Alternate Brand Name (ABN) Registrations and General Updates in the EEA ePLACE Portal

Pesticide Program Division of Crop & Pest Services Mass. Department of Agricultural Resources

Compatible Equipment and Web Browsers

- Please also be sure that you are using a regular computer (Windows 10+ / MacOS 10.11+ computer or laptop) with MS Edge or Chrome web browser.
- All instructions were written, and screenshots based on Windows 10 and MS Edge browser—other browsers may be different or incompatible.
- Chromebooks are not 100% compatible with the EEA ePLACE Portal and users may find it difficult to upload documents, proof of insurance, etc..
- Mobile devices; such as, iPhone, iPad, Android phone or tablets, etc. are NOT compatible with the EEA ePLACE Portal.

No Chromebooks, smartphones or tablets!



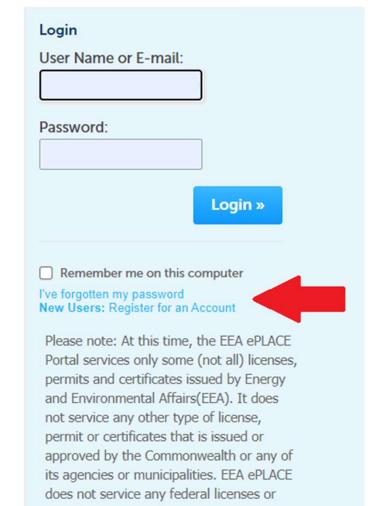
Log Into Your EEA ePLACE Portal Account

Go to the EEA ePLACE Portal webpage and log into your account.

https://eplace.eea.mass.gov/citizenaccess/

Forgot your Password? Use the Password reset tool

Need Help? For login assistance, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)



permits.

Resources Required to Submit ABNs in the EEA ePLACE Portal

- An EEA ePLACE Portal Account
- Active registration for the EPA Registration Number
- Electronic Documents (pdf format)
 - Product labeling
 - Safety data sheet

When Are You Able to Add ABN Registrations in the ePLACE Portal?

- Since there are no fees associated with ABN Registrations, you may add them as follows.
 - When submitting a New Product Registration See pg. 15 of the ePLACE Guide to New Product Registrations
 - When submitting an Amendment in the EEA ePLACE Portal--as outlined in the following guidance
- Note that ABNs cannot be added during the renewal period.

Click on "My Records" or "Collections" if You Use that Feature

Home	Click on My Records	As you may know, after logging into the ePLACE Portal Account, Registrants and Agents may see all of their records, including Renewal Applications and New Product Registration Applications by clicking on the "My Records" tab. What you may not know; however, is that this is also how you begin the process for adding an Alternate Brand Name (ABN) to an existing approved or renewed registration.
Dashboard	My Records	My Account Advanced Search 🔻

Welcome Steven Antunes-Kenyon You are now logged in to the Commonwealth's EEA ePlace Portal.	File an Online Application
What would you like to do?	
 New License, Permit, Certificate, Notification or Registration <u>Click Here</u> Renew License, Permit, Certificate or Registration (select "My Records" above) Amend License, Permit, Certificate or Registration (select "My Records" above) 	
Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs(EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.	
If you are using assistive tools such as JAWS, please check our FAQs for important information. EEA ePlace Quick Guides	
To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the EEA ePLACE Public Access Portal	
For additional information about the Commonwealth, please visit the Mass.gov portal. For EEA information, please visit the Mass.gov/EEA portal.	

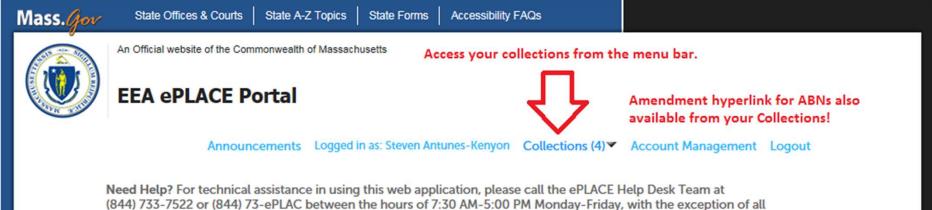
Find the Product Registration (PR) for the Desired ABN

Home					
Dashboa	rd	My Records	My Account	Advanced Search 🔻	
✓ MDAR	the	New Product or	Renewal Registra	PR, an Alternate Brand Name (ABN) may be added when completi ration Processes. But what if you want to add an ABN to a an add ABNs easily by clicking on the "Amendment" hyperlink.	ng

Showing 1-10 of 10 | Download results | Add to collection

Date	Record Number	Record Type	Category	Expiration Date	Status	Action
04/05/2019	19-ABN- 000018-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11	Appr	Approved oved ABNs co	mpleted
04/05/2019	19-ABN- 000020-AMD	MDAR - Massachusetts Alternate Brand Name (ABN) Product Registration Application	Product Registration - 3-11		the "Amendr ss. There are Approved	
04/05/2019	PR-000060	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 3-11	06/30/2019	Active	Amendment
04/05/2019	PR-000061	MDAR - Massachusetts Pesticide Product Registration	Product Registration - 4- 430	06/30/2019	Active	Amendment
		Authorization		Active F	Registration	1
						"Amendment" hyper ABN Application proc

If You Organize Your Records into Collections



(844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:

Energy and Environmental Affairs, MASSDEP Energy and Environmental Affairs, MDAR Energy and Environmental Affairs, DCR Please note that if you organize your records into collections, you may also begin the Alternate Brand Name (ABN) Process from within your collections.

For DPL, DCAMP and ABCC permits or licenses, please click here.

<u>Convenience Fee:</u> Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Click on the "Amendment" Hyperlink

Home Amendment hy	perlink for ABNs also	available in Collections.	
Dashboard My Records My Acc	ount Advanced Sea	rch 🔻	
MDAR Testing Co Total Records: 2 (2 MDAR)	llection Titled MDAR	Testing	
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled Fees Summary: \$0.00 Paid, \$0.00 Due	0 Approved, 0 Denied, 0 P	ending, 0 Cancelled)	
		Rename Collection	Delete Collection

MDAR

Move to... | Copy to... | Remove Showing 1-2 of 2 | Download results

Date	Record Number	Record Type	Category	Expiration Date	Status	Action
04/24/2019	PR-000083	MDAR - Massachusetts Pesticide Product Registration Authorization	BAYER ENVIRONMENTAL SCIENCE - 4-474	06/30/2019	Active	Amendment
04/17/2019	PR-000074	MDAR - Massachusetts Pesticide Product Registration Authorization	Product Registration - 4- 401-85925	06/30/2019		Amendment 'Amendment" hyperli

start a new ABN Application process!

Select the ABN Option from the Amendment Types



MDAR Applications

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search



MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application MDAR - Massachusetts Special Local Needs Application

Continue Application »



By selecting the Amendment hyperlink in "My Records", Pesticide Product Registrants may:

- -- Add or delete Alternate Brand Names (ABNs);
- -- Update product labeling or safety data sheets;
- -- Modify existing product names;
- -- Modify EPA Company contact information; or
- -- Submit Special Local Need (SLN) Registration Applications

Make Desired Edits to EPA Company Contact Information

MDAR - Massachusetts	Alternate Brand Name (AB	N) Product Registration Applic	cation
1 Application Information	2 Documents	3 Review	4 Record Submitted
Step 1: Application	Information > Page 1 c	of 1 Instructions	





Click Here to View or Edit Company Contact Information. Company Name and Address can only be changed by the MDAR.

Edit the EPA Company Contact Information

Company Information	'n				
Contact Informat • Individual/Organization	ion				×
* Name Of Company/C LANXESS CORPORATION	Organization:	?	* Company Contac Steven Kenyon	t Person:	
Telephone #: 617-626-1784 Address / P.O. Box 111 RIDC PARK WEST DRI	Ext #:		• E-mail: steve.kenyon2@mass	.gov 🗘	
* Country: United States	•		-	You may edit	
* City/Town:	* State:		* Zip Code:	Contact Person Name E-Mail Address Phone Number	
	Changes		13275	Phone Number	
Showing 1-3 of 3		_			
	Brand Name				

You Cannot Change the EPA Registration Number

In the "Amendment" / ABN Proces, you cannot change the EPA Registration Number.

EPA Information

* EPA Registration Number:



Please note that you cannot change the EPA Registration Number during the ABN Process. Seeking to register a product with a different EPA Registration Number requires a "New Product" Registration Application.

You May Edit or Delete any of the Existing Brand Names

Existing Brand Name(s)

PRODUCT BRAND NAME(S)

Do you want to edit or delete an existing Brand Name? If so, select the row for the Brand Name that you wish to update. Select the edit or delete button below to make the necessary changes. You will then be prompted to upload the associated labeling and safety data sheets as may be applicable.

Select from Actions



Showing 1-2 of 2

You May Add Multiple New Alternate Brand Names—as Desired

Additional Brand Name(s)

To add Alternate Brand Names, you need to "Add a Row." Click "Add a Row" and then "Continue."

PRODUCT BRAND NAME(S)

Click the "Add a Row" button below and enter the Alternate Brand Name (ABN) that you wish to register. Repeat this process for all other Alternate Brand Names associated with this EPA Registration Number that you want to be registered for use in Massachusetts. You will be prompted to upload associated labeling and safety data sheets on the following page.

Showing 0-0 of 0 Product Brand Name No records found. Add a Row Click on the Add a Row button Continue Application » Save and resume later

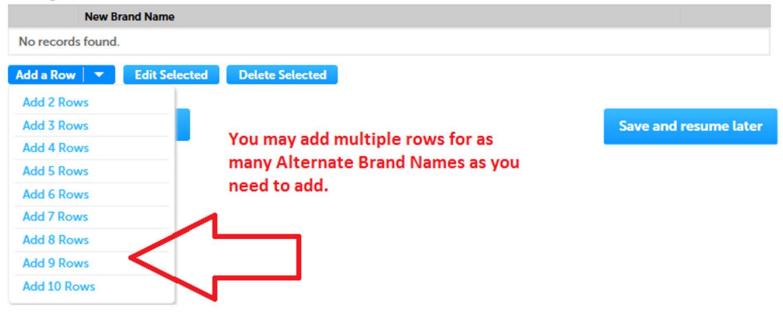
Add Multiple Rows for Adding Multiple Aternate Brand Names

New Alternative Brand Name(s)

NEW ALTERNATIVE BRAND NAME(S)

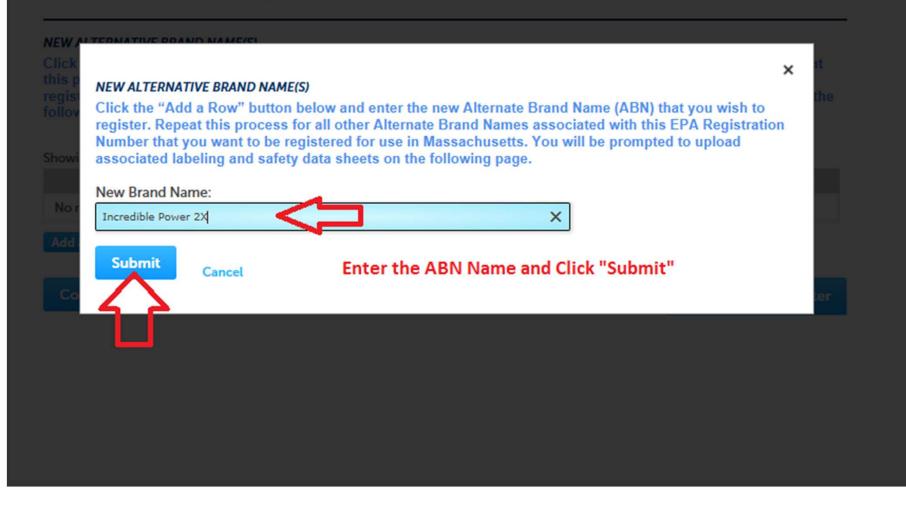
Click the "Add a Row" button below and enter the new Alternate Brand Name (ABN) that you wish to register. Repeat this process for all other Alternate Brand Names associated with this EPA Registration Number that you want to be registered for use in Massachusetts. You will be prompted to upload associated labeling and safety data sheets on the following page.

Showing 0-0 of 0



Enter the ABN as it Should Appear

New Alternative Brand Name(s)



Upload the Required Documents

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

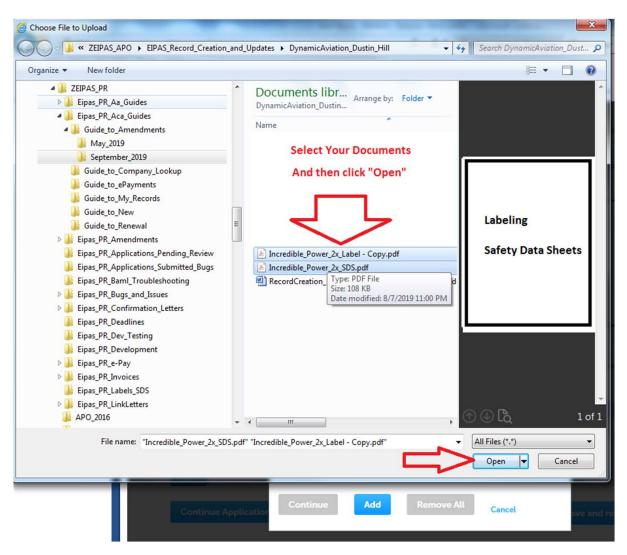
1. Product Label

2. Safety Data Sheet

Attachment

The File Name The documen	t 'Description' MUST NOT	n) MUST NOT ex exceed 50 chai	ceed 75 characters in len racters in length.	gth. annot be retrieved, which may dela	by the review process.
Name	Туре	Size	Latest Update	Action	
No records	found.				
*Type:					Remove
	•				
File:			begin the process BN labeling and SI		
Description	(Maximum 50 chara	cters):			
	Л	\bigcirc			
_	\sim	Ove	rview of Workflow	w for Documents	
Save	Add Remove		dd and Select Doc		
				Add Brief Descrpitions	
Continue	e Application »			e Changes	Save and resume later
Continue	e Application »		lick "Save" to Save lick "Continue"	e Changes	Save and resume la

Find and Select the Required Documents for Your Amendment

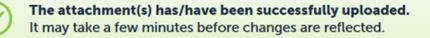


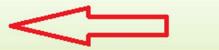
Select File Type, Add a Brief Description, and Save Your Work

Documents

1. Product Label 2. Safety Data Shee				
Attachment	The process for is for New Proc		cuments is the same for A	ABNs as it
The 'File Name' (includ The document 'Descri	ing file extension) MUST I ption' MUST NOT exceed		ngth. cannot be retrieved, which may o	delay the review process.
Name	Гуре Size	Latest Update	Action	
No records found.				
*Type:	- <		2 you need to upload the d documents; such as, lab	peling
File:		and safe	ety data sheets for your A	ABNs.
File: 100% Description (Maxir Incredible Power 2X	num 50 characters):	and safe	After you upload each r data sheet, etc., be sure	ABNs. required file, e.g. label, safety e to enter a useful description button to save your work.

Note that the Documents were Upload Successfully!





The system will indicate that your files were uploaded successfully!

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application

1 Application Information	2 Documents	3 Review	4 Record Submitted	
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Step 2: Documents > Page 1 of 1

Please find below a list of documents that are required to process your registration application.

Click the "Add" button to begin uploading your documents. Select the documents from your computer and then click continue. Select the specific document type from the drop-down list. Add a brief description and save your updates. Repeat these steps for all required documents.

If you are also registering additional brand names, please be sure to upload their corresponding labeling and safety data sheets. After all documents are uploaded and saved, click "Continue Application."

* indicates a required field.

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label

2. Safety Data Sheet

Review Documents Uploaded for any Needed Changes and Continue the Application

Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Product Label

2. Safety Data Sheet

If you make a mistake or otherwise want to change the file or file name, simply click "Actions" to edit or delete and upload a new file.

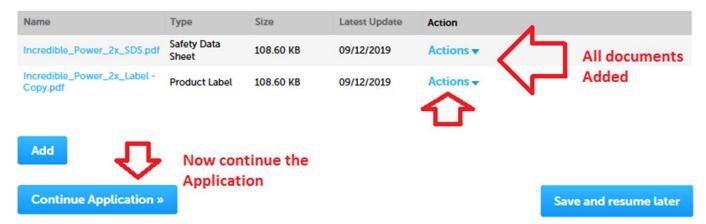
Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.

The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.

The document 'Description' MUST NOT exceed 50 characters in length.

Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process. .exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.



Review the Completed ABN Application for any Needed Changes

1 Application Information	2 Documents	3 Review	4 Record Submitted
Step 3: Review			
Continue Applicatio	» n		Save and resume lat
ease review all information	below. Click the "Edit Application" b	utton to make changes, if needed.	
Review and	Certification		

In Step 3 you will need to review your work for accuracy. If everything is true, accurate, and complete, then check the attestation box -- making that certification and click the "Continue" button. If you need to make changes, click the "Edit Application" button.

Certify Your Application and Continue

Applicant Information

Steven Antunes-Kenyon 251 Causeway ST Boston, MA, 02114

Telephone #:617-626-1784 E-mail:steve.kenyon2@mass.gov

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may result in legal action in accordance with M.G.L. c. 132B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Continue Application »

Date: 05/24/2019

Save and resume later

Note that your ABN Application was Submitted Successfully!

Home

MDAR Applications MDAR - Massachusetts Ger	eral Update or Alternate	e Brand Name (ABN) Applica	ation
1 Application Information	2 Documents	3 Review	4 Record Issuance
Step 4: Record Issuand	e		testation, the EEA ePLACE k of your successful submission.
Successfully Com	pleted.		

Thank you for using our online services for your submission. Your Record Number is 19-ABN-000074-AMD.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

Go to "My Records" to See Your Amendment Application

Home	Click the "Home" button to see your "Amendments" in "My Records"
MDAR Applications	

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application

1 Application 2 Docu	ments 3 Review	4 Record Issuance
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Step 4: Record Issuance

0	Successfully Completed.		
\otimes			

Thank you for using our online services for your submission. Your Record Number is 19-ABN-000074-AMD.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

See that Your ABN Application is now "In Review" with MDAR

Home		
Dashboard	My Records	My Account Advanced Search 🔻
→ MDAR	分	Once you have returned to the "Home" page, click on "My Records" to see the Amendment that you just submitted. Note that it is now "In Review". The MDAR Pesticide Program will now review and approve itjust like all other Renewal and New Product Registration Applications. Once Approved, the "Amendment" hyperlink will be active again and you may once again make additional changes.

Showing 1-9 of 9 | Download results | Add to collection

Date	Identifying Number	Record Type	Category	Expiration Date	Status	Action
09/12/2019	19-ABN- 000074-AMD	MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application	LANXESS CORPORATION - 39967-64		In Review	

Receive Three e-Mail Messages for Each Amendment/ABN Application

- (1) **Proof of Record** -- stating what was done in your ABN Amendment Application.
- (2) General Update or Alternate Brand Name (ABN) Application Submission Successful – no fees or invoices associated with ABN Amendments and Labeling Updates.
- (3) Approval for Massachusetts Alternate Brand Name (ABN) Product Registration Application - once the application is approved, you will receive the Updated Registration Confirmation Letter as an attachment showing the approved changes or Alternate Brand Name(s).

Message 1: Proof of Record



Thank you for submitting your online application form for record type: LOVELAND PRODUCTS, INC. - 34704-873 (MDAR/Pesticide/Product Registration/Alternate Brand Name Amendment) Your Record Number is: 23-ABN-0326-AMD Your Proof of Record (POR) for this application is attached. The Proof of Record is a printable version of the information you entered on your permit application.

You can track the progress of your submission through the review process at the following link: https://eplace.eea.mass.gov/CitizenAccess/



Need Help using the Web Portal? For technical assistance in using the portal <u>https://eplace.eea.mass.gov/CitizenAccess/</u> to submit or access your application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays.

If you prefer, you can also e-mail us at ePLACE helpdesk@state.ma.us

Message 2: Notification of Successful Application Submission

EIPAS (ENV) <eipas@mass.gov></eipas@mass.gov>		(C) <	Reply	🤲 Reply All	→ Forward	1
To 🧶 Kenyon, Steve (AGR)				<i>.</i>	Fri 5/20	5/2023 12:45 PM
NOTICE DATE: 4/17/2023						
John Q. Public 100 Cambridge ST	Sample Letter for					
Boston, MA 02114	Demonstration					
Dear John Q. Public	Purposes Only					

Please call or an send email to the Pesticide Program if you have any questions.

For more information, please visit - https://www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts

Sincerely, Pesticides Registration Coordinator

Message 3: Notification of Approval with Attached Confirmation Letter

Approval for Massachusetts Alter	nate Brand Name (ABN) F	Product Registration Applicati	on, PR- <u>0</u> 0	04116		
EIPAS (ENV) <eipas@mass.gov> To</eipas@mass.gov>	20230428_163216.pdf ~	Updated Registration Confirmation	S Reply	≪ Keply All	→ Forward Fri 5/26/	(2023 12:45 PM
NOTICE DATE: 4/28/2023						i
John Q. Public 100 Cambridge ST Boston, MA 02114	Sample Let Demonst					
Dear John Q. Public	Purposea	only				
The Massachusetts Pesticide Program is pleased	I to inform you that your Massachus	setts Alternate Brand Name (ABN) Produ	ıct Registratio	n Application	nas been approv	ved.
Attached please find your updated Product Reg	istration letter for EPA Number: 347	04-873 for LOVELAND PRODUCTS, INC				
Please be sure to keep your contact information employer information as needed.	accurate by logging into the EIPAS	system and making any changes to your e	email address,	mailing addre	ss, phone numb	er and
Please call or send email to the Pesticide Progra	m if you have any questions.					
Sincerely, Pesticides Registration Coordinator						

ePLACE Technical Support

- Need Help? For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email <u>ePLACE helpdesk@state.ma.us</u>

MDAR Product Registration Support

Step-By-Step Guides

Downloads

- New Pesticide Product Registration Step by Step Guide (English, PDF 1.48 MB)
- Pesticide Product Renewal Step by Step Guide (English, PDF 1.84 MB)
- Request Record Access (transfer records) Step by Step Guide (English, PDF 764.97 KB)
- Alternate Brand Name Registration Step by Step Guide (English, PDF 2.07 MB)
- Label Amendments Step by Step Guide (English, PDF 1.86 MB)
- Special Local Need Initiation Form (English, PDF 60.19 KB)
- Special Local Need Application Form (English, PDF 65.76 KB)
- Experimental Use Permit Application Check List (English, PDF 130.15 KB)
- Experimental Use Permit Application (English, PDF 165.62 KB)
- Experimental Use Permit Sample Letters of Support (English, PDF 10.68 KB)

Support and Product Lookup

For Product Registration questions, contact Susie Reed 617-626-1778

🖵 Online

Susan.Reed@state.ma.us

RELATED

List of Massachusetts State Restricted Use Pesticides >

EPA Pesticide Product and Label System >

Minimum Risk Pesticides Exempted from FIFRA and Massachusetts Registration Requirements \Rightarrow

Kelly Solutions - Search MA Registered Pesticides >

List of Neonicotinoid Pesticides +

EEA ePLACE Portal – Submitting Alternate Brand Names and other General Updates

Visit <u>www.mass.gov</u>

www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts

A OFFERED BY Massachusetts Department of Agricultural Resources

Register a Pesticide Product in Massachusetts

If you are seeking to sell or distribute U.S. EPA Registered pesticide products in Massachusetts, then you will need to register them with the MDAR Pesticide Program.

Online registration and renewal of pesticide products + Pesticide Registration Types and Classifications >

THE DETAILS

What you need	What you need
Fees	You need a valid Massachusetts product registration to sell and
How to submit	distribute pesticide products in the Commonwealth. If you seek to sell and distribute a U.S. EPA Registered Pesticide in Massachusetts for
Next steps	consumer/homeowner use, agricultural use, institutional use, or indoor or outdoor commercial use, you will need the following:
More info	An account at the EEA ePLACE Portal. Create and register for an
Downloads	account here.
Contact	 Electronic versions (pdf format) of the following documents to upload with your application:
	 Agent Authorization Letter – if you're an Agent performing

registrations on behalf of a client

ADAD Contacts for D

MDAR Contacts for Product Registration

Phone

CONTACT

For EEA ePLACE Portal help on technical issues, Call

844-733-7522 Open M-F 7:30 am-5:00 pm, with the exception of all Commonwealth & Federally observed holidays.

For Product Registration questions, contact Susie Reed 617-626-1778

🖵 Online

Susan.Reed@state.ma.us

EEA ePLACE Portal – Submitting Alternate Brand Names and other General Updates