Guide to Product Registration (PR) Record Access – Transfer of PR Records in the EEA ePLACE Portal

Pesticide Program Division of Crop & Pest Services Mass. Department of Agricultural Resources

Compatible Equipment and Web Browsers

- Please also be sure that you are using a regular computer (Windows 10+ / MacOS 10.11+ computer or laptop) with MS Edge or Chrome web browser.
- All instructions were written, and screenshots based on Windows 10 and MS Edge browser—other browsers may be different or incompatible.
- Chromebooks are not 100% compatible with the EEA ePLACE Portal and users may find it difficult to upload documents, proof of insurance, etc..
- Mobile devices; such as, iPhone, iPad, Android phone or tablets, etc. are NOT compatible with the EEA ePLACE Portal.

No Chromebooks, smartphones or tablets!



Log Into Your EEA ePLACE Portal Account

Go to the EEA ePLACE Portal webpage and log into your account.

https://eplace.eea.mass.gov/citizenaccess/

Forgot your Password? Use the Password reset tool

Need Help? For login assistance, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)



Are Your Product Registration (PR) Records in the Desired EEA ePLACE Portal Account?

- Do you need access to Product Registration (PR) Records that are in another EEA ePLACE Portal Account?
- The following guide will:
 - Describe the different types of records and their role in completing registrations and renewals; and
 - Show you how to file an Application to Request Record Access—move or transfer records from one Account to your account.

What You Need

- Request Letter on official business letterhead that indicates your authorization to request access to the specific product registration records.
- EEA ePLACE Portal Account where you need specific records to be moved.
- **Record Identification Numbers** for the records you need and want moved to your account.

A Quick Overview

- Before we begin, it's important to have a brief understanding of the following:
 - The different types of "records" in your EEA
 ePLACE Portal Account—including applications:
 - New registrations those never registered or those that expired
 - Renewals annual renewal it's required or it will be expired
 - Amendments update labels and brand names
 - Product Registration or (PR) records for approved registrations a.k.a. "authorizations" to distribute and sell pesticide products

What Do These Different Record Types Look Like?

- Product Registration (PR) Records*
 - Represent approved Product Registrations and begin with "PR" e.g. <u>PR-0007924</u> (*required for renewals)
- Renew Application Records
 - Represent applications submitted to renew product registrations and end with "REN" e.g. <u>20-PR-0015-REN</u>
- New Application Records
 - Represent applications submitted for new products and end with "APP" e.g. <u>20-PR-0148-APP</u>

What do These different Record Types in Your EEA ePLACE Portal?

- Product Registration (PR) Records*
 - Represent approved Product Registrations and begin with "PR"
 e.g. <u>PR-0007924</u> (*required for renewals)
- Renew Application Records
 - Represent applications submitted to renew product registrations and end with "REN" e.g. <u>20-PR-0015-REN</u>

New Application Records

 Represent applications submitted for new products and end with "APP" e.g. <u>20-PR-0148-APP</u>

• Amendment Application Records

 Represent applications submitted to update labeling or edit, add, or remove brand names, etc. and end with "AMD" e.g. <u>20-ABN-0148-AMD</u>

PR Records Vs. Applications, New, Renew, and Amendment Records

- Product Registration (PR) Records* are the approved registrations. These records remain in your EEA ePLACE Portal Account after your new product registration application or your renewal application is processed.
 *<u>These are essential for anyone seeking to renew their registrations</u>.
- New, Renew, and Amendment Application Records are the "temporary" records that are created when you file applications and are removed from your ePLACE Portal Account after they are processed and approved. These applications create or update the PR Records.

Where are Your Records Stored in the EEA ePLACE Portal?

The records associated with each EEA ePLACE Portal Account are found by clicking on the My Records tab.



Your Records are Displayed After Clicking on "My Records"

MDAR

Date	Record Number	Record Type	Category	Expiration Date	Status	Action
03/24/2020	20-PR-0015- REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Payment Pending	Pay Fees Due
03/20/2020	20-PR-0012- REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Approved	
03/18/2020	20-PR-0005- REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Approved	
03/18/2020	20-PR-0003- REN	MDAR - Massachusetts Pesticide Product Registration Renewal	test		Approved	
03/18/2020	PR-0007924	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-5	06/30/2020	About to Expire	Renew Authorization
03/16/2020	PR-0007920	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-2	06/30/2020	About to Expire	Renew Authorization
03/16/2020	PR-0007921	MDAR - Massachusetts Pesticide Product Registration Authorization	test - 1-3	06/30/2020	Active	Amendment

Showing 1-7 of 7 | Download results | Add to collection

Are You Prepared for MDAR Renewal Season? Focus on PR Record Numbers!

- Each unique EPA Registration Number, is assigned a Product Registration (PR) Record Number or PR-Number—beginning with the letters "PR".
- "Alternate Brand Name" (ABN) registrations will share the same PR Number as the original registration.
- If you or your team have all the PR-Records for your Massachusetts Registrations, then you are prepared for renewals!

Are You or Your Team Missing PR-Records—required for renewals?

- You will need to submit an Application Requesting Record Access if:
 - New product registrations or product renewals were completed by another company or agent, but you are the company or agent now responsible for such registration and renewals.
 - Product registrations or their renewals were completed by another person within your organization who has left and you will now be responsible for those registration and renewals.

Search for PR Numbers by Company or EPA Registration Number



Other Sources for Seeking PR Record Numbers

- Approved Product Registration (PR) Numbers are available via the following sources:
 - By contacting the company or agent that was issued the PR Numbers and previously responsible for such registration and renewals.
 - By contacting the Department of Agricultural Resources Pesticide Program.

Submit a Record Access Request Application

Start by Logging Into Your EEA ePLACE Portal

https://eplace.eea.mass.gov/citizenaccess/

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first

register for an account. Registration is required to do any of the following:

User Name or E-mail: Password: LogIn »	1
Password:	
Password: Login »	
Login »	4
Login »	
Login »	
Remember me on this computer	
I've forgotten my password	
New Users: Register for an Account	

File an Online Application

Home			
Dashboard	My Records	My Account	

Welcome Steven Antunes-Kenyon

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)



Accept Terms and Conditions

Home

File an Online Application

EEA ePLACE Portal Disclaimer

Welcome to the Commonwealth of Massachusetts EEA ePLACE (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.

register for the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal. All registered users in this Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts EEA ePLACE (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 be disclosed to third parties pursuant to the public records law or other laws.

I have read and accepted the above terms.



Select Apply for EEA General Request

Expand the Menu by clicking on the arrow and select Request Record Access Form and Continue the Application

- 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 Solid Waste (SW)
- Apply for a DEP Authorization Watershed Management (WM)
- Apply for a DEP Authorization Waterways Chapter 91 (WW)
- Apply for a DEP Authorization Toxic Use Reduction (TUR)
- Apply for a MDAR Authorization
- Apply for an EEA General Request

Claim Authorization Form

Request Record Access Form

Click on the arrow to expand the list. EEA General Request

2. Then select Request Record Access Form



Begin Your Record Request

EEA Applications)		
Request Record Acce	ss Form		
1 Request Information	2 Documents	3 Review	4 Record Submitted
Step 1 : Request Ir	nformation > Page 1 of 1		* indicates a required fie
Request Details			
Choose the Agency and	Program from the below drop d	lown menus, where the recoi	ords are from.
What agency are the re	ecords from?: *		
mat agency are the t			
MD//R - Massachuardits De	partment of Agrikultural Resources	- <-	Select MDAR!
MD//R - Massachusetts De What program are the	partment of Agricultural Resources		Select MDAR!

Selecting MDAR.

Add Rows for Each Record Number Requested

Record List

REQUEST RECORD LIST

Click the down arrow on the "Add a Row" button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.

Showing 0-0 of 0



Enter the Requested Record Numbers and Related Comments



Continue Your Application

Step 1: Request Information > Page 1 of 1

* indicates a required field.

Request Details

Choose the Agency and Program from the below drop down menus, where the records are from.

•

What agency are the records from ?: *

MDAR - Massachusetts Department of Agricultural Resources

What program are the records from ?: *

Pesticide Program

Record List

REQUEST RECORD LIST

Click the down arrow on the "Add a Row" button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.



EEA ePLACE Portal Guide to Record Access -Transferring PR Records

Upload Required Authorization Letter

Step 2: Documents > Page 1 of 1

If applicable, please upload any Supporting Attachment (document) that indicates your permission to transfer the records from the existing account to your account as specified by your agency and program.

For more details on the attachments, please visit mass.gov

After you have uploaded the document, please click on the "Document Type" drop down menu and select "Supporting Attachment" from the available types. Enter a brief description of the document. Click on the "Save" button to save your work and then click on the "Continue Application" button.

Note: if you do not attach the required supporting document(s) as instructed by your agency/program, this might delay the processing of your request.

* indicates a required field.

Attachment

The Department is making the Request Letter a Requirement! Such letter must be on Official Business Letterhead and indicate your authorization to request access or transfer of the specified Product Registration (PR) Records.

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. .exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Туре	Size	Latest Update	Action	
No records found					
_					
Add					
Continue App	lication »				Save and resume later

Click Add to Begin Uploading the Request Letter

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. .exe:.dll;js:.msi;.bat;.vbs;:bin;.sql are disallowed file types to upload.

Name	Туре	Size	Latest Update	Action	
No records	found.				
Add	\triangleleft	Begir	Adding th	e Request Lette	r
Continue	e Application »				Save and resume later

Click Add to Navigate to Where the Letter(s) Are Located



Select the File(s) from Your Computer

← → ✓ ↑ _ ≪ Documents → Eipas-PR → I	ipas_PR_Guides_Aca > Guide_to_Request_Record_Access v 💍	Search Guide_to_Reque	st_Rec 🔎
Organize 👻 New folder		•== •	
Organize Vew folder Quick access OneDrive ENV-LT-D812DWGH CD Drive (F:) U3 System HP Port Rep (D:) HP Port Replicator User Guide USB Drive (H:) Documents System System System System Nolume Information Metwork	Name Image: Supper_Incommerspectation Image: Supper_Incommerspectation Image: Supper S	BEE ▼ Date D/EJ/2020 5:35 PM 3/25/2020 5:32 PM 3/25/2020 5:31 PM 3/25/2020 5:31 PM 3/25/2020 12:57 PM 3/25/2020 12:28 PM 3/25/2020 12:28 PM 3/25/2020 12:20 PM 3/25/2020 12:20 PM 3/25/2020 6:23 PM 3/24/2020 6:23 PM 3/24/2020 6:23 PM 3/24/2020 8:50 AM 3/24/2020 8:50 AM 3/24/2020 8:50 AM 3/24/2020 8:49 AM 3/24/2020 8:49 AM 3/24/2020 8:49 AM 3/24/2020 8:47 AM 3/24/2020 8:46 AM 3/24/2020 8:46 AM 3/24/2020 8:46 AM 3/24/2020 8:46 AM 3/24/2020 8:46 AM 3/24/2020 8:46 AM 3/24/2020 8:44 AM	Type PNG F PNG F PNG F PNG F PNG F PNG F PNG F PNG F PNG F PNG F I PNG F I PNG F I PNG F I JPG Fi JPG Fi
	SeakTestingRecordTxr_20March10.dee	3/10/2020 1:56 PM 4/25/2019 2:40 PM	Micro: PDF Fi 🗸
File name:		All Files (*,*)	>

Click Continue



Select Document Type, Add Description, Save, and Continue

Attachment

When uploading file The 'File Name' (inc The document 'Des Documents that exc .exe;.dll;.js;.msi;.b	document(s) the m luding file extensior cription' MUST NOT eed any of these lin at;.vbs;.bin;.sql ar	aximum file size al) MUST NOT exce ⁻ exceed 50 charao nits will be removed e disallowed file typ	lowed is 50 MB. eed 75 characters in lengt cters in length. d by the system, and cann pes to upload.	h. ot be retrieved, which may delay the	review process.
Name	Туре	Size	Latest Update	Action	
No records foun	d.				
* Type: Supporting Attach File: AgentRequestLetter	nment 💌	<-	<mark>1)</mark> Select S Attachr	upporting nent	Remove
100%					
Agent Request Le	dd Remo	ve All		Enter a Brief <mark>2)</mark> Description	
	lick Save t	o Save Yo	ur Work		Save and resume later
Continue Ap	plication »				
	4) Clio Appli	ck Continu cation	ue		

Successfully Added Required Document



Step 2: Documents > Page 1 of 1

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For more details on the attachments, please visit mass.gov

After you have uploaded the document, please click on the "Document Type" drop down menu and select "Supporting Attachment" from the available types. Enter a brief description of the document. Click on the "Save" button to save your work and then click on the "Continue Application" button.

<u>Note</u>: if you do not attach the required supporting document(s) as instructed by your agency/program, this might delay the processing of your request.

Continue Application

When uploading file document(s) the maximum file size allowed is 50 MB.

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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. .exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Туре	Size	Latest Update	Action
AgentAuthorizationLetter.pdf	Supporting Attachment	156.35 KB	10/13/2020	Actions



Save and resume later

Review and Certification

Home



Step 3: Review



Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

Edit Application

Certify and Continue Application

Application Submitter

Individual STEVE KENYON 1 Winter St Boston, MA, 02118 United States

Telephone #:123-123-1234 E-mail:steve.kenyon2@mass.gov

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. 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.

Continue Application » Attest by Clicking the "Tick" Box and Continue the Application

Save and resume later

Date:

Application to be Reviewed for Approval by the MDAR

Home			
EEA Applications			
Request Record Access For	m		
1 Request Information	2 Documents	3 Review	4 Record Issuance
Step 4: Record Issuanc	e		
Successfully Comple	eted		
Thank you for using our online service: Your Record Number is 20-TRI	5 F-000063-APP.	Record Number A and now shown in	ssigned to Application

Agency will review your application and you will receive an email with next steps.

View the Submitted Application in "My Records"

By navigating back to the "Home" position and can see the Application Record is "In Review".	then to "My Records", we
Home	
Dashboard My Records My Account	
Welcome STEVE KENYON 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) 	

These Record Transfer (TRF)Applications will be listed under EEA -- NOT MDAR.

Showing 1-1 of 1 | Download results | Add to collection

EEA

Date	Record Number	Record Type	Category	Status	Action
10/14/2020	20-TRF-000063- APP	Request Record Access Form	MDAR-Pesticide Program- Request Record Access	In Review	

MDAR Review and Approval

- The MDAR Pesticide Product Registration Team will review your Record Access or Transfer request and supporting documentation.
- Upon approval you will receive confirmation via email from <u>eipas@mass.gov</u> and the requested PR record(s) will be transferred to your ePLACE Portal Account.

ePLACE Technical Support

- Need Help? For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email <u>ePLACE helpdesk@state.ma.us</u>
- For assistance with non-technical questions, please contact the MDAR Product Registration Team.

MDAR Product Registration Support

Step-By-Step Guides

Downloads

- New Pesticide Product Registration Step by Step Guide
- Pesticide Product Renewal Step by Step Guide (English, PDF 1.84 MB)
- Request Record Access (transfer records) Step by Step Guide (English, PDF 764.97 KB)
- Alternate Brand Name Registration Step by Step Guide (English, PDF 2.07 MB)
- Label Amendments Step by Step Guide (English, PDF 1.86 MB)
- Special Local Need Initiation Form (English, PDF 60.19 KB)
- Special Local Need Application Form (English, PDF 65.76 KB)
- Experimental Use Permit Application Check List (English, PDF 130.15 KB)
- Experimental Use Permit Application (English, PDF 165.62 KB)
- Experimental Use Permit Sample Letters of Support (English, PDF 10.68 KB)

Support and Product Lookup

For Product Registration questions, contact Susie Reed 617-626-1778

💻 Online

Susan.Reed@state.ma.us

RELATED

List of Massachusetts State Restricted Use Pesticides +

EPA Pesticide Product and Label System >

Minimum Risk Pesticides Exempted from FIFRA and Massachusetts Registration Requirements \Rightarrow

Kelly Solutions - Search MA Registered Pesticides →

List of Neonicotinoid Pesticides >

EEA ePLACE Portal Guide to Record Access -Transferring PR Records

Visit www.mass.gov

www.mass.gov/how-to/register-a-pesticide-product-in-massachusetts

A OFFERED BY Massachusetts Department of Agricultural Resources

Register a Pesticide Product in Massachusetts

If you are seeking to sell or distribute U.S. EPA Registered pesticide products in Massachusetts, then you will need to register them with the MDAR Pesticide Program.

Online registration and renewal of pesticide products > Pesticide Registration Types and Classifications +

CONTACT

.....

THE DETAILS

What you need	What you need	MDAR Contacts for Product Registration
Fees	 You need a valid Massachusetts product registration to sell and distribute pesticide products in the Commonwealth. If you seek to sell and distribute a U.S. EPA Registered Pesticide in Massachusetts for consumer/homeowner use, agricultural use, institutional use, or indoor or outdoor commercial use, you will need the following: An account at the <u>EEA ePLACE Portal</u>. Create and register for an account here. 	🕼 Phone
How to submit		For EEA ePLACE Portal help on technical issues, Call
Next steps		844-733-7522 Open M-F 7:30 am-5:00 pm, with the exception of all Commonwealth & Endership observed holidare
More info		For Product Registration
Downloads		questions, contact Susie Reed
Contact	 Electronic versions (pdf format) of the following documents to upload with your application: 	617-626-1778
	 Agent Authorization Letter – if you're an Agent performing registrations on behalf of a client 	Susan.Reed@state.ma.us

EEA ePLACE Portal Guide to Record Access -Transferring PR Records