

# Subscriber Agreement **SAMPLE COPY**

[For definitions and email address for submittal, see page 3]

## D. Signatory Authorization

[Who can sign this: – for a municipality, the allowable signatories are the Mayor, First Selectperson, Town Manager, or the Chairperson of the Water Pollution Control Authority]

Company Name / Organization: <b>Permittee</b>	
Secretary of the State Business ID No. (if LLC or Corp): not required for a town	
Signatory Authority Name: <b>Chief Elected Official</b>	
Email Address:	Phone Number:

The Signatory Authority is the appropriate *individual* identified under, as applicable, RCSA Sections 22a-430-3(b)(2)(A), 22a-174-2a(A), or 22a-449(c)-110 (incorporating 40 CFR §270.11(a)) with the authority to sign Electronic Filings on behalf of the Regulated Person.

I, **Chief Elected Official**, have the authority to enter into this Agreement for **City/Town** under the applicable standards. I request the Connecticut DEEP grant me [and the following individual(s)] the ability to submit Electronic Filings:

[List name(s) of subscriber(s) here:] **(if the elected official will duly authorize other individuals to sign DMR's, list them here)**

In signing this Agreement, I am bound by the terms of this Agreement, and **City/Town** is also bound by this Agreement.

**Chief Elected Official**  
Signatory Authority Signature

**DO NOT SUBMIT THIS COPY TO DEEP. THIS COPY IS ONLY A GUIDE TO FILLING OUT THE SUBSCRIBER AGREEMENT. PRINT A CLEAN COPY OF THE WORD FILLABLE "SUBSCRIBER AGREEMENT" TO BE SIGNED AND SUBMITTED.**

XXXXXXXXXXXXXXXXXX  
Signatory Printed Name

XXXXXXXXXXXXXXXXXX  
Title

XXXXXXXXXXXXXXXXXX  
Date

**E. Subscriber Signature** (person who will sign DMR's)

Company Name / Organization: <b>Permittee</b>	
Secretary of the State Business ID No. (if LLC or Corp):	
Subscriber Name:	
Email Address:	Phone Number: <b>          </b>
<b>User Name: The name used in NetDMR to create your account</b>	

The Subscriber is either the Signatory Authority named in Section D of this Agreement, or an individual duly authorized to submit Electronic Filings by the Signatory Authority pursuant to the appropriate standards and regulations (e.g., RCSA §§ 22a-430-3(b)(2)(B), 22a-174-2a(a), 22a-174-4(d), and 22a-449(c)-110 (incorporating 40 CFR § 270.11(b))) .

**SIGN ONLY ONE OF THE FOLLOWING STATEMENTS:**

I, **DMR Signer**, have the authority to enter into this Agreement for **City/Town** under the applicable standards. [sign here if you are an elected official who signed form D, and you will be also be signing monthly DMR's]

**OR**

I, **DMR Signer**, am authorized by the Signatory Authority named in Section D of this document, who does have the authority under the applicable standards, to enter into this Agreement for **City/Town** [sign here if you are duly authorized by an elected official to sign DMR's]

By submitting this Agreement to the Connecticut DEEP I, **DMR Signer**, have read, understand, and accept the terms and conditions of this Subscriber Agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this Agreement and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the Agreement, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

**DMR Signer**  
Subscriber Signature

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XXXXXXXXXX  
Subscriber Printed Name

XXXXXXXXXX  
Title

XXXXXXXXXXXX  
Date



# Subscriber Agreement Instructions FOR MUNICIPALITIES

## **Purpose**

The CT DEEP Subscriber Agreement applies to all filings using an electronic signature, as an alternative to using paper forms to fulfill filing requirements for applicable Connecticut and federal law and regulations.

## **Basic Information on Who Should Fill Out the Subscriber Agreement**

- The “**Signatory Authority**” is an *individual* (usually a corporate officer) who is authorized to sign permit applications, permit modification requests, reports, and other documents on behalf of a permittee or “Regulated Person” per RCSA §§22a-430-3(b)(2)(A). This person must sign the Subscriber Agreement in Section D.
  - The **Signatory Authority** for a **municipality** is the principal executive officer (Town Manager) or a ranking elected official (Mayor or First Selectperson). If the permit is for a municipal sewage treatment plant, then the Chairperson of the Water Pollution Control Authority may sign.
- The **Subscriber** is person who will electronically submit the data and sign the DMR’s. They must sign Section E.
- The Signatory Authority may duly authorize other individual(s) to sign and submit DMR’s. Such individual(s) must each sign a separate Section E as a Subscriber. (see RCSA §§22a-430-3(b)(2)(B)).
- Subscribers **are** required to be employees of the permittee. A contract operator or consultant **cannot** be named as a *duly authorized representative* of the permittee, and so **cannot** be a Subscriber.
- For a municipality, the mayor or First Selectman is the Signatory Authority who signs Section D. That person then typically delegates the sewage treatment plant Superintendent as the Subscriber who will sign Section E and submit monthly DMR reports.

## **Where to Submit:**

Wet Signatures are required on Subscriber Agreements. Please email the signed Subscriber Agreement to us at [DEEP.NetDMR@ct.gov](mailto:DEEP.NetDMR@ct.gov). Maintain the originally-signed agreement in your records to be made available upon DEEP request.