



NJPDES AGREEMENT FOR ELECTRONIC SUBMISSION OF MONITORING REPORT FORMS



Prior to submission of this form, the listed users must create a User Profile for the NJDEP-Online Portal at www.njdeponline.com. The NJDEP Online User ID created at www.njdeponline.com should be entered in the Facility Administrator Information Section below. All information on this form must be completed. Please refer to the instructions on page 2 for assistance in completing this form. Incomplete forms will not be processed. Return completed forms to NJDEP Permit Administration Section, Mail Code 401-02B, P.O. Box 420, 401 E. State Street, Trenton, NJ 08625-0029 or email to dwq_pas@dep.nj.gov.

A. Facility Information

Facility Name: _____ Program Interest (PI)#: _____

NJPDES Permit # _____ # of Certifications Required for Submission _____

_____	_____
_____	_____
_____	_____

B. 7 Informatio

First & Last Name	User ID	Email Address	Phone Number
-------------------	---------	---------------	--------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Authorized Signature:

"I certify, under penalty of law, that the above facility will participate in the electronic submission of Monitoring Report Forms (MRFs) using the Department's MRF submission service and will comply with all requirements associated with the service. I certify that the above personnel are authorized to conduct the designated activities associated with the electronic submission of MRFs and administer the access of all other facility authorized users of the service"

_____	_____	_____	_____
Print Name	Title	Organization	Phone #
_____	_____		
Signature	Date		



NJPDES AGREEMENT FOR ELECTRONIC SUBMISSION OF MONITORING REPORT FORMS (INSTRUCTIONS)



A. **Facility Information** – Enter the facility name and Program Interest (PI) number. List all NJPDES permit numbers at that facility along with the number of required certifications for each permit. Note: A separate facility administration request form is required for each facility.

B. **7 Information** – Enter the first and last name, the NJDEP Online User ID, email address and phone number of each person requesting

- The *Facility Administrator* is the person in the company who will manage user access to the facility's NJPDES MRFs. This person will grant or revoke access to both responsible official users and general users. Facility Administrator access also gives the user the ability to download, complete, upload, certify and review MRFs. The Facility Administrator must be an employee of the company or been designated in writing by the authorized representative of the company.

C. **Authorized Signature** - defined in N.J.A.C. 7:14A-4.9 as follows:

- **For a corporation:** A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures, or a duly authorized representative.
- **For a partnership:** A general partner or a duly authorized representative.
- **For a sole proprietorship:** The proprietor or a duly authorized representative.
- **For a government agency:** A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Executive Director); or a duly authorized representative.