

**Agreement to Do Business Electronically**  
**Division of Water Quality (DWQ) Issuance of NJPDES Permit NJ \_\_\_\_\_**

1. **Electronic Communications:** Communications related to the Issuance of this DWQ NJPDES Permit or Authorization under a General Permit may be presented, delivered, stored, retrieved, and transmitted electronically. By signing this agreement, you agree that the New Jersey Department of Environmental Protection (Department) may send communications to you electronically (e.g. by e-mail and/or by notification of posting at one or more websites). The term communications means any notice, record, response or approval, or other type of information that is made available to you or received from you in connection with the Permit or Authorization.
2. **Limitations:** This agreement is limited to the processing of the DWQ NJPDES Permit Number cited above and does not extend to other transactions that you may have before the Department nor does it affect transactions offered through the Department's internet portal.
3. **Agreeing to Do Business Electronically:** The decision whether to do business electronically is yours, and you should consider whether you have the required hardware and software capabilities described below.
4. **Hardware and Software Requirements:** In order to access and retain an electronic record of communications, you will need: a computer, a valid connection to the Internet, Internet browser software, and a valid Email address. By agreeing to do business electronically, you are confirming to us that you have the means to access, and to print or download, communications.
5. **Withdrawal of Agreement:** You have the right to withdraw your agreement to do business electronically at any time by notifying the Department via email to NJPDES\_ADBE\_signup@dep.state.nj.us, in writing by certified mail (return receipt requested) to the address below, or by other means that provide verification of the date of delivery to the Department. Any communications between us during the period after your agreement to doing business electronically, and before our receipt of your withdrawal of such agreement, will be valid and binding on all parties.
6. **Changes to Your Contact Information:** You must keep the Department informed of any change in your electronic mailing address or other contact information. Such changes must be submitted on an Administrative Update Form available on the Department's website at <http://www.state.nj.us/dep/dwq/pdf/adm.pdf>.

Facility Name	
Contact Name	Title
Signature	Date
E-Mail Address (print carefully)	Phone Number

Please complete this form in its entirety. The signed form can be scanned and emailed to NJPDES\_ADBE\_signup@dep.state.nj.us or, alternatively, mailed to:

Mail Code: 401-02B  
Permit Administration Section  
Division of Water Quality  
P.O. Box 420  
Trenton, New Jersey 08625-0420