



South Carolina Department of Health and Environmental Control (SC DHEC)

**ePermitting Certifier Agreement**

This Agreement will allow you to electronically submit forms and reports using the South Carolina Department of Health and Environmental Control (SC DHEC) ePermitting system when those forms and reports require a signature, using the account identified by your e-mail address. To receive the necessary authorization, a request to be a certifier must be made by the account administrator for you in ePermitting (under the authorized users), and you must fill out this form completely, sign it, have the verification signed by a ePermitting Site Administrator (see below) and send the original to:

Certifier Agreement Administrator  
South Carolina Department of Health and Environmental Control  
2600 Bull St  
Columbia, SC 29201

**Faxes, photocopies, scanned copies, and other facsimiles will not suffice.**

If you are a certifier for multiple facilities, a separate ePermitting Certifier Agreement is required for each site.

Site/Facility Name:	
Permit number(s), if applicable:	
County where site is located:	
Certifier First and Last Name:	
Facility Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
E-mail:	
Permittee Name (if different from above):	
Permittee Address (if different from above):	

Notes:

- (1) The Name must be the name of the person shown on the next page; site/facility names are not allowed and, if used, will cause the form to be returned.
- (2) The facility address must be a street address. Post Office boxes are not allowed.
- (3) The e-mail address is the address used for the ePermitting account. It should be the e-mail address for the person listed here and below. It can be a person's work e-mail address, but it should not be a group, general, or company e-mail address.

I, \_\_\_\_\_, the undersigned, am submitting this Certifier Agreement to the South Carolina Department of Health and Environmental Control (SC DHEC) to receive authorization to electronically submit forms and reports using SC DHEC's ePermitting electronic submission system. This agreement cannot be used for the submission of documents associated with the negotiation or execution of administrative orders, consent judgments, and other legal pleadings. With this authorization, any and all other submissions made with the ePermitting system using the accounts identified by my e-mail address above will be the equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files, or forms authorized under this agreement, and shall have the full legal force of an actual handwritten signature pursuant to DHEC's Administrative Electronic Records, Signatures and Transactions Policy. My account will be authorized to submit electronic submissions upon receiving approval from the SC DHEC.

I hereby agree to the following terms and conditions:

- 1) I will protect my account password and all security question and answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent.
- 2) I will notify the SC DHEC within 24 hours after discovery of any evidence of the loss, theft, or other compromise of my account password or any security question and answer pairs.
- 3) I will review and, if necessary, repudiate by submission of a notice to the SC DHEC any electronic reports, documents, applications, files, or forms that may have been submitted to the SC DHEC after this loss, theft, or other compromise.
- 4) I will review within 24 hours the acknowledgments and copies of submitted documents generated by the SC DHEC's ePermitting system.
- 5) I will notify the SC DHEC within 24 hours after discovery of any evidence of discrepancy between any information electronically submitted by my accounts and what was received by the SC DHEC.
- 6) Notifications required by paragraphs 2, 3, and 5 above shall be made by sending an e-mail to [ePermitting@dhec.sc.gov](mailto:ePermitting@dhec.sc.gov).

I understand and agree that I shall be legally bound, obligated, and responsible, and subject to all penalties and reimbursements under law, for any unauthorized use or false or misleading submissions under my account in the SC DHEC's ePermitting system.

Applicant's signature:

\_\_\_\_\_

Date: \_\_\_\_\_

### Site Administrator Verification

The Site Administrator is responsible for ensuring the appropriate people at the facility or site, or representatives of the facility or site, have access to ePermitting, and that information submitted via ePermitting is true and accurate. It is recommended that this person also be an Administrator in ePermitting but it is not required. This person should be:

- For a corporation, a principal executive officer of at least the level of vice president; or a designated representative if the representative is responsible for the overall operation of the facility from which the discharge originates;
- For a partnership, a general partner;
- For a sole proprietorship, the proprietor;
- For a municipal, state, or other public facility, either a principal executive officer, the mayor, village president, city or village manager, or other duly authorized employee, or;
- A duly authorized representative such as an individual having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field,

superintendent, position of equivalent responsibility, or an individual having overall responsibility for environmental matters for the facility

I am the Site Administrator for the site identified in this Agreement. I verify that the applicant has been designated as a certifier for the site and should be granted authority to electronically submit forms and reports as a certifier through the ePermitting System on behalf of the site.

I understand and agree that as the Site Administrator, it is my responsibility to promptly inactivate the applicant's access to the site's ePermitting account if his/her status as certifier for the site ends.

Site Administrator's Name (print or type):

\_\_\_\_\_

Title:

\_\_\_\_\_

Site Administrator's signature:

\_\_\_\_\_

Date: \_\_\_\_\_