

Uploading Revised Labeling and SDS 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!



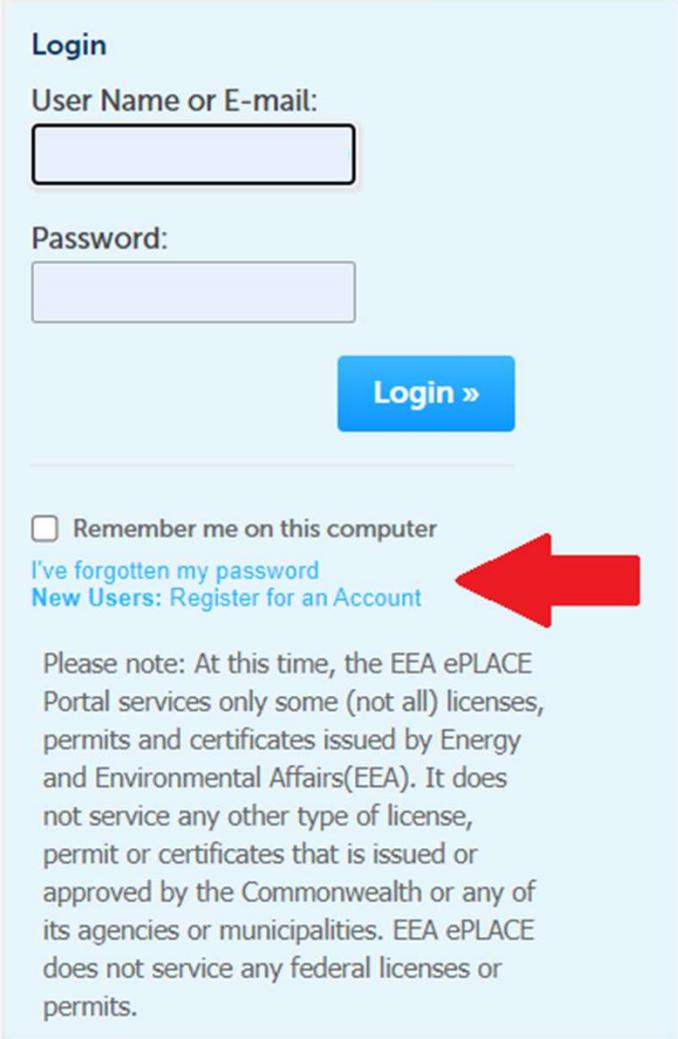
Log Into Your EEA ePLACE Portal Account

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)



Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or municipalities. EEA ePLACE does not service any federal licenses or permits.

Amendment Types and Available Registration Updates

Home

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

Resources Required to Update Labels via the Amendment Link

- 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 Update Labels?

- Since there are no fees associated with Label Updates or ABN Registrations, you may add them as follows.
 - During the New Product Registration Process-- See pg. 15 of the ePLACE Guide to New Product Registrations
 - When filing an Amendment in the EEA ePLACE Portal--as outlined in the following guidance
- Note that labeling updates cannot be made during the renewal period.

Click on “My Records” or “Collections” if You Use that Feature and Find the Product Registration (PR) Record that you want to update.

Outside of the renewal period and whenever the registration is in the "Active" Status, the Amendment hyperlink will be available for your to make changes; such as, updating the labeling and SDS.

▼ MDAR

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	05/02/2023	PR-0009944	MDAR - Massachusetts Pesticide Product Registration Authorization	MDAR Product Registration Testing Company - 100983-2358	06/30/2023	Active	Amendment

MDAR PR Number

EPA Reg. No.

Click on the Amendment Hyperlink

Select “General Update or ABN Application” from the Options and Click Continue Application

Home

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 »

To update labeling and SDS, Just Click the “Continue Application” Button

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.

Showing 1-1 of 1

<input type="checkbox"/>	Product Brand Name	
<input type="checkbox"/>	MDAR Bug Killer -- Product for System Testing Purposes	Actions ▾

Edit Selected

Delete Selected

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

New Brand Name
No records found.

Add a Row ▾

Edit Selected

Delete Selected

Continue Application »



Simply Click Continue Application to Update Labeling and SDS

Save and resume later

On the Documents Page, Click the “Add” Button

Home

MDAR Applications

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 the following Required Document(s) which are mandatory to submit this Application:

No Required documents

DocumentsList:

While no documents are required you can still upload the new or updated labeling and SDS

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  Click the ADD button to Add new or updated labeling and SDS

Click “Add” Again and Select the New Labeling and SDS for Uploading

File Upload

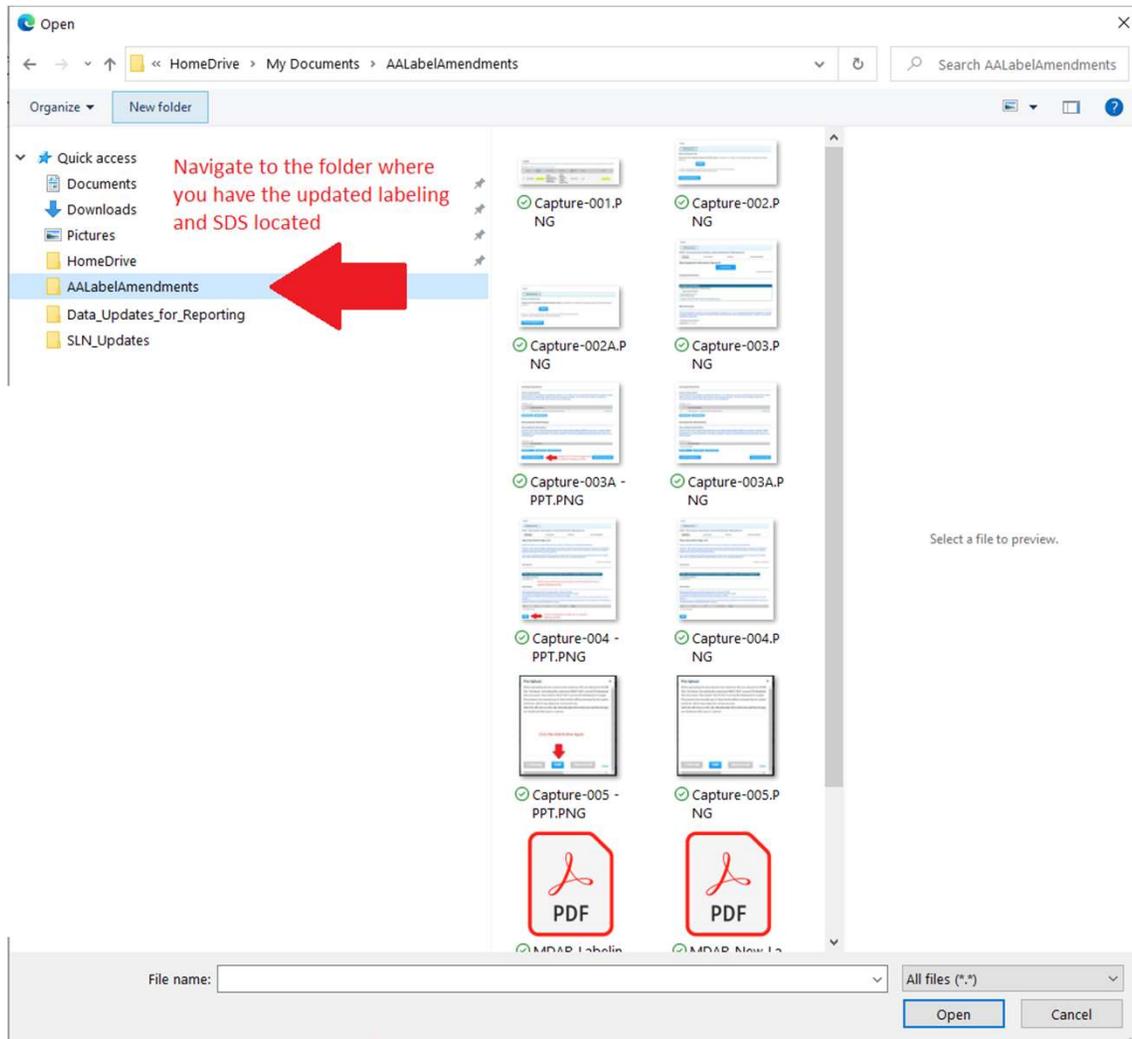
When uploading file document(s) the maximum file size allowed is 50 ME
The 'File Name' (including file extension) MUST NOT exceed 75 character
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system
retrieved, which may delay the review process.
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.j
are disallowed file types to upload.

Click the Add Button Again

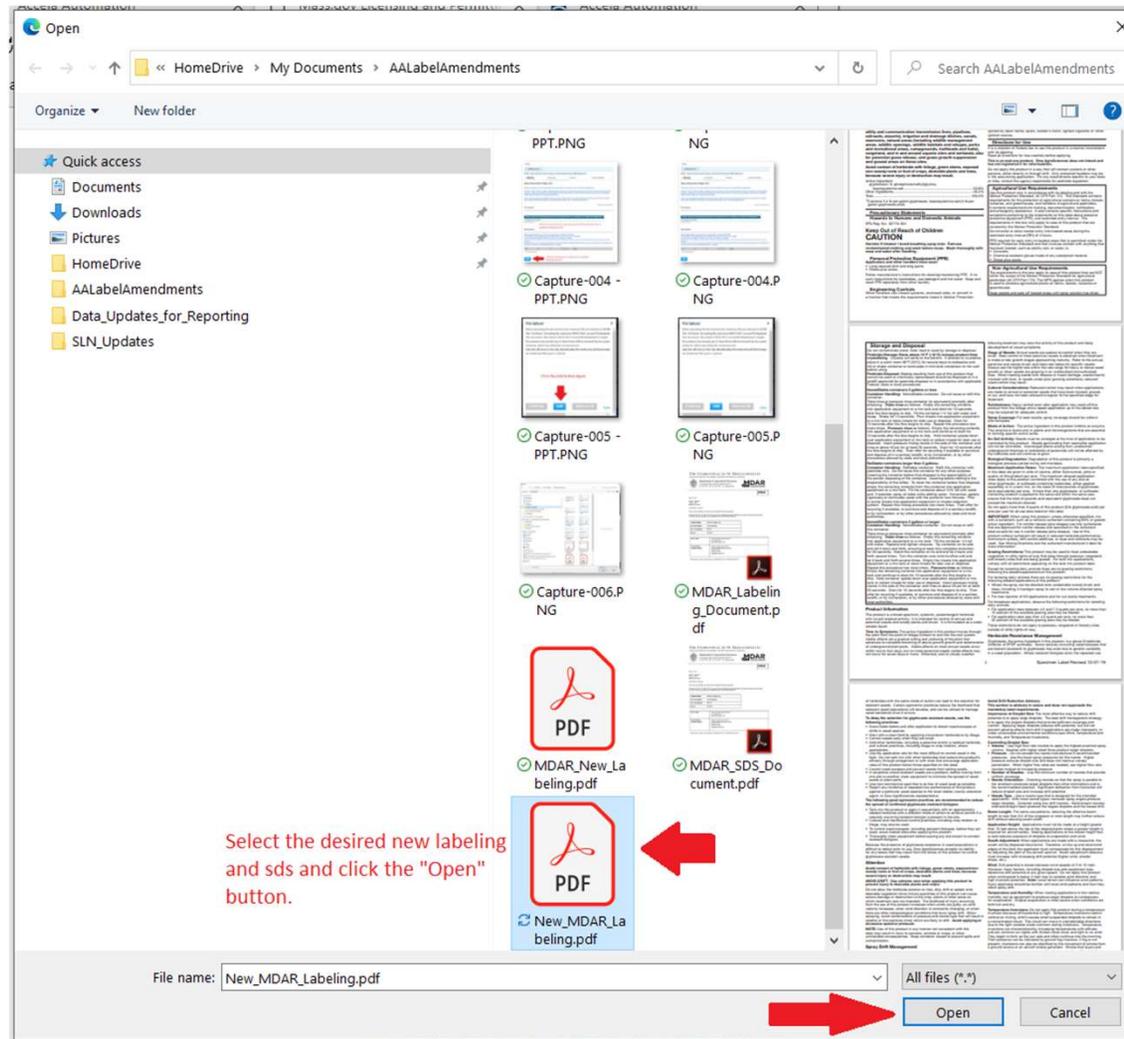
Add

Continue Add Remove All Cancel

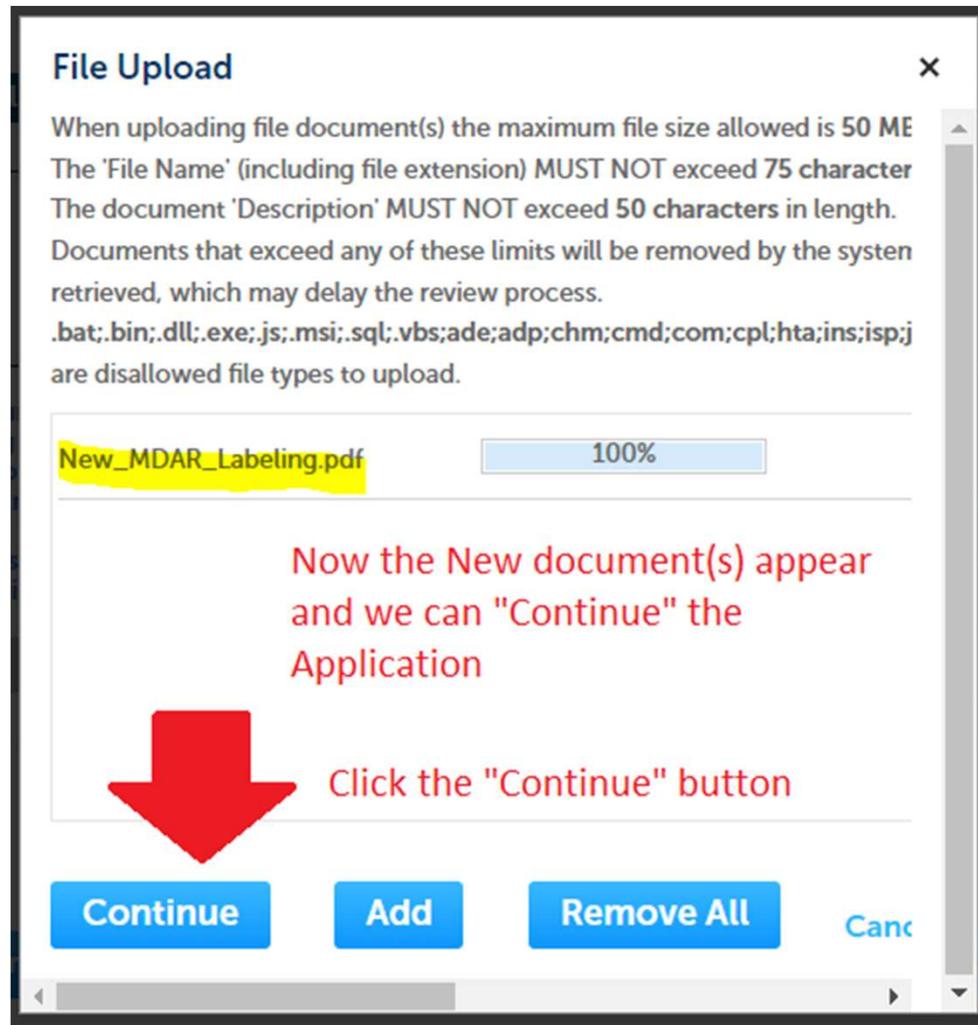
Find and Select the Labeling and SDS for Uploading into the Application



Select the Documents and Click the Open Button



After Selecting the Desired Documents Click the “Continue” Button



Choose File Types and Add Brief Descriptions and Click “Save” Button

Documents

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

No Required documents

DocumentsList:

Attachment You can add as many documents related to the registration as you like. For as many brands as you have, you may update the related labeling and SDS--as you deem appropriate.

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.				

*Type: Remove

File:
New_MDAR_Labeling.pdf
100%

*Description (Maximum 50 characters):
A maximum of 50 characters.

↓ 3. Click Save

Note that Upload was Successful

After you you have clicked the "Save" button, the system will upload the documents and save the changes--displaying the below green successfully uploaded message.

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MDAR Applications



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.



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

1 Application Information	2 Documents	3 Review	4 Record Submitted
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Review File(s) Uploaded for Any Desired Changes and Continue the 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;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
New_MDAR_Labeling.pdf	Product Label	324.70 KB	05/02/2023	Actions ▼

[Add](#)

[Continue Application »](#)  [Save and resume later](#)

Once you have confirmed that the attachments were successfully uploaded, you can "Continue the Application"

Review the Application

Home

MDAR Applications

The last step is to review and certify the Amendment Application.

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

1 Application Information	2 Documents	3 Review	4 Record Submitted
---------------------------	-------------	----------	--------------------

Step 3: 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](#)

Company Information

Organization MDAR Product Registration Testing Company Steven Antunes-Kenyon 100 Cambridge ST, 9th FL BOSTON, MA, 02114 United States	Telephone #: 617-626-1700 Contact E-mail Address: steve.kenyon2@mass.gov
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Is mailing address same as physical address?: Yes
Type: Mailing

EPA Information

EPA Registration Number: 100983-2358

Existing Brand Name(s)

PRODUCT BRAND NAME(S)

Product Brand Name

MDAR Bug Killer -- Product for System Testing Purposes

Certify the Application and Click the “Continue Application” Button

DocumentsList: Required Documents:

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.

Name	Type	Size	Latest Update	Action
New_MDAR_Labeling.pdf	Product Label	324.70 KB	05/02/2023	Actions ▼

Applicant Information

Individual
JANE DOE
1 Winter St
Boston, MA, 02118

Telephone #:123-123-1234
Contact E-mail Address:steve.kenyon2@mass.gov

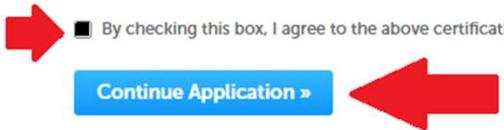
I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, 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.

Date:

Continue Application » **Save and resume later**



Check the tick box to certify the application and then click the "Continue Application" button

Application Complete

Home

MDAR Applications

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

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Step 4: Record Submitted



Successfully Completed.

After the Certification Step the system will provide you with Amendment Record Number that is also listed under "My Records" Tab. You will also receive two related notifications e.g. Proof of Record and Submission Successful via email.

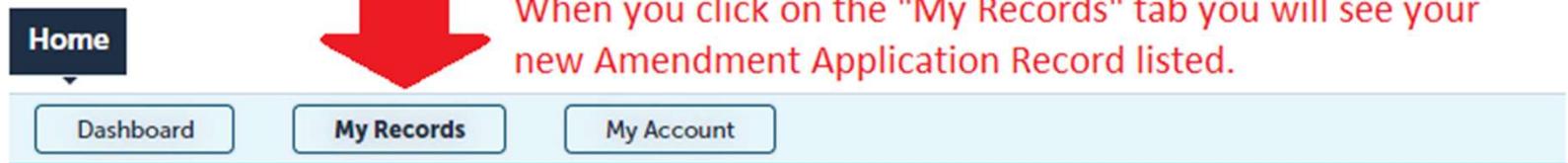
Thank you for using our online services for your submission.

Your Record Number is **23-ABN-0002-AMD.**



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

Go to “My Records” to See the New Amendment Record



See that the Amendment Application Record has Status “In Review”

▼ MDAR

Showing 1-8 of 8 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Category	Expiration Date	Status	Action
<input type="checkbox"/>	05/02/2023	PR-0009944	MDAR - Massachusetts Pesticide Product Registration Authorization	MDAR Product Registration Testing Company - 100983-2358	06/30/2023	Amendment Submitted	
<input type="checkbox"/>	05/02/2023	23-ABN-0002-AMD	MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application	MDAR Product Registration Testing Company - 100983-2358		In Review	

The Amendment application with updated labeling is now awaiting MDAR review and approval.



Receive Three Notifications for Each Amendment Application

- **(1) Proof of Record (POR)** – this details what was done in the Amendment Application—summary of updates to your Product Registration (PR) Record.
- **(2) General Update or Alternate Brand Name (ABN) Application Submission Successful** – no fees or invoices associated with 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.

Notification 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/>

**Sample Letter for
Demonstration
Purposes Only**

Need Help using the Web Portal? 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) 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

Notification 2: Submission Successful

MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application Submission Successful 23-ABN-0326-AMD

 EIPAS (ENV) <eipas@mass.gov>
To:  Kenyon, Steve (AGR)

  Reply  Reply All  Forward  

Fri 5/26/2023 12:45 PM

NOTICE DATE: 4/17/2023

John Q. Public
100 Cambridge ST
Boston, MA 02114

**Sample Letter for
Demonstration
Purposes Only**

Dear John Q. Public

Thank you for submitting your online MDAR - Massachusetts General Update or Alternate Brand Name (ABN) Application for **LOVELAND PRODUCTS, INC.**, EPA Number: **34704-873**; here is your amendment Record Number: **23-ABN-0326-AMD**.

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

Notification 3: Approval with Attached Confirmation Letter

Approval for Massachusetts Alternate Brand Name (ABN) Product Registration Application, PR-0004116

EIPAS (ENV) <eipas@mass.gov>
To: Kenyon, Steve (AGR)

Reply Reply All Forward

Fri 5/26/2023 12:45 PM

MDAR-PR-Approval_Letter_Ren_Amd_v2.2_20230428_163216.pdf 125 KB

Updated Registration Confirmation Letter

NOTICE DATE: 4/28/2023

John Q. Public
100 Cambridge ST
Boston, MA 02114

Dear **John Q. Public**

The Massachusetts Pesticide Program is pleased to inform you that your **Massachusetts Alternate Brand Name (ABN) Product Registration Application** has been approved.

Attached please find your updated Product Registration letter for EPA Number: **34704-873** for **LOVELAND PRODUCTS, INC.**.

Please be sure to keep your contact information accurate by logging into the EIPAS system and making any changes to your email address, mailing address, phone number and employer information as needed.

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

Sincerely,
Pesticides Registration Coordinator

Sample Letter for Demonstration Purposes Only

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 ePLACE_helpdesk@state.ma.us

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](#) →

[Kelly Solutions - Search MA Registered Pesticides](#) →

[List of Neonicotinoid Pesticides](#) →

Visit www.mass.gov

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

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

[Fees](#)

[How to submit](#)

[Next steps](#)

[More info](#)

[Downloads](#)

[Contact](#)

What you need

You need a valid Massachusetts product registration to sell and distribute pesticide products in the Commonwealth. If you seek to sell and distribute a U.S. EPA Registered Pesticide in Massachusetts for consumer/homeowner use, agricultural use, institutional use, or indoor or outdoor commercial use, you will need the following:

- An account at the [EEA ePLACE Portal](#). Create and register for an account [here](#).
- 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

CONTACT

MDAR Contacts for Product Registration

Phone

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