

IUR Electronic Signature Agreement

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic IUR documents submitted to EPA's Central Data Exchange (CDX), and as an authorized official on behalf of:

Company Name:	
Address:	
City, State, Zip:	
Phone Number:	
Fax:	
Site Name:	

I,
(Name of authorized official)

- (1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login;
- (2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised;
- (3) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified;
- (4) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX;
- (5) Agree that I will review the contents of all electronic submissions prior to submission;
- (6) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature.

(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e-mail at my registered e-mail address; This email will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission in my CDX Inbox;

(8) Understand that I will receive an e-mail in my CDX inbox with a link to my encrypted, electronically signed copy of my submission;

(9) Agree that if I receive e-mail as specified in paragraphs (7) or (8) for a submission that I do not believe that I submitted, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt;

(10) Agree to contact the CDX Help Desk if I do not receive an e-mail receipt as specified in paragraphs (7) or (8) within 5 business days for any electronically signed submission using my credentials;

(11) Understand that I have the opportunity to request a readable copy of any electronic submission for a period of 5 years after submission by contacting the IUR Submission Coordinator by mail at the address below or by email at IUR.RDMB@epa.gov;

(12) Agree to report, within twenty-four hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX Help Desk;

(13) Understand that the Immediate Supervisor or Witnessing Official who signs below may be contacted by the EPA and asked to validate my employment at the company listed above;

(14) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time;

(15) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

E-mail Address for CDX correspondence:

Name of electronic signature holder:

Signature of electronic signature holder :

Official Title:

Date:

AUTHORIZATION BY IMMEDIATE SUPERVISOR OR WITNESSING OFFICIAL

I, _____ acknowledge that the individual named above works at/for
(Name of supervisor)

_____ and is authorized to submit documents and sign the IUR Certification Statement on the
(Name of company)

company's behalf.

Signature of Immediate Supervisor or Witnessing Official

Date:

Official Title:

Definitions

1. *Electronic signature* means any information in digital form that is included in or logically associated with an electronic document for the purpose of expressing the same meaning and intention as would a handwritten signature if affixed to an equivalent paper document with the same reference to the same content. The electronic document bears or has on it an electronic signature where it includes or has logically associated with it such information.
2. *Electronic signature credential* refers to the token held by an individual user that is used to electronically sign electronic submissions. In the case of eIUR the electronic signature credential consists of an encrypted string of the CDX User ID and password. This will be stored by CDX.

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

IUR Submission Coordinator (7407M)
U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics
Ariel Rios Building
1200 Pennsylvania Ave, NW
Washington, DC 20460