
LES EA - Laboratory Administrative Amendment

Laboratory Certification Program







EEA ePLACE Portal

Overview

- ☐ This presentation is to assist in completing a **LES EA - Laboratory Administrative Amendment**
- ☐ Purpose of this application:
 - ☒ This form is for certified laboratories in Massachusetts that want to update/modify their certification information
- ☐ This document will take you through the EEA ePlace online application process



General Navigation

- ❑ 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



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) 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. 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:

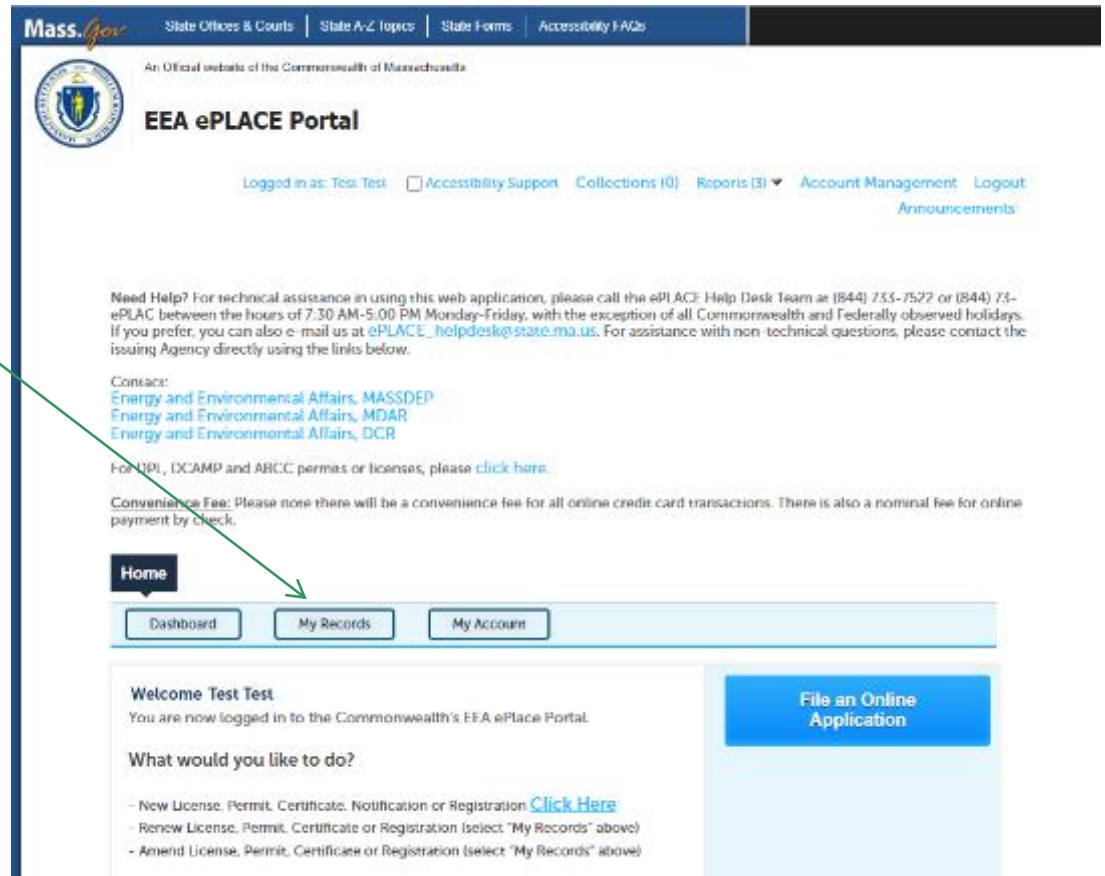
Login »

☐ 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 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. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

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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

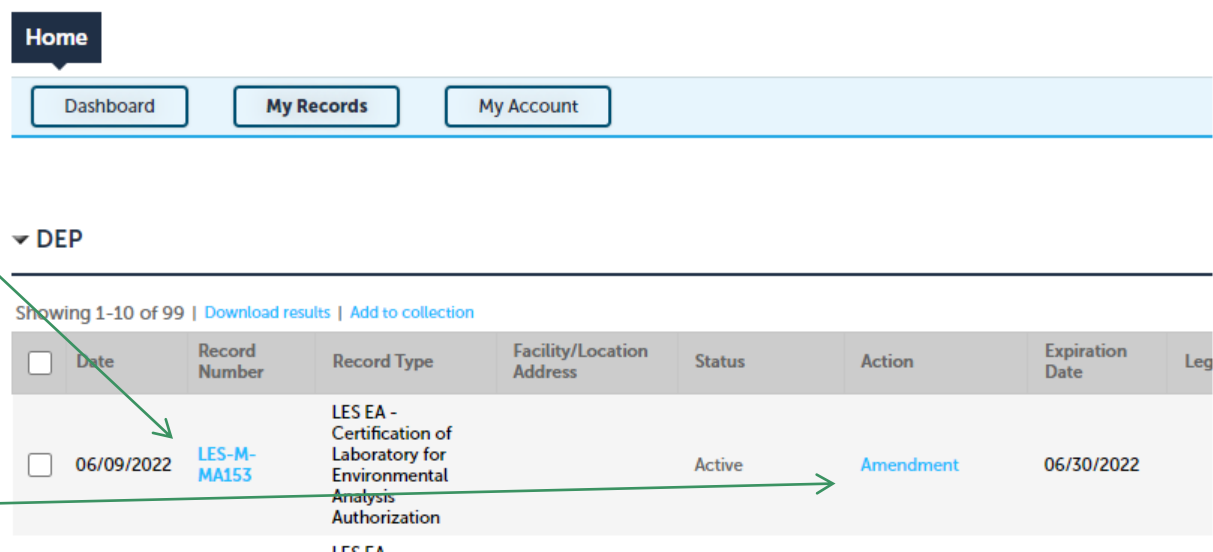


EEA ePLACE Portal

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 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date	Leg
<input type="checkbox"/>	06/09/2022	LES-M-MA153	LES EA - Certification of Laboratory for Environmental Analysis Authorization		Active	Amendment	06/30/2022	



Access your record

- ❑ Click on “LES EA - Laboratory Administrative 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.

Search

☒ 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

Continue Application »



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 Review	5 Application Submitted
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Step 1: Laboratory Information > Page 1 of 3

Instructions

This form may be used only to request updates to laboratory information on file (e.g. address, personnel, facilities, equipment etc.) or to drop certification for specific method/analyte combinations.

To apply for certification for new methods(s)/analyte(s), please complete an LES03 (Chemistry) or LES04 (Microbiology) Amendment Application.

* 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, IN, 12345

Telephone #: 111-111-1111 Email: test@test.com

Edit or View Remove

Continue Application

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?:		
<input checked="" type="radio"/> Yes <input type="radio"/> 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 Review	5 Application Submitted
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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

- ❑ 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

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



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 Information

2 Analyte Information

3 Documents

4 Review

5 Application Submitted

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 Selected](#) [Delete 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 Selected](#) [Delete Selected](#)

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



Step 2: Analyte Information

- ❑ The system will display the analyte/methods for which the laboratory currently maintains certification. Note that the list may display over multiple pages.

- ❑ If you need to drop an Analyte/Method:

- ❑ Click on the "Actions" button beside the analyte

- ❑ Click "Edit"

- ❑ 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 Review	5 Application Submitted
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Step 2: Analyte Information > Page 1 of 3

Please read the guidance below:

To drop an Analyte/Method:

- Click on the "Actions" button beside the analyte
- Click "Edit"
- 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".

* indicates a required field.

Potable Water Microbiology

POTABLE WATER MICROBIOLOGY

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

Showing 1-3 of 3

Analyte	Category	Certified Method(s)	Remove Method(s)	
Total Coliform	Water Treatment and Distribution	ENZ SUB, SM9223		Actions
Escherichia coli	Water Treatment and Distribution	ENZ SUB, SM9223		Edit
Heterotrophic Plate Count	Source Water	SM9215B		Actions

Non-Potable Water Microbiology

NON-POTABLE WATER MICROBIOLOGY

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

Showing 1-5 of 5

Analyte	Category	Certified Method(s)	Remove Method(s)	
Escherichia coli	Ambient Water			
Enterococci	Ambient Water			
Fecal Coliform	Wastewater			
Escherichia coli	Wastewater			
Enterococci	Wastewater			

POTABLE WATER MICROBIOLOGY

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

Remove Method(s):

Submit Cancel

Continue Application »

Save and resume later

Step 3: Documents

- ❑ If you need to upload any new documents along with this application, you can attach them in this section
- ❑ To begin attaching documents, click “Browse”

1 Laboratory Information	2 Analyte Information	3 Documents	4 Review	5 Application Submitted
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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 the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Documents

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

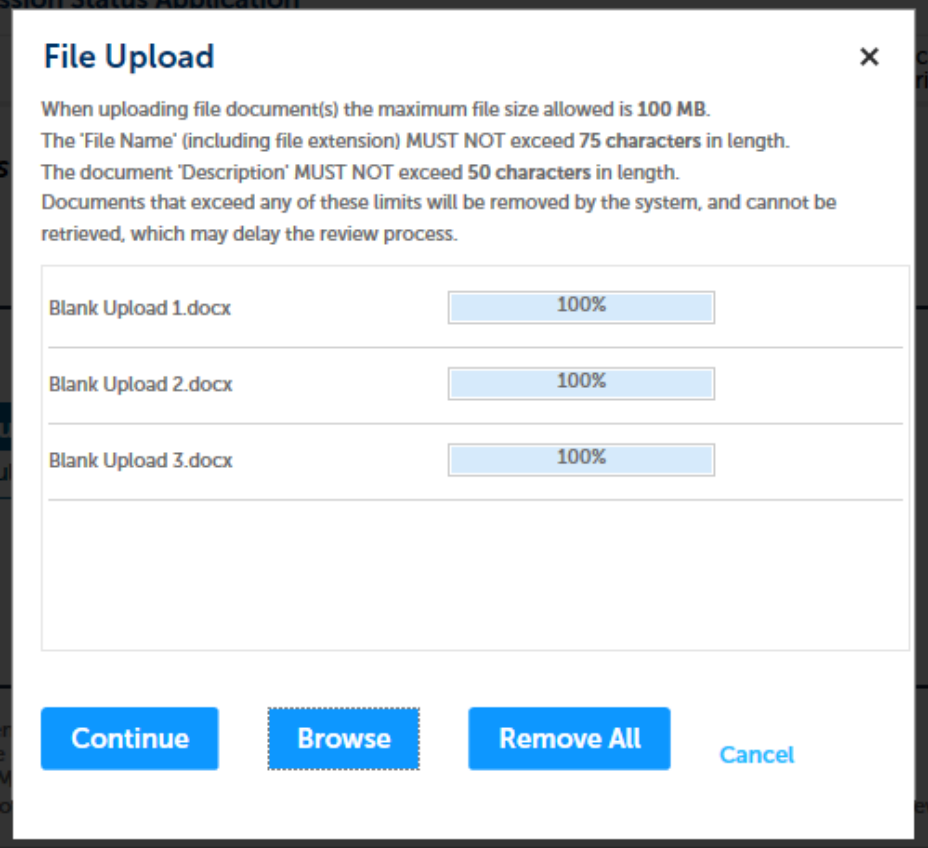
Continue Application »

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 section of the EEA ePLACE Portal. It features three identical document entry forms stacked vertically. Each form includes a 'Type' dropdown menu (currently showing '--Select--'), a file name (e.g., 'MDAR_Pesticide_Approval_v1.1_20220314_145608'), a progress bar indicating 100% upload completion, and a text area for a description (maximum 50 characters). A 'Remove' link is located to the right of each entry. At the bottom of the form, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application', and 'Save and resume later'. Green arrows from the instructions point to the 'Type' dropdown, the description field, and the 'Save' button.



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.

LES EA - Laboratory Administrative Amendment

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Step 3: Documents > Page 1 of 1

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

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Documents

Documents:

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

No Required documents

Documents

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.png	Laboratory Personnel Form	88.12 KB	07/07/2022	LPF-Jane Doe	Actions ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Step 4: 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 Laboratory Information	2 Analyte Information	3 Documents	4 Review	5 Application Submitted
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Step 4: 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

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



Step 4: 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](#)



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

Home

DEP Applications

LES EA - Laboratory Administrative Amendment

1	Laboratory Information	2	Analyte Information	3	Documents	4	Review	5	Application Submitted
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Step 5: 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-LES-0033-AMD.

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?

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

- ❑ For business related questions, please visit the link below:
www.mass.gov/how-to/les-ea-laboratory-administrative-amendment

