



**ELECTRONIC REPORTING INFORMATION SYSTEM (ERIS)
SUBSCRIBER AGREEMENT**
NORTH DAKOTA DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH SECTION
SFN 60908 (8-2016)

For Office Use only.
Date Received:

This subscriber agreement is required for all people who wish to submit reports that require a signature to the North Dakota Department of Health, Environmental Health Section (EHS) using the ERIS system.

SECTION A – USER INFORMATION:

Name		State of ND Login User Name*:	
Mailing Address	City	State	ZIP Code
Email Address	Job Title	Telephone Number	Ext

* Provide the user name you chose for ND log-in (<https://secure.apps.nd.gov/doh/eris/login.aspx>)

Table A2

Facility(s) for which the user requests authority to submit reports.	
1.	2.
3.	4.
5.	6.
7.	8.

Note: a separate subscriber agreement is required for facilities that have different owners.

Table A3

Reports that user is requesting to be able to submit for this facility:			
Facility No.*	Permit Number	Security Level	Report Short Name**

Indicate the level of security this person is allowed to have on behalf of the company owner.

Security Levels:
Submit – User can read, add, upload and submit reports;
Upload – User can read, add and upload reports into ERIS, but cannot submit report to the Department;
Read Only – User can read reports, but cannot upload or submit reports.

*Enter corresponding facility number as listed in table A2 above.
 ** See <http://ndhealth.gov/WQ/eReporting/> for list of available reports and their Report Short Name.

SECTION B – 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 B of the subscriber agreement.

I the undersigned responsible official for the above listed facility(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):

Name	Title
Signature	Date

SECTION C – USER SECURITY REQUIREMENTS

If approved to submit reports using ERIS, I understand and agree to:

- a. Protect my account password, Personal Identification Number (PIN) and security question answers from compromise, not allow anyone else to use the account, and not share the password, PIN or security question answers with any other person.
- b. Promptly report to the EHS any evidence of the loss, theft, or other compromise of my user account credentials.
- c. Notify EHS if I cease to represent any of the above listed facilities as the submitter for the organization's 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 ERIS user account.
- e. Report any evidence of discrepancy between documents submitted, and those received by the ERIS.
- f. By affixing my signature, I explicitly provide that I will adhere to all ERIS 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 – ERIS 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:

EHS Data Coordinator
North Dakota Department of Health
918 East Divide Avenue, 4th Floor
Bismarck, ND 58501-1947

A copy of this Subscriber Agreement 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.

When the Health Department sets up the user account to use ERIS, a PIN number will be provided to you. If you have security rights to submit a report, you will be asked to setup challenge questions the first time you log into ERIS. 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. You also will have the ability to update your PIN number on this page.

Each time you submit a report, you will be asked to enter your PIN number. If the correct PIN number is entered, you will be presented with one of the challenge questions and asked to provide your answer. Providing the correct PIN and answering the challenge question correctly will enable ERIS to verify that you are the person submitting the reports and will serve as the digital signature for your report.

If the PIN number or challenge question is incorrectly entered five times, 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. If the PIN number or challenge question from this user account is incorrectly answered three more times the account will be locked.

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

SECTION F – FOR DEPARTMENT USE

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

SECTION G – COMMENTS

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Electronic Reporting Information System (ERIS) Subscriber Agreement Supporting Information

NORTH DAKOTA DEPARTMENT OF HEALTH ENVIRONMENTAL HEALTH SECTION

Below is a list of reports that can be electronically submitted to the Department using ERIS. Some reports/documents require a signature from a legally authorized company representative when submitted. Those who use ERIS to submit a report which requires a signature must first complete an ERIS subscriber agreement (SFN 600908) and mail it to: North Dakota Department of Health, Environmental Health Section; Gold Seal Center 4th floor; 918 East Divide Avenue; Bismarck, ND 58501. Please allow a minimum of 30 days for the department to process the ERIS subscriber agreement and setup the user account in ERIS.

What are the ERIS Security Levels:

ERIS has 3 security levels that a user account can have which determine what rights an account has in ERIS. These are described below.

Submit – User can read, add, upload and submit reports to the Department.

Add – User can read, add and upload reports in ERIS, but cannot submit reports to the Department.

Read Only – User can read reports, but cannot add, upload or submit reports.

Those who need “Read-only” or “Add” access to ERIS, and do not need the “Submit” security level to submit a report do not need to complete a subscriber agreement, but it is helpful if they do so. They can contact their Health Department regulatory program contact and provide all the necessary information so they can be setup in ERIS.

-Reports that can be submitted through ERIS and an indication of which reports require a signature

Program	Report Short Name	Report Long Name - Description	Signature Required to submit
Air Quality	AQ-T5ACCR	Title V Annual Compliance Certification Report	Yes
	AQ-T5SAMR	Title V Semi-Annual Monitoring Report	Yes
Drinking Water	DWLD	Drinking Water Lab Data	No
	DBPR	Disinfection By-Products Rule Report	No
NDPDES	DMR-General	– General DMR form for Minor Municipal facilities	Yes
	DMR-EPA	Discharge Monitoring Report – EPA form for Major Municipal and Industrial facilities	Yes
	DMR-Stormwater	Discharge Monitoring Report – Stormwater Industrial facilities	Yes
	Disch Rev	Discharge Review for Minor Municipal facilities	No
	Dew/HydTest NOI	Dewatering / Hydrostatic Testing Notice of Intent	Yes
	Dew/HydTest NOT	Dewatering / Hydrostatic Testing Notice of Termination	Yes
NDPDES-Stormwater	SW-ALR	Stormwater Annual Location Report	Yes
	SW-AIR	Stormwater Annual Inspection Report	Yes
	SW-NOI	Stormwater Notice of Intent	Yes
	SW-NOT	Stormwater Notice of Termination	Yes

*This report is in development and is not ready for electronic submission in ERIS; however you can register for them and you will be setup to access that report when it is completed in ERIS.

List of reports updated: 8/29/2016