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# LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application

Laboratory Certification Program



**EEA ePLACE Portal**

# Overview





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- ❑ This presentation is to assist in completing a new **LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application**
- ❑ Purpose of this certification:
  - ❑ Certification is needed to conduct tests for specific analytes in potable and non-potable water. Certification and operation of environmental analysis laboratories is authorized pursuant to MGL c. 21, s.27, c. 21A, s. 2(28), c. 21C, s. 4, c. 21E, s. 3, c. 111 § 142A-142E, 150A, 160 and 310 CMR 42.00.
  - ❑ These regulations establish a program for Department certification of laboratories to conduct analytical measurements for purposes of determining compliance with Department standards where the Department or a client requires that such measurements be conducted by a certified laboratory.
- ❑ This document will take you through the EEA ePlace online application process



# General Navigation

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- ❑ Always Click  to move to the next page
- ❑ Any field with a red asterisk (\*) is required before you can move off the page
- ❑ Click  to save your work and resume at a later time
- ❑ Click on the tool tips where applicable to get more details 
- ❑ Click on Instructions tab  for more information on the application process
- ❑ We strongly suggest using Microsoft EDGE as a preferred browser



# How to Apply

## ❑ First time users:

- ❑ Click or type this address on your browser: [Mass.gov EEA ePLACE Portal](https://www.mass.gov/EEA-ePLACE-Portal)
- ❑ Click "Register for an Account" and follow the prompts to create a new user account.
- ❑ Be sure to provide full name, address and contact information when you set up your account

## ❑ Returning users: Log into your account in EEA ePlace Portal using your username/password



**EEA ePLACE Portal**

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

**Need Help?** For technical assistance in using this web 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 Federally observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto: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](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

**Convenience Fee:** 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.

[Home](#)

### Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

#### Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

#### ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

#### First Time Users:

#### 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 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. ePLACE does not service any federal licenses or permits.

# File an Online Application

- ❑ Click “File an Online Application” to start

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

## EEA ePLACE Portal

Logged in as: Test Test ☐ Accessibility Support Collections (0) Reports (3) Account Management Logout Announcements

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7527 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](mailto: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](#)

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Convenience Fee: 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.

Home

Dashboard My Records My Account

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

What would you like to do?

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

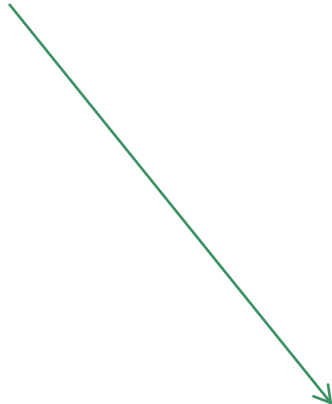
**File an Online Application**



EEA ePLACE Portal

# File an Online 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:

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 »**



# File an Online Application

- ❑ Click on “**Apply for a DEP Authorization – Laboratory Certification Program (LES)**”



▼

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
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only
- ▶ Other

Continue »



# File an Online Application

- ❑ Select **LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application** and Click “Continue”



- ▶ 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)
  - ☐ LES01 EA - Initial Certification of Laboratory for Environmental Analysis - Microbiology Application
  - ☒ LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application
- ▶ 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
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only





# Step 1: General Information

- ❑ Please read the instructions and respond to the question in this section accordingly

- ❑ Click “Continue Application” to proceed



Home

DEP Applications

## LES01 EA - Initial Certification of Laboratory for Environmental Analysis - Microbiology Application

1	General Information	2	Laboratory Information	3	Analyte Information	4	Documents	5	Special Fee Provision	6	7
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Step 1: General Information > Page 1 of 1

Instructions

Please read the guidance below:

If you are trying to register a new lab in Massachusetts, please select "NO" to the question below and then enter the EPA Lab ID.

If you currently have a Massachusetts approved LES Authorization Number, please select "YES" to the question below and then enter the number.

**Note:** The LES Authorization Number format should be "LES-M-XXXX" or "M-XXXX". Please make sure to remove any extra spaces.

To find your LES Authorization Number, please Click the "DEP Applications" button above and copy the LES Authorization Number under your records.

If you are unable to locate your LES Authorization Number under your records, please reach out to the agency staff.

\* indicates a required field.

### General Information

\* Do you currently have a Massachusetts approved LES Authorization Number?:

☐ Yes ☐ No

Continue Application »

Save and resume later

# Step 2: Laboratory Information

- ❑ Click the “**Add New**” button to add the Laboratory Information
- ❑ A pop-up will open, where the Laboratory Information can be added. Click the “Continue” button
- ❑ The system will add the Laboratory Information contact type
- ❑ Click “Continue Application” to proceed

1 General Information 2 Laboratory Information 3 Analyte Information 4 Documents 5 Special Fee Provision 6 7

Step 2: Laboratory Information > Page 1 of 3

\* indicates a required field.

Laboratory Information

Click the "Add New" button to add the laboratory information.

**Add New**

Please fill the below Information:

\* Individual/Organization: \* Name Of Organization: ⓘ  
Organization:

\* Country: \* Address Line 1: ⓘ Address Line 2:   
United States

\* City: \* State: \* Zip: ⓘ  
 --Select--

\* E-mail: ⓘ \* Telephone #: ⓘ \* Tax ID:   
 1000-1000-1000

\* Is mailing address same as the physical address specified above?:  
☐ Yes ☐ No

**Continue** **Clear** **Cancel**

1 General Information 2 Laboratory Information 3 Analyte Information 4 Documents 5 Special Fee Provision 6 7

Step 2: Laboratory Information > Page 1 of 3

\* indicates a required field.

Laboratory Information

Click the "Add New" button to add the laboratory information.

✔ Contact added successfully.

**Laboratory Information:**

Boston test Laboratory

1 State St  
Boston, MA, 12345  
Telephone #: 111-111-1111 Email: test@test.com

[Edit or View](#) [Remove](#)

**Continue Application »** **Save and resume later**



# Step 2: Laboratory Information

- ❑ Click on the “Add a Row” button to list the Laboratory Owners
- ❑ A pop-up will open, list all the Laboratory Owners and click the “submit” button
- ❑ List the Laboratory Hours in this section

1	General Information	2	Laboratory Information	3	Analyte Information	4	Documents	5	Special Fee Provision	6	7
---	---------------------	---	------------------------	---	---------------------	---	-----------	---	-----------------------	---	---

Step 2: Laboratory Information > Page 2 of 3

\* indicates a required field.

### Laboratory Owners

**LABORATORY OWNERS**  
Click the “Add a Row” button for each applicable laboratory owner.

Showing 0-0 of 0

Laboratory Owner Name
No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### Laboratory Hours

**LABORATORY HOURS**  
Please provide the typical operating hours of the laboratory.

Showing 0-0 of 0

Day	Start Time (hh:mm)	Start Time (AM/PM)	End Time (hh:mm)	End Time (AM/PM)
No records found.				

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**LABORATORY OWNERS**  
Click the “Add a Row” button for each applicable laboratory owner.

\*Laboratory Owner Name:

[Submit](#) [Cancel](#)



## Step 2: Laboratory Information

- ❑ Click on the “Add a Row” button and a pop-up will open, list all the laboratory staff members and click the “submit” button

### Laboratory Personnel

#### LABORATORY PERSONNEL

Click the “Add a Row” button for each laboratory staff member to the table below.

**Note:** A Laboratory Personnel Form must be submitted for each individual added to the table below. When saving the file, please use the “LPF-Lastname-Firstname” format.

Please download the form here – [Laboratory Personnel Form](#).

Showing 0-0 of 0

Title	First Name	Last Name
No records found.		

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later

- ❑ **Note:** A Laboratory Personnel Form must be submitted for each staff member added. When saving the file, please use the “**LPF-Lastname-Firstname**” format

- ❑ Click “Continue Application” to proceed

#### LABORATORY PERSONNEL

Click the “Add a Row” button for each laboratory staff member to the table below.

**Note:** A Laboratory Personnel Form must be submitted for each individual added to the table below. When saving the file, please use the “LPF-Lastname-Firstname” format.

Please download the form here – [Laboratory Personnel Form](#).

\*Title:

--Select--

\*First Name:

\*Last Name:

Submit

Cancel



# Step 2: Laboratory Information

- ❑ List the Laboratory Facility information and the Laboratory Equipment information in this section

- ❑ Click “Continue Application” to proceed

1 General Information	2 Laboratory Information	3 Analyte Information	4 Documents	5 Special Fee Provision	6	7
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Step 2: Laboratory Information > Page 3 of 3

\* indicates a required field.

## Laboratory Facility

### LABORATORY FACILITY

Click the "Add a Row" button for each applicable item and provide the details.

Showing 0-0 of 0

Facility Details	Description
No records found.	

Add a Row

Edit Selected

Delete Selected

## Laboratory Equipment

### LABORATORY EQUIPMENT

Click the "Add a Row" button for each applicable item and provide the details.

Showing 0-0 of 0

Equipment	No. of Units	Manufacturer	Model	Specify, if other
No records found.				

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



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# Step 3: Analyte Information

- ❑ Add applicable Analytes for **Potable Water Chemistry**
- ❑ To add an Analyte:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.
- ❑ Repeat the above steps to add additional analytes.
- ❑ Click "Continue Application" to proceed



EEA ePLACE Portal

1 General Information2 Laboratory Information3 Analyte Information4 Documents5 Special Fee Provision67

Step 3: Analyte Information > Page 1 of 3

Please read the guidance below:

To add an Analyte:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.

Note: If you do not provide at least one method for an analyte you will not be considered for certification for that analyte. Certification will be considered only for those methods listed in current Federal or State regulations for the analyte/matrix of interest.

To review the fee associated with each analyte, [click here](#).

\* indicates a required field.

Potable Water Chemistry

POTABLE WATER CHEMISTRY

Use the page numbers below the table to navigate within the certification area.  
Use the "Continue Application" button to move to the next certification area.

Showing 1-10 of 70

Analyte	Category	Method(s)	Actions
ALUMINUM	Metals		Actions Edit
ANTIMONY	Metals		Actions
ARSENIC	Metals		Actions
BARIUM	Metals		Actions
BERYLLIUM	Metals		Actions
CADMIUM	Metals		Actions
CHROMIUM			
COPPER			
IRON			
LEAD			

POTABLE WATER CHEMISTRY

Use the page numbers below the table to navigate within the certification area.  
Use the "Continue Application" button to move to the next certification area.

\* Analyte:ALUMINUMCategory:MetalsMethod(s):

Continue Application »SubmitCancel

# Step 3: Analyte Information

- ❑ Add applicable Analytes for **Potable Water Radiochemistry**
- ❑ To add an Analyte:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.
- ❑ Repeat the above steps to add additional analytes.
- ❑ Click "Continue Application" to proceed



1 General Information	2 Laboratory Information	3 Analyte Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Analyte Information > Page 2 of 3

Please read the guidance below:

To add an Analyte:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.

**Note:** If you do not provide at least one method for an analyte you will not be considered for certification for that analyte. Certification will be considered only for those methods listed in current Federal or State regulations for the analyte/matrix of interest.

To review the fee associated with each analyte, [click here](#).

\* indicates a required field.

## Potable Water Radiochemistry

### POTABLE WATER RADIOCHEMISTRY

Use the page numbers below the table to navigate within the certification area.  
Use the "Continue Application" button to move to the next certification area.

Showing 1-10 of 13

Analyte	Category	Method(s)	Actions
GROSS ALPHA	Gross alpha and gross beta		Actions ▼ Edit
GROSS BETA	Gross alpha and gross beta		
STRONTIUM-89	Strontium-89 and Strontium-90		Actions ▼
STRONTIUM-90	Strontium-89 and Strontium-90		Actions ▼
RADIUM-226	Radium-226 and Radium-228		Actions ▼
RADIUM-228	Radium-226 and Radium-228		Actions ▼
TRITIUM			
URANIUM			
IODINE-131			
CESIUM-134			

### POTABLE WATER RADIOCHEMISTRY

Use the page numbers below the table to navigate within the certification area.  
Use the "Continue Application" button to move to the next certification area.

\* Analyte:  Category:  Method(s) :

Continue Application »

Submit

Cancel

# Step 3: Analyte Information

- ❑ Add applicable Analytes for **Non-Potable Water Chemistry**
- ❑ To add an Analyte:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.
- ❑ Repeat the above steps to add additional analytes.
- ❑ Click "Continue Application" to proceed



EEA ePLACE Portal

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Step 3: Analyte Information > Page 3 of 3

Please read the guidance below:

To add an Analyte:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- Enter the method. If you are requesting certification for multiple methods separate them using a comma. Click submit.

**Note:** If you do not provide at least one method for an analyte you will not be considered for certification for that analyte. Certification will be considered only for those methods listed in current Federal or State regulations for the analyte/matrix of interest.

To review the fee associated with each analyte, [click here](#).

\* indicates a required field.

## Non-Potable Water Chemistry

### NON-POTABLE WATER CHEMISTRY

Use the page numbers below the table to navigate within the certification area.

Use the "Continue Application" button to move to the next certification area.

Showing 1-10 of 71

Analyte	Category	Method(s)	Actions
ALUMINUM	Metals		Edit
ANTIMONY	Metals		
ARSENIC	Metals		Actions
BERYLLIUM	Metals		Actions
CADMIUM	Metals		Actions
CHROMIUM			
COBALT			
COPPER			
IRON			
LEAD			

### NON-POTABLE WATER CHEMISTRY

Use the page numbers below the table to navigate within the certification area.

Use the "Continue Application" button to move to the next certification area.

* Analyte:	Category:	Method(s):
ALUMINUM	Metals	

Continue Application >

Submit

Cancel



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed in the table
- ❑ To begin attaching documents, click “Browse”

1	2 Laboratory Information	3 Analyte Information	4 Documents	5 Special Fee Provision	6 Review	7
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## Step 4: Documents > Page 1 of 1

Please make sure to complete a Laboratory Personnel form for each individual listed in the Laboratory Personnel table and attach it in the Documents section below.

When saving the file, please name it in the "LPF-Lastname-Firstname" format. Upload a file for each individual. In the description box, please specify the individual's name.

Please download the form here – [Laboratory Personnel Form](#).

\* indicates a required field.

### Documents

#### Please upload 4 Required Document(s) which are mandatory to submit this Application:

1. Laboratory Personnel Form
2. Laboratory Quality Assurance Plan
3. Standard Operating Procedures
4. W-9 IRS Tax ID Form

### 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	Description	Action
No records found.					

Browse

Continue Application »

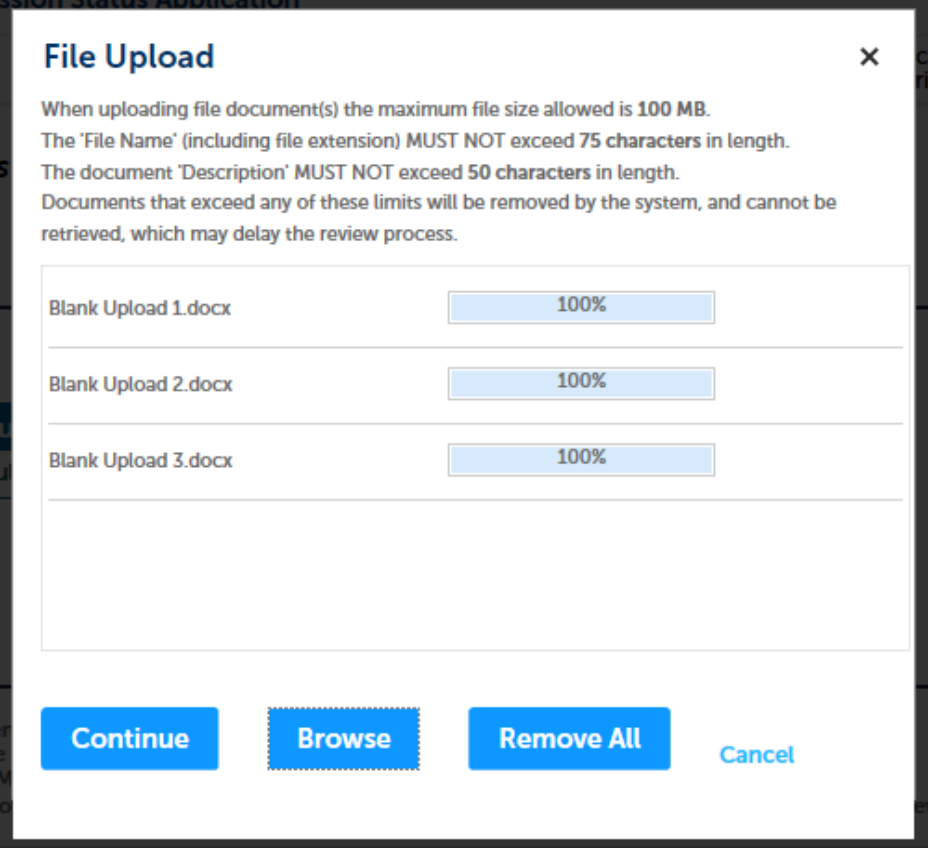
Save and resume later



EEA ePLACE Portal

## Step 4: Documents (Attaching)

- ☐ A “File Upload” window opens
- ☐ Click “Browse”
- ☐ Choose the file(s) you want to attach
- ☐ When all files reach 100%, click “Continue”



**File Upload** ×

When uploading file document(s) the maximum file size allowed is **100 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.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue](#) [Browse](#) [Remove All](#) [Cancel](#)



# Step 4: Documents (Attaching)


- ☐ Select the document type
- ☐ Provide a description of each document that you uploaded
- ☐ Click “Browse” to add more documents
- ☐ When all documents are uploaded and described, click “SAVE”
- ☐ **Note** – If you click SAVE and RESUME, that will **not** save your documents, make sure to click SAVE first for the documents to be saved to the application
- ☐ Click “Continue Application” to proceed

The screenshot displays the document upload interface of the EEA ePLACE Portal. It features three document entries, each with a 'Type' dropdown menu (currently set to '--Select--'), a file name (e.g., 'MDAR\_Pesticide\_Approval\_v1.1\_20220314\_145608'), a progress bar indicating 100% upload, and a description field (maximum 50 characters). A 'Remove' link is visible next to each entry. At the bottom, there are buttons for 'Save', 'Browse', 'Remove All', 'Continue Application', and 'Save and resume later'.



# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ Click “Continue Application” to proceed

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

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1	2 Laboratory Information	3 Analyte Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

Please make sure to complete a Laboratory Personnel form for each individual listed in the Laboratory Personnel table and attach it in the Documents section below.

When saving the file, please name it in the "LPF-Lastname-Firstname" format. Upload a file for each individual. In the description box, please specify the individual's name.

Please download the form here – [Laboratory Personnel Form](#).

\* indicates a required field.

Documents

Please upload 4 Required Document(s) which are mandatory to submit this Application:

1. Laboratory Personnel Form
2. Laboratory Quality Assurance Plan
3. Standard Operating Procedures
4. W-9 IRS Tax ID Form

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, .mst, .sql, .vbs, .ade, .adp, .chm, .cmd, .com, .cpl, .hta, .ins, .isp, .jar, .jse, .lib, .lnk, .cde, .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	Description	Action
<a href="#">invite_1 - Copy (2) - Copy.png</a>	W-9 IRS Tax ID Form	88.12 KB	06/08/2022	W-9	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy.png</a>	Standard Operating Procedures	88.12 KB	06/08/2022	SP	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy - Copy.png</a>	Laboratory Personnel Form	88.12 KB	06/08/2022	LPF	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy (2).png</a>	Laboratory Quality Assurance Plan	88.12 KB	06/08/2022	QA Plan	<a href="#">Actions ▼</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Step 5: Special Fee Provision

- ☐ If Special Fee Provision is applicable, check the appropriate box and provide requested information

- ☐ Click “Continue Application” to proceed

1	2	3 Analyte Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5: Special Fee Provision > Page 1 of 1

\* indicates a required field.

### Special Fee Provision

Exemption: ?

☐ Exclusion (special agreement or policy): ?

☐ Substitution (ASP/IRP): ?

☐ Double Fee for Enforcement: ?

☐ Hardship payment extension request: ?

☐

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



# Step 6: Review

- ☐ The entire application is shown on a single page for your review
- ☐ If you identify something you want to change, click “Edit Application”
- ☐ Otherwise, continue to the bottom of the page

1	2	3 Analyte Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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## Step 6: Review

[Continue Application »](#)

[Save and resume later](#)

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

## Review and Certification

[Edit Application](#)

### General Information

Do you currently have a Massachusetts approved LES Authorization Number?: No  
If no, please enter the EPA Lab ID: test

### Laboratory Information

Organization  
Boston test Laboratory  
1 State St  
Boston, MA, 12345  
United States  
Tax ID: 12345

Telephone #:111-111-1111  
E-mail:test@test.com

Is physical address same as mailing address?: Yes



# Step 6: Review

- ❑ Read the Certification Statement at the bottom of the Review Page

- ❑ Click the check box to complete your certification

- ❑ Click “Continue Application” to proceed with your submittal

I attest under the pains and penalties of perjury:

- (i) that I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement;
- (ii) that, based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is to the best of my knowledge, true, accurate, and complete;
- (iii) that I am fully authorized to make this attestation on behalf of this facility; and
- (iv) that this laboratory is in compliance with 310 CMR 42.08(3) and has readily available on the premises all equipment, supplies,

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

Date:

Continue Application »

Save and resume later



# Step 7: Pay Fees

- ☐ You will have the option to select the payment method:

- ☐ Pay Online
- ☐ Pay by Mail

- ☐ Online payment will require a service charge

- ☐ Select the payment method you prefer to continue

## LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application

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### Step 7: 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 permit 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
LES02 Analyte(s) Fee	\$230.00
LES02 Application Fee	\$1,055.00
<b>Total Fees</b>	<b>\$1,285.00</b>

[Pay Online »](#)

[Pay by Mail »](#)





# Pay Online

- ☐ If you choose “Pay Online”, you will be redirected to the payment site
- ☐ Provide all payment and billing information
- ☐ Accept the terms and conditions and click submit
- ☐ You will receive an email receipt from nCourt the payment provider

### Billing Information

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

### Payment Information

Card Type

Card Number

CVV Code

Expiration

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
☐ I Accept

### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

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



# Pay by Mail

☐ If you choose “Pay by Mail”

☐ Check your email for instructions

☐ **Note** - The review of your application by the agency will not start until payment has been received

Thank you for submitting your online application form for record type: LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application. Your Record Number is: 22-LES02-0001-APP.

**Payment online:** If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

**Pay by Mail:** If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. **You must include your Record Number 22-LES02-0001-APP on the check or money order that must be sent to the address below.**

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

*Review of your application will not begin until after your payment has been received and processed.*



# Submission Successful!

- ❑ When you submit your application, you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications.
- ❑ **Note** – The system notifications will be sent from [eipas@mass.gov](mailto:eipas@mass.gov)


Home

DEP Applications

LES02 EA - Initial Certification of Laboratory for Environmental Analysis - Chemistry Application

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**Step 8: Application Submitted**

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 22-LES02-0001-APP.

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



# To check the status of an application

- ❑ Log on to EEA ePlace portal
  - ❑ [Mass.gov EEA ePLACE Portal](#)
- ❑ Go to your “My Records” page in ePlace to see or track the status of an application



**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 business related questions, please visit the link below:

<https://www.mass.gov/how-to/les-02-ea-initial-certification-for-chemical-laboratory>

