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# LSP - Licensed Site Professional Reference Form

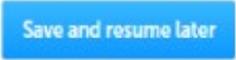
Licensed Site Professional



**EEA ePlace Portal**

# General Navigation

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- ❑ Always Click  to move to the next page.
- ❑ Do NOT use the Browser Back Button  as this will take you out of the system
- ❑ 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. 
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



# Access your Record

- ❑ LSP Board will send a notification once the Applicant submit their LSP Application
- ❑ As per the instructions provided in the notification, complete and save the LSP – Professional Reference Form
- ❑ Click the link to start the submission of Professional Reference Form

LSP - Professional Reference Request Form for 23-LSP-0004-LT-APP

 EIPAS (ENV) <eipas@mass.gov>

Mon 6/19/2023 11:31 AM

NOTICE DATE: 6/19/2023

Hello 1231231231,

You have received this notification on behalf of SNEHA EIPAS, who listed you as their Professional Reference.

Please follow steps below to complete the professional reference form.

1. First, go here to download the LSP – Professional Reference Form – <https://www.mass.gov/orgs/board-of-registration-of-hazardous-waste-site-cleanup-professionals>
2. Complete the pdf form and save it.
3. Next, to submit the reference form, please click on the link below. A new page will open where you will need to upload the completed professional reference form.

[Click here to SUBMIT Professional Reference Form](#)

**Please note: DO NOT SHARE THIS EMAIL WITH ANYONE. The Professional Reference Form is confidential, and it cannot be shared with the Applicant.**

Thank you,  
LSP Board

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**Need Help using the Web Portal?** For technical assistance in using the portal <https://eplace.eea.mass.gov/citizenaccess/> to submit or access your application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federal observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us).



# Step 1: Reference Information

If you select “SAVE and RESUME later” at the bottom of the application. To resume your application, please go back to your notification and click on the link provided.

- ❑ LSP Applicant Information section - ensure the individual requested you to provide a reference is the same person specified in this section

## LSP - Licensed Site Professional Reference Form

1 Reference Information	2 Review	3 Record Submitted
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\* indicates a required field.

### LSP Applicant Information

Applicant Name:

JONA KUCI

LSP Application ID:

23-LSP-0006-APP

- ❑ Professional Reference Info – ensure the information provided is your information

### Professional Reference Info

Full Name:

John Doe

Email:

test@test.com



# Step 1: Document Section

If you select “SAVE and RESUME later” at the bottom of the application. To resume your application, please go back to your notification and click on the link provided.

❑ Upload the completed LSP-Professional Reference Form

❑ To begin attaching documents, click “Add”

## Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to submit this Application:

1. Professional Reference 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;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

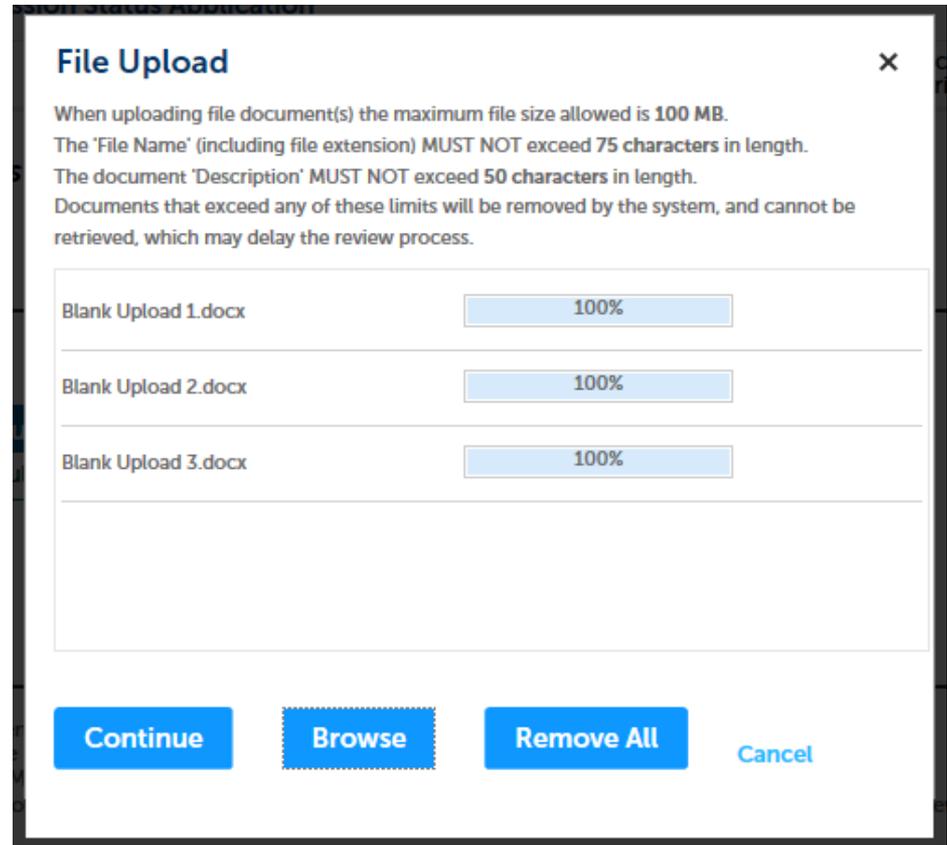
File Name	Document Type	Description	Size	Action
No records found.				

Add



# Step 1: Document Section (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.

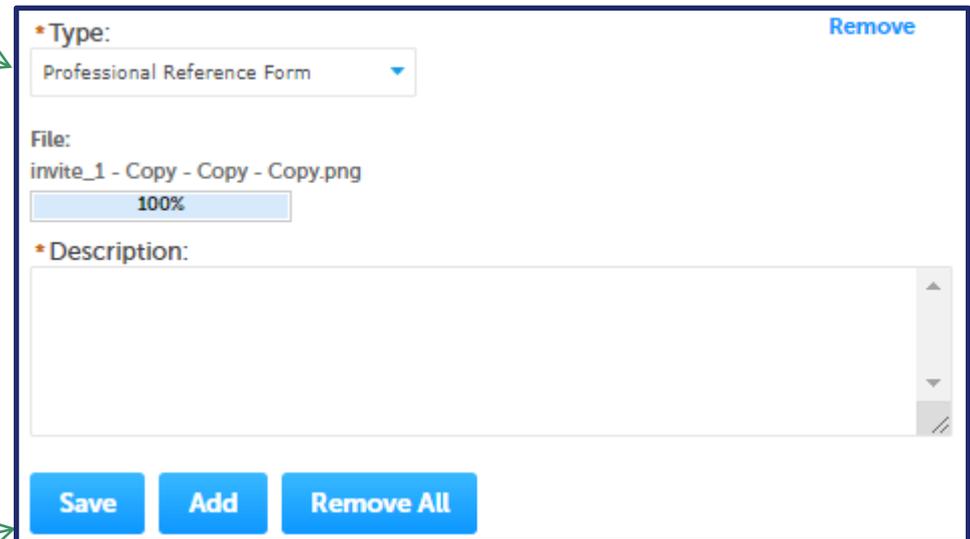
Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

**Continue** **Browse** **Remove All** Cancel



# Step 1: Document Section (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”



The screenshot shows a document upload form with the following elements:

- \*Type:** A dropdown menu currently set to "Professional Reference Form". A blue "Remove" link is located to the right of this dropdown.
- File:** The filename "invite\_1 - Copy - Copy - Copy.png" is displayed above a progress bar that is filled to "100%".
- \*Description:** A large, empty text area for providing a description of the document.
- Buttons:** At the bottom of the form are three blue buttons: "Save", "Add", and "Remove All".

Green arrows from the list on the left point to these specific elements: the first arrow points to the "Type" dropdown, the second to the "Description" text area, and the third to the "Save" button.



# Step 1: Document Section (Attaching)

- ❑ You should see a message that you have successfully attached document(s)
- ❑ Review the list of attached document(s)

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

LSP - Licensed Site Professional Reference Form

1 Reference Information    2 Review    3 Record Submitted

\* Indicates a required field.

LSP Applicant Information

Applicant Name: JONA KUCI    LSP Application ID: 23-LSP-0006-APP

Professional Reference Info

Full Name: John Doe    Email: test@test.com

Documents

Documents:

**Please upload 1 Required Document(s) which are mandatory to submit this Application:**

1 Professional Reference 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.

File Name	Document Type	Description	Size	Action
invite_2 - Copy (3).png	Professional Reference Form	Reference for John	51.99 KB	<a href="#">Actions</a> ▼

**Add**



# Step 1: Certification Section

- Read the Certification Statement
- Click the check the box to complete your certification
- As a part of e-Signature, please enter your Legal Name
- Click on “Continue Application” to proceed

## Certification

### Certification:

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. By Checking the Box below, I understand and agree that I am electronically signing and filing this application.

\* I agree:

\* Legal Name:

\* Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 2: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Click on “Continue Application” to proceed with the submittal of your application

## LSP - Licensed Site Professional Reference Form

1 Reference Information	2 Review	3 Record Submitted
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[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](#)

### LSP Applicant Information

Applicant Name: JONA KUCI

LSP Application ID: 23-LSP-0006-APP

### Professional Reference Info

Full Name: John Doe

Email: test@test.com

### Documents

Documents:

Required Documents: 1. Professional Reference 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.

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File Name	Document Type	Description	Size	Action
invite_2 - Copy (3).png	Professional Reference Form	Reference for John	51.99 KB	<a href="#">Actions ▼</a>

### Certification

Certification:

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. By Checking the Box below, I understand and agree that I am electronically signing and filing this application.

I agree:

Yes

Legal Name:

Jane Doe

Date:

06/19/2023

[Continue Application »](#)

[Save and resume later](#)



# Step 3: Successful Submission

- ❑ When you submit your application, you will receive a transaction Record Number
- ❑ Upon submission of your reference form, please make sure to check your email for system notifications

Home

Search Applications

LSP - Licensed Site Professional Reference Form

1 Reference Information	2 Review	3 Record Submitted
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**Step 1: Reference Information > Page 1 of 1**

 Your application has been successfully submitted.

Thank you for using our online services.  
**Your Record Number is 23-REF-0018.**

You will need this number to check the status of your 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/apply-for-lsp-application>

