



S.C. Department of Health and Environmental Control

South Carolina Department of Health and Environmental Control
Electronic Subscriber Agreement
And SLEIS Account Request

(All fields are required – do NOT use black ink)

Facility Name: _____

Phone No.: _____ Applicable Air Permit Number: _____

Certifier's E-Mail Address: _____
(DHEC will use this e-mail address as your userid in the Emissions Collection Tool)

I, _____, do hereby affirm on this _____ Day of
(Printed Name of Certifying Official)

_____, 20___ that I understand and agree to the following:

- 1. I have been designated by the above facility to submit Emissions Inventory Data electronically to DHEC.
2. I agree to be held as legally bound, obligated, and responsible by the electronic signatures created as by a handwritten signature.
3. It is understood that I and the above facility are subject to the requirements set forth by DHEC in S.C. Regulation 61-115, Environmental Electronic Reporting Requirements.
4. I will be given a submitter role that allows editing and electronic submission of the emission inventory data.
5. I agree to protect and keep secure my User ID and password. In the event I become aware that any accounts for this facility become compromised, I will notify Emissions Inventory staff as soon as possible.
6. In addition to myself, the following people are authorized to have editor roles in the Emissions Inventory tool:

Table with 2 columns: name, e-mail address. Multiple rows for listing authorized personnel.

name

e-mail address

(Signature of Certifying Official)

NOTARY PUBLIC

STATE _____ COUNTY _____

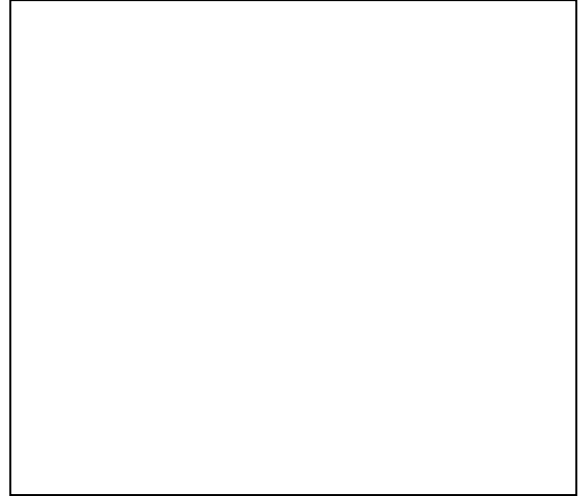
Sworn and Subscribed before me by _____
(*Signing Party*)

On this _____ day of _____, _____

Notary Public

Commission Expires: _____

This form will not be valid unless notarized.



Instructions for Electronic Signature Agreement:

This agreement will require information from a facility’s Certifying Official (which is the “Responsible Official” as defined in Regulation 61-62.7 Title V Operating Permit Program) pertaining to a digital signature within the Emissions Collection Tool. The Certifying Official will be held as legally bound, obligated, or responsible by the electronic signature created as by a handwritten signature. This form will be secured in a locked cabinet and will be kept as long as the current retention schedule allows. No copies will be made as none are needed. This Electronic Signature agreement must contain original signatures. Do NOT use black ink for the signatures.

There are two types of accounts: Editors, who can make changes and Submitters (who can also make changes). You will have a Submitter role that allows electronic submission of emissions inventory data. You will also designate the Editors for your facility on this form (if needed). In order to allow staff to easily assist facility representatives with reporting questions, Emissions Inventory personnel will be assigned "Viewer" roles for all SLEIS Emissions Inventory reports. Once an account is set up in SLEIS, it is permanent. That is, it will not need to be renewed each year.

After this form is processed, all persons listed on this form will receive an e-mail from the system with an embedded link to allow the new users to set their initial password. This link will expire 24 hours after the message is sent. For the submitter, challenge questions will need to be set up. **These notices will originate from ‘EI_submittals@dhec.sc.gov’.**

Facility Name: Company name that is used for mailing. Many companies own two or more facilities. If this is the case for this facility, please indicate the specific name/identifier for this facility.

Air Permit Number: Provide the State Air Quality Operating Permit number for the facility.

Certifying Official: Print the name of the certifying official. This is an officer or employee of the company who has been legally designated as the Responsible Official with the Bureau of Air Quality as defined in Regulation 61-62.7 Title V Operating Permit Program and designated as such on DHEC form 2951 – “Responsible Official (RO) Notification Form Bureau of Air Quality”.

Phone Number: Telephone number, including area code, of Certifying Official. Please include an extension, if applicable.

E-mail Address: Enter the e-mail address of the Certifying Official. This will be your userid for the Emissions Collection tool.

Authorized Personnel Listing: This is the list of standard users (Editors) who are authorized to edit electronic inventory data using the Emissions Collection Tool. Only those listed on this form will be granted access to the Emissions Collection Tool for this facility. Should you later decide to remove someone, you should immediately send a written request to Emissions Inventory staff giving their name and e-mail address as it is in SLEIS.

Affirmation section: The Certifying Official must sign the form. This signature will serve as the ‘wet-ink’ signature when electronically signing the data submittal in the Emissions Collection Tool.

Notary Section: This form must be notarized or it will not be processed. The notary seal must be affixed if notarized outside of South Carolina.

Mail this completed form to:

Manager
Emission Inventory Section
Bureau of Air Quality
SC DHEC
2600 Bull Street
Columbia, SC 29201