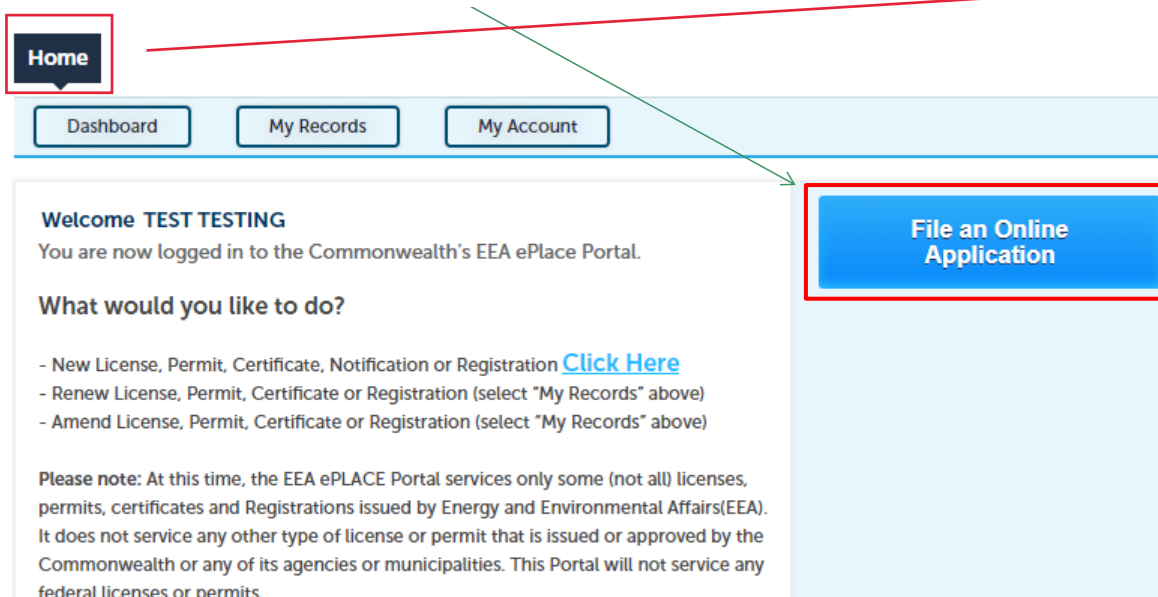


When You First Login to the ePlace Portal Start by Selecting "File an Online Application"

If you happen to be on a different page you can get here by clicking the "Home" tab.




1.) Important Information for EEA ePLACE Account Set Up


Please note – An ePlace account should be set up with your information.

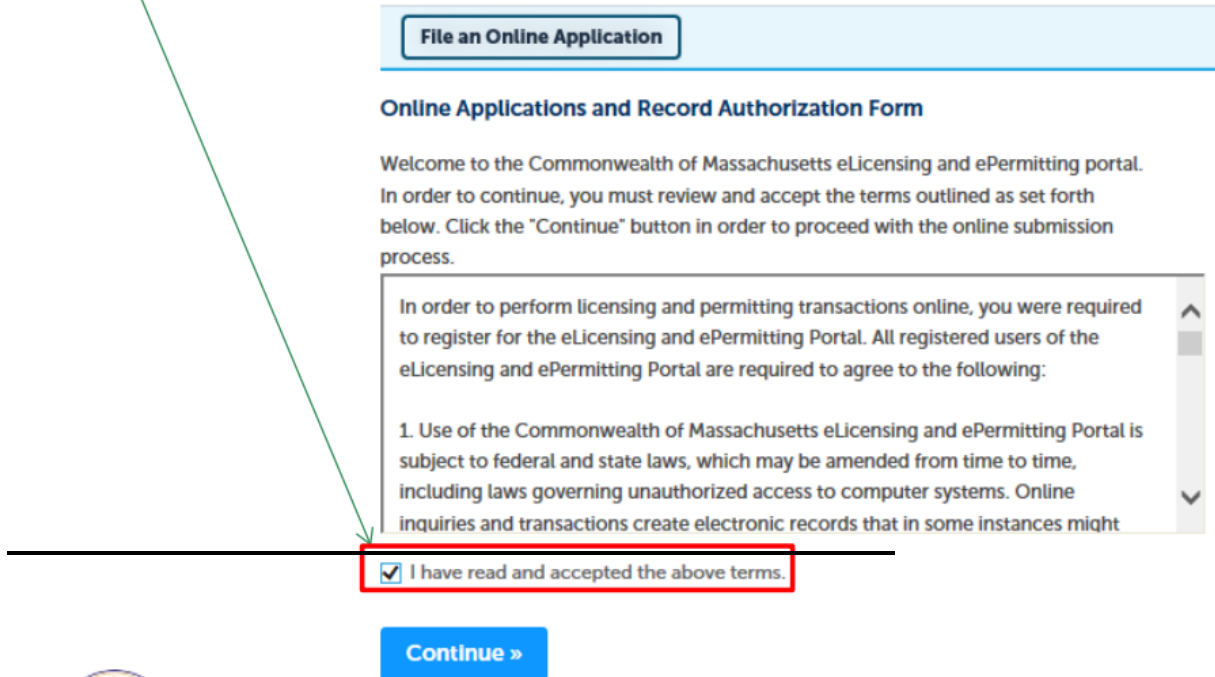
- In the contact information, please enter your Legal First Name and Legal Last Name. Please do not enter your company's name. This is not an organization account.
- Use an email address, where you would like to receive important notifications such as Approval Letter, Renewal Notifications, Payment Instructions etc.,
- If mistakenly done, contact the ePLACE Help Desk to update it to your own information. Help Desk Contact: (844) 733-7522 or ePLACE_helpdesk@mass.gov
- If you already have an EEA ePLACE account, you can use that account for submitting applications for the Plant Industries program.

2. How to manage multiple plant food license(s)/registration(s)

- You do not need multiple ePlace accounts.
- Use the one EEA ePLACE login you created to manage all license/product registration for the different plant food companies you represent.
- If you are trying to add products, renewing a license/registration then please use the Company Reference Numbers and License/Registration Number for that plant food company during submission of that application.

 Read and accept the “Terms and Conditions”

 Click the checkbox and click “Continue”



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »

**BEFORE PROCEEDING PLEASE VISIT OUR UPDATED
WEBPAGE TO REVIEW THE LATEST INFORMATION ON
LICENSE AND REGISTRATION REQUIREMENTS.**

<https://www.mass.gov/fertilizer-or-lime-registration>

License and product registration details

- These details are directly linked to the plant food company using unique reference numbers.
- Registration numbers (e.g., FERT-XXXXXX, CMFL-XXXXXX, LIME-XXXXXX) are for specific products or licenses associated with each plant food company company.
- Both third-party representatives and plant food companies can access records with these reference numbers.
- Reference Numbers, Registration Numbers, and License Numbers are assigned and emailed to companies after a new application is completed or to those who were previously registered before the transition to the Online system.

Select "Apply for a MDAR Authorization - Plant Industries (Fertilizers) to open list of options

Home

Dashboard

My Records

My Account

Advanced Search ▼

Commonwealth of Massachusetts EEA ePLACE Online Services

The Commonwealth of Massachusetts EEA ePLACE portal provides the ability to file applications for licenses, permits, certificates, notifications, and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ [Apply for a DCR Authorization - Construction and Vehicle Access Permits](#)
- ▶ [Apply for a DCR Authorization - Special Use Permits](#)
- ▶ [Apply for a DEP Authorization - Air Quality \(AQ\)](#)
- ▶ [Apply for a DEP Authorization - Drinking Water \(DW\)](#)
- ▶ [Apply for a DEP Authorization - Hazardous Waste \(HW\)](#)
- ▶ [Apply for a DEP Authorization - NPDES \(WM\)](#)
- ▶ [Apply for a DEP Authorization - Laboratory Certification Program \(LES\)](#)
- ▶ [Apply for a DEP Authorization - Solid Waste \(SW\)](#)
- ▶ [Apply for a DEP Authorization - Toxic Use Reduction \(TUR\)](#)
- ▶ [Apply for a DEP Authorization - Watershed Management \(WM\)](#)
- ▶ [Apply for a DEP Authorization - Water Pollution Residuals \(WP\)](#)
- ▶ [Apply for a DEP Authorization - Water Pollution Wastewater \(WP\)](#)
- ▶ [Apply for a DEP Authorization - Waterways Chapter 91 \(WW\)](#)
- ▶ [Apply for a DEP Authorization - 401 Water Quality Certification \(WW\)](#)
- ▶ [Apply for a MDAR Authorization - Pesticide Program](#)
- ▶ [Apply for a MDAR Authorization - Plant Industries \(Nursery\)](#)

- ▼ [Apply for a MDAR Authorization - Plant Industries \(Fertilizers\)](#)
 - ☐ MDAR - Liming Material and Product Registration Application
 - ☐ MDAR - Liming Material and Product Registration Renewal
 - ☐ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application
 - ☐ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal
 - ☐ MDAR - License to Manufacture and Distribute (Farm Use) Application
 - ☐ MDAR - License to Manufacture and Distribute (Farm Use) Renewal
 - ☐ MDAR - Product Information and Label Amendment Form
 - ☐ MDAR - Tonnage Report
 - ☐ MDAR - Change of Company Information Form

Apply for a MDAR Authorization - Plant Industries (Fertilizers)

☐ MDAR - Liming Material and Product Registration Application

-Register LIME products for an existing company using your reference and registration numbers (LIME-XXXXXX)

-Register Lime products for a NEW company. Company will then be assigned a reference number (ID) and registration number (LIME-XXXXXX)

-When adding company information for a new plant food company (address/mailling address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

- A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

☐ MDAR - Liming Material and Product Registration Renewal

-Used only for the annual renewal of registered lime products. You will need the companies reference number and registration number (LIME-XXXXXX)

☐ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Application

-Register new specialty fertilizer and soil conditioner products for an existing company using your reference and registration numbers (FERT-XXXXXX). These are products primarily sold for NON-FARM use such as golf courses, lawns, home gardens, landscape, houseplants, shrubbery, flowers, municipal parks, cemeteries, retail greenhouses and nurseries.

-Register specialty fertilizer and soil conditioner products for a NEW company. Company will then be assigned a reference number (ID) and registration number (FERT-XXXXXX). These are products primarily sold for NON-FARM use such as golf courses, lawns, home gardens, landscape, houseplants, shrubbery, flowers, municipal parks, cemeteries, retail greenhouses and nurseries.

-When adding company information for a new plant food company (address/mailling address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

- A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

☐ MDAR - Specialty Product and Soil Conditioner (Non-Farm Use) Renewal

-Used only for the annual renewal of registered specialty fertilizer and soil conditioner products using the companies reference and registration numbers (FERT-XXXXXX).

Apply for a MDAR Authorization - Plant Industries (Fertilizers)

(continued)

☐ MDAR - License to Manufacture and Distribute (Farm Use) Application

-Register new Agricultural fertilizer and soil conditioner products for an existing company using your reference and License numbers (CMFL-XXXXXX). These are products primarily sold exclusively for FARM USE i.e.(crops, orchards, floriculture, production greenhouses and nurseries, turf farms, etc)

-Register Agricultural fertilizer and soil conditioner products for a NEW company. Company will then be assigned a reference number (ID) and registration number (CMFL-XXXXXX). These are products primarily sold exclusively for FARM USE i.e.(crops, orchards, floriculture, production greenhouses and nurseries, turf farms, etc)

-When adding company information for a new plant food company (address/mailling address, an email and phone contact for that company, etc.). This information should pertain only to the plant food Company and should not be replaced by the information of a third-party or personal information.

- A third-party managing accounts for plant food companies, will need to select that they are an Authorized Representative during the renewal/registration process and add their firm's information there. The License and product registration information are tied directly to the plant food company.

☐ MDAR - License to Manufacture and Distribute (Farm Use) Renewal

-Used only for the annual renewal for companies that currently hold a license. You will need the companies reference number and License number (CMFL-XXXXXX).

☐ MDAR - Product Information and Label Amendment Form

-Used to add updated labels or amend product information for registered products.

You will need the companies reference number and the registration number related to that product (LIME-XXXXXX, FERT-XXXXXX, CMFL-XXXXXX)

☐ MDAR - Tonnage Report

-Use to File and pay for the Semi Annual Tonnage report. The new tonnage report is available for download on our website and will need to be filled out and uploaded here.

☐ MDAR - Change of Company Information Form




-This form is used to update the company Information of the Plant Food Company that you represent using the companies reference number.

-PLEASE NOTE-This form updates information specific to each plant food company (address, contact details, etc.) Do not replace plant food company information with third-party company or personal details.

-If you are an Authorized Representative from a third-party, your details will be entered during the application submission process only. Do not add your information to this form.

-If no updates to company information are needed then you do not need to submit this form.

General Navigation

- ❑ Click  button to move to the next page.
- ❑ Any field with a red asterisk (*) is required before you continue to the page.
- ❑ Click  button to save your work and resume later.
- ❑ Click on the tool tips  where applicable to get more details.
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



We have updated our web-page to provide latest information on license/registration requirements: Fertilizer/ Lime Registration. A new user guide is also available to help answer any questions: User Guide for ePlace Online Fertilizer Program.

For questions relating the Fertilizer or Lime Registration Program requirements please contact Deven Chiasson, Deven.Chiasson@mass.gov

Please make sure that emails from EIPAS (ENV) at eipas@mass.gov are allowed through your email account, as this address is used by the EEA ePLACE Portal for all communications related to the plant food program.

If you require technical assistance with your ePlace account, please contact the ePLACE Help Desk Team at 844-733-7522 or ePLACE_helpdesk@mass.gov

Thank you for your assistance with this transition. While there is some effort requested of you during the initial account set-up process, the overall user experience will be significantly streamlined going forward.

ADDITIONAL NOTES

Please do not mail in applications on our old paper forms as these have been discontinued.

You Will not be able to register new products until renewals are completed, this is to prevent you from being double charged.

Your ePlace login should your Legal First Name and Legal Last Name. Please do not enter your company's name. This is not an organization account. If you already have an ePlace login then you do not need to make another one.

License and product registration details are linked to the plant food company using unique reference(ID) numbers and were sent by the Eipas Email system at launch.

The Reference number is a Plant food companies assigned ID and used to access that specific companies information while you are logged into the ePlace portal

Registration numbers (e.g., FERT-XXXXXX, CMFL-XXXXXX, LIME-XXXXXX) are for specific products or licenses associated with each company.

Both third-party representatives and plant food companies can access records using these reference numbers.

