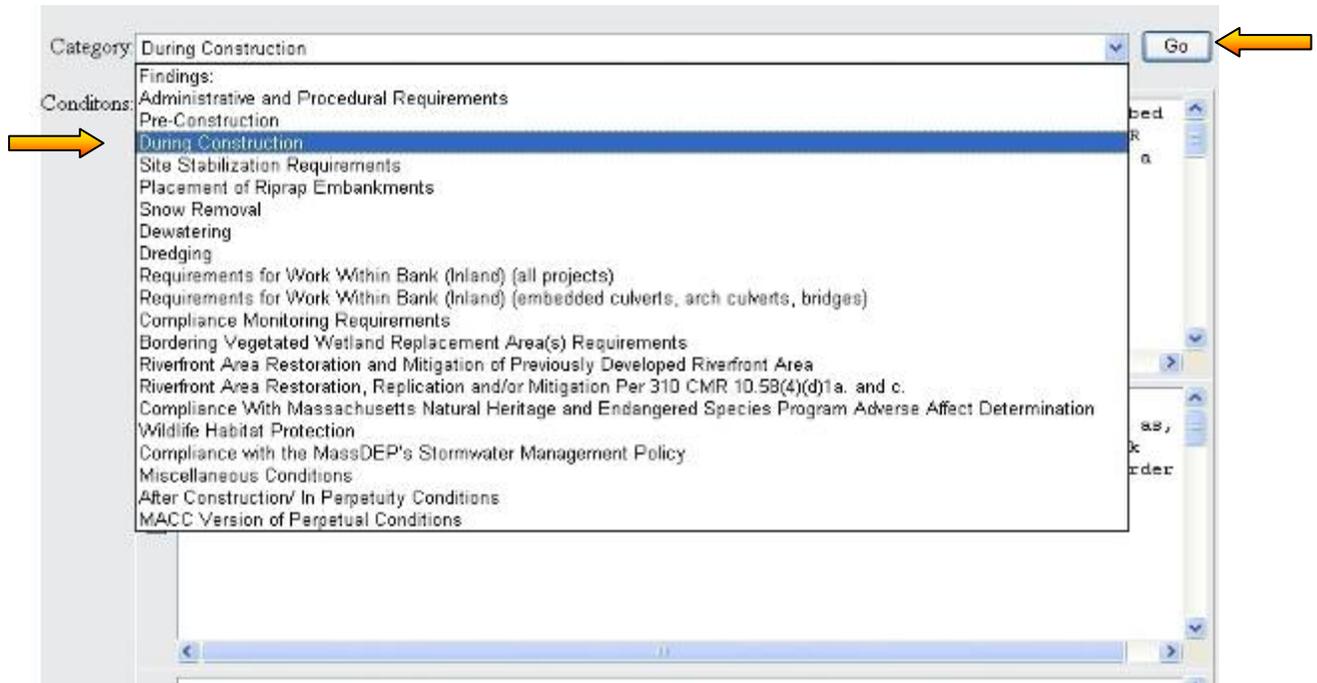
Special Conditions

The special c

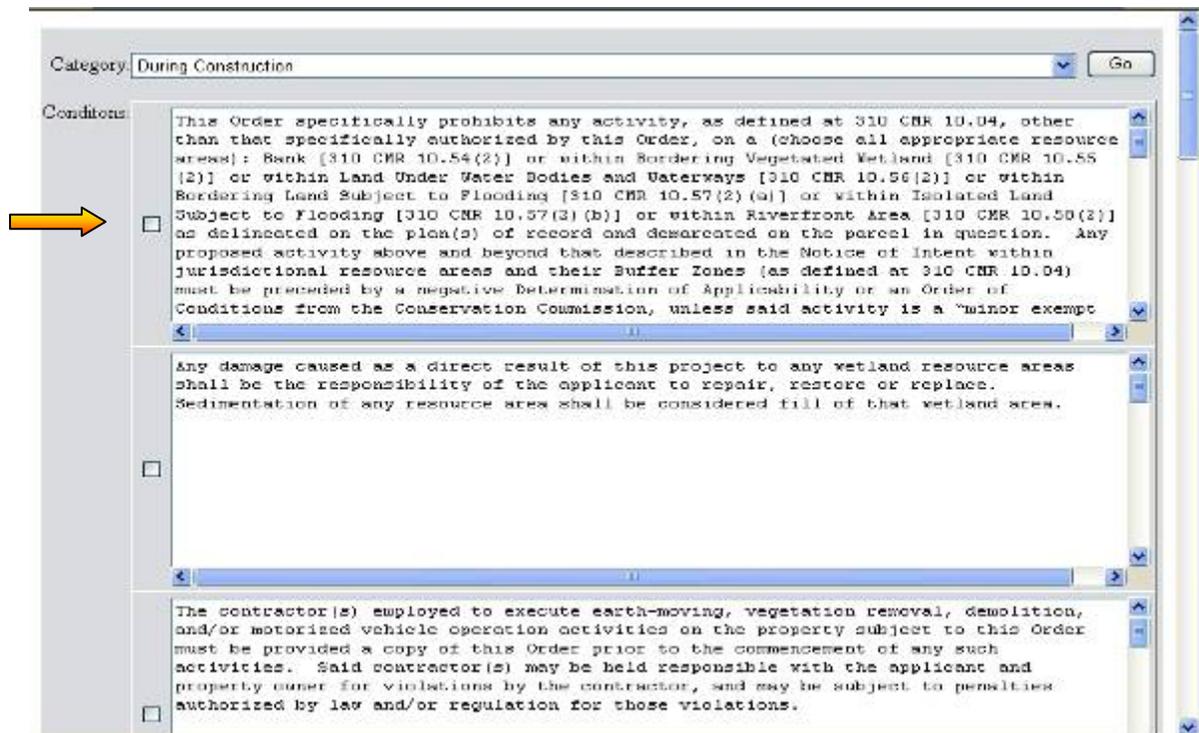
The image shows a screenshot of a web form. At the top, there is a numbered section '3.' with a text prompt: 'The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... (click here to view additional language)'. Below this is a blue button labeled 'Choose Conditions'. Underneath the button is a large, empty rectangular text area. To the left of this text area, the text 'Special Conditions' is displayed. Two orange arrows point from the left towards the 'Special Conditions' text and the 'Choose Conditions' button. On the right side of the text area, there is a vertical scrollbar with a small label 'The special c' next to it.

To use the “Pick List” list begin by selecting a “**Category**” of Special Conditions from the pull-down menu at the top of the pop-up page and pressing GO. eDEP will display a list of conditions relating to the category you selected.

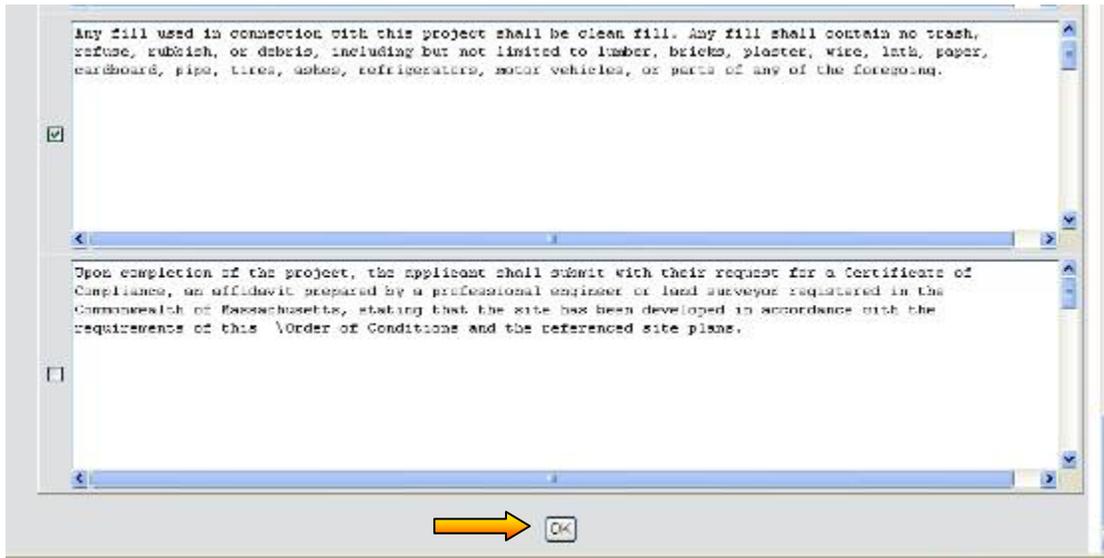
For example, select the category “During Construction” and then press GO.



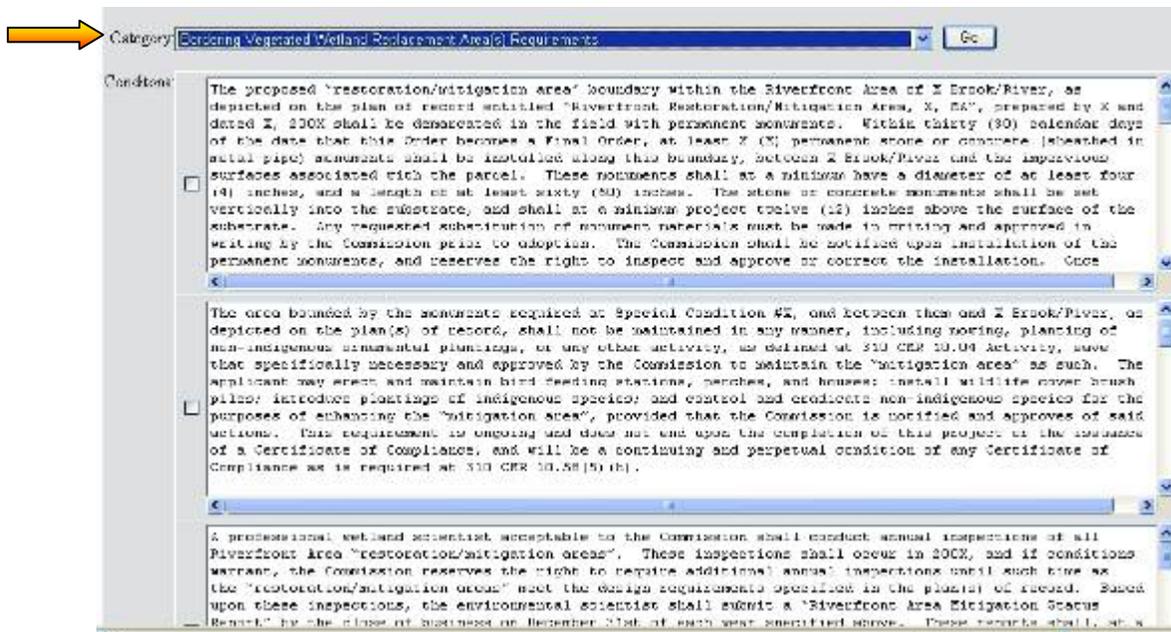
eDEP responds by presenting a list of possible conditions to choose from in this category. In this example, the conditions are designed to address site conditions and wetlands protection “During Construction”. To select individual conditions from the list, click on the box to the left of the text for the condition.



When you've checked all the conditions that you want to use in this category, click on OK at the bottom of the page. eDEP will automatically insert these conditions in your OOC form.



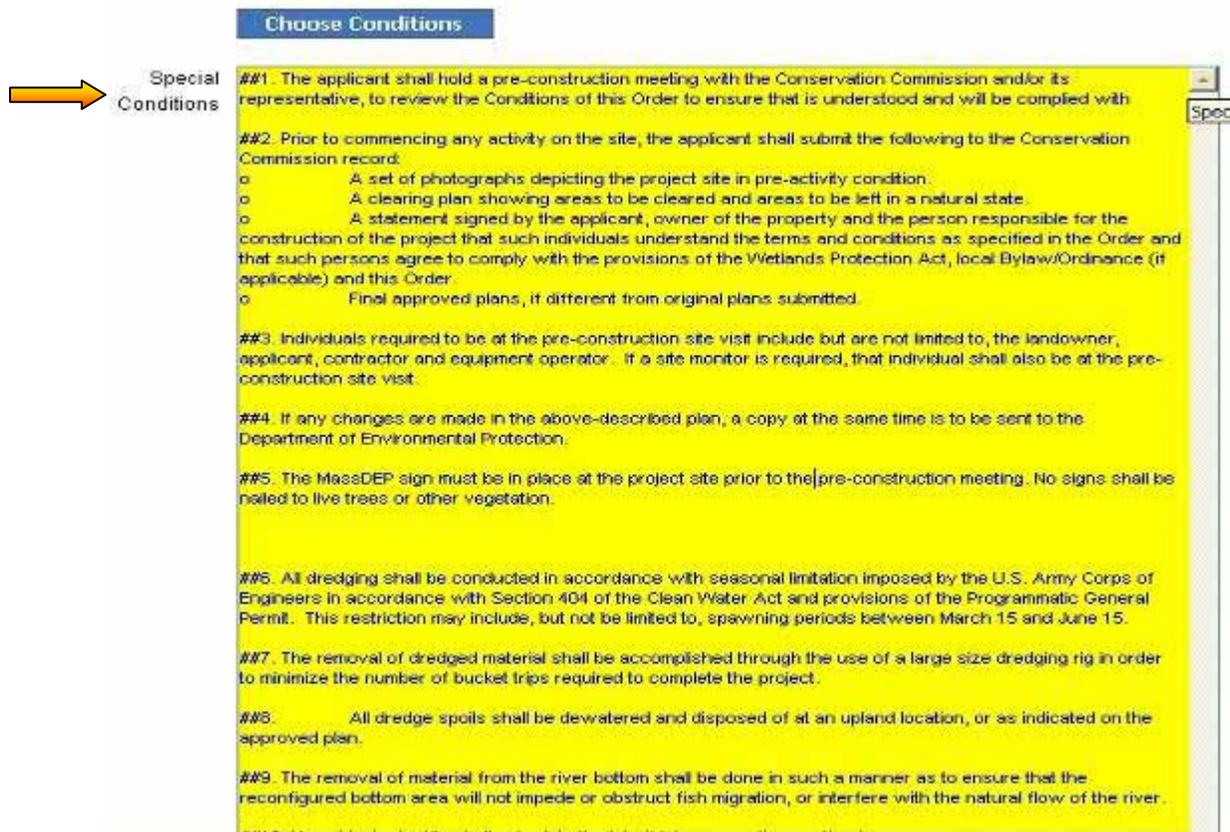
You can then GO to a different CATEGORY, for example, “Bordering Vegetated Wetland Replacement Area Requirements”, select conditions from the list that eDEP displays for that category and click OK again. Continue to select conditions until you have created a set of special condition that apply to the project, the site, and that you want to include in your OOC.



Alternately, you can a) write your own conditions in combination with selecting conditions from the “Pick List”; b) write all of your own special conditions and select none of the conditions from the “Pick List” or c) you can also cut and paste conditions that you like to use from other Orders of Conditions.

eDEP will display all the special conditions that you have selected and/or written in the “Special Conditions” window.

**Please be advised that some of the “Pick List” conditions will need to be edited and/or customized after inserting the condition into the Order.**



When you are satisfied with the special conditions, enter the number of signatures that are required for a valid OOC and then press the SAVE button on the menu at the top of the page.

## 2.5 How “Error Check & Next” Buttons Work

If you believe that you have completed the form, Press the ERROR CHECK & NEXT button.

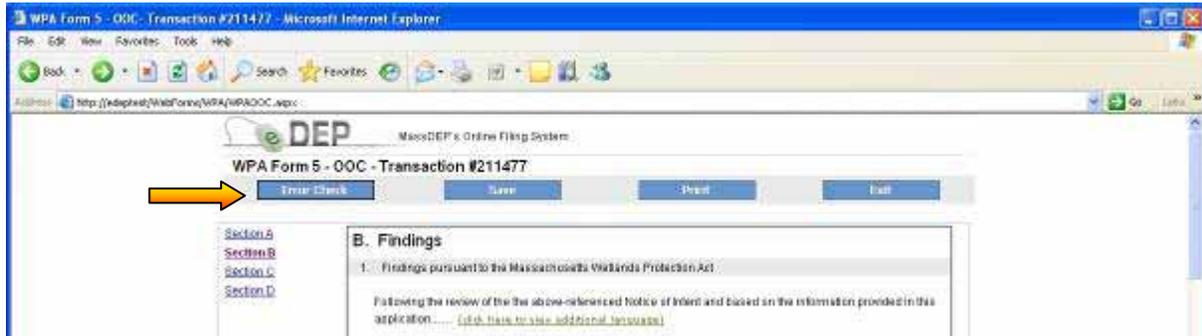
### How the “Error Check” and “Error Check & Next” buttons work

EDEP will check the OOC form to ensure that it is filled out correctly and display any errors that are found at the bottom of the page in **RED**. To check the form for errors and proceed to the next step in the OOC process select either the ERROR CHECK & NEXT button in the bottom right hand corner of the Form Section D or the ERROR CHECK button on the menu across the top of the OOC Form. If the form has errors, they will be listed at the bottom of the screen in **RED**. By selecting each underlined error in **RED** you will be brought to the place in a particular section to make the corrections. All errors must be corrected before you can move on to signing the OOC. You can

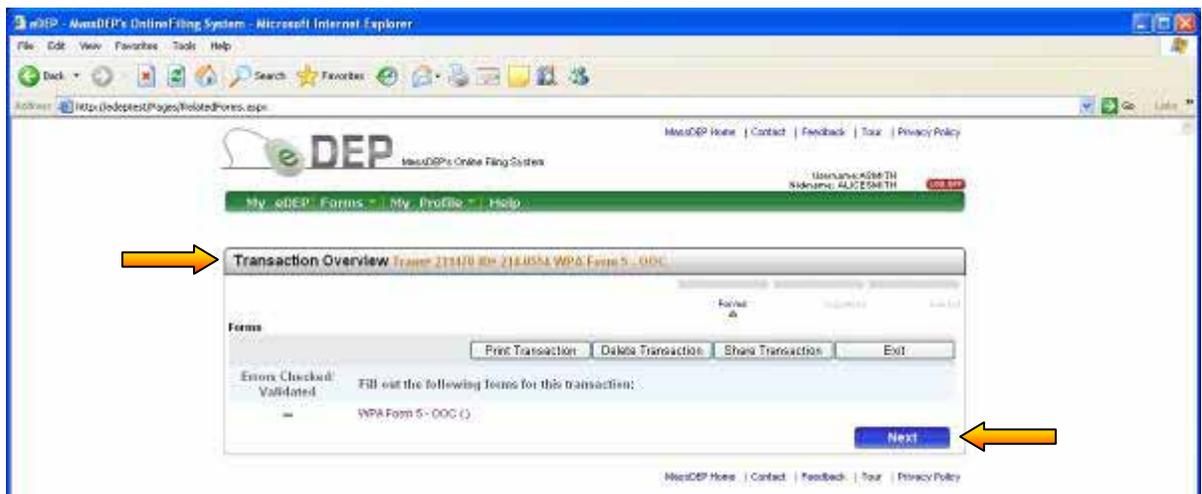
check for errors as often as you like. **Click the ERROR CHECK button to update and show only the remaining errors.**

No. of Signatures required  (Maximum 8 Signatures allowed)

Error Message [Below are links where error(s) occurred]	Section Name	Description
<a href="#">A response to this question is required in order to continue.</a>	Section A	Assessors Map/Plat#
<a href="#">A response to this question is required in order to continue.</a>	Section A	Parcel/Lot#
<a href="#">A response to this question is required in order to continue.</a>	Section D	NO OF SIGNATURES



When the form is error free, selecting ERROR CHECK or ERROR CHECK & NEXT will send you directly to the Transaction Overview page. Select NEXT to move on to Section E, the signatures page.



[^Back to TOC](#)

### 3. Attach File Function

EDEP accepts all related OOC documents as electronic attachments in any of several standard desktop formats including [xls](#), [doc](#), [xml](#), [txt](#), [xsl](#), [jpeg](#), [jpg](#), [rtf](#), [pdf](#), [html](#), [gif](#), [tiff](#), [zip](#). Electronic attachments to MassDEP can be sent as 1) attachments to the original OOC form, 2) as email attachments after the OOC form has been submitted, and 3) on a CD or as a paper copy that is mailed by U.S. Postal Service to the appropriate MassDEP regional office.

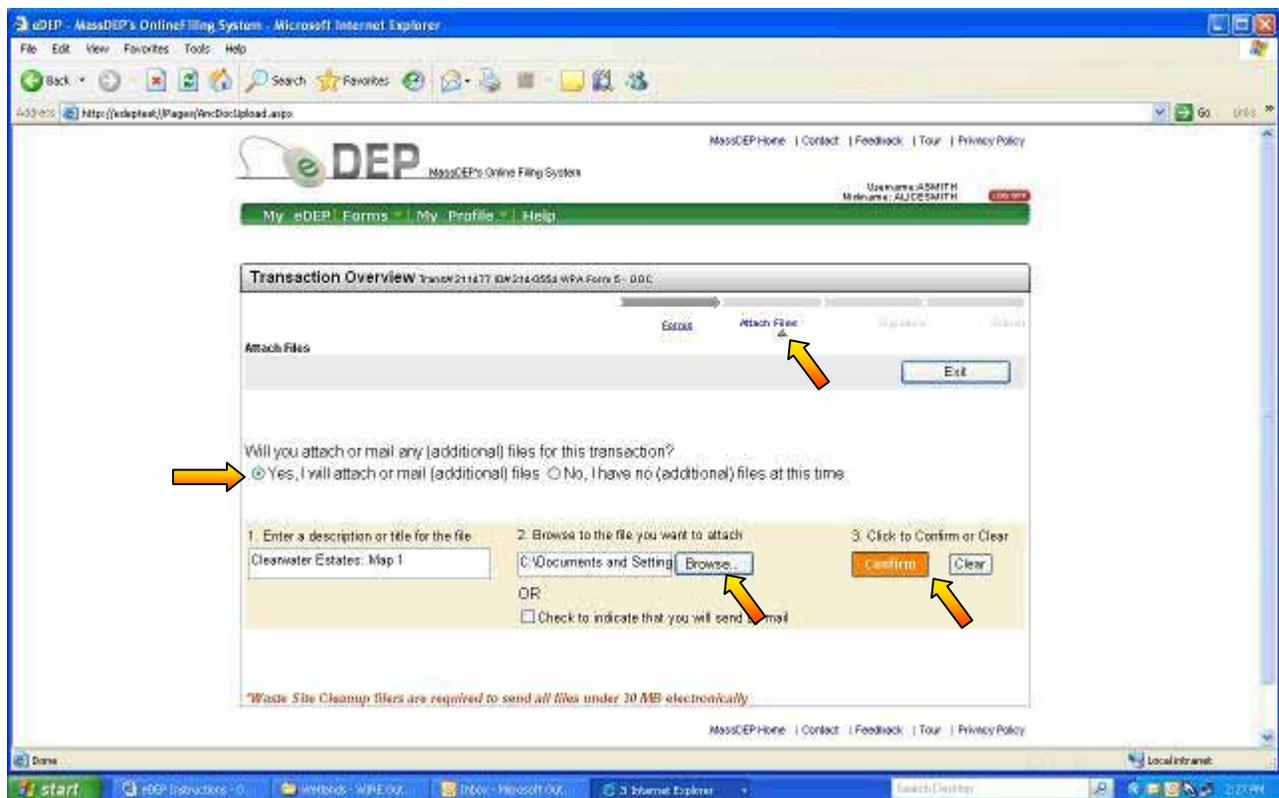
#### 3.1 Electronic Attachments to the Original OOC Form Submittal

This is the most efficient option and what MassDEP recommends. There is a single file size limit of **30 Mega Bytes per file (zipped or unzipped)** but you can attach as many files as you wish. The step by step instructions with images detailing how to add attachments are provided below.

To Attach File(s) on the OOC form click the ATTACH FILES button with the *green arrow* underneath the word on the Transaction Overview page. Answer YES or NO for the question that asks “Will you attach or mail any (additional) files for this transaction?”

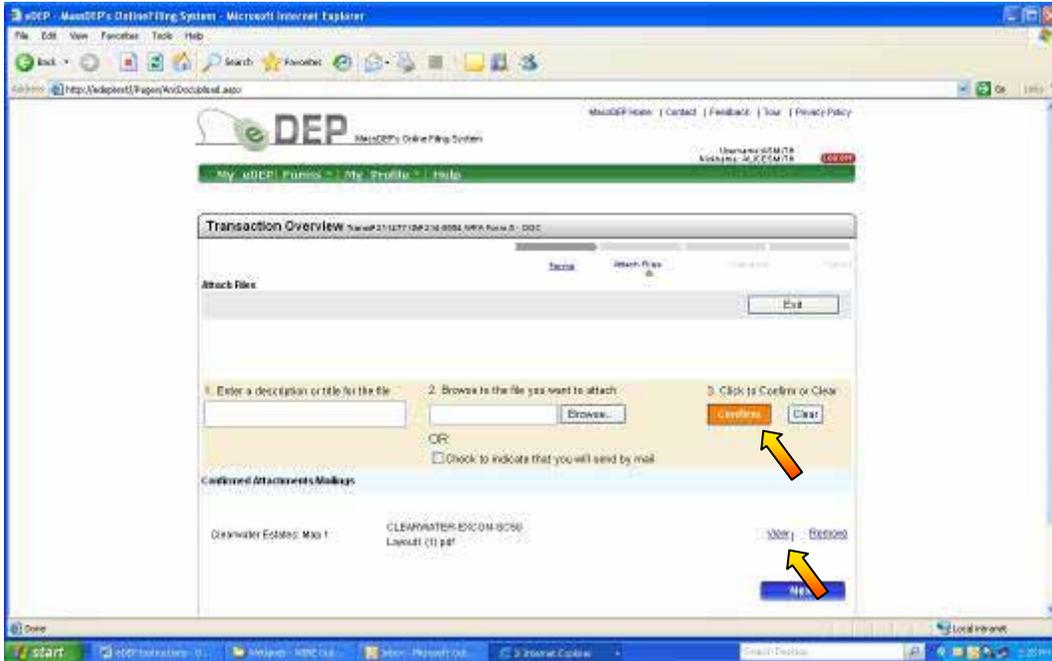
If you select YES, eDEP will provide a Browser that allows you to select files from your desktop. Browse to the file you want to attach and double click on the file. EDEP will enter the file into Window 2. In window 1 enter a brief description or title for the file.

Press CONFIRM for each file that you locate with the Browser to include the file in a list that eDEP creates at the bottom of the page. If you have correctly attached the file, it will be listed under “**Confirmed Attachment Mailings**” Each file is limited to 30 megabytes. See above for detailed information on the size and type of attachments that are accepted by eDEP.

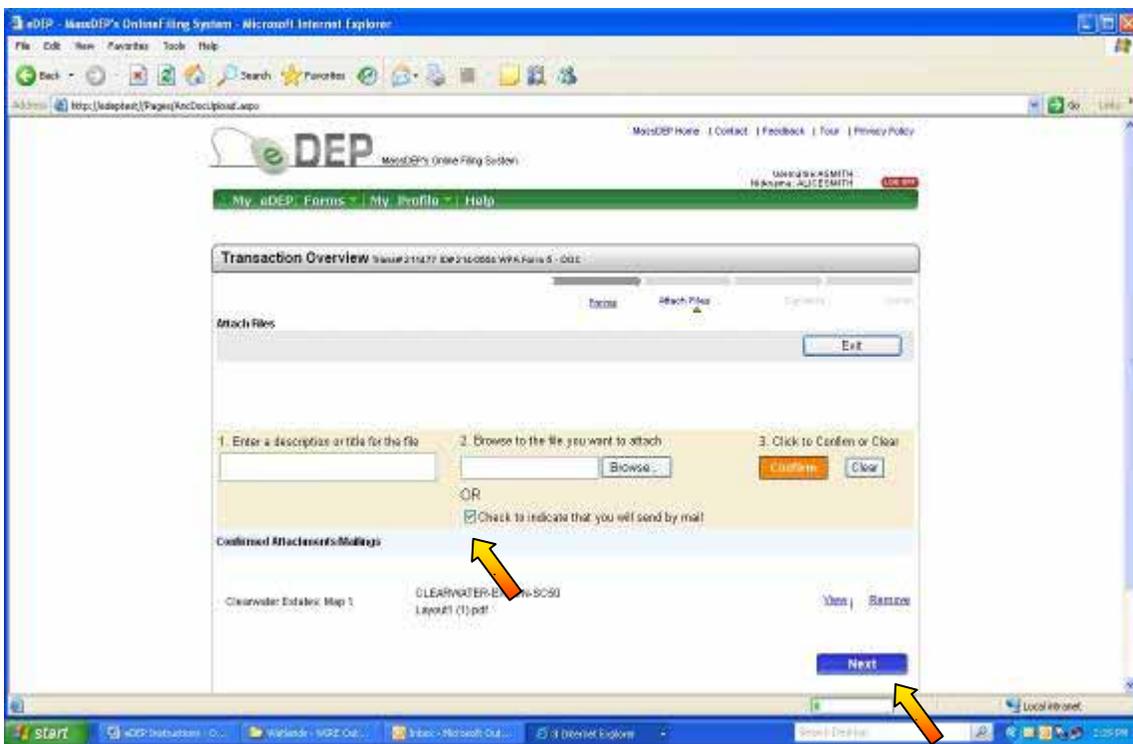


Continue to attach additional files one at a time and click CONFIRM to ensure that each file has been attached. Click CLEAR if you want to remove a file attachment after you browse. Under the

“Confirmed Attachment Mailings” heading you can either VIEW or REMOVE each attachment by clicking the underlined word (link) for each action.

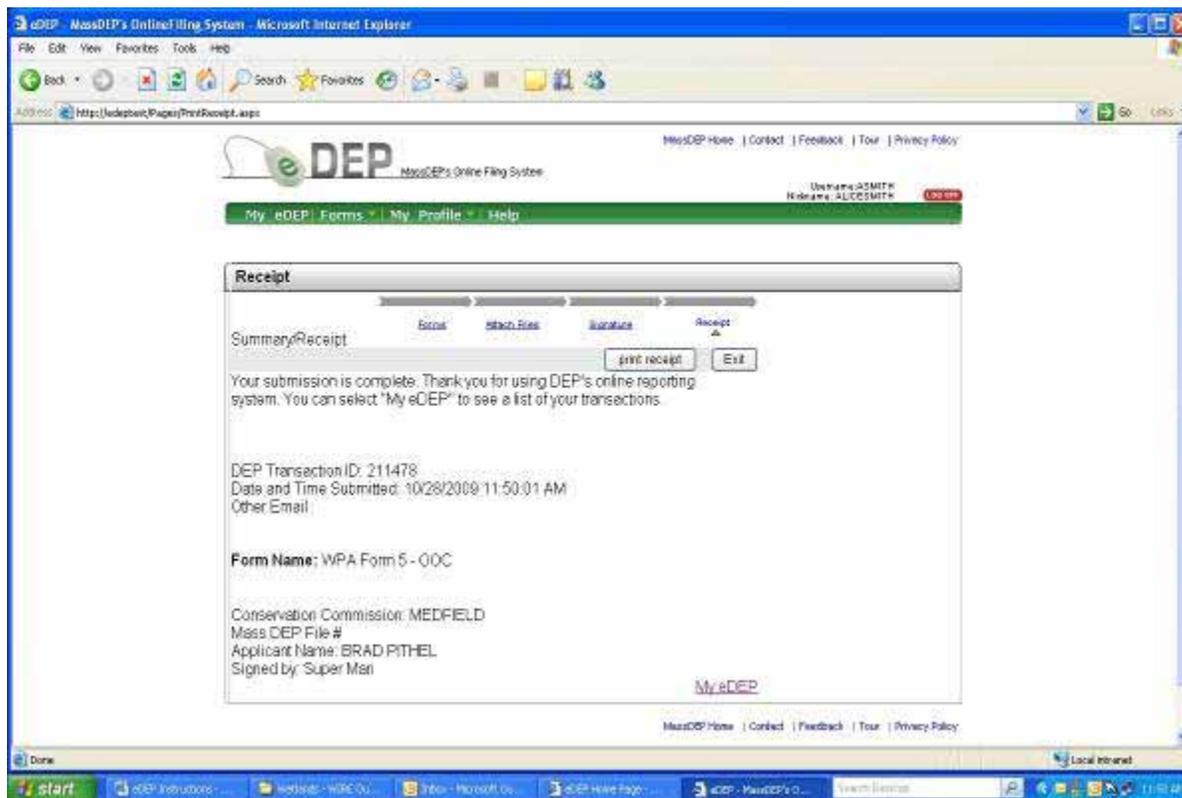


Select the box on the left side of the “CHECK TO INDICATE THAT YOU WILL SEND BY MAIL” if you plan to send a CD or hard copy of additional attachments to the appropriate MassDEP regional office. If you check the box that indicates you will be mailing attachments, enter a description or title for the file in Box 1. You do not need to put any information into box 2 if you are mailing the attachments. Make sure that you include the NOI Transaction Number and the MassDEP File Number when you mail the attachments. You can attach files to the OOC **and** send additional attachments by U.S. Postal mail, if necessary. Once you have finished attaching your files, click NEXT to proceed to the TRANSACTION OVERVIEW page.





On the TRANSACTION OVERVIEW page make sure that the “**email confirmation**” box has the correct email address for receiving confirmation of your transaction when you submit your OOC. In the box below add any additional email address (es) for individuals or groups (including applicant) that you want to receive confirmation that the OOC has been submitted. Click SUBMIT and you will proceed to the RECEIPT page. Print a copy of your receipt for your records so that you can reference the eDEP Transaction ID Number and or the MassDEP File Number (used for wetlands projects).



### **3.2 Email Attachments After OOC Form Has Been Submitted**

The attachment file size for email is limited to 5 Mega Bytes total per email (zipped or unzipped). The email should reference the MassDEP File Number and associated NOI Transaction Number issued by eDEP. Both numbers can be found on the upper right hand corner of every page of the OOC form. Another option is to email the files to the appropriate regional office at the following addresses:

<b>MassDEP Region</b>	<b>email Address</b>
Central Region:	<a href="mailto:CERO_NOI@state.ma.us">CERO_NOI@state.ma.us</a>
Northeast Region:	<a href="mailto:NERO_NOI@state.ma.us">NERO_NOI@state.ma.us</a>
Southeast Region:	<a href="mailto:SERO_NOI@state.ma.us">SERO_NOI@state.ma.us</a>
Western Region:	<a href="mailto:WERO_NOI@state.ma.us">WERO_NOI@state.ma.us</a>

*Please make sure that the NOI transaction number and the MassDEP file number is on your email subject line so that MassDEP staff can route the documents to the correct NOI filing.*

### **3.3 Documents Sent by U.S. Postal Service**

A CD or paper copy can be mailed by U.S. Post to the appropriate MassDEP's regional office. *Please make sure to include a cop of your NOI Receipt or that the NOI transaction number and the MassDEP file number is included so that MassDEP staff can route the documents to the correct NOI filing.*

### **3.4 Attachment File Limitations**

eDEP cannot accept any single file that is greater than 30 Mbytes in size. If an individual file in excess of 30 Mbytes is detected, an error is generated.

If one or more of the files is greater than 30 MB, check the box that indicates you will send by mail. Fill in the title or description in Window 1. No information is required to be entered into Window 2 for files that are being mailed to MassDEP. Then click the Confirm button and the browse box will automatically populate with the note that the file will be send by mail. Select the Next button and proceed to the next step in the NOI filing process "SIGNATURES".

eDEP will accept files in a format that is common to our desktop: **WORD (2003 version or older versions) , Excel, Text, PDF, Jpeg, Gif, AVI, etc.** ESRI and/or native CAD/CAM for instance files are not common to our desktop and would not be "attachable" in eDEP. They would need to be converted to PDF or some other format so MassDEP to view it.

NOTE: All files including plans can be submitted as an attachment. However, a hard copy of the plans must also be submitted to MassDEP for projects that are subject to Stormwater or involve wetland impacts.

[^Back to TOC](#)

## 4. Signatures, Acceptance

Check the box to the left of “CERTIFICATION OF PERSON MAKING THE SUBMITTAL” and in each box provided, enter the name of a Conservation Commissioner who was present at the public hearing(s) and made up the majority quorum for issuing your OOC.

### 4.1 Signatures

EDEP does not accept the signature page unless it contains at least a quorum of signatures (as defined in the NOI form as “Number of Required Signatures”). The number of names entered into this Signature List *can be more* than the number of required signatures specified on the NOI form as representing a quorum, but *cannot be less*.

The Date to the right of each Conservation Commissioner’s name is pre-populated with the date that you complete the signature and can not be edited.

Acceptance Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://edep.wa.gov/Pages/Acceptance.aspx>

Signature Exit

Please select the box below and then indicate your acceptance.

WPA Form 5 - OOC - 1 Form(s)

CERTIFICATION OF PERSON MAKING SUBMITTAL

This Order must be signed by a majority of the Conservation Commission. Please have the same number of commissioners sign below as you indicated in the Orderform (under Section E in the OOC, or Section F in the OBAO). This electronic submission is considered the Department's copy of the Order. The Order must still be mailed by certified mail (return receipt requested) or hand delivered to the applicant.

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

NAME	Date
John Mayor	10/13/2009
Tessa Select	10/13/2009
Joseph Stalin	10/13/2009
Mary McCarthy	10/13/2009
Olivia DeHavland	10/13/2009
Marcie Andrie	10/13/2009
NAME	Date
NAME	Date

Required number of signatures are: 4

I accept I do not accept

## 4.2 Acceptance

You MUST check the CERTIFICATION box before choosing to accept the signatures on the page or not. EDEP does not accept the signature page unless it contains at least a quorum of signatures (as defined in the NOI form).

To complete the Signature section and move to the TRANSACTION OVERVIEW page and select either “I accept” or “I do not accept”.

Acceptance Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://edepet/Pages/Acceptance.aspx

Signature Exit

Please select the box below and then indicate your acceptance.

WPA Form 5 - OOC - 1 Form(s)

CERTIFICATION OF PERSON MAKING SUBMITTAL  
This Order must be signed by a majority of the Conservation Commission. Please have the same number of commissioners sign below as you indicated in the Order form (under Section E in the OOC, or Section F in the ORAD). This electronic submission is considered the Department's copy of the Order. The Order must still be mailed by certified mail (return receipt requested) or hand delivered to the applicant.

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

NAME	Date
John Meyer	10/13/2009
Tessa Select	10/13/2009
Joseph Stalin	10/13/2009
Mary McCarthy	10/13/2009
Diana DeHaviland	10/13/2009
Merle Andrie	10/13/2009
NAME	Date
NAME	Date

Required number of signatures are: 4

I accept I do not accept

[^Back to TOC](#)

## 5. Submitting the OOC Form and Obtaining a Receipt of Transaction

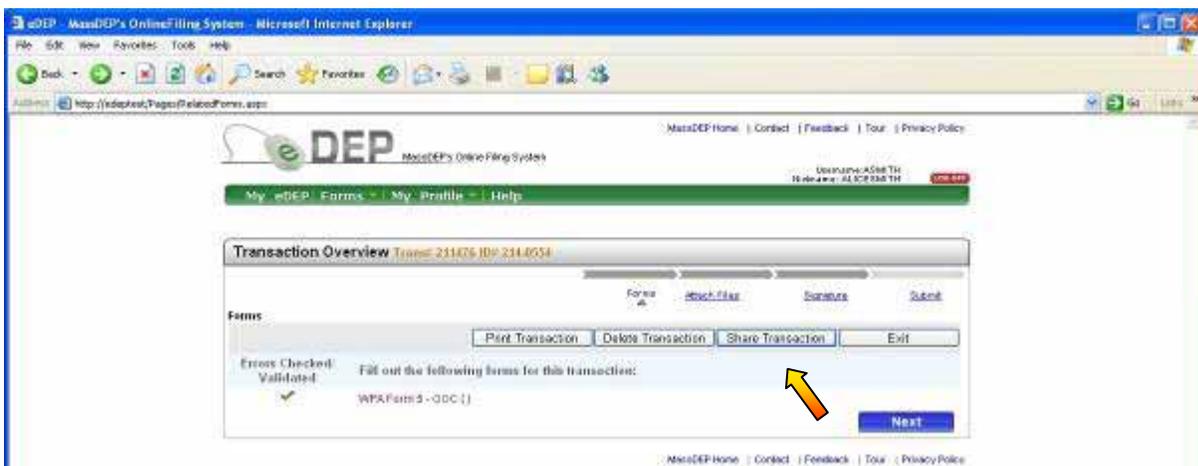
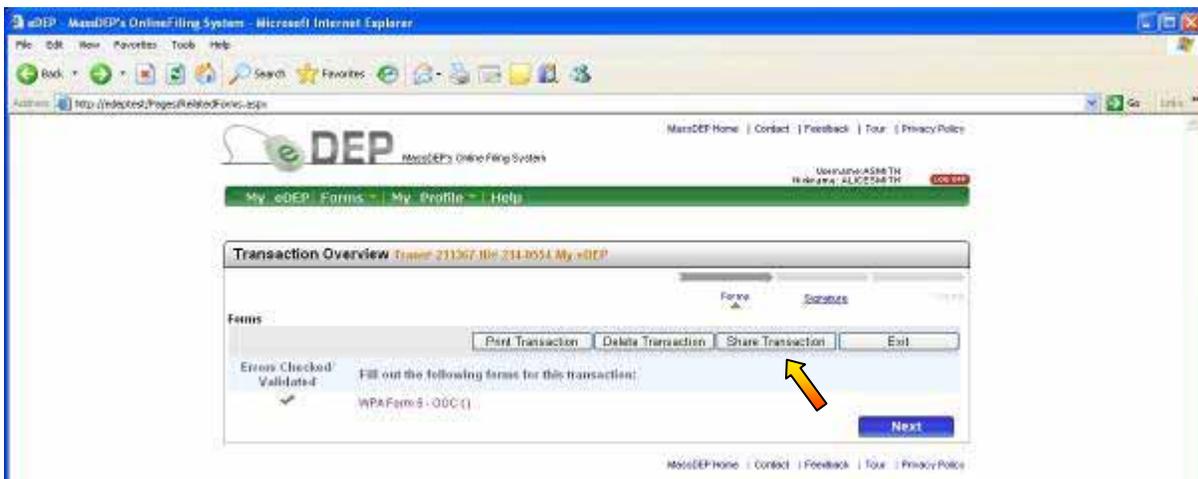
Once the Signatures for the OOC have been accepted, eDEP will return to the Transaction Overview page. Note that the arrow above Signature indicates that this portion of the process is complete and that the next and final step in the filing process is to submit the forms and attached documents to MassDEP. Press the NEXT button to proceed.

The screenshot shows the MassDEP online filing system interface. At the top, there is a navigation bar with links for 'MassDEP Home', 'Contact', 'Feedback', 'Tour', and 'Privacy Policy'. Below this, a green header contains 'My eDEP Forms', 'My Profile', and 'Help'. The main content area is titled 'Transaction Overview' for 'Trans# 211367 ID# 338-0455 WPA Form 5 - OOC'. A progress bar at the top of the main area shows four steps: 'Forms', 'Attach Files', 'Signature', and 'Submit'. The 'Signature' step is marked as complete with a green triangle. Below the progress bar, there are buttons for 'Print Transaction', 'Delete Transaction', 'Share Transaction', and 'Exit'. A yellow arrow points to the 'Share Transaction' button. Below these buttons, there is a section for 'Errors Checked/Validated' showing a green checkmark and the text 'Fill out the following forms for this transaction: WPA Form 5 - OOC ( )'. At the bottom right of this section, a blue 'Next' button is highlighted with a yellow arrow.

### 5.1 How to Share Transactions with Other eDEP Users

There are various points in the OOC completion process that you can choose to share your transaction. You can share your OOC transaction with other eDEP users if you have their User Name and Nickname. When you get to the TRANSACTION OVERVIEW page after you complete the FORMS, the ATTACHMENTS, or SIGNATURE sections, you can select "SHARE TRANSACTION" by clicking the button.

This screenshot is similar to the one above, showing the 'Transaction Overview' page for 'Trans# 211475 ID# 214-0514'. The progress bar shows 'Forms' and 'Attach Files' as complete. The 'Share Transaction' button is highlighted with a yellow arrow. The 'Errors Checked/Validated' section shows a green checkmark and the text 'Fill out the following forms for this transaction: WPA Form 5 - OOC ( )'. The 'Next' button is also visible at the bottom right.



The SHARE SUBMITTAL screen will appear. You can then enter the User Name of the individual that you want to share with **and** the Nickname of that user. You should also select the “ROLE” that you want to give the user access to your transaction. The role can be as viewer, editor, signer or editor/signor or owner if you wish to transfer ownership of the document.



Enter the beginning and ending dates that you would allow your select eDEP user to have access to your transaction. Select **BACK** if you forgot to add information and/or get a **red error** message that explains what you need to correct. Select **CAANCEL** if you do not want to share your transaction. Select **ADD** if you want to add the eDEP user.

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction #: 211267

Form Name:

Shared with:

Share With:  Enter a valid eDEP nickname  
Please enter a valid eDEP nickname

Role: Editor&Signer

From: 11/5/2009 To: 11/20/09  
(e.g., 11/5/2009)  
Please enter a valid US Date Format (e.g., 1/20/2002)

back cancel add

If you select the **ADD** button the next screen will show the user name of the person you have chosen to share with, their nickname is in parenthesis and the role that you have allowed them access to your transaction.

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction #: 211267

Form Name:

Shared with: NANCY UN (KESSA), Editor&Signer

add edit delete

Select **ADD**, **EDIT** or **DELETE** to move to proceed to the next screen.

## 5.2 Submit OOC Form to MassDEP

The TRANSACTION OVERVIEW page will summarize the OOC transaction for your review before submitting the OOC to MassDEP also will indicate that you are in your final step to submit your document. Press the NEXT button if you are ready to proceed.

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

**eDEP** MassDEP's Online Filing System

Username: ASMITH  
Nickname: ALICESMITH **LOG OFF**

My eDEP | Forms | My Profile | Help

### Transaction Overview Trans# 211367 ID# 338-0455 WPA Form 5 - OOC

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 5 - OOC ()

**Next**

MassDEP Home | Contact | Feedback | Tour | Privacy Policy

An email confirmation will automatically be sent to the owner of the eDEP account. You can request that the confirmation be sent to other persons by entering their email address in the second window as shown in the **Transaction Overview** page for email confirmations.

In addition, the summary includes the DEP Transaction ID number, the date and time that the OOC is submitted, the name of your Commission's Town, the MassDEP file number and the Applicant's name.

Review the information for correctness and then press the orange SUBMIT button in the lower right corner of the page.

**Transaction Overview** **Trans# 211367 ID# 338-0455 WPA Form 5 - OOC**

[Forms](#)   [Attach Files](#)   [Signature](#)   [Submit](#)

**Review and Submit your Transaction** [Exit](#)

Please review your transaction. If you are satisfied, scroll down and click 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: 211367  
Date and Time Submitted: 10/13/2009 08:47:42 ←  
Other Email :

**Form Name:** WPA Form 5 - OOC

Conservation Commission: WESTWOOD ←  
Mass DEP File #: 338-0455  
Applicant Name: ALLEN SVEDBERG  
Signed by: John Mayor

→

### 5.3 Receipt

Once the OOC forms and attachments are submitted, eDEP updates the Transaction Overview page by formulating a Receipt for your transaction.

Press PRINT RECEIPT button at the top of the form and keep the print out for your records. If you forward documents or additional information in the future, include a copy of this receipt with your submittal. From this page you can either go back to the eDEP home page by selecting [My eDEP](#) in the lower right corner or press the EXIT button at the top of the page to end the session.

### Receipt

Forms → Attach Files → Signature → Receipt

Summary/Receipt

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: 211478  
Date and Time Submitted: 10/28/2009 11:50:01 AM  
Other Email :

**Form Name:** WPA Form 5 - OOC

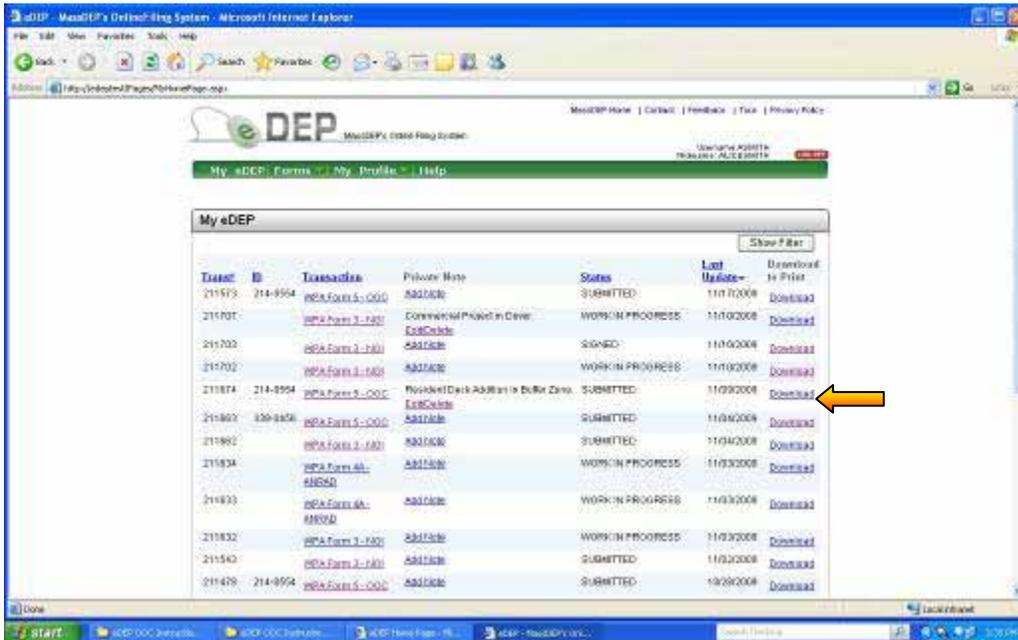
Conservation Commission: MEDFIELD  
Mass DEP File #  
Applicant Name: BRAD PITHEL  
Signed by: Super Man

[My eDEP](#)

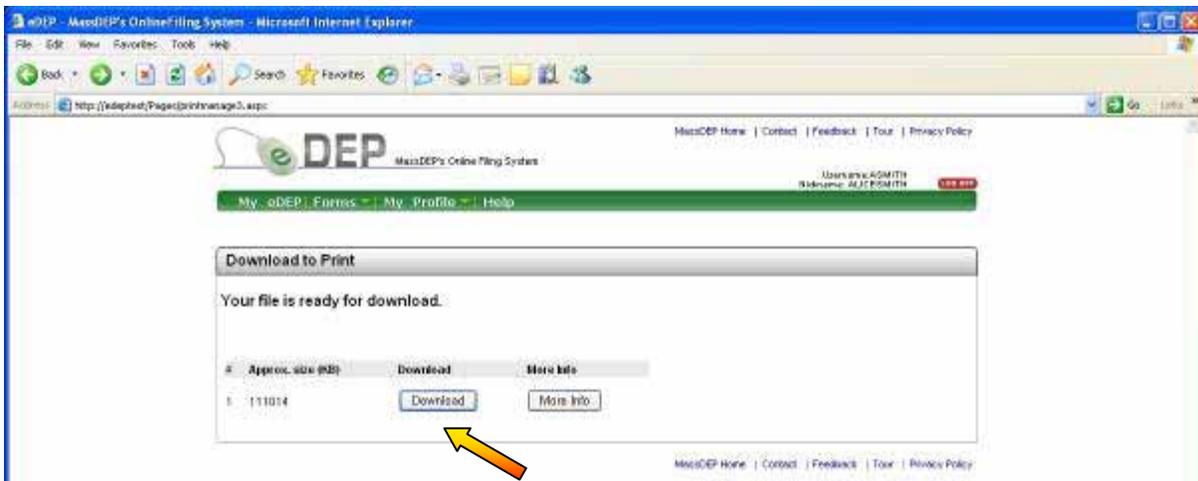
## 5.4 Printing and Saving Your Order of Conditions

You can print the final version of your Order of Conditions (OOC) in Adobe PDF format and/or save the document onto your hard drive (or other external drive) using the following steps. You can also keep your OOCs in your on-line eDEP account without saving your documents elsewhere.

Go to My eDEP and you will get a list of all your Transactions. Under the DOWNLOAD to PRINT heading at the far right column click "DOWNLOAD" for the transaction that you want to **print or save**.



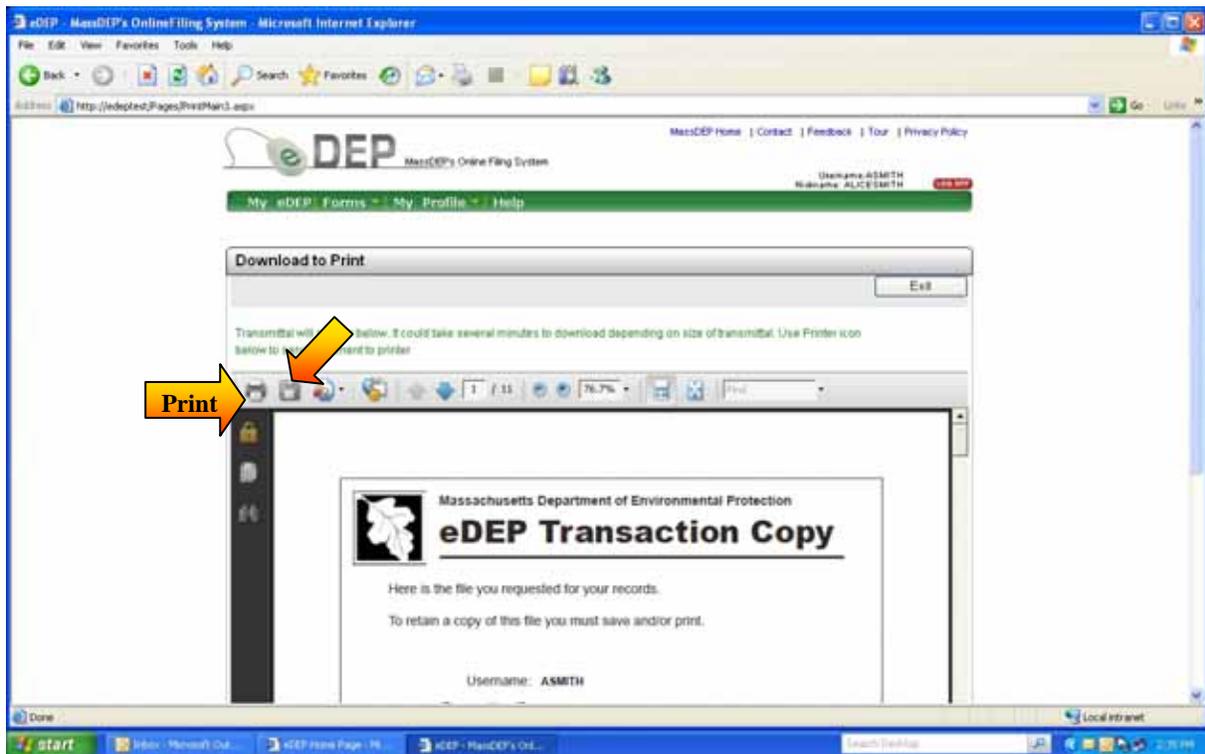
The next screen will show “DOWNLOAD to PRINT” and if you select the “DOWNLOAD” button your complete Order of Conditions will be loaded for you to view as a PDF document.



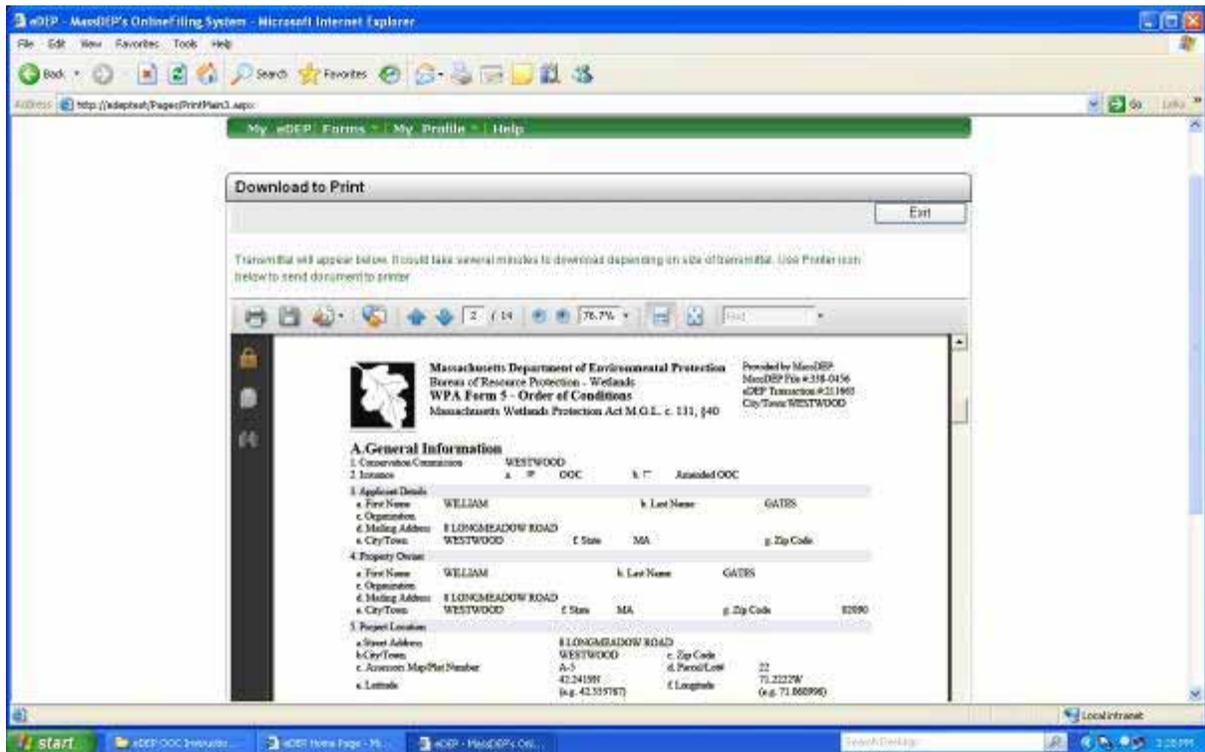
Select the “MORE INFO” button to view additional information about the document you want to download.



Select the icon showing the printer button to PRINT *or* the icon of the Floppy Disk to SAVE your document. You can also PRINT *and then* SAVE your document.



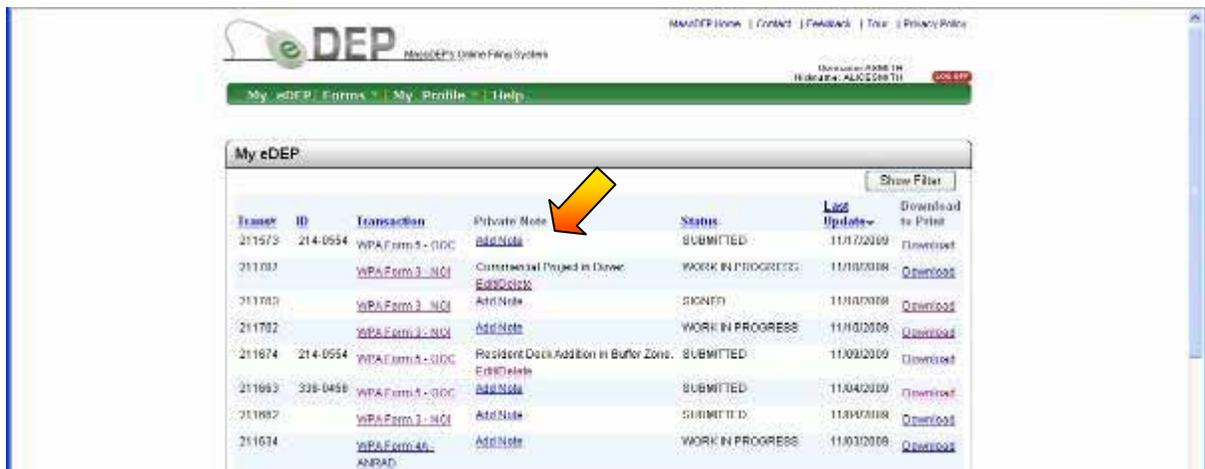
The PDF version of your OOC will be in the format of the example shown below with a cover page that says “eDEP Transaction Copy”



## 5.5 Using the Private Note Feature

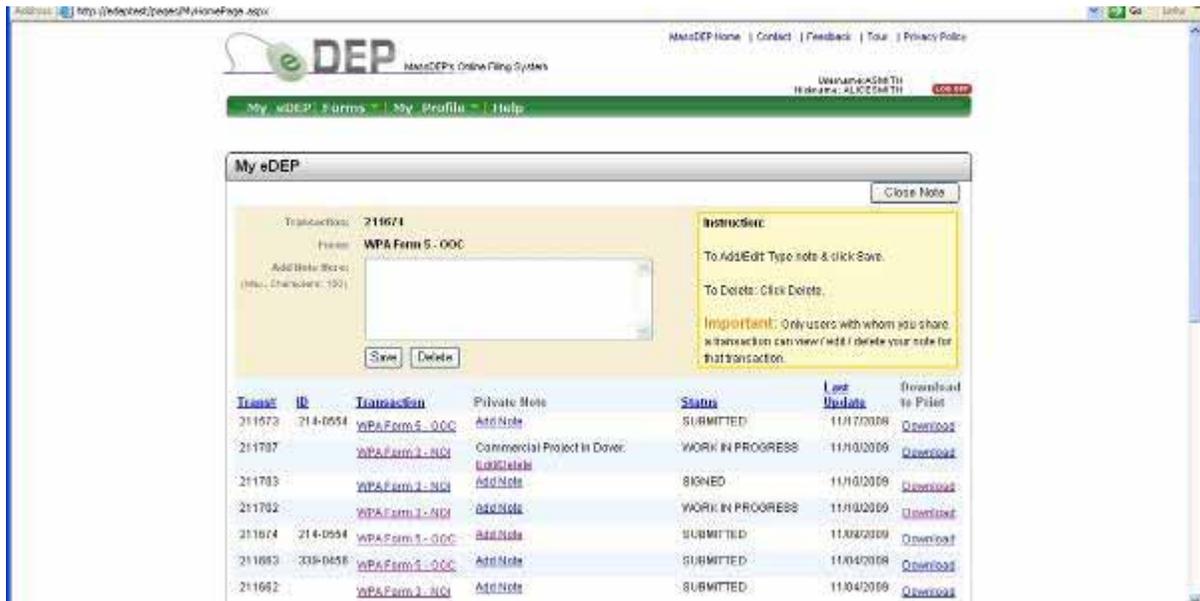
If you file many wetland forms electronically you will find the “PRIVATE NOTE” feature shown as the heading to the fourth column of “My eDEP” very helpful in distinguishing one transaction from another. Although you may have both the Transaction Number and the MassDEP File Number you may also want to put a private note that allows you to remember what type of filing it was, the applicant’s name, project location or any information that will help you easily find the document.

Select “Add Note” for a file.

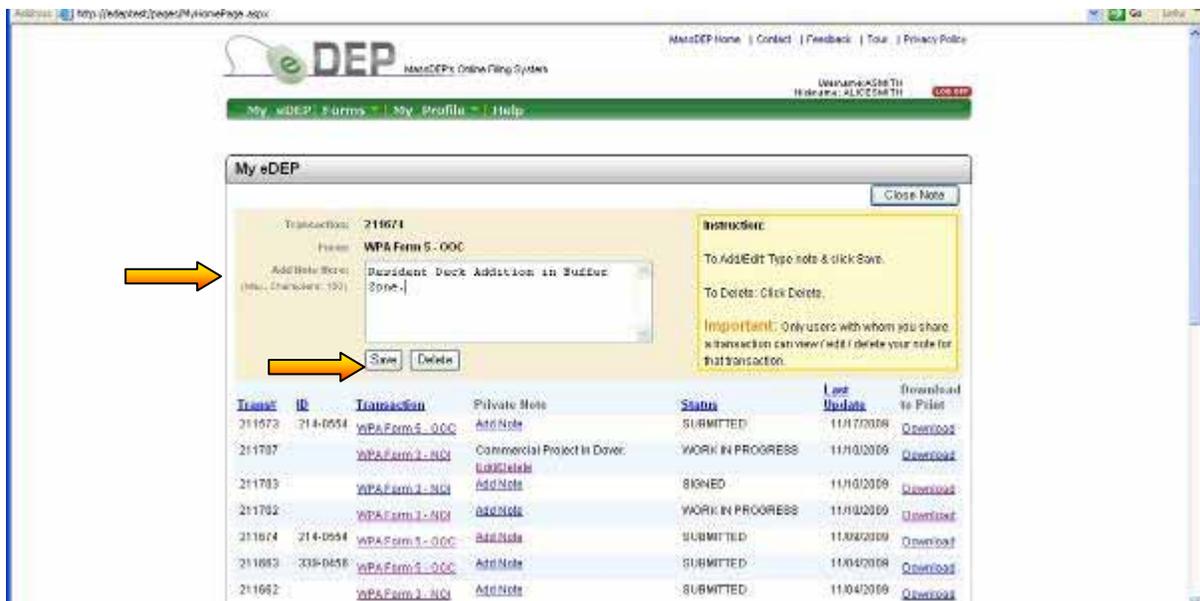


A box will pop up as shown on the screen below and you will be able to add a note to identify the specific document /transaction that you have selected. You can use the name of the

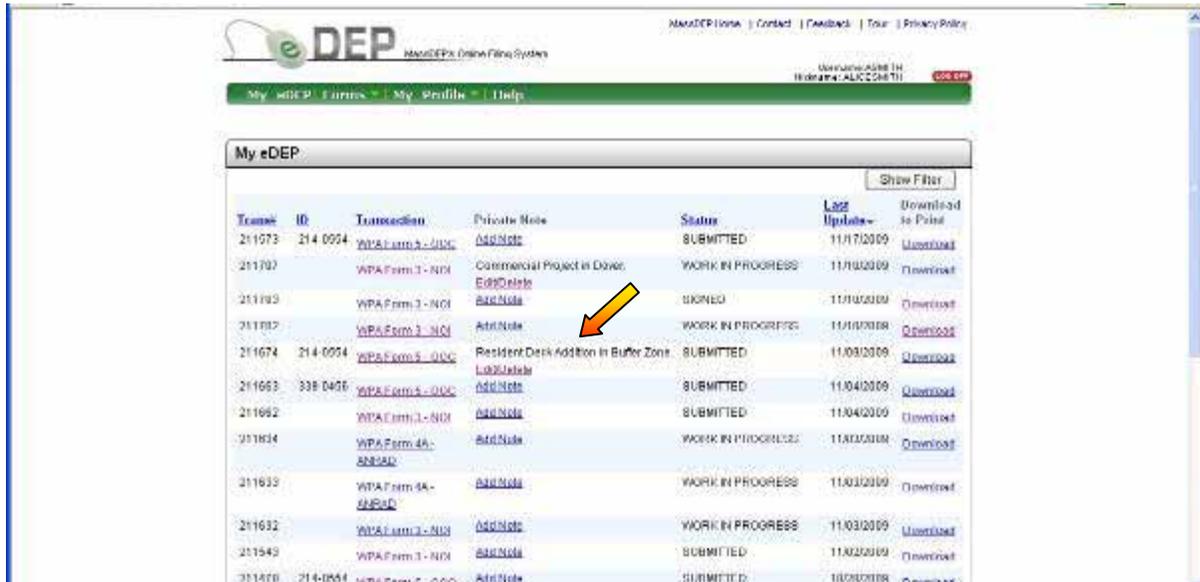
applicant, type of project or location to help you remember the filing for future use. These are your private notes so it will only show for users that you have given “SHARE” privileges that can view, edit or delete your note for that transaction.



Type your notes and select SAVE to add the note under the “Private Note column or DELETE to remove your note.

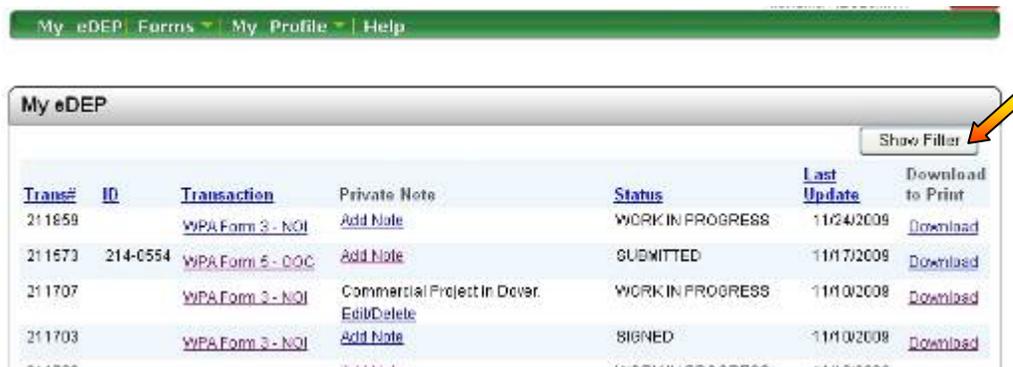


If you click SAVE you will see the note has been added to the Private Note column for the specific transaction.



## 5.6 The Show Filter Feature

The Show Filter feature is helpful for those who submit a large number of transactions and helps the user sort their work by Transaction Number, DEP Wetlands File Number, Status or Last Update. To use the “SHOW FILTER” feature click the button on the upper right hand side of your “My eDEP” page.



The pop up screen will show the option you can use to sort your transactions. Select the sorting option and click the “FILTER” button. The order of your transactions will be organized in the manner that you select for sorting.

**My eDEP** Hide Filter

Transactions #: 210-07, 210043, 210849 | To: 006-1043, 214-0551, 214-0554 | Status: PAID, SIGNED, SUBMITTED

Form:

Last Update: Start Date:  End Date:

**Instructions:**  
 You can filter a transaction by selecting one of the fields displayed (i.e. Transaction #, ID, Status, Form or Specific Date). You can also do a multiple filter by selecting multiple fields at a time and then clicking the Filter button.

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
211059		<a href="#">WPA Form 3 - ND</a>	<a href="#">Add Note</a>	WORK IN PROGRESS	11/24/2009	<a href="#">Download</a>
211573	214-0594	<a href="#">WPA Form 3 - DDC</a>	<a href="#">Add Note</a>	SUBMITTED	11/17/2009	<a href="#">Download</a>
311707		<a href="#">WPA Form 3 - ND</a>	Commercial Project In Dover	WORK IN PROGRESS	11/10/2009	<a href="#">Download</a>
211709		<a href="#">WPA Form 3 - ND</a>	<a href="#">Add Note</a>	SIGNED	11/10/2009	<a href="#">Download</a>
211702		<a href="#">WPA Form 3 - ND</a>	<a href="#">Add Note</a>	WORK IN PROGRESS	11/10/2009	<a href="#">Download</a>
211674	214-0554	<a href="#">WPA Form 3 - DDC</a>	Resident Duck Attention in Buffer Zone	SUBMITTED	11/09/2009	<a href="#">Download</a>
211659	338-0456	<a href="#">WPA Form 3 - ND</a>	<a href="#">Add Note</a>	SUBMITTED	11/04/2009	<a href="#">Download</a>

## 5.7 Who to Contact to Get Help

If you need to speak to a MassDEP staff person to help answer your questions regarding these forms, contact our regional Wetlands Circuit Rider or our Circuit Rider Coordinator. They will also be available to provide group training sessions by appointment.

**Circuit Rider Coordinator:** Alice Smith

email: [Alice.Smith@state.ma.us](mailto:Alice.Smith@state.ma.us)  
 Telephone: (617) 292-5854

### Regional Wetlands Circuit Riders

**Northeast Region:** Pam Merrill email: [Pamela.Merrill@state.ma.us](mailto:Pamela.Merrill@state.ma.us)  
 Telephone: 978-694-3249

**Southeast Region:** Christine Odiaga email: [Christine.Odiaga@state.ma.us](mailto:Christine.Odiaga@state.ma.us)  
 Telephone: 508-946-2836

**Central Region:** Telephone: 508-792-7683

**Western Region:** Mark Stinson email: [Mark.Stinson@state.ma.us](mailto:Mark.Stinson@state.ma.us)  
 Telephone: 413-755-2257

**Congratulations, you have successfully submitted an Order of conditions through eDEP!**

[^Back to TOC](#)