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# LSP - Licensed Site Professional Renewal Application





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



# 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

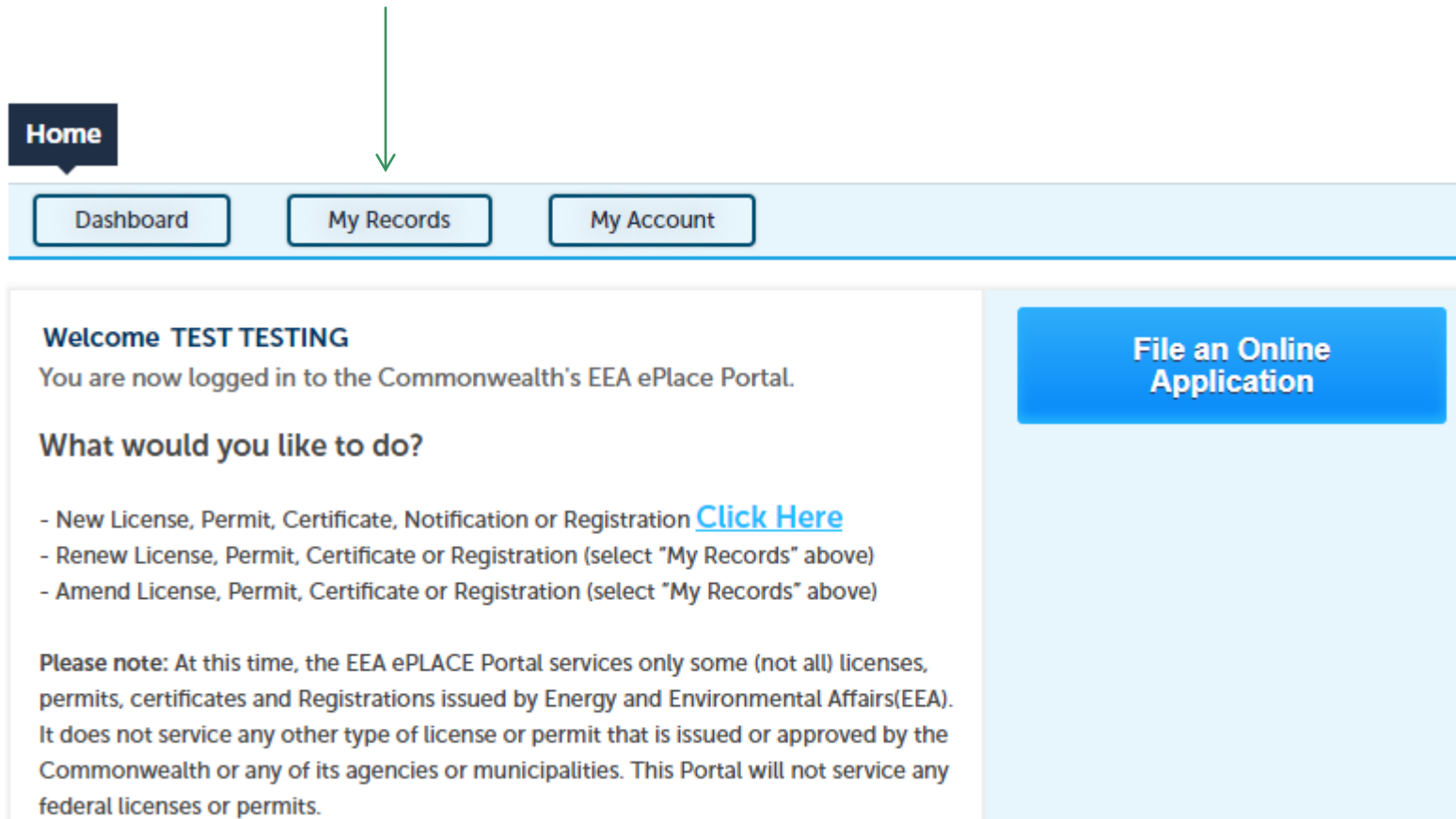
The screenshot shows the EEA ePLACE Portal homepage. At the top is a navigation bar with links for State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal header with the state seal and a 'Home' button. A navigation menu includes Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A 'Need Help?' section provides contact information for the ePLACE Help Desk Team. A 'Contact:' section lists Energy and Environmental Affairs, MASSDEP, MDAR, and DCR. A 'Convenience Fee' notice is also present. The main content area is titled 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' and includes a brief description of the portal's purpose. Below this are 'Options for Licensees and Applicants' and 'ePLACE Portal Account Registration' instructions. On the right side, there is a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Remember me on this computer' checkbox, and a 'Login »' button. A 'Forgot my password' link and a 'New Users: Register for an Account' link are also visible. A 'Please note:' section at the bottom right explains that the portal services only some (not all) licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal

# File an Online LSP Renewal

- ❑ Click on “My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' tab to a blue button on the right side of the page labeled 'File an Online Application'. The main content area on the left displays a welcome message for 'TEST TESTING' and a list of actions: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration' (with a note to select 'My Records'), and 'Amend License, Permit, Certificate or Registration' (with a note to select 'My Records'). A 'Please note' section at the bottom of the main content area states that the portal only services some licenses, permits, certificates, and registrations issued by EEA, and does not service other types of licenses or permits issued by the Commonwealth or its agencies or municipalities.

**Home**

Dashboard My Records My Account

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

**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)

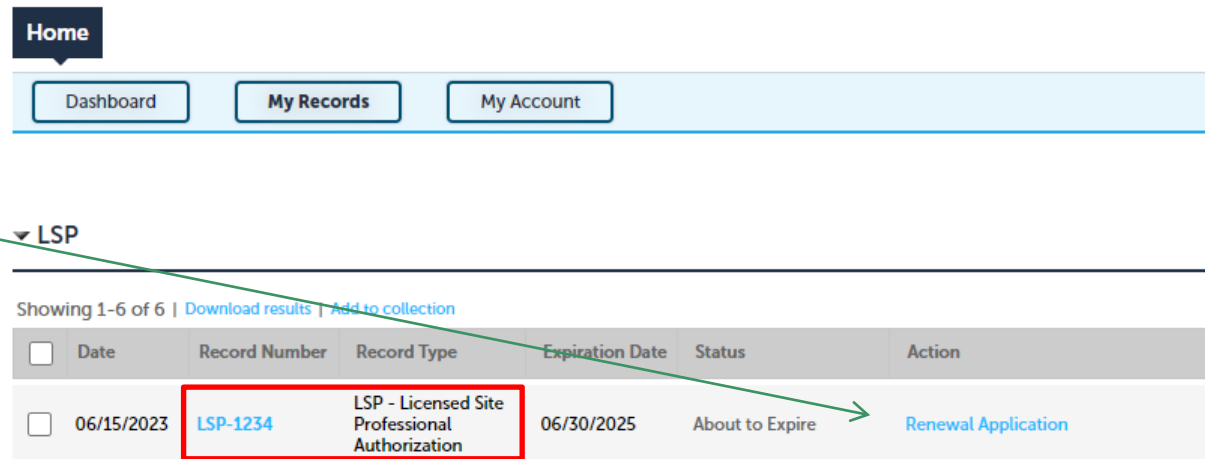
**Please note:** At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies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

**File an Online Application**



# 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



Home

Dashboard My Records My Account

▼ LSP

Showing 1-6 of 6 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	06/15/2023	<b>LSP-1234</b>	LSP - Licensed Site Professional Authorization	06/30/2025	About to Expire	<a href="#">Renewal Application</a>



# 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

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## LSP - Licensed Site Professional Renewal

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

<b>Permittee:</b>
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 Board's website.

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

<b>Published Information:</b>
Jane K Kane
200 Winter St Malden, MA, 28193-2424
Telephone #: 111-111-1111 Email: test@test.com

Edit/View Remove

Continue Application »

<b>Contact Information</b>		
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 #:
<a href="#">Continue</a> <a href="#">Discard Changes</a>		

# 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

## LSP - Licensed Site Professional Renewal

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

Showing 0-0 of 0

Course Credit Category	LSP Course Number
No records found.	
Add a Row	Edit Selected Delete Selected

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 maintain or enhance the ability of LSPs 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: --Select--

\*LSP Course Number:

\*Course Name:

\*Is the course classified as Regulatory?: ☐ Yes ☐ No

\*Credits:

\*Course Date: MM/DD/YYYY

Submit Cancel



EEA ePlace Portal

# 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
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### 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



# 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

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



# 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

1 Contact Information	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6
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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;.vbs;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

File Name	Document Type	Description	Size	Action
No records found.				

Add

Continue Application »

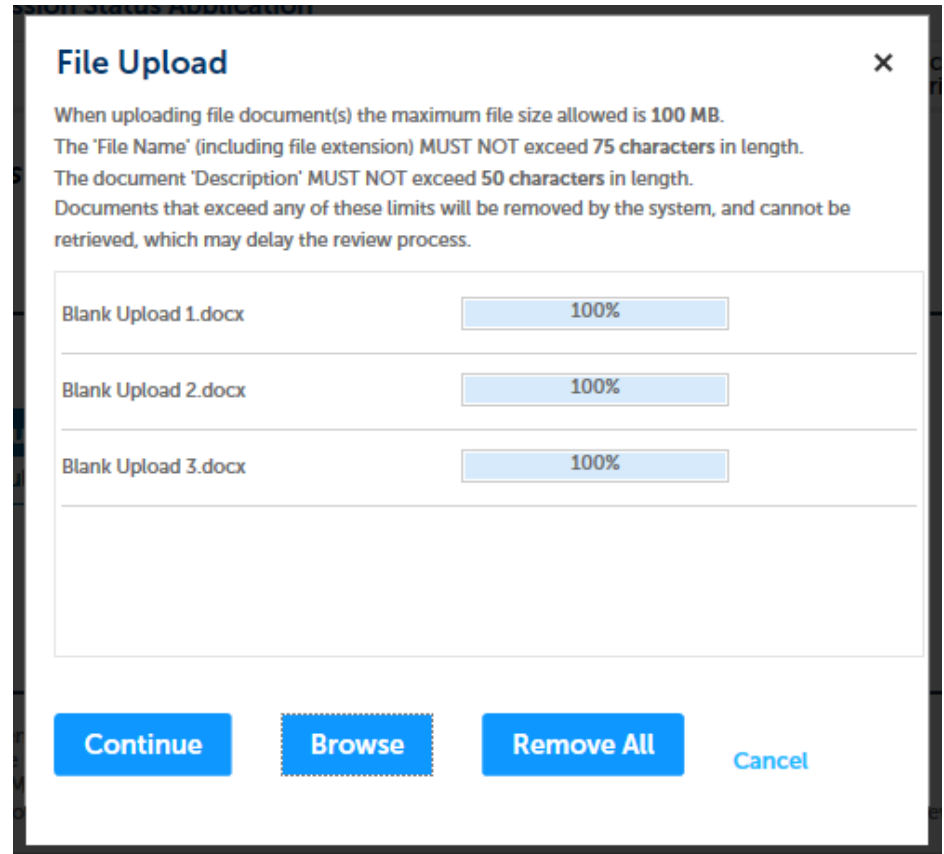
Save and resume later



EEA ePlace Portal

## 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** [X]

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: 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:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

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

\*Type:  
--Select--

Remove

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




# 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

**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
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Step 3: Documents > Page 1 of 1

Instructions

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Documents

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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
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

## LSP - Licensed Site Professional Renewal

1	2 Renewal Information	3 Documents	4 Review	5 Pay Fees	6 Record 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](#)

#### Permittee

Individual  
SNEHA EIPAS  
1000 Happy Street  
Boston, MA, 23434  
United States

Telephone #:111-111-1111  
E-mail:sneha.kalagarla@mass.gov

#### Published Information

Individual  
Jane K Kane  
Testing Org  
200 Winter St  
Malden, MA, 28193-2424  
United States

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

#### List the DEP Courses

##### DEP COURSES

LSP Course Number	Course Name	Is the course classified as Regulatory?	Credits	Course Date
ewq	ewr	No	39	05/31/2023

#### Application Submitter

Individual  
SNEHA EIPAS  
1000 Happy Street  
Boston, MA, 23434  
United States

E-mail:sneha.kalagarla@mass.gov

I certify, under the pains and penalties of perjury, that the information I have provided with and pursuant to this application for the renewal of my LSP license is truthful and accurate. I understand that failure to provide accurate information may be grounds for the LSP Board to deny my renewal application and/or suspend or revoke my license. I further attest, under the pains and penalties of perjury, that pursuant to M.G.L. c. 62C, § 49A, to the best of my knowledge and belief, I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)

[Save and resume later](#)



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
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### 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
<b>TOTAL FEES</b>	<b>\$100.00</b>

[Pay Online »](#)

[Pay by Mail »](#)



# 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

**Billing Information**

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State/Territory  
Select State

Zip  
Enter Zip

Phone Number  
( ) - -

Email  
Enter Email Address

Confirm Email  
Enter Email Address

**Payment Information**

Card Type  
Select Card Type

Card Number  
TEST MODE

CVV Code  
123

Expiration  
01 2011

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.

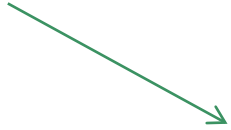




# Pay By Mail

☐ 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/>.

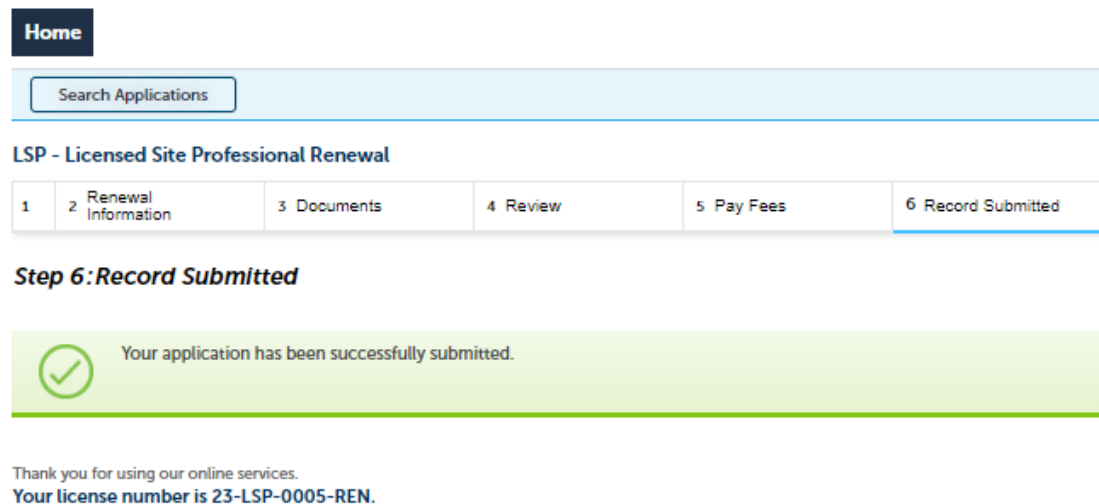
Thank you,  
LSP Board



**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

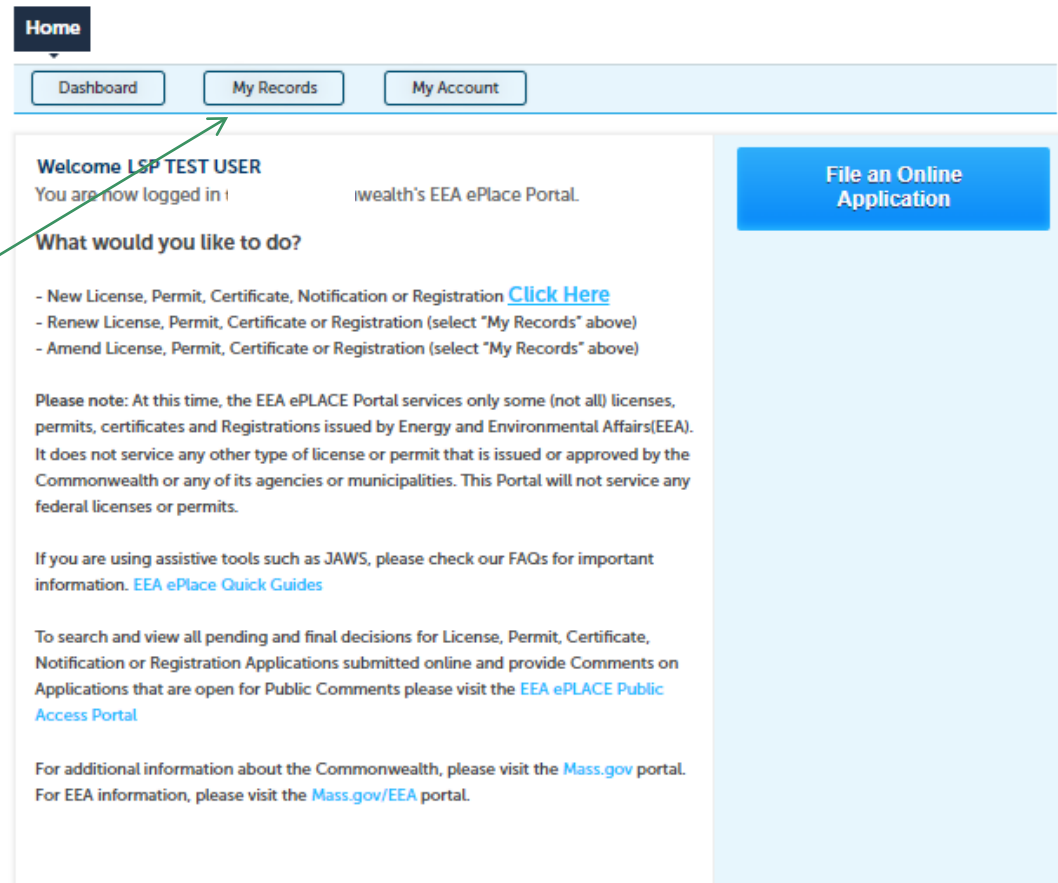


The screenshot displays the 'Home' page of the EEA ePlace Portal. At the top, there is a 'Home' button and a 'Search Applications' search bar. Below this, the page title is 'LSP - Licensed Site Professional Renewal'. A progress bar shows six steps: 1, 2 Renewal Information, 3 Documents, 4 Review, 5 Pay Fees, and 6 Record Submitted. The sixth step is highlighted, indicating the current status. Below the progress bar, the text 'Step 6: Record Submitted' is displayed. A green checkmark icon is shown next to the message 'Your application has been successfully submitted.' At the bottom, a thank you message reads: 'Thank you for using our online services. Your license number is 23-LSP-0005-REN.'



# 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



# 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-renewal-supplemental-renewal-application>

