



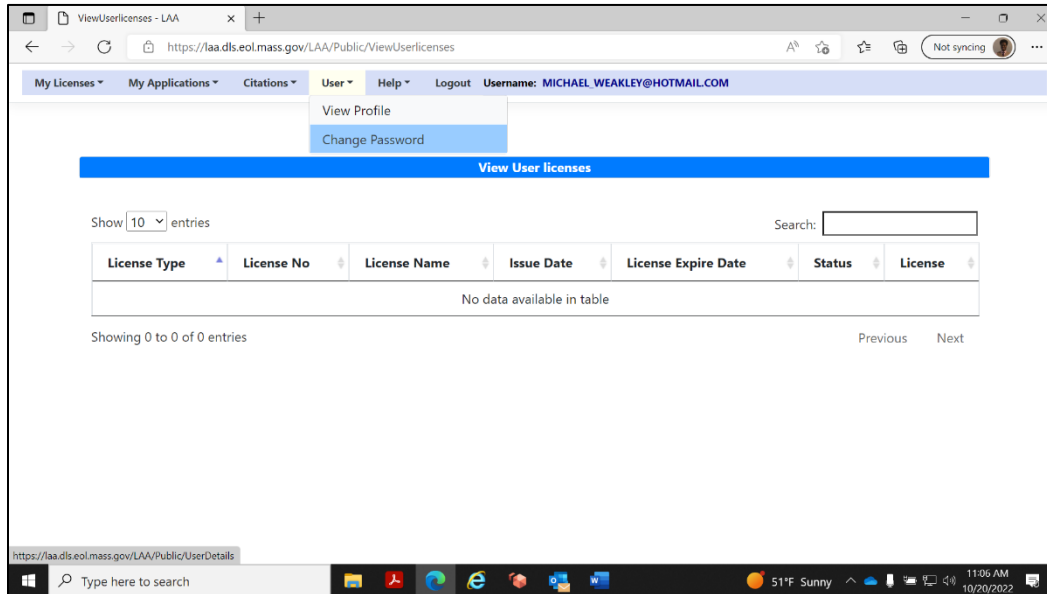
Welcome to the Department of Labor Standards Lead and Asbestos (LAA) system.

This document is a guide to using the LAA system. The following LAA functional areas are covered:

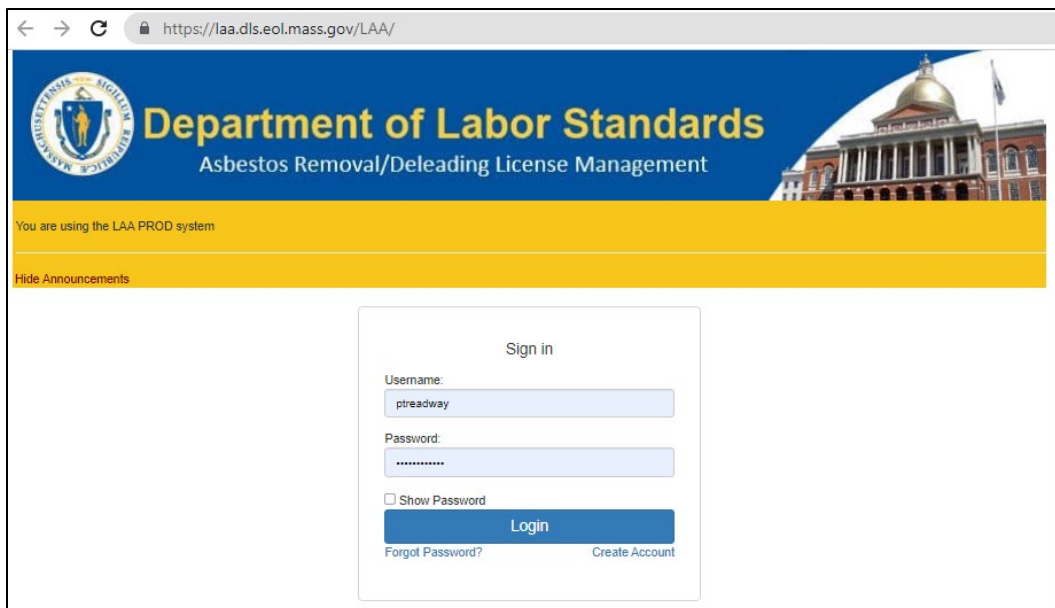
- **Create a log-in and password**
 - **Select Create account.**
 - **Click on Create a public account.**
 - **Choose business or individual account type.**
 - **Enter information.**
 - **Be sure to agree to the terms and conditions at the top of the form.**
 - **Contractors, analytical labs, consulting firms, and training providers who are independently owned and operated must have a separate and unique log-in from your individual account.**
 - **Login for each account must be different. It does not have to be a working email address, such as John.Doe@ ID.me. It just serves as your username.**
 - **Once you have created an account you must have a valid email address in your profile. This is where all communications from DLS will be sent.**
 - **Log-in name must be an email address, but does not have to be a working one.**
 - **Passwords must be a minimum of 8 characters, one uppercase letter, one lower case letter and one number, no special characters allowed.**

A screenshot of a web browser displaying the login page for the Department of Labor Standards Asbestos Removal/Deleading License Management system. The browser's address bar shows the URL 'https://laa.dls.eol.mass.gov/LAA'. The page header features the Department of Labor Standards logo and the text 'Department of Labor Standards Asbestos Removal/Deleading License Management'. Below the header, a yellow banner states 'You are using the TEST LAA PROD system' and 'Hide Announcements'. The main content area contains a 'Sign in' form with fields for 'Username' (containing 'john.doe@ID.me') and 'Password' (containing 'Abcd1234'). There is a 'Show Password' checkbox and a 'Login' button. At the bottom of the form are links for 'Forgot Password?' and 'Create Account'. The Windows taskbar is visible at the bottom of the screenshot, showing the search bar, taskbar icons, and system tray with the date '10/20/2022' and time '11:03 AM'.

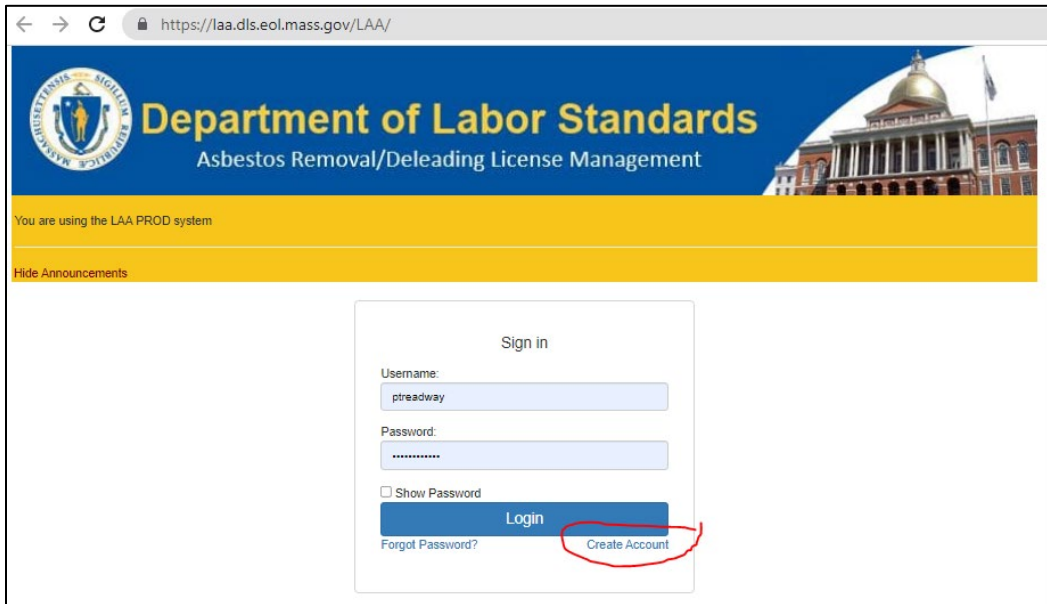
- A valid email is required in your profile:
 - Select view profile
 - Update contact email (must be a valid email).



- Submitting an LAA application
 - Using your computer, laptop, tablet or smartphone...Bring up the LAA application using the following web-site address: <https://laa.dls.eol.mass.gov/LAA/>
 - You should see the LAA Home page similar to what is shown below.



- You will need to register for an LAA account and choose whether you are registering for a business (BUS) or individual (IND) LAA account.



A screenshot of a web browser showing the login page for the Department of Labor Standards. The browser's address bar displays the URL <https://laa.dls.eol.mass.gov/LAA/>. The page header features the state seal and the text "Department of Labor Standards" and "Asbestos Removal/Deleading License Management". Below the header, a yellow bar indicates "You are using the LAA PROD system" and a "Hide Announcements" link. The main content area is titled "Sign in" and contains a form with the following elements: a "Username:" field with the text "ptreadway" entered; a "Password:" field with masked characters "*****"; a checkbox labeled "Show Password" which is unchecked; a blue "Login" button; a "Forgot Password?" link; and a "Create Account" link which is circled in red.



A screenshot of the account type selection page on the LAA website. The header is identical to the login page, showing the state seal and "Department of Labor Standards" and "Asbestos Removal/Deleading License Management". Below the header, the text "Choose an Account Type" is displayed. There are two main sections, each with a blue button and a "Log in" link below it. The first section has a button labeled "Create a public account" and a link "Have an account? Log in". The second section has a button labeled "Create a state partner account" and a link "Have an account? Log in".

LAA Users registering for an individual account (IND) can submit the following applications:

**ASBESTOS DESIGNER
ASBESTOS INSPECTOR
ASBESTOS MANAGEMENT PLANNER
ASBESTOS PROJECT MONITOR
ASBESTOS SUPERVISOR
ASBESTOS WORKER
DELEADER SUPERVISOR
DELEADER WORKER
LEAD-SAFE RENOVATION HOMEOWNER AND MUNICIPAL LICENSING WAIVER**

LAA Users registering for a business account (BUS) can submit the following LAA applications:

**ASBESTOS ANALYTICAL SERVICES
ASBESTOS CLASS C LAB ANALYST PROFICIENCY VERIFICATION
ASBESTOS CONSULTING SERVICE PROVIDER
ASBESTOS CONTRACTOR
ASBESTOS TRAINING PROVIDER
DELEADER CONTRACTOR
DELEADING TRAINING PROVIDER
LEAD-SAFE RENOVATION CONTRACTOR
LEAD-SAFE RENOVATION HOMEOWNER AND MUNICIPAL LICENSING WAIVER**

- Once you create your account you can log into the LAA system with your username and password
 - Login name must be an email address

The new LAA system is public facing and replaces the LAA PDF applications with web-based forms. Many of which are available in multiple languages.

- To submit an LAA application, select the menu item “Select My Application “



- Select the application or license for which you are applying from the drop-down menu.
- For individual applications (AW, AS, AI, AD, AP, AM, DW, and DS)
 - Complete the application
 - All fields denoted with an asterisk are mandatory
 - Click submit at bottom of page once application has been filled out
 - Upload documents
 - Upload other documents (for Inspector, Management planner, Designer, and Project monitor, training providers, analytical labs, contractors, and Consulting Firms)
 - Civil citations (if applicable)
 - Experience (for Inspector, Management planner, Designer, and Project monitor only)
 - High School diploma (Asbestos inspector only)
 - **Must upload a head shot photo or selfie for your DLS license in addition to your photo ID (Identification).**
 - Photo Identification from any of the following acceptable forms of identification (see link below).

➔ https://laa.dls.eol.mass.gov/LAA/DLS_list_of_acceptable_forms_of_ID.pdf

- United States driver's license issued by any state or territory
 - United States military identification card
 - United States state identification card
 - United States Coast Guard or Merchant Mariner card
 - United States Citizenship and Immigration Services documentation (visa, permanent resident, or "green" card)
 - United States passport
 - Native American tribal identification document
 - Payment: Select the payment link to make application fee payment
 - Visit www.mass.gov/dols for application fee
 - Training certificates: Upload current training certificate
 - Click upload once all required documents are uploaded
- Linking a LAA license to your LAA Account
 - Log into your account
 - Select My License link
 - From Drop down menu select "link my license to account"
 - Select license type
 - Enter license number
 - Select Add.
 - **NOTE: In order to link account, current license must be valid and not be expired**
 - Resetting Your Password
 - Go to [DLS LAA web-site](#)
 - Enter log-in name and select forgot password
 - Passwords must be minimum 8 characters, one uppercase letter, one lower case letter and one number, no special characters allowed
 - Overall Guidance
 - Files must be +/-10MB or less

- **If uploading from a smart phone, you may need to download “Photo compressor” for photos and documents that are larger than +/-10 MB**
 - **Screen shot of selfie works to ensure photos are less than 10MB**
- **You will receive an automatic email reply once application has been successfully submitted**

If you have any questions, please contact LAA support,

- [DLS LAA Phone #: 617-626-6960 or 6030](tel:617-626-6960)
- [DLS email: Lead&AsbestosEnforcement@mass.gov](mailto:Lead&AsbestosEnforcement@mass.gov)
- [DLS LAA web-site](#)