



SUBSCRIBER AGREEMENT FOR CERTIFIER ACCESS (CERIS-ND)

NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY

SFN 61882 (09-2020)

This subscriber agreement is required for all people who wish to submit reports that require a signature to the North Dakota Department of Environmental Quality (NDDEQ) using the Combined Environmental Regulatory Information System- North Dakota (CERIS-ND). Note that access to sites are managed by the Site Administrator for that site/facility and that the company's Site Administrator can add and remove users without needing to contact the Department. ONLY USERS WHO WILL BE SUBMITTING FORMS THAT REQUIRE CERTIFIER CREDENTIALS, NEED TO SUBMIT THIS FORM.

To use CERIS-ND without certifier authority, you may self-register in CERIS-ND, see www.deq.nd.gov/CERIS-ND/ for instructions on how to self-register users to your site(s).

WARNING: Certifier Access is GLOBAL to the Site and cannot be limited to specific program areas (i.e. air vs. water vs waste programs), individual forms, reports, or applications.

SECTION A – CERTIFIER ACCESS USER INFORMATION

Name			
Title			
Mailing Address	City	State	ZIP Code
Email Address	Job Title	Telephone Number	Ext

SECTION B1 – FACILITY(S)/SITE(S) REQUESTING CERTIFIER ACCESS TO

Company Name	Facility Name	Site ID Number*	Program**	Permit/License Number

* Site ID Number can be located by login into your site in CERIS-ND, clicking on DETAILS on the left-hand side of the page and the number will be on the upper right side of the page under your username. Format of the Site ID Number is XXXX-XXX-XXX.

** See www.deq.nd.gov/CERIS-ND/ for list of available programs in CERIS-ND

SECTION B2 –USER ROLE DEFINITIONS

User Role	Authorizations
Viewer	Can view site information but not make changes. Can be setup by Site Administrator, does not need to submit this form for this level of access, contact your Site Administrator.
Editor	Can fill out forms and reports. May require certifier permissions to submit, depending on the form. Can be setup by Site Administrator, does not need to submit this form for this level of access, contact your Site Administrator.
Certifier Access	Can edit and submit completed reports and the Copy of Record to NDDEQ. This form needs to be submitted BEFORE certifier authority is given.
Administrator	Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users (Certifier users NEED to submit this form). Note that the first user to setup a NEW site is automatically the Site Administer.

SECTION C – USER SECURITY REQUIREMENTS

If approved to submit reports using CERIS-ND, I understand and agree to:

- a. Protect my account password and security question answers from compromise, not allow anyone else to use the account, and not share the password or security question answers with any other person.
- b. Promptly report to the NDDEQ any evidence of the loss, theft, or other compromise of my user account credentials.
- c. Notify NDDEQ if I cease to represent any of the above listed facilities as the submitter for the electronic reports as soon as this change in relationship occurs.
- d. Review, in a timely manner, the acknowledgements (email and onscreen) and copies of submitted documents submitted using my CERIS-ND user account.
- e. Report any evidence of discrepancy between documents submitted, and those received by the CERIS-ND.
- f. By affixing my signature, I explicitly provide that I will adhere to all CERIS-ND policies, terms and conditions listed in the agreement.

SECTION D – CERTIFICATION AND SIGNATURE

I understand that I will be held as legally bound, obligated, and responsible by the use of my electronic signature as I would be by a handwritten signature and that legal action can be taken against me based on my use of the electronic signature in submitting electronic documents.

Signature	Date
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SECTION E – RESPONSIBLE OFFICIAL AUTHORIZATION

Authorization of responsible official to allow user to submit reports. A responsible official must be one of the following: a responsible corporate officer, a general partner, a principal executive officer or a ranking elected official. Note: if the person identified in Section A is one of these responsible officials, they do not need to sign Section E of the subscriber agreement.

I the undersigned responsible official for the above listed facility(s)/site(s) do hereby duly authorize and delegate the individual listed in Section A the authority to sign and to submit the above listed reports for said facility(s)/site(s):

Name	Title
Signature	Date

SECTION F – CERIS-ND USER INFORMATION AND INSTRUCTIONS

When completed and signed, make a copy of this subscriber agreement for your records and return the original subscriber agreement to:
DEQ Data Coordinator CERIS-ND
North Dakota Department of Environmental Quality
918 E Divide Avenue, 4th Floor
Bismarck, ND 58501-1947

A copy of this SUBSCRIBER AGREEMENT FOR CERTIFIER ACCESS form must be retained in your official records for at least 5 years after the user (Section A) ceases to use the system for submitting reports.

If you have CERIS-ND permission to submit a report, you will be asked to setup challenge questions the first time you log into CERIS-ND. To do this, you will be directed to a web page where you will be provided a list of challenge questions. You will be asked to provide answers for at least five of them.

Each time you submit a report, you will be asked to enter your password and challenge questions. If the challenge questions are not answered correctly, you will be presented with another one of the challenge questions and asked to provide your answer. Your account will automatically lock out after three failed challenge question attempts.

Providing the correct challenge questions will enable CERIS-ND to verify that you are the person submitting the reports and will serve as the digital signature for your report.

If the password or challenge question is incorrectly entered three times, the account will be locked, and an email will be sent to the user's email address indicating the user account was trying to submit a report but failed the security test. The email also will warn that if you are not using this account, it may be compromised, and you should check on the account status. You must notify the Department if you believe the account has been compromised.

To ensure user accounts are kept current, extended inactivity will result in the user account being locked. The user will need to contact an CERIS-ND Administrator at the Department who can verify the user's status and can unlock the user's CERIS-ND account. CERIS-ND@nd.gov.

SECTION G – FOR DEPARTMENT USE

Approved and Activated Date	Date Inactivated
Approved and Activated By	Inactivated By

SECTION H – COMMENTS