LSP - Licensed Site Professional Renewal Application

Licensed Site Professional

General Navigation

❑ Always Click **Continue Application »** 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 **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

❑ Suggested preferred browsers are Chrome and Microsoft Edge

EEA ePlace Portal

How to Apply

Log in to your account:

❑ Click or type this address on your browser: https://eplace.eea.mass.gov/citizenaccess

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

EEA ePlace Portal

File an Online LSP Renewal

❑ Click on "My Records" tab to start

Home

| Dashboard | My Records | My Account |

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

File an Online Application

What would you like to do?

- New License, Permit, Certificate, Notification or Registration **Click Here**
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

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

EEA ePlace Portal

Access your record

❑ A list of your records will be displayed

❑ Click on "Renewal Application" link associated to your Licensed Site Professional Authorization Record to continue

EEA ePlace Portal

Step 1: Contact Information

☐ **Permittee:** The system will auto-populate the Permittee's information from the registration process.

Please Note – To update Permittee's Mailing Address information

- ☐ save the amendment

- ☐ go to your profile's 'Account Management' to make the changes.

- ☐ Then resume your Renewal Application.

☐ **Published Information:** This information will be listed publicly on the Board's website. To Edit/update the information click on "Edit/View".

☐ Click "Continue Application" to proceed

EEA ePlace Portal

LSP - Licensed Site Professional Renewal

| 1 Contact Information | 2 Renewal Information | 3 Documents | 4 Review | 5 Pay Fees | 6 |

Step 1: Contact Information > Page 1 of 1

Instructions

* indicates a required field.

Permittee

Permittee is the Licensee to whom the LSP License will be issued.

Note: The mailing address information associated to Permittee (below) will be used by Board's Staff to mail official Board correspondence. This information will not be listed publicly on the Board's website.

If you need to modify the information, please follow the steps below:

- Select 'Save and resume later' button (below) on this application.
- Go to 'Account Management' and update your information under Contact Information section.
- For any Contact Name changes, please reach out to ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC
- Please resume your application from 'My Records' tab.

Permittee:

LSP TEST USER

200 Winter St
Boston, MA, 12323

Telephone #: 123-453-2536 Email: sneha9717@gmail.com

Edit/View

Published Information

'Published Information' will be used for the "Searchable LSP List" on the on the Board's website.

To add the information, click the 'Add New' button. To update/modify

Published Information:

Jane K Kane

200 Winter St
Malden, MA, 28193-2424

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

Edit/View Remove

Continue Application »

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Contact Information

Employer (if used)

Testing Org

* First Name: Jane
Middle Name: P
* Last Name: Doe

* Country: United States
* P.O. Box / Address Line: 1 Winter St

* City: Boston
* State: MA
* Zip: 28193-2424

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

Continue Discard Changes

Step 2: Renewal Information

- List all the courses for each continuing education credits.

- Enter the information in the table by selecting the "Add a Row" button and follow the prompts

- **Please note** that you need a minimum of **36 credits** to apply for the Renewal Application or request for a 90-day extension

- Click "Continue Application" to proceed

EEA ePlace Portal

LSP - Licensed Site Professional Renewal

1 Contact Information	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6

Step 2: Renewal Information > Page 1 of 3

Instructions

* indicates a required field.

List the Courses

List of Courses

Click the "Add a Row" button to enter each continuing education credit information.

Note: Accordingly, to 309 CMR 3.09(1), to be designated as a "DEP Credits", that course must be taught in whole or in substantial part by Department of Environmental Protection personnel, and the course subject matter must be directly focused on regulatory and/or technical topics that are reasonably likely to maintain or enhance the ability of LSPs to perform, supervise and/or co-ordinate response actions.

For Courses that have split credits, please enter example, a 4-hour DEP Course that is approved course entry, enter the Course and select "DEP

Showing 0-0 of 0

Course Credit Category	LSP Course Number
No records found.	

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

Continue Application »

List of Courses

Click the "Add a Row" button to enter each continuing education credit information.

Note: Accordingly, to 309 CMR 3.09(1), to be designated as a "DEP Credits", that course must be taught in whole or in substantial part by Department of Environmental Protection personnel, and the course subject matter must be directly focused on regulatory and/or technical topics that are reasonably likely to perform, supervise and/or co-ordinate response actions.

For Courses that have split credits, please enter the course twice with the corresponding eligible credit for each entry. For example, a 4-hour DEP Course that is approved for 2 DEP Credits and 2 Technical Credits should have two entries. For the first course entry, enter the Course and select "DEP Credits" and then enter the Course a second time and select "Other Credits."

*Course Credit Category:	*LSP Course Number:	*Course Name:
--Select-- ▾		

*Is the course classified as Regulatory?: ⊙ Yes ⊙ No	*Credits:	*Course Date: MM/DD/YYYY 📅

Submit   Cancel

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Step 2: Renewal Information

❑ Please review the credits specified on the List of Courses information entered in the previous section

❑ If the claimed credits value are incorrect, please go back to update the List of Courses information accordingly.

❑ Click "Continue Application" to proceed

LSP - Licensed Site Professional Renewal

1 Contact Information	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6

Step 2 : Renewal Information > Page 2 of 3

* indicates a required field.

Credits Information

The below credit subtotals, totals are based on the List of Course information you entered in the previous section. If the information below seems to be incorrect, please go back and update the List of Course information table accordingly.

Subtotal for claimed DEP Credits:

48

Subtotal for claimed Other Credits:

0

Total claimed DEP & Other Credits:

48

Subtotal for claimed regulatory DEP Credits:

48

Subtotal for claimed regulatory Other Credits:

0

Total claimed regulatory DEP & Other Credits:

48

Continue Application »

Save and resume later

EEA ePlace Portal

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Step 2: Renewal Information

❑ If you have less than 48 credits, then you should request for a 90-day extension to continue with submission of the renewal application

❑ Click "Continue Application" to proceed

LSP - Licensed Site Professional Renewal

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Step 2: Renewal Information > Page 2 of 2

Instructions

* indicates a required field.

Request for Renewal Extension

"Require 90-day extension confirmation": * You have indicated that you have less than 48 continuing education credits. You need a minimum of 48 credits required to complete the renewal. If you need to add more credits, please go back to the previous section. If you need additional time to obtain the remaining (12 or fewer) continuing education credits, click "Yes" below to continue

○ Yes ○ No

Continue Application »   **Save and resume later**

EEA ePlace Portal

Step 3: Document

❑ Upload all required documents for your application

❑ The required documents will be listed on the table

❑ To begin attaching documents, click "Add"

LSP - Licensed Site Professional Renewal

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Step 3: Documents > Page 1 of 1

Instructions

*indicates a required field.

Documents

Please attach copy(ies) of your LSP Board Continuing Education Attendance Certification Forms below.

Documents:

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

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
No records found.				

Add

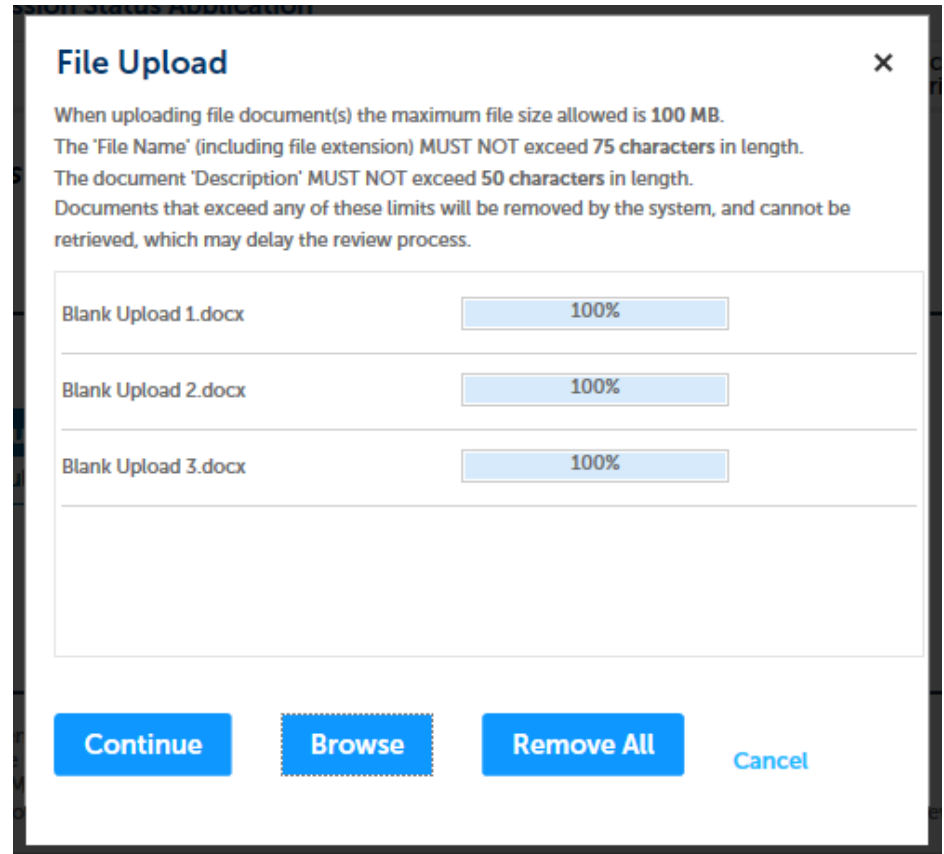**Continue Application »**   **Save and resume later**

EEA ePlace Portal

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Step 3: Document (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

EEA ePlace Portal

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Step 3: Document (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"

File:
Blank Upload 1.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: Remove
--Select--

File:
Blank Upload 2.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

*Type: Remove
--Select--

File:
Blank Upload 3.docx
100%
*Description (Maximum 50 characters):
A maximum of 50 characters.

Save   Browse   Remove All

Continue Application »   Save and resume later

EEA ePlace Portal

Step 3: Document (Attaching)

❑ You should see a message that you have successfully attached document(s)

❑ Review the list of attached document(s)

❑ Click on "Continue Application" to proceed

EEA ePlace Portal

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

LSP - Licensed Site Professional Renewal

1 Contact Information	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6

Step 3:Documents>Page 1 of 1

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.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_1 - Copy - Copy (2).png	Attendance Certification Forms	Attendance for Course 2	88.12 KB	Actions ▾
invite_1 - Copy - Copy.png	Attendance Certification Forms	Attendance for Course 3	88.12 KB	Actions ▾
invite_1 - Copy - Copy - Copy.png	Attendance Certification Forms	Attendance for Course 1	88.12 KB	Actions ▾

Add

Continue Application »

Save and resume later

Step 4: Review

- ❑ The entire application is shown on a single page for your review

- ❑ If you note something you want to change, click "Edit Application"

- ❑ Read the Certification Statement and check the box to complete.

- ❑ Click on "Continue Application" to proceed with the submittal of your application

EEA ePlace Portal

Step 5: 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

LSP - Licensed Site Professional Renewal

1	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6 Record Submitted

Step 5: 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
LSP Renewal Fees		$100.00
TOTAL FEES		$100.00

[Pay Online »] [Pay by Mail »]

EEA ePlace Portal

Pay Online

❑ When you select "Pay Online", you will be brought to this screen

    ❑ Provide all payment and billing information

    ❑ Select any card type from the dropdown.

    ❑ Accept the terms and conditions and click submit

❑ You will be e-mailed a receipt
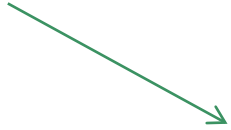

EEA ePlace Portal

Pay By Mail

❑ **If you choose "Pay By Mail"**

❑ Check your email for instructions

NOTICE DATE: 6/12/2023

Dear **LSP USER**,

Thank you for submitting your online application form for record type: **LSP - Licensed Site Professional Application**. Your transaction Record Number is: **23-LSP-0033-APP**. Please find attached copy of your submitted application.

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

Pay by Mail: If you chose the "Pay by Mail" option, your payment must be in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your transaction Record Number 23-LSP-0033-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
Commonwealth of Master Lock Box
LSP Board
PO Box 3982
Boston, MA 02241-3982

Please note - The individuals listed as your professional references will also receive an email notification with instructions on how to submit the Professional Reference Form.

You can track the progress of your submission through the review process at the following link:
https://testaca.eea.mass.gov/citizenaccess/.
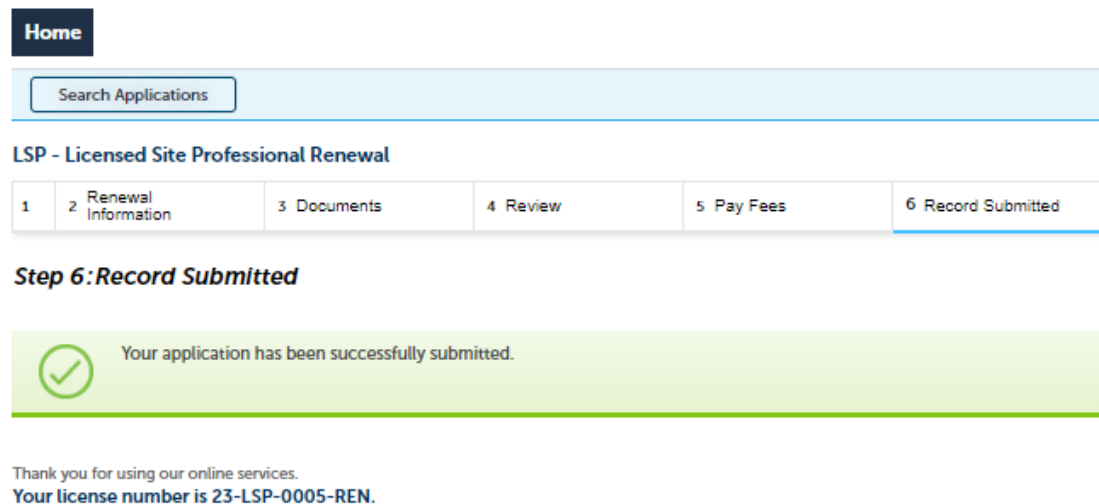
Thank you,
LSP Board

EEA ePlace Portal

Step 6: Successful Submission

❑ When you submit your application, you will receive a transaction Record Number so you can track the status of your application online

❑ Upon submission of your amendment please make sure to check your email for system notifications

Home

Search Applications

LSP - Licensed Site Professional Renewal

1	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6 Record Submitted

Step 6: Record Submitted

✓ Your application has been successfully submitted.

Thank you for using our online services.
Your license number is 23-LSP-0005-REN.

EEA ePlace Portal

To check the status of an application

❑ Log on to EEA ePlace portal

  ❑ Mass.gov Licensing and Permitting Portal

❑ Go to your "My Records" page to see and/or track the status of an application

Home

| Dashboard | My Records | My Account |

Welcome LSP TEST USER
You are now logged in [...] [...]wealth's EEA ePlace Portal.

File an Online Application

What would you like to do?

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If you are using assistive tools such as JAWS, please check our FAQs for important information. EEA ePlace Quick Guides

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the EEA ePLACE Public Access Portal

For additional information about the Commonwealth, please visit the Mass.gov portal. For EEA information, please visit the Mass.gov/EEA portal.

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:
https://www.mass.gov/how-to/apply-for-lsp-renewal-supplemental-renewal-application

EEA ePlace Portal