
Tonnage Submission ePlace Guide

EEA ePLACE Instructions



EEA ePlace Portal

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Tonnage Submission Information

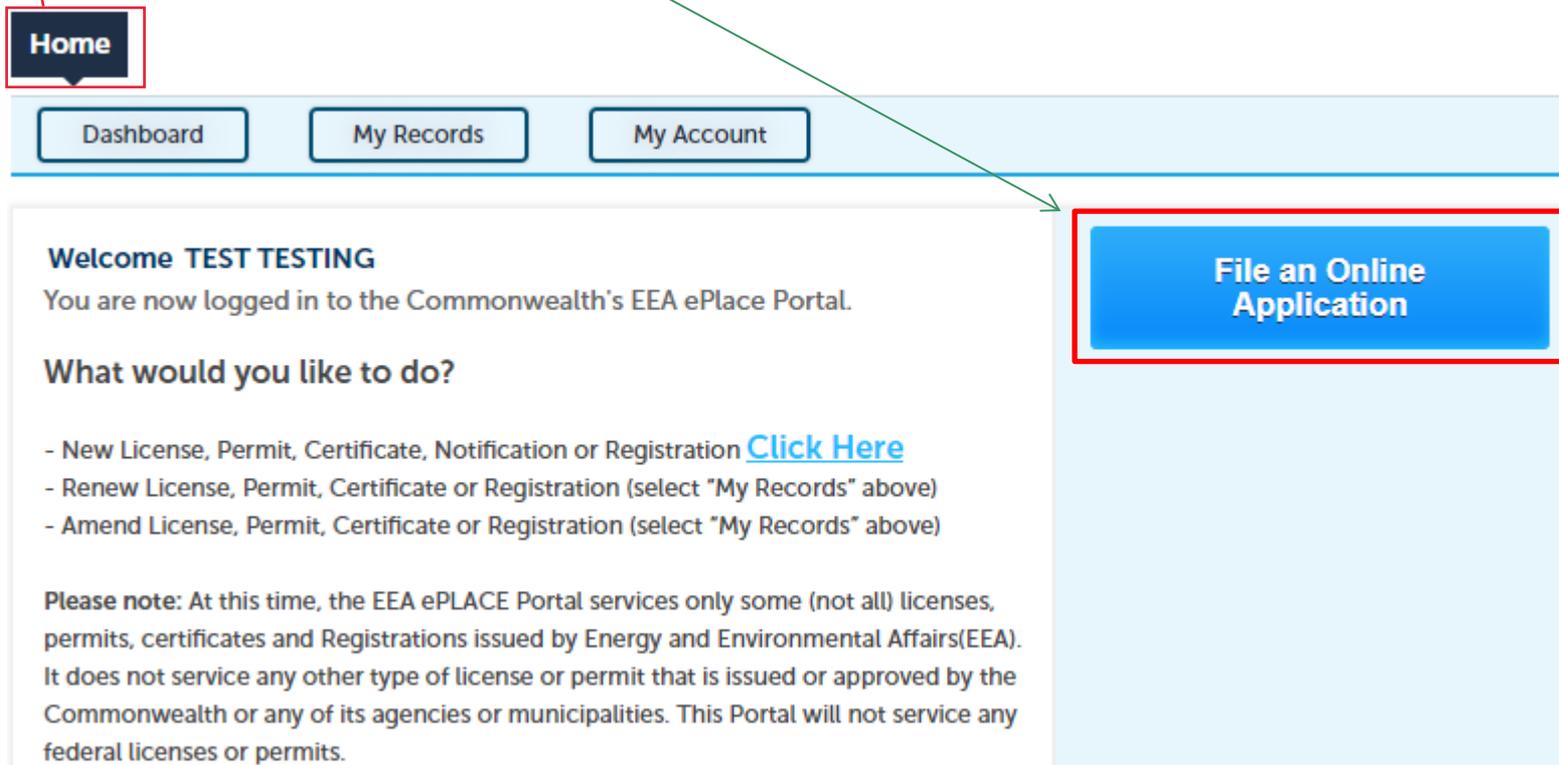
- The company holding the product license/registration is responsible for reporting the total amount of each grade of fertilizer, soil conditioner, and liming material that was distributed or sold into the Commonwealth and making the payment, unless the report and payment has been made by a prior distributor. If any licensed/registered product was sold or distributed into Massachusetts, the form should not be marked as "0"
- Tonnage reporting has moved to our ePlace Portal and is now done completely Online. No paper Tonnage forms should be submitted.
- As part of your Online Tonnage Submission, You will need to fill out and attach the Tonnage Information Form provided on our web-page at <https://www.mass.gov/fertilizer-or-lime-registration>
- The company reference number will also be needed for this submission.



Submitting an Online Tonnage Report

- When You First Login to the ePlace Portal Start by Selecting "File an Online Application"

If you happen to be on a different page you can get back here by clicking the "Home" tab.



Home

Dashboard My Records My Account

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



Submitting an Online Tonnage Report

- Read and accept the “Terms and Conditions”
- Select the check box 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:

1. 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 »



Select MDAR- Plant Industries (Fertilizers)

Click on:

"Apply for a MDAR Authorization - Plant Industries (Fertilizers)"
to open list of options

Home

Dashboard My Records My Account Advanced Search

Commonwealth of Massachusetts EEA ePLACE Online Services

The Commonwealth of Massachusetts EEA ePLACE 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.

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 MDAR Authorization - Plant Industries (Fertilizers)**
 - MDAR - Liming Material and Product Registration Application
 - MDAR - Liming Material and Product Registration Renewal
 - MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
 - MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
 - MDAR - License to Manufacture and Distribute (Farm Use) Application
 - MDAR - License to Manufacture and Distribute (Farm Use) Renewal
 - MDAR - Product Information and Label Amendment Form
 - MDAR - Tonnage Report
 - MDAR - Change of Company Information Form



Select MDAR- Tonnage Report

▼ **Apply for a MDAR Authorization - Plant Industries (Fertilizers)**

- MDAR - Liming Material and Product Registration Application
- MDAR - Liming Material and Product Registration Renewal
- MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
- MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
- MDAR - License to Manufacture and Distribute (Farm Use) Application
- MDAR - License to Manufacture and Distribute (Farm Use) Renewal
- MDAR - Product Information and Label Amendment Form
- MDAR - Tonnage Report**
- MDAR - Change of Company Information Form



You Will Need

- Completed Tonnage Information form
- Company Reference Number



Pre-Application Information

Enter the Companies' reference number

MDAR Applications

MDAR - Tonnage Report

1	Pre-Application Information	2	Company Information	3	Application Information	4	Documents	5	Review	6
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Step 1: Pre-Application Information > Page 1 of 1

Instructions

Please note - The party holding the product license/registration is responsible for reporting the tonnage and making the payment.

* indicates a required field.

Pre-Application Information

* Enter your Company Reference Number that you would like to submit the Tonnage Report:

Continue Application »

Save and resume later



Step 2: Company Information page 1

Verify the Company Information is accurate and continue the application.

MDAR Applications

MDAR - Tonnage Report

1 Pre-Application Information	2 Company Information	3 Application Information	4 Documents	5 Review	6
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Step 2: Company Information > Page 1 of 2 * indicates a required field.

Company Information

Please review the Company Information provided below. If any changes are needed, kindly submit a Company Information Update Form.

Company Information:

Example Company ✓
Primary Company Contact Name ✓
1 Example Street ✓
Exampleville, OH 12345 ✓
Telephone #: 111-111-111 Email: PrimaryContact@ExampleCo.com ✓

[View or Edit](#)

Continue Application » **Save and resume later**

- If Changes need are needed, please select "Save and resume later and submit a "Company information update form"
- The Company Information displayed here should pertain only to the Plant Food Company relevant to the Tonnage submission. (This information should not be replaced by that of a third-party).



Step 2: Company Information Page 2

If you are an authorized representative (Third Party Company) select yes enter your companies information and continue. If you are and employee of the registered Plant Food Company, Select No and continue application.

MDAR Applications

MDAR - Tonnage Report

1 Pre-Application Information	2 Company Information	3 Application Information	4 Documents	5 Review	6
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Step 2: Company Information > Page 2 of 2

* indicates a required field.

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 license 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

Please enter the Authorized Representative Company information below.

Add New

Continue Application »

Save and resume later



Step 3: Application Information

- Select the report period of the tonnage being submitted.
- Enter the total tons reported on your Tonnage Information Form. This should be the total net tons of all product registered/licensed by the plant food company distributed or sold into the Commonwealth.
- The Plant Food Company holding the product license/registration is responsible for reporting the total tonnage and making the payment, unless the report and payment has been made by a prior distributor.

MDAR Applications

MDAR - Tonnage Report

1 Pre-Application Information	2 Company Information	3 Application Information	4 Documents	5 Review	6
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Step 3: Application Information > Page 1 of 1

* indicates a required field.

Semi Annual Report Period

January 1 – June 30:

July 1 – December 31:

Tonnage Information

*Total tons reported for the above semi annual report period:

[Continue Application >>](#)

[Save and resume later](#)



Step 4: Documents

- Upload the completed Tonnage Information Form

MDAR - Tonnage Report

1	2 Company Information	3 Application Information	4 Documents	5 Review	6 Record Submitted
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Step 4: Documents > Page 1 of 1

The Tonnage Application document is required as part of this application submission.

To download the document, please click here - [Tonnage Application Form](#)

Please make sure it is completed accordingly to your Registration/License type. You will need to attach this completed form in the section below.

* indicates a required field.

Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Tonnage Application

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.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.be;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

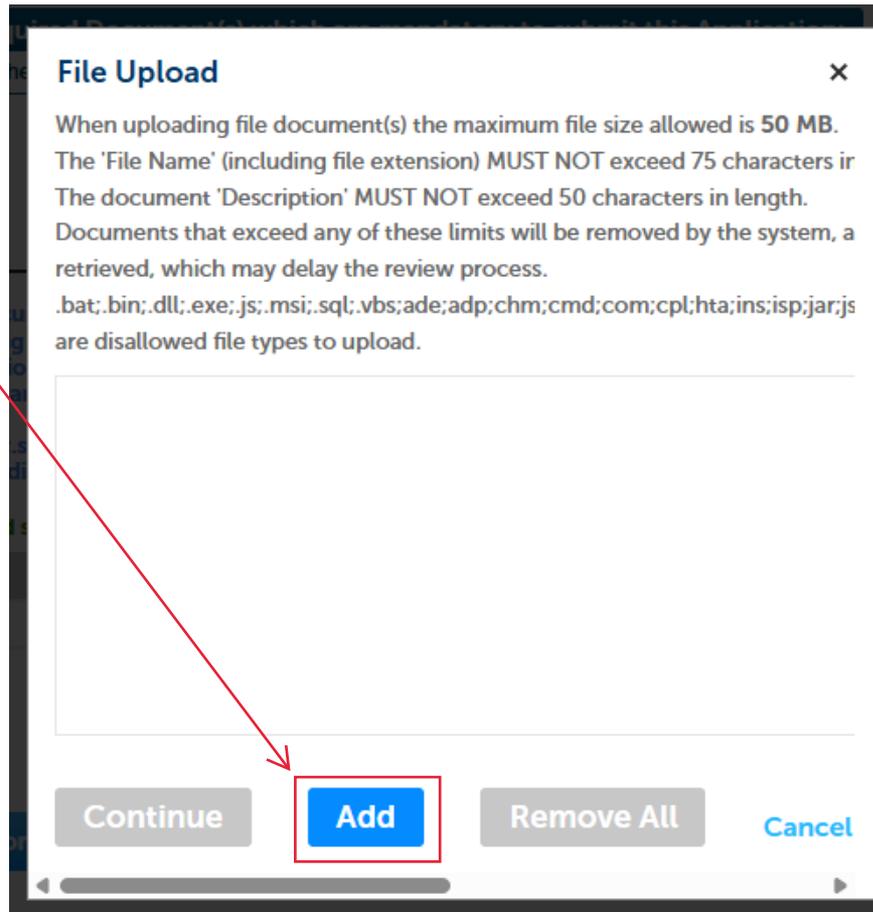
Continue Application »

Save and resume later



Step 4: Documents Continued

- Click the add button and select the required document.



Step 4: Documents Continued

File Upload [X]

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, a retrieved, which may delay the review process.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.js are disallowed file types to upload.

2024_MA TON-Massachusetts-	100%
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[Continue] [Add] [Remove All] [Cancel]

- **Uploaded documents will be listed here.**

- **More documents can be added by selecting the "Add" button.**

- **Once all required documents are added select continue.**



Step 4: Documents Continued

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.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

✓ Attachment removed successfully.

Name	Type	Size	Latest Update	Action
No records found.				

*Type:

Remove

File:

2024_MA TON-Massachusetts-Tonnage-Report.pdf

100%

*Description (Maximum 50 characters):

A maximum of 50 characters.

Save

Add

Remove All

Continue Application »

Save and resume later

- Select the "Type" of the file you have uploaded using the drop down menu. In this case it is a Tonnage Form.

- Add a brief description of the document.

- Once done select "save" before continuing.



Step 4: Documents Continued

- All successfully uploaded documents will be located here. If a document is required, it must be reflected in the document type.

Attachment

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

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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.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
2024_MA TON-Massachusetts-Tonnage-Report.pdf	Tonnage Report	1.01 MB	03/18/2025	Actions ▼

- Documents will show here Once all required documents have been uploaded select "Continue Application"

Add

[Continue Application »](#)

[Save and resume later](#)



Step 5: Review

- Review all information before moving forward
- If any changes are required select "Edit Application"

Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

[Edit Application](#)

Pre-Application Information

Enter your Company Reference Number that you would like to submit the Tonnage Report:

✓ Company Information

Example Company
Primary Company Contact Name
1 Example Street
Exampleville, OH 12345

Telephone #: 111-111-111
Email: PrimaryContact@ExampleCo.com

✓ Authorized Representative

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

✓ Authorized Representative Company

✓ Semi Annual Report Period

January 1 – June 30: No
July 1 – December 31: Yes

✓ Tonnage Information

Total tons reported for the above semi annual report period: 54



Step 5: Review Continued

- Complete reviewing the information
- Read Certification and check the box
- Continue application

Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application: 1. Tonnage Application

Attachment

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

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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.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
TON.PDF	Tonnage Application	8.96 KB	01/06/2025	Actions ▾

Application Submitter

Individual
DEVEN CHIASSON
P.O Box 602
WEST WARREN, MA, 01092

Telephone #:774-641-0397
Contact E-mail Address:deven.chiasson@mass.gov

Pursuant to M.G.L. c. 128 § 69, I certify under the penalties of perjury that the following is a full and accurate report of the tonnage of all fertilizer, lime and soil conditioners sold in the Commonwealth of Massachusetts between the dates specified.

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

Date:

Continue Application »

Save and resume later



Step 6: Pay Fees

Choose how you would like to pay the assessed fee by selecting "Pay Online" or "Pay by Mail"

MDAR Applications

MDAR - Tonnage Report

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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Step 6: Pay Fees

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

Fees	Amount
MDAR - Tonnage Report Application	\$8.10
Total Fees	\$8.10

[Pay Online »](#) [Pay by Mail»](#)



Step 7: Record Submitted

- After finalizing your payment option, your submission will be complete.
- A record number will be provided that can be used to check the status of the submission
- Click the Home tab if you need to submit another application, or you can exit the page.

Home

MDAR Applications

MDAR - Tonnage Report

1	2	3 Application Information	4 Documents	5 Review	6 Pay Fees	7 Record Submitted
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Step 7: Record Submitted



Successfully Completed.

Thank you for using our online services for your submission.

Your Record Number is 25-TONS-0001-APP.

You will need this number to check the status of your application.



Questions?

For technical assistance:

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

For assistance with MDAR – Plant Industries (Fertilizers)

- ▶ Visit mass.gov/fertilizer-or-lime-registration
- ▶ Or contact Deven Chiasson, Fertilizer Control Official
(617) 913-3023, Deven.Chiasson@mass.gov

