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# Application Certification Form




EEA ePLACE Instructions



**EEA ePlace Portal**

# General Navigation

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- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (\*) is required before you continue to the page.
- ❑ Click  button to save your work and resume later.
- ❑ Click on the tool tips  where applicable to get more details.
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



# Application Certification Form

□ Upon the submission of your application, system will send a notification from the system to all the individuals specified in the application

□ If your application require Certification, specific instructions will be provided

□ Review the email and follow all steps accordingly

Application Submission Notification 23-AQ02F-0003-APP

Do-Not-Reply-EEA-TST <eipas@mass.gov>  
Kalagarla, Sneha (EEA)

AQ-POR-v1\_20230911\_170041.pdf  
75 KB

Thu 2/15/2024 2:24 PM

NOTICE DATE: 9/11/2023

Thank you for submitting your online application form for record type: AQ02 - Non-Major Comprehensive Plan Approval Fuel Application. Your Record Number is: 23-AQ02F-0003-APP.

Based on provided application's contact information, this application is required to be accepted by all parties below before the review process will begin. As the application submitter, **JANE DOE**, please work with all parties to sign off certification applications which have been initiated. Also please refer to below instructions to continue:

**Please note:** Before accepting, review the attached Proof of Record, also to review the supporting attachments and the additional proof of records for the supplemental forms (if applicable), log in to EEA ePlace Portal and click on My Record tab. Click the Record Number provide above and click on Record Info and select Attachments to view all the additional documents.

When all certification applications are submitted, an updated notification will be sent out with further instructions.

**1. Professional Engineer Certification:**  
As the application's Professional Engineer, **JOHN DOE**, please review and submit the certification application **23TMP-001185**

**2. Permittee Certification:**  
As the application's Permittee, **JACKIE DOE**, please review and submit the certification application **23TMP-001186**

**NOTE:** All certification applications can be found by login to EEA ePLACE Portal and under My Records tab.

You can track the progress of your submission through the review process at the following link: <https://testaca.eea.mass.gov/citizenaccess/>.

**Need Help using the Web Portal?** For technical assistance in using the portal <https://testaca.eea.mass.gov/citizenaccess/> 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](mailto:ePLACE_helpdesk@state.ma.us).



# Accessing Certification Form

- ❑ Log on to EEA ePLACE portal

➤ Mass.gov Licensing and Permitting Portal

- ❑ Go to “My Records” page

- ❑ The Certification Record will be listed along with its associated Application Number

- ❑ Select “Resume Application” to review and submit the certification form

Home

Dashboard My Records My Account

Welcome JANE DOE  
You are now logged in to the Commonwealth's EEA ePlace Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

[File an Online Application](#)

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 30 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date	Legacy ID
<input type="checkbox"/>	02/07/2023	23-AQ33-0005-APP	AQ33 - LPA/CPA Consolidation Application	AL & SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155	Acceptance Pending			
<input type="checkbox"/>	02/07/2023	23TMP-000209	Permittee Certification	AL & SONS SERVICE STATION   638 HIGH ST MEDFORD MA 02155		<a href="#">Resume Application</a>		23-AQ33-0005-APP
<input type="checkbox"/>	09/12/2023	23TMP-001193	Professional Engineer Certification	A CONCRETE ANSWER INC   445 OSTERVILLE WEST BARNSTABLE RD OSTERVILLE MA 02655		<a href="#">Resume Application</a>		23-AQ33-0005-APP



EEA ePlace Portal

# Questions?

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For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)

For other instruction documents, please visit the link below  
[Energy and Environmental Affairs ePLACE Portal Documents](#)



**EEA ePlace Portal**