The EEA ePLACE PORTAL Training Manual is presented by Massachusetts Department of Environmental Protection. The training manual goal is to acquaint Public Users with the new ePLACE PORTAL application.
**PROGRAM GOAL**

The ePLACE PORTAL Training Manual is presented by Massachusetts Department of Environmental Protection.

By completing this course, participants will be able to:

- Navigate the ePLACE PORTAL application
- Manage Account
- Search Property (Facility), License, record/Application
- Apply for Permit/ License/ Authorization
- Add a Facility
- Make Online Payment
- Delegating a Record/Application
- Checking status of an Application
- Editing an Application
- Amend/ Renew a Permit/ License/ Authorizations
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**CHAPTER 1 - ACCESSING ePLACE PORTAL**

This exercise will demonstrate how the Public User will login to the ePLACE PORTAL.

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Activity - Login to ePLACE PORTAL | 1. **CLICK** Link to ePLACE PORTAL application  
2. **ENTER** Public User login name provided  
3. **ENTER** Password provided |
| Account Landing Page | Account Landing Page will open |
CHAPTER 1 – ACCESSING ePLACE PORTAL

Notes

At the completion of this Chapter, the Public User will be able to:

- Access the ePLACE PORTAL System
- Create Account
- Login
- Retrieve Forgotten Password

HOME PAGE

The ePlace Portal Home Page:

![ePlace Portal Home Page](image-url)
ACCOUNT CREATION

First Time user will click on “New Users: Register for an Account” link on the Home Page to create the online account.

After New User button is clicked, screen will refresh and will display the account registration page. User will accept “Terms to proceed” and will click “Continue Registration”

User will enter Login Information.

**Notes**
User will click on “Add New’ to add contact information.

**Contact Information**

Please select “Add New” to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

[Add New]

[Continue Registration]

Select Contact Type and click continue.

**Select Contact Type**

- Type: [ ]
  - Individual
  - Organization

[Continue]

[Discard Changes]

Add contact information and click continue.

**Contact Information**

<table>
<thead>
<tr>
<th>Salutation: - Select -</th>
<th>First Name:</th>
<th>Middle Name:</th>
<th>Last Name:</th>
<th>Suffix:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Primary Phone:</em></td>
<td>Primary Extension</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Phone:</td>
<td>Mobile Phone:</td>
<td>Fax Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Contact E-mail Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P.O. Box / Address Line:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country: - Select -</td>
<td></td>
<td>State:</td>
<td>Zip:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td>State:</td>
<td>Zip:</td>
<td></td>
</tr>
</tbody>
</table>

[Continue]  [Clear]  [Discard Changes]
Once all required information is entered, user will click “Continue registration”.

User account is created.
User will click on Home tab to login.

From this screen, Public User is able to:
- Login
- Search for Record/Applications

How to login:
- ENTER username and password
- CLICK Login
- USER will be directed to the landing page.
FORGOTTEN PASSWORD

If Public User forgets his password:

Click on “I’ve forgotten my password” link on the Login Page

Enter email address used during registration, click continue
Answer Security question, click send new password link

System will email new password

- CLICK “I’ve forgotten my password”
- ENTER email address used during registration
- CLICK Continue
- ANSWER Security Question
- SYSTEM will email new password to email address used during registration
### Chapter 2 – Account Management Activity – Add A Contact

Account Management – Edit login/account information. Adding a contact

<table>
<thead>
<tr>
<th>Page Section</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit login/account information</td>
<td>• <strong>CHANGE</strong> login information (if necessary)</td>
</tr>
<tr>
<td></td>
<td>• <strong>CHANGE</strong> account information answer (if necessary)</td>
</tr>
<tr>
<td></td>
<td>• <strong>CLICK</strong> Save</td>
</tr>
<tr>
<td>Adding New Contact</td>
<td>• <strong>ENTER</strong> the following information:</td>
</tr>
<tr>
<td></td>
<td>a. Select Contact Type</td>
</tr>
<tr>
<td></td>
<td>b. Enter login information</td>
</tr>
</tbody>
</table>
At the completion of this Chapter, the Public User will be able to:

- Update/edit Account Information
- Add a contact
- Logout of Application

From Account Management page, Public User can:

- Add a contact
- Verify Account Type, Login Information, Contact Information
- Add a contact
- Logout

After login, click on Account Management link on the top. Click “edit” to update login information, “Add a Contact” to add contact and “Action” to update contact information.
**EDITING LOGIN INFORMATION**

The only information that the Public User may edit through the Login Information screen is their registered email address, password and secret question and answer.

**EDITING ACCOUNT INFORMATION**

To change login/account information:
- **CHANGE** login information (if necessary)
- **CHANGE** account information answer (if necessary)
- **CLICK** Save
- **ACCOUNT** information is updated
### ADDING A CONTACT

#### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

#### Account Type

Citizen Account

#### Login Information

<table>
<thead>
<tr>
<th>User Name:</th>
<th>kausar</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail:</td>
<td><a href="mailto:kausar.aithe@comsoft.com">kausar.aithe@comsoft.com</a></td>
</tr>
<tr>
<td>Password:</td>
<td>*****</td>
</tr>
<tr>
<td>Security Question:</td>
<td>what is your name?</td>
</tr>
</tbody>
</table>

#### Contact Information

Please select "Add New" to provide contact information. E-mail addresses must be current in order to receive important legal and other notices relating to your use of this site. An e-mail will be sent to the e-mail address provided during the registration process.

This contact information pertains to the account registration for this portal. All other changes to contact information should be made through the application or amendment process with the applicable Agency.

You can associate two type of contacts an "Individual" and/or and "Organization".

**Individual** - Individual is a person. If you are a Sole Proprietor add yourself as an "Individual" contact.

**Organization** - Company, business, club, etc., that is formed for a particular purpose. Entity being licensed permitted and/or certified do business in the Commonwealth of Massachusetts. When adding an Organization contact type you will be required to provide a FEIN number.

Showing 1-1 of 1 | Download results
<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kausar</td>
<td>A</td>
<td></td>
<td></td>
<td>Individual</td>
<td>Approved</td>
<td>Actions</td>
</tr>
</tbody>
</table>

To add a Contact:

- **CLICK Add New**
Select New Contact type:

- Delegate
- Individual
- Organization

**Select Contact Type**

**ADD NEW CONTACT INFORMATION**

- ENTER new contact login information if contact type is individual or organization
- ENTER pin if contact type is delegate
- CLICK continue
- NEW Contact is Added
CHAPTER 2 - ACCOUNT MANAGEMENT

Notes

ANNOUNCEMENTS

Communications sent from EEA will be found in the “Announcements” link on the Account Management screen.

Once the Announcement Link has been clicked announcements will be visible.

Make a habit of checking announcements DAILY
# Chapter 3 - Apply for Permit/License/Authorization

Public user will apply for a Permit/License/Application

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| File an Online Application | • Accept Terms & Conditions  
• Select Agency  
• Select Record type  
• Fill Application Specific Information  
• Upload Documents  
• Make Payment  
• Submit the Application |
CHAPTER 3 – APPLY FOR PERMIT/LICENSE/AUTHORIZATION

Notes

At the completion of this Chapter, the Public User will be able to:

- Complete a Permit/License/Authorization Application
  - Initiate an application
  - Select License Year
  - Select Licenses for purchase
  - Enter/Edit Owner Information
  - Select Payment Information
  - Understand business rules as applied to Permit/License/Authorization sales

APPLYING FOR A PERMIT/LICENSE/AUTHORIZATION

- CLICK File an Online Application
CHAPTER 3 – APPLY FOR PERMIT/LICENSE/AUTHORIZATION

FILE AN ONLINE APPLICATION

Begin the application process by clicking on File for an Application.

STEP 1 – CLICK ON “FILE AN ONLINE APPLICATION”

STEP 2 – ACCEPT TERMS AND CLICK CONTINUE

Notes
CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION

Note:

STEP 3 – SELECT PERMIT TYPE AND CLICK CONTINUE

Home

File an Online Application

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensure or Permit Holders:
You may use the “Manage Licenses & Permits” tab to renew or amend a license or permit. NOTE: The Division of Professional Licensure’s “License Amendment” service below can be used to update information, such as mailing address, across multiple licenses.

If your license or permit is not listed under the “Manage Licenses & Permits” tab, please select the “Link your online account to an existing record” option found under the “Link Your Account” section below. You will be prompted for a “record identification code” and “authorization code.” This information was provided to you on your renewal notice or other recent communication from the Agency.

STEP 4 – SELECT A RECORD TYPE AND CLICK CONTINUE APPLICATION

Home

Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Air Quality (AQ)
Drinking Water (DW)
Hazardous Waste (HW)
Solid Waste (SW)
Toxic Use Reduction (TUR)
TU01 - General Practice Planner Application
TU02 - Limited Practice Planner Application
Waste Water Management (WWM)

Continue Application »
CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION

STEP 5 – SELECT CERTIFICATION TYPE AND CLICK CONTINUE

-- Image of the application page --

Notes:
- Public User can click on “Instructions” to check the Permit/License/Authorization information and instructions to fill out the application.
- Public User has ability to save the application and can fill out the remaining application later (Save and Resume).
STEP 6 – ENTER APPLICATION SPECIFIC INFORMATION, ADD EMPLOYMENT EXPERIENCE, CLICK CONTINUE APPLICATION

- Search Applications

TU01 - General Practice Planner Application

Step 1: Application Information > Page 2 of 5

Related Work Experience

Select all related work experiences that apply, and describe how the work relates to the skills or knowledge required per 310 CMR 50.52:B.

- Engineering and Process Control
- Manufacturing and Production quality control
- Environmental compliance or worker health and safety
- Accounting, business, administration or product marketing
- Planning Industrial design or research and development
- Managerial or legal
- Other Experience

Toxics Use Reduction Planner Course and Exam Information

I completed to the satisfaction of the offering educational institution a MassDEP approved Toxic Use Reduction Planner Course within the last two calendar years and will attach my course Verification Record and, if applicable, proof that I passed the exam.

Employment Experience

<table>
<thead>
<tr>
<th>EMPLOYMENT EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing 0–0 of 0</td>
</tr>
</tbody>
</table>

No records found.

Add a Row | Edit Selected | Delete Selected

Continue Application

Save and resume later
STEP 7 – ENTER APPLICATION SPECIFIC INFORMATION, ADD EDUCATIONAL SUBSTITUTION INFORMATION, CLICK CONTINUE APPLICATION
STEP 8 – ENTER EMC CERTIFICATION DETAILS, ADD EMS COURSE DETAILS, CLICK CONTINUE APPLICATION

Environmental Management System Certification

In order for a General Practice TUR Planner to certify an Environmental Management System (EMS) for any facility, the planner would need to be accredited or certified under a recognized Environmental Management System Standard OR have 16 one-time continuing education credits on EMS.

I have been accredited or certified under a national, international, or other recognized EMS Standard and will attach proof of such accreditation/certification:

☐

I have earned EMS continuing education credits from the Massachusetts Toxics Use Reduction Program and I will attach proof of such credits:

☐

I have earned EMS continuing education credits from an organization other than the Massachusetts Toxics Use Reduction Program that have already been approved for credit and will attach proof of these credits:

☐

I have earned EMS continuing education credits from an organization other than the Massachusetts Toxics Use Reduction Program that have not yet been approved for credits and will attach documentation describing the course and credits requested:

☐

Environmental Management System Course Details

EMS -TUR COURSE DETAILS

"Please list and describe the continuing education courses completed to satisfy the requirement for 16 continuing education credits in EMS"

Showing 0 - 0 of 0

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Course Title</th>
<th>Date Completed</th>
<th># Hours</th>
<th>Credits Requested</th>
<th>Description</th>
</tr>
</thead>
</table>

No records found.

Add a Row  |  Edit Selected  | Delete Selected |

Continue Application ➤ Save and resume later
CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION

**STEP 9 – CLICK BROWSE AND UPLOAD DOCUMENT, CLICK CONTINUE APPLICATION**

**TU01 - General Practice Planner Application**

| 1 Application Information | 2 Documents | 3 Special Fee Provisions | 4 Applicant and Contributors | 5 Review | 6 |

**Step 2: Documents > Page 1 of 1**

Your certification credit request MUST be supported by documentation, which should be attached to this application. Such documentation should describe the courses or events listed and the hours in attendance, e.g., a course syllabus or event itinerary and a copy of the sign-up sheet or certificate of completion for each course.

* * indicates a required field.

**List of Documents**

**Documents:**

Please upload 4 Required Document(s) which are mandatory to Submit this Application:

1. Copy of Accreditation/Certification for EMS
2. Copy of letter from MassDEP verifying that TUR exam was passed
3. Proof of all claimed continuing education credits in EMS Planning (documenting attendance and issued by course provider)
4. TUR Planner course certificate

**Attach Documents**

The maximum file size allowed is 100 MB.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records found.

[Browse]

[Continue Application]

[Save and resume later]
CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION

Step 10 – Update Special Fee Provision, Click Continue Application

Search Applications

TU01 - General Practice Planner Application

Step 3: Special Fee Provisions > Page 1 of 1

Special Fee Provisions

Check if applicable:
- Exemption: ☑
- Exclusion (specific agreement or policy): ☑
- Substitution (ASP/IRP): ☑
- Double Fee for Enforcement: ☑
- Hardship payment extension request: ☑

Continue Application >
CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION

STEP 11 – UPDATE CERTIFICATION INFORMATION, CLICK CONTINUE APPLICATION

Notes
CHAPTER 3 – APPLY FOR PERMIT/LICENSE/AUTHORIZATION

Notes

STEP 12 – REVIEW PAGE, CLICK CONTINUE APPLICATION

Step 5: Review

Continue Application

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

Review and Certification

Edit Application

Environmental Management System or Resource Conservation Planner Certification

Environmental Management System: Yes
Resource Conservation Plan: Yes

Related Work Experience

Engineering and Process Control: Yes
Description of applicant's experience in Engineering and Process Control: Test
Manufacturing and Production quality control: No
Environmental compliance or worker health and safety: No
Accounting, business, administration or product marketing: No
Planning Industrial design or research and development: No
Managerial or legal: No
Other Experience: No
Toxics Use Reduction Planner Course and Exam Information

I completed the course at the satisfying educational institution a Yes
MassDEP approved Toxics Use Reduction Planner Course within the last two calendar years and will attach my course Verification Record and, if applicable, proof that I passed the exam.

Employment Experience

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Hours per week</th>
<th>Number of Weeks</th>
<th>Supervisor Name</th>
<th>Supervisor Title</th>
<th>Supervisor Phone Number</th>
<th>Supervisor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950</td>
<td>Software Engineer</td>
<td>40</td>
<td>40</td>
<td>90 William ST</td>
<td>90 William ST</td>
<td>2674415556</td>
<td><a href="mailto:varukaman@gmail.com">varukaman@gmail.com</a></td>
</tr>
</tbody>
</table>

Total Employment Experience

Total Hours of Experience: 40
Years Equivalent: 0.02

Educational Substitution

Are you seeking to substitute education for some of the required experience? No
Name of Institution:
City/State/Country:
Major:
Year Graduated:
Degree:

Environmental Management System Certification

I have been accredited or certified under a national, international, or other recognized EMS Standard and will attach proof of such accreditation/certification: Yes
I have earned EMS continuing education credits from the Massachusetts Toxics Use Reduction Program and I will attach proof of such credits: No

CHAPTER 3 - APPLY FOR PERMIT/LICENSE/AUTHORIZATION
STEP 12 – PAYMENT PAGE (USER HAS OPTION TO PAY ONLINE OR PAY BY MAIL), CLICK
CONTINUE APPLICATION

TU01 - General Practice Planner Application

Step 6: 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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU01 Application Fee</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

$500.00

Note:
You have option to pay online or pay by mail. System will show the below payment page if you click on the Pay Online button and if you click pay by mail, please follow the instructions received on your email notification on how to send your check.
**STEP 12 – UPDATE PAYMENT INFORMATION AND SUBMIT PAYMENT**

Complete all the details on the above page and click on the **Submit Payment** button. System will process the Payment and shows the below screen if payment is successfully processed.

### Payment

You have elected to pay for the following item(s):

<table>
<thead>
<tr>
<th>Description</th>
<th>Number/ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP/TPR/General Practice TPR Planner/Application</td>
<td>16TMP-004414</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Total Convenience Fee Due: $11.75
Total Amount Due: $511.75

### Billing Information

**Payment on Behalf of**

**Company Name**

**First Name**

**Last Name**

**Street**

**City**

**State/territory**

**Select State**

**Zip**

**Phone Number**

**Email**

**Confirm Email**

Please click the Back button to return to the DEP website.

### Payment Information

To pay by electronic check, click the ACH tab.

- **Card Type**
  - Credit/Debit Card
  - ACH

- **Select Card Type**

- **Card Number**

- **CVV Code**

- **Expiration**
  - 01
  - 2016

Check to accept to both the Mass DEP and nCourt Terms Agreements.

- ![Accept]

### Terms Agreement

For all payment methods, the email acknowledgment sent back to the customer after "I Accept" must include a contact telephone number at the merchant entity.

- ![nCourt Terms Agreement]
Notes

Once user submits the application, record number is generated.

Search Applications

TU01 - General Practice Planner Application

1  2  3 Special Fee Provision  4 Certification Information  5 Review  6 Pay Fees  7 Record Issuance

Step 7: Record Issuance

Successfully Completed.

Thank you for using our online services.
Your Record Number is 16-TU01-000037.

You will need this number to check the status of your application.
## CHAPTER 4 – FACILITY

<table>
<thead>
<tr>
<th>Searching /adding a facility</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Screen</strong></td>
<td>ENTER Facility Name and other details</td>
</tr>
<tr>
<td>Searching /Adding a Facility</td>
<td>CLICK Search</td>
</tr>
</tbody>
</table>
Notes

At the completion of this Chapter, the Public User will be able to:
- Search a Facility
- Add a Facility

SEARCH/ADD - FACILITY

To obtain an authorization, it is necessary to add a Facility or search a Facility from the existing database.

- ENTER Facility Name and other details
- CLICK Search

NOTE: System will search for a facility using the details entered. If no facility is found in database, system will create a new facility using the information entered in the search page.
Once “search” is clicked, System will display matching results. User will select the preferred facility.

**Address Search Result List**

<table>
<thead>
<tr>
<th>Facility(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Facility Number 60</td>
</tr>
<tr>
<td>**Facility Number 42</td>
</tr>
<tr>
<td>**Facility Number 63</td>
</tr>
<tr>
<td>**Facility Number 64</td>
</tr>
</tbody>
</table>

**Associated Parcels**

Showing 0-0 of 0

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Lot</th>
<th>Block</th>
<th>Subdivision</th>
</tr>
</thead>
</table>

No records found.

Select Cancel

Once a Facility is selected, system will populate the form with Facility information.

**Facility Name:**

**Facility Number 60**

**Street #**

60

**Street Name:**

Cambridge Street

**City:**

Boston

**State:**

MA

**Zip:**

02114

**Latitude:**

0

**Longitude:**

0

**DEP Facility ID:**

667-AAC-00017

**AQ ID:**

null

Search Clear

**NOTE:** System will search for a facility using the details entered. If no facility is found in database, system will create a new facility using the information entered in the search page.

Once, facility is added, user will continue with his/her application.
## Making Online Payment

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Select Pay Method  | • SELECT Authorization  
|                    | • FILL the application  
|                    | • CLICK “Continue Application” on the Pay Fees page |
| Submit Payment     | • ENTER Payment Information  
|                    | • SUBMIT Payment |

### Chapter 5 – Making Online Payment
Chapter 5 – Make Online Payment (ePay)

Notes

At the completion of this Chapter, the Public User will be able to:

- Make Payment Online

Last step to complete an application is FEES. In ePLACE PORTAL, user can pay Fee by making an online payment or by paying through mail. This Chapter will talk about making online payment.

Step 1 – User reached the Payment Page, User will click “Continue Application” to Pay Online

TU01 - General Practice Planner Application

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>Special Fee Provisions</th>
<th>4</th>
<th>Applicant and Contributors</th>
<th>5</th>
<th>Review</th>
<th>6</th>
<th>Pay Fees</th>
<th>7</th>
<th>Application Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Step 6: 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 submission.

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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TU01 Application Fee</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

- Select Authorization
- Fill the application
- Click “Continue Application” on the Pay Fees page
CHAPTER 6 – MAKING ONLINE PAYMENT

STEP 2 – UPDATE PAYMENT INFORMATION AND CLICK SUBMIT

- ENTER Payment Information
- ENTER Billing Information
- SUBMIT Payment
- PAYMENT Applied
- RECORD Created

Note: A Service Fee of 2.35% of the Transaction amount or 35 Cents will be charged for Credit/Debit and ACH respectively.
## Delegating a record/application.

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Delegate PIN       | • Submit an application.  
|                    | • Fill and save an application till certification page. |
| Adding a Delegate  | • CLICK Add a Contact  
|                    | • SELECT Delegate  
|                    | • CLICK Continue  
|                    | • Enter Delegate PIN |
| Resume Application | • Select TEMP Application/Record  
|                    | • Click “Resume Application” |
| Deleting a Delegate| • Call ePLACE help desk and ask them to delete the delegate.  
|                    | • Provide any details that are requested by the ePLACE help desk.  
|                    | • ePLACE help desk will delete the delegate for you and provide you a new pin for future use. |
At the completion of this Chapter, the Public User will be able to:

- Delegate a record

**NOTE:** System sends an email with “Delegate PIN” to the email ID used during registration when a record/application is saved (Save and Resume) or after record submission in THE EPLACE PERMITTING PORTAL. Public user can add a “Delegate Contact” to the application using this PIN.
ADDING A DELEGATE

Once “Delegate PIN” is received via email. Second user will login to THE EPLACE PERMITTING PORTAL using his/her credentials. User will go to “Account Management” page & will click “Add New”

Select Contact type as “Delegate”

To add a Delegate:

CLICK Add a Contact
SELECT Delegate
CLICK Continue
Notes

**ENTER DELEGATE PIN**

**Contact Information**

- **PIN**

[Options: Continue, Clear, Discard Changes]

- **ENTER** Delegate PIN
- **CLICK** Continue

**DELEGATE USER ADDED**

**Account Type**

**Citizen Account:**

**Login Information**

- **User Name:** Peter Smith
- **E-mail:** peter.smith@fake.com
- **Password:** ********
- **Security Question:** fav color

**Contact Information**

[Showing 1-3 of 31 Download results]

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emma</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delegate</td>
<td></td>
<td>User</td>
<td></td>
<td>Individual</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>Peter</td>
<td>J</td>
<td>Smith</td>
<td></td>
<td>Individual</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Delegate User is added under the contacts. Same record will add to user’s record list. User can click on "Resume Application" against that Temp Record and can continue till Certification Page.
The purpose of this Chapter is to show Public user – “How to check status of an application?”

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Status of a record</td>
<td>• LOGIN to your account</td>
</tr>
<tr>
<td></td>
<td>• CLICK “My Records” on the HOME page</td>
</tr>
<tr>
<td></td>
<td>• Check status in status column</td>
</tr>
</tbody>
</table>
At the completion of this Chapter, the Public User will be able to:

- Check status of a Record

- **LOGIN** to your account
- **CLICK** “My Records” on the HOME page
- **Check** status in status column
At the completion of this Chapter, Public User will be able to:

- Edit an Application

Click on the “Edit” Button system will show the review page of the application again. Edit the section that need to be updated and click on the Submit Updated Information. Applicant should certify once again before he submits the Update Info.
Step 6: Review

Submit Updated Information

Please review all information below. Click the "Edit" button to make changes to sections or "Submit Updated Information" to submit.

Review and Certification

Facility Information

ACTION ENVIRONMENTAL INC. | 30 | SEYOM ST
DEP Facility ID: 10- FAL- 000935
DEP Region: NE
HW ID: M7BA199399522

Additional Facility Information

ADDITIONAL FACILITY INFO
No Custom Lists data for the sub-group above.

Employment Information

Environmental Management System: No
Resource Conservation Plans: No

Related Work Experience

Engineering and Process Control: No
Manufacturing and Production quality control: No
Environmental compliance or worker health and safety: No
Accounting, business, administration or product marketing: Yes
Description of applicant’s experience in Accounting, business, administration or product marketing: Adrienne Vittadini
Planning Industrial design or research and development: No
Managerial or legal: No
Other Experience: No
## Employment Experience

### Employment Experience

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Job Title</th>
<th>Hours per week</th>
<th>Number of Weeks</th>
<th>Supervisor Name</th>
<th>Supervisor Title</th>
<th>Supervisor Phone Number</th>
<th>Supervisor Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>HartMart Medical Center</td>
<td>MD</td>
<td>60</td>
<td>6000</td>
<td>Dr. Tahir Chaudary</td>
<td>MD</td>
<td>21250207856</td>
<td></td>
</tr>
</tbody>
</table>

### Total Employment Experience

- Total Hours of Experience: 360000
- Years Equivalents: 180

### Education Substitution

- Are you seeking to substitute education for some of the required experience?: No
- If yes, how many years are you seeking?:
- Name of Institution:
- City/State/Country:
- Major:
- Year Graduated:
- Degree:

### Demonstrated Experience in Toxics Use Reduction

- Are you claiming at least 2 yrs of experience in TJR activities according to regulations?: No
- Have you attended and completed the Toxics Use Reduction Planner course?: No

### Experience in Toxics Use Reduction and other related activities

- Process Characterization:
  - Start Date:
  - End Date:
- Options Identification:
  - Start Date:
  - End Date:
- Technical Evaluation:
  - Start Date:
  - End Date:
Toxics Use Reduction Planner Course and Exam Information

I completed to the satisfaction of the offering educational institution a MassDEP approved Toxic Use Reduction Planner Course within the last two calendar years, and will attach my course Verification Record and, if applicable, proof that I passed the exam.

I have attached the letter that indicates that I have passed the MassDEP TUR Exam.

Demonstrate two (2) years of Environmental Management Systems Experience.

Environmental Management System Certification

I have been accredited or certified under a national, international, or other recognized EMS Standard and will attach proof of such accreditation/certification.

I have earned EMS continuing education credits from the Massachusetts Toxics Use Reduction Program and I will attach proof of such credits.

I have earned EMS continuing education credits from an organization other than the Massachusetts Toxics Use Reduction Program have already been approved for credit and will attach proof of these credits.

I have earned EMS continuing education credits from an organization other than the Massachusetts Toxics Use Reduction Program that have not yet been approved for credit and will attach documentation describing the course and credits requested.

Environmental Management System Course Details

EMS-TUR COURSE DETAILS
No Custom Lists data for the sub group above.

Resource Conservation Plan Certification Info

I have earned continuing education credits in Resource Conservation from the Massachusetts Toxics Use Reduction Program and will attach proof of these credits.

I have earned continuing education credits in Resource Conservation from an organization other than the Massachusetts Toxics Use Reduction Program Non-TUR Course that have already been pre-approved for credit and will attach proof of the requested credits.

I have earned continuing education credits in Resource Conservation offered by an organization other than the Massachusetts Toxics Use Reduction Program that have not yet been approved for credit and will attach documentation describing the course and credits requested.
Special Fee Provisions

Exemption: Yes
Exemption Type: City/Town/County Government

Application Contributors

Showing 1-1 of 1

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization Name</th>
<th>Contact Person</th>
<th>Telephone #</th>
<th>E-mail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate User</td>
<td>1C-T502 _ 000165-APP</td>
<td></td>
<td></td>
<td></td>
<td>Edit/View</td>
</tr>
</tbody>
</table>

Published Information

First Name: Kausar
Last Name: A.
E-mail Address: kausar.alther@gcomsoft.com
City/Towns: Boston
Zip Code: 02108

Applicant Information

Kausar A.
1 Winter St.
Boston, MA, 02108
United States
E-mail: kausar.alther@gcomsoft.com
Telephone #: 347-256-4857

"I certify that I have personally examined the foregoing and am familiar with the information contained in this document, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment."

I agree that I am the Applicant.
Date Signed: [Blank]
If you are not the Applicant then click on "Save and resume later" button.

Submit Updated Information
### Chapter 9 – Amend/Renew a Permit/License/Authorization

Public user will amend/renew a Permit/License/Application

<table>
<thead>
<tr>
<th>Application Screen</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| Amend a Record      | • Identify Record  
                     | • Select Record to Amend  
                     | • Amend Application Specific Information  
                     | • Upload Documents  
                     | • Make Payment  
                     | • Submit the Application |
| Renew a Record      | • Identify Record  
                     | • Select Record to Renew  
                     | • Enter Re-certification Information  
                     | • Upload Documents  
                     | • Make Payment  
                     | • Submit the Application |
At the completion of this Chapter, Public User will be able to:

- Amend a Permit/License/Authorization
- Renew a Permit/License/Authorization

- **LOGIN**
- **CLICK** on “My Records” on Home Page
- **CLICK** on DEP to see records

- **IDENTIFY** the record you want to amend
- **CLICK** “Amendment”
**CHAPTER 9 – AMEND/RENEW a PERMIT/LICENSE /AUTHORIZATION**

**STEP 1 – SELECT THE AMENDMENT TYPE, CLICK CONTINUE APPLICATION**

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

- AG01 Amendment
- Modeling Sample Amendment
- SW48 Amendment
- TURA Amendment
  - TU01 - General Practice TUR Planner Amendment
  - TU02 - Limited Practice TUR Planner Amendment
- WS10 Amendment

[Continue Application]

**STEP 2 – AMEND APPLICATION INFORMATION, CLICK CONTINUE APPLICATION**

TU01 - General Practice TUR Planner Amendment

<table>
<thead>
<tr>
<th>Application Information</th>
<th>Documents</th>
<th>Special Fee Provision</th>
<th>Certification Information</th>
<th>Review</th>
<th></th>
</tr>
</thead>
</table>

*Indicates a required field.

**Environmental Management System or Resource Conservation Planner Certification**

Please indicate if you are also applying to certify an Environmental Management System and/or Resource Conservation Plan (there is no additional fee for this certification).

- Environmental Management System: [ ]
- Resource Conservation Plan: [ ]

[Continue Application]  [Save and resume later]

**NOTE:** System will navigate user through the entire Application Process and user can amend the information, pay the fee and amended record is submitted.
CHAPTER 9 - AMEND/RENEW A PERMIT/LICENSE/AUTHORIZATION

Notes

RENEW A LICENSE/PERMIT/AUTHORIZATION

STEP 1 – IDENTIFY AND SELECT THE LICENSE/PERMIT/AUTHORIZATION YOU WANT TO RENEW AND CLICK “RENEW” BUTTON

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Record Name</th>
<th>Record ID</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2016</td>
<td>TU01 - General Practice TUR Planner Authorization</td>
<td>TU01-000016</td>
<td>Renew</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>TU01 - General Practice TUR Planner Authorization</td>
<td>TU01-000002</td>
<td>Renew</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>TU01 - General Practice TUR Planner Authorization</td>
<td>TU01-000003</td>
<td>Renew</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>TU02 : Limited Practice TUR Planner Authorization</td>
<td>TU02-000002</td>
<td>Renew</td>
</tr>
<tr>
<td>07/29/2016</td>
<td>TU02 : Limited Practice TUR Planner Authorization</td>
<td>TU02-000004</td>
<td>Renew</td>
</tr>
</tbody>
</table>

STEP 2 – ENTER THE RE-CERTIFICATION DETAILS, CLICK CONTINUE APPLICATION

Step 1: Application Information > Page 1

Re-Certification for General Practice Planner

Environmental Management System or Resource Conservation Planner Certification

[Options and fields for selecting Environmental Management System or Resource Conservation Plan]

[Buttons: Continue Application, Save and resume later]
CHAPTER 9 - AMEND/RENEW A PERMIT/LICENSE/AUTHORIZATION

STEP 2 – UPLOAD ATTACHMENTS, CLICK CONTINUE APPLICATION

NOTE: System will navigate user through the certification page, review page and fee page. Once fee is paid and Authorization is renewed.