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# LES03 EA - Certification of Laboratory for Environmental Analysis – Chemistry Amendment

Laboratory Certification Program



**EEA ePLACE Portal**

# Overview





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- ❑ This presentation is to assist in completing a new **LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment**
- ❑ Purpose of this certification:
  - ❑ This form is for certified laboratories in Massachusetts that want to add certification for extra analyte testing. Application to certify additional testing category(s) at chemical analysis laboratories as 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

- ❑ Click or type this address on your browser: [Mass.gov EEA ePLACE Portal](https://www.mass.gov/EEA-ePLACE-Portal)
- ❑ Log into your account in EEA ePlace Portal using your username/password

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) 733-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](#)

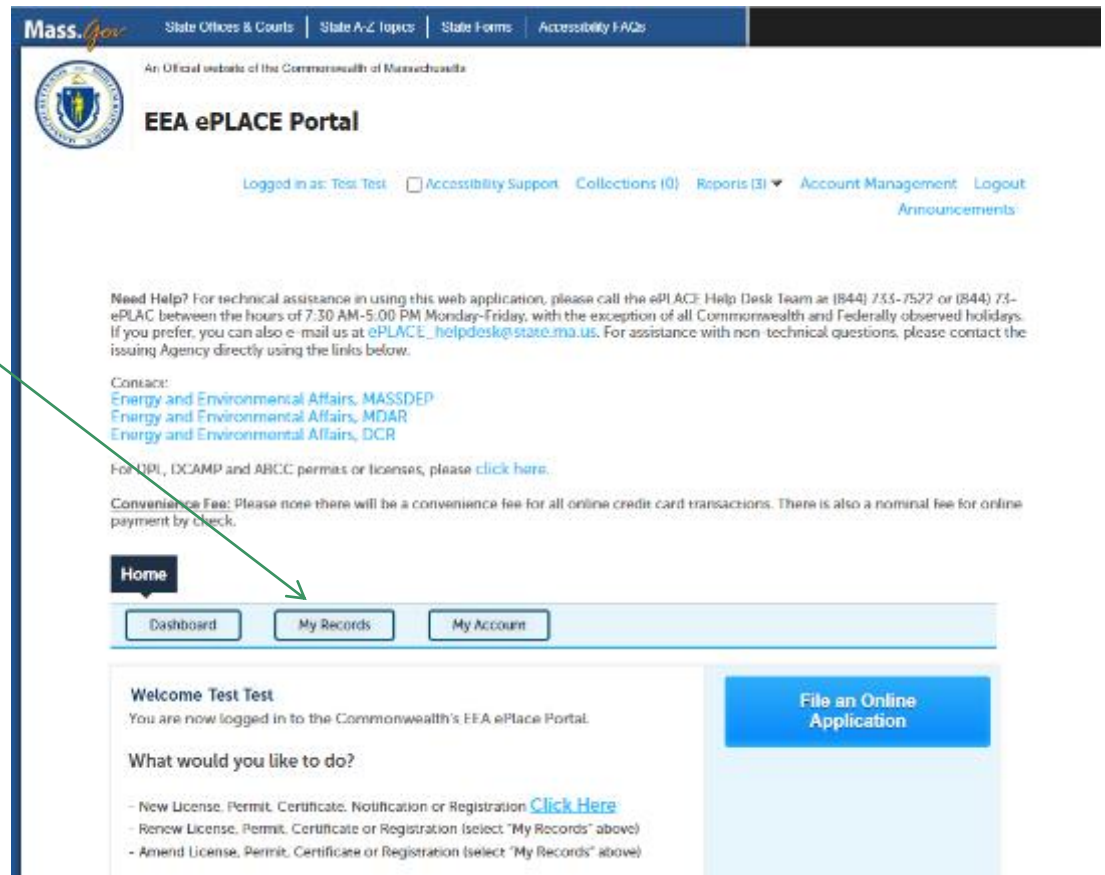
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or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



**EEA ePLACE Portal**

# File an Online Application

- ❑ Click on the “My Records” tab 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](#)

For DRI, 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

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



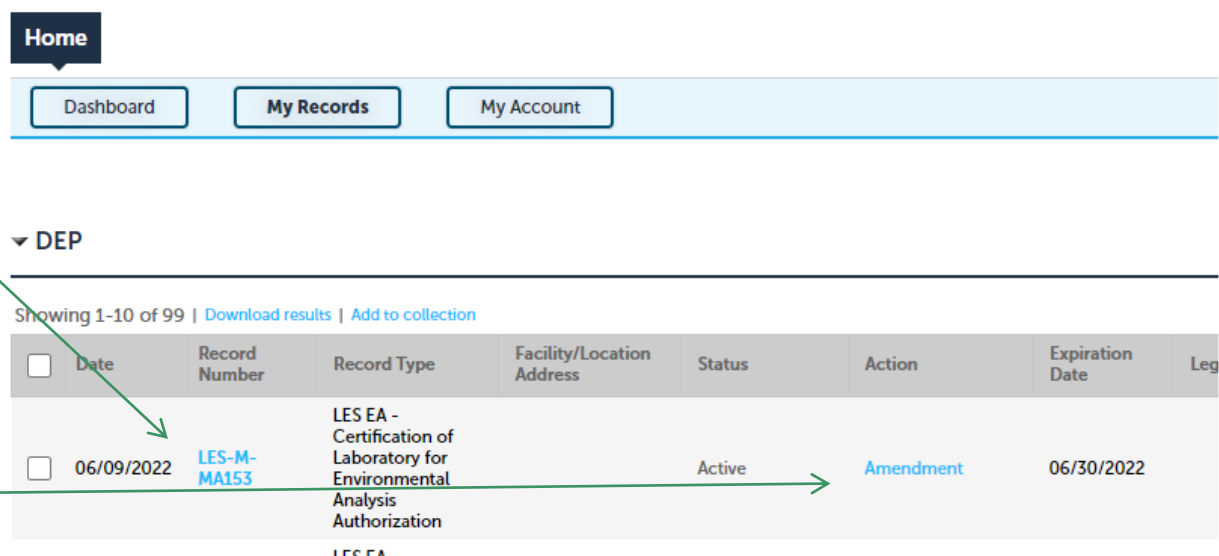
EEA ePLACE Portal

# Access your record

A list of your records will be displayed:

- ☐ Locate the laboratory authorization record you need to Amend

- ☐ Click on “Amendment” to continue



Home								
Dashboard My Records My Account								
▼ DEP								
Showing 1-10 of 99   <a href="#">Download results</a>   <a href="#">Add to collection</a>								
<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date	Leg
<input type="checkbox"/>	06/09/2022	<a href="#">LES-M-MA153</a>	LES EA - Certification of Laboratory for Environmental Analysis Authorization		Active	<a href="#">Amendment</a>	06/30/2022	



# Access your record

- ❑ Click on “LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment”
- ❑ Click “Continue Application” to proceed

Home

DEP 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.

☐ LES EA - Laboratory Administrative Amendment

☒ LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment

☐ LES04 EA - Certification of Laboratory for Environmental Analysis - Microbiology Amendment



# Step 1: Laboratory Information

- ❑ The system will display the Laboratory Information currently on file.
- ❑ To review or modify the information, click the “**Edit or View**” button
- ❑ A pop-up will open, where the Laboratory Information can be modified
- ❑ Click “Continue Application” to proceed

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

Instructions

\* indicates a required field.

## Laboratory Information

To update your laboratory information, please click the “Edit or View” button and modify the information accordingly.

### 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

### Please fill the below Information:

* Individual/Organization:	* Name Of Organization:	
Organization	Boston Test Lab	
* Country:	* Address Line 1:	Address Line 2:
United States	1 Winter St	Suite 800
* City:	* State:	* Zip:
Boston	MA	12345-
* E-mail:	* Telephone #:	* Tax ID:
test@test.com	111-111-1111	12345

\* Is mailing address same as the physical address specified above?:

☒ Yes ☐ No

Continue Clear Cancel





# Step 1: Laboratory Information

- ☐ Your current information on file will be displayed
- ☐ Refer to individual section instructions for the steps to update the information

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

\* indicates a required field.

## Laboratory Owners

### LABORATORY OWNERS

To add new owners, click the "Add a Row" button.

To modify information, click on the "Actions" button for that row and click "Edit".

To delete the row, click on the "Actions" button for that row and click "Delete".

Showing 1-1 of 1

<input type="checkbox"/>	Laboratory Owner Name	
<input type="checkbox"/>	Test	Actions ▾
Add a Row ▾ Edit Selected Delete Selected		

## Laboratory Hours

### LABORATORY HOURS

To add operating hours, click the "Add a Row" button.

To modify information, click on the "Actions" button for that row and click "Edit".

To delete the row, click on the "Actions" button for that row and click "Delete".

Showing 1-1 of 1

<input type="checkbox"/>	Day	Start Time (hh:mm)	Start Time (AM/PM)	End Time (hh:mm)	End Time (AM/PM)	
<input type="checkbox"/>	Monday-Friday	8	AM	8	AM	Actions ▾
Add a Row ▾ Edit Selected Delete Selected						



# Step 1: Laboratory Information

## Laboratory Personnel

### LABORATORY PERSONNEL

To add a new laboratory staff member, click the "Add a row" button.

To modify staff member information, click on the "Actions" button for that row and click "Edit".

To delete the row, click on the "Actions" button for that row and click "Delete".

**Note:** A Laboratory Personnel Form must be submitted for each individual added to the table below. Also submit a copy of the form for any individual for which a change in job title is requested. When saving the file, please use the "LPF-Lastname-Firstname" format.

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

Showing 1-1 of 1

<input type="checkbox"/>	Title	First Name	Last Name	
<input type="checkbox"/>	Laboratory Director	Jane	Doe	Actions ▼

Add a Row ▼

Edit Selected

Delete Selected

Continue Application »

Save and resume later

- ❑ Refer to individual section instructions for the steps to update the information

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

- ❑ Click "Continue Application" to proceed



# Step 1: Laboratory Information

- ❑ The system will display the Laboratory Information currently on file
- ❑ Refer to individual section instructions for the steps to update the information
- ❑ Click “Continue Application” to proceed

1 Laboratory Information2 Analyte Information3 Documents4 Special Fee Provision5 Review6

Step 1: Laboratory Information > Page 3 of 3

\* indicates a required field.

Laboratory Facility

LABORATORY FACILITY

To add new facility information, click the "Add a Row" button.  
To modify information, click on the "Actions" button for that row and click "Edit".  
To delete the row, click on the "Actions" button for that row and click "Delete".

Showing 1-1 of 1

<input type="checkbox"/>	Facility Details	Description	
<input type="checkbox"/>	Bench Space (sq/ft) - Microbiology	Use the Space for MB Lab.	Actions ▾

Add a Row ▾Edit SelectedDelete Selected

Laboratory Equipment

LABORATORY EQUIPMENT

To add new equipment, click the "Add a Row" button.  
To modify information, click on the "Actions" button for that row and click "Edit".  
To delete the row, click on the "Actions" button for that row and click "Delete".

Showing 1-1 of 1

<input type="checkbox"/>	Equipment	No. of Units	Manufacturer	Model	Specify, if other	
<input type="checkbox"/>	Chemistry - Arsine Generator	5	USIC	1T035		Actions ▾

Add a Row ▾Edit SelectedDelete Selected

Continue Application »

Save and resume later



# Step 2: Analyte Information

- ❑ To add or drop an Analyte/Method for **Potable Water Chemistry**:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ To request certification for a new analyte/method, please enter the method in the "New Method(s) field"
  - ❑ To drop certification for a method, please enter the method information in the "Remove Method(s) field"
  - ❑ To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field"
- ❑ Click "Continue Application" to proceed



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

Please read the guidance below:

To add or drop an Analyte/Method:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- To request certification for an analyte/method, please enter the method in the "New Method(s) field". If you are requesting certification for multiple methods separate them using a comma.
- To drop certification for a method, please enter the method information in the "Remove Method(s) field".
- To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field".

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	Certified Method(s)	New Method(s)	Remove Method(s)	Actions
ALUMINIUM	Metals	EPA 200.7, EPA 200.8			Actions ▼ Edit
ANTIMONY	Metals	EPA 200.8, EPA 200.9			Actions ▼
ARSENIC	Metals	EPA 200.8, EPA 200.9			Actions ▼
BARIUM	Metals	EPA 200.7, EPA 200.8			
BERYLLIUM	Metals	EPA 200.7, EPA 200.8			
CADMIUM	Metals	EPA 200.7, EPA 200.8			
CHROMIUM	Metals	EPA 200.7, EPA 200.8			
COPPER	Metals	EPA 200.7, EPA 200.8			
IRON	Metals	EPA 200.7, EPA 200.8			
LEAD	Metals	EPA 200.7, EPA 200.8			

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

\* Analyte:  Category:  Certified Method(s):

Total Coliform  Water Treatment and Distribution  ENCL. SUB. SM9223

New Method(s):  Remove Method(s):

# Step 2: Analyte Information

- ❑ To add or drop an Analyte/Method for **Potable Water Radiochemistry**:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ To request certification for a new analyte/method, please enter the method in the "New Method(s) field"
  - ❑ To drop certification for a method, please enter the method information in the "Remove Method(s) field"
  - ❑ To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field"
- ❑ Click "Continue Application" to proceed



EEA ePLACE Portal

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

Step 2: Analyte Information > Page 2 of 3

Please read the guidance below:

To add or drop an Analyte/Method:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- To request certification for an analyte/method, please enter the method in the "New Method(s) field". If you are requesting certification for multiple methods separate them using a comma.
- To drop certification for a method, please enter the method information in the "Remove Method(s) field".
- To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field".

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	Certified Method(s)	New Method(s)	Remove Method(s)	Actions
GROSS ALPHA	Gross alpha and gross beta				Actions Edit
GROSS BETA	Gross alpha and gross beta				Actions
STRONTIUM-89	Strontium-89 and Strontium-90				Actions
STRONTIUM-90	Strontium-89 and Strontium-90				Actions
RADIUM-226	Radium-226 and Ra				
RADIUM-228	Radium-226 and Ra				
TRITIUM	Tritium				
URANIUM	Uranium				
IODINE-131	Iodine-131				
CESIUM-134	Cesium-134 and Cs				

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

\* Analyte: Total Coliform Category: Water Treatment and Distribution Certified Method(s): ENCL. SUB. SM9223

New Method(s): Remove Method(s):

Continue Application >

Submit Cancel

# Step 2: Analyte Information

- ❑ To add or drop an Analyte/Method for **Non-Potable Water Chemistry**:
  - ❑ Click on the "Actions" button beside the analyte
  - ❑ Click "Edit"
  - ❑ To request certification for a new analyte/method, please enter the method in the "New Method(s) field"
  - ❑ To drop certification for a method, please enter the method information in the "Remove Method(s) field"
  - ❑ To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field"
- ❑ Click "Continue Application" to proceed



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

Please read the guidance below:

To add or drop an Analyte/Method:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- To request certification for an analyte/method, please enter the method in the "New Method(s) field". If you are requesting certification for multiple methods separate them using a comma.
- To drop certification for a method, please enter the method information in the "Remove Method(s) field".
- To drop certification for an analyte, please list all the method(s) for which the laboratory is currently certified in the "Remove Method(s) field".

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	Certified Method(s)	New Method(s)	Remove Method(s)	Actions
ALUMINIUM	Metals	EPA 200.7, EPA 200.8			Actions
ANTIMONY	Metals	EPA 200.7, EPA 200.9, EPA 200.8			Edit
ARSENIC	Metals	EPA 200.7, EPA 200.9, EPA 200.8			Actions
BERYLLIUM	Metals	EPA 200.7, EPA 200.8			Actions
CADMIUM	Metals				
CHROMIUM	Metals				
COBALT	Metals				
COPPER	Metals				
IRON	Metals				
LEAD	Metals				

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

\* Analyte: Total Coliform

Category: Water Treatment and Distribution

Certified Method(s): ENZ, SUB. SM9223

New Method(s):

Remove Method(s):

Submit Cancel

# Step 3: Documents

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

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

A Laboratory Personnel Form must be submitted for each individual added to the personnel table. Also submit a copy of the form for any individual for which a change in job title is requested. When saving the file, please use the "LPF-Lastname-Firstname" format.

The form may be download here – [Laboratory Personnel Form](#).

\* indicates a required field.

**Documents**

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**Please upload 2 Required Document(s) which are mandatory to submit this Application:**

1. Laboratory Quality Assurance Plan
2. Standard Operating Procedures

**Attachment**

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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](#)

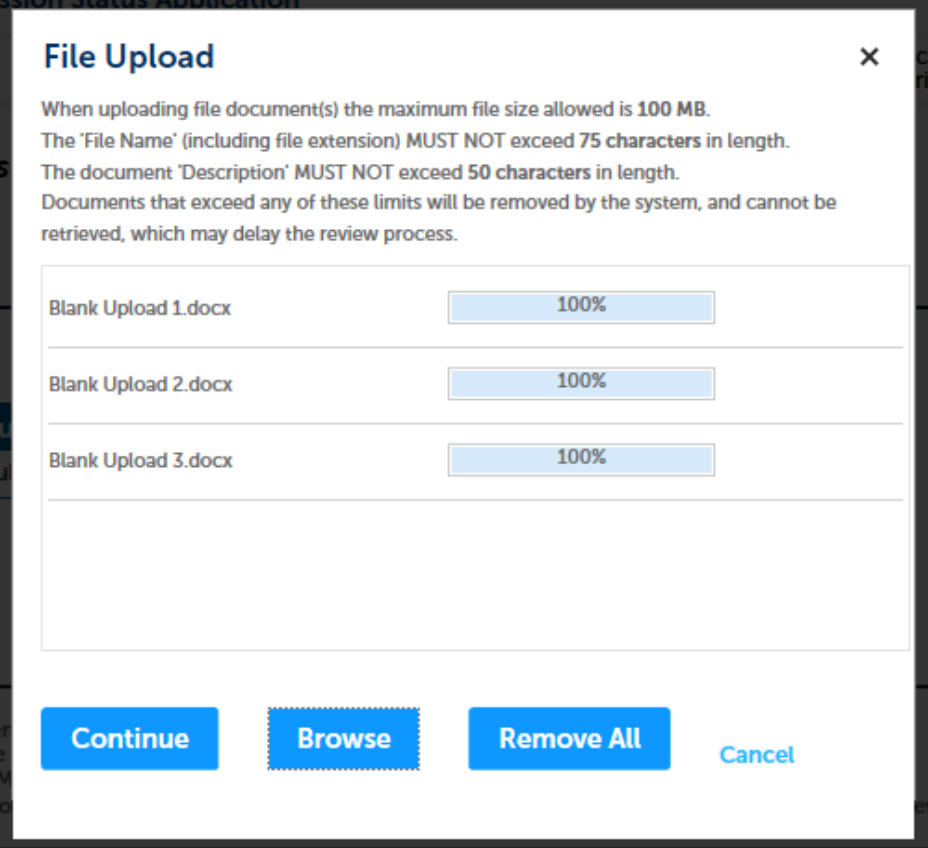
[Continue Application »](#)

[Save and resume later](#)



## Step 3: 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 3: 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 3: 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.

**LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment**

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

A Laboratory Personnel Form must be submitted for each individual added to the personnel table. Also submit a copy of the form for any individual for which a change in job title is requested. When saving the file, please use the "LPF-Lastname-Firstname" format.

The form may be download here – [Laboratory Personnel Form](#).

\* indicates a required field.

**Documents**

**Please upload 2 Required Document(s) which are mandatory to submit this Application:**

1. Laboratory Quality Assurance Plan

2. Standard Operating Procedures

**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
invite_1 - Copy - Copy - Copy.png	Laboratory Quality Assurance Plan	88.12 KB	06/09/2022	QA Plan	<a href="#">Actions ▼</a>
invite_1 - Copy - Copy (2).png	Standard Operating Procedures	88.12 KB	06/09/2022	SOP	<a href="#">Actions ▼</a>

Browse

Continue Application »

Save and resume later



# Step 4: Special Fee Provision

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

- ☐ Click “Continue Application” to proceed

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

\* indicates a required field.

### Special Fee Provision

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Exemption: ?

☐ Exclusion (special agreement or policy): ?

☐ Substitution (ASP/IRP): ?

☐ Double Fee for Enforcement: ?

☐ Hardship payment extension request: ?

☐

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



# Step 5: 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 Analyte Information	3 Documents	4 Special Fee Provision	5 Review	6 Application Submitted
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## Step 5: 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](#)

### Laboratory Information

Organization  
Boston test Laboratory  
1 State St  
Boston, MA, 12345  
United States  
Tax ID: 12345  
Is physical address same as mailing address?: Yes  
Type: Mailing

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



# Step 5: 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 6: 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

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DEP Applications

## LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment

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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 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
LES03 Amendment Fee	\$385.00
LES Analyte(s) Fee	\$470.00
<b>Total Fees</b>	<b>\$855.00</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

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☐ 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: LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment. Your Record Number is: 22-LES03-0007-AMD.

**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-LES03-0007-AMD 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)

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DEP Applications

## LES03 EA - Certification of Laboratory for Environmental Analysis - Chemistry Amendment

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### Step 6: Application Submitted



Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is 22-LES03-0027-AMD.**

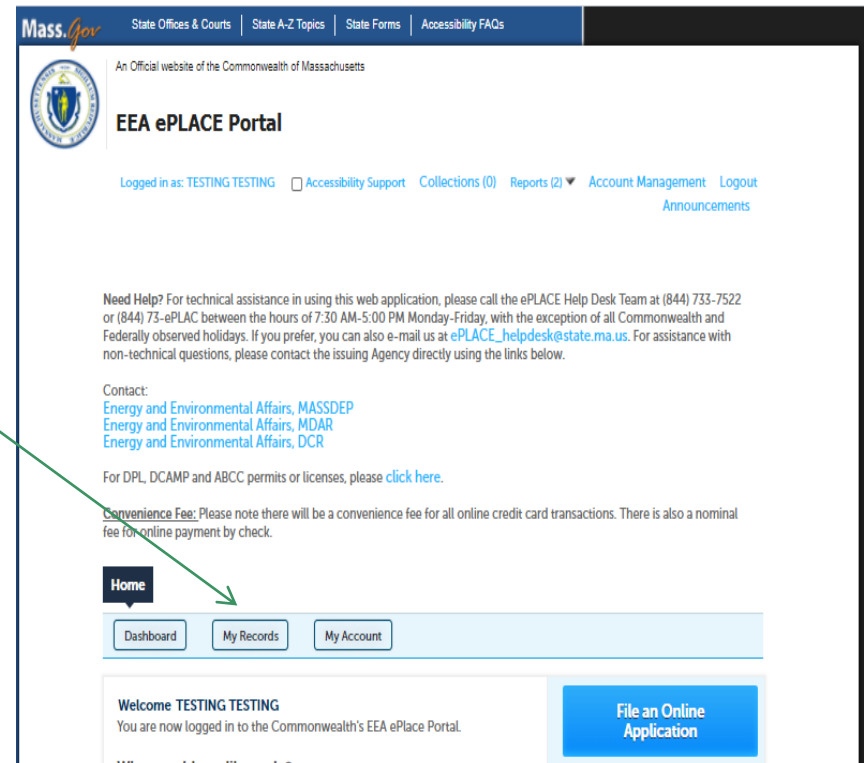
You will need this number to check the status of your application.



EEA ePLACE Portal

# 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



# 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-03-ea-modification-of-certification-for-chemical-laboratory>

