LES EA - Certification of Laboratory Renewal

Laboratory Certification Program

Overview

❑ This presentation is to assist in completing a **LES EA - Certification of Laboratory Renewal**

❑ Purpose of this application:

  ❑ This form is for certified laboratories in Massachusetts that wish to renew their certification for the fiscal year beginning on July 1st

❑ This document will take you through the EEA ePlace online application process

EEA ePLACE Portal

General Navigation

❑ Always Click **Continue Application »** to move to the next page

❑ Any field with a red asterisk (*) is required before you can move off the page

❑ Click **Save and resume later** to save your work and resume at a later time

❑ Click on the tool tips where applicable to get more details ⑦

❑ Click on Instructions tab **Instructions** for more information on the application process

❑ We strongly suggest using Microsoft EDGE as a preferred browser

EEA ePLACE Portal

How to Apply

❑ Click or type this address on your browser: Mass.gov EEA ePLACE Portal

❑ Log into your account in EEA ePlace Portal using your username/password

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. 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

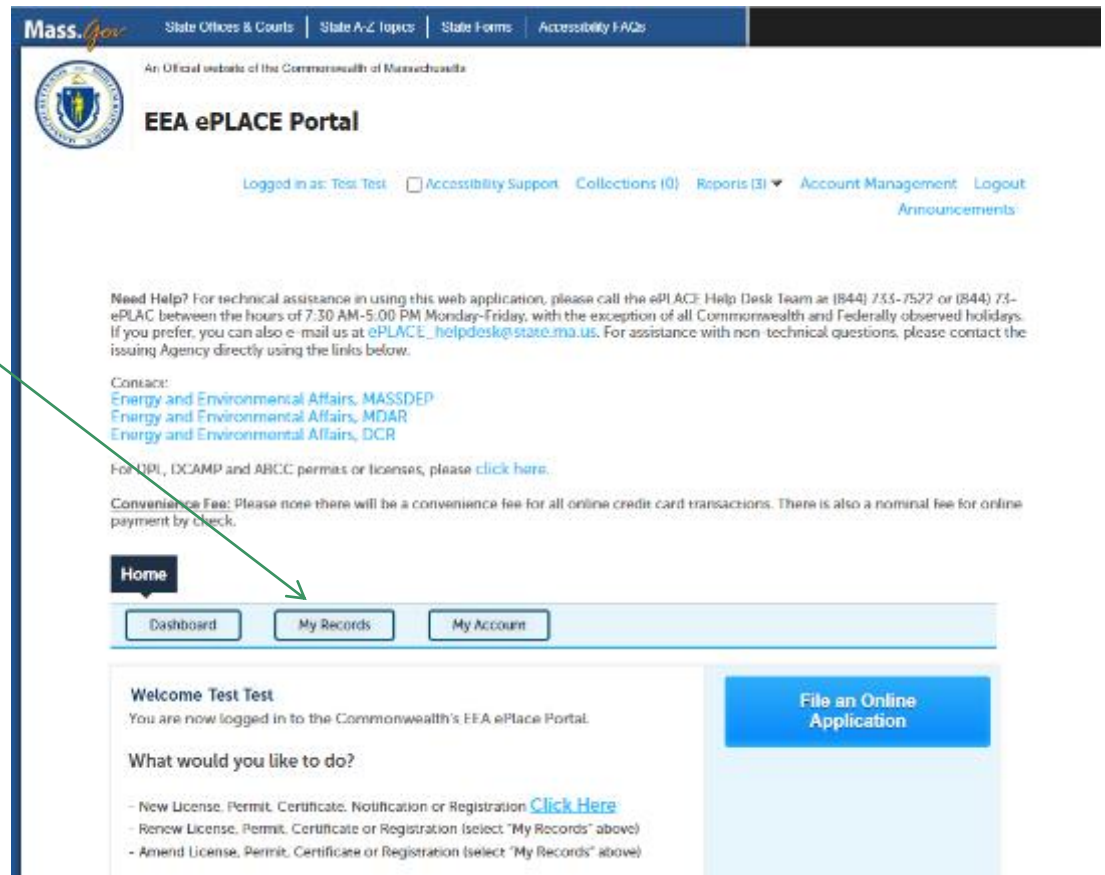**First Time Users:**

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

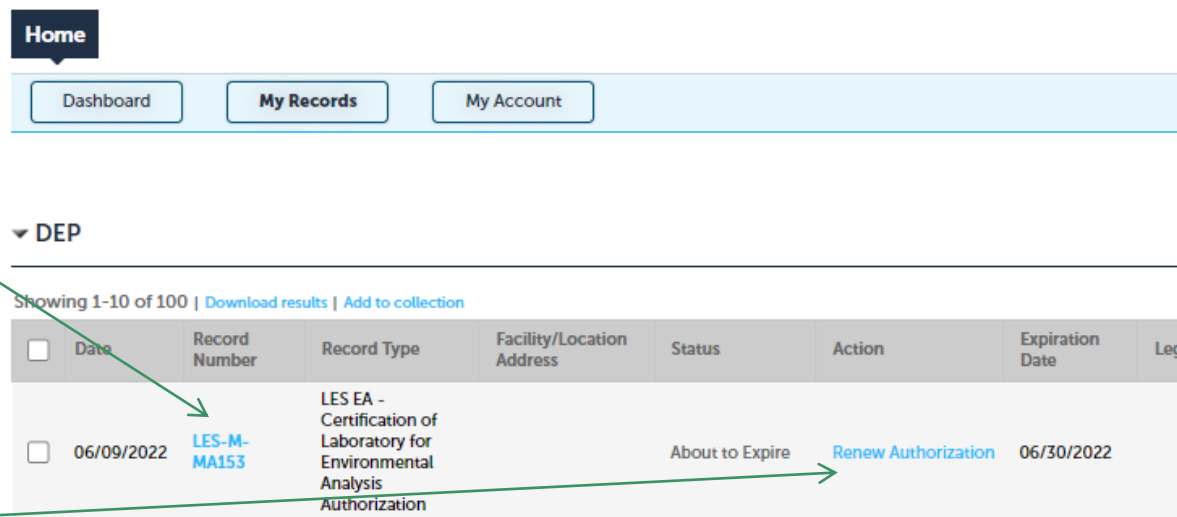❑ Click on the "My Records" tab to start

EEA ePLACE Portal

Access your record

A list of your records will be displayed:

❑ Locate the laboratory authorization record you need to Renew

❑ Click on "Renew Authorization" to continue

EEA ePLACE Portal

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

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 »

Please fill the below Information:

* Individual/Organization: Organization
* Name Of Organization: Boston Test Lab

* Country: United States
* Address Line 1: 1 Winter St
* Address Line 2: Suite 800

* City: Boston
* State: MA
* Zip: 12345-

* E-mail: test@test.com
* Telephone #: 111-111-1111
* Tax ID: 12345

* Is mailing address same as the physical address specified above?:
◉ Yes ○ No

Continue **Clear** Cancel

EEA ePLACE Portal

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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 |

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

	Laboratory Owner Name	
☐	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

	Day	Start Time (hh:mm)	Start Time (AM/PM)	End Time (hh:mm)	End Time (AM/PM)	
☐	Monday-Friday	8	AM	8	AM	Actions ▼

Add a Row ▼   **Edit Selected**   **Delete Selected**

EEA ePLACE Portal

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

	Title	First Name	Last Name	
☐	Laboratory Director	Jane	Doe	Actions ▾

Add a Row ▾   Edit Selected   Delete Selected

Continue Application »   Save and resume later

EEA ePLACE Portal

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 Special Fee Provision	5 Review	6

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

	Facility Details	Description	
☐	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

	Equipment	No. of Units	Manufacturer	Model	Specify, if other	
☐	Chemistry - Arsine Generator	5	USIC	1T035		Actions ▾

Add a Row ▾   **Edit Selected**   **Delete Selected**

Continue Application »   **Save and resume later**

EEA ePLACE Portal

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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 no changes to the laboratory's certification are required, click "Continue Application" at the bottom of the page.

- If you need to drop certification for an Analyte:

  - Click on the "Actions" button beside the analyte

  - Click "Edit"

  - Select the "Remove" option from the Status dropdown. Click the "submit" button

  - **Note**: This action will drop certification for the analyte and all associated methods

- Click "Continue Application" to proceed

EEA ePLACE Portal

| 1 Laboratory Information | 2 Analyte Information | 3 Documents | 4 Review | 5 Application Submitted |

Step 2:Analyte Information>Page 1 of 3

Please read the guidance below:

Please review the analytes(s) listed below for which your laboratory currently maintains certification.

Note that annual compliance fees are based upon the laboratory's certification status on July 1st. The laboratory will be billed in accordance with regulations at 310 CMR 4.00 for the analytes for which certification is renewed. For a list of the applicable fees click here. Certification for the listed analytes will be considered for renewal unless the laboratory indicates a desire to drop certification the analyte.

To drop certification for an Analyte:
- Click on the "Actions" button beside the analyte
- Click "Edit"
- Select the "Remove" option from the Status dropdown. Click the "submit" button.

Note: This action will drop certification for the analyte and all associated methods. In the event that the laboratory carries certification for multiple methods and wishes to drop certification only for a partial list of those methods, please renew the analyte and submit an administrative amendment after the Department has processed the renewal application.

* 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	Status	
Total Coliform	Water Treatment and Distribution	ENZ. SUB. SM9223	Renew	Actions ▼
Escherichia coli	Water Treatment and Distribution	ENZ. SUB. SM9223	Renew	Actions ▼
Heterotrophic Plate Count	Source Water	SM9215B	Renew	Actions ▼

Non-Potable Water Microbiology

NON-POTABLE WATER MICROBIOLOGY
Use the "Continue Application" button to move to the next certifica

Showing 1-5 of 5

Analyte	Category	Ce...
Escherichia coli	Ambient Water	SM9...
Enterococci	Ambient Water	ENTE...
Fecal Coliform	Wastewater	MF S...
Escherichia coli	Wastewater	SM9...
Enterococci	Wastewater	ENT...

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

* Analyte:	Category:	Certified Method:
Total Coliform	Water Treatment and Distribution	ENZ. SUB. SM9223

Status:
| Renew |
| --Select-- |
| Remove |
| Renew |

Submit Cancel

Continue Application »

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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

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.					

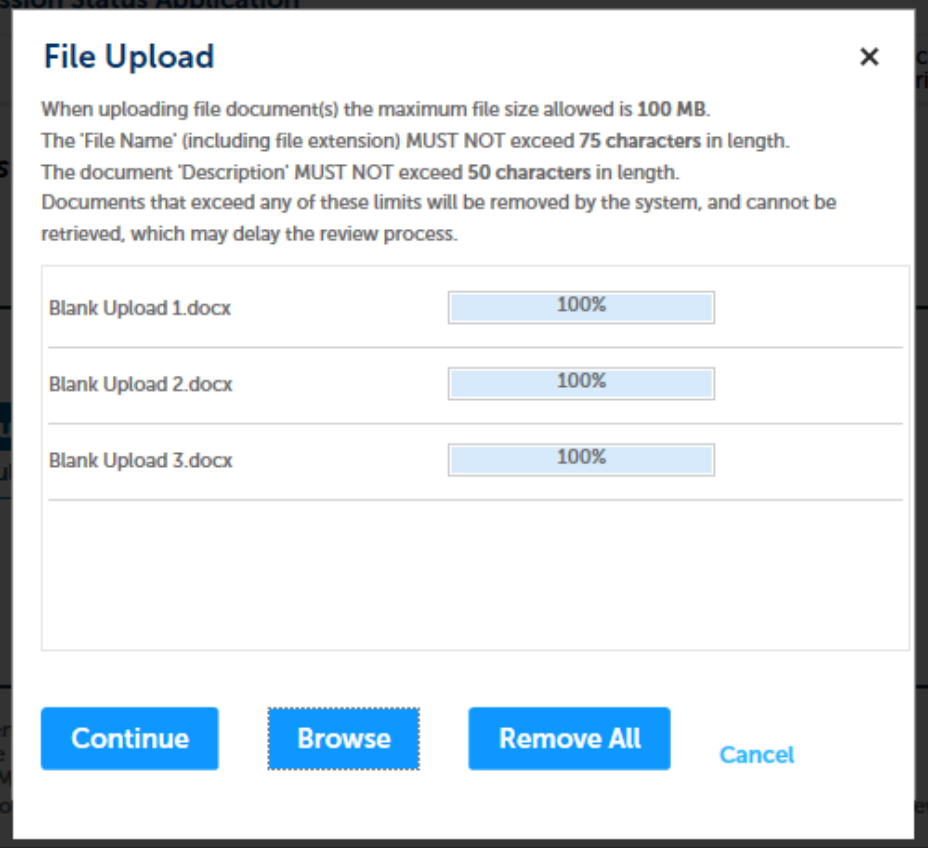**Browse**

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

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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

EEA ePLACE Portal

* Type:
--Select--

File:
MDAR_Pesticide_Approval_v1.1_20220314_145608
(1).pdf
100%

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

Remove

* Type:
--Select--

File:
MDAR_Pesticide_Approval_v1.1_20220314_145608.pdf
100%

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

Remove

* Type:
--Select--

File:
MDAR_Pesticide_Approval_v1.1_20210102_160712.pdf
100%

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

Remove

Save   Browse   Remove All

Continue Application »   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.

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| 1 Laboratory Information | 2 Analyte Information | 3 Documents | 4 Review | 5 Application Submitted |

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
invite_1 - Copy - Copy - Copy.png	Other	88.12 KB	06/09/2022	Lab Personal Info	Actions ▼

Browse

Continue Application »

Save and resume later

EEA ePLACE Portal

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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

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

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

Tax ID: 12345
Is physical address same as mailing address?: Yes

EEA ePLACE Portal

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**

EEA ePLACE Portal

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 - Certification of Laboratory Renewal

1 Laboratory Information	2 Analyte Information	3 Documents	4 Review	5 Application Submitted

Step 5:Application Submitted

✓ Successfully Completed.

Thank you for using our online services.
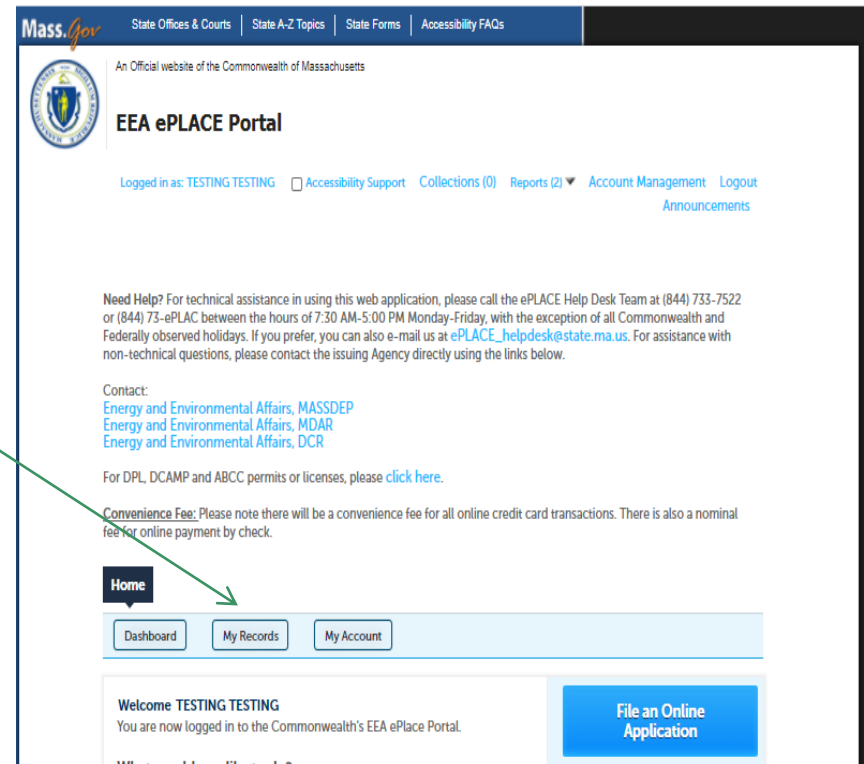**Your Record Number is 22-LES-0030-REN.**

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

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-certification-of-laboratory-renewal

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