

Massachusetts Environmental Policy Act Office

# MEPA e-Filing Portal

User's Guide



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# About the documentation

## Audience

The audience for this documentation is users of the [MEPA e-Filing Portal](#)  who want to create and file submittals with the MEPA Office.

## Conventions

Links indicated with a  open a new browser window outside of this document.

## Document history

The following table provides key information about this documentation:

Document Revision	Change Description	Author	Revision Date
1.0	Initial documentation for the MEPA e-Filing Portal.	<a href="mailto:matthew.j.horn@mass.gov">matthew.j.horn@mass.gov</a>	1/6/2025
1.1	Updated language around editing the Contacts for an EIR, ENF, and NPC.	<a href="mailto:jennifer.hughes@mass.gov">jennifer.hughes@mass.gov</a>	4/18/2025
1.2	Added reminders that users who electronically file using the Portal must also distribute their filings as required by the MEPA regulations.	<a href="mailto:matthew.j.horn@mass.gov">matthew.j.horn@mass.gov</a>	6/6/2025



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# Getting help

**For questions about MEPA e-Filing, contact:**

- [MEPA-IT@mass.gov](mailto:MEPA-IT@mass.gov) (Please use "Question about MEPA e-Filing" for the subject line.)

**For all other inquiries, contact:**

- [MEPA@mass.gov](mailto:MEPA@mass.gov)

In addition, you can set up a pre-filing consultation with the MEPA Office and other agencies. Pre-filing consultations can help you determine:

- Review thresholds that your project may meet or exceed.
- If there are any agency actions that are required.
- Filing requirements and unique aspects of your project.

For more information, see [Filing with MEPA](#) .



# Quick start (ENF)

The most common use case for the MEPA e-Filing Portal is to create a new Environmental Notification Form (ENF) submittal. This section provides a quick overview of how to do this.

For more detailed instructions, see [Creating an ENF submittal](#).

## To create a new ENF submittal:

1. Log into the [MEPA e-Filing Portal](#) . (You must have an [EEA account](#) to continue.)
2. From the **Dashboard**, click **+ Add A Submittal** to begin creating a new ENF submittal.

The **Add a Submittal** dialog box displays:

- a. Select ENF from the drop-down list of submittal types.
- b. Select **No existing project(s) to link with** (the default). (Only in [very rare cases](#) will you link a new ENF to an existing project.)
- c. Click **Okay →**.

The **Add/Edit a Project** view displays. Define the project:

- a. On the **Project Details** tab, give the project a name and select a project type.
- b. Fill out all the required information on the project tabs (**Locations, Contacts, Agency Actions, and Thresholds**).
- c. On the **Thresholds** tab, click **Save Draft and Add Submittal →** to save the project as a draft and link it to a new ENF submittal.

The **Add/Edit a Submittal** view displays. Define the submittal:

- a. On the **Submittal Information** tab, specify the project's estimated start and end dates.
  - b. On the **Attachments** tab, upload all the necessary files. Note that Item #1 requires a combined PDF that encompasses all the supporting documents.
3. The MEPA Office recommends that you click **Save as Draft** first to avoid erroneous submittals.
  4. Click **Create Submittal**. The Portal sends the new submittal to the MEPA Office for review. The Portal also sets the status of the project and submittal to *Under Review*.
  5. Distribute your filings as required by the MEPA regulations. For ENF submittals, you must circulate the ENF to the [MEPA Electronic Distribution List](#) in accordance with 301 CMR 11.16(2).

For more information, see [After you file a submittal](#).



# Before you begin

Before you begin, please familiarize yourself with the following:

- Beginning July 1, 2025, it will be mandatory to use the [MEPA e-Filing Portal](#)  for all ENF, NPC, and EIR submittals.  
For more information, see [Changes to electronic filing](#).
- You must have an EEA account to create and submit new projects or submittals for review. For more information, see [Creating a new account](#).

The MEPA Office encourages you to seek assistance when creating new projects and submittals, as described in [Getting help](#).

## Changes to electronic filing

Beginning July 1, 2025, all ENFs, NPCs, and EIRs must be filed through the new MEPA e-Filing Portal ("the Portal"). Filing submittals via the Portal is **mandatory** for these document types as of the effective date, with more MEPA e-Filing options under development.

Note that after electronically filing a submittal with the Portal, you must also distribute the filing in accordance with MEPA regulations. Instructions specific to each type of submittal are included in the documentation.

Submittal types other than ENFs, NPCs, and EIRs will continue to be accepted at [MEPA@mass.gov](mailto:MEPA@mass.gov). ENFs, NPCs, and EIRs will be accepted via email until the effective date.

All submittals must be filed **by 5:00pm** to be deemed complete on that date.

## Creating a new account

To use the MEPA e-Filing Portal, you must have an EEA account. If you don't have one, you must create one by defining a username and password. EEA accounts require access to an email address.

When you log in, the Portal displays only projects and submittals that have been filed using the same account. You cannot view submittals made by other accounts.

The Portal does not allow access to projects and submittals from multiple accounts. If you want multiple people to be able to view or edit a set of submittals, you can set up a single "common" or "shared" account that multiple users can access (for instance, all users at a consultant firm).

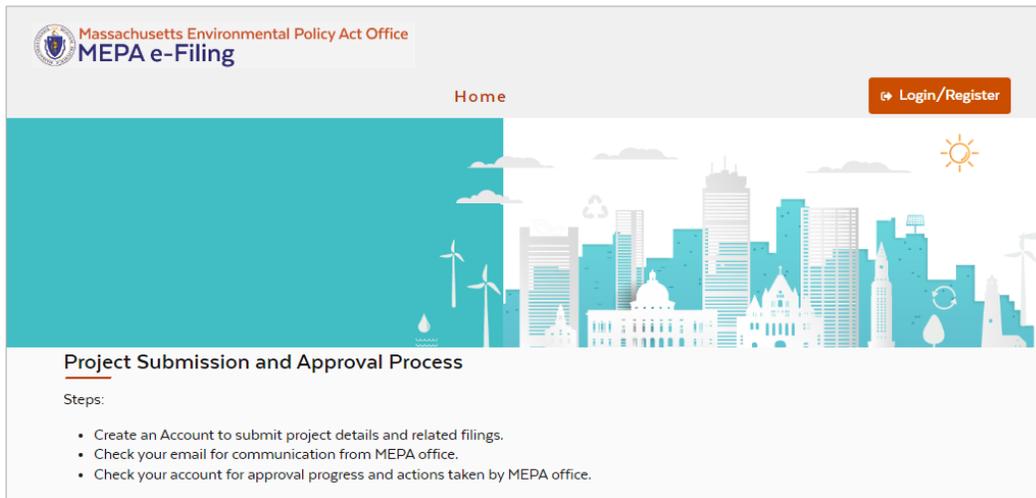
### To create a new EEA account:

1. Navigate to the MEPA e-Filing Portal:

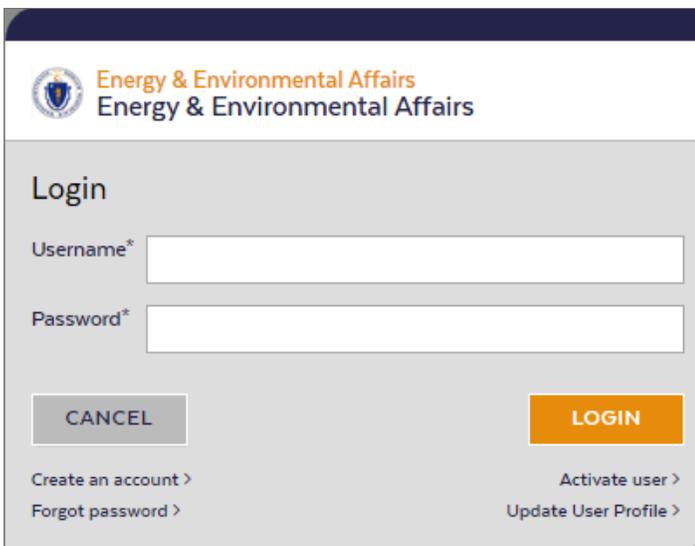
<https://eeaonline.eea.state.ma.us/EEA/MEPA/Portal/> 



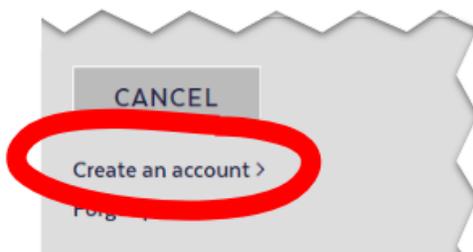
The MEPA e-Filing Portal displays:



2. Click **Login/Register**. The **Login** view displays:



3. Click **Create an Account**:





The **Sign Up** view displays:

The screenshot shows the 'Sign up' form for the Energy & Environmental Affairs portal. The form includes the following fields: Username\*, Password\*, Confirm Password\*, Email\*, First Name, Last Name, and Phone Number (with a placeholder '+1(\_\_\_\_) \_\_\_\_-\_\_\_\_'). There are two buttons at the bottom: '< BACK TO LOGIN' and 'SIGN UP'.

4. Fill out the form. The **Username**, **Password**, and **Email** fields are required.
5. Click **SIGN UP**.

The **Activate User** view displays:

The screenshot shows the 'Activate User' form. It includes a message: 'Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.' The form has two input fields: 'Username\*' (containing 'jsmith') and 'Activation Code\*'. There are two buttons at the bottom: '< BACK TO LOGIN' and 'ACTIVATE'. A link 'Resend Activation Code >' is located at the bottom left.



6. Check your email to get your activation code, enter it in the **Activation Code** field, and click

**ACTIVATE**

Your EEA account is now active. After successful account activation, the Portal displays the **Login** view.

7. Enter your login credentials and click **LOGIN**.

You can now create a new MEPA project or submittal using the Portal.

## About the Environmental Monitor

The [Environmental Monitor](#) provides information on projects under review by the Massachusetts Environmental Policy Act (MEPA) office, recent MEPA decisions of the Secretary of Energy & Environmental Affairs, and public notices from environmental agencies.

Current Environmental Monitor publications are located at the following site:

- [7/23/2021 to PRESENT](#)

The Environmental Monitor archives are located at the following sites:

- [9/23/2009 to 7/9/2021](#)
- [1/7/2002 to 9/9/2009](#)

## About projects

Projects define high-level information about the location, contacts, and other project characteristics. There are typically multiple submittals associated with a project.

### TIP

You can view records for development projects currently under review or previously reviewed by the MEPA office using the [MEPA Project Database](#).

Most commonly, you create a new project when you create a new Environmental Notification Form (ENF) submittal. For many other submittal types, such as an Environmental Impact Report (EIR) or Notice of Project Change (NPC), you link to an existing project rather than create a new one.

In most cases, there can be only one ENF linked to a project, but there can be more than one EIR or NPC linked to a project.

When creating a new project in the Portal, you must specify the following details:

- **General Information:** The project name and one or more project types.
- **Location:** One or more addresses associated with the project; these reference the site(s) at which the project will be implemented, not the location of the proponent or other project contacts.



- **Contact:** The person or persons that will serve as the representative(s) for the project; at least one contact must be the Proponent. Please also indicate the individual(s) from whom copies of submittals can be requested (the “For Copies” or “Consultant” contact).
- **Agency Action:** One or more actions required by an “Agency,” as defined in MEPA, for the project such as required permits, land transfers, or financial assistance.
- **Threshold:** Any type of environmental impact specified in 301 CMR 11.03.

For complete definitions of terms such as these, see [301 CMR 11.02 Definitions](#) .

In some cases, such as when you [submit an Emergency ENF](#), you do not need to complete all details of the project. However, for other ENFs, all details are required. During the review process, MEPA assigns new projects an EEA number. You can link subsequent submittals (but not more than one ENF) to an existing project via its EEA number.

## About submittals

Submittals consist of a form, such as an ENF, NPC, or EIR report, plus supporting documentation.

To start creating any submittal, click  on the **Dashboard**.

- **ENF submittals:** When you create a new *ENF submittal*, the Portal links the submittal to a new project. While creating the ENF, you can [click the project name](#) at the top of the screen to view and edit the project's information.

For more information, see [Creating an ENF submittal](#).

- **EIR or NPC submittals:** When you create an *EIR* or *NPC submittal*, you link them to an existing project's EEA number. You can click the project name at the top of the screen to view (but not edit) project information while you are defining the EIR or NPC submittal.

For more information, see [Creating an EIR submittal](#) and [Creating an NPC submittal](#).

A single project can have multiple submittals associated with it. For example, you can link an ENF to a new project, and then add one or more NPCs that make changes to the project. Projects can only have multiple ENFs associated with them in the rare case that an [Emergency ENF](#) was submitted before the standard ENF.

Note that after electronically filing a submittal with the Portal, you must also distribute the filing in accordance with MEPA regulations. Instructions specific to each type of submittal are included in the documentation.

## Working with attachments

All submittals require documentation to support them. For example, an ENF requires a USGS map; site plans; lists of notified agencies, permits, and reviews; climate resilience reports; and other information.

When adding attachments to a submittal, the first attachment that you must include (Item #1) must be a single PDF that includes the submittal/form plus *all other attachments*. This means that each attachment must be included as part of Item #1 and uploaded separately in each applicable row. ENFs and NPCs have



a list of required attachments, but EIRs are uploaded only under Item #1 with all supporting documentation.

A submittal with more than 50 pages (not necessarily each attachment) must include bookmarks or an electronic table of contents that contains direct links to each section. If you do not include bookmarks or a TOC for such attachments, the MEPA Office may reject the submittal.

You can upload multiple documents for each row, which means you can also split up large files into multiple documents (such as technical appendices to EIRs or a Proposed EIR filed with an EEF as part of a [dual filing](#)) and upload them under one item number.

**NOTE:**

**“Proposed EIRs”** filed with a dual submittal under 301 CMR 11.05(9) must be filed as a separate attachment from the EENF. To do this, upload one PDF with the EENF under Item #1, and the Proposed EIR as a separate PDF under the same Item #1.

“Optional documentation” refers to documents that are voluntarily submitted other than required attachments or supporting documentations for EIRs; in most cases, uploading this documentation will *not* be necessary.

“Supplemental documentation” refers to documents that are submitted at the request of the MEPA Office during review of a submittal. Do not upload documents under this category when you initially file the ENF, NPC, or EIR submittal for review.

**To add attachments to your submittal:**

1. Log in to the [MEPA e-Filing Portal](#) .
2. Navigate to the **Attachments** tab in the **Add/Edit a Submittal** view.
3. For Item #1 (the first row), upload a combined PDF that consists of the submittal/form and all required attachments or supporting documentation.

As noted, if a submittal is more than 50 pages, you must include bookmarks or a TOC that contains direct links to each section.

4. Next to each row, click  and select a document to add. You can add multiple documents in each row.
5. When you are finished, save your progress by clicking . If there are any errors, such as a missing file, the Portal prompts you to fix them before continuing.

**NOTE:**

The MEPA Office recommends that you click  before sending the submittal for review to avoid erroneous submittals.



The Portal uploads the documents and displays them in the **Documents Uploaded** table, as the following example shows for an ENF submittal:

Item Number. ↕	Document Type	File Name	Size	Upload date. ↕	Actions
1	ENF form with supporting docum...	monolithic-document.pdf	190989	8/13/2024 5:34:52 PM	<a href="#">Download</a> <a href="#">Delete</a>
2	U.S.G.S. map (good quality col...	USGS-plan.png	1195	8/13/2024 5:34:51 PM	<a href="#">Download</a> <a href="#">Delete</a>
3	Plan, at an appropriate scale, ...	existing-conditions-plan.pdf	190989	8/13/2024 5:34:52 PM	<a href="#">Download</a> <a href="#">Delete</a>
4	Plan, at an appropriate scale, ...	environmental-constraints.pdf	190989	8/13/2024 5:34:52 PM	<a href="#">Download</a> <a href="#">Delete</a>
5	Plan, at an appropriate scale, ...	completion-conditions-proposal.pdf	190989	8/13/2024 5:34:51 PM	<a href="#">Download</a> <a href="#">Delete</a>
6	List of all agencies and perso...	circulation-list.txt	22	8/13/2024 5:34:51 PM	<a href="#">Download</a> <a href="#">Delete</a>
7	List of municipal and federal ...	permits-and-reviews-list.txt	22	8/13/2024 5:34:52 PM	<a href="#">Download</a> <a href="#">Delete</a>
8	Printout of output report from...	RMAT-output.png	1195	8/13/2024 5:34:51 PM	<a href="#">Download</a> <a href="#">Delete</a>
9	Printout from the ...	EJ-map.png	1195	8/13/2024 5:34:51 PM	<a href="#">Download</a> <a href="#">Delete</a>

[← Back](#)
[Save as a Draft](#) [Create Submittal >](#)

**NOTE**

Some documents take longer than others to upload, depending on the document size and the speed of your network connection.

As a result, please wait a few moments if the Portal does not immediately display the list of attachments in the **Documents Uploaded** table.

- After you confirm that all attachments have uploaded successfully, send the submittal for review by clicking [Create Submittal](#).



## Working with drafts

Drafts make it easier for you to create complex projects and submittals over multiple sessions.

- A *submittal* is considered in *draft mode* when its status is *Draft* in the **Status** column of the **Submittals** view.
- A *project* is in draft mode when  **Edit** appears next to that project in the **Actions** column of the **Projects** view.

## Saving a draft

At any point while you are creating a project or submittal, you can save it as a draft by clicking

 **Save as Draft** 

When you save a project or submittal as a draft:

- You can leave the Portal and return later to resume editing where you left off.
- The Portal does not validate that all required fields have been defined or that all attachments have been uploaded. The Portal only validates fields and attachments when you file the submittal for review.
- (ENF only) The Portal creates an associated draft ENF submittal for you after you have created a project.

## Resuming a draft

You can resume editing a draft project or submittal at any time before you send it for review. After you send a project or submittal for review, however, you will not be able to make additional changes unless the MEPA Office changes the status to enable editing. Please contact [MEPA@mass.gov](mailto:MEPA@mass.gov) if you need to make edits after you filed the submittal for review through the Portal.

### To resume editing a draft project:

1. Log in to the [MEPA e-Filing Portal](#)  and click **Dashboard**.
2. Select the **Projects** tab. (To resume editing a draft submittal, use the **Submittals** tab.) The Portal displays only the projects to which you have access. Projects created under different EEA accounts are not visible to you.

Scroll through all submittals on the **Projects** tab to find the project that you want to resume editing.

To navigate through pages of projects on the **Projects** tab, use the forward and back page buttons:





You can also select the number of projects to display per page using the results drop-down list:

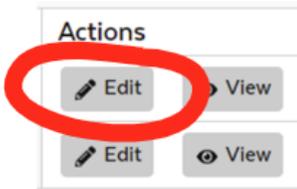
3. When you find the project, click  **Edit** in the **Actions** column next to that project.

**To resume editing a draft submittal:**

1. Log in to the [MEPA e-Filing Portal](#)  and click **Dashboard**.
2. Select the **Submittals** tab (this is the default). The Portal displays only the submittals to which you have access. Submittals created under different EEA accounts are not visible to you.

You can sort the submittals by any column. To view the most recent submittals, click the header of the **Submit Date** column to sort the list by that column.

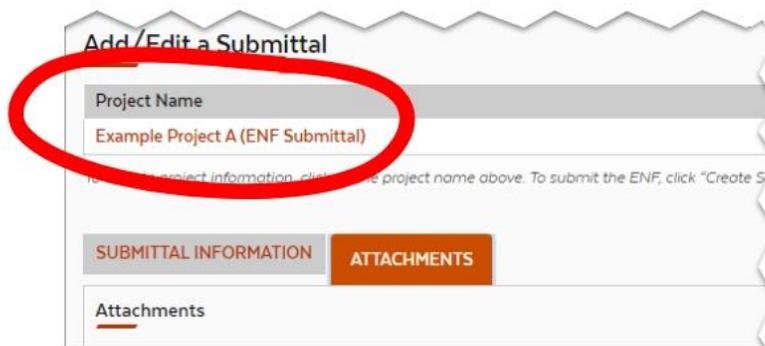
3. Click  **Edit** in the **Actions** column in the same row as the submittal:



You can edit a project while you are creating an *ENF submittal* that is linked to that project. You cannot edit a project when you create an EIR or NPC submittal.

**To resume editing a draft project:**

1. Scroll to the top of the page in the **Add/Edit a Submittal** view:



2. Click the project's name in the **Project Name** field.



The Portal changes to the **Add/Edit a Project** view and displays the **Project Details** tab as the following example shows:

The screenshot shows a web form titled "Add/Edit a Project". At the top, there are two tabs: "PROJECT DETAILS" (active) and "SUBMITTALS". Below the tabs is a navigation bar with links for "General Information", "Locations", "Contacts", "Agency Actions", and "Thresholds". The "General Information" section is expanded and contains the following fields:

- Project name\***: A text input field containing "Example Project A (ENF Submittal)".
- EEA Number**: A text input field that is currently empty.
- Project type(s)\***: A dropdown menu with the text "Select Project Types\*" and the selected option "Agriculture, Airport, Aquaculture/Shellfish".
- Comments**: A text area containing the text "This is an example project and ENF submittal."

At the bottom of the form, there are four buttons: "< Back", "x Cancel", "Next >", and "Save as Draft" (with a document icon).

3. Navigate to each project tab and make changes as necessary.
4. To save your draft again, click **Save as Draft**  to save the project information.



# Creating an ENF submittal

You can use the [MEPA e-Filing Portal](#) to create a new Environmental Notification Form (ENF) submittal. When you create a new ENF submittal, you typically create a new project that is linked to it at the same time.

## NOTE

After electronically submitting an ENF, you must also distribute your filing as required by the MEPA regulations.

For ENF submittals, you must circulate the ENF to the [MEPA Electronic Distribution List](#) in accordance with 301 CMR 11.16(2).

Each project (which has a unique EEA number) can have only one ENF linked to it; two ENFs cannot be linked to a single project under the same EEA number. The only exception is in the rare case that there was an Emergency ENF submittal filed under 301 CMR 11.13. If the Emergency ENF was assigned an EEA number, you can link a new ENF to it.

The MEPA Office will not accept an ENF submittal until you complete all required information for both the project *and* the submittal.

For an overview of filing requirements for the ENF, see [Environmental Notification Form Preparation and Filing](#).

## Create a new project

To create an ENF submittal, you first create a project.

### To create a new project for an ENF submittal:

1. Log in to the [MEPA e-Filing Portal](#).

If you do not have an EEA account, create one as described in [Creating a new account](#).



2. Click **Dashboard**. The **Dashboard** view displays a list of submittals on the **Submittals** tab, grouped by project, as the following example shows:

Dashboard									
SUBMITTALS PROJECTS									
Submittals <span style="float: right;">+ Add A Submittal</span>									
EEA No. ⌵	Project Name ⌵	Municipality ⌵	Submittal Type ⌵	Submit Date ⌵	Publication Date ⌵	Action Date ⌵	Status ⌵	MEPA Analysts ⌵	Actions
2283	Example ENF Project		ENF				Draft		<a href="#">Edit</a> <a href="#">View</a>
2283	Example NPC Submittal		NPC				Draft		<a href="#">Edit</a> <a href="#">View</a>
2383	Example ENF Project 2		ENF				Draft		<a href="#">Edit</a> <a href="#">View</a>
2383	Example DEIR Project		DEIR				Draft		<a href="#">Edit</a> <a href="#">View</a>
2383	Example NPC Project 2		NPC	8/8/2024			Under Review		<a href="#">Edit</a> <a href="#">View</a>

« ‹ 1 › » 1 - 50 OF 53 results 50

The Portal displays only the submittals to which you have access. Submittals created under different EEA accounts are not visible to you.

3. Click **+ Add A Submittal**. The **Add a Submittal** dialog box displays:

**Add a Submittal** x

Select a submittal type:

ENF ⌵

Select one:

Link submittal to a project number below

Enter the EEA number of the project you want to link to:

Enter project number

No existing project(s) to link with - Create a new project

[x Cancel](#) [OK →](#)



- 4. From the **Submittal Type** dropdown box, select ENF.

By default, the **No existing project(s) to link with – Create a new project** radio button is selected. When you select this option, you will define a new project that the Portal links to the new ENF submittal.

**NOTE:**

Do not enter an existing project's EEA number when you create a new ENF submittal.

The only exception is the rare case in which there was an Emergency ENF submittal filed under 301 CMR 11.13. In this case, select the **Link submittal to a project number below** radio button and enter a valid EEA number for the project to which the standard ENF submittal is linked.

If you try to link a new ENF submittal to a project that already has an ENF linked to it, the Portal displays an error. To proceed, you must choose a different project or not link your ENF to an existing project.

- 5. Click **OK →**. The **Add/Edit a Project** view displays:

The screenshot shows the 'Add/Edit a Project' interface. At the top, there are two tabs: 'PROJECT DETAILS' (active) and 'SUBMITTALS'. Under 'PROJECT DETAILS', there are sub-tabs: 'General Information', 'Locations', 'Contacts', 'Agency Actions', and 'Thresholds'. The 'General Information' tab is selected, showing a form with the following fields: 'Project name\*' (text input), 'EEA Number' (text input), 'Project type(s)\*' (dropdown menu with 'Select Project Types\*' as the selected option), and 'Comments' (text area). At the bottom left, there are 'Back' and 'Cancel' buttons. At the bottom right, there are 'Next >' and 'Save as Draft' buttons.

- 6. Enter a name for the project in the **Project Name** field.
- 7. From the **Project Types** dropdown box, select one or more boxes that indicate the kind of project you are creating and click **Next >**.
- 8. On each tab, define details about the project and click **Next >**. The Portal guides you through the tabs that define your project: **Locations, Contacts, Agency Actions, and Thresholds**. Each tab requires at least one entry for an ENF project.



Please be sure to fill out all required fields for each type of contact. Required fields are indicated by an (\*).

At any point after you enter a project name and select a project type, you can save the project as a draft by clicking **Save as Draft** . When you save a new project as a draft, the Portal saves the current state of the project and links an ENF submittal draft to the project. For more information, see [Working with drafts](#).

9. On the **Contacts** tab, add at least one Proponent and one Consultant or Attorney.



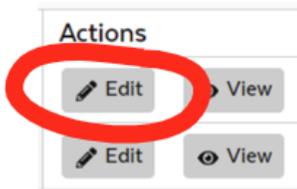
## Create the ENF submittal

After you have created a new project for your ENF submittal, you can create the submittal itself.

To create an ENF submittal after creating a new project:

1. Click **Save Draft and Add Submittal** → while on the **Thresholds** tab for the project.

To create or edit the submittal after saving the project as a draft, click the **Submittals** tab and click **Edit** in the **Actions** column next to the submittal:



The **Add/Edit a Submittal** view for the ENF displays:

**Add/Edit a Submittal** Change Project Association Delete Submittal

Project Name: Example Project B (ENF Submittal) EEA Number: [ ]

To update project information, click on the project name above. To submit the ENF, click "Create Submittal" in the Attachments tab.

**SUBMITTAL INFORMATION** | ATTACHMENTS

**Submittal Information**

Fields marked with an asterisk (\*) are required.

Submittal Type: ENF Est. Commencement Date\*: mm/dd/yyyy Est. Project Completion Date\*: mm/dd/yyyy Mepa Analyst: [ ]

Is there an Environmental Justice (EJ) population within the Designated Geographic Area (DGA)? (see 301 CMR 11.02)?\*  
 Yes  No

What is the DGA for the project?  
 1 Mile  5 Mile

If required, when was Advanced Notification sent to the EJ Reference List (see 301 CMR 11.05(4))?  
 mm/dd/yyyy

Comments (optional)

100/100

< Back Cancel Save as a Draft Next >

2. On the **Submittal Information** tab (the default), select the estimated project start and completion dates. These fields are required. Other fields on this tab are required only if applicable.



At any time when you are editing a submittal, you can save it as a draft by clicking

**Save as Draft** 

- Click **Next >** to navigate from one view to the next. The Portal displays the final tab, **Attachments**, as the following example shows:

SUBMITTAL INFORMATION
ATTACHMENTS

**Attachments**

Documents to Upload  
(All documents are required unless indicated).

Item No.	Document Type	Action
1	ENF form with supporting documentation. Please attach as SINGLE PDF the ENF form with all supporting documentation, including any related narratives and all the required attachments in #2-9 below. (Note that each required attachment should also be separately uploaded below). Please include large appendices as separate uploads under here. **	 Upload
2	U.S.G.S. map (good quality color copy, 8-1/2 x 11 inches or larger, at a scale of 1:24,000) indicating the project location and boundaries.	 Upload
3	Plan, at an appropriate scale, of existing conditions on the project site and its immediate environs, showing all known structures, roadways and parking lots, railroad rights-of-way, wetlands and water bodies, wooded areas, farmland, steep slopes, public open spaces, and major utilities.	 Upload
4	Plan, at an appropriate scale, depicting environmental constraints on or adjacent to the project site such as Priority and/or Estimated Habitat of state-listed rare species, Areas of Critical Environmental Concern, Chapter 91 jurisdictional areas, Article 97 lands, wetland resource area delineations, water supply protection areas, and historic resources and/or districts.	 Upload
5	Plan, at an appropriate scale, of proposed conditions upon completion of project (if construction of the project is proposed to be phased, there should be a site plan showing conditions upon the completion of each phase).	 Upload
6	List of all agencies and persons to whom the proponent circulated the ENF, in accordance with 301 CMR 11.16(2).	 Upload
7	List of municipal and federal permits and reviews required by the project, as applicable.	 Upload
8	Printout of output report from RMat Climate Resilience Design Standards Tool, available <a href="#">here</a> .	 Upload
9	Printout from the <a href="#">EEA EJ Maps Viewer</a> showing the project location relative to the Environmental Justice (EJ) Populations located in whole or in part within a 1-mile and 5-mile radius of the project site.	 Upload
10	Optional documentation**	 Upload
11	Supplemental information (if needed, upload as instructed by the MEPA analyst during MEPA review. DO NOT upload as part of initial ENF filing).	 Upload

\*\*All electronic submittals over 50 pages must include bookmarks or an electronic table of contents that provides direct links to each of the sections and appendices.

Documents Uploaded

Item Number. 	Document Type	File Name	Size	Upload date. 	Actions

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- Upload your files on the **Attachments** tab by clicking **↑ Upload** on each line.

You must upload at least one file for rows 1-9 in the table. The first attachment (Item #1) must be a PDF that includes the submittal form plus *all other attachments*.

**NOTE**

You must include each attachment as part of Item #1 *and* uploaded separately in each applicable row.

Uploads for “Optional Documentation” and “Supplemental Information” are not necessary for most submittals.

For dual filings, upload the EENF and Proposed EIR as separate attachments in Item #1, as described in [Dual filings](#).

For more information, see [Working with attachments](#).



To complete the upload process, click **Save as Draft** . The Portal uploads the documents and displays them in a table under **Documents Uploaded** at the bottom of the view, as the following example shows:

Item Number. ↕	Document Type	File Name	Size	Upload date. ↕	Actions
1	ENF form with supporting docum...	monolithic-document.pdf	190989	8/13/2024 5:34:52 PM	Download  Delete
2	U.S.G.S. map (good quality col...	USGS-plan.png	1195	8/13/2024 5:34:51 PM	Download  Delete
3	Plan, at an appropriate scale,...	existing-conditions-plan.pdf	190989	8/13/2024 5:34:52 PM	Download  Delete
4	Plan, at an appropriate scale,...	environmental-constraints.pdf	190989	8/13/2024 5:34:52 PM	Download  Delete
5	Plan, at an appropriate scale,...	completion-conditions-proposal.pdf	190989	8/13/2024 5:34:51 PM	Download  Delete
6	List of all agencies and perso...	circulation-list.txt	22	8/13/2024 5:34:51 PM	Download  Delete
7	List of municipal and federal ...	permits-and-reviews-list.txt	22	8/13/2024 5:34:52 PM	Download  Delete
8	Printout of output report from...	RMAT-output.png	1195	8/13/2024 5:34:51 PM	Download  Delete
9	Printout from the ...	EJ-map.png	1195	8/13/2024 5:34:51 PM	Download  Delete

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Save as a Draft 
Create Submittal

If there are any errors, the Portal notifies you with a popup dialog. Fix the errors and return to this view.

5. Click **Create Submittal >**.

The Portal validates the project and submittal details. It then changes the project and submittal statuses to *Under Review*.

If you haven't entered all the required information, the Portal prompts you to fix the errors.

6. Distribute your filings as required by the MEPA regulations. For ENF submittals, you must circulate the ENF to the [MEPA Electronic Distribution List](#) in accordance with 301 CMR 11.16(2).

For more information on what to do next, see [After you file a submittal](#).

## Dual filings

A dual filing, as described under **301 CMR 11.05(9)**, is a filing that contains both the EENF and “Proposed EIR”.

### When creating a dual filing:

- In the **Add a Submittal** dialog box, select “EENF” from the **Submittal Type** drop-down list.
- On the **Attachments** tab, upload the EENF and Proposed EIR as *separate* attachments under Item #1.



# Creating an EIR submittal

You can use the MEPA e-Filing Portal to create and send an Environmental Impact Report (EIR) for review. For submittals that contain both a Proposed EIR and an EENF, see [Dual filings](#).

## NOTE

After electronically submitting an EIR, you must also distribute your filing as required by the MEPA regulations.

For EIR submittals, you must circulate copies of the EIR in accordance with 301 CMR 11.16(3) and the Scope.

If you have questions about linking an EIR to an existing project, please contact [MEPA@mass.gov](mailto:MEPA@mass.gov).

## Pre-existing projects

When you create an EIR, you link it to an existing project. A project is created when you create and submit an ENF as described in [Creating an ENF submittal](#). The MEPA Office assigns the project a unique EEA number when it reviews the submittal.

For a pre-existing project that was created prior to the Portal being available, the Portal will display all available information for the project, and EIRs can be linked to such prior projects by the project's EEA number. In some cases the newly created project's name might not be the same as the pre-existing project's name.

## Changing project information

In an EIR submittal, you can change only a project's contact information. When you click on the contacts tab, existing contacts previously entered for the project appear in the tab. You can then modify or delete any contact or add a new one. At least one contact must remain for the project, and at least one must be a Proponent.

You cannot change other details about a project such as the Location, Agency Action, or Threshold in an EIR. These changes can be made only as part of an NPC, as described in [Creating an NPC submittal](#). If you're unsure, contact [MEPA@mass.gov](mailto:MEPA@mass.gov).

If you file an EIR together with an NPC, such as an NPC/DEIR or an NPC/FEIR, file it as an NPC, not an EIR. For more information, see [Creating an NPC submittal](#).

For an overview of submittal requirements for the EIR, see [Environmental Impact Reporting \(EIR\) Preparation and Filing](#) .

### To create an EIR submittal:

1. Log in to the [MEPA e-Filing Portal](#)  and click **Dashboard**.



The **Dashboard** view displays a list of submittals, grouped by project, on the **Submittals** tab.

2. Click **+ Add A Submittal** . The **Add a Submittal** dialog box displays.
3. From the **Submittal Type** dropdown box, select one of the following:
  - Single EIR
  - DEIR (Draft EIR)
  - FEIR (Final EIR)
  - FEIR Rollover
  - SEIR (Supplemental EIR)
  - SFEIR (Supplemental Final EIR)
  - SDEIR (Supplemental Draft EIR)
  - SSDEIR (Second SDEIR)
  - SSFEIR (Second SFEIR)
4. In the **Add a Submittal** dialog box, select **Link Submittal to the project Number below** and then **Enter the EEA number of the project you want to link to**. This is the only option for EIR submittals:

**Add a Submittal** x

Select a submittal type:  
Single EIR v

Select one:  
 Link submittal to a project number below

Enter the EEA number of the project you want to link to:  
111

No existing project(s) to link with - Create a new project

x Cancel OK ->



5. Click **OK →**. The Portal creates a draft of the new submittal and displays the **Add/Edit a Submittal** view:

Notice that with EIR submittals, you can edit only the project's contacts on the **Contacts** tab.

6. You can add, modify, or delete contacts on the **Contacts** tab. All projects must include at least one Proponent and one Consultant or Attorney.

Be sure to fill out all required fields for each type of contact. Required fields are indicated by an asterisk (\*).

At any point while you are creating the EIR submittal, you can save it as a draft by clicking

**Save as Draft**

**TIP**

To return to the project, click the link under **Project Name** at the top of the page.

7. Click **Next >**. The Portal displays the **Attachments** tab.
8. Upload supporting documentation for the EIR under Item #1, which must be a *combined* PDF containing the entire submittal.

The Portal accepts all file types and you can upload more than one file for each document type.

If you upload a submittal with more than 50 pages, you must include a table of contents or list of bookmarks that link into the document. For lengthy EIRs that have multiple technical appendices, you can upload multiple documents separately under Item #1.

For more information about attachments, see [Working with attachments](#).

9. After you finish defining the submittal, click **Send For Review >** on the **Attachments** tab.



If you have previously saved the submittal as a draft, click [Create Submittal >](#).

The Portal creates the submittal and sets its status to *Under Review*.

10. After electronically submitting the EIR, you must also distribute your filing as required by the MEPA regulations. For EIR submittals, you must circulate copies of the EIR in accordance with 301 CMR 11.16(3) and the Scope.

After submitting an EIR for review, you cannot make changes to it. Contact the MEPA Office if you need to make edits after you sent the EIR for review using the Portal.

For information on what to do next, see [After you file a submittal](#).



# Creating an NPC submittal

To disclose changes to a project that has previously been reviewed, you can use the Portal to create a Notice of Project Change (NPC) submittal under 301 CMR 11.10. Each NPC submittal references a project's EEA number.

## NOTE

After electronically submitting an NPC, you must also distribute your filing as required by the MEPA regulations.

For NPC submittals, you must circulate the NPC to all agencies and persons in accordance with 301 CMR 11.10(7).

You can submit any number of NPCs for a project; you are not limited to one NPC for each project.

As with EIRs, when you create an NPC you link it to an existing project. A project is created when you create and submit an ENF as described in [Creating an ENF submittal](#). The MEPA Office assigns the project a unique EEA number when it reviews the submittal. For a pre-existing project that was created prior to the Portal being available, the Portal displays all available information for the project. NPCs can be linked to such prior projects by the project's EEA number. (In some cases the project name might not be exactly the same as the current project name.)

When you create an NPC, you can edit any information for the project using the project's tabs (**Location, Contacts, Agency Actions, and Thresholds**). For older projects, **Agency Actions** and **Thresholds** might not appear; in this case, please enter all applicable **Agency Actions** and **Thresholds** related to the project as revised.

In rare cases, you can change the project name as part of an NPC submittal (for instance, if the NPC is submitted pursuant to a Special Review Procedure). If this is necessary, enter the new project name and save the submittal as a draft. Then contact the MEPA Office before proceeding. Do not enter any more data after this point.

For an overview of filing requirements for the NPC, see [Notice of Project Change Preparation and Filing](#).

### To create an NPC submittal:

1. Log in to the [MEPA e-Filing Portal](#) and click **Dashboard**.

The Portal displays only the projects and submittals to which you have access. Projects and submittals created under different EEA accounts are not visible to you.

2. Click **+ Add A Submittal**. The **Add a Submittal** dialog box displays.
3. From the **Submittal Type** dropdown box, select one of the following:
  - NPC
  - NPC/DEIR (Draft EIR)



- NPC/FEIR (Final EIR)
  - NPC/SINGLE EIR (Notice of Project Change EIR)
4. Select the **Link submittal to a project number below** radio button. The NPC must be linked to an existing project.
  5. In the **Enter the EEA number of the project you want to link to** field, enter an existing project's EEA number. Your NPC will be linked to this project.
  6. Click **OK →**.

The **Add/Edit a Submittal** view displays. Notice that this view includes the tabs that normally appear as part of a project's details (**General Information, Locations, Contacts, Agency Actions, and Thresholds**).

You can use an NPC to change any detail about a project, and, just like other submittals, you define supporting documents for the NPC on the **Attachments** tab.

7. Edit the project's details using the submittal's tabs. Each tab's contents defaults to the original project's details.

**TIP:**

To return to the project, click the link under **Project Name** at the top of the page.

Edits on any given tab are optional; however, please check the **Contact** information: older MEPA projects may not include all the information required to successfully submit a filing (such as a phone number or email address). Required fields are indicated by an (\*).

At any point while you are creating the NPC submittal, you can save it as a draft by clicking

**Save as Draft**

8. On the **Contacts** tab, enter at least one Proponent and one Consultant or Attorney.
9. After you complete each tab, click **Next >**.
10. When you finish making all changes to the NPC and uploaded all supporting documents, return to the **Attachments** tab and click **Send For Review >**.

The Portal creates the NPC submittal and sets its status to *Under Review*. The Portal then returns you to the **Submittals** tab of the **Add/Edit a Project** view.

11. After electronically submitting the NPC, you must distribute your filing as required by the MEPA regulations. For NPC submittals, you must circulate the NPC to all agencies and persons in accordance with 301 CMR 11.10(7).

After submitting an NPC for review, you cannot make changes to it. Contact the MEPA Office if you need to make edits to the NPC after you sent it for review using the Portal.

For more information on what to do next, see [After you file a submittal](#).



# Creating an Emergency ENF submittal

Normally all submittals must be accompanied by a project, but an Emergency Environmental Notification Form (Emergency ENF) filed under 301 CMR 11.11 is an exception. An Emergency ENF does not require all the details of a standard ENF, since it is filed on an emergency basis when full details may not be known.

## NOTE

After electronically submitting an emergency ENF, you must also distribute your filing as required by the MEPA regulations.

For emergency ENF submittals, you must circulate the ENF to the [MEPA Electronic Distribution List](#)  in accordance with 301 CMR 11.16(2).

When you submit an Emergency ENF, the MEPA Office assigns it a default project and gives that project an EEA number. On subsequent submittals, such as an Amended ENF or EIR, use that EEA number to link the submittal to the project.

After you submit an Emergency ENF, you can create an Amended ENF submittal for the default project that was created when you submitted the Emergency ENF. This is the rare case where a project can have more than one ENF submittal associated with it.

### To create an Emergency ENF submittal:

1. Log in to the [MEPA e-Filing Portal](#)  and click **Dashboard**.  
The Portal displays a list of submittals on the **Submittals** tab. The only submittals visible to you are ones that were created using the same login credentials.
2. Click **+ Add A Submittal** . The **Add a Submittal** dialog box displays.
3. From the **Submittal Type** dropdown box, select Emergency ENF.  
You cannot link the Emergency ENF to an existing project; MEPA will create a project for it.
4. Click **OK →** . The **Add/Edit a Project** view displays.
5. Enter all the project's details in the **Project Details** tabs. This is like creating an ENF project, but not all fields are required. For example, you do not need to add Agency Actions or Thresholds. However, the MEPA Office recommends that you add a Contact for the project, including at least one Proponent.  
At any point while you are creating the Emergency ENF submittal, you can save it as a draft by clicking **Save as Draft** .
6. When you are finished creating the project for the Emergency ENF, click **Save Draft and Add Submittal →**  on the **Thresholds** tab.

The Portal saves your Emergency ENF's draft and displays the **Add/Edit a Submittal** view.



**TIP:**

To return to the project, click the link under **Project Name** at the top of the page.

7. On the **Submittal Information** tab, select the estimated start and completion dates for the Emergency ENF and any other applicable field.
8. On the **Attachments** tab, upload supporting documentation. Note that because this is an *Emergency* ENF submittal, not all documents are required.

For additional information about uploading documentation, see [Working with attachments](#).

9. Click **Create Submittal**.

The Portal sends the project for review and changes the project and submittal statuses to Under Review.

You can no longer edit the project or Emergency ENF submittal. Contact the MEPA Office if you need to make edits to the Emergency ENF after you sent it for review using the Portal.

10. Distribute your filings as required by the MEPA regulations. For emergency ENF submittals, you must circulate the ENF to the [MEPA Electronic Distribution List](#)  in accordance with 301 CMR 11.16(2).

Emergency ENFs typically precede a standard (or Amended) ENF. After MEPA has assigned the Emergency ENF project an EEA number, you can create a new ENF submittal and link it to the Emergency ENF by that number. For the Amended ENF, select “ENF” as submittal type, not “Emergency ENF.”

For more information on what to do next, see [After you file a submittal](#).



# After you file a submittal

After you file a submittal using the [MEPA e-Filing Portal](#) :

- **Distribute your filing:** After electronically filing a submittal using the Portal, you must distribute your filing as required by the MEPA regulations:
  - **For ENF filings:** Circulate the ENF to the [MEPA Electronic Distribution List](#), in accordance with 301 CMR 11.16(2).
  - **For NPC filings:** Circulate the NPC to all agencies and persons in accordance with 301 CMR 11.10(7).
  - **For EIR filings:** Circulate the EIR in accordance with 301 CMR 11.16(3) and the Scope.
- **Initial status change:** When you first submit the filing, the Portal changes the status of the project and submittal to *Under Review*. You cannot edit the project or submittal while the status is *Under Review*.
- **Project number assignment:** MEPA also assigns an EEA number to the new project, if appropriate. The Portal automatically links the new ENF submittal to the new EEA number.

After MEPA has reviewed the submittal, MEPA changes the status. The following table describes the possible statuses and next steps, if any:

Status	Editable?	Description
<i>Accepted</i>	No	The MEPA Office has accepted the submittal for publication. The submittal will be published in the next <a href="#">MEPA Environmental Monitor</a>  .  You cannot make any changes to the submittal after MEPA has accepted it.
<i>Draft</i>	Yes	The submittal is still a work in progress, and you have not yet sent it for review.  You can edit the submittal while its status is <i>Draft</i> , as described in <a href="#">Working with drafts</a> .



Status	Editable?	Description
<i>Pending User Action</i>	Yes	<p>The MEPA Office requires modification or further information for the submittal. MEPA will contact you with details about what additional information is needed.</p> <p>You can edit the submittal when its status is <i>Pending User Action</i>.</p> <p>After you make the requested changes, click "Create Submittal" at the end of the relevant submittal screen to re-file the submittal.</p> <p>In rare cases, MEPA changes the submittal's status to <i>Pending User Action</i> even after the MEPA Environmental Monitor has been published (for instance, if the submittal was initially rejected as incomplete). In that case, you can make edits and re-file the submittal by a subsequent filing deadline.</p>
<i>Rejected</i>	No	<p>The MEPA Office considers the submittal incomplete.</p> <p>You cannot make edits to a submittal with this status.</p> <p>Contact <a href="mailto:MEPA@mass.gov">MEPA@mass.gov</a> for more information. You might be required to file an entirely new submittal.</p>
<i>Under Review</i>	No	<p>After you filed a submittal, the status of the submittal automatically changes to <i>Under Review</i>.</p> <p>You cannot make edits to the submittal with this status.</p> <p>The MEPA Office reviews the submittal and then changes its status to <i>Accepted</i>, <i>Pending User Action</i>, or <i>Rejected</i>, based on the result of the review.</p> <p>If you notice errors in the submittal after you filed it, contact <a href="mailto:MEPA@mass.gov">MEPA@mass.gov</a>. MEPA may change the submittal's status to <i>Pending User Action</i> so that you can update it.</p>