MDAR – Commercial Feed and Pet Food EEA ePLACE Portal Instructions

Instructions for how to apply for Commercial Feed and Pet Food Registration (over 100 products)



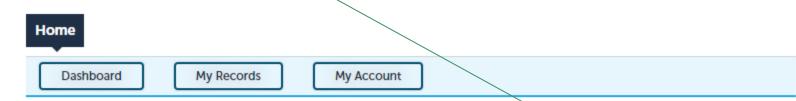
General Navigation

- ☐ Click Continue Application >> button to move to the next page.
- Any field with a red asterisk (*) is required before you continue to the next page.
- Click Save and resume later 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



File an Online Registration Application

After logging in to the EEA ePLACE Portal, click here to start



Welcome TEST TESTING

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)

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.

File an Online Application



EEA ePlace Portal

File an Online Registration Application

- Read and accept the "Terms and Conditions"
- Click the checkbox and click "Continue"

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

 Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

✓ I have read and accepted the above terms

Continue »



File an Online Registration Application

- Click on "Apply for a MDAR Authorization Commercial Feed and Pet Food" from the list of options
- You can also search for the application in on the search bar field

Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

Existing Applicants:

Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.



Search

- ▶ Apply for a DCR Authorization Construction and Vehicle Access Permits
- Apply for a DCR Authorization Special Use Permits
- Apply for a DEP Authorization Air Quality (AQ)
- Apply for a DEP Authorization Drinking Water (DW)
- Apply for a DEP Authorization Hazardous Waste (HW)
- Apply for a DEP Authorization NPDES (WM)
- > Apply for a DEP Authorization Laboratory Certification Program (LES)
- Apply for a DEP Authorization Solid Waste (SW)
- ▶ Apply for a DEP Authorization Toxic Use Reduction (TUR)
- Apply for a DEP Authorization Watershed Management (WM)
- Apply for a DEP Authorization Water Pollution Residuals (WP)
- Apply for a DEP Authorization Water Pollution Wastewater (WP)
- > Apply for a DEP Authorization Waterways Chapter 91 (WW)
- Apply for a DEP Authorization 401 Water Quality Certification (WW)
- Apply for a MDAR Authorization Pesticide Program
- Apply for a MDAR Authorization Plant Industries (Nursery)
- Apply for a MDAD Authorization Dignt Industries (Cartiliza
- Apply for a MDAR Authorization Commercial Feed and Pet Food
- Apply for a Licensed Site Professional
- Apply for an EEA General Request
- Link Your Account For MassDEP and LSP Authorizations Only



Apply for a Registration Application

- Select MDAR Commercial Feed and Pet Food" and a list of applicable record type(s) will be displayed.
- Select "MDAR-Commercial Feed and Pet Food Registration Application", whether you are
 - Registering products for the first time, or
 - Renewing previously approved products
- Click "Continue" at the bottom of the page to begin your application.

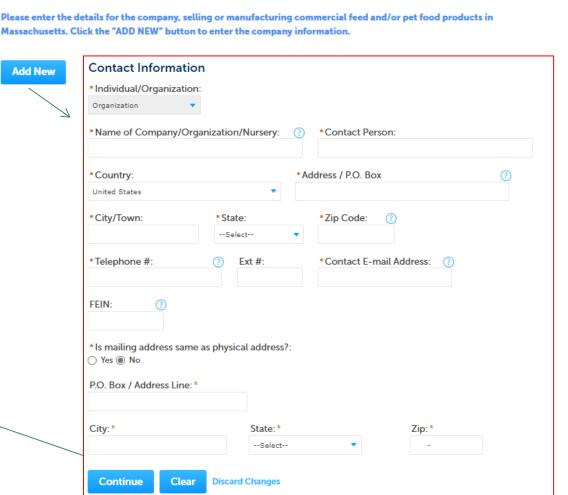
- Apply for a MDAR Authorization Plant Industries (Nursery)
- Apply for a MDAR Authorization Plant Industries (Fertilizers)
- Apply for a MDAR Authorization Commercial Feed and Pet Food
- MDAR Commercial Feed and Pet Food Registration Application
 - Apply for a Licensed Site Professional
- Apply for an EEA General Request
- Link Your Account For MassDEP and LSP Authorizations Only

Continue »



Add Company Information

- Enter contact information for the <u>company that is selling or</u> <u>manufacturing commercial feed</u> <u>and/or pet food products in</u> <u>Massachusetts.</u>
- Note − If you are the 3rd party company hired to complete the registration, please do not enter the 3rd party details here.
- To add this information
 - ☐ Click "Add New"
 - Enter the information and click "Continue" <



* indicates a required field

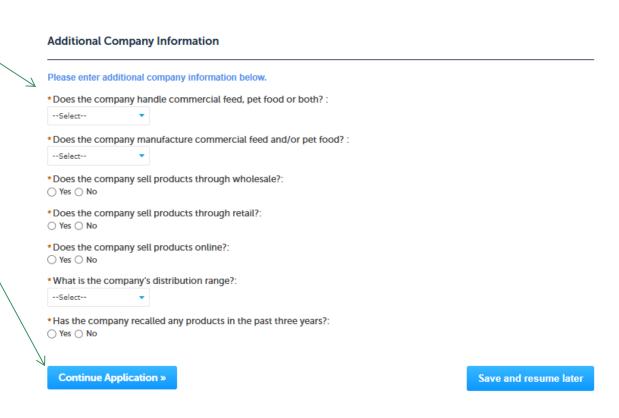


Step 1: Contact Information > Page 1 of 2

Company Information

Additional Company Information

- Please enter the additional details.
- □ Click "Continue Application" to proceed to the next page.





Authorized Representative Company Details

- An Authorized Representative is an individual who is not an employee of the registering company but has been contracted as a third party to handle the product registration on the company's behalf.
- Identify if you are an Authorized Representative.
- If you are then, add the Authorized Representative Company details.
 - Click "Add New"
 - Enter the information and click "Continue"

EEA ePlace Portal

Step 1: Contact Information > Page 2 of 2

Authorized Representative

An Authorized Representative is an individual who is not an employee of the registering company but has been contracted as a third party to handle the product registration on the company's behalf.

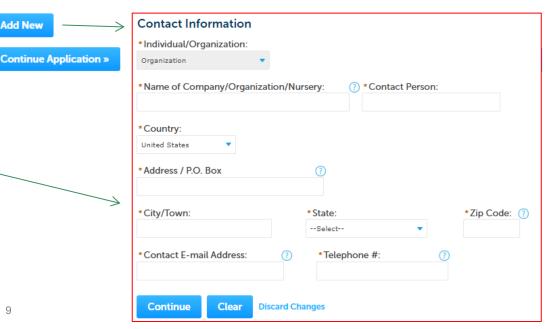
Please note: If you are a returning Authorized Representative, you will still need to enter your information below.

*Are you an authorized representative/agent submitting this application on behalf of the registrant company?: ○ Yes ○ No

Authorized Representative Company

Add New

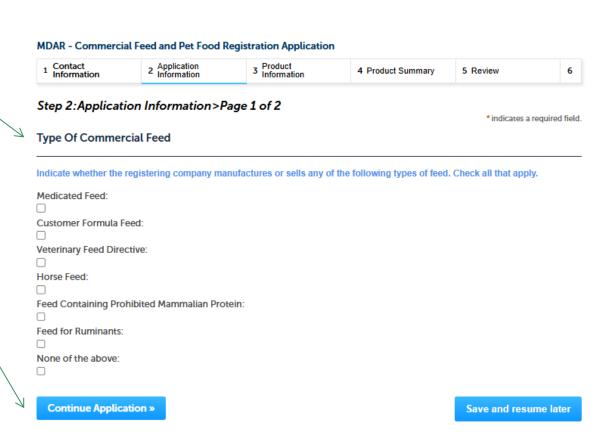
Please enter your Authorized Representative Company by clicking the "ADD NEW" button.



indicates a required field.

Type of Commercial Feed

- Please read the instructions and select all that apply
- Click "Continue Application" to proceed to the next page.





Type of Pet Food

- Please read the instructions and select all that apply
- Click "Continue Application" to proceed to the next page.

MDAR - Commercial Feed and Pet Food Registration Application 1 Contact Information 2 Application Information 3 Product Information 4 Product Summary 5 Review 6 Step 2:Application Information>Page 1 of 2 *indicates a required field. Type Of Commercial Feed Indicate whether the registering company manufactures or sells any of the following types of feed. Check all that apply. Medicated Feed: Customer Formula Feed: Veterinary Feed Directive: Horse Feed: Feed Containing Prohibited Mammalian Protein: Feed for Ruminants: None of the above:

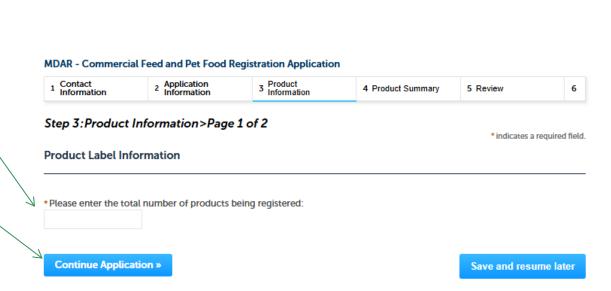
Save and resume later



Continue Application »

Product Information

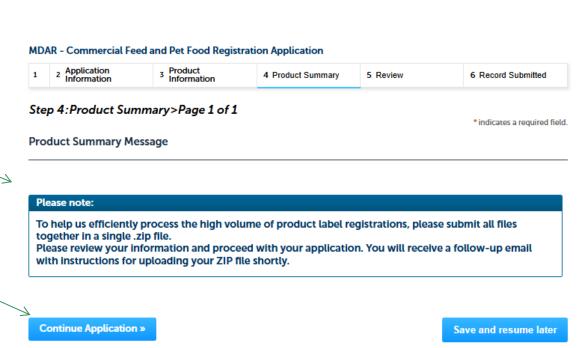
- Enter the total number of products that are being registered.
- Click "Continue Application" to proceed to the next page





Uploading Product Labels

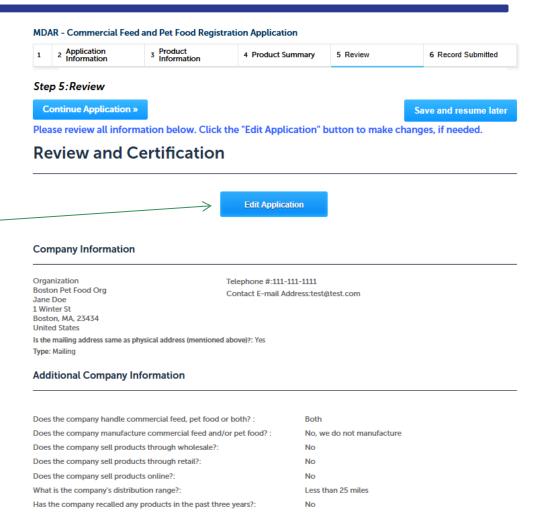
- If you are registering 100+ products, then the product label file(s) must be uploaded as a single .zip file.
- Please click "Continue Application" to review and submit.
- An email with instructions for uploading your ZIP folder will be sent.





Review of your application

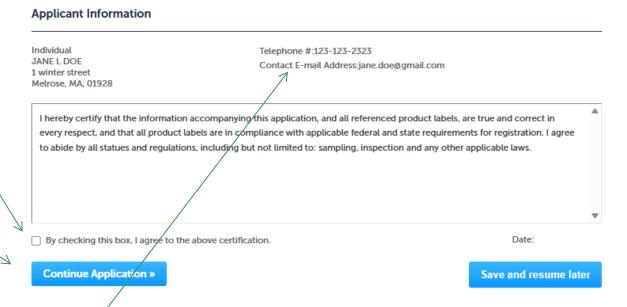
- The entire application information is shown on a summary page for your review
- If you need to make any changes, select "Edit — Application" button. This will take you to the first page of your application
- Continue to the bottom of the page





Certifying the application

- Read the Certification Statement
- Select the check the box to complete your certification
- Click "Continue Application" to proceed with the submittal of the application

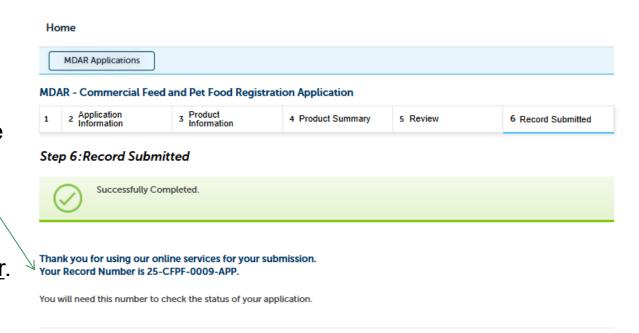


✓ Please note that applications with over 100 labels require specific <u>steps</u> to upload product label file(s); please check system email notifications. The notifications will provide instructions on how to complete the next steps.

EEA ePlace Portal

Application Submission Successful!

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Once your application is submitted, an email will be sent with steps for uploading your ZIP folder.





- After submitting the application, an email is sent out with instructions.
- Instructions for preparing Product Labels .Zip file
 - □ Include only the current version of each product label.
 - Ensure all files are in the correct format (PDF, JPEG, or PNG).
 - □ Place all product label files into a single .zip file for upload.
 - Be sure all product labels associated with this application are included in the .zip file before uploading.
- ☐ Click the <u>one-time</u> link in the email, to upload the product label zip folder.





(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message

NOTICE DATE: 10/27/2025

Thank you for submitting your online MDAR - Commercial Feed and Pet Food Registration Application for MPM Products USA, Inc., Your Application Number is 25-CFPF-0142-APP.

Please follow steps below to complete the application:

- 1. Please ensure all the product label files are into a single .zip file for upload.
- 2 Click the link <u>Upload Product Label(s) Package</u> to upload product label(s).
- 3. Once you upload the product labels, you will receive a confirmation within 24 hours.

If you need assistance with uploading the Zip file, please contact the ePLACE help desk at (844) 733-7522 or ePLACE helpdesk@state.ma.us

Sincerely,

Agricultural Food Safety Division, Commercial Feed and Pet Food Program

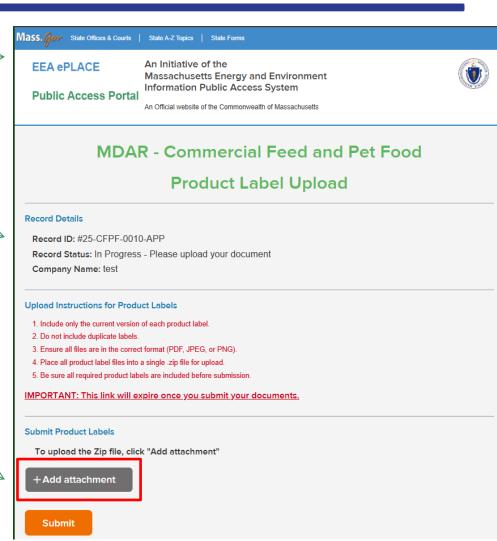
Email: mdarfeedprogram@mass.gov

Website: Commercial Feed and Pet Food Registration

Need Help using the Web Portal? For technical assistance in using the portal https://testaca.eea.mass.gov/citi-zenaccess/ 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.



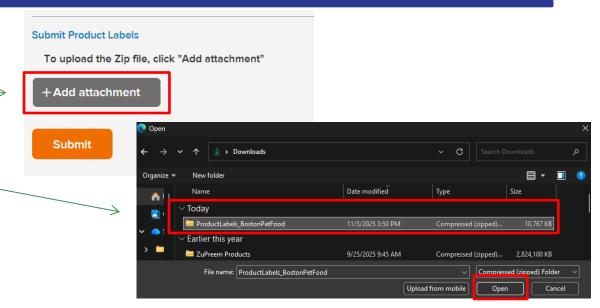
- System will open a new page.
- Review the Record Details. Be sure to upload the file related to the company named here.
- To upload the product label zip folder, click "Add Attachment"

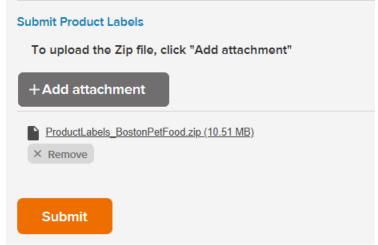




- When you select "Add attachment", the system will open a pop-up.
- Select the prepared product label zip folder.
- The system will add the zip folder.
- Click "Submit" to start uploading the Zip folder.



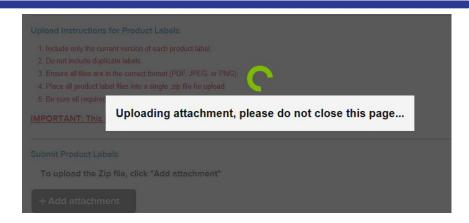


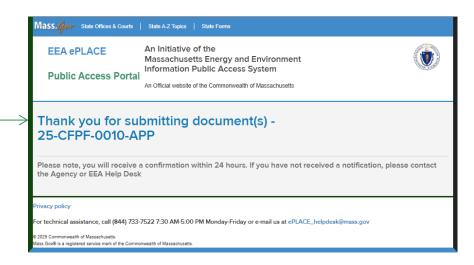


Depending on the size of the attachment, the system will take time to upload the file.

Note: During the uploading, please do not close the page.

- Once the system uploads the Zip folder, system will display this message.
- If you face any difficulties in uploading, please contact the <u>helpdesk</u> immediately.







Payment Instructions Notifications

- Once the application review is complete, you will receive an email with:
 - ☐ List of reviewed products
 - Payment Instructions
- Click below for payment instructions
 - Pay Online
 - Pay by Mail

Please note, payments made by mail may cause delays.



The Massachusetts Agricultural Food Safety Division - Commercial Feed and Pet Food Program has reviewed and approved your application with the list of attached products, 25-CFPF-0002-APP for Diggs c/o CK Nutrition.

NOTE: This is not your REGISTRATION.

In order to receive your Registration, you will need to pay the application fee. Please see below for payment options and instructions.

To Pay Online:

- 1. Log in to your account in EEA EPLACE Portal https://eplace.eea.mass.gov/citizenaccess/
- 2. Go to My Records and Click "Pay Fee Due"
- The system will redirect you to the Payment website. You can make the payment by credit card or ACH. Once the payment is processed you will receive a notification from the ePayment vendor that your payment is complete. That notification will include a Reference ID # from the payment vendor for your records.
- 4. You will also receive an additional email containing your Registration, including a list of approved products.

To Pay by Mail: Refer to the attached invoice for detailed instructions. You must submit this invoice with your check in order for your payment to be processed.

Appeal Process: If the review team has denied any of the products submitted, you should have already received a communication regarding these products, with an explanation of why they were denied. If you believe this finding is incorrect, you have an opportunity to appeal the decision. Additional information regarding the appeal process will be emailed to you.

If you have any questions related to the application, please reach out to the Feed Program, contact information below.

Sincerely,

Agricultural Food Safety Division, Commercial Feed and Pet Food Program

Email: mdarfeedprogram@mass.gov

Website: Commercial Feed and Pet Food Registration

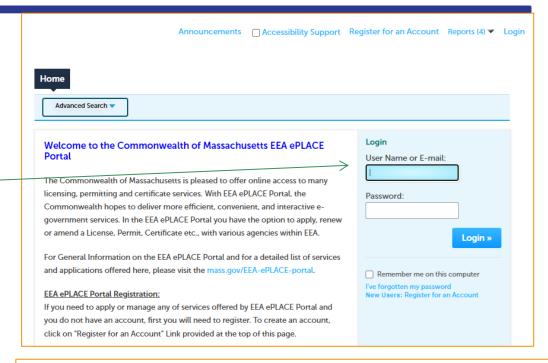
Need Help using the Web Portat? For technical assistance in using the portal https://eplace.eea.mass.gov/citizenaccess/ to submit or access your application, please call the ePLACE Help Desk Team at (844) 73-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at PLACE Helpdesk@mass.gov.

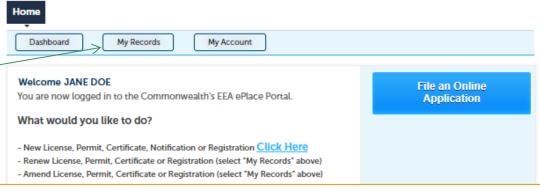


Pay Online - Log into EEA ePLACE Account

- To pay online, log into your account in the EEA ePLACE Portal using your username/ password Mass.gov Licensing and
- Click on the "My Records" tab

Permitting Portal

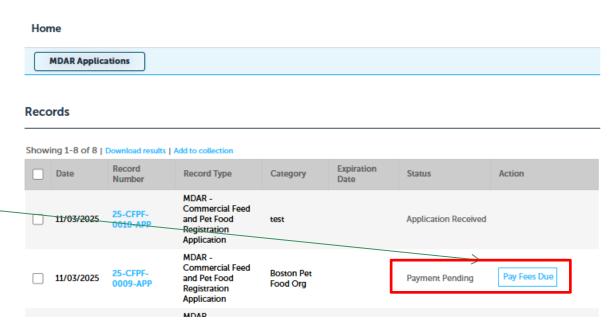






Pay Online - Accessing the Payment Link

- Confirm that the Record Number corresponds to the application that you want to make a payment for.
- Select the "Pay Fees Due" link
- The system will take you to the Fee Page, where you can make a payment





Pay Online - Selecting the Payment Option

 Both online payment and pay by mail options are available

Select Pay Online

Home

MDAR Applications

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your application will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Total Fees

Fees		Amount
MDAR - Commercial Feed and Pet Food Registration Application	300	\$300.00

\$300.00

Pay Online »

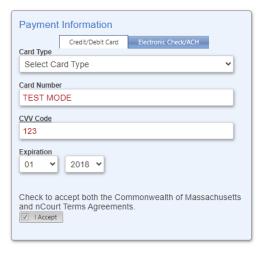
Pay by Mail»



Pay Online

- System will bring you to the payment screen
 - Provide all payment and billing information
 - Accept the terms and conditions and click submit
- You will be e-mailed a receipt.
- The application will be submitted to the Agency





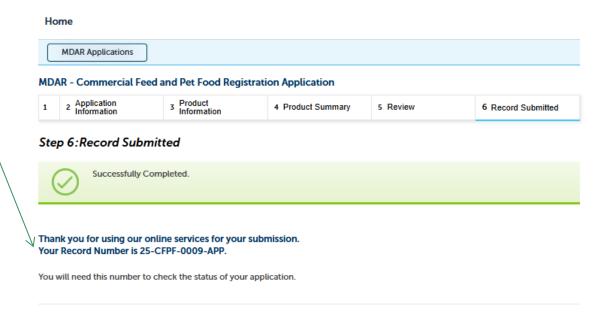
Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.

Submit Payment



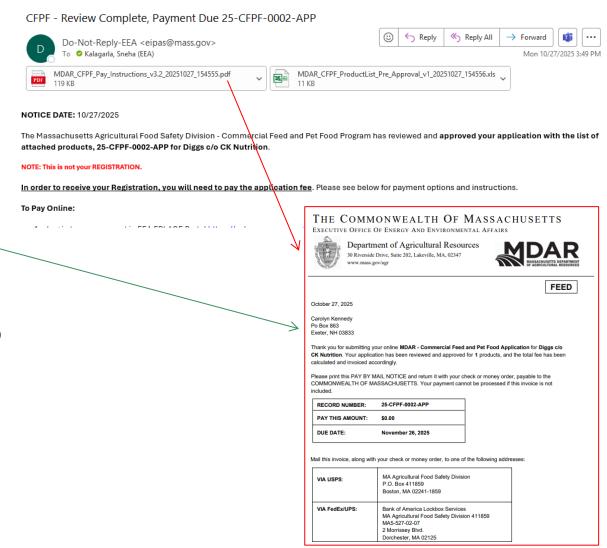
Application Submission Successful!

■ When the online payment is completed successfully, please make sure to check your email for system notifications.



Pay by Mail

- If you choose "Pay by mail"
 - ☐ Check your email for instructions
 - Note Payment instructions will be attached to your email notification
 - □Please note If you decide to pay online, go to Slide 22 for instructions



Questions?

For technical assistance with online registration:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: <u>ePLACE helpdesk@mass.gov</u>

For other questions regarding your registration:

- Email: <u>mdarfeedprogram@mass.gov</u>
- Website: Commercial Feed and Pet Food Registration



