



Massachusetts Society of Municipal
Conservation Professionals
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Brown Bag Lunch Series

eDEP & Other Best Practices for Going Paperless MassWildlife Headquarters 1 Rabbit Hill Road, Westborough, MA Wednesday, February 26, 2020 11:00pm-1:00pm

Join Environmental Planner, Alicia Geilen and
Topsfield Conservation Agent, Heidi Gaffney, for
tips on how to reduce paper in the office.

Subjects will include:

- ⇒ Pros and cons of paper vs. electronic paperwork and record keeping;
- ⇒ Benefits of “going electronic” at Commission meetings; and
- ⇒ How to use eDEP.

For maximum benefit in the training, bring a fully-charged lap top, and have an authorized eDEP account as a Conservation Agent/Member. Instructions for an eDEP account and getting authorized are at <https://tinyurl.com/s6zqqsa>, or call your DEP Regional Circuit Rider or Wetlands Help Desk.

Due to space limitations, we are capping the session at 30 people. The training will also be offered at MACC Annual Conference on 2/29/20.

The screenshot shows the login page for the MassDEP's Online Filing System. It includes a header with the DEP logo and navigation links. The main content area has a 'Login or Get Username & Password' section with several notes: one about the Dental Amalgam Mercury/Recycling Certification form, another about eDEP payment features being unavailable on Internet Explorer and Safari, and a third about RCRA Notifications. On the right, there is a 'Log into eDEP' form with fields for Username (AliciaG) and Password, and buttons for Login, Register and get Username and Password, and New User.

The screenshot shows the WPA Form 5 - OOC - Transaction #1163311. It is a multi-section form with tabs for Error Check, Save, Instructions, Print, and Exit. The form is divided into sections A, B, C, and D. Section A, 'General Information', contains fields for Conservation Commission (IPSWICH), Issuance type (OOC selected), Applicant details (RICK CLARKE), Mailing Address (25 GREEN STREET, IPSWICH, MA 01938), and Property Owner information. Section B, 'Project Location', contains fields for Street Address (WATER STREET HEADWALL RECONSTRUCTION), City/Town (IPSWICH), Zip (01938), Assessor's Map/Parcel (42.69077), and Longitude (70.83111). There is a 'View Map' button and a note about using Google Earth for coordinates.

There will be a board meeting before, at 10:00 am. Everyone is welcome to attend. Please carpool if you can. RSVP at <https://tinyurl.com/msmcp2-26-20event>.