



STATE AND LOCAL EMISSIONS INVENTORY SYSTEM (SLEIS)

SUBSCRIBER AGREEMENT

NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY

SFN 61755 (11-2019)

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 State and Local Emission Inventory System (SLEIS).

SECTION A – USER INFORMATION

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

SECTION B1 – FACILITY AND AUTHORIZATION LEVEL

COMPANY NAME	FACILITY NAME	PERMIT NUMBER	USER ROLE

SECTION B2 –USER ROLE DEFINITIONS

USER ROLE	AUTHORIZATIONS
Viewer	Is only able to view the data and other information in the SLEIS report.
Editor	Is able to edit/update the emissions data and other information in the SLEIS report.
Submitter	Can only submit completed reports and the Copy of Record to NDDEQ, cannot edit.
Editor/Submitter	Can edit and submit completed reports and the Copy of Record to NDDEQ.

SECTION C – USER SECURITY REQUIREMENTS

If approved to submit annual emissions inventory reports using SLEIS, I understand and agree to:

- 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.
- Promptly report to the NDDEQ any evidence of the loss, theft, or other compromise of my user account credentials.
- 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.
- Review, in a timely manner, the acknowledgements (email and onscreen) and copies of submitted documents submitted using my SLEIS user account.
- Report any evidence of discrepancy between documents submitted, and those received by the SLEIS.
- By affixing my signature, I explicitly provide that I will adhere to all SLEIS 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 D 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 F – SLEIS 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
 North Dakota Department of Environmental Quality
 918 E 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 NDDEQ sets up the user account to use SLEIS you will be able to log-in to SLEIS after you reset your password from the log-in page. If you have SLEIS permission to submit a report, you will be asked to setup challenge questions the first time you log into SLEIS. 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 a challenge question(s). If the challenge question is 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 question(s) will enable SLEIS 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 SLEIS Administrator at the Department who can verify the user's status and can unlock the user's SLEIS account.

SECTION G – FOR DEPARTMENT USE

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

SECTION H – COMMENTS

**STATE AND LOCAL EMISSIONS INVENTORY SYSTEM (SLEIS)
Subscriber Agreement Supporting Information
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Annual Emission Inventory Reports (AEIRs) can be electronically submitted to the Department using SLEIS. AEIRs require a signature from a legally authorized company representative or their designee when submitted. Those who use SLEIS to submit an AEIR must first complete a SLEIS subscriber agreement (SFN 61755) and mail it to: North Dakota Department of Environmental Quality; Gold Seal Center 4th floor; 918 E Divide Avenue; Bismarck, ND 58501. Please allow a minimum of 30 days for the Department to process the SLEIS subscriber agreement and setup the user account in SLEIS.